

**MINUTES**  
**EXETER TOWNSHIP PLANNING COMMISSION MEETING**  
**JUNE 3, 2013**

The Regular Meeting of the Exeter Township Planning Commission was held on Monday, June 3, 2013 at the Township Hall, 4975 DeMoss Road, Berks County, Pennsylvania. Donald R. Wilson, Chairman, called the meeting to order at 7:00 p.m. followed by the Pledge to the Flag.

**COMMISSION MEMBERS:** Donald R. Wilson, Chairman  
John W. Bittig, Vice Chairman  
Greg T. Unger  
Glen Powell

**ABSENT:** Gary L. Shane, Secretary

**OTHERS IN ATTENDANCE:** Joe Rogosky, GVC Consulting Engineer  
Cheryl Franckowiak, Zoning Officer  
Linda Cusimano, Recording Secretary

**3. MINUTES**

**MOTION BY** Mr. Bittig, seconded by Mr. Powell to approve the minutes of the May 6, 2013 Planning Commission meeting as presented. The motion carried with Mr. Wilson, Mr. Bittig, Mr. Powell voting in favor and Mr. Unger abstaining.

**2. AGENDA**

**MOTION BY** Mr. Unger, seconded by Mr. Powell, to approve the agenda of the June 3, 2013 Planning Commission meeting as presented. The motion carried unanimously.

**3. INFORMAL DISCUSSION – Mike Lubas**

Mr. Lubas stated that he lived on Moyer Road and wanted to annex a portion of his neighbors' property to his property. He further stated that his property was located in Rural Conservation District along with the Limekiln Rural Village Overlay District. Mr. Lubas asked if annexing this portion would exclude him from the overlay district.

Ms. Franckowiak replied that it would not be an issue. Mr. Lubas stated that he wanted to purchase two acres from his neighbor to create more privacy for his property and it would not be for a separate building lot. Mr. Lubas passed out a site plan of the property. He then asked if he would need to submit sketch plan and final plan. The Planning Commission agreed that he would just need to submit a Sketch Plan for Record. Mr. Lubas asked if he would need to submit all of the items/forms listed in SALDO. Ms. Cusimano provided the submission forms needed for Sketch Plan for Record. The Planning Commission suggested that he meet with staff to go over the forms if needed. Mr. Lubas thanked the Planning Commission.

**5. GENERAL DISCUSSION**

Ms. Franckowiak stated that at the Board meeting we talked about the selection committee for the planner. At this point it looks like they are looking for one person from the Planning Commission to be on that committee. Mr. Glen Powell graciously volunteered to sit on the committee. Ms. Franckowiak stated that Mr. Gettis was in attendance to observe the meeting as he had questions concerning the Filippini Annexation, but it would not be discussed as the revised plans were only just submitted. Mr. Rogosky stated that we just received the plans today, but there were many issues that needed to be discussed with the staff and the Township attorney. Ms. Franckowiak mentioned that Mr. Gettis had a problem with his retaining wall/patio that was on the Filippini property and the revised plan has a note about an easement for that, but it didn't make sense. Mr. Rogosky replied that it would just be better to correct the lot lines. Mr. Bittig asked if we had a copy of the covenants of the development. Ms. Franckowiak replied that the Township did not get involved with this as it was a private issue.

## **Planning Commission meeting, June 3, 2013, General Discussion continued**

Ms. Cusimano stated that she received time extensions for Panera Bread and the Filippini Annexation Plan.

Mr. Unger stated that he had an issue with work that made the first Monday of the month hard for him to attend meetings and stated that he wanted to see if the Planning Commission would be consider swapping the EDAC meeting on the third Monday of the month instead. Ms. Franckowiak stated that we wanted to check to see if the Planning Commission members would be ok with that. The Planning Commission agreed and asked to have someone check with Gary Shane to be sure it worked for him. Mr. Rogosky stated that the changed date would work for him. Mr. Rogosky asked when the change would be made. Mr. Wilson stated possibly next month. Mr. Unger thanked the Planning Commission for their consideration.

### **Public Comment**

**Lisa VanderLaan, 5560 Boyertown Pike**, stated that she had two issues, first for historical preservation she would like to discuss this with the Planning Commission and she was looking to them for guidance. Second the Board of Supervisors gave the ok for Gary Lloyd to start looking at online collaboration with these items. Mr. Lloyd has set up a document online to work on the Historical Preservation project and would like to demonstrate how the online collaboration worked. She explained that everyone in the room would go online at one time and could edit and make comments on the document. Ms. VanderLaan further stated that Mr. Wilson was checking with the Solicitor to be sure it would be legal to do this. She also stated that she thought it should be ok as everyone would be doing this online at an advertised meeting. Mr. Lloyd stated that while everyone was working on the document they could see all the comments, edit the document live and the public could also see it. Ms. Franckowiak stated that she didn't see a concern for legality as no decisions would be make, it was just being worked on. Ms. Franckowiak asked Mr. Lloyd if she could just take a document and upload it to be reviewed and commented on. Mr. Lloyd replied yes, you would just upload it to Google docs and it converts everything perfectly from Microsoft word or PDF and automatically converts it to a Google document. Then you set the sharing of who has access to it and who can edit. Every single change is logged in and you can't delete the revisions. Everything is completely tracked and auto saved. It is easy to share and easy to use. An email would be sent to tell everyone as to what changes have been made. Ms. VanderLaan stated that she would like to use this at a workshop meeting next month so everyone would get the chance to try it and test out the program. The Planning Commission agreed to meet both on July 1, and July 15, 2013 for a meeting and a workshop, possibly joint with the EDAC. Mr. Bukowski stated that he would talk to the EDAC at their June meeting to discuss the swapping of the meeting days and would get back to the Planning Commission. The Planning Commission also agreed to discuss the following under Zoning: small businesses, home occupations, Neighborhood Commercial, design standards for commercial businesses and the Lighting Ordinance.

### **ADJOURNMENT**

**MOTION BY** Mr. Bittig, seconded by Mr. Unger, to adjourn the June 3, 2013 meeting of the Exeter Township Planning Commission at 8:06 pm. The motion carried unanimously.

Respectfully Submitted,



John W. Bittig,  
Vice Chairman