

Dover Borough/Dover Township

Joint Comprehensive Plan

Steering Committee Meeting

January 8, 2018

The Steering Committee for the Joint Comprehensive Plan met for the first time on January 8<sup>th</sup> at 6 PM in the Dover Township Municipal Building. Members in attendance were Mike Hoffman, Eric Harlacher, Mike Curley, Anne Walko, Cindy Snyder, Charlie Rauhauser, Terry Myers, John Baranski, John McLucas, Chuck Richards, Laurel Oswalt and Linford Bledsoe.

Welcomes and Introductions were provided by Tim Staub, Planning Consultant for the project from the firm of Herbert, Rowland and Grubic. Mr. Staub began by reviewing the difference between a Traditional and Implementable Comprehensive Plan. Comprehensive Plan documents are created as required by the Municipalities Planning Code on a ten-year interval to plan for all functions of municipal service. Traditional Plans have historically been large documents that concentrate on demographics, charts, maps and are so lengthy that once created, they are rarely looked at after completion and therefore many of the items in them, other than Zoning Map and Ordinance are followed through with. An Implementable Plan concentrates less on demographics and more on goals for the community in specific areas detailing the steps, partnerships, and resources to accomplish these tasks. Previous plans were developed by the consultant while the committee read through the materials. This process will be developed more by the public and the committee, with the consultant guiding the process by providing reading material and information on effective manners of completing the goals.

The Staff of both the Township and Borough have been gathering information and answering questions to aid the consultant in development of the status of the old plan and what items have been completed. Several Community Group Meetings are also being held prior to the February Public Kick Off Meeting to be held on the 13<sup>th</sup>. Those groups are the Athletic Organizations, Neighborhood Groups (Homeowners Associations), Emergency Services, Non-Profits, Developers and the Business Community. This is all to start with a list for the community to offer their input on at the February Kick Off Meeting. From this public meeting, we should be able to gather more information for consideration of the community. Mr. Staub provided the committee with a tentative schedule for the committee. The role of the Steering Committee is to help facilitate the public meetings, spread the work about the project and public meetings and complete reading assignments to guide the decision-making process for the plan development.

Mr. Staub had the group participate in a ice breaker activity called *We Connect* and had the group be interviewed by the Township's Technology Specialist, Nathan Stone, for a short video promoting the importance of the project.

Next, Mr. Staub began to review the art of group facilitation. There are three types of facilitators: Primary, Secondary (Note Taker), and Time Keeper. The Primary Facilitator's role is to obtain as much information from the group by asking questions that clarify and encourage open dialogue with the group. The group was providing a handout called "The Effective Facilitator", which explained the role more fully and suggested phrasing to aid the process. The Secondary Facilitator oversees noting the input to capture it in a way to be used for the project. The Time Keeper is tracking the amount of time

so the Facilitator can be sure to use the time affectively in gathering the information to ensure full group participation.

Mr. Staub assigned three of the Steering Members to each of these positions and gave them 15 minutes to identify characteristics of the Dover Community. The list generated was as follows:

Home, Great Community, Dirt Road, Cornfields, History, Used Car Lots, Traffic, where we live, Country, Fresh Air, Potential Business Development, Too Many Developments, Small Town Feel, Friendliness, Agriculture, Innovative, Smittys, Stormwater Management, Need for Restaurants, Generational Family lines, Conservative, Fire Services.

After the activity was completed, Mr. Staub asked the committee members to critique the facilitators in their roles offering suggestions on improvements and feedback on things done well. Next Mr. Staub selected three more committee members to serve as facilitators with the goal of obtaining the Opportunities for the Dover Community in 10 minutes. Upon completion of the list the group was asked to mark with a red dot the most important Opportunities and a green dot the ones that they would be willing to help pay toward.

● -Most crucial

💰 -Financial Aid

1. Traffic Control can be improved (Route 74). ● 💰💰💰💰💰
2. Business Development/Service Industries/Restaurants/Urgent Care. ●●●●● 💰💰
3. Borough Square traffic light controls (left turns arrows). ● 💰
4. Comp Plan to guide our future. ●
5. Not appropriate infrastructure to handle new growth (commercial business). ●●💰💰💰💰💰
6. Perception of the School District (poor test scores).
7. Need a Plan not Hot Air. ●
8. Aging infrastructure. ●●
9. Truck Traffic/New business (find a balance).
10. Major roads and their capacities. ●●●💰💰💰💰
11. Preserving Open Space and farmland (pressure due to limited space). ●●●
12. Sidewalks/pedestrian connections to stores and parks. ●

13. DASD-Increase in vocational training opportunities (STEM education). \$\$

14. Workforce Development (build the skills of the residents that are here). ●●●\$

15. More fun things to do (recreational and social). ●●●●●●\$\$\$\$\$\$

The next part of the discussion asked the group to consider any spaces in the community to be Sacred or Untouchable. The list developed consisted of the waterways, schools, parks, farms, and natural features.

The final part of the discussion focused on goals for participation in this project. Mr. Staub asked the group how we can measure if the project is successful at gathering public input. The website for the project was discussed and the group determined that they would like to see 10,000 hits for the website with 3,000 sign-ups for people following the projects through email alerts. Additionally, the group will be holding the public meetings in spaces that hold 300 people as a maximum and felt that if they had 150 people attend that would be considered successful. Lastly, Mr. Staub asked the group to help with suggestions on how to get the community to know about the upcoming meetings. The following suggestions were made to spread the word about the project: Flyer distribution in grocery stores, churches restaurants, and with business partners; Signage (Township Building, Parks and Police Department portable sign). Social Media was suggested as a location to place information.

In closing the group was encouraged to spread the word within the community to their neighbors and refer the residents to our website to sign up for notifications and to gain more information. The group will meet again on February 5<sup>th</sup>, at the Dover Township Building at 6 PM to prepare prior to the Public Kick-Off Meeting to be held on February 13<sup>th</sup>.