

**MINUTES**  
**March 9, 2023**  
**Milford Township Planning Commission Hybrid Meeting**  
**560 Route 6 & 209, Milford, PA 18337**  
**7:00 p.m.**

A meeting of Milford Township Planning Board was called to order at 7:00 P.M. by Chairman Robert Di Lorenzo through a Hybrid call, the contact information for which had been advertised in advance in the Pike County Dispatch. Also present at this meeting were Supervisor Rachel Hendricks, Members Kevin Stroyan (Vice-Chairman), Ray Willis, Patrick McCarthy, Michael Williams, Solicitor Thomas Farley, and Secretary Shahana Shamim.

**Comprehensive Plan Update:**

A review of the previous meetings notes took place with a discussion. Chairman DiLorenzo will continue to attempt to obtain the adopted zoning map from 1991 so that the Planning Board can review their notes and make amendments to the map prior to submitting it to Pike County for review and later adoption. A 1000' buffer line shall be added to the public water supply/wellhead map as a draft and provided to the Supervisors for adoption as a zoning map protecting these sensitive resource areas. A discussion regarding Westfall Water and Sewer Authority's proposed central sewer extension to service a portion of Milford Township took place. Woodland Design requested any mapping or information of the proposed system if the Township has it. Chairman DiLorenzo stated that he could provide some information. The Planning Board stated that the Comprehensive Plan may state "...If a central sewer plan for the township is provided, approved, or adopted, the Planning Board is willing to cooperate with the company and landowners who would like to connect to it; although, they will not mandate or otherwise require any landowners or business owners to connect to or use it...". The central sewer proposal is currently under review by PA DEP and not approved.

There is currently a project in the Commercial District of the Township which proposes commercial, retail, and senior housing as a use. The Planning Board, based on the needs described in the survey and otherwise, would like to promote light industry, technological industry, housing, and retail that support young families and that sustain growth. The Planning Board has noticed that adjacent municipalities have failing fast food and warehouse development. The Planning Board is uncertain regarding the need to promote or provide Senior Housing and how it will affect resources and traffic. The Planning Board would like the Comprehensive Plan to describe current Ambulance Service conditions and how it can continue to grow with and meet demands at a high level. The Planning Board would like the Comprehensive Plan to provide recommendations to provide additional municipal amenities, bolster economic development, and properly grow the tax base as funds are very limited to meet the current budget.

A discussion regarding the need to properly engage the public several ways took place. The Board suggested that a press release with several questions be created that could be provided to voters during the municipal primary on May 16<sup>th</sup>. Woodland Design can create the press release and draft questions to review at the Planning Board Meeting in April. It is important that

the questions not confuse the needs of the Township with those of the Borough. It was noted that nearly 130 community members participated in the public survey that was posted on the Township website over the last 24 months. This is nearly 10% of the population, which is a good amount of participation for a survey of this magnitude. A review of the Survey was conducted with the planning board; pointing out how deeply aligned the Planning Boards preferences were with the public's comments and answers. This includes desired development types, maintaining rural character, etc.

Woodland Design shall prepare a press release and five question draft for advertisement and review at the April Planning Board Meeting. Tentative draft questions will include:

♣ Are you interested in joining the Planning Board's focus group or being interviewed as a community member for Milford Township's Comprehensive Plan?

♣ Do you support the development or recognize a need of any of the following:

- A Community Garden Space
- A Community Dog Park
- A Township Park

The Planning Board shall continue to obtain the 1991 Zoning Map, revise it, and move it towards adoption. At that time, it will be provided to the Comprehensive Plan consultant to ensure that it is properly included in the Comprehensive Plan. The Planning board shall provide the Comprehensive Plan consultant with any adopted zoning maps and amendments as there are several under consideration/development.

### **Proposed Amendment to the Zoning Ordinance Section #407.2:**

Rachel said that Shawn, the Zoning Officer, had mentioned that the time restriction is not clearly mentioned in this amendment. She continued that Shawn had also mentioned that job boxes are for industries that need to take materials to worksites and then to bring it back. Retailers add extra storage on the exterior of the property, and he had seen them often leaving it there for the whole year. The other point that Shawn had pointed out is that this amendment requires it to be on the impervious surface area, and it's an issue, because the impervious area is for the parking, and hence the lot coverage would have to be increased. He had suggested using the word "stone pad" instead of the paved surface for these job boxes, and that way the parking area won't be used for these job boxes, as certain number of spaces are required for parking. Mr. DiLorenzo said that if it's just a storage then it's a shed, and if it's not used as a storage, then it's a job box. Mr. Stroyan added that the intent of this amendment is not for storages, it's for the contractors that need their businesses to be mobile, and the language needs to specify it.

### **Public Participation:**

Shahana said that Jayson sends minutes of these workshops, according to the right-to-know law, internal pre-decisional deliberations are exempt from being a public record, and she asked if she should post these minutes on the website. Members suggested forwarding it to the Board of Supervisors, but not posting it on the website. Rachel said that her personal opinion is that transparency is better. She added that the Planning Commission works really hard on something for an extended period of time while the public is completely unaware of it, and when

it's time for the Supervisors to have a Hearing, the public complains that they didn't have an opportunity to act on it. Members said that posting everything might cause public confusion. Rachel said that emails from the Supervisors, Planning Board Members, and Solicitors could be excluded from being posted on the website, but recommendations and advice from the County Planning should be sent to the Township office, and not to the third-party contractors. Members said that only the SALDO update was sent to the author, as it was too voluminous.

Updating the Zoning Map was also discussed. The 1991 map is official, it is in the books, and it could be the base map to work on. The County Planning Office had sent a list of comments, and now those changes will be incorporated to update this map. Pinchot property is low growth, it was discussed to be changed, and then he changed his mind. According to Mr. Magnotta, the Solicitor of the Board of Supervisors, the ordinance is signed, and the map is attached to it, and hence the map doesn't have to be signed to be official. The County has had this map since 1991, and the 1999 zoning changes are being researched. The County will accept all zoning changes if the proof of all changes is forwarded to them, and then they'll make appropriate changes to update the map. Members asked the Secretary to write a letter to the Zoning Officer asking him to provide to this Board the map that he had been using to advise the applicants, and then that map could be the base map. The Zoning map that the Zoning Officer was using didn't show enough details of Mr. Quick's property. The 1986 map has the conservation district, which doesn't exist in the current map, and a hearing was done for changing the conservation district to low growth. Minutes of 1999 show the Zoning change, but not the map change, and more zoning changes were done after 1999.

The Zoning Officer had commented on the first map update that was forwarded to the Board of Supervisors by the Planning Board, and he had said that there were about 100 changes from the map that was currently being used for advising. Half of those changes were made when Hickory Hills was colored by mistake to commercial. Three lots right by Twin Lakes Road were made commercial, and those lot numbers were recorded, but wrong lots were colored as commercial, as the map was not subdivided at that time.

The wellhead and watershed map has nothing to do with commercial, residential, or low growth, the overlay can be on the properties, and not tell which zone it is in. The language of the wellhead protection to be 1,000 feet and that the developer has to verify the distances will have to be added to the ordinance, and thus they will know how it will impact them.

The workshop was adjourned at 9:20 P.M.

Respectfully Submitted

Shahana Shamim

Secretary