

**Jim Thorpe Planning Commission**  
**March 19, 2024**  
**Meeting Minutes**

The Planning Commission Meeting was called to order at 6:31 p.m. by Louis Hall. The meeting was held in Memorial Hall, 115 East 10th Street, Jim Thorpe, PA.

**Roll Call of Members**

Sean McFadden  
Joanne Klitsch  
John McGuire

Louis Hall  
James Dougher  
Secretary Brooke Klotz

Nancy Porambo-arrived @ 6:32 pm

**Visitor's Present & Hearing of Visitors**

Joe Lorkowski

Andrew Roberts – He first discussed wishing to see a “designated” person who makes the final determination as to whether a project goes through the SALDO process or not. Currently as its notated, the building code official. He feels this doesn't make any sense. There should also be some sort of notation or signature by the building code official on the project plans specifying whether it's SALDO or not.

Louis Hall mentioned that Andrew's concerns from January's meeting was addressed. In the latest revised SALDO draft, it notes the zoning officer has to review the plans.

Next, Andrew Roberts would like to see the Short-Term Rental Ordinance amended. He feels the number of overnight occupants not to exceed two persons per bedroom plus four additional persons per residence rule should be changed. He would rather it be no extra persons. The concern really stems from multi-unit properties that essentially, with the extra people, turn into an unsupervised hotel. Sofa beds in living areas shouldn't be counted towards sleeping arrangements for adults, just children. The conversation then shifted to the plus four extra people being changed to plus two additional children. Louis Hall agreed with the plus two extra people, but no age limit. Nancy Porambo said that safety of these visitors needs to be taken into consideration. Secretary Klotz suggested the plus two extra be for kids 17 and under, like how hotels currently take reservations. **MOTION** by James Dougher, second by Sean McFadden to **recommend amending the current Short-Term Rental Ordinance to include the number of overnight occupants not to exceed two persons per bedroom plus four additional persons per residence to plus two additional persons being 17 and under per deeded property.** There were no additional comments. Motion carries 6-0.

Andrew Robert's next concern with the Short-Term Rental Ordinance is section 351-18 Appeals. He says the language is vague in what appealing means. In regards to the three-strike rule (permit revocation), the appeal should just go in front of Borough Council, not the Zoning Hearing Board, but there is no clarity stating this; it looks like the applicant to appeal has the choice of either or. He feels just the three-strike appeal should go in front of Borough Council and all other appeals go through the Zoning Hearing Board. He requested that Solicitor Nanovic review the current Short-Term Rental Ordinance and clarify the verbiage in the Appeals section. **MOTION** by James Dougher, second by Nancy Porambo to **authorize Louis Hall to contact Solicitor Nanovic for clarification on the Short-Term Rental Ordinance, Section 351-18 verbiage.** There were no additional comments. Motion carries 6-0.

Andrew Roberts expressed he would be interested in coming to another meeting to discuss stormwater management and asked if Planning Commission would be open for this discussion. Planning Commission agreed they would be interested in discussing this at a later meeting.

**Minutes and Motions**

**MOTION** by James Dougher, second by Joanne Klitsch to **approve the January 16, 2024 meeting minutes.** There were no comments. Motion carries 5-0-1, with Nancy Porambo abstaining.

**Subdivision and Land Development (SALDO)**

NONE

**Ordinances**

**MOTION** by Nancy Porambo, second by Seam McFadden to **recommend incorporating the suggestions and revisions made by Planning Commission into the draft SALDO Ordinance.** There were no comments. Motion carries 6-0.

### **Silk Mill Run Phase II**

**MOTION** by James Dougher, second by Joanne Klitsch to **approve the letter consistency for the Silk Mill Run Restoration Project Phase II**. Phase II is the construction portion of the project. Motion carries 5-1, with John McGuire opposing.

### **Memorial Park Phase III**

**MOTION** by Joanne Klitsch, second by John McGuire to **approve the letter of consistency for the Memorial Park Phase III Project**. Louis Hall reviewed the cost breakdown of the project and questioned why the professional fees were so high. He felt \$85,000.00 is too high and requested a breakdown of the professional fees. Secretary Klotz said she would get the breakdown of fees to Planning Commission. Motion carries 6-0.

### **Borough Council Items**

Borough Facilities Project Underway – Secretary Klotz explained the Borough Facilities project for the Memorial Hall Renovation and New Public Works Building has officially started and wanted to let Planning Commission know since they were part of the initial review process. Planning Commission expressed they would like to see the current Administrative office building used for community purposes and use. A library for this side of town was recommended.

Vacant Planning Commission Seat Letter of Interest Received-to be discussed at the April 4<sup>th</sup> JTBC Work Session Meeting – Secretary Klotz explained a resident submitted a letter of interest to join Planning Commission and it is on the agenda for Borough Council to discuss. Planning Commission still was adamant about wanting the vacant seat to be filled by a member of Borough Council. Secretary Klotz said she would reiterate that again with Borough Council.

### **Old Business**

NONE

### **Suggestions or Recommendations**

NONE

### **Adjournment**

**MOTION** by Nancy Porambo, second by John McGuire to **adjourn the meeting**. There were no comments. Motion carries 6-0. The meeting ended at 7:32 p.m.

Respectfully submitted,

Brooke Klotz  
Borough Secretary