

**MOUNT POCONO PLANNING COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 17, 2019
7:00 P.M.**

Commissioner K. Kirkwood opened the Regular Meeting at 7:00 P.M. with the following members present: Commissioners; M. Penn; H. Velasco; R. Varney; and, P. Bucco. Also, present were Solicitor H. C. Connor; Alternate Borough Engineer C. McDermott; Zoning/ Codes Enforcement Officer D. Noonan; and, Planning Commission Recording Secretary D. Jackowski.

Vice Chair R. Dorkoski and Commissioner N. DeLano were absent as well as Borough Engineer C. Niclaus.

Representing Borough Council was Councilmember D. Casole and President C. Williams arrived at 7:05 PM.

In the audience was: Mr. Michael Reardon of 14 Cedar Road.

Pledge of Allegiance was said by all.

PRELIMINARY ANNOUNCEMENTS

Chairman K. Kirkwood thanked everyone for attending this evening.

APPROVAL OF MINUTES

Commissioner P. Bucco moved to accept the Regular Meeting minutes of Wednesday, March 20, 2019, as presented. Commissioner M. Penn seconded. Motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Lot 28 Pocono Mountain Business Park – Sketch Plan

Mr. Rik Longacre of Schlouch Inc., the Engineer of this project was representing his client LPC Pocono I, LLC. He explained that his firm exclusively deals with spec projects of this nature. He continued by explaining that they would develop this property, that is in both Mount Pocono Borough as well as Coolbaugh Township, and that the warehouse would be in the middle of both municipalities. He noted that they are proposing a 750,000 square double loaded warehouse with public sewer and water with approximately 150 docks, 188 trailer spaces and 653 car parking spaces. He also noted that the building is proposed for general warehouse purposes with no processing or manufacturing. He further noted that there is no tenant currently and this is a proposed spec project. He stated that road to be modified for access to this project would be Market Way and Industrial Drive. Mr. Longacre asked if we could review the Borough Engineer's comment letter.

Upon reviewing the Borough's Engineer comment letter, the following items were discussed and agreed upon:

- The Applicant would seek Conditional Use Approval.
- Parking spaces will be reviewed at the time when the Applicant returns with a full Land Development Plan.

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- The Applicant will address snow storage as the plan develops.
- A traffic impact study will be required.
- Environmental protection performance standards will need to be met.

There was discussion regarding the traffic impact that this project would have on the intersections/ roads in the Borough. It was noted that this is a major concern of the Planning Commission. It was suggested that the Applicant investigate other access roads, that could alleviate the traffic concerns. It was also suggested that the fire company be advised on emergency access.

Commissioner M. Penn had three (3) concerns:

- Sewage usage.
- Would the Applicant have its own security?
- Infrastructure concern

Chairman K. Kirkwood suggested to the Applicant to relocate the traffic flow.

Both Commissioner R. Varney and P. Bucco questioned the water pressure and if this would affect the Borough residents.

Borough Engineer C. McDermott commented that this is a very thought out plan.

Chairman K. Kirkwood thanked Mr. Longacre for his presentation and looks forward to seeing the full project come before the Planning Commission in the future.

DISCUSSION

Coolbaugh Township Bylaws

Upon reviewing the Coolbaugh Township Bylaws, Commissioner M. Penn moved to adopt the Mount Pocono Borough Planning Commission Bylaws with changes.

**MOUNT POCONO BOROUGH
PLANNING COMMISSION BYLAWS**

Article I. Name of Commission

The name of this organization shall be the Mount Pocono Borough Planning Commission, Monroe County Pennsylvania.

Article II. Authorization

The authorization for the establishment of this Planning Commission is set forth under Section 201 of the Pennsylvania Municipalities Planning Code, Act 247, of July 31, 1968, 53 P.S. § 10201, and amendments thereto. Powers and duties are delegated to the Planning Commission by the Borough Council of Mount Pocono Borough by Ordinance 139 of 1972, as amended, in accordance with the above-mentioned enabling law.

Article III. Membership

Membership shall consist of seven (7) persons to be appointed by the Borough Council of Mount Pocono Borough. The term of office of members shall be four (4) years or until a successor is appointed. In the event of vacancies, the governing body shall appoint a member to fill the unexpired term. Members whose terms have expired shall hold office until their successors have been appointed and qualified. The membership shall comply with the requirements of the Pennsylvania Municipalities Planning Code and those requirements established by the Borough Council of Mount Pocono Borough. Each member shall be entitled to one vote.

Article IV. Officers

Section 1: *The Officers of the Planning Commission shall consist of a Chairman, Vice-Chairman and Secretary (optional).*

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Section 2: The Chairman shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers and/or as otherwise set forth in the Pennsylvania Municipalities Planning Code.

Section 3: The Vice-Chairman shall act as the Chairman in his/her absence.

Section 4: The Secretary shall act as the Chairman in his or her absence and in the absence of a Vice-Chairman. Additionally, the Secretary, with the assistance of Borough staff, shall keep the minutes and records of the Commission and shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings to the Commission members, arrange proper and legal notice of public hearings, attend to correspondence of the Planning Commission and such other duties as are normally carried out by a Secretary.

Article V. Election of Officers

Section 1: An annual organization meeting shall be held at the first meeting of each new year.

Section 2: Nominations shall be made from the floor at the annual organization meeting and elections of the officers specified in Section 1 of Article IV shall follow immediately thereafter.

Section 3: Vacancies in office shall be filled at the next Commission meeting following such vacancy.

Article VI. Meetings

Section 1: Meeting dates of the Planning Commission will be voted on at the annual organization meeting each year and will be held in the Mount Pocono Borough Council Chambers. In the event of a conflict with holidays or other events, a majority vote at any duly held meeting may change the date of said meeting.

Section 2: A quorum shall consist of a majority of the number of members of the Commission. The number of votes necessary to transact business shall be a majority of the members present. A record of the vote shall be kept as part of the minutes.

Section 3: Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call a special meeting when requested to do so by a majority of the members of the Commission. The Secretary or other persons designated by the Planning Commission shall notify all members of the Commission in writing not less than five days in advance of such special meeting.

Section 4: If a member of the Planning Commission is unable to attend a meeting, he/ she shall inform the Chairman.

Section 5: All meetings or portions of meeting at which official action is taken shall be open to the general public. Minutes of all meetings open to the public shall be maintained and such minutes shall note:

- A. The date, time and place of the meeting held;
- B. The names of all Planning Commission members present at the meeting;
- C. The substance of all official action taken at the meeting and a record which reflects the vote of each Commission member who voted on the particular Planning Commission action; and,
- D. The names of all citizens who appeared officially at the meeting and the subject or subject matter of their testimony given at the meeting.

Section 6: Unless otherwise specified, Robert's Rules of Order shall be used as a guide at the meetings of this Commission.

Article VII. Order of Business

Section 1: The order of business at regular meetings (which order of business may be changed at the discretion of the Chairman) shall be as follows:

- A. Roll Call
- B. Approval of minutes of previous meeting and action thereon
- C. Public Participation on agenda items
- D. Old Business
- E. New Business
- F. Public Input
- G. Adjournment

Article VIII. Hearings

Section 1: In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.

Section 2: Notice of the time and place of such hearings shall be published once a week for two (2) successive weeks in at least one newspaper of general circulation in the territorial jurisdiction of the Commission not earlier than thirty (30) days and not less than seven (7) days from the public hearing date, unless alternate notice is required by law.

Section 3: The matter before the Planning Commission shall be presented in summary by members of the Planning Commission designated by the Chairman or by Borough staff and parties in interest shall have the privilege of the floor, unless otherwise directed by the Chairman.

Section 4: A record shall be kept of those speaking before the Commission at such hearings.

Article IX. Removal of Appointees for Cause

Any member of a Planning Commission once qualified and appointed may be removed from office by the Mount Pocono Borough Council for Malfeasance in office; Misfeasance in office; Nonfeasance in office; Unexcused and repeated absenteeism (missing four (4) or more Planning Commission meetings in any calendar year); Participating in unethical

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activities; conducting oneself in an unprofessional manner at Planning Commission meetings; or other just cause as determined by the Borough Council by a majority vote of the Borough Council.

Article X. COMPENSATION

Section 1: *Planning Commission members may be compensated only as approved by the Borough Council and pursuant to the Pennsylvania Municipalities Planning Code.*

Article XI. Amendments

These bylaws may be amended by a majority vote of the entire membership of the Planning Commission.

Commissioner P. Bucco seconded. Motion carried unanimously.

PROJECT UPDATES

Hirshland

Zoning/ Codes Enforcement Officer D. Noonan stated that the proposed Wawa came before the Zoning Hearing Board to request sign waivers.

LIAISON REPORTS

Borough Council

Councilmember D. Casole reported: that the Fireworks Ordinance was discussed, and the primary concern was the amount of the bond required and if the fire company could be exempted. She also reported that the Shopping Cart Ordinance was also reviewed and that an impound fee needs to be established and that the Fee Schedule Committee would review this.

Zoning Hearing Board

Commissioner M. Penn reported that the Zoning Hearing Board granted some of the waivers that were requested by Wawa and that the decision will be made public at the next Zoning Hearing Board meeting on Tuesday, May 14, 2019.

PUBLIC PARTICIPATION

None

There being no public participation and no further business coming before the Planning Commission, Commissioner P. Bucco moved to adjourn at 9:00 P.M. Commissioner R. Varney seconded. Motion carried unanimously.

Respectfully submitted,

Diana Jackowski
Planning Commission Recording Secretary