



YOUR GOALS. OUR MISSION.

April 10, 2024

Smithfield Township Planning Commission
1155 Red Fox Road
East Stroudsburg, PA 18301

**SUBJECT: MINISTERIO SKETCH PLAN REVIEW NO. 1
SMITHFIELD TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. SMTW-R0006**

Dear Planning Commission Members:

Pursuant to the Township's request, we have completed our first review of the submitted Sketch Plan for the above referenced project. The submitted information consists of the following items:

- Application for Review of a Subdivision or Land Development Plan and Escrow Agreement.
- Completeness letter prepared by Smithfield Township, dated March 29, 2024.
- Zoning Determination dated March 2, 2023.
- Overall Sketch Plan for Ministerio Cristiano Impacto De Vida (3 sheets) prepared by Kiley Associates, LLC, dated February 28, 2024.

BACKGROUND INFORMATION

The Applicant is proposing the development of lands located along the southern side of Milford Road (S.R. 0209) approximately 3,600 feet east of its intersection with S.R. 0447.

The following existing properties are located within the RC, Residential Conservation Zoning District.

1. Parcel No. 16.7.2.30 has an area of 9.72 acres \pm and consists of three (3) existing structures with an associated driveway accessing Milford Road (S.R. 0209) through Parcel No. 16.7.2.28-1. The remainder of the parcel includes woodlands, steep slope areas, and wetlands.
2. Parcel No. 16.7.2.28-1 has an area of 8.65 acres \pm and consists of an existing driveway accessing Milford Road (S.R. 0209). The remainder of the parcel includes woodlands, steep slope areas, and wetlands.
3. Parcel No. 16.7.2.28-2 has an area of 3.04 acres \pm and consists of woodlands, steep slope areas, and wetlands.
4. Parcel No. 16.7.2.28 has an area of 82.62 acres \pm and consists of woodlands, steep slope areas, and wetlands.



The Sketch Plan proposes to consolidate the four (4) existing parcels into one (1) property having an area of 101 acres ±. The three (3) existing structures and driveway accessing Milford Road (S.R. 0209) are proposed to remain.

The proposed land development includes the construction of four (4), 4,000 square foot dormitory cabins having restrooms and shower facilities, a 5,000 square foot dining hall, and a 6,000 square foot meeting and conference building. A new driveway access is proposed from Milford Road (S.R. 0209) and provides access to parking areas and connects to the existing driveway. Sixty-one (61) passenger vehicle and four (4) bus parking spaces are also proposed. Public water and sewer will serve the project.

The proposed development will be used as a retreat center for members of the Ministerio Cristiano Impacto De Vida. A Zoning Determination has identified the proposed retreat as a Membership Club and Camp. Membership clubs, camps, and associations are permitted uses in the RC, Residential Conservation Zoning District.

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

ZONING ORDINANCE COMMENTS

1. In accordance with the Schedule of District Regulations, the minimum required front yard depth, side yard width, and rear yard depth are 25-feet, 20-feet (50-feet total), and 20-feet, respectively. *A southeasterly property line located along Fillmore Street crosses through an existing structure. This shall be addressed.*

Dimensions to support the proposed lot width shown in the Zoning Standards chart shall be provided on the plan. In addition, the plan shall be revised to include dimensions of the yards to confirm compliance with this Section.

2. In accordance with Section 401.3.D.(2), “no development, filling, piping or diverting shall be permitted within wetlands, except for road or utility crossings approved by the Township; where State and Federal permits have been obtained, the design represents the least possible disturbance and no other access is available. Wetlands may also be used as part of approved sewage treatment systems and for recreational uses such as trail and golf course development. No more than 40% of the wetlands margin area shall be developed, diverted or filled.” *The proposed development crosses existing wetlands and permitting from the U.S. Army Corps of Engineers will be required.*

In addition, the required 75-foot wide wetland margin shall be shown, dimensioned, and labeled on the plan.

3. In accordance with Section 401.3.E.(1), limited disturbance of moderately steep slopes and very steep slopes shall be permitted under the conditions described below:

Steep Slope Category	Percent	Maximum Area of Disturbance
Moderately steep slope	15% to 25%	60%



Very steep slope	25% or greater	10%
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Portions of the proposed parking lot and driveway, and grading are shown within very steep slopes (25%+). A tabulation showing the existing steep slopes and the disturbance of the existing steep slopes shall be included on the land development plan to determine compliance with this Section.

4. In accordance with Section 401.E.(2), “all applications for land development approval in areas where very steep slopes are proposed to be disturbed or where 40% or more of the lot area exceeds 15% slope shall be considered and processed as conditional uses”. *Portions of the proposed parking lot and driveway, and grading are located within very steep slope areas and a conditional use will be required. In addition, the existing areas of each steep slope category shall be quantified to determine whether a conditional use will be required based upon the amount of existing steep slopes.*
5. In accordance with Section 402.6, “off-street parking, loading and unloading facilities shall be provided for each use as set forth in Schedule II. If the computation of required parking spaces results in a fraction, a full space shall be required for each fractional amount.” *Schedule II requires a membership club to have one (1) parking space for every 200 gross square feet. The proposed buildings total 27,000 square feet, therefore 135 parking spaces are required. Sixty-one (61) parking spaces are proposed, and the plan shall be revised, or a variance will be required.*
6. In accordance with Section 402.7, “accessible parking spaces for disabled persons shall be provided in accordance with the Federal requirements as set forth in the Americans with Disabilities Act”. *Three (3) ADA parking spaces are required for the proposed 61-space parking lot. If a variance for the number of parking spaces is not obtained then five (4) ADA parking spaces will be required. The proposed ADA parking spaces shall be clearly shown on the land development plan.*
7. In accordance with Section 404.2.A.(1), “a traffic impact study shall be required for all subdivisions and land developments that, at build-out, are projected to generate 50 or more trip-ends per project peak hour or 500 trip-ends per day based on the latest edition of Trip Generation published by the Institute of Transportation Engineers. This shall include project additions, changes of use and replacement of nonconforming uses that increase the total traffic (existing plus new traffic) to more than 500 trip ends per day.” *The Applicant shall address the number of trips to determine whether a traffic impact study will be required with the land development plan.*
8. In accordance with Section 404.3.G.(1), “joint access driveways, cross access drives and linked or shared parking lots are strongly encouraged. All land owners submitting a subdivision or site plan shall address the feasibility of the use of joint access driveways, cross access drives and linked or shared parking lots. Use of such techniques shall be required wherever feasible.” *The Applicant shall address the need for the two (2) driveways accessing Milford Road (S.R. 0209).*
9. In accordance with Section 404.3.G.(3), “no tract shall be provided with more than one point of direct access to Route 209, Business Route 209 or future Route 1019, except for secondary emergency only accesses. However, if determined to be in the best interest of traffic operations, one driveway solely for ingress and one driveway solely for egress may be considered as one



access point. Tracts with frontage of at least 600 feet may be permitted two access points in those instances where traffic operations will be demonstrably improved by such a design. Such driveways shall be separated from each other and from any intersecting street or driveway on an adjoining property by a minimum of 350 feet, as measured along the frontage of Route 209, Business Route 209, or future Route 1019, unless physical circumstances prohibit such separation.” *The Applicant shall address the need for the two (2) driveways accessing Milford Road (S.R. 0209).*

10. In accordance with Section 404.3.I, “upon submission of preliminary access plans or highway occupancy permit plans to the Pennsylvania Department of Transportation, the applicant shall submit a copy of such plans along with any attached subdivision or land development plans to Smithfield Township. Issuance of a highway occupancy permit by the Pennsylvania Department of Transportation does not guarantee approval of plans by Smithfield Township”. *PennDOT permitting is required for the proposed driveway access to Milford Road (S.R. 0209). All submissions to, correspondence with, and approval from the Pennsylvania Department of Transportation shall be provided to the Township.*

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS

11. In accordance with Sections 504.1.A, 504.B, and 603.D.2, the sketch plan should be prepared as an overlay to aerial photography. *An aerial photograph shall be provided.*
12. In accordance with Section 504.C, the Sketch Plan shall be “clearly and legibly drawn at a scale not less than one inch equals 100 feet indicating date, scale and north point”. *A north arrow shall be provided on Sheet C-0.3.*
13. In accordance with Section 504.H, the Sketch Plan shall include “existing tract boundaries indicating the area of the original tract in acres and square feet”. *The total tract area shall also be presented in acres.*
14. In accordance with Section 504.K, the Sketch Plan shall include “required improvements such as streets, parking lot layout, number of parking stalls, stormwater management concepts, etc.” *The plan shall show the location of the proposed stormwater management.*
15. In accordance with Section 1002.E, “the purpose of steep slope regulations is to conserve and protect those areas having steep slopes from inappropriate development and excessive grading; to prevent potential dangers caused by erosion, stream siltation, and soil failure; and to promote uses in steep slope areas that are compatible with the preservation of existing natural features, including vegetative cover by restricting grading of steep slope areas. Steep Slope Area shall be subject to use regulations identified below.”

Steep Slope Category	Percent	Maximum Area of Disturbance
Moderately Steep Slope	15% to 25%	60%
Very Steep Slope	25% or greater	10%



Portions of the proposed parking lot and driveway, and grading are shown within very steep slopes (25%+). A tabulation showing the existing steep slopes and the disturbance of the existing steep slopes shall be included on the land development plan to determine compliance with this Section. Also refer to Zoning Ordinance Comment 3.

16. In accordance with Section 1002.10, “the damming, filling, relocating, or otherwise interfering with the natural flow of surface water along any surface water drainage channel or natural watercourse shall not be permitted except with approval of the Township, and, where required by State statute, the PA DEP, or other applicable State agencies. Stormwater management shall be provided in accord with Township stormwater regulations”. *The proposed driveway crosses existing wetlands and permitting from the U.S. Army Corps of Engineers will be required.*
17. In accordance with Section 1006.12, “no plan which will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation shall be finally approved unless the plan contains a notice that a highway occupancy permit is required pursuant to Section 420 of the Act of June 1, 1945, (P.L.1242, No. 428) known as the “State Highway Law,” before driveway access to a State highway is permitted. The plan shall be marked to indicate that access to the State highway shall be only as authorized by a highway occupancy permit. The Township shall not be held liable for damages to persons or property arising out of the issuance or denial of a driveway permit by PennDOT.” *PennDOT permitting is required for the proposed driveway access to Milford Road (S.R. 0209). All submissions to, correspondences with, and permit from PennDOT shall be provided.*
18. In accordance with Section 1012.9, a one-way driveway shall have a minimum width of 12-feet and a two-way driveway shall have a minimum width of 24-feet. *The proposed driveway connects to the existing driveway which has a width of 10-feet ±. The use of the existing driveway shall be addressed, and the driveway shall be widened as required.*
19. In accordance with Section 1015.A, “sidewalks shall be required on both sides of all streets in major subdivision plans and land developments. Street sidewalks shall have a minimum width of four feet, unless otherwise approved by the Board of Supervisors. There shall be a minimum three foot-wide planting strip, between the curb and sidewalk along local streets and 10 feet along collector or arterial streets. This grass planting strip can be used for the location of the underground utilities.” *The Applicant shall discuss with the Township the need for sidewalks along Milford Road (S.R. 0209).*
20. In accordance with Section 1024.8, “all dead-end parking areas shall be designed to provide sufficient backup area for the end stalls of the parking area”. *The parking spaces along the northern edge of the eastern parking area do not have sufficient back up space and the parking area shall be revised.*
21. In accordance with Section 1024.10, “no less than a five-foot radius of curvature shall be permitted for all curb lines in all parking areas”. *The proposed curblines along the westerly parking area shall be revised to provide a minimum 5-foot radii.*

STORMWATER MANAGEMENT ORDINANCE COMMENTS

22. In accordance with Section 223.J.(1)(d), “a fifty-foot inner buffer and 100-foot outer buffer,



measured perpendicular to and horizontally from the edge of the delineated wetland or vernal pond for a total distance of 150 feet, shall be maintained for all wetlands and vernal ponds”. *The required buffers shall be shown and labeled on the western end of the northernmost wetland area.*

23. In accordance with Section 223.J.(1)(d)(1)(a), permitted activities/development in the inner buffer include “stormwater conveyance required by the Township, buffer maintenance and restoration, the correction of hazardous conditions, stream crossings permitted by DEP and passive unpaved stable trails shall be permitted. No other earth disturbance, grading, filling, buildings, structures, new construction, or development shall be permitted.” *The proposed eastern and western driveways are located within the required inner buffer. The plan shall be revised, or a waiver will be required.*
24. In accordance with Section 223.J.(1)(d)(2)(a), permitted activities/developer in the outer buffer include “stormwater conveyance required by the Township, buffer maintenance and restoration, the correction of hazardous conditions, stream crossings permitted by DEP, roads constructed to existing grade, unpaved trails, and limited forestry activities that do not clear cut the buffer (e.g., selective regeneration harvest) in accord with a forestry management plan shall be permitted, provided no buildings are involved, and those activities are permitted under § 26-223, Subsection 1J(6) and (7)”. *The proposed driveways and parking areas, and a portion of one (1) building are located within the required outer buffer. The plan shall be revised, or a waiver will be required. In addition and in accordance with Section 223.J.(1)(d)(2)(b), no more than 20% of the cumulative outer buffer on the subject parcel shall be altered by the activities permitted in accord with § 26-223, Subsection J.(1)(d)2).*

Per Section 223.J.(6), “Preexisting Lots or Parcels/Development in Outer Buffers. In the case of legally preexisting lots (approved prior to the effective date of this Part) where the usable area of a lot lies within an outer buffer area, the applicant shall obtain a waiver from the Board of Supervisors in accordance with Subpart 2I.”

MISCELLANEOUS COMMENTS

25. Landscape and lighting shall be provided on the land development plan to show compliance with the requirements set forth in the Zoning Ordinance and the Subdivision and Land Development Ordinance.
26. The Zoning Determination references the construction of two (2) dormitories and the submitted Sketch Plan shows four (4) cabins (dormitories). The difference shall be addressed.
27. The following outside agency approvals will be required:
 - a. *Monroe County Planning Commission*
 - b. *Monroe County Conservation District/Pennsylvania Department of Environmental Protection – Erosion and Sedimentation Control Adequacy/PADEP NPDES Permit*
 - c. *U.S. Army Corps of Engineers – Wetland Disturbance*
 - d. *Pennsylvania Department of Environmental Protection and Smithfield Township Sewer*



Authority – Sewage Facilities Planning Module and Will Serve

e. *Brodhead Creek Regional Authority – Water Will Serve*

If you should have any questions, please contact me.

Sincerely,

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

JST/meh

cc: Julia Heilakka, Manager – Smithfield Township
Ronold J. Karasek, Esquire – Smithfield Township Solicitor
Ken Wolf, Zoning Officer – Smithfield Township
Lou Cozza, Kiley Associates, LLC – Applicant's Engineer
Ministerio Christiano Impacto DeVida – Applicant
Jeffrey A. Durney, Esquire, Durney, Worthington & Madden, LLC – Applicant's Attorney
Melissa E. Hutchison, P.E. – T&M Associates