

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REORGANIZATION AND REGULAR MEETING
MONDAY, JANUARY 13, 2014
MINUTES**

The meeting was called to order by Planning Commission Solicitor H. Clark Connor at 7:01 pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Connor led those present in the Pledge of Allegiance.

Board Members present:

Kevin Ambrogio, Ronald Kluge, Bernard Kozen, Dennis Noonan and Alma I. Ruiz-Smith.

Staff present:

Robert M. Zito, Township Secretary.

1. **Organization of the Planning Commission**

• **Appointment of Chairman**

Mr. Connor called for nominations for Planning Commission Chairman.

Ms. Ruiz-Smith nominated Mr. Kozen as Chairman. The nomination was seconded by Mr. Kluge.

- **Discussion: None**

Hearing no discussion, Mr. Connor called for a vote on the nomination.

- **Vote: Four in Favor, One Abstained (Mr. Kozen). Motion Passed.**

Mr. Connor called for further nominations. Hearing none, he asked that a motion be made to close nominations.

Ms. Ruiz-Smith made a motion, seconded by Mr. Kluge, to close nominations for Chairman.

- **Discussion: None**

Hearing no discussion, Mr. Connor called for a vote on the motion to close nominations.

- **Vote: Four in Favor, One Abstained (Mr. Kozen). Motion Passed.**

With nominations closed, Mr. Connor called for a vote on appointing Mr. Kozen Chairman.

- **Vote: Four in Favor, One Abstained (Mr. Kozen). Motion Passed. Mr. Kozen was appointed Planning Commission Chairman for 2014.**

At this point Mr. Connor turned control of the meeting over to Chairman Kozen.

- **Appointment of Vice-Chairman**

Mr. Kozen called for nominations for Planning Commission Vice-Chairman.

Mr. Kluge nominated Ms. Ruiz-Smith as Vice-Chairman. The nomination was seconded by Mr. Noonan.

- **Discussion: None**

Hearing no further nominations, Mr. Kozen called for a vote to close nominations.

- **Vote: Four in Favor, One Abstained (Ms. Ruiz-Smith). Nominations were closed.**

Ms. Ruiz-Smith was appointed Planning Commission Vice-Chairman for 2014 by acclimation.

- **Appointment of Secretary**

Mr. Kozen called for nominations for Planning Commission Secretary.

Ms. Ruiz-Smith nominated Mr. Kluge as Secretary. The nomination was seconded by Mr. Noonan.

- **Discussion: None**

Hearing no further nominations, Mr. Kozen called for a vote to close nominations.

- **Vote: Four in Favor, One Abstained (Mr. Kluge). Nominations were closed.**

Mr. Kluge was appointed Planning Commission Secretary for 2014 by acclimation.

2. Selection of Meeting Dates for Calendar Year 2014

The Commission had before them a listing of proposed meeting dates for calendar year 2014. Keeping the PC meeting date as the second Monday of each month, the proposed schedule presented was as follows:

1/13, 2/10, 3/10, 4/14, 5/12, 6/9, 7/7, 8/11, 9/8, 10/13, 11/10 and 12/8.

Prior to a motion being made Ms. Ruiz-Smith questioned whether the July 7th date would pose a potential conflict with a possible long weekend over the July 4th holiday. The consensus of the members was that the meeting should be scheduled for Monday, July 7th.

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to schedule 2014 Planning Commission Meetings for the second Monday of each month beginning at 6:30pm.

- **Discussion:** None
- **Vote:** All in Favor. Motion Passed.

3. Approval of December 9, 2013 Minutes

The minutes of December 9, 2013 were reviewed and considered for approval.

- **Discussion:** Ms. Ruiz-Smith noted that on Page 3, second paragraph, line four, "Stillwater Lake Estates" should read "Stillwater Lakes Civic Association". All were in agreement.

Mr. Kluge made a motion, seconded by Mr. Noonan to approve the minutes of December 9, 2013 as amended.

- **Vote:** All in Favor. Motion Passed.

4. Tobyhanna DG, LLC – Proposed Dollar General Site Plan – Andrew Walters, PE, Civil & Environmental Consultants, Inc.

The applicant was not present to discuss this issue. Mr. Kresge briefly commented that the applicant was in a "holding pattern" and that no further movement on the project has been made.

Ms. Ruiz-Smith made a motion, seconded by Mr. Kluge to table consideration of the Tobyhanna DG, LLC – Proposed Dollar General Site Plan at this time.

- **Discussion:** None
- **Vote:** All in Favor. Motion Passed

5. Extension request – Pocono Mountain Office Commons – Phase 1 Final Land Development Plan – Shawn Langan – Arcadia Properties

The applicant was not present to discuss this issue.

Mr. Noonan made a motion, seconded by Ms. Ruiz-Smith to grant an extension through April 30, 2014 to Pocono Mountain Office Commons – Phase 1 Final Land Development Plan and that the applicant waives the benefit of a deemed decision through that date.

- **Discussion:** Mr. Connor clarified that the Planning Commission was not granting the extension, but rather recommending to the Board of

Supervisors that the extension be granted. **Thus the motion was amended as follows:**

Mr. Noonan made a motion, seconded by Ms. Ruiz-Smith to recommend to the Board of Supervisors than an extension be granted through April 30, 2014 to Pocono Mountain Office Commons – Phase 1 Final Land Development Plan and that the applicant waives the benefit of a deemed decision through that date.

- **Vote: All in Favor. Motion Passed**

6. Draft Proposed Zoning Ordinance Amendment

Draft Proposed Subdivision and Land Development Amendment

Due to another appointment, Monroe County Planner Carson Helfrich was not present to discuss these issues.

The Planning Commission looked at and discussed, at length, both of these issues. The proposed changes / additions to the Zoning Ordinance dealt with the following sections of the Ordinance: 27-503.22, 27-701.8C3d, 27-701.8C3l, 27-1110, 27-1111 and 27-1112. These sections addressed guard sheds, floodlights and wall-mounted luminaries and electronic message signs. The changes in the sections regarding electronic signs are being proposed specifically to avoid having to grant future variances in the Village Commercial Zoning District, as was necessary in the recent past for projects such as CVS and Gleco Paints. The proposed changes in the ordinance would make those signs, and future likewise signs, compliant with the Ordinance.

Ms. Riuz-Smith stated that she agreed that businesses should be able to erect on-site electronic signs, so long as they are not allowed to advertise other businesses. Mr. Kozen brought up the fact that "roving billboards" on trucks have been seen in the Township. After comment from Mr. Connor, it was agreed the Township would have no jurisdiction over these vehicles when they are being driven on PA State Roads, (example: Routes 196, 611, 940, etc.). Mr. Kozen said that if these roving billboards were on Township roads and not "changing", causing a distraction to drivers, they should be ok.

Mr. Noonan expressed concern that some of the enforcement language relating to signage was recommended to be struck. Mr. Kresge said that these proposed changes were discussed with Mr. Helfrich.

Mr. Kluge made a motion, seconded by Ms. Ruiz to recommend to the Board of Supervisors adoption of changes to the Township Zoning Ordinance as presented.

- **Discussion:** None further.
- **Vote: All in Favor. Motion Passed.**

The Commission than discussed proposed changes to the SALDO, specifically amending Sections 617.3C(4) and 617.3C(12) relative to the prohibition of wall-mounted luminaries.

Mr. Noonan made a motion, seconded by Mr. Kluge to recommend to the Board of Supervisors adoption of changes to the SALDO as presented.

- **Discussion:** None further.
- **Vote:** All in Favor. Motion Passed.

7. Patrick Kelly (Waste Not Technologies) letter re: lighting of commercial parking lots with wall packs

No one was present to discuss this issue.

Discussion of a letter sent by Mr. Kelly to the Board of Supervisors took place among the Commission members.

Upon discussion, it was the consensus of the Commission that Mr. Kelly might be confused over the wording of the Ordinance and that perhaps we should reach out to Mr. Kelly, informally, to provide any clarifications needed.

Mr. Noonan asked if Mr. Kelly met the requirements of the Uniform Construction Code, would he still be obligated to meet Township requirements. Mr. Ruiz-Smith brought up the "gentleman's agreement" between Mr. Kelly and the Commission that the safety of all his employees would be paramount. She said that understanding was a major part of the approval given to Mr. Kelly regarding this project and that she would take great umbrage if that understanding was not adhered to.

Mr. Connor and Mr. Kresge both stated that Mr. Kelly was obligated to follow the project's plans, as approved.

Ms. Ruiz-Smith made a motion, seconded by Mr. Kluge to recommend to the Board of Supervisors that Engineer Russ Kresge draft a letter to Mr. Patrick Kelly and his engineer clarifying the issues of Mr. Kelly's concerns regarding the exterior lighting of his facility.

- **Discussion:** None further.
- **Vote:** All in Favor. Motion Passed.

Public Input

There were no public present for comment.

Other Issues

At this point Mr. Connor discussed Mr. Helfrich's email regarding PA Act 13 concerning environmental standards for oil and gas "fracking". He stated that the PA Supreme Court has overturned that specific part of the Act and that, currently, the Township still has the authority to regulate such activity, so at this time, both he and Mr. Helfrich agreed that no action on behalf of the Township was warranted at this time.

Mr. Kluge said that he had spoken to former PC Chairman Andy Sterner, and that Mr. Sterner wanted the members, Mr. Connor and Mr. Kresge to know that it was a privilege to serve with them, and that he would be willing to serve again if the opportunity presented itself.

Mr. Kozen then asked if there were any further comments for the good of the order.

Ms. Ruiz-Smith commented on the paving done in Pocono Lake Estates. She stated that bluestone was used instead of modified stone on the berm, and that it is now kicking up from the road. Mr. Kresge said that he would address the issue with Steve Weber, Township Road Foreman.

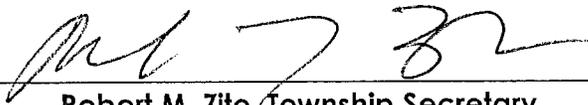
Ms. Ruiz-Smith offered a belated welcome to new Commission Member Kevin Ambrogio. All present joined in welcoming him to the Commission.

8. Adjournment

There being no further business, a motion was made by Mr. Kluge, seconded by Mr. Noonan, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 7:08PM.

NEXT REGULAR COMMISSION MEETING: February 10, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

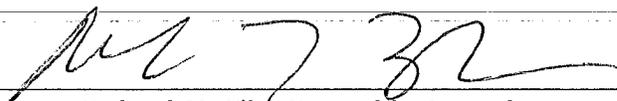
Date: 1/13/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 10, 2014
MINUTES**

The meeting was cancelled due to lack of items for Planning Commission consideration.

NEXT REGULAR COMMISSION MEETING: March 9, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 2/10/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, MARCH 9, 2014
MINUTES**

The meeting was cancelled due to lack of items for Planning Commission consideration.

NEXT REGULAR COMMISSION MEETING: April 14, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zifo, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 3/9/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, APRIL 14, 2014
MINUTES**

The meeting was cancelled due to lack of items for Planning Commission consideration.

NEXT REGULAR COMMISSION MEETING: May 12, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 4/14/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, MAY 12, 2014
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Alma I. Ruiz-Smith, Kevin Ambrogio and Dennis Noonan.

Board Members absent:

Ronald Kluge

Staff present:

Solicitor H. Clark Connor and Engineer Russ Kresge.

1. **Approval of January 13, 2014 Re-Organizational and Regular Meeting Minutes**

The minutes of January 13, 2014 were reviewed and considered for approval.

- **Discussion:** No corrections were noted.

Ms. Ruiz-Smith made a motion, seconded by Mr. Noonan to approve the minutes of January 13, 2014 as presented.

- **Vote: All in Favor. Motion Passed.**

2. **Sketch Plan – Expansion of Ray Price Mt. Pocono Dealerships**

Ms. Christine Troxel of Barry Isett & Associates, Inc. was present representing Ray Price. She stated that she was expecting several others to be here for the presentation. As the others had not yet arrived, Ms. Troxel asked Mr. Kozen if this item could be tabled until they arrived. Mr. Kozen agreed and proceeded with the meeting.

3. **Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties.**

The applicant was not present to discuss this issue. It was noted that in the absence of Planning Commission meetings for February, March and April, the Board of Supervisors had previously granted an extension for this project to July 31, 2014. Therefore, no action was needed or taken.

Ms. Ruiz-Smith made a motion, seconded by Mr. Ambrogio to table action on the Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

4. Public Input

There was no public comment heard at this time.

Ray Price Mt. Pocono Dealerships

At this time the remainder of the contingent representing Ray Price Mt. Pocono Dealerships arrived. After a short recess Mr. Kozen returned to this agenda item and invited those present to begin their presentation.

Ms. Troxel starting off by thanking the Commission and Mr. Kresge for reviewing the sketch plan on such short notice. She referred to Mr. Kresge's comments, made in a letter dated May 8, 2014.

She began with an overview of the project which would combine several lots to allow for both franchises now owned by Ray Price at this location to have their own separate buildings. The new building would be approximately 24,000 square feet, with proposed access points both on State Route 940 and Summit Avenue.

Stormwater would be managed by the use of pervious pavement (impervious surface would not exceed 40% of the site), allowing for seepage into the pavement. Overflow would be collected in a detention basin.

She said that testing has been undertaken regarding sewage and Ray Price has consulted with the Township SEO. A new system is being designed to handle both buildings, with a secondary area, as required, located just north of the new system.

Ms. Ruiz-Smith expressed a concern about traffic accessing Summit Avenue, citing restrictions made on a previous development. It was stated that the intention was to continue to use the existing driveways and that intended use would likely be minimal. It was noted that PennDot would need to approve exit and entrance proposals.

Mr. Kresge then proceeded to address his concerns. He said at this point he had not received a report from the Zoning Officer on the project, but that the proposed use would be permitted in the C-3 District. He said that an Environmental and Community Assessment would be needed, along with a determination from the FAA, since the property is in an "Airport Zone".

Other issues such as sewage, stormwater, potential traffic / road improvements along Summit Avenue (if required), parking, lighting, sight distance along Summit Avenue, snowplowing and several housekeeping items were discussed. Ms. Troxel also noted that a NPDES would be required since the construction would be taking place in a high quality watershed.

An inventory of approximately 250-300 vehicles was anticipated. Mr. Ruiz-Smith expressed concern with the illumination that number of inventoried vehicles would require at night, and the impact on residents along Summit Avenue. Mr. Kresge then reviewed the Township Ordinance regarding security lighting. Discussion on the matter ended with a review of potential fire hydrants and possibly proposing limiting Summit Avenue to a right turn only lane.

At this point Mr. Kozen and Mr. Kresge noted that since only a sketch plan was presented at this time, it was not necessary for the Commission to accept the plan for review.

Ray Price's representatives asked if the project could move forward concurrent with the lot consolidation process. It was the consensus of those present that this would be acceptable.

Other Issues

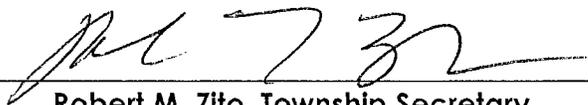
None.

5. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith, seconded by Mr. Ambrogio, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 7:10PM.

NEXT REGULAR COMMISSION MEETING: June 9, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 5/02/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, JUNE 9, 2014
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Alma I. Riuz-Smith, Ronald Kluge and Dennis Noonan.

Board Members absent:

Kevin Ambrogio

Staff present:

Solicitor H. Clark Connor and Engineer Russ Kresge.

1. **Approval of May 12, 2014 Regular Meeting Minutes**

The minutes of May 12, 2014 were reviewed and considered for approval.

- **Discussion:** No corrections were noted.

Ms. Ruiz-Smith made a motion, seconded by Mr. Noonan to approve the minutes of May 12, 2014 as presented.

- **Vote:** Three in Favor. One Abstained (Mr. Kluge). Motion Passed.

2. **Official Acceptance - Arcadia North Land, LLC. C/O Clarius Partners, LLC - Distribution Center, Arcadia North Business Park, South Phase, Section 1, Lot 2 - Final Land Development Plan - Thomas R. Roache, P.E., Liberty Engineering, Inc. etch Plan – Expansion of Ray Price Mt. Pocono Dealerships**

Mr. Kozen stated that a text message was just received by Mr. Kresge informing him that representatives from Liberty Engineering were running about 25 minutes late. Mr. Kozen suggested proceeding with the agenda at this time.

3. **Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties.**

The applicant was not present to discuss this issue. Mr. Zito noted that in the absence of Planning Commission meetings for February, March and April, the Board of Supervisors had previously granted an extension for this project to July 31, 2014. Therefore, no action was needed.

Ms. Ruiz commented that it would be good to know the type of tenants who might occupy the space. Mr. Noonan stated that there have been several inquiries regarding this property.

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to table action on the Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

4. **Monroe 2030 – Discussion**

An electronic copy of this document was sent to the Commission members prior to the meeting. Mr. Zito said that the Board of Supervisors wanted to see if there were any suggestions or comments the Commission would like passed on to Monroe County at this time. Mr. Connor stated that the County has been making presentations to municipalities.

5. **Public Input**

There was no public comment heard at this time.

At this point, agenda item #2 - Official Acceptance - Arcadia North Land, LLC. C/O Clarius Partners, LLC - Distribution Center, Arcadia North Business Park, South Phase, Section 1, Lot 2 - Final Land Development Plan - Thomas R. Roache, P.E., Liberty Engineering, Inc. was re-addressed.

Thomas R. Roache, P.E. of Liberty Engineering, Inc. was present to address this project. He stated that due to his client's request to make the project more economically feasible, a proposed reduction in building size, from 1.35M SF to 1.1M SF, was being proposed. This reduction has led to the elimination of the underground retention basins on previous plans and the inclusion of an above ground detention basin, shown on the revised submission.

He stated that the majority of the site would not be altered, with all accesses and utilities remaining as they had been initially designed and proposed.

Ms. Ruiz-Smith asked Mr. Roache about parking. Mr. Kozen asked Mr. Roache there was a staging area for incoming trucks. Mr. Roache was not sure and said he would check and get back to the Commission. Mr. Noonan said that PMEDC might be looking for a property to provide a parking area for incoming truckers.

Mr. Roache said that a berm which the Pocono Mountains Municipal Airport wanted reduced had already been done. It was also stated that utilities would be centralized in the new, smaller structure, allowing for building occupancy to be more easily split into more than one tenant.

Ms. Ruiz-Smith said she recalled how Arcadia, when initially proposing this project, envisioned a "self-contained village" where employees would have services such as dining, dry cleaners, etc. right on the campus. Mr. Roache said he had no control over that. Mr. Kresge said that while there may be ample area to do this, there were some wetland issues that could deter moving forward with that aspect.

Mr. Kresge went on to state that after review, he found this to be a complete submission at this time.

As a final comment Ms. Ruiz-Smith expressed concern that when exiting the proposed distribution center, trucks not be allowed turn right into local streets, and that they be required to turn left to pick up Interstate 380. Mr. Roache suggested that if the Commission wanted to see this take place it could be noted in the Covenants, forcing an end user to comply. Mr. Kozen said he tended to agree with this.

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to accept Arcadia North Land, LLC. C/O Clarius Partners, LLC - Distribution Center, Arcadia North Business Park, South Phase, Section 1, Lot 2 - Final Land Development Plan - Thomas R. Roache, P.E., Liberty Engineering, Inc., with the recommendation that all exiting truck traffic be forced to turn north onto Route 611. This condition will be recommended to the Board of Supervisors.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Other Issues

Mr. Kluge asked why planes were using only one runway at the Pocono Mountains Municipal Airport. Mr. Noonan said that the extended runway was used during the NASCAR race weekend.

Ms. Ruiz-Smith asked Mr. Kluge if he had any issues with the expansion of the Ray Price Auto Dealership, discussed last month.

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, JULY 14, 2014
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Alma I. Ruiz-Smith, Ronald Kluge and Dennis Noonan.

Board Members absent:

Kevin Ambrogio

Staff present:

Solicitor H. Clark Connor, Engineer Russ Kresge and Township Secretary Robert M. Zito.

1. Approval of June 9, 2014 Regular Meeting Minutes

The minutes of June 9, 2014 were reviewed and considered for approval.

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to approve the minutes of May June 9, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

2. Arcadia North Business Park, South Phase, Section 1, Lot 2 – Final Land Development Plan – Clarius Partners, Liberty Engineering, Inc.

Thomas R. Roache, PE, from Liberty Engineering and Taivo E. Tammaru, AIA, LEED AP, from Clarius Partners were present to discuss this plan.

Mr. Roache noted that this previously approved project had now been reduced in size. He acknowledged the comments and concerns that previously were raised and said that the intent of those concerns would be met "as best we can".

Mr. Tammaru stated that the project size was reduced from the previously approved 1,300,000 SF primarily due to it not being economically feasible to satisfy stormwater requirements for an NPDES permit.

The proposed building size has been reduced to approximately 1,083,120 SF, underground stormwater basins have been eliminated in favor of above ground basins, and car parking capacity has been increased. Mr. Tammaru also stated that the possibility of having to move a weather station on the site of the Pocono Mountain Municipal Airport has been discussed with the Airport Authority. Discussion on possible tenancy, building uses, truck parking, public transportation access, etc., then took place.

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to table action on the Arcadia North Business Park, South Phase, Section 1, Lot 2 – Final Land Development Plan – Clarius Partners, Liberty Engineering, Inc.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

3. Extension request - Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties.

No one was present to discuss this issue.

A letter from Shawn Langan, VP – Development, Arcadia Properties, requesting an extension of time through October 31, 2014, was in possession of the Commission.

Mr. Kluge made a motion, seconded by Mr. Noonan to recommend approval of the Extension request - Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties to October 31, 2014.

- **Discussion:** Mr. Connor suggested to the Commission that the extension should go to a date of a Board of Supervisors meeting, to avoid the possibility of having to schedule a special meeting to accommodate the request.

At this point Mr. Kluge amended his motion, with an amended second by Mr. Noonan to recommend approval of the Extension request - Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties to November 3, 2014.

- **Vote: All in Favor. Motion Passed.**

4. Monroe 2030

Christine Meinhart-Fritz and Eric Koopman from the Monroe County Planning Commission were present to offer some insight into the proposed "Monroe 2030" plan. An electronic copy of this document had previously been sent to the Commission members.

Ms. Meinhart-Fritz stated that currently the plan was in the public review phase, which would be closing shortly.

She said that this plan strives to be a balance between open space and economic development. She and Mr. Koopman presented a proposed map which showed "hamlets", "villages" and "centers". Ms. Mainheim-Fritz suggested a correlation between a municipality's success in obtaining grants and their consistency with land uses proposed in the County Comprehensive Plan.

It was the consensus of those present that comments would be forwarded to the Township Secretary who would then pass them on to the Monroe County Commissioners.

5. Public Input

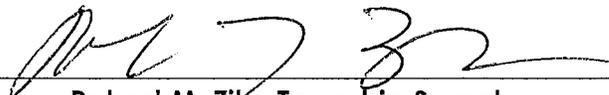
There was no public comment heard at this time.

6. Adjournment

There being no further business, a motion was made by Mr. Noonan, seconded by Mr. Kluge, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 7:39PM.

NEXT REGULAR COMMISSION MEETING: August 11, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 7/14/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, AUGUST 11, 2014
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Alma I. Riuz-Smith, Ronald Kluge, Kevin Ambrogio and Dennis Noonan.

Board Members absent:

None

Staff present:

Solicitor H. Clark Connor, Engineer Russ Kresge and Township Secretary Robert M. Zito.

1. Approval of July 14, 2014 Regular Meeting Minutes

The minutes of July 14, 2014 were reviewed and considered for approval.

Mr. Ruiz-Smith made a motion, seconded by Mr. Kluge to approve the minutes of July 14, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

2. Arcadia North Land, LLC. C/O Clarius Partners, LLC Distribution Center, Arcadia North Business Park, South Phase, Section 1, Lot 2 – Final Land Development Plan – Liberty Engineering, Inc.

Paul A. Szewczak, Principal, from Liberty Engineering and Taivo E. Tammaru, AIA, LEED AP, from Clarius Partners were present to discuss this plan.

Mr. Szewczak noted that they were in receipt of Mr. Kresge's letter to the CTPC, dated August 6th, regarding open items relating to this submission and that they found no problem with the issues addressed in the letter. Mr. Kresge stated that most of the items, outside of "Section 4", relating to a variance granted by the

Zoning Hearing Board reducing the required number of parking spaces to 225 from 429, pertained to outside agencies.

Ms. Ruiz-Smith asked how "Section 7", suggesting that signs may be required to direct traffic north on Route 611 when exiting the complex could be enforced. Mr. Tammaru said that there would be no objections from Clarius Partners, LLC erecting such signs. A discussion took place regarding if permits for such signs would be needed from PENNDOT, etc.

Mr. Kresge reviewed Zoning Officer Joe Brady's Zoning Compliance Report, which indicated the project conformed to the Township's zoning ordinance.

Mr. Kluge asked if the building's new location had received any comments from the Pocono Mountains Airport Authority. Mr. Tammaru indicated that while a final answer has not been obtained there did not appear to be any issues with the revised plan.

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to recommend to the Board of Supervisors that approval be granted for the Arcadia North Land, LLC, C/O Clarius Partners, LLC Distribution Center, Arcadia North Business Park, South Phase, Section 1, Lot 2 – Final Land Development Plan – Liberty Engineering, Inc., conditioned upon all items in Township Engineer Russ Kresge's letter to the Coolbaugh Township Planning Commission, dated August 6, 2014, be satisfactorily addressed.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

3. Pocono Mountains Office Commons – Phase 1 Final Development Plan – Arcadia Properties.

No one was present to discuss this issue.

Mr. Noonan made a motion, seconded by Mr. Ambrogio to table consideration of the Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties to October 31, 2014.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

4. Public Input

There was no public comment heard at this time.

5. Adjournment

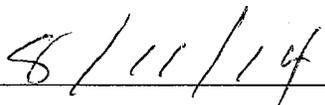
There being no further business, a motion was made by Mr. Noonan, seconded by Mr. Kluge, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 6:50PM.

NEXT REGULAR COMMISSION MEETING: September 8, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date:  _____

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 8, 2014
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Ronald Kluge, Kevin Ambrogio and Dennis Noonan.

Board Members absent:

Alma I. Riuз-Smith

Staff present:

Solicitor H. Clark Connor and Township Secretary Robert M. Zito.

Staff absent:

Engineer Russ Kresge

1. **Approval of August 11, 2014 Regular Meeting Minutes**

The minutes of August 11, 2014 were reviewed and considered for approval.

Mr. Kluge made a motion, seconded by Mr. Ambrogio to approve the minutes of August 11, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

2. **Request for a change in Zoning District – Worthington & Spineo Pocono Holdings LLC (Smoke Ridge Subdivision)**

Jon S. Tresslar, P.E. from Boucher & James, Inc. and Herbert K. Sudfeld, Jr., Esq. were present to discuss this plan.

It is proposed by the applicant that the boundary line of a lot in the Smoke Ridge Subdivision now known as "Lot #3" be moved approximately 2,000 feet to the south. Currently this lot is split, partially zoned as WC and partially zoned as R-1. A new lot known as "Lot #11", with an approximate area of 214.5 acres, would be created and zoned WC (Woodland Conservation). It was noted that on the original subdivision, the original approximate area of "Lot #3" was 355.0 acres.

Upon discussion it was noted that the new lot (designated WC) will share a property line with two lots designated R-1 (Residential).

Future possible uses of the new were discussed. Mr. Zito noted that it was his understanding that a BMX Park was being considered. He asked if there was an estimate of approximately how much of the new 214.5 acre lot might be developed if it were used for this purpose and he expressed a concern that an adequate buffer be used to insulate residential lots from noise, etc. Mr. Tresslar stated that by ordinance a 1,000 foot buffer is required and, at this point, any proposed development would be within those guidelines.

With any possible development being on the south side of Gallagher Road, Mr. Kozen asked if there were any existing homes on the north side of Gallagher Road. While not certain, it was believed that at least one home and other undeveloped residential lots sit on the north side of Gallagher Road.

Mr. Connor stated that at this time the applicant was not present to request approval for a specific use. The request before the Commission deals only with a zoning change. He said at such time that the applicant would determine a proposed use, a Conditional Use application would need to be considered by the Board of Supervisors who could then impose reasonable conditions on such a proposal.

Mr. Noonan asked about the citizens who attended a previously held Zoning Hearing Board meeting, and if they were local residents. Mr. Connor said that per a petition submitted at that meeting it appeared that most or all were local residents.

It was noted that the original approved subdivision (10 lots) has not yet been recorded, and that all conditions placed on that approval have not yet been met. The applicant explained that the major condition not yet met was finishing all septic systems testing.

Further discussion took place regarding sewerage and stormwater requirements for a possible BMX park. Also discussed were conditional uses and special exceptions called for in the WC Zoning District.

Mr. Noonan then said that without speculating on future uses it appeared to him to be a logical request by the applicant to seek a zoning change since one lot (original Lot #3) is currently split into two zoning districts.

Mr. Kluge made a motion, seconded by Mr. Noonan to recommend to the Board of Supervisors that approval be granted to change the Zoning District for Lot #3, Smoke Ridge Subdivision, from a split R-1 / WC zone to a full R-1 zone and create a new lot, Lot #11, zoned as WC, as presented.

- **Discussion: None.**

- **Vote: Three in Favor. One Abstained (Mr. Ambrogio, due to a possible conflict). Motion Passed.**

3. **Ray Price Dealership Expansion Land Development Plan – Center Rock Realty.**

No one was present to discuss this issue.

Mr. Noonan made a motion, seconded by Mr. Ambrogio to accept the plans for review - Ray Price Dealership Expansion Land Development Plan – Center Rock Realty.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

4. **Pocono Mountains Office Commons – Phase 1 Final Development Plan – Arcadia Properties.**

No one was present to discuss this issue.

Mr. Kluge made a motion, seconded by Mr. Noonan to table consideration of the Pocono Mountains Office Commons – Phase 1 Final Development Plan – Shawn Langan – Arcadia Properties.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

5. **Public Input**

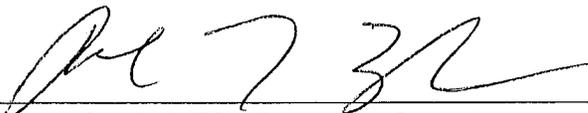
There was no public comment heard at this time.

6. **Adjournment**

There being no further business, a motion was made by Mr. Noonan, seconded by Mr. Kluge, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 7:10PM.

NEXT REGULAR COMMISSION MEETING: October 13, 2014

**Submitted by: _____
Ronald Kluge, Planning Commission Secretary**

Compiled by: 
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 9/8/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, OCTOBER 13, 2014
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Alma I. Riuz-Smith, Ronald Kluge and Dennis Noonan.

Board Members absent:

Kevin Ambrogio

Staff present:

Solicitor H. Clark Connor, Engineer Russ Kresge and Township Secretary Robert M. Zito.

1. **Approval of September 8, 2014 Regular Meeting Minutes**

The minutes of September 8, 2014 were reviewed and considered for approval.

Prior to a motion being made Mr. Zito pointed out a correction needed to be made to the minutes he drafted. Page 2, line 3, "future possible uses of the new" should be "**future possible uses of the new parcel**".

Mr. Kluge made a motion, seconded by Mr. Noonan to approve the minutes of September 8, 2014 as amended.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

2. **Request for a change in Zoning District – Worthington & Spineo Pocono Holdings LLC (Smoke Ridge Subdivision)**

No one was present to represent Worthington & Spineo Pocono Holdings LLC at this meeting.

Mr. Kresge explained to the Commission members that this was a complete submission and recommended approving the plans for review. He clarified that this was a "sister plan" to the ongoing (and thus far not approved) attempt by

Worthington & Spineo Holdings LLC for a zone change and division of Smoke Ridge Lot "3" into a smaller lot, thus creating a new Lot "11".

Mr. Noonan made a motion, seconded by Ms. Ruiz-Smith to approve official acceptance of the Smoke Ridge Revised Preliminary Major Subdivision Plan for review.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Ms. Ruiz-Smith made a motion, seconded by Mr. Kluge to table consideration of the Smoke Ridge Revised Preliminary Major Subdivision Plan.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

3. **Ray Price Dealership Expansion Land Development Plan – Center Rock Realty Company.**

Ms. Christine Troxell of Barry Isett & Associates, Inc. was present representing Ray Price. She presented a revised site plan to the Commission.

She began by addressing comments (a total of 49) made by Mr. Kresge on prior submissions. Addressed at this point were the variance for lot coverage, additional landscaping and the possible need for an environmental and community assessment study. Regarding the latter, Ms. Troxell said that a submission for an NPDES permit has been submitted to Monroe County Conservation District and that she hoped that the supporting documents for that permit could also serve as an environmental and community assessment study, if Ray Price was required to provide one.

Ms. Ruiz-Smith asked about the buffer, or green area, between the interior roads and the egress point on to Summit Avenue. Ms. Troxell said that pains were taken to try to maintain as much wooded area / buffer as possible.

The outdoor display of vehicles was discussed.

Ms. Troxell said that FAA restrictions were met, since the proposed building is lower than 35' high. Mr. Noonan suggested that Ray Price might be required to file FAA Form 7460, a suggestion that Ms. Troxell took under advisement.

Ms. Troxell noted that this project would be a consolidation of six smaller lots, into one larger lot, allowing for setbacks, etc. to be met. Also mentioned were several housekeeping-type items.

She said that an electronic submission has been made to PennDot regarding a Highway Occupancy Permit for State Route 940, and addressed Planning Commission concerns regarding traffic exiting on to Summit Avenue.

She also said that the possibility of extending public water to the site to serve possible future fire hydrants was extensively researched, but a cost in excess of \$2,000,000.00 has made that prohibitive.

She said, that per security reasons and possible theft / vandalism of vehicles, Ray Price would be requesting a waiver of the ordinance requiring the dimming of lighting after closing.

Ms. Troxell summarized by stating Ray Price would be seeking the following waivers:

- A waiver from doing a Resource Impact and Conservation Analysis.
- A waiver from SALDO Section 607.20.e which requires roadways servicing commercial areas to be designed and constructed to collector street standards.
- A waiver from SALDO Section 607.23 which would require sidewalks along State Route 940.
- Citing SALDO Section 615.2.c which allows the Township to use discretion in counting existing trees as a credit toward the total new project requirement, a waiver from Section SALDO 615.4.t.4 which requires a tree to be planted for every 15' of lineal frontage.
- A waiver to allow for parking in between the building and the right-of-way.
- For security purposes, a waiver from the requirement that site lighting be reduced after the close of business.

A discussion of display and customer parking requirements took place.

Mr. Kozen made a motion, seconded by Ms. Ruiz-Smith to recommend to the Board of Supervisors that Ray Price – Center Rock Realty Company be granted a waiver from Section 607.20.e which requires roadways servicing commercial areas to be designed and constructed to collector street standards.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Mr. Kozen made a motion, seconded by Ms. Ruiz-Smith to recommend to the Board of Supervisors that Ray Price – Center Rock Realty Company be granted a waiver from Section 607.23 which would require sidewalks along State Route 940.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

A lengthy discussion took place between Mr. Kresge, representatives of Ray Price and the Commission regarding the amount and type of landscaping and trees that might ultimately be required. The possible impact to neighboring properties was also discussed.

Mr. Noonan made a motion, seconded by Mr. Kluge to recommend to the Board of Supervisors that Ray Price – Center Rock Realty Company be granted a waiver citing SALDO Section 615.2.c which allows the Township to use discretion in counting existing trees as a credit toward the total new project requirement.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Mr. Kozen made a motion, seconded by Mr. Noonan to recommend to the Board of Supervisors that Ray Price – Center Rock Realty Company be granted a waiver to allow for parking in between the building and the right-of-way.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

It was decided by consensus that there was not enough information available at this time to consider the requested lighting variance. In addition the Commission chose to not consider the request to waive the Resource Impact and Conservation Analysis at this time, preferring to wait for comments from Monroe County before proceeding.

Mr. Kozen made a motion, seconded by Mr. Kluge to table consideration of the Ray Price Dealership Expansion Land Development Plan.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

4. **Extension Request - Pocono Mountains Office Commons – Phase 1 Final Development Plan – Arcadia Properties.**

Mr. Kluge made a motion, seconded by Ms. Ruiz-Smith to recommend to the Board of Supervisors that they grant an extension, to January 31, 2015, to Pocono Mountains Office Commons – Phase 1 Final Development Plan – Arcadia Properties.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

5. **Public Input**

There was no public comment heard at this time. Ms. Ruiz-Smith updated those present on the process of the UGI natural gas project. She expressed a concern of people possibly trespassing / crossing from a road in the vicinity of United Envelope. Possibly requesting that a gate or boulders be installed by the factory was also discussed.

6. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith, seconded by Mr. Noonan, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 7:50PM.

NEXT REGULAR COMMISSION MEETING: November 10, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

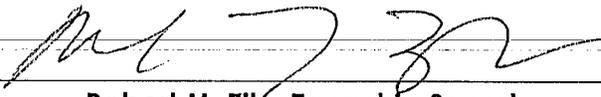
Date: 10/13/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 10, 2014
MINUTES**

The meeting was cancelled due to lack of quorum.

NEXT REGULAR COMMISSION MEETING: December 14, 2014

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 11/10/14

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, DECEMBER 14, 2014
MINUTES**

The meeting was cancelled due to lack of items for Planning Commission consideration.

NEXT REGULAR COMMISSION MEETING: January 12, 2015

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by:  _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: 12/14/14