

MOUNT POCONO BOROUGH PLANNING COMMISSION
REGULAR MEETING AGENDA
Wednesday, July 27, 2022 – 7:00 PM

LOCATION: Borough Building located at 1361 Pocono Blvd, Mount Pocono

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

____ M. Penn, ____ P. Bucco, ____ R. Dorkoski, ____ A. M. Harris, ____ D. Staples, ____ E. Melbert,

____ T. Cramer, ____ C. Connor, ____ C. Niclaus, ____ A. Wilkinson, ____ D. Jackowski

4. Preliminary Announcements

5. Consider Approval of Minutes

- a. Regular Meeting Minutes – June 15, 2022

6. Unfinished Business –

- a. Arya Village, 1221 Pocono Blvd. – Review

7. New Business

- a. Caliper of Trees
- b. Submission Requirements

8. Project Updates

9. Liaison Reports

- a. Borough Council
- b. Zoning Hearing Board

10. Public Participation

11. Adjournment

**MOUNT POCONO PLANNING COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 15, 2022
7:00 P.M.**

Chairman M. Penn opened the regular meeting at 7:07 P.M.

Pledge of Allegiance was said by all.

Roll Call: Vice-Chair P. Bucco, present; Commissioner R. Dorkoski, present via phone; Commissioner A. Harris, present; Commissioner D. Staples, present; Commissioner E. Melbert, absent; Commissioner T. Cramer, present; Solicitor C. Connor, present; Borough Engineer C. Niclaus, absent; Zoning/ Codes Officer A. Wilkinson, present; and, Recording Secretary, D. Jackowski, present.

PRELIMINARY ANNOUNCEMENTS – None

APPROVAL OF MINUTES – Commissioner T. Cramer moved to accept the Regular Meeting minutes of Wednesday, May 18, 2022, as presented. Commissioner D. Staples seconded. Motion carried unanimously.

UNFINISHED BUSINESS - None

NEW BUSINESS

Arya Village, 1221 Pocono Boulevard – In attendance was the Applicant, Ms. Rupal Patel and her engineer, Mr. Christian Cobaugh, who arrived at 7:25 P.M. While waiting for her Engineer to arrive, Ms. R. Patel explained her project in that it will be two stories with the first floor primarily retail and the second floor mostly office space. She stated that she was open to suggestions on what type of businesses the Planning Commission would like to see in her project. Discussions and suggestions were had.

During this time, Vice-Chair P. Bucco moved to accept the submission of the Arya Village, 1221 Pocono Boulevard, project. Commissioner T. Cramer seconded. Motion carried unanimously. At this time the Planning Commission members signed the Official Submission Receipt for the project and gave a copy to Applicant.

It was acknowledged that the Planning Commission received a completeness review letter from the Borough Engineer noting some items that may need to be addressed; i.e., it could require Special Exception Use and/or Conditional Use Applications and also curbs and gutters. Zoning Officer A. Wilkinson noted that after reviewing the plans submitted, further applications may not be required since both existing lots have been previously developed but that further clarification of the increased impervious area stated on the plans is needed. It was also acknowledged that the Planning Commission was in receipt of a response letter from the Applicant's Engineer, Mr. C. Cobaugh, regarding the Borough Engineer's review letter. He was concerned with the following: 1. Parking and Planned Use; 2. Building Height vs. Setback in the rear; and, 3. Pine Hill Road Gutter-Curb vs. Swale and Sidewalk locations. Discussion ensued regarding the aforementioned items, with Zoning Officer A. Wilkinson commenting on each as follows: 1. Parking and Planned Use – she indicated that a waiver request would be needed for the parking and as far as the Planned Use, she doesn't see an issue; 2. Building height vs. setback in the rear – she recommended that the Applicant be aware and may need to adjust the height of the building or increase setback to reflect actual building height; and, 3. Pine Hill Road curb vs. sidewalk location – she noted that the Borough's Ordinance does require curbing and sidewalks and that the Applicant may have to adjust their plans. It was also suggested that the Applicant keep the Mount Pocono Municipal Authority (MPMA) updated on the EDU capacity for this project. The Applicant was reminded that to be on the July Planning Commission agenda, the deadline to submit revised plans is June 29, 2022.

PROJECT UPDATES – Zoning Officer A. Wilkinson reported the following: Sparkle Car Wash did not contact the MPMA to be monitored as they were working; the developer is holding back on construction of Retail B; Advanced Auto location will include six (6) additional tenants; Harbor Freight is scheduled for a July opening; and, the Popeye's agreement is still missing some items.

**MOUNT POCONO PLANNING COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 15, 2022
7:00 P.M.**

There was some discussion regarding Hotel M and the Mount Pocono Motel using their facilities as long term and short-term rentals.

Zoning Officer A. Wilkinson noted that Borough Council may be asking the Planning Commission to review the Nuisance Ordinance that would include shopping carts again. She also noted that Borough Council may also send to the Planning Commission the Storage Trailer Ordinance; and, the Chicken Ordinance. Also, she noted that the Ticketing Ordinance is being advertised to be adopted. She stated that due to receiving waiver requests regarding the tree caliper size, the Planning Commission may need to review the portion of the Ordinance pertaining to this.

LIAISON REPORTS

Borough Council – Commissioner A. Harris reminded everyone that First Fridays are back from 6:00 P.M. to 9:00 P.M. behind the Borough building and all are welcome. She announced that Borough Council will be holding Town Hall meetings with the first one on Saturday, August 13th at 10:00 A.M. She also announced that the Borough received grant approval for the maintenance garage.

Zoning Hearing Board – No report.

PUBLIC PARTICIPATION – None

There being no public participation and no further business coming before the Planning Commission, Vice-Chair P. Bucco moved to adjourn at 8:42 P.M. Commissioner A. Harris seconded. Motion carried unanimously.

Submitted by,

Diana Jackowski
Recording Secretary



525 Main Street, Suite 200, Stroudsburg, PA 18360
272.200.2050 272.200.2051
barryisett.com

July 19, 2022
Project #313618.017

RECEIVED

JUL 19 2022

MT. POCONO BOROUGH

Planning Commission
Mount Pocono Borough
1361 Pocono Boulevard
Mount Pocono, PA 18344

Dear Planning Commission Members:

RE: 1221 POCONO BOULEVARD ARYA VILLAGE LLC LAND DEVELOPMENT PLAN
Mount Pocono Borough, Monroe County, Pennsylvania
Technical Review 1

Materials Submitted for Review

1. Land Development Plan Set, sheets 1 - 7, dated 8/8/21, and revised sheets 1 – 15, dated 5/4/22, prepared by ARYA Village LLC Consulting Engineers (ARYA).
2. Letter of Response Comments from ARYA dated June 28, 2022.

The project proposes a new two-story 67' x 380' building with first floor retail units and second floor office space per the application, located on the north side of Pine Hill Road bordering the intersection of Route 196/ Sterling Road to the east and Route 611/ Pocono Boulevard to the west, bearing the parcel IDs 10.6.1.18 and 10.6.1.18-1. The applicant proposes to remove existing structures with new parking, lighting and landscaping improvements added to the building. The subject lots include 3.41 acres (ac.) in area which needs to be confirmed by a surveyor. The lots are within the C-2 Commercial - General zoning district.

Based upon our review, the following comments are offered for the purpose of a technical review by the Planning Commission:

Zoning Ordinance Review

1. Retail businesses and Office space are principal permitted uses. A principal permitted use with more than 40,000 square feet (sf.) of impervious area is a Special Exception Use in the C-2 zone. A Special Exception application was not submitted with the LDP application. The total impervious surface is listed at 110,930 sf. A principal permitted use with more than 100,000 sf of impervious area is a Conditional Use. A Conditional Use application was not submitted with the LDP application. The applicant is discussing the applicable criteria with the Zoning Officer to evaluate the impact of existing conditions and whether additional applications are needed. I believe the interpretation is that they are not needed.

2. The two tax map parcels are shown on the Existing Features Plan and proposed improvements are impacting both parcels. The parcels need to be combined for the proposed development as submitted.
3. Minimum lot area should be shown as 22,000 sf, The Cover Sheet and Layout Plan Notes have 20,000 sf required. The Provided area in these Notes should not include right-of-way areas per the definition of lot area. The side and rear yard setbacks are based on the height of the building per Attachment 2 (215) and should be revised on the drawing notes. Right-of-way (r.o.w.) information should be plotted accurately to check the net acreage of the lot. Setbacks should be taken from the r.o.w. See also Traffic Review letter on required rights-of-way.
4. The lot acreage and dimensions cannot be checked as the plan has boundary information that is incomplete. It is recommended that a surveyor certify the boundary. Impervious coverage figures should reflect net areas.
5. The number of parking spaces required is being calculated per Attachment 4 (215). A chart was provided on the Landscape Plan, but the quantities don't appear to add up and the color differentiations are not clear to the totals. Please differentiate the quantities pertaining to each floor so that the use quantities add up to the floor quantities. If an office building demand is being used for the second floor, the higher "per sf" numbers will need to be used. In other words, it is not reasonable to approve a plan with almost 20,000 sf of office space and only 25 employees in that amount of space. If Daycare and Studio uses are proposed, fill in those uses with the parking demand criteria instead. At some point in the future, there would need to be a revised table that tracks actual uses when the building is approaching capacity and checked that a proposed tenant has capacity for the intended use versus the remaining parking spaces available in the Table.
6. When the number of parking spaces is finalized, the average peak total must be built. Additionally, the 85th percentile number of parking spaces must be planned for with an area reserved for these improvements if ever needed. Stormwater design should take into account these future improvements (215-22F (4)). Any deviation from the required total is regulated by the Conditional Use process.
7. All new uses shall be required to obtain a Highway Occupancy Permit (HOP) from the Borough or PennDOT, as the case may be. In the case of a change in use or the expansion of an existing use, the Borough shall require the applicant to obtain a HOP or a revised HOP (215-22.H(3)). Sidewalk improvements in a PennDOT right-of-way also require permitting.
8. Loading areas must be shown (215-22). The minimum reasonable size for a Loading Zone is 12' x 30' for the type of project proposed as opposed to the 9' width shown. The Planning Commission can discuss whether the need for tractor trailer accommodations is necessary and whether the Loading Zone can also be the dumpster access.
9. All parking areas shall be separated from street and property lines with setbacks and buffers (215-22 I.). See also SALDO comment.
10. Preliminary Architectural drawings for the building has not been submitted (215-34 B. [8]).
11. The dumpster location should be shown in more detail. Enclosures are considered accessory structures that should not be closer than 15 feet (ft.) to a property line (215-21 A. [1], 215-36). It appears parking spaces are proposed in front of the dumpster location which are not permissible.
12. The size of parking spaces proposed does not meet the 10 ft. x 20 ft. minimum (215-22 B. [4]).
13. Parking areas for more than 50 cars require details for snow removal and storage (215-22 N.).

14. Items within 500 ft. of the tract as listed are not all shown (215-34 B. [1]).
15. Location, size, height, and orientation of signs should be submitted (215-43 B. [9]).
16. Truck turning diagrams should be provided for emergency vehicle, loading, and dumpster areas access. (215-34 B. [3]). The fire department should be consulted on the suitability of circulation for the site, and the sizing of the fire truck.
17. Conformity with Environmental Protection performance standards should be noted on the plan (215-35).
18. The impervious area proposed of 50,220 sf. exceeds the 43,560-square-foot threshold for an Environmental Impact Statement (EIS) (215-35 C.). This may be open to interpretation similar to Comment 1 above.
19. A Traffic Impact Study (TIS) is required for 50 trip ends peak hour or 500 trip ends per day (215-41). A TIS has not been submitted for review.

The above comments are informational only. The Zoning Officer shall be the jurisdictional entity on Zoning requirements.

Subdivision and Land Development Ordinance (SALDO)

1. Monroe County Planning Commission comments are necessary (187-24.H).
2. Highway Occupancy permits are necessary for all driveways (187-24.J).
3. A Site Context map should be added (187-29.C).
4. Water supply capacity and design approvals are needed from Pennsylvania American Water company (PAWC). A Pennsylvania Department of Transportation (PennDOT) HOP is required for the utility connection in the Rt. 940 Right-of-Way. Design information and details have not been provided such as meter pits and main connection (187-29 G. [7]).
5. Sewage Facilities Planning and Mount Pocono Municipal Authority (MPMA) documentation approvals are needed. Design information and details such as grease traps and P traps have not been provided. (187-29 G. [8]).
6. A list of required permits should be shown. A Pennsylvania Department of Environmental Protection (PA DEP) National Pollutant Discharge Elimination System (NPDES) permit is required for Stormwater (187-29 G. [9]).
7. An Erosion and Sedimentation Control Plan narrative and plan must be approved by the Monroe County Conservation District (MCCD) (187-29 G. [10] & 179-23 C.).
8. An Existing Resources and Site Analysis Plan has not been provided (187-30A).
9. A Final Resource Impact and Conservation Plan has not been provided (187-30B).
10. Plan and survey information is not complete (187-30C.1.a, f, and o).
11. Plan Items and notes have not been provided (187-30C.2.b, d and h).
12. General Plan notes have not been provided (187-30C.3.b, c and d).
13. Supporting documents and information have not been provided (187-30.D.3, 4, 5, 6, 7, 8 and 9).
14. A Maintenance Plan and Stormwater Agreement will be required (187-30.G).
15. A Developer's Agreement and Improvement Securities will be necessary for Final Plan approval by Borough Council (187- 33-39, 187-42).
16. A drainage facilities maintenance escrow fund will be needed (187-40 [3]).

17. The Traffic review letter addresses Pine Hill Road right-of-way and construction standards. It is offered that the road width of the future bypass road and its initial segment serving the Clarius project received the following waiver: *Section 187-48.K – Maximum Street Width, the applicant is requesting a waiver of this requirement to provide a maximum street width (with curb) of 26 ft. for Pocono Star Boulevard. Pocono Star Boulevard has been designed to accommodate truck turning maneuvers from intersecting streets and driveways. As such and in order to provide safety for all vehicles, a street width of 34 ft. is being proposed. This width is similar to what is proposed for the project's site access driveways where truck traffic is anticipated.*
18. Utility easements are required a minimum 10-foot width along all street Rights-of-Way (187-48 L. [2]).
19. Clear sight triangles are required (187-48.P).
20. Driveways must conform to the standards of 187-48.Q).
21. Curbs and gutters may be required (187-48.W). Improvements should be consistent with the recommendations by PennDOT for the Route 611 and Route 196 intersections and future planned road extensions. For instance, the latest Rt 611 intersection plans show curbing extending from Rt 611 along the Pine Hill Road radius of the intersection.
22. Driveways should meet cross drainage requirements (187-48.Z). Culverts, or inlets and piping may be needed for proposed improvements.
23. Monuments and Markers will be needed for missing lot corners (187-49).
24. Stormwater and Drainage Control has been provided (187-50). A NPDES permit will be required. The Drainage plan application has not been submitted but the fee has. See also Stormwater comments section below.
25. Drainage easements are required a minimum of 10 ft. along all lot lines (187-50 D. [10]).
26. Maintenance of stormwater control facilities must be noted and become a deed covenant (187-50 E.).
27. Soil Erosion and sedimentation controls have been provided (187-51). MCCD review and a determination of adequacy will be needed.
28. Water needs should be coordinated with the PAWC (187-52). I have not seen any correspondence or requests submitted.
29. Sewage needs should be coordinated with the MPMA (187-53). Correspondence has been received that this in progress.
30. The provision of sidewalks will need to be finalized after PennDOT input is received.
31. Landscaping will be required per 187-56. A Landscape Plan has been submitted. It is requested that a Table of requirements versus proposed is added to the plan.
32. A recreation facility fee will be applicable for this project (187-61, Res #8 2017).

Stormwater Management

33. A Predevelopment drainage area plan has not been provided and it appears the post development design has no offsite flow provisions from the north. The lack of contours on the northern area and roads makes it difficult to follow the design. Design points should include drainage areas leaving the property like at Belmont Ave and at the Pine Hill Road intersection with Rt 611. Instead, the entire improved site is being collected and directed to the Pine Hill intersection with Rt 196. The predevelopment calculation for that subarea should only be from the portion of the site draining to it.

34. Plans have been provided that show pervious pave areas which are included in the report and the latest set of plans I was provided do not.
35. The PCSM report drainage area notations do not correlate to the plan drainage areas.
36. The PCSM Report Contents page is incomplete and does not contain all the sections referenced with most of the pages of the report not included in the Contents listing.
37. Test Pits are not numbered, and results were not found in the PCSM report or on the plans.
38. Infiltration test results were not found in the PCSM report or on the plans.
39. The Outlet structure detail on Sheet C-9 has no design elevations and the location of it on the plans is unclear.
40. The plan report calcs do not include the 3" orifice or the second weir shown on the Outlet structure plan detail.
41. Pipe sizes for MH A-5 – A6 run and below POI with existing inlet inverts should be shown.
42. The magnitude of the above comments warrants significant design revisions. A comprehensive review of the revisions will be needed in addition to the above comments.

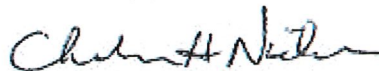
General Comments

1. Borough Planning Commission recommendation and MCPC review blocks are missing from the plan. Plans to be recorded should be documented in the Drawing Sheets List on the Cover drawing.
2. The Applicant must conform with all Pocono Mountain Airport Authority (PMAA) and Federal Aviation Administration (FAA) requirements in the Airport Overlay zone (Chapter 52 amended by Ord 2 2012, ZO 215-132).

These comments are made with the understanding that all features are accurately displayed on the submitted plans and that they comply with all current laws, regulations and currently acceptable professional land surveying and engineering practices. This is not a comprehensive list under Completeness review and other comments may be added as review proceeds, additional information becomes available or should changes occur.

Please do not hesitate to contact me at our office (272-200-2012) if you should have any questions regarding this letter.

Sincerely yours,



Charles Niclaus, PE
Borough Engineer
Barry Isett & Associates, Inc.

Attachments

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1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702
570.285.8200 570.285.8201
barryisett.com

RECEIVED
JUL 19 2022
MT. POCONO BOROUGH

July 18, 2022
Project # 313618.017

Planning Commission
Mount Pocono Borough
1361 Pocono Boulevard
Mount Pocono, PA 18344

Dear Planning Commission Members:

RE: 1221 POCONO BOULEVARD ARYA VILLAGE LLC LAND DEVELOPMENT PLAN
Mount Pocono Borough, Monroe County, Pennsylvania
Traffic Review

Documents Reviewed

1. Highway Occupancy Permit Plans for SR 0611 & Pine Hill Road Intersection Improvements (HOP Application No. 51064), dated April 2, 2015, prepared by Traffic Planning and Design, Inc (TPD).
2. Site Drawings for 1221 Pocono Boulevard Mt. Pocono, PA for Arya Village, LLC dated May 4, 2022, prepared by Arya Village, LLC Consulting Engineers.

Project Description:

The applicant proposes to redevelop 1221 Pocono Boulevard in Mount Pocono Borough, Monroe County Pennsylvania. The existing development consists of three (3) one-story buildings that includes two (2) automotive service stations and one (1) car wash. The existing site will be razed and a proposed two-story mixed-use building with three (3) access driveways and supporting infrastructure will be constructed. The building will consist of 23,420 square feet of retail on the first floor and 19,665 square feet of office space on the second floor. Two (2) full movement driveways are proposed on Sterling Road (SR 0196) and Pine Hill Road, and one (1) ¾ driveway is proposed on Belmont Avenue that restricts egressing left turn movements.

The proposed parking lot provides 185 perpendicular parking stalls with 6 handicapped accessible stalls. Most of the parking stalls measure 9 feet wide by 18 feet long except for the 33 parking stalls along the southern side of the proposed building located along the 6-foot-wide sidewalk. All drive aisles are two-way and a minimum of 24-feet wide.

A PennDOT Highway Occupancy Permit plan, PennDOT Stormwater Highway Occupancy Permit plan or Transportation Impact Study were not provided for review for this application. A Highway Occupancy Permit Plan for the SR 0611 & Pine Hill Road Intersection Improvements was provided.

TRAFFIC COMMENTS

1. Provide a Transportation Impact Study that utilizes the methods from PennDOT's guideline, *Policies and Procedures for Transportation Impact Studies Related to Highway Occupancy Permits* found in Publication 46 as the proposed development exceeds 100 new trips during a peak hour.
2. A PennDOT Highway Occupancy Permit plan is required when a new driveway is proposed on a State Highway. The proposed Site Drawings for 1221 Pocono Boulevard do not match the provided Highway Occupancy Permit Plans for SR 0611 & Pine Hill Road Intersection Improvements (HOP Application No. 51064) as prepared by TPD.
3. The applicant is proposing to connect the on-site stormwater system to an inlet on Sterling Road (SR 0196), therefore, a separate Stormwater Highway Occupancy Permit would be required.

PLAN RELATED TRAFFIC COMMENTS

1. As depicted on the Site Drawings, the right-of-way width of Pine Hill Road, along the frontage of the property, is identified as 30-feet wide. In accordance with the Borough of Mount Pocono's Code of Ordinances Chapter 187 – Subdivision and Land Development, Attachment 1 – Table VI-1 Design Standard for Streets, Pine Hill Road would be considered a Local roadway and therefore the street right-of-way width should be a minimum of 50-feet. However, the future improvements to the western leg of Pine Hill Road are proposed to be a 60-foot-wide right-of-way. According to Chapter 187, Section 48.2 "... all streets shall be continuous and in alignment with existing streets. We recommend PennDOT and the Borough coordinate the future right-of-way width of Pine Hill Road.
2. The Site Drawing should depict the proposed site driveways complying with the Code of Ordinances Chapter 187, Section 48 P – Clear sight triangles. The sight distance for a driveway to a local road should be 280-feet, where 200-feet is available between the Pine Hill Road driveway and its intersection with Pocono Boulevard (SR 0611).
3. The Site Drawing should depict the proposed site driveways complying with the Code of Ordinances Chapter 187, Section 48 Q – Driveways including but not limited to the minimum distance between driveways and intersecting streets. The required distance to the center of a nonresidential driveway and a local roadway is 150-feet. This would be applicable to the Sterling Road (SR 0196) driveway and its distance to Pine Hill Road. The driveway on Pine Hill Road must be located 300-feet from Pocono Boulevard (SR 0611), as it is classified as an arterial, and 200-feet from Sterling Road (SR 0196), as it is classified as a connector.
4. The driveway accessing Belmont Avenue/ Pocono Boulevard (SR 0611) should be eliminated as it is too close to the intersection. This is based on the Code of Ordinances Chapter 187, Section 48 Q – Driveways. The proposed Belmont Avenue driveway should be 300-feet from its intersection with Pocono Boulevard (SR 0611).
5. According to the Code of Ordinances Chapter 187, Section 48W – Curbs and gutters, the Site Drawing should depict curb along the Pine Hill Road frontage. However, this should be confirmed with proposed intersection improvements at Pocono Boulevard (SR 0611) and Pine Hill Road Highway Occupancy Plans and PennDOT.
6. The two (2) proposed handicapped parking stalls along the south side of two-story building, located within the bank of 15 parking stalls, should be moved to either side of the gore stripe in front of the 1st floor foyer.
7. The two (2) parking stalls in front of the proposed dumpster should be eliminated and parking should be prohibited in this location. The loading zone can remain if sized properly.

8. A landscape island should be added between the brick drive aisle and the gore stripe adjacent to the handicapped stall at the southwest corner of the proposed building.
9. Delivery truck and/or fire truck routing should be added to the Lighting and Truck Plan.
10. Sight distance lines should be added to the Landscaping and Lighting Plan to confirm proposed landscaping will not obstruct egressing sight distance lines from the proposed driveways.
11. The sidewalk is proposed within the applicant's property line, which does not conform to the Borough of Mount Pocono's Code of Ordinances Chapter 187, Section 48X Sidewalk. If the sidewalk cannot be relocated within the public right-of-way, a Pedestrian Access Easement will be required.

These comments are made with the understanding that all features are accurately displayed on the submitted plans and that they comply with all current laws, regulations, and currently acceptable professional land surveying and engineering practices. This is not a comprehensive list, and other comments may be added as additional information becomes available or should change.

Please do not hesitate to contact me at our office at 570.285-8191 if you have any questions regarding this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jerrid Dinnen', with a stylized flourish at the end.

Jerrid Dinnen, P.E., PTOE
Borough Traffic Engineer
Barry Isett & Associates, Inc.



1571 Route 46, Parsippany, NJ 07054

732-768-4889

Alexis Wilkinson,
Zoning Officer – Mt Pocono Borough
1361 Pocono Blvd, Mt Pocono Borough, PA 18334

June 28, 2022

Re: 1221 Pocono Blvd Retail Development
Project Name: 1221 Pocono Blvd
Municipality: Mt Pocono Borough, Monroe County PA

RECEIVED

JUN 29 2022

MT. POCONO BOROUGH

Hello Alexis,

Attached are our responses to a review letter from Mt Pocono Borough dated 6/13/2022 regarding a Land Development submission for 1221 Pocono Blvd. Included below are our initial responses for Planning Commission consideration. Immediately following the June 15, 2022 Planning Commission meeting we are prepared to incorporate, document, and resubmit updated plans that reflect the outcome of this meeting.

Our responses to each comment are as follows:

- Land Development Plan Set, sheets 1 - 7, dated 8/8/21, and revised sheets 1 — 15, dated 5/4/22, prepared by Christian Cobaugh, PE (CCPE).
- Borough Submission application form stamped received 4/5/22.
- Project description letter dated 3/31/22, prepared by ARYA Village, LLC (ARYA).
- Borough submission checklist, mostly blank.
- PC Stormwater Management report, dated March 2022, prepared by CCPE
- NPDES Individual Permit application form, unsigned by Rupal Patel.
- NPDES NOI Checklist.
- DEP Chapter 102 Municipal and County notification forms, unsigned by RupalPatel.
- MCCD Fee Schedule (titled, but actually another copy of NPDES NOI).
- Request for water and sewer services planning letter dated 6/3/22, by ARYA.
- Letter of transmittal for Drainage Plan application fee, without application.

The project proposes a new 2-story 67' x 380' building with first floor retail units and second floor office space per the application, located on the (north) south side of Pine Hill Road bordering the intersection of Route 196/ Sterling Road to the east and Route 611/ Pocono Boulevard to the west, bearing the parcel IDs 10.6.1.18 and 10.6.1.18-1. The applicant proposes to remove existing structures with new parking, lighting and landscaping improvements added to the building. The subject lots include 3.65 acres in area and are not differentiated on the overall plan. The lots are within the C-2 Commercial - General zoning district. Based upon our review, the following comments are offered for the purpose of a completeness review by the Planning Commission:

Zoning Ordinance Review

1. Retail businesses and Office are principal permitted uses. A principal permitted use with more than 40,000-sf of impervious area is a Special Exception Use in the C-2 zone. A Special Exception application was not submitted with the LDP application. The total impervious surface is listed at 110,930-sf. A principal permitted use with more than 100,000 sf of impervious is a Conditional Use. A Conditional Use application was not submitted with the LDP application.

RESPONSE: Development of 1221 Pocono Blvd will include dedication of PennDot and Borough r.o.w. The combined property area (after r.o.w consideration) is 3.41 acres. The buildable zone on site after the required rear yard and front yard setbacks is 2.46ACRES. The Maximum Impervious coverage is 70% or up to 75% with Conditional approval. The intent is to keep the maximum impervious coverage at or below the 70% requirement. Maximum impervious is shown as 102,072-sf; this includes 6,210sf of pervious pavers. (measured as 3,105sf impervious) We will exploit the pervious paver's decorative nature and coloring to define and highlight prime walking areas.

As discussed in the previous Planning Commission meeting and offered by Alexis Wilkinson, the Conditional Use and Special Exception conditions may be waived by Mt Pocono Borough due to incompatibility and differing intent in relationship with this Land Development application. We defer to Mt Pocono Borough as to whether these are in-fact required.

We would prefer to avoid a Zoning Hearing if possible.

2. The two tax map parcels are not shown on the plan, and it is not known if any proposed improvements are impacting more than one of the parcels and if they need to be combined.

RESPONSE: The Existing Features Plan is adjusted to address the Lot parcels and their limits. The graphics are adjusted to better show the Parcel limits. The Parcel and Deed boundaries extend past the r.o.w.s; the r.o.w. line bearings are not synonymous with the Deed lines. The r.o.w.s are plotted based on the physical centerlines of the adjacent roads. Bearings are included on the plotted r.o.w.s.

A decision to combine the lots into one parcel has yet to be formalized. This item is open for discussion with Mt Pocono Borough.

3. Minimum lot area should be shown as 22,000sf, side and rear yard setbacks are based on the height of the building per Attachment 2 (215) and should be revised on the drawing. Right-of-way (r.o.w) information should be plotted accurately to check the net acreage of the lot. Setbacks should be taken from the r.o.w.

RESPONSE: The Lot Table shows a minimum lot area of 22,000sf as required. The new building will be 2 stories and the maximum building height to the top of structural elements will be 24ft. The final design and architectural elements are not completed. The building will include parapet walls, HVAC equipment and potentially decorative A-Frames or other architectural elements along the building façade to match and or meet the intended look that is preferred in Mt Pocono Borough. These elements will be limited by Fire Marshall Requirements for access. The rear of the building will not include architectural elements. R.O.W. discussion is contained in comment 2 above.

The external building dimensions are 67' x 376'; The retail units will have an interior dimension of approximately 23' x 65'. The interior area for each unit is approximately 1,500sf.(planning purposes) The length to width ratio and square footage is a desirable area for rental based on the type of client intended for these spaces. We are currently showing a 6' walkway in-front of the building measured face of building to face of curb.

4. The lot acreage and dimensions cannot be checked as the plan has no survey or boundary information.

RESPONSE: Boundary information is included on the Existing Features Plan.

5. All new uses shall be required to obtain a Highway Occupancy Permit (HOP) from the Borough or PennDOT, as the case may be. In the case of a change in use or the expansion of an existing use, the Borough shall require the applicant to obtain a HOP or a revised HOP (215-22.H(3)). Sidewalk improvements in a PennDOT right-of-way also require permitting.

RESPONSE: ARYA Village and the Engineer are partnered with Traffic Planning & Design, Inc. for assistance with the Highway Occupancy Permit. To date, a Traffic Study was completed and a Scoping Application is in process. Additionally, TPD is the Engineer of Record for the Pocono Blvd and Pine Hill Road intersection improvements.

6. Landscaping and buffers will be required per SALDO Chapter 187 (215-35C).

RESPONSE: A landscape plan is included with the plan. A tree, shrub and rain garden planting plan are included. Additionally, the plan is updated to address specific tree species, ground cover and the required landscaping details.

The number of parking spaces required should be calculated per Attachment4 (215). The proposed layout shows parking spaces for a different criterion.

RESPONSE: The required parking spaces are calculated based on Attachment 4 Chapter 215. The project is designed with 16 potential First Floor store fronts that could potentially be used for services other than strictly retail. A conservative approximation was used in design based on average uses. We assume that parking demand for each use have completely different peak demand times and the provided parking will address this.

Parking count was discussed with the Planning Commission and further discussion may occur with the Borough Engineer. A break-down of the proposed uses and associated parking counts is included on the plan sheets.

The proposed parking count for first and second floor uses is 148 spaces. The proposed plan includes 185 spaces.

Loading areas must be shown (215-22).

RESPONSE: A Loading Area is provided for. The Loading Dock is 12' x 40'. No anticipated uses are expected to require the consistent use of tractor trailer or large trucks. The Loading Dock will provide space for Large Box Trucks and Waste related trash trucks to access the dumpster area.

A Traffic Impact Study (TIS) is required for 50 trip ends peak hour or 500 trip ends per day (215-41). A TIS has not been submitted for review.

RESPONSE: ARYA Village and the Engineer are partnered with Traffic Planning & Design, Inc. for assistance with the Highway Occupancy Permit. To date, a Traffic Study was completed and a Scoping Application is in process. Additionally, TPD is the Engineer of Record for the Pocono Blvd and Pine Hill Road intersection improvements.

10. The fire department should be consulted on the suitability of circulation for the site, and the sizing of the fire truck. A truck turn plan should be provided.

RESPONSE: Agreed. A truck turning template is included in the plan-set. The layout of the site includes straight drive-aisles that

The governing Ordinance can be found online:

The above comments are informational only. The Zoning Officer shall be the jurisdictional entity on Zoning requirements.

Subdivision and Land Development Ordinance (SALDO)

1. Monroe County Planning Commission comments are necessary (187-24.H).

RESPONSE: Plans were submitted to MCPC for review.

2. Highway Occupancy permits are necessary for all driveways (187-24.J).

RESPONSE: Agreed

3. A Site Context map should be added(187-29.C).

RESPONSE: A Site Context map is included in the plan set.

4. An Existing Resources and Site Analysis Plan has not been provided (187-30A).

RESPONSE: An ERSA Plan is included with this response. The plan is submitted as a stand alone plan.

5. A Final Resource Impact and Conservation Plan has not been provided (187-30B).

RESPONSE: A Post Construction Stormwater Management Plan (PCSWM) is included in the Final Land Development Plan set. The intention is to provide a sub-label to the plan addressing it as the "Final Resource Impact and Conservation Plan". This plan will include all requirements listed in Section 182-29 and 30.

6. Plan and survey information has not been provided (187-30C.1.a,b,c,f, survey source |, m and o).

RESPONSE: We acknowledge that the Existing Features Plan did not document the survey requirements on the submitted plan set. Plan and Survey information required in Section 187-30C is now included.

7. Plan Items and notes have not been provided (187-30C.2.b, d and h).

RESPONSE: Specific notes, signature blocks and Final plan items are now included.

8. General Plan notes have not been provided (187-30C.3.b, c and d).

RESPONSE: Specific notes, signature blocks and Final plan items are now included.

9. Supporting documents and information have not been provided (187-30.D.3, 4, 5, 6, 7, 8 and 9).

RESPONSE: Specific notes, signature blocks and Final plan items are now included.

10. A Maintenance Plan will be required (187-30.G).

RESPONSE: The PCSWM plan is included in the plan set

11. Conservation Open Space and Resource Conservation should be addressed (187-45 & 46).

RESPONSE: As discussed in the Planning Commission meeting; The site a Brownfield redevelopment and does not include Open Space or Natural Resources.

12. Clear sight triangles are required (187-48.P).

RESPONSE: Site Triangles are shown on the Layout Plan.

13. Driveways must conform to the standards of 187-48.Q).

RESPONSE: Both PennDot and Borough Road access designed within the PennDot and Borough Standards. Additional dimensions and a driveway cross-section are included on the plans to convey compliance.

14. Curb and gutters may be required (187-48.W). The Planning Commission should discuss the need for curbs and gutters on the existing road frontages. The applicant should advise recommendations by PennDOT for Route 611 and Route 196 intersections.

RESPONSE: This is a discussion item with the Planning Commission. The plan currently expects curbing along Pocono Blvd in association with PennDOT's "Pocono Blvd and Pine Hill Road Intersection". (Mt Pocono Borough is assumed to have a copy of these plans). Our plan connects to the existing conditions. If Construction of PennDot improvements supersedes our construction phase we will submit additional documentation for this condition.

PennDOT may or may not request curbing along Sterling Road; Our plan will reflect the addition of curbing if requested.

Pine Hill Road does not currently include curbing along any portion of the property frontage. The Plan includes a 30' set back and buffer zone that will include landscaping, trees, bushes and a road-side swale. Run-off from the intended Pine Hill Road driveway is limited to the driveway portion that resides within the first 30'. (Run-

off on to Pine Hill Road in the Post Construction Condition is negligible compared to the existing condition) The plan is to capture Pine Hill Road run-off within a defined road side swale. This swale does not factor into the SWM plan. The introduction of curbing is at the discretion of Mt Pocono Borough.

15. Driveways should meet cross drainage requirements (187-48.Z).

RESPONSE: Agreed. The driveway cross-slope is under or at 2% and a function of both existing roadway slope and proposed inner drive aisle layouts.

16. Monuments and Markers will be needed for missing lot corners (187-49).

RESPONSE: Agreed. Monuments will be included on the Record Plan and installed as required.

17. Stormwater and Drainage Control has been provided (187-50). An NPDES permit will be required. The Drainage plan application has not been submitted but the fee has.

RESPONSE: The Drainage application has been submitted. The NPDES plan, report, spreadsheets and application was submitted to Monroe County Conservation District for review and approval. A copy of the submission will be forwarded to Mt Pocono Borough.

18. Soil Erosion and sedimentation controls have been provided (187-51). MCCD review and a determination of adequacy will be needed.

RESPONSE: The E&S plan, report, application and fees were submitted to Monroe County Conservation District for review. A copy of the submission will be forwarded to Mt Pocono Borough.

19. Water needs should be coordinated with the PAWC (187-52). I have not seen any correspondence or requests submitted.

RESPONSE: Correspondence with PAWC will be provided to the Borough.

20. Sewage needs should be coordinated with the MPMA (187-53). Correspondence has been received that this is in progress.

RESPONSE: Agreed. A dialogue is currently established with the Municipal Authority. Adequate capacity exists. A determination on how to properly document the request is being worked out with the Municipal Authority.

21. The provision of sidewalks has been addressed.

RESPONSE: Indeed. *For consideration... Utility poles and the sidewalk layout would need to be modified with the addition of Pine Hill Road Curbing.*

22. Landscaping will be required per 187-56. A Landscape Plan has been submitted. It is requested that a Table of requirements versus proposed is added to the plan.

RESPONSE: A Table and the required Landscaping is included on the Plans.

23. A recreation facility fee will be applicable for this project (187-61, Res #8 2017).

RESPONSE: Agreed

24. A stormwater and traffic signal maintenance agreement will be applicable for this project.

RESPONSE: Agreed.

General Comments

1. Borough recommendation and approval blocks, an Owner's Statement, Professional's certification and MCPC review block are missing from the plan.

RESPONSE: The required blocks are added as required.

These comments are made with the understanding that all features are accurately displayed on the submitted plans and that they comply with all current laws, regulations and currently acceptable professional land surveying and

engineering practices. This is not a comprehensive list under Completeness review and other comments may be added as review proceeds, additional information becomes available or should changes occur.

Thank You for working with us to make this a successful project and the opportunity to present this for feedback and discussion. Please do not hesitate to contact me if you have any questions or concerns regarding this matter.

Respectfully Submitted,

Christian B. Cobaugh, PE

Christian B. Cobaugh, PE

1 Glenn Terrace, Havertown, PA 19083 (610-220-1982)

CC: Rupal Patel, Arya Village, LLC

Tree Caliper

Section 187-56G(2)(c) & (d)

- (i) The applicant may propose the use of alternative screen types or changes in plants or designs which fulfill the intent of this chapter, with the approval of the Council.
 - (j) Plants shall meet the specifications of § 187-56G. Use of plants selected from the list of acceptable plants in § 187-56H is recommended.
- G. Materials specifications, maintenance, and guarantee. The following standards shall apply to all plants or trees as required under this chapter:
- (1) General requirements.
 - (a) The location, dimensions, and spacing of required plantings shall be adequate for their proper growth and maintenance, taking into account the sizes of such plantings at maturity and present and future environmental requirements, such as wind, soil, moisture, and sunlight.
 - (b) Plants shall be selected and located where they will not contribute to conditions hazardous to public safety. Such locations include, but are not limited to, public street rights-of-way, underground and aboveground utilities, and sight triangle areas required for unobstructed views at street intersections.
 - (c) Plastic or other artificial materials shall not be used in place of plants.
 - (d) In cases where landscaped areas exceed one acre in size, an irrigation system designed in accord with current accepted practice may be incorporated into the landscaping. **[Added 12-18-2006 by Ord. No. 8-2006]**
 - (e) Frost-proof hydrants shall be provided 200 feet apart in lieu of an irrigation system. **[Added 12-18-2006 by Ord. No. 8-2006]**
 - (2) Plant specifications. **[Amended 12-18-2006 by Ord. No. 8-2006]**
 - (a) All plants shall be healthy and vigorous and shall meet the minimum standards for health, form, and root condition as outlined in the latest edition of the American Association of Nurserymen (AAN) standards.
 - (b) All plants shall be selected for hardiness and shall be suitable for planting in the United States Department of Agriculture hardiness zone applicable to the Borough, and to the specific localized microclimate and microenvironment of the planting site.
 - (c) **Canopy trees**, sometimes called shade trees, shall reach a minimum height or spread of 30 feet at maturity as determined by the AAN standards and shall be deciduous. **New trees shall have a minimum caliper of four inches at planting.**
 - (d) Ornamental trees or large shrubs shall reach a typical minimum height of 15 feet at maturity, based on AAN standards. Trees and shrubs may be deciduous or evergreen and shall have a distinctive ornamental character such as showy flowers, fruit, habit, foliage, or bark. New ornamental trees shall

have a minimum height of eight feet or 2.5 caliper. New large shrubs shall have a minimum height of 2.5 to three feet at the time of planting.

- (e) Small shrubs may be evergreen or deciduous and shall have a minimum height at maturity of four feet based on AAN standards. New shrubs shall have a minimum height of 18 inches at the time of planting.
 - (f) Evergreen trees shall reach a typical minimum height of 20 feet at maturity based on AAN standards for that species and shall remain evergreen throughout the year. New evergreens shall have a minimum height at planting of eight to 10 feet.
- (3) Maintenance. The failure to maintain all plants, landscaping and sprinkler or frost-proof hydrants in accord with the following requirements shall constitute a violation of this chapter subject to the penalties prescribed by § 215-120. **[Amended 12-18-2006 by Ord. No. 8-2006]**
- (a) Required plants shall be maintained in a healthy, vigorous condition and be kept free of refuse and debris for the life of the project to achieve the required visual effect of the buffer or screen. It shall be the ultimate responsibility of successive property owners to ensure that the required plants are properly maintained. Dead or diseased plants shall be removed or treated promptly by the property owner and replaced at the next growing season.
 - (b) All sight triangles shall remain clear, and any plants that could endanger safety, such as unstable limbs, shall be removed and the plants replaced if necessary. It shall be the responsibility of the property owner to maintain all plants and architectural elements to assure public safety.
 - (c) Maintenance guidelines for the plants are encouraged to be published by the planting plan designer and be used by grounds maintenance personnel to ensure that the design's buffering and screening concepts are continued.
- (4) Landscape replacement; performance guarantee.
- (a) Any tree or shrub that dies within 18 months of planting shall be replaced by the current landowner or developer. Any tree or shrub that within 18 months of planting or replanting is deemed, in the opinion of the Borough, not to have survived or not to have grown in a manner characteristic of its type shall be replaced. Substitutions for certain species of plants may be made only when approved by the Council.
 - (b) Landscaping shall be considered an improvement for the purposes of installation and the provision of a performance guarantee in accord with of this chapter. In addition, the developer or landowner shall provide to the Borough a performance guarantee equal to the amount necessary to cover the cost of purchasing, planting, maintaining, and replacing all vegetative materials for a period of 18 months following the installation and approval of the landscaping.



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(815) 885-3811 (TEL: (815) 885-3811)

Address: 58 Spring Creek Road Rockford, Illinois 61114



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SIZE CHART

Delivery & Install

Choose the delivery and planting date that work for you. We offer deliver and install options. If you would like to pick up or just have your tree delivered please contact us with your choice. (Pricing will differ).

Please clearly mark your new tree location. Most delivery & installs are typically completed within 2-3 weeks from date of purchase. We will contact you 5-7 days before scheduled delivery date.

Enjoy your new tree!! Be sure to follow your watering schedule. Call us with any questions.

Frequently asked questions

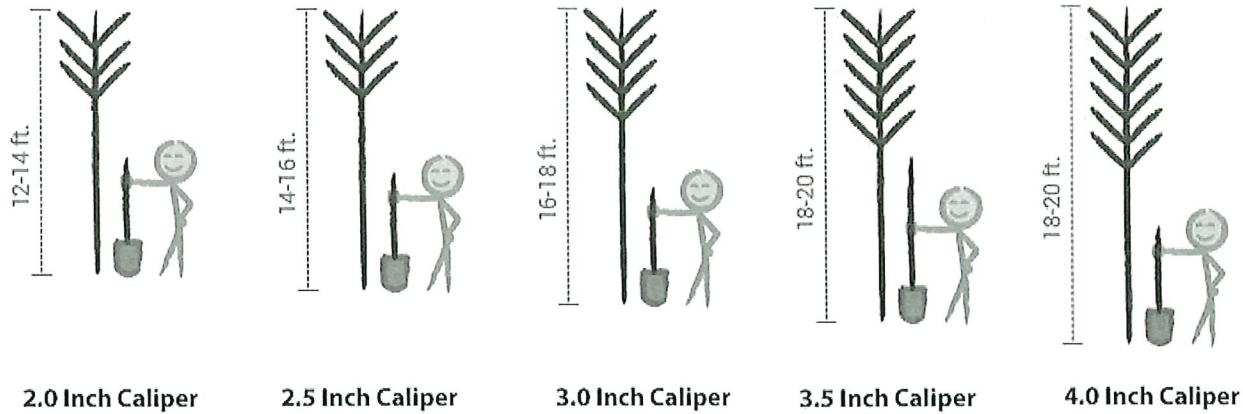
1. Do you offer delivery without planting? Yes, please call to discuss options.
2. Do you deliver outside of Illinois? Yes.
3. Who calls J.U.L.I.E? We do!
4. Do you remove existing trees? Yes, please call to discuss options.
5. Can you relocate existing trees? Yes, we can relocate your tree onsite or to a different location.
6. Can I plant a tree where another tree was removed? Depends, we recommend spacing 3'-4' if possible.
7. How long will it take for me to get my tree? 2-3 weeks for date of purchase.
8. Can someone come to our home before we buy a tree? Yes, please give us a call.
9. How often do I need to water our new tree? Please refer to the back of your receipt or feel free to give us a call.
10. Can I pick out my tree? Yes, we are located at 58 Spring Creek Rd. Rockford, IL 61114. Please call ahead to make a appointment.

SIZE CHART

Shade Trees (Single Trunk):

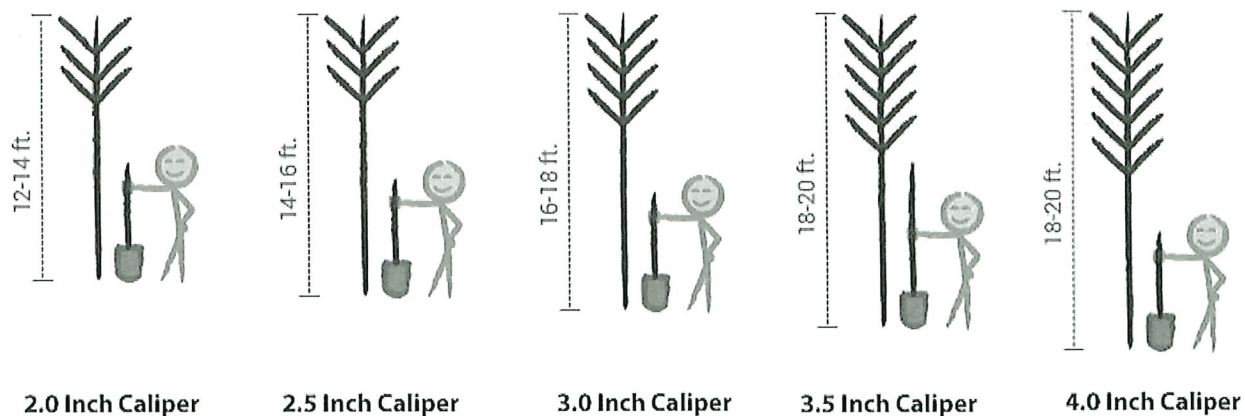
Shade trees (single trunk) are measured by caliper. The caliper of a tree is measured by the thickness (diameter) of the trunk, so a 2.0 inch caliper tree means that the trunk is 2 inches in diameter. The caliper is always measured 6 inches above the ground on the trunk of the tree. The term "single trunk" means that the tree has one trunk from the ground to the lower branches- the lower branches in shade trees are typically pruned at between 5 and 6 feet above the ground. Below are the

approximate heights for shade trees based on the caliper size easiest!



Ornamental Trees (Single Trunk):

Ornamental Trees (single trunk) are measured by caliper. The caliper of a tree is measured by the thickness (diameter) of the trunk, so a 2.0 inch caliper tree means that the trunk is 2 inches in diameter. The caliper is always measured 6 inches above the ground on the trunk of the tree. The term "single trunk" means that the tree has one trunk from the ground to the lower branches- the lower branches in shade trees are typically pruned at between 5 and 6 feet above ground. Below are the approximate heights for shade trees based on the caliper size



Multi-Stem Clump Trees (Multiple Trunks):

Multi-Stem Clump Trees (Multiple Trunks) are measured by height from the ground to the top branches of the tree. A multi-stem clump tree is a single tree with multiple trunks coming out of the ground, or a close grouping of trees with multiple trunks. Typically multi-stem clump trees have branches starting out at or near ground level; however, these branches can be pruned up as desired. An 8 foot tall multi-stem clump tree means that the size of the tree will be approximately 8 feet from the top of the root ball (top of the ground) to the top branches at the time of planting.

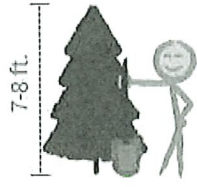


Evergreen Trees:

Evergreen Trees are measured by height from the ground to the top branches of the tree. Typically, evergreen trees have branches starting out at or near ground level; however, these branches can be pruned up as desired. It is extremely common for the bottom branches of evergreen trees to suffer dieback, and need pruned out, after transplant- and as they grow. A 7-8 foot tall evergreen tree means that the size of the tree will range between 7 to 8 feet tall from the top of the root ball (top of the ground) to the top branches at the time of planting.



5-6 ft. Evergreen



7-8 ft. Evergreen

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Submission

Requirements

- (2) Existing resources and site analysis plan. Applicants shall submit an existing resources and site analysis plan, in its context, prepared in accord with the requirements of § 187-29D. The purpose of this key submission is to familiarize officials with existing conditions on the applicant's tract and within its immediate vicinity, and to provide a complete and factual reference for conducting a site inspection. This plan shall be provided prior to or at the site inspection and shall form the basis for the development design as shown on the sketch plan (or on the preliminary plan, if the optional sketch plan is not submitted).
- (3) Site inspection. After preparing the existing resources and site analysis plan, applicants shall arrange for a site inspection of the property by the Planning Commission and other Borough officials and shall distribute copies of said site analysis plan at that on-site meeting. Applicants, their site designers, and the landowner are encouraged to accompany the Planning Commission. The purpose of the visit is to familiarize local officials with the property's existing conditions and special features, to identify potential site design issues, and to provide an informal opportunity to discuss site design concepts, including the general layout of designated conservation open space (if applicable) and potential locations for proposed buildings and street alignments. Comments made by Borough officials or their staff and consultants shall be interpreted as being only suggestive. It shall be understood by all parties that no formal recommendations can be offered, and no official decisions can be made, at the site inspection.
- (4) Pre-sketch plan conference. Following the site inspection and prior to the submission of a diagrammatic sketch plan, the applicant shall meet with the Planning Commission to discuss the findings of the site inspection and to develop a mutual understanding on the general approach for subdividing and/or developing the tract in accordance with the four-step design process described in § 187-44, where applicable. At the discretion of the Commission, this conference may be combined with the site inspection.
- (5) Sketch plan submission and review.
 - (a) Ten copies of a sketch plan, meeting the requirements set forth in § 187-28, shall be submitted to the Borough Secretary during business hours for distribution to the Council, the Planning Commission, the Borough Planner, the Borough Engineer and applicable Borough advisory boards at least 10 working days prior to the Planning Commission meeting at which the sketch plan is to be discussed. The sketch plan diagrammatically illustrates initial thoughts about a conceptual layout for conservation open space, house sites, and street alignments and shall be based closely upon the information contained in the existing resources and site analysis plan. The sketch plan shall also be designed in accordance with the four-step design process described in § 187-44, and with the conservation open space standards listed in § 187-45.
 - (b) The Planning Commission shall review the sketch plan in accordance with the criteria contained in this chapter and with other applicable ordinances of the Borough. Its review shall informally advise the applicant of the extent to

§ 187-20. Official submission of preliminary plans.

- A. Plan to be filed with the Borough. Copies of the preliminary plan and all required supporting documentation shall be submitted to the Borough Secretary by the applicant or authorized representative by noon at least 15 working days prior to the Planning Commission meeting at which the applicant applies for the "official date of preliminary plan submission." [Amended 5-7-2007 by Ord. No. 4-2007]
- B. **Number of copies to be submitted.** The official submission of the preliminary plan shall include the following:
- (1) **Fourteen completed copies of the subdivision plan application.** [Amended 5-7-2007 by Ord. No. 4-2007]
 - (2) **Fourteen legible paper prints of the preliminary plan.** [Amended 5-7-2007 by Ord. No. 4-2007]
 - (3) **Six copies of the required sewage planning module(s) and associated documentation.**
 - (4) **Six copies of all other required supporting data and information as required in Article IV of this chapter.**
- C. Preliminary plan filing fee. The Borough Secretary shall collect a preliminary plan filing fee as established by resolution of the Council for all subdivisions.
- (1) Fees charged shall cover the costs of examining plans and other administrative expenses associated with the review of subdivision.
 - (2) The applicant shall pay the fee at the time of initial submission of the application to the Borough Secretary.
- D. Preliminary plan submission verification and distribution. Upon receipt of the preliminary plan and supporting data, the Borough Secretary shall verify the submission for the required number of copies of all documents.
- (1) If the submission is verified, the Secretary shall accept the said plans and documentation, complete the submission verification, noting same, and provide a copy of the plan submission verification to the applicant. The Secretary shall then provide copies of the submission to:
 - (a) The Borough Engineer.
 - (b) The Borough Solicitor.
 - (c) The Borough Planning Commission Solicitor.
 - (d) The Borough Zoning Officer.
 - (e) The Borough Planner.
 - (f) Any other engineer or consultant designated by the Borough.

- (2) When a final plan is proposed to be submitted by sections, a proposed layout of the sections, their boundaries, the order of submission, and a schedule of submission shall be submitted to the Borough for approval prior to submission of the first section.

D. Official submission of final plans:

- (1) Plan to be filed with the Borough. Copies of the final plan and all required supporting documentation shall be submitted to the Borough Secretary by the applicant or authorized representative by noon at least 15 working days prior to the Planning Commission meeting at which the applicant applies for the official date of final plan submission. [Amended 5-7-2007 by Ord. No. 4-2007]
- (2) Number of copies to be submitted. The official submission of the final plan shall include the following:
 - (a) Fourteen completed copies of the subdivision plan review application. [Amended 5-7-2007 by Ord. No. 4-2007]
 - (b) Fourteen legible paper prints of the final plan. Following recommendation for approval by the Planning Commission, and when all corrections have been made to the final plan, seven paper prints shall be submitted for final signature. [Amended 5-7-2007 by Ord. No. 4-2007]
 - (c) Six copies of all required sewage disposal approvals and/or permits from the Pennsylvania Department of Environmental Protection.
 - (d) Six copies of the applicable highway occupancy permit.
 - (e) Six copies of all other required supporting data and information as required in Article IV of this chapter.
- (3) Final plan filing fee. The Borough Secretary shall collect a final plan filing fee as established by resolution of the Council for all subdivisions.
 - (a) Fees charged shall cover the costs of examining plans and other administrative expenses associated with the review of subdivision.
 - (b) The applicant shall pay the fee at the time of initial submission of the application to the Borough Secretary.
- (4) Final plan submission verification and distribution. Upon receipt of the final plan and supporting data, the Borough Secretary shall verify the submission for the required number of copies of all documents.
 - (a) If the submission is verified, the Secretary shall accept the said plans and documentation, complete the submission verification, noting same, and provide a copy of the plan submission verification to the applicant. The Secretary shall then provide copies of the submission to:

[1] The Borough Engineer.

[2] The Borough Solicitor.

- (2) Number of copies to be submitted. The official submission of the minor subdivision plan shall include the following:
 - (a) Fourteen completed copies of the subdivision plan application. [Amended 5-7-2007 by Ord. No. 4-2007]
 - (b) Fourteen legible paper prints of the minor subdivision plan. [Amended 5-7-2007 by Ord. No. 4-2007]
 - (c) Six copies of the required sewage planning module(s) and associated documentation.
 - (d) Six copies of all other required supporting data and information as required in Article IV of this chapter.
- (3) Minor subdivision plan filing fee. The Borough Secretary shall collect a minor subdivision plan filing fee as established by resolution of the Council for all subdivisions.
 - (a) Fees charged shall cover the costs of examining plans and other administrative expenses associated with the review of subdivision.
 - (b) The applicant shall pay the fee at the time of initial submission of the application to the Borough Secretary.
- (4) Minor subdivision plan submission verification and distribution. Upon receipt of the minor subdivision plan and supporting data, the Borough Secretary shall verify the submission for the required number of copies of all documents.
 - (a) If the submission is verified, the Secretary shall accept the said plans and documentation, complete the submission verification, noting same, and provide a copy of the plan submission verification to the applicant. The Secretary shall then provide copies of the submission to:
 - [1] The Borough Engineer.
 - [2] The Borough Solicitor.
 - [3] The Borough Planning Commission Solicitor.
 - [4] The Borough Zoning Officer.
 - [5] The Borough Planner.
 - [6] Any other engineer or consultant designated by the Borough.
 - (b) If the submission is not verified, the Secretary shall complete the plan submission verification, noting any and all deficiencies or omissions in the submission, provide a copy of the plan submission verification to the applicant, and return all documents to the applicant.

- (c) The plan submission verification shall only verify that the correct number of copies of all plans and documentation have been submitted and shall in no way be construed to be a plan submission receipt.

E. Official submission of land development plans:

- (1) Plan to be filed with the Borough. Copies of the land development plan and all required supporting documentation shall be submitted to the Borough Secretary by the applicant or his authorized representative at least 15 working days prior to the Planning Commission meeting at which the applicant applies for the official date of land development plan submission. [Amended 5-7-2007 by Ord. No. 4-2007]
- (2) Number of copies to be submitted. The official submission of the land development plan shall include the following:
 - (a) Fourteen completed copies of the land development plan review application. [Amended 5-7-2007 by Ord. No. 4-2007]
 - (b) Fourteen legible paper prints of the land development plan. Following recommendation for approval by the Planning Commission and when all corrections have been made to the land development plan, seven prints shall be submitted for final signature. [Amended 5-7-2007 by Ord. No. 4-2007]
 - (c) Six copies of all required sewage disposal approvals and/or permits from the Pennsylvania Department of Environmental Protection.
 - (d) Six copies of all other required supporting data and information as required in Article IV of this chapter.
- (3) Land development plan filing fee. The Borough Secretary shall collect a land development plan filing fee as established by resolution of the Council.
 - (a) Fees charged shall cover the costs of examining plans and other administrative expenses associated with the review of land developments.
 - (b) The applicant shall pay the fee at the time of initial submission of the application to the Borough Secretary.
- (4) Land development plan submission verification and distribution. Upon receipt of the land development plan and supporting data, the Borough Secretary shall verify the submission for the required number of copies of all documents.
 - (a) If the submission is verified, the Secretary shall accept the said plans and documentation, complete the submission verification, noting same, and provide a copy of the plan submission verification to the applicant. The Secretary shall then provide copies of the submission to:
 - [1] The Borough Engineer.
 - [2] The Borough Solicitor.
 - [3] The Borough Planning Commission Solicitor.
 - [4] The Borough Zoning Officer.
 - [5] The Borough Planner.

[6] Any other engineer or consultant designated by the Borough.

BOROUGH OF MOUNT POCONO

303 POCONO BOULEVARD
MONROE COUNTY, PENNSYLVANIA
570-839-8436/Fax# 570-839-0981

LAND DEVELOPMENT

APPLICANT: _____ PROJECT: _____

LOCATION: _____ PIN #: _____

SUBMISSION CHECKLIST

Quantity Required	Description	Quantity Submitted (Applicant complete)	Quantity Received (Borough Secretary)
	Applications		
14	Application Form		
14	Request for waiver/modification*		
1	Proof of submittal to Monroe County Planning Commission		
1	Application Fee		
	Plans		
14	Land Development Plan		
14	Existing Resources and Site Analysis Plans		
14	Preliminary Resource Impact and Conservation Plan*		
6	Water Supply and Distribution Plan		
6	Sewage Disposal and Collection Plan		
6	Soil Erosion and Sediment Control Plan		
6	Stormwater Management Plan		
6	Construction Details		
6	Road Profiles*		
6	Street Cross Sections*		
	Supporting Documents		
6	Existing or proposed deed restrictions or protective and restrictive covenants*		
6	Proposed offers of dedication and/or reservation*		
6	Existing documents of dedications and/or reservation*		
6	Deed of Record		
6	Proof of Legal Interest*		
6	Central Water Supply Certification*		
6	Central Sewage Disposal Certification*		
6	Sewage Facilities Planning Module		
6	List of required permits		
6	Stormwater Management Report		
6	Bridge design*		
6	Details of use limitations on utility rights-of-way*		
6	Highway Occupancy Permit*		
6	Traffic Impact Study*		
6	Environmental Impact Study*		
6	Plan for ownership and maintenance of common areas*		

*Not all submission requirements are applicable to all applications