



PLANNING AGENCY Township of Douglass, Montgomery County

1320 East Philadelphia Avenue, Gilbertsville, Pennsylvania 19525

Area Code 610 - 367-6062

FAX 610 - 367-7124

January 9th, 2025

1. Call the meeting to order
2. Pledge of Allegiance
3. 2025 Appointments to the Planning Agency
 - a. (1) 1 Year Term – Jessica Gisinger-Doran, (2) 4 Year Terms – Charles Rick and Ed Reitz
 - b. Yearly Appointments – Blake Dunbar (Planning Agency Solicitor), Khal Hassan & Allison Lee (Township Engineer), MCPC (Year 3 of 3 Year Planning Assistance Contract) Naomi Crimm MCPC 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 12th, 2024 Planning Agency Meeting.
 - a. Additions, corrections and motion for approval.
6. Subdivision and Land Development
 - a. 200 Gilbertsville Rd (Avante Apts.) – Preliminary Plan Submission on December 3rd, 2024.
 - b. Stauffer, Piccola, Knapp Subdivision (144 Township Line Road) – Preliminary plan submitted on 12/10/2024.
 - c. Holly Road Subdivision – Sewer Planning Module Component 4a. Request for review and completion by Planning Agency.
7. Workshop Items
 - a. Zoning updates – Workshop January 9th, 2025 @ 6pm – Mixed Use Zoning District Review
 - b. Revitalization (mailboxes on Phila Ave)
8. Pottstown Regional Planning Commission Update
 - a. Any P/A member interested in attending either in-person or via zoom
9. Public Comment
10. Deadline Dates for Subdivision Submittals:
 - a. **Holly Road Subdivision** – Awaiting Final Plan revisions for NPDES Permit, stormwater calculations and traffic concerns.
 - b. **650 Englesville Rd (Madison Walk)** – Awaiting Final Plan Submittal
 - c. **749 Congo Road** – Preliminary Plan approval granted on 9/23/2024 (5 years)
 - d. **115 W. Moyer Road** – March 22, 2025 (90-day extension granted)
11. Adjournment

NEXT MEETING DATE THURSDAY, FEBRUARY 13TH, 2025

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The meeting of the Douglass Township Planning Agency was called to order at 7:00 P.M.

Members in attendance were: Joe Richardson, Charles Rick, Mike Heydt, Ed Reitz, Sara Carpenter, Kim Stouch, and new member Jessica Gisinger-Doran. Also, in attendance were Solicitor Blake Dunbar, Naomi Crimm of MCPC, Allison Lee of Pennoni Engineering, Manager Andrew Duncan, Josh Stouch, and 6 residents/developers.

Mr. Reitz led the Pledge of Allegiance to the flag. Mr. Duncan announced that Mr. Rick and Mr. Reitz were each reappointed to a 4-year term and Ms. Gisinger-Doran was appointed to a 1-year term. Mr. Duncan also announced that Brant & Associates LLC, Blake Dunbar, was reappointed as the P/A Solicitor, Pennoni Engineering (Khal Hassan & Allison Lee) were reappointed Township Engineers, and Naomi Crimm of MCPC is the Township's planning consultant (Year 3 of 3 Year Planning Assistance Contract).

Reorganization

The meeting was handed over to Solicitor Blake Dunbar for reorganization. Mr. Dunbar asked for nominations for P/A Chairman. Mr. Heydt asked if he could make a motion to keep the same Chairman & Vice-Chairman, Mr. Dunbar said he could if that is what he wants to do. Mr. Heydt nominated Ed Reitz for Chairman and nominated Ms. Carpenter for Vice-Chairman, no other nominations were given.

A motion was made by Mr. Heydt, seconded by Mr. Richardson to nominate Ed Reitz as P/A Chairman and Sara Carpenter as P/A Vice-Chairman. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

Solicitor Dunbar turned the Planning Agency Meeting over to Chairman Reitz.

Mr. Reitz asked if there were any changes, corrections, or additions to the Planning Agency minutes of December 12th, 2024. No changes, corrections, or additions were given.

A motion was made by Ms. Carpenter, seconded by Mr. Richardson to recommend approval of the December 12th, 2024 Planning Agency minutes. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Abstain. Motion passed.

Subdivisions and Land Developments

200 Gilbertsville Rd (Avante Apts.) – Preliminary Plan Submission on December 3rd, 2024. Bill Cujdik of Padula Engineering was representing Avante Apartments. Mr. Cujdik gave an overview of the project stating the proposed subdivision is temporary for financing purposes and when entire project is completed it will be combined back into one parcel. Lot 1 (front lot) is proposed to contain 105 existing apartments in 5 buildings and 165 parking spaces on 8.32 acres, while Lot 2 is proposed to contain 68 new apartments in 6 new buildings with 181 parking spaces. There are 15 waivers requested, and 14 are land development related. Mr. Cujdik acknowledged that the Pennoni review letter dated 1/9/2025 was just received and he has not gone through the entire review however he is seeking Preliminary/Final Plan approval this evening. Mr. Reitz did not feel comfortable recommending Preliminary/Final approval at this time however he would consider Preliminary Plan approval, there were still items that needed to be addressed including parking comments and based on the plans provided there are no proposed recreational amenities. Ms. Lee stated that the recreational amenities need to be addressed, and suggested that a trail option be considered.

A motion was made by Ms. Stouch, seconded by Ms. Carpenter to recommend Preliminary Plan approval for the 200 Gilbertsville Road (Avante Apts) Subdivision Plan. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, Gisinger-Doran-Aye. Motion passed.

144 Township Line Rd (Stauffer, Piccola, Knapp) - Mr. Aston gave a brief overview of the proposed 2-lot minor subdivision. The applicant is proposing to subdivide a 5.384-acre property, located on Township Line Road, into 2 lots. Lot 1 is proposed to be .682-acres and contain a new single-family detached home, while lot 2 is proposed to be 4.702 acres and contain an existing single-family home with associated accessory structures. The proposal is located within the Township's R-2 zoning district, the proposed dwelling will be served by public sewer and will have a new on-site well drilled. The applicant seeks Preliminary/Final on this minor subdivision. The planning agency recommended that a clean plan be presented at the next P/A meeting. All grading, drainage, and stormwater requirements will be addressed during the permit process.

Holly Road Subdivision – Sewer Planning Module Component 4a. Request for review and completion by Planning Agency. Pennoni is reviewing documents, waiting on review letter.

Workshop Items

(ACTIVE)

- a. Zoning Updates – tonight the Mixed-Use Zoning District was reviewed. **Workshop on 2/13/2025 @ 6pm**
- b. Revitalization (mailboxes on Phila Ave)

Pottstown Metro Regional Planning Commission Update

No meeting was held.

Public Comment

No public comment was given.

Deadline Dates for Subdivision Submittals:

- a. **Holly Road Subdivision** – Awaiting Final Plan revisions for NPDES Permit, stormwater calculations and traffic concerns.
- b. **650 Englesville Rd (Madison Walk)** - Awaiting Final Plan Submittal
- c. **749 Congo Road** – Preliminary Plan approval granted on 9/23/2024 (5 years)
- d. **115 W. Moyer Road** – March 22, 2025 (90-day extension granted) Second submittal possibly next month.

A motion was made by Mr. Heydt, seconded by Mr. Richardson to adjourn the meeting at 7:21pm. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

The next Planning Agency Meeting will be held on February 13th, 2025

Respectfully submitted by,
Marcy Meitzler