Jim Thorpe Planning Commission
September 17, 2024
Meeting Minutes

The Planning Commission Meeting was called to order at 6:32 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
Joanne Klitsch	James Dougher-absent	
John McGuire	Secretary Brooke Klotz	

Visitor's Present & Hearing of Visitors

Sandy Salaski – Zoning Officer
Kerry Good – Borough Engineer

Minutes and Motions

MOTION by Nancy Porambo, second by Joanne Klitsch to **approve the August 20, 2024 meeting minutes.** There were no comments. Motion carries 5-0.

Subdivision and Land Development (SALDO)

NONE

Conditional Use

MOTION by John McGuire, second by Sean McFadden to **approve writing a letter to the applicant requesting they clarify what the parking lot will be used for and to address the Borough Engineer's comments in his letter dated September 13, 2024.** Secretary Klotz explained the Inn at Jim Thorpe submitted a Conditional Use application for a parking lot at their property along West Broadway in the R2 Zoning District, with the intent to use the parking lot for their employees to park and shuttle them to the Inn. The Conditional Use application falls under Zoning, not SALDO. Along with the application, is the Zoning denial letter, a review letter from the Borough's Engineer, and the Conditional Use chapter of the Zoning Ordinance. Joanne Klitsch asked what the purpose of submitting this application. Secretary Klotz explained it gives the Planning Commission the opportunity to recommend certain stipulations in order to proceed with the parking lot. John McGuire said the parking lot would then be an accessory use because it's not within 300-feet of their business. He explained if the use was a public parking lot, then it would qualify for a conditional use. Borough Engineer Kerry Good explained the usage concern is by interpretation. Louis Hall asked if there was an advantage to change the application to an Accessory Use. John McGuire explained the R2 District has medium density uses. Sean McFadden expressed his approval for the parking lot, explaining it would be a great idea to help with the lack of parking for tourists. The plan shows about 44 parking spots. Planning Commission felt that was more spaces then warranted for the amount of workers working at one time for the Inn. John McGuire worried about possible stormwater runoff and it effecting the Mauch Chunk Creek. He explained he cannot make a decision about this application without additional information. Secretary Klotz explained the applicant did not want to go in front of the Zoning Hearing Board for an Accessory Use, only for the Conditional Use. Engineer Kerry Good agreed there was not enough information submitted to make a positive decision. The Conditional Use hearing will take place during the October Borough Council meeting.

Borough Project Review

MOTION by Joanne Klitsch, second by Nancy Porambo to **approve the 2024 LSA Monroe-Asa Pacaker Mansion Electrical Work.** Secretary Klotz explained the funds from this grant comes from casino money. The Borough would be applying to replace the old knob and tube wiring in the Asa Packer Mansion. Morion carries 5-0.

MOTION by John McGuire, second by Joanne Klitsch to **approve the PENNVEST-Center Avenue Water Main Project consistency letter.** Secretary Klotz explained the Borough would be applying for grant funding and loans through Pennvest for the replacement of the Center Avenue water main. The water main is one of the oldest and last ones needed to be replaced in the Borough. John McGuire asked where the water main project is ending. Sean McFadden said it wouldn't be ending out by his house because the properties have wells. He asked where was the last water main replaced. John McGuire said he believed it was North Street. Motion carries 5-0.

MOTION by Sean McFadden, second by Joanne Klitsch to **approve the T-Mobile Hometown Grant for the Memorial Hall Audio Visual System.** Secretary Klotz explained this was not included in with the winning bid and it was an alternate. Nancy Porambo asked how much the audio-visual system cost. Secretary Klotz explained she is still waiting for an updated proposal due to pricing changes from last year, as well as an updated equipment list. She explained the Borough has some of the equipment already needed. Louis Hall asked how much the Borough is asking for in grant

funding. Secretary Klotz said the maximum amount the Borough can ask for is $50,000.00. She explained she didn't know how much the additional audio-visual equipment would cost until the updated proposal is received. She said she would update Planning Commission once the proposals are received. Motion carries 5-0.

Ordinances

Short-Term Rental Ordinance-amendment recommendations – Planning Commission expressed their concern over the recent Zoning Hearing Board decision to allow a Short-Term Rental in the R2 Zoning District. John McGuire said he believed the last time a decision was made like this by the Zoning Hearing Board, Borough Council appealed it. He said we need to protect the residents and that why the Short-Term Rental Ordinance was written. He said he would like to see it written in the Short-Term Rental Ordinance that a manager either lives on-site or within 50-feet of the Short-Term Rental. That was how the applicant received the approval for the Short-Term Rental in the R2 Zoning District; the manager overseeing the Short-Term Rental will be living in the same building. Secretary Klotz explained no one know what the official decision is until the applicant receive the written decision from the Zoning Hearing Board. Until that written decision is completed and returned to the applicant, Borough Council cannot make any determination to appeal the Zoning Hearing Board decision. John McGuire expressed his frustrations asking what was the point of having a Short-Term Rental Ordinance if the Zoning Hearing Board doesn't follow it. He also explained another issue with Short-Term Rentals is parking. Secretary Klotz asked Planning Commission if they would like to make any recommendations to Borough Council about any of the items they've discussed. Nancy Porambo explained they would not want to make any recommendations until the written decision has been signed.

Borough Council Items

Ordinance 2024-05 SALDO – This was adopted during the September 12, 2024 Borough Council meeting.

Vacant Seat – Secretary Klotz explained Ted LaRizzio rescinded his letter of interest due to Planning Commission's discussion at their August meeting. Louis Hall said he would reach out to Ted and apologize on behalf of Planning Commission.

Old Business

NONE

Suggestions or Recommendations

NONE

Adjournment

MOTION by Nancy Porambo, second by Sean McFadden 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