



TO: Christopher Garges, Township Manager
FROM: Zachary Zubris, Director of Planning & Zoning
DATE: August 27, 2026
SUBJECT: August 2026 Planning & Zoning Report

Dear Chris:

The purpose of this memo is to provide a transparent look into Department activities during August of 2026, including activities for Planning, Zoning, Permitting, Code-Enforcement, Land Preservation, Sustainability, and associated Township committees. Below is a summary of these activities:

Permitting (Thru 8/27/26)

Residential Construction/Swimming Pool Permits

- 32 New Residential Construction/Swimming Pool permit applications received.
- 19 permits issued.
- \$48,196.50 in fees charged for issued permits.

Commercial Construction Permits

- 2 New commercial construction applications received.
- 5 permits issued.
- \$6,981.75 in fees charged for issued permits.

Zoning Permits

- 14 New Zoning permit applications received.
- 11 permits issued.
- \$1,550.00 in fees charged for issued permits.



Grading/Stormwater Management Permits

- 1 new Grading/Stormwater Management application received.
- 10 revised grading submissions received.
- 3 foundation as-built plans received.
- 2 final as-built plans received.
- 1 road occupancy permit application received.
- 1 special escrow received.
- 1 floodplain permit application received.
- \$2,700.00 in grading escrow/filing fees collected.
- 1 special escrow received.
- \$2,250.00 in stormwater capital fund exemption fees collected.

Inspections

- Permit Specialist scheduled 1 electrical inspection from 2024 and 1 final building inspection from 2023.
- Permit Specialist and Director of Planning & Zoning met with New Britain Township here at the township to demonstrate Solebury Township's online permit portal and permit process, how we utilize Traisr, fire inspections and going paperless. They were very appreciative for our time, our explanation and were very impressed with how advanced and organized Solebury Township is in this process.
- 88 inspections completed by Barry Isett & Associates.
- Permit Specialist collected \$1,026.00 in re-inspection fees for failed inspections.
- Permit Specialist met with mentor.
- Permit Specialist working on closing old grading permits, residential and commercial permits and arranging inspections for Barry Isett that have never been scheduled.

Fire Inspections

- 3 fire inspections were conducted for Use and Occupancy / Life Safety for commercial businesses.
- A meeting with Stan Cywinski, Rickey Delmore, and Fire Chiefs will be held in September to discuss plans to provide more outreach to commercial entities in the coming months to obtain compliance.

Certificates of Occupancy and Certificates of Approvals

- 6 certificates of occupancy and 7 certificates of approvals were issued:
 - 3 from 2026, 1 from 2025, 3 from 2024, 3 from 2023, 1 from 2022, 1 from 2021 and 1 from 2016.

Property Complaints

- 1 new complaint. 1 letter sent. Violations include the following:
 - Bamboo encroachment (Phillips Mill Road- Lake Solebury)
 - Letter sent. Spoke with the homeowner.
- Township attended Injunction/Contempt hearing pertaining to the High Road Refuse and Recycling Facility on August 26, 2026. Staff was assisted by the Police Department to collect photographs and vehicle data. 90 additional days were granted by the Court to clean up the property.

Historical Architectural Review Board

- Meeting cancelled for August 3, 2026.
- Next meeting September 10, 2026.
 - HARB Application for 2590 River Road - Phillips Mill Inn (Stucco front and side facades and Cottage roof renovations) - Pending
- Applications:



- o Phillips Mill Inn RRIK - Stucco front & Side facades - Denied
- o Phillips Mill Inn RRIK - Replace storm door - Approved

Comprehensive Plan Committee

- The committee is reviewing final edits to the final draft of the plan. It is scheduled to be reviewed by the Planning Commission at its 9/28/26 meeting.

Miscellaneous

- Staff met with New Britain Township representatives on 8/10/26 to provide a demonstration on how Solebury conducts permitting using the online portal.

Planning & Preservation

Land Preservation Committee

- Meeting held on August 20, 2026.
 - o LPC Motion to make an offer at 70% of the appraised value to purchase a Conservation Easement on the confidential property identified as #168.
 - o LPC to present motion at BOS executive session on 9/1/26.
- The next meeting is scheduled for September 17, 2026.

Planning Commission

- Meeting held August 24, 2026.
 - o 27SP LLC Minor Subdivision to return with revisions (October).
 - o PC made a motion to approve the Richardson Lot Line Change Plan with revised waiver list.
 - o PC made a motion to approve the Solebury School Amended Final LD Plan with conditions and partial waiver on the tree replacement requirements.



- o Acceptance of complete applications for New Cartwheel Partners - Heritage Senior Living Amended Final Plan and Conditional Use.
- The next meeting is scheduled for Monday, September 28, 2026. Agenda items to include:
 - o Canal Side Properties LLC Conditional Use and Waiver of Land Development, Sharon Conditional Use, New Cartwheel Partners - Heritage Senior Living Amended Final Plan and Conditional Use, Planning Module (6584 Cuttalossa Road), and the Township Comprehensive Plan review.
- Active LD/Subdivision/Misc. Projects:
 - o New Hope Development Group LLC Minor Subdivision.
 - o Fountainhead at Solebury Preliminary LD and CU (Resubmission to PC in September?).
 - o Windy Bush Road Sketch Plan.
 - o Ferry Wash Sketch Plan.
 - o Canal Side Properties, LLC Conditional Use and Land Development Waiver.
 - o 27SP LLC - Ingham Road Preliminary Minor Subdivision and Planning Module.
 - o Richardson Lot Line Change: 305 Joshua Lane and 4001 Street Road (to BOS).
 - o Solebury School Amended Final LD Plan (To BOS).
 - o New Cartwheel Partners Amended Final Plan and Conditional Use.
 - o Orchard Meadows Estates (Resubmission to BOS).
 - o Sharon Conditional Use.
 - o Planning Module (6584 Cuttalossa Road).

Zoning Hearing Board

- Meeting held August 12, 2026. Two applications reviewed:
 - o Approved - 6436 Meetinghouse Road, LLC.
 - o Approved - Sharon (7189 Center Bridge Road).
- The next meeting scheduled for September 9, 2026 is canceled (no applications).

Zoning Ordinance Text Amendments

- Farm Worker Ordinance - Adopted.
- Warehouse/Data Center Ordinance - Adopted.
- Nonconformities Ordinance Amendments - Refining final draft.
- Well Ordinance - Pending.
- Lighting Ordinance - Adopted.
- Deer Fence - Adopted.

Right-To-Know

- Staff received and processed 25 RTK requests in August.

Miscellaneous

- Staff met with the Attainable Housing working group to discuss the community survey draft.

Sustainability

Sustainability Consultant (EvolveEA)

- The Sustainability Specialist concluded her work with EvolveEA in August 2026 upon receiving the final Energy Implementation Work plan (EIW).
- Deliverables will be reviewed internally and by the EAC before being presented to the BOS.



Student Engagement

- Senior Penn State student (and Solebury resident), Ellie Brown, concluded her internship with the Sustainability Specialist on August 27th, 2026.
- The Sustainability Specialist will continue working with Penn State students to outline next-steps for the strategies outlined in the EIW.

Rooftop Solar Project for PW Garage and Salt Shed

- Construction is complete—awaiting final interconnection and PTO from PECO.
- Next steps: activate system + monitoring, submit Federal Tax Credit forms, engage SREC trading consultants.

Adopt a Township Road (AATR)

- 1 interest form submitted in August—pending receipt of completed documents.
 - Parks & Recreation Board to adopt Laurel Rd.
 - Christopher Savage & Co. to adopt Comfort Rd.
- A total of 9 groups are formally registered.
- A total of 17 Township roads have been adopted.

Lighting Ordinance

- BOS authorized adoption on August 18th, 2026.

Grant and/or Community Designation Programs

- DVRPC Grant Status: \$100,200 was awarded on April 27th, 2026. The contract has been issued and signed by all parties. Draft RFP has been received from consultants and is currently under internal review.

Township Website

- The Sustainability Specialist continues to work with Township staff to refine the new website and upload videos and materials.



Events

- No sustainability events took place in August 2026.

Environmental Advisory Council (EAC)

- The August 2026 EAC meeting was canceled.
 - o The gasoline-powered landscaping equipment forum will take place on Thursday, October 29th, 2026, at 6pm in the Township Building.
- The next EAC meeting will be held on Tuesday, September 8th, 2026, at 7:00pm.

Energy Transition Committee (ETC)

- The Sustainability Subcommittee (SSC) was renamed to be the Energy Transition Committee (ETC).
- The next ETC meeting will be held virtually on Friday, September 25th, 2026, at 9am.

Lake Solebury Advisory Committee (LSAC)

- First LSAC meeting will take place on Wednesday, October 21st, 2026, at 6PM (location TBD).
- Subsequent meetings will take place on the third Wednesday of each month at the Township Building.
- Starting time for subsequent meetings TBD by the committee at the first meeting.



If you have any questions or require additional information, please let us know.

Sincerely,

Zachary J. Zubris
Director of Planning & Zoning
Zoning Officer/Code Enforcement
Officer

John Ives
Planning & Zoning
Administrator

Kate Robeson-Grubb
Sustainability Specialist
EAC & SSC Administrator

Debra McFadden
Permit Specialist