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MONROE COUNTY PLANNING COMMISSION

July 20th, 2026

Julia Heilakka, Township Manager
Smithfield Township
1155 Red Fox Run
East Stroudsburg, PA 18301

Re: Westfield North & Smithfield Sewer
Minor Subdivision
Smithfield Township
MCPC Review #111-26

Dear Ms. Heilakka:

Our office has received a copy of the above noted minor subdivision plan with concerns to a 11.59-acre site, located directly south of the intersection of Independence Road (SR 0447) and Poole Road. Currently, the site is undeveloped and comprised of three lots, Parcel 1 (10.28-acres), Parcel 2 (0.75-acres), Parcel 3 (0.34-acres), and Parcel A (0.34-acres). The plan proposes several lot line eliminations and adjustments to create two (2) parcels of 9.62-acres (Lot 1) and 1.38-acres (Lot 2). The \site is located in the Economic Development (ED) Zoning District and is to be served by central water and sewer services.

I have reviewed the proposed minor subdivision based on generally accepted planning principles and environmental concern. The following comments are offered:

1. The plan does include details such as existing features, contour lines, a map key, floodplain information, utility locations, natural features, the location of soils, and the location of existing buildings, water mains, and sewers. It should be noted that the owner/applicant is requesting multiple waivers from various sections of §22-803.1 (H, M, N, P, X, U, Z, AA) of the Ordinance. The Township should determine whether the granting of these waivers is permissible.

2. The plan proposes a change in ownership. The currents owners of the site are Westfield North LLC and the Smithfield Sewer Authority; and the plan proposes ownership of Lot 1 by Westfield North LLC and Lot 2 by Smithfield Township. The Township should notify Monroe County Tax Assessment of the ownership of Lot 2 following the proposed subdivision.

3. It appears that a portion of proposed Lot 2 does not meet the dimensional standards of the ED District (§27-309*)*. The plan lists no waivers or requests regarding this requirement. The Township should determine whether the proposed lot configuration is permissible.

4. It appears that existing Parcel A and Parcel 3 do not meet the dimensional requirements of the ED District (§27-309). It should be noted that the proposed lot consolidation will eliminate multiple existing non-conformities.

5. The plan delineates the location of an existing Met Ed easement, slope easement, and drainage easement and a proposed sewer easement. The Township should ensure that all existing easements are transferred and that the proposed sewer easement is secured.

6. The status of the site PennDOT Highway Occupancy Permit (HOP) is unknown. It is recommended that the Township confirm the status of any existing HOPs in relation to the subject properties.

7. It should be noted that a driveway permit is required for the construction of any driveway as per §21-203 of the Ordinance. The Township should confirm that the necessary permit is acquired.

It is recommended that approval of this plan be conditioned upon the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on August 11th, 2026, at 5:00 p.m. at the Monroe County Administrative Center. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved.

Sincerely,

Kevin Glovas
Community Planner

cc: Charles P. Gmiter