

**MOUNT POCONO PLANNING COMMISSION
RE-ORGANIZATION/ REGULAR MEETING MINUTES
WEDNESDAY, MARCH 15, 2023
7:00 P.M.**

The Planning Commission Re-Organization meeting was opened at 7:05 P.M. by Solicitor C. Connor.

Pledge of Allegiance – was said by all.

RE-ORGANIZATION

Nominations – Solicitor C. Connor asked for nominations for Chair of the Planning Commission.

Commissioner E. Melbert nominated Ann Marie Harris as Chair of the Planning Commission for 2023. Commissioner M. Penn seconded. There being no other nominations, the nominations closed for Planning Commission Chair. Motion carried unanimously.

Chair A. Harris asked for nominations for Planning Commission Vice Chair. Commissioner S. Speno moved to nominate Erin Melbert as Vice Chair. Chair A. Harris seconded, and asked if there were any more nominations for this position. There being none, motion carried unanimously.

It was agreed that Recording Secretary Diana Jackowski will be the Zoning Hearing Board Liaison.

Roll Call – The following were present: Chair A. Harris; Vice Chair E. Melbert, Commissioner M. Penn; and, Commissioner S. Speno. Commissioner R. Dorkoski was absent. Also, present were Solicitor C. Connor; Borough Engineer C. Niclaus; and, Recording Secretary D. Jackowski.

PRELIMINARY ANNOUNCEMENTS – None

APPROVAL OF MINUTES – Commissioner S. Speno moved to accept the Regular Meeting minutes of Wednesday, August 17, 2022, as presented. Commissioner E. Melbert seconded. Motion carried unanimously.

UNFINISHED BUSINESS

Arya Village, 1221 Pocono Boulevard – It was reported that Borough Council at its regular meeting on February 7, 2023, denied the extension for the Araya Village project and that to inform the Applicant that they could come back with a new submission and that any outstanding monies owed must be paid.

NEW BUSINESS

Commonwealth Charter Academy (CCA), 4 Fork Street – Sketch Plan – Representing the Applicant Mr. Jayson Livingston, Architect Engineer of Strada was in attendance. Borough Engineer C. Niclaus suggested to the Applicant to come before the Planning Commission to evaluate the project and if it should be considered as a Land Development Plan. Mr. J. Livingston presented the project and explained the improvements of the property which includes waiver requests for stormwater management and buffers.

After the Borough Engineer's review of the CCA, 4 Fork Street Sketch Plan and Solicitor C. Connor stated that in his opinion that this project is not a Land Development Plan, Commissioner M. Penn moved to that the CCA, 4 Fork Street sketch plan doesn't warrant to be a Land Development Plan; however, it is recommended to Borough Council with the following items that need to be addressed by the Applicant and included when applying for a Zoning Permit as noted when submitted by the Applicant:

1. Stormwater Ordinance Section 179-20A(5) Exemptions – recommended for approval to be forwarded to Mount Pocono Borough Council on the request for a 5,000 sf exemption from the Stormwater Ordinance specific design requirements. Impervious area is required to be lessened from what is existing.

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2. SALDO Section 187-56F(3)(e) Buffers and screens – recommended to approve this waiver as it will widen the access drive in front of the building adjacent Fork Street and remove the required 10’ buffer. The Applicant did propose providing all requirements of the landscape plantings in the existing buffer area to remain and this is a requirement of granting the waiver. Borough Council to approve.
3. Submit a lighting plan subject to the Borough’s Ordinance requirements SALDO 187-62 and have it reviewed by a professional reimbursed by the Escrow account of the Sketch Plan application.
4. Parking space sizes less than 10’ x 20’ were recommended to match the existing sizes of parking spaces and meet 85th percentile reservations. The Applicant was encouraged to provide the average number parking spaces required with some 10’ x 20’ spaces. The parking layout must be designed and provided in accord with the most current Institute of Transportation Engineers Traffic Engineering Handbook. The Applicant shall provide copies of the methodology used for the design for review by a Professional.

Vice Chair E. Melbert seconded. Motion carried unanimously.

Annual Report – Commissioner M. Penn as last year’s Chair of the Planning Commission he reviewed the 2022 Planning Commission Annual Report. Commissioner M. Penn moved to approve the 2022 Annual Report with correction. Commissioner S. Speno seconded. Motion carried unanimously.

PROJECT UPDATES – Chair A. Harris reported that there was a problem with Taco Bell’s placement of its trash bin as it was too close to the setback line. She added that Taco Bell went before the Zoning Hearing Board to prove that to move the trash bin would be a hindrance. It wasn’t proven so they have to move the trash bin location. It was noted that Sparkle Car Wash is at the point of their final inspections.

LIAISON REPORTS

Borough Council – Chair A. Harris gave the following report: (1) Zoning Department is currently correcting some zoning permits prior to occupancy permits that were issued; (2) Mount Pocono Municipal Authority made comments to Borough Council that they would be going before the Planning Commission to see what approvals would be needed and that they aren’t sure what to do next; and, (3) SFM Consulting is now our Building Code Official replacing Bureau Veritas. She asked if anyone would be interested in a PSAB webinar regarding Planning Commission. She received positive response that there is interest in the webinar. Commissioner M. Penn questioned if there are any new Ordinances being reviewed, such as for Short Term Rentals. It was stated that the Zoning Department is working on the Rental Ordinance.

Zoning Hearing Board – No report.

PUBLIC PARTICIPATION – Borough Council President D. Struckle congratulated the newly voted Planning Commission Officers: Ms. A. Harris, Chair; and, Ms. E. Melbert, Vice Chair. He added that the reason for severing our ties with Bureau Veritas was lack of communication and reporting to the Borough. He stated that it was good to see full attendance of the Planning Commission and appreciated all of them for their continued good work.

There being no additional public participation and no further business coming before the Planning Commission, Commissioner M. Penn moved to adjourn at 8:37 P.M. Commissioner S. Speno seconded. Motion carried unanimously.

Submitted by,


Diana Jackowski
Recording Secretary