

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
PLANNING COMMISSION  
MEETING MINUTES  
DECEMBER 21, 2021**

The Caernarvon Township Planning Commission held its Regular Monthly Meeting on December 21, 2021 in the Caernarvon Township Municipal Building, and via Zoom, located at 3307 Main Street, Morgantown, PA pursuant to notice and according to law.

**MEMBERS IN ATTENDANCE**

Sean Zerbey, Chairman; Roger Keith, Member; Brian Licitra, Member; Allen Styer, Member; Jeffrey Vickers, Member; Eric Brown, Siana, Law; Terry Naugle, Great Valley Consultants; Joan Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Chairman Zerbey called the meeting to order at 7:30PM with the Pledge of Allegiance.

**COMMENTS FROM THE ASSEMBLY**

No comments.

**CORRESPONDENCE**

NONE

**MINUTES OF THE PREVIOUS MEETING**

Roger Keith made a motion to approve minutes from the November 16, 2021 Planning Commission meeting. Jeff Vickers seconded motion. Motion carried unanimously.

**PLAN REVIEWS**

**NO PLANS FOR REVIEW**

**OTHER BUSINESS**

- A. Township Zoning/Planning Items – Tom Comitta, from Comitta & Associates, introduced himself and discussed Planning Services offered by his firm. Mr. Comitta discussed the Township's Zoning Ordinance and the Southern Berks Joint Comprehensive Plan. For traffic and transportation studies Mr. Comitta recommends the Commission contact a traffic planner for their expertise. Member Allen Styer shared his concerns about residential development challenges for the Township including budget constraints and limited parking spaces for residential communities. Mr. Comitta explained that with residential development there is a servicing impact, and to address uncertainties the Developer should be tasked with performing impact studies. Member Jeff Vickers shared his concerns about the financial impact of residential versus commercial development. Mr. Comitta recommended that the Commission consider forming a panel of experts who have knowledge and experience in the process of land development projects.
- B. Draft IOP Amendment – In process, no action required at this time.
- C. Plan Review Chart – The Members reviewed the updated plans review chart. Zoning Officer Terry Naugle informed the Commission about a future land development submittal for the Morgantown Road Commercial project.

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- D. Recommend Planner to Board of Supervisors – Jeff Vickers made a motion to recommend to the Board of Supervisors the approval of TCA (Thomas Comitta Associates, Inc.) to advise and assist the Planning Commission for Planner Services. Allen Styer seconded motion. Motion carried unanimously. Lynn Burkholder, Twin Valley Coffee, commented on the Planning Commission's role of Land Development Planning for the Township.

**FUTURE PROJECT**

- A. Ordinance Codification – project is in process.

**MEMBER COMMENTS**

Members wished everyone a Merry Christmas and Happy New Year.

**ADJOURN**

Having no further business, Jeff Vickers made a motion to adjourn the meeting. Allen Styer seconded the motion. Meeting adjourned at 9:07PM.

Respectfully Submitted,

Joan A. Bair  
Secretary