

**MOUNT POCONO BOROUGH PLANNING COMMISSION
REGULAR MEETING AGENDA
Wednesday, December 21, 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,
____ S. Speno, ____ C. Connor, ____ C. Niclaus, ____ D. Jackowski
- 4. Preliminary Announcements**
- 5. Consider Approval of Minutes**
 - a. Regular Meeting Minutes – August 17, 2022
- 6. Unfinished Business**
 - a. Arya Village, 1221 Pocono Boulevard - LDP
- 7. New Business**
 - a. Municipal Authority (MPMA) – Sketch Plan
- 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, AUGUST 17, 2022
7:00 P.M.**

Chairman M. Penn opened the regular meeting at 7:09 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, absent; Commissioner E. Melbert, present; Commissioner T. Cramer, absent; Solicitor C. Connor, present; Borough Engineer C. Niclaus, present; and, Recording Secretary, D. Jackowski, present.

PRELIMINARY ANNOUNCEMENTS – Chairman M. Penn announced that Alexis Wilkinson is no longer the Borough Zoning Officer. He was advised that Shawn McGlynn, SFM Consulting, will be taking over the Zoning Officer duties starting on Monday, August 22, 2022, and will be in the office Monday's, Wednesday's, and Friday's. He was also advised that Mr. McGlynn will not be attending these meetings; however, in his opinion, it could be beneficial that the Zoning Officer be in attendance as Zoning questions may arise. It was also noted that the agenda will be sent to the Zoning Officer prior to the meeting and that questions or opinions could be asked prior to the meeting.

APPROVAL OF MINUTES – Commissioner A. Harris moved to accept the Regular Meeting minutes of Wednesday, June 15, 2022, as presented. Commissioner R. Dorkoski seconded. Motion carried unanimously.

UNFINISHED BUSINESS

Arya Village, 1221 Pocono Boulevard – In attendance representing the Arya Village project were the Applicant, Ms. Rupal Patel, and her Engineer, Christian Cobaugh.

The Applicant's Engineer C. Cobaugh reviewed the revised plans indicating that PennDOT wasn't going to allow an entrance off of SR 611 & Belmont Avenue and will have a right turn only on SR 196 (Sterling Road) with an in and out on Pine Hill Road. Borough Engineer C. Niclaus reminded the Applicant that a TIS is required to move ahead with a proper review of the plan. More discussion was had, including the buffer requirements; are they a Zoning issue or under SALDO. It was clarified if Zoning issues are involved the Applicant would have to go before the Zoning Hearing Board (ZHB) for variance(s) and that could take up to ninety (90) days.

The Planning Commission acknowledged that it was in receipt of the Borough Engineer's Technical Review #2 letter dated August 17, 2022. It was also acknowledged that there were nineteen (19) Zoning Ordinance Review items that were informational only and that the Zoning Officer shall be the jurisdictional entity on Zoning requirements. Also, there were thirty-two (32) Subdivision and Land Development Ordinance (SALDO) items outstanding; forty-two (42) Stormwater Management items; and three (3) general comments, including traffic comments not addressed and a Traffic Impact Study (TIS) that has not been submitted.

Commissioner R. Dorkoski questioned if the Applicant was looking for an approval that would give the Applicant the right to close on this property.

Solicitor C. Connor answered by stating that the Planning Commission does not have the right on whether the closing would take place or not. He advised that currently what has been submitted to the Planning Commission is not enough information for any recommendation to be made and reminded the Applicant that the Planning Commission is only a recommending body with final approval up to Borough Council. He stated that this cannot affect the closing of the property and that the Applicant has to decide if she would like to continue.

Commissioner R. Dorkoski stated that, with not receiving a complete submission, the Planning Commission cannot advise the Applicant to close on the property. He noted the following: can't see an implied approval at this time; parking space sizes are an issue; and pavers are not allowed; he reminded the Applicant "buyer beware."

After Solicitor C. Connor's suggestion to the Applicant that, again, there is not enough information and the plan needs to be cleaned up to come back before the Planning Commission and advice to the Commission not to accept this plan as-is, Vice Chair P. Bucco

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moved to accept a ninety (90) day time extension, conditional upon receiving a letter requesting such. Commissioner A. Harris seconded. Motion carried unanimously.

Commissioner E. Melbert moved to table the Arya Village project until the next regular Planning Commission meeting. Vice Chair P. Bucco seconded. Motion carried unanimously.

Commissioner R. Dorkoski moved that all the items that are outstanding that can be completed must be completed prior to coming before the Planning Commission. Vice Chair P. Bucco seconded. Motion carried unanimously.

NEW BUSINESS – Vice Chair P. Bucco moved to table the Caliper of Trees – SALDO 187-6 and Submission Requirements – SALDO 187-18 to 187-24. Commissioner R. Dorkoski seconded. After some discussion Vice Chair P. Bucco amended her motion to table Caliper of Trees – SALDO 187-6 and SALDO 187-39 Improvement Maintenance Guarantee instead. Commissioner R. Dorkoski seconded. Motion carried unanimously.

Submission Requirements – SALDO 187-18 to 187-24 – After an explanation from the Planning Commission Recording Secretary D. Jackowski, Vice Chair P. Bucco moved to adopt the following amendment to the SALDO 187-18 to 187-24 Submission Requirements: to decrease the number of submission plans from ten (10) down to four (4) including electronic submissions and to decrease likewise the number of any required supporting documents such as sewage planning module(s), including electronic submissions; approvals and/or permits from the Pennsylvania Department of Environmental Protection; and highway occupancy permit from six (6) down to two (2). Commissioner E. Melbert seconded. Motion carried unanimously.

PROJECT UPDATES – Solicitor C. Connor stated that the Development and Stormwater Agreements for the Clarius project have been finalized. He noted that Clarius is closing on the property this week and they have indicated that they have potential tenants for the warehouse and that eighty-six (86) acres will be cleared early this fall.

LIAISON REPORTS

Borough Council – Commissioner A. Harris stated that Borough Council at last night's meeting appointed a new Zoning Officer as was reported by Chairman M. Penn earlier in the meeting.

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 8:53 P.M. Commissioner A. Harris seconded. Motion carried unanimously.

Submitted by,

Diana Jackowski
Recording Secretary

BOROUGH OF MOUNT POCONO

1361 POCONO BOULEVARD, SUITE 100
MONROE COUNTY, PENNSYLVANIA

PLANNING COMMISSION SUBMISSION APPLICATION FORM

Name of Proposed Development: MPMA Office and Lab Renovation

Proposed Number of lots: n/a Location/Street: 1478 Pocono Blvd., Mount Pocono, PA

Pin #: 10.9.1.2-1

Applicant/Owner: Mount Pocono Municipal Authority

Address: 1361 Pocono Blvd., Suite 101, Mount Pocono, PA 18344

Telephone: 570-839-8963 Fax #: _____

Email: mpmamgr@ptd.net

Engineer/Contact: ARRO Consulting - Ed Overberger

Address: 321 N. Furnace St., #200, Birdsboro, PA 19508

Telephone: 610-374-5285 Fax #: _____

Email: ed.overberger@arroconsulting.com

Borough Application Fee: \$200.00 Date Fee Paid: 12/9/2022 *ck# 11836*

Deposit (if applicable): \$1,500.00 Date Paid: 12/9/2022 *ck# 11842*

RECEIVED

MT. POCONO BOROUGH

Narrative of Project (attached sheet can be used): The Authority intends to move their office to

the wastewater treatment facility. The Authority is in need of upgraded office facilities and

additional lab space. Included with this building upgrade are a secure lobby for public

access, added security for staff and equipment, consolidation of services, locker room for staff,

improvements for enhanced energy efficiency, and a small meeting space.



525 Main Street, Suite 200, Stroudsburg, PA 18360

272.200.2050 272.200.2051

barryisett.com

December 19, 2022
Project #313618.018

RECEIVED

DEC 19 2022

MT. POCONO BOROUGH

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

Dear Planning Commission members:

RE: MOUNT POCONO MUNICIPAL AUTHORITY (MPMA) OFFICE ADDITION
Mount Pocono Borough, Monroe County, Pennsylvania
Sketch Plan Review

Materials Submitted for Review

1. Office Renovations and Addition Sketch Plan, 2 sheets, dated 12/2/22, prepared by MG Architects
2. Application form, dated 12/9/22
3. Letter of Transmittal, dated 12/9/22

The project proposes an addition and second floor expansion to an existing public works building at the Mount Pocono Wastewater Treatment Facilities site located on the west side of Rt. 611 (Pocono Boulevard), just south of the railroad overpass. A new one-story addition is being added to the existing 1,991 SF building and a 1,548 second-story addition is proposed for the same building. MPMA intends to move their office to this location to upgrade facilities and add Lab space. A secure lobby for the public, added security for staff and equipment, consolidation of services, staff locker room, energy efficiencies and small meeting space are proposed as part of the upgrades. Included with the building upgrades Tax map parcel identification is not provided. The subject lots include an unidentified number of acres in area and the Forest Hills Run runs thru the overall area. The site is located within the R-3 Residential zoning district.

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

Zoning Ordinance Review

1. The proposed use is Office and Laboratory expansion of the existing Treatment facilities in the R-3 zone. If it is considered a Borough use, it may be permitted. A Borough use is any

service or building under the jurisdiction of the Borough. The MPMA would have to be under the jurisdiction of the Borough per Definition.

2. If the use is an expansion of an existing non-conforming use, it is subject to Special Exception and Section 216-65 procedures. If the pre-existing use is considered to be Solid Waste Facilities, requirements of Section 215-53 may apply to the new improvements only.
3. The number of parking spaces needs to meet 85th percentile requirements for the proposed number of new employees to work there and a public apportionment for the new use.

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

Subdivision and Land Development Ordinance (SALDO)

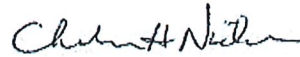
1. The plan is subject to a Land Development process as it adds more than 25% of floor area to the structure.
2. Due to the limited nature of the site improvements on existing disturbed areas, the Existing Resources Plan, four-step design process and Site Inspection/Pre-application meeting procedures do not appear to be warranted.
3. The sketch plan does not meet all requirements of Section 187-28, D, H, I, J, K, N (proposed parking) and O. As a substantially improved site, the most important features would be the limit of improvements which are hard to see in the aerial photography provided and soil types that could minimize the wetlands possibility.
4. Access to a Land Development shall meet the requirements of Section 187-48.
5. Since public access for the new office use is being added, the driveway width and PennDOT permitting should be reviewed for adequacy.
6. The provision of sidewalks should be discussed (187-48 W & X).
7. A stormwater drainage and management plan may be required per Section 187-50. Exemption criteria could be explored per Stormwater Management Article IV Section 179-20 requirements.
8. Soil Erosion and Sedimentation Control plans shall meet the specifications of the Monroe County Conservation District.
9. The Sketch Plan should indicate whether water and sewage service improvements are proposed.
10. Landscaping may be required per 187-56.
11. Lighting may be required.
12. Any utility service needs requiring construction within the r.o.w. would require PennDOT permitting.
13. Stormwater will be regulated under the Stormwater Ordinance (179).
14. A recreation facility fee may be applicable for this project in the amount of \$0.25 per square foot of new impervious area (187-61, Res #8 2017).

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 may not be a comprehensive list under

Sketch Plan review and other comments may be added as additional information becomes available or should change.

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, P.E.
Borough Engineer
Barry Isett & Associates, Inc.