UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Workshop Meeting – May 6th, 2026 - 7:00 PM

Minutes

Executive Summary:
The Board of Supervisors workshop focused first on the Big Road conditional use project at 2739 Big Road, where the developer requested guidance on a series of subdivision and stormwater waivers before revising and resubmitting plans. The second major topic was a zoning ordinance cleanup, where the board reviewed and adjusted several use definitions and district permissions, with additional follow-up planned for data centers, commercial solar, and other remaining sections.

Attendance: Chair Bill Landman , Vice Chair Lisa Fischer, William Karaffa (Absent)
Staff Attendance: Manager Aaron Walizer, Solicitor Vicki Kushto, Engineer Norm Urlich

- Call to Order -*Meeting was called to order at 7:00pm*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Executive session announcement – Legal Matter
- Public Comment Period -*None made*

MEETING MINUTES

- Approval of the BOS April 8th, 2026 and April 15th, 2026 Meeting Minutes -*Both minutes adopted with a vote of 2-0.*

BUSINESS BEFORE THE BOARD

- New Business
    - Discussion on Waivers for Big Road Conditional Use Project (Crossroads / Big Road LD)

Big Road Conditional Use Waiver Review:
The applicant, Carl Wiener, explained that the development team had already met with the Planning Commission and Township staff and wanted direction on waiver requests before further redesign work. Jeremy walked through the waiver list item by item so the board could indicate which requests were acceptable, which needed revision, and which should be conditioned on outside agency review.

Waivers 1 and 2: Preliminary and Final Plan Submission:
The board agreed there was no issue with allowing the plan to be treated as a preliminary/final submission process. Lisa said she saw no problem with it and Norm indicated that this is a normal request, so the board was comfortable with the applicant proceeding under that framework favorably reviewing waiver 1 and 2.

Waiver 3: Parking Aisle Width:
The ordinance requires a 25-foot aisle width, but the applicant requested 24 feet to reduce impervious coverage and better reflect typical design practice. After discussion about vehicle movement, emergency access, contractor trucks, and the township's 25-foot standard, the board preferred to keep the ordinance requirement and asked the applicant to revise the plan to meet 25 feet. Norm noted that the plans could be modified to comply, and the board wanted to stay with the current code of 25 feet.

Waivers 4 and 5: Sidewalk and Curbing Along Big Road
The applicant requested relief from sidewalk and curbing along Big Road, noting that sidewalks already exist internally in front of the units and that the main internal drive is a commercial driveway. The board generally agreed that this was more appropriately handled by PennDOT because Big Road is a state road, and they supported deferring to PennDOT's determination rather than forcing township-imposed improvements in that area. The board agreed the requested waiver is okay as long as it applies only to the area limited to the frontage along Big Road.

Waiver 6: Sanitary Sewer Manhole Spacing
The ordinance requires manholes every 250 feet, with up to 300 feet allowed in exceptional cases. The applicant requested a 340-foot span without an additional manhole, arguing that adding another manhole could create more infiltration/inflow risk and that they would increase pipe slope to accommodate the longer run; however, the board preferred the code requirement and said an extra manhole should be installed. Norm emphasized that this is the easiest item for the applicant to comply with, and the board wanted the added cleanout access and maintenance protection denying the waiver.

Waiver 7: Concrete Monuments
The applicant requested a partial waiver to set only four concrete monuments around the perimeter, with the rest remaining iron pins. Board members pushed back strongly, saying concrete monuments are more durable and harder to manipulate than pins. Norm also said monuments are preferable for durability and future boundary reconstruction. The applicant raised the possibility of bedrock or other geologic constraints preventing deeper monument installation, and the board agreed that if a monument cannot be installed due to physical conditions, an alternative may be acceptable. Otherwise, the board wanted concrete monuments used or as close to possible concrete monuments.

Waiver 8: Basin Setback From Structures
The ordinance requires stormwater basins to be at least 50 feet from structures. The applicant explained that this waiver mostly affected underground detention and rain garden facilities, not conventional large basins, and argued the setback language does not clearly fit newer stormwater BMPs. After discussion, the board concluded that underground facilities near the buildings should still

meet the 50-foot setback from structures, and that the applicant should revise the plan to comply. Norm and the board both noted that the requested relief is really limited to whether the design can be reworked, not whether stormwater requirements can be avoided. The Board stated their preference to see a redesign that meets the ordinance and have a further discussions once the design to ordinance is complete.

Waiver 9: Basin Setback From Property Lines

The board distinguished this from waiver 8 and focused on the parts of the site adjacent to open space and the Superior Water area versus the portions near neighboring residential properties, including Ivy Ridge. The applicant asked for relief where the basin and related stormwater features fall closer than 50 feet to property lines, while the board wanted the design to remain protective of adjacent residential neighbors. The board was willing to support relief in the open-space / non-residential edges, but wanted the portions near residential properties to comply with the 50-foot requirement. The discussion also touched on the fact that above-ground basins might raise fencing or screening questions, which are better handled in the planning process or through landscaping for visual and physical barriers.

Waiver 10: Outlet Structure Freeboard

The ordinance requires a minimum separation between the outlet structure and the crest of the emergency spillway. Norm explained that the purpose of this standard is to preserve emergency freeboard and prevent stormwater from being routed through the top of the principal spillway. He said the township has granted this waiver before and that it does not affect the functioning of the basin, only how the basin could be configured. The board was comfortable with the requested adjustment so long as the design does not route storm flow through the outlet structure in a way that defeats the emergency spillway protection.

Waiver 11: Cut Slope Setback From Property Lines

The applicant said the initial design was based on a different grading setback provision and that the relevant issue appeared to apply only to cut slopes, while the site mostly has fill slopes. Norm indicated he did not think this waiver would likely be needed, and the board was comfortable leaving it unresolved pending further design work. The applicant said the plan could likely be adjusted later if necessary.

Waiver 12: Pipe Material

The ordinance requires reinforced concrete pipe (RCP), while the applicant requested HDPE pipe for most of the internal storm sewer system, excluding basin outfalls where concrete would still be used. After discussion about durability, cost, maintenance, and future water-quality concerns, the board preferred to stay with the ordinance requirement and asked the applicant to use RCP. The board said that if the code is going to require it, they want the plan to follow the code rather than seek a waiver.

- Old Business
    - Discussion on Use Regulations – Zoning Regulations
        i. Pages 84 to 149 – Wireless Communications to Mobile Home Park

After the waiver discussion, the board moved to zoning ordinance revisions. Aaron explained that many of the highlighted changes were cleanup items, while the board focused on whether to remove or reclassify certain uses and whether the proposed changes fit the township's broader planning goals.

Accessory and Residential Use Updates

The board agreed to make accessory and housing-related changes across the zoning districts, including permitting accessory dwelling units more broadly and adjusting standards for bed-and-breakfast uses, family childcare homes, and home-based businesses. The board also supported deleting single-family detached dwelling permission in R-40, since it was not intended there due to lot-size limitation concerns, while leaving other residential classifications in place where appropriate.

Mobile Home Parks

One of the more substantial zoning discussions concerned mobile home parks. The board decided to remove mobile home parks from the residential districts and leave them only as a conditional use in the I district. This followed a discussion about the township's existing mobile home park district, whether it should remain in the code, and who should control the decision process if a proposal ever came forward. The board ultimately chose conditional use in the industrial district rather than special exception, since that keeps the decision with the Board of Supervisors rather than the Zoning Hearing Board.

Other Use Table Changes

The board also supported removing or reclassifying a number of outdated or undesirable uses, including kennels, residential conversions, adult uses, surface mining and quarrying, heliports, and certain other entries. The applicant and staff explained that some of these uses had already been reworked elsewhere in the ordinance or were no longer relevant. The board also discussed artisanal production/retail manufacturing and automobile service limited, and generally leaned toward aligning those uses with the areas where they make the most sense.

Removed and Replaced Items

There was clarification that the non-commercial satellite antennas section had been rewritten in a separate document, and that a number of uses were being removed from the current section because they were either relocated, redundant, or no longer desired in the township code. The board was told that some future additions would be brought back for review in a later workshop, including data centers and commercial solar, before the ordinance is finalized.

Final Discussion

The board was comfortable with moving forward on the ordinance revisions discussed, but not yet for advertisement. The plan was to incorporate tonight's changes, review an additional sections later, and then bring back a complete document for a final consistency check before any public advertising or enactment steps.

UPCOMING MEETINGS

Board of Supervisors Business Meeting – 05/13/2026 at 7:00 pm

Park and Rec Board – 5/19/2026 at 7:00PM
Planning Commission – 5/21/2026 at 7:00PM
Open Space Committee – 5/21/2026 at 7:00pm
Board of Supervisors Workshop Meeting –6/03/2026 at 7:00pm

The meeting ended with confirmation of upcoming township meetings and a reminder that the next workshop will continue the remaining ordinance sections.

ANNOUNCEMENTS

None

Adjournment -*Meeting Adjourned at 8:45pm*

ATTEST:

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Aaron Walizer, Manager

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

Signed Copy On Record
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William Landman, Chairman

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Elizabeth Fischer, Vice Chairman

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William Karaffa, Member