



City of BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

BUREAU OF PLANNING AND ZONING

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August 26, 2020

Jeffrey Gross
Form Space Design
719 N. New Street
Bethlehem, PA 18018

RE: (20-001 Sketch Plan Review) – 20080002 – NE Corner of Selfridge & Jackson – 405 Selfridge Street, 406 Jackson Street and 412 Jackson Street -SKETCH PLAN REVIEW – Zoned RT, Ward 4, plan dated August 3, 2020.

Dear Mr. Gross:

Comments regarding the Site Plan Review requirements specified in Article 1322.01 and 1322.02 of the Zoning Ordinance (attached), Design Guidelines for the RT District found in Article 1311, and the Sketch Plan requirements found in Section 1345.03 of SALDO are as follows:

The above-referenced plan has been reviewed by the appropriate City offices. Per Zoning Ordinance Sections 1311 (Design Guidelines for uses in the RT Zone) and 1322.02.a.1 and 3 (Site Plan Review for projects determined to have a significant impacts upon an adjacent neighborhood), the Planning Commission may recommend conditions of approval that should be considered by the Planning Commission during land development approval . . . because of the considerable impacts that these land uses may have upon the community. The plan review is intended to emphasize layout, traffic and neighborhood compatibility issues, as opposed to engineering details required under any later land development plan process.

The applicant proposed to demolish 3 single family detached dwellings currently on the site, consolidate the 3 lots into one single lot, and construct 3 sets of 3 townhouses each for a total of 9 townhouse dwelling units on a 22,000 sf lot. Eighteen (18) off street parking spaces will be provided at rear off Jackson Alley. The dwelling units will be 2 ½ stories, contain front porches and 5 bedrooms each. The lot is wooded and contains slopes, but it appears all slopes are manmade. No curb or sidewalks exist on Selfridge or Meade Streets.

Some of the main purposes of the Site Plan Review process is to emphasize neighborhood compatibility issues and traffic. Since the dwelling units contain 5 bedrooms and a large study, it is presumed that the intended use is Student Housing. By ordinance, there is sufficient off street parking (2 spaces per dwelling unit), but tenants could have his or her own car while attending college. Although the proposal generally complies with all dimensional zoning requirements, the applicant should also address how the additional vehicles will affect the neighborhood on street parking situation. It is highly recommended that a dumpster be provided to handle garbage and recycling.

General review comments for consideration are as follows:

ENGINEERING

Public Works - Engineering

1. Right-of-Way information shall be shown for all streets. The breakdown of ROW is as follows:
 - a. Selfridge Street – 60' (10' – 35' – 15')
 - b. Meade Street – 60' (15'-30'-15')
 - c. Jackson Street – 20' (3'-14'-3')
2. Curb is required along all frontages. A warrant of survey will be required from the City's Engineering Bureau for layout of the curb. Curb shall be installed at the ROW offsets indicated above.
3. Sidewalk is required along both the Selfridge Street and Meade Street frontages.
4. Existing and proposed areas of impervious coverage shall be shown.
5. In accordance with Ordinance No. 4342, at the time of a request for a building permit or at the execution of the developer's agreement, a sanitary sewer tapping fee of \$2,527 per EDU will need to be paid. The total amount will be determined when a sanitary sewer facilities planning module application is submitted. A cover letter, describing the project, and a utility plan shall be included in the planning module submittal. Please note that building permits cannot be issued until the Planning Module is reviewed and approved by the Pennsylvania Department of Environmental Protection.
6. An Erosion and Sediment Control Plan will be required for the City's review.
7. Ward and Block information is required to be shown on the plans. The project is located in Ward 4 Block 13A.
8. Addresses for the proposed units will be assigned during a future plan submission.
9. This sketch plan lacks much of the information necessary for a thorough engineering evaluation and has been reviewed only for general conformance to City of Bethlehem standards to the extent permitted by the limited detail provided. Additional comments will be provided when a more detailed plan is submitted for review.

Public Works – Traffic Bureau

1. Actual roadway widths shall be shown.
2. Roadways shall be widened to appropriate widths per ordinances.
3. Indicate if vehicles exiting the 3 spaces on Jackson Street can back out without hitting the curb on the opposite side of the street.

Public Works – Forestry

1. Submit a landscape plan with credit calculations included.

RECYCLING

1. Plan submitted does not provide any details on how property owner will maintain recycling and trash services. Property owner should provide specific details such as:
 - 1) **RECYCLING:** Indicate if they will utilize City of Bethlehem provided curbside recycling services or use a private hauler. If private hauler:
 - a) Plan should illustrate exact location of where recycling materials will be stored and/or collected. Specific type of container(s), number of containers & service frequency for recycling materials.
 - b) Utilizing private hauler will not exonerate the property owner from paying the \$17.50 per quarter, per unit Recycling Fee.
 - 2) **TRASH:** City of Bethlehem DOES NOT provide trash services and residents/property owners are able to choose their own hauler for these services.
 - a) Plan should illustrate exact location of where trash materials will be stored and/or collected. Specific type of container(s), number of containers & service frequency for trash materials.

ZONING

1. Revise porch locations (flip locations) for the three units at the corner of Selfridge and Meade Streets, thereby allowing for porches with roofs on each unit, while maintaining the clear sight triangle.

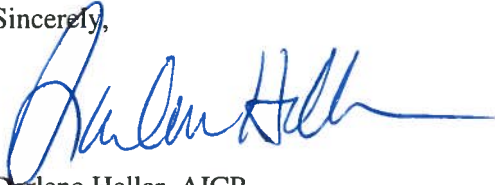
2. 1322.02(d)(1) Natural Features. Ref. 1311.04(c) & 1318.28, identify existing vegetation and trees.
3. 1322.02(d)(3) Parking and Circulation. Ref. 1319.03(g), indicate separation. Provide adequate barriers.
4. Provide more specific grading and elevations for each townhouse building to determine if exposed basement walls render the buildings 3 stories.

GENERAL

1. A recreation fee of \$1500 per dwelling unit shall be paid prior to finalizing the Developers Agreement.

This plan will be considered at the September 10, 2020 Planning Commission Meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darlene Heller", with a long horizontal flourish extending to the right.

Darlene Heller, AICP
Director of Planning and Zoning

Cc: M. Dorner
A. Rohrbach
T. Wells
C. Peiffer
D. Shaffer
M. Halbfoerster
Eray Donmez, Lady Mohawk, LLC

Enclosure

ARTICLE 1322
ADDITIONAL REQUIREMENTS FOR SPECIFIC USES

1322.01 Purposes

This Article lists additional requirements for certain uses that are either permitted by right or special exception uses.

1322.02 Procedure for Uses Required to Undergo Planning Commission Site Plan Review

(a) Applicability.

(1) A Site Plan shall be submitted to the Planning and Zoning Bureau for review by City Staff. The plan may be forwarded to the City Planning Commission where the matter involves one or more of the following:

- (i) Another section of this Ordinance requires a City Planning Commission site plan review.
- (ii) The project will involve a special exception application or use variance for a new principal non-residential or multi-family building.
- (iii) The project will involve the addition of 10 or more off-street parking spaces.
- (iv) The project will involve 10,000 square feet or greater of new principal non-residential building space.
- (v) Other projects that the Planning Bureau Staff determine may have significant impacts upon an adjacent neighborhood.

(2) Such site plan shall be submitted to the Zoning Officer at the same time as an application is made to the Zoning Hearing Board for such matter. Whenever feasible, such review should occur prior to a Zoning Hearing Board hearing on such matter.

(3) The City Planning Commission may then forward its review to the Zoning Officer, including comments for use in preparing any Zoning Hearing Board notice. The Planning Commission may recommend conditions for approval that should be considered by the Zoning Hearing Board and/or may recommend disapproval. This provision is set forth because of the considerable impacts that these land uses may have upon the community. The plan review is intended to emphasize layout, traffic and neighborhood compatibility issues, as opposed to the engineering details required under any later subdivision or land development plan process. This process enables both the City and applicant to uncover any matters which may impact feasibility.

(b) The applicant shall submit an accurate site plan showing existing and proposed development for review by the City Staff and the City Planning Commission. This review process should occur prior to formal review of a subdivision and land development plan.

(c) Procedure.

(1) Site plans are not required at this stage to be a fully engineered land development plan. Site Plans shall include the following information:

- (i) A statement as to the proposed use of the building or land.

- (ii) A site layout drawn to a scale of not less than one inch equals 50 feet showing the location, dimensions, and height of proposed buildings, structures, or uses and any existing buildings in relation to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property.
 - (iii) Proposed parking areas, aisles and vehicle access points onto streets.
- (d) Plan Review Criteria. The City Planning Commission shall use the following criteria when reviewing all sketch-type plans:
 - (1) Preservation of Natural Features. Insofar as practical, natural features on the site shall be preserved. See Articles 1316, 1317 and other natural feature provisions.
 - (2) Building Arrangement. Elements of the site plan shall be harmoniously and efficiently organized in relation to existing desirable trees, topography, views within and beyond the site, the size and shape of the site, the character of adjoining property and the size of the buildings.
 - (3) Access, Parking and Circulation. With respect to vehicular and pedestrian circulation, special attention shall be given to location and number of access points to public streets, width of interior drives and access points, on-site circulation, separation of pedestrian and vehicular traffic, and arrangement and location of parking areas. The need for adequate signalization, channelization, and other traffic control measures shall be given consideration.
 - (4) Utilities. Electric and telephone lines shall be underground where practical. Any utility installations remaining above ground shall be located so as to have a harmonious relation to neighboring properties and the site.
 - (5) Special Features. Setbacks, buffer yard and other screening methods shall be carefully considered to minimize the visual effect of exposed storage area, exposed machinery installations, service areas, truck loading area, utility buildings and structures, and similar accessory areas and structures.

1322.03 Additional Requirements for Certain Uses.

The following uses shall meet the following additional requirements, in addition to all other applicable requirements. Where this Article and another provision of this Ordinance apply to the exact same matter, the provision that is most restrictive upon development or use shall apply. See also the Site Plan Review Criteria in Section 1322.02.

- (a) Adult Day Care Center.
 - (1) Shall be fully licensed by the State, if required by the State.
 - (2) Shall include constant supervision during all hours of operation.
 - (3) Shall not meet the definition of a "treatment facility".
- (b) Adult Oriented Establishments and Massage Parlors.
 - (1) Purposes - To serve the intent and respond to the findings provided in Title 68, Part II, Subpart E, Chapter 55 of the Pennsylvania Consolidated Statutes, as amended, which are hereby included by reference. To serve the overall objectives of this Ordinance, and the following purposes: