

**MEETING MINUTES OF THE
BOROUGH PLANNING COMMISSION
BOROUGH OF WIND GAP
NORTHAMPTON COUNTY, PA
July 7, 2022**

I/II. Opening/Pledge

The meeting was called to order and opened at 7:00 p.m. by Borough Planning Commissioner Chair Linda Paynter and the Pledge of Allegiance was recited.

III. Roll Call

Commissioners Linda Paynter, David Manzo, George Hinton and Michael McNamara were present. Also present were the Borough Planning Administrative Assistant D. Harbison, Borough and Planning Commission Solicitor, Ronold J. Karasek, Esquire and the Borough EIT, Brian Pysher. This meeting was held at the Borough Municipal Building, 545 East West Street, Wind Gap, PA 18091.

IV. Approval of Minutes

The Planning Commission Meeting Minutes of June 2, 2022 were approved on motion made by D. Manzo, duly seconded by M. McNamara and carried on a unanimous vote 3-0¹.

V. Public Comment-None.

VI. Plans to be Discussed

- A. Applicant: CRG Services Management, LLC**
Owners: Naper Development, Inc. et al.
Type: Industrial Distribution Warehouse
Address: 905 Pennsylvania Avenue (Tax Parcels: E8-4-13A et al.)
District: Zoning District: IC (Industrial and Heavy Commercial)

Present on behalf of the Applicant were Matthew Chartrand, P.E. (the Applicant's Engineer), Robert Hoffman (the Applicant's Traffic Engineer) and Blake Marles, Esquire (attorney for Applicant).

The overall project is the construction of industrial warehouses in Plainfield Township where a portion of an access road – Industrial Drive - is to be constructed in Wind Gap. Improvements in the Borough will consist of inter alia 3,600 feet of various size stormwater pipes, stormwater inlets, manholes and end walls, stormwater pipes, water main, retaining walls, 1950 lineal feet of a forty foot (40') wide road and right-of-way grading. Accordingly, the project (within the Borough) consists of construction of the road and stormwater improvements. No buildings are proposed in the Borough.

¹ Commissioner Hinton arrived after this vote was taken so that is why the vote is reflected as "3-0".

The Borough Engineer prepared a ten (10) page First Review letter dated July 5, 2022 which was discussed as follows:

ZONING

~ Zoning Comment No. 1 – An issue arose as to the clear sight triangle which needs only 75 (not 100) feet. This distance deviation should be able to be addressed with a plan amendment so an easement agreement would not be necessary.

~ Zoning Comment No. 2 – The right-of-way for North Broadway was discussed. The existing right-of-way is fifty-six (56) feet but the zoning ordinance requires eighty (80) feet (40 feet from the centerline). The Borough Engineer suggests that this larger right-of-way be shown in the event it is needed in the future.

~ Zoning Comment No. 3 – Collector and arterial streets cannot be located within one thousand (1,000) feet of one another. Alpha Road and Eighth Street are approximately 175 feet and 265 feet respectively from the intersection with proposed Industrial Drive. Also, Constitution Avenue is approximately 400 feet from the proposed Industrial Drive. The discussion centered upon the fact that the 1,000 feet set-back distance is significant for a Borough with a small amount of land area and might be too large.

SALDO

~ SALDO Comment Nos. 1-2 – Mr. Chartrand stated that the Applicant will comply (hereinafter W/C) with these comments.

~ SALDO Comment No. 3 – A waiver has been requested of the plan scale. From 1" = 50' to 1" = 60'. The Borough EIT stated that he agreed with this request since he is able to easily understand the plan. On motion of D. Manzo and seconded by M. McNamara and vote of 4-0, the waiver was recommended to be approved by Borough Council.

~ SALDO Comment No. 4 – W/C

~ SALDO Comment No. 5 - A waiver has been requested whereby the plans have been submitted on a 30"x42" sheet while the SALDO requires a 24"x36" sheet. On motion of D. Manzo and seconded by M. McNamara, the waiver was recommended to be approved by Borough Council.

~ SALDO Comment Nos. 6-7 – W/C

~ SALDO Comment No. 8 – A waiver is requested where the Applicant would not be required to depict existing features within 200' of the subject tract on condition that there be (as per the Borough EIT) any and all necessary clarifying information on the plan. The Planning Commission recommended that this waiver be approved by Borough Council on motion of D. Manzo and seconded by M. McNamara and by vote of 4-0.

~ SALDO Comment Nos. 9-24 – W/C

~ SALDO Comment No. 25 – A letter of serviceability shall be provided from the public sewer utility provider as there is a potential for development on or of Lot No. 1 within the Borough. At this point, it appears that service will be provided by the Pen Argyl Sewer Authority. However and if the Pen Argyl Sewer Authority doesn't supply the utility, then the Wind Gap Sewer Authority will need to issue the serviceability letter.

~ SALDO Comment No. 26 – W/C

~ SALDO Comment No. 27 – Since the proposed retaining wall does not meet the 3:1 grading requirement, a waiver will be required. The proposed Industrial Drive will be a private road with a public use easement (will this easement cover the entire 60' right-of-way?) and will also contain a pedestrian way i.e. a sidewalk on one side of the road as suggested by the Borough EIT. In the meantime and since the retaining wall is vertical, D. Manzo makes a motion (with a second by M. McNamara) to recommend approval of the waiver to Borough Council on a vote of 4-0.

~ SALDO Comment No. 28 – W/C

~ SALDO Comment No. 29 – The SALDO requires that all proposed streets be offered for dedication and that all private streets shall conform to Borough standards. A waiver of this requirement is requested since the proposed Industrial Drive is a private road with a public use/access easement. The obligation to maintain this private road shall be on proposed Lot No. 2 so there will be no responsibility upon the Borough to maintain this easement; however, it will retain rights to utilize same. On motion by D. Manzo and seconded by L. Paynter and on vote of 4-0, the Commission recommended that the waiver be approved by Borough Council.

~ SALDO Comment No. 30 – W/C

~ SALDO Comment No. 31 – The tangent for reverse curves must be at least 100'. Here, the tangent is 66.56' between two reverse curves. The reason for this tangent is to be certain that there is sufficient room for truck turning (such as firetrucks). On motion by D. Manzo and seconded by M. McNamara and on vote of 4-0, the SALDO waiver was recommended to be approved by Borough Council on condition that the speed limit be established and approved by the Borough Engineer and/or the Borough Traffic Engineer as the case may be.

~ SALDO Comment No. 32 – The two centerline curves for collector and arterial streets shall be 300'. As proposed, there are two centerline curves that are less than 300' i.e. 180' and 220'. On motion of D. Manzo and seconded by M. McNamara and on vote of 4-0, the Commission recommended that the waiver be granted by Borough Council on condition of approval by the Borough Engineer and/or the Borough Traffic Engineer as the case may be.

~ SALDO Comment No. 33 – This comment deals with street intersections which can be no closer than 1,000' and is the same requirements as Zoning Ordinance Comment No. 3 i.e. Alpha Road and Eighth Street are approximately 175' and 265' from the intersection of proposed Industrial Drive and Constitution Avenue is approximately 400' from proposed Industrial Drive. The Borough EIT questions whether Alpha Road will be re-aligned as it is the closest to Industrial Drive at 175'. A possible waiver is tentatively discussed based upon PennDOT approval of the isolation distance. No action is taken by the Commission on this potential Waiver.

~ SALDO Comment No. 34-35. – W/C

~ SALDO Comment No. 36 – While private streets must meet all the design standards required for public streets, the offer of dedication of the street will not apply as it has been clarified that Industrial Drive will be addressed by way of a private agreement among the property owners.

~ SALDO Comment No. 37 – Street lights are not to be more than 250' apart. Street lights are proposed for the north side of Industrial Drive and are spaced more than 250' apart. As with other waivers, the Planning Commission recommends an approval of the waiver by Borough Council (on motion of D. Manzo and seconded by M. McNamara and on vote of 4-0) provided the spacing of the street lights is approved by the Borough Engineer or the Borough Traffic Engineer as the case may be.

- ~ SALDO Comment No. 38 – W/C
- ~ SALDO Comment No. 39 – The ordinance requires the installation of sidewalks. A partial waiver is requested whereby sidewalks will be installed on the south side of Industrial Drive. On motion of G. Hinton and seconded by D. Manzo and on vote of 4-0, the partial waiver is recommended for approval by the Borough Planning Commission.
- ~ SALDO Comment No. 40 – The SALDO requires an 8” curb reveal while the project proposes a 6” reveal. The 6” reveal is being proposed because it is consistent with and matches up with the other cubing. By motion of D. Manzo and seconded by M. McNamara and on vote of 4-0, a partial waiver is recommended for approval.
- ~ SALDO Comment No. 41 – W/C
- ~ SALDO Comment No. 42 – The SALDO requires that street trees be provided. The street trees that have been proposed are not on the approved Borough species list. However, the Applicant has a landscape architect who can supply information regarding the types of species and to see if they can conform with those trees approved by Plainfield Township.
- ~ SALDO Comment No. 43 – A payment of a fee in lieu of public dedication of park and open space land is recommended by the Borough Planning Commission at \$2,500.00 (as per prior commercial projects).

STORMWATER MANAGEMENT

- ~ Stormwater Management Comment No. S-1 through and including S-13 – W/C
- ~ Stormwater Management Comment No. S-14 – The Borough EIT states there needs to be clarification as to the post-development rate and volume calculations for discharge point #9. The Borough EIT states that it is unclear how the rate and volume is being decreased with the addition of a 40’ road and a 5’ sidewalk.
- ~ Stormwater Management Comment No. S-15 – W/C

GENERAL COMMENTS

- ~ General Comment No. G-1 through G-11 – W/C

While the Applicant’s Planning Professionals had suggested a recommendation for conditional preliminary plan approval, the Commission was of the opinion that it was too early to make that recommendation inasmuch as there are several SALDO waivers to be considered by Borough Council and the Borough Traffic Engineer still needs to weigh in on some of these waivers along with some other issues.

On motion of D. Manzo and seconded by M. McNamara and on vote of 4-0, further action on the plan was tabled.

B. Applicant: Cosmo Development, Ltd.
Type: Land Development Plan
Project: Proposed Fourteen (14) Unit Two (2) Story Low-Rise Residential Dwelling
Address: 29 Mechanic Street (Tax Parcels: E8SW4D-10-12, 12A & 11)
District: Zoning District: R-8 (Medium Density Residential)

No one on behalf of the Applicant appeared to discuss this plan so on motion of D. Manzo and seconded by M. McNamara and on vote of 4-0, action on the plan was tabled.

- VII. Old Business: None
- VIII. New Business: None
- IX. Referral from the ZHB: None.
- X. Adjournment – 8:21 p.m. on a motion made by Commissioner D. Manzo, duly seconded by M. McNamara and carried with unanimous vote of 4-0.

Respectfully submitted,

KARASEK LAW OFFICES, LLC

By: 

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