

Tinicum Township Planning Commission

Meeting Minutes

September 13, 2016

The meeting was called to order at 7:46. Present were Aherne, Casola, Duval and Dotti

The Work Session Agenda:

"Discussion concerning administration of Township Planning as it relates to the Planning Commission."

Aherne expressed a concern that the Township should develop written protocols for the administration and review of zoning, subdivision and conditional use applications. He was interested to know who manages the pipeline of the review process, and who is responsible for the clock, which mandates that certain reviews be administered in a timely manner.

The Planning Commission also discussed that applications should be submissions as comprehensive and complete as possible, and to that end the Township should develop a checklist of requirements to be presented at the top of every application packet.

The Commission expressed concern that all materials relevant to an meeting agenda item should be made available to Commission members in a timely manner before and during the meeting. These materials go beyond the packet of information submitted by the applicant, and should include also the complete file history for the site, any relevant plats, and relevant Planning Commission and Zoning Hearing Board minutes.

It was discussed whether applications should be submitted digitally or in hard copy, and the consensus was that both formats should be available.

Supervisor Rosamilia, in attendance, responded that Township Planner and Zoning Officer would develop a written set of protocols for review.

Motion by Dotti to adjourn. Second: Casola. All in favor at 9:27 PM.