

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, MARCH 11, 2019
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, Ann Shincovich and Steve Baker

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 February 11, 2019 Meeting Minutes

Mr. Baker made a motion second by Mr. Noonan to approve the minutes of the February 11, 2019 meeting as presented.

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

2. Review of Minor Subdivision Plan- Americo Volpe

Brian Courtright was in attendance on behalf of his client Americo Volpe, presenting the Commission Members with updated plans which addressed comment #1 in Township Engineer Russ Kresge's review letter dated March 5, 2019. Comments 2 through 5 are still outstanding with discussion ensuing on Comment #3: 405.5: Owners' pertaining to the owner's certification. B. Courtright stated that there is no section in the ordinance that states that an owner certification is necessary with Mr. Kresge stating that it is cited in section 405.5. Solicitor Connor asked if there is an issue with obtaining the certification as it will also protect the surveyor with B. Courtright stating that the parties are in three different states and it is hard to obtain it. Mr. Kozen suggested that we review the ordinance and add it back into the ordinance as it was previously required. Solicitor Connor stated that the commission can send it on to the Board of Supervisors stating that the Township Solicitor could then advise them on the issue. Mr. Kresge stated that his concern is that the application is signed and submitted once, but that the plans can be re-submitted multiple times without the owner being aware of the changes that are being made.

Mr. Baker made a motion second by Mr. Noonan to recommend conditional approval of the Americo Volpe Minor Subdivision Plan upon all conditions in Township Engineer, Russell Kresge's review letter dated March 5, 2019 with special attention being made to item #3 in the review referring to the Owners Certification.

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

Mr. Baker made a motion second by Ms. Shincovich to recommend approval of the request for waiver of procedural time requirement for the land development plan of Americo Volpe until April 30, 2019 per the request dated March 11, 2019.

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

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

Mr. Baker made a motion second by Mr. Noonan to table the review of the land development plan for Food Express Convenience/ Dunkin Donuts.

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

4. Discussion on Mini Cell Tower Ordinance

Solicitor Connor provided the commission with a draft revision of the ordinance stating that there was a meeting that he attended this morning and that there are still some revisions to come. Solicitor Connor stated that originally the DAS was granted PUC status then it was revoked and then granted again through an appeal and is now in the appeal process once again. So there is still more to come on the outcome of the litigation. These revisions will be made and will be circulated to the commission prior to the next monthly meeting. Ms. Shincovich asked about the need to update the ordinance should a new generation of service become available being advised by Solicitor Connor that there would not be a need. Ms. Shincovich questioned (General Criteria Section, Letter N) transfer of ownership of devices/ the removal of devices that are no longer being used and the process that would take place for permitting a transfer of service on the devices from one vendor to another so that they are not removed by the Township when still in use with Solicitor Connor stating that he will look into the wording and make sure that those concerns are covered. Mr. Baker stated that he has asked this in the past, but wanted to make sure that there will be no interference issues with the devices and the Army Depot or the Airport with Solicitor Connor stating that he will look into it but is not aware of any issues being discussed at this point. This item will be on the next agenda for review.

5. Discussion on Ordinance §27-1107.1 Individual Business Identification Signs and Specific Parking Regulations

Solicitor Connor provided the commission with a copy of a parking schedule that was provided by Township Engineer, Russ Kresge which was created for another Township. Solicitor Connor stated that this schedule matches our use schedule more than the previous schedule. We will have to hold off on moving on this until the sign issue is resolved as Solicitor Connor stated that these items will have to be passed by Ordinance according to a conversation with the Township Solicitor and not by Resolution as he previously thought. Solicitor Connor stated that there are changes that can be made to the sign ordinance based on Zoning Hearing Board issues that have been presented which he will present at a future meeting. This item will be on the next meeting for further review.

6. Request for Joint Planning Commission Meeting with Mount Pocono Borough from Schlouch Incorporated- Lot 28 Pocono Mountain Business Park

Ms. Masker advised the commission that the Board of Supervisors agreed to a joint meeting for the submission of the sketch plan for the Schlouch Incorporated project but that any future meetings after that initial meeting will be separate as the SALDO is different for both the Borough and the Township. The commission will discuss the joint meeting once a submission has been made.

7. Public Input

Nothing was heard.

8. 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 7:11PM.

NEXT REGULAR COMMISSION MEETING: Monday, April 8, 2019.

Submitted by: _____
Steve Baker, Planning Commission Secretary

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

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____