



**SLATE BELT MULTI-MUNICIPAL COMPREHENSIVE PLAN
STEERING COMMITTEE MEETING**

Thursday, June 6, 2024, 7:00 PM
East Bangor Fire Hall, 30 East Central Avenue, East Bangor, PA 18013

AGENDA

Open Meeting

1. Roll Call
2. Minutes
 - March 7, 2024 Meeting Minutes

Old Business

1. Grow NORCO Grant Application for the Zoning and Official Map Project Update
2. Intermunicipal Implementation Agreement Revisions
3. Follow-up with Plainfield and Lower Mount Bethel Townships
 - Revising the Plan to Remove Lower Mount Bethel
 - Adoption Timeline

New Business

1. Next Meeting:
 - Thursday, July 4, 2024
 - Cancel or Reschedule (July 11th?)
 - Meeting Location Needed

Courtesy of the Floor (For items not covered on the rest of the agenda)

1. General Issues and Opportunities Discussion
 - a. Known “Plan Activity” in Slate Belt Communities
 - i. March – May 2024
2. Municipal Updates

Adjourn

The Multi-Municipal Comprehensive Plan for the SLATE BELT

March 7, 2024 – 7 PM, Steering Committee Meeting

Steering Committee Attendees:

Bangor:	Stephen Reider, Marissa Donnelly
East Bangor:	Jason Huggan
Pen Argyl:	Robin Zmoda, Tyler Kemp, Joe LeDonne
Plainfield:	Terri Kleintop
Portland:	Lance Prator, Stephanie Steele
Roseto:	Cathy Martino, Carl Renna
Upper Mount Bethel:	Dave Friedman, Judy Henckel
Washington:	Justin Huratiak
Wind Gap:	Wesley Smith

Members of the Public in Attendance:

Jane Mellert – Plainfield Township
Millie Beahn – Plainfield Township

Planning Partners in Attendance:

Becky Bradley – Lehigh Valley Planning Commission
AJ Schwartz – Environmental Engineering & Design
Carolyn Yagle – Environmental Engineering & Design

Roll Call

Ms. Bradley called roll. Terri Kleintop, Plainfield Township joined the meeting shortly after attendance was called.

Minutes from the February 1, 2024 Meeting

Ms. Zmoda called for a motion to approve the minutes from the February 1, 2024 meeting. Mr. Friedman made the motion to approve the minutes. Mr. Huratiak seconded the motion. Ms. Bradley took a roll call vote, and the motion passed unanimously.

Old Business

1. Zoning Ordinance Update Presentation

AJ Schwartz and Carolyn Yagle, Environmental Planning & Design, provided a slide presentation on coordinating zoning among municipalities involved in multi-municipal comprehensive plans. Ms. Bradley said she would forward the presentation to the committee. Ms. Bradley provided revised Community Zoning Codes Update & Official Maps Creation worksheets, showing costs for participation in coordinated zoning by all ten municipalities, the costs without Lower Mount Bethel, and the costs without Lower Mount Bethel and Plainfield.

Ms. Bradley discussed the Grow NORCO Grant Program, which was presented at the February 20, 2024 Northampton County Grant Workshop, as a source of funding for the coordinated zoning and official map effort. Mr. Friedman made a motion that the municipalities agree to apply for the grant, show commitment to applying for the grant, and authorize the Lehigh Valley Planning Commission to prepare and submit the application by the deadline of May 31, 2024. Mr. Rider seconded the motion. Ms. Bradley took a roll call vote, and the motion passed unanimously.

2. Intermunicipal Cooperative Agreement Discussion

Ms. Bradley said Matthew Deschler, East Bangor Solicitor, recently provided comments on the draft Intermunicipal Agreement. She provided a copy of the draft agreement and a version with the Solicitor comments and Ms. Bradley's responses. She said she would forward the Borough Solicitor comments to Gary Asteak to review and revise the agreement as needed.

3. Municipal Steering Committee Representation

Ms. Bradley said the agenda packet included the current steering committee representation as indicated by the municipalities. Five municipalities have not responded to the request to confirm or update the list. Mr. Prator confirmed that Portland Borough representation remains the same.

Ms. Bradley said she would contact Dave Backenstoe and Paige Stefanelli, Interim Manager of Plainfield Township, to schedule a meeting to discuss the planning effort and would be looking for some committee members to attend the meeting as well.

New Business

1. Lower Mount Bethel Township Correspondence

Ms. Zmoda discussed the correspondence received from Lower Mount Bethel Township on March 5, 2024 regarding their decision to withdraw from the Plan Slate Belt effort. Based on the discussion, the LVPC will be following up with the Township to encourage them to continue participation in the plan, at least one committee member should be part of the outreach. Ms. Bradley will also follow up with Gary Asteak, LVPC Land Use Solicitor, to find out how this would impact the plan.

2. Next Meeting

The next Steering Committee meeting is scheduled for 7 pm on Thursday, April 2, 2024 at the Pen Argyl Borough Hall.

Courtesy of the Floor

1. General Issues and Opportunities Discussion

- Known Plan Activity in Slate Belt Communities (February 2024)

Ms. Bradley briefly discussed the projects listed in the activity log.

2. Municipal Updates

- Several community updates were provided.

Adjourn

Ms. Zmoda called for a motion to adjourn the meeting. Mr. Prator made a motion to adjourn. Mr. Renna seconded the motion. Ms. Bradley took a roll call vote on the motion, which passed unanimously.

Attachments

- February 1, 2021 Steering Committee Meeting Minutes
- Zoning Codes Update & Official Maps Creation Worksheets (Revised 3/7/2024)
- Draft Slate Belt Multi-Municipal Comprehensive Plan Intermunicipal Cooperative Implementation Agreement
- Draft Slate Belt Multi-Municipal Comprehensive Plan Intermunicipal Cooperative Implementation Agreement
- Steering Committee Representation List
- Lower Mount Bethel Township Correspondence
- Slate Belt Communities' Activity Log (February 2024)

Minutes prepared and respectfully transmitted by the LVPC.

Program Overview

Completed by planning@lvpc.org on 5/30/2024 5:36 PM

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

Program Overview

Please provide the following information.



Grow NORCO Program

Community and Economic Development

2801 Emrick Blvd.

Bethlehem, PA 18020

610-829-6308

sortiz@norcopa.gov

PROGRAM OVERVIEW

The Grow NORCO Program (GNP) is designed to be a flexible source of capital that will assist Northampton County municipalities and not-for-profit organizations grow Northampton County's economic prosperity and quality of life. The program will help the County prioritize and allocate its limited resources for the betterment of the County. Funding priorities of the Grow NORCO Program may change from round to round. Non-profits and Municipalities are encouraged to explore creative partnerships to implement their programs and projects. Applications that demonstrate partnerships or that advantage additional funds and resources may be prioritized.

Please review Grow NORCO [Guidelines](#)

A. Organization Information

Completed by planning@lvpc.org on 5/30/2024 5:36 PM

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

A. Organization Information

Please provide the following information.

APPLICANT

A.1. Name of Organization

Pen Argyl Borough

A.2. Street Address

11 North Robinson Avenue Pen Argyl, PA 18072

A.3. Federal ID Number

246000647

CHIEF OFFICIAL

A.4. Name

Robin Zmoda

A.5. Title

Manager

A.6. Phone

(610) 863-1822

A.7. Email

manager@penargylborough.com

A.8. Organization Type

Municipality

A.9. Is the Grant Administrator's information different from above?

Yes

A.10. Contact Person Name

Jill Seitz

A.11. Contact Person Title

Chief Community Planner

A.12. Is address different from any listed above?

Yes

Printed By: Jill Seitz on 5/31/2024

A.13. Address

615 Waterfront Drive Suite 201 Allentown, PA 18102

A.14. Phone

(610) 264-4544

A.15. Email

jseitz@lvpc.org

ENGINEER/ARCHITECT

A.16. Are you working with an Engineer or Architect?

No

B. Grant Program & Project

Completed by planning@lvpc.org on 5/31/2024 10:04 AM

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

B. Grant Program & Project

Please provide the following information.

B.1. Project Title

Slate Belt Zoning Ordinances and Official Maps

B.2 Please select the Project Type:

Community Planning

B.3 Proposed Start Date

01/01/2025

B.4 Proposed Completion Date

12/31/2025

B.5 Project Site Location

11 North Robinson Ave Pen Argyl, PA 18072

B.6 Project Objective(s):

- Expand economic opportunities
- Increase tourism in Northampton County
- Blight remediation
- Improve public health and/or wellness
- Improve quality of life
- Expansion of public services
- Improve public safety
- Historic preservation

PROJECT & BUDGET NARRATIVES

B.7 What do you plan to accomplish with this project?

The Slate Belt communities of Bangor, East Bangor, Pen Argyl, Roseto, Portland and Wind Gap boroughs and Plainfield, Washington and Upper Mount Bethel townships are seeking Northampton County funding support to update each of their zoning ordinances and create individual official maps in a coordinated effort. These municipalities partnered together to collectively create their first ever multi-municipal comprehensive plan that shapes their vision for the future. Amending municipal zoning and creating official maps is the municipalities' first and most critical step towards

Printed By: Jill Seitz on 5/31/2024

4 of 13

implementing the Plan. Our coordinated zoning and official map project is consistent with the county comprehensive plan, FutureLV. FutureLV supports our application by 'supporting evolution and adaptability of government to guide the location and intensity of development, encourage reuse and redevelopment by matching development intensity with sustainable infrastructure (Policy 1.1).' A zoning code, official map and management system will also help achieve goals outlined in Plan Slate Belt, including achieving a balance between growth and preservation, promoting a high regional quality of life, improving the efficiency of local and regional governments, creating a resilient transportation and infrastructure network, strengthening the farming community and developing a prepared student body and workforce.

B.8 How do you plan to accomplish it?

The Slate Belt Communities will hire one planning consultant that will review each municipality's zoning ordinance, identify deficiencies and opportunities to update or modernize code and develop consistency across Slate Belt ordinances. Official Maps will also be developed for each municipality, which will designate locations for public community facilities and infrastructure investments. The process facilitated by the consultant will include substantial public engagement meetings at least once per month with a Steering Committee made up municipal representatives, with additional meetings with municipal commissions, councils and supervisors to provide ample opportunity for feedback in the process. LVPC as the County Planning Commission will provide in-kind support through the process to maintain consistency with FutureLV.

B.9 How do you plan to use DCED grant funds (address each cost item identified in the project budget)?

We are requesting \$75,000 for the project. Estimated Costs based on an Example Scope of Work and Budget from a similar project:

Stage 1: Due Diligence and Analysis - \$53,717

- Review of the Regional Comprehensive Plan document as well as other related municipal land use and development policies \$835
- Perform field reconnaissance to obtain the current use of lots/properties; create a current parcel map for reference in Zoning Map and Official Map preparation \$5,273
- Complete an audit of each municipality's zoning ordinance and zoning map; produce a summary report with near-term and longer-term recommendations for each individual municipality \$37,034
- Facilitate work sessions with each municipality to review, discuss and prioritize the audit observations/outcomes; review and discuss other community development issues; outline planning goals for the overall zoning amendments; assumes 3 hours per work session \$10,574

Stage 2: Municipal Amendments and Strategic Regional Coordination - \$87,276

- Conduct a Steering Committee Meeting to determine land uses that will be classified as regional \$1,012
- Update land uses for each of the nine (9) municipalities to ensure full range of land uses is addressed across the Slate Belt municipalities; includes assigning land use designations (by each municipality's districts and inclusive of contemporary uses/activities/legal mandates/opinion); create Permitted Use Tables to summarize the designations (use by right, conditional use, use by special exception and accessory use) and individualized conditional use/special exception criteria - \$24,102

- Prepare applicable land use and other supporting/related definitions and terms for each of the uses based upon assignments; includes illustration of up to sixteen (16) non-land use terms (e.g. lot characteristics, setbacks, etc.) - \$13,236
- Develop a series of coordinated zoning and official map objectives as applicable as applied to all nine (9) municipalities - \$2,217
- Conduct two (2) Steering Committee Meetings to review and prioritize land uses and definitions - \$2,227
- Facilitate work sessions with each municipality to review, discuss land use recommendations; assumes 3 hours per work session - \$9,689
- Conduct Planning Commission Meeting Series #1 (9) to review land uses and definitions - \$4,556
- Conduct a Steering Committee Meeting to finalize land use balances as applicable Refine and align common administrative responsibilities, procedures, timeframes and rezoning processes; apply to each of the nine (9) municipalities - \$2,630
- Prepare supplemental regulation and performance standards as relate to identified land uses within the amendment package - \$12,882
- Conduct work sessions with each municipality to review, discuss and prioritize supplemental regulations and performance standards recommendations; assumes 3 hours per work session - \$9,689
- Prepare Planning Commission and Elected Official written briefing packets for municipal reference on key planning decisions/direction to date - \$2,807
- Conduct two (2) Steering Committee Meetings to review supplemental regulation and performance standards and Receive Direction - \$2,227

Stage 3: Production and Adoption - \$54,916

- Draft text amendment and map packages (assumes no more than two (2) comprehensive drafts incorporating the above Stage 2 items) - \$30,130
- Conduct Planning Commission Meetings (9) for overall Document Review - \$3,037
- Conduct Elected Body Status Meeting (9) for overall Document Review - \$3,037
- Final text amendment Ordinance packages per PC and Elected Body Meetings - \$12,637
- Conduct Final Planning Commission Meetings (9) for 45-day Public Review Recommendation – \$3,037
- Conduct Elected Body Public Hearing/Adoption Meetings (9) - \$3,037

Reimbursable Expenses - \$11,258

- Printing, plotting, photocopying (assumes 2 draft and 1 final document rounds printed (all other copies digital), etc. - \$4,969

- Miscellaneous supplies and production materials - \$854

- Travel and accommodations - \$5,435

B.10 Provide a project schedule with key milestones and dates.

Phase 1, January 1 – March 31: Procure consulting services for the Zoning Ordinance Update and Official Map Project

Phase 2, April 1 – May 31: Research, analysis, mapping and planning necessary to update zoning law, including an audit of each municipality's existing land uses and zoning ordinance provisions against their zoning map, existing public facilities and infrastructure for development of official maps, and developing initial recommendations aligned with the Plan Slate Belt Multi-Municipal Comprehensive Plan and FutureLV: The Regional Plan.

Phase 3, June 1 – September 30: Update definitions and land uses for each municipality to ensure full range of land uses are addressed across Slate Belt municipalities, create Permitted Use Tables to summarize designations individually for each municipality, prepare regulations related to identified land uses, draft official maps.

Phase 4, October 1 – December 31: Adopt zoning package, including final text amendments, zoning map revisions and official maps.

C. Project Budget & Funding

Completed by planning@lvpc.org on 5/31/2024 10:09 AM

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

C. Project Budget & Funding

Please provide the following information.

PROJECT FUNDING

C.1. Grant Amount Requested:

\$75,000.00

C.2. Will you accept an award in an amount less than the amount requested?

No

C.3. Has this project received past Northampton County funds?

No

C.4. Will the award for this project generate income or revenue?

No

C.5.

Please complete the budget worksheet attached below. The first column will be used for DCED grant funds. Each additional column should indicate source of match funds and type (e.g. Federal, State, Private, PHMC Grant, In-Kind). As a general rule, County funding sources cannot be matched with County funds except CDBG. Waivers can be granted on a case by case basis.

A line item must be provided for each type of expense within category. Enter whole numbers, rounded to the nearest one hundred dollars. Please see program guidelines for match requirements. No more than 50% of matching funds may be in-kind services.



[Sources & Uses Budget Spreadsheet](#) *Required

C. Plan Slate Belt Budget Spreadsheet.pdf

D. Required Documents

Completed by planning@lvpc.org on 5/31/2024 11:06 AM

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

D. Required Documents

Please provide the following information.

Documentation



Cost Estimates / Justification for Project / Program Costs *Required

D. 1 SBZoning and Official Map Budget Worksheet.pdf



Evidence of Matching Funds *Required

D. 2 Evidence of Matching Funds.pdf



Latest Audited Financial Statements or Year-End Financial Statements *Required

D. 3 Pen Argyl 2023 Audit.pdf



Organization Description *Required

D. 4 Organization Description (1).pdf



W-9 *Required

D. 5 Pen Argyl W-9 SIGNED.pdf

Submit

Completed by planning@lvpc.org on 5/31/2024 11:06 AM

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

- I hereby certify that all sections of this application and all required attached documents are accurate to the best of my knowledge.
- The applicant of the Grant hereby agrees to comply with and be bound by the terms and conditions set forth in Northampton County Administrative Code Section 13.15(g).
- If selected to receive grant funds, the project will be operated in accordance with all applicable laws and regulations.
- I have read this application and the application guidelines in their entirety.
- I am authorized by the organization identified within to submit this application.
- I understand this submission is a proposal and not a formal funding application. Submission indicates a willingness of the municipality or organization to apply for available funds administered by Northampton County Department of Community and Economic Development (NCD CED).
- I understand that I must contact NCD CED to withdraw this funding request if the proposed project is no longer viable without substantive change to the application or if the municipality or organization no longer intends to execute the project as described in the submission.
- The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm or any of their personal property.
- By submitting this application, the organization agrees to reimburse the County of Northampton for any expenditures paid by the County that are determined by NCD CED to be ineligible under the program guidelines.
- I confirm services/activities have not commenced/will not commence prior to the project award date. Any services/activities incurred prior to award date will not be eligible/reimbursable.

Signature

Jillian Seitz

Electronically signed by planning@lvpc.org on 5/31/2024 11:06 AM

Admin Evaluation

No data saved

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

Application Evaluation

If the applicant is not eligible, **DO NOT** click "**Complete & Continue**". Please change status to "**Denied**" and add a note to the Audit Log as to why the application is deemed Denied.

Staff Signature

***Not signed*

Staff Title

E. Additional Documentation

No data saved

Case Id: 31110

Name: Plan Slate Belt Zoning and Official Map - 2024

Address: 11 North Robinson Ave, Pen Argyl, PA 18072

E. Additional Documentation

Please provide the following information.

E.1. Expiration date of Insurance:

Documentation

Certificate of Insurance ***Required**

***No files uploaded*

Revised Budget

***No files uploaded*