

Dover Borough/Dover Township

Joint Comprehensive Plan

Leadership Committee Meeting

May 7, 2019

The Leadership Committee for the Joint Comprehensive Plan met for the fifth time on May 7th at 6 PM in the Dover Township Municipal Building. Members in attendance were Mike Hoffman, Eric Harlacher, Mike Curley, Cindy Snyder, Nathan Stone, Chuck Richards, Anne Walko, John Branaski and Laurel Oswalt.

Tim Staub, Planning Consultant, had provided a homework assignment to the group at the April Meeting where we were asked to develop themes under each of the 8 categories for Plan Focus. Tim reviewed that the group had a lot to get accomplished with this meeting and therefore it was imperative that the group make progress on the discussion topics and not digress off topic. Tim had the group break into 4 groups of two to review a document that was a compilation of the responses the Leadership Committee members had sent him prior to the meeting.

Assignments were as follows: Housing and Economic Development-Laurel and Mike Curley; Shared Resources and Infrastructure-Chuck and Mike Hoffman; Education and Community Involvement/Communication-Nathan and Cindy; and Recreation Facilities/Events and Community Preservation-Eric and John. The groups had thirty minutes per topic area to delete repetition in everyone's strategies, rephrase them and add to them if something was missed.

After completion of these small group meetings, the full committee met and reported on their changes to the provided document. One person from each sub-committee was then responsible to make changes to Tim's document and provide it to him for the Spring Symposium Meetings to be held the following week. The results of those revisions are attached to these minutes.

Tim indicated that the Committee would be spending the summer months covering two topics at each meeting. Guest speakers or community leaders will be asked to attend these meetings where specific topics are relevant to their specialties.

Recreation Facilities/Activities (1 of 2)

A. Dover Recreation Sports Committee

1. Develop a Joint Recreation Sports Committee that would involve Dover Area School District, Dover Township and Dover Borough along with the organizations that use our facilities and volunteer at events.
 - a. Determine the best structure for this committee to move forward.
 - b. Determine if other organization or municipality would benefit from the regional sports committee and ask them to join.
 - c. Consolidate programming and events to remove duplication and provide more ways to benefit the citizens of Dover Area.
 - d. Work to prepare a master field and facility schedule to optimize sports scheduling.
 - e. Research, document and share how other municipalities have found sponsors and funding for specific recreational facilities and programming
 - f. Create a single site automated reservation system for township and school recreational facilities and all related communication, volunteer info and happenings within the Sports
 - g. Seek and coordinate adult league opportunities (i.e. 35+ baseball, kickball, volleyball, basketball, etc.)

Recreation Facilities/Activities (2 of 2)

B. Facilities Understanding

1. Conduct a complete audit of the park and recreational programs and facilities in the region and determine need for indoor facility.
 - a. Explore Grant Opportunities Through DCNR To Develop A Joint Comprehensive Parks, Recreation, And Open Space Plan
 - b. Establish a scope of work that includes:
 - i. What current agreements if any are in place between Township, Borough, Dover Area School District, YMCA, Churches or other property with sports facilities
 - ii. Audit all facilities within the region from an ownership, insurance, maintenance and safety standpoint, types of assets, needs and usage. Determine what facilities have lights or the ability to add lighting to extend activity levels without compromising neighborhood integrity.
 - iii. Review all recreational programming within the Region to understand amount of programming, population served, accessibility, costs to participate, costs to maintain, risks to maintain, and demand.
 - iv. Assessment of current regulations in relation to parks, recreation, and open space to determine whether it matches current needs.
 - c. Indoor Recreation Facility
 - i. Include as part of the Parks, Recreation and Open Space Plan a market study for a multi-sport indoor facility.
 - ii. Survey athletic organizations to assess utilization, fees, size, market to determine their vision for a facility "base requirements" to "dream facility"
 - iii. Determine if other non-profit organizations can assist in providing quality indoor space or possibly partner with the development of the facility as they noted lack of indoor meeting and space concerns associated with their organizations.
 - iv. Upon a favorable need/outcome, determine best long-term approach to financing and maintaining facility. Whether that is through a private developer, municipal led, or a public/private partnership to build a multi-sport indoor facility for profit.

Community Preservation

A. Agricultural Heritage

- a. Continue to preserve farmland through preservation programs and effective agricultural zoning.
- b. Maintain the growth boundaries integrity by not expanding them unless necessary for health and safety concerns.
- c. Develop methods for the farming community to expand business opportunities within the Region.
- d. Increase access to foods and add more fresh food stands
- e. Work with Dover Area School District to provide healthy local foods to supplement their weekend backpack program.

B. Historical Heritage

- a. Work with the Historical Society to capture, record, preserve and communicate our history.
- b. Review current ordinances with regards to how best preserve these historical assets without compromising growth.
- c. Encourage the revitalization and reuse of older assets
- d. Explore partnerships with the Dover Area Historical Society to promote the local heritage with the potential to host a Dover Heritage Day

Community Involvement and Communication (1 of 2)

From what we heard about how people define Dover, they do not qualify their responses by separating the Borough from the Township, regardless of where they live.

A. Dover Brand

- Develop a distinctive brand for the Region that encapsulates all the ideas set forth within this plan.
- Reach out to community businesses for support of the brand through beautification initiatives/projects.

Community Involvement and Communication (2 of 2)

B. Media Campaign

- Develop a marketing campaign with a web site that promotes the Community as the Dover Region through multiple existing and proposed communication methods that highlight the following:
 - Community assets
 - Community calendar of events
 - Job Postings
 - Volunteer Opportunities
 - Showcase feature commercial properties
 - Increase awareness of recognition within Dover area of individuals and/or groups that have participated and/or have provided back to the community
- Design, create and install new "Welcome, to Dover" signs that promote community pride and community events.
- Continue distributing Township/Borough Newsletter
- Establish a social media presence – separate from Recreation. Build a "Residents of Dover, PA" Facebook group to allow neighbors to communicate about events, community issues, etc.
- Self-Energized leaders of both municipalities, whether elected, appointed or simply ordinary citizens who want to seek a better community, should form a working group and meet to discuss issues of concern to the residents of the total DOVER. If some elected leaders do not want to support this effort, consider forming an ad hoc committee and build a grassroots movement to persuade their friends and neighbors to support their goals.
- Increase efforts to recruit in more e-mail addresses for electronic messaging of municipal affairs
- Increasing the frequency of use of the electronic sign boards to communicate along SR 74
- Partnering with and improving the personal presence in DOVER of our elected State and County officials for the purpose of communication with residents through town halls (e.g. Senator Regan, Rep. Grove, York County Commissioners)
- Work with COMCAST to develop a township/borough news channel
- Open a township/borough store or provide Dover shirts and other branded items...inside of Giant/Weis/Other Businesses? Inside Lobby? At Recreation Events?

Education (1 of 2)

A. Partnerships

- Make sure Dover Area School District is always a planning partner
- Promote school activities in the community and community activities in the school
- District support of non-school events and organizations in the community (Dollars for Scholars raises a substantial amount of money for graduates, but we get no support/participation from faculty/administer at fundraisers).
- Have a municipal representation to be a liaison with the School District
- Could have a shared resource for events? Maybe the two IT departments could integrate something together that would benefit all

B. Volunteer and Career Development

- Determine how non-profits and emergency services can work with the youth of the community to gain interest in volunteering and career paths like Firefighting, EMS, and social services.
- Partner with non-profits to expand on programs offered to students and families in need in the district. Use this opportunity to gain momentum in volunteerism.
- Dialogue with parents and students about alternatives to the traditional college path, with a discussion of pros and cons backed up by valid, reliable data.
- Partner with local businesses to provide internship and apprentice programs to our students
- Partner with community colleges to provide targeted evening courses for our DOVER residents within our physical boundaries such as OLLI with Penn State York

Education (2 of 2)

C. Promotion

- Continue to promote Dover as a community in which someone will get a good education
- Continue to support/promote/coordinate with Dover Area School District CTE program.
- Encourage Business Association to collaborate with Dover Area School District for potential internship/work release initiatives.
- Recognize in the monthly township newsletter certain students and teachers and athletes for their achievements.
- Host a graduate night at the township park with music and vendors and professional from the area to encourage the new graduates to stay in the area to make their home or to return here after college to open their profession.
- Offer tax incentives or a waiver of municipal filing fees and/or small business grants for Dover graduates returning to open a business here.

Housing

A. Maintenance and Enforcement

- Adopt and Enforce Strict Property Maintenance Codes.
- Develop guidelines for a rental inspection program.
- Develop a plan to assist HOA's with their responsibilities to keep them operating affectively through sponsored events.
- Develop a plan to acquire dilapidated, flood prone and abandoned properties or refer them to the County Land Bank/ Blighted Property Committee.
- Encourage the upgrade or replacement of existing housing stock through the waiver of permit and/or demolition fees for rehabbing and/or remodeling these structures provided the plans meet the standards set by this Plan.

B. Growth and Development

- Inventory and evaluate the community resources to determine the ease at which someone could "age in place" including transportation, health care services, and age directed activities. Investigate age-restricted communities and its application to our community.
- Look at developing a database that would include current and future demographics, building trends, and residential survey data.
- Direct residential development using existing approved lots first under current residential zoning. Consider options related waiver of fees and charges by developing a separate fee structure for existing lots versus newly approved lots.
- Consider mixed use and Traditional Neighborhood Development District zoning in changes to the zoning and subdivision ordinances.
- Forecast what the Dover housing needs will be in 25 years based on available demographic data, realtor data, builder data, bank data, while ensuring the protection of quality of life and affordable housing needs are met.
- Preserve Agriculture and Residential 1 zoned areas north of Canal Road, plan for more Residential 3 zone growth south of Canal and Bull Roads to South Salem Church Road.

Infrastructure (1 of 2)

A. Connectivity

- Develop an official map with all potential Dover bypass locations and other needed traffic improvements focusing on key corridor infrastructure development with PENNDOT to reduce congestion on Route 74 and Canal Roads and to improve accessibility to the communities for both residential and commercial traffic.
- Develop a sidewalk improvement plan for accessibility to businesses to encourage pedestrian traffic in lieu of vehicular.
- Update our Road Classifications to comply with PENNDOT Publication 70 "Design of Local Roads and Streets."
- Develop policy guidelines concerning road improvements/widening/curbs; implement consistently.
- Advocate with PENNDOT for priority repair to Dover bridges
- Work to have RABBIT Transit Services reconsider routes to Dover area and look into Uber/Lyft for senior residents
- Strategy to carve out parking for commercial in Dover Borough.
- Encourage developers to complete projects as designed; will require less 6 month notes and less waivers.
- Regarding connectivity, areas where sidewalks may not be feasible, establish a "walking/bike lane" by striping the shoulder of the road.
- Encourage connectivity between neighborhoods, commercial and community facilities

Infrastructure (2 of 2)

B. Sewer, Water and Other Infrastructure

- Strategically, extend all underground assets storm water, sewer and water services within the growth boundary in an effort to encourage economic development of non-residentially zoned areas and maintain a balance between growth and preservation.
- Continue replacement and expansion of aging infrastructure.
- Work to determine how to best address the MS4 requirements in our community
- Extend public sewer and water north, beyond the Borough.
- Map electric capacity and projected demands for the next 15 years
- Encourage renewable energy in Industrial Zone.

Economic Development

A. Business Association and Workforce Development

- Develop a Business Association for benefits of providing resources to the businesses community.
 - Coordinate with Dover Area School District to offer a “Career Fair” style event. Goal would be to introduce students to meeting with potential employers, communicating qualifications, building a resume, etc. Emphasis could be placed on non-college bound students highlighting the available trade jobs in the Borough/Township may help to ensure their residency.
- Work with advocacy groups to develop an economic development plan.

B. Planning and Zoning

- Develop Business Corridor Plan for both the Borough and the Township along Route 74 to determine key areas for improvements including parking, sidewalks, lighting and beautification.
 - Pursue grant funding for façade improvements.
- Investigate Joint Zoning for the Borough and Township that encourages business attraction and retention.
- Utilize more online processes for all stages of development
- Coordinate with commercial real estate companies to help promote potential commercial development.
- Build community support for revitalization efforts in the Borough/Township through promotion/education.
 - Add signs/stickers to abandoned properties to promote a potential business in that location. (i.e. – “Open a Coffee Shop Here”) – Probably most suitable for Borough.

Shared Resources

A. Remove Duplication and Form Mutually Beneficial Partnerships

- Create a regional coordinator position to assist in managing regional efforts.
- Borough, Township and DASD meet quarterly to look for ways that the three entities can work together through the services that are offered and communication efforts.
- Fire Services, Emergency Management and Ambulance should look for ways to fund raise, develop and hire staff, educate the public and forward other common goal initiatives.
- Non-Profits could meet to investigate and explore how to work together to eliminate overlaps in services and meet future needs that could develop.
- Athletic groups could work on ways to work together to coordinate field and facility space, promote their programs, fundraise and fund improvements that are mutually beneficial.
- Implement joint-zoning to assist both communities to balance borough and rural needs in appropriate locations and provide consistency in dimensional criteria.
 - Add historic overlay & main street overlay in the Borough's village district.
 - Utilize historical society to review permits/plans to ensure historic preservation is met.
- Consolidate some public works operations – plowing, street sweeping, etc.