Jim Thorpe Planning Commission
June 18, 2024
Meeting Minutes

The Planning Commission Meeting was called to order at 6:33 p.m. by John McGuire. The meeting was held in Memorial Hall, 115 East 10th Street, Jim Thorpe, PA.

Roll Call of Members

Sean McFadden	Louis Hall	Nancy Porambo
Joanne Klitsch	James Dougher	
John McGuire	Secretary Brooke Klotz	

Visitor's Present & Hearing of Visitors

David Humenansky – He was at the meeting on behalf of the Banning's for their subdivision. The Banning's subdivision was conditionally approved by Borough Council on August 10, 2023 based upon the following items be met:

1. All items adequately addressed as stated in the letter from Kerry Good dated July 11, 2023.
2. Sewage Planning Module approval by all required entities.
3. PennDOT Highway Occupancy Permit approval.
4. Plans to be signed and notarized.

David spoke about the items from Borough Engineer Kerry Good's letter and how most of the items have been addressed with the exception of the PennDOT Highway Occupancy Permits. The four applications for the HOP's have been submitted and are awaiting approvals. The original plans that were submitted have since been corrected – they called for a 7 1/2 % grade driveway and easement, and there were concerns with an old driveway being considered an old farm road. The existing farm road will be utilized and there will now be an 8%-10% grade. All of the driveways will be in Mahoning Township, half of the on-lot system will be in Mahoning Township, the other half will be in the Borough. Joanne Klitsch asked how many houses are being built. David Humenansky clarified there is only one being built, with an existing home already on the current unsubdivided property. All of this is being represented to Planning Commission to update everyone and to help speed along the process once the HOP's have been approved and the Borough Engineer agrees the plans meet SALDO regulations, Planning Commission can then recommend to Borough Council they officially approve the plans as presented.

Minutes and Motions

MOTION by John McGuire, second by Joanne Klitsch to **approve the May 21, 2024 meeting minutes.** Louis Hall asked for some clarification on some items from the May and April minutes. He was not present at either meeting. John McGuire, James Dougher, and Secretary Klotz answered all of his questions. Motion carries 6-0.

Subdivision and Land Development (SALDO)

Banning Minor Subdivision Final Plans dated August 21, 2023 update – this was discussed during the Hearing of Visitors.

Ordinances

SALDO-Formal Review Required by PA Municipalities Planning Code to be completed by July 15, 2024

MOTION by James Dougher, second by Nancy Porambo for **a formal response from Solicitor Nanovic clarifying the 3-strike rule in the Short-Term Rental Ordinance.** James Dougher said this was requested of the Solicitor before as one of three items Planning Commission requested he answer, but it was not answered. Secretary Klotz said this item has been addressed already at a previous Borough Council meeting. James Dougher said he wants to see it in writing, not a verbal response. Secretary Klotz explained that is was documented in the Borough Council minutes, which is a formal document. James Dougher said he disagrees and does not believe meeting minutes are a formal document. Motion carries 4-1, with Joanne Klitsch voting no.

MOTION by Louis Hall, second by Nancy Porambo to **revisit the Short-Term Rental Ordinances.** Secretary Klotz suggested that if Planning Commission does not like the verbiage in the Short-Term Rental Ordinance, they should make a formal motion to recommend Borough Council change it. Louis Hall suggested Planning Commission look at the entire Ordinance. Nancy Porambo said she has four concerns within or not included in the Ordinance that she would like addressed. John McGuire agreed, but asked if Planning Commission was allowed to review and make recommendations to the Ordinance. Louis Hall said Planning Commission is allowed to initiate reviewing and recommending changes be made to any Ordinance. He suggested looking at other municipalities Short-Term Rental Ordinances to see how theirs is written and enforced. Nancy Porambo said she would like to see inspections be included in the Ordinance and thinks it's a liability to the Borough not having it included and enforced. Louis Hall said that when his business and others opened up in Bartonsville, all had to go through inspections. He said short-term rentals are businesses and should be inspected too. Nancy Porambo said James Dougher mentioned at a prior meeting there is something written in the Ordinance that he claimed would not make the Borough liable should a fire or fatality happen at a Short-Term Rental. James Dougher said it's because the Borough issues a permit and not a license. Louis Hall said permit fees should be increased to include inspections. He said short-term rentals should be required to include fire alarms, carbon monoxide detectors, and inspections to the electrical system. Nancy Porambo said fire escapes need to be provided, especially if a unit has a second and third floors. Motion carries 5-0.

Borough Council Items

Vacant Seat-Borough Council is still accepting letters of interest – Joanne Klitsch said Ted LaRizzio expressed an interest in the vacant seat, but has not formally committed. Louis Hall said he still would like to see a member of Borough Council fill the vacant seat. John McGuire said if no one from Borough Council steps up at their next meeting to fill the vacant seat, then Borough Council should look into the two letters of interest that were submitted.

Old Business

Suggestions or Recommendations

NONE

Adjournment

MOTION by Nancy Porambo, second by John McGuire to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 7:29 p.m.

Respectfully submitted,

Brooke Klotz
Borough Secretary