

PLANNING AGENCY *Township of Douglass, Montgomery County*

1320 East Philadelphia Avenue, Gilbertsville, Pennsylvania 19525

Area Code 610 - 367-6062

FAX 610 - 367-7124

November 13th, 2025

1. Call the meeting to order
2. Pledge of Allegiance
3. Minutes from the October 9th, 2025 Planning Agency Meeting.
 - a. Additions, corrections and motion for approval.
4. Zoning Hearing Board Update:
 - a. 330 Gilbertsville Rd Subdivision – share driveway for 3 lots, Monday October 27th, 2025 - Granted with conditions
5. Subdivisions:
 - a. 749 Congo Road - Final Plan Submission
6. Workshop Items
 - a. Revitalization (mailboxes on Phila Ave) – November Workshop @ 6pm
7. Pottstown Regional Planning Commission Update
8. Public Comment
9. Deadline Dates for Subdivision Submittals:
 - a. **Holly Road Subdivision** – Preliminary Plan approval granted on 2/27/2022 (5 Years). Awaiting Final Plan Revisions.
 - b. **650 Englesville Rd (Madison Walk)** – Preliminary Plan approval granted on 4/13/2023 (5 Years). Awaiting Final Plan Submittal
 - c. **749 Congo Road** – Preliminary Plan approval granted on 9/23/2024 (5 years)
 - d. **115 W. Moyer Road** – Preliminary Plan approval granted on 3/03/2025 (5 Years)
10. Adjournment

NEXT MEETING DATE THURSDAY, DECEMBER 11TH, 2025 @ 7PM

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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, Sara Carpenter, Kim Stouch, and Jessica Gisinger-Doran. Also, in attendance were Solicitor Blake Dunbar, Naomi Crimm of MCPC, Brian Keaveney of Pennoni Engineering, Manager Andrew Duncan, Asst. Manager David Thompson, and 5 residents/developers attended the meeting.

Ms. Carpenter led the Pledge of Allegiance.

Ms. Carpenter asked if there were any changes, corrections, or additions to the Planning Agency minutes of October 9th, 2025, none were given.

A motion was made by Ms. Stouch, seconded by Mr. Heydt to recommend approval of the October 9th, 2025 Planning Agency minutes. Richardson-Abstain, Rick-Aye, Heydt-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Abstain. Motion Passed.

Zoning Hearing Board Update

- a. 330 Gilbertsville Road – variance to allow a shared common driveway to service 3 new lots was Granted with conditions by a 2 to 1 vote.

Subdivisions

749 Congo Road (Final Plan Submission) – Mike Clement, owner & applicant, was present this evening to discuss the 26-lot subdivision. The Pennoni review letter was discussed. Mr. Heydt questioned the well that was placed in the open space, Mr. Clement stated that it is a 20'x20' area and Aqua required the well. Mr. Heydt asked if he was putting shrubbery or something around it as a buffer, Mr. Clement commented that if Aqua does not put something around it he would. Mr. Keaveney asked if Mr. Clement was working with the neighbor to obtain an easement, Mr. Clement replied that we are moving forward with the easement. The planning agency members asked Mr. Clement to push the swale away from the homes as Ms. Lee suggested in the review letter. Mr. Keaveney stated that the waiver review letter from Pennoni dated October 20th, 2025 is a will comply by Mr. Clement. Mr. Heydt stated that some trees were cut down along the road at that property and he would like Mr. Clement to have it cleaned up; Mr. Clement said they will clean it up when the work crews come on site and will also clean out the spillway.

A motion was made by Mr. Richardson, seconded by Ms. Gisinger-Doran to recommend Final Plan approval to the Board of Supervisors for the 749 Congo Rd Subdivision Plan contingent on compliance with the Pennoni Review Letter dated October 20th, 2025. Richardson-Aye, Rick-Aye, Heydt-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

Workshop Items

- a. Revitalization (mailboxes on Phila Ave) – Workshop was tonight from 6pm-7pm on mailboxes and a potential survey in December regarding revitalization. There will be no workshop in December. Workshop will resume in January.

Pottstown Metro Regional Planning Commission Update

The PMRPC meeting was cancelled, the next meeting has been moved to December 7th, 2025.

Public Comment

Mr. Mickletz asked how are you doing the survey for revitalization, Ms. Carpenter stated that it would be a fillable document on the website. Mr. Mickletz preferred if the surveys were mailed out, Ms. Carpenter said they would take that into consideration.

Deadline Dates for Subdivision Submittals:

- a. Holly Road Subdivision – Preliminary Plan approval granted on 2/27/2022 (5 Years). Awaiting Final Plan Revisions
- b. 650 Englesville Rd (Madison Walk) – Preliminary Plan approval granted on 4/13/2023 (5 Years). Awaiting Final Plan Submittal
- c. 749 Congo Road – Preliminary Plan approval granted on 9/23/2024 (5 years)
- d. 115 W. Moyer Road – Preliminary Plan approval granted on 3/03/2025 (5 Years)

A motion was made by Ms. Carpenter, seconded by Mr. Richardson to adjourn the meeting at 7:15pm. Richardson-Aye, Rick-Aye, Heydt-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

The next Planning Agency Meeting will be held on December 11th, 2025 @ 7pm – **No Workshop**

Respectfully submitted by,
Marcy Meitzler