

Kennett Township

Comprehensive Plan Update

Chester County Planning Commission proposal for
Professional Planning Services under the

Vision Partnership Program



Submitted to
Kennett Township
Board of Supervisors &
Planning Commission

November 18, 2011

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INTRODUCTION

The Chester County Planning Commission (CCPC) is pleased to submit this proposal to assist Kennett Township with the update of their 2004 Comprehensive Plan. The attached scope of work covers the review, update, and expansion of the comprehensive plan to ensure it addresses current issues, concerns, and goals of Kennett Township. The updated Plan will be consistent with the requirements of Article III of the Pennsylvania Municipalities Planning Code (MPC) for municipal comprehensive plans.

PROJECT ASSUMPTIONS

The following assumptions have been made in developing this proposal:

1. Kennett Township has selected the Chester County Planning Commission to serve as the professional planning consultant for this effort. The Chester County Planning Commission will provide a team of professional planners to complete the proposed work program.
2. The Township will apply for an in-kind grant under the **Vision Partnership Program (VPP)** to assist in the funding of this work program. The CCPC will assist the Township with the VPP grant application and administration.
3. Development of the Plan will begin with a review of the 2004 Kennett Township Comprehensive Plan and information from that plan will be used, as appropriate, while adding updated information, policies, and actions. The recently updated Historic Resources Inventory and Plan will be incorporated into the full comprehensive plan.
4. The final Plan will promote the policies of Kennett Township, the principles of the County policy plan, *Landscapes2*, and will be consistent with the applicable provisions of the Pennsylvania Municipalities Planning Code (MPC).

TERMS USED IN PROPOSAL

Terms used in this proposal have the following meaning:

- The term "*Township*" refers to Kennett Township.
- The term "*Planning Commission*" refers to the Kennett Township Planning Commission.
- The term "*Task Force*" refers to the Comprehensive Plan Task Force, membership to be determined by the Township.
- The term "*CCPC*" refers to the Chester County Planning Commission staff.
- The term "*Plan*" or "*Comprehensive Plan*" refers collectively to the Kennett Township Planning document to be created under the proposed work program.

OVERVIEW OF PLAN PROCESS AND WORK PROGRAM

We recommend that the following steps be followed in order to complete the comprehensive plan update.

STEP 1: Appoint the Comprehensive Plan Task Force

A Task Force should be appointed by the Board of Supervisors. The Task Force should consist of the Township Planning Commission with representatives from the Supervisors, and other municipal boards, commissions, or municipal groups as deemed appropriate. We recommend the core Task Force be limited to about ten members. The Task Force may be supplemented with input from other municipal groups or community stakeholders based on the subject of discussion.

STEP 2: Establish Work Session Schedule

Establish monthly work sessions which are dedicated exclusively to the plan work program. Work sessions should be set on a regular schedule and generally limited to two hours. CCPC will develop a work program allowing sufficient work sessions for the preparation of the Plan, opportunity for public input, and incorporation of any revisions that may come out of the adoption process.

STEP 3: VPP Grant and Contract Administration

Based on the input received from the Township, CCPC will finalize the work program and incorporate it into a VPP contract following grant approval. The Township will need to submit a VPP grant application. CCPC will assist the Township with completing the grant application.

STEP 4: Plan Preparation and Work Sessions

Plan preparation by CCPC can commence upon the acceptance and signature of the VPP contract. The Comprehensive Plan Task Force will be assigned the role of reviewing and commenting on draft materials prepared by CCPC. Information from the 2004 Plan will be used as a starting point for drafting chapters, where such information is appropriate and relevant. A meeting agenda and materials to be discussed at the work session will be mailed and/or emailed in advance of scheduled work sessions.

STEP 5: Public Input and Participation

Township residents and other interested parties are welcome to attend work sessions to listen to the discussion; however, active public participation is encouraged through the following processes:

A. Public Discussions and Information Meetings

Two formal public information meetings will be held during the course of the plan update. The first meeting is generally held at or near the mid-point of the update to present initial findings and proposed policies, to answer questions, and to receive input from Township residents and other interested parties. A final public information meeting must be held by the Township Planning Commission, in conjunction with the Task Force, in accordance

with the requirements of the Municipalities Planning Code (MPC) prior to the public hearing phase.

B. Township Website and Newsletter

Regular updates on the progress of the comprehensive plan and notices for public meeting dates can be provided through the Township website or newsletter mailings. Postcard mailings and emails could also be used to inform residents of upcoming information meetings.

C. Public Hearing

The MPC requires a formal public hearing to be held by the Board of Supervisors prior to adoption of the comprehensive plan. The purpose of the hearing is to receive public comment on the Plan. The hearing must be advertised per the MPC requirements.

STEP 6: Adoption Process

Formal adoption takes place following the public hearing and requires a resolution by the Board of Supervisors. Prior to the public hearing, the Township must seek review comments on the Plan from adjacent municipalities, the Kennett Consolidated School District, and the Chester County Planning Commission as prescribed by the MPC.

STEP 7: Production of Adopted Plan

After adoption, CCPC will create and deliver products to the Township as described in the scope of work.

PROPOSED SCOPE OF WORK

KENNETT TOWNSHIP COMPREHENSIVE PLAN

The Chester County Planning Commission (CCPC) will complete the following tasks under the proposed work program.

1.0 PLAN DEVELOPMENT

CCPC will provide professional planning and support staff to assist the Township in the preparation of the **Kennett Township Comprehensive Plan**. The Plan will focus on providing clear direction for implementation of plan recommendations. In addition to staff research and municipal input, the Plan will consider data and policies in the 2004 Comprehensive Plan, 2011 Historic Resources Plan update, sewage facilities plan, and other related plans and studies that apply to the Township. Groups, agencies, and individuals that have expertise or experience working within the Township will be consulted as needed. The Plan will comply with the applicable provisions and content requirements for a comprehensive plan as prescribed by Article III of the MPC.

Plan Organization

The Plan's organization will be revised to reflect CCPC's current standard procedures in drafting a comprehensive plan. This organization will combine the inventory and recommendations for a specific topic into one chapter, facilitating future use by the Township. The plan will begin with an Introduction and Goals and Objectives, and end with Implementation Strategies. Relevant information in the existing plan will be used as appropriate.

Chapter 1: Introduction

The introduction will provide a brief overview of the Plan purpose and organization and highlight prior Township planning efforts. A summary of the Plan update process will be included in this chapter.

Mapping: Regional Resources and Perspective Map

Chapter 2: Planning Policies: Goals and Objectives

Goals and objectives from the Township's current plans and policy documents will be used as a starting point for updating the comprehensive plan goals and objectives. The "overall goal" (or mission statement) will be reviewed and updated with the Task Force to ensure it accurately reflects the Township's desired future. Reordering and additions to the goals and objectives categories will be recommended as appropriate.

- A. Introduction
- B. Goals and Objectives
 - 1. Land Use
 - 2. Housing
 - 3. Natural Resources

4. Historic and Scenic Resources
5. Transportation and Circulation
6. Community Facilities and Services
7. Parks, Recreation, and Open Space
8. Energy Conservation
9. Regional Cooperation

Chapter 3: Community Profile

This chapter includes information on population trends and economic data. Information in this chapter will be based on the 2010 U.S. Census and most recent American Community Survey data. This chapter also discusses the regional setting and influences that affect the Township (covered in a separate chapter in 2004 plan).

- A. Population Profile
- B. Economic Profile

Chapter 4: Land Use Plan

This chapter inventories existing land uses and analyzes development trends. The land use plan and map are central components of the comprehensive plan as they identify areas where specific land uses and growth and preservation are most appropriate and serve as a basis for both regulatory and non-regulatory municipal planning decisions.

- A. Existing Land Use
 1. Existing Land Use Patterns
 2. Land Development Trends
 3. Developable Lands
- B. Future Land Use Plan
 1. Land Use Plan Categories
 2. Accommodation of Future Growth
 3. Consistency with Adjacent Land Use Plans

C. Recommendations

*Mapping: Existing Land Use Map
Developable Lands Map (protected lands, natural constraints, developed land, and potentially developable lands)
Future Land Use Plan Map*

Chapter 5: Housing Plan

Several characteristics of housing will be examined in this chapter, and an analysis of “fair share” and requirements for “reasonable accommodation” under the Fair Housing Act will be covered. This chapter also includes data on housing types and costs, based on data from the

2010 U.S. Census, American Community Survey, Chester County Assessment, and the Delaware Valley Regional Planning Commission (projections).

- A. Housing Profile
 - 1. Housing Units
 - 2. Persons per Household
 - 3. Housing Projections
 - 4. Housing Types
 - 5. Age-Restricted Housing
 - 6. Home Ownership
 - 7. Housing Costs and Cost Burden

- B. Housing Plan
 - 1. Housing Supply
 - 2. Housing Affordability and Diversity
 - 3. Housing Quality
 - 4. Age-restrict Housing
 - 5. Fair Share Obligations
 - 6. Housing Accessibility

Chapter 6: Natural Resources Plan

This chapter inventories the Township’s water, land, and biotic resources, identifies current protection measures that apply to those resources, and makes recommendations to preserve those resources.

- A. Water Resources: watersheds, stream designations, floodplains
- B. Land Resources: geology, slopes, agricultural soils
- C. Biotic Resources: woodlands, natural diversity, wetlands, threats to biotic diversity
- D. Local Resource Policy and Protection
- E. Integrated Natural Resources Planning
- F. Recommendations

*Mapping: Water Resources Map
Land Resources Map
Biotic Resources Map*

Chapter 7: Historic and Scenic Resources Plan

This chapter identifies existing historic and scenic resources and current Township preservation efforts. The chapter will also examine the legal foundation and existing historic preservation programs that provide a framework for local historic preservation planning. Recommendations will be provided for implementing historic and scenic preservation at the local level.

(Note: The Historic Resources Inventory and Plan was fully updated and revised in 2011 so the primary action for the portion of the plan will be combining the inventory and recommendations into a single chapter.)

A. Historic Resources

1. Historic Context
2. Defining Historic Resources
3. Identified Historic Resources
4. Historical Commission
5. Local Historic Preservation Activities and Outreach
6. Federal, State, and County Historic Resource Protection Programs and Policies
7. Historic Resource Preservation Recommendations

B. Scenic Resources (new plan section)

1. Defining Scenic Resources
2. Existing Scenic Resources
3. Scenic Intrusions
4. Scenic Resource Preservation Policies and Activities
5. Scenic Resource Preservation Recommendations

*Mapping: Historic Resources Map (completed in 2011)
Scenic Resources Map*

Chapter 8: Transportation and Circulation Plan

This chapter inventories and assesses the Township’s transportation systems, infrastructure, and future transportation needs. Current traffic studies, both local and regional, affecting the Township will be factored into the plan recommendations to address identified needs.

A. Transportation Inventory

1. Land Use Patterns
2. Mode of Travel
3. Commuting Patterns
4. Identified Transportation Needs
5. Interrelationships among Transportation Modes

B. Transportation Recommendations

1. System-wide
2. Roadways
3. Pedestrian and Bicycle Circulation
4. Public Transportation

*Mapping: Transportation Inventory Maps (functional classification, traffic counts)
Transportation Needs Map*

Chapter 9: Community Facilities and Services Plan

This chapter provides an inventory of existing services and facilities and considers potential future needs and demands for services. Strategies for improving facilities and services will be identified.

- A. Municipal Administration and Facilities
- B. Utilities and Infrastructure (Sewage Facilities, Water Facilities, Stormwater Management, Solid Waste Collection and Disposal, Road Maintenance)
- C. Other Facilities and Services (Emergency Services, Libraries, Health and Human Services, Educational Services and Facilities)
- D. Recommendations

Mapping: Community Facilities and Services Map

Chapter 10: Park, Recreation, Trails, and Open Space Plan

This chapter provides an inventory of the Township’s existing park, recreation, and open space resources and assesses demand for these resources. Previous trail and recreation planning completed by the township will be incorporated into or referenced in this chapter. Recommendations will be provided specific to parks, trails, recreation programs, and open space.

- A. Parks and Recreation
- B. Open Space Network
- C. Pedestrian Network: Trails, Paths, and Sidewalks
- D. Recreation Programming and Administration
- E. Local Policy and Protection
- F. Recommendations

*Mapping: Recreation and Open Space Inventory
Potential Recreation Greenway and Open Space Clusters*

Chapter 11: Energy Conservation Assessment and Plan (new chapter)

This chapter presents an evaluation of energy conservation specific to Kennett Township, and recommendations to reduce energy use within both the public and private sectors.

- A. Energy Demand and Consumption
- B. Energy Generation
- C. Energy Efficiency in Development and Construction Standards
- D. Local Energy Conservation Policies and Efforts
- E. Energy Conservation Opportunities and Obstacles (Balancing Priorities, Green Infrastructure, Land Use Patterns, Public Utilities and Energy)
- F. Recommendations

Chapter 12: Implementation Plan

This chapter provides a summary of the recommendations and strategies developed in chapters 4 through 11. The implementation table is the key reference tool of the Plan; it lists each strategy, the “who, what, when, and how” of implementing the strategy, and provides cross-references to the relevant chapter and recommendation number.

A. Overview of Implementation Plan Components

1. Timeframe and Priorities
2. Responsibilities
3. Implementation Methods

B. Implementation Table - Organized by Plan Chapter

Appendices

A. Glossary of Terms: Definitions and Acronyms

2.0 MEETING ATTENDANCE

CCPC will participate in work sessions with the Task Force to review and discuss draft materials and will provide technical support at public meetings and hearings. CCPC will be available to attend the following meetings:

2.1 Work Sessions

CCPC shall be available to attend up to a maximum of eighteen (18) work sessions to present materials prepared under work element 1.00. A work session schedule will be prepared for the contract period.

2.2 Public Information Meeting

CCPC will attend up to two (2) public information meetings to discuss and assist with the presentation of the comprehensive plan to residents of the Township. The Township Planning Commission, in conjunction with the Task Force, will be responsible for holding a public information meeting as required under the MPC prior to the public hearing. Display size presentation maps will be provided by CCPC for the public information meetings.

2.3 Public Hearings

CCPC will attend one (1) public hearing to obtain testimony from the public prior to adoption of the Plan. The Board of Supervisors must hold a minimum of one public hearing in accordance with the MPC, prior to adoption. Additional hearings attended by CCPC will be charged as an additional cost to the Township.

2.4 Additional Meetings or Hearings

CCPC will be available to attend additional meetings or hearings beyond the scope of work at a rate of one hundred dollars (\$100) per hour.

3.0 PRODUCTS

CCPC will provide the Township with the following products:

3.1 Draft Text and Materials

A maximum of twelve (12) printed copies of materials for each task outlined in element 1.00 will be provided. Electronic mailings can be provided in addition to (or instead of) the printed copies to Task Force members and others as requested by the Township. Materials will be forwarded to Task Force members approximately one (1) week prior to a scheduled work session in which the material is to be discussed.

3.2 Draft Maps and Graphics

Presentation and page size maps and graphics will be provided as outlined in element 4.00. Presentation maps will be the property of the Township.

3.3 Public Review Plan Draft

CCPC will produce fifteen (15) copies of a complete draft that has addressed Task Force comments to element 1.00, and mapping in draft form for use during the Township review and public review process. Electronic copies will also be provided for use by the Township. The draft copies will be distributed to the Board of Supervisors and the Planning Commission for their review and comment prior to the adoption process. An errata sheet will be created as needed to accompany the public review draft for use at the public hearing.

3.4 Publication Draft

Upon adoption of the final draft Plan by the Township, CCPC will prepare publication text and mapping, suitable for reproduction. The text and maps will incorporate all final adopted plan revisions. A digital copy of the plan and maps will also be provided to the Township. ***Publication of the adopted document is the responsibility of the Township.***

4.0 MAPPING SERVICES

CCPC will perform the following mapping services for the Township as part of this scope of work. Mapping will be prepared using Geographic Information System technology and produced with ESRI ArcMap software. All digital products produced under this work program will be the property of the Township and will be provided to the Township.

All maps will be produced in an 8 1/2" by 11" format. Select maps will be produced at a scale suitable for display. The following maps will be produced under this work program. When appropriate, map information may be combined on a single map.

- 4.1 Regional Resources and Perspective Map
- 4.2 Existing Land Use Map
- 4.3 Developable Lands Map
- 4.4 Future Land Use Plan Map
- 4.5 Natural Resources Maps (Water, Land, Biotic)

- 4.6 Historic Resources Map *(completed in 2011)*
- 4.7 Scenic Resources Map
- 4.8 Transportation Inventory Map
- 4.9 Transportation Needs Map
- 4.10 Community Facilities and Services Map
- 4.11 Recreation and Open Space Inventory Map
- 4.12 Potential Recreation Greenway and Open Space Clusters Map

5.0 COST

The total cost for this service shall be fixed at forty-eight thousand dollars (\$48,000.00). *Actual cost to the Township, with the awarding of a VPP In-kind Grant, will be twelve-thousand dollars (\$12,000.00) payable over a two year period.* Project costs have been calculated according to the following schedule:

Number	Element	Total Cost	In-Kind Grant Amount (75%)	Township Cost (25%)
1.0	Comprehensive Plan Preparation	\$30,000.00**	\$22,500.00	\$7,500.00
2.1	Work Session Attendance (18)*	\$5,200.00	\$3,900.00	\$1,300.00
2.2	Public Meeting Attendance (2)*	\$1,200.00	\$900.00	\$300.00
2.3	Public Hearing Attendance (1)*	\$500.00	\$375.00	\$125.00
3.0	Copies/Mailings	\$1,100.00	\$825.00	\$275.00
4.0	Mapping/Graphics	\$10,000.00	\$7,725.00	\$2,575.00
Total Fee		\$48,000.00	\$36,000.00	\$12,000.00

*Consultant will be available to attend additional meetings or hearings if needed at cost to the Township (See Section 2.4 of proposal).

**Includes initial, final, and publication drafts.

5.1 VPP In-kind Grant

This proposal is based on the understanding that the Township will file a single application for a Vision Partnership Program (VPP) Grant and that the grant is awarded in the form of an in-kind grant of thirty-six thousand dollars (\$36,000.00). CCPC staff is available to assist with the completion of the VPP grant application.

5.2 Township Financial Commitment

The total fee to be paid by the Township to the County is twelve-thousand dollars (\$12,000.00) payable over a two year period. Invoices will be submitted to the Township on a quarterly basis at a cost of \$1,500.00 per invoice.

6.0 CONTRACT TERM

The work program contract will be in effect for twenty-seven (27) months, beginning January 1, 2012 and terminating March 31, 2014. (**Note:** We would like to discuss the start date at the December meeting.)

7.0 CONTRACT DEVELOPMENT

Upon acceptance by the Township, CCPC will prepare a Planning Services Contract Agreement which includes the provisions of this proposal. Planning services may commence upon obtaining a fully executed agreement. This Proposal remains valid for sixty (60) days.

RECENT CCPC PLANNING PROJECTS

Municipal Plan and Ordinance Updates:

- *Elk Township Zoning Ordinance (2002)*
- *Elk Township Subdivision and Land Development Ordinance (2007)*
- *Elk Township Official Map (2007)*

- *Highland Township Zoning Ordinance (2005)*
- *Honey Brook Borough Zoning Ordinance (2002)*

- *London Britain Township Comprehensive Plan (2008)*

- *Malvern Borough Zoning Ordinance (2003)*
- *Malvern Borough Comprehensive Plan (update in progress, anticipated adoption 2012)*

- *Modena Borough Comprehensive Plan (2004)*
- *Modena Borough Zoning Ordinance (2009)*

- *Penn Township Comprehensive Plan (update in progress, anticipated adoption 2012)*

- *Kennett Township Comprehensive Plan (2004)*
- *Kennett Township Zoning Ordinance (2006) and Subdivision Ordinance (2008)*
- *Kennett Township Historic Resources Plan update (2011)*

- *Kennett Square Borough Comprehensive Plan (2001, update in progress as of 2011)*

- *Pennsbury Township Comprehensive Plan (2006)*
- *Pennsbury Township Zoning Ordinance (work completed 2010)*

- *North Coventry Comprehensive Plan (2001)*
- *North Coventry Township Zoning Ordinance and Subdivision Ordinance (2003)*

Multi-Municipal Planning

- *Oxford Region Multimunicipal Comprehensive Plan (in progress, adoption anticipated 2012)*
- *Northern Federation Regional Resource Protection Plan (2006)*
- *Octorara Region Comprehensive Plan (2004)*