



PLANNING AGENCY Township of Douglass, Montgomery County

1320 East Philadelphia Avenue, Gilbertsville, Pennsylvania 19525

Area Code 610 - 367-6062

FAX 610 - 367-7124

January 13th, 2022

1. Call the meeting to order
2. Pledge of Allegiance
3. 2022 Appointments to the Planning Agency – Peter Hiryak, Township Manager
 - a. (1) 4 Year Term – Joan DiCicco, (1) 2 Year Term - Don Bergstresser, and (1) 1 Year Term – Kim Stouch
 - b. Yearly Appointments – Blake Dunbar (Planning Agency Solicitor), Khal Hassan & Allison Lee (Township Engineer), MCPC (Year 3 of 3 Year Planning Assistance Contract) Eric Jarrell, Sr. Planner.
4. Reorganization
 - a. Nominations and Vote for Planning Agency Chairman
 - b. Nominations and Vote for Planning Agency Vice Chairman
5. Minutes from the December 9th, 2021 Planning Agency Meeting.
 - a. Additions, corrections and motion for approval.
6. Zoning Hearing Board – 169 Buchert Road, R-1 Zoning Relief on building coverage to enclose existing deck & construct new deck.
7. Subdivision and Land Development
 - a. Quigley Bus Service – (Land Use Appeal Pending) PA recommended approval of waivers & preliminary plan to BOS. (No New Information)
 - b. Danny Jake/Hallowell Cluster – Phase I (15 Lots) approved site work continuing, Phase II Submittal Pending.
 - c. Wynstone Subdivision – New Hanover Township (No New Information)
 - d. Minister Creek LP – Mixed use project – (No New Information)
 - e. Holly Road – Neighborhood mixed use on 52 acres. Staff meeting held, discussed stormwater issues – revised plans and waiver request submitted for review.
 - f. 650 Englesville Road, Rolph Graf – R-3 Zoning, Pennoni review pending.
 - g. Schreiner Property, R-1 West Branch Rd/Paper Mill Rd – Waiting for plan submission.
 - h. Rotelle Builders – Buchert Road Kelly Acres. Revised Plan Submitted September 2021. Pennoni & MCPC reviews. Plan revisions & waivers pending.
 - i. Cobblestone Commons Rt. 73 13 acres CC Convenience Commercial – Staff Meeting Request
 - j. Dienno Tract – R-1 Hallowell Rd/Oberholtzer Rd, 41 acres – Rob Lewis Introduction, awaiting plan submittal.
 - k. 1627 Swamp Pike - Sketch Plan Introduction R-2 Limited Office/Residential Overlay
8. Workshop Items
 - (ACTIVE)
 - a. Signage/Lighting
 - b. Zoning/SALDO Updates (Codification in process)
 - (INACTIVE)
 - c. Green Building Ordinance
 - d. Revitalization
9. Pottstown Regional Planning Commission Update
10. Public Comment
11. Deadline Dates for Subdivision Submittals:
 - I. Cobblestone Commons – Indefinite
 - II. Quigley Bus Service – (Land Use Appeal Pending)
 - III. Holly Road – February 2022
 - IV. Rotelle – plan revision pending
 - V. 650 Englesville Rd – February 2022
12. Adjournment

NEXT MEETING DATE THURSDAY, FEBRUARY 10TH, 2022

January 13th, 2022 Page 1

The meeting of the Douglass Township Planning Agency was called to order at 7:01 P.M. Members in attendance were: Joe Richardson, Sara Carpenter, Joan DiCicco, new members Don Bergstresser and Kim Stouch. Also, in attendance were Solicitor Blake Dunbar, Allison Lee of Pennoni Engineering, Manager Pete Hiryak, Alan Keiser and 8 residents. The meeting room was arranged for social distancing regulations.

Mr. Richardson led the Pledge of Allegiance to the flag. Mr. Hiryak announced that Ms. DiCicco was reappointed for a 4-year term, Mr. Bergstresser was appointed for (1) 2-year term, and Ms. Stouch was appointed for (1) 1-year term and welcomed new P/A Members Don Bergstresser & Kim Stouch. Mr. Hiryak also announced that Brant & Associates, Blake Dunbar, was reappointed as the P/A Solicitor, Pennoni Engineering (Khal Hassan & Allison Lee) were appointed Township Engineers, and MCPC is the Township's planning consultant (Year 3 of 3 Year Planning Assistance Contract). A new MCPC Planner for Douglass Township will be announced in February.

Reorganization

The meeting was handed over to Manager Hiryak for reorganization, Mr. Hiryak announced that Mr. Reitz was unable to attend the meeting due to Covid protocols but conveyed to Mr. Hiryak that he would accept the Chairman position if nominated by the members. Mr. Hiryak asked for nominations for P/A Chairman. Ms. Stouch nominated Ed Reitz for Chairman, no other nominations were given.

A motion was made by Ms. Stouch, seconded by Mr. Richardson to nominate Ed Reitz as P/A Chairman. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

Manager Hiryak asked for nominations for Vice Chairman of the P/A. Ms. Stouch nominated Sara Carpenter as the Vice Chairman, no other nominations were given.

A motion was made by Ms. Stouch, seconded by Mr. Bergstresser to nominate Sara Carpenter as Vice Chairman of the P/A. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

Ms. Carpenter asked if there were any changes, corrections, or additions to the Planning Agency minutes of December 9th, 2021. No changes, corrections, or additions were given.

A motion was made by Ms. DiCicco, seconded by Mr. Richardson to recommend approval of the December 9th, 2021 Planning Agency minutes. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

Zoning Hearing Board – 169 Buchert Rd, R-1 Zoning Relief on building coverage to enclose existing deck & construct new deck. Mr. Yeager from Better Living Sunrooms stated that his client is proposing to add a sunroom over an existing deck and construct a new deck however the coverage is over the allowed 15% and is asking for relief of 20.5% coverage, the sunroom will be on the back of the house and decking will be re-enforced to support the addition. Mr. Duncan has received water complaints from another property in this general area and has storm water concerns as well as downspout runoff being directed onto other properties. Ms. Lee stated that you must provide storm water management details. Mr. Hiryak stated that anytime we are aware of flooding or water issues we try to address these concerns prior to issuing a building permit. We will work with the applicant and do a site evaluation and report back to the P/A in February. The Planning Agency Members agreed that the applicant should return in February after the site visit and an engineering review is completed.

Subdivisions and Land Developments

Quigley Bus Service – (Land Use Appeal Pending) P/A recommended approval of waivers and preliminary plan to BOS. (No New Information)

Danny Jake/Hallowell Cluster- Phase 1 (15 Lots) approved site work continuing, Phase II Submittal Pending.

Wynstone Subdivision – New Hanover Township (No New Information)

Minister Creek LP – Mixed use project (No New Information)

Holly Road – Neighborhood mixed use on 52 acres. Staff meeting held, discussed outstanding stormwater issues – revised plans and waiver request submitted for review. Mr. Bauer stated that he is present tonight asking that the P/A recommend Preliminary Plan Approval & Waivers Approval to the Board of Supervisors. This property is located on Holly Road next to the Giant on 52 acres, 34 acres impacted by development and the remaining acres as open space. In 2014 the Township adopted mix use zoning and the plans were revised. Gilmore & Pennoni have been the Township Engineers during this long process. The draft review letter from Pennoni was addressed at a staff meeting. Mr. Bauer stated that we are comfortable with all comments. No building permit will be issued until the zoning comment #5 is met. Section 2502.7C All non-residential uses shall have an unload area for each building. The developers' request a deferral until a retail use is known. Waiver letter dated 12/14/2021 (Revised 1/13/2022) there are (9) waivers. Pennoni review letter dated 1/07/2022. The Planner asked if the pedestrian connectors will be tied in to surrounding properties, the manager stated that Giant must approve the connections to the existing food store and the Township has reached out to Giant for an emergency connection. Mr. Duncan asked for a larger set of plans to lay out the fire hydrants. Mr. Duncan had no concerns with emergency vehicle access. Ms. Lee asked if existing vegetation as a buffer is acceptable and meets the requirements. Mr. Ludgate stated that the plan complies with buffering except at the creek and the existing vegetation will not be disturbed.

A motion was made by Ms. Carpenter, seconded by Ms. Stouch to recommend approval of Waiver letter, dated 12/14/21 & revised 1/13/2022, to the Board of Supervisors. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

A motion was made by Ms. Stouch, seconded by Mr. Richardson to recommend Preliminary Plan approval to the Board of Supervisors. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Richardson to recommend Deferral of Comment #5 to the Board of Supervisors, Section 2502.7C All non-residential uses shall have an unload area for each building. The developers' request a deferral until a retail use is known. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

650 Englesville Road, Rolph Graf – Rolph Graf – R-3 Zoning, Pennoni review pending.

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

Rotelle Builders – Buchert Road Kelly Acres. Revised Plan Submitted September 2021. Pennoni & MCPC reviews. Plan revisions & waivers pending.

Cobblestone Commons Rt. 73 13 acres CC Convenience Commercial – Staff Meeting Request.

Diunno Tract – R-1 Hallowell Rd/Oberholtzer Rd, 41 acres – Awaiting preliminary plan submittal.

1627 Swamp Pike – Sketch Plan Introduction, R-2 Limited Office/Residential Overlay – Sketch Plan submitted, fees & escrows were paid. Adam Brower stated that the owner is exploring the ability to develop the property for a single-family home in the rear portion of the 1.6-acre property and to utilize the front portion as a residential and office area. Given the limited frontage on the existing road, it is proposed to provide a private road to gain frontage for the rear portion of the property and provide the

January 13th, 2022 Page 3

required frontage for the front lot. There was discussion on rights-of-way, driveway location, and possible zoning relief. The manager suggested that a further zoning review will be required. The respective engineers and the Township can continue discussion on this project.

Workshop Items

(ACTIVE)

- a. Signage/Lighting
- b. Zoning/SALDO Updates (Codification in process)

(INACTIVE)

- c. Green Building Ordinance
- d. Revitalization

Pottstown Metro Regional Planning Commission Update

No meetings were held over the Holidays. Mr. Hiryak stated that he attends PMRPC meetings via zoom, anyone on the Planning Agency interested in participating with PMRPC meetings should contact him for details.

Public Comment

No public comment was given. Mr. Hiryak stated that the Schedule of 2022 Meetings and a January 2022 P/A project update sheet are in the Planners packets for review, any workshops will be announced.

Deadline Dates for Subdivision Submittals:

- I. Cobblestone Commons – Indefinite.
- II. Quigley Bus Service – (Land Use Appeal Pending)
- III. Holly Road – February 2022
- IV. Rotelle – (Plan revision pending)
- V. 650 Englesville Rd – February 2022

A motion was made by Ms. Carpenter, seconded by Mr. Richardson to adjourn the meeting at 7:50pm. Richardson-Aye, Bergstresser-Aye, Stouch-Aye, Carpenter-Aye, and DiCicco-Aye. Motion passed.

The next Planning Agency Meeting will be held on February 10th, 2022

Respectfully submitted by,
Marcy Meitzler