

**UPPER NAZARETH TOWNSHIP  
PLANNING COMMISSION  
100 NEWPORT AVENUE  
NAZARETH PA 18064**

Minutes of January 14, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:06 pm on Thursday January 14, 2016 in the Township Building. Present were, Planning Commission members: Jay Benfield, Pam Berlew, Wilhelmina Donnelly, and Stephen Bacak; Scott Sylvainus arrived late; Township Zoning Officer, Mr. John Soloe, was also present. Township Manager, Mr. E. J. Mentry, Township Engineer, Mr. Al Kortze and Township Solicitor, Gary Asteak were not present.

**REORGANIZATION**

Mr. Benfield nominated Mr. Sylvainus for Chairperson, Ms. Donnelly seconded and the vote was 4-0

Ms. Berlew nominated Mr. Bacak for Vice-Chairperson, Ms. Donnelly seconded vote passed with a count of 3-1 Mr. Bacak abstained.

Mr. Bacak nominated Ms. Berlew for Secretary, Mr. Benfield seconded vote passed with a count of 3-1 Ms. Berlew abstained.

**MEETING MINUTES**

**Motion** was made by Mr. Benfield and seconded by Mrs. Donnelly to approve the meeting minutes of December 10, 2015, with the correction in the Meeting Minutes section deleting typographical error DON and NELLY. Motion carried by all voting aye.

**OLD BUSINESS**

Additional SALDO changes for the remaining Articles were not ready for this meeting and will be reviewed at the February 11, 2016, meeting.

The Upper Nazareth Township Park, Recreation and Open Space Plan was discussed. Mr. Bacak would like reference to ADA accessibility.

Official Map – Mr. Bacak read the definition of an official Map from DCNR. *“An “official map” is a combined map and ordinance designed to implement the goals and community vision set forth in the comprehensive plan. The official map shows the locations of planned future public lands and facilities such as transportation, recreational parks and trails, and open space. The official map expresses a municipality’s interest in acquiring these lands for public purposes sometime in the future. Official maps can be used by townships, boroughs, cities, and counties. The official map is not to be mistaken for the official zoning map of a municipality.”*

Mr. Kortze’s office submitted a map of existing amenities to start the process. Discussion was conducted as to where the Township would like to see additional recreation land, roads, walking paths etc.

Motion was made by Mrs. Donnelly and seconded by Mr. Bacak to adjourn the meeting at 8:45 p.m. Motion carried by all voting aye.

Respectfully submitted,  
Pamela Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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Minutes of February 11, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:00 pm on Thursday February 11, 2016 in the Township Building. Present were, Planning Commission members: Jay Benfield, Pam Berlew, and Stephen Bacak; Scott Sylvainus arrived at 7:16; Wilhelmina Donnelly was not present. Township Zoning Officer, Mr. John Soloe and Township Engineer, Mr. Al Kortze were also present. Township Manager, Mr. E. J. Mentry and Township Solicitor, Gary Asteak were not present.

**MEETING MINUTES**

**Motion** was made by Mr. Benfield and seconded by Mr. Bacak to approve the meeting minutes of January 14, 2016. Motion carried by all voting aye (3-0).

**OLD BUSINESS**

Additional SALDO changes for the remaining Articles were not ready for this meeting and will be reviewed at the February 11, 2016, meeting.

The Upper Nazareth Township Park, Recreation and Open Space Plan was discussed. Mr. Soloe recommended the Township look for an outside agency to complete the plan. Mr. Kortze indicated his firm will review the plan and provide a quote for completion.

Official Map – What does the Planning Commission wish to be included?:

- Streams and Buffer Zones
- Steep Slopes
- Roads – Existing and Proposed
- Trails – Existing and Proposed
- Traffic Impact Intersections
- Potential realignment of North Broad Street
- Recreation Areas – Existing and Proposed
- Fire and EMS

**NEW BUSINESS**

Mr. Soloe informed the Planning Commission about the proposed Eastern Industries Asphalt Plant going to the Zoning Hearing Board as a Special Exception. He indicated all regulations imposed will be by the Department of Mining. He indicated the Planning Commission will have an opportunity to review the plan when submitted for Land Development. The comments the planning commission had at this time were noise and traffic.

Mr. Kortze presented an overview of the realignment of Route 191 by Hercules Cement.

Motion was made by Mr. Bacak and seconded by Mr. Benfield to adjourn the meeting at 8:45 p.m. Motion carried by all voting aye.

Respectfully submitted,  
Pamela Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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Minutes of APRIL 14, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:00 pm on Thursday April 14, 2016 in the Township Building. Present were, Planning Commission members: Stephen Bacak, Jay Benfield, Pam Berlew, Wilhelmina Donnelly and Scott Sylvainus. Township Engineer, Mr. Al Kortze was also present. Township Manager, Mr. E. J. Mentry, Township Zoning Officer, Mr. John Soloe and Township Solicitor, Gary Asteak were not present.

**MEETING MINUTES**

**Motion** was made by Mr. Benfield and seconded by Mr. Bacak to approve the meeting minutes of February 11, 2016. Motion carried by a (4-0), Mrs. Donnelly abstained due to being absent at the meeting.

**NEW BUSINESS**

Eastern Industries Hot Mix Asphalt (HMA) Plant

Applicant Presentation – No one present

Township Engineer's Comments – Mr. Kortze reviewed his letter.

Planning Commission Comments – Due to lack of special exception approval and outstanding conditions from Al Kortze review letter, the planning commission recommended the supervisors deny the plan and the requested waivers.

**Motion** was made by Scott Sylvainus and seconded by Wilhelmina Donnelly to recommend denial of the plan and the requested waivers. Motion carried by a 5-0 vote.

LVPC Multi-Municipal Comprehensive Plan

The plan was briefly discussed and tabled till next month. Mr. Kortze will gather data and review and comment at next meeting.

**OLD BUSINESS**

The Upper Nazareth Township Park, Recreation and Open Space Plan was discussed. Mr. Sylvainus reported a DCNR grant to complete the plan was considered by the Township.

Official Map – The contents were discussed in detail as to what the map should depict.

Floodways, Streams and Buffer Zones

Roads – Existing and Proposed, including Potential realignment of North Broad Street and street layout for West Side of Township, connecting current developments together.

Traffic Impact Intersections

Recreation Areas – Existing and Proposed

Trails – Existing and Proposed

Fire and EMS

The definition of Official Map was reviewed and anticipated features will need to be reviewed and discussed for inclusion.

Additional SALDO changes for the Article 7 were reviewed. The remaining sections will be updated and the new SALDO will be ready for the adoption process to begin.

Motion was made by Mrs. Donnelly and seconded by Mr. Benfield to adjourn the meeting at 9:05 p.m. Motion carried by all voting aye.

Respectfully submitted,  
Pamela Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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Minutes of MAY 12, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:34 pm on Thursday May 12, 2016 in the Township Building. Present were, Planning Commission members: Stephen Bacak, Jay Benfield, Pam Berlew, Wilhelmina Donnelly and Scott Sylvainus arrived at 7:16. Township Engineer, Mr. Al Kortze, Township Manager, Mr. E. J. Mentry, Township Zoning Officer, Mr. John Soloe and Township Solicitor, Gary Asteak were not present.

**MEETING MINUTES**

**Motion** was made by Mr. Bacak and seconded by Ms. Donnelly to approve the meeting minutes of April 14, 2016. Motion carried by a (5-0).

**NEW BUSINESS**

Nothing at this time.

**OLD BUSINESS**

Eastern Industries Hot Mix Asphalt (HMA) Plant Land Development Plan  
Applicant Letter to put plans on hold was reviewed.

SALDO Revision – will be reviewed at next meeting.

Park, Recreation and Open Space Plan – nothing at this time.

Official Map – Layers were discussed to keep the document readable. Add Streams, Trails, Roads, Recreation Land and EMS.

Motion was made by Mrs. Donnelly and seconded by Mr. Benfield to adjourn the meeting at 8:24 p.m. Motion carried by all voting aye.

Respectfully submitted,  
Pamela Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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**MINUTES OF JUNE 9, 2016**

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:00PM on Thursday June 9, 2016 in the Township Building. Present were Chairwoman, Scott Sylvainus; Vice-chairman, Stephen Bacak; Wilhelmina Donnelly; Jay Benfield; Township Engineer, Al Kortze and Township Solicitor, Gary Asteak. Secretary, Pamela Berlew was not present.

The minutes from the May 12, 2016 meeting were approved.

The first item on the agenda was the **Route 191 Relocation-Preliminary/Final Land Development Plan** presented by Attorney Lisa Ferrenia and David Engineer, P.E. from Earth Res Engineering and Science.

The submitted material depicts the proposed realignment of a 0.6 mile section of PA Route 191 located between the Prime Conduit's rail crossing and the bridge over the Bushkill Creek. This section of Route 191 will be relocated to the north to allow for the future expansion of the Buzzi Unicem quarry currently operating to the south of the highway.

Al Kortze's June 8, 2016 review letter was reviewed and the applicant agreed to conform to all requests of the letter.

Jay questioned the applicant on sinkholes in the area. Stephen expressed his appreciation for the improvements to the drainage and the railroad crossing.

There were no public comments.

A **motion** was made by Jay to recommend approval of the applicants request for a waiver to SALDO section 741.10 regarding curbing requirements. Wilhelmina seconded the motion and the **motion passed 4-0**.

A **motion** was made by Stephen to recommend approval of the applicants request for a waiver to SALDO section 744.1 regarding minimum centerline grades. Wilhelmina seconded the motion and the **motion passed 4-0**.

A **motion** was made by Jay to recommend approval of the applicants request for a waiver to SALDO section 791.32 regarding cut and fill slopes. Wilhelmina seconded the motion and the **motion passed 4-0**.

A **motion** was made by Wilhelmina to recommend approval of the applicants request for a waiver to SALDO section 792.26 regarding a Landscape Plan submission. Scott seconded the motion and the **motion passed 4-0**.

A **motion** was made by Wilhelmina to recommend approval of the applicants request for a waiver to SALDO section 794.48 regarding a Storm Sewer trench diking in Karst areas. Stephen seconded the motion and the **motion passed** 4-0.

A **motion** to recommend Preliminary/Final approval to the board of Supervisors subject to the conditions of Al Kortze's June 8, 2016 review letter was made by Wilhelmina and seconded by Scott. The motion **passed** 4-0.

The **second item** on the agenda was an informal review of a possible proposed **phasing plan of Carriage Hill Estates**. There was informal discussion among the planning commission and the township engineer. There were no developer representatives present and **no action was taken**.

The **third item** on the agenda was a continuation of the SALDO revision. Al Kortze is working on the appendices and should have them ready for next month's meeting.

The Park, recreation and Open Space plan, Official Map and LVPC Multi-Municipal Comprehensive Plan will be discussed at the July meeting.

The meeting was adjourned by Scott at 8:20PM.

Respectfully submitted,  
Scott Sylvainus, Chairman

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PLANNING COMMISSION  
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NAZARETH PA 18064

MINUTES OF JUNE 9, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:00PM on Thursday June 9, 2016 in the Township Building. Present were Chairwoman, Scott Sylvainus; Vice-chairman, Stephen Bacak; Wilhelmina Donnelly; Jay Benfield; Township Engineer, Al Kortze and Township Solicitor, Gary Asteak. Secretary, Pamela Berlew was not present.

The minutes from the May 12, 2016 meeting were approved.

The first item on the agenda was the **Route 191 Relocation-Preliminary/Final Land Development Plan** presented by Attorney Lisa Ferrenia and David Engineer, P.E. from Earth Res Engineering and Science.

The submitted material depicts the proposed realignment of a 0.6 mile section of PA Route 191 located between the Prime Conduit's rail crossing and the bridge over the Bushkill Creek. This section of Route 191 will be relocated to the north to allow for the future expansion of the Buzzi Unicem quarry currently operating to the south of the highway.

Al Kortze's June 8, 2016 review letter was reviewed and the applicant agreed to conform to all requests of the letter.

Jay questioned the applicant on sinkholes in the area. Stephen expressed his appreciation for the improvements to the drainage and the railroad crossing.

There were no public comments.

A **motion** was made by Jay to recommend approval of the applicants request for a waiver to SALDO section 741.10 regarding curbing requirements. Wilhelmina seconded the motion and the **motion passed** 4-0.

A **motion** was made by Stephen to recommend approval of the applicants request for a waiver to SALDO section 744.1 regarding minimum centerline grades. Wilhelmina seconded the motion and the **motion passed** 4-0.

A **motion** was made by Jay to recommend approval of the applicants request for a waiver to SALDO section 791.32 regarding cut and fill slopes. Wilhelmina seconded the motion and the **motion passed** 4-0.

A **motion** was made by Wilhelmina to recommend approval of the applicants request for a waiver to SALDO section 792.26 regarding a Landscape Plan submission. Scott seconded the motion and the **motion passed** 4-0.

A **motion** was made by Wilhelmina to recommend approval of the applicants request for a waiver to SALDO section 794.48 regarding a Storm Sewer trench diking in Karst areas. Stephen seconded the motion and the **motion passed 4-0**.

A **motion** to recommend Preliminary/Final approval to the board of Supervisors subject to the conditions of Al Kortze's June 8, 2016 review letter was made by Wilhelmina and seconded by Scott. The motion **passed 4-0**.

The **second item** on the agenda was an informal review of a possible proposed **phasing plan of Carriage Hill Estates**. There was informal discussion among the planning commission and the township engineer. There were no developer representatives present and **no action was taken**.

The **third item** on the agenda was a continuation of the SALDO revision. Al Kortze is working on the appendices and should have them ready for next month's meeting.

The Park, recreation and Open Space plan, Official Map and LVPC Multi-Municipal Comprehensive Plan will be discussed at the July meeting.

The meeting was adjourned by Scott at 8:20PM.

Respectfully submitted,  
Scott Sylvainus, Chairman

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**MINUTES OF JULY 14, 2016**

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:20 PM on Thursday July 14, 2016 in the Township Building. Present were; Vice-chairman, Stephen Bacak; Pamela Berlew; Wilhelmina Donnelly; and Jay Benfield; and Township Manager, E. J. Mentry. Chairman Scott Sylvainus, Township Engineer, Al Kortze and Township Solicitor, Gary Asteak were not present.

A **motion** was made by Ms. Donnelly to approve the minutes from the June 9, 2016, meeting, Mr. Benfield seconded the motion and the **motion passed** 3-0. Ms. Berlew abstained due to the fact she was not present at the meeting.

The SALDO revisions; The Park, Recreation and Open Space plan; and Official Map will be discussed at the August meeting.

The meeting was adjourned by Mr. Bacak at 7:43 PM.

Respectfully submitted,  
Pamela A Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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**MINUTES OF AUGUST 11, 2016**

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:00 PM on Thursday August 11, 2016 in the Township Building. Present were; Vice-chairman, Stephen Bacak; Pamela Berlew; Wilhelmina Donnelly; and Jay Benfield; Township Manager, E. J. Mentry and Township Engineer, Al Kortze Chairman Scott Sylvainus, and Township Solicitor, Gary Asteak were not present.

A **motion** was made by Mr. Benfield to approve the minutes from the July 14, 2016, meeting, Ms. Donnelly seconded the motion and the **motion passed** 4-0.

The SALDO revisions; The Park, Recreation and Open Space plan; and Official Map will be discussed at the September meeting.

Heritage Village Sketch Plan was discuss. Mr. Christian Brown, Mr. Phil Malitsch and Attorney Tom Walters presented the proposed revised plan.

Mr. Brown indicated he is now a Board Member of Morning Star Senior Living.

Mr. Malitsch explained the fundamental changes are along Beil Avenue and a temporary sewer connection along Porter Street.

Mr. Soloe asked what does Morning Star want? Mr. Malitsch responded temporary access to Beil Avenue. Mr. Malitsch indicated that once the proposed Main Entrance is contracted the temporary entrance will revert back to emergency access only. Mr. Soloe indicated he wants this proposed phase to stand alone on all zoning criteria. Mr. Brown and Mr. Malitsch indicated that is the plan.

Mr. Malitsch indicated the Bridge would remain a condition of the next phase.

Mr. Malitsch said that the Nazareth Borough Authority has asked for 2000' feet of piping to be televised and rehabilitated as a condition of temporary connection.

Mr. Soloe asked if all roads will remain under ownership of Morning Star. Response was yes.

Mr. Kortze asked if the Storm Water Management Areas were intended to be rain Gardens and tie into the main pond. He also suggested the Walking Trail loop rather than Dead end and if there was sufficient sight distance at the new entrance. Mr. Brown indicated that this phase is intended to stand alone and will incorporate Mr. Kortze suggestions.

Mr. Mentry asked if one of the proposed homes would be a commercial sales office. Answer was yes.

Mr. Benfield had no comment at present.

Ms. Donnelly asked how many units are currently sold. Response was they currently have 25 deposits.

Mr. Bacak asked which entrance would be designated as the Construction Entrance. Response was Beil Avenue Entrance. Mr. Bacak asked if there would be a gate at Porter. Mr. Malitsch responded a permanent gate is still the plan.

Mr. Benfield asked how soon the gate would be established at Porter Street. Mr. Malitsch indicated immediately.

Ms. Berlew asked that snow removal be discuss with Public Works to avoid piles at the Porter Street entrance.

Mr. Soloe asked what the proposed timeline is. Mr. Brown responded they plan on submitting by September 22 for the October Planning Commission Meeting.

The meeting was adjourned by Mr. Bacak at 8:35 PM.

Respectfully submitted,  
Pamela A Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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100 NEWPORT AVENUE  
NAZARETH PA 18064**

MINUTES OF September 15, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:20 pm on Thursday September 15, 2016 in the Township Building. Present were, Planning Commission members: Jay Benfield, Wilhelmina Donnelly, and Stephen Bacak; Scott Sylvainus arrived late; Township Zoning Officer, Mr. John Soloe, was also present. Township Manager, Mr. E. J. Mentry, Township Engineer, Mr. Al Kortze, Township Solicitor, Gary Asteak, and Planning Commission member Pam Berlew were not present.

A **motion** was made by Mr. Benfield to approve the minutes from the August 11, 2016, meeting, Ms. Donnelly seconded the motion and the **motion passed** 3-0. (Scott not present).

The SALDO revisions; The Park, Recreation and Open Space plan; and Official Map will be discussed at the October meeting under old business.

New Business -- Mr. Soloe discussed Saldo Section 7, page 24 & 25, in relation to street lighting. Through Planning Commission prior review, sections 786.3 and 786.4 were recommended to be deleted because the lighting was very specific to include certain model numbers of lighting. Mr. Soloe recommended to review the street lighting standards to include but not limited to, type of light pole, lumens, bulb type, cast distance, placement, illumination timing, and quantity of poles per a certain distance.

The meeting was adjourned by Mr. Bacak at 7:53 PM.

Respectfully submitted,  
Stephen Bacak

**UPPER NAZARETH TOWNSHIP  
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**MINUTES OF OCTOBER 13, 2016**

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:12 PM on Thursday August 11, 2016 in the Township Building. Present were; Vice-chairman, Stephen Bacak; Pamela Berlew; Jay Benfield and Wilhelmina Donnelly; Chairman Scott Sylvainus arrived at 7:17 PM. Township Engineer, Al Kortze and Zoning Officer John Soloe were also present. Township Manager, E. J. Mentry and Township Solicitor, Gary Asteak were not present.

A **motion** was made by Mr. Benfield to approve the minutes from the September 15, 2016, meeting, Ms. Donnelly seconded the motion and the **motion passed** 3-0, Ms. Berlew abstained due to being absent at the September meeting.

Mr. Bacak revised the agenda and moved New Business to the beginning.

Heritage Village Campus was presented by Mr. Christian Brown. Mr. Brown indicated Heritage Village Phase 1 will consist of 19 dwellings, 10 twins and 9 singles. He indicated they will comply with the comments in Mr. Kortze's review letter. Mr. Brown clarified that Unity Drive is not part of Phase 1.

Mr. Kortze went over his review letter.

Section I.3. Mr. Kortze asked for clarification. Mr. Brown responded that 9.36 acres is the area of disturbance, however, will revise the notes for consistency.

Section II.1. Mr. Kortze asked for a covenant on the plan to avoid confusion in the courthouse as to what is being constructed. Mr. Brown acknowledged they would comply.

Section II.4, 5. Mr. Kortze indicated an improvements agreement for Phase 1 would need to be submitted and approved. Mr. Brown acknowledged they would comply.

Section II.6. Mr. Kortze indicated a Traffic Impact Fee would be required. Mr. Brown acknowledged they would comply.

Section II.8, 9. Mr. Kortze requested confirmation of service letters be submitted to his office. Mr. Brown acknowledged they would comply.

Section II.10. Mr. Kortze indicated he has no issue with the Township granting the requested waivers.

Section II.12. Mr. Kortze requested the approved HOP be submitted. Mr. Brown acknowledged they would comply.

Section II.15. Mr. Brown clarified that areas were not appropriately cross hatched and Unity Drive is NOT part of Phase 1.

Section II.17. Mr. Brown clarified that Porter and an access to Biel will both be open and functioning prior to any occupancy permit issuance.

Section II.20. Mr. Brown acknowledged that a berm will be constructed as part of Phase 1, however out of the limits of phase 1 as depicted on the plans.

### **Planning Commission Comments**

Mr. Bacak asked Mr. Kortze if there is sufficient sight distance for the entrance onto Biel Avenue. Mr. Kortze indicated with the depicted widening, sight distance would be sufficient. Mr. Brown confirmed any signage would be outside of the clear sight triangle.

Mr. Benfield indicated he was also concerned with sight distance.

Mrs. Donnelly has no comments at this time.

Ms. Berlew indicated that at the sketch presentation she was concerned with coordination of snow removal at Porter with the gated access. She asked that MHS coordinate with the Public Works department. She also asked if consideration was given to the headlights shining into the homes Numbered 127, 135, 140 and 143. Mr. Brown indicated that they would look into providing landscaping to reduce the intrusion, however, did not think the development would be getting a lot of evening traffic.

Mr. Sylvainus asked what the name of the extension of Independence circle would be and expressed concern for mail delivery.

Mr. Soloe asked if consideration was given to keeping the entrance to Biel. Sue indicated that the entrance would remain an emergency entrance however they preferred only one permanent entrance onto Biel.

### **Public Comment**

None – We would like to thank Mr. Rinker for attending the meeting.

Mr. Sylvainus asked if there was a motion regarding the waivers.

A **motion** was made by Mr. Benfield to recommend approval of the applicants request for a waiver to SALDO Section 733.613 regarding driveway distance requirements for homes 135, 139, 140, and 143. Ms. Berlew seconded the motion and the **motion passed** 5-0.

A **motion** was made by Ms. Donnelly to recommend approval of the applicants request for a waiver to SALDO Section 733.623 regarding driveway distance requirements for homes 134, 135, 136, 141, and 142. Mr. Bacak seconded the motion and the **motion passed** 5-0.

A **motion** was made by Ms. Donnelly to recommend approval of the Heritage Village Campus Phase 1. Mr. Benfield seconded the motion and the **motion passed** 5-0.

Mr. Kortze presented updated Official Maps. He recommended we start to document areas we anticipate for future recreation and open space.

A **motion** was made by Mr. Benfield to adjourn the meeting. Ms. Donnelly seconded the motion and the **motion passed 5-0**.

The meeting was adjourned by Mr. Sylvainus at 9:10 PM.

Respectfully submitted,  
Pamela A Berlew, Secretary

UPPER NAZARETH TOWNSHIP  
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100 NEWPORT AVENUE  
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MINUTES OF NOVEMBER 10, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:09 PM on Thursday November 10, 2016 in the Township Building. Present were; Vice-chairman, Stephen Bacak; Pamela Berlew; Jay Benfield and Wilhelmina Donnelly; Chairman Scott Sylvainus arrived at 7:09 PM. Township Zoning Officer John Soloe was also present. Township Manager, E. J. Mentry, Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak were not present.

A **motion** was made by Ms. Donnelly to approve the minutes from the October 13, 2016, meeting, Mr. Benfield seconded the motion and the **motion passed 5-0**

Mr. Soloe updated the Planning Commission on the status of the Scenic View subdivision.

A **motion** was made by Ms. Donnelly to adjourn the meeting. Mr. Benfield seconded the motion and the **motion passed 5-0**.

The meeting was adjourned by Mr. Sylvainus at 8:10 PM.

Respectfully submitted,  
Pamela A Berlew, Secretary

**UPPER NAZARETH TOWNSHIP  
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MINUTES OF DECEMBER 15, 2016

The regular meeting of the Upper Nazareth Township Planning Commission was called to order at 7:00 PM on Thursday December 15, 2016 in the Township Building. Present were; Chairman, Scott Sylvainus; Pamela Berlew; Jay Benfield and Wilhelmina Donnelly; Vice-Chairman Stephen Bacak was absent. Township Zoning Officer John Soloe was also present. Township Manager, E. J. Mentry, Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak were not present.

A **motion** was made by Ms. Donnelly to approve the minutes from the November 10, 2016, meeting, Mr. Benfield seconded the motion and the **motion passed** 4-0

Old Business

Mr. Soloe updated the Planning Commission on the status of the Scenic View subdivision and anticipated concerns of residents of the cul-de-sac.

New Business

Mr. Soloe indicated there are a few potential subdivisions on the west end. He indicated that property owners have inquired about the process, however, nothing has been submitted at this time.

Ms. Donnelly expressed interest in serving on the Planning Commission for another 4 year term. A **motion** was made by Mr. Sylvainus to recommend the Supervisors appoint Ms. Donnelly to another 4 year term. Ms. Berlew seconded the motion and the **motion passed** 3-1, Ms. Donnelly abstained.

Mr. Sylvainus expressed interest in serving on the Planning Commission for another 4 year term. A **motion** was made by Mr. Benfield to recommend the Supervisors appoint Mr. Sylvainus to another 4 year term. Ms. Donnelly seconded the motion and the **motion passed** 3-1, Mr. Sylvainus abstained.

Mr. Sylvainus asked the Planning Commission to define the goals and objectives in 2017. First item was to complete the Subdivision And Land Development Ordinance, Second was to get an Official Map approved and Third is to obtain the grant status for the Park, Recreation and Open Space Plan. All items to be completed in the First Quarter of 2017.

A **motion** was made by Mr. Benfield to adjourn the meeting. Ms. Donnelly seconded the motion and the **motion passed** 4-0.

The meeting was adjourned by Mr. Sylvainus at 7:50 PM.

Respectfully submitted,  
Pamela A Berlew, Secretary