

SMITHFIELD TOWNSHIP PLANNING COMMISSION  
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA  
REGULAR MEETING ON DECEMBER 14, 2023 AT 7 P.M.  
MEETING MINUTES

**1./2. Call to Order and Members Present**

The meeting was called to order at 7:00 p.m. by Chair Scott Amori. Along with Commissioner Amori, Commissioners M. Albert (arrives at 7:03PM), C. Bowers, M. Bowyer, B. Moses, and D. Schryver are physically present in the meeting room at the Smithfield Township Municipal Center, located at 1155 Red Fox Rd, East Stroudsburg, PA 18301. Commissioner Strunk is absent. The meeting was also streamed via Zoom.

In addition to the above Commissioners, the other Township officials who attended the meeting were Supervisors Jacob Pride and Robert Lovenheim, Township Solicitor Ronold J. Karasek, Esquire, Township Engineer Jon S. Tresslar, PE and PLS, Budget & Finance Manager Lucas DeBartolo, and Township Manager Julia Heilakka (via Zoom).

Present also were Doug Olmstead, Nate Oiler, Alice Olenick, David Olenick, Joann Norris, and Kristine Karol.

**3. The Pledge of Allegiance to the Flag:** is recited.

**4. Minutes of Regular Meeting of October 12, 2023:** Commissioner Amori motions to approve the minutes, Commissioner Bower seconds. Vote: Commissioners Amori, Albert, Bowers, Moses, and Schryver in favor; Commissioner Bowyer abstains because he was not present: minutes accepted.

**4a. and November 9, 2023:** Commissioner Amori motions to approve the minutes, Commissioner Schryver seconds. Vote: all in favor; minutes accepted. Commissioner Albert arrives at 7:03PM.

**5. Public Comments on the Agenda:** Doug Olmstead believes an item regarding the Smithfield Gateway project (Parcel 16.8.2.1) was supposed to be on the agenda. He asks for Phase 1A-2 to be split in two, so Wawa may move forward while the restaurant pad waits; this change is requested because any improvements demonstrated on plans must be bonded and there is no confirmed tenant for the restaurant pad. The Commission cannot make amendments to the agenda unless there is an emergency, but will consider this item on the January 11<sup>th</sup> meeting, understanding it's already been approved by the Board of Supervisors.

**6. New Business and Plans to Act On:**

**a) Land Development Plan - Franklin Hill Manor – Tabled.**

Franklin Hill Manor Subdivision submitted an extension until March 29, 2024. The applicant submitted revised plans and will attend the January 11, 2024 meeting.

**b) Conservation Subdivision Plan – Lands of Nancy Shukaitis Estate.**

This conservation subdivision plan is proposed on Parcel 16.7.2.23-1, which abuts Franklin Hill Rd. The plan proposes the creation of three additional lots with a common

stormwater management system, open space against the road, with a shared driveway used to access the lots.

Nate Oiler, engineer for the project, discusses concerns regarding the road. A private access driveway is permitted for a minor subdivision, but the subdivision creates three new lots for a total of six lots (including one for open space), so it's technically a major subdivision. The applicant requests relief for private access driveway to minimize improvements, impervious area, and stormwater runoff.

SALDO regulations state that roads servicing five homes or more require a 50ft right-of-way with a 25ft cartway. The applicant remarks the ROW requirement is larger than Franklin Hill Rd. Commissioner Amori questions how to ensure the open space lot is never developed.

The Commission discusses flexibility in SALDO requirements to accommodate conservation subdivisions. Nate Oiler discusses that the original lot is 17.5 acres, 5 acres of which is occupied. The average horizontal distance between lot lines is 175ft, but an effort to preserve the existing road means one lot is 60 ft deep and the other two are 120ft. Pull-offs would be added to the existing road so cars can pass each other.

Jon Tresslar discusses the road, which is currently 12 feet wide; 18ft would be desirable, but 16ft may work. The Commission discusses the requirements for a paved or gravel road. Jon Tresslar states a minor subdivision should not have any new streets; driveway improvements mean this is not a minor subdivision. The applicant confirms the request for the road is a 12ft gravel driveway with pull-offs, with a 25 ft ROW, and understands a variance may be required.

The Planning Commission confirms they are amenable to a gravel instead of paved driveway, but a wider driveway is better. Jon Tresslar suggests that paving the driveway is worth the cost in maintenance, David Olenick replies grading gravel is cheaper. Commissioner Amori raises concerns over driveway maintenance. Commissioner Bowyer suggests increasing lot depth. Jon Tresslar confirms a communal stormwater system is favorable.

## **7. Old and Unfinished Business:**

**a) Discuss & Consider: That the Planning Commission ask the Supervisors to request the Planning Commission to develop, recommend for approval and then implement a specific onboarding plan for new Planning Commission Volunteers.**

**b) Discuss & Consider: A motion of the Planning Commission for a periodic report of activities of the Zoning Officer and Building Inspector or permits applied for, graded (or refused), Zoning Violations Cited and any Legal status of those Zoning Violations.**

**c) Review of Action on prior recommendations.**

These items were carried over from prior meetings. No action was taken on any old or unfinished business.

## **9. Public Comment**

Commissioner Amori thanks Michael Albert for his service on the Planning Commission and congratulates him on becoming a supervisor.

Kristine Karol requests information on reoccurring agenda items. Commissioner Schryver discusses the Commission's request for a report from the Zoning Officer and for the Zoning Officer's presence at Commission meetings. Supervisor Lovenheim discusses the Township hiring a zoning assistant. Commissioner Schryver requests the Zoning Officer adopt evening hours to enforce lighting ordinances. Commissioner Albert considers the difficulties of ordinance enforcement without a police force.

Kristine Karol enquiries about the position of Zoning Officer.

**Adjournment:**

There being no other business before the Commission, Commissioner Moses motions to adjourn, Commissioner Amori seconds. Vote: all in favor; meeting adjourned at 8:12 p.m.

Respectfully submitted,



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Julia Heilakka  
Assistant Township Secretary  
Smithfield Township