YOUR GOALS. OUR MISSION.

July 6, 2026

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

SUBJECT: WESTFIELD NORTH, LLC and SMITHFIELD SEWER AUTHORITY
FINAL MINOR SUBDIVISION PLAN – COMPLETENESS REVIEW & REVIEW NO. 1
SMITHFIELD TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. SMTW-R0009

Dear Planning Commission Members:

Pursuant to the Township's request, we have performed a completeness review of the submitted Final Minor Subdivision Plan for the subdivision of Westfield Commons, LLC. The submission was prepared by UTRS (unless otherwise noted) and consists of the following items.

- Letter of Transmittal dated June 26, 2026
- Smithfield Township Application for Review of a Subdivision or Land Development Plan with Professional Services Agreement
- Monroe County Planning Commission Receipt of Plan Submitted, dated June 26, 2026
- Title Insurance Policy for Parcel Nos. 16/92932 and 16/7/2/57, including Property Deeds, Book 2281, Page 1724, Book 2295, Page 4768, and Book 2293, Page 8365
- Closure Reports for Proposed Lots 1 and 2, dated June 22, 2026
- Closure Report for Sewer Easement – Lot 1, dated June 22, 2026
- Description for Proposed Lot 1, dated June 24, 2026, revised June 30, 2026
- Description for Proposed Lot 2, dated June 26, 2026, revised June 30, 2026
- Property Deed, Book 2088, Page 0397
- Minor Subdivision Plan (3 sheets) for Lands of Westfield North, LLC and Lands of Smithfield Sewer Authority, dated June 26, 2026, revised July 6, 2026

BACKGROUND INFORMATION

The Applicant has submitted a Minor Subdivision Plan of Lands of Westfield North, LLC and the Smithfield Sewer Authority. The existing parcels are located on the southern side of Independence Road (S.R. 0447) at its intersection with Franklin Hill Lane. The existing parcels are located within the ED, Economic Development Zoning District.

Existing Parcel 1 (Parcel No. 16/92932) is owned by Westfield North, LLC and has an area of 10.21 acres.
Existing Parcel 2 (Parcel No. 16/7/2/57) is owned by Westfield North, LLC and has an area of 0.75 acres.
Existing Parcel 3 (Parcel No. 16/7/2/57) is owned by Westfield North, LLC and has an area of 0.29 acres.

Existing Parcel A (Parcel No. 16/119143) is owned by Smithfield Sewer Authority and has an area of 0.34 acres.

Existing Parcel 3 will be subdivided and a portion identified as Tract C will be conveyed to and combined with a portion of Existing Parcel 1 creating Proposed Lot 1 having an area of 9.62 acres. Westfield North, LLC will be the owner of Proposed Lot 1.

The remainder of Existing Parcel 1 identified as Tract D, the remainder of Existing Parcel 3, identified as Tract B, and Existing Parcel A will be conveyed to and combined with Existing Parcel 2 creating Proposed Lot 2 having an area of 1.38 acres. The Smithfield Sewer Authority will convey Proposed Lot 2 to Smithfield Township.

Based upon our review, we recommend the Planning Commission accept the Minor Subdivision Plan for review, provided all other requirements have been met including, but not limited to, formal written applications and application fees with establishment of an escrow to cover the costs of review.

Due to the minimal project scope, we have also completed our first review of the Minor Subdivision Plan. Based upon our review of the submitted information we have no engineering related comments.

If you should have any questions, please call 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
Matthew Helbers, Bureau Veritas, Smithfield Township Zoning Officer
Yasin N. Khan – Property Owner/Applicant
Russell Albert, Smithfield Sewer Authority – Property Owner
Nate Oiler, P.E., UTRS – Applicant's Engineer
Charles P. Gmiter, P.L.S., UTRS – Applicant's Surveyor
Melissa E. Hutchison, P.E., T&M Associates