

# CITY OF BETHLEHEM

## Department of Community and Economic Development Interoffice Memo

**TO:** Robert Donchez, City Council President  
**FROM:** Darlene L. Heller, Director of Planning and Zoning  
**RE:** Zoning Text Amendment  
Amending Article 1325 – Notice of Hearing

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The Planning Commission reviewed the above-referenced draft amendment at its October 9 meeting.

Our office recommended two minor revisions - one to the text amendment and a related increase in zoning appeal fees. First, because some zoning appeals can be extremely minor in nature and notice to people beyond abutters would be unnecessary, we recommended that *for existing single family homes that are owner occupied notice would continue to be to persons whose properties adjoin and face on the same street at the property in question and the Planning Commission.*

Second, since the substantial amount of additional notices will create an increase in administrative costs and time, our office recommends an increase in zoning appeal fees as described in the attachments. The recommendation also includes removing the fees from the ordinance and passing them by resolution (as attached) as we do with all other permit fees.

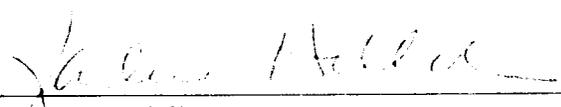
The Planning Commission voted 4 to 0 to recommend that City Council approve the ordinance and resolution with the minor revisions proposed.

This amendment is scheduled for a public hearing at your October 21 meeting.

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**CC:** City Council members  
Mayor Callahan  
T. Hanna  
J. Spirk  
J. Lezoche  
T. Samuelson  
C. Bartleson  
S. Spadoni

DATE: 10/16/08

  
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Darlene L. Heller  
Director of Planning and Zoning

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