

**YARDLEY BOROUGH PLANNING COMMISSION**  
*Thursday, November 9, 2023, 7:30 PM Borough Hall*  
**MEETING MINUTES**



- I. **CALL TO ORDER at 7:35 PM** – Richard Hodge, Chair
  
- II. **PLEDGE OF ALLEGIANCE**
  
- III. **ROLL CALL**  
Present: Richard Hodge (RH), Robert Bushar (RB), Chuck Dolan (CD), Matt Sinberg (MS), Susan Taylor (ST), Zach Bark (ZB)  
Not Present: Melissa Dawson (MD)  
Also Attending: Don Carlson & Caroline Thompson from Yardley Borough Council
  
- IV. **COMMUNITY ANNOUNCEMENTS**
  - A. Video recordings of all Council Meetings available on Yardley Borough Website and Facebook page.
  
- V. **PUBLIC COMMENTS**  
At this time – public comment is welcome.
  
- VI. **APPLICANTS FOR THIS MONTH**
  - A. No applicant
  
- VII. **MINUTES APPROVAL**  
Approval of Minutes dated 12 October 2023 – RB asked for a correction - change “pre-application” to “pre-proposal.” A motion to adopt the minutes as amended was made by RB. The motion was seconded by ST. The motion was approved unanimously.
  
- VIII. **COUNCIL UPDATES**  
No items were discussed here.
  
- IX. **ITEMS FOR REVIEW THIS MONTH**
  - A. 2024 Yardley Borough Comprehensive Plan Update  
Caroline Thompson and Don Carlson joined to provide Council’s perspective on the Comprehensive Plan Update. RH reported that the PC has been engaged for the past year or more in review of the 2014 plan, studying the chapters one by one, identifying obvious factual updates, and tracking modest changes. More recently, the PC has stepped back from the 2014 document to consider what special focus the Planning Commission wants to impose on the 2024 update.

- Key topics that the PC has identified as focused attention in the 2024 update include:
    - Utilization of Borough Property
    - Riverfront Enhancements
    - Golf Course Zoning
    - Consolidation of Retail & other Mercantile use in the 'Heart of Yardley'
    - Pedestrian Circulation, Links & Amenities
    - Maintenance, Care & Public Use of Lake Afton
  - Other topics deserving attention:
    - Property Values Changes
    - Affordable Housing
    - Climate Change
    - Flooding and Consequences
    - Sustainable practices, sustainable development
    - Parking, shared / cooperative
- Size was discussed. There is general agreement that both the size of the final document and the size of the effort to accomplish a 2024 Comp Plan update should be smaller than executed in the 2014 Comp Plan. Don shared printed copies of the 1989 and the 2001 goals and objective pamphlets. The PC will identify our A+ example.
- Professional services were discussed. The process of identifying and agreeing on a scope of services is judged useful to help the PC focus on the tasks required, regardless of the extent of professional services we eventually engage. We have sample RFPs and proposals from some Bucks county municipal comprehensive plan update efforts. The PC will review these to develop our own targeted RFP. The PC will share a draft of this with Council soon.
- Bucks County Planning Commission is thought to be one of the more cost-effective options. The PC will want to ensure that the unique things in/of Yardley are addressed.
- Public engagement & participation was discussed. Caroline recounted some examples of recent experience – listening sessions, surveys, door-to-door solicitations, etc. Caroline also offered that resources for a special committee of Council might be available to help. Short-term volunteer help for specific tasks may also be available. On-line surveys have been used by the Borough successfully.
- Funding was discussed. Council has budgeted \$5,000 for 2024. The Borough can apply for grant funding to the Municipal Assistance Program (MAP), which may be a 50% match. We may be able to write the grant(s) ourselves, instead of paying for a grant writer.
- Additional discussion
- The Borough Manager should consult the consortium of municipalities of which Yardley is a member, for recent recommendations on RFPs, consultant proposals, and comprehensive plan updates. Caroline will reach out to Paula.
  - The PC will initiate work sessions to try to gain more traction.
  - Caroline and Don encourage the PC to join one of the Council's working meetings (third Tuesday of the month). The comprehensive plan effort would be featured.

X. **ADJOURNMENT 8:55 PM**