



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466  
(570) 894-8490 \* FAX (570) 894-8413  
WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION AGENDA  
APRIL 29, 2023**

**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_ B. Weimer \_\_\_ L. Kelly \_\_\_ C. Colgan \_\_\_ A. Ruiz-Smith \_\_\_ C. Rogan  
\_\_\_ Solicitor Armstrong \_\_\_ E. Masker

Public input will be considered at the beginning of the meeting agenda. The public will be given an opportunity to speak on each agenda item. When speaking please state your name and the city or community that you reside in.

1. Public Input
2. Discussion on Short Term Rental Ordinance
3. Adjournment

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**BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF COOLBAUGH  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 324 OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF COOLBAUGH, SHORT-TERM RENTALS, BY RESTRICTING SHORT-TERM RENTALS TO THE R-1, R-2, R-3, W-C AND C-3 ZONING DISTRICTS, AMENDING THE PERMITTED NUMBER OF OVERNIGHT OCCUPANTS, REQUIRING SEWER INSPECTIONS, PROHIBITING SHORT-TERM RENTALS FROM USING A SEWAGE HOLDING TANK, AND ADJUSTING THE TIME PERIOD FOR THE PAYMENT OF LICENSE FEES.**

**WHEREAS**, the Coolbaugh Township Board of Supervisors adopted Ordinance No. 141-2020 on or about August 18, 2020 and such Ordinance established Chapter 324 of the Code of Ordinances of Coolbaugh Township, Short-Term Rentals, creating regulations and restrictions on short-term rentals within the Township; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has determined that amendments are needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to restrict short-term rentals to within the R-1, R-2, R-3, W-C and C-3 Zoning Districts and further to adjust the time periods for the payment of license fees; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has also determined that an amendment is needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to limit the number of overnight occupants to two (2) per bedroom; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has also determined that amendments are needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to require sewer inspections at certain times for short-term rentals and to prohibit the use of a sewage holding tank by short-term rentals.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that Chapter 324 of the Coolbaugh Township Code of Ordinances is hereby amended as follows:

**ARTICLE I.**

Section 324-6 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section J. to read as follows:

**§324-6.**

- J. Short-term rentals shall only be permitted in the R-1, R-2, R-3, W-C and C-3 Zoning Districts in Coolbaugh Township.

**ARTICLE II.**

Section 324-6 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section K. to read as follows:

**§324-6.**

- K. The sewage disposal system servicing the property shall be subject to Township inspection at the time of each short-term rental license application and/or renewal. In the event the sewage disposal system servicing the property is determined to be inadequate for the proposed short-term rental, the license may be denied and/or not renewed by the Township.

**ARTICLE III.**

Section 324-8. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 8.C. to read as follows:

**§324-8.C.**

- C. Sewer Inspection Fee. The property that is the subject of a short-term rental license application and/or renewal of such a short-term rental license shall be subject to an inspection of the on-lot sewage disposal system providing sewer service to the property. The inspection shall be conducted by the Township and/or an authorized representative and/or consultant of the Township. An inspection fee established by resolution of the Board of Supervisors shall be charged for such sewer inspections associated with short-term rental license applications and/or renewals.

**ARTICLE IV.**

Section 324-9.B. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

**§324-9.B.**

- B. Renewal Fee. An annual renewal fee shall be established by Resolution of the Board of Supervisors that license holders shall pay when renewing their license issued pursuant to this Chapter. Failure to pay the renewal fee within thirty (30) days of the expiration date for the last license issued for the property will result in the assessment of a fee twice the amount of the normal renewal fee. If the fee is not paid within sixty (60) days of the expiration date for the last license issued for the property, the license shall be null and void and application for a new license, not a renewal, shall be required thereafter prior to renting the subject short-term rental.

**ARTICLE V.**

Section 324-9. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-9.D. to read as follows:

**§324-9.D.**

- D. The application and renewal fees referenced in this Section 324-9 are separate and distinct from any applicable inspection fee set forth in this Chapter.

**ARTICLE VI.**

Section 324-10.A.(1) of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

**§324-10.A.(1)**

- (1) The owner shall, by written agreement, limit overnight occupancy of the short-term rental to the specific number of occupants designated in the license, with the number of overnight occupants not to exceed two persons per bedroom. Infants (under two years of age) shall not count towards the limit of overnight occupants.

**ARTICLE VII.**

Section 324-10.A.(3) of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

**§324-10.A.(3)**

- (3) The number of bedrooms permitted for a short-term rental shall not exceed the number of bedrooms approved for the dwelling unit on the sewage permit issued for such property and/or the number of bedrooms approved by the Township as a result of the on-lot septic inspection associated with the short-term rental license application. Where there is no sewage permit on record, the short-term rental shall be limited to three bedrooms if specifically approved by the Township, unless proof is provided to the Township Sewage Enforcement Officer that the sewage disposal system is adequate to handle additional flows. Any short-term rental advertising more than five bedrooms shall provide proof that the sewage disposal system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer, or by providing a sewage disposal system permit previously issued by the Sewage Enforcement Officer that is deemed acceptable to the Township. If a sewage disposal system malfunction occurs, the use of the dwelling unit as a short-term rental shall be discontinued until the malfunction is corrected in accordance with Township and Pennsylvania Department of Environmental Protection requirements. No short-term rental shall be permitted within a dwelling unit that utilizes a sewage holding tank as its sewage disposal system. A holding tank is not an acceptable on-lot sewage disposal system for a short-term rental.

**ARTICLE VIII. SEVERABILITY.**

It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective. The Board of Supervisors hereby declares that it would have passed this Ordinance and each section or part thereof, other than any part declared invalid, if it had advance knowledge that any part would be declared invalid.

**ARTICLE IX. REPEALER.**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**ARTICLE X. EFFECTIVE DATE.**

This Ordinance shall become effective five (5) days after enactment.

**DULY ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_ 2023, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: \_\_\_\_\_  
William Weimer, Chairman

By: \_\_\_\_\_  
Clare Colgan, Vice-Chair

By: \_\_\_\_\_  
Lynn Kelly, Supervisor

By: \_\_\_\_\_  
Alma I. Ruiz-Smith, Supervisor

By: \_\_\_\_\_  
Joseph Rogan, Supervisor

ATTEST:

\_\_\_\_\_  
Township Secretary

[TOWNSHIP SEAL]