LOWER MILFORD TOWNSHIP PLANNING COMMISSION
LEHIGH COUNTY, PENNSYLVANIA
MONDAY, JANUARY 12, 2026
REGULAR MEETING MINUTES

Members Present: Mark Somers, Kara Stever, John Harbove, Ellen Koplin, John Bannon, Allison Schaffer and Jeffrey Owler

Others Present: Mark Eastburn (Solicitor), Emily Fucci (Zoning Officer/Planning Administrator), Michael Smith (Township Engineer) and 5 members of the public.

1. The meeting was called to order at approximately 6:32PM by Eastburn

2. All stood for Pledge of Allegiance.

3. Organize Commission

A. Eastburn asked for the two new Planning Commission (PC) members to introduce themselves. Owler stated he has lived in the Township for ten years, recently retired from Emergency Services and is working on master's degree, in addition to his work at senior care facility. Schaffer stated she has lived in the Township for ten years but has been local to the area her entire life, has a background in architectural design and currently works at a design firm in permitting.

B. Eastburn called for appointments of a temporary chair and secretary. **Motion** by Bannon to appoint Harbove as temporary Chair. **Seconded** by Koplin and **unanimously approved**. **Motion** by Koplin to appoint Fucci as temporary secretary. **Seconded** by Bannon and **unanimously approved**.

C. Harbove called for appointment of a Chair. **Motion** by Bannon to appoint Harbove as Chair. **Seconded** by Koplin and **unanimously approved**.

D. Harbove called for appointment of a Vice-Chair. **Motion** by Koplin to appoint Stever as Vice-Chair. **Seconded** by Bannon and **unanimously approved**.

E. Harbove called for appointment of a secretary. **Motion** by Stever to appoint Fucci as Secretary. **Seconded** by Bannon and **unanimously approved**.

4. Set Regular Meeting Dates and Times for 2026 – Currently the first Monday of every month, with the meeting being moved to the second Monday of the month in the event of a holiday, beginning at 6:30PM

A. **Motion** by Koplin to approve the regular meeting dates for 2026 as the first Monday of every month at 6:30PM, being moved to the second Monday of the month in the event of a holiday. **Seconded** by Somers and **unanimously approved**.

5. Set Workshop Meeting Dates and Times for 2026 – Currently the third Monday of every month beginning at 6:30PM

A. **Motion** by Stever to approve the workshop meetings dates for 2026 as the third Monday of every month at 6:30PM, held only as needed. **Seconded** by Koplin and **unanimously approved.**

6. Review and Approve Minutes of the December 1, 2025 Regular Planning Commission Meeting.

A. **Motion** by Stever to approve the minutes of December 1, 2025 as presented. **Seconded** by Bannon and **unanimously approved.**

7. Lees Subdivision Preliminary Plan. Submitted October 9, 2025. Expires February 1, 2026. Action Due: January 12, 2026. Owner: James Lees. Developer: Nicholas Lees. Property consisting of 4.76 acres located at 2948 Plover Lane, Coopersburg, PA 18036 in the Agricultural Conservation (AC) District. Proposed 2 lot residential subdivision.

A. Smith introduced the plan and read the January 6, 2026 Cowan Associates, Inc review letter aloud. Brad Rock from Lehigh Engineering, plan preparer, introduced himself to the PC. Discussion was generated on the January 6, 2026 review letter.

1. Harbove asked what Rock meant in his letter requesting deferrals, clarifying that the PC does not grant deferrals and only grants waivers. Rock stated he will remove deferral requests.

2. Koplin asked if site capacity calculations were performed for the lots. Rock confirmed he did not complete calculations yet. Koplin responded they should have been done first to make sure that the lot is buildable before wasting time and money on plan submissions.

3. Rock stated wetlands were present around a proposed swale and asked if he could show a buffer surrounding the swale instead of doing a wetland delineation. Smith stated he needs to comply with the Township Ordinance and that the PC cannot create a buffer dimension.

4. Koplin asked what the full lot width was and stated the frontage needs to be listed to verify if the lot qualifies for creation of a lane lot. Rock did not have calculations available but believed they supported the need for a lane lot. Harbove requested it be included in future submissions.

5. Rock asked if he can remove dedication of right-of-way to avoid the creation of a small triangular piece of land at the intersection of Plover Lane and Chestnut Hill Church Road. Koplin replied that a formal waiver request needs to be made. Rock questioned that State law that does not require right-of-way to be offered. Eastburn confirmed the requirement was in the Subdivision and Land Development Ordinance and the applicant must either comply or make a waiver request.

6. Smith read the December 2, 2025 Lehigh Valley Planning Commission (LVPC) review letter aloud and noted that the LVPC deemed the plan not of

regional significance and consistent with the regional plan.

7. Koplin questioned if sewage testing was done and if the lots support systems. Rock responded that testing was done and they are waiting for final paperwork from the Sewage Enforcement Officer (SEO). Fucci confirmed plans had been provided to the SEO, but no formal review letter was received yet. Rock stated his submission stated the Sewage Planning Module as a waiver request, but this was incorrect and will be submitted.

8. Bannon commented on notes included on the plans that stated waivers and deferrals were provided, stating they need to be removed. Smith agreed with Bannon. Rock replied he will remove the note. Bannon stated the be removed until waivers are actually granted. Harbove reminded Rock that the PC does not grant deferrals.

B. Smith noted that Scott McMackin did the original review and Cowan Associates had concerns on the plans regarding the deferred submissions and lack of details submitted.

C. Harbove noted the plan had an action due date. Rock submitted a written request for an extension of time until August 1, 2026.

1. **Motion** by Stever to accept the developer's extension of time request until August 1, 2026. **Seconded** by Somers and **unanimously approved**.

8. Draft Zoning Ordinance Amendment

A. Discussion was held on the addition of a short-term rental use. Bannon requested the definition of short-term rental is amended to clarify "proximity to a bathroom". Schaffer recommended referring to "sleeping areas" instead of bedrooms. Harbove suggested defining sleeping area to make the intent clear. Koplin requested reference is made to being compliant with the Uniform Construction Code and any amendments thereto. Discussion was held on the use of short-term rentals for events, with Schaffer sharing her personal experience on utilizing a short-term rental for a wedding. Harbove suggested adding limits to visitors. Harbove suggested requiring a certain level of insurance be obtained by the property owner.

B. A consensus was received that the PC will further review data centers, principal solar and the overlay district for discussion at the next meeting.

9. Public Comment

A. None received.

10. Adjourn Meeting

A. **Motion** by Koplin to adjourn the meeting. **Seconded** by Stever and **unanimously approved**. Meeting adjourned at approximately 7:53PM.

Respectfully Submitted,

Emily A. Fucci
Lower Milford Township
Planning Commission Secretary