

**AGENDA**  
**POCONO TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**MARCH 12<sup>th</sup>, 2018 - 7:00 p.m.**

**A. CALL TO ORDER (followed by the Pledge of Allegiance)**

**B. ROLL CALL**

**C. NOTIFICATIONS OF COMMENTS**

**D. CORRESPONDENCE:**

**E. MINUTES:** Minutes of the Pocono Township Planning Commission Meeting - 02/26/2018

**F. NEW PLANS AND SUBMISSIONS FOR PLANNING COMMISSION REVIEW:**

**G. FINAL PLANS UNDER CONSIDERATION:**

**H. PRELIMINARY PLANS UNDER CONSIDERATION:**

1. Sheldon Kopelson, Commercial Development (Lot 3) - Plans were administratively accepted at the 8/13/2013 P.C. Mtg. The configuration of the minor subdivision is dependent on the Rt. 715 realignment. Tabled at the 02/26/2018 P.C. Mtg. A resubmission has not occurred. Deadline for P.C. consideration extended to 06/11/2018.
2. Spa Castle Land Development - Land Development on Birchwood Road. The plans were administratively accepted at the 12/14/2015 P.C. Mtg. Tabled at the 02/26/2018 P.C. Mtg. Time extension requested until 10/20/2018. Deadline for P.C. consideration is 10/08/2018.
3. Running Lane Land Development Plan and Minor Subdivision/Lot Combination Plan - The plans were administratively accepted at the 08/14/2017 P.C. Mtg. Plans were tabled at the 02/26/2018 P.C. Mtg. Time extension requested until 04/23/2018. Deadline for P.C. consideration is extended to 04/09/2018.
4. Ertle Enterprises Auto Sales LDP - Plan fees paid. Plans were accepted at the 02/12/2018 P.C. Mtg. Plans were tabled at the 02/26/2018 P.C. Mtg. Twp. Engineer Letters dated 03/08/2018 received.

**SKETCH PLANS:**

**PRESENTATION OF SPECIAL EXCEPTIONS, CONDITIONAL USE, ET AL, APPLICATIONS:**

ORDINANCES:

UNFINISHED BUSINESS:

NEW BUSINESS:

COMMENTS BY AUDIENCE:

ADJOURNMENT:

**POCONO TOWNSHIP PLAN STATUS**

Project Name (Acceptance Date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Recommendation Approve/Deny	BOC Approved/Rejected
Kopelson Lot 3 Land Development (8/13/13)	Commercial Land Dev	Prelim	6/30/2018	6/11/2018	6/18/2018	unknown date	2/26/2018		
Spa Castle Land Development (Prelim) (12/14/15)	Commercial Land Dev	Prelim	10/20/2018	10/8/2018	10/15/2018	Planning Rev 9/9/16 Technical Rev 11/9/16	2/26/2018		
Running Lane LDP (8/14/17) *Submitted one application	Land Dev	Prelim	4/23/2018	4/9/2018	4/16/2018	2/22/2018	2/26/2018		
Running Lane LDP (8/14/17)	Lot Combo	Prelim	4/23/2018	4/9/2018	4/16/2018	2/22/2018	2/26/2018		
Ertle Enterprises Auto Sales (02/12/2018)	Land Dev	Prelim/Final	5/13/2018	4/23/2018	5/7/2018	3/8/2018	2/26/2018		

POCONO TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING MINUTES  
FEBRUARY 26, 2018 - 7:00 p.m.

**DRAFT**

The Pocono Township Planning Commission Regular meeting was held on February 26<sup>th</sup>, 2018 at the Pocono Township Municipal Building, Tannersville, PA and opened by Chairman Ron Swink at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Ron Swink, present; Scott Gilliland, present; Dennis Purcell, present; Bob DeYoung, present; Marie Guidry, present; and Jeremy Sawicki, absent; and Chad Kilby, present.

Lisa Pereira, Twp. Solicitor; Jon Tresslar, Twp. Engineer; Donna Asure, Twp. Manager; and Pamela Tripus, Twp. Secretary/Recording Secretary were present.

**NOTIFICATIONS OF COMMENTS**

**CORRESPONDENCE:** None

**MINUTES:** S. Gilliland made a motion, seconded by M. Guidry, to approve the minutes 02/12/2018 with a correction to Pg. 3, Item 1 - motion to second. All in favor. Motion carried.

**NEW PLANS AND SUBMISSIONS FOR PLANNING COMMISSION REVIEW:**

**FINAL PLANS UNDER CONSIDERATION:**

**PRELIMINARY PLANS UNDER CONSIDERATION:**

- 1) Sheldon Kopelson, Commercial Development (Lot 3) - Plans were administratively accepted at the 8/13/2013 P.C. Mtg. The configuration of the minor subdivision is dependent on the Rt. 715 realignment. Tabled at the 02/12/2018 P.C. Mtg. A resubmission has not occurred. Deadline for P.C. consideration extended to 06/11/2018. D. Purcell made a motion, seconded by M. Guidry, to table the Sheldon Kopelson, Commercial Development (Lot 3). All in favor. Motion carried.
- 2) Spa Castle Land Development - Land Development on Birchwood Road. The plans were administratively accepted at the 12/14/2015 P.C. Mtg. Tabled at the 02/12/2018 P.C. Mtg. Time extension requested until 10/20/2018. Deadline for P.C. consideration is 10/08/2018. B. DeYoung made a motion, seconded by S. Gilliland, to table the Spa Castle Land Development Plan. All in favor. Motion carried.
- 3) Running Lane Land Development Plan and Minor Subdivision/Lot Combination Plan - The plans were administratively accepted at the 08/14/2017 P.C. Mtg. Plans were tabled at the 02/12/2018 P.C. Mtg. Time extension requested until 04/23/2018. Deadline for P.C.

DRAFT

## RUNNING LANE LDP CONT:

consideration is extended to 04/09/2018. Sarah-Bue Morris, Bue-Morris Associates, Inc., represented the plan.

Requests for Modification.

- a) SALDO Sec. 406.2 - Site Content Map - Discussion followed. S. Bue-Morris agreed to place the Site content map (aerial map) on the 24" by 36" plan showing the property location and existing features within 1,000 ft. No action required.
- b) SALDO Sec. 406.3.G - Viewshed Analysis - S. Bue-Morris explained the applicant owns the residential property bordering the restaurant, the rear property is vacant and a commercial bank is to the North. S. Gilliland questioned if the 20' buffer could be extended down the residential property line. Discussion followed. The applicant agreed to extend the 20' buffer on the neighboring residential property. D. Purcell made a motion, seconded by S. Gilliland, to recommend approval of the RFM from SALDO Sec. 406.3.G - Viewshed Analysis. All in favor. Motion carried.
- c) SALDO Sec. 406.3 - Existing Resources & Site Analysis - The Board agreed conditioned upon comment (a) - aerial map being placed on 24" by 36" plan, being met. M. Guidry made a motion, seconded by C. Kilby to recommend approval of the RFM from SALDO Sec. 406.3. All in favor. Motion carried.
- d) SALDO Sec. 406.4 - Creation of Resource Impact and Conservation Analysis Plan - M. Guidry made a motion, seconded by D. Purcell, to recommend approval for the RFM from SALDO Sec. 406.3. All in favor. Motion carried.
- e) SALDO Sec. 406.7.C - Phase 1 Environmental Site Assessment - S. Bue-Morris explained the property has always been a restaurant. J. Tresslar, Twp. Engineer, explained the Board can request the Phase 1 assessment. Discussion followed. The Board agreed a Phase 1 Environmental Site Assessment is not required.
- f) SALDO Sec. 601.1.F.5.B - Steep Slopes - S. Bue-Morris noted the only steep slopes on the property are manmade. Discussion followed. M Guidry made a motion, seconded by B. DeYoung, to recommend approval of SALDO Sec. 601.1.F.5.B. All in favor. Motion carried.
- g) SALDO Sec. 615.3.B.5 - Planting Islands - S. Bue-Morris explained the plantings for the islands. Discussion followed. S. Gilliland made a motion, seconded by C. Kilby, to recommend approval of SALDO Sec. 615.3.B.5. All in favor. Motion carried.

- h) SALDO Sec. 615.6 - Buffers and Screens along the Southern and Northern property lines - S. Bue-Morris explained drainage lines along the northern property line, limited the size of the buffer area. Discussion followed to the stormwater drainage, piping, and drainage pipe under Rt. 611. J. Tresslar will review status of the PennDOT drainpipe to limit the Township's responsibility for the drainpipe under Rt. 611. S. Bue-Morris will request Pete Terry to attend to discuss the PennDOT HOP permit. The Board concurred to wait for additional information. No action taken.
- i) SALDO Sec. 615-6 - Buffers and Screens along the Eastern property line - S. Bue-Morris noted the requirement of planting is limited due to the site triangle. Lower growth plants will be planted to reduce headlight glare. Discussion followed. C. Kilby made a motion, seconded by D. Purcell, to recommend approval of SALDO Sec. 615-6 - Buffers and screens along the Eastern property line. All in favor. Motion carried.
- j) SALDO Sec. 615-6 - Buffers and Screens along the Western property line - S. Bue-Morris explained the loading area screening. Discussion followed on fire truck access and parking of larger sized vehicles. J. Tresslar noted the plan met the objective criteria for screening. D. Purcell made a motion, seconded by M. Guidry, to recommend for approval SALDO Sec. 615-6 - Buffers and Screens from the loading areas along the western property lines. All in favor. Motion carried.
- k) SALDO Sec. 620.H.1 - Loading size - S. Bue-Morris explained the plan provides one 14' by 40' loading area and five 12' by 35' hotel guest loading and unloading areas. Discussion followed. S. Gilliland made a motion, seconded by C. Kilby, to recommend approval of SALDO Sec. 620.H.1. All in favor. Motion carried.

Parking (Twp. Engineer's Comment #63)- Discussion followed on the redesign of the current restaurant parking spaces at 9' by 18'. The Board requested the parking spaces be designed for 10' by 18' spaces.

Façade - (Twp. Engineer's Comment #24) S. Bue-Morris presented a concept picture for the hotel, noting it was for a three story structure. Silvio Vitiello, owner, stated the Hotel is for a four story structure. C. Kilby noted the RFM were recommended based on the three story hotel. L. Pereira, Twp. Solicitor, recommended revisiting the RFMs based on the new information.

B. DeYoung made a motion, seconded by M. Guidry, to table the Running Lane Land Development Plan. All in favor. Motion carried.

**POCONO TWP. PLANNING COMMISSION REGULAR MEETING, 02/26/2018**  
**PRELIMINARY PLANS CONT:**

DRAFT  
Pg 1

- 4) Ertle Enterprises Auto Sales LDP - Plan fees paid. Plans were accepted at the 02/12/2018 P.C. Mtg. Jim Ertle, represented the plan. A Twp. Engineer review letter has not been received. D. Purcell made a motion, seconded by M. Guidry, to table the Ertle Enterprises Auto Sales LDP. All in favor. Motion carried.

**SKETCH PLANS:**

**PRESENTATION OF SPECIAL EXCEPTIONS, CONDITIONAL USE, ET AL, APPLICATIONS:**

**ORDINANCES:**

- 1) Sign Ordinance Revisions - L. Pereira, Twp. Solicitor, explained Section 704.I for Temporary signs was amended to state "Temporary signs located on properties within C, RD, and I Zoning Districts must be removed from the property after a period of one (1) week, and shall only be placed on the property once every twenty-one (21) days". Ellen Gndt, Twp. resident, questioned if it would apply to signs such as Auto repair signs showing types of supplies.

Jake Singer, Twp. resident, questioned signs on trucks. Doug Olmsted, Twp. resident, presented suggested amendments to the sign Ordinance. D. Olmsted requested the Board consider the suggestions in the amendment. Discussion followed. The Board concurred to move forward with the present amendments and revisit his suggestions at a future time.

M. Guidry made a motion, seconded by S. Gilliland, to recommend the amendments to Article VII of Ordinance 110 as presented and forward them on to the Board of Commissioners. All in favor. Motion carried.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:** M. Guidry commented on the parking lot at Weis Markets and the confusion caused by the construction of the Gas-n-Go. B. DeYoung noted the problem with parking in the fire lane. S. Gilliland noted the drainage problem in front of Weis Market's secondary entrance.

**COMMENTS BY AUDIENCE:**

**ADJOURNMENT:**

D. Purcell made a motion, seconded by M. Guidry, to adjourn the meeting at 9:15 p.m., until 03/12/2018, at 7:00 p.m., at the Pocono Township Municipal Building. All in favor. Motion carried.



**Bue-Morris Associates, Inc.**  
**CIVIL ENGINEERS AND PLANNERS**

275 South Sterling Road • P.O. Box 201 • Newfoundland, PA 18445-0201 • T: (570) 676-5473 • F: (570) 676-5473 •  
 www.buemorris.com

**TRANSMITTAL LETTER**

TO: Pocono Township Fire Chief DATE: March 6, 2018  
112 Township Drive  
Tannersville, PA 18372

PROJECT NAME: Running Lane LLC Proposed Hotel  
 PROJECT NUMBER MO-DE-1801

**WE ARE SENDING YOU**

- Attached  Under Separate Cover Via \_\_\_\_\_ The Following Items:  
 Report(s)  Prints  Specifications  Plans  Notices  
 Sketches  Letter(s)  Shop Drawings  Samples  Other \_\_\_\_\_

**Recipient: Please initial to verify receipt of items listed.**

↓	COPIES	DATE	DOCUMENT#	REVISION#	DESCRIPTION
	1	1/26/18	15	B	Detail showing the Fire Truck Maneuvering Diagram
	1	1/26/18	3	B	Land Development Plan

**THESE ARE TRANSMITTED as checked below:**

- For Approval  For Use on this Project  Returned for Corrections  
 As Requested  For Review and Comment  Resubmit \_\_\_\_\_ Copies for Approval  
 For Distribution  Approved as Submitted  Submit \_\_\_\_\_ Copies for Distribution  
 For Your Files  Approved as Noted  **Prints Returned After Loan to BMA**  
 For Your Use  Returning after loan to us  **For Bids Due** \_\_\_\_\_

**REMARKS:**

Please review the attached plan and let us know of any concerns you have. The Planning Commission has requested that we limit the parking along the wall in the hotel rear to vehicles no longer than 18 feet (Parking Lot #2). The fire truck maneuvering diagram is to scale on Sheet 15. Thanks and regards,

If enclosures are not as stated, please notify us at once.

DISTRIBUTION: cc: Pocono Township Planning Commission (wo/encl) 1 copies  
Silvio Vitiello (wo/encl) 1 copies  
Chuck Niclaus (wo/encl) 1 copies  
 \_\_\_\_\_ copies

FROM:   
 Sarah J. Bue-Morris, P.E.





## MEMORANDUM

**TO:** Chuck Ni Claus, Joe Braginsky, Pete Terry (Benchmark)  
**CC:** Silvio Vitello  
**FROM:** Sarah Bue-Morris, P.E.  
**DATE:** February 27, 2018  
**SUBJECT:** Planning Commission Meeting Results for Running Lane Hotel Project

Chuck, We met with the Planning Commission last evening to discuss the Request for Modifications and address several other concerns. There were several issues that were discussed including that the waivers will have to be revisited for the buffers because I mistakenly stated that the hotel was only 3 stories in lieu of the 4 stories proposed. Silvio did attend the meeting. The results of the meeting are as follows:

1. Waiver for Section 406.2 providing the Site Context Map (Engineer's Comment #9): the waiver was recommended, but we have to show a minimum of 1,000 feet beyond the property on the aerial map. The aerial map is to be provided as a 24" by 36" plan as part of the plan sets.
2. Waiver for Section 406.3.G providing a Viewshed Analysis (Engineer's Comment #14): This comment will have to be revisited, but it was recommended as long as the 20 foot wide permanent buffer was extended on the property owned by Silvio, which he approved. The Engineer noted the Request on Sheet 1 has the wrong number. Attached are photographs from the property line showing the neighboring houses in the winter.
3. Waiver for Section 406.3 for showing 500 feet beyond the property on the Existing Resources and Site Analysis Plan (Engineer's Comment #10) was acted on, but it was stated that it may be approved as long as we provided the aerial map as discussed above in Comment #1.
4. Waiver for Section 406.4 for creation of a Resource Impact and Conservation Analysis Plan (Engineer's Comment #15) was recommended with no requirements.
5. Waiver for Section 406.7.C for a Phase 1 Environmental Site Assessment (Engineer's Comment #30) is NOT required so it should be removed from the list on Sheet 1. The Planning Commission did recommend that a Phase 1 Assessment not be required, but noted that the property originally was the Rineland Inn and not the Old Heidelberg Inn as noted in the reports.
6. The Request for Waiver for Section 605.1.F.5.b, should be changed to Section 601.1.F.5.b, but is for relief from disturbing more than 35% of the steep slope areas (Engineer's Comment #41). This waiver is recommended because the steep slope areas are man-made.
7. Waiver from Section 615.3.B.5 regarding the trees in the Planting Islands (Engineer's Comments #48, 49, & 50) should not have to be revisited because it is not affected by the height of the building. This waiver was recommended for approval.



8. Waiver from Section 615.6 regarding the buffers and screens along the southern and northern property lines (Engineer's Comments 52.1 & 52.c): The Planning Commission did NOT take action on this request. They suggested that we take a better look at the planting and see if we can add some additional shrubs along the northern property line and do something along the southern property line.
9. Waiver for Section 615.6 regarding the buffers and screens along the eastern property line (Engineer's Comment 53) was recommended as long as we add a shrub or hedge row to obstruct the headlights from shining onto Route 611 and we leave the proposed trees in place.
10. Waiver for Section 615.6 regarding the buffers and screens for the loading areas along the western property line (Engineer's Comment 54) may be revisited although it was recommended. However, the wall, berm and plantings do block the loading areas to the extent possible based on their location.
11. Waiver for Section 620.H.1 regarding the loading sizes (Engineer's Comment 64) was recommended.
12. We sought guidance regarding the Engineer's Comment #63 regarding the parking space size of 9' x 18' for the existing restaurant in lieu of the 10' x 18' presently required. They would not support this request and definitely wanted the 10-foot wide spaces. Further, they were concerned at the western side of the hotel that trucks located in the parking spaces along the wall would overhang the aisle required for a fire truck and want it limited by some means. Further, they would like the fire department's review comments as soon as possible.
13. We presented the building façade photograph in black and white in lieu of provision of the exterior elevations (Engineer's Comment #24), but they took no action. This will have to be addressed at the next meeting.

The Planning Commission had several concerns regarding the HOP as well as stormwater onto the right-of-way and we stated that we would try and have Pete Terry from Benchmark at the next meeting, which is on the second Monday of March.

Attachment







**Boucher & James, Inc.**  
CONSULTING ENGINEERS

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Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408  
www.bjengineers.com

March 8, 2018

Pocono Township Planning Commission  
112 Township Drive  
P.O. Box 197  
Tannersville, PA 18372

**SUBJECT: ERTLE ENTERPRISES, INC.-PRELIMINARY/FINAL LAND DEV'T PLAN  
WAIVER REQUEST FROM SALDO SECTION 406.3.L  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1730060R**

Dear Planning Commission Members:

The Township has brought to our attention that sanitary sewer easements exist along the length of the property line adjacent to State Route 0611. We were unaware of the existing easements at the time of our review. The easements may have an impact on the proposed improvements, therefore we revise our opinion on the waiver requested from Section 406.3.L and will require that all existing easements be shown on the plan.

If you should have any questions, please call me.

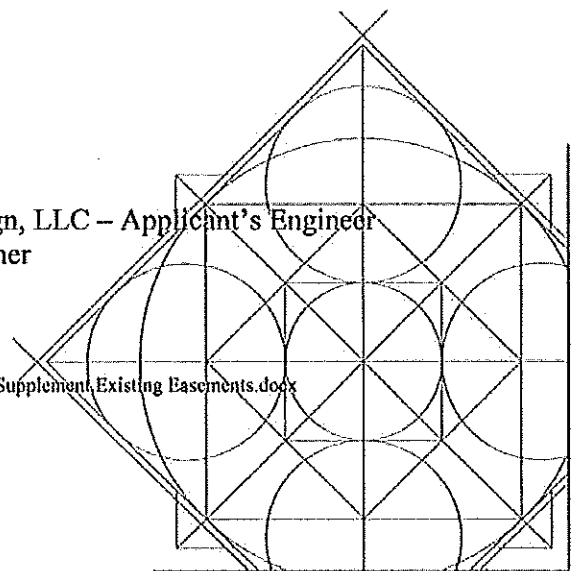
Sincerely,

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

JST/mep/cg

- cc: Donna Asure – Township Manager
- Pam Tripus – Township Secretary
- Michael Tripus – Township Zoning Officer
- Leo DeVito, Esquire – Township Solicitor
- Lisa Pereira, Broughal & DeVito, LLP
- Jonathan Istranyi, P.E., Stonefield Engineering & Design, LLC – Applicant’s Engineer
- John Penney, Pocono Gas Stations, Inc. – Property Owner
- James P. Ertle, Ertle Enterprises, Inc. – Applicant
- Melissa E. Prugar, P.E. – Boucher & James, Inc.

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**Boucher & James, Inc.**  
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610-419-9407  
Fax 610-419-9408

[www.bjengineers.com](http://www.bjengineers.com)

March 8, 2018

Pocono Township Planning Commission  
112 Township Drive  
P.O. Box 197  
Tannersville, PA 18372

**SUBJECT: ERTLE ENTERPRISES, INC.  
PRELIMINARY/FINAL LAND DEVELOPMENT PLAN REVIEW NO. 1  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1730060R**

Dear Planning Commission Members:

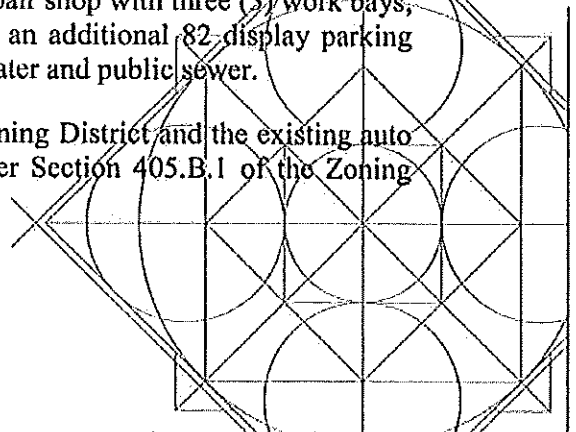
Pursuant to the Township's request, we have completed our first review of the Ertle Enterprises Preliminary/Final Land Development Plan. The submitted information was prepared by Stonefield Engineering & Design and consists of the following items.

- Cover Letter dated January 19, 2018.
- Pocono Township Land Development Application.
- Appendix G, Requests for Modification.
- Preliminary/Final Land Development Plan for Ertle Enterprises (4 sheets) dated October 27, 2017, revised January 19, 2018.

**BACKGROUND INFORMATION**

The Applicant, Ertle Enterprises, Inc., is proposing to add an auto sales use to the existing auto repair business located on the northern corner of the intersection of S.R. 0611 and Bartonsville Avenue (T.R. 625). The existing property has a net lot area of 3.044 acres and consists of an existing building and parking area that will remain. The existing property is served by public water and on-site sewer. The Applicant is proposing to improve the existing property with the addition of a proposed sales office that will include the existing auto repair shop with three (3) work bays, and office, and improve the existing parking area to include an additional 82 display parking spaces. The proposed development will be served by public water and public sewer.

The existing property is located within the C, Commercial Zoning District and the existing auto repair shop use and proposed auto sales use are permitted per Section 405.B.1 of the Zoning Ordinance.



Based on our review of the above information, we offer the following comments and/or recommendations for your consideration.

### **ZONING ORDINANCE COMMENTS**

1. In accordance with Sections 405.C.2. and 506, the required front yard depth along Bartonsville Avenue and State Route 0611 is 75-feet. *The existing building is located within the required 75-foot front yards. This is an existing non-conformity which will not be affected by the proposed development.*
2. In accordance with Section 405.E, "all proposed signs shall conform to the requirements of Article VII of this Ordinance." *Any proposed signs must be approved per Article VII.*
3. In accordance with Section 512.A, one (1) parking space for each 150 square feet of gross floor area, plus one (1) parking space for each employee on the peak shift are required for the proposed sales office. In addition, three (3) parking spaces for each bay, plus one (1) parking space for each employee on the peak shift are required for the auto repair shop. *Per the calculations in the Off-Street Parking Requirements table on Sheet C-2, four (4) employees are anticipated at the auto repair shop and four (4) employees are anticipated at the sales office creating a total of 21 required parking spaces. The chart and parking designations in plan view must be revised accordingly.*
4. In accordance with Section 512.B, "handicapped accessible parking shall be provided in accordance with the Americans with Disabilities Act, as it may be amended from time to time." *Per the 2010 ADA Standards for Accessible Design, one (1) handicap parking space is required. The handicap parking space must be shown, and associated sign and pavement parking details (handicap symbol and blue striping) must be provided on the plan.*
5. In accordance with Section 512.C.1, "all parking areas and all access drives for commercial or industrial uses shall have an all-weather surface constructed as specified in the Pocono Township Subdivision and Land Development Ordinance." *The existing parking lot consists of compacted asphalt millings. The northwestern most row of display parking spaces consists of loose gravel. It should be noted that previous concrete areas were removed and replaced with asphalt millings.*

*While the asphalt millings may satisfy the required structural base, per Section 620.D of the Subdivision and Land Development Ordinance, it would appear the area still needs to be provided with the required 2.5-inches of wearing course. The parking lot shall be paved, and associated details must be provided on the plan.*

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

6. In accordance with Section 306.2.6.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." *The proposed Land Development requires the following agency approvals.*

- a. *Pocono Township – Land Development Plan approval*
- b. *Pocono Township – Connection of proposed sanitary sewer*
- c. *Pocono Township – Fire Company*
- d. *Monroe County Planning Commission – Planning review*
- e. *Pennsylvania Department of Environmental Protection – Sewage Facilities Planning Module Exemption*

*All submissions, and reviews and approvals must be provided to the Township. A list of the required approvals must be provided on the plan in accordance with Section 406.6.I.*

7. In accordance with Sections 306.6, 406.6.H.1, and 611.A, 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. Land Development Plan approval shall be conditioned upon Department of Environmental Protection's sewage planning approval. *The project proposes to connect to public sewer and is located within the Act 537 Service Boundary. The Applicant should prepare calculations to show proposed sewage flows to determine if sewage planning is required.*
8. In accordance with Section 406.1.B, "dimensions shall be in feet and hundredths of feet; bearings shall be in degrees, minutes and seconds for the boundary of the entire tract, and dimensions in feet for lot lines." *The property boundary information along State Route 0611 and Bartonsville Avenue must be provided on the plan.*
9. In accordance with Section 406.2, Site Context Map, "a map compiled from existing information showing the location of the proposed land development within its neighborhood context shall be submitted. For sites under 100 acres in area, such maps shall show the relationship of the subject property to natural and man-made features existing within 1,000 feet of the site. For sites of 100 acres or more the map shall show the above relationships within 2,000 feet of the site. The features that shall be shown on Site Context Maps include topography (from U.S.G.S.) maps, stream valleys, wetland complexes (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Service), woodlands over one-half acre in area (from aerial photographs), ridge lines, public roads, trails, utility easements and rights of way, public land, and land protected under conservation easements." *A waiver is requested from Section 406.2. An aerial photograph has been provided on Sheet C-1. We have no objection to this request provided the aerial photograph be revised to show areas within 1,000 feet of the site as required.*
10. In accordance with Section 406.3, Existing Resources and Site Analysis, "for all land developments, an Existing Resources and Site Analysis shall be prepared to provide the Developer and the municipality with a comprehensive analysis of existing conditions, both



on the proposed development site and within five hundred (500) feet of the site. Conditions beyond the parcel boundaries may be described on the basis of existing published data available from governmental agencies, and from aerial photographs. The Planning Commission shall review the Plan to assess its accuracy, conformance with municipal ordinances, and likely impact upon the natural and cultural resources of the property." *A waiver is requested from Section 406.3. An Existing Conditions Plan has been submitted, and existing conditions beyond the property boundaries may be presented as an aerial photograph. Therefore, this waiver request is not required.*

11. In accordance with Section 406.3.B, the Existing Conditions Plan must include "topography, the contour lines of which shall generally be at two-foot intervals although 10-foot intervals are permissible beyond the parcel boundaries, interpolated from U.S.G.S. published maps. The determination of appropriate contour intervals shall be made by the Planning Commission, which may specify greater or lesser intervals on exceptionally steep or flat sites. Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated. Topography for land developments shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks the location and datum of which shall be shown on the plan." *A waiver is requested from Section 406.3.B. We have no objection to a partial waiver provided existing topography be shown on the project site should development be proposed as a result of the comments contained in this letter.*
12. In accordance with Section 406.3.C, the Existing Conditions Plan must include "the location and delineation of ponds, vernal pools, streams, ditches, drains, and natural drainage swales, as well as the 100-year floodplains and wetlands. Additional area of wetlands on the proposed development parcel shall also be indicated, as evident from testing, visual inspection, or from the presence of existing vegetation." *A waiver is requested from Section 406.3.C. In Sketch Plan Review No. 2, we questioned a "wet area" shown on the plan. This designation has been removed from the plan and the response letter now indicates that U.S.G.S. mapping does not indicate, and the Applicant is unaware of wetlands existing on-site. If there are no existing natural hydrologic features on-site this Section is not applicable, and the waiver request is not required.*
13. In accordance with Section 406.3.D, the Existing Conditions Plan must include "vegetative cover conditions on the property according to general cover type including cultivated land, permanent grass land, meadow, pasture, old field, hedgerow, woodland and wetland, the actual canopy line of existing trees and woodlands. Vegetative types shall be described by plant community, relative age and condition." *A waiver is requested from Section 406.3.D. We have no objection to a partial waiver request provided the limits of the existing woodlands be shown on the plan to assist with the comments contained in this letter.*
14. In accordance with Section 406.3.E, the Existing Conditions Plan must include "soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data published for each soil relating to its suitability for construction (and, in un-sewered areas,

for septic suitability).” *A waiver is requested from Section 406.3.E. We have no objection to this request due to the limited project scope.*

15. In accordance with Section 406.3.F, “watershed boundaries must be identified” on the Existing Conditions Plan. *A waiver is requested from Section 406.3.F. No stormwater management is proposed, therefore we have no objection to this request.*
16. In accordance with Section 406.3.G, the Existing Resources and Site Analysis must include “a watershed analysis using GIS or other suitable methodology showing the location and extent of views into the property and along ridge lines from critical points along adjoining public roads and how the views will be affected by the proposed development and what design elements will be used to minimize the visual effects.” *A waiver is requested from Section 406.3.G. We have no objection to this request due to the limited project scope.*
17. In accordance with Section 406.3.H, the Existing Conditions Plan must include “geologic formations on the proposed development parcel, including rock out-croppings, cliffs, sinkholes, and fault lines, based on available published information or more detailed data by the Applicant.” *A waiver is requested from Section 406.3.H. We have no objection to this request due to the limited project scope.*
18. In accordance with Section 406.3.I, the Existing Conditions Plan must include “all existing man-made features including but not limited to roads, driveways, farm roads, wood roads, buildings, foundations, walls, wells, drainage fields, dumps, utilities, fire hydrants, and storm and sanitary sewers.” *A waiver is requested from Section 406.3.I. Per Section 406.3, off-site man-made features are satisfied with the aerial photograph provided on Sheet C-1. We have no objection to this request due to the limited project scope.*
19. In accordance with Section 406.3.L, “all easements and other encumbrances of property which are or have been filed of record with the Recorder of Deeds of Monroe County shall be shown on the plan.” *A waiver is requested from Section 406.3.L. We have no objection to this request due to the limited project scope.*
20. In accordance with Section 406.5.A, the Improvements Plan must include “historic resources, trails and significant natural features, including topography, areas of steep slopes, wetlands, 100-year floodplains, swales, rock out-croppings, vegetation, existing utilities and other site features, as indicated on the Existing Resource and Site Analysis”. *As discussed in Comment 11, the existing topography must be provided on the plan.*
21. In accordance with Sections 406.5.F and 406.5.M.2, the Improvements Plan must include where community sewage service is proposed, the proposed layout of proposed sewage systems, including but not limited to the proposed locations of sewer mains and sewage treatment plants, showing the type and degree of treatment intended and the size and capacity of treatment facilities. *A note on Sheet C-2 indicates the existing septic field will be abandoned and the property will be connected to public sewer.*

*The location of the proposed sanitary sewer lateral that will connect to the existing sanitary*

*sewer main along State Route 0611 must be shown on the plan. All required approvals from the Township, Pennsylvania Department of Environmental Protection, and Pennsylvania Department of Transportation must be obtained and provided upon receipt.*

22. In accordance with Section 406.5.N, the Improvements Plan must include the "location of proposed shade trees, plus locations of existing vegetation to be retained." *As discussed in Comment 13, the limits of the existing woodlands must be shown on the plan.*
23. In accordance with Section 406.5.O, the Improvements Plan must include "a signature block in the lower right hand eighth of the Plan immediately above the title block for recommendation by the Planning Commission and for the approval of the Board of Commissioners shall be provided including a space for the date of recommendation/approval. Include provision for plan revisions including space for a brief description of the revision directly to the left of the title block." *The required signature block must be provided on a plan to be recorded.*
24. In accordance with Section 406.5.P, the Improvements Plan must include "signature blocks for the Township Engineer and Monroe County Planning Commission." *The required signature blocks must be provided on a plan to be recorded.*
25. In accordance with Section 406.5.Q, the Improvements Plan must include zoning data as required in Sections 406.5.Q.1, 406.5.Q.2, and 406.5.Q.3. *The required zoning data listed in this Section must be provided on the plan. In addition, a list of all zoning requirements, and the existing and proposed zoning criteria must be listed on the plan to determine conformity, or non-conformity, with the Zoning Ordinance.*
26. In accordance with Section 406.5.T, the Improvements Plan must include the "name and address of the owner of record (if a corporation give name of each officer) and current deed book and page where the deed of record is recorded." *The property owner information, and deed book and page must be listed on the plan.*
27. In accordance with Section 406.5.X, the Improvements Plan must include "a key map for the purpose of locating the property being subdivided and showing the relation of the property, differentiated by tone or pattern, to adjoining property and to all roads, municipal boundaries, zoning districts, (if zoning is in effect), water courses and any area subject to flooding." *The municipal and zoning district boundaries must be shown on the Location Map on Sheet C-1.*
28. In accordance with Section 406.5.AA, the Improvements Plan must include "names of present adjoining property owners and the names of all adjoining subdivisions, if any, including property owners and/or subdivisions across adjacent roads, along with the current tax map number for each property shown." *The existing property owners across State Route 0611 and Bartonsville Avenue must be provided on the plan.*
29. In accordance with Section 406.5.CC, the Improvements Plan must include a "Certificate of Ownership and Acknowledgement of the Plan, in the form provided by the Township,

which shall be accurately completed, signed by the Owner of the property, dated and notarized." *The required certification must be provided on a plan to be recorded.*

30. In accordance with Section 406.5.DD, the Improvements Plan must include a "Certificate of Accuracy and Compliance, in the form provided by the Township, dated and signed by the Registered Professional Land Surveyor responsible for the plan and embossed with his or her seal." *The required certification must be provided on a plan to be recorded.*
31. In accordance with Section 406.5.FF, the Improvements Plan must include all applicable notes listed in Sections 406.5.FF.4 through 406.5.FF.14. *All applicable notes must be provided on the plan.*
32. In accordance with Section 406.5.FF.1, the Improvements Plan must include building setbacks in the form of protective covenants/notes. *The required building setback depths and widths must be listed, and the building setback lines must be shown on the plan.*
33. In accordance with Section 406.6.F, "proof of legal interest in the property, a copy of the latest deed of record and a current title search report" must be provided. *The property deed and a title search must be submitted.*
34. In accordance with Section 500, "No final plan shall be signed by the Board of Commissioners for recording in the office of the Monroe County Recorder of Deeds until:
  - A. All improvements required by this Ordinance are installed to the specifications contained in Article VI of this Ordinance and other Township requirements and such improvements are certified by the Applicant's Engineer; or,
  - B. Proposed developer's agreements and performance guarantee in accord with Section 503 and the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, have been accepted by the Board of Commissioners."

*A performance guarantee, per Section 503, must be provided prior to plan recordation. A construction cost estimate shall be submitted for review.*

35. In accordance with Section 506.1, "the Developer shall provide a plan for the succession of ownership, operation and maintenance prepared by the Applicant for consideration and approval by the Township, and such plan shall be made part of the development deed covenants and restrictions." *The required plan shall be completed and provided to the Township.*
36. In accordance with Section 506.2.1, land development provisions for the private operation and maintenance of all development improvements "shall be in the form of deed covenants and restrictions clearly placing the responsibility of maintenance of all development improvements with the owner of the land development." *Ownership and maintenance of the proposed improvements must be in the form of deed covenants and restrictions.*
37. In accordance with Section 509, "all applicants proposing any subdivision and/or land

development requiring the installation of improvements as required by this Ordinance shall, prior to final plan approval by the Board of Commissioners, and if so directed by the Board of Commissioners, enter into a legally binding development agreement with the Township whereby the developer guarantees the installation of the required improvements in accord with the approved plan and all Township requirements." *A development agreement must be executed prior to plan recordation.*

38. In accordance with Section 601.1.F, "care shall be taken to preserve natural features such as agricultural land, woodland and specimen trees, wetlands, water courses, views, and historical features, such as buildings and stone walls, which will maintain the attractiveness and value of the land. Damming, filling, relocating or otherwise interfering with the natural flow of surface water along any surface water drainage channel or natural water course shall not be permitted except with the approval of the Township and, where appropriate, the PADEP and the US Army Corps of Engineers." *A waiver is requested from Section 601.1.F. We have no objection to this request provided the plan delineates the existing woodlands as discussed in Comment 13, and per Section 601.1.F.3.*
39. In accordance with Section 607.16.E, "private residential driveways, whether individual or shared, on corner lots shall be located at least seventy-five (75') feet for local roads and one hundred (100') feet for collector and one hundred-fifty (150') feet for arterial roads from the centerline of driveway to the point of intersection of the nearest road right-of-way line. Access drives shall be located at least 150', 200', and 300' feet respectively for local, collector and arterial roads from the centerline of the access drive to the point of intersection of the nearest road right-of-way." *The proposed centerline of the southernmost driveway along State Route 0611 (arterial road) is located approximately 162-feet from the intersection of the State Route 0611 and Bartonsville Avenue rights-of-way. In addition, the existing centerline of the driveway along Bartonsville Avenue (collector road) is approximately 70-feet from this same intersection. A distance of 300-feet is required along State Route 0611 and a distance of 200-feet is required along Bartonsville Avenue. The locations of the driveways must be revised or a waiver received.*
40. In accordance with Section 607.16.M.2, "access drive entrances into all non-residential and non-agricultural use properties shall be no less than twenty-four (24') feet in width, shall not exceed thirty-six (36') feet in width at the road line, unless provided with a median divider, and shall be clearly defined by curbing. The curbs of these driveway entrances shall be rounded with a minimum radius of twenty (20') feet from where they intersect a road." *The existing southernmost driveway wraps around the intersection of State Route 0611 and Bartonsville Avenue. The driveway is proposed to be reduced to 94-feet by the addition of striping. The plan also proposes to retain driveway widths of 52-feet at the northernmost driveway along State Route 0611, and of 57-feet along Bartonsville Avenue. No median dividers are proposed. Driveway widths must be further reduced, or a waiver received. Curbing must be provided along State Route 0611 and at both driveways along State Route 0611 to safely direct traffic to and from the site. Curbing shall also be provided at the driveway taking access from Bartonsville Road.*
41. In accordance with Section 607.22.A, "in non-residential developments, or higher density

residential developments, or where other similar intensive uses exist or are anticipated, curbs shall be required, if deemed necessary by the Board of Commissioners for public safety." *As discussed in Comment 40, curbs must be provided at the three (3) driveways and along State Route 0611.*

42. In accordance with Section 611.A, "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." *The project proposes to connect to public sewer and is located within the Act 537 Service Boundary. The Applicant should prepare calculations to show proposed sewage flows to determine if sewage planning is required.*
43. In accordance with Section 615.2, "unless other provisions of this Ordinance require more trees or vegetation, each development site shall include a minimum of twelve (12) deciduous or evergreen trees for each one (1) acre. Each deciduous tree shall be two and one-half (2.5) inch caliper or greater and each evergreen tree shall be six to seven (6 to 7) feet in height or greater. As an alternate, ten (10) trees for each one (1) acre shall be required if deciduous trees are four (4) inches in caliper or greater and evergreen trees are eight to ten (8 to 10) feet in height or greater. Five (5) shrubs, two and one-half (2.5) feet in height, or greater, may be substituted for one tree of two and one-half (2.5) inch caliper for a maximum of twenty (20) percent of the tree requirement." *Thirty-seven (37) deciduous or evergreen trees are required. Seven (7) of the proposed shrubs (20% of 37) may be counted toward the tree requirement, therefore 36 deciduous or evergreen trees are required. No trees are proposed. A waiver is requested from Section 615.2.*
44. In accordance with Sections 615.3.B.1 and 615.3.B.5, one (1), nine-foot (9') wide by eighteen-foot (18') long planting island shall be provided for every ten (10) parking stalls and must consist of one (1) shade tree plus shrubs and/or ground cover sufficient to cover the entire area. *No planting islands are proposed. A waiver is requested from Section 615.3.*
45. In accordance with Sections 615.3.B.2 and 615.3.B.5, the ends of all parking rows shall be divided from drives by nine-foot (9') wide by eighteen-foot (18') long planting islands consisting of one (1) shade tree plus shrubs and/or ground cover sufficient to cover the entire area. *No planting islands are proposed. A waiver is requested from Section 615.3.*
46. In accordance with Section 615.4.C.4, "trees shall be planted at a ratio of at least one (1) tree per fifty (50) linear feet of frontage or fraction thereof. Trees shall be distributed along the entire frontage of the property, although they need not be evenly spaced." *Fourteen (14) street trees are required along State Route 0611 (662-feet ±), and five (5) street trees are required along Bartonsville Avenue (245-feet ±). No street trees are proposed, and a waiver is requested from Section 615.4.*

*Per Section 615.4.B, "the street tree requirement may be waived by the Township where existing vegetation is considered sufficient to provide effective screening and to maintain scenic views of open space, natural features, or other valued features". The Township shall determine if the existing trees along Bartonsville Avenue are adequate to meet the*

*street tree requirement.*

47. In accordance with Section 615.6.C.3 and Table 615-1, Property Line Buffers, a 20-foot wide, high intensity buffer is required between the existing property and the residential uses located northeast of the site. Thirty-seven (37) evergreen, 15 ornamental, and 15 canopy trees are required along the northern and eastern property lines (735-feet ±). *A waiver is requested from Section 615.6.*

*Per Section 615.6.C.7, "existing healthy trees, shrubs, or woodlands may be substituted for part or all of the required plants with the approval of the Township. The minimum quantities and/or visual effect of the existing vegetation shall be equal to or exceed that of the required buffer as determined by the Township." If the Township is satisfied that existing vegetation meets or exceeds the Ordinance requirements a waiver may not be required for the property line buffers along the northern and eastern property lines. The Applicant must demonstrate to the satisfaction of the Township that the existing vegetation meets or exceeds Ordinance requirements.*

48. In accordance with Section 615.6.C.3 and Table 615-1, Parking Lot Buffers Along Road Rights-of-Way, 30-foot wide high intensity buffers are required along Bartonsville Avenue and State Route 0611. *A waiver is requested from Section 615.6. Parking Lot Buffers are required as discussed below.*

- a. Fifteen (15) evergreen, 2 ornamental, and 2 canopy trees are required along Bartonsville Avenue (90-feet ±). *No trees are proposed.*
- b. Thirty-two (32) evergreen, 14 ornamental, and 14 canopy trees are required along State Route 0611 (662-feet ±). *No trees are proposed. Ninety-seven (97) shrubs are proposed, therefore 32 evergreen, 11 ornamental, and 14 canopy trees are still required.*

49. In accordance with Section 615.9, "all areas of the site shall be included in the landscaping plan, and buffers, screening, and those areas immediately adjacent to buildings and walkways shall be give extra consideration. Landscape plans shall be submitted concurrently with all Preliminary and Final Plans. Landscape plans shall be prepared by a landscape architect licensed and registered to practice by the Commonwealth of Pennsylvania or other person deemed qualified by the Township. In addition to the information required by the other plan provisions of this Ordinance," information listed in Sections 615.9.A through 615.9.B must be provided. *A waiver is requested from Section 615.9. Should the Township grant a partial waiver additional information is still required on the plans. Per Sections 615.9.B.4, 615.9.B.9, 615.9.B.10, and 615.9.B.11 the existing woodlands must be shown on the plan as discussed in Comment 13, planting details and specifications must be provided on the plan, and a cost estimate must be submitted.*

50. In accordance with Section 622, a "Traffic Impact Study shall be submitted to the Township, as part of a Preliminary Plan and Final Plan for any subdivision or land development application expected to generate more than 250 new trips per day; for

residential subdivisions or land developments containing fifteen (15) or more dwelling units or residential lots in aggregate; or all non-residential developments (with the exception of agricultural development) with buildings containing in excess of twenty (20,000) thousand square feet of floor space in the aggregate; development of any kind impacting thirty (30) acres of land or more in the aggregate." *The response letter indicates the Applicant is requesting a waiver, however a request has not been submitted. The anticipated number of trips per day shall be provided. It should be noted that this Section is not applicable if the project generates less than 250 trips per day.*

### **STORMWATER MANAGEMENT ORDINANCE**

The proposed development is located within the McMichaels Creek Watershed. The project site discharges to Pocono Creek which has a Chapter 93 Classification of High Quality Cold Water Fishery (HQ-CWF).

Stormwater Management may be required if additional site improvements are proposed in future submissions. Additional review will be provided at that time.

### **MISCELLANEOUS COMMENTS**

51. The list of requested waivers submitted with Appendix G include Sections 902.1.A, 902.1.B, 902.1.F, and 902.3.B which are not part of the Township's Ordinances and should be removed from the list.
52. On Sheet C-1, the list of requested waivers differs from that submitted with Appendix G. The list and Appendix G must be revised for consistency. It is noted that Sections 406.3.J and 406.3.K, listed on Sheet C-1, are not applicable to this project and waivers are not required. In addition, the list of SALDO Requirements on Sheet C-2 do not reflect Township Ordinances and must be revised.
53. On Sheet C-2, 82 proposed display area parking spaces are labeled, however 87 are shown and the plan must be revised accordingly.
54. On Sheet C-2, the note discussing resource impacts indicates that Section 406.3 is not applicable. We do not agree and believe reference to Section 406.3 should be removed from this note.
55. More than one (1) species of shrub shall be provided to reduce the occurrence of disease among proposed shrubs of the same species.
56. On Sheet C-3, the labels for the proposed lights listed in the Proposed Luminaire Schedule are inconsistent with the plan view and must be revised.

The above comments represent a thorough and comprehensive review of the information submitted with the intent of giving the Township the best direction possible. However, due to the number of the comments, the receipt of a revised plan submission may generate new comments.



Pocono Township Planning Commission  
March 8, 2018  
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In order to facilitate an efficient re-review of revised plans, the Design Engineer shall provide a letter, addressing item by item, their action in response to each of our comments.

We recommend the above comments be addressed to the satisfaction of Pocono Township prior to approval of the proposed minor subdivision and lot combination.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar". The signature is fluid and cursive, with the first name "Jon" being the most prominent.

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

JST/mep/cg

cc: Donna Asure – Township Manager  
Pam Tripus – Township Secretary  
Michael Tripus – Township Zoning Officer  
Leo DeVito, Esquire – Township Solicitor  
Lisa Pereira, Broughal & DeVito, LLP  
Jonathan Istranyi, P.E., Stonefield Engineering & Design, LLC – Applicant's Engineer  
John Penney, Pocono Gas Stations, Inc. – Property Owner  
James P. Ertle, Ertle Enterprises, Inc. – Applicant  
Melissa E. Prugar, P.E. – Boucher & James, Inc.