

COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, MAY 13, 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 April 8, 2019 Meeting Minutes

Mr. Baker made a motion second by Mr. Noonan to approve the minutes of the April 8, 2019 meeting as presented.

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

2. Review/Recommendation- Zoning Hearing Board Application for Special Exception- Pocono Mountain Municipal Airport Authority

Attorney Geoffrey Worthington was in attendance to represent his client the Pocono Mountain Municipal Airport Authority. Solicitor Connor stated that the Airport Authority requested a public hearing before the Zoning Hearing Board to request a special exception in order to park empty trailers on the property located across the street from the airport stating that the application was denied by the zoning officer as the parking of trailers is an accessory use to warehousing. Solicitor Connor stated that there is a provision in the ordinance which allows the ZHB to allow a use that is similar to those permitted in the ordinance as long as it meets certain requirements. Attorney Worthington stated that the property was previously used by the community college for truck driving school. Attorney Worthington stated that there is a provision in the ordinance section 27-404.2 which allows for the establishment of uses not currently allowed through the request of a special exception stating that a parking lot is not permitted anywhere in the ordinance as a permitted use stating that he provided ordinances from two other municipalities that allow parking lots as a permitted use in different zoning districts. Attorney Worthington stated that according to the ordinance the criteria for a special exception is based on three factors (1) use must be similar to those in the same district, (2) no conflict of use and (3) not permitted in any other zoning district stating that this case meets all of the criteria set forth. Attorney Worthington stated that a building will not be erected on the property as there is a runway protection zone which is noted on the map. Mr. Kozen asked how the operation would work being advised by Jim Miller, Project Manager for the FedEx Supply Chain that there would be empty trailers stored at the site and that there would be a jockey that would move the trailers to the warehouse when needed and back to the lot empty when they are not needed and there would be a 24 hour, vehicle based, contracted security company that monitors the warehouse as well as the airport property where the trailers would be located. J. Miller stated that there would only be activity at the site during the day and on average 5-10 trailers potentially being moved in a day. Ms. Shincovich asked if there would be any other clients picked up to park in the lot being advised that they would not as there would be a contract. Mr. Noonan stated that the previous ordinance

allowed off site parking in different zones asking is this is the best direction to move forward or if the applicant should ask the Supervisors to change the ordinance to allow parking as a permitted use in this zoning district, being advised by Attorney Worthington that this is the best option to achieve they outcome they are trying to reach stating that the special exception should be easily met by the ZHB. Ms. Shincovich asked if there are any provisions in place for the removal of snow during the winter being advised by Attorney Worthington that it would be the responsibility of the tenant. Township Engineer, Russell Kresge stated that the zoning approval would run with the property and stated that we would need to know how many trailers are going to be at the site so that it would be included in the special exception approval should it be granted stating that if there is no limit we could have a problem in the future. J. Miller stated that there would be a maximum of 75 trailers at any given time. Ms. Shincovich asked where the entrance will be, being advised on 611 asking that the entrance be included on the sketch plan that is submitted.

Mr. Noonan made a motion second by Mr. Baker to recommend approval to the Zoning Hearing Board of the special exception for Pocono Mountain Municipal Airport Authority for the storage of empty trailers subject to the applicant adhering to the comments in the Zoning Officer's letter dated May 13, 2019 which includes providing screening and the submission of a sketch plan which determines the maximum number of trailers on the property as well as the entrance and exit points to the property, coordinating with PennDot on the HOP, ensuring that the trailers are empty, locked and that there is security by a contracted security company and that if the tenant should change, the Township will be notified.

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

3. Request for a Waiver of Procedural Time until December 9, 2019 for Food Express Convenience Store/Dunkin Donuts

Mr. Kozen made a motion second by Mr. Baker to recommend approval of the waiver of procedural time until August 20, 2019 with a letter to be sent to the applicant to verify the status of the project.

- **Discussion:** Township Engineer, Russell Kresge stated that the commission could send a letter requesting an update on the project or to request that the submission be withdrawn by the applicant stating that this has been done in the past as it is his understanding that when the commission acts on this plan it will probably change.
- **Vote:** All in favor, motion passes.

4. Review Land Development Plan – Food Express Convenience Store/Dunkin Donuts

Mr. Baker made a motion second by Mr. Kozen to table the review of the Food Express Convenience Store/ Dunking Donuts Land Development Plan.

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

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

Solicitor Connor stated that the parking ordinance has been completed and the uses now match the parking chart. Township Engineer, Russell Kresge stated that he is unsure how it is going to work with requiring the parking generation manual over the parking demand table as there is a fee in order to obtain the generation manual and is unsure how we can make the applicants purchase it in order to apply. Discussion ensued on the changes and the Planning Commission decided that they will remove the parking generation manual and will continue to include the parking demand table as in the current ordinance, and will remove the word maximum where it states that it is the minimum and maximum number of off street parking spaces required on page 2. Solicitor Connor

stated that they also amended the sign ordinance so that it is not as restrictive stating that the signs are allowed to be larger and there is an allowance for more wall signs which are both issues that have come before the ZHB in the past. The Planning Commission also agreed to allow LED Electronic signs in all commercially zoned districts as well as the industrial zoned district. These changes will be forwarded on to Carson Helfrich for correction and Solicitor Connor will be scheduling a meeting with the Township staff, Township Engineer, Russel Kresge, Carson and himself to go over the changes stating that he will circulate a revised copy to the commission as soon as it is available.

6. Discussion on Coolbaugh Township Codification

The Commission will review the codification for next month's advertised meeting.

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 8:06 PM.

NEXT REGULAR COMMISSION MEETING: Monday, June 10, 2019.

Submitted by: _____
Steve Baker, Planning Commission Secretary

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

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____