



POCONO TOWNSHIP PLANNING COMMISSION

AGENDA

April 13, 2026 6:00 p.m.

205 Old Mill Rd | Tannersville, PA 18372

<https://us06web.zoom.us/j/83608090447?pwd=ZYHANubX7n3VirQzNvuoxf3q72Maw.1>

**Meeting ID:** 836 0809 0447

**Security Passcode:** 513999

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT**

*Public Comment Policy has changed. For public comment at the beginning of a meeting you will be permitted 3 minutes on agenda and non-agenda items only. For action items, you may speak at the podium and be permitted 1 minute for your comments during that agenda item.*

**ANNOUNCEMENTS**

**CORRESPONDENCE**

**OLD BUSINESS**

- Motion to approve the minutes of the March 9, 2026 meeting of the Pocono Township Planning Commission. **(Action Item)**

**NEW BUSINESS**

**PRESENTATIONS:**

**SEWAGE PLANNING MODULES:**

**SPECIAL EXCEPTIONS:**

**WAIVERS OF LAND DEVELOPMENT:**

**SKETCH PLANS**

**NEW PLANS**

**FINAL PLANS UNDER CONSIDERATION**

**PRELIMINARY PLANS UNDER CONSIDERATION – (Possible Action Items)**

- Members 1<sup>st</sup> Federal Credit Union – LDP 1446 Plans were administratively accepted at the 10/14/25 P.C. meeting. Approval deadline of May 17, 2026 ***Deadline for P.C. consideration is 4/13/26 (Possible Action Item)***
  - Motion to recommend the plan for approval by the BOC ***(Possible Action Item)***

**Motion to table the following plans (Action Items):**

- Alaska Pete’s Roadhouse Grille (173 Camelback Road) Land Development Plan (LDP# 1387) – Plans were administratively accepted at the 4/10/23 P.C. meeting. Extension request received with approval deadline of December 31, 2026. ***Deadline for P.C. consideration is 12/8/26***

**SPECIAL EXCEPTIONS, CONDITIONAL USE, ET AL, APPLICATIONS**

**PRIORITY LIST**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

POCONO TOWNSHIP PLANNING COMMISSION  
Meeting Minutes  
March 9, 2026

The regular meeting of the Pocono Township Planning Commission was held on Monday, March 9, 2026 and was opened at 6:00 p.m. by Chair, Jeremy Sawicki.

**ROLL CALL**

Joe Folsom, present; Christina Kauffman, present; Claire Learn, present; Chris Peechatka, present; Dennis Purcell, present; Jeremy Sawicki, present; Kyle VanFleet, absent.

Planning Commission Alternates: Bruce Kilby, present, Jordan Merring, absent.

**IN ATTENDANCE**

Amy Montgomery, Twp. Engineer; Lisa Perera, Township Solicitor; Krisann MacDougall, Township Asst. Secretary, Jerrod Belvin, Township Manager/Secretary.

**PUBLIC COMMENT** – Time Stamp: 6:01 Bruce Kilby stated that he will not be participating in any vote regarding Sanofi due to a conflict of interest. (Form attached to these minutes)

**OLD BUSINESS**

Time stamp: 6:02 Jeremy Sawicki made a motion, seconded by Dennis Purcell, to approve the minutes of the February 9, 2026 meeting of the Pocono Township Planning Commission. All in favor. Motion carried.

**NEW BUSINESS**

**PRESENTATIONS**

Time Stamp: 6:02:30 Act 537 Plan Update – PAWC – Penn Estates – Jake Shimo outlined the proposed acquisition to include the wastewater system, treatment plant, permits and collection/conveyance assets. He also explained the review process.

Time Stamp: 6:08 Sanofi Pasteur-Request for rezoning of parcel 12.1.6.12 – Aaron Sisler formally introduced the idea of rezoning a roughly 200-acre parcel owned by Sanofi, south of their main campus from residential to industrial in order to accommodate Sanofi's potential future expansion.

**PRELIMINARY PLANS UNDER CONSIDERATION**

- Time Stamp: 6:16 - Members 1<sup>st</sup> Federal Credit Union – LDP 1446 Plans were administratively accepted at the 10/14/24 P.C. meeting. Approval deadline of May 17, 2026. **Deadline for P.C. consideration is 4/13/2026.** Jeremy Sawicki made a motion, seconded by Dennis Purcell, to table the plan. All in favor. Motion carried.
- Time Stamp: 6:16:51 - Alaska Pete's Roadhouse Grille (173 Camelback Road) Land Development Plan (LDP# 1387) – Plans were administratively accepted at the 4/10/23 P.C. meeting. Approval deadline of December 31, 2026. **Deadline for P.C. consideration is 12/8/26** Jeremy Sawicki made a motion, seconded by Dennis Purcell, to table the plan. All in favor. Motion carried.

**NEW BUSINESS**

- Joint Work session between PC and BOC Zoning Ordinance, Zoning Map, SALDO Amendments to be held on March 10, 2026 and March 30, 2026

**ADJOURNMENT** : Time Stamp: 6:17 - Dennis Purcell made a motion, seconded by Kyle VanFleet, to adjourn the meeting at 6:17 p.m. All in favor. Motion carried.



**CONFLICT OF INTEREST DISCLOSURE**

I, BRUCE KILBY, hereby disclose that I have a conflict of

interest with regard to SANOS 1

I am unable to vote on: discuss; or participate in any Township action with respect to

SANOS 1 REZONING

Because of my relationship with the matter, as follows; I WAS INVOLVED

WITH SANOS 1'S PURCHASE OF THE LAND

Bruce Kilby  
Signature/Name:

3/9/26  
Date

Received this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Township Secretary/ Asst. Secretary



**CONFLICT OF INTEREST DISCLOSURE**

I, Joseph Folsom, hereby disclose that I have a conflict of

interest with regard to Special REZONING REQUEST

I am unable to vote on: discuss; or participate in any Township action with respect to

Pocono Highlands Estates

Because of my relationship with the matter, as follows; Community Manager

Joseph Folsom  
Signature/Name:

3/9/26  
Date

Received this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Township Secretary/ Asst. Secretary



YOUR GOALS. OUR MISSION.

April 9, 2026

Pocono Township Planning Commission  
205 Old Mill Road  
Tannersville, PA 18372

**SUBJECT: MEMBERS FIRST FEDERAL CREDIT UNION AT BARTONSVILLE AVENUE  
PRELIMINARY/FINAL LAND DEVELOPMENT PLAN – REVIEW NO. 2  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
POCONO TOWNSHIP LDP NO. 1446, T&M PROJECT NO. POCO-R1250**

Dear Planning Commission Members:

Pursuant to the Township's request, we have performed our second review of the Final Land Development Plan for the Members First Federal Credit Union at Bartonsville Avenue. The submitted information was prepared by Integrated Consulting (unless otherwise noted) and consists of the following items.

- Response letters dated February 4, 2026 and March 26, 2026
- Waiver Request Letter #4 dated January 8, 2026
- DIEBOLD 816™ Audio System Sound Specification dated January 23, 2001
- PA DCNR PNDI Receipt dated July 23, 2025 with clearances
- Pocono Township Capacity Approval Letter & Overload Statement dated January 21, 2026
- Brodhead Creek Regional Authority Sewer Treatment Capacity letter dated February 2, 2026
- Property Deed, Deed Book 2174, Page 8541
- Agreement of Sale dated March 21, 2025
- ALTA Commitment for Title Insurance
- Act 537 Sewage Planning Exemption Approval letter from PADEP, dated February 9, 2026
- Opinion of Probable Construction Costs dated February 4, 2026, revised March 27, 2026
- Easement Closure Reports
- Wetland Investigation prepared by Vortex Environmental, Inc., dated September 30, 2025.
- Fire Company Response dated January 10, 2026
- Erosion and Sediment Control Supporting Calculations dated October 22, 2025, revised April 9, 2026
- Post Construction Stormwater Management Narrative & Calculations with Drainage Area Maps (3 sheets) dated October 3, 2025, revised April 9, 2026
- Erosion and Sedimentation Control Plan (9 sheets) dated October 3, 2025, revised April 9, 2026



- Preliminary/Final Land Development Plan (22 sheets) dated October 3, 2025, revised April 9, 2026

### **BACKGROUND INFORMATION**

The Applicant, Members First Federal Credit Union, is proposing a land development on existing property located on the northeastern corner of the intersection of S.R. 0611 and Bartonsville Avenue.

The existing property has an area of 1.83 acres and is located within the C, Commercial Zoning District. The existing property consists of two (2) existing dwellings with garages, three (3) sheds, and the remains of a previous building foundation. Both dwellings access Bartonsville Avenue. All existing structures are proposed to be demolished and removed.

The proposed land development includes the construction of a 2,991 square foot bank with associated three bay drive-thru and parking. Proposed access is via a paved driveway via Bartonsville Avenue. The proposed development will be served by public water and sanitary sewer. A sidewalk is proposed along Bartonsville Avenue and stormwater management and landscaping will be provided. The proposed limit of disturbance is 1.50 acres.

Per Section 470-20.B.(1), the proposed credit union is a permitted use within the C, Commercial Zoning District.

Based upon our review of the above information and our previous review letter dated October 31, 2025, we offer the following comments and/or recommendations for consideration.

### **ZONING ORDINANCE COMMENTS**

- 1.-2. Comments 1 and 2 satisfied.

### **SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS**

***Waivers are requested from the Subdivision and Land Development Ordinance. Refer to Comments 11, 19, 28, 38, and 40.***

3. In accordance with Sections 390-17.E.(6)(c) and 390-19.F.(6)(c), “the applicant shall be responsible for submission of the plan and all required supporting documentation to the Monroe County Planning Commission, the Monroe County Conservation District, PennDOT, and all other governing agencies”. *Submissions to, correspondence with, and approval from the following outside agencies shall be provided to Pocono Township:*
  - a. *Monroe County Planning Commission (Previous Comment 3.a) A review dated October 31, 2025 was received.*
  - b. *Monroe County Conservation District/Pennsylvania Department of Environmental Protection – NPDES Permit Modification (Previous Comment 3.b) The NPDES Permit Application was deemed complete under letter dated February 6, 2026. A technical review is pending.*
  - c. *Pennsylvania Department of Environmental Protection – Sewage Facilities Planning Module*



Per Section 390-19.J, “the Township shall concurrently make its decision on the sewage facilities planning module, and if approval is granted, the completed sewage planning documents shall be forwarded to the Pennsylvania Department of Environmental Protection. Preliminary plan approval shall be conditional upon Department of Environmental Protection sewage planning approval.”

***(Previous Comment 3.c) An Act 537 Sewage Planning Exemption was approved by PADEP under cover letter dated February 9, 2026***

- d. ***Pocono Township Sewer – Sewage Planning and Capacity (Previous Comment 3.d) A Capacity Approval Letter dated January 1, 2026 from Pocono Township was received for conveyance of sewage. A Sewer Treatment Capacity letter dated February 2, 2026 from the Brodhead Creek Regional Authority was received for treatment of sewage.***

***Outstanding comments of the Sanitary Sewer Engineer shall be addressed to his satisfaction.***

- e. ***Brodhead Creek Regional Authority – Water Capacity and Will-Serve (Previous Comment 3.e) This is pending.***
- f. ***Pocono Township Volunteer Fire Company (Previous Comment 3.f) Fire Company comments dated January 10, 2026 were received.***

4.-10. Comments 4 through 10 satisfied.

11. In accordance with Section 390-29.J.(1)(c) and 390-31.D.(2), the plan shall include convenient traffic circulation and parking. Turning movement diagrams shall be provided to demonstrate that the largest truck or emergency vehicle servicing the development can safely and conveniently navigate the proposed roads, drives and parking and loading areas, but in any event for not less than a WB-50 truck. ***A waiver from Section 390-31.D.(2) is requested to not require the WB-50 truck turning template. The request shall also include Section 390-29.J.(1)(c). (From Previous Comment 11) The requested waivers were granted approval by the Board of Commissioners at its meeting held on February 2, 2026.***
12. In accordance with Section 390-29.J.(2), the submission shall include “exterior elevations of any proposed buildings including at least the front and side elevations”. ***(From Previous Comment 12) Architectural building elevations were previously submitted for the Township’s review and comment.***
13. Comment 13 satisfied.
14. In accordance with Sections 390-29.J.(8)(a) and (c), the submission shall include “completed sewage facilities planning module(s) for land development and other required sewage planning documents as required by the Pennsylvania Sewage Facilities Act and PA DEP”. “If service by the Township, a sewer authority or a public utility is proposed, a letter or other written certification from the Township, the authority or the public utility stating that it will provide the necessary sewer service and verifying that its system has adequate capacity to do so.” ***Approvals from Pocono Township and the Pennsylvania Department of Environmental Protection shall be***



*provided upon receipt. (Previous Comment 14) Pocono Township and the Brodhead Creek Regional Authority have provided written documentation showing capacity for sewage conveyance and treatment is available. A Sewage Facilities Planning Exemption was approved by PADEP under cover letter dated February 9, 2026.*

*Any outstanding comments from the Township Sanitary Sewer Engineer shall be addressed to his satisfaction.*

15. In accordance with Sections 390-29.J.(10) and 390-51, the submission shall include “confirmation that the soil erosion and sedimentation control plan has been accepted for review by the Monroe County Conservation District”. “All soil erosion and sedimentation control plans shall meet the specifications of the Monroe County Conservation District and PA DEP, and shall comply with Commonwealth of Pennsylvania, Title 25, Chapter 102, Department of Environmental Protection regulations for soil erosion and sedimentation control.” *All submissions to, correspondences with, and permit from the County Conservation District/PADEP shall be provided upon receipt. (From Previous Comment 15) The NPDES Permit Application was deemed complete under letter dated February 6, 2026. A technical review is pending.*

16.-17. Comments 16 and 17 satisfied.

18. In accordance with Section 390-32.B.(2), no final plan shall be signed by the Board of Commissioners for recording in the office of the Monroe County Recorder of Deeds until proposed developer's agreements and performance guarantee in accord with § 390-35 and the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, have been accepted by the Board of Commissioners”. *All agreements shall be executed, and financial security posted prior to plan recordation. A construction cost estimate shall be submitted for review. (Previous Comment 18) An Opinion of Probable Construction Costs was provided with this submission and will be reviewed under separate cover.*

19. In accordance with Section 390-43.A.(6)(e)[2][a], “no more than 35% of the original ground cover within any designated steep slope area on the property may be disturbed by grading, filling or other means. At least 65% of the original ground cover must remain undisturbed during the establishment, alteration or maintenance the property.” In addition, and in accordance with Section 390-43.A.(6)(e)[2][e], “the final plan shall be recorded with a steep slope easement. The easement shall be comprised of at least 65% of the total existing area and located within the original boundaries of the steep slope area. Allocation of the easement should be made as evenly as possible throughout the lots to allow each lot adequate room for additional grading, accessory structures, etc.” *Existing steep slopes will be disturbed. A waiver from Section 390-43.A.(6)(e)[2][a] is requested to permit 3,800 square feet, or 64%, of disturbance of the existing steep slope area. A steep slope easement is shown on Sheet 10. (From Previous Comment 19) The requested waiver was granted approval by the Board of Commissioners at its meeting held on February 2, 2026.*

20.-27. Comments 20 through 27 satisfied.

28. In accordance with Section 390-50.D.(6), “the maximum slope of the earthen detention basin embankments shall be four horizontal to one vertical”. *The proposed basin side slopes are 3 to 1 and a waiver is required as proposed. (Previous Comment 28) A waiver requested from Section 390-50.D.(6) was granted approval by the Board of Commissioners at its meeting held on*



***February 2, 2026.***

29. Comment 29 satisfied.

30. In accordance with Section 390-52.A.(1), 390-52.E.(4)(c), all subdivisions and land developments shall be served by an adequate water supply and sewage disposal system; and the developer shall provide evidence documenting said adequacy. *Approvals from the Brodhead Creek Regional Authority, Pocono Township, and the Pennsylvania Department of Environmental Protection shall be received in support of the water and sanitary sewer services. (Previous Comment 30) Pocono Township and the Brodhead Creek Regional Authority have provided written documentation showing capacity for sewage conveyance and treatment is available. A Sewage Facilities Planning Exemption was approved by PADEP under cover letter dated February 9, 2026.*

***Any outstanding comments from the Township Sanitary Sewer Engineer shall be addressed.***

***A will-serve for water service is pending.***

31.-37. Comments 31 through 37 satisfied.

38. In accordance with Section 390-55.C.(2)(e), “planting islands shall be a minimum of nine feet by 18 feet in dimension, underlain by soil (not base course material); mounded at no more than a 3:1 slope, nor less than a 5:1 slope; and shall be protected by curbing or bollards. Each planting island shall contain a minimum of one shade tree plus shrubs and/or ground cover sufficient to cover the entire area.” *A waiver from Section 390-55.C.(2)(e) is requested to not require shade trees in all proposed islands. Three (3) islands are proposed and only one (1) includes a shade tree. The second island proposes flag poles creating insufficient space for a shade tree. (Previous Comment 38) The requested waiver was granted approval by the Board of Commissioners at its meeting held on February 2, 2026.*

39. Comment 39 satisfied.

40. In accordance with Section 390-55.D.(3)(a), trees shall be planted a minimum distance of five feet and a maximum distance of 15 feet outside the ultimate right-of-way line. ***(New Comment) A waiver from Section 390-55.D.(3)(a) was requested and granted approval by the Board of Commissioners at its meeting held on February 2, 2026.***

41.-43. Previous Comments 40 through 42 satisfied.

44. In accordance with Section 390-58.C.(1), “the proposal for common open space, installation of recreation facilities and/or fees shall be offered for review by the Planning Commission and the Pocono Township Park and Recreation Committee”. *Township Plan Note 1 indicates a fee in-lieu-of will be provided. (From Previous Comment 43) The proposed limit of disturbance is 1.50 acres, therefore a fee in the amount of \$2,100 (1.5 acres \* \$1,400 per acre) will be required.*

45. Previous Comment 44 satisfied.



## **STORMWATER MANAGEMENT ORDINANCE COMMENTS**

The proposed development is located within the Brodhead-McMichaels Watershed and discharges toward an unnamed tributary to Pocono Creek which has a Chapter 93 Classification of High Quality, Cold Water Fishery with Migratory Fishes (HQ/CWF-MF). The project is also located within the C Stormwater Management District.

46. In accordance with Section 365-8.F, “areas of existing diffused drainage discharge shall be subject to any applicable discharge criteria in the general direction of existing discharge, whether proposed to be concentrated or maintained as diffused drainage areas, except as otherwise provided by this chapter. If diffused drainage discharge is proposed to be concentrated and discharged onto adjacent property, the applicant must document that adequate downstream conveyance facilities exist to safely transport the concentrated discharge, or otherwise prove that no erosion, sedimentation, flooding or other impacts will result from the concentrated discharge.” *Basin 1 will discharge stormwater through an underdrain and concentrated discharge will now be directed toward the adjacent property. No downstream conveyance is proposed and evidence of safe transport of the concentrated discharge has not been submitted. The plan shall be revised for compliance with this Section. (Previous Comment 45) Basin 1 will discharge stormwater toward what appears to be a low spot adjacent to the existing barn located on the adjacent easterly property.*

47.-55. Previous Comments 46 through 54 satisfied.

56. In accordance with Section 365-15.A, “for all regulated earth disturbance activities, erosion and sediment control BMPs shall be designed, implemented, operated, and maintained during the regulated earth disturbance activities (e.g., during construction) to meet the purposes and requirements of this chapter and to meet all requirements under Title 25 of the Pennsylvania Code and the Clean Streams Law. Various BMPs and their design standards are listed in the Erosion and Sediment Pollution Control Program Manual (E&S Manual3), No. 363-2134-008, as amended and updated”. *All submissions to, correspondences with, and permit from the County Conservation District/PADEP shall be provided upon receipt. (From Previous Comment 55) The NPDES Permit Application was deemed complete under letter dated February 6, 2026. A technical review is pending.*

57.-58. Previous Comments 56 and 57 satisfied.

## **STORMWATER MANAGEMENT AND STORM SEWER DESIGN COMMENTS**

59.-64. Previous Comments 58 through 63 satisfied.

## **MISCELLANEOUS COMMENTS**

65.-80. Previous Comments 64 through 79 satisfied.



We have no further engineering related comments. The above remaining comments shall be addressed to the satisfaction of Pocono Township.

If you should have any questions regarding the above comments, please call me.

Sincerely,

Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/meh

cc: Patrick Briegel, Interim Manager – Pocono Township  
James Wagner, Interim Manager – Pocono Township  
Paul Morgan, Zoning Officer – Pocono Township  
Leo DeVito, Esquire. – Township Solicitor  
Lisa Pereira, Esquire – Broughal & DeVito, LLP  
Patricia A. Adelman, Executrix – Property Owner  
Michael Martin, Members 1<sup>st</sup> Federal Credit Union – Applicant  
Terri Delo, Integrated Consulting – Applicant's Engineer  
Drew Wagner, P.E., Hydraulic Engineer – Monroe County Conservation District  
Amy R. Montgomery, P.E. – T&M Associates  
Melissa E. Hutchison, P.E. – T&M Associates