



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466
(570) 894-8490 * FAX (570) 894-8413
WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, DECEMBER 10, 2018
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, Dennis Noonan, Steve Baker, Alma I. Ruiz-Smith

Board Members absent:

Kevin Ambrogio

Staff present:

Solicitor H. Clark Connor, Township Engineer Russ Kresge and Acting Recording Secretary, Erin Masker

Staff absent:

None

1. Approval of October 8, 2018, 2018 Meeting Minutes

Ms. Ruiz-Smith made a motion second by Mr. Baker to approve the minutes of the October 8, 2018 meeting as presented.

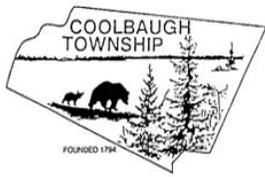
- **Discussion:** None
- **Vote:** All in favor, motion passes.

2. Request for Zoning Map Amendment for the Properties Owned by H. John Davis to Change Four Properties that are C-1 and C-2 Zoning to Industrial Zoning

Attorney Geoffrey Worthington and Owner H. John Davis were in attendance to discuss the request to change the zoning of four properties that are currently zoned C-1 and C-2 respectfully to Industrial Zoning stating that the one property is currently a non-conforming use as the previous tenant removed infrastructure which caused this to occur. Mr. Worthington stated that changing the zoning to Industrial will resolve this issue as it is a permitted use. Mr. Worthington stated that this request is in line with the future planning according to the regional comprehensive plan.

Mr. Baker made a motion second by Ms. Ruiz-Smith to recommend approval of the requested zoning map amendment from C-1 and C-2 respectfully to Industrial Zoning for the properties presented that are owned by H. John Davis. (Parcel Tax #'s as follows: 03/6/1/2, 03/6/1/4, 03/6/1/5 and 03/6/1/6)

- **Discussion:** Ms. Ruiz-Smith asked Mr. Davis the distance from the Belmont Bridge to his property being advised approximately 300-400' with Ms. Ruiz Smith stating that the Board of Supervisors are not inclined to fix that bridge as the majority of the ownership belongs to the borough of Mount Pocono. Ms. Ruiz-Smith asked Mr. Worthington if the ordinance presented is in line with the previously submitted ordinance that was provided by Solicitor Armstrong, being advised that this is the template that was provided with the necessary revisions.
- **Vote:** All in favor, motion passes.



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3. Review of Ardent Mills Silo Installation Plans- Pocono Township Project

The commission reviewed the plans provided. No action was necessary. Chairman Kozen wished Pocono Township good luck.

4. Review of Minor Subdivision Plan- Americo Volpe

There have been no new submissions since the review letter was provided on October 15, 2018. No action was necessary.

5. Request for a Waiver of Procedural Time for Americo Volpe Minor Subdivision Plan until January 30, 2019

Mr. Kozen made a motion second by Ms. Ruiz-Smith to recommend the request for a Waiver of Procedural Time for Americo Volpe Minor Subdivision Plan until January 30, 2019.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

6. Review Land Development Plan- Food Express Convenience Store/Dunkin Donuts

Ms. Ruiz-Smith made a motion second Mr. Baker to table the review of the land development plan for Food Express Convenience Store/ Dunkin Donuts.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

7. Discussion on Mini Cell Tower Ordinance

Solicitor Connor stated that the Board authorized the commission to move forward on the mini cell tower ordinance and stated that he will be working with Carson Helfrich to make the necessary changes and will have them available at the January meeting stating that Mr. Helfrich will also be in attendance.

8. Discussion on Ordinance §27-1107.1 Individual Business Identification Signs & Specific Parking Regulations

Solicitor Connor stated that he and Russ have already had a meeting with the Township Zoning Officers and discussed the issue pertaining to not allowing parking in front of businesses. Solicitor Connor stated that in his conversations with Mr. Helfrich that there may be an incentive to encourage the parking in the rear as opposed to commercial buildings through relief of pervious/impervious coverage stating that making them park in the back has not worked for us as they request relief. Solicitor Connor stated that we can move forward on the scheduled of uses which could include smaller retail stores and would be able to be passed through a resolution instead of an ordinance amendment stating that he will work with the Township Solicitor. Solicitor Connor stated that the Zoning Hearing Board had a hearing recently regarding signage and stated that they gave them a variance for a larger and taller sign, and an additional wall sign, but not for the additional pylon sign that they requested. Solicitor Connor stated that the requests for signs will always be different so changing the Ordinance to accommodate business will be very difficult. Ms. Ruiz-Smith stated her concerns with having a lot of signs along the road stating that she is in favor of wall signs on the buildings. Solicitor Connor stated that we currently allow one wall sign on buildings and stated that he will review that again.



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9. Other Business

Ms. Masker reminded the commission that we will have the reorganizational meeting on Monday January 14, 2019 stating that it will be authorized to advertise at the upcoming Board of Supervisors meeting. Ms. Masker also reviewed the proposed Ordinance guidelines that the commission was provided a copy of regarding that issuance if stipends for attendance at meetings and attendance policy. Ms. Masker stated that this Ordinance will be considered at the upcoming public hearing and meeting of the Board of Supervisors on December 18, 2018. Solicitor Connor asked Ms. Masker if she was able to locate the bylaws when the commission was changed from seven members to five and was advised by Ms. Masker that she did find them but they are not signed which is why the change is also included in the Ordinance provided. Solicitor Connor stated that these changes should be reflected in the bylaws once it is passed. Ms. Masker stated that she will rewrite the bylaws and include the changes for the commission to consider at their January meeting. Solicitor Connor asked the status of the codification being advised that it is ready to be submitted but that the Board is waiting to pass a couple of Ordinances that are currently in the process but that it does not include the parking and the sign ordinances as they realize these could take some time.

10. Public Input

Nothing was heard.

11. Adjournment

There being no further business, a motion was made by Mr. Baker second by Mr. Noonan to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 7:04pm.

NEXT REGULAR COMMISSION MEETING: Monday, January 14, 2019.

Submitted by: _____
Steve Baker, Planning Commission Secretary

Compiled by: **Erin M. Masker, Acting Recording Secretary**

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____