



WILLISTOWN TOWNSHIP
Planning Commission Meeting
Wednesday, January 7, 2026
7:00 p.m.

Minutes

LOCATION: Willistown Township Building, 688 Sugartown Rd, Malvern, PA 19355

Members Present:

Philip Foret, George McHugh, William Shoemaker

Members Absent:

Cathy Rubenstone, Warren Claytor

Township Representatives Present:

Caroline O'Connor, Director of Planning & Zoning; Mike Conrad, Yerkes Associates; John Gaadt, Gaadt Perspectives

A. CALL TO ORDER

Mr. McHugh called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance

B. REORGANIZATION

1. MOTION: To appoint George McHugh as Temporary Chair for Reorganization. (Shoemaker/Foret)
COMMENTS: None
ACTION: Passed, 3-0
2. MOTION: To appoint Cathy Rubenstone as Chair of the Planning Commission for the 2026 calendar year. (Shoemaker/Foret)
COMMENTS: None
ACTION: Passed, 3-0
3. MOTION: To appoint George McHugh as Vice Chair of the Planning Commission for the 2026 calendar year. (Shoemaker/Foret)
COMMENTS: None
ACTION: Passed, 3-0
4. MOTION: To appoint Philip Foret as Secretary of the Planning Commission for the 2026 calendar year. (Shoemaker/McHugh)
COMMENTS: None
ACTION: Passed, 3-0

The meeting was then turned back over to Mr. McHugh.

C. APPROVAL OF MINUTES

MOTION: To approve the minutes for the regular Planning Commission meeting held on December 10, 2025. (Foret/McHugh)

COMMENTS: None

ACTION: Passed, 3-0

D. ANNOUNCEMENTS

Ms. O'Connor announced that there are currently two vacancies on the Planning Commission which the Township has already advertised. There have been at least 4 applicants, and Ms. Rubenstone will be conducting the necessary interviews to make a recommendation to the Board of Supervisors to fill these vacancies.

Ms. O'Connor also announced that the first meeting for the Circulation Study had taken place this week.

E. DISCUSSION ITEMS

1. Review Initiatives, Ideas, and Suggestions

The Township Representatives presented an update on the ongoing list of initiatives, ideas, and suggestions. There was discussion regarding the prioritization of the list, and the status of those items which are already underway.

F. PUBLIC COMMENT

Keith Parsons, 117 Spruce Ln

Mr. Parsons offered two comments: (1) he inquired if the Circulation study will only address sidewalks. Ms. O'Connor stated that the Study will include all non-motorized transportation, not just sidewalks; and (2) he stated his role as the Chair of the Environmental Advisory Council and offered the Council's assistance with developing a local climate action plan (LCAP).

Cindi Myers, 735 Hillview Rd

Ms. Myers also offered two comments: (1) she stated her concerns regarding the amount of uplighting in the Township and how it is not in line with the dark skies initiative. Ms. O'Connor stated that there are regulations for lighting and that there are many non-compliant lighting fixtures in the Township; and (2) she relayed her concerns regarding the number of bird strikes at Paoli Hospital. She inquired if there could be anything done to require preventative measures on commercial building windows.

G. ADJOURNMENT

Seeing no further business, the meeting adjourned at 7:48 p.m.

Next Meeting: Wednesday, January 21, 2026, 7:00 p.m., at the Township Building

Respectfully submitted,

Philip J. Foret