701 Main Street, Suite 405
Stroudsburg, PA 18360

Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

MONROE COUNTY PLANNING COMMISSION

August 20, 2026

Jacob Pride, Chairman
Smithfield Township Board of Supervisors
1155 Red Fox Road
East Stroudsburg, PA 18301

Re: Submission Requirements
Zoning and Subdivision and Land Development Ordinance Amendments
Smithfield Township
MCPC Review #136-26

Dear Mr. Pride:

The above cited amendments were reviewed by Eric Koopman, Lead Senior Planner, on behalf of the Monroe County Planning Commission. You will find the comments enclosed.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on September 8, 2026 at 5:00 p.m. at the Monroe County Planning Commission office. 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 as enclosed.

If you have any questions, or if we can be of further service to you, please feel free to contact me.

Sincerely yours,

Christine Meinhart-Fritz
Director

CMF/ek
Cc: Julia Heilakka, Township Manager

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MONROE COUNTY PLANNING COMMISSION

TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner

DATE: August 20, 2026

SUBJECT: Plan Submission Requirements
Zoning and Subdivision and Land Development Ordinance Amendments
Smithfield Township
MCPC Review #136-26

The Township of Smithfield is proposing amendments to its zoning and subdivision and land development ordinance concerning plan submission procedure. Specifically, the amendments would clarify how applicants are to submit plans, establish the number and type of documents to be provided, and also require submission of electronic copies of proposed plans to various agencies. References to outdated district names are also proposed to be corrected within the zoning ordinance.

The above mentioned amendments have been reviewed on the basis of generally accepted planning principles and the provisions set forth by the Pennsylvania Municipalities Planning Code (PMPC), as amended. The following comments are offered:

1. The proposed ordinance amendment is generally consistent with the PMPC, Act 247 of 1968, as amended, in terms of following required procedures.

2. The proposed amendments specify county planning commission submission requirements that defer procedure to our office. This would improve procedural consistency between township and county agencies.

3. The proposed amendments would reduce the number of required plan copies by allowing electronic submittals along with hard copies. This would reduce waste and help streamline the review and submittal process. This is to be encouraged.

4. The proposed zoning amendments would correct citations to the B-1 district, which has previously been removed. The Township is encouraged to ensure that all references to outdated zoning districts are removed.

5. If any revisions are made to the proposed ordinance amendments, they must be resubmitted to the MCPC for review prior to adoption. This requirement was affirmed by the Pennsylvania Commonwealth Court in Hanover Healthcare Plus, Inc. v. Zoning Hearing Board of Penn Township 875 A.2d 1255 (Pa. Cmwlth 2005). It is recommended that the Township discuss this with their solicitor.

6. The Staff has reviewed the proposed amendments and recommends that they be adopted subject to the above noted comments being satisfactorily addressed.

In an attempt to maintain a library of municipal ordinances, we request that any adopted ordinance amendments (Zoning, Zoning Map and SALDO) be sent to the MCPC within 30 days of enactment as specified in the PMPC.

This review is subject to the approval of the Monroe County Planning Commission at its next regularly scheduled meeting.