



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

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Coolbaugh Township Planning Commission

December 12, 2023, 6:30 p.m.

Regular Meeting Agenda

Roll Call: _____ Kozen, _____ Shincovich, _____ Schlegel, _____ Pope, _____ Peterson

1. Approval of November 14, 2023 Meeting Minutes
2. Acceptance of Pocono Mountain Industrial Park Act 537 Plan Submission for Review by the Township Engineer
3. Request to Table the Review of the Following:
 - Finish Line Auto Body Land Development Plan-(110 Summit Avenue, Pocono Summit)
 - Northampton Farms Subdivision Plan (394/396 Memorial Blvd, Tobyhanna)
 - Landston Equities, LLC. / Proposed 611 Industrial Center Land Development Plan- (394/396 Memorial Blvd, Tobyhanna)
4. Discussion on Draft Proposed Ordinance Amendments Relating to Warehouses, Truck Terminals, and Distribution Centers
5. Public Input
6. Adjournment

Current Land Development / Subdivision Plan Submission- Timelines

Project Name	Location	Plan Type	Acceptance Date	Expiration Date	BOS Approval Date
Haaretz, I.P.- Finish Line Auto Body	110 Summit Ave. Pocono Summit, PA	Land Development Plan	August 8, 2023	February 29, 2024	
Northampton Farms, LLC.	394/396 Memorial Blvd., Tobyhanna, PA	Major Subdivision Plan	May 9, 2022	January 31, 2024	
Landston Equities, LLC.	394/396 Memorial Blvd., Tobyhanna, PA	Land Development Plan	May 9, 2022	January 31, 2024	
RCI Properties, LLC.	Lot 24 Pocono Mountain Business Park	Land Development Plan	August 10, 2020	March 31, 2023	Withdrawn
Pocono Mountain Corporate Center North	566 Memorial Drive, Tobyhanna, PA	Preliminary Land Development Plan	November 8, 2021	April 20, 2023	Cond Approved 4/18/2023
Rekha Tolani, LLC/ Tolani Plaza	970 Route 196, Tobyhanna, PA	Land Development Plan	July 11, 2022	March 21, 2023	Cond Approval 02/07/2023
Imperial Realty Property Group, LLC.	1180 Corporate Center Dr., Tobyhanna, PA	Minor Subdivision Plan	May 9, 2022	December 20, 2022	Approved by BOS
WGH Trucking	Route 196, Tobyhanna, PA	Land Development Plan	February 13, 2023	June 13, 2023	Cond Approval 6/6/2023
Imperial Realty Property Group, LLC.	1180 Corporate Center Dr., Tobyhanna, PA	Land Development Plan	May 9, 2022	July 7, 2023	Cond Approval 7/5/23
ABC Pocono Homes	Prospect Street/ Route 423, Tobyhanna, PA	Subdivision Plan	June 13, 2023	December 30, 2023	Withdrawn

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COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2023
MINUTES

The meeting was called to order by Chairman, Bernard Kozen at 6:30pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Bernard Kozen, Michael Schlegel, Mike Peterson, and David Pope

Board Members absent:

Ann Shincovich,

Staff present:

Township Engineer, Greg Haas and Acting Recording Secretary, Erin Masker.

Staff absent:

Solicitor, H. Clark Connor

1. Approval of October 10, 2023 Meeting Minutes

Mr. Pope made a motion second by Mr. Peterson to approve the meeting minutes from the October 10, 2023 meeting as presented.

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

2. Requests to Table Review of:

- Finish Line Auto Body Land Development Plan-(110 Summit Ln., Pocono Summit, PA)-Request to Table
- ABC Pocono Homes Major Subdivision Plan- Request to Table
- Northampton Farms Subdivision Plan- Request to Table
- Landston Equities, LLC. / Proposed 611 Industrial Center Land Development Plan- Request to Table (394/396 Memorial Blvd, Tobyhanna)

Mr. Peterson made a motion second by Mr. Pope to Table the Review of the Finish Line Auto Body Land Development Plan, ABC Pocono Homes Major Subdivision Plan, Northampton Farms Subdivision Plan and Landston Equities, LLC./ Proposed 611 Industrial Center Land Development Plan as requested.

- Discussion: Nothing was heard.
- Vote: All in favor, motion passes.

3. Discussion on Proposed Ordinance Amendments Relating to Warehouses, Truck Terminals, and Distribution Centers (Penn Future Model Ordinance and Monroe County PC Model Ordinance)

Greg Haas, Township Engineer stated that he initially was crossing out and revising the model ordinance provided by Penn Future but stated that he found it easier to create his own draft which includes all the parts of the ordinance that were pertinent to the issues that the Board has discussed at their meeting. He stated that drafting the ordinance in this manner was a cleaner way for the commission to review it. He stated that he has incorporated all uses (warehouse, truck terminal, DC...) all under the umbrella of logistic centers. He stated that this will alleviate any confusion as to what the use it, the requirements are or from anyone trying to skirt the requirements set forth.

- Discussion: Mr. Peterson commended Mr. Haas on the draft stating that it is well put together. He questioned the names of the roads that are included in the ordinance and asked if Veterans Drive should

be included; he also stated that the Supervisors may want a maximum number for size and truck trips in section J. Mr. Haas stated that with the way that it is written he would prefer that the developer apply for a number and stay within it. Mr. Haas stated that the section referencing the site setbacks has a table which is calculated by limits on earth disturbance and not the location of a building. Mr. Kozen asked if there needs to be any specification on the section that references number of employees stating that some may think that outside contractors would not fall within that category and for this purpose they should be included. L. Kelly stated that warehouses have been removed from C1 and C3 zoning districts therefore it should be updated to reflect that in this ordinance; she also reviewed the sections of Route 423/Church Street where truck traffic is not allowed, and it is posted. Mr. Peterson stated that maybe language can be included to state where permitted. L. Kelly thanked the Commission for taking the time to begin the review process and commended them on the discussion that took place this evening. Solicitor Connor stated that he does not have any issues with the legality of the revisions. Mr. Haas will make the revisions and the draft will be back before the PC at their next meeting, it will also be sent to Solicitor Armstrong for review.

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

4. **Public Input**

Nothing was heard.

5. **Adjournment**

There being no further business, a motion was made by Mr. Pope second by Mr. Peterson to adjourn the meeting. All in favor, motion passed. The meeting adjourned at 6:56pm.

Next Regular Commission Meeting: Tuesday, November 14, 2023 at 6:30pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna.

Submitted by: _____ Date: _____
David Pope, Planning Commission Secretary

Compiled by: Erin M. Masker, Acting Recording Secretary

Witnessed by: _____ Date: _____
Bernard Kozen, Planning Commission Chair

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DRAFT by GSH @ KCE
2023,11-28

[Yellow highlighted items have been added or revised since first ordinance draft.]

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

ORDINANCE NO. _____

**AN ORDINANCE OF COOLBAUGH TOWNSHIP, MONROE COUNTY
COMMONWEALTH OF PENNSYLVANIA, AMENDING THE COOLBAUGH
TOWNSHIP ZONING ORDINANCE TO PROVIDE REGULATIONS FOR
LOGISTICS CENTERS**

WHEREAS, the Board of Supervisors desires to allow for the proper use of Logistics Centers within Coolbaugh Township and to establish proper criteria for the regulation and development of proper and reliable standards for these uses;

WHEREAS, the Board of Supervisors desires to plan for and accommodate the managed use and regulation of Logistics Centers for the needs of Coolbaugh Township residents and businesses;

WHEREAS, the Board of Supervisors has identified certain provisions of the Coolbaugh Township Zoning Ordinance which are in need of defining and/or amending;

WHEREAS, the Board of Supervisors finds that the proposed amendment will promote, protect and facilitate the public health, safety and welfare;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, and it is hereby enacted and ordained by the authority of the same as follows:

ARTICLE I.

The Coolbaugh Township Zoning Ordinance Article III, Section 400-10, Definitions, shall be amended as follows:

- (1) The **definitions** of "Warehouse", "Distribution Center/Truck Terminal", and "Truck Terminal" shall be deleted.

- (2) The **definition** of "Logistics Center" shall be added as follows.

"LOGISTICS CENTER – A building or group of buildings on the same lot used for:

- (1) the receipt of goods, products, and materials;
- (2) the temporary indoor storage of those items; and
- (3) the loading and transporting of those items to another location or end-user customer.

This definition shall also include the following terms as well as similarly implied terms.

DISTRIBUTION/FULFILLMENT/SHIPPING CENTER,
HANDLING/STOREHOUSE/WAREHOUSE FACILITY,
FREIGHT/LOGISTICS/SUPPLY CHAIN HUB,
and
FREIGHT/TRUCK TERMINAL."

ARTICLE II.

Coolbaugh Township Zoning Ordinance Article X, Standards for Specific Uses, Section 400-71. Distribution centers and truck terminals. shall be deleted and replaced with the following.

Section 400-71. Logistics Centers.

- A. **Site Improvement Setbacks.** All site improvements associated with Logistics Centers shall be setback from property lines and street right-of-way lines in accordance with the following equation, rounded up to the nearest foot. For the purposes of this section, the limits of site improvements shall be considered the limits of proposed earth disturbance activities. Access drives and their associated earth disturbance activities shall be allowed within/through the site improvement setback area. This requirement shall supersede any other site improvement setback requirement within Coolbaugh Township Zoning Ordinance.

Minimum Required Site Improvement Setback (feet)

$$= (0.0002 \times \text{Sum of Building Sizes (in square feet)}) + 50$$

Some Examples: (this table will be removed – just providing for info purposes now)

<u>Sum of Building Sizes (sf)</u>	<u>Req'd Site Improvement Setback (feet)</u>
5,000	51
50,000	60
100,000	70
250,000	100
500,000	150
750,000	200
1,000,000	250
1,500,000	350
2,000,000	450

B. Woodland Removal. No more than 50% of the existing woodlands or tree masses on the lot shall be removed.

C. Site Access.

(1) All Logistics Centers shall have access to and from one of the following streets:

Memorial Boulevard (SR 0611)

Church Street (SR 0423) (Note: portions of this street contain weight and/or vehicle length limits as determined and designated with signs by PennDOT.)

Tobyhanna Road (SR 4013)

Corporate Center Drive (T-785)

Industrial Park Drive (T-676)

Market Way (T-730)

Liz Way (T-678)

Bensingers Court (private street)

Veterans Way (private street)

(2) The centerline of all proposed access drives shall be located a minimum of seventy-five feet (75') from any property line for projects containing total building sizes of 100,000 square feet or less, and one hundred fifty feet (150') from any property line for projects containing total building sizes greater than 100,000 square feet.

D. Security.

(1) All Logistics Centers shall be completed surrounded by an eight foot (8') high chain link fence with gates across the access drives.

(2) Guard shacks or checkpoints must be provided at the entrance(s) to the facility.

E. Queuing.

(1) Adequate queuing space shall be provided within the property boundaries to prevent the stacking of vehicles on or along public streets.

(2) Queuing, or circling of vehicles, on public streets immediately pre- or post-entry to the site is strictly prohibited.

F. **Outdoor Storage.** No outdoor storage of goods, products, materials, trash, garbage, refuse, explosive or flammable materials, hazardous substances, animals, animal carcasses or skins, or similar items shall be permitted.

G. **Anti-Idling Signs.** No Idling signs (PennDOT R7-100) indicating a three-minute diesel truck engine idling restriction shall be installed along tractor-trailer access drives and loading/unloading docks at minimum one-hundred foot (100') intervals.

H. **Disposal of Pollutants.** The use shall include an appropriate system to contain and properly dispose of any fuel, grease, oils or similar pollutants that may spill or leak where such substances are stored or where vehicles are fueled, repaired or maintained.

I. **Berms.** Earthen berms shall be provided around the exterior of all parking spaces for tractor-trailers and loading/unloading areas. If these areas are in a cut greater than eight feet (8') below the adjacent grades, then berms are not required. The berms shall meet the following criteria:

(1) minimum height shall be eight feet (8') above the adjacent grade of the edge of bituminous paving

(2) minimum top width shall be five feet (5')

(3) maximum side slopes shall be two horizontal to one vertical (2:1)

J. **Trips.** The maximum number of proposed tractor-trailer and employee trips for the Logistics Center shall be clearly specified on the Plan. These figures shall be the maximum number of allowed trips for the property for the life of the development.

K. **Truck Routing Plan.** A Truck Routing Plan shall be presented that depicts the proposed truck routes along streets from the site to the boundary of the Township, any existing signs relating to truck traffic, and proposed signs restricting access to Township streets. The Applicant shall be responsible to purchase and install proposed signs at intersections of Township streets along the truck routes. Signs shall also be installed at all tractor-trailers exit access drives directing drivers to the truck route. Any deviation from the Truck Routing Plan by drivers during the operations of the site shall be considered a VIOLATION in

accordance with the Coolbaugh Township Zoning Ordinance, Section 400-134. and Section 400-135.

L. **Turning Templates.** To verify truck turning movements at the entrance and exit access drive and street intersections and throughout the site, turning template exhibits shall be provided for the largest anticipated vehicle to access the site.

M. **Individuals on Site.** The maximum number of proposed individuals on the site to be present at any given time (on the largest shift) at the Logistics Center shall be clearly specified on the Plan. This includes all employees, office workers, managers, staff, operators, laborers, contractors, drivers, etc ...

N. **Colors.** Building and retaining wall colors shall be low-reflective, subtle, or earth tone. Fluorescent and metallic colors are not permitted.

ARTICLE III.

The **terms** "Warehouses and trucking terminals." in Section 400-51.A.(8) shall be deleted and replaced with "Logistics Centers".

ARTICLE IV.

The Coolbaugh Township Zoning Ordinance Article X, **Section 400-91.3 Warehouse.** shall be deleted. **Ordinance No. 154-2023** shall be deleted in its entirety.

ARTICLE V.

The Coolbaugh Township Zoning Ordinance Attachment 1 **Schedule of Uses** shall be revised as follows:

- (1) Warehouses and Distribution Centers/Truck Terminals shall be deleted from all columns.
 - (2) Logistics Centers shall be added to the Conditional Use column in the I Industrial District.
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ARTICLE VI.

The Coolbaugh Township Zoning Ordinance Attachment 3 Table of **Required Parking and Stacking Spaces** (as within Ordinance No. 150-2023) shall be revised as follows:

- (1) The heading "Warehouses (not including self-service storage facilities), Distribution Centers, Fulfillment Centers, Truck Terminals, and Similar Uses" shall be revised to "Logistics Centers".
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ARTICLE VII.

The notation of the "1" District (at two locations) in existing ZO – Section 400-49.B.(1) shall be revised to "I".