

MOUNT POCONO BOROUGH PLANNING COMMISSION
RE-ORGANIZATION & REGULAR MEETING AGENDA
Wednesday, March 15, 2023 – 7:00 PM

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

1. Call to Order
2. Pledge of Allegiance
3. Reorganization
 - a. Chair
 - b. Vice Chair
 - c. Borough Council Liaison
 - d. Zoning Hearing Board Liaison
4. Roll Call
____ M. Penn, ____ R. Dorkoski, ____ A. M. Harris, ____ E. Melbert, ____ S. Speno, ____ C. Connor,
____ C. Niclaus, ____ D. Jackowski
5. Preliminary Announcements
6. Consider Approval of Minutes – Regular Meeting Minutes
 - a. August 17, 2022
7. Unfinished Business
 - a. Arya Village – Borough Council Denial
8. New Business
 - a. Commonwealth Charter Academy, 4 Fork Street – Sketch Plan
 - b. Annual Report - 2022
9. Project Updates
10. Liaison Reports
 - a. Borough Council
 - b. Zoning Hearing Board
11. Public Participation
12. 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

**MOUNT POCONO PLANNING COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 17, 2022
7:00 P.M.**

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: Commonwealth Charter Academy

Proposed Number of lots: 1 Location/Street: 4 Fork Street

Pin #: 10.8.5.7 & 10.8.5.8

Applicant/Owner: Jim Skinner, Commonwealth Charter Academy

Address: 1 Innovation Way Harrisburg, PA 17110

Telephone: 717-710-3300 ext. 11174 Fax #: _____

Email: jskinner@ccaeducate.me

Engineer/Contact: Dina Snider, Strada (architect)

Address: 611 William Penn Place, Ste. 700 Pittsburgh, PA 15219

Telephone: 412.263.3800 Fax #: _____

Email: dsnider@stradallc.com

Borough Application Fee: \$ 200 Date Fee Paid: 3/2/2023 *CK # 10274 3/3/23*
1500-
Deposit (if applicable): \$ N/A Date Paid: 3/3/23 *CK # 10275*

Narrative of Project (attached sheet can be used): See attached

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MAR 03 2023
MT. POCONO BOROUGH



March 2, 2023

4 Fork Street

The above referenced project is a renovation to an existing 3-story with partial basement commercial building. The existing use of the development is multi-tenant Business use, and the Business use will be retained, and the building occupied entirely the Owner, Commonwealth Charter Academy.

In addition to the interior alteration of the existing building, exterior renovations and site improvements are being proposed. These include a reconfiguration of the existing drive aisle and landscape island to facilitate a vehicle drop-off lane and bypass lane; repaving and restriping the existing parking lot, including a concrete pad at accessible parking stalls; the addition of an exterior vestibule and accessible raised entrance plaza at the existing rear entry; a canopy roof and pergola covering the proposed raised entrance plaza; the addition of a paver patio at the north side of the building; the addition of a deck at the north side of the building; the addition of a concrete pad and dumpster enclosure at the rear of the site.

The existing parking layout incorporates 93 parking stalls; the proposed layout incorporates 96. Due to additions and reconfigurations of the site, there is a **net** increase of 985.25 square feet of impervious surface.

Also proposed is the addition of an improved stormwater management system in the north of the site which collects run-off from Fork Street into a new trench drain and inlet. As a part of this proposed stormwater management plan, a new strip drain is proposed above the new patio that will collect run-off from the slope and direct it to the underground conveyance system.

Sincerely yours,
Dina Snider
Principal
Strada LLC



📍 525 Main Street, Suite 200, Stroudsburg, PA 18360
☎ 272.200.2050 📠 272.200.2051
🌐 barryisett.com

March 14, 2023
Project #313623.005

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MAR 15 2023
MT. POCONO BOROUGH

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

Dear Planning Commission members:

RE: 4 FORK STREET SKETCH PLAN
Mount Pocono Borough, Monroe County, Pennsylvania
Sketch Plan Review

Materials Submitted for Review

1. Sketch Plan Set, sheets 1 - 5, not dated, prepared by Strada Architecture.
2. Application Form with narrative.
3. Utility Plan, Sheet C102, dated 2/15/23, prepared by Stahl Sheaffer Engineering.
4. Sketch Plan Set, sheets 1 - 11, not dated, prepared by Strada Architecture, Stahl Sheaffer Engineering and REPCO II.

The project proposes reuse of a 26,502 square foot (sf) 3-story Office building located at 4 Fork Street, adjacent to the Martz Bus facility, bearing the tax map parcels 10.8.5.7 and 10.8.5.8. The applicant proposes to renovate the interior building with new partitions, fixtures, and mechanical, electrical & plumbing systems. A new canopy and pergola at the rear entry along with site improvements to existing sidewalks, patios, access drives, lighting, landscaping, and parking surface areas. Stormwater improvements include storm conveyance piping, patio drains, roof leader connections and planting boxes. The applicant proposes to widen the existing driveway at the front of the building from 19' wide to 25'. The widening adds 910 sf of impervious area to the site and removes part of a front buffer. The subject lots include 1.75 acres (ac) in area and the tax parcels are not differentiated on the overall plan. The lots are within the C-1 Downtown Commercial zoning district.

The project was submitted as a Zoning Permit application (Site Plan) to the Zoning Officer. The Zoning Officer questioned whether the application should be a Land Development Plan and I recommended that the Planning Commission review it as a sketch plan to advise the applicant the extent to which it conforms more, as a Zoning or Land Development Plan application. The below language appears in the Sketch Plan requirements of the Ordinance:

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 which the proposed subdivision or land development conforms to the relevant standards of this chapter and may suggest possible plan modifications that would increase its degree of conformance. The Commission shall submit its written comments to the applicant.

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

Zoning Ordinance Review

1. Business Offices, Business Services, Office Buildings and Professional Offices are a permitted use in the C-1 zone and the proposed administration offices for a Cyber School are consistent with those uses and similar to some previous tenants of the building.
2. The definition of Land Development in the Zoning (and SALDO) Ordinance is as follows:
 - B.** *The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:*
 - (1)** *A group of two or more residential or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or*
 - (2)** *The division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of, streets, common areas, leaseholds, condominiums, building groups or other features.*
 - C.** *The definition of "land development" shall also include the expansion or addition to a nonresidential building which involves any of the following as measured cumulatively from the effective date of this provision:*
 - (1)** *The addition of 25% or more of floor area to the structure; or*
 - (2)** *The increase by 25% or more of impervious area (including building area) on the parcel; or*
 - (3)** *Any increase in impervious area which will result in the generation of stormwater in such volume as will not be controlled by existing stormwater facilities pursuant to the requirements of this chapter.*
 - D.** *The definition of "land development" shall not include the following:*
 - (1)** *The conversion of an existing single-family detached dwelling or single-family semidetached dwelling into not more than two residential units, unless such units are intended to be a condominium.*
 - (2)** *The addition of an accessory building, including farm buildings, on a lot or lots subordinate to an existing principal building.*

While virtually any improvement to a property could be included per the Section B inclusions, the Ordinance goes on to specifically include and exclude certain activities that could be more impactful than what is proposed. Ultimately, the Planning Commission is providing guidance on whether the plans need to be further reviewed through the Land Development process or if the submitted plans already reasonably meet the objectives of the Ordinances and have the application reviewed as a Zoning permit.

3. Impervious coverage area is noted to increase by 985 sf on the Impervious Inventory Sheet L4.05. This includes some impervious areas being removed and improved with pervious landscape areas. Existing and proposed coverages are conforming.
4. Landscaping is proposed per the Planting Plan Sheet L4.06 and Zoning Section 215-35B. The front buffer planting area requires a SALDO Ordinance waiver that has been included from the applicant. See SALDO comment two (2) also.
5. The requirements of ZO 215-39 must be met for earth disturbance greater than 2,500 sf:
 - A Soil Erosion and Sedimentation Control Plan is needed. An on-site plan should suffice.
 - A Grading Plan has been provided on Utility Plan Sheet C102
 - Stormwater improvements are proposed. An exemption request has been submitted for parts of the Stormwater Management Ordinance.
6. A Lighting Plan has been included as the last sheet. This has not been reviewed to Ordinance requirements and should be conditioned as a recommendation if this proceeds as a Zoning Application and Use Plan.
7. The number and size of parking spaces existing versus proposed should be noted better. It appears that more parking spaces are proposed, but some are being converted to a smaller size. The proposed use and building is consistent with current Ordinance parking requirements and there is no proposed change in the floor area basis.

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

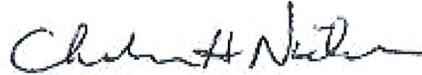
Subdivision and Land Development Ordinance – Sketch Plan (SALDO)

1. Sheet L4.04 is the Sketch Plan Overlay for Section 187-18 A (2). The differences between what is existing and the proposed changes can be evaluated here.
2. The sketch plan does not meet all requirements of Section 187-28. As a substantially developed site, the existing and proposed improvements appear to be adequately displayed and suitable for the purpose of this review.
3. Landscaping is required per Section 87-56. The front buffer planting area requires a SALDO Ordinance waiver that has been included from the applicant. The Planning Commission should review and discuss this request. A recommendation on the waiver request should be formally made by the Planning Commission if this is proceeding as a Zoning application.

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,

A handwritten signature in black ink, appearing to read "Charles Niclaus". The signature is fluid and cursive, with a prominent initial "C" and a stylized "N".

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

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March 13, 2023

Mt. Pocono Planning Commission
1361 Pocono Boulevard
Suite 100
Mt. Pocono, PA 18344

RECEIVED
MAR 15 2023
MT. POCONO BOROUGH

Strada is formally submitting a waiver request for the deficiencies identified in the front landscape buffer located at 4 Fork Street, Mt. Pocono PA 18344. This project is a renovation to an existing 3-story with partial basement commercial building, as well as the construction of a new canopy and pergola at the rear entry, renovations to vehicular site circulation, a new patio and deck at the north side of the building, and improvements to the on-site stormwater management. The exterior of the building will receive updated finishes. Existing interior systems, partitions, finishes and fixtures are to be removed, and new partitions, finishes, fixtures, and mechanical, electrical, and plumbing systems are proposed. A new communicating stair between the basement and first floor is proposed. Strada is the architect for this project, and we are filing this waiver request on behalf of the property owner:

Commonwealth Charter Academy
1 Innovation Way
Harrisburg, PA 17110
Contact: James Skinner, Director of Facilities and Safety
Phone: 717-710-3300, ext. 11174

SALDO Section 179-20A(5) Exemptions

We are requesting a 5,000sf exemption from the stormwater ordinance. The existing impervious area on the site is 41,590sf and the proposed impervious area after the improvements are made is 43,045sf for an increase in impervious areas of 1,455sf for the project. During the 2-year storm event, peak water elevation is approximately 1620.70' in the basin in the existing condition and 1620.73' in the proposed condition which is 1.07' lower than the outlet structure of the stormwater pond servicing the property. Therefore, the pond can handle the approximately 300cf increase in water volume.

SALDO Section 187-56F(3)(e) Buffers and screens

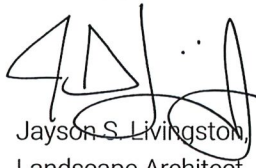
There is a desire to widen the access drive in front of the building adjacent Fork Street to accommodate a car drop-off area and maintain the existing fire lane. The proposed design shows a generous increase to the front sidewalk adjacent the building from 5' to 10' to create a better entrance sequence. The access drive has been widened to allow for 10' for a drop-off zone and 15' for a fire lane and pass through drive. These improvements do decrease the front planting bed below Borough minimum buffer (as per Table 615-1 Commercial/Industrial adjacent Commercial/Industrial use requires a low 10' buffer). While we are deficient on our

Strada

property, there is still a 10' planting bed remaining and we comply with the planting requirements for Buffer Type Low (2 canopy trees, 1 ornamental tree, and 5 shrubs per 100 linear feet).

We thank you for your review and consideration of the above waiver request. We are happy to provide and additional information that will assist your review.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'J. Livingston', written over the printed name.

Jayson S. Livingston, RLA, SITES AP, ASLA
Landscape Architect
Strada LLC

MOUNT POCONO BOROUGH PLANNING COMMISSION 2022 ANNUAL REPORT

In accordance with the Pennsylvania Municipalities Planning Code (PMPC), the Mount Pocono Borough Planning Commission hereby submits the following 2022 Annual Report to the Mount Pocono Borough Council.

The Planning Commission held a total of three (3) Regular Monthly Meetings during 2022, held two (2) informal meeting due to lack of a quorum & cancelled eight (8) meetings, also due to lack of a quorum. Note: The Planning Commission decreased its members from seven (7) to five (5) per Borough Council.

DISCUSSIONS:

- Rezoning 94 Winona informal review (3/16/22 – no quorum); reviewed & not recommend to Borough Council (4/20/22)
- Clarius Land Development Plan reviewed & recommended with conditions to Borough Council (2/17/21)

CONDITIONAL USE:

- 3360 SR 940 STR informal review (3/16/22 – no quorum); reviewed & recommend with conditions to Borough Council (4/20/22)

IMPROVEMENTS: None

SITE PLAN: None

SKETCH PLAN:

- Mount Pocono Municipal Authority (MPMA) informal review (12/21/22 – no quorum); reviewed

MINOR SUBDIVISION PLAN:

- Bizio informal review (3/16/22 – no quorum); reviewed & recommended with conditions to Borough Council (4/20/22)

PRELIMINARY LAND DEVELOPMENT & LAND DEVELOPMENT PLANS:

- Bizio LDP informal review (3/16/22 – no quorum); reviewed & recommended with conditions to Borough Council (4/20/22)
- Popeye's LDP retroactively accepted (3/16/22 – no quorum); reviewed/ accepted waiver requests & tabled (4/20/22); reviewed & recommended with some of the waivers requested to Borough Council (5/18/22)
- Arya Village LDP accepted & reviewed (6/15/22); reviewed the incomplete plan & recommended a ninety (90) day extension to Borough Council (8/17/22)

FINAL PLANS: None

SEWAGE FACILITIES PLANNING MODULES: None

ORDINANCE REVIEWS & RECOMMENDATIONS:

- Tabled Caliper of Trees Amendment – SALDO 187-6 (8/17/22)
- Tabled Improvement Maintenance Guarantee Amendment – SALDO 187-39 (8/17/22)
- Reviewed & recommended Submission Requirements Amendment – SALDO 187-18 to 187-24 to Borough Council (8/17/22)

MISCELLANEOUS: None

WORK SESSIONS: None

WORKSHOPS ATTENDED: None

PRESENTATIONS: None

Respectfully submitted by,

Michael Penn, Planning Commission Chairman