



Willistown Comprehensive Plan 2022 Scope of Work & Schedule

Task 1. Introduction; Summary of Goals and Policies

JUN '20-MAY '21

This task will explain the overall vision for the plan update and discuss past planning efforts in Willistown. Through work sessions, task force meetings, and public input, a review of current goals and policies will be undertaken. This process will involve the preparation of revised goals and policies for Township review and approval. A Public Survey will be conducted. Deliverables: Text for Chapter's 1 & 2. Please note that this task was split from the overall project in order to start planning work in advance of consideration of the VPP grant application; as such, this task is included for information purposes only, not for grant funding.

Task 2. Community Background

MAY '21-FALL '21

This task will discuss the regional influences and context for the planning effort, historic and current patterns of development and provide a demographic profile. Analysis will include the following: Regional Context and Influences, Historic and Current Development Patterns, Demographic Profile and Implications for Planning. NOTE: 2020 Census data is not expected until Fall 2021; text not impacted by demographic information will be prepared during the spring/summer of 2021 but other text will be developed once data has been made available. Deliverables: Text for Chapter 3

Task 3. Protecting Community Values

MAY-SEP '21

This task will establish a strategy for overall resource protection and will document priorities for protection. Issues discussed will include: Water Resources; Land Resources; Biotic Resources; Scenic, Historic and Cultural Resources; Parks, Preserves, Trails and Open Space; Neighborhoods and Existing Housing Stock; Composite of Resources, Implications of Environmental Constraints, Priorities for Protection. Deliverables: Text for Chapter 4; updates to resource mapping and composite mapping.

Task 4. Guiding Future Growth

JUL-DEC '21

This task will establish a strategy for land use in the Township, including the establishment of policies and recommendations for implementation for the following land use categories: Residential Development, Institutional Development, Commercial Development, Industrial Development. Deliverables: Text for Chapter 5

Task 5. Community Facilities and Services

SEP '21-FEB '22

This task will establish a strategy for providing adequate public facilities and services, either under direct control of the Township or those that involve Township participation. The plan will inventory and provide recommendations for the following facilities and services: Fire Protection, Police Protection, Emergency Medical Assistance, Roads, Public and Pedestrian Transportation, Municipal Services and Facilities, Water Supply, Sewage Disposal, Stormwater Management, Solid Waste Collection and Recycling, Education, Library Services, Parks and Recreation, Landowner Assistance and Private Land Stewardship. Deliverables: Text for Chapter 6

Task 6. Implementing the Plan

MAR-AUG '22

This task will summarize all the important planning issues outlined in the plan sections, establish guiding principles for the future, and establish an action plan for implementation. This element will include: Summary of Important Planning Issues, Guiding Principles, Implementation Measures.
Deliverables: Text for Chapter 7, Implementation Matrices

Task 7. Adoption Process

THROUGHOUT PLAN-NOV '22

This process will be undertaken in accordance with the applicable provisions of the PA Municipalities Planning Code and the Chester County Vision Partnership Grant Program, including Act 247/MPC Review and Revisions. We anticipate the following: Public Information Meetings – Introduction/ Kick-Off, Interim Planning Meeting, Public Review/Final Pre-Adoption Hearing, Adoption Meeting.
Deliverables: Public meetings and hearings, Full complete planning document.

Task 8. Task Force and Related Meetings (throughout planning process)

Tasks and deliverables: Bi-monthly meetings of the Plan Update Task Force, Periodic meetings with Township boards and commissions to solicit input. Deliverables: Meetings and Meeting Notes

Task 9. Project Mapping (throughout the planning process)

Tasks and deliverables: Updates, as needed, to the following figures/maps: Land Use; Water Resources; Land Resources; Biotic Resources; Scenic, Historic and Cultural Resources; Protected and Developed Lands; Composite of Historic, Scenic and Natural Resources; Environmental Constraints and Resource Priorities; Park and Recreation Planning; Community Facilities and Services; Circulation Plan; Future Land Use Plan. Deliverables: Revised GIS maps.

NOTE: Plan outline and format will be similar to 2011 Plan