



CITY OF BETHLEHEM

BUREAU OF PLANNING AND ZONING

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

Phone: 610-865-7088

Fax: 610-865-7330

TDD: 610-865-7086

September 4, 2020

C J Bock, P.E.
Bohler Engineering PA, LLC
1600 Manor Drive, Suite 200
Chalfont, PA 18914

RE: (20-001 Site Plan Review) – 20060002 – 774 – 784 Hellertown Road – SITE PLAN REVIEW –
Zoned CL, plan dated June 10, 2020.

Dear Mr. Bock:

The above-referenced plan, cover letter from Bohler Engineering, and the Site Plan Review Procedure (Sec. 1322.02) have been reviewed by the appropriate City offices. Per Zoning Ordinance Section 1322.02(a)(3), Site Plan Review, the Planning Commission may recommend conditions for approval that should be considered by the Zoning Hearing Board . . . 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.

One of the major concerns regarding the subject plan is the construction of the project in a floodplain. Approval from the City's Floodplain Administrator and the PA Department of Environmental Protection must be obtained prior to reviewing the Final Plan. Since this property is located in a floodplain, efforts must be taken to reduce the overall impervious surface, including reduction of the parking space dimensions from 10 by 18 to the city's requirement of 9 by 18, reduction of the number of excess parking spaces described in the general comments below, and the installation of pervious paving in the floodplain.

Other major concerns include the need to obtain a use variance in the CL zoning district, the request to install a billboard along a street that specifically prohibits billboards, and the need for relief from many of the Design Guidelines stipulated in Article 1311.

General review comments for consideration are as follows:

ZONING

1. 1305.01(b) Gas Stations with a retail store are prohibited in the CL Zone. A use variance for the Gas Station is required.
2. 1306.01(b)(2)(b), 1311.08(a) Parking is prohibited between front lot line and front of principal building.
3. 1306.03(a) Dumpster enclosure may not encroach into the yard setback.
4. 1311.06(a)(b) We strongly encourage decorative sidewalks and crosswalks on landscaping plan or site plan.
5. 1311.06(c)(e), 1311.10(h) Consider swapping the building and fueling area to orient the structure toward the corner and create a pedestrian entry plaza. Section 1311.06.e requires the main pedestrian entrance to face Hellertown Road. Section 1311.10.h stipulates new buildings shall have outward street orientation with entrances

and windows relating to the street. The Hellertown Road façade view, which is the main frontage, does not contain a public entrance.

6. 1311.07, 1320.09(a)(2)(ii) Provide sign details in a separate submission.
7. 1311.08(b) Consider relocating ingress / egress to Millside Drive, since no vehicle driveway is permitted to enter/exit an arterial street.
8. 1311.08(c)(e), 1318.23, 1318.28, 1319.02(j) Provide existing/proposed landscaping plan to determine compliance.
9. 1318.25 Provide lighting plan.
10. 1319.02(o) Provide bicycle parking.
11. 1320.09(a)(3)(iii) The area of a freestanding sign shall not exceed 50 SF; the proposed size is 102 SF. Directional signs shall not exceed 6 sf; 6.25 sf is proposed. The proposed sign package will be reviewed separately from the Land Development proposal.
12. We are in receipt of the billboard details, including size and dimensions of the existing and proposed billboard. The existing billboard is deemed to be a non-conforming structure/ sign, Ref. 1302.88. Furthermore, off-premise signs are prohibited on Hellertown Road, Ref. 1320.09(b)(3)(ix). Any proposed modification thereof, including relocation and removal, shall be deemed to be an abandonment of the nonconformity, Ref. 1323.05 and 1323.06. Any proposed relocation and/or reconfiguration shall require a use variance from the Zoning Hearing Board, Ref. 1325.06.
13. 1322.03(v) Provide fuel canopy details. The maximum height permitted is 20' for a canopy; 29.2' is proposed. Recessed lighting is also required for fuel canopies.
14. 1311.05(f) Loading docks are prohibited from being visible from a street.
15. Provide existing slope information to determine compliance.

ENGINEERING

1. A Stormwater Management Report is required and shall be submitted to the City for review.
2. In accordance with Ordinance No. 4342, 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.
3. Existing sanitary sewer connections shall be capped. This must occur prior to demolition. Capping permits are required from the Engineering Bureau.
4. An Erosion and Sedimentation Control Plan is required and shall be reviewed by NCCD/PaDEP. A copy of the NPDES Permit will be required.
5. All proposed utility connections shall be shown.
6. Curb and sidewalk is required along the entire property frontage. Curbing does not currently exist along the Commerce Center Blvd Extension. If new curbing is not proposed, the developer must request a deferral from the Director of Public Works.
7. City standard curb and sidewalk details shall be shown. These details shall be used for all curb and sidewalk proposed to be installed within the City Right-of-Way.
8. Details of all ADA ramps at driveways must be submitted for review and approval.
9. Highway Occupancy Permits from PennDOT will be required for all proposed work within the Hellertown Rd/412 PennDOT right-of-way. Copies of all approved HOP's shall be submitted.
10. A lot consolidation plan is required. Once lots are consolidated, the address of the new lot shall be 770 Hellertown Rd.
11. The following notes are required on the plans:
 - a. The maintenance of storm water facilities shall be the owner's responsibility. The owner's deed, and the deed to any subsequent owner, shall note that the owner shall accept the maintenance responsibilities. The City of Bethlehem shall be permitted to inspect the storm water facilities on at least an annual schedule to ensure that any necessary corrective work is performed in a timely manner.

- b. By submission of these plans the engineer on record certifies that these plans are in complete conformance with the City of Bethlehem Storm Water Management Ordinance.
- c. In order to maintain continuity between plan revisions, any changes to a previous plan submission shall be flagged with a triangle. Any changes not flagged may be considered not approved. Flagged changes shall be referenced to the appropriate revision date in the revision block.
- d. Accurate as-built plans shall be kept up to date during the construction process. At the completion of the project record drawings shall be developed from the as-built plans and submitted to the City Engineer's Office. All final drawings shall show North American Datum (NAD) 1983 State Plane Coordinates in feet (Pennsylvania South, FIPS Zone 3702) and the digital file shall be in State Plane Feet Coordinates as applicable. The hard copy of the record drawings shall be in the form of a Mylar copy. The engineer of record shall certify (i.e. P.E. stamped and signed) that the record drawings comply substantially with the approved plan and that they conform to industry standards. All digital files shall reside on PC compatible CD Rom containing the digital representation of the final plan as presented on the twenty-four (24) inch by thirty-six (36) inch sheets. The digital map shall be AutoCAD compatible. All layers included in the digital maps shall be the standardized layers prepared and utilized by the City of Bethlehem to ensure compatibility with the City's existing CAD standards and as described in Appendix A of the City's Subdivision and Land Development Ordinance.
- e. Prior to any work within the Right-of-Way, permits must be obtained from City Engineering Office.
- f. Detail of retaining wall is required. A note shall be added to the plan stating the design and details of the retaining walls, certified by an Engineer experienced in the design of retaining walls and licensed in the State of Pennsylvania, will be submitted to the City for review and approval.

Public Works – Traffic Bureau

- 1. The applicant is currently in the process of a PennDOT HOP Review, which the City has been involved in. The driveway onto SR412 will be a right-in / right-out only, there will be additional lanes added to Commerce Center Boulevard Extension, and other improvements to accommodate the additional traffic from this development. The applicant shall continue to copy the City on all correspondence to and from PennDOT.
- 2. The applicant shall pay particular attention to pedestrian access and the installation of sidewalks.
- 3. Other comments will follow with a full plan review.

Public Works – Forestry

- 1. Submit a landscape plan with credit calculations included.

GENERAL

- 1. Since 31 parking spaces are required and 55 spaces are provided (over 75% more than the required amount are provided). We suggest reducing the number of parking spaces on the site for the following reasons:
 - a. Those spaces between the front of the building and the gas canopy along Hellertown Road violate the design guidelines as stipulated in Section 1311.08.a.
 - b. All 16 parking spaces adjacent to the gas pumps can be considered valid parking spaces since they are used for off street parking while patrons fill their gasoline tanks.
 - c. We strongly suggest the excess spaces be held in reserve and only get installed for the operation of the store/gas station warrants their installation.
 - d. The property is located in a Flood Zone and every attempt shall be made to minimize the amount of impervious surface located on this large lot.

In accordance with Article 1322.03.a.3, we recommend that these comments be forwarded to the Zoning Hearing Board along with the applicant's Zoning Variance Appeal application.

This plan will be placed on the September 10, 2020 Planning Commission agenda. All applicants shall be present and applicants are encouraged to bring colored site plans and elevations on boards to the meeting.

Sincerely,



Darlene Heller, AICP
Director of Planning and Zoning

Cc: M. Dorner
A. Rohrbach
T. Wells

C. Peiffer
D. Shaffer
N. Athanasiou

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: