

HIGHLIGHTS

**A motion to recommend approval of the September 13<sup>th</sup>, 2012 minutes was made by Mr. Reitz, seconded by Mr. Sartor. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.**

**A motion was made by Mr. Wynne, seconded by Mr. Sartor to forward the Property Maintenance Draft Ordinance to the Board of Supervisors for their review and comments with a letter from the P/A requesting that the legislative intent be added by the Board of Supervisors and to post this draft on the Township website to allow for public inspection. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.**

**A motion was made by Mr. Wynne, seconded by Mr. Zern to forward the Renters Draft Ordinance to the Board of Supervisors for review and requesting their input for the fees, selection of the starting date, and to post this draft on the Township website to allow for public inspection. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.**

**A motion was made by Mr. Wynne, seconded by Mr. Sartor to approve the Home Occupation for Loretto McCartney of 125 Jackson Road, Gilbertsville allowing a proposed “Home Food Processor-Baked Goods” business as defined by the PA Department of Agriculture providing that the presented business plan is followed and the proposed use will meet all the requirements of the PA Department of Agriculture which includes testing of the well water and initial and periodic on-site inspection of the kitchen facility, also a copy of the Agricultural License must be supplied to the Township Zoning Officer. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.**

**A motion was made by Mr. Reitz, seconded by Mr. Wynne to adjourn the meeting at 7:50pm. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.**

The meeting of the Douglass Township Planning Agency was called to order at 7:03 P.M. Members in attendance were: John Sartor, Bill Zern, Tom Wynne, and Ed Reitz, also in attendance; Solicitor Charles D. Garner Jr., Robert Campbell, Mike Heydt, and Meredith Curran from MCPC, Supervisor John Stasik, and 8 residents/developers.

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 September 13<sup>th</sup>, 2012, no one replied.

A motion to recommend approval of the September 13<sup>th</sup>, 2012 minutes was made by Mr. Reitz, seconded by Mr. Sartor. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.

**Proposed Ordinances**

**Property Maintenance** - Mr. Wynne asked Mr. Garner to give a brief overview of the proposed changes to the Property Maintenance Draft Ordinance discussed at tonight’s workshop. The revisions are centered within the scope and applicability of the Maintenance Ordinance described in Section 2. The ordinance is exempt to lots larger than one acre in size, which are located in the R-1, Agricultural Residential Zoning District and R-1A Agricultural Residential District, as defined by Douglass Township Zoning Ordinance, in effect on the date of adoption of this Property Maintenance Code, so long as the uses on such lots/parcels are permitted by right in those Districts or premises less than one acre but larger than .75 acres provided that all contiguous parcels or tracts of land are larger than .75 acres and such

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parcels are not used exclusively for residential purposes. Mr. Garner suggested that the Board of Supervisors add the legislative intent to this ordinance. Mr. Wynne asked if there were any comments or questions, no one replied. Mr. Wynne stated that a letter would be forthcoming from the Planning Agency requesting the Supervisors to provide the legislative intent to this draft ordinance.

A motion was made by Mr. Wynne, seconded by Mr. Sartor to forward the Property Maintenance Draft Ordinance to the Board of Supervisors for their review and comments with a letter from the P/A requesting that the legislative intent be added by the Board of Supervisors and to post this draft on the Township website to allow for public inspection. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.

**Renters Ordinance** – Mr. Garner stated that this has been in the works for more than one year. This ordinance addresses three issues: Registration, Inspection, and Permits. Inspections will be required every three years and re-inspection for new ownership of property. The revised draft dates 9/26/12 includes clarification in Section 3 for required residential rental registration. The Planning Agency is very supportive of the Property Maintenance Checklist. Mr. Herb asked for some latitude in inspections if a property was just inspected and then sold three months down the line. Mr. Wynne stated that the Board could possibly consider adding provisions to the draft for that purpose. Mr. Stasik had some concerns with housing complexes already being inspected by the Federal Government, would they have to be re-inspected. Mr. Wynne stated that possibly in the future we may have an amendment to the ordinance. Right now we are concerned with targeting the smaller scale rental units. No other comments were given.

A motion was made by Mr. Wynne, seconded by Mr. Zern to forward the Renters Draft Ordinance to the Board of Supervisors for their review and requesting their input for the fees, selection of the starting date, and to post this draft on the Township website to allow for public inspection. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.

Market Street Update – Mr. Campbell stated that he performed a preliminary engineering assessment of the potential access points on Route 100 and Philadelphia Avenue. Engineering assessment included PennDot, Developers, Township Engineers, and Township Staff. The general location of the right in/right out for Wawa and new intersection at Gambone Property looked to be feasible. PennDot preferred having an aligned intersection at Philadelphia Avenue. The second right in/right out for the Pineville Property was received unfavorably and a relocated position along the property line of the Markofski Property was suggested. Mr. Wynne asked what would be the next step, Mr. Campbell suggested to make decisions as to what is going to be done by developers and what is going to be group funded or individually funded. Mr. Garner stated that the October 1<sup>st</sup> meeting at PennDot really brought everyone together and a proposed Point of Access (POA) study was discussed. Overall it was a favorable meeting. Mr. Onorato was present and stated that the engineers are looking at proposals and are looking to move this forward. Mr. Campbell stated that this could possibly be started by September 1<sup>st</sup> next year; everything can be gathered simultaneously with the POA, HOP, RP studies.

Mr. Campbell also stated that earlier this evening he had a meeting with the traffic engineer for the Quigley Bus Service for clarification on the current bus routes. The drivers are going to map out bus routes and redraw the best routes for the buses. Discussions were about trying to find ways to alleviate concerns of bus traffic, where and what intersection improvements can be improved, and that Countyline Road will be an issue. The traffic study could possibly be completed in three-four weeks. Mr. Yarnall commented that the bridge on Countyline Road will be a problem and what would happen if the new owners of Global Metals increase their work force this would also increase the traffic in that area. No other comments were given.

### **Home Occupation**

Loretto McCartney of 125 Jackson Road in Gilbertsville is proposing a “Home Food Processor-Baked Goods” business as defined by the PA Department of Agriculture. This use meets all requirements of Douglass Township Zoning Ordinance – 135 “Provisions for Home Occupations”. The existing kitchen area is less than 25% of the total area of her home and less than 500 square feet. No baked good/products will be displayed or visible from the outside. All materials will be stored inside the principal or existing accessory building. No external alterations are required. There is no impact on abutting properties. There will be no deliveries or trash pick-up above normal residential standards and there will be no direct retail sales on the premises. Also there will be no employees other than the residents of the dwelling, there will be no visitors associated with the “Home Occupation”, and no parking spaces required. The proposed business hours are 7am – 6pm. Water is on-site well, that was recently tested and the sewer is existing public connection. The proposed use will meet all the requirements of the PA Department of Agriculture, which includes testing of the well water and initial and periodic on-site inspection of the kitchen facility. Mr. Heydt stated that he does not have a problem with this as long as Ms. McCartney follows her signed home occupation proposal and that he must receive a copy of the Agriculture License given by the PA Department of Agriculture. A letter will be supplied by the Township to Ms. McCartney stating approval of the proposed home occupation. No questions were asked.

A motion was made by Mr. Wynne, seconded by Mr. Sartor to approve the proposed “Home Food Processor – Baked Goods” home occupation by Loretto McCartney to be located at 125 Jackson Road, Gilbertsville provided that the supplied business plan is followed and a copy of the Agriculture License, given by the PA Department of Agriculture, by supplied to the Douglass Township Zoning Officer prior to the start of the home occupation. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.

### **Subdivisions and Land Developments**

Pineville Properties-proposed Wawa at Rt.100/Grosser Road – Sketch Plan. Meeting with PennDot on October 1<sup>st</sup>, 2012 – Update given by Mr. Campbell.

Wilkinson Associates – Berwind II (71 Lots, Smith Rd. & Middle Creek Rd.) – Review extended 180 days – No new information.

Charles Hoffman, 1877 County Line Rd, Washington Twp/Douglass Twp – No new information.

Ludgate Engineering-Boyertown Landfill/Warren Frame – No new information.

Clover Hill/John Backenstose-R-1 Niantic Road – (will revise plan for P/A review).

Quigley Bus Service – Working on Land Development Plan for P/A review. Update given by Mr. Campbell.

Bay Ridge Properties – Veteran’s Assisted Living on Linsenbeidler Road in the R-1 Zoning District – No new information.

### **Workshop Items**

#### **(ACTIVE)**

- a. Property Maintenance/Renters Ordinance (Reitz, Norton, Casper, Zern)
- b. Parking Ordinance
- c. “Green Building” Ordinance (Reitz, Sartor, Wynne, Casper)

#### **(INACTIVE)**

- d. Revitalization Committee (Sartor, Wynne, Zern, Reitz)
- e. Sketch Plan Ordinance
- f. Lighting/Stan Stubbe

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**Pottstown Regional Planning Commission Update – Ed Reitz**

Mr. Reitz stated that at the September 26<sup>th</sup>, 2012 meeting they discussed the possible adoption of the Fiscal Analysis pending no comment by the October 10th deadline. On October 10<sup>th</sup> the comment period for the Fiscal Analysis ended, steps to adopt the study will be taken at a future PMRPC meeting. County Planner Meredith Curran stated that a website has been created for the Regional Committee for the public to have access to regional committee information. The Committee approved upgrading the website and a \$60 per year fee to host the website. Information can be added through Ms. Curran and Mr. Cover. The website is [pmrpc@pottstownmetroregion.com](mailto:pmrpc@pottstownmetroregion.com). No questions were asked.

Mr. Wynne asked if there was any public comment, no other comments were given.

Deadlines Dates for Subdivision Submittals:

- I. Danny Jake – Indefinite
- II. Cobblestone Commons – Indefinite
- III. Berwind II – 3/14/13

A motion was made by Mr. Reitz, seconded by Mr. Wynne to adjourn the meeting at 7:50 pm. Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye. Motion passed.

The next Planning Agency Meeting will be held on November 8<sup>th</sup>, 2012.

Respectfully submitted by,

Marcy Meitzler