

Coolbaugh Township Planning Commission
Regular Meeting
Monday May 9, 2022
Minutes:

The meeting was called to order by Chairman, Bernard Kozen at 6:30 pm located at the Coolbaugh Township Volunteer Fire House on 652 Laurel Drive, Tobyhanna, PA.

Board Members Present:

Bernard Kozen, George Dobson, Ann Shincovich, and Michael Schlegel

Board Members absent:

Kevin Ambrogio

Staff present:

Township Engineer, Russ Kresge, Solicitor H. Clark Connor, Tomas Keane, Director of Zoning

Staff absent:

Acting Recording Secretary, Erin Masker

1. Approval of April 11, 2022 Meeting Minutes:

Mr. Dobson made a motion second by Ms. Shincovich to approve the Meeting Minutes of April 11, 2022 as presented.

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

2. Recommendation of approval of Major Subdivision Plan for Pocono Mountain Corporate Center North Warehouse (566 Memorial Blvd., Tobyhanna, PA)

Rik Longacre reviews details pertaining to the preliminary subdivision of the project based on comments in Township Engineer, Russ Kresge's letter dated May 5, 2022. He discusses the intent of the developer for the two parcels Lot 1 and Lot 2 which are divided by a small stream. In order to get subdivision done all approvals are required for sewage disposal for both Lot 1 and Lot 2, and a traffic HOP, and the sewage will be hooked up to the existing low-pressure spray irrigation system owned by PMI (Pocono Mountain Industries). The developer had to get all the correct records in place for planning so that the PA DEP can get an exemption for this treatment plant. Both lots are in the same permit application. The developer has to wait for the PA DOT permits to proceed with the subdivision. Township Engineer Mr. Kresge discusses the three main issues with the completion of certificates; the planning exemption for sewage disposal; and the HOP permits. He reinstates that this is a preliminary subdivision plan that can be recommended when all the certificates are approved with the signatures and seals, and addressing all the outside agency comments related to those issues with sewage and traffic as outlined.

Mr. Kozen made a motion second by Mr. Dobson to recommend approval of the major subdivision plan for Pocono Mountain Corporate Center North Warehouse provided the requirements of Mr. Kresge's comments are met for sewage treatment, certificates, seals and signatures, the HOP permits, and all outside approvals.

- **Discussion:** None

- **Vote:** All in favor, motion passes.

3. Recommendation for Approval: Land Development Plan for Pocono Mountain Corporate Center North (566 Memorial Blvd., Tobyhanna, PA)

Mr. Longacre discusses the land development plan for the distribution center located off Pa Rt. 611 and adjacent to the Lackawanna Railroad tracks for a 330,000 square foot building. The design of the building within Lot 1 is affected by existing locations of power and gas lines. This is a "single loaded" building, which means there are loading docs and truck parking only along one side of the building, ancillary truck parking at the south end of the parking lot, and office/car parking on each end of the facility. There will be two stormwater basins on the developed site, and some smaller infiltration systems. The facility on Lot 1 and tentatively in the future for Lot 2 will use the PMI owned water treatment plan about one mile away, and will also receive public water. There is sufficient flow for a sprinkler system so no storage tanks are needed. The main access road for the facility is across Pa Rt 611 from Laurel Drive. There will be no traffic signal at this entry point which will act as a fully functional intersection. There will be a deceleration lane from PA Rt 611 South. There is an emergency access lane to Pa Rt 611 from the main truck parking area. The facility is located on a wooded area with a stream and wetlands. The engineering for the facility, stormwater, and land development is completed. There is an issue with the buffer zones from the stream and wetlands that have been pointed out by Township Engineer Russ Kresge. The SALDO waivers requested by the developer in a letter dated February 18, 2022 include a waiver for the 85% parking requirement because the developer wants to put in all of the parking at the time of development without holding any in reserve. Township Engineer Russ Kresge explains the parking ordinance with the intent of holding parking in reserve, and that also requires additional application to the township Board of Supervisors, and is not necessary if the developer wants to build out all the parking. He also further explains the waiver of the Four Step Design Process which is primarily for large residential projects. Final SALDO waiver is for relief of the requirement for no parking between the facility and Pa Rt 611. It is acceptable for staff parking in this space, and Mr. Longacre indicates there is no other location on the development for staff parking because of the space restrictions.

The waivers not related to SALDO are all part of an encroachment of the wetland buffer zones.

Mr. Longacre points on his drawings where the 50' and 100' offsets are proximal to the site plans, and to a location along the road that is outside of the 50' buffer, but is also above grade. They want to grade into the buffer rather than doing a retaining wall which would be about 10 – 12 feet high, and also require future maintenance and likely a safety fence. They want to grade out a slope and vegetate it so that it becomes naturalized into the buffer zone. Chairman Bernie Kozen asks what is the grade of the slope, and Mr. Longacre indicates it will be 2:1 slope, and it will not be mowed, except for the top 10' closest to the drive, but the remainder will allow to naturalize into the buffer for the wetland. Drawings are already submit with the land development plans as part of the grading and utility sheets. Ms. Shincovich asks Mr. Longacre about the site stabilization during construction to protect the stream. Mr. Longacre explains this is determined by the conservation district as part of the ENS and NPDES permits and are based on the slope and distance of the area of disturbance. He indicates that the area must be seeded and stabilized, and that a slope pipe was asked for on this embankment to help redirect any stormwater flows. Mr.

Longacre reviews the contours of the building related to the site features, gas line, and wetland, and further explains why the 30' by 90' corner section that causes the encroachment problem on the wetland. The developer does not want to reduce the 20' buffer they have along the north-west side of the building that parallels the gas line. Township Engineer Russ Kresge indicates the final three waivers requested are all associated to the 100' buffer and can be considered together. Solicitor Clark Connor asks if the buffer requirements are in the state regulations. Mr. Longacre responds that the state regulates water courses and they have a 150' riparian buffer from the stream which is very strict. The state is primarily focused on the stream as the critical element to protect.

A comment is made from the public by S. Anderson-Kreig who resides in Pocono Farms East. She wants to stay informed about this project and cares about the environment. Mr. Longacre explains to her how the building is situated on the property with a "cut and fill" technique to find the best level location, so one side may be slightly below the road line and one side is higher. She asks about run-off from asphalt tars when it rains heavily. Mr. Longacre indicates there are state regulations and conservation district regulations, and how the three basins and the silt sacks on the site will capture storm water to help remove impurities and slow the rate of flow.

A comment is made by J. Smith-Hughes who resides in Pocono Farms East about when the permits come from DEP and MCCD in the sequence of planning. Chairman Bernie Kozen indicates that before they can be approved by the Board of Supervisors, the developer has to have the permits from the conservation district, and those buffers are determined by the township's Ordinance. Smith-Hughes indicates that MCCD told Pocono Farms East they were not able to disturb their wetlands, and if engineering reviews are required for the developer, and also about the Environmental and Community Needs Assessment report. Township Engineer Russ Kresge indicates that is already in the Ordinance that they have to stay 150' away from the wetlands, with the 50' inner buffer having more restrictions than the 100' outer buffer, and they are asking for waivers to intrude on those buffers.

A comment is made by J. Miller who resides in Lexington Woods Estates, who states he is very familiar with this property that is a high quality 600 acres of swamp and creek that empties into Duck Pond and then the big lake. He and his wife moved into Lexington Woods Estates when the property was zoned "clean and green", and then later was rezoned. He asks the board to reject the waiver requests that allows development into the wetland.

A comment is made by L. Kelly who resides in Tobyhanna, PA, who makes a comment objecting to the position of the developer that there is no environmental impact by encroaching into the 150' buffer zones which gives the land time to filter particulates before they get to the creek. She is concerned about the information in the Environmental and Community Impact Study, and the MCCD requirements for the NPDES permit. There is disagreement as to whether this is a wetland or just a buffer zone. Mr. Longacre insists there is a difference between the township's rules and the state regulations, and states that the township rules do not apply to this project. L. Kelly emphasizes the importance of the Environmental and Community Impact Study.

Mr. Kozen made a motion second by Mr. Dobson to recommend to the Board of Supervisors to grant the waivers for items #1 - #3 related to SALDO requirements of number of parking spaces, four step design, and the location of the parking spaces.

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

Mr. Dobson inquired if all four of the wetland waivers can be treated together with Chairman Bernie Kozen indicating yes.

Mr. Dobson made a motion second by Mr. Schlegel to recommend to grant the waivers for items #1 - #4 related to the 150' wetland buffers for grading within the 50' buffer, access roads and parking lots constructed within the 100' buffer, the prohibition of structures within the 100' outer buffer, and the requirement not to alter more than 20% of the 100' outer buffer, including the receipt of approvals from MCCD and PA DEP.

- **Discussion:** Chairman Bernie Kozen discusses the inclusion of the Environmental and Community Impact Study and Mr. Dobson indicates that is not part of our authority. A question arises if the ECIS should be included in our recommendation. Ms. Shincovich does not want to proceed with a vote without understanding the contents of the ECIS in order to be open and transparent, and is reminded there is already a second. Mr. Longacre comments that the ECIS is extensive covering all aspects of the project from traffic to economics, and that it all comes down to state regulations for quantifiable performance measures and practices. Chairman Bernie Kozen asks Township Engineer Russ Kresge about the retaining wall if it is better environmentally. He responds that a very long retaining wall is not as good as a slope which will return to nature. L. Kelly asks a question whether we already have an ECIS report. Members of the Planning Commission confirm receipt of the report at the beginning of the meeting. L. Kelly objects to making the ECIS report irrelevant to the outcome. Mr. Dobson comments that the report is based on state standards and the buffers are based on a township standard, and the report will not affect his decision because the state standards are met and the township standards are not the issue. Chairman Bernie Kozen proceeds with the motion when there is no other discussion.
- **Vote:** 3-1, motion passes.

Chairman Bernie Kozen brings the meeting back to the review of Township Engineer Russ Kresge's comments from his letter dated May 5, 2022 to the Planning Commission. Ms. Shincovich interjects that the bulk of his letter is regarding the waiver requests. Mr. Longacre indicates they got the first technical review from MCCD and there are no major comments. Township Engineer Russ Kresge continues with comments related to the NPDES review and the financial guarantee agreements. Township Engineer Russ Kresge proceeds to review comments of the SALDO indicating the Monroe County Planning Commission must have completed the review, and he mentions there is a problem with the deed reference. He further mentions there is not sufficient information on fire and emergency access to the site and interior portions, and if there are enough hydrants. He also asks about where they are with the PMDI impact statement. Mr. Longacre indicates the DCNR did a rare plants study which was conveyed to the township and that none were found, and that this report is also provided to the DEP. The developer also submit the safety

plan to the Fire Chief. Township Engineer Russ Kresge proceed with the sewage planning module submit to DEP which is a condition of the subdivision plan approval, and is pending, and reiterates that all the plans have to be signed and sealed to be delivered to the Board of Supervisors. The PA DOT HOP is still pending. He continues that once the subdivision plan is recorded, the current information should be put on the land development plan because the current plan still shows the PMI on the deed, and more requirements for the letter of adequacy from the conservation district for the ENS plan, and the waivers to be approved by the Board of Supervisors listed on sheet 1.

Mr. Dobson indicates to Mr. Longacre that he is the Fire Chief, and asks for clarification about outside hydrants. Mr. Longacre indicates they are on the outside curb line, and that the building is sprinklered. Also there is a 12" main with a flow of over 2,000 gallons per minute. Mr. Dobson further asks if there is any exhaust system in the building with Mr. Longacre replying he is not sure.

Township Engineer Russ Kresge continues with zoning comments, and the project is in compliance with the zoning setback and ordinances. The required amount of parking spaces are correct, and zoning permits will be required for parking signs. The township Director of Codes and Zoning, Tomas Keane, is in agreement as per a letter dated May 6, 2022. Chairman Bernie Kozen asks if we have received comments from the Monroe County Planning Commission. Township Engineer Russ Kresge reviews some MCPC comments. Mr. Longacre indicates they have only received comments from the first technical review from the Monroe County Conservation District, and is expecting a permit within the month. Mr. Longacre is not hopeful on a timely return of the PA DOT HOP.

Mr. Dobson asks Township Engineer Russ Kresge if there are any other issues, pending the waivers being sent to the Board of Supervisors. Mr. Kresge comments that the majority of pending issues are the waiver requests and the outside approvals. He also indicates the Environmental Community Impact Statement, now required by the Township Board of Supervisors, is not yet reviewed. Mr. Longacre asks if the land development plan can be moved forward contingent upon review of the ECIS being deemed acceptable. Chairman Bernie Kozen asks who should deem it acceptable, especially as timeliness is an issue for the developer and because no one has had a chance to read it. Mr. Dobson suggests that we can create a new process with conditional approval with the ECIS reports, similar to the process of review by Township Engineer Russ Kresge, and Ms. Shincovich agrees. Township Engineer Russ Kresge can make a final determination as to the issues addressed in the ECIS.

Mr. Dobson made a motion second by Mr. Schlegel to recommend the Land Development Plan to the Board of Supervisors pending all comments being met, as well as the acceptance of the waiver requests, in addition to the acceptance of the Environmental Community Impact Study by the Township Engineer, and all of the outside agency approvals.

- **Discussion:** Township Solicitor Clark Connor comments that if any of the outside agency approvals result in an alteration of these plans, that the plans will come back to the Planning Commission. Chairman Bernie Kozen also makes a point about the ECIS that he trusts Township Engineer Russ Kresge's judgement, but he would still like to read it himself.

Mr. Dobson further comments about the ECIS as a new procedure, that as we review it ourselves, if we have questions and concerns, we can discuss it amongst the Planning Commission members, and that could potentially sway the Township Engineer into whether he accepts the plan or not, or we could request that he does not.

- **Vote:** 3-1, motion passes.

4. Review of Land Development Plan RCI Properties (Pocono), LLC- Request to Table

Ms. Shincovich made a motion second by Mr. Dobson to table.

- **Vote:** 4-0, motion passes

5. Acceptance for Review: Imperial Realty Property Group, LLC. Minor Subdivision/Lot Consolidation Plan for Corporate Center Drive East/ Kolb Ct & Belmont Avenue)

Representatives, Tom Skeans of Imperial Property Group and Ana Martins of Van Cleef Engineering were present to discuss the minor subdivision application. Township Engineer Russ Kresge indicates there has not been a thorough review for completeness but that it looks to be complete. Engineer Martins reviews the scope of the project for a warehouse to go in the corporate center on Corporate Drive East, and encompasses both C-2 office district zone and industrial zone. It is a 420,282 square foot building on the 9 consolidated lots of 37.64 acres with access drives off of the Corporate Center Drive. The building will have 64 loading spaces, 84 trailer spaces, 13 spaces for truck stacking, and 187 employees. Public water is available from PA American Water, and onsite septic is planned on the north east side and testing is underway. They have an identified wetlands along the eastern side of the site, and have placed the 50' and 100' offsets. Mr. Skeans indicates right now the intended plans are for a warehouse. Township Engineer Russ Kresge indicates the application includes a lot consolidation plan, and that should be a separate plan application, and should be recorded separately so it can be found in the records easily. Also, that the application including the septic module needs to get to the township's SEO for review immediately because there is a time limit on that and the application is incomplete without the SEO review. Township Solicitor Clark Connor indicates there is also a zoning issue with this plan. A portion of the project is located in the C-2 zoning district and accessory uses are not allowed for warehouses. The developers are aware of this issue. Township Engineer Russ Kresge asks if they have scheduled the pre-application meeting with the Monroe County Conservation District for stormwater plan. Engineer Martins indicates this has not been done yet, but she has had conversations with the MCCD for feedback on the wetlands and features. Township Engineer Russ Kresge indicates there is a complication because the projects that require a NPDES permit are subject to the DEP requirements which supersede the township ordinances, so they must have the MCCD meeting first before the township can review since the stormwater plan requires finalized first. He indicates that nothing can be finalized without the stormwater plan, and there is no infiltration testing yet. Engineer Martins indicates they had initial soil probes done, but are in the process of scheduling the tests. Engineer Martins indicates plans to use spray irrigation or dosing elsewhere on the site where infiltration rates may not be an issue. Township Engineer Russ Kresge asks if spray or dosing is addressed somewhere in the report. Engineer Martins says that there is a discussion of how stored water will be treated by rate and volume, but it's not finalized. Engineer Russ Kresge indicates the plans are labeled as preliminary and explains that in Coolbaugh Township, land development plans can be either filed as preliminary/final or preliminary

depending on if there is a sale or transfer of owner. Engineer Martins indicates they submit as preliminary/final because they did not have the infiltration testing back. Township Engineer Russ Kresge reminds them to get the planning module to the township SEO as soon as possible.

Mr. Kozen made a motion second by Mr. Schlegel to accept for review the minor subdivision and lot consolidation application of Imperial Realty Property Group, LLC, Corporate Center Drive East.

- **Discussion:** A question from the public is requested. L. Kelly states that this large project that will disturb more than two acres of land, and so will require an Environmental and Community Impact Study. Township Engineer Russ Kresge indicates there was an ECIS submit with their application.
- **Vote:** 4-0, motion passes

Chairman Bernie Kozen makes a motion second by Mr. Dobson to table the lot consolidation plan for Imperial Realty Property Group, LLC, Corporate Center Drive East.

- **Discussion:** None
- **Vote:** 4-0, motion passes

6. Acceptance for Review: Imperial Realty Property Group, LLC Land Development Plan for Corporate Center Drive East/ Kolb Ct & Belmont Avenue)

Mr. Dobson makes a motion second by Ms. Shincovich to accept the Land Development Plan for Imperial Realty Property Group, LLC, Corporate Center Drive East

- **Discussion:** None
- **Vote:** 4-0, motion passes

Chairman Bernie Kozen makes a motion second by Mr. Dobson to table the Land Development Plan for Imperial Realty Property Group, LLC, Corporate Center Drive East.

- **Discussion:** None
- **Vote:** 4-0, motion passes

7. Acceptance of Major Subdivision Plan for Northampton Farms, LLC (394/396 Memorial Blvd, Tobyhanna)

Paul Szewczak of Benchmark Engineering was present to represent the project and discuss the application for a major subdivision to create a 300-acre lot for their project, which is considered a major subdivision being part of the original Wal-Mart parcel. The remaining portion primarily around the existing Wal-Mart Distribution Center created from the subdivision will remain with the current owner. Township Engineer Russ Kresge points out a very small portion of the parcel on the other side of Interstate 380 that will remain undeveloped. The deed will be corrected to indicate a separate lot. The developer is not going to do anything about the easements that Wal-Mart has across the parcel they want to subdivide. They plan to work around existing Wal-Mart DC easements. Chairman Bernie Kozen points out that everything seems to be in order to accept the subdivision plan. Township Solicitor Clark Connor comments that there is a new procedure for how the township accepts plans, which is still pending and affects the 90-day review period. Chairman Bernie Kozen comments that we still need to accept the plan for review. Engineer Szewczak comments that the developer wants to work with the township in good faith for all of the comments and reviews.

Mr. Dobson made a motion second by Mr. Schlegel to accept the major subdivision plan for review for Northampton Farms, LLC (394/396 Memorial Blvd, Tobyhanna).

- **Discussion:** L. Kelly points out some discrepancies in the original application that will need corrected. Engineer Szewczak indicates this application can be updated and corrected. L. Kelly also points out that the application says there are no wetlands, and she challenges whether that is true based on an environmental impact study. Township Engineer Russ Kresge states that there will have to be wetland delineations on their plans. Engineer Szewczak indicates their information was from the previous subdivisions, and they are doing another review of the maps. J. Smith-Hughes asks a question to Engineer Szewczak related to his prior stated work on the local Arcadia North project which he states he designed. Engineer Szewczak explains the different phases of the Arcadia North project, and development stopped because demand for industrial projects stopped.

With no more discussion or comments, Chairman Bernie Kozen asks to resume the motion. Mr. Dobson asks Township Solicitor Clark Connor if it makes more sense to amend the motion to accept depending on the resubmission of the major subdivision plan application with updated information, and Solicitor Clark says yes.

Mr. Dobson amended his motion and Mr. Schlegel his second to accept the major subdivision plan for review for Northampton Farms, LLC pending resubmission of an application with updated information.

- **Discussion:** None
- **Vote:** 4-0, motion passes

Chairman Bernie Kozen makes a motion second by Mr. Schlegel to table the Major Subdivision Plan for Northampton Farms, LLC (394/396 Memorial Blvd, Tobyhanna).

- **Discussion:** None
- **Vote:** 4-0, motion passes

8. Acceptance of proposed 611 Industrial Center Land Development Plan for Review (394/396 Memorial Blvd, Tobyhanna)

Engineer Paul A. Szewczak addressed the pending or incomplete project application issues detailed in a letter dated April 25, 2022 from Engineer Szewczak to Township Engineer Russ Kresge related to traffic studies, on lot septic, and the location for the emergency access drive. Township Engineer Russ Kresge asks if the Township Supervisors have approved the emergency access road because of its relative proximity to the main driveway. Engineer Szewczak indicates there will be a complete intersection redesign and that they are including Main Street, Laurel Drive, the parking lot to the convenience store, and PA Rt 611 in the intersection redesign, and this is part of the PA DOT traffic study that is outstanding. Township Engineer Russ Kresge points out that the location of the on-lot septic will have to be changed because of proximity to the PA American Water pumphouse. A comment is made from the public. L. Kelly states that the Coolbaugh Township Supervisors did not vote to approve the location of the emergency access drive. Planning

Commission member, Michael Schlegel asks if the sprinkler systems for the distribution centers are stored on a rack, and the answer is no, that the developer does not want that to be done.

Mr. Schlegel made a motion second by Mr. Dobson to accept the preliminary land development plan for 611 Industrial Center (394/396 Memorial Blvd, Tobyhanna).

- **Discussion:** A question is asked by L. Kelly as to whether the plans are being accepted at this meeting, and she further questions the volume of the proposed on-lot sewer capacity. Engineer Paul Szewczak indicates that they are using a best estimate for industry standards. There are no further questions.
- **Vote:** 3-1, motion passes

9. Presentation by Evergreen Farms, LLC for Special Exception Hearing Before the Township Zoning Hearing Board for project located on 174 Memorial Blvd (and PA Rt 423), Tobyhanna

Engineers Joe Pipperto and Ana Martins, as representatives from Evergreen Farms, LLC, present details related to their proposed project, located in a C-3 zone, which requires a zoning hearing to have an exception made for a warehouse development. Engineer Martins outlines the details of the building and land development, as related to the size, orientation, employees, truck traffic and water and sewer hook-ups as outlined in letter from Township Engineer Russ Kresge. Engineer Pipperto indicates receipt of a letter from Township Director of Codes and Zoning, Tomas Keane, that is in agreement with the details reviewed by Township Engineer Russ Kresge, related to setbacks, height requirements, lot coverage, and community water and community sewer. Engineer Pipperto continues to explain that the Environmental and Community Impact Study has been completed, and further comments about a need for traffic study, HOP and stormwater plans. He indicates that there has not yet been an infiltration study, and the developer is considering both spray and dosing as a solution to on-lot water treatment. The plan is to hook-up to the public sewage, but if that is not a choice, then they will attempt a two or more developed lot project that will allow for a private water treatment plant. Engineer Martins comments about staff parking and truck parking, and Township Engineer Russ Kresge clarifies the percentages for parking development. He further clarifies the percentage guidelines for stormwater management. Vice-Chairmen George Dobson indicates he is the current Fire Chief and has not received any plans for review. Engineer Pipperto indicates he will send the plans for review. Engineer Martins indicates there will be 9 spaces for stacking for truck drop off and loading. Engineer Pipperto indicates there will be a chain link security fence and has reviewed the regional comprehensive development plan for warehouses and distribution centers in close proximity to roadways and highways, and that this facility will be advantageously close to Interstate 380. He also indicates that some of the undevelopable land in their parcel may be given to open spaces, and they are planning mixed-use development on the other developable part. Chairman Bernie Kozen informs them that Township Engineer Russ Kresge advises both the Planning Commission and the Zoning Hearing Board.

Ms. Shincovich asked what the intent of the developer is if they cannot get hooked up to the township's sewage treatment plant. Engineer Pipperto indicates that they will strive for a second lot development so they can get a private centralized treatment facility. If that is not possible, then they will have to do onsite water treatment which will scale back the size of the warehouse project, which will be addressed in the land development application, or the developer may have to abandon the project if the reduction in size is too great.

Mr. Dobson made a motion second by Mr. Kozen to recommend Evergreen Farms LLC for a special exception to the Zoning Hearing Board subject to the applicant having met or meeting the contents of the Township Engineer’s review letter dated May 5, 2022.

- **Discussion:** None
- **Vote:** 3-1, motion passes

10. Discussion of Potential Truck/Tractor Trailer Additions to the Parking Amendment

Ms. Shincovich made a motion second by Mr. Dobson to table the discussion of potential truck/tractor trailer additions to the parking amendment to the next meeting of the Planning Commission.

- **Vote:** 4-0, motion passes

11. Other Business

Township Solicitor Clark Connor reviews an initial change to the process that Coolbaugh Township is developing for accepting applications at the township, including a checklist, sign-off sheet, and initial completeness review potentially including Township Secretary Erin Masker, Township Engineer Russ Kresge, and himself. Chairman Bernie Kozen indicates there was a similar process a long time ago when there was more township staff. There will be more information on this new process and how the time-frame for the 90-day review period will be established. There is discussion about what is the legal start for the 90-day review period, including whether it’s the initiation of the engineer’s review or by the receipt of payment with application from the developer.

12. Adjournment

There being no further business, a motion was made by Mr. Dobson second by Mr. Schlegel to adjourn the meeting at 8:26 pm.

- **Vote:** 4-0, motion passes

Next Planning Commission meeting: Monday July 11, 2022 at 6:30 pm.

Submitted by: _____
Ann Shincovich, Planning Commission Secretary

Compiled by: Ann Shincovich, Planning Commission Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____