

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

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

Absent Members: Anthony Koneski, Chairman

Also Present were: Brian Miller, Planning Coordinator; Eric Strauss, Planning Commission Solicitor; Andrew Hoffman, Gross McGinley Law Offices; Zachary Mitchell, Ott Consulting; Cynthia Kuhns, Administrative Assistant

In the absence of Chairman, Anthony Koneski Jr., Vice Chairman, Charles Peters, Jr. conducted the meeting.

The Meeting was brought to order at 7:31 P.M.

Minutes:

9/29/25 Regular Meeting Minutes

Motion:

Angelika Forndran made the motion to approve the September 29, 2025 Regular Meeting Minutes. **Philip Hartranft** seconded the motion. All were in favor. No one opposed. **Luke Lichtenwalner and Ron Guth** abstained from voting.

10/14/2025 Workshop Meeting Minutes

Motion:

Luke Lichtenwalner made the motion to approved the October 14, 2025 Workshop Meeting Minutes. **Ellen Larmer** seconded the motion. All were in favor. No one opposed. Matthew Hunter abstained from voting.

Time Extensions: - None

Subdivisions & Land Development:

4885 Raymond Court, Revised Land Development Plan

- Plan dated 7/10/2013, last revised 8/26/2025 from Ott Consulting Inc.

- Revision Summary from Matthew Kline EIT., Ott Consulting Inc.
- Review letter dated 10/7/2025 from Pete Terry at Benchmark Eng. Inc.

Present were: Reynold Petre, Ott Consulting Inc.

Reynold Petre a Licensed Surveyor with Ott Consulting said he prepared the plan that is before the Planning Commission. He said the Plan was approved and recorded back in 2013, but the owner never developed the lot and the NPDES Permit had expired. He said they now had to update the NPDES Permit to the current standards and record the revised Plan.

Charles Peters asked if there were plans to move forward with this project.

Reynold Petre said the owner is now ready to develop the lot.

Angelika Forndran asked if Lehigh County Authority required any updates.

Reynold Petre said Lehigh County Authority looked at the Plan and they were okay with the Plan. They just required the owner to pay an application fee to hook up to the sewer system.

Charles Peters, Jr. asked if the Township needed something from Lower Macungie Township since a portion of this property is in Lower Macungie Township.

Brian Miller said Lower Macungie Township had no previous issues with this project.

Charles Peters, Jr. asked if the proposed use of the property remains the same as it was back in 2013.

Reynold Petre said the use remains the same.

Brian Miller said the building plan will be the same as what was proposed in 2013. He said that Benchmark Civil Engineering Services Inc. reviewed the Plan back in 2013 as they were the Township Engineer at that time. He said that Benchmark provided a review letter dated October 7, 2025 which indicated that they recommend approval of the revised Plan and allow the applicant to re-record the revised Plan.

Ellen Larmar asked if they were going to be planting trees on the property or were they asking for a waiver.

Reynold Petre said the landscaping shown on the Plan will be planted by the owner.

Charles Peters, Jr. asked if the Planning Commission needed to make a motion to recommend approval to the Board of Supervisors for the revised NPDES Permit and Plan.

Motion:

Matthew Hunter made the motion to recommend the Board of Supervisors approve the revised Plan per the letter dated October 7, 2025 from Peter A. Terry, P.E. of Benchmark Civil Engineering Services, Inc., to allow the applicant to re-record the revised Plan.

Ronald Guth seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

6331 Batman Road Land Development Plan

- Plan dated 10/15/2025 from Newton Engineering
- Review Letter dated 10/30/2025 from Ott Consulting
- Waiver Request Letter dated 10/15/2025 from Nikola Enterprises

Present were: Thomas Barlow, P.E. from Newton Engineering Group, P.C.
Jim Lazaridis from Nikola Enterprises, LLC

Thomas Barlow said the intent is to not make a whole lot of changes to the existing property other than to construct an addition to the existing barn building on the property. He said Jim Lazaridis had gone before the Zoning Hearing Board in 2024 seeking approval to construct an addition onto the existing barn building on the property which he was granted a variance for by the Zoning Hearing Board. He said they had submitted architectural plans with this application that show what the intended renovations are for the existing barn building and the proposed addition. He said almost the entire property is covered in gravel. He said it is not their intent to change or modify the driveway along Batman Road. He said that they are not proposing to have any customers come to the property. The building will be used as office space, workshop, and storage space for trades people. It is not necessarily open for commercial use. They do not intend to pave the stone parking lot other than what would be required for the one ADA parking space and the laydown area, and the walkable route to get inside the building. He said that they would like to dedicate the right-of-way along Batman Road. He said they want to discuss the right-of-way along Chestnut Street. If they dedicated the right-of-way along Chestnut Street the right-of-way would go through the existing building, and they would almost have to jog the right-of-way in the vicinity of the existing building.

Charles Peters, Jr. said this is an unusual piece of property in terms that a lot of the property is within the right-of-way.

Thomas Barlow agreed this is a very unique piece of property in the way that it is shaped.

Philip Hartranft said he noticed a wooded fence that is situated around almost the entire property.

Thomas Barlow said there is one opening in the fence along Batman Road which currently has a chain across it preventing access to the property. He said they do not have any intention of making any changes to the fence or where you would access the property from on Batman Road.

Charles Peters, Jr. asked Zachary Mitchell if he would like to go through the Ott Consulting Inc. review letter dated October 30, 2025.

Zachary Mitchell said he only had a couple of items in the letter that he would like to discuss. The first item he wanted to discuss was concerning the right-of-way dedications along Chestnut Street and Batman Road. He said he would assume that the Township would not want anything along Chestnut Street as it is a State Road. He asked the initial input on Batman Road, as far as legal right-of-way or ultimate right-of-way. The ultimate half width would be 25 feet and that is what is shown on the plan. Legal would be 16-1/2 feet.

Brian Miller said he did not think the Township would want any additional right-of-way along Chestnut Street. He said he would assume that the Township would go for an offer for dedication on Batman Road.

Zachary Mitchell said what they are showing is the ultimate right-of-way along Batman Road.

Thomas Barlow said the legal right-of-way is 16-1/2 feet of the 33-foot road width and the Township ultimate right-of-way would be 25 feet of the 50 feet. The site is designed so that parking is outside of the right-of-way in the event it is ever requested for dedication in the future.

Brian Miller said he would discuss this with Township Officials and get back to the applicant regarding dedication of the right-of-way along both Batman Road and Chestnut Street.

Zachary Mitchell said he would like to discuss item 28 on page 3 of the Ott Consulting review letter dated October 30, 2025 regarding the planting of street trees. He said the street trees along Chestnut Street are within the right-of-way. He said he did not feel a waiver was needed for this item. He said it would be more of a decision by the Township as to the location of the street trees.

Thomas Barlow said the 5 existing pine trees along Chestnut Street will remain. He said they are proposing 8 new trees along Chestnut traveling north on Chestnut Street.

Zachary Mitchell said he did not think they would need a waiver regarding the street trees. He said they could propose an alternative location for the street trees but would need to get approval from the Township Officials.

Charles Peters, Jr. asked if they plan on keeping the split rail fence that is located within the right-of-way along Chestnut Street.

Thomas Barlow said it was not their intent to remove the fence since it had been in that location for many years.

Charles Peters, Jr. asked Mr. Lazaridis if he had an existing client that would be utilizing the property.

Jim Lazaridis said he would be moving his existing business located in Bethlehem to this property.

Charles Peters, Jr. asked if the existing building was being decreased in size and being moved further away from the right-of-way.

Thomas Barlow said the existing building is staying and the proposed building is being added to the northwest side of the existing building. There is a stairwell on the southeast side of the existing building which looks close to the right-of-way line.

Matthew Hunter asked if they intended on paving the parking lot.

Thomas Barlow said the only thing they intend to pave is the ADA parking space. The remainder of the parking lot will be gravel.

Matthew Hunter asked if they intend on spray painting the islands as shown on the plan. He said he is not easy to spray paint stone.

Thomas Barlow said they are open to suggestions as to how to delineate the parking spaces on a gravel parking lot. He said they show rubber parking stops on the plan to give someone an indication as to where to park.

Charles Peters, Jr. asked how many of the parking spaces show on the plan did they anticipate on utilizing.

Jim Lazaridis said three as there would not be any customers coming to the property.

John Zgura asked if they are proposing to have 2 holding tanks for their septic system on the property and asked if they were going to be in the parking lot.

Thomas Barlow said yes.

Brian Miller said that the holding tanks are traffic rated.

Angelika Forndran asked how many employees the business would have.

Jim Lazaridis said he may have less than 5 employees. He said the business is a property management business and their current location in Bethlehem is too small to operate from.

Matthew Hunter asked if the holding tanks could be moved out of the cartway to prevent vehicles from driving over the tanks.

Brian Miller said it might be difficult to situate the holding tanks somewhere else on the property because of the location of the existing well. The holding tanks would need to be 50 feet from the existing well on the property.

Zachary Mitchell said he would like to discuss item 3 on page 4 of the Ott Consulting review letter dated October 30, 2025, which is regarding building coverage. He thought they may need a variance to this item.

Thomas Barlow said depending on how the building coverage is calculated using either the ultimate right-of-way or the legal right-of-way would determine if a variance would be needed to this item.

Zachary Mitchell said he calculated the building coverage using the legal right-of way and came up with 18% which is over the maximum building coverage. He will discuss this matter with Alan Brokate, the Building Code Official/Zoning Officer.

Zachary Mitchell said the last item he wanted to discuss was item 10 on page 4 of the Ott Consulting review letter dated October 30, 2025, which is an optional requirement regarding the existing stone parking lot surface. He asked for a description of how they will use the property.

Jim Lazaridis said they would be mainly storing building materials and tools on the property. There would not be any hazardous material stored on the property. There would not be any heavy trucks coming to the property.

Zachary Mitchell said it sounds like it would be basically down to just input on dust if the Township has any concerns.

Matthew Hunter suggested putting some type of curbing along Batman Road to keep the stone from washing onto Batman Road. He also recommended moving the holding tanks parallel to the right-of-way along Chestnut Street to get them out of the cartway on the property. He also suggested installing curbing in the areas of the striped islands and curbing to delineate the entrance to the property and then plant some grass or create flower beds in the areas that are not stoned.

Charles Peters, Jr. asked if there were any waivers needed.

Zachary Mitchell replied yes.

Luke Lichtenwalner asked if this is looked at as more of a Preliminary Plan with more final changes coming.

Brian Miller said he was concerned that they may need more waivers.

Charles Peters Jr. asked if this should be tabled until the applicant comes back with his design changes and his waiver requests so the Planning Commission could make a recommendation at the next regularly scheduled Planning Commission meeting. He then asked for a motion to table this till the next regularly scheduled Planning Commission Meeting.

Thomas Barlow said he may need a little more time to clean up the Plan after getting feedback from Township staff, Brian Miller, Planning Coordinator, and Alan Brokate Building Code Official/Zoning Officer.

Motion:

Matthew Hunter made the motion to table the land Development Plan for 6331 Batman Road to allow Township staff and the applicant to work out the issues with dedication of the right-of-way and a few other items thus giving the applicant time to clean up the Plan before coming back before the Planning Commission. **Luke Lichtenwalner** seconded the motion. All were in favor. No one opposed. **John Zgura** abstained from voting.

Other Business:

Special Exception Victory Valley Camp 7472 Sigmund Road, Zionsville

- Letter dated 10/30/2025 from Alan Brokate Township Zoning Officer & Building Official

- Site Plan & Building Plan information from Victory Valley Camp
- Denial Letter dated 10/16/2025 from Alan Brokate Township Zoning Officer & Building Official

Present was: Curtis Cutler, Camp Director of Victory Valley Camp

Brian Miller said the applicant is seeking a Special Exception to construct a pole building at 7472 Sigmund Road. The applicant is proposing to remove 3 outbuildings on the property which are noted in red on the site plan.

Charles Peters, Jr. said it looks like Alan Brokate, Zoning Officer / Building Code Official denied the permit because the proposed pole building would be greater than 5 percent expansion of a nonconforming nonresidential use in the Rural Agricultural Zoning District.

Curtis Cutler said he is the camp director for Victory Valley Camp and a representative of Bible Fellowship Church. He said what is before the Planning Commission is a proposal to construct an auxiliary structure to be used solely by the property maintenance person. He said they are proposing to remove 3 buildings. He said there are spare parts and scrap parts laying around the property which they are trying to consolidate everything into the proposed pole building. He said a portion of the building would be heated and used by the maintenance person to work on vehicles as well as do wood shop work. He said there would be a lean-to on the side of the building where some equipment would be stored so that it is protected from the elements. He said this will clean up the property and make it much more useful for the maintenance person.

Charles Peters, Jr. said this would not be an issue if this was being proposed on a residential property within the Rural Agricultural Zoning District. He said to his knowledge this property was a camp long before the Township had zoning requirements. He asked if the proposed building was solely going to be used as a maintenance building.

Curtis Cutler replied yes.

Ellen Larmar said it was her understanding that there were offices located within the stone house that is situated on the subject property. She then asked if there was a residence within the house as well.

Curtis Cutler said the second floor has an apartment where the program director resides year-round, and it has been that way for as long as he can remember. He said he thought that there was a second apartment on the second floor that is currently not occupied.

Angelika Forndran asked if the pole building would have any plumbing in it.

Curtis Cutler said they haven't decided yet. He said they may decide to put a convenience bathroom in the pole building in the future, however there are complications that come with that as the existing septic system is not new.

Brian Miller said he would recommend that the Planning Commission send a recommendation letter to the Zoning Hearing Board regarding this Special Exception request.

Motion:

Luke Lichtenwalner made the motion to recommend that on behalf of the Planning Commission Brian Miller write a letter to the Zoning Hearing Board that the Planning Commission sees no issues with this Special Exception request. **Matthew Hunter** seconded the motion. All were in favor. No one opposed. **John Zguara** abstained from voting.

Charles Peters, Jr. said he wanted to remind everyone that there will be a Planning Commission Workshop on Tuesday, November 11, 2025 at 6:00 P.M. to discuss the revisions to the Zoning Ordinance and the Subdivision and Land Development Ordinance. The next regularly scheduled Planning Commission Meeting will be held on Monday, December 1, 2025 at 7:30 P.M. in the Upper Milford Township Building.

Philip Hartranft made the motion to adjourn the meeting. **Luke Lichtenwalner** seconded the motion. All were in favor.

The meeting adjourned at 8:29 P.M.

Date _____

Charles Peters, Jr. Acting Chairman