

**LOWER MILFORD TOWNSHIP PLANNING COMMISSION
LEHIGH COUNTY, PENNSYLVANIA
MONDAY, JANUARY 8, 2024
REGULAR MEETING MINUTES**

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

Others Present: Emily Fucci (Zoning Officer/Planning Administrator) and two members of the public.

1. The meeting was called to order at approximately 6:36PM by Gadek.
2. All stood for Pledge of Allegiance
3. Organize Commission
 - A. Fucci called for a motion to appoint the 2024 Planning Commission Chair. **Motion** by J. Bannon to nominate Gadek as Chair. **Seconded** by C. Bannon. **Carried unanimously.**
 - B. Gadek requested nominations for the 2024 Planning Commission Vice-Chair. **Motion** by J. Harbove to nominate C. Bannon as Vice-Chair. **Seconded** by Stever. **4 ayes, 1 abstention** from J. Bannon due to his relationship with C. Bannon.
 - C. Gadek requested nominations for the 2024 Planning Commission Secretary. **Motion** by C. Bannon to nominate Fucci as Secretary. **Seconded** by Harbove. **Carried unanimously.**
4. Set Regular Meeting Dates and Times for 2024 – 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 J. Bannon to set the regular meeting dates and times for 2024 as 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. **Seconded** by Stever. **Carried unanimously.**
5. Set Workshop Meeting Dates and Times for 2024 – Currently the third Monday of every month beginning at 6:30PM
 - A. **Motion** by Stever to set the workshop meeting dates and times for 2024 as the third Monday of every month beginning at 6:30PM. **Seconded** by C. Bannon. **Carried unanimously.**
6. Review and Approve Minutes of the December 4, 2023 Planning Commission (PC) Meeting.
 - A. **Motion** by J. Harbove to approve the December 4, 2023 meeting minutes as presented. **Seconded** by Stever. **Carried unanimously.**

7. Administrative Discussion

A. Gadek spoke on the importance of maintaining a quorum at all meetings and stressed that failure to have a quorum can result in the deemed approval of an application if they have action due. Gadek cited sections of the Pennsylvania Municipalities Planning Code and provided examples of deemed approvals.

B. Gadek noted her concern that recent extension requests have not provided the PC with extra time to act, should a meeting be cancelled or a quorum unable to be achieved. Koplín referenced the Subdivision and Land Development Ordinance, which has a minimum extension requirement of 90 days. J. Bannon expressed his interest in putting items into a shared calendar. Stever asked for clarity on understanding the extension length.

1. A consensus was received to request that an informational cover sheet be put together to accompany applications and guide the applicant on the PC requirements.

C. Gadek provided the PC with a copy of "Putting Conservation into Local Codes" from the Natural Lands Trust publication *Growing Greener: Conservation by Design* and explained its applicability to the 1200 Beverly Hills Road Subdivision. Koplín stated that she found some of the items, such as creating public trails, as not feasible in Lower Milford Township due to the large number of preserved farms.

8. Public Comment

A. Koplín provided an update on the closure of Dan Schantz Greenhouses and an overview of its history with the Township. Koplín referenced a previous land development plan for the property and the potential need for the property to reappear in front of the PC.

B. Harbove provided an update on the traffic study that he brought to the Township Board of Supervisors and that meeting with PennDOT representatives and the Township is pending scheduling.

A. **Motion** by Stever to adjourn the meeting. **Seconded** by J. Bannon. **Carried unanimously**. Meeting adjourned at 7:56PM.

Respectfully Submitted,



Emily A. Fucci
Lower Milford Township
Planning Commission Secretary