

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, JULY 8, 2019
MINUTES**

The meeting was called to order by Planning Commission Vice Chairman Dennis Noonan at 6:32pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

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

Board Members present:

Bernard Kozen, Dennis Noonan, Kevin Ambrogio, Ann Shincovich and Steve Baker

Board Members absent:

None

Staff present:

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

Staff absent:

None

1. Approval of June 10, 2019 Meeting Minutes

Ms. Shincovich made a motion second by Mr. Ambrogio to approve the minutes of the June 10, 2019 meeting as presented.

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

2. Land Development Plan Submission-PMBP South Section 2- Lot #28- LPC Pocono I, LLC.

Ms. Shincovich made a motion second by Mr. Baker to accept the land development plan submission for review for the Pocono Mountain Business Park South Section 2- Lot #28 for LPC Pocono I, LLC.

- **Discussion:** Township Engineer, Russell Kresge stated that there were a few items that were missing from the original submission that have since been received and he would consider this a complete submission.
- **Vote:** All in favor, motion passes.

3. Land Development Plan Submission- Robert Latzanich: Storage Units

Brick Lindner was in attendance representing his client Robert Latzanich and spoke to the Board about the proposed plan submitted stating that it would include the self- storage units, a U-Haul rental and available rental space for RV and large vehicle parking. The property is located on Route 196 south of Echo Lake Road in Tobyhanna. Mr. Lindner stated that the pre-application meeting was held with the Monroe County Conservation District as well as a meeting with PennDot regarding the HOP.

Mr. Noonan made a motion second by Mr. Baker to accept the land development plan submission for review for Robert Latzanich Storage Units.

- **Discussion:** Township Engineer, Russell Kresge stated that he never received the package from Mr. Lindner and stated that based on the electronic submission, we are still missing the PNDI report, Monroe County Planning Commission filing receipt and the wetland delineation. Mr. Kresge also stated that according to the Township Ordinance there is supposed to be a representative from the Township at the MCCD pre-application meeting which Mr. Lindner stated already took place. The Commission asked that a letter be sent from the Township tot the MCCD to make them aware that the Township is required to have a representative at the pre-app meetings moving forward.
- **Vote:** All in favor, motion passes.

Ms. Shincovich made a motion second by Mr. Noonan to table to plan for Robert Latzanich- Self Storage

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

4. **Sketch Plan- Gabriel Suydam**

Mr. Suydam was in attendance to speak about the 24' x 36' pre-fab garage that he would like to put on the pavement of his driveway to have a car repair shop stating that he currently owns a car repair business and he and his wife are interested in being able to work from home. Mr. Suydam stated that the driveway is paved and is big enough for the pre-fabricated garage to be placed on as well as for the parking of vehicles stating that they provide services for local customers and will not be putting up any signs on the property to advertise the business. Mr. Suydam stated that his property is zoned C-1 and he is hoping that he may be able to avoid the cost of a land development plan and all the costs associated with it. Township Engineer, Russell Kresge stated that when putting more than one structure on a property it requires a land development plan and stated that a waiver for this requirement would need to go before the Board of Supervisors. Mr. Kozen stated that we welcome the business in our community but want to make sure that we follow the rules. Mr. Noonan stated that the land development plan protects you from future issues with neighbors and following the ordinance is always the best option. Solicitor Connor stated that the commission could choose to require a site plan which is in between completely waiving the land development requirement and requiring it, so that it will be presented for review prior to the garage being installed.

Mr. Noonan made a motion second by Mr. Ambrogio to recommend waiving the land development plan requirement for the Gabriel Suydam Garage conditioned on the submission of a site plan for review.

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

5. **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/ Dunkin Donuts Land Development Plan.

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

6. **Short Term Rental Ordinance Discussion**

Solicitor Connor stated that this short term rental ordinance presented is from the ordinance in Palmyra as well as from some other ordinances that he and Carson have worked on asking the commission for their comments. Ms. Shincovich reviewed her comments and questions pertaining to the properties with homestead exclusions that they may choose to rent out, asked for habitable to be defined in sections 324.10.A.5, Page 8 number 15, asking how would the Township know if the cameras installed are working or are dummy cameras, requested clarification in section 324.15.A as to whether it is five days or five business days, add in notification could be sent via email to the transaction account email for the air bnb account holder, asking if there is a way to post the property should they be in violation of the short term rental ordinance in section 324.16.D and asking about specification as to when the hearings would be held by the Board of Supervisors for those that violate the ordinance. Solicitor Connor stated that he will review these questions/comments with Carson and will get a response to the Commission. Solicitor Connor asked if the commission is interested in determining the locations where short term rentals would be allowed with the consensus wanting to wait for the comments from the codes department.

- **Discussion:** Eric Usbeck from Arrowhead Lakes asked if these rules would be able to be enforced in a gated community and stated that they have over 225 short term rentals in their community and 50 long term rentals stating that they are interested in working with the Township on the ordinance as some of the items may require them to change their covenants in the community. Mr. Usbeck stated that he is happy to hear about the inclusion of the occupancy requirements also stating that their current covenants does not allow for outside signage asking if there is a way to wave that requirement or would they have to change the covenants to accommodate them. Ms. Shincovich stated that maybe there would be a way to have the information posted somewhere else on the property or a QR code. Mr. Ambrogio suggested putting the sign inside the house. Ms. Shincovich stated that nuisance calls can become costly for the township with the Fire, EMS and Police coverage, stating that this ordinance could assist with those issues. The commission requested that the draft ordinance be sent out to the communities for review. This item will be on the agenda for next month. Members in attendance thanked the commission for their time and service to the community.

7. Upcoming Zoning Hearing Board Hearing- Center Rock Realty

Brick Lindner, Engineer spoke on the upcoming Zoning Hearing for a variance for Center Rock Realty stating that Ray Price Motors would like to add on to their dealership by adding a jeep dealership on their property located on Route 940 in Pocono Summit. They are requesting a variance on the maximum lot coverage to increase to 65% and a variance on the setbacks for the display parking on the side. The commission looks forward to the plans for the new building coming before them in the future and wishes Center Rock Realty good luck.

8. Coolbaugh Township- Zoning Ordinance Amendment adding Light Manufacturing and Industry as a Conditional Use in the C-2 Office Park Zoning District

Ms. Shincovich made a motion second by Mr. Baker to recommend approval of the Zoning Ordinance Amendment to the Board of Supervisors to include Light Manufacturing and Industry as a conditional use in the C-2 Office Park Zoning District.

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

9. Public Input

Ms. Masker stated that the Township Codification is complete and the Code of Ordinance and the SALDO are available in the binders in the meeting room as well as online reminding the commission that if anyone needs a hard copy of a login to please let her or Mr. Keane know.

10. 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 7:58 PM.

NEXT REGULAR COMMISSION MEETING: Monday, August 12, 2019.

Submitted by: _____
Steve Baker, Planning Commission Secretary

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

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____