

UPPER MILFORD TOWNSHIP
PLANNING COMMISSION WORKSHOP MEETING MINUTES
FOR NOVEMBER 11, 2025

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

Absent Members: Luke Lichtenwalner, Matthew Hunter

Also Present were: Brian Miller, Planning Coordinator; Kyle Walbert, Office Assistant; Zachary Mitchell, Ott Consulting; Judith Stern-Goldstein & Stacy Yoder of Gilmore & Associates; Cynthia Kuhns, Administrative Assistant

The Meeting was brought to order at 6:20 P.M.

Philip Hartranft asked a question concerning a group home which brought up the definition of family.

Judy Stern-Goldstein said the definition of family on page 30 in the draft zoning revisions needs to be updated as it was not updated to meet the current definition of family.

Judy Stern-Goldstein said the current definition of family is any group of individuals related or unrelated living together as a household unit where the residents may share living expenses, chores, eat meals together, and are a close group with social economic and psychological commitments to each other. This definition does not apply to those individuals residing in housing operated by organizations and private clubs that limit occupancy to members (i.e. dormitories or fraternities or sororities).

Judy Stern-Goldstein said they did not make a lot of changes to Article VI (General Standards) in the Zoning Ordinance. She said they changed some of the landscaping, and took some stuff out, and moved it into the Subdivision and Land Development Ordinance. They clarified some of the sight triangle items within this Article. She said overall they just did some little tweaks to this Article of the Zoning Ordinance unlike the changes they made in other Articles of the Zoning Ordinance.

Ronald Guth had a question related to the Landscaping section on page 164 of the Zoning Ordinance specifically Subsection 155.093 Landscaping A.2. regarding noxious weeds. He said they never really came up with a definition for noxious weeds. He was wondering if noxious weeds should be deleted.

Judy Stern-Goldstein said noxious weeds are defined by DCNR. The definition of noxious weeds changes constantly as does the list of noxious weeds. She said noxious weeds usually appear in the nuisance ordinance. She said since the Township does not

have a nuisance ordinance, she would suggest removing noxious weeds from this section and say that landscaped areas shall be kept free of debris, and rubbish. She said this section only deals with the required landscaped areas so someone's yard is not a required landscaped area so it wouldn't be regulating noxious weeds in that area anyway. She said her comment was that the Township shouldn't regulate the small required landscaped areas if the rest of the Township is not regulated for noxious weeds.

Brian Miller said he wanted to discuss Subsection 155.094 Future Right -of-way widths for roads. He then said the Township does want to adjust and update our Street Classification Map. He said the list of streets is in Appendix A of the draft Zoning Ordinance which he will clean up the list and redo a map and get it to Judy Stern-Goldstein. The map will be for Township staff use only and will not be included in the Zoning Ordinance.

Judy Stern-Goldstein said she would encourage the Township to have something in the Ordinance so that the Township does have the right to ask for dedication of the right-of-way. She said it would then be up to the Township Officials, Solicitor, and staff to decide if the Township wants to take dedication of the right-of-way.

Brian Miller said the Township must make it clear when the Township wants the applicant to just offer the right-of-way for dedication which the Township then does not accept the offer for dedication.

Judy Stern-Goldstein said requiring the applicant to offer the right-of-way for dedication sets up a line from which everything is measured. Which is something that every Zoning Officer craves a line from which to measure things and a consistent way to determine that. She said setbacks change but the line from which you measure the setback needs to be something defined.

Charles Peters, Jr. said he wanted to discuss Subsection 155.117 Filling, Excavation and Grading on page 180. He asked a question about reducing the square footage within the Little Lehigh Creek Watershed from 5,000 square feet to 2,000 square feet.

Zachary Mitchell said the sentence in Section 155.117.A regarding reducing the square footage from 5,000 square feet to 2,000 square feet in the Little Lehigh Creek Watershed could be removed but keep everything else in this section.

Brian Miller said Section 155.117 Filling, Excavation and Grading should match what is in the Subdivision and Land Development Ordinance.

Brian Miller said he had a question regarding subsection 155.112.B. Steep Slopes on page 176 of the draft Zoning Ordinance. He said the last sentence in subsection 155.112.B should read as follows: This section shall not apply to areas that were re-

graded prior to the enactment of this chapter and clearly did not have a naturally occurring steep slope, or a part of the timber harvesting activity.

Stacy Yoder said the only thing they changed in Article 8 Signs was the temporary signs in the table on page 187 of the draft Zoning Ordinance and that had to do with current legislation and not being able to regulate based on content.

Judy Stern-Goldstein said temporary signs must be content neutral in their regulations.

Charles Peters, Jr. asked if the Planning Commission ever solved the issue with parking for duplexes with the side-by-side parking verses the stacked parking which is found in Article IX.

Stacy Yoder said that it was explained that the side-by-side wasn't referring to parking it was referring to the type of unit.

Zachary Mitchell said there is a typo in the table of off-street parking requirements on page 195 and also on the top of page 196.

Stacy Yoder said the whole column shifted down and she will fix this. She will fix the headers as well within the tables.

Kyle Walbert said that the multi-family dwellings should have 2 parking spaces per dwelling unit plus 0.5 space per dwelling unit provided on-street or in common lot within development and located within 300 feet of the units to be served.

Judy Stern-Goldstein said you can regulate single-family-attached, which is townhouses the same as multi-family, but you don't have to. The issue with the single-family-attached is that everyone tends to be in their driveways, so it is hard to do other things. She said people have stuff in their driveways and they can't get their cars in their driveways. In a multi-family-dwelling it is usually a parking lot, so you don't have stuff in the parking lot.

Brian Miller said that there are always parking issues with condominiums and multi-family dwellings.

Zachary Mitchell and Brian Miller agreed with Kyle Walbert about having the parking for multi-family dwellings the same as parking for single family attached dwellings.

Angelika Forndran asked if they could add gross floor area into the definitions.

Judy Stern-Goldstein said they could add gross floor area to the definition of floor area in the draft Zoning Ordinance.

This brings the discussion on the Zoning Ordinance updates to an end. Brian Miller and Kyle Walbert will provide Judy Stern-Goldstein with some other revisions that they have within the next week or two. The Planning Commission took a 5-minute recess before beginning discussions on the Subdivision and Land Development Ordinance revisions.

Judy Stern-Goldstein said there weren't as many changes made to the Subdivision and Land Development Ordinance. She said they did not reformat the Ordinance nor create new things. They did a couple of MPC updates within the Subdivision and Land Development Ordinance. She said they worked with Township staff and the Township Engineer to just update a few things. They changed the regulations for what is required for the different types of plans based on what is happening and how it should be regulated in the Township already. She said she did not think there were many changes in Article I General Provisions. The next Article is Article II Definitions. There were a couple of definitions that were changed or updated to be consistent with Zoning per the recommendation of Zachary Mitchell and Kyle Walbert.

Philip Hartranft questioned the Chairperson being able to adjust the meeting under Public Meeting Regular Planning Commission definition on page 13.

Judy Stern-Goldstein said she felt that the following could be removed from the definition of Public Meeting, Regular Planning Commission as it is antiquated: "as may be adjusted by the Chairperson" and which is not a workshop meeting or the official public meeting on an ordinance amendment.

Judy Stern-Goldstein said Article III Overview of General Procedures is the next Article up for discussion. She said this section is very general and there were no discussions on this Article.

Judy Stern-Goldstein said the next Article up for discussion is Article IV Sketch Plan. A sketch plan is non-binding it does not count as vesting one's rights. That is why it is recommended and not required. This Article is basically the same as it was before. They made just a few minor changes to clean things up in this Article.

Judy Stern-Goldstein said the next Article up for discussion is Article V Preliminary Plans for Major Subdivisions and Certain Land Developments. This is where there were some tweaks on what went into Preliminary Plan submission and what went into Final Plan submission which was based on what was discussed with Zachary Mitchell about what was required for a Preliminary Plan submission and what was required for a Final Plan submission. She said that Preliminary Plans are now being brought up to the level of what had previously been known as a Final Plan submission.

Ellen Larmar said there is a typo in item "c" on the top of page 23. She said that the word involves is in the sentence twice and the first mention of the word needs to be removed.

Judy Stern-Goldstein said on page 34 H. Utility Plan 2.b. she will change the wording to say: Location of existing and proposed wells within 100 feet of the parcel.

Judy Stern-Goldstein said the next Article up for discussion is Article VI Final Plans for Major Subdivisions and Certain Land Developments. She said we will move on to Article VII Minor Subdivisions, Certain Land Developments and Lot Line Adjustments since there seems to be no concerns with Article VI. She said they worked with Zachary Mitchell and Township Staff and reduced the amount of information required for these to make it commensurate with the minor nature of them.

Judy Stern-Goldstein said nothing changed in Article VIII Improvements Guarantees.

Judy Stern-Goldstein said they did not change anything in Article IX Recording of Final Plan.

Judy Stern-Goldstein said there were some minor changes throughout Article X Design Standards and Required Improvements. She said there were some roadway changes made in this Article.

Zachary Mitchell said the cartway width for a local street was bumped up to 36 feet to allow for the potential of on-street parking.

Brian Miller said we also adjusted to off-site parking to within 300 feet of the building. He said they also updated some Penn DOT standards.

Judy Stern-Goldstein said they made some changes to the recreation areas in Article X.

Zachary Mitchell said they added all the construction standards to Subsection 154.167 Stormwater Management and Floodplain on page 95.

Judy Stern-Goldstein said they made a minor change to Subsection 154.170 Other Utilities; Utility Easements on page 100.

Zachary Mitchell said they took out the perimeter easements in this section.

Judy Stern-Goldstein said there were some minor changes to Subsection 154.171 Access Drives and Driveways.

Zachary Mitchell said they added the required cross section for driveways.

Judy Stern-Goldstein said they made a change to item G on page 102 dealing with widths of a driveway or access drive.

Brian Miller said they changed the type of stone from 1A to 2B stone to be used for the construction of sidewalks on page 104.

Judy Stern-Goldstein said they updated the list of trees in Subsection 154.178 Landscaping. She said street trees used to be in the Zoning Ordinance, but they are now in the Subdivision and Land Development Ordinance.

Judy Stern-Goldstein said the major change to Article XI Additional Standards for Manufactured Home Parks was changing the word mobile home to manufactured home throughout this section. This now brings us to the end of the revisions to the Subdivision and Land Development Ordinance. She said they need to clean up the Ordinances based upon the changes that were provided at this meeting prior to bringing the Ordinances back to the Planning Commission for a formal recommendation to present the revised Zoning Ordinance and Subdivision and Land Development Ordinances to the Board of Supervisors. These Ordinances need to go to the Township Solicitor to make sure that he is okay with the revisions. She said they would not have these changes made prior December 1, 2025, as was discussed at a previous Workshop Meeting.

Brian Miller said he would like to discuss with Kyle Walbert some additional changes prior to getting them to Judy Stern-Goldstein and Stacy Yoder to review and make the changes in the Ordinances. Then they can discuss a date for the next meeting. He said these Ordinances would not be adopted until early next year.

Kyle Walbert said the Ordinances will have to come back before the Planning Commission after they are advertised for the Planning Commission to make a recommendation for the Board of Supervisors to adopt the Ordinances.

There being no other business to discuss the meeting adjourned at 9:54 P.M.

Date _____

Anthony Koneski, Jr., Chairman