

**Doylestown Township  
Park Recreation and Open Space Plan Update Committee**

**Meeting Notes  
June 13, 2018**

1. Introductions
  - a. Committee, Township, and Consultant Team
    - i. JSG
    - ii. Patrick Graham, CPRP
    - iii. KAS – Director of Parks and Recreation
    - iv. Stephanie Mason – D. Township Manager
    - v. Kaitlyn Finley – D. Twp. Staff (program coordinator)
    - vi. Deb Macomas – Committee member
    - vii. Anne Woodbury – Committee member
    - viii. Kathy Brown – Committee member
    - ix. Bob Salanik – Committee member
    - x. Bill Wert – Committee member
    - xi. Jen Herring – Board Liaison
  - b. Contact Information Chart
    - i. passed around and asked members to fill out the information
    - ii. Contact information will be forwarded to all members
  - c. KAS to provide hard copies of the 2007 JPROS Plan to Bob, Anne, and Deb
  
2. Brief Overview of the Plan Purpose and Scope of Project
  - a. Update to the 2007 JPROS, which was a Joint Plan with Doylestown Borough
  - b. Sections / Topics to be included in PROS Plan Update
    - i. Demographic information and projections
    - ii. Inventory of parks, greenways, trails, natural areas, and agricultural areas (both mapping and calculations)
    - iii. Recreation trends and program analysis
    - iv. Meetings and KPIs
      1. 4 Public meetings (Committee/focus group meetings and one Board of Supervisors meeting to present the final plan)
      2. 5 Key person interviews with stakeholders
    - v. Goals and Recommendations
    - vi. Action Plan
  
3. Role of the Committee
  - a. Public input
  - b. Bring forth the opinions of the various groups and constituents and bring the committee information to the various groups they represent
  - c. Review and comment on the plan chapters and information distributed for review
  - d. Action Items

- i. KAS to provide an updated/redlined copy of the Capital Plan component of the 2007 Plan showing what items have already been completed by the Township
- ii. Committee members to bring information to their various boards and commissions and bring back information to the PROS Committee

4. Work flow

- a. Digital distribution of materials
- b. "Homework" Assignments
- c. All items go through Karen Sweeney
  - i. [kasweeney@doylestownpa.org](mailto:kasweeney@doylestownpa.org)
  - ii. 215-348-9915

5. Key Person Interviews (names of individuals or groups)

- a. Seniors – Jen to talk to senior task force
- b. School-age or School District
- c. Environmental
- d. Doylestown Historical Society
- e. Focus Group (?) – Athletic Associations
  - i. JSG agreed to do one focus group in lieu of one of the 3 Committee meetings scheduled
  - ii. Thursday October 4<sup>th</sup> or Wednesday October 10<sup>th</sup> at 7pm
  - iii. Attendees to be limited to 20 people, tops + the committee
- f. Action item – all committee members to submit their recommendations to KAS by Friday June 29<sup>th</sup> - i.e. a list of names and supporting information on why they

6. Establish next meeting date and time

- a. Focus group meeting – either October 4<sup>th</sup> or October 10<sup>th</sup>