

## Meeting Minutes

Plan Study Committee Meeting #1  
JMT Project No. 22-02994-001

An in-person study committee was held at the Community Center to kick off the above referenced project. The following committee members were in attendance:

Name	Organization	E-mail Address
Lisa Huchler	Disability Advisory Board	<a href="mailto:lhuchler@aol.com">lhuchler@aol.com</a>
Rob LaBar	Parks and Rec Advisory Board	<a href="mailto:rob4491@gmail.com">rob4491@gmail.com</a>
Matt Farrell	Environmental Advisory Council	<a href="mailto:matthewthomasfarrell@gmail.com">matthewthomasfarrell@gmail.com</a>
Bill Gaboda	Resident	<a href="mailto:wgaboda@gmail.com">wgaboda@gmail.com</a>
Laurie Grey	Resident (Rivergate)	<a href="mailto:llbccomcast.net">llbccomcast.net</a>
George Schlieben	YMS	<a href="mailto:president@ymssoccer.net">president@ymssoccer.net</a>
Gordon Workman	LMFA	<a href="mailto:gordan028944@yahoo.com">gordan028944@yahoo.com</a>
Stephen Edwards,	Resident	<a href="mailto:stephenedwards@gmail.com">stephenedwards@gmail.com</a>
Monica Tierney,	Director of Parks & Rec.	<a href="mailto:monicat@lmt.org">monicat@lmt.org</a>
Dan McLoone,	LMT Planner	<a href="mailto:danm@lmt.org">danm@lmt.org</a>
Andrew Mears	JMT	<a href="mailto:amears@jmt.com">amears@jmt.com</a>
Ann Toole	Toole Recreation Planning	<a href="mailto:anntoole@comcast.net">anntoole@comcast.net</a>
Neil Beach	JMT	<a href="mailto:nbeach@jmt.com">nbeach@jmt.com</a>

The purpose of the meeting was to provide an introduction of the project, review the consultants teams preliminary findings, seek input from the committee on the findings, and discuss project success and expectations for the master plan. It was noted that this was a planning process to develop a master plan for Macclessfield Park and not the Snipes Tract.

### The following items were discussed:

1. Welcome and Introductions – A. Mears welcomed the Master Plan Study Committee (MPSC) and attendees introduced themselves. Andrew Mears, PLA, Neal Beach, PE and Ann Toole, CPRP, CPP provided information about their firms and individual credentials along with information about their park planning experience.

2. A. Mears reviewed the meeting agenda:
  - Introductions
  - Consultants Role/Study Committee Members Role
  - Project Overview/Master Plan Process
  - Public Participation Process
  - Project Timeframe – Meeting Dates
  - Key Person Interview List
  - Focus Group Meetings
  - Capacity vs Demand
  - Sports Questionnaire
  - Review of Initial Findings
  - Next Steps
3. A. Mears reviewed the master plan process, what a master plan is and discussed the characteristics of a good plan.
4. A. Toole provided background information on the project.
5. The consultant and steering committee roles were discussed along with the communication flow chart for the project.
6. A. Mears reviewed the master plan project schedule, public engagement process including interviews, focus groups, public meetings. The JMT team will develop multiple plan options, cost estimates and potential phasing scenarios.
  - 6 study committee meetings are proposed
  - 15-20 key person interviews will be conducted
  - 2 focus group meetings will be held
  - 1 Pop Up Style Meeting
7. A. Mears reviewed park type definitions and committee members provided feedback on their individual perspective as to whether Macclesfield was currently functioning as an athletic complex or a regional park.
8. A. Mears and N. Beach reviewed initial findings as shown in the attached PowerPoint.
9. The following comments were made during the committee discussions:
  - Board of Supervisors, not Board of Commissioners
  - Clarified that master plan is strictly for Macclesfield Park
    - Monica noted that this plan will not be looking at the Snipes Tract.
    - Some information may be used when a Snipes Master Plan is completed.
  - It was requested that a PDF of the power point presentation be provided with the meeting minutes.
  - A concern was raised that the field users have the biggest impact on residents of the community.
    - Don't tailor the park to groups that have participants that only include 20% (just an example, may not be the actual number) residents and the rest are from outside of the township.

- A question was raised on whether the plan would evaluate a Return-on-Investment component.
- Committee was asked to provide Monica with any names for any potential Key Stakeholder interviews
- Also, Committee was asked to think about any events that may be good for a “pop-up” meeting.
- Majority view the park as an Athletic Complex as opposed to a Community Park
  - Two members did speak up on why they view it as a Community Park. Their reasons include
    - Athletic use focused on short time periods (i.e. evenings & Saturday mornings)
    - Park includes other amenities besides just field.
- Current Scenario – functioning as sports complex
- The existing turf soccer field is a privately funded facility that is located on public land
- Parking in the neighborhood for park use is a concern by the neighborhood member of the committee
- Restroom and concessions building is old, outdated, and needs to be replaced
- Township has an ADA transition plan and they will share that with the planning team
  - Lisa is a part of the Disability Advisory Board
- Temporary lights...only allowed to be used on Friday evenings
  - This was an agreement between the clubs and Township who were concerned about the lights impact on the adjacent neighborhoods
- Field F includes ½ lighting
- Questions/Open Discussion
  - Are we really limited by the light locations? Can they be moved or redesigned
    - Yes, they could be re-designed, but this would be costly and this process will need to understand those investments and provided information for the decision makers to decide if this is beneficial.
  - Does eminent domain limit what can be done at the park?
    - No, only real requirement is that the park must continue to be used for recreational purposes.
  - Noise pollution is just as much of a concern for the adjacent residents as light pollution
  - Irrigation is something that should be considered
  - Should this plan take into consideration non-resident/Pennsbury SD athletes versus non-resident/non-Pennsbury SD athletes
  - Survey should provide opportunity for sport groups to state both how they use the fields now, as well as how they would like to be able to use their fields.
    - How can they optimize the resources they have.
  - School facilities are more expensive to use and not maintained as well as the township facilities.
  - Can design team look at the light issue so that the lights face away from the residents?
  - Fields are structured in a certain way now – maybe we don’t have to keep the facilities just as they are? Need to find a proper balance of improvement vs cost.
  - Bill commented that he was horrified at pedestrians movements.
  - Does the current layout maximum field space? Are we locked into what we have?

- Maybe the safety issues are so compelling that more needs to be done here?
- There will be tough discussions and hard choices that the committee will need to address collectively.
- Can we put in another access? One way in and one way out will be considered with other potential improvements.
- Noise needs to be also considered.
- Pennsbury? Currently fields are not maintained at recreational safety standards. Will take more than YMS to advocate for field use and maintenance.
- Committee members expressed appreciation for the project and how the process is being conducted. The consultants work in the field is especially appreciated as it is grounded in seeing the conditions firsthand.
- JMT will set up access to a SharePoint site for the Steering Committee members
- Target the second week in January for next Steering Committee meeting

10. A. Mears summarized key issues identified and the park and inherent design challenges with the current layout of the park and the use areas.

11. **Moving Forward** – The team will move ahead with the following tasks in preparation for the next committee meeting. Work to be composed for the next study committee meeting include:

- Review of other TWP Planning Initiatives
- Finalize Project base map
- Site Walk + Site Analysis
- Formalize list of KPI + Focus Groups + Pop Up Meetings
- Develop + Distribute Sports Questionnaire
- Complete Sports Field Demand and Capacity Analysis

The above represents a true and accurate account of the discussion during this meeting to the best of my knowledge. If there are any conflicts, misrepresentations, or omissions with the above statements, please contact the undersigned within ten (10) days of this date.



Andrew A. Mears

11.15.2022  
Date

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Attendees  
Project File