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

Coolbaugh Township Planning Commission
March 12, 2024, 6:30 p.m.
Regular Meeting Agenda

Roll Call: _____ Kozen _____ Shincovich ___Schlegel _____ Pope ___ Peterson

___Solicitor Clark Connor ___Township Engineer, Greg Haas ___ Twp Secretary, Erin Masker

1. Approval of January 18, 2024 Meeting Minutes

2. Request to Table the Review of the Following:
   - Pocono Mountain Corporate Center North Final Land Development Plan
   - Finish Line Auto Body Land Development Plan-(110 Summit Avenue, Pocono Summit)

3. Discussion on Monroe County Waste Authority Sketch Plan and Potential Waiver Request

4. Public Input

5. Adjournment

Current Land Development / Subdivision Plan Submission- Timelines

Project Name	Location	Plan Type	Acceptance Date	Expiration Date	BOS Approval Date
Pocono Mountain Corporate Center North	566 Memorial Drive, Tobyhanna, PA	Final Land Development Plan	January 18, 2024	May 31, 2024	
PMI/MP Municipal Authority Act 537 Plan	Corporate Center Drive, Tobyhanna	Act 537 Plan	December 12, 2023	May 1, 2024	Forwarded to the BOS
Haaretz, L.P.- Finish Line Auto Body	110 Summit Ave, Pocono Summit, PA	Land Development Plan	August 8, 2023	April 30, 2024	
Northampton Farms, LLC.	394/396 Memorial Blvd., Tobyhanna, PA	Major Subdivision Plan	May 9, 2022	May 10, 2024	Recommended Denial to BOS
Landston Equities, LLC.	394/396 Memorial Blvd., Tobyhanna, PA	Land Development Plan	May 9, 2022	May 10, 2024	Recommended Denial to BOS
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	Lot 24 Pocono Mountain Business Park	Land Development Plan	August 10, 2020	March 31, 2023	Withdrawn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 Corporte 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
RE-ORG/REGULAR MEETING
THURSDAY, JANUARY 18, 2024
MINUTES

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

Board Members present:
Bernard Kozen, Ann Shincovich, Michael Schlegel, Mike Peterson and David Pope
Board Members absent:
None
Staff present:
Solicitor H. Clark Connor, Township Engineer, Greg Haas and Township Secretary, Erin Masker
Staff absent:
None

1. Organization of Planning Commission
   - Appointment of Chairman

Mr. Peterson made a motion second by Mr. Pope to Appoint Bernie Kozen as the Planning Commission Chairman.

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

   - Appointment of Vice-Chairman

Mr. Peterson made a motion second by Mr. Schlegel to Appoint Ann Shincovich as the Planning Commission Vice-Chairman.

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

   - Appointment of Secretary

Mr. Peterson made a motion second by Mr. Schlegel to Appoint Dave Pope as the Planning Commission Secretary.

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

2. Selection of Meeting Dates for 2024

Mr. Kozen made a motion second by Mr. Pope to continue to hold the Planning Commission Meetings on the Second Tuesday of each Month at 6:30pm.

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

3. Approval of December 12, 2023 Meeting Minutes

Mr. Schlegel made a motion second by Ms. Shincovich to approve the meeting minutes from the December 12, 2023 meeting as presented.

- Discussion: None
- Vote: 3-0-2, motion passes. (Mr. Peterson and Mr. Pope abstained)

4. Review of PMI/Mount Pocono Municipal Authority Act 537 Plan (Corporate Center Drive)

Charley Meyers, Barry Isett and Associates and Jonathan Klotz, WWTP Operator for Mount Pocono Municipal Authority were in attendance on behalf of the applicant. Mr. Haas stated that the plan is in order with a couple of minor administrative changes required including a required agreement. He advised the Planning Commission members that if they agree, he and the Solicitors can review the remaining minor adjustments as they are submitted and the agreement, stating that they can consider making a recommendation to the Board of Supervisors. Discussion took place regarding previous violations with the DEP being adviséd that they have already been addressed. Ms. Shincovich asked if the Township is always made aware of the violations at the time that they occur, being advised that they do not unless they are part of the repair or if it is a major violation. The permit holder is responsible for the cost of resolving the violation. Wetland protection mapping is included in the report, but there is no proposed construction. Discussion on the process for remediation of violations took place, with J. Klotz stating that in taking over the plant, he as an operator has personal liability on the line therefore, he will ensure that there are no violations moving forward. He stated that he was named the PA Operator of the Year and takes pride in that achievement.

Mr. Peterson made a motion second by Mr. Kozen to recommend that the Board of Supervisors consider granting conditional approval of the PMI/MPMA Act 537 plan for submission to the PA DEP for review.

- Discussion: Ms. Kelly asked if the removal of the Imperial Realty property was accounted for in this submission, being advised that it was.
- Vote: All in favor, motion passes.

5. Acceptance of Pocono Mountain Corporate Center North Final Land Development Plan for Review by the Township Engineer

Mr. Haas stated that the plan is a complete submission and stated that he spoke with Rik Longacre and was advised that the plan is the same as the preliminary plan that was submitted, he has not reviewed it yet but will confirm once he has completed his review. Attorney Rob Lewis from Kaplan Stewart was in attendance and stated that we are before the commission for acceptance of final land development plan acceptance for review. He stated that they have applied for their HOP and NPDES permit.

M. Peterson made a motion second by Mr. Schlegel to accept the Pocono Mountain Corporate Center North Final Land Development Plan for Review by the Township Engineer.

- Discussion: D. Pope asked about the sewer for the property, being advised that they are proposing to hook up to the Pocono Mountain Industries system. Ms. Shincovich stated that she has concerns with how close the emergency access is to the regular driveway citing concerns about access if there was an accident or emergency. Discussion ensued about the acceptance of the plan for review with Solicitor Connor stating that the clock will start on the plan whether the PC formally accepts it or not as there are no ground to not accept it as it has already been determined to be a complete submission. Discussion took place on the status of the NPDES permit with Ms. Kelly asking if the applicant would grant a waiver of time extension if an appeal is filed for that permit with the DEP, being advised that there is no requirement for them to do that. T. Fox stated that there are a lot of assumptions on approvals that are still outstanding. J. Miller stated that there is an on-site visit scheduled for later this month with the Army Corps of Engineers which he was advised of by Attorney Lewis this evening. This evening is simply to accept for review, and it will be on the next meeting agenda for discussion.
- Vote: All in favor, motion passes.

6. Request to Table the Review of the Following:

- Finish Line Auto Body Land Development Plan-(110 Summit Avenue, Pocono Summit)

Mr. Pope made a motion second by Ms. Shincovich to table the Finish Line Auto Body Land Development Plan Review.

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

- Northampton Farms Subdivision Plan (394/396 Memorial Blvd, Tobyhanna)
- Landston Equities, LLC. / Proposed 611 Industrial Center Land Development Plan (394/396 Memorial Blvd, Tobyhanna)

Mr. Pope made a motion second by Mr. Schlegel to table the Northampton Farms Subdivision Plan Review.

- Discussion: Mr. Peterson stated that he would like the Commission to consider recommending denial of the plan to the Board of Supervisors in accordance with the new ordinance that was passed as there has been no activity on either plan. Ms. Shincovich agreed. Mr. Haas asked that the dates of the most recent review letters be included for both plans.

**Mr. Pope withdrew his motion and Mr. Schlegel his second. **

Mr. Peterson made a motion second by Ms. Shincovich to recommend denial of the Northampton Farms Subdivision Plan and the Landston Equities Land Development Plan to the Board of Supervisors.

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

7. Discussion on Draft Proposed Ordinance Amendments Relating to Logistic Centers (Warehouses, Truck Terminals, and Distribution Centers)

Mr. Haas stated that he made the changes as discussed at the last meeting and stated that the most substantial change was differentiating between a small and large center (anything under 25,000 sq. ft would be considered a small logistic center and anything over that would be considered large) and the requirements that would be based on each size. He provided the draft with changes highlighted in yellow.

- Discussion: M. Bozzone explained to the Commission the difference between a live load, one that is full and waiting to be loaded or unloaded and a dead load, one that is just an empty trailer that is essentially being stored on the property. He stated that the goal or the incentive of the center is to continually move the live loads in and out as expediently as possible so that they are not sitting around on the premises. J. Miller stated that maybe required spaces could be designated for live loads and dead loads respectively. Mr. Haas asked if we want to include truck repairs in this ordinance with the commission agreeing that we do not. Mr. Peterson stated that routine repairs would probably take place based on the allowance by their regulations. Ms. Kelly thanked the PC for their fantastic work on this ordinance and discussed the private streets that are listed in the ordinance. She also asked the PC for their thoughts on adding small centers into the C2 zoning district and a permitted use in the industrial zoning district. Discussion took place on the monitoring of the parking spaces discussed and the PC agreed that because there would be no way of monitoring them, they should be excluded. B. Meyers stated that the requirements should be cleaned up administratively in the ordinance so that they are in an organized manner for

ease in reading and understanding .

Ms. Shincovich made a motion second by Mr. Pope to make the discussed changes and recommend consideration of approval to the Board of Supervisors.

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

8. Public Input

Ms. Kelly thanked the Commission for all their hard work.

9. Adjournment

There being no further business, a motion was made by Mr. Pope second by Mr. Schlegel to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 8:26pm.

Next Regular Commission Meeting: Monday, February 13, 2023 at 6:30pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna.

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

Compiled by: Erin M. Masker, Acting Recording Secretary

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

3

The WasteAuthority

Monroe County Municipal Waste Management Authority

January 25, 2024

Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA, 18466

Attention: Erin Masker, Secretary/Administrative Assistant

Dear Ms. Masker,

As you may be aware the Monroe County Municipal Waste Management Authority owns lot 03.88942 Map reference 03635500289615 in the Industrial Development Park. The Waste Authority was planning to develop this property in 2024 to create a residential recycling drop off center that would benefit the residents of Coolbaugh and other nearby municipalities. This project will also be a tremendous benefit to protecting the environment by giving residents the ability to properly dispose and recycle household items properly and decrease illegal dumping and litter.

The facility will be gated and staffed, when opened, to ensure compliance with proper use of the facility. The Waste Authority has been planning for this community improvement for some time now. We have been working to secure grants and other funding to implement this important public project. We recently have completed a wetlands delineation study which outlined the required setbacks with the Townships current ordinance. To our surprise we have found that the setback requirements have changed recently as compared to our previous analysis done several years ago.

Attached are the feasibility study results based on the newest ordinance with the current wetland setback requirements. As you can see the results have deemed the property as 95% undevelopable. We also attached a conceptual drawing using a modified setback of 50 feet inner and a 75 feet outer buffer as a practical alternative. This proposed setback is much greater than the original setback requirements that were in place on our previously approved development.

We are submitting this letter as a formal request for relief from the current wetland setback requirements and would like a written response to share with our Board of Directors and professional consultants. Should the Township require us to provide additional information or meet with other Township officials, please let us know as soon as possible.

We believe this alternative will provide a tremendous amount of protection to the wetlands and enable the Waste Authority to utilize the site in an efficient way for the benefit of the public. We ask that a waiver be granted prior to our submitting land development plan to avoid wasting public funds on multiple engineering plans. The community has been requesting the Waste Authority to develop a northern location and we believe they will support this project whole heartily.

Sincerely,

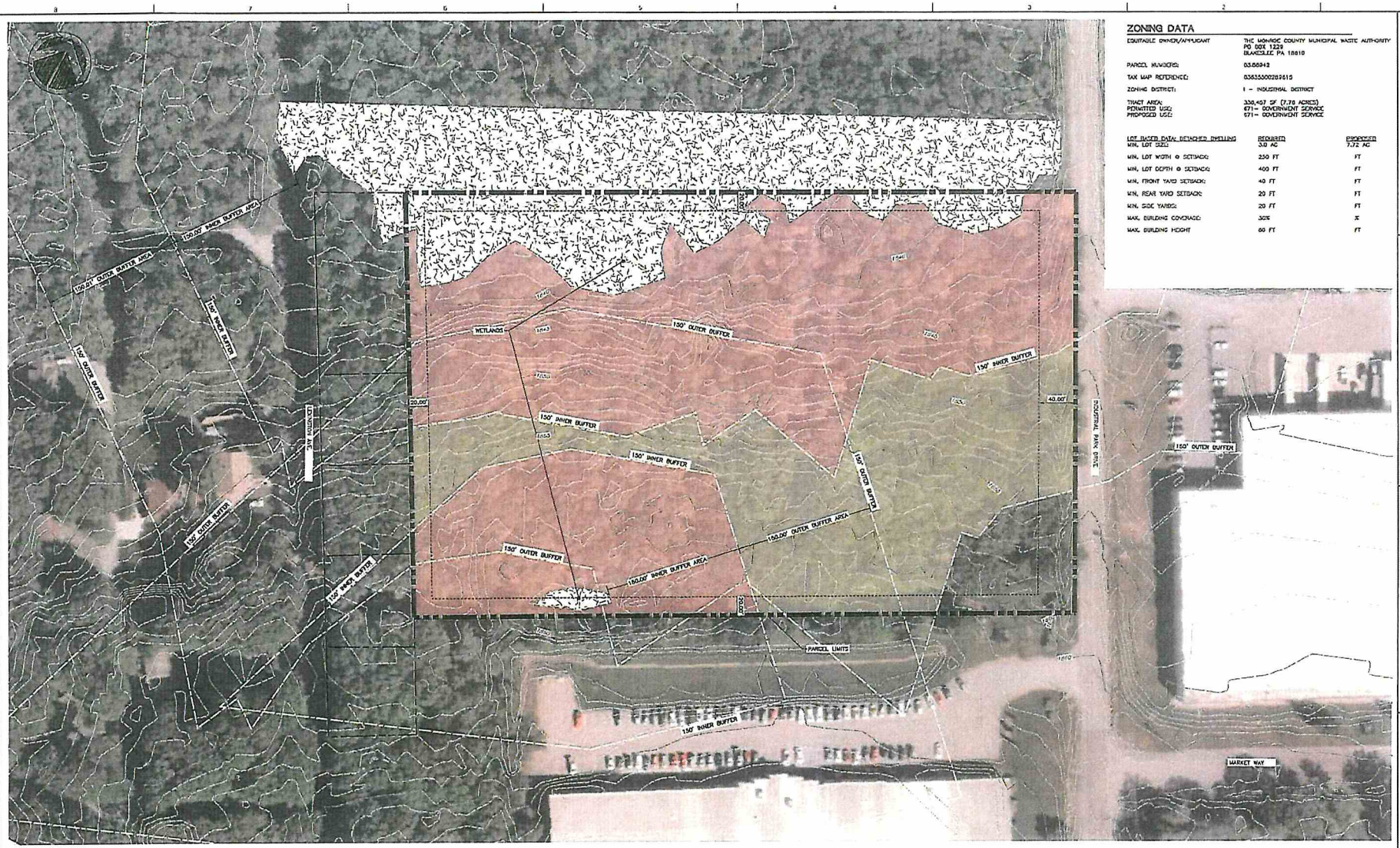
James Lambert,
Executive Director

Cc: Waste Authority Board of Directors and Consultants

183 Commercial Blvd.
Blakeslee, PA 18610

www.TheWasteAuthority.com

Phone: (570) 643-6100
Fax: (570) 643-6112



ZONING DATA

EQUITABLE OWNER/APPLICANT	THE MONROE COUNTY MUNICIPAL WASTE AUTHORITY PO BOX 1329 BLAKESLEE PA 18610
PARCEL NUMBER:	03.88342
TAX MAP REFERENCE:	03S3S3002282615
ZONING DISTRICT:	I – INDUSTRIAL DISTRICT
TRACT AREA: PERMITTED USE: PROPOSED USE:	330,457 SF (7.76 ACRES) 671– GOVERNMENT SERVICE 671– GOVERNMENT SERVICE

LOT BASED DATA: DETACHED DWELLING	REQUIRED	PROPOSED
MIN. LOT SIZE:	3.0 AC	7.72 AC
MIN. LOT WIDTH @ SETBACK:	250 FT	FT
MIN. LOT DEPTH @ SETBACK:	400 FT	FT
MIN. FRONT YARD SETBACK:	40 FT	FT
MIN. REAR YARD SETBACK:	20 FT	FT
MIN. SIDE YARDS:	20 FT	FT
MAX. BUILDING COVERAGE:	30%	%
MAX. BUILDING HEIGHT	60 FT	FT

REFERENCE

1. EXISTING TOPOGRAPHY LIDAR PREPARED BY PAMAP, DATED 2009.
2. EXISTING IMAGERY PREPARED BY GOOGLE EARTH, DATED 2023.
3. EXISTING PARCEL INFORMATION PREPARED BY NICLAUS ENGINEERING CORPORATION, STROUDSBURG, PA, DATED MARCH 27, 2006.
4. EXISTING WETLAND INFORMATION PREPARED BY CIVIL & ENVIRONMENTAL ENGINEERING INC, PITTSBURGH, PA, DATED OCTOBER 3,2023.

NOTES

1. WETLAND BUFFER AREA EQUALS 150 FEET FROM THE OUTER LIMIT OF THE DELINEATED WETLAND PER THE TOWNSHIP OF COOLBAUGH CODE OF ORDINANCES (344–21).
2. WETLAND IMPACT AREA EQUALS 150 FEET FROM THE BUFFER AREA PER THE TOWNSHIP OF COOLBAUGH CODE OF ORDINANCES (344–21). EARTH DISTURBANCE IS REGULATED IN THIS AREA.

SCALE IN FEET
0 50 100

REVISION RECORD

NO	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
340 East Maple Avenue, Suite 201 • Langhorne, PA 19047
PH: 267.350.2700 • 610.296.2121 • FAX: 267.350.2705
www.cecinc.com

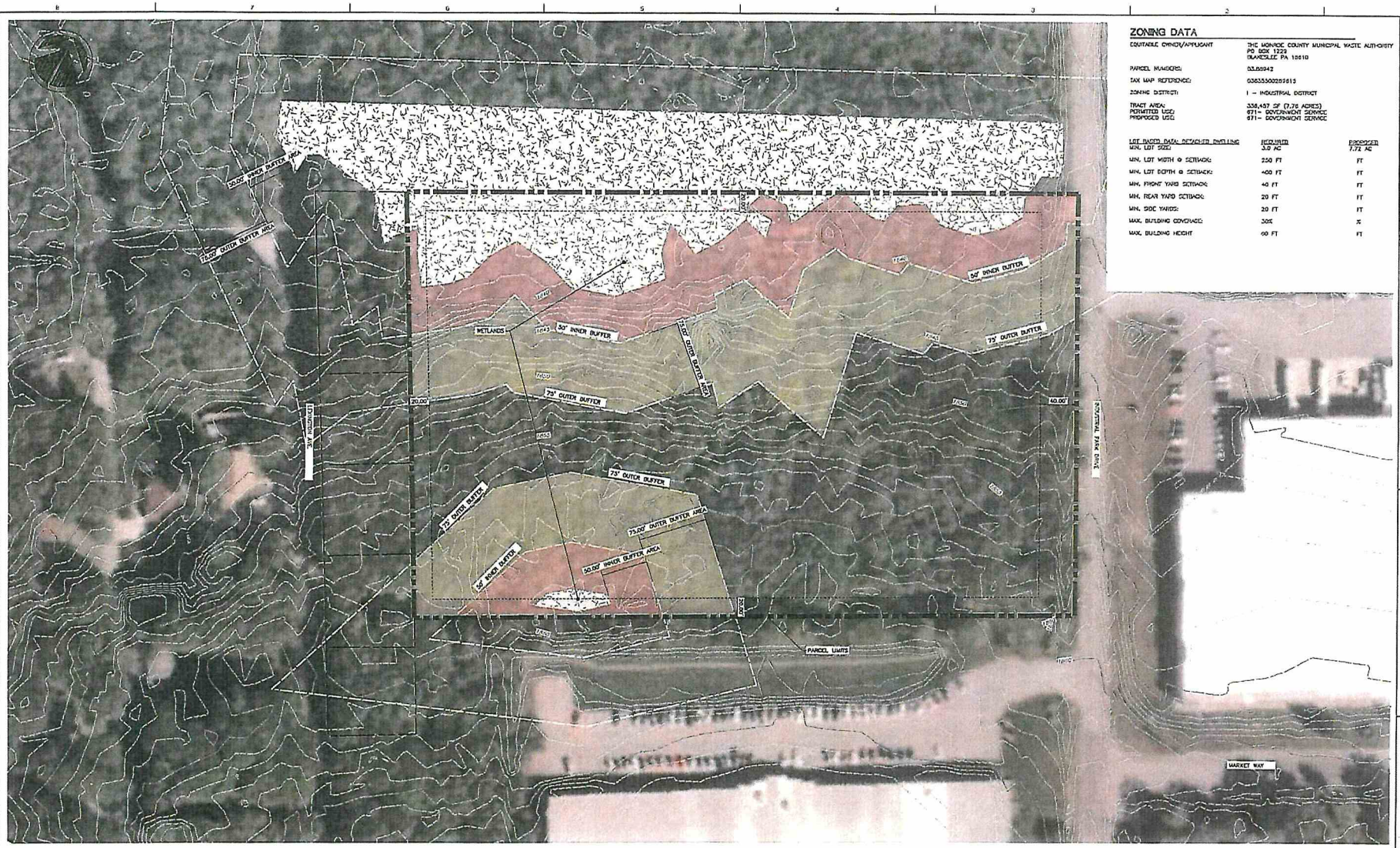
MONROE COUNTY WM
COOLBAUGH TWP
FEASIBILITY STUDY
14 INDUSTRIAL PARK DRIVE
COOLBAUGH PA, 18466

CONCEPT 1

DATE	OCTOBER 2023	REVISED
DRAWN BY		DJ/SPT
CHECKED BY		DJ/SPT
PROJECT NO.		333-148
APPROVED BY		DJ/SPT

DRAWING NO.

SHEET OF 5



ZONING DATA

EQUITABLE OWNER/APPLICANT	THE MONROE COUNTY MUNICIPAL WASTE AUTHORITY PO BOX 1223 BLAKESLEE PA 18610
PARCEL NUMBERS:	03.00942
TAX MAP REFERENCE:	036S3S00220813
ZONING DISTRICT:	I – INDUSTRIAL DISTRICT
TRACT AREA: PERMITTED USE: PROPOSED USE:	336,457 SF (7.76 ACRES) 971– GOVERNMENT SERVICE 971– GOVERNMENT SERVICE

LOT BASED DATA: RETAINER DWELLING	REQUIRED	PROPOSED
MIN. LOT SIZE:	3.0 AC	7.72 AC
MIN. LOT WIDTH @ SETBACK:	250 FT	FT
MIN. LOT DEPTH @ SETBACK:	400 FT	FT
MIN. FRONT YARD SETBACK:	40 FT	FT
MIN. REAR YARD SETBACK:	20 FT	FT
MIN. SIDE YARDS:	20 FT	FT
MAX. BUILDING COVERAGE:	30%	%
MAX. BUILDING HEIGHT	60 FT	FT

REFERENCE

1. EXISTING TOPOGRAPHY LIDAR PREPARED BY PAMAP, DATED 2008.
2. EXISTING IMAGERY PREPARED BY GOOGLE EARTH, DATED 2022.
3. EXISTING PARCEL INFORMATION PREPARED BY NICHLAS ENGINEERING CORPORATION, STROUDSBURG, PA, DATED MARCH 27, 2008.
4. EXISTING WETLAND INFORMATION PREPARED BY CIVIL & ENVIRONMENTAL ENGINEERING INC, PITTSBURG, PA, DATED OCTOBER 3,2022.

NOTES

1. WETLANDS BUFFERS DEPICTED ON THIS PLAN ARE PROPOSED BUFFERS REPRESENTING A REDUCTION IN THOSE REQUIRED BY THE COOLBAUGH TOWNSHIP DEVELOPMENT ORDINANCE.

SCALE IN FEET
0 50 100

REVISION RECORD

NO.	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
370 East Maple Avenue, Suite 204 - Langhorne, PA 19047
PH: 267.583.2200 - 833.287.1849 - FAX: 267.583.2205
www.cecinc.com

MONROE COUNTY WW
COOLBAUGH TWP
FEASIBILITY STUDY
14 INDUSTRIAL PARK DRIVE
COOLBAUGH PA, 18466

CONCEPT 1.1

DATE	OCTOBER 2023	REVISION
SURVEYED		DRAFT
DESIGNED		DRAFT
PROJECT NO		335-161
CHECKED BY		DRAFT

DRAWING NO.

SHEET OF 5