Jim Thorpe Planning Commission
April 16, 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	Louis Hall-absent	Nancy Porambo
Joanne Klitsch	James Dougher	
John McGuire	Secretary Brooke Klotz	

Visitor's Present & Hearing of Visitors

Jake Arner – He was at the meeting to see if the Borough would be interested in utilizing Flagstaff for parking. He explained if the Borough was interested in doing so, he would apply for the appropriate zoning permits. John McGuire explained Planning Commission is just an advisory board and Borough Council has the final say. Jake Arner explained he was told by the Zoning Officer that he would need a Special Exception in order to put up a parking lot on Flagstaff and that it would need to be approved by Planning Commission and Borough Council. James Dougher explained to Jake that he would have to go for a Conditional Use. Secretary Klotz asked how he plans on shuttling the people to and from town. He said a passenger van would shuttle the visitors. Secretary Klotz asked Jake Arner how big of a parking lot he is planning on making. He said he was planning for a 1,000-space parking lot. James Dougher explained to Jake he needs to go through the proper channels, first with Zoning, then come to Planning Commission and Borough Council. Secretary Klotz agreed and asked, out of respect to the Williams' who are on the agenda to speak, that Jake Arner follow what James Dougher suggested.

Aldo Boni
Tyra Boni
Robert Anderson

Minutes and Motions

MOTION by Sean McFadden, second by James Dougher to **approve the March 19, 2024 meeting minutes.** There were no comments. Motion carries 5-0.

Subdivision and Land Development (SALDO)

Williams Minor Subdivision/Lot Line Revision – Request for Planning Waiver & Non-Building Declaration – Robert Anderson and Tyra and Aldo Boni were in attendance to discuss the subdivision plans. The bulk of the properties are in Franklin Township. A small portion of lot 2A is in the Borough and the only changes being made is ownership. All of the buildings and septic systems are located in Franklin Township. Carbon County Planning Commission verified a review is not needed by the Borough due to no physical changes happening with the small portion of the property that is in the Borough. **MOTION** by John McGuire, second by Joanne Klitsch to **approve signing the Williams Minor Subdivision/Lot Line Revision Planning Waiver & Non-Building Declaration.** There were no additional comments. Motion carries 5-0.

Ordinances

Draft SALDO Ordinance – PC comments have been given to the committee. John McGuire discussed the recommendation to eliminate all of the "shalls" in the draft. He thanked all of the people who have been helping provide input on the draft. He asked if any other members of Planning Commission can attend the next committee meeting, to please try to do so. Secretary Klotz said she would let Planning Commission know when the next committee meeting would be.

Borough Council Items

Vacant Seat – Borough Council is still accepting letters of interest – Secretary Klotz explained Borough Council took the Planning Commission's recommendation into consideration and are still accepting letters of interest. To date, only one letter of interest has been received. John McGuire expressed his disappointment that so far, no other member of Borough Council has stepped up to join Planning Commission. Planning Commission would really like the last seat to be filled by a member of Borough Council.

STR Ordinance Amendment recommendation update -- Borough Council voted to table this at their last meeting. Borough Council wanted to take into consideration if single unit properties be included or have the recommended amendment just include multi-unit properties. Safety was the main topic during Borough Council's discussion. Nancy Porambo asked if the Borough would be liable because there are no inspections being done to the short-term rentals, but permits are being issued. Secretary Klotz said she would have to ask Solicitor Nanovic. Currently, Bureau Veritas, who the Borough contracts for Zoning and Building Codes, is shorthanded, therefore limiting the number of hours a Zoning Officer and Building Codes Official is available. James Dougher wants a formal response from Borough Council about the amendment recommendation and if the three-strike rule applies per unit or per property. He also mentioned wanting additional feedback from Solicitor Nanovic. Nancy Porambo said she had emailed Bureau Veritas about the parking requirements of a Short-Term Rental. She said she doesn't understand how a property is required to meet the off-street parking spot requirement in order to obtain their Short-Term Rental permit, but people are still parking on the street. John McGuire discussed off-street parking being a requirement per the Ordinance, but there is a property on the East side of town on the 700 block of Center Street that is not providing it. He said that specific property is renovating the house to add additional people without proper permits and not adding additional parking. Nancy Porambo said the parking situation should be addressed with the Zoning Officer and that Andrew Roberts had addressed this previously saying the parking had to be enforced. John McGuire said there is no off-street parking and if there was, it was only room enough for one car. Secretary Klotz explained the people staying there cannot be forced to park in the driveway and it only has to be provided. James Dougher said it is in the Ordinance that the off-street parking must be used and should be enforced.

Old Business

Sean McFadden said he would like to sign up for the Zoning class being held by the County on May 1st.

Suggestions or Recommendations

NONE

Adjournment

MOTION by James Dougher, second by Nancy Porambo to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 7:35 p.m.

Respectfully submitted,

Brooke Klotz
Borough Secretary