

**BOROUGH OF HELLERTOWN
PLANNING COMMISSION MEETING AGENDA**

Tuesday, July 8, 2025

TIME: 7:00 p.m.

To join virtually via Zoom, click the following link:

<https://tinyurl.com/4dmpbrvk>

Meeting ID: 835 1406 4743

Passcode: 2025

I. GENERAL FUNCTIONS:

- a. Call to Order
- b. Roll Call
- c. Minutes of Previous Meeting - May 13, 2025

II. REVIEW AND DELIBERATION

- a. 1352 Main Street: Application for Subdivision and Land Development. David Bray, Jena Engineering on behalf of owners PAJ Ventures LP.

III. NEW BUSINESS

IV. OLD BUSINESS

V. ADJOURNMENT

Next Planning Commission Meeting: August 12, 2025

PLANS MAY BE INSPECTED IN THE CODES OFFICE

DISTRIBUTION:

Council Members & Mayor
Cathy Hartranft, Borough
Manager
Borough Staff

Michael Corriere, Solicitor
Planning Commission (7)
Dewey Fire / EMS

Bryan Smith, BIA
Lauren Sufleta, HBA
Barry Yonney

PLANNING COMMISSION MEETING MINUTES
TUESDAY, May 13, 2025
7:00 P.M.

**THE MEETING WAS HELD IN PERSON, VIA ZOOM, AND STREAMED ON
FACEBOOK LIVE**

A. GENERAL FUNCTIONS

1. Call to Order: Joe Pampanin called the meeting to order at 7:13 p.m.

2. Roll Call:

Joseph Pampanin	- Present
Maria Diaz-Joves	- Absent
Robert Lepley	- Present
Kim LaBrake	- Present
Larry O'Donnell	- Present
Liz Thompson	- Present
Don Werkheiser	- Present

Also in Attendance:

Bryan Smith, Mike Corriere, Cathy Hartranft, and Matt Lewis. Holly Molder joined via zoom.

3. Minutes of Previous meeting,

*Motion made by Liz Thompson to accept the meeting minutes from February 11, 2025, seconded by Robert Lepley. All ayes. Motion carries.

B. REVIEW & DELIBERATION

1. Special Exception Request: 425-427 Main Street:

Bryan discussed and reviewed the special exception request. The project proposes converting two commercial units into residential units, which would require a reduction in the number of parking spaces.

The commissioners discussed the plan, the parking, garbage pick-up, the zoning requirements and the need for a special exception for the change.

*Motion made by Liz Thompson to write a letter to the ZHB in support of the special exception be granted with the understanding that the parking need is less for

residential use than the current commercial, seconded by Larry O'Donnell. All ayes. Motion carries.

2. Final Zoning/SALDO comprehensive review:

There will be a public hearing on June 16th. The planning commission will need to send a letter to the council showing their support for the changes.

The commissioners discussed the comprehensive review of Zoning ordinance 859 and SALDO ordinance 858 and agreed to have Bryan make a minor amendment for the landscape fund that was discussed under agenda item B-3.

*Motion made by Larry O'Donnell to write a letter to council recommending the approval of Ordinance 858 and Ordinance 859 changes, seconded by Kim LaBrake. All ayes. Motion carries.

3. Landscape Fund Recommendation:

The commissioners reviewed the landscape fund and discussed making a minor amendment to change the wording to incorporate woody plant material. This amendment will create flexibility in the landscape fund.

*Motion made by Liz Thompson to amend the landscape fund as discussed and incorporate woody plant material, seconded by Robert Lepley. All ayes. Motion carries.

C. NEW BUSINESS

Larry O'Donnell discussed potentially planning an open house or a mid-year review to create a summary of things that the Planning Commission and Borough have done in hopes that this will help keep the community informed. The commission will continue to discuss it further and will also discuss it with the council.

D. OLD BUSINESS

There was no Old Business to discuss.

E. ADJOURNMENT

*Motion made by Liz Thompson to adjourn the meeting at 8:05, seconded by Don Werkheiser. All ayes. Motion carries.

Respectfully submitted by,

Holly Molder
Administrative Assistant

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055
Phone: 610-838-7041 Fax: 610-838-0500

APPLICATION FOR SUBDIVISION / LAND DEVELOPMENT

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

Date of Application: 05/07/25 Type: Land Division Subdivision

Parcel Name: 1352 Main St

If a Final Plan, Indicate: Yes No

Date of Preliminary Plan Approval: _____

Location Address:

City: Borough of Hellertown State: PA Zip: 18055

Owner: PAJ Ventures LP Phone: 610.972.7777

Address: 1177 6th St. City: Whitehall State: PA Zip: 18052

Applicant: SAME Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Registered Engineer or Surveyor: JENA Engineering Phone: 570.730.8115

Address: 2358 Sunshine Rd City: Allentown State: PA Zip: 18103

Existing Zoning: M- Mixed Use

Number of Lots: 3

Total Acreage: 0.326

Minimum Lot Size: 4,800 SF and 3,000 SF

Lineal Feet of New Streets: None

SALDO 412 Requirements:

Please Include a Certification of Public Water and Public Sewage System from the Borough Authority.
Applicant shall notify the Authority of the proposed change in use and request capacity verification
Applicant shall submit signed letters of approved service with this application.

Professional Services Escrow Application Completed:

Subdivision / Land Development Plan Included with this Application:

Subdivision / Land Development Plan Check List Completed:

I certify that the above information is true and complete to the best of my abilities.

Signature of Owner: [Signature] Date: 5-20-25

Signature of Applicant: [Signature] Date: 5-20-25

For Official Use

See fee schedule Date: _____ Cas
Received by: _____ Check # _____

Rev. 1-17-2012

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055
Phone: 610-838-7041 Fax: 610-838-0500

APPLICATION TO OPEN ESCROW ACCOUNT

Applicant/Developer Information

First Name: Abraham Last Name: Ativeh Date: 5/7/25
Address: 1177 6th St City: Whitehall State: PA Zip: 18052
Phone #: 610.972.7777 E-mail: abe7777@icloud.com

To be placed in the Plans & Appeals Account for:	Type of Account	Escrow Amount
	<input type="checkbox"/> Site Development	in the amount of \$1,500
	<input type="checkbox"/> Land Development	in the amount of \$5,000
	<input checked="" type="checkbox"/> Subdivision	in the amount of \$5,000

Site/Land Development or Subdivision Location:

Address: 1352 Main St City: Borough of Hellertown State: PA Zip: 18055
Map Block Lot: Q7NW3A-9-14

Professional Services Escrow Account Disclosure

A Professional Escrow Account shall be required to be deposited with the Borough at the time of the initial plan application. The applicant and or developer shall establish a Professional Escrow Account to reimburse the Borough of Hellertown for all the reasonable and necessary expenses incurred for review of applications, plans and reports and the inspection of the improvements by the Borough of Hellertown's professional consultants, solicitors and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the Borough of Hellertown's Solicitor, Engineer and any other consultant for work performed for similar services in the Borough of Hellertown. However, in no event shall the fees exceed the rate or cost charged by the Borough of Hellertown Solicitor, Engineer or other consultant when such fees are now reimbursed or otherwise imposed on the applicant. Borough incurred professional fees shall be billed as approved by Borough Council and Borough administrative expenses shall be reimbursed at 10% per billing. After project completion, the applicant shall request the return of the remaining Professional Services Escrow in writing. The remaining amount will be returned with copies of all invoices that have been paid after all the Borough of Hellertown's professional consultants; solicitor and engineer have indicated that they have completed all necessary invoicing.

I certify that the above information is true and complete to the best of my abilities and that I understand the Professional Services Escrow Account Disclosure.

Signature of Applicant/Developer:  Date: 5-20-25

For Official Use Only

Amount: \$1,500 Date: MAY 21 2025 Cash
 \$5,000 Received by: JK Check # 299

Rev. 1-17-2012

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

SUBDIVISION / LAND DEVELOPMENT REVIEW CHECKLIST

Subdivision / Land Development Preliminary Plan

Preliminary Plan Checklist

<input type="checkbox"/> First Submission
<input type="checkbox"/> Resubmission

- A scaled plan not less than 1" = 100 feet (422.01)
- Proposed subdivision name or identifying title (422.02)
- Municipality in which subdivision is located (422.03)
- North Arrow, graphic scale and date (422.04)
- Name, seal and certification of the registered engineer or surveyor responsible for the plan and qualified to do such work according to Pennsylvania Act No. 367 of 1945 as amended (422.05)
- A signed statement that the applicant is the owner, equitable owner or authorized by the owner to make application for land proposed to be subdivided. (422.06)
- Site Data including:
 - Total acreage of tract (422.071)
 - Number of lots proposed (422.072)
 - Lineal feet of new streets proposed (422.073)
 - Type of water supply system (422.074)
 - Type of sewage disposal system (422.075)
 - Identify Zoning District (s) (422.076)
 - Tax map sheet, block and lot numbers from county records (422.083)
- Location map at scale not less than 1000 feet to the inch include
 - Relation of tract to adjoining property (422.081)
 - Related road and highway systems within 1000 feet of subdivision (422.083)
 - Municipal boundaries within 1000 feet of subdivision (422.084)
 - Zoning districts within 1000 feet of subdivision (422.085)
 - Water courses and any areas subject to flooding (422.085)
- Tract boundaries showing bearings and distances. The traverse shall have an area of closure of not more than 1 in 5000. The survey should tie into the nearest USGS monument in practice. (422.09)
- Contours at vertical intervals of 2 feet for land with an average slope 5% or less, or vertical intervals of 5 feet for more steeply sloping land. (422.10)
- Datum to which contour elevations refer and where reasonable practical shall be known established elevations (422.11)
- All existing property lines and names of owners of immediately adjacent land; names of existing or proposed subdivisions immediately adjacent. (422.12)

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SUBDIVISION / LAND DEVELOPMENT REVIEW CHECKLIST con't

Preliminary Plan Checklist con't

- All existing water courses or bodies, significant tree masses and other significant features such as: rock outcrops, slag piles, quarry's holes, springs and swampy areas (422.13)
NOTE: It would be desirable to locate and identify all trees over 6 inches in diameter
- All existing buildings, sewer mains, culverts, petroleum or petroleum products lines, gas lines, transmission lines, fire hydrants and other significant man-made features (422.14)
- All existing streets, easements, and right-of-ways within the subdivision and within 200 feet of any tract (422.15)
- Location and width of all proposed streets, alleys right-of-ways, lot-lines with dimensions in feet; proposed minimum setback lines public areas and parcels proposed to be dedicated or reserved for public uses (422.16)
- Existing and proposed street names (422.17)
- Where the preliminary plan covers only a part of the subdivider's entire holding, a sketch plan shall be submitted of the prospective street layout for the remainder of the tract (422.18)
- The full plan of proposed development, including:
 - Utility easements locations (422.191)
 - Lot lines with approximate dimensions (422.192)
 - A statement of intended use of all non-residential lots and parcels (422.193)
 - Lot numbers and the lot size in square feet or acres for each lot (422.194)

Supplementary Information

- Identify existing storm water systems to which this site drains

BOROUGH OF HELLERTOWN

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SUBDIVISION / LAND DEVELOPMENT REVIEW CHECKLIST

Subdivision / Land Development Final Plan

Additional plan information is required for submission of Final Plans. Plans shall adhere to drawing requirements as specified in SALDO 432. Additional information from the Preliminary Plan includes, but is not limited to the following:

Final Plan Checklist

- | |
|--|
| <input checked="" type="checkbox"/> First Submission |
| <input type="checkbox"/> Resubmission |
- Final Plan shall be on sheets of one of the following sizes;
 - 15" x 21" sheet (432.01)
 - 24" x 36" sheet (432.02)
 - 30" x 42" sheet (432.03)
 - Name and seal of registered professional engineer or surveyor certifying that the plan is correct and that monuments described on plans have been placed as described (432.5)
 - A notarized statement to the effect that the applicant is the owner of the land to be subdivided and that the subdivision shown on the final plan is made with his or their free consent and that it is desired to record the same (432.6)
 - Public areas and parcels of land to be dedicated to public use (432.11)
 - Sufficient data to determine readily the location, bearing and length of every street, lot and boundary line and to reproduce such lines upon the ground (432.12)
 - For curved boundaries and all curves on the plan, sufficient data should be given to enable the reestablishment of the curves. (432.13)
 - Point of curvature (432.131)
 - Point of tangency (432.132)
 - Tangent Distance (432.133)
 - Radius of curve (432.134)
 - Degree of curve (432.135)
 - Angle of curve by arc definition (432.136)
 - Excepted parcels shall be marked "not included in this plat" and the boundary completely indicated by bearings and distances (432.14)
 - If the subdivision proposes new access point to a state Legislative Route, the Highway Occupancy Permit from PennDOT shall be attached (432.14)
 - A signature block for certification of approval of the plan by Borough Planning Commission and Borough Council (432.17)
 - A signature block for certification of review for the plan by Lehigh Valley Planning Commission (432.17)
 - Space shall be left along lower edge of the sheet in order that the County Recorder of Deeds may acknowledge receipt and recording of the plant when it is presented (432.18)

**BOROUGH OF HELLERTOWN
PLANNING COMMISSION
685 MAIN STREET, HELLERTOWN, PA 18055**

1352 Main St.
Subdivision/Site/Land Development Plan

6/3/25
Date

EXTENSION OF TIME

I, THE UNDERSIGNED OWNER/DEVELOPER, PURSUANT TO ARTICLE 5,
SECTION 508 OF ACT 247 AS AMENDED BY ACT 93, HEREWITH GRANT TO THE
BOROUGH OF HELLERTOWN, AN EXTENSION OF TIME UNTIL

8/31/25 TO FURTHER REVIEW THE
1352 Main St. SITE PLAN WHICH IS PRESENTLY
SUBMITTED.

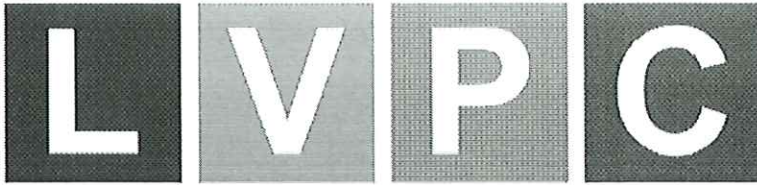
THE GRANT OF TIME IS NECESSARY FOR THE UNDERSIGNED AND HIS
ENGINEER TO MODIFY THE SUBMITTED PLANS SO THAT THEY CONFORM WITH
THE BOROUGH'S ORDINANCES AND STATE REGULATIONS.

I ENTER INTO THIS EXTENSION WITH THE INTENT TO BECOME LEGALLY
BOUND IN CONSIDERATION OF THE BOROUGH'S NOT DENYING THE AFORESAID
PLAN. FINALLY, I ATTEST THAT I AM AUTHORIZED TO GRANT THIS EXTENSION
OF TIME ON BEHALF OF THE DEVELOPER/OWNER.

6/3/25
Date

David Aray (agent)
Applicant's Name

[Signature]
Applicant's Signature



Lehigh Valley Planning Commission

DR. CHRISTOPHER R. AMATO
Chair

CHRISTINA V. MORGAN
Vice Chair

ARMANDO MORITZ-CHAPELLIQUEN
Treasurer

BECKY A. BRADLEY, AICP
Executive Director

June 18, 2025

Cathy Hartranft, Manager
Hellertown Borough
685 Main Street
Hellertown, PA 18055

**Re: 1352 Main Street – Land Development
Hellertown Borough
Northampton County**

Dear Ms. Hartranft:

The application proposes subdividing an existing 0.326-acre parcel into three lots at 1352 Main Street (Parcel Identification Number Q7NW3A 9 14). Lot 1 will feature the existing residential building, while a proposed twin residential property will be split between Lot 2 and 3. Associated parking pads and a driveway are also proposed.

Housing

This proposal aligns with *FutureLV: The Regional Plan* by increasing density in urban areas using infill development (Density Special Section, page 71) and assists in tackling the regional housing shortage of over 9,000 units throughout the Lehigh Valley. According to the Lehigh Valley Housing Supply and Attainability Strategy, Hellertown Borough has an 89-unit housing shortage and should add an additional 292 units by the year 2050 based on current population growth trends. Currently, approximately 9% of housing supply in the Borough are duplexes and this proposal further diversifies housing options for residents.

The LVPC encourages a variety of price points to maximize attainable housing opportunities and promote mixed-income neighborhoods (of Policy 4.5). For example, in the Lehigh Valley the average entry-level professional in the region can afford monthly housing costs up to \$771 per month ([2025 Lehigh Valley Housing Dashboard](#)).

Sustainable Systems

The LVPC encourages the developer to consider opportunities for incorporating sustainable energy systems that reduce overhead operational costs and 'minimize environmental impacts of development' (Policy 3.1).

Municipalities, when considering subdivision/land developments, should reasonably attempt to be consistent with *FutureLV: The Regional Plan*, as required by the Pennsylvania Municipalities Planning Code (MPC) [Article 1§105, Article III§303, §304

& §306(a), Article VI§603(j)]. The LVPC review does not include an in-depth examination of plans relative to subdivision design standards or ordinance requirements since these items are covered in the municipal review.

Sincerely,

A handwritten signature in black ink that reads "Joseph Dotta". The signature is written in a cursive style with a prominent initial "J".

Joseph Dotta
Regional Planner

cc: PAJ Ventures LP, Applicant; JENA Engineering, Project Engineer/Surveyor; Bryan Smith, Borough Engineer.