SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION – JULY 15, 2026, AT 6:00PM

A Work Session of the Smithfield Township Board of Supervisors was held on July 15, 2026, at the Smithfield Township Municipal Center at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride, Robert Lovenheim (via Zoom), and Michael Albert, Engineer Jon Tresslar, and Township Manager Julia Heilakka.

Also present are Brett Cartwright, Kati Machovsky (via Zoom), Patrick Norman (via Zoom), Charlene Spezza (via Zoom), Jean Turn, and other members of the public.

1. **Chair Jacob Pride calls the meeting to order at 6:00PM.**

2. **The Pledge of Allegiance is recited.**

3. **Old Business:**

   a. **Discuss: Submission Criteria Revision.** The current draft removes any references to expirations on approvals pending review from the solicitor, but the Board discusses moving forward with the remainder of the ordinance updates related to removing outdated zoning references and updating paper/digital submission requirements. The Board discusses that floodplain conditional uses are uses that are processed like conditional uses but are not actual conditional uses. Jon Tresslar states that conditional use gives the Board the opportunity to look at the project up front and impose additional conditions on the use. The Board discusses the importance of requiring preliminary land development being submitted in tandem with conditional use applications.

4. **New Business:**

   a. **Discussion: Revisions to Demand-Based Parking.** The Board discusses two recommendations from the Monroe County Planning Commission regarding the most recent demand-based parking ordinance update. Jon Tresslar states that Schedule II should remain in the ordinance, and notes that a change of use triggers land development in Pocono Township. The Board discusses the Institute of Transportation Engineers (ITE) Parking Generation Manual and parking uses, and ultimately decides to change Schedule II to state that applicants may follow the Township's Schedule II or the most current ITE Parking Generation Manual. The Board discusses and decides to not require reserve areas for additional parking. Jon Tresslar states that he does not agree with not allowing handicapped parking spaces to be reduced, because federal guidelines mandate the number of ADA spaces based on the number of parking spaces required. The Board decides to update regulations to ensure that the number of ADA parking spaces cannot be reduced below the number recommended in the ADA.

   b. **Discuss: Food Truck Regulations.** Jacob Pride discusses separating transient business regulations from food truck regulations because the uses are different and suggests making food trucks accessory uses only. The Board discusses drafting regulations,

requiring that the property has an HOP and an operational business on the property, and existing rules in Tobyhanna Township. Jacob Pride will create a draft ordinance update.

Patrick Norman states that the township he works for just passed a food truck ordinance. They had problems with food trucks pulling off the side of the road, circling little league games, and taking business away from little league concession stands.

The Board discusses the current conditions of the Township regarding public sewer and water, and the process the Sewer Authority is undergoing with expansion north on SR 209 (Seven Bridge Rd) from Music Center Dr to Buttermilk Falls Rd.

5. **Public Comment:**

   a. Jacob Pride discussed §27-309 with the Zoning Officer, and wants to ensure that supplemental regulations are attached to the Schedule of District Regulations. The Board could use this as a blanket review of the Schedule of District Regulations.

   b. Brett Cartwright thanks Jon Tresslar for providing detailed review letters.

   c. Julia Heilakka announces the upcoming Board of Supervisors meeting schedule through the end of September.

   d. Jean Turn confirms that the Planning Commission meeting on August 13th begins the conditional use hearing for Smithfield Gateway.

   e. Brett Cartwright asks about the Gap View Conditional Use. This conditional use has been tabled by the applicant because of stormwater concerns.

6. **Adjournment:** There being no other business before the Board, Michael Albert motions to adjourn, Robert Lovenheim seconds. Vote: all in favor; meeting adjourned at 7:07PM.

Minutes Recorded by Julia Heilakka

Respectfully submitted,

Julia Heilakka
Township Secretary