



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

BUREAU OF PLANNING AND ZONING

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August 8, 2025

Macada Partners
David Ronca

RE: **(25-004 Sketch Plan Review) – 25060005 – 1625 GLENWOOD STREET – SKETCH PLAN REVIEW – Ward 15, Zoned RT, plans dated June 23, 2025.**

Dear Sir,

The above-referenced plan has been reviewed by the appropriate City offices. A Sketch Plan lacks much of the information necessary for a thorough 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.

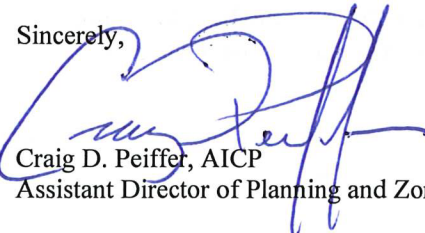
At this point we offer the following sketch plan comments:

1. Zoning Relief. The Applicant shall submit an Appeal Application to the Zoning Hearing Board for a reduction of the minimum required off-street parking, twenty-seven (27) spaces required, twenty-three (23) spaces proposed.
2. The existing neighborhood context adjacent to the subject parcel includes single-story, single-family detached dwellings (ranch homes). Nearby neighborhood context includes ranch homes and split-level homes. The existing topography is ostensibly flat.
3. To minimize the visual impact of the proposed three-story structure with a hipped roof, the applicant should consider garden-style apartments for the ground floor and/or change of façade materials and additional façade details, e.g. use the same material (stone) across the entire first floor, with a transition to the upper floors (siding) and a continuous ledger board to separate the second floor from the third floor.
4. The façade fronting Glenwood Street should have the appearance of a front façade and be reflective of the materials and details proposed for the Clermont Street façade. In order to provide balance and continuity, it is also suggested that the parking lot façade be reflective of the Glenwood Street façade.

Additional comments to be addressed at the Land Development Plan review stage are attached.

This plan will be placed on the August 14, 2025, Planning Commission Agenda. Please let us know who will be attending in person. As a sketch plan submission, no formal action is required from the Planning Commission, but since this plan qualifies for Site Plan review, Ref. 1322.02(a)(1), then they may make recommendations to the Zoning Hearing Board, as applicable, regarding the plan.

Sincerely,


Craig D. Peiffer, AICP
Assistant Director of Planning and Zoning

C. Basel Yandem
Georffrey Karanja
Cathy Fletcher
David Taylor

Craig Baer
Ryan Knause
Olivia Teel

Robert Taylor
Greg Cryder
Mike Halbfoerster

James Preston, Esq.
Broughal DeVito

Enclosures

Additional Comments Related to the Overall Land Development

PUBLIC WORKS

Stormwater Engineering

1. Existing and proposed impervious coverage areas shall be shown on the plan. A stormwater fee may be charged for an increase in impervious coverage.
2. A stormwater management report shall be submitted to the City and to the LVPC, as the existing conditions are mostly pervious, and there will be greater than 10,000 SF of new impervious coverage. A copy of the LVPC review letter shall be submitted to the City.

Sanitary Engineering

1. In accordance with Ordinance No. 4342, at the time of execution of the developer's agreement, a sanitary sewer tapping fee of \$2,527 per EDU shall 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 (PaDEP).

Miscellaneous Engineering

1. Existing and proposed features, including, but not limited to, utilities and trees, shall be shown on separate plans.
2. Existing and proposed lot monuments/iron pins shall be shown on the plan.
3. Sidewalk shall be installed in accordance with City Standards along the entire property frontage on Glenwood Street and Clermont Street. The property owner shall obtain a warrant of survey to establish lines and grades in connection with the construction of curbs and sidewalks. A fee will be charged for the warrant of survey; Ref. Article 909.04 of the Ordinance.
4. Handicap ramps shall be designed and installed at the corner of Glenwood and Clermont Streets.
5. Prior to any work within the Right-of-Way, permits shall be obtained from the City's Engineering Office.
6. The following notes are required on the land development plans:
 - a. 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.
 - b. 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.
 - c. 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.

Electrical

1. Provide exterior building, parking lot and sidewalk lighting with mounting heights and photometric foot candle diagrams.

Traffic

1. Submit trip generation calculations for the plan, so that it can be determined if a traffic study is required per the SALDO, Section 1347.14.
2. Submit plans showing signage added to the site, including a stop sign added to the exit of the driveway for the parking lot.

3. There are 7 on-street parking spaces identified on Clermont Street, between Keystone Street and Jefferson Street. However, there is a similar cut in the road between Jefferson Street and the private driveway to the North. Clarify if this area is intended to have on-street parking as well?

Forestry

1. Submit a landscape plan with requirement calculations. Landscaping shall include, but is not limited to, replacement trees, street trees, parking lot trees, buffer plantings and foundation plantings.

FIRE

The City of Bethlehem Fire Department currently enforces the 2018 Edition of the International Fire Code in its entirety including Appendices, with local amendments, as adopted in Article 1501 of the Codified Ordinances of the City of Bethlehem, Ordinance 2022-15.

A condensed version of Article 1501/Ordinance 2022-15 listing the common items that affect Land Development Projects is attached at the end of this document for reference. For a copy of the full ordinance please visit <https://www.bethlehem-pa.gov/CityOfBethlehem/media/BFDMedia/Fire-Code.pdf>

1. A Knox Box for City of Bethlehem Fire Department access shall be installed (Add note to the plan and indicate location TBD).
2. Indicate if the building is planned to be sprinklered? If the building is to be sprinklered, then indicate the proposed location of all Fire Department Connections (FDC). Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access or as otherwise *approved* by the Fire Marshal. Add a note to the plan stating, "Any change in the location of the Fire Department Connection must be approved by the City of Bethlehem Fire Department."
3. Add a note to the plan acknowledging that Chapter 33 of the IFC "Fire Safety During Construction and Demolition" will be enforced for the duration of the construction project.
4. Note: additional information shall be submitted to determine safe ladder truck access underneath the overhead transmission line, including:
 - a. Total power running through the powerline in Volts,
 - b. Height of lowest power line above grade,
 - c. Distance/clearance from lowest power line to top of ladder with ladder extended to the roof of the proposed building.
5. The following drawings are required to be submitted for Fire Department Review of Land Development Plans:
 - a. Utility plan including water supply showing fire hydrants on or near property,
 - b. Turning Plan,
 - c. Site Plan,
 - d. Grading Plan,
 - e. Elevation Plan, or other documentation indicating proposed building height.

Contact the City of Bethlehem Fire Department office at: 610-865-7143, and request Fire Marshal Craig Baer, cbaer@bethlehem-pa.gov, with any questions or to obtain any documents required to complete the submittal for review.

ZONING

1. Indicate on the plan which yards are front, side(s) or rear.
2. The proposal will require a variance from Zoning Ordinance §1319.02(g)(1), which requires all off-street parking to be 'off-street'.
3. Two (2) parking lot trees are required; required trees should be added or designated, as appropriate; Ref. ZO §1319.02(j)(2).
4. Locate and define required buffer yard along western property line; Ref. ZO §1318.23(i)(2)
5. Locate and define required parking lot buffers; Ref. ZO1318.23(l)
6. A lighting plan shall be submitted in accordance with 1318.25.
7. Relocate the bicycle shed to be within 30' of the building entrance; Ref. 1319.02(o)(1).
8. Add a note to the Record Plan, "Bicycle Parking maintenance, the current landowner shall be responsible to ensure that the shed, or hitch, rack or locker, continues to be available and is well maintained and is replaced if damaged or removed.

GENERAL

1. A Recreation Fee of \$27,000.00 shall be paid at the time of execution of the developer's agreement.
2. Add a Statement of Intent on the plan: Demolish the single-family detached dwelling and construct a three-story structure with hipped roof, containing eighteen (18) multi-family dwellings (apartments). Site improvements include surface off-street parking for twenty-three (23) vehicles, with ingress and egress from Clarmont Street; surface on-street parking for seven (7) vehicles on Clermont Street; dumpster enclosure; bicycle shed; on-site stormwater management facilities; lighting and landscaping.
3. Applicant proposes to improve Clermont Street with curb and sidewalk and parallel parking. This work shall require approval from the Department of Public Works and will be made part of the developer's agreement.
4. Applicant shall provide adequate planting area within the right-of-way for street trees or place them within the lot line and provide a street tree easement to the City.
5. Denote the type of vegetative ground cover proposed for non-paved or built areas. The use of hardscape, such as gravel or rock, should only be used where it is deemed to be necessary to control stormwater, and only then to the extent necessary. Grade shall be sloped away from the building footprint to permit required foundation plantings.
6. Applicant shall provide adequate planting area between the parking lot sidewalk and building foundation.
7. Add a note to the plan indicating that the parcel is neither located within the floodway nor any special flood hazard area; Ref. FEMA FIRM 42095C0263E, effective on 7/16/2014.
8. Environment Advisory Council (EAC) comments will be included at the time of submission of Preliminary/Final Land Development Plans.
9. The Lehigh and Northampton Transportation Authority (LANTA) comments will be included at the time of submission of Preliminary/Final Land Development Plans.
10. The project should generally comply with the goals and objectives of the City's Climate Action Plan for new development, including energy efficient construction, provisions for safe walking and biking, green development and other various provisions.
11. The plans shall be sent to Bethlehem Township for review. Please copy our office on the transmittal.