



# Memo

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To: Honorable Members of the Bethlehem Township Board of Commissioners  
Doug Bruce, Township Manager  
From: Amanda L. Raudenbush, AICP, CFM, Planning Director  
Date: April 15, 2020  
Re: April 20, 2020 Board of Commissioners Meeting Report

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## Departmental Activities

- Staff participated in the PennDOT Connects meeting regarding repaving of Route 191
- Staff participated in PPA legislative discussion
- Staff participated in PennState Extension Legislative Update webinar
- Staff participated in regular conference calls while working remotely
- Staff began drafting a Special Events Permit ordinance
- Staff coordinated receipt of PPE for police/fire/EMS

## Pre-Application Meeting

There were no pre-application meetings this month.

## Board of Commissioners New Business

- **Louise Moore Park – Maintenance Building** – Northampton County has a proposal to build a new maintenance building in Louise Moore Park. The bulk of the development is within Lower Nazareth Township, so they are taking the lead with plan review requirements. The land development project includes a new septic system to serve the maintenance building. The septic system is primarily located in Lower Nazareth Township, but a small portion of it is located in Bethlehem Township. In past incidences of this situation, and to not duplicate services, the Lower Nazareth Township SEO has been appointed by Bethlehem Township as the SEO for that specific project. It is proposed that this be done in this case.

- **Stormwater Management Ordinance - Update** - At the request of Commissioner Gallagher, The Pidcock Company drafted an updated stormwater management ordinance update. This update intends to bring stormwater management regulations throughout the Township in line with the Act 167 Plan for the Monocacy Creek watershed. This item is on the agenda so that it can be advertised, however some guidance is needed from the Board. The current Stormwater Management Ordinance applies to, among other items, building permits that involve the addition of greater than 5,000 square feet of impervious coverage. This presents an unusual hardship for small builders and is more restrictive than the industry standard of 10,000 square feet. It is the recommendation of staff and the Township Engineer that Bethlehem Township Commissioners consider revision to the ordinance bringing it in line with the industry standard of 10,000 square feet.

### **Board of Commissioners Old Business**

- **Code Master Inspection Services** - Code Master Inspection Services has acted on behalf of the Township for all electrical permits and inspections, as well as in a variety of other capacities depending on our staffing needs. Code Master has recently been acquired by Barry Isett & Associates, a large multi-discipline firm that provides code support among its services. In order to move forward, Bethlehem Township needs to appoint Barry Isett & Associates as its primary 3<sup>rd</sup> party code provider. Additionally, it is recommended that Keycodes Inspection Agency be appointed as the conflict 3<sup>rd</sup> party code provider. Finally, the Township fee schedule needs to be updated to reflect the Barry Isett & Associates fee schedule, though none of the fees are changing from CodeMasters.

- **Additional Fee** - With the necessary update to the fee schedule, a new re-inspection fee has been added. The permit fees include the required construction inspections that are necessary to verify building code compliance. There is one additional re-inspection included in the above-listed fees in the event that one of the construction inspections fails to meet the required standards for construction to proceed. If there are additional re-inspections needed as a result of work not being ready for inspection, work not complying with code requirements, or for any reason deemed necessary by the construction code official, a re-inspection fee must be paid to Bethlehem Township for each occurrence prior to the re-inspection being completed.

### **Current Submissions for April 27, 2020 Planning Commission Meeting**

- **All new projects submitted will be on May meeting agenda**