

UPPER MILFORD TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
FOR THE JANUARY 3, 2024 MEETING

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

**Absent Members:** Luke Lichtenwalner, Chairman

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

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

**Minutes**

1. Meeting Minutes of December 4, 2023

**Motion:**

**Philip Hartranft** made the motion to approve the minutes of the December 4, 2023 Planning Commission Meeting. **Charles Peters, Jr.** seconded the motion. All were in favor. No one opposed. **John Zgura, Alternate Member** abstained from voting.

**Time Extensions:** None

**Zoning Submission for Discussion:**

1. Richard & Anne Meier & Michael & Julie Robertson 4459 Linda Lane, Emmaus
  - Special Exception packet
  - Zoning Officer, Alan Brokate's report dated December 29, 2023

**Present were:** Richard & Anne Meier of 4459 Linda Lane, Emmaus

**Brian Miller** said that Michael & Julie Robertson and Richard & Anne Meier are proposing to construct a one-story in-law suite addition, onto their property located at 4459 Linda Lane. He said the size of the lot is approximately 2.9338 acres and is located within the Rural Agricultural (R-A) Zoning District. He said this is lot 17 of the Farview Farms Subdivision which was created in 1989. He said that there is currently a single-family dwelling which was built in 2006 on the property and two sheds which were there when

the Robertson's and Meier's purchased the property in June of 2023. He said that the proposal to construct an attached dwelling unit for the parents (Richard & Anne Meiers) within the in-law suite addition, would meet the requirements for a unit for care of relative, which is a special exception accessory use within the Rural Agricultural (R-A) Zoning District. He said that the Robertson's & Meier's proposed unit for care of relative accessory use may be permitted by the Zoning Hearing Board in accordance with the standards contained in Section 116 (Special Exception Use Process) of the Upper Milford Township Zoning Ordinance, which also requires a Planning Commission review/recommendation of the use. This Special Exception request will be on the January 8, 2024 Zoning Hearing Board Agenda for the Board to review and render a decision.

**Philip Hartranft** asked if the property had public sewer and public water.

**Brian Miller** said the property is connected to public sewer and public water both supplied by Lehigh County Authority.

**Angelika Forndran** asked the Meier's if they were connecting the proposed one-story in-law suite to the public sewer system for the primary residence on the property. She said it appears that there is a grinder pump on the property for the public sewer system.

**Richard Meier** said yes there is an existing grinder pump located on the property.

**Anne Meier** said that the contractor they just hired to construct the proposed one-story in-law suite addition will be working out all the details for the project including connecting the proposed one-story in-law suite addition to the existing grinder pump on the property.

**Charles Peters, Jr.** asked what the side yard setback was.

**Brian Miller** said the side yard setback at the time the primary dwelling was built was 30-feet. Now the current side yard setback is 25-feet.

**Angelika Forndran** asked if there were any stormwater issues with the proposed one-story in-law suite addition.

**Brian Miller** said this lot was created prior to the Act 167 Stormwater Management requirements. This would be their only additional square footage since the enactment of the Act 167 Stormwater Management Plan.

**Angelika Forndran** asked if access to the proposed single-story in-law suite addition was going to be through the primary dwelling.

**Anne Meier** said they had originally proposed to construct a screened porch but after speaking with four separate contractors they decided that the screened porch was not in their budget, so they are not going to have a screened porch constructed at this time. Access to the one-story in-law suite addition will be either connected directly to the primary dwelling or by a small hallway.

**Matthew Hunter** said it looks like they will have to access the one-story in-law suite addition by exterior steps. He said they may want to consider constructing the one-story in-law suite addition so that they do not have to access it by way of steps, if possible. He said they could also consider putting in a ramp to access the one-story in-law suite addition so that they can age in place without the need to do a renovation in the future.

**Charles Peters, Jr.** said that as they get older, they may need a walker or wheelchair and that the one-story in-law suite addition should be walker and/or wheelchair accessible on the exterior and interior.

**Richard Meier** said that they are planning on having wider doorways in the one-story in-law suite addition.

**Charles Peters, Jr.** said that there will be a deed restriction placed upon the property stating who can occupy the one-story in-law suite addition and should the property be sold, the new owner would be made aware of that when they do a title search of the property.

**Brian Miller** said that should someone new purchase the property they would have to go before the Zoning Hearing Board to seek approval to utilize the one-story in-law suite addition for care of a relative.

**Motion:**

**Charles Peters, Jr.** made the motion to recommend to the Zoning Hearing Board that the Planning Commission sees no issues with this proposed use provided that the Unit for Care of a Relative be specifically restricted to use by an immediate family member and all required building codes are met for the construction of a one-story in-law suite addition.

**Matthew Hunter** seconded the motion. All were in favor. No one opposed. **John Zgura, Alternate Member** abstained from voting.

**Subdivision & Land Development:** – None

**Lot Line Adjustments:** - None

**Other Business:**

Election of Officers for 2024

**Motion:**

**Matthew Hunter** made the motion to nominate Luke Lichtenwalner as the Chairman, Anthony Koneski Jr. as the Vice Chairman, and Charles Peters, Jr. as the Secretary to the Planning Commission for Calendar Year 2024. **Angelika Forndran** seconded the motion. All were in favor. No one opposed. **John Zgura, Alternate Member** abstained from voting.

**Brian Miller** announced that the Board of Supervisors re-appointed Matthew Hunter and Charles Peters, Jr. to a new 4-year term on the Upper Milford Township Planning Commission and their terms will expire on January 3, 2028. The Board of Supervisors also re-appointed John Zgura to a new 4-year term as an alternate member on the Upper Milford Township Planning Commission and his term will expire on January 3, 2028.

**Anthony Koneski, Jr.** announced that the next regularly scheduled Planning Commission Meeting will be Monday, January 29, 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 in favor. No one opposed. The meeting was adjourned at 7:48 P.M.

Date \_\_\_\_\_

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**Anthony Koneski, Jr., Acting Chairman**