

Planning Commission
Minutes
December 9, 2020

On Wednesday, December 9, 2020 the Eldred Township Planning Commission met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa. The meeting was held both in person and virtually via the Microsoft Teams App.

In Attendance: In-Person, Robert Boileau, Chairman; Donna Mikol, Vice-Chairman; Scott Clark, Megan Yarashas.

Virtually: Michael Kolba, James Leiding, Cathy Martinelli, Brien Kocher, Engineer; Michael Gaul, Solicitor.

Call to Order: The meeting was called to order by Chairman Robert Boileau at 7:00 P.M.

Approval of the Minutes:

- There was a motion by Robert Boileau and seconded by Scott Clark to approve the minutes of November 11, 2020. Motion carried (7-0).

New Business:

Dollar General- Travis Martin, Justin Ross and Jason Long joined the meeting virtually representing Dollar General to review of the sketch plan submitted November 4, 2020. Mr. Martin explained that the number of proposed parking spaces is not consistent with the Eldred Township Zoning Ordinance. They wish to have 30 spaces. There is not Land Use Code in our Ordinance that is equivalent to the proposed use. Mr. Travis noted that the Township's code references an outdated version of the ITE Parking Generation Manual (4th edition) and that the latest (5th) edition does have an equivalent Land Use Code (814), Variety Store, which is consistent with the proposed number of spaces. In addition, a parking study was performed and verifies the number. Mr. Travis will provide the parking study to the Zoning Office for review.

After some review and discussion, Jeff Snyder, Zoning Administrator (SFM), reported that the Zoning Office is in agreement with the parking proposal.

Mr. Travis asked the Zoning Office to provide a written document confirming this preliminary determination prior to the submission of the Land Development Plan.

Zoning Appeal: Short-Term Rental: An appeal of the Zoning Officers decision has been filed regarding a property at 435 Duke Lane, Kunkletown (Kingswood Lake). Mr. Snyder briefly reviewed the status of the Non-Conforming Use Application by the owner. The Zoning Office has requested a review by the Planning Commission prior to a hearing on the appeal. The planners will review the application at its January meeting.

Old Business: Kocher/Borger Minor Subdivision

Dean Zimmerman, Keystone Engineering, appeared (virtually) representing the project. The waivers that might be necessary were discussed at some length. Mr. Gaul suggested some changes to the proposed plan that might simplify the proposal. Mr. Zimmerman will consult with the owners to see if those changes are acceptable.

(Ms. Martinelli left the meeting at 8:10 P.M.)

Moyer: Deferred

Zoning and SALDO Reviews: Signs: Deferred

Horses: Mr. Boileau reported that he checked with various State Agencies to inquire if there was any inspection of facilities program and found none.

Village Center Overlay: Mr. Boileau asked Solicitor Gaul if there is a difference between creating a new Zoning District vs. an overlay District Mr. Gaul was unsure of the differences but said that if a redistricting was done, the property owners must be notified.

Mr. Boileau asked if it would be best to create the (overlay) change separately or wait until the revisions of the sign section was complete and do them together. Solicitor Gaul replied that they should be done at the same time.

Public Comment: There was no Public Comment

Adjournment:

- There was a motion by Scott Clark and seconded by James Leiding to adjourn. Motion carried (6-0). Meeting adjourned at 8:30 P.M.

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission Minutes
November 11, 2020

On Wednesday, November 11, 2020 the Eldred Township Planning Commission met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. The meeting was both in-person and virtual using Microsoft Teams.

In Attendance: In attendance were Robert Boileau, Chairman; Donna Mikol, Vice-Chairman; Michael Kolba; James Leiding; Cathy Martinelli, Scott Clark; Megan Yarashas; Michael Gaul, Solicitor and Brien Kocher, Engineer.

Also in Attendance: George Fetch, Surveyor; Michael Kaspszyk, Solicitor (Tanzosh Minor Subdivision); Dean Zimmerman, Keystone Consulting Engineers (KCE) for Borger/Kocher Minor Subdivision; David Tanzosh, Timothy Tanzosh, Barry Borger, Steven Kocher Marylou Kocher; Marjorie Borger, Sterling Borger; Dieter Metzger.

Call to Order: The meeting was called to order at 7:00 P.M. by Chairman Robert Boileau.

Approval of the Minutes:

- There was a motion by Scott Clark and seconded by James Leiding to approve the minutes of October 14, 2020. Motion carried (7-0).

Lot Joinder: After a brief discussion:

- There was a motion by Cathy Martinelli and seconded by Donna Mikol to recommend to the Board of Supervisors approval of the lot joinder application of Moazzam Ali and Rubina Zarghuna Momand for lot parcel numbers 06.31.23-9 and 06.3.1027. Motion carried (7-0).

New Business: Minor Subdivision Kocher/ Borger There was discussion about the proposed subdivision. Mr. Zimmerman reviewed the Hanover review letter of November 6, 2020 and submitted a request for Planning Commission Minutes November 11, 2020 pg. 2 of 3 waivers from sections 606.5(b) and 606.5(c) After discussion there were still a few points that require review and clarification.

- There was a motion by Cathy Martinelli and seconded by James Leiding to table the plan until the December meeting. Motion carried (6-0). (Mr. Boileau abstaining, being a close friend of the applicants.)

Old Business: Amendment to Approved Subdivision/ Moyer/ Kuehner Fields Lots 18 and 19 (20 and 21).

Steve Hawk (KCE) appeared (virtually) for the applicant. There was discussion about the remaining improvements. Mr. Kocher explained that these are a part of the Kuehner Fields Development agreement and its NPDES Permit and would not apply to this applicant. After a brief discussion:

- There was a motion by Cathy Martinelli and seconded by Donna Mikol to table the plan and approve an extension until March 1, 2021. Motion carried (7- 0).

Tanzosh Minor Subdivision: George Fetch presented a revised set of plans for review. He indicated that he spoke to mapping at the County. They agree there is a discrepancy in the acreage, and it will be corrected when the new plans are recorded. Brien Kocher stated that there were 2 remaining issues, that the waiver be granted and that the new lot that will have accessory structures, but no principal use, be submitted to the zoning office with a description of a new intended use. Solicitor Gaul stated that although the lot with the residence has no change of use and is a permitted use, he would advise the new owners to apply for a zoning permit. It was restated that by creating a non-conforming use (barn and corral) the applicant will not be grandfathered for those uses on the new lot.

- There was a motion by James Leiding and seconded by Scott Clark to approve the plan to the Board of Supervisors for approval (conditioned upon all comments of the Engineers being addressed). Motion carried (7-0).

Other: Mr. Boileau asked Solicitor Gaul the status of the ACRE complaint. Solicitor Gaul replied that the Township is waiting for a response. Mr. Boileau also commented on his research into the number of horses permitted and pasturing of horses.

- There was a motion by Cathy Martinelli and seconded by Megan Yarashas to send letters to the Supervisors recommending approval of the Zoning and SALDO amendments for Minimum Lot Size and accessory structure setbacks. Motion carried (7-0).

Public Comment: There was no Public Comment Adjournment:

- There was a motion by James Leiding and seconded by Scott Clark to adjourn. Motion carried (7-0). Meeting adjourned at 8:40 P.M.

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission
Minutes
October 14, 2020

On Wednesday, October 14, 2020 the Eldred Township Planning Commission met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA. The meeting was also presented virtually through the Microsoft Teams application.

In Attendance: In attendance were Robert Boileau, Chairman, Donna Mikol Vice-Chairman, James Leiding, Megan Yarashas and Michael Gaul, Solicitor and via the Teams interface, Scott Clark and Brien Kocher, Engineer.

Also attending virtually was JoAnn Bush, Supervisor.

Approval of the Minutes:

- There was a motion by James Leiding and seconded by Megan Yarashas to approve the minutes of September 9, 2020. Motion carried (5-0).

Old Business: A revised plan of the Tanzosh Minor Subdivision was submitted for review. George Fetch, Surveyor, David Tanzosh and Michael Kaspszyk, Attorney, appeared for the applicants.

Hanover Engineering reviewed the plan and provided comments.

Solicitor Gaul pointed out that the discrepancy in the acreage still was not resolved and that the planners were requesting that that issue be resolved prior to approval. Mr. Fetch agreed to contact Monroe County Planning to have the issue resolved.

Mr. Fetch will contact Scott Brown to determine if any additional sewage planning or waivers are necessary for any of the new tracts.

Brien Kocher asked Mr. Fetch to describe in the plan the various tracts that are being either subdivided, added or subtracted from the parent parcels and to show them clearly on page 3 of the plan for clarity.

Also, to improve the appearance of the utility easements. Mr. Fetch agreed to these items.

- There was a motion by Megan Yarashas and seconded by James Leiding to recommend approval of the requested (waiver) modification of SALDO Section 309 requiring a survey of the entire tract. Motion carried (5-0).

There was a lengthy discussion about the proposed lot line that would transect the corral and separate the barn from its current parcel. Solicitor Gaul explained that it is not typical to create a lot with accessory structures that has no principal use specified. He explained that there would be no grandfathering of the use of the barn to the new parcel and that no waiver would be granted in the future for a hardship created by the subdivision. In addition, it may be necessary for a new zoning permit to be issued for the barn/corral since they may not meet current zoning standards after the subdivision is approved. After a brief consultation with Attorney Kaspszyk, the Applicant stated that he understood and wanted the change as presented.

Mr. Kocher asked Solicitor Gaul to provide Mr. Fetch with the language for the Gower joinder, and asked that it be put on the plan. This was agreed.

Mr. Fetch asked if the Planners would grant a conditional approval to pass the plan to the Supervisors. The Planners agreed that they wanted to see the final plan prior to that and would review the plan again at the November meeting. If all items are finalized, they will send it to the Supervisors for their meeting on November 18, 2020.

- There was a motion by Donna Mikol and seconded by Megan Yarashas to accept an extension of the Tanzosh Minor Subdivision application until December 1, 2020. Motion carried (5-0).

Short Term Rental Fee Schedule: After a brief discussion the fees were set as follows:

Application fee	\$450.00 (included one each inspection, Septic and Building)
Reinspection (if necessary)	\$250.00
Annual permit renewal fee	\$300.00

Solicitor Gaul will prepare the Resolution for the October meeting of the Board of Supervisors.

Mr. Boileau reported that the Township has received a proposed change to the definition of Bed and Breakfast from Ross Township and feels that the change should also be made in Eldred. The change specifies that to be considered a B&B, it must be owner occupied.

The PC will send a letter to the BOS with that recommendation.

Setbacks for Accessory Structures built Prior to Zoning; Solicitor Gaul is preparing an amendment to our SALDO with new setback requirements for accessory Structures

built prior to zoning (2004). At the last meeting a setback of 45 feet was recommended, however after a discussion at CJERP, Mr. Boileau suggested that, for the sake of consistency, a 40 foot setback would be appropriate. Since both Donna Mikol and JoAnn Bush (Supervisors) agreed, Solicitor Gaul will include that in the Ordinance.

Signs: Mr. Boileau suggested a new zone, creating a Village Center. This zone could have specific requirements for signage etc.

Solicitor Gaul pointed out that this could be accomplished with an overlay of our commercial zone on Kunkletown Rd. The first step would be to determine an area and decide what the Township would wish to accomplish with the overlay district. He suggested working from another Township's overlay district would be advisable.

Mary Anne Clausen talked about the previous discussions the Planners have had on this subject and the Radnor Township Ordinance. She admired the signage that Township uses that requires signs to complement the building and limits what can be posted on the signs. She would like to see some consistency of signage, especially in the village area.

Horses: Mr. Boileau stated that he believes our Zoning Ordinance should require a certain amount (to be determined) of pasture for horses based on the number of animals at a site.

Mary Anne Clausen disagreed, she stated that some horses are not pastured at all, are exercised in exercise yards and does not believe this should be a zoning issue. No recommendations were made at this time.

Other: None

Adjournment:

- There was a motion by James Leiding and seconded by Megan Yarashas to adjourn. Motion carried (5-0). Meeting adjourned at 9:15 P.M.

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission
Minutes
September 9, 2020

On Wednesday, September 9, 2020 the Eldred Township Planning Commission met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. 18058. The meeting took place in-person and virtually through Microsoft Teams.

In Attendance: In attendance were Robert Boileau, Chairman; Donna Mikol Vice-Chairman; Cathy Martinelli, Scott Clark, James Leiding, Megan Yarashas and Solicitor, Michael Gaul (there were no online attendees).

Call to Order: The meeting was called to order by Chairman Robert Boileau at 7:03 P.M.

Approval of the Minutes:

- There was a motion by James Leiding and seconded by Cathy Martinelli to approve the minutes of August 20,2020. Motion carried (7-0).

Minimum Lot Width: Mr. Boileau announced that a letter was sent to the Board of Supervisors regarding the recommendations to address the Minimum Lot Width in our Zoning Ordinance. The Commission will await a request from the Supervisors to proceed with producing a proposed Ordinance.

Tanzosh Minor Subdivision: Tanzosh- deferred

Amendment to Approved Subdivision: Moyer- Deferred

Signs: The Planners received a letter from the Board of Supervisors requesting a review of the Zoning Ordinance Article XI, signs, and other suggested areas of the Ordinance.

Mr. Boileau asked the Planners to review the letter and accompanying document for discussion at the next meeting.

Setbacks: Cathy Martinelli, having researched the setbacks of other local townships, gave the planners a table showing the various setback requirements. There was a lengthy discussion on the subject, centered on the issue of accessory buildings of primary residences existing prior to Zoning in 2004. The topics discussed were:

safety and line of sight requirements
Pre-existing dwellings and buildings
aesthetics
property use rights

After much debate :

- There was a motion by Cathy Martinelli and seconded by Scott Clark to recommend to the Board of Supervisors an amendment to the Zoning Ordinance to make the setback for dwellings existing prior to 2004, on Township roads, 45 feet from the centerline of the road and to keep the setback on State roads at 75 feet from the centerline of the road. (no change is recommended to the Ordinance for new construction dwellings and those constructed after April 21, 2004) Motion carried(7-0).

Public Comment: There was none.

Adjournment:

- There was a motion by Donna Mikol and seconded by Scott Clark to adjourn. Motion carried (7-0). Meeting adjourned at 8:20 P.M.

Respectfully submitted,

E. Ann Velopolcek

Planning Commission
Minutes
August 20,2020

On Thursday, August 20, 2020 the Eldred Township Planning Commission held its regular monthly meeting, at 7:00 P.M. Due to the COVID-19 pandemic, the meeting was held in person and also virtually, via video and audio advanced communication technology (“ACT”), using the Microsoft Teams internet application. All members of the Planning Commission, as well as all other attendees, could hear each other, and be heard by the others.

In Attendance: In attendance were Robert Boileau, Chairman; Donna Mikol, Vice-Chairman; Scott Clark, Secretary; Megan Yarashas; James Leiding; Michael Kolba; Cathy Martinelli, Brien Kocher, Engineer and Michael Gaul, Solicitor. Also joining in person was Dieter Metzger and Jonathon Shupp; surveyor.

Joining the meeting by video or phone were Dean Zimmerman, Keystone Engineering; Jane and Maynard Frantz

Call to Order: The meeting was called to order at 7:02 by Chairman Robert Boileau.

Approval of the Minutes:

- There was a motion by James Leiding and seconded by Cathy Martinelli to approve the minutes of July 16,2020.

Conditional Use Review: Jane and Maynard Frantz 185 White Church Rd. Kunkletown.

Robert Boileau explained that the property is in the commercial zone and as such use for a residential structure requires a conditional use review by the Planning Commission and a hearing before the Board of Supervisors. The property is currently surrounded by other single-family residences and so is consistent with the neighborhood. After a brief discussion:

- There was a motion by Scott Clark and seconded by James Leiding to recommend approval of this Zoning application to the Board of Supervisors. Motion carried (7-0).

Amendment to Approved Subdivision, Kuehner Fields, David Moyer: Action was deferred on the application excepting:

- There was a motion by Cathy Martinelli and seconded by James Leiding to approve an extension of the application until December 1, 2020. Motion carried (7-0).

Tanzosh Minor Subdivision: No one appeared for the Tanzosh Minor Subdivision. No action was taken. Mr. Boileau noted that he spoke to the Surveyor, George Fetch, indicating that the total acreage for each lot must be in accordance with the County records. Any discrepancy will cause the plan to be rejected. The conversation was confirmed in an email dated 8/13/2020 from Mr. Boileau to George Fetch.

Brien Kocher (Hanover Engineering) commented that there is also a requirement for septic testing on the lot with the house.

New Meeting Date:

- There was a motion by Mike Kolba and seconded by Scott Clark to approve a change of the meeting dates to the second Wednesday of each month beginning September 9, 2020. This change is to accommodate PC reviews and approvals to be available at the next Board of Supervisors meeting and not be delayed an entire month. Motion carried (7-0).

Minimum Lot Widths: Solicitor Gaul presented a proposed ordinance amending the Zoning Ordinance to include minimum lot widths based on recommendations from the engineers.

- There was a motion by Robert Boileau and seconded by Cathy Martinelli to forward the proposed Ordinance to the Board of Supervisors for consideration and review. Motion carried (7-0).

Alternate Septic Sites for Minor Subdivisions: Mr. Boileau gave an update on his communications with the DEP and Monroe County Planning Commission on this topic. He was informed that neither required alternate sites for minor subdivisions, however since Eldred Township is in the Pohopoco/Aquashicola watershed both are under consideration for EV stream designation, the DEP requires an alternate site.

- There was motion by Megan Yarashas and seconded by Scott Clark to amend the Eldred Township Land Development and Subdivision Ordinance to require an alternate septic system site for minor subdivisions. Motion carried (7-0).

Setbacks: The Planners discussed the current setback requirements. After some examples of how this could be revised were discussed, it was decided that Ms. Martinelli would do some further research on the subject and report back to the Commission.

Adjournment There being no further business:

- There was a motion by James Leiding and seconded by Cathy Martinelli to adjourn. Motion carried (7-0).

Respectfully submitted,

E. Ann Velopolcek

Planning Commission
Minutes
July 17, 2020

On Thursday July 17, 2020 the Eldred Township Planning Commission held its regular monthly meeting, at 7:00 P.M. Due to the COVID-19 pandemic, the meeting was held virtually, via video and audio advanced communication technology (“ACT”), using the Microsoft Teams internet application. All members of the Planning Commission, as well as all other attendees, could hear each other, and be heard by the others.

In Attendance: In attendance were Robert Boileau, Chairman; Donna Mikol, Vice-Chairman; Scott Clark, Secretary; Megan Yarashas; James Leiding; Michael Kolba ; Cathy Martinelli, Brien Kocher, Engineer and Michael Gaul, Solicitor

Also joining the meeting by video or phone were: Paula Fritzinger, Koehler Marvin Realty; Dean Zimmerman, Keystone Engineering; George Fetch; Dieter Metzger; M. Hoskings.

Call to Order: The meeting was called to order at 7:00 by Chairman Robert Boileau.

Approval of the Minutes:

- There was a motion by Mike Kolba and seconded by James Leiding to approve the minutes of June 18,2020.

Old Business: Tanzosh Minor Subdivision:

George Fetch (Surveyor) told the assembly that in researching the property he came across a discrepancy in the tax records regarding the area of Tract 26. The tax records indicate 75 acres, while his survey indicates the area to be 55 acres.

Robert Boileau, commenting on the Zoning review provided by Shawn McGlynn, Township Zoning Officer, asked Mr. Fetch if he could provide a supplemental narrative regarding Tract 26 as the proposed use is not indicated on the plan. He stated that in order for a decision to be made, that information is required. Mr. Fetch will confirm with the owners and reply.

- There was a motion by Cathy Martinelli and seconded by James Leiding to grant an extension of the Tanzosh Minor Subdivision plan for 90 days. (October 16, 2020). Motion carried (7-0).
- There was a motion by Cathy Martinelli and seconded by James Leiding to table action on the Tanzosh Minor Subdivision Plan. Motion carried (7-0).

Moyer Approved Subdivision Revision: (deferred)

Minor Subdivision of Supernavage: Dean Zimmerman of Keystone Engineering appearing for the Applicant explained the plan. Acreage will be transferred to an adjacent property owner to create a more natural subdivision. The parcel is currently divided by a roadway.

Brien Kocher, Township Engineer, went over the points that Keystone will need to correct (See Hanover letter of July 13, 2020). Monumentation was discussed and agreed upon.

- There was a motion by Cathy Martinelli and seconded by Scott Clark to recommend approval of the Supernavage Minor Subdivision Plan to the Eldred Township Board of Supervisors subject to compliance with the Engineer's comments in the review letter of July 13, 2020. Motion carried (7-0).

Zoning Amendment: Minimum Lot Width; Continuing the discussion begun last month, Mr. Kocher prepared new tables to be inserted into the Zoning Ordinance indicating minimum lot widths based on best practices. Having reviewed the changes:

- There was a motion by Scott Clark and seconded by Mike Kolba to have the Planning Commission Solicitor to prepare a draft Ordinance amending the Eldred Township Zoning Ordinance of 2014, to implement the tables recommended by Hanover Engineering, adding minimum lot width requirements in all uses, to be presented for consideration to the Board of Supervisors. Motion carried(7-0).

Ms. Martinelli asked if there was any more discussion regarding Front Setback requirements. Mr. Boileau responded that after discussion at a previous meeting, the topic was dismissed.

Alternate Sites for Septic Systems on Approved Lots; Mr. Boileau informed the assembly that, based on recent research, all of Eldred Township is considered to be in the Aquashicola/Pohopoco watershed, that those streams are under evaluation for DEP's "Exceptional Value" designation and as such, an alternate septic site for any new lots (subdivisions) is required. He suggested that we should amend our Zoning and Saldo to reflect this requirement.

He further stated that some townships create a covenant that the specific site must remain unimproved and permanent markers be installed.

Solicitor Gaul suggested the Township contact the Monroe County Planning Commission to see if they can provide guidance regarding standards and best practices for this purpose.

There was a brief discussion about how this might affect pending minor subdivision approvals. Mr. Kocher advised that our Ordinance should be consistent with any DEP requirement, so an amendment is probably in order.

- There was a motion by James Leiding and seconded by Mike Kolba to table the discussion for a later meeting. Motion carried (7-0).

Other: Dr. Leiding asked if there has been any further discussion about moving the date of our meetings. It was determined that a good day would be the 2nd Wednesday of the month, pending confirmation that the Solicitor has no conflict.

Ms. Martinelli asked if the front setback is 25' making the setback from the centerline of the road being 75'. She thinks that is quite large.

Mr. Kocher replied that the "ultimate" setback is 25 feet and the Township setback is 50 feet crating the 75 ft. setback. This allows for future road widening and the utility right of way (10 ft.).

Mr. Boileau explained the conditions that must exist for a variance (hardship) on a lot.

Ms. Martinelli commented that this may make sense for a new subdivision but for properties that are older, there may not be room on the lots for accessory structures. She feels that perhaps a different setback for accessory structures than for primary structures would be in order.

Mr. Kocher said that usually happens on sideyards , not generally for front setbacks, but that he is aware of some flexibility being given for properties created prior to Zoning.

Mr. Boileau is going to do some research to present for future discussion on this subject.

Adjournment:

- There was a motion by Scott Clark and seconded by Cathy Martinelli to adjourn. Motion carried (7-0). Meeting adjourned at 8:13 P.M.

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission Minutes
June 18, 2020

On Thursday June 18, 2020 the Eldred Township Planning Commission held a virtual (due to the Corona Virus Emergency Declaration) meeting at 7:00 P.M.

In Attendance: In attendance were Robert Boileau, Chairman; James Leiding; Mike Kolba; Megan Yarashas, Scott Clark, Engineer; Brien Kocher and Solicitor Michael Gaul. Donna Mikol joined the meeting at 7:15 P.M.

Call to Order: The meeting was called to order by Chairman Robert Boileau at 7:04 P.M.

This meeting was recorded.

Approval of the Minutes:

- There was a motion by Megan Yarashas and seconded by Mike Kolba to approve the minutes of May 21, 2020 Motion carried (5-0).

Old Business:

Ballou Conditional Use: Mr Ballou reported that the Board of Supervisors at its meeting on June 17, 2020 approved the Conditional Use of Don Ballou for his property on Lower Smith Gap Rd., subject to the conditions outlined in the previous decision excepting the Variance (which was granted) and the NPDES Permit which has now been obtained.

Tanzosh Minor Subdivision: There was no action taken on the Tanzosh Minor Subdivision.

Ordinance 2020-03- Regulating the installation, maintenance and closing of wells in the Township.

Mr. Ballou reported that the Board of Supervisors enacted Ordinance 2020-02 at its meeting on June 17th, 2020.

New Business: Zoning Amendment regarding Short Term Rentals

Mr. Ballou requested an additional definition be added to both the Zoning Amendment and Short Term Rental Ordinance. After some discussion:

- There was a motion by Robert Ballou and seconded by Mike Kolba to change the Proposed Zoning Amendment and the Proposed Short Term Rental Ordinance to include the language of the 14-day exemption in the definitions section of each. Motion carried (6-0).

Solicitor Gaul added that this would require a resubmission to the Planning Commission and to the Monroe County Planning Commission and would create a brief delay in enacting the Amendment.

SALDO Amendments: Minimum Lot Width- Mr. Boileau pointed out that the Ordinance has no requirement for minimum lot widths except in the Conservation Design Subdivision section. He feels this should be corrected to include a minimum lot width for all lots across all Zoning districts. Mr. Kocher will research and create those standards.

Alternate Septic Sites: There was some discussion about creating a requirement for minor subdivisions to have secondary septic sites (testing) and identified on all subdivision both minor and major. Mr. Kocher agreed and added that the language should be the same in each section. Solicitor Gaul sees this as a “best practice” and sees no reason to exempt minor subdivision from this requirement.

Other: Solicitor Gaul noted that extensions may be required for the pending subdivision submissions and he will contact the relevant parties to arrange that.

Public Comment: There was no public comment.

Adjournment:

- There was a motion by Donna Mikol and seconded by Scott Clark to adjourn, Motion carried.(6-0).

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission
Minutes
May 21, 2020

On Thursday, May 21, 2020 the Eldred Township Planning Commission held a virtual meeting (due to restrictions of the Covid-19 Emergency Declaration by Governor Wolf, in-person meeting were not permitted), at 7:00 P.M.

In Attendance: In attendance were Robert Boileau, Chairman; Donna Mikol, Vice-Chairman; Scott Clark, James Leiding; Cathy Martinelli; Michael Kolba; Megan Yarashas; Brien Kocher, Township Engineer and Michael Gaul, Solicitor.

Also in attendance (via phone or video): Don Ballou, George Fetch, Steve Hawk, Keystone Engineering, Don Moore, Jeremy Hoagland, The Crossroads Group.

Call to Order: The meeting was called to order at 7:02 P.M. by Chairman Robert Boileau.

Public Comment: There was no Public Comment at this time.

Approval of the Minutes:

There was a motion by James Leiding and seconded by Mike Kolba to approve the minutes of February 21, 2020 (There were no meetings in March or April due to the Covid-19 restrictions.) Motion carried (7-0).

Kuehner Fields Revision of Approved Subdivision: Steve Hawk, Keystone Engineering (Moyer) explained the proposed change in the approved subdivision for lots 18 and 19, which involve changing the driveway access to the two lots. The Moyers built a home and stable on lots 20 and 21 (consolidated) last year and have purchased lots 18 and 19 and intend to build new single family dwellings on these lots.

Solicitor Gaul asked about a maintenance agreement since the driveways and infiltration basins will be shared.

There is a zoning issue that will need to be worked out regarding required buffers and other shared use details.

Mr. Kocher stated that the developer has in place financial security for the stormwater management in accordance with the NPDES permit and that will have to be revised as this work progresses.

Solicitor Gaul said the plan will need to be coordinated with the owner, developer and Township.

Mr. Hawk indicated that as part of this plan, some stormwater basins will be replaced by berms.

Solicitor Gaul again specified that as part of the plan, the responsible parties must be identified for the long-term best practice's maintenance of the berms and basins.

Mr. Hawk replied that as this is private property, the property owners will be responsible.

Mr. Kocher approved that aspect.

Mr. Boileau asked who would be responsible for the financial security.

Mr. Gaul answered that the property owners will have to enter into an agreement satisfactory to the Township Engineer and Solicitor.

- There was a motion by Robert Boileau and seconded by Megan Yarashas that the Planning Commission on behalf of the Township grant an extension of the time requirement of the Municipal Planning Code through September 1, 2020. Solicitor Gaul will prepare an extension. Motion carried (7-0).
- There was a motion by Cathy Martinelli and seconded by James Leiding to table any action on this plan and review it again in June. Motion carried (7-0).

Ballou Conditional Use Revision: Jeremy Hoagland, Crossroads Group, explained the changes proposed for the Ballou project which now includes keeping the excavated material from the site on site rather than removing it. This necessitated an NPDES Permit.

Mr. Gaul asked about the percentage of increase of disturbance and removal of trees

Mr. Hoagland replied that the area of disturbance proposed is 1.9 acres a change of 1 acre. Tree removal would be approximately ¼ acre of area.

Solicitor Gaul asked if there would be any visual impact.

Mr. Hoagland responded that all consideration is being given to see that any impact from the road would be minimal. A width of 20-30 foot buffer along the road is being reserved, and that where trees are removed, erosion control matting and reseeded will take place.

Mr. Kocher reviewed the plan and found it acceptable.

Mr. Gaul stated that this will require another conditional use hearing and approval, which can happen in June.

- There was a motion by James Leiding and seconded by Donna Mikol to send a Planning Commission recommendation for conditional use approval to the Board of Supervisors subject to the engineer's comments. Motion carried (7-0).

Tanzosh Minor Subdivision: George Fetch-Remove comment #2, agreed.

Septic module for lot (to be joined): Mr. Fetch believes any testing on the lot Mr. Gower owns should be on file with the Township. The Secretary will check the files.

Mr. Kocher commented that Mr. Fetch is requesting a waiver and Mr. Kocher does not believe a waiver of the testing module is appropriate. He suggested Mr. Fetch fill out and submit a Form B Planning Waiver. Mr Fetch agreed to do so.

Solicitor Gaul explained that he sees this plan as a 3-lot subdivision and each lot must meet the requirements of the Subdivision Ordinance. He added that Lot 3 which is intended to be added to the Gower property, in order to be exempted from the Subdivision Ordinance requirements must be on the plan with language stating that it will never be a stand-alone lot. Mr. Fetch agreed.

Solicitor Gaul pointed out that in the creation of these 3 new lots, all SALDO requirements must be met, including utility easements, accessways, proposed uses and septic requirements.

Mr. Boileau added that he still finds the acreage notations inconsistent.

Ms. Martinelli stated that before this plan goes to the Board of Supervisors, all the issues must be addressed.

Mr. Fetch asked if he would be receiving a Zoning review before he makes any changes and resubmits the plan.

Other: Solicitor Gaul commended Mr. Boileau on his letter to the DEP regarding the mining permit transfer.

Adjournment: There was a motion by Cathy Martinelli and seconded by Scott Clark to adjourn. Motion carried (7-0). Meeting adjourned at 8:30.

Respectfully,

E. Ann Velopolcek
Recording Secretary

Planning Commission
Minutes
February 20,2020

On Thursday February 20, 2020, the Eldred Township Planning Commission met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

In Attendance: In attendance were Robert Boileau, Chairman; Donna Mikol, Michael Kolba, Cathy Martinelli, James Leiding, Megan Yarashas, Planners and Engineer, Brien Kocher.

Call to Order: The meeting was called to order at 7:00 P.M. by Chairman Robert Boileau.

Approval of the Minutes:

- There was a motion by Mike Kolba and seconded by Cathy Martinelli to approve the Organizational Meeting Minutes of January 16, 2020. Motion carried (6-0).
- There was a motion by Cathy Martinelli and seconded by James Leiding to approve the minutes of the regular meeting of January 16, 2020. Motion carried (6-0).

New Business:

Ballou Submission: Mr. Boileau noted to the Commission that Mr. Don Ballou had submitted to the DEP the NPDES permit application for his project on Lower Smith Gap Rd. The planners received copies for review. No action was needed or taken at this time.

Tanzosh Submission, Minor Subdivision, Review for Completeness and Acceptance:

Surveyor George Fetch appeared to describe the application of David and Timothy Tanzosh for their property on Shaffer Rd. Engineer Brien Kocher read through and explained the review letter provided by Hanover Engineering dated February 19, 2020. The submittal was found to be incomplete and the applicant will resubmit and establish a new submittal date.

Based upon those comments:

- There was a motion by Cathy Martinelli and seconded by Megan Yarashas to table any action on the Tanzosh submission until such time as the plan came into compliance with the comments of the Hanover Engineering review. Motion carried (6-0).

New Business: There was a discussion about changing the date of the monthly meetings to the second Thursday of the month. It was decided to find out if that change would be acceptable to the Solicitor.

Public Comment: Mary Anne Clausen asked about the status of the zoning changes proposed in 2019. She asked that they be reviewed and acted upon by the Commissioners, especially the issues of signage, and private stables (the keeping of horses) amongst others. A discussion ensued.

- There was a motion by Mike Kolba and seconded by Cathy Martinelli to table any discussion about signs until Planner James Leiding has a chance to make a presentation to the Commission regarding these subjects and a clearer direction is decided. Motion carried (6-0).

Adjournment:

- There was a motion by Cathy Martinelli and seconded by Donna Mikol to adjourn. Motion carried (6-0) Meeting adjourned at 8:00 P.M.

Respectfully Submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission Minutes
January 16, 2020

On January 16, 2020 the Eldred Township Planning Commission met in a regular meeting at 7:10 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

In Attendance: In attendance were Robert Boileau, Donna Mikol, James Leiding, Mike Kolba, Scott Clark, Cathy Martinelli, Megan Yarashas and Solicitor Michael Gaul.

Call to Order: The meeting was called to Order by Chairman Robert Boileau.

Approval of the Minutes:

There was a motion by Cathy Martinelli and seconded by Mike Kolba to approve the minutes of December 19, 2020. Motion carried (7-0).

Short Term Rental Ordinance: Solicitor Gaul provided a draft Short-Term Rental Ordinance for final review by the Planning Commission. A portion of the discussion was regarding permit application fees, inspection fees etc. It was agreed that should a property fail inspection, the permit application would be denied and a new application and fee would be required and that any inspection fees would be included in the fees set for the permit application.

There was a discussion pointing out several minor typographical errors. After a thorough review;

- There was a motion by James Leiding and seconded by Cathy Martinelli to move the Ordinance to the Board of Supervisors for review and consideration. Motion carried (7-0).

Well Ordinance:

- There was a motion By James Leiding and seconded by Megan Yarashas to move the Well Ordinance to the Supervisors for review and consideration. Motion carried (7-0).

Setbacks: Mr. Boileau opened a discussion about the Township zoning requirements for setbacks (in all zones). There was discussion about what constitutes a normally accepted setback and what might be considered excessive. After some detailed discussion, no action was taken at this time.

Adjournment:

There was a motion by Cathy Martinelli and seconded by Mike Kolba to adjourn. Motion carried (7-0). Meeting adjourned at 8:40 P.M.

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary

Planning Commission
Organizational Minutes
January 16, 2020

On January 16, 2020 the Eldred Township Planning Commission met for its annual Organizational meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

In Attendance: In attendance were Robert Boileau, Donna Mikol, James Leiding, Mike Kolba, Scott Clark, Cathy Martinelli, Megan Yarashas and Solicitor Michael Gaul

Call to Order: The meeting was called to order.

Public Comment: There was no public comment.

Temporary Chairman:

- There was a motion by Mike Kolba and seconded by Scott Clark to nominate James Leiding as the Temporary Chairman.

There being no further nominations:

- There was a motion by Mike Kolba and seconded by Cathy Martinelli to approve the appointment of James Leiding as Temporary Chairman. Motion carried (7-0).

Election of Officers:

- There was a motion by James Leiding and seconded by Mike Kolba to nominate Robert Boileau as Chairman. There being no further nominations a vote was called. Motion carried (7-0).
- There was a motion by Robert Boileau and seconded by Mike Kolba to nominate Donna Mikol Vice-Chairman. There being no further nominations a vote was called. Motion carried (7-0).
- There was a motion by Donna Mikol and seconded by Cathy Martinelli to nominate Scott Clark as Secretary. There being no further nominations a vote was called. Motion carried (7-0).

Adjournment:

- There was a motion by Cathy Martinelli and seconded by Mike Kolba to adjourn.

Respectfully submitted,

E. Ann Velopolcek, Recording Secretary