

Township of Abington Comprehensive Plan Update Comprehensive Plan Development Team Scope and Duties

SUMMARY

The Township of Abington Board of Commissioners, in 2018 set two planning priorities: the development of a comprehensive capital parks and facilities plan, and the development of a Township wide storm water master plan. In assuring the Township continues to plan effectively, actively engage citizens, and collaborate with key stakeholders, residents and business owners in planning the future growth of the Township, a Comprehensive Plan Development Team (CPDT) shall be created to serve as a working group to update the Township's Comprehensive Plan. This Comprehensive Plan Development Team (CPDT) will be working, in concert with the Board of Commissioners and Township Administration in reviewing, assessing, and making recommendations regarding achieving sound planning and comprehensive community goals and objectives in accordance with the Pennsylvania Municipalities Planning Code.

SECTION 1. [Composition of The Comprehensive Plan Development Team](#)

Section 1.1 The Comprehensive Plan Development Team (CPDT) hereinafter referred to, as "(CPDT)" shall consist of nine (9) members, whom the Board of Commissioners shall appoint. The (CPDT) shall include persons knowledgeable in fields related to planning, land use and the areas of interest for which they are appointed. The (CPDT) shall have one (1) member from the Board of Commissioners appointed by the President of the Board of Commissioners who shall serve as the Chair, and who shall be knowledgeable and have familiarity with the Pennsylvania Municipalities Planning Code ; (1) member from the Township Planning Commission; (1) member from the Environmental Community; one (1) member from the Township's Senior Community; one (1) member from the Township's Business Community; one (1) member from the Township's K - 12 Education Community; and three (3) members appointed at large.

Section 1.2 The (CPDT) shall work through the Township Manager, in utilizing such planning or other technical experts, as may be deemed necessary by the (CPDT) and approved by the Board of Commissioners to carry out their work, but due diligence shall be exercised to enlist such voluntary assistance as may be available from research and other knowledgeable and organizations, and other Inter-local or Commonwealth agencies, generally recognized as qualified to aid the (CPDT)

Section 1.3 The Comprehensive Plan Development Team shall be created with appointments by the Board of Commissioners to begin its work no later than July 1, 2019. The Task Force shall have its final report and recommended comprehensive plan to the Board of Commissioners by July 31, 2020; with the (CPDT) sunseting on July 31, 2020.

Section 1.4 Disclosure and Conflict of Interest: Notwithstanding any provision of law, (CPDT) member shall vote or participate in a determination of any matter in which the (CPDT) member shall receive a special private gain.

SECTION 2. Scope and Duties

Section 2.1 The Comprehensive Plan Development Team shall work with the Board of Commissioners through its Chair, and the Office of the Township Manager, to develop a plan to recommend to the Board of Commissioners that is in accordance with, and compliance with, Article III - Comprehensive Plan of the Pennsylvania Municipalities Planning code including but not limited to:

- The municipal, multimunicipal or county comprehensive plan, consisting of maps, charts and textual matter, shall include, but need not be limited to, the following related basic elements:
- A statement of objectives of the municipality concerning its future development, including, but not limited to, the location, character and timing of future development, that may also serve as a statement of community development objectives as provided in section 606.
- A plan for land use, which may include provisions for the amount, intensity, character and timing of land use proposed for residence, industry, business, agriculture, major traffic and transit facilities, utilities, community facilities, public grounds, parks and recreation, preservation of prime agricultural lands, flood plains and other areas of special hazards and other similar uses.
- A plan to meet the housing needs of present residents and of those individuals and families anticipated to reside in the municipality, which may include conservation of presently sound housing, rehabilitation of housing in declining neighborhoods and the accommodation of expected new housing in different dwelling types and at appropriate densities for households of all income levels.
- A plan for movement of people and goods, which may include expressways, highways, local street systems, parking facilities, pedestrian and bikeway systems, public transit routes, terminals, airfields, port facilities, railroad facilities and other similar facilities or uses.
- A plan for community facilities and utilities, which may include public and private education, recreation, municipal buildings, fire and police stations, libraries, hospitals, water supply and distribution, sewerage and waste treatment, solid waste management, storm drainage, and flood plain management, utility corridors and associated facilities, and other similar facilities or uses.
- A statement of the interrelationships among the various plan components, which may include an estimate of the environmental, energy conservation, fiscal, economic development and social consequences on the municipality.
- A discussion of short- and long-range plan implementation strategies, which may include implications for capital improvements programming, new or updated development regulations, and identification of public funds potentially available.
- A plan for the protection of natural and historic resources to the extent not preempted by federal or state law. This clause includes, but is not limited to, wetlands and aquifer recharge zones, woodlands, steep slopes, prime agricultural land, flood plains, unique natural areas and historic sites. The plan shall be consistent with and may not exceed those requirements imposed under applicable law.

Section 2.2 The (CPDT) shall meet with Stakeholder groups from each ward or a stakeholder representative from each ward at milestone points in the comprehensive planning process as recommended by the task force and prescribed by Board of Commissioners.

Section 2.3 The (CPDT) shall conduct its work in such a manner as to advise the Board of Commissioners, and submit periodic reports as requested by the Board of Commissioners, through the Township Manager, in accordance with timelines prescribed by the Board of Commissioners.

SECTION 3. Meetings

Section 3.1 Meetings of the (CPDT) shall be in accordance with the following:

- (a) The (CPDT) shall meet monthly or as the work on the plan becomes necessary.
- (b) The (CPDT) shall meet at such time and places as is practical, with the Township Building being the primary place for its public meetings. The Planning consultant or Township manager or his designee shall give notice of such meeting by telephone, or such other means, to each member at least five (5) days prior to the time affixed for such meeting.
- (c) Minutes are to be kept of all open meetings, including:
 - The date, time and place of the meeting
 - The names of members present
 - The substance of all actions taken
 - The names of all citizens who appeared officially and the subject of their comments.
- (d) Active member attendance at (CPDT) meetings is a member responsibility. In the event of absence for three consecutive meetings, the Chair of the (CPDT) shall notify the member to discuss the situation, and notify the Board of Commissioners of the member's attendance record and its negative impact on the work of the (CPDT)

SECTION 4. Quorum and Agenda

Section 4.1 Five of the nine (9) member (CPDT) shall constitute a quorum. A quorum must be present in order to conduct the business of the (CPDT)

Section 4.2 The Planning Consultant or the Township Manager or his designee shall prepare an agenda for each meeting of the (CPDT). Copies of the agenda shall be distributed at least twenty-four (24) hours before the meeting and any matter not on the agenda so distributed will not be considered except by majority consent of the members of the committee present.

SECTION 5. Term

Section 5.1 The (CPDT) members shall serve without compensation until July 31, 2020.