

PLANNING COMMISSION MEETING MINUTES
TUESDAY, JULY 12, 2016
7:00 P.M.

A. GENERAL FUNCTIONS

1. Call to Order: 7:03 p.m.
2. Pledge of Allegiance
3. In Attendance:

Matthew Milliren	- Present
Philip Weber	- Present
Kim LaBrake	- Present
Francene Drake	- Present
Joseph Pampanin	- Present
Maria Diaz-Joves	- Present
Don Werkheiser	- Present

Also in Attendance:

Kris Russo, Bryan Smith, Cathy Hartranft, and Michael Corriere, Esq.

4. Minutes of Previous Meetings
 - A. May 10, 2016

Motion made by Joseph Pampanin, seconded by Matthew Milliren, to approve the May 10, 2016, meeting minutes as written.

B. REVIEW & DELIBERATION

1. 16-PC-05 Election Services Online: 462 Front Street, Hellertown, PA 18055. Applicant has submitted an application for site plan approval at 468 Front Street. Applicant is seeking to relocate existing printing business to an adjacent property. Property was previously mixed use consisting of car dealership and residential. Property is in the Industrial District.

Matt Erney was present to describe his application and the intended use of the property. They print election materials and are looking to move from 462 to 468 as it is a larger space. No one comes to the business. All items are printed and then shipped.

Mr. Pampanin inquired about the hours of operation. Mr. Erney stated it was from 8:00 a.m. to 5:00 p.m.

Motion made by Kim LaBrake, seconded by Francene Drake, to grant conditional approval based on July 8, 2016, Engineer's Letter. Motion carried 7-0.

2. 16-PC-06 Daniel Dortic: 857 New Jersey Avenue, Hellertown, PA 18055. Applicant has submitted an application for site plan approval at 462 Front Street. Applicant is seeking to relocate existing office to an adjacent property. Property was previously a print shop. Property is in the Industrial District.

Able Cocano was present for the property owner and explained the intended use of the property. The real estate holding company will move from 468 Front Street to 462 Front Street.

Mr. Smith reviewed his letter. He pointed out that the parking will be stacked in the driveway and that a street tree is required.

Mr. Cocano noted that the hours will be from 8:00 a.m. to 5:00 p.m.

Motion made by Matthew Milliren, seconded by Joseph Pampanin to grant conditional approval based on the July 8, 2016, Engineer's letter. One street tree is required. Motion carried 7-0.

3. Review and Discussion: Façade Improvement Grant Applications

Lanita Lum and Janice Campanella were present to discuss a facade grant application for 501 Main St. Janice is one of the owners of Mike's Kids Doggie Shop. They are looking to improve the façade of their shop including painting existing wood surfaces, replacing the canopy, and improvement to the bilco door.

Mrs. Hartranft- Their grant request is for T&S Painting at a cost of \$5,300.00 and Creative Awning at a cost of \$819.56 for a total cost of \$6,119.56. You are eligible for a 50 percent grant in the amount of \$3,059.78.

The Planning Commission proceeded to score the application. The application received a score of 81.

Mrs. Hartranft will forward the application to Borough Council for final recommendation.

4. Review and Discussion: Food Truck Ordinance

Mr. Corriere reviewed the draft ordinance.

The Commission discussed the ordinance and recommended the following:

- The maximum permits to be issued will be 6
- Cannot operate within 250 feet of an established business
- Recommend use of recycling container
- Must provide notice to Kris 24 hours prior to setting up
- One day permits will also be available
- Private organizations will approve the truck for events
- Remove residential parking setting
- Remove the once per 30 day requirement
- Remove section 9B(2)

Motion made by Kim LaBrake, seconded by Joseph Pampanin, recommend approval to Council after changes are made. Motion carried 7-0.

C. OLD BUSINESS- NONE

D. NEW BUSINESS

1. Façade Improvement at 924 Main Street

Mrs. Hartranft- The Façade Improvement at Feet First is completed and I would like a motion to release the funds.

Motion made by Matthew Milliren, seconded by Kim LaBrake, to approve the release of funds.

Mrs. Hartranft- I have ordered signs to be placed during constructing indicating that the construction is partially made possible by Façade Grant Funding.

E. ADJOURNMENT

Motion made by Matthew Milliren, seconded by Joseph Pampanin, to adjourn the meeting at 8:38 p.m. Motion carried 7-0.

Respectfully submitted by,

Kris Russo