

COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, JUNE 10, 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 May 13, 2019 Meeting Minutes

Ms. Shincovich made a motion second by Mr. Baker to approve the minutes of the May 13, 2019 meeting as presented.

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

2. Full Gospel Holiness Church- Sketch Plan

Nate Oiler of RKR Hess was in attendance representing the Full Gospel Holiness Church located on Summit Avenue behind the Ray Price dealership. Mr. Oiler stated that there are currently two lots that they would like to combine to make one and add a recreation center. Mr. Oiler was looking for input from the Planning Commission on the issue with parking stating that it is the same members that will be using the rec center as the church stating that both will not be in use at the same time. Mr. Oiler would like to know if the parking that is currently there for the church would be sufficient for the rec center as well without having to provide additional parking. Mr. Oiler also stated that they will begin soil testing for the septic stating that there is one area that would be suitable. Pastor Trawick was in attendance and stated that the rec center would only be used for the members of the church congregation to assist with a space for senior citizens that would be all on one floor, ADA compliant and would not have stairs for access as the church is hard for some seniors to enter.

- **Discussion:** Township Engineer, Russell Kresge stated that the determination needs to be made as to the use of the building which will need to be determined by the Township Zoning Officer, stating that after that is determined the question about the parking could be addressed. Solicitor Connor stated that the parking is determined in the SALDO and not zoning. Mr. Kresge asked if they have met with the Township SEO to evaluate the current septic system that is in place, being advised that they have not yet. Mr. Kresge stated that there has to be separation between the main building and the recreation center with a separate entrance which would allow for access to the building and the ability for Emergency Service Vehicles to have access. Mr. Kresge also confirmed that the building would have to be ADA compliant. Ms. Shincovich asked if the center would have ADA compliant restrooms being advised by Pastor Trawick that it would stating that the church is grandfathered in as it has been there for many years. Mr. Kresge asked how many members are in the congregation being advised there are approximately 50 which many are dropped off for services or take the bus to the church therefore there are not many

cars in the parking lot during services. Mr. Oiler stated that the next steps they will take will be to meet with the Zoning Officer regarding that use and to have the soil testing done.

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 Food Express Convenience Store/ Dunking Donuts Land Development Plan.

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

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

Solicitor Connor stated that we have liberalized the business signs on premises and added clarification to the wall signs that are allowed. Solicitor Connor stated that we are passing along portions of what has already been completed which will allow for the Supervisors and Township Solicitor to review them, stating that this is not part of the current codification.

Ms. Shincovich made a motion second by Mr. Baker to pass the amendments to Ordinance §27-1107.1 Individual Business Identification Sign & Specific Parking on to the Board of Supervisors for review.

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

5. Short Term Rental Discussion

Solicitor Connor stated that the commission requested permission from the Board of Supervisors at the last meeting to be able to work with Carson Helfrich on the short term rental ordinance which has been authorized. Solicitor Connor stated that at the meeting that was held at the township to review the signs and parking there was discussion on the short term rentals being a transient use stating that can be restricted in the residential zoned areas. Solicitor Connor stated that there may be some zoning districts within the township that the commission may feel would be appropriate to allow short term rentals stating that if they are allowed we could choose to have a police powered ordinance which would determine the guidelines which could include tenant registration forms being filed with the township, inspections and septic system requirements with the other option being to not allow them at all.

- **Discussion:** Mr. Keane, Director of Codes and Zoning stated that most of the complaints that are received at the Township are noise complaints stating that many HOA's prefer short term rentals over long term as the upkeep on the properties for short term rentals is much better. Mr. Keane stated that a stand-alone ordinance would be beneficial as it would allow for enforcement stating that the concern is for the safety of the residents as there are properties that are a 3br/2bath home that is being advertised as a 6br/4bath home and there are no permits on file for the addition of living space. Mr. Noonan stated that many times the municipalities do not have the manpower to find the homes that are short term rentals and are complaint driven. Solicitor Connor stated that some properties that pay hotel tax could also alert the municipality to the status of short term rentals. Solicitor Connor stated that when Carson Helfrich was a zoning officer by Wallenpaupack they allowed short term rentals in all zoning districts and had a regulation type ordinance which seems to be working for them in managing them. Mr. Baker stated that he agrees with Mr. Keane that the upkeep on short term rentals is much better than long term rentals as they need to be appealing to those that are vacationing. Mr. Noonan stated that at the seminar he attended it was discussed that Monroe County is the 3rd in the state for short term rentals and stated that the county would have received 14 million dollars if they had all paid the hotel tax for their rentals. Ms. Shincovich asked if there was a way to cut off the

power, water or sewer to residents that short term rentals that were not adhering to the rules set forth stating that we need to start somewhere to have rules on the books. Solicitor Connor stated that he will circulate some sample ordinances for the commission to review and asked that they give some thought as to the zoning districts that they believe short term rentals should be allowed in.

6. Discussion on Coolbaugh Township Codification

Mr. Baker made a motion second by Ms. Shincovich to recommend approval of the Coolbaugh Township Codification to the Board of Supervisors.

- **Discussion:** Mr. Keane stated that once the codification is complete the commission can be given access to the online code of ordinance which would give each member a login and would allow them to go in and make notes in sections of the ordinance that only they would be able to see. Mr. Keane stated that this would make sending out letters much easier as it would give the capability of copy and paste in word format.
- **Vote:** All in favor, motion passes.

7. Public Input

Solicitor Connor stated that the Pocono Mountain Municipal Airport received an approval from the Zoning Hearing Board with conditions for the parking of trailers at the property across from the airport. Mr. Keane stated that a plan was provided to the Township which shows 98 parking spaces for trailers.

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 7:44 PM.

NEXT REGULAR COMMISSION MEETING: Monday, July 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: _____