

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION MINUTES**  
**January 17, 2023**

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

**Board Members present:**

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

**Board Members absent:**

Joseph Rogan

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary Meredith Thompson, Business Manager, Darren Dixon, Controller, Tomas Keane, Director of Codes and Zoning and Clinton Oddy, Code Enforcement Officer

**Staff absent:**

None

**1. Discussion on Proposed Ordinance Amendments to Allow for Mixed Uses**

Solicitor Armstrong reviewed the request for the proposed ordinance amendment requested by a property owner on Memorial Blvd to allow mixed uses which would include changing the current ordinance to allow for a height increase, density increase and sewage. The request would include non-residential development on the first floor and residential on the second. Discussion took place with Ms. Kelly asking about residential uses on the first floor that would be handicap accessible in order to avoid putting in an elevator. Solicitor Armstrong stated that could be addressed. Mr. Weimer asked if this ordinance would be where we would address sprinkler systems with Solicitor Armstrong stating that could be incorporated. Ms. Ruiz-Smith stated that she toured building number 2 and was advised that sprinkler systems would be required in there as well based on the use. He stated that this is just a draft with some items still to be determined including the density and landscaping which have not been included at this point. Ms. Kelly stated that a conversation would need to be had with the Township SEO as the current ordinance states that you can't hook up a residential and commercial development on the same community system which may be required. Ms. Ruiz-Smith stated that she is interested in senior housing in the community. Discussion continued on apartment sizes and zoning districts where the proposed mixed use would be allowed. Mr. Weimer stated that we need to get together with the staff to determine what we want in the community and get some ideas together as we work on this ordinance. Mr. Keane was asked to speak with Bill Burton from Bureau Veritas on this proposed ordinance. Solicitor Armstrong will continue to review this proposed ordinance with the Township Engineer, and this will be scheduled on a future work session for further discussion.

**2. Discussion on Adopting International Building Code and International Fire Code**

Mr. Weimer stated that he would like to have the Fire Chief and the Township Staff review the codes that are being discussed and determine what the township should adopt of the codes or if they should be adopted as a whole. He stated that there are some items in there that the Township may not be interested in adopting. He requested that this be moved to a future work session.

**3. Discussion on Proposed Sign Ordinance & SALDO Amendments**

Solicitor Armstrong stated that this proposed amended Parking and Sign Ordinance and SALDO are before the Board for review in order to consider moving it forward to the Monroe County Planning Commission for review. He stated that the changes to the sign ordinance have been discussed and reviewed with Township Engineer, Russell Kresge and are in line with today's standards. Solicitor Armstrong stated that if the Board is ok with the proposed changes, he will plug them into the ordinance and have them available for the next meeting to consider sending

them to the MCPC for review. Ms. Ruiz-Smith stated that she liked the change to the timing on the LED signs to allow people time to see them before they change to the next ad. The Board agreed.

**4. Public Input**

Nothing was heard.

Work Session ended at 6:59pm