



BOROUGH OF CONSHOHOCKEN
Comprehensive Plan Task Force

SUMMARY

The Borough of Conshohocken Borough Council seeks to engage people who are willing, qualified and able to serve and volunteer their time on the Borough's next 10-year Comprehensive Plan. The Borough affirms its commitment to collaborative, participative, and open citizen engagement in the policy development process. The purpose of this advisory task force is to work in concert with the Borough Council 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 Task Force

Section 1.1 The Comprehensive Plan Task Force hereinafter referred to, as "Task Force" shall consist of seven (7) members, whom the Borough council shall appoint. The Task Force shall include persons knowledgeable in fields related to planning, land use and the areas of interest for which they are appointed. The Task Force shall have at least two (2) members of Council, one of which will serve as the Chair of the Task Force. It is recommended that the Task Force include representation from the following community groups: the Borough Planning Commission; Borough Youth Athletic Associations; Borough's Senior Community; Borough's Business Community; and Borough's K - 12 Education Community.

Section 1.2 The Task Force shall work through the Office of the Borough Manager and utilize planning or other technical experts recognized as qualified to aid the Task Force.

Section 1.3 The Task Force shall be created with appointments by the Borough Council to begin its work no later than March 2027. The Task Force shall have its final report and recommended comprehensive plan to Borough Council by April 2028.

Section 1.4 Disclosure and Conflict of Interest: Notwithstanding any provision of law, no task force member shall vote or participate in a determination of any matter in which the task force member shall receive a special private gain.

SECTION 2. Scope and Duties

Section 2.1 The Task Force shall work with the Borough Council and Administration to develop a plan to recommend to the Borough Council that is in accordance with and compliance with the Article III - Comprehensive Plan of the Pennsylvania Municipalities Planning code including but not limited to:

- The municipal 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 Task Force shall conduct its work in such a manner as to advise the Borough Council and submit periodic reports as requested by the Borough Council through the Borough Manager, in accordance with timelines prescribed by the Borough Council.

SECTION 3. Meetings

Section 3.1 Meetings of the task shall be in accordance with the following:

- (a) The Task Force shall meet monthly or as necessary per applicable work loads. Meetings may be held in-person or virtually.
- (b) The Task force shall meet at such time and places as is practical, with the Borough Hall being the primary location for public meetings. The Planning consultant or Borough manager or her designee shall give notice of such meeting by email, 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 Committee meetings is a member responsibility. In the event of absence for three consecutive meetings, the Chair of the Task Force shall notify the member to discuss the situation and notify the Borough Council of the member's attendance record and its negative impact on the work of the Task Force. Borough Council has the authority to remove and replace a Task Force Member.

SECTION 4. Quorum and Agenda

Section 4.1 Four of the seven (7) member Task Force shall constitute a quorum. A quorum must be present in order to conduct the business of the task force.

Section 4.2 The Planning Consultant shall prepare an agenda for each meeting of the task force. Copies of the agenda shall be distributed at least twenty-four (24) hours before the meeting. The Planning Consultant will also be responsible for generating meeting minutes for each meeting of the Task Force.

SECTION 5. Term

Section 5.1 The Comprehensive plan task force members shall serve without compensation until April 2028 or timeframe as designate by Borough Council.