

HIGHLIGHTS

A motion to appoint Mr. Wynne as Chairman of the Planning Agency was made by Mr. Sartor, seconded by Ms. Norton. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed unanimously.

A motion to appoint Mr. Reitz as Vice Chairman of the Planning Agency was made by Mr. Adams, seconded by Mr. Wynne. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed unanimously.

A motion to recommend approval of the December 13th, 2012 Planning Agency minutes was made by Mr. Reitz, seconded by Mr. Wynne. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed.

A motion was made by Mr. Reitz, seconded by Mr. Sartor to adjourn the meeting at 8:12pm. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed.

The meeting of the Douglass Township Planning Agency was called to order at 7:00 P.M. Members in attendance were: Gail Norton, John Sartor, Bill Zern, Tom Wynne, Ed Reitz, Carl Adams, and new member Debie Pishock, also in attendance; Solicitor Charles D. Garner Jr., David Leh Township Engineer, Pete Hiryak, Supervisors Fred Theil and John Stasik, Meredith Curran from MCPC, and 1 resident.

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

Mr. Wynne announced that Mr. Reitz and Mr. Zern were reappointed to the Planning Agency. Mr. Garner of Wolf, Baldwin Associates was also reappointed as Planning Agency Solicitor. Mr. Wynne welcomed newly appointed Planning Agency Member Debie Pishock, who will be serving a one year term completing Mr. Casper's remaining term and also one of the newly appointed Township Engineers, David Leh of Gilmore & Associates. Mr. Wynne announced that Gilmore & Associates Eric Kauffman has been appointed Traffic Consultant.

At this time Mr. Wynne handed the meeting over to Solicitor Garner for the reorganization of the Planning Agency. Solicitor Garner asked for nominations for the Chairman of the Planning Agency, Mr. Sartor nominated Tom Wynne for Chairman, no other nominations were given.

A motion was made to appoint Mr. Wynne as Planning Agency Chairman by Mr. Sartor, seconded by Ms. Norton. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed unanimously.

The Solicitor asked for nominations for Vice Chairman of the Planning Agency, Mr. Adams nominated Mr. Reitz for Vice Chairman, no other nominations were given.

A motion was made to appoint Mr. Reitz as Planning Agency Vice Chairman by Mr. Adams, seconded by Mr. Wynne. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed unanimously.

Solicitor Garner closed the reorganization portion of the meeting and turned the meeting over to Chairman Wynne.

Mr. Wynne asked if there were any changes, corrections, or additions to the Planning Agency minutes of December 13th, 2012, Mr. Sartor stated that he had given minor changes to the Secretary earlier today, the Secretary commented that Mr. Sartor's changes have been corrected in the minutes, no other changes, corrections, or additions were given.

A motion to recommend approval of the December 13th, 2012 Planning Agency minutes was made by Mr. Reitz, seconded by Mr. Wynne. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed.

Subdivisions and Land Developments

Pineville Properties-proposed Wawa at Rt.100/Grosser Road – Sketch Plan.

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

Proposed Ordinances

Proposed Property Maintenance Ordinance – Board of Supervisors approval to advertise for a public hearing in February/March 2013.

Proposed Renters Ordinance – Board of Supervisors approval to advertise for a public hearing in February/March 2013.

Parking Ordinance – Ms. Curran gave an unofficial review of the Parking Ordinance stating that it looks good and she agrees that the space size, snow removal, and handicap parking should be addressed in the SALDO. She plans on reviewing the SALDO to make improvements. The manager stated that we will be sending a request to MCPC for an official review for the next P/A meeting. Mr. Wynne stated that the Parking Ordinance will be discussed next month as part of the workshop and we will also discuss possible updates to the Subdivision and Land Development. Mr. Garner stated that the Lighting Ordinance should stand alone. Mr. Wynne asked to have Green Building as the first item for the next workshop.

Workshop Items

(ACTIVE)

- a. "Green Building" Ordinance (Reitz, Sartor, Wynne, Pishock) – February Workshop Item
- b. Parking Ordinance – Ms. Curran was asked to review the Parking Ordinance and look at the lighting and snow removal section of the ordinance. She requested that the Township fill out a MCPC Municipal Review form.
- c. Sketch Plan Ordinance (Sartor, Wynne, Zern, Reitz) – Mr. Sartor will bring samples for a future Workshop Session.

(INACTIVE)

- d. Floodplain Ordinance – Mr. Garner has a working draft, Ms. Curran will work on updating our ordinance to comply with the standards.
- e. Lighting
- f. Revitalization Committee (Sartor, Wynne, Zern, Reitz)

Pottstown Metro Regional Planning Commission Update – No meeting was held in December.

Public Comment

Mr. Wynne asked if there was any public comment, Ms. Curran announced that the County received 10 proposals for the RPA and the County is hoping to award the bid soon. The manager announced that the office will be sending out the Landlord/tenant Reporting Forms in the next several weeks and asked if an attachment should be sent along concerning information about the Renters Ordinance and Property Maintenance Ordinance, the proposed ordinances have been posted on the Township Website. Mr. Garner stated that it would be advantageous to send information to the landlords for their input on the proposed ordinances. Mr. Wynne asked if the information could be put in the spring newsletter, the manager stated that there will be a spring newsletter sent out and we can include the ordinance information there will also be a map in the newsletter, Ms. Curran just provided the Township with an updated map. Mr. Sartor will put together information on a Sketch Plan Ordinance for the Planning Agency at a future meeting. Mr. Garner commented that he had a working draft of the Floodplain Ordinance and submitted it to the County for a preliminary review but did not hear anything; Ms. Curran stated that she would look into it and MCPC will review that draft, however the biggest part is to get the map completed first. Mr. Garner stated that any review comments on the Floodplain Ordinance could be put in front of the Planning Agency. Ms. Curran stated that it must comply with FEMA. Mr. Sartor suggested comparing it closely to our current ordinance and revise certain sections. Mr. Wynne referenced a letter from Colebrookdale Township about the Gateway Ticketing plan and asked if it needed a response or if it was a courtesy letter, Mr. Sartor replied that it was a courtesy letter informing Douglass Township about the intentions of Gateway Ticketing, however any input would be welcome. Mr. Wynne stated that he did not have any concerns with the plan. Mr. Theil commented that Mr. Stasik had some concerns. Mr. Stasik stated that his concerns are on the bridge over Swamp Creek Rd. and County Line Rd, it is an older bridge and should possibly be looked into by Colebrookdale Township. The Township Engineer will review the bridge inspection report for the Swamp Creek Road Bridge with Township staff. Mr. Sartor stated that he would pass that information on to Colebrookdale Township. Mr. Zern informed the members that he will not be able to attend the February meeting. 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. Sartor to adjourn the meeting at 7:28pm. Norton-Aye, Sartor-Aye, Zern-Aye, Wynne-Aye, Reitz-Aye, Adams-Aye, Pishock-Aye. Motion passed.

The next Planning Agency Meeting will be held on February 14th, 2013.

Respectfully submitted by,

Marcy Meitzler