

MINUTES OF MEETING

LOWER MACUNGIE TRANSPORTATION IMPACT FEE ADVISORY COMMITTEE (TIFAC)

LOCATION: LOWER MACUNGIE TOWNSHIP BUILDING

MEETING DATE: 8:00 AM, September 1, 2009

McMahon Project No. 908120.11

PRINCIPALS
Joseph W. McMahon, P.E.
Rodney P. Plourde, Ph.D., P.E.
Joseph J. DeSantis, P.E., PTOE
John S. DePalma
William T. Steffens

ASSOCIATES
Casey A. Moore, P.E.
Gary R. McNaughton, P.E., PTOE
John J. Mitchell, P.E.
Christopher J. Williams, P.E.
John F. Yacapsin, P.E.
Thomas A. Hall

Attendees:

Don Denburg - TIFAC
Dale Dries – TIFAC
John Hayes – TIFAC
Ann McGeary – TIFAC
Mike Policano – TIFAC
Mick Seislove - TIFAC
Jack Tibbetts – TIFAC
Bruce Fosselman – Township Manager
Peter Nelson – Township Solicitor
Jim Lancsek – Township Zoning Officer
Sandy Koza – McMahon Associates, Inc.

1. Chairman Don Denburg called the meeting to order at 8:05 A.M. The group then reviewed the agenda for the meeting. A motion was made by John Hayes and seconded by Mick Seislove to approve the agenda. The motion was unanimously passed.
2. A motion was made by John Hayes and seconded by Jack Tibbetts to approve the August 25, 2009 meeting minutes. The motion was unanimously passed.
3. There was no public comment on non-agenda items.
4. No communications were received.
5. A motion was made by Jack Tibbetts and seconded by John Hayes to approve the August 26, 2009 *Land Use Assumptions Report (LUAR)* that was unanimously approved after the following items were discussed:
 - a. Don Denburg explained that at the prior TIFAC meeting, David Babbitt and Jim Lancsek discussed the changes made to the LUAR to update it to account for the development projects submitted and the zoning ordinance modifications. The committee then reviewed the projections and decided to manually adjust the projected number of housing units and population projections to better reflect the current and future economic conditions. These modifications were then made and a revised report was emailed out to the committee.
 - b. The population numbers from the next census, which will be completed in 2010, may not be available until the end of 2010.

- c. Jim Lanscek commented that the projections for the parcels looked fine, although there have been more submitted for zoning modifications that are coming in prior to the zoning ordinance amendment passing, which are not possible to predict. The revisions to the Agricultural District zoning will have minimal impacts, if any, on the LUAR, since these parcels are already restricted from extensive development.
 - d. The build-out numbers for each parcel were based on a formula that reduced the total developable area by at least 30% to account for basins, set-backs, right-of-way, floodplains, and other variables that would limit the area that could be developed on each parcel.
6. The schedule for the LUAR and the remaining tasks to complete the impact fee ordinance was reviewed. It was noted that, if as a result of the TIFAC, public, or Board that would result in significant changes to any of the reports, then the schedule would need to be revised; however, the TIFAC would like to complete the process by the end of the calendar year. The following meetings times/agendas were set:
- a. **Tuesday, October 6, 2009 at 8:30 AM** – The TIFAC will hold a public meeting for the LUAR. Following the meeting, the TIFAC will begin to review the *Roadway Sufficiency Analysis Report* (RSAR).
 - b. **Thursday, October 15, 2009 at 7:00 PM** – Representatives from the TIFAC will attend the Board of Commissioners meeting and recommend that a resolution be passed to approve the LUAR.
 - c. **Tuesday, October 20, 2009 at 8:00 AM** – The TIFAC will meet to continue the discussion on the RSAR and begin to review the *Transportation Capital Improvements Plan* (TCIP). The TIFAC will vote to approve the RSAR.
 - d. **Thursday, October 29, 2009 at 7:00 PM** – The RSAR will be presented to the Board of Commissioners and TIFAC representatives will recommend that a resolution be passed to approve the RSAR.
 - e. **Monday, November 2, 2009 at 8:00 AM** - The TIFAC will meet to continue the review of the TCIP and then vote to approve it.
 - f. **Thursday, November 19, 2009 at 6:00 PM** – The TIFAC will hold a public meeting for the TCIP. At 7:00 PM, representatives of the TIFAC will attend the Board of Commissioners meeting and present the results and recommend that the Board pass a resolution to approve the TCIP.
 - g. **Thursday, December 17, 2009 at 7:00 PM** – Peter Nelson will present the impact fee ordinance to the Board of Commissions, who will then vote on the ordinance.
7. The TIFAC has a discussion on the RSAR preparation.
- a. Sandy Koza noted that the revisions to the development projections and projects submitted would impact the pass-through and development volumes. The projections in the updated LUAR result in a loss of 400-500 trips that will be accounted for in the updated RSAR, which will be based on the latest version of the *Trip Generation* that was recently released.
 - b. The TIFAC had discussions regarding the preferred LOS and the use of the information in the past study that was completed. The LOS in the study is not consistent with the recommended LOS in the zoning ordinance, but it was noted that the Township cannot always require the zoning study improvements to be completed and that PennDOT's mitigation criteria is different and often times overrules the Township on state highways. It was noted that increasing the LOS criteria to C will result in more improvements under existing and pass-through conditions, as well as development and that the improvements may be more extensive as additional lanes/right-of-way could be required. In the end, the change in the LOS may not result in a reduction to the impact fee. It was

suggested that the zoning ordinance requirements be updated to be consistent with the Act 209 preferred LOS, since it is over ten years old and may result in unrealistic improvement recommendations. The RSAR will be updated using the preferred LOS criteria from the previous study.

- c. The group had a brief discussion regarding the funding for the TCIP. Don Denburg suggested that this topic be tabled until the TCIP is prepared, since it will be more appropriate to discuss the funding and any relevant issues at that time. Since members of the TIFAC attended one of the monthly meetings at the Lehigh Valley Planning Commission (LVPC) regarding the Lehigh Valley Transportation Study/Technical Committee where the LVPC/District 5-0 projects were discussed. The TIFAC will also discuss "what if" scenarios that could occur and how they may be handled in regards to the Act 209 study and funding, since this will most likely be the most controversial part of the study.
8. The next meeting will be held on Tuesday, October 6, 2009 at 8:30 AM to present the LUAR to the public and begin the RSAR review.
9. A motion was made by Dale Dries and seconded by Mike Policano to adjourn the meeting. The motion was unanimously passed.

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