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The meeting of the Douglass Township Planning Agency was called to order at 7:01 P.M.

Members in attendance were: Joe Richardson, Tom Wynne, Ed Reitz, Carl Adams, and Sara Carpenter. Also, in attendance were Solicitor Blake Dunbar, Allison Lee of Pennoni Associates, Pete Hiryak, and 7 residents/developers. The meeting room was arranged for social distancing regulations and everyone was wearing personal protection equipment/masks.

Mr. Wynne led the Pledge of Allegiance to the flag.

Mr. Wynne asked if there were any changes, corrections, or additions to the Planning Agency minutes of November 12th, 2020. No changes, corrections, or additions were given.

A motion was made by Mr. Reitz, seconded by Ms. Carpenter to recommend approval of the November 12th, 2020 Planning Agency minutes. Richardson-Aye, Wynne-Aye, Reitz-Aye, Adams-Abstain, and Carpenter-Aye. Motion passed.

Public Hearing – Act 209 Transportation Capital Improvements Plan (TCIP)

Mr. Wynne stated that Act 209 Advisory Committee Members include Mr. Reitz, Mr. Hunter, Mr. Link Mr. Herb, Mr. Rick, Mr. Carpenter, Mr. Updegrave, as well as himself. Mr. Wynne turned the meeting over to Mr. Dunbar. Mr. Dunbar opened the Public Hearing at 7:02pm with a brief overview. As required by the Municipalities Planning Code, the Douglass Township Traffic Impact Advisory Committee held an advertised hearing on the Land use Assumptions Report (LUAR) on November 14, 2019, and forwarded its recommendation to the Board of Supervisors along with the Roadway Sufficiency Analysis. Both the Roadway Sufficiency Analysis and the LUAR were approved by the Board of Supervisors on February 3, 2020 by resolution as permitted by the MPC, the next step in the process is for the Traffic Impact Advisory Committee to advertise and hold a public hearing on the proposed Transportation Capital Improvements Plan (TCIP), which would propose an enactment of a new traffic impact fee ordinance if adopted by the Board of Supervisors. The TCIP evaluated 23 intersections in Douglass Township and describes what improvements and associated costs would be required to upgrade the future level of services at each specific intersection. The Exhibit List includes: C-1 Letter of January 7, 2020 from the Traffic Advisory Committee recommending the BOS adopt the LUAR and Roadway Sufficiency Analysis Land Use Assumptions Report, C-2 Resolution No. 02032020-01 approving the Roadway Sufficiency Analysis of November 14, 2019 and adopted on February 3rd, 2020, C-3 Resolution No. 02032020-02 Approving the LUAR of November 14, 2019 and adopted on February 3rd, 2020, C-4 Legal Notice for public hearing concerning the TCIP for the update and implementation of impact fees for transportation improvements, C-5 Proof of Publication – Advertisement in the Mercury on November 18, 2020 and November 25, 2020, and C-6 PA Act 209 Transportation Impact Fee Study, Douglass Township Roadway Sufficiency Analysis and Transportation Capital Improvements Plan prepared for Douglass Township, Montgomery County, PA February 2020 by Gilmore & Associates, Inc.

The final part of this process is for the Board of Supervisors to adopt the ordinance in order for the Traffic Impact Fees to be updated. No questions were given. Mr. Dunbar closed the public hearing at approximately 7:08pm. Mr. Wynne thanked everyone on the committee for their input and also asked for two parts to this recommendation with the second motion involving additional language to factor a cost of living increase into the impact fees.

A motion was made by Mr. Wynne, seconded by Mr. Herb for the Act 209 Advisory Committee to recommend approval of the Act 209 Transportation Capital Improvements Plan to the Board of Supervisors. Wynne-Aye, Reitz-Aye, Link-Aye, Rick-Aye, Herb-Aye, Carpenter-Aye, and Updegrave-Aye. Motion passed

A motion was made by Mr. Herb, seconded by Mr. Wynne to have the Township include additional language in the TCIP factoring in a cost of living fees for future Traffic Impact fees. Wynne-Aye, Reitz-Aye, Link-Aye, Rick-Aye, Herb-Aye, G. Carpenter-Aye, and Updegrove-Aye. Motion passed.

Subdivisions and Land Developments

Graterford Properties – 400 Gilbertsville Road, 10 residential lots, to BOS for Final Approval of Plan & Waivers. Staff meeting held on December 9th, 2020. Fire Hydrant locations need to be worked out.

Quigley Bus Service – (Land Use Appeal Pending) P/A recommended approval of waivers and preliminary plan to BOS. Staff meeting T.B.A.

Danny Jake/Hallowell Cluster- Rick Mast “Country View” Phase 1 (15 Lots) approved by BOS (Agreements Pending).

Wynstone Subdivision – New Hanover Township, no new information.

Minister Creek LP – Mixed use project (Project on Hold)

Holly Road – Neighborhood mixed use on 52 acres. Awaiting Plan Revisions

650 Englesville Road – R-3 Andrew Bellwoar & Rolph Graf – Mixed use Overlay Ordinance Amendment Adopted by BOS, awaiting plan submittal.

Schreiner Property – R-1 West Branch Rd/Paper Mill Rd 3 lot Subdivision. Waiting for plan submission.

Fire Company Property – Lot Consolidation Plan – (P/A recommended approval), Land Development Plan is pending and Gorski Engineering will give a plan presentation to the BOS in January/February 2021.

Workshop Items

(ACTIVE)

- a. Act 209 Study – Act 209 TCIP (Transportation Capital Improvements Plan & Resolution) – Public Hearing held 12/10/2020 (Advisory Committee recommended approval to BOS)
- b. Landscape Ordinance – Final Draft and Tree List for January 2021 for P/A recommendation.
- c. Signage/Lighting – To be the next workshop item.
- d. Zoning/SALDO Updates (Codification in process) Draft Code to Township for Review, ordinance updates required.

(INACTIVE)

- e. Green Building Ordinance
- f. Revitalization

Planning Agency Member Term Sheet – The Manager stated that Mr. Reitz has asked to be considered and Mr. Zern will not be returning after serving over 25 years on the Planning Agency. Anyone interested in being considered for the Planning Agency should submit an email to Mr. Hiryak for the BOS consideration.

2021 Meeting Schedule – The Planning Agency Meetings will again be on the 2nd Thursday of each month – The manager stated that we are considering using Zoom meetings due to COVID.

Pottstown Metro Regional Planning Commission Update

The manager stated that he will give an update at the next meeting.

Public Comment

No public comment.

Deadline Dates for Subdivision Submittals:

- I. Cobblestone Commons – Indefinite.
- II. Quigley Bus Service – Land Use Appeal Pending.
- III. Holly Road – Awaiting Revised Plan Submittal

A motion was made by Mr. Reitz, seconded by Mr. Wynne to adjourn the meeting at 7:30pm. Richardson-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, and Carpenter-Aye. Motion passed.

The next Planning Agency Meeting will be held on January 14th, 2021

Respectfully submitted by,
Marcy Meitzler