

MINUTES  
UPPER SAUCON TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
Tuesday, December 5, 2023 – 6:30 p.m.  
Township Municipal Building

Call to Order/Pledge of Allegiance

Chairperson Falcone called the meeting to order at 6:33 p.m. with the reciting of the Pledge of Allegiance.

**Members Present:** Samantha Falcone, Chair  
Gerry Anthony, Vice Chair  
George Bloeser  
Diana Inglis  
Bryan Macfarlane  
John Zelena

**Staff Attending:** Trisha Lang, Secretary/Director of Community Development  
Charlie Unangst, Hanover Engineering  
Thomas Dinkelacker, Township Solicitor

**Board of Supervisors Meeting Actions**

No subdivision or land development plan approvals.

**Minutes**

No meeting minutes available.

**Subdivision and Land Development Reviews**

A. DeSales Welcome Center Preliminary/Final LDP Project No. 2023-04

Marc Albanese of DeSales and Jim Mazeika of Barry Issett & Associates, Inc. attended as representatives for the applicant. Mr. Mazeika summarized the project which involves construction of a new building on the University campus that will provide a variety of student services for both existing and potential students. The project will include both indoor and outdoor meeting and lounging space as well as work rooms, presentation space, and interview rooms.

The building will be located at the terminus of Preston Lane, across from Billera Hall and adjacent to the existing University Bookstore.

The Commission members raised issues regarding the location of specific stormwater management facilities and the need to follow the Township design specifications, as well as whether there would be a connection to public water. Following this discussion, the Commission took the following action on the Plan:

The PC voted unanimously to recommend **conditional approval** of the following **waivers**:

1. Subdivision and Land Development (SALDO) Section 302.D.2 which requires that existing contour information be provided on and within 200' of the subject property. The condition imposed is that this information be provided on and within a distance of 200' from the boundary of the project area in lieu of the property boundary unless the subject of a current or future imposed condition of approval.
2. Subdivision and Land Development (SALDO) Section 302.D.4 which requires that the plan identify a variety of man-made features located on and within 200' of the subject property. The condition imposed is that the information be provided for a distance of 200' from the boundary of the project area in lieu of the property boundary
3. Subdivision and Land Development (SALDO) Section 302.D.5(a)-(p) which requires that the plan identify a variety of man-made features located on and within 200' of the subject property. The condition imposed is that the information be provided for a distance of 200' from the boundary of the project area in lieu of the property boundary.
4. Subdivision and Land Development (SALDO) Section 514.A.7 which requires the plan to depict the location and material of all existing survey monuments and markers. The condition imposed is that this information be provided on plan sheet three (3) in accordance with the existing deed description of the property.
5. Subdivision and Land Development (SALDO) Section 507.B.1 which requires that recreation trails be provided when designated on or as part of an official map or plan. The condition imposed is that the existing network of walkways through campus be accepted as an alternative to the specific location as depicted on the Official Map as long as these walkways remain open to the public.
6. Subdivision and Land Development (SALDO) Section 511 which requires that curbs be installed along all streets and access drives where there is parallel sidewalk. The condition imposed is that curb be provided along any access drive where sidewalk is to be installed.
7. Subdivision and Land Development (SALDO) Section 518.B.1 which requires the placement of street trees at 50" on center along each side of the street. The condition imposed is that the proposed planting of eight (8) trees as depicted on the plan be accepted as an alternative to the specific locational requirements of the ordinance.
8. Stormwater Management Ordinance (SWMO) Section 308.B.4 which requires that a basin bottom have a minimum slope of 2%. The condition imposed is that the applicant obtain approval of an NPDES permit for the site.
9. Stormwater Management Ordinance (SWMO) Section 304.H which requires that the stormwater design allow for infiltration when the ground surface is frozen. The condition imposed is that the applicant obtain approval of an NPDES permit for the site.

The PC voted unanimously to recommend **approval** of the following waivers:

1. Subdivision and Land Development (SALDO) Section 503.A.3 which requires that additional land be dedicated to widen the cartway or right-of-way of streets

- of improper width.
2. Subdivision and Land Development (SALDO) Section 510 which requires the installation of sidewalks along all streets and access drives.
  3. Stormwater Management Ordinance (SWMO) Section 308.A.4 which requires a minimum pipe diameter of 18" for all pipes in the collection and conveyance system that will be dedicated to the Township.
  4. Stormwater Management Ordinance (SWMO) Section 308.A.12 which requires that grass-lined channels be designed with a minimum slope of 2%

The PC voted unanimously to recommend **conditional approval** of the **Plan**, subject to the following:

1. Satisfaction of the following comments contained in the November 29, 2023 Hanover Engineering Associates review letter:
  - a. Comments C. 1, 2, 3, 4, 9, 10, 11, 13-16, 18, 19, 20, 21, and 29, D. 1, 2, 3, 5 (except as waived), 8, 9, and 12-16
2. Satisfaction of comments 6, 7, 14, and 15 contained in the November 28, 2023 memo from the Zoning Officer;
3. Satisfaction of comments 1, 2, 5, and 8 contained in the November 27, 2023 review letter from Hydro-Terra Group
4. Satisfaction of all comments contained in the November 13, 2023 review by Chief Catterer of the Upper Saucon Township Volunteer Fire Department #1 prior to occupancy of the building
5. Execution of a subdivision and land development improvements agreement to the satisfaction of the Township;
6. Execution of an Ordinance 108-B Agreement to the satisfaction of the Township;
7. Provision of an irrevocable stand-by letter of credit in a form and amount satisfactory to the Township to secure completion of all required improvements;
8. Revision of the record plan to identify with specificity each waiver or deferral granted, the purpose/impact of the waiver or deferral, the conditions/terms of each waiver or deferral and the date of the grant of relief by the Board of Supervisors and,
9. Payment of all review fees due and owing.

**Discussion Items**

None

**Public Comment**

None

**Adjournment**

There being no further business, the meeting adjourned.