

Appendix 5 – Meeting Notes and Feedback

Project Name:		Oxford Borough Parking Management Study		SK
Project Number:		2015-006		
Date:		August 11, 2015 at 8:00 AM		
Location:		Oxford Borough Hall		
Reference:		Preparation Meeting		
Submitted by:		Steve Krug		
Distribution:		Attendees, File		
Team Meeting Memo 100				
ATTENDEES:				
Jamie Larzelere		Chester County Planning Commission		JL
Donna Hossler		Oxford Mainstreet Inc.		DH
Hon. John Lawrence		State Representative		HJL
Jerome Rodeo		Revitalization Task Force Parking Committee		JR
John Thompson		Borough Council VP & Planning Commission		JT
Ron Hershey		Borough Council President		RH
Steve Krug		Krug Architects		SK
ABSENT:				
Larry Drennan		Revitalization Task Force Parking Committee		LD
Betsy Brantner		Oxford Borough		BB
No.	Topic	Description		Action By
100.1	Intent of meeting	a.	The intention was to kick-off the study.	SK
		b.	The purpose of the kick off meeting was to orient stakeholders to the intent, process, and schedule; gather information; listen to stakeholders and hear committee feedback.	SK
100.2	2015 VPP Grant	a.	The majority of funding for the study is provided by Chester County Vision Partnership Program Grant.	JL
		b.	The grant requirements were reviewed.	JL
		c.	The goals of the study were discussed.	JL
		d.	Invoices must be submitted to the Borough and copied to Jamie.	JL
		e.	VPP Grant Review of the Study will be completed within 30 days (No Act 247 Review required.)	JL
100.3	Process and Schedule	a.	The process was discussed and comprises 3 major steps; Data Collection; Analysis; and Recommendations.	SK
		b.	The schedule was discussed and goal is complete by end of 2015.	SK
		c.	There are 2 public meetings to be scheduled in October for input. Steve Krug will coordinate with Betsy Brantner for dates and times. Location may be a room at Ware Presbyterian Village Personal Care facility located in historic Oxford.	SK/BB
100.4	Resources	a.	The 2003 Revitalization Plan is currently being updated. The transportation section is in second draft to Planning Commission. Jamie Larzelere will send Steve Krug a copy.	JL
		b.	Jamie Larzelere also volunteered to send Steve Krug the 2012 Oxford Multi-regional Comprehensive Plan.	JL
		c.	Donna Hossler will research and send the 2014 OMI Parking Committee Findings.	DH

<p>100.5 Initial Analysis</p>	<ul style="list-style-type: none"> a. Overview of historic development and major access arteries were discussed. OMI Parking diagram of the Borough was reviewed. Metered and non-metered spaces were discussed. b. 4 sites were initially presented to show relative size and begin discussion. c. The committee eliminated the Church Oak Green site. d. National Penn site has potential for SCCOOT bus stops. e. National Penn site is an urban in-fill location. f. National Penn has requested 30 existing spaces be reserved for their use in exchange for the land if selected. g. Investigate potential land swap with Verizon to optimize geometry of properties. 	<p>SK</p> <p>SK</p> <p>all</p> <p>all</p> <p>all</p> <p>all</p> <p>SK</p>
<p>100.6 Next Meetings</p>	<ul style="list-style-type: none"> a. September 1, 2015 at 8 AM in Oxford Borough Hall. b. September 15, 2015 at 8 AM in Oxford Borough Hall. c. Public Meetings in October 2015. 	
<p>The above minutes are believed to be an accurate representation of the discussions that occurred at the meeting. Should anyone wish to submit corrections, please do so within five days of receipt. Thank you.</p>		

Project Name: Oxford Borough Parking Management Study		SK	
Project Number: 2015-006			
Date: September 1, 2015 at 8:00 AM			
Location: Oxford Borough Hall			
Reference: Preparation Meeting			
Submitted by: Steve Krug			
Distribution: Attendees, File			
Team Meeting Memo 200			
ATTENDEES:			
Jamie Larzelere	Chester County Planning Commission	JL	
Donna Hossler	Oxford Mainstreet Inc.	DH	
Hon. John Lawrence	State Representative	HJL	
Kathy Book	Representative Lawrence's Office	KB	
Jerome Rodeo	Revitalization Task Force Parking Committee	JR	
John Thompson	Borough Council VP & Planning Commission	JT	
Larry Drennan	Revitalization Task Force Parking Committee	LD	
Steve Krug	Krug Architects	SK	
ABSENT:			
Ron Hershey	Borough Council President	RH	
Betsy Brantner	Oxford Borough	BB	
No.	Topic	Description	Action By
200.1	Intent of meeting	a. The intention was to review resources and background information; and begin the analysis.	SK
200.2	2015 VPP Grant	a. Status of the grant is good.	JL
200.3	Schedule and Format	a. The analysis phase of the schedule will continue into next meeting scheduled for 9/15/15.	SK
		b. The report will follow the format outlined in the scope of work.	SK
		c. There are 2 public meetings to be scheduled in October for input. Steve Krug will coordinate with Betsy Brantner for dates and times. Location may be a room at Ware Presbyterian Village Personal Care facility located in historic Oxford.	SK/BB
200.4	Resources	a. Reviewed the summary of the OMI 2014 Parking Committee Conclusions.	SK
200.5	Analysis	a. 3 sites were presented to show detailed parking deck layouts and capacities.	SK
		b. National Penn site had two options analyzed. Discussed sliding E/W option to the South and placing future addition on North side. Discussed tailoring shape to the site.	SK
		c. Plan for temporary parking. i.e., Mt. Vernon & 472, Nazarene.	all
		d. Consider temporarily changing streets to one-way, and park along one side. i.e., Second Street.	all
200.6	Funding	a. Consider maintenance and operation costs.	all
		b. Major capital funding potentials are combination of FTA 50% for intermodal use, State redevelopment grants, Parking Revenue Bonds supported by parking revenue.	SK

	c. Funding of next steps discussed. Executive Session to be scheduled with Borough Council 9/14/15.	all
200.7 Next Meetings	a. September 15, 2015 at 8 AM in Oxford Borough Hall. b. Public Meetings in October 2015.	
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Project Name:	Oxford Borough Parking Management Study		SK
Project Number:	2015-006		
Date:	September 15, 2015 at 8:00 AM		
Location:	Oxford Borough Hall		
Reference:	Analysis meeting		
Submitted by:	Steve Krug		
Distribution:	Attendees, File		
Team Meeting Memo 300			
ATTENDEES:			
Donna Hossler	Oxford Mainstreet Inc.		DH
Hon. John Lawrence	State Representative		HJL
Kathy Book	Representative Lawrence's Office		KB
Jerome Rodio	Revitalization Task Force Parking Committee		JR
John Thompson	Borough Council VP & Planning Commission		JT
Larry Drennan	Revitalization Task Force Parking Committee		LD
Steve Krug	Krug Architects		SK
ABSENT:			
Jamie Larzelere	Chester County Planning Commission		JL
Ron Hershey	Borough Council President		RH
Betsy Brantner	Oxford Borough		BB
No.	Topic	Description	Action By
300.1	Intent of meeting	a. The intention was to discuss Pros and Cons of each site	SK
300.2	2015 VPP Grant	a. Status of the grant is good.	
300.3	Analysis One-way Streets	a. Reviewed temporary one-way street ideas for parallel parking	JR
		b. Reviewed temporary one-way street ideas for parallel parking	JL
300.4	Analysis surface Parking	a. Better Parking Signage	All
		b. Negotiate with private parking property owners - for instance, Nazarene, Fire hall, Behind Sam's.	LD
300.5	Analysis Structure Parking	a. Discussed revised National Penn site options. Two options further analyzed.	SK
		b. Pro and Con chart was reviewed. Ideas added included - change of use, ease of access, future planning opportunities for growth	SK
300.6	Funding	a. Funding of next steps was discussed at Executive Session about property acquisition with Borough Council 9/14/15.	SK, KB
		b. Recommended Borough must determine organizational leadership to drive the project.	LD
300.7	Next Meetings	a. Public Meetings in October 2015.	
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Project Name: Oxford Borough Parking Management Study		SK	
Project Number: 2015-006			
Date: October 28, 2015 at 6:30 PM			
Location: Oxford Senior Center			
Reference: Public Meeting			
Submitted by: Steve Krug			
Distribution: Attendees, File			
Team Meeting Memo 400			
ATTENDEES:			
Mark Gallant	Chester County Planning Commission	MG	
Donna Hossler	Oxford Mainstreet Inc.	DH	
Hon. John Lawrence	State Representative	HJL	
Kathy Book	Representative Lawrence's Office	KB	
Jerome Rodio	Revitalization Task Force Parking Committee	JR	
Ron Hershey	Borough Council President	RH	
Larry Drennan	Revitalization Task Force Parking Committee	LD	
Betsy Brantner	Oxford Borough Manager	BB	
Members of the public		Public	
Members of the press			
Steve Krug	Krug Architects	SK	
ABSENT:			
John Thompson	Borough Council VP & Planning Commission	JT	
No.	Topic	Description	Action By
400.1	Intent of meeting	a. The purpose of the meeting was to hear the public's issues, ideas, and concerns about parking and the Parking Management Study concepts.	SK
400.2	2015 VPP Grant	a. Presentation acknowledge the support of Chester County	SK
400.3	Presentation	a. Steve Krug presented the Study progress.	SK
		b. Covered the process, schedule, and resources.	SK
		c. Discussed the Parking Demand	SK
400.4	Analysis Surface Parking	a. Reviewed the short term ideas	SK
		b. Communicate to Business Owners park elsewhere so their patrons can have on-street parking in front. Educate proprietors through merchant meetings.	JR
		c. Other lots available behind Sam's, Post Office, Nazarene, Library Lot	LD
		d. Penn One-way to Locust (already on Sunday & events)	Public
		e. One-way North on Second Street	Public
400.5	Analysis Structured Parking	a. 3 sites were presented to show detailed parking deck layouts and capacities. Pros and Cons were interactively added during discussion.	All
		b. National Penn site had two options analyzed. Discussed advantages of the N/S option. Provide drive access Right of Way to back of buildings on North/South option. Retail on Second Street is OK.	LD DH

	c. Fire Hall site. Added cons about stand alone.	JL
	d. South Third and Broad. Suggestion to look at parking structure over Broad Street, Niblock Alley and municipal parking lot.	Public
	e. Note Bus Stop on all options.	Public
400.6 Funding	a. Presented potential sources of funding.	SK
400.7 Next Meetings	a. November 12, 2015 at 8 AM in Oxford Borough Hall.	
	b. Borough Council Meetings in December 2015.	
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Project Name:		Oxford Borough Parking Management Study		SK
Project Number:		2015-006		
Date:		November 12, 2015 at 8:00 AM		
Location:		Oxford Borough Hall		
Reference:		Team Meeting		
Submitted by:		Steve Krug		
Distribution:		Attendees, File		
Team Meeting Memo 500				
ATTENDEES:				
Jaime Larzelere		Chester County Planning Commission		JL
Donna Hossler		Oxford Mainstreet Inc.		DH
Hon. John Lawrence		State Representative		HJL
Jerome Rodio		Revitalization Task Force Parking Committee		JR
Larry Drennan		Revitalization Task Force Parking Committee		LD
Betsy Brantner		Oxford Borough Manager		BB
Steve Krug		Krug Architects		SK
ABSENT:				
Ron Hershey		Borough Council President		RH
John Thompson		Borough Council VP & Planning Commission		JT
No.	Topic	Description	Action By	
500.1	Intent of meeting	a. The purpose of the meeting was to hear the Task Force's review comments about parking and the Parking Management Study report.	All	
500.2	2015 VPP Grant	a. Jaime reported all is well with the grant.	JL	
500.3	Schedule	a. The draft report was submitted 11/5/15.	SK	
		b. Review comments are due by 12/4/15.	All	
		c. Task Force requested rendering of the National Penn option by 12/7/15. Representative John Lawrence recommended plans for promoting and communicating the project. Borough Manager recommended the report be available at Oxford Day; and rendering (Representative Lawrence can have large format printed) at the winter Fire and Ice event.	All, HJL, DH, BB	
		d. Final report by 12/10/15.	SK	
		e. Council Meeting - accepts report 12/21/15.	All	
500.4	Analysis S. Third and Broad	a. Thru-traffic limited	LD	
		b. Conductivity and flow of traffic limited.	JL	
500.5	Review Cost Estimates	a. Added operating cost for each option at \$500/year/space.	SK	
500.6	General comments	a. Add bus stop to each option.	SK	
		b. Zoning - recommend in 2016 Borough amend the Central Business District ordinance to have building height of 50-60 feet. Currently (historical) limit is 35 feet. The higher density is consistent with Landscapes 2 land preservation and sustainability concepts.	SK, JL	

	c. Recommend Borough Council designate leadership appointment for the project.	LD
	d. Add cost of Owner's Representative, Project Manager to estimated figures for this.	SK
	e. Add public bidding to the schedule.	All
500.7 Next Meetings	a. Borough Council Meetings 12/21/15.	
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