



# 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: March 11, 2020  
Re: March 16, 2020 Board of Commissioners Meeting Report

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## Departmental Activities

- Staff participated in the United Way Age-Friendly Steering Committee
- Staff participated in Northampton County Conservation District meeting for Lehigh Valley Academy
- Staff participated in Blight Task Force
- Staff attended presentation of housing data at LVPC
- Staff began work with PEMA to identify possible funding sources for stormwater management projects
- Staff performed 18-month inspections of three land developments
- Staff participated in the D&L Ownership Council Meeting
- Staff continues implementation of iWorQ system

## 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.

- **Annual Report** – The Annual Report of the Planning Commission has been submitted to the Board of Commissioners for their information.

### **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 March 23, 2020 Planning Commission Meeting**

- **Mill Creek Conditional Use application**

- **Christine and Hay Street – Minor Subdivision**



**TOWNSHIP OF BETHLEHEM**  
**Board of Commissioners**

MUNICIPAL OFFICES  
4225 Easton Avenue  
Bethlehem, Pennsylvania 18020-1496

Phone: 610-814-6400  
Fax: 610-814-6408  
[www.bethlehemtownship.org](http://www.bethlehemtownship.org)

**Commissioners:**  
Kristine Blake  
Malissa K. Davis  
John K. Gallagher  
Michael D. Hudak  
John J. Merhottein

**Treasurer:**  
Rosalia Italiano-Cacciabeve

**Township Manager:**  
Doug Bruce

*Non-Residential*

**Permit Summary Report (Total Fees Paid)**

**02/01/2020 TO 02/29/2020**

	<b>Total</b>
Alteration	
Count	4
Total Fees	\$4,455.81
Total Square Feet	12,152
Total Project Cost	481,000
Bethlehem Twp. Project	
Count	0
Total Fees	\$0.00
Total Square Feet	0
Total Project Cost	0
Bonfire	
Count	1
Total Fees	\$101.00
Total Square Feet	0
Total Project Cost	0
Building	
Count	2
Total Fees	\$3,857.08
Total Square Feet	10,547
Total Project Cost	1,823,500
Electrical	
Count	7
Total Fees	\$2,945.00
Total Square Feet	17,715
Total Project Cost	262,110
Fire Protection/Detection	
Count	3
Total Fees	\$663.00
Total Square Feet	0
Total Project Cost	12,540
High Rack Storage Installation	
Count	1
Total Fees	\$9,876.00
Total Square Feet	42,500
Total Project Cost	512,000

Mechanical	
Count	1
Total Fees	\$161.00
Total Square Feet	0
Total Project Cost	5,000
Plumbing	
Count	0
Total Fees	\$0.00
Total Square Feet	0
Total Project Cost	0
Re-Roof	
Count	0
Total Fees	\$0.00
Total Square Feet	0
Total Project Cost	0
Site Work Construction	
Count	1
Total Fees	\$161.00
Total Square Feet	198
Total Project Cost	10,000
Tenant Fit Out	
Count	0
Total Fees	\$0.00
Total Square Feet	0
Total Project Cost	0
Total Count	20
Total Fees	\$22,219.89
Total Square Feet	83,112
Total Project Cost	3,106,150



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*Residential*

**Permit Summary Report (Total Fees Paid)**

**02/01/2020 TO 02/29/2020**

	<b>Total</b>
Building	
Count	20
Total Square Feet	8,638
Electrical	
Count	1
Total Square Feet	0
Energy	
Count	0
Total Square Feet	0
Fire Protection	
Count	0
Total Square Feet	0
Grading	
Count	0
Total Square Feet	0
Mechanical	
Count	2
Total Square Feet	0
NHSFD (Building, Electrical, Plumbing, Mechanical, Grading, Energy, Fire Protection, Zoning)	
Count	3
Total Square Feet	7,723
Plumbing	
Count	1
Total Square Feet	0
Re-Roof/Re-Cover	
Count	2
Total Square Feet	0
Residential	
Count	0
Total Square Feet	0
Zoning	
Count	15
Total Square Feet	300
Total Count	44
Total Square Feet	16,661



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*Rental/Re-Sale*

## Code Summary Report

	Current Month February 2020	Month Last Year February 2019	Current Yr-To-Date 1/1/2020 - 2/29/2020	Last Yr-To-Date 1/1/2019 - 2/28/2019
RTK request				
Count	0	0	7	0
Commercial				
Count	0	1	2	1
New Tenant				
Count	32	0	50	0
Report Only				
Count	10	0	18	0
Resale				
Count	18	0	94	0
Total Count	60	1	171	1



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*Property Maintenance*

## Code Summary Report

	Current Month February 2020	Month Last Year February 2019	Current Yr-To-Date 1/1/2020 - 2/29/2020	Last Yr-To-Date 1/1/2019 - 2/28/2019
Bethlehem, PA 18020				
Count	6	0	9	0
Easton, PA 18045				
Count	1	0	3	0
Total Count	7	0	12	0