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The meeting of the Douglass Township Planning Agency was called to order at 7:03 P.M.

Members in attendance were: Joe Richardson, Tom Wynne, Ed Reitz, Bill Zern, and Debie Pishock.

Also in attendance; Solicitor Matt Doll, Josh Hagadorn of Gilmore & Associates, Maggie Dobbs from MCPC, Alan Keiser, and 16 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 8th, 2016. No changes were given.

A motion to recommend approval of the September 8th, 2016 Planning Agency minutes was made by Mr. Reitz, seconded by Ms. Pishock. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

Zoning Hearing Board

Berks/Mont Trading Co, Swinehart Road R-3 district, expansion of non-conforming use, outside flea market proposal & additional signage – Mr. Dan Becker represented owners Kevin Zimmers and Mark Akins. Mr. Becker said that they are proposing to move the parking to the rear for one flow area to Brookside Drive as well as directly onto Swinehart Road, only H/C parking will remain in the front of the building and additional landscaping in the front of the building, the auction room inside/outside will operate on Saturdays, the Flea Market will operate on Sundays. The Flea Market is seasonal and limited. They believe the zoning relief falls under a Special Exception because it is a continuation of a non-conforming use however the addition to allow an indoor auction area as well as an outdoor Flea Market area could require zoning relief. A sign variance is also proposed. The existing sign will remain and additional directional signs are proposed and are to be located above each door, each to be 4square feet and a proposed 16 square foot raised letter Berks Mont Trading Company sign above the garage door, also outside directional signs are requested. Mr. Wynne was concerned with the volume level at the Auction times, Mr. Becker stated that a hand held microphone will be used. Ms. Dobbs asked what the façade will look like, Mr. Becker replied that the owners want the outside of the building to resemble a town like atmosphere. Mr. Hagadorn and Mr. Becker were in agreement that storm water work is required. Mr. Becker stated that 81 parking spaces are proposed which is more than is required for this use.

A motion was made by Mr. Wynne, seconded by Mr. Reitz to recommend approval to the ZHB and to the Board of Supervisors for the Berks Mont Trading Company zoning relief to allow the addition of an 8400 square foot indoor/outdoor Auction/Flea Market area and a signage variance for four 4square foot directional signs to be placed over the doors, 16 foot raised letter Berks Mont Trading Co. sign over the garage door, and outside directional signs. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

Gilbertsville Veterinary Hospital, 1538 E. Philadelphia Avenue VCC Zoning, Application to ZHB, Ken Picardi Esq. representing owners Mark & Diane Hanlon. Mr. Picardi stated that they have slightly amended their application to allow for smaller parking spaces 9'x18' (from the required 20'x10') the average space is 8-1/2'x19'; R-2 zoning relief (relief not required however we are asking for relief); relief of ultimate right-of-way on Ammon Avenue (ultimate right-of-way will cause client to lose 2 parking spaces); seeking relief for side building setback relief; relief for 13 parking spaces less than 25 feet from zoning line (actual distance 16'); and partial relief from screening buffer (existing vinyl fencing), will do recommended plantings. Mr. Hagadorn stated that the relief from the required 25' setback is from the zoning line, Mr. Gross stated that the parking does reflect that issue. Mr. Hagadorn stated that there is an 8 foot wide stream buffer that is in compliance, Mr. Gross stated that they are seeking relief for something more attractive for the space. Ms. Dobbs commented that the applicants are willing to do

plantings which she is in favor of. Mr. Hagadorn asked if they plan to vacate the street, Mr. Picardi stated that they will plan to vacate the street through the land development process. Ms. Pishock asked in the parking spaces will be lined, Mr. Picardi stated yes. She also asked if the parking spaces were big enough to allow the animals room to get out of the vehicles, Mr. Hanlon stated that they are Asking for 8-1/2'x19' to allow room for the animals to get out of the vehicles.

A motion was made by Mr. Wynne, seconded by Mr. Richardson to recommend approval, to the Zoning Hearing Board and the Board of Supervisors, of the variance requests for the Gilbertsville Veterinary Hospital Expansion and recommends the suggestions of the Township Engineer and the Township Planner. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

Subdivisions and Land Developments

Graterford Properties – 400 Gilbertsville Road, Tim Hendricks, 9 lots preliminary/final plan resolution enacted May 16th, 2011. Preliminary/Final Plan submitted 6/2/16. Awaiting Final Plan Revisions. Indefinite plan review extension.

Quigley Bus Service – BOS Denied Variance Extension but rescinded the Land Development Plan denial. (Land Use Appeal Pending, traffic review continuing, staff meeting correspondence dated 4/25/16). School bus trip generation review dated 6/6/16. New Traffic Engineer selected by Mr. Quigley (McMahon Associates), E-mail from Steve Missimer dated 8/21/16.

Danny Jake/Hallowell Cluster- Final Plan to BOS for review in 2016.

Wynstone Subdivision – New Hanover Township, Preliminary/Final Subdivision & Land Development Plan received by New Hanover in June 2016. Staff meeting, at New Hanover Township, summary letter dated 8/2/16. E-mail from Fran Haney, PennDot 9/19/16. The manager stated that Mr. Haney said PennDot has issued no permits for the roadways associated with this project.

Danny Jake Corporation, Zern Tract – Proposed 241 Single Family Townhomes on 28.5 acres, Zoned R-3. G&A review letter dated 7/6/16 MCPC review letter dated 7/15/16. Waiver request submitted 8/8/16. Awaiting plan submission, staff meeting held 10/6/16. Neal Shaw and Engineer Jason Smeland were present for the Zern Tract. Mr. Smeland went over the proposed changes discussed at the staff meeting held on October 6th, 2016. The proposed changes are a 14' wide emergency access linking Roads B & F, they are trying to apply contributions toward this road change, and a 26' wide road on the Gambone property, the details are being worked out. For traffic calming we are proposing chicanes (bump outs for curb), extra wide crosswalks(10'), and curb extensions throughout the road system to slow traffic down, additional stop signs on Roads A & C and on Roads A & B, this can be revisited when Market Street is built. A proposed pocket park will be added with benches and tables, a possibility of placing a sitting area, trail, and trees at Basin B location was discussed. An informal play area (84'x100) in the floodplain area was discussed, the area is relatively flat. The primary park will have safety lighting and the trail will remain the same. Mr. Hagadorn had concerns with the Street Alignment waiver request, he is in agreement as long as the emergency access is covered with the condition that the Fire Department is satisfied with accessibility concerns. Mr. Smeland stated that the changes would be minor, Mr. Wynne stated that the waiver requests help with the traffic calming throughout the development. Mr. Hagadorn asked if you reconfigured the driveways. Mr. Smeland replied, I know I can however the plan does not reflect it right now, Mr. Duncan was going to confer with the Fire Chief on the dimensions of the fire trucks and get back to the developer with that information. Mr. Zern stated that Basin C is on the side of a hill, Mr. Smeland said there is a naturalized retaining wall there, the challenges on this site are the grades. Mr. Hagadorn asked is the shared driveways are all one curb cut, Mr. Smeland replied that they are compressed curbs. Mr. Hagadorn suggested that the sidewalks be maintained by the HOA, Mr. Smeland stated that the decision will be made at a later time. Ms. Dobbs suggested putting the garages side by side for larger grass strips, Mr. Smeland stated that they want as many people as possible to have two parking spaces.

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A motion was made by Mr. Wynne, seconded by Mr. Reitz, based on the Professionals and the Traffic Flow Study, recommended approval to the Board of Supervisors for the Zern Tract Waiver Request discussed at the October 6th, 2016 Staff Meeting. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

Mr. Smeland asked if they are far enough in this plan to present it to the Board of Supervisors. The Manager recommended that Mr. Smeland bring a clean plan for the P/A and Engineer to review for the November 11th, 2016 P/A meeting, for the Board of Supervisors to see at the November/December meeting. Mr. Smeland stated that he will try to update everything for a clean plan, Mr. Hagadorn also asked Mr. Smeland to come up with a cost for Market Street and suggests covering the cost for five years. A 60 day Plan Review Extension was requested by the Zern Tract.

A motion was made by Mr. Wynne, seconded by Mr. Reitz to approve a 60 day Plan Review Extension Request by the Zern Tract. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

Minister Creek LP – Mixed use project – Transportation Impact Study Submission dated May 2016. (Project on Hold).

Donnelly Tract – 44 lots Middle Creek Road, R-1 Cluster Zoning. BOS Approved Preliminary Plan Resolution and Waiver Request. Awaiting Final Plan Submittal.

Sign Ordinance – U. S. Supreme Court Case, revisions pending. Meeting with Zoning Department pending.

Gilbertsville Veterinary Hospital Expansion – 1538 E. Philadelphia Ave, awaiting Land Development Plan Submittal.

Sealstrip – 103 Industrial Drive – G&A review letter dated 7/5/16 & MCPC review letter dated 7/20/16. (Project on hold)

Holly Road – Neighborhood mixed use on 52 acres, sketch plan submitted July 2016. G&A review letter dated 7/20/16. MCPC review letter dated 8/15/16.

Building Coverage – Accessory structures in R-2 Zoning district, Zoning Amendment Proposed. Adopted by BOS on 10/3/16

Turkey Hill – TIS review dated 7/18/16

Main Street Financial – John Aston, a new Sketch Plan Introduction. Mr. Aston and Mr. Picardi represented Ms. Elizabeth Snyder for Main Street Financial. Mr. Picardi stated that this property is located on E. Philadelphia Avenue next to Catagnus, the building on the property is to be removed and combined to make one parcel, they propose to make Main Street Financial a two-story building and are asking the Zoning Hearing Board for parking relief, parking will be in the rear and one driveway. Mr. Aston stated that the properties are small so Main Street bought two properties to combine and improve E. Philadelphia Avenue, some relief is needed on zoning issues. Mr. Aston stated that to buy a property and tear down a building is costly however it improves the property by allowing for extra parking spaces. The spaces will be 10'x20' and a 20' aisle width. Ms. Snyder stated that she is trying to comply with zoning and is seeking more space to educate the community, she loves the area and wants to serve the Gilbertsville Community. Mr. Wynne said that we are willing to work with you. Mr. Aston informed the P/A that the shared driveway deal with Catagnus fell through. The manager stated that Main Street already has an escrow with the Township for the other plan that fell through and suggests that Mr. Aston and Mr. Picardi and Mr. Hagadorn get together to see what zoning relief is needed and present it at the November P/A meeting.

Sketch Plan and riparian Corridor – Final Draft needed. Ms. Dobbs stated that section 302 amendments have been increased from 11 requirements to 21 requirements. The manager stated to generate a final version through the P/A. Ms. Dobbs stated that the Riparian Corridor will be revised

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with mapped streams having to zones; zone 1 (10feet), and zone 2 (25'), this original ordinance was based on the MCPC Model Ordinance. Final Draft of each ordinance is needed. Formal ordinances are coming from Mr. Brant, review letters from MCPC, and P/A recommendations to Board of Supervisors.

Property Maintenance Amendment Ordinance 2016-05 – adding Violation Penalty Section. The manager stated that the zoning department has requested that this section be added to allow enforcement of any property maintenance violations in the Township.

A motion was made by Mr. Wynne, seconded by Mr. Reitz to recommend approval to the Board of Supervisors of the Property Maintenance Amendment Ordinance 2016-05 adding a Violation Penalty Section in the Ordinance to allow for enforcement of any property maintenance violations in the Township. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

Township Ordinance Codification – the manager stated that the ordinance codification will be done by General Code. This project has been budgeted for the next several years.

Workshop Items

(ACTIVE)

- a. Act 209 Study – 2016 Traffic Counts (from the 14 original intersections plus the additional 9 intersections) received in June 2016 – Manager will schedule Act 209 Committee Meeting.
- b. Zoning/SALDO Updates
- c. “Green Building” Ordinance
- d. Sketch Plan Ordinance
- e. Riparian Buffer Ordinance

(INACTIVE)

- f. Lighting

Pottstown Metro Regional Planning Commission Update – Mr. Reitz stated that the Communication Line was discussed and was considered too expensive. The access road and park amenities for Danny Jake/Zern Tract was discussed. The manager stated that Justin Keller, our former Circuit Rider, is now working as the Assistant Manager for the Borough of Pottstown. We are interviewing replacements and will be introducing the new Circuit Rider soon.

Public Comment

No comment.

Deadline Dates for Subdivision Submittals:

- I. Cobblestone Commons – Indefinite.
- II. Quigley Bus Service – Land Use Appeal Pending.
- III. Zern Tract – 60 Day Plan review Extension Request (November 10th, 2016)
- IV. Donnelly Tract – Awaiting Final Plan Submission
- V. Graterford Properties – Indefinite
- VI. Sealstrip Corporation – Hold
- VII. Main Street Financial – Awaiting New Plan Submission

A motion was made by Mr. Reitz, seconded by Mr. Wynne to adjourn the meeting at 8:41pm. Richardson-Aye, Wynne-Aye, Reitz-Aye, Zern-Aye, Pishock-Aye. Motion passed.

The next Planning Agency Meeting will be held on November 10th, 2016.

Respectfully submitted by,
Marcy Meitzler