

## UNAPPROVED MINUTES

### UPPER MILFORD TOWNSHIP PLANNING COMMISSION MEETING MINUTES FOR DECEMBER 2, 2024 MEETING

**Members Present:** Luke Lichtenwalner, Chairman; Charles Peters, Jr. Secretary; Philip Hartranft; Matthew Hunter; Angelika Forndran; John Zgura, Alternate Member; Ellen Larmer, Alternate Member

**Absent Members:** Anthony Koneski, Jr., Vice Chairman; Ronald Guth

**Also Present:** Brian Miller, Planning Coordinator, Marc Fisher, Township Solicitor; Zachary Mitchell, Ott Consulting Engineers; Kyle Walbert, Office Assistant; Cynthia Kuhns, Administrative Assistant

**The Meeting was brought to order at 7:33 P.M.**

#### **Minutes**

1. Planning Commission Regular Meeting Minutes of September 30, 2024

#### **Motion:**

**Philip Hartranft** made the motion to approve the minutes of the September 30, 2024 Planning Commission Regular Meeting. **Charles Peters, Jr.** seconded the motion. All were in favor. No one opposed. **Angelika Forndran and John Zgura** abstained from voting.

#### **Time Extensions:**

The following project timeframes are due to expire 12/31/2024, time extensions of 180 days are recommended to give the projects until 6/30/2025 to be completed:

#### **Subdivisions:**

Jerome Goldstein Minor Subdivision

#### **Land Developments:**

Dunkin Donuts of 4054 Chestnut St.

#### **Motion:**

## **PLANNING COMMISSION MEETING**

### **MINUTES OF DECEMBER 2, 2024**

Page 2 of 6

**Charles Peters, Jr.** made the motion to recommend that the Board of Supervisors grant a 180-day time extension for the Jerome Goldstein Minor Subdivision, and the Dunkin Donuts Land Development Project at 4054 Chestnut Street until June 30, 2025, to be completed. **Ellen Larmer** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

#### **Zoning Submission for discussion:**

Zionsville Bible Fellowship Land Development Plan for a Special Exception

- Letter from Zoning Officer, Alan Brokate, dated 5/22/2024

#### **Subdivisions & Land Development:**

##### **Zionsville Bible Fellowship Church Land Development of 6401 Vera Cruz Road**

- Land Development Plan dated 11/13/2024 from Keystone Consulting Engineers
- Township Engineers review letter dated 11/26/2024 from Ott Consulting Inc.
- SALDO Waiver request letter dated December 2, 2024 from Keystone Consulting Engineers
- Zionsville Bible Fellowship Church Special Exception (see above plan and letter from Zoning Officer Alan Brokate dated 5/22/2024)

**Present were:** Scott T. Pasterski, P.E., Keystone Consulting Engineers, Inc.  
James Pruitt, Elder of Zionsville Bible Fellowship Church

**James Pruitt** said that the Church has two detached buildings on the subject property, one that was built in 1859 which is the primary sanctuary, and the second building which is the fellowship hall which was built in 2002. There are currently no restroom facilities inside the fellowship hall building. He said when the Church has Sunday school or children's programs in the fellowship hall building the children would need to go outside and walk across the parking lot to get to the primary sanctuary to use the restroom facilities. He said that it makes it challenging when there is inclement weather to go to the primary sanctuary to use the restroom. He said an adult would need to accompany the children to the restroom since they have to walk across the parking lot to get to the primary sanctuary building. He said the primary emphasis of this project was to build a bathroom in the fellowship hall so it would be in close proximity for the children to use. As they started going through the project, they realized that they could do some other things such as put in a small kitchenette and utilize the space between the buildings. Primarily what got them started on this project was wanting to have a covered hallway that is protected from the elements to get from building to building and to put in a restroom. The new bathroom will be ADA compliant, and they want to redo their existing restrooms so that

## PLANNING COMMISSION MEETING

### MINUTES OF DECEMBER 2, 2024

Page 3 of 6

they are also ADA compliant. He said Scott Pasterski of Keystone Consulting Engineers put together the plan that is before the Planning Commission and will be able to answer any additional questions that the members may have.

**Scott Pasterski** asked if the Planning Commission members would like to go through the Ott Consulting review letter dated November 26, 2024 item by item.

**Zachary Mitchell** then went over the Ott Consulting Review letter dated November 26, 2026.

**Brian Miller** said with respect to item 7 in the Ott Consulting review letter dated November 26, 2024 the Church owns a separate parcel of land across the street from the subject property and when they built the fellowship hall they made an agreement that a portion of that property would be used for parking and they reserved an area on that parcel for a future septic system if they would ever need it.

**Brian Miller** said with respect to item 13 in the Ott Consulting review letter dated November 26, 2024, regarding right-of-way dedication the Township does not take right-of-way along a state road which Vera Cruz Road is a state road. He said that they could put a note on the plan to offer for dedication the right-of-way along Dillingersville Road which is a Township Road; however, the Township does not typically take dedication of the right-of-way.

**Scott Pasterski** said that item A-2 on the Ott Consulting Review letter dated November 26, 2024, deals with impervious surfaces which mostly drains to the PennDOT right-of-way. He said that the additional impervious surfaces total 0.0162 acres and as such will result in a de minimis increase in storm water runoff. He said the water drains towards the railroad tracks into a culvert.

**Brian Miller** said he does not have a problem with requesting a waiver to item A-2 dealing with impervious surfaces in the Ott Consulting Review letter dated November 26, 2024. He then said there may be something through the permitting process that would require the Church to get a Highway Occupancy Permit.

**Kyle Walbert** said even with the proposed addition to the Church they are still under the impervious coverage which the Township requires before having to do a Stormwater Management Plan.

**Scott Pasterski** said that they could remove two parking spaces up front close to Vera Cruz Road and remove some black top to the rear of the property close to Dillingersville Road to help reduce the impervious coverage.

## PLANNING COMMISSION MEETING

### MINUTES OF DECEMBER 2, 2024

Page 4 of 6

**Brian Miller** said if they would agree to the waiver to this item in the end the Township can make something work.

**Scott Pasterski** said they would be fine with whatever the Planning Commission thinks is best to work out this issue.

**Scott Pasterski** said with respect to the utility easements they can put a note on the plan concerning the parking easement and the alternate septic site on their property across the street.

Since they are not doing anything with the overhead electric there is no need to relocate the utility underground.

**Brian Miller** said he did not see a need for a stormwater drainage and utility easement for this project therefore a waiver could be granted to this item.

**Scott Pasterski** said James Pruitt has indicated that the existing lighting is adequate to meet their needs, and therefore they are asking for a waiver to the lighting requirements.

**Scott Pasterski** said he did not see a need for street trees along both road frontages and is therefore asking for a waiver to this section.

**Scott Pasterski** said with the requirements for permanent reference monuments to be set, two iron pins on the corners of the property were found. He said according to their surveyor those pins would be adequate to retrace the boundary of the property, therefore they are requesting a waiver to place additional monuments.

#### **MOTION:**

**Angelika Forndran** made the motion to recommend that the Board of Supervisors grant the requested waivers in the waiver request letter from Keystone Consulting Engineers dated December 2, 2024 subject to discussions with PennDOT regarding SALDO 702.B.2 & 1003.G.5 if necessary and per the Plan the applicant will not relocate the overhead electrical service underground as required in SALDO Section 1011.A. **Charles Peters, Jr.** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

#### **MOTION:**

**Matthew Hunter** made the motion to recommend that the Board of Supervisors also grant a waiver to item 11 (SALDO Article 8) in the November 26, 2024, Ott Consulting review letter regarding an Improvements Guarantee, Improvements Agreement, Performance

## PLANNING COMMISSION MEETING

### MINUTES OF DECEMBER 2, 2024

Page 5 of 6

Guarantee, and Maintenance Guarantee for all improvements required by Ordinance to be provided to the Township which has been deemed not necessary for this project.

**Charles Peters, Jr.** seconded the motion. All in favor. No one opposed. **John Zgura** abstained from voting.

**Zachary Mitchell** asked if the Planning Commission wanted to require any type of signage such as stop and/or do not enter signs be erected on the subject property.

**Luke Lichtenwalner** said he did not think that the signs are needed on the subject property.

**James Pruitt** said that the parking lot gets used sometimes by school buses and other motorist and there has never been a problem.

#### **MOTION:**

**Philip Hartranft** made the motion to recommend that the Board of Supervisors grant Preliminary Final Plan Approval contingent upon Zoning Hearing Board approval and addressing all items in the Ott Consulting review letter dated November 26, 2024 and the Board of Supervisors granting all the requested waivers. **Matthew Hunter** seconded the motion. All were in favor. No on opposed. **John Zgura** abstained from voting.

**Luke Lichtenwalner** said the Planning Commission will now discuss the Zionsville Bible Fellowship Church Special Exception request, Plan, and letter from Zoning Officer, Alan Brokate dated May 22, 2024.

**Brian Miller** said the Zoning Hearing Board is going to have to review this as a Special Exception for an expansion of more than 5% of the total building floor area. He said the Planning Commission should make a recommendation to the Zoning Hearing Board on the Special Exception.

#### **MOTION:**

**Charles Peters, Jr.** made the motion to recommend that the Zoning Hearing Board grant approval of the Special Exception request. **Angelika Forndran** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

**Lot Line Adjustments:** - None

#### **Other Business:**

Planning Commission Workship 12/10/2024, 6:00 PM till 9:00 PM

**PLANNING COMMISSION MEETING  
MINUTES OF DECEMBER 2, 2024**

Page 6 of 6

**Luke Lichtenwalner** announced that there will be a workshop meeting on Tuesday December 10, 2024 from 6:00 P.M. till 9:00 P.M. in the Upper Milford Township Building.

**Luke Lichtenwalner** announced that the next regular scheduled Planning Commission Meeting will be on Monday December 30, 2024 at 7:30 P.M. in the Upper Milford Township Building.

**Adjournment:**

**Charles Peters, Jr.** made the motion to adjourn the meeting. **Matthew Hunter** seconded the motion. All were in favor. No one opposed. The meeting adjourned at 8:24 P.M.

Date \_\_\_\_\_

\_\_\_\_\_  
**Luke Lichtenwalner, Chairman**