

**MEDINA TOWNSHIP  
COMPREHENSIVE PLAN STEERING COMMITTEE  
MEETING  
JANUARY 24<sup>TH</sup>, 2013**

The Medina Township Comprehensive Plan Steering Committee met in Regular Session on January 24<sup>th</sup>, 2013. Chairman Ostmann called the meeting to order at 7:00 pm.

**Roll Call**

Mr. Ostmann called for a roll of all members. All members were present except for Michael Baach, Gale Gordon Summers and Cynthia Szunyog. Also in attendance was Trustee, Ray Jarrett, Director of the Department of Planning Services, Rob Henwood, Planning Consultants Dennis Macklin, Brandi Rosselli, Steve Bevan and the general public.

**Approval of Minutes**

Mr. Apana motioned to approve the minutes as written. Mr. Traynor seconded the motion. Mr. Ostmann called for a vote. The vote was all in the affirmative.

**Bill West Resignation**

Mr. Ostmann said Bill West resigned and a Vice-Chairman was needed. Mr. Sevougian motioned to have Chris Traynor as Vice-Chair. Ms. McKiernan seconded the motion. Mr. Ostmann called for a vote. The vote was all in the affirmative.

**Introduction of Mackin Engineering Company - Steering Committee Consultants and Discussion**

Dennis Martinak, Director of Municipal Services, Brandi Rosselli, Project Manager and Steven Bevan, Intern, gave a brief description of their work with Mackin. Ms. Rosselli asked the Board Members to introduce themselves and explain what their position in the Township was and why they wanted to be on the Committee, the Members complied.

Mr. Martinak explained the scope of work and that they would get the plan done in 10 months. The Township will be invoiced 3 times and then a final invoice will be sent. He said they will do what their Scope of Work stated and that they will help the Committee as much as possible.

Ms. Rosselli said the project has been divided into 4 phases (see attached). They want to do a project tour of the Township in February with the Committee Members to talk about specific issues or concerns. They also will be working with the committee regarding the development of the community survey and incorporating it into the plan, which also will be discussed in February and sent out in March. They will discuss the Townships existing conditions, what is the Townships transportation profile, demographic profile and what is the existing land use. They will develop mapping with the Planning Department and incorporate existing mapping from the previous work done. Mackin will meet with the committee every other month. The first community meeting will take place tentatively in March after information has been gathered and feedback is given on what residents would like to see in the Comprehensive Plan. Ms. Rosselli said they would be interviewing Stakeholders in the community; those are people that have specific knowledge about various items in the Township.

They also would like to talk to the Municipal Services providers, Fire Department, Police Department, Schools, Library, Historical Society and Community Organizations. Ms. Rosselli would either interview them over the phone or send them a survey and they would be included in the process from the beginning. Mackin also will hold a youth workshop to get the youth of the Township involved. She will set up a workshop with the School District Superintendent or the Principal of the School. A second community meeting will be held to get feedback. The draft plan would be available on the website and at the Townhall for the public to review and comment on 45 days before the public hearing. There will be an Executive Summary that will highlight the key points of the plan. The Trustees and Committee will decide how the survey would be sent out, whether electronically or through the mail. The Committee wants a statistically valid survey and Ms. Rosselli said that survey would have to be mailed. The survey would also be coded. Mr. Hallock asked if the survey could be placed at the Township polling places and was told yes. Mackin will provide the committee with a cost of the survey. Mr. Kuenzer asked if 4-H, FFA and the joint vocational school would be included in the youth workshop. Ms. Rosselli suggested members put that on their Stakeholder lists.

The homework assignment for the Members is a photo exercise. She asked that the members go out in the community and take pictures of the assets and challenges and give the location of the picture and whether it is an asset or a challenge and why you feel that way. She will send a link to upload your photos and if you are not comfortable doing the exercise that is fine. Mr. Ostmann will check into the governmental agencies for the stakeholder list.

Ms. Rosselli would like to do the tour on the same day of the next meeting. Bill Ostmann, Jim Apana, Alan Hallock, Robin Gray, Rob Henwood, Paul Sevougian, Chris Traynor and Susan McKiernan will attend the tour. A standard meeting date will be the last week of the month on Mondays at 7:00 pm. The next meeting will be held February 25, 2013, at 7:00 pm., and then again in April.

Ms. Rosselli said a copy of the draft plan will be sent to nearby communities with an invitation to attend the public hearings for their input. Mr. Hallock asked if Mr. Henwood will provide strategic plans for the surrounding communities and Mr. Henwood said he will. Mr. Sevougian asked if they could see a draft of a community survey before the next meeting. Ms. Rosselli will send that through e-mail.

There was a discussion as to where the public hearings would be held. Those details will be finalized at the February meeting. She asked that photos be given to her by February 18; they will then be reviewed at the February 25 meeting. Chief Crumley asked if the Fire Department could set up a table at the public hearing.

**PUBLIC COMMENT**

Sandra Bilek asked about the survey that was going to be distributed in various forms, mail, e-mail and at Township events. Ms. Rosselli said it would be a statistically valid survey and they will use all the information that they receive from the public.

Mr. Jarrett said to be sure people don't fill out more than one survey. Ms. Rosselli said to ask people to please only fill out one survey because they will be at multiple locations. Also codes will be put on the statistically valid survey.

Mr. Ostmann asked for a motion to adjourn the meeting. Mr. Traynor made a motion to adjourn the meeting at 8:26 pm. Mr. Hallock seconded the motion. The vote was all in the affirmative.

  
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Bill Ostmann, Chairman

  
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Chris Traynor, Vice-Chairman

**Medina Township**  
**Comprehensive Plan Update**  
***Kick Off Meeting—January 24, 2013***

1. Welcome and Introductions—3 Minutes
2. Approve Minutes from Previous Meeting—2 Minutes
3. Mackin Profile—5 Minutes
4. Agreement / Contractual Items—15 Minutes
5. Project Details—45 Minutes
  - Scope of Work
  - Schedule
6. Next Steps—20 Minutes
  - Project Meetings— Dates and Times
  - Project Tour—Date and Attendees
  - Homework
    - Photo Exercise
    - Stakeholders—Contacts
    - What committee members expect from the planning process
  - Community Meeting—Date, Time, Location, Publicity
  - First Committee Meeting with Mackin
    - Review Photos
    - Review Background Information
    - Plan Format
7. Public Comment
8. Adjourn

**Contact Information:**

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# Project Schedule

ACTIVITY	MONTH									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
<b>Phase I</b>										
Project Kick Off	*									
Project Area Tour and Citizens' Committee Meeting		*								
Community Survey		*								
<b>Phase II</b>										
Community Snapshot										
Mapping										
Citizens' Committee Meetings			*	*						
Community Meeting			*							
Stakeholder Interviews		*	*							
Develop Community Development Objectives			*							
<b>Phase III</b>										
Develop Vision				*						
Youth Workshop					*					
Focus Groups					*					
Citizens' Committee Meeting						*				
<b>Phase IV</b>										
Develop Action Plan										
Community Meeting								*		
Citizens' Committee Meeting								*		
Adoption									*	
<b>Deliverables</b>										
Draft Plan										
Final Plan (including Executive Summary)										

## ***Instructions for the Photo Assignment***

- What we would like you to do is to take pictures throughout Marianna Borough and West Bethlehem Township of what you consider the primary assets and the biggest challenges.
- Assets are typically those elements that contribute to the quality of life of a community. They help create a distinct sense of place and can be used as a foundation on which to build positive growth. Assets can also act as major attractions for visitors or potential new residents. Assets are those qualities that you want to see maintained, protected, and used as catalysts for future planning. An asset could be:
  - A new playground or access to a bike trail
  - A school or church, a museum or library
  - A beautiful scenic vista or attractive residential development
  - A major employment center
  - Anything at all that makes you happy to live in your community
- Challenges are those elements that are the opposite of assets. They present a threat to a community. They can negatively influence a resident or visitor's experience in a community. Challenges are those things that you want to see paid special attention to in the plan. Challenges may or may not have an obvious solution, but it is important to identify them regardless of their complexity. Challenges, like assets, can be anything from a structure to a service. A challenge could be:
  - An abandoned building
  - A dangerous intersection
  - An environmental issue
  - A service that is lacking or inadequate
  - Anything that you think might keep the community from achieving success
- Use the "Photo Log" provided to keep track of your pictures – their location, whether they are an asset or a challenge, etc (see attached).
- An electronic FTP site will be created so you can upload your pictures directly to the site. Instructions will be sent to all Steering Committee Members via email after tonight's meeting on how to upload your digital files with your photo log onto the site. If you have any questions please feel free to email or call Christy at Mackin. We will discuss the results at an upcoming Steering Committee meeting.