

**YARDLEY BOROUGH PLANNING COMMISSION**  
*Thursday, January 11,, 2024, 7:30 PM Borough Hall*  
**MEETING MINUTES**



- I. **CALL TO ORDER at 7:32 PM** – Richard Hodge, Chair
  
- II. **PLEDGE OF ALLEGIANCE**
  
- III. **ROLL CALL**  
Present: Richard Hodge (RH), Susan Taylor (ST), Robert Bushar (RB), Melissa Dawson (MD)  
Matt Sinberg (MS), Zach Bark (ZB)  
Not Present: Chuck Dolan (CD)
  
- 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 for this month. There is no word currently about applicants that are coming in.
  
- VII. **MINUTES APPROVAL**  
Approval of Minutes dated 14 December 2023
  - Under the attendees list, Zach Bark’s last name is needed
  - Bob seconded the motion and they were approved, Rich has abstained as he did not attend the last meeting
  
- VIII. **COUNCIL UPDATES**  
No items were discussed here.
  
- IX. **ITEMS FOR REVIEW THIS MONTH**
  - A. Planning Commission officers  
There is a motion by Matt Sinberg to retain officers as is in 2024. This was seconded by Bob Bushar. The motion passed unanimously.
  - B. 2024 Yardley Borough Comprehensive Plan Update
    - Richard recommended a couple changes to the focus areas. These have been incorporated in Revision 5 of the RFP that was shared with the rest of the PC.
    - It was noted that it’s important to bring Council on board with what we are proposing in the RFP for the Comprehensive Plan update.

- The RFP will be distributed to Council for review and it will be presented to Council at the next working Council meeting, 1/16/24 @ 7:30 PM. All Commissioners that can make it should attend.
  - There was a discussion on what is the best way to present the RFP to Council. A brief Power Point summarizing the Focus Areas was agreed to be useful. Melissa volunteered.
  - We will need to consult with Paula on how we can go about displaying the PowerPoint.
  - Possibly include the list of potential candidate consulting firms that we've discussed sending the RFP to in the past:
    - a Urban Research & Development Corporation
    - b Bucks County Planning Commission
  - The PC will do some research. Mike Mueller was mentioned.
  - Items of the RFP that we think will be important to Council
    - a Timeline – For RFP & Funding
    - b Focus Areas
    - c Budget
    - d Grant Application (Council Initiative)
    - e Any Additional Questions for Council
  - Rich asked if we are obligated to send the RFP to only a list approved by the Council.
  - Additional technical questions that we should get confirmation on: Are we obligated to go with the low bidder or is it a performance based selection.
  - Zach asked if the consultants we're sending this out to need to be local or if they can be larger or more national firms. Check the MAP grant to see if there are any restrictions on the firm being outside of PA.
- C. Annual Report write-up
- Paula has asked for an annual report from the PC. Richard will compile our Meeting Minutes from this year and combine them for the Annual Report. He noted that a large portion of this year was dedicated to the Comprehensive Plan update and the Yardley Inn renovation.
- D. Follow up on December Topics
- Bob summarized that the definition of land development only mentions buildings. There isn't further clarification on what constitutes a land development.
  - Susan noted that there was discussion on revising the ordinance to clarify the definition of a land development.
  - The zoning officer and borough consultants are the main reviewers of many of the projects that come in to the Borough but are not brought before the Commission.
  - It was discussed that Uri Feiner is the resource to reach out to Council on how we can improve this process.
  - The Abrams Hebrew Academy project came up for discussion. Susan noted that, in the ZHB review, many of the discussion topics were things that the PC should review. It's important that the appropriate reviews are performed if a project is land development.

X. **ADJOURNMENT 8:34 PM**