COOLBAUGH TOWNSHIP
MUNICIPAL CENTER
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Coolbaugh Township Planning Commission
May 14, 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 March 12, 2024 Meeting Minutes

2. Request to Table the Review of the Following:
   - Finish Line Auto Body Land Development Plan-(110 Summit Avenue, Pocono Summit)- Request to Table
   - Review of Northampton Farms Preliminary Major Subdivision (479 Memorial Blvd)- Request to Table
   - Review of Landston Equities, LLC. Preliminary Land Development Plan (479 Memorial Blvd.)- Request to Table
   - Pocono Mountain Corporate Center North, Lot 1 Land Development Plan(566 Memorial Blvd.)

3. Review and Recommendation of Proposed Logistics Center Ordinance

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4. Public Input

5. Adjournment

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COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
TUESDAY, MARCH 12, 2024
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, Ann Shincovich, Michael Schlegel, Mike Peterson and David Pope
Board Members absent:
None
Staff present:
Township Engineer, Greg Haas and Township Secretary, Erin Masker
Staff absent:
Solicitor H. Clark Connor

1. Approval of January 18, 2024 Meeting Minutes

Mr. Schlegel made a motion second by Mr. Peterson to approve the meeting minutes from the January 18, 2024 meeting as presented.

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

2. Request to Table the Review of the Following:
    - Finish Line Auto Body Land Development Plan-(110 Summit Avenue, Pocono Summit)
    - Pocono Mountain Corporate Center North Final Land Development Plan (566 Memorial Blvd)

Ms. Shincovich made a motion second by Mr. Peterson to Approve the Request to Table for Pocono Mountain Corporate Center North Final Land Development Plan and Finish Line Auto Body Land Development Plan.

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

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

Mike Stettler, Waste Authority Director, John Hickey and Pat Endler were in attendance to review the plan and potential waiver request of the buffers. M. Stettler reviewed the location of the site that they own which is on Industrial Park Drive, Coolbaugh Township. He stated that they anticipate putting blue bins on the site as well as a pole barn like the site on Military Road, Stroudsburg. He stated that with the inner and outer buffers that are in the new ordinance, it limits the amount of buildable area on their site. They anticipate that the site coverage will be 1.5-2 acres of the total 7 acres. They have not yet gone into the design phase as they do not want to spend money on a project if the Board of Supervisors are not interested in granting them a waiver. The site will be fenced in and manned during the designated business hours and would also be able to partner with the township for electronic collections and collection of other items that may not be accepted at the Laurel Drive site.

- Discussion: Ms. Shincovich stated that they have been under the guidance of the Board of Supervisors that they are not interested in granting waivers, especially those relating to wetlands. Mr. Kozen stated that he agrees with Ms. Shincovich but stated that this is a different type of business; one which will benefit the community. Mr. Peterson asked if there are any options for the site that would not require a permanent structure. Ms. Shincovich

asked how long hazardous materials are stored at the site, being advised no longer than 2 weeks from the collection date. She also confirmed that everyone is trained at the site, being advised that they are. Ms. Shincovich asked if the site would be able to handle potential traffic, being advised that it would. M. Stettler stated that they work with Pick up the Poconos, ARD and Street to Feet to clean the area. Mr. Pope asked about spill containment measures being advised that there is a concrete floor which will have internal drains. The site would have an on-lot septic system for the restrooms that would be required. The site would be open to all of Monroe County but would provide a must closer option for drop off for the township residents. There is an online registration system for a drop off card, stating that there is no limit to the amount that a resident can drop off throughout the year, as long as they are dropping facility approved items, no household trash. Ms. Shincovich asked about people that may show up at the site and dump because the site is not open; cameras are on site, and they will prosecute and fine those individuals. Discussion took place about the previously approved land development plan which was a much larger project than what they are proposing now. Ms. Kelly asked where the wetlands go to, being advised Red Run.

Mr. Peterson made a motion second by Mr. Pope to recommend that the Board of Supervisors consider the proposed waiver request for the Monroe County Waste Authority site located at 14 Industrial Park Drive, allowing for a modification to the 150' outer buffer with no disturbance to the 150' inner buffer.

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

4. Public Input

Mr. Haas, Township Engineer stated that he met with a representative for the Jaindl project (Landston Equities LDP/ Northampton Farms Major Subdivision plan) and stated that they indicated that they are currently making changes to the plan and will be resubmitting within the next month for the PC to review. They want nothing to do with PennDOT and are contemplating two accesses off Veterans Drive.

Mr. Peterson stated that he doesn't like it when developers bypass the Planning Commission, stating this is where things should be ironed out before going to the Board of Supervisors. Mr. Pope agreed and stated that he also doesn't believe that the Board is taking the Planning Commission recommendations seriously, as the developers have been before them two times already with excuses about the hold up of projects that the PC recommended denial of.

5. 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: Tuesday, April 9, 2024 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

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BOARD OF SUPERVISORS OF
THE TOWNSHIP OF COOLBAUGH
MONROE COUNTY, PENNYLVANIA

ORDINANCE NO. _____

AN ORDINANCE OF COOLBAUGH TOWNSHIP, MONROE COUNTY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE COOLBAUGH TOWNSHIP ZONING ORDINANCE AT CHAPTER 400 OF THE CODE OF ORDINANCES OF COOLBAUGH TOWNSHIP, BY PROVIDING A DEFINITION, REGULATIONS, RESTRICTIONS AND ZONING PROVISIONS 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 at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article III, Section 400-10, Definitions, shall be amended by deleting the **definitions** of "Warehouse", "Distribution Center/Truck Terminal", and "Truck Terminal".

ARTICLE II.

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article III, Section 400-10, Definitions, shall be amended by adding new definitions for "Logistics Center", "Small Logistics Center" and "Large Logistics Center" to read as follows:

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

(1) the receipt and unloading 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.

A Logistics Center shall include the following terms as well as similarly implied terms.

DISTRIBUTION/FULFILLMENT/SHIPPING/PROCESSSING CENTER,

HANDLING/STOREHOUSE/WAREHOUSE FACILITY,

FREIGHT/LOGISTICS/SUPPLY CHAIN/LAST-MILE TRANSPORT HUB,

ON-DEMAND WAREHOUSES,

DARK STORES (MICRO-FULFILLMENT CENTERS)

and

FREIGHT/TRUCK TERMINAL.

Logistics Centers shall be classified as a small logistics center or a large logistics center.

SMALL LOGISTICS CENTER - A Logistics Center use that contains less than or equal to 25,000 square feet of gross building floor area per lot.

LARGE LOGISTICS CENTER - A Logistics Center use that contains more than 25,000 square feet of gross building floor area per lot.

ARTICLE III.

Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article X, Standards for Specific Uses, Section 400-71, Distribution centers and truck terminals, is hereby deleted and replaced in its entirety with the following Section 400-71, Logistics Centers:

Section 400-71. Logistics Centers.

A. Large Logistics Centers shall be permitted as a conditional use only within the I Industrial Zoning District. Small Logistics Centers shall be permitted by right in the I Industrial Zoning District and as a conditional use in the C-2 Office Park Zoning District.

B. Site Improvement Setbacks. All site improvements associated with Small Logistics Centers and/or Large 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. In the event a more restrictive setback requirement

than this requirement applies to the subject property and/or use under the Coolbaugh Township Zoning Ordinance, the more restrictive setback requirement shall control.

> Minimum Required Site Improvement Setback (feet) = [0.0002 x Sum of Building Sizes (in square feet)] + 50

C. Woodland Removal. For Small Logistics Centers and Large Logistics Centers, no more than 50% of the existing woodlands, as defined in Chapter 257 of the Coolbaugh Township Code of Ordinances, on the lot of the Logistics Center shall be removed.

D. Driveway Location. The centerline of all proposed access drives shall be located a minimum of seventy-five feet (75') from any property line for Small Logistics Centers, and one hundred fifty feet (150') from any property line for Large Logistics Centers.

E. Queuing.

(1) For Small Logistics Centers and Large Logistics Centers, adequate queuing space shall be provided within the property boundaries to prevent the stacking of vehicles on or along public streets. The Applicant shall demonstrate to the satisfaction of the Township Engineer that there is adequate queuing space provided.

(2) For Small Logistics Centers and Large Logistics Centers, queuing, or circling of vehicles, on public streets immediately pre- or post-entry to the site is strictly prohibited.

F. Parking. For Small Logistics Centers and Large Logistics Centers, off-street parking spaces ("stalls") shall be provided in accordance with the applicable Table of Required Parking and Stacking Spaces within the Coolbaugh Township Zoning Ordinance. The number of proposed tractor-trailer loading docks/bays shall be clearly indicated and summarized on the Plan and/or application. Computations shall be provided on the Plan for the required and proposed number of 'regular' parking spaces, tractor-trailer spaces, trailer spaces, and stacking/storage spaces. The type of parking spaces shall be clearly labeled on the Plan and/or application. For parking calculations, the "employee on the largest shift" shall be considered the "maximum number of individuals on the site" as noted herein.

G. Outdoor Storage. For Small Logistics Centers and Large Logistics Centers, 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.

H. Individuals on Site. For Small Logistics Centers and Large Logistics Centers, the maximum number of proposed individuals on the site to be present at any given time (during the largest shift) shall be clearly specified on the Plan and/or application. This includes all employees, office workers, managers, staff, operators, laborers, contractors, drivers, patrons, etc.

I. Trips. The maximum number of proposed trips for Small Logistics Centers and Large Logistics Centers, broken down for each type of vehicle to use the facility and then combined, shall be clearly specified on the Plan and/or application. These figures shall be the maximum number of allowed

trips for the property and use for the life of the development and use, unless otherwise approved by the Township.

J. Traffic Impact Study. All applications for a Logistics Center, both Small Logistics Centers and Large Logistics Centers, shall be required to provide a Traffic Impact Study of a scope and form deemed acceptable to the Township Engineer. Applicants shall be required to install all required traffic improvements and all recommended and/or suggested on-site traffic improvements provided for within the study as deemed necessary by the Township and/or Penn DOT.

K. Turning Templates. For Small Logistics Centers and Large Logistics Centers, to verify vehicle 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.

L. Site Access.

All Large 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.)

Corporate Center Drive (T-785)

Industrial Park Drive (T-676)

Market Way (T-730)

Liz Way (T-678)

Bensinger Court (private street)

Veterans Drive (private street)

Hap Arnold Boulevard

M. Anti-Idling Signs. For Large Logistics Centers, 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.

N. Disposal of Pollutants. For Large Logistics Centers, the use shall include an appropriate and Township approved 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. The Applicant shall demonstrate to the satisfaction of the Township Engineer that the proposed system will adequately contain and properly dispose of such pollutants.

O. Berms. For Large Logistic Centers, earthen berms shall be provided around the exterior of all parking spaces and areas for tractor-trailers and loading/unloading areas. If these areas are in a cut greater than fifteen feet (15') below the adjacent grades, then berms are not required. The berms shall meet the following criteria:

(1) minimum height shall be fifteen feet (15') 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 feet horizontal to one foot vertical (2:1); and

(4) such berms shall include landscaping that meets and complies with the requirements set forth in Section 400-49.B.2. of this Chapter.

P. Routing Plan. For Large Logistics Centers where tractor-trailers will be the largest anticipated vehicle to access the site, a Routing Plan shall be presented that depicts the proposed routes along streets from the site to the boundary of the Township and from the Township boundary to the site, any existing signs relating to tractor-trailer traffic, and proposed signs restricting access to Township streets. The Applicant shall also present an implementation and education plan and program that the Applicant will utilize to ensure compliance with the proposed Routing Plan by its employees, patrons, representatives and/or others accessing the site. The Applicant shall be responsible to purchase and install proposed signs deemed necessary by the Township to ensure compliance with the Routing Plan. Signs shall also be installed at all applicable exit access drives directing drivers to the appropriate route(s). The Applicant shall be responsible for any deviation from the Routing Plan by drivers during the operations of the site and shall sign an acknowledgement and/or similar agreement wherein the Applicant shall agree to require and ensure that the Routing Plan is complied with, to enforce the Routing Plan and to be responsible for a fee to the Township in the event of noncompliance with the Routing Plan.

Q. Colors. For Large Logistics Centers, building and retaining wall colors shall be low-reflective, subtle, or earth tone and subject to Township review. Fluorescent and metallic colors are not permitted.

R. Goods, products, and materials may be temporarily kept within trailers and not necessarily placed inside the building(s), not to exceed thirty (30) days.

S. A Logistics Center may include facilities that provide locations for drivers to rest and plan operations (next leg of travel), but shall not provide for overnight lodging.

T. All Logistics Centers shall include and/or install a facility/station wherein any and all accumulated snow and ice will be removed from the trucks and trailers prior to leaving the property.

U. All Logistics Centers shall include and/or install noise mitigation improvements and measures, including but not limited to supplemental landscape buffers and berms, in addition to those required in Section O hereinabove, and/or other noise mitigation improvements along property boundaries

bordering and/or facing residential uses and/or other non-industrial and/or non-commercial use, in a manner and form deemed acceptable to the Township Engineer.

V. All Logistics Center uses, either newly proposed or additions to existing uses, shall be required to submit a land development application and secure land development approval from the Coolbaugh Township Board of Supervisors.

W. All Logistics Centers shall be required to be served by public or adequate community septic and water systems and shall include bathrooms within the building(s).

ARTICLE IV.

The terms "Warehouses and trucking terminals" in Section 400-51.A.(8) of the Code of Ordinances of Coolbaugh Township shall be deleted and replaced with "Large Logistics Centers".

ARTICLE V.

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article X, is hereby amended by deleting Section 400-91.3, Warehouse, in its entirety.

ARTICLE VI.

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by deleting "Warehouses" and "Distribution Centers/Truck Terminals" from all sections within Attachment 1.

ARTICLE VII.

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by adding Small Logistics Centers to the Principal Permitted Uses column in the I Industrial District and the Conditional Uses column in the C-2 Office Park District within Attachment 1.

ARTICLE VIII.

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by adding Large Logistics Centers to the Conditional Uses column in the I Industrial District within Attachment 1.

ARTICLE IX.

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 3, Table of Required Parking and Stacking Spaces, is hereby amended by removing the reference to "Warehouses (not including self-service storage facilities), distribution centers, fulfillment centers, truck terminals and similar uses" in the Industrial Uses column and replacing it with "Small Logistics Centers and Large Logistics Centers" to read as follows:

Small Logistics Centers and Large Logistics Centers	1.1 per employee on the largest shift, plus one tractor-trailer space located at each loading dock/bay, plus one additional trailer parking space (minimum of 12' x 55') per loading dock/bay, plus additional "stacking/storage" parking spaces (minimum of 14' x 74') for tractor-trailers in an amount greater than or equal to 10% of the number of loading docks/bays (with a minimum of 10 spaces) for the stacking/storage of tractor-trailers, all directly accessible by adequate aisles or drives. The parking and stacking design shall provide adequate area/spaces for the parking and stacking of tractor-trailers that are awaiting entry to the loading/unloading area to prevent the backup of tractor-trailers and/or other vehicles onto a public street.

ARTICLE X.

Section 400-49.B(1) of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

> Buffer. In C-1, C-2, I and I-A Districts, adjacent to every lot line abutting a R-1, R-2, R-3 or W-C District, a buffer strip a minimum of 50 feet in width, including a protective planting strip not less than 10 feet in width, is required. In the case of conditional uses or special exceptions, this buffer strip may also be required if the proposed development in a C-1, C-2, I or I-A District is adjacent to an existing residential use not located in a residential district or between commercial and residential uses in the C-3 District. The width of the required buffer area is to be measured from the property boundary. In the case of conditional uses or special exceptions, a buffer strip greater than 50 feet may be required.

ARTICLE XI. 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 XII. REPEALER.

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

ARTICLE XIII. EFFECTIVE DATE.

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

DULY ENACTED AND ORDAINED this ____ day of _____ 2024, 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: _____
Joseph Rogan, Vice-Chair

By: _____
Clare Colgan, Supervisor

By: _____
Alma I. Ruiz-Smith, Supervisor

By: _____
Lynn Kelly, Supervisor

ATTEST:

_____
Township Secretary

[TOWNSHIP SEAL]