

UPPER MILFORD TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
FOR FEBRUARY 3, 2025 MEETING

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

**Absent Members:** Anthony Koneski, Jr., Chairman

**Also Present:** Brian Miller, Planning Coordinator; Cynthia Kuhns, Administrative Assistant

**The Meeting was brought to order at 7:30 P.M.**

**2025 Election of Officers**

**Chairman:**

**Angelika Forndran** nominated Anthony Koneski, Jr as Chairman for calendar year 2025. **Charles Peters, Jr.**, seconded the nomination. There were no other nominations, so the nominations closed. All were in favor. No one opposed. **John Zgura** abstained from voting.

**Vice Chairman:**

**Ellen Larmer** nominated Charles Peters, Jr. as Vice Chairman for calendar year 2025. **Philip Hartranft** seconded the nomination. There were no other nominations, so the nominations closed. All were in favor. No one opposed. **Charles Peters, Jr., and John Zgura** abstained from voting.

**Secretary:**

**Charles Peters, Jr.** nominated Matthew Hunter as Secretary for calendar year 2025. **Ronald Guth** seconded the nomination. There were no other nominations, so the nominations closed. All were in favor. No one opposed. **Matthew Hunter, and John Zgura** abstained from voting.

**Luke Lichtenwalner** said in the absence of the new Chairman Anthony Koneski, Jr. he would turn over the remainder of the meeting to the Vice Chairman Charles Peters, Jr.

**Charles Peters, Jr.** said he would like to thank Luke Lichtenwalner for his service as Chairman for the past two years.

**Minutes**

1. Planning Commission Regular Meeting Minutes of December 2, 2024

**Motion:**

**Luke Lichtenwalner** made the motion to approve the minutes of the December 2, 2024 Planning Commission regular meeting. **Philip Hartranft** seconded the motion. All were in favor. No one opposed. **Ron Guth and John Zgura** abstained from voting.

2. Planning Commission Workshop Meeting Minutes of December 10, 2024

**Motion:**

**Angelika Forndran** made the motion to approve the minutes of the December 10, 2024 Planning Commission Workshop Meeting. **Ellen Larmer** seconded the motion. All were in favor. No one opposed. **Matthew Hunter, Luke Lichtenwalner, and John Zgura** abstained from voting.

**Charles Peter Jr.** announced for the record that the December 30, 2024 Regular Planning Commission meeting was cancelled due to a lack of agenda items.

**Time Extensions:**

Zionsville Bible Fellowship Church Land Development project:

The Zionsville Bible Fellowship Church Land Development project is set to expire on March 2, 2025 and the Church is requesting a 90-day time extension till June 30, 2025.

**Motion:**

**Luke Lichtenwalner** made the recommendation to request that the Board of Supervisors grant a 90-day time extension for the Zionsville Bible Fellowship Church Land Development Project till June 30, 2025. **Matthew Hunter** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

**Subdivisions & Land Developments:**

Lot Line Adjustment Plan for 4151 & 4177 Marion Place

- Plan dated November 11, 2024, last revised on January 29, 2025 from Martin Schuler Inc.
- Memo from Brian Miller dated January 31, 2025

**Present were:** Edward Schlaner of Martin Schuler Inc.  
James C. Debus owner of 4177 Marion Place

**Edward Schlaner** said he is an engineer with Martin Schuler Inc and is the engineer for this project.

**James C. Debus** said he is the owner of 4177 Marion Place (lot 2), which he is in the process of selling once the Boundary Line Adjustment Plan has been approved.

**Edward Schlaner** said that there is an existing shared driveway that straddles the property lines between 4151 Marion Place (lot 1) and 4177 Marion Place (lot 2). Mr. James C. Debus would like to convey 0.056 acres of 4177 Marion Place (lot 2) to 4151 Marion Place (lot 1) which said land is part of the shared driveway so that the entire driveway would be located on 4151 Marion Place (lot 1). The old line between the 2 properties would be deleted and replaced with the new lot line as shown on the Plan on then recorded in the Lehigh County Recorder of Deeds Office once the Plan has been approved by the Township Board of Supervisors. That would also eliminate the need for the existing 20-foot-wide access easement which would also be removed from the Plan. They are proposing to construct a new driveway onto Marion Place for 4177 Marion Place (lot 2). The proposed driveway for 4177 Marion Place (lot 2) is noted on the Boundary Line Adjustment Plan. He said they realize that they would need to apply for a Driveway Permit for the new driveway on 4177 Marion Place (lot 2).

**Charles Peters, Jr.** said that there were some concerns about the original plan from the Township Staff and asked if those concerns were addressed to the satisfaction of the Township staff.

**Brian Miller** said in his memo dated January 31, 2025 to the Planning Commission he noted that the Plan was reviewed by Township staff, and they have addressed all comments related to compliance with the Township Subdivision and Land Development Ordinance and the Zoning Ordinance.

**Charles Peters, Jr.** asked Mr. James C. Debus if he was going to put in the new driveway for 4177 Marion Place (lot 2) prior to the sale of the property.

**James C. Debus** said that the buyer of 4177 Marion Place has agreed to put in the new driveway for said property.

**Brian Miller** said that this would not need to come back before the Planning Commission for approval to construct the proposed driveway on 4177 Marion Place (lot 2). They would just need to obtain a driveway permit from the Township prior to constructing the new driveway.

**Motion:**

**Luke Lichtenwalner** said the Planning Commission sees no issues with the Boundary Line Adjustment Plan and recommends that the Board of Supervisors grant approval of the Boundary Line Adjustment Plan for 4151 & 4177 Marion Place last revised January 31, 2025. **Philip Hartranft** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

**Other Business:**

Emmaus Borough SALDO & Zoning Ordinance Amendments (Electronic copies supplied for review from Shane Pepe, Borough Manager)

**Charles Peters, Jr.** said it looks like Emmaus Borough is seeking comments from Upper Milford Township on their proposed amendments to their SALDO and Zoning Ordinance. He said that he looked at their Zoning Map and did not see anything that was of major concern to him. He said he noticed that they had a few interesting Zoning classifications noted on their Zoning Map.

**Brian Miller** said he did not see anything earth shattering with the proposed amendments. He said everything adjoining Upper Milford Township works with the Township and fits the Township's Zoning.

There being no further discussions on this the acting Chairman said he would entertain a motion.

**Motion:**

**Matthew Hunter** made the motion to recommend that the Board of Supervisors send a thank you letter to the Borough of Emmaus for allowing Upper Milford Township to review and provide comments on their proposed SALDO and Zoning Ordinance amendments. **Luke Lichtenwalner** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

**Charles Peters, Jr.** asked for an update on the Dunkin Donuts Land Development project.

**Brian Miller** said the owner of Dunkin Donuts was in the Township Office about a month ago to speak with him. He said that he was told that Dunkin Donuts just got their Penn DOT responses back and felt that the Township should see something shortly. He said Dunkin Donuts was working with Penn Dot on easements for the changes along Chestnut Street for the Route 29 Corridor improvements. He said that the owner of Dunkin Donuts seemed excited that they are getting closer to being able to get Township approval.

**Charles Peters Jr.** said it is a slow-moving process, but it sounds like they are moving in the right direction.

**Charles Peters Jr.** announced that the next regularly scheduled Planning Commission Meeting will be on Monday, March 3, 2025 at 7:30 in the Upper Milford Township Building.

**Luke Lichtenwalner** made the motion to adjourn the meeting. **Matthew Hunter** seconded the motion. All were in favor. No one opposed.

The meeting adjourned at 7:51 P.M.

Date \_\_\_\_\_

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**Charles Peters, Jr. Acting Chairman**