

PLANNING AGENCY Township of Douglass, Montgomery County

1320 East Philadelphia Avenue, Gilbertsville, Pennsylvania 19525

Area Code 610 - 367-6062

FAX 610 - 367-7124

January 29th, 2026

1. Call the meeting to order
2. Pledge of Allegiance
3. Reorganization
 - a. Nominations and Vote for Planning Agency Chairman
 - b. Nominations and Vote for Planning Agency Vice Chairman
4. 2026 Board Appointments to the Planning Agency
 - a. (1) 4 Year Term – Jessica Gisinger-Doran
 - b. Yearly Appointments – Brant & Assoc LLC (Planning Agency Solicitor), Pennoni Associates (Township Engineer), MCPC (Year 1 of 3 Year Planning Assistance Contract) Naomi Crimm MCPC Planner
 - c. Zoning Hearing Board Appointment – Kenneth Picardi Zoning Hearing Board Solicitor
5. Minutes from the November 13th, 2025 Planning Agency Meeting.
 - a. Additions, corrections and motion for approval.
6. Subdivision and Land Development
 - a. 194 Congo Rd Minor Subdivision
 - b. 330 Gilbertsville Rd Subdivision
7. Zoning Hearing Application
 - a. 1675 Swamp Pike – variance request, minimum lot size
8. Workshop Items
 - a. Revitalization (mailboxes on Phila Ave) – Next Workshop Monday March 23rd, 2026 @ 6pm
9. Pottstown Regional Planning Commission Update
10. Public Comment
11. 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** – Final Plan Approval by BOS 12/15/2025
 - d. **115 W. Moyer Road** – March 22, 2025 (90-day extension granted)
12. Adjournment

NEXT MEETING DATE MONDAY, FEBRUARY 23RD, 2026

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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 Jessica Gisinger-Doran. Also, in attendance were Solicitor Wendy McKenna, Michael Narcowich of MCPC, Greg Kerr of Pennoni Engineering, Asst. Manager David Thompson, Supervisor Stouch, and 7 residents/developers attended the meeting.

Mr. Reitz led the Pledge of Allegiance. The meeting was rescheduled from January 26th, 2026 to January 29th, 2026 due to the snowstorm.

Reorganization

Ms. McKenna took over the meeting as Temporary Chairman for Reorganization

Ms. McKenna asked for nominations for Planning Agency Chairman

Ms. Stouch nominated Sara Carpenter for Planning Agency Chairman, no other nominations were given.

A motion was made by Ms. Stouch, seconded Ms. Gisinger-Doran to appoint Sara Carpenter as Planning Agency Chairman. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran – Aye. Motion passed.

Ms. McKenna asked for nominations for Planning Agency Vice-Chairman

Ms. Carpenter nominated Jessica Gisinger-Doran for Planning Agency Vice-Chairman, no other nominations were given.

A motion was made by Ms. Carpenter, seconded by Ms. Stouch to appoint Jessica Gisinger-Doran as Planning Agency Vice-Chairman. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

This concluded the reorganization part of the meeting, Chairman Carpenter continued with the remainder of the meeting.

Appointment Updates

Ms. Gisinger-Doran was re-appointed to a 4 Year Term for the Planning Agency by the Board of Supervisors.

The Yearly Appointments by the Board of Supervisors are Brant & Associates LLC as the Planning Agency Solicitor, Pennoni Associates as the Township Engineer, MCPC (Year 1 of 3 Year Planning Assistance Contract), and Noami Crimm MCPC Planner.

The Zoning Hearing Board appointed Kenneth Picardi (Picardi Philips & Ottaviano) as Zoning Hearing Board Solicitor.

Ms. Carpenter asked if there were any changes, corrections, or additions to the Planning Agency minutes of November 13th, 2025, none were given.

A motion was made by Ms. Stouch, seconded by Mr. Heydt to recommend approval of the November 13th, 2025 Planning Agency minutes. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Abstain, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion Passed.

Subdivisions

194 Congo Rd Minor Subdivision – Mr. Bercek gave a brief overview of the proposed 2-lot subdivision in the R-2 District located on Congo Road. The proposal is to subdivide the 2.17-acre property into 2 lots – lot 1 is proposed to be 53,985 square feet and contain an existing single-family detached home with associated accessory structures, while lot 2 is proposed to be 32,932 square feet. The property is serviced by public sewer but not public water. Mr. Bercek is asking for Preliminary/Final Plan recommendation by the Planning Agency. MCPC's comments were to recommend seeking public water service when available. Mr. Kerr from Pennoni Associates recommended that concrete monuments shall be placed at the location of the property lines and the right-of-way line of Congo Road. The plan shall be revised accordingly to provide concrete monuments in these areas, and a signature block shall be added for the recorder of deeds.

A motion was made by Mr. Heydt, seconded by Mr. Richardson to recommend Preliminary/Final Plan Approval to the Board of Supervisors for the 194 Congo Road Minor Subdivision contingent on addressing the comments on the MCPC and Pennoni Associates review letters. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

330 Gilbertsville Road Subdivision – no one was present to represent ROHO (Rotelle) Construction LLC. Ms. Carpenter stated that there are many things to be addressed on the Pennoni review letter dated January 16th, 2026 and we will need time to review them with the applicant.

Zoning Hearing Application – 1675 Swamp Pike, R-2 Zoning District, variance request for minimum lot size. Mr. Themis Galanos was representing the applicant for a proposed two-lot subdivision to be improved with two new single-family homes (existing improvements to be removed). Lot 1 will comply with all zoning requirements. The proposed lot 2 will require variance relief from both the lot area and lot width requirements of Section 265-50 which requires a minimum lot size of 15,000 square feet and minimum lot width of 100 feet. Proposed Lot 2 is 12,498 square feet in area and 77 feet wide. The members asked what is the hardship, Mr. Galanos said the property is located on a busy street and the current home is within the right-of-way for Swamp Pike and the sole driveway access is on Swamp Pike. Both proposed lots would have driveways off Oak Street so there will be no direct access onto Swamp Pike. Ms. Carpenter asked if they could put one new single-family home on this property without any need for a variance, Mr. Galanos responded yes. Mr. Heydt asked if they could shift the new home back from the existing garage to make it uniform. The planning agency agreed that this was not a hardship and that this property could be improved with one new single-family home without any relief.

A motion was made by Ms. Stouch, seconded by Mr. Richardson not to recommend the requested variance relief for 1675 Swamp Pike. Richardson-Aye, Rick-Aye, Heydt-Aye, Reitz-Aye, Carpenter-Aye, Stouch-Aye, and Gisinger-Doran-Aye. Motion passed.

Workshop Items

- a. Revitalization (mailboxes on Phila Ave) – Workshop will resume March 23rd, 2026 @ 6pm
Mr. Thomson said the Revitalization Survey will be running until March, so far there have been 300 opinions posted, and the post office is considering E. Philadelphia Avenue as a walking mail delivery route, however this would involve the union.

Pottstown Metro Regional Planning Commission Update

Mr. Richardson commented that the December meeting was 2 hours concerning the Data Center in Limerick, the power company has bought up the surrounding properties. New Hanover has a huge development that is apparently grandfathered in. The Montco 2050 rough draft is ready for review.

Public Comment

Ms. Orner asked where you can take the survey, Mr. Thompson responded that it is an online survey and encouraged her to take the survey.

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 – Final Plan Approval by BOS 12/15/2025
- d. 115 W. Moyer Road – March 22, 2025 (90-day extension granted)

A motion was made by Ms. Carpenter, seconded by Ms. Stouch to adjourn the meeting at 7:29pm. 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 23rd, 2026 @ 7pm – **No Workshop**

Respectfully submitted by,
Marcy Meitzler