PLANNING COMMISSION MEETING MINUTES
TUESDAY, AUGUST 11, 2026 7:00 P.M.
THE MEETING WAS STREAMED ON YOUTUBE LIVE

I. GENERAL FUNCTIONS

a. Call to Order: Larry O'Donnell called the meeting to order at 7:01 p.m.

b. Roll Call:

Larry O'Donnell, Chair
Robert Lepley, Vice Chair
Maria Diaz-Joves, Secretary
Don Werkheiser, Member
Joseph Ingaglio, Member
Monica Mindler, Member
Michael Corriere, Solicitor
Bryan Smith, Barry Issett & Associates
Terri Fadem, Zoning and Code Enforcement Officer

c. Minutes of Previous meeting:

Motion by Don Werkheiser to approve the meeting minutes of July 14, 2026. Seconded by Joseph Ingaglio. **Motion passed 4:0:2. Maria Diaz-Joves and Monica Mindler abstained.**

II. REVIEW & DELIBERATION

a. 154 & 156 Northampton Street: Bill Loof of Martin, Bradbury and Griffith appeared on behalf of Merrill and Brenda Leister regarding the proposed lot consolidation of 154 and 156 Northampton Street.

The applicant explained that the Leisters own both parcels and are seeking to eliminate the existing common lot line in order to accommodate a proposed addition to the residence. The anticipated addition would provide a first-floor bedroom, bathroom, laundry facilities, and related improvements.

The applicant reviewed comments contained in the Borough Engineer's review letter and presented a waiver request concerning the requirement for installation of a concrete monument at the southeast corner of the property. The applicant requested permission to install an iron pin in lieu of the required concrete monument, noting the existing development pattern and the absence of similar monuments along the street.

The Commission discussed the existing property configuration, the location of existing survey markers, the proposed iron pin, and the need to revise the plan accordingly. The applicant indicated that the iron pin could be installed and the plan updated prior to the matter proceeding to Borough Council.

The Commission also discussed the proposed addition, existing grade differences between the parcels, the existing alley/street configuration to the rear of the property,

and the effect of the consolidation on existing nonconformities. It was noted that the consolidation itself would not worsen any existing nonconformity and that any future addition would be subject to applicable zoning and permitting requirements.

The applicant agreed to have the iron pin installed, revise the plan to reflect the installation, and provide the updated plan electronically to the Borough prior to Borough Council consideration.

Motion by Maria Diaz-Joves to recommend approval of the requested waivers from the following requirements: § 390-18A(4), requiring an improvements agreement; § 390-28B, requiring submission of an executed subdivision improvements agreement and applicable performance and maintenance guarantees; § 390-28D, requiring supervision of the installation of required improvements; § 390-29A(2), relating to required subdivision improvements; and § 390-30, establishing the improvement guarantee procedure. Seconded by Robert Lepley. **Motion passed 6:0:0.**

Motion by Maria Diaz-Joves to recommend approval of the waiver related to the improvements agreement and monument requirement, provided that an iron pin is installed and the plan is revised accordingly prior to the September 8, 2026 Borough Council Meeting and conditioned upon receipt of a favorable review letter from the Lehigh Valley Planning Commission. Seconded by Joseph Ingaglio. **Motion passed 6:0:0.**

b. 202 Main Street – 1st Floor: Attorney Steve Goudsouzian appeared on behalf of T-Rexports, LLC, together with Robert Parsons, regarding the proposed establishment of T-Rex Sports on the first floor of 202 Main Street.

Mr. Parsons explained that T-Rex Sports has been in business for approximately 13 years and specializes in sports and non-sports trading cards, including Pokémon, Star Wars, and similar collectible products. The proposed location would serve as the company's retail storefront.

The applicant advised that no substantial exterior alterations are proposed other than new signage, which will be subject to a separate sign permit. Interior alterations will be minimal and will primarily consist of removal of an existing walk-in cooler formerly associated with the flower shop and conversion of that area into storage space. The existing exterior walls and concrete slab will remain.

The business is expected to operate generally during daytime and early evening hours. Initially, Mr. Parsons expects to operate the store himself, although a second employee may occasionally be present. The applicant also anticipates the possibility of small trading card or gaming events, including Pokémon or similar tournaments, with approximately 10 participants due to the limited size of the retail area.

The Commission discussed parking requirements for the property. It was noted that the site contains 11 parking spaces and that the proposed first-floor retail use could

require up to six spaces based upon retail floor area and the potential for two employees. Five spaces would remain available for the second-floor office use. The existing stacked parking configuration was also discussed and was determined to be permissible for the two commercial uses.

The Borough Engineer's August 6, 2026, review letter was discussed, including recommendations concerning paving of the existing gravel parking area and exterior lighting. The applicant requested waivers from these requirements based upon the existing site conditions, the continuation of a retail use, and the limited exterior changes associated with the proposal.

Commission members discussed the financial burden that paving the parking area could place upon a small business tenant where no significant site improvements are proposed. Exterior lighting was also discussed, particularly in consideration of customers and children who may access the business by bicycle. The applicant advised that a bicycle rack is proposed near the front of the building, where street lighting is available, and that additional existing lighting is located near the rear entrance and in the vicinity of the parking area.

The Commission also noted that sidewalk and curb requirements would be reviewed separately by the Borough and that any proposed signage would require separate approval.

Motion by Joseph Ingaglio to recommend conditional approval of the site plan and proposed use, subject to addressing the applicable comments contained in the Borough Engineer's August 6, 2026, review letter. Seconded by Robert Lepley. **Motion passed 6:0:0.**

Motion by Joseph Ingaglio to grant waivers from the following requirements: § 450-20C(6), requiring off-street parking areas to be graded and paved with a hard surface; § 390-29H(2)(e), requiring parking lot lighting for non-single-family residential lots; and § 450-20C(7)(b), requiring one shade tree within or adjacent to the parking area for every 10 parking spaces provided. Seconded by Maria Diaz-Joves. **Motion passed 6:0:0.**

c. **202 Main Street – 2nd Floor:** Yareidia Ising, owner of My Favorite Cleaning Co., appeared before the Commission regarding the proposed use of the second floor of 202 Main Street as office space for the business.

Ms. Ising advised that My Favorite Cleaning Co. is primarily a residential cleaning service and that the second-floor space would function as the company's administrative office. The office would generally be occupied by Ms. Ising and one other employee, with the second employee currently working remotely. They anticipate meeting at the office approximately once or twice per week.

The company's cleaning technicians report directly to customers' homes and will not routinely report to or be staged from the Main Street office. Occasional staff meetings may be held at the office, but these are expected to occur infrequently.

The Commission discussed the storage of cleaning products. Ms. Ising stated that the company utilizes plant-based, family-friendly, nonhazardous household cleaning products and does not utilize bleach or other harsh chemicals. Employees maintain their own cleaning kits, vacuums, mops, rags, and related equipment. Used materials and waste from cleaning jobs will not be brought back to the office. Employees may occasionally visit the office to replenish supplies.

Ms. Ising clarified that no exterior storage container is proposed. Any storage associated with the business will occur entirely within the second-floor office space. The existing exterior shed/storage structure shown on the site plan is not part of the proposed business use.

Parking requirements were reviewed. Although the applicant's lease references two parking spaces, the Commission discussed that the parking spaces required for the second-floor use must remain available to serve the property and cannot be separately leased or otherwise allocated in a manner that would cause the approved uses to become deficient in required parking.

The Commission also discussed signage. Ms. Ising indicated that signage may consist of identification on the rear entrance door or another coordinated sign arrangement with the first-floor tenant. Any proposed signage will be submitted separately to the Borough for review and permitting.

Because the second-floor office occupies the same property as T-Rex Sports, the Commission discussed the same paving and exterior lighting conditions applicable to the property and the corresponding waiver requests.

Motion by Joseph Ingalio to recommend approval of the site plan and proposed use, subject to compliance with the applicable comments contained in the Borough Engineer's August 6, 2026, review letter. Seconded by Monica Mindler. **Motion passed 6:0:0.**

Motion by Joseph Ingaglio to grant waivers from the following requirements: § 450-20C(6), requiring off-street parking areas to be graded and paved with a hard surface; § 390-29H(2)(e), requiring parking lot lighting for non-single-family residential lots; and § 450-20C(7)(b), requiring one shade tree within or adjacent to the parking area for every 10 parking spaces provided. Seconded by Monica Mindler. **Motion passed 6:0:0.**

III. OLD BUSINESS

Planning Commission Vacancy: Larry O'Donnell announced that one vacancy remains on the Hellertown Borough Planning Commission. Interested Borough residents were encouraged to consider serving on the Commission.

IV. NEW BUSINESS

There was no new business.

V. ADJOURNMENT

Motion by Don Werkheiser to adjourn the meeting at 8:04 p.m. Seconded by Robert Lepley. **Motion carried 6:0:0.**

Respectfully submitted by
Terri Fadem
Zoning and Code Enforcement Officer