Coolbaugh Township Planning Commission
January 13, 2026, 6:30 p.m.
Re-Organizational / Regular Meeting Minutes

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

Board Members present:
Bernard Kozen, David Pope, Michael Schlegel, Ann Shincovich, and Mike Peterson
Board Members absent:
None
Staff present:
Solicitor William Oetinger, Esquire, Alternate Solicitor Mike Tuosto, Esquire, Township Engineer, Greg Haas, Township Secretary, Erin Masker and Tomas Keane, Director of Codes and Zoning
Staff absent:
None

1. **Organization of the Planning Commission**

Appointment of Chairman

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

- **Discussion:** Mr. Bernie Kozen respectfully declined.

Mr. Kozen made a motion second by Mr. Peterson to nominate Ann Shincovich as Chair of the Coolbaugh Township Planning Commission.

- **Discussion:** With no other nominations being heard, the Commission proceeded to close the nominations.
- **Vote:** All in favor, motion passes**.**

Appointment of Vice-Chairman

Ms. Shincovich made a motion, second by Mr. Schlegel to appoint Mike Peterson as the Vice-Chairman of the Coolbaugh Township Planning Commission.

- **Discussion:** With no other nominations being heard, the Commission proceeded to close the nominations.
- **Vote:** All in favor. motion passed.

Appointment of Secretary

Mr. Peterson made a motion, second by Mr. Schlegel to appoint David Pope as the Secretary of the Coolbaugh Township Planning Commission.

- **Discussion: :** With no other nominations being heard, the Commission proceeded to close the nominations.
- **Vote:** All in favor. motion passed.

2. **Selection of Meeting Dates for Calendar Year 2026**

Mr. Kozen made a motion, second by Mr. Schlegel to set the regular meetings of the Coolbaugh Township Planning Commission for the second Tuesday of each month at 6:30 p.m. for calendar year 2026.

- **Discussion:** Brief discussion noted that the dates do not conflict with holidays.
- **Vote:** All in favor, motion passed.

3. **Approval of December 17, 2025 Meeting Minutes**

Mr. Schlegel made a motion, second by Mr. Pope to approve the December 17, 2025 Planning Commission meeting minutes as presented.

- **Discussion:** None.
- **Vote:** All in favor motion passed.

4. **Review of Land Development Plan for 1545 Prospect Street / Proposed Wawa Convenience Store**
Representatives, Erich Schock, Fitzpatrick, Lentz and Bubba Law Firm, Matt Mazella, Dynamic Engineering, John Cogan, from Summit Realty Advisors. M. Mazzella presented an updated land development plan for a proposed Wawa convenience store at the northwest corner of Prospect Street and PA Route 611.
The proposal includes: a 6,049 sq. ft. Wawa food market; Fifty (50) parking spaces, including two oversized vehicle spaces; A "straight eight" fueling canopy with eight fuel pumps and sixteen fueling positions; Access via a full-movement, high-volume driveway on Route 611 and a full-movement driveway on Prospect Street (subject to PennDOT Highway Occupancy Permit review) and an above-ground infiltration basin on the northwest portion of the site for stormwater management
The applicant and Township Engineer, Greg Haas reviewed the Keystone Consulting Engineers' January 12, 2026 review letter, including zoning comments and requested waivers.
Key discussion items included:

- **Parking, Pedestrian Access, and Crosswalks**

The Commission and Engineer discussed pedestrian movements from the nine parking spaces on the left side of the store toward the rear entrance and the potential for adding a defined walkway between parking spaces. Wawa representatives noted that the 10' x 20' parking stall size is intended to facilitate pedestrian movement between vehicles and that this configuration is typical for Wawa stores. The applicant agreed to further review the possibility of adjusting landscaping islands and striping to accommodate a more defined pedestrian route and to work with the Township Engineer on any refinements.

- **Building Wall Setback / Architectural Feature (Waiver Request or Zoning Determination)**

The Commission discussed the zoning provision requiring a minimum distance between parking spaces and the building wall. The applicant explained that the required distance is met to the actual building wall, but that an architectural column/overhang feature at the rear entrance extends closer to the parking spaces (approximately six feet). Bollards and an ADA-compliant walkway are provided in this area, and the layout is consistent with other Wawa stores. *Mr. Keane, Township Director of Codes and Zoning indicated that he had no issue with removing this comment; Mr. Haas, Township Engineer indicated that, with this understanding, his comment on this issue could be considered resolved and will be removed*.

- **Fueling Area Stacking and Drive Aisles (Waiver Request)**

The Commission discussed stacking requirements for vehicles at the fueling positions and the resulting width of adjacent drive aisles (approximately 12.4 feet in a worst-case scenario when vehicles are queued on both sides). The applicant explained that the proposed layout, including 16 fueling positions, is consistent with existing high-volume Wawa locations. The design and number of pumps are intended to minimize stacking and conflicts. Internal circulation, including the length of on-site drive aisles, is intended to prevent backup into the public right-of-way. The applicant requested that any necessary relief be handled as a waiver under the Subdivision and Land Development Ordinance rather than by variance, consistent with the ordinance provision addressing stacking for land developments. Mr. Haas, Township Engineer and Mr. Keane, Director of Codes and Zoning both acknowledged that the intent of the ordinance is to prevent conflicts with the public right-of-way and that, with the proposed internal circulation and number of fueling positions, that intent appears to be satisfied. *The Planning Commission discussed the matter, both Mr. Keane and the Commission expressed that there was no waiver necessary for this item and Mr. Haas stated that the comment would be removed*.

- **Site Grading, Visibility, Lighting, Snow Storage and Landscaping (Waiver(s) Request)**

The Commission discussed the relative elevation of the site at the intersection, existing rock conditions, and proposed grading. The applicant noted that the store pad will sit slightly lower than the Route 611 intersection due to rock conditions and that the western portion of the site has more favorable soils. Lighting will be designed to meet Township ordinance requirements and limit spillovers. Snow storage areas are designated on the land development plans to the northeast and northwest of the fueling canopy; no parking is proposed in those designated storage areas. The applicant stated that they are requesting relief from the landscaping requirements in SALDO §355-57.E (3) (b) for the requirement to provide trees with planting beds in front yard setback areas;

citing concerns with site distance due to the location. They also request relief from SALDO §355-57.E (3) (d) for the location of the required street tree plantings, stating that the number of trees required by the ordinance will be on the site, it is the location that they are unable to meet due to the topographic challenges and site visibility along the property's frontage on Route 611. *The Planning Commission understood the concerns, and they as well as the Township Engineer did not have any engineering issues with this request. Ms. Shincovich requested some additional shrubbery be planted along the Prospect Street frontage for beautification*. The applicant will review that request and make adjustments as feasible.

- **Sewer / Water and Act 537 Planning**

The applicant reported ongoing coordination with the Township regarding public sewer availability. The property currently has two (2) EDUs; the use is anticipated to require approximately seven (7) EDUs. The applicant is exploring acquisition of additional EDUs from other property owners and/or waiting for additional EDUs to become available following completion of the Act 537 planning process.
The current plan is to connect to public sewer; site development is not anticipated to proceed until public sewer is available. The applicant has reserved an area in the southwest wooded portion of the site for potential on-site sewage disposal (as a contingency) if EDUs are significantly delayed. The Township Engineer confirmed that appropriate separation distances must be maintained between any on-site sewage facilities and stormwater facilities and noted that, in the current concept, stormwater is uphill of the potential on-site sewage area, which is preferable.

- **Stormwater Management Basin and Emergency Spillway (Waiver Request)**

The proposed stormwater management basin is located on the western side of the site and includes an embankment with an emergency spillway constructed in fill. The embankment is proposed with a clay core, geotechnical oversight, and a grass-paved spillway surface. *The Township Engineer stated he has no engineering objection to this configuration given the design details and oversight proposed*.

- **Driveway on Prospect Street and Setback from Property Line (Waiver Request)**

The Commission reviewed the location of the Prospect Street driveway in relation to the neighboring property and the Route 611 intersection. The applicant explained that the driveway was intentionally shifted as far from the Route 611 intersection as possible and widened at the request of PennDOT and the Township Engineer to accommodate turning movements, which results in the driveway being closer than 20 feet to the neighboring property line. The applicant is seeking a waiver from the 20-foot separation requirement. The Commission discussed sight distance, turning movements, and the potential for PennDOT to restrict certain movements at the Prospect driveway based on final Highway Occupancy Permit review. The Township Engineer noted that PennDOT will control the final configuration and that sight distance and safety will drive any movement restrictions. *The Commission acknowledged the need for the waiver to keep the driveway as far as practicable from the Route 611 intersection and expressed no objection, deferring to the Township Engineer and PennDOT for final design and safety review*.

- **Truck Circulation and Deliveries**

The Commission asked about truck circulation for fuel and deliveries. The applicant noted that truck circulation diagrams have been prepared on the land development plan set, with delivery and fuel trucks accessing the site from Route 611. No truck access is proposed from Prospect Street; "No Trucks" signage will be posted at the Prospect driveway. The Township Engineer indicated that, as of the meeting date, a review letter had not yet been received from the Fire Chief. Township staff will follow up to obtain fire department comments, which will be addressed as part of the land development review.

- **Additional Waiver Request**

The applicant submitted a January 13, 2026 waiver request letter from Dynamic Engineering. The additional waiver requested/ discussed included:
Stormwater Management Ordinance §344-25.A – Requires a specific rate reduction for developments withing the Tobyhanna Creek Watershed.

  - The waiver is being requested as they are able to meet the applicable rate reductions to the overall points of analysis only, rather than each individual discharge point due to the topographic challenges of the site. The Township Engineer indicated that he would need to review the summary table handed to

him at the meeting prior to making a recommendation/review; indicating he believed that the calculations would have been off by much more than what is being presented. M. Mazzella stated that other than the specific items discussed during the meeting, the remaining comments in his review letter are "will comply" items.

Solicitor Oetinger stated that any such conditional plan approval motion that would potentially be entertained by the Commission would need to be carefully crafted to include all outstanding issues as well as Greg's review of the additional waiver request. *After a lengthy discussion, the Commission decided that they would like to be able to receive Greg's review and decision on the recently added Stormwater waiver request prior to entertaining any motions for recommendation of either the waivers or the plan.*

Mr. Peterson made a motion second by Mr. Schlegel to Table the Land Development Plan of 1545 Prospect Street/Proposed Wawa Convenience Store and the Requested Waivers associated with the project.

- **Discussion:** Attorney Schock asked if there will be more conversations on the plan at the next meeting and if all representatives for the plan in attendance this evening will be required to attend next month; the Commission advised that they are just going to be awaiting the decision of the Township Engineer to discuss the final waiver that was just requested today before they make any recommendation. Solicitor Oetinger stated that he will provide a summary of the meeting discussions this evening for reference.
- **Vote:** All in favor, motion passes.

5. **Request to Table the Review of the Following:**
   - Review of Pocono Mountain Corporate Center North Lot 1 Final Land Development Plan (566 Memorial Blvd)
   - Review of Pocono Mountain Corporate Center North Lot 2 Preliminary Land Development Plan (566 Memorial Blvd)

Mr. Kozen made a motion, second by Mr. Pope to table the review of the Pocono Mountain Corporate Center North Lot 1 Final Land Development Plan and Lot 2 Preliminary Land Development Plan for 566 Memorial Blvd.

- **Discussion:** Ms. Masker confirmed that an extension of time had been provided.
- **Vote:** All in favor. Motion passed.

6. **Public Input**

There was no public input.

7. **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. The meeting adjourned at 7:47pm.

- **Discussion:** None
- **Vote:** All in favor, motion passed.

Next Regular Commission Meeting: Tuesday, February 10, 2026 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:** _____
Ann Shincovich, Planning Commission Chair