



CITY OF BETHLEHEM

BUREAU OF PLANNING AND ZONING

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August 6, 2021

Alain Aoun
West Broad Investments LLC
1853 Schadt Avenue
Whitehall, PA 18052

RE: **(21-005 Site Plan Review) – 21070010 – 3410-3412 LINDEN STREET– SITE PLAN REVIEW – Ward 14, Zoned RG, plan dated July 15, 2021**

Dear Mr. Aoun:

The purpose of this letter is to provide overall planning and guidance to the Zoning Office and Zoning Hearing Board. The project will be reviewed at the August 25, 2021 Zoning Hearing Board meeting. Per Zoning Ordinance Section 1322.01 and 1322.02, 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.

General review comments for consideration are as follows:

Generally speaking, surface parking lots are not recommended to be placed in front of proposed buildings. Surface parking lots should be placed behind newly proposed buildings or, if that is not possible, placed to the side of buildings behind the front elevation of the building. Efforts to shield the parking lots in any zone are highly recommended. It appears placing the building at front would be attainable, thus we recommend this option be explored.

Sixteen units are proposed on the site, but 10 units are permitted by right. If the reason for the placement of parking in front of the building is related to the ultimate density and/or size of the building then the number of units could be reduced to accommodate a revised parking lot layout.

Additional comments to be addressed at the point of land development review are attached.

This site plan will be placed on the August 12, 2021 Planning Commission agenda. Let us know if you will be attending virtually or in person. Colored renderings and the site plan must be forwarded to our office on or before August 10 so that they are available for display at the virtual meeting.

Sincerely,

Darlene L. Heller
Director of Planning and Zoning

Public Works – Traffic

1. Linden Street is a state route (SR 3015) at this location and therefore an HOP will be required for the driveway. The City, and the City’s Traffic Engineer, Peter Terry, shall be copied on all correspondence with PennDOT and included in any Scoping Meetings.
2. PennDOT has plans to repave Linden Street within the next two years, and any proposed improvements shall be coordinated with them.
3. Trip generation calculations shall be submitted per SALDO 1347.14.

Public Works – Fire

1. A Knox Box for City of Bethlehem Fire Department access must be installed. (Please add note to plans and location TBD)
2. Indicate if the building is fully sprinklered. If it is, indicate the 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 chief. (IFC 912.2.1) Please add note to plan: “Any change in the location of the Fire Department Connection must be approved by the City of Bethlehem Fire Department.”
3. Contact the City of Bethlehem Fire Department office at 610-865-7143 and request Fire Marshal Craig Baer (cbaer@bethlehem-pa.gov) or Chief Fire Inspector Michael Reich at (mreich@bethlehem-pa.gov) with any question related to Fire Code requirements.

Public Works – Forester

1. Please submit a landscape plan with included calculations and specify type of trees and shrubs.
2. Street trees are required between the curb and sidewalk.
3. Foundation plantings are highly recommended along the building façade.

Public Works – Lighting

1. There is no plan showing on how the parking lot will be illuminated for safe movement of vehicles and pedestrians. Please create a drawing showing the lighting for the parking area including pole height above finish grade.

ZONING

1. 1306.01(a)(3), Indicate existing lot width = 191.88’; indicate maximum height = 2.5 stories and 35’, whichever is more restrictive and correct maximum building coverage from 25% to 70%.
2. 1322.02(b) Identify existing development.
3. 1322.02(c)(1) Identify natural features, ref. 1318.28.
4. 1322.02(c)(1)(2) consider building placement along the southern lot line in order to preserve mature vegetation in the northwest corner of the property.
5. A variance for insufficient lot area per dwelling unit (4,000 sf required; 2706 sf proposed) must be requested before the Zoning Hearing Board.

GENERAL

1. A recreation fee of \$1500 per dwelling unit (\$24,000) will be required at the Land Development stage prior to completion of a developer’s agreement.
2. In many more urban zoning districts, parking areas are not permitted to be placed in front of the proposed buildings. Efforts to shield the parking lots in any zone are highly recommended. It appears placing the building at front would be attainable, thus we recommend this option be explored.
3. This site plan will be placed on the August 12, 2021 Planning Commission agenda. Let us know if you will be attending virtually or in person. Colored renderings and the site plan must be forwarded to our office on or before August 10 so that they are available for display at the virtual meeting.

Additional Comments to Consider During Land Development Review

ENGINEERING

Public Works – Engineering

1. A lot consolidation will be required.
2. Existing and proposed features, including utilities, shall be shown on separate plans.
3. Differentiate between existing and proposed lot monuments/iron pins. The plan doesn't appear to match what is shown in the legend.
4. A dimension from each structure to the nearest property line shall be shown.
5. Ward information shall be shown. The project is located in Ward 14 Block 262.
6. Deed/legal descriptions for the existing lots and proposed lot shall be submitted for City review.
7. An HOP will be required for the proposed driveway and any utility work that will be done in Linden Street.
8. All utilities not being reused must be capped. The Sanitary is required to be capped at the main.
9. 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.
10. A 10' drainage and utility easement is required along the sides and rear of the property. The following note shall be added to the plans:
11. The drainage easement provides for the flow of storm water across lots, and may not be altered without the written permission of the City Engineer. No obstructions such as planting berms or fences may be installed in the drainage easements areas without sufficient provision for the passage of storm water, and any such proposed provision shall be approved in writing by the City Engineer.
12. ROW shall be dedicated along Linden Street. A legal description and sketch shall be submitted for review.
13. Curb and sidewalk will be required along the entire frontage. This shall be shown on the plans.
14. 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.
 - d. Prior to any work within the Right-of-Way, permits must be obtained from City Engineering Office.
15. This Site 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.

Cc: B. Yandem
A. Rohrbach
C. Peiffer
D. Shaffer
M. Reich

G. Cryder
T. Wells
Atty. Jeffrey Fleischaker
J. Rentko, Black Forest Engineering

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: