

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA**

**PLANNING COMMISSION  
MEETING MINUTES**

**February 14, 2017**

**START TIME 7:30 PM**

The regularly scheduled public meeting of the Salisbury Township Planning Commission commenced at the Township Municipal Building located at 2900 South Pike Avenue, Allentown, Lehigh County, Pennsylvania.

**CALL TO ORDER**

Mr. Charles Beck called the meeting to order.

**ROLL CALL**

Glenn Miller

William Licht

Richard Schreiter

James Brown (excused)

Richard Hassick

Stephen McKitish, Vice-Chairman

Charles Beck Chairman

John Ashley, Township Solicitor

David Tettermer, Township Engineer

Cynthia Sopka, Director of Planning and Zoning

**APPROVAL OF THE MINUTES**

**On motion of Mr. Licht, seconded by Mr. McKitish, the Planning Commission voted 6-0 to approve the January 10, 2017 Planning Commission Meeting Minutes as submitted. All in favor.**

**3333 LEHIGH STREET, ALLENTOWN PA 18103**

The proposed Preliminary/Final land development plan of Scott Volvo building addition incorporates renovations and expansion to accommodate Volvo operations. The improvements include an upgrade to the former showroom, an increase of 1800 SF within the reception garage and a 4,800 SF service bay addition.

Present was Mr. Stephen Pany, P.E. of Pany & Lentz Engineering Co representing Scott Volvo, Inc.

Mr. Tettermer highlighted his review letter dated February 1, 2017. The project proposes a 1733 Square feet service reception area addition and a 4,770 square feet service bay addition to the existing Volvo Service Building and appears to propose some vehicle parking area striping revisions to the existing parking lot. The site is located in the C-3 Zoning District and there is access to public water and sewer facilities.

The items to address are as follows: the parking area setback shall be a minimum of 5 feet from commercial buildings. The zoning officer acknowledged the 5 feet requirement and agreed with the Township Engineer on the setback requirement. The Plan shows five (5) parking spaces within the setback, therefore a variance will be required or Plan shall be revised to meet the section of zoning 603.7.E.

Mr. Tetterer indicated a separate Preliminary Plan and Final Plan submission is required. A Waiver to this section had been requested. Considering the scope of the proposed development and no public improvements are proposed to this development, there are no engineering objections to granting the requested waiver.

Mr. Tetterer referenced SALDO 503.6.B(1) slope areas shall be differentiated by shading and a waiver has been requested in writing. Consideration of the proposed development Mr. Tetterer would have no engineering objection to granting the requested waiver. Mr. Tetterer indicated the existing features plan that includes an aerial photo of the site appears to show a different parking lot layout than what is featured on the plan. It is recommended that the plans should be updated to show the existing lot layout along with the existing site landscaping that should be added to the plans.

Mr. Tetterer indicated that SALDO 1012.1 Sidewalk shall be provided within any non-residential development. A deferral to this section has been requested in writing. Considering that the area is already developed there would be no engineering objection to granting the deferral.

In conclusion, when all items are satisfactorily addressed, they would recommend engineering approval of this Preliminary/Final Plan Submission.

Ms. Sopka highlighted her review letter dated January 31, 2017. The service building will incorporate interior changes within the existing Chevrolet and Cadillac showroom. The site is currently covered with impervious macadam existing at 91.50% that will remain the same, the current building coverage is 19.32% and the proposed is 21.15% meeting zoning requirements for building coverage.

In conclusion, Ms. Sopka concurs with the recommendations of Mr. Tetterer, Township Engineer.

**The Planning Commission took action on the requested deferrals. On motion by Mr. McKitish, seconded by Mr. Miller, the Planning Commission voted 6-0 to grant the following deferrals: SALDO section 1012.1 for curbs and sidewalks; and SALDO section 1016.3 for street trees with the conditional approval upon the applicant donating to the Township in lieu of the equivalent value of the tree and planting cost in a different location of the township. All in favor.**

**The Planning Commission took action on the requested waivers. On motion by Mr. McKitish, seconded by Mr. Hassick, the Planning Commission voted 6-0 to grant the following waivers: SALDO Section 302.1.C to approve the Preliminary/Final Plan; and SALDO Section 503.6.B(1) slope areas be differentiated by shading. All in favor.**

**Mr. Schreiter made a motion to table the plan of 3333 Lehigh Street Scott Volvo Building Addition, seconded by Mr. Richard Hassick. The Planning Commissioners approved the recommendation by a vote of 6-0. All in favor.**

### **206 EAST LYNNWOOD STREET, ALLENTOWN PA 18103**

The proposed project of Sheffield Square Townhouses has been submitted as a Sketch plan for review. The plan proposes the construction of approximately 77 Townhouses and two parking areas.

The existing property incorporates 10.4 Acres of land located along East Lynnwood Street, South Albert Street, and Cypress Ave. The site is located in the R-4 Medium Density Residential zoning district. A Sketch plan submission does not require formal action to be taken on the plan.

Present were Mr. Ralph Ford PLS of Plan Land (Developer), LLC, and Ms. Sue Kandel, PE of Jena Corporation.

The Sketch Plan for the Major Land Development proposes the construction of 77 townhouses and two (2) parking areas containing 39 parking spaces, two (2) detention basins on an existing 10.4 acre tract located along both sides with both the extension of South Bradford Street, between Lynnwood Street and Wayne Avenue, and the construction of and dedication to Salisbury Township of the extension of South Bradford Street. The townhouses are permitted by right in the R-4 Zoning District. It proposes municipal water and sewer facilities.

Mr. Tetteimer highlighted his review letter dated February 1, 2017. This is a Sketch Plan submission and no formal action should be taken.

All of the following items and comments are for information only and for consideration in the design of the Preliminary Plan: the proposed development on one tract of land is divided into three (3) lots by two (2) streets. If the streets are to be dedicated to the Township a subdivision plan will need to be included in the development Plan set.

The comments are as follows for discussion: tract density, impervious surfaces and parking requirements for each lot; developer to provide documentation verifying compliance with the Site Capacity requirement; Preliminary Plan should note the 200 square foot owners exclusive use requirement; architectural renderings of proposed townhouses; requirement of minimum of 10 percent of site be dedicated as common open space in lieu of open recreational fees, condominium/homeowners association agreement and this agreement which proposes 2.5 parking spaces per dwelling unit shall include and restrict the use of the garages to parking only; parking area lighting; paved area landscaping; parking lot screening; ADA parking; traffic study; formal submission to Lehigh Valley Planning Commission (LVPC) for land development review; required Lehigh County Conservation District (LCCD) approval of Erosion and Sedimentation Control Plans; minimum cart way required width of a local street is 30 feet, plan proposes 28 feet; communication with the school district and LANTA in regards to bus stop locations; municipality sanitary sewer and water services; utility easements; proposed sidewalks and curbs along both sides of the new interior roads; proposed exterior boundary monumentation; discuss if there is a need for street light locations; proposed street trees and copies of deeds.

Mr. Tetteimer advised that the proposed project needs to be reviewed by the Zoning Hearing Board (ZHB) if a proposed through street is dedicated to the townships because it would create three lots and it would introduce not only parking issues, but density and impervious surfaces. .

Ms. Sopka highlighted her review letter dated January 31, 2017. She stated that the Zoning Ordinance (ZO) Section 308.1 requires the developer to comply with the Site Capacity Analysis. She also stated that ZO Section 402.1 (III) provides additional criteria relative to townhouses and garden/low rise apartments. The application shall require addressing the various items relative to the Townhouses as referenced in the ZO.

Ms. Sopka stated that from her understanding and review there is a high water table in the area of the proposed townhouses.

Additional items need to be addressed and the Township is making the recommendation for the Developer to make a copy of the Preliminary Site Plan to be submitted to the City of Allentown, the Salisbury Township School District and LANTA for review and comment.

**Please note that the Sketch Plan does not require any formal action from the Planning Commission.**

A letter was submitted from Dustin Grow, Salisbury Township Fire Inspector, with recommendations

There were about a dozen residents voicing their concerns about the 77 townhouse proposed project. Their concerns were in regards to stormwater runoff problems, storm sewer and sanitary sewer capacity problems, the impact it will have on traffic in this area, snow removal and maintenance of the streets and accessibility especially for emergency vehicles.

One resident, Mr. Daniel Serfass, expressed several concerns including stormwater stating that the box culvert cannot handle that type of water. Most people in the area now get water in the basements during bad storms. Almost each resident that attended the meeting stated that they get water in their basement. Mr. Tettermer stated that the township is trying to ascertain Stormwater impacts that result in water along and within properties. Mr. Tettermer stated that as opposed to dedicating the street to the township to discourage through traffic, may want to keep it private. Ms. Kandil stated that the townhouses would have a home owners association which can maintain the street if it remains private.

#### **OTHER BUSINESS**

#### **ADJOURNMENT**

**On motion of Mr. McKitish, seconded by Mr. Miller, the Planning Commission voted to adjourn the meeting. All in favor.**