Jim Thorpe Planning Commission
June 17, 2025
Meeting Minutes

The Planning Commission Meeting was called to order at 6:30 p.m. by James Dougher. 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
Joanne Klitsch	James Dougher	Ted LaRizzio-absent
John McGuire	Secretary Brooke Klotz	

Visitor's Present & Hearing of Visitors

NONE

Minutes and Motions

MOTION by John McGuire, second by Nancy Porambo to **approve the April 15, 2025 meeting minutes conditioned upon corrections.** Secretary Klotz explained she never wrote down the no votes from the recommending Borough Council look into different options in rectifying sidewalks on the West Side motion. That part has been left blank. It was confirmed James Dougher and Joanne Klitsch were the no votes. Motion carries 6-0.

Subdivision and Land Development (SALDO)

James Dougher explained Planning Commission will have the new Kanick Subdivision Plans to review at the July meeting. The plans have been reviewed by Kerry, the Borough's Engineer. Louis Hall asked which sections of Zoning had Kerry pointed out in his letter that needed to be corrected. James Dougher read that specific section of the letter:

1. The subject site is in the Special (S) zoning district as noted on the Plan.
2. The proposed single-family dwellings are permitted uses by right in the S district.
3. The plan does not label locations for proposed access drives to each lot. Driveways must provide a (5) foot buffer from side property lines (Section 500-26 B).
4. Two (2) off-street parking spaces are required per single-family dwelling unit (Section 500-26 F).
5. Every dwelling unit shall have a floor area of not less than 600 square feet (Section 500-32).
6. In the S District, on tracts of eight acres or larger, conservation subdivision design may be used at the developer's option. In the alternative a standard subdivision may be developed in accord with the applicable provisions of this chapter (Section 500-34 A). A standard subdivision is proposed with this project.
7. Steep slopes are defined as slopes 25 percent or more (Section 500-82 A.1). Plans should delineate steep slope areas on the property.
8. The development of steep slope areas is considered a conditional use (Section 500-82 A.2).
9. If any of the steep slope areas are proposed for grading or improvement, plans must be provided to show compliance with the requirements of Section 500-82 A.2.

Louis Hall requested Planning Commission read section 500-82 of the Zoning Ordinance. John McGuire asked if Planning Commission is able to visit the site. Louis Hall said yes, Planning Commission is allowed to physically view the site.

Ordinances

Short-Term Rental Ordinance Amendments-Inspections

Feedback from Borough Council – James Dougher explained Borough Council does not want a stand-alone inspection checklist just for Short-Term Rentals. They expressed they would rather have an inspection checklist for all rentals.

Planning Commission comments from Establishing a Rental Property Inspection Program course – John McGuire explained these inspections are for health and safety reasons. There are plenty of laws that

uphold the right to have inspections. It needs to be figured out who will be governing these inspections. The Borough has the guidelines in place already to have inspections. It's important to have these inspections. He discussed the news video Louis Hall shared with Planning Commission; a woman and child died in a house fire because there were no working smoke detectors. That town in Massachusetts did not require short-term rental inspections. Borough Council should be more supportive of this. Louis Hall made a motion to come up with rental safety requirements for short- and long-term rentals and present it to Borough Council. James Dougher explained it's almost July. The election is in November. Political reality is there will be new faces on Borough Council in January. He asked if it would be worthwhile to put in the effort to create a checklist or wait until after January to see if the new Council is interested in a safety checklist. Louis Hall requested the checklist James Dougher sent out earlier this year be sent to Planning Commission again to review. He also requested Planning Commission review Lehighton's Long-Term Rental Ordinance.

Borough Council Items

Inn at Jim Thorpe Conditional Use Application extension through July 31, 2025 – Secretary Klotz explained The Inn submitted a letter extending their Conditional Use Application for a parking lot through the end of July. Borough Council voted to grant that extension.

Old Business

NONE

Suggestions or Recommendations

Adjournment

MOTION by Louis Hall, second by John McGuire to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 7:12 p.m.

Respectfully submitted,

Brooke Klotz
Assistant Borough Manager/Secretary