

Malvern Planning Commission – Member Expectations

Background

Individual residents of the Borough of Malvern are appointed to the Malvern Planning Commission (MPC) by Malvern Borough Council for four year terms. The MPC plays a central role in maintaining and enhancing the quality of life in Malvern by:

- making recommendations to the Borough Councils on all land development and subdivision applications that are submitted to the Borough,
- developing the Borough's Comprehensive Plan,
- developing the Borough's Revitalization Plan, and
- maintaining Subdivision and Land Development ordinances (SALDO) up to date and in compliance with Pennsylvania's Municipalities Planning Code.

Members have a substantial and time-sensitive workload in dealing with MPC matters. This document makes explicit the expectations for member performance with regard to that workload.

MPC Meeting Attendance

Members are expected to attend and actively participate in the two monthly MPC meetings. If a member cannot attend a specific meeting, he / she should inform the Chairperson of the anticipated absence as early as possible, so the Chairperson can determine whether or not a quorum can be obtained for that meeting.

Review of Documents and Materials

Members are expected to review all materials relevant to items of the agenda for an MPC meeting, and to prepare comments and questions to facilitate discussions with applicants at that meeting. Documents and materials **to be reviewed prior to meetings** include:

- the meeting agenda,
- draft – version minutes of prior meetings (to identify changes needed),
- SALDO application packages,
- the most recent Case Log, and
- such other items pertaining to MPC activities that may appear on a meeting agenda.

To facilitate these reviews, Borough Management prepares individual packets of materials-for-review and makes them available to members roughly four days before

each MPC meeting. Members are expected to retrieve their packet several days before the meeting to allow ample time to conduct reviews

Communication

Members are advised to set-up and use a secondary email account for MPC business. Yahoo or gmail accounts are both free and suggested. Members are expected to check daily for email and / or voicemail messages from the Chairperson or fellow MPC members. Frequently, emails will have MPC-related documents attached.

MPC Subcommittees and Borough Task Forces

The MPC Chairperson may establish a subcommittee to deal with a specific planning matter or issue and report back to the full MPC. Similarly, the Borough Council President appoints Task Forces to deal with a substantial Borough-wide needs that are at least partially planning-related. Members are expected to occasionally serve in this additional volunteer capacity when called upon to do so.

Master Planner Certification

MPC members are expected to complete a Master Planner Program conducted by the Pennsylvania Municipal Planning Education Institute and the Pennsylvania State Association of Boroughs within their first four-year term. This thirty hour program consists of three ten-hour courses in the fundamentals of community planning, zoning, subdivision and land development review as practiced in Pennsylvania. Members are encouraged to take additional relevant planning courses offered by PMPEI or other accredited institutions.