Jim Thorpe Planning Commission
January 21, 2025
Meeting Minutes

The Planning Commission Meeting was called to order at 6:30 p.m. by Louis Hall. The meeting was held in the Borough Office, 101 East 10th Street, Jim Thorpe, PA.

Roll Call of Members

Sean McFadden	Louis Hall	Nancy Porambo-absent
Joanne Klitsch	James Dougher	Ted LaRizzio
John McGuire-absent	Secretary Brooke Klotz	

Visitor's Present & Hearing of Visitors

NONE

Appointments

Borough Council Reappointments named-Louis Hall & Nancy Porambo – Secretary Klotz explained Borough Council reappointed both Louis Hall and Nancy Porambo for another four-year term.

MOTION by Louis Hall, second by Joanne Klitsch to **appoint James Dougher as the Chair of Planning Commission.** Secretary Klotz explained the reasoning for only having appoint new Chair. Louis Hall had expressed during the December meeting he no longer would be able to be Chair of Planning Commission. Due to it not being a reorganization year and only Louis Hall stepping down from the being Chair, that is all Planning Commission would need to vote on. In the event that John McGuire would be appointed as Chair, then there would be a vote for Vice Chair. Motion carries 5-0.

Minutes and Motions

MOTION by Sean McFadden, second by Joanne Klitsch to **approve the December 17, 2024 meeting minutes.** There were no comments. Motion carries 4-0-1, with James Dougher abstaining due to being absent from that meeting.

Subdivision and Land Development (SALDO)

NONE

Ordinances

MOTION by James Dougher, second by Sean McFadden to **request the Solicitor to review the definition of dwelling unit and update the definition.** Secretary Klotz explained she typed up a letter to Borough Council based on the recommendation of Planning Commission for having the Solicitor draft an amendment to the Short-Term Rental Ordinance to include rentals of single rooms in a house and to have the Short-Term Rental Annual Permit Fee to include the costs associated with an annual inspection as stated in the Ordinance. She felt this letter should wait to include the additional items some members of Planning Commission thought should be included, such as fire extinguishers, smoke detectors, etc. Louis Hall said he felt these items should be addressed sooner rather than later. James Dougher explained there had been a prior conversation about single room rentals not falling under the Short-Term Rental Ordinance. He asked who made the determination to this. Secretary Klotz explained Solicitor Nanovic made this determination. Solicitor Nanovic initially thought single room rentals would fall under the Bed and Breakfast definition, but after thinking on it some more, determined it doesn't fall under either category. Just renting a room does not guarantee the renter will have access to the entire house and amenities. James Dougher explained the definition as listed in the current Short-Term Rental Ordinance is one or more rooms, occupied or intended for occupancy, as separate living quarters by a single family maintaining a household, the members of which have unrestricted access to all other parts thereof, with cooking, sleeping, and sanitary facilities provided therein, for the exclusive use of that single family. He disagreed with the Solicitor's interpretation of single room rentals compared to the definition of dwelling unit. He felt the definition should include restricted or unrestricted access. Motion carries 5-0.

James Dougher asked if there have been any complaints lately on any Short-Term Rental in the Borough. Secretary Klotz said there weren't any as of recently that she was aware of. James Dougher asked if there were any new applicants for Short-Term Rentals. Secretary Klotz explained there were two properties on West Broadway going in front of the Zoning Hearing Board for approval this month. James Dougher then asked Planning Commission what they would like included in with the inspections for Short-Term Rentals. He explained currently, Zoning isn't following the regulations as required by the Ordinance. He said he never received his Short-Term Rental Permit for 2024. Based on the hours allotted for the Zoning Officer, how can it be expected they are able to complete an inspection if additional items are added. James Dougher then asked if Secretary Klotz could ask Alexis from Bureau Veritas for Tobyhanna's Short-Term Rental Inspection Regulations. Louis Hall said the regulations are online. Some of the items required to be in place at a Short-Term Rental as part of their inspection are smoke detectors, carbon monoxide detectors, fire extinguishers, and GFI outlets. James Dougher requests Secretary Klotz ask Alexis from Bureau Veritas how long a Short-Term Rental inspection takes and what is the billable time and rate for an inspection.

Old Business

NONE

Suggestions or Recommendations

NONE

Adjournment

MOTION by Louis Hall, second by Joanne Klitsch to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 7:21 p.m.

Respectfully submitted,

Brooke Klotz
Borough Secretary