

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
December 3, 2019

The work session was called to order by Chairman William Weimer at 6:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Clare Colgan, Lynn Kelly and Alma I. Ruiz-Smith

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Assistant Business Manager, and Tomas Keane, Director of Codes & Zoning

Staff absent:

None

Mr. Weimer announced that this work session is being recorded to aid in the preparation of the notes.

1. Discussion on Proposed Short Term Rental Ordinance

Multiple residents and homeowner association representatives were in attendance to discuss the proposed short term rental ordinance. Solicitor Armstrong stated that the ordinance is a standalone ordinance that will be enforced by the designated enforcement officer as determined by the Board of Supervisors.

- **Discussion:** Ms. Kelly asked about the zoning districts where short term rentals would be allowed with Solicitor Armstrong stated that the location is up to the Board and would be determined in the schedule of uses located in the zoning ordinance. Ms. Kelly asked about the process for appeals of Notices of Violation that may be issued being advised by Solicitor Armstrong that appeals would come to the Board of Supervisors or the Board could choose to create an Appeals Board. Ms. Ruiz-Smith stated that she is not in favor of the Board of Supervisors hearing the appeals and stated that she will not be attending the hearings due to safety concerns. R. Cortez asked how a phone call/complaint becomes a notice of violation being advised by Solicitor Armstrong that there would be an investigation conducted before a notice of violation would be issued. Ms. Ruiz-Smith questioned the number of people allowed at a property stating that there are times when people may rent a home for a family reunion which could be a day event and they could be restricted to 21 people total even if they are outside. R. Cortez suggested using the square footage of the property to determine the occupants allowed with Ms. Ruiz-Smith stating that may be a good formula to calculate the occupants. Mr. Keane stated that the sewage system needs to be a factor in the amount of guests that are allowed to be sure it is maintained. Ms. Ruiz-Smith discussed her concerns with the parking stating that some vehicles are bigger than others which would affect the parking calculation proposed. C. Dunn, APCP Manager stated that APCP has central sewer and asked how that would factor in to this ordinance. Ms. Dunn stated that there are only a couple problem properties stating that her public safety department has been able to deal with them. Discussion ensued on the rules for short term rentals vs. rules for owner occupied properties and health and safety concerns affiliated with short term rentals. Mr. Weimer stated that the guidelines in the ordinance are to protect the health and safety of the short term renters as well as the owners and neighbors in the area. Mr. Weimer stated that most Short Term Rental owners do what

is right. H. Pickard from the Pocono Mountain Association of Realtors stated that many companies handle the sales tax and hotel tax requirement for their clients so they do not need to apply for a PA license. She suggested that the wording could possibly be changed to reflect that. S. Ladd, short term Rental owner, Arrowhead Lakes stated that she believes this ordinance is heavy handed for someone like herself that has two small homes that she rents out and has never had any complaints against her. D. Broxmeier stated that there are some homeowner associations that do not have enforcement officers and stated that he is in favor of the ordinance the way that it is written. Mr. Weimer stated that there will be another work session held in the future to continue discussions stating that it will be held outside of a regular meeting date and possibly at the library to be able to invite more people. S. Ladd asked if the Board would consider holding the meeting on a Saturday so that more renters would be able to attend that live farther away.

2. Other Business

Nothing was heard.

3. Public Input

Nothing was heard.

Work Session ended at 7:00 pm.