

LOWER MILFORD TOWNSHIP PLANNING COMMISSION
LEHIGH COUNTY, PENNSYLVANIA
MONDAY, NOVEMBER 4, 2024
REGULAR MEETING MINUTES

Members Present: Kara Stever, Gail Linde, Lois Gadek, Ellen Koplin, Cathleen Bannon, John Harbove and John Bannon.

Others Present: Mark Cappuccio (Solicitor), Emily Fucci (Zoning Officer/Planning Administrator), Michael Smith (Township Engineer) and 3 members of the public.

1. The meeting was called to order at approximately 6:35PM by Gadek.
2. All stood for Pledge of Allegiance.
3. Review and Approve Minutes of the October 7, 2024 Regular Planning Commission (PC) Meeting.

A. **Motion** by Harbove to approve the minutes as presented. **Seconded** by Stever and **unanimously approved**.

5. 6341 Hoffman Lane Land Development Plan. Submitted October 19, 2022. Expires December 2, 2024. Action Due: December 2, 2024. Owner: S.J.C. Development Group, LLC. Property consisting of 1.5 acres located at 6341 Hoffman Lane in the Village Center zoning district. Plans presented for review of modifications present on the property that were completed without prior approval and differ from approved Village Center Subdivision Plan of June 17, 2005.

A. Gadek reminded the PC that an extension was granted until December 2, 2024 and a decision will be due on the plans. Gadek noted that "red-lined" plans were received and show the updates made following the October PC meeting.

B. Mike Houston, plan preparer, read from the September 25, 2024 Cowan Associates, Inc review letter to discuss a progress report on outstanding items. Discussion was generated on the following:

1. Houston stated that "A. SALDO Comment" item 1 has been satisfied with an expanded note on the plan.
2. Smith requested that the existing sewer line connecting to the 5-bay garage must be removed and replaced with a new gravity line connecting to the lateral at Hoffman Lane, and that it is made clear by expanding notation number 7 on the plans.
3. Houston confirmed that "A. SALDO Comment" item 3 has been addressed by adding the necessary notes on the plan and a title search is in progress. Houston also confirmed that an Erosion and Sedimentation Control Plan has been created to satisfy item 4 and will be submitted to the Lehigh County Conservation District (LCCD) in the coming week.

4. Houston stated that the landscape plan shows street and buffer trees to satisfy "A. SALDO Comment" item 5. Smith noted that the PC's prior motion regarding buffer trees asked specifically for 5-6 ft evergreen trees, but the plans show 3-4 ft evergreen shrubs. Discussion was held on the variety of evergreen trees shown on the plan and what the PC would prefer to see utilized. Cappuccio suggested the prior motion be amended.

a. **Motion** by Stever to amend the prior motion approving of the waiver request for SALDO Section 518.C.1 requiring street trees, based on the condition that an equivalent number of evergreen trees, sized at five to six feet in height, will be used for screening at the residential buffer, with the location and species of the evergreen trees selected to the satisfaction of the Township Engineer to amend the condition to instead require an equivalent number of evergreen shrubs, sized at three to four feet in height. **Seconded** by J. Bannon and **unanimously approved**.

5. Koplin questioned how soon the shrubs in the residential buffer can be planted. Rizzuto and Houston confirmed that site work needs to be performed prior to planting the buffer. Cappuccio asked if the buffer can be planted in the spring immediately after the parking lot pavement is removed. Rizzuto and Houston confirmed it can.

a. **Motion** by Stever to amend the prior motion granting approval of the waiver request for SALDO Section 518.C.1 to include as a condition that the buffer between the Village Center and Rural Residential-2 Districts be completed in the Spring of 2025. **Seconded** by C. Bannon and **unanimously approved**.

6. Houston confirmed that "A. SALDO Comment" items 7, 8, 9, 10, 11, 12 and 13 have been satisfied and the plans have been updated to reflect the items. Houston stated that items 14 and 15 are still being worked on.

7. Stever asked if Rizzuto was still considering converting the use of 5-bay garage back to all storage and if the partition walls will remain. Koplin asked that a note be made on the plan that no outdoor storage is permitted and made an observation that a current tenant has begun to store items outside. Rizzuto responded he was okay with a note on the plan stating outdoor storage is not permitted. Koplin commented on the vehicles that seem to be permanently parked on the site that are associated with the automotive garage.

8. Houston stated that "A. SALDO Comment" item 15 will be addressed and plans submitted to the Lehigh Valley Planning Commission (LVPC).

9. Houston stated that "A. SALDO Comment" item 16 is a will comply and item 17 has been added as a note to the plan. Houston stated that item 18 will be addressed by showing a new gravity line on the next plan revision. Houston stated that item 19 has been corrected.

10. Koplin commented on the lack of time the LCCD and LVPC will have to review the plans prior to the December PC meeting.

11. Houston stated that all items under “B. Flood Plain Comments” and “C. Miscellaneous” have been satisfied.

12. Smith noted that he has not performed a full review of the plans yet to verify the satisfaction of each prior comment.

13. J. Bannon asked if the RV’s parked on the site have been removed and asked if they can be gone by the December 2, 2024 meeting. Rizzuto responded that he will ask them to move.

14. Rizzuto stated that he will be keeping individual tenants in 5-bay garage, rather than have one unit. Smith commented that the previously issued Order to Vacate is still in place for the 5-bay garage and needs to be resolved. Discussion was held on what is needed to resolve the building code violations. Rizzuto is proposing bathrooms in each garage bay for future uses. Koplin noted that the judge has ordered both the land development and building code issues be resolved for December.

15. Koplin noted that lighting should be shown on the landscape plan and is required. Smith requested that photometrics are added to the plan and compliance is met with the requirements in the Zoning Ordinance.

5. Public Comment

A. Gadek mentioned the letter Fucci wrote regarding the PC’s prior discussion on conditional use application CU-2-24.

B. Cappuccio thanked the PC for their patience in reviewing 6341 Hoffman Lane. Discussion was held on the potential outcome of the building code violations.

6. Adjourn Meeting

A. **Motion** by Harbove to adjourn the meeting. **Seconded** by J. Bannon and **unanimously approved**. Meeting adjourned at approximately 8:17PM.

Respectfully Submitted,


Emily A. Fucci
Lower Milford Township
Planning Commission Secretary