

CAMBRIDGE TOWNSHIP  
CRAWFORD COUNTY, PENNSYLVANIA  
ORDINANCE NO. 01 OF 2024

AN ORDINANCE TO REGULATE THE USE OF RESIDENTIAL DWELLINGS FOR SHORT-TERM RENTALS AND PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT OF THE REGULATIONS INCLUDING PENALTIES FOR VIOLATIONS

**Whereas**, the Board of Supervisors of Cambridge Township, Crawford County, Pennsylvania, have determined that use of dwellings within the Township for short-term and seasonal residential use presents an economic benefit for the Township and that the regulation of such uses is needed to prevent such uses from becoming a nuisance to the community.

**Now, Therefore**, be it ordained and enacted by the Board of Supervisors of Cambridge Township, Crawford County, Pennsylvania as follows:

**Section 1 – Short Title.** This Ordinance shall be known and referred to as the “Cambridge Township Short-Term Rental Regulatory Ordinance.”

**Section 2 – Purpose.** The purpose of this ordinance is to provide for the temporary or seasonal use of residential dwellings in a safe manner, and without becoming a nuisance or hazard to guests, neighboring property owners or other Township residents.

**Section 3 – Authority.** Cambridge Township has authority under Section 1506 and 1517 of the Pennsylvania Second Class Township Code to regulate housing and its use and occupancy.

**Section 4 – Scope of Regulation.** The provisions of this Ordinance shall apply to all residential dwelling units, conversion of nonresidential structures to residential dwellings, and all existing premises within the Township of Cambridge. It shall apply to structures in all zoning districts within the Township. This Ordinance shall not apply to a hotel/motel, bed and breakfast, or group home, when the property owner, or representative, is present on-site at the property on a 24-hour basis.

**Section 5 – Definitions.** For the purpose of this Ordinance, words and terms used herein shall be interpreted as follows:

ANNUAL TERM — Shall mean January 1<sup>st</sup> through December 31<sup>stt</sup>, inclusively, of the same calendar year.

BEDROOM — A room or space designed to be used for sleeping purposes with two means of egress (one of which may be a window acceptable under the building code), a closet, and in close proximity to a bathroom. Space used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms and similar uses are not considered

Bedrooms. Space used or intended for general and informal everyday use such as a living room, den, sitting room or similar is not to be considered a Bedroom.

DAY GUEST OR GUEST — A visitor to the Short-term Rental property, but not an "occupant."

DWELLING — A dwelling as defined by the Cambridge Township Zoning Ordinance.

OCCUPANT — Person staying overnight at the Short-Term Rental. A person located on the Short-Term Rental premises shall be deemed an occupant unless established otherwise by the Owner, Person in Charge, or Tenant.

OWNER — Person having legal or equitable ownership of the Short-Term Rental property. If there is more than one such person, the Owner shall mean each such person, individually and jointly.

PERSON IN CHARGE — A person(s) or agent with actual authority to represent the Owner for purposes of contact and communication regarding the Owner's Short-Term Rental property. A Person in Charge must reside or have an office in such a place that they can reach the Short-Term Rental property within one half hour and be able to act as the legal agent of the Owner.

PERSONS — Shall mean any individual, partnership, corporation, association, institution, cooperative enterprise, government entity or agency, or any other legal entity which is recognized by law. In any provision of this Ordinance prescribing a fine, imprisonment or penalty, or any combination of the foregoing, the term person shall include the officers and directors of any corporation or other legal entity having officers and directors.

SHORT-TERM RENTAL or STR - Any dwelling utilized as a single-family residence rented for the purpose of overnight lodging for a period of thirty (30) days or less, and which meets the definition of "Hotel" for the purpose of imposing excise tax by the County of Crawford Ordinance No. 1 of 2018. Sometimes referred to as "STR" in this Ordinance.

SHORT-TERM RENTAL LICENSE - Permission granted by the Township to utilize a Dwelling for Short-Term Rental Use.

SHORT-TERM RENTAL ENFORCEMENT OFFICER or STR ENFORCEMENT OFFICER or ENFORCEMENT OFFICER - shall mean the person appointed by the Township to administer and enforce this Ordinance.

TENANT — For the purpose of this Ordinance, the term "tenant" shall refer to the primary individual who entered into an agreement, and/or signed a written agreement with the Owner or Owner's Agent for the temporary use of the Short-Term Rental for thirty (30) consecutive calendar days or less.

TOWNSHIP — Cambridge Township, Crawford County, Pennsylvania, and its Board of Supervisors as applicable.

#### **Section 6 – Prohibited Activities.**

- A. No person shall use or occupy a Dwelling for Short-Term Rental Use except in accordance with the regulations established by this Ordinance.
- B. No Dwelling may be used for Short-Term Rental Use unless a License, required annually, has been issued by the Township for such use and the License remains in effect.
- C. The marketing of the Short-Term Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this Ordinance, or which promotes any other activity which is prohibited by this Ordinance, shall be a violation of this Ordinance.

**Section 7 – License Required.** No property in Cambridge Township shall be used for or operated as a Short-Term Rental in Cambridge Township without first obtaining a Short-Term Rental License from the Township.

#### **Section 8 – License Requirements.**

- A. Short-Term Rental License applications shall contain all of the following information and items.
  - 1. The name, address, email and 24-hour telephone number of the owner.
  - 2. The name, address, email and 24-hour telephone number of the Person in Charge if different from the owner. A Person in Charge must have written authorization to accept service of process for the owner.
  - 3. If the building is a multiple unit structure, the total number of dwelling units in the structure and the number of dwelling units being used for Short-Term Rentals, as well as the specific location of the units being used for Short Term Rental.
  - 4. If the premises is not connected to the public sewer of the Cambridge Area Joint Authority, the owner of the property shall provide the Township with a certified statement of a certified Sewage Enforcement Officer that the on-lot sewer system has been inspected and is in good working condition and that the tank was pumped within three (3) years of the owner's application. The septic tank shall be pumped out at least once every three (3) years, and the Township must be given satisfactory written proof of compliance upon its request, or at time of license application renewal.

5. Copies of current Crawford County Hotel Room Excise Tax Certificate and current Pennsylvania Sales and Use Tax Permit.
  6. Signatures of both the Owner and the local Person in Charge, if applicable.
  7. A signed authorization, signed by the Owner, allowing access to the property for the Enforcement Officer for the purpose of inspection to verify compliance with this Ordinance.
  8. A copy of the Owner's Insurance Policy (Home Rental Endorsement) showing insurability of the property as a rental.
  9. A copy of the current recorded deed for the property establishing ownership.
- B. A Short-Term Rental License shall be issued only to the Owners of the Short-Term Rental property under the following terms:
1. A separate Short-Term Rental License is required for each Dwelling, and for each Dwelling unit being used for a Short-Term Rental in a Two-Family Duplex or Multi-Family Dwelling.
  2. A Short-Term Rental License is effective for a period of one Annual Term, or until any of the conditions of the Short-Term Rental which are governed by this Section are changed, whichever shall first occur. A Short-Term Rental License must be renewed annually and also when any of the conditions of the Short-Term Rental which are governed by this Section are changed.
  3. The Township will prescribe forms and procedures for the processing of the License Application under this Ordinance.
  4. Licenses are non-transferable. If ownership of the STR changes, the new Owner(s) must complete a new license application form before renting out any portion of the dwelling for a Short-Term Rental and must pay the annual fee.

#### **Section 9 – Short-Term Rental Standards.**

- A. Occupancy of a Short-Term Rental shall be limited to no more than: two (2) persons per bedroom, plus four (4) additional persons, or a maximum of twelve (12) occupants, whichever is less.
- B. The maximum number of day guests allowed at any one time, in addition to the occupants, shall be seventy-five percent (75%) for the maximum permitted occupancy of the Short-Term Rental.

- C. The number of bedrooms permitted for a Short-Term Rental shall not exceed the number of bedrooms approved for the Dwelling on the sewage permit issued for each property. Where there is no sewage permit on record, the Short-Term Rental shall be limited to three (3) bedrooms unless proof can be provided to the Sewage Enforcement Officer that the septic system is adequate to handle additional flows. Any Short-Term Rental advertising more than five (5) bedrooms shall provide proof that the septic system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer, or by providing a septic permit previously issued by a Sewage Enforcement Officer. If a sewage system malfunction occurs, Short-Term Rental of the Dwelling Unit shall be discontinued until the malfunction is corrected in accordance with the Township and Pennsylvania Department of Environmental Protection requirements.
- D. One (1) off-street parking shall be provided for each two (2) permitted occupants of the rental unit, all located on the same parcel as the Short-Term Rental. In no event shall parking for Short-Term Rental tenants include spaces in any public street right-of-way.
- E. A Short-Term Rental Property shall not have any outside appearance indicating use different from surrounding residential uses.
- F. Neither Short-Term Rental occupants or guests shall engage in disorderly conduct or disturb the peace and quiet of any nearby neighborhood or persons by loud, unusual, or excessive noise, by tumultuous or offensive conduct, public indecency, threatening, traducing, quarreling, challenging to fight, of fighting, or creating a dangerous or physically offensive condition.
- G. The Owner or Person in Charge shall use best efforts to assure that the occupants or guests of the Short-Term Rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or otherwise violate provisions of any Township Ordinance or any State Law pertaining to noise or disorderly conduct including, but not limited to, notifying the occupants of the rules regarding Short-Term Rentals and responding when notified that occupants are violating laws, ordinances or regulations regarding their occupancy.
- H. The Owner or Person in Charge shall respond to the Short-Term Rental Enforcement Officer within twenty-four (24) hours after being notified of the existence of a violation of this Ordinance, and within one (1) hour for any disturbance requiring immediate remedy or abatement. If the Person in Charge is not the Owner, they shall immediately advise the Owner of any notification of a violation.
- I. The Owner shall, upon notification that occupants and/or guests of the Short-Term Rental have created unreasonable noise or disturbances engaged in disorderly conduct or otherwise violated provisions of any Cambridge Township Ordinance or State Law pertaining to noise or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants and/or guests.

- J. Subject to the other provisions of this Ordinance, overnight occupancy of recreational vehicles, camper trailers and tents at the property where the Short-Term Rental is located shall be allowed, with the restriction that the number of overnight guests shall not exceed the occupancy limitations of the license.
- K. All Short-Term Rentals shall have clearly visible and legible notice posted within the Dwelling Unit or adjacent to the front door containing the following information:
1. The name of the Owner of the unit or the Person in Charge and a telephone number at which that person can be reached on a 24-hour basis.
  2. The 911 address of the property.
  3. The maximum number of occupants permitted to stay in the Dwelling Unit and the maximum number of day guests permitted at any one time.
  4. The maximum number of vehicles allowed to be on the property and the requirements that all guest parking must be parked in the available parking areas on the property and not in or along the private, community or public street right-of-way.
  5. The time for scheduled trash pick-up, and notification that trash and refuse shall not be left or stored on the exterior of the property except in the appropriate containers provided by the owner of the Short-Term Rental.
  6. Notification that Short-Term Rental occupants and guests are required to make the Dwelling Unit available for inspection by the Short-Term Rental Enforcement Officer upon request.
  7. A general fire plan of the Dwelling.
- L. All Short-Term Rentals shall be equipped with the following:
1. Smoke detectors in each bedroom.
  2. Smoke and carbon monoxide detectors outside each bedroom in common hallways.
  3. Smoke and carbon monoxide detectors on each floor
  4. Carbon monoxide detector if open flame (gas or oil) or gas fireplace.
  5. Carbon monoxide detector if garage is attached.
  6. All smoke and carbon monoxide detectors must be installed in accordance with applicable Pennsylvania Uniform Construction Code requirements.

7. Each room shall have a posted fire escape plan visible by the door.
8. GFI outlets for outlets located within six (6) feet of a water source.
9. Aluminum or metal exhaust from dryer.
10. Fire extinguisher, 2-1/2 lb. minimum in kitchen conspicuously located, properly functioning, and appropriately rated for kitchen use.
11. Stairs (indoor and outdoor) in good condition.
12. Swimming pools, hot tubs and spas must meet barrier requirements as indicated in the Pennsylvania Uniform Construction Code.

**Section 10 – No Warranty.** The issuance of a Short-Term Rental License is not a warranty that the premise is lawful, safe, habitable, or in compliance with this Ordinance.

**Section 11 – Fees, Term and Renewal.**

- A. An Application for a Short-Term Rental License shall be submitted to the Township along with fees payable to Cambridge Township as established from time to time by Resolution of the Board of Supervisors for the Application and Initial Inspection Fees.
- B. If approved, the License shall be issued upon payment of the License Fee established by Resolution of the Board of Supervisors.
- C. A Short-Term Rental License is good for a period not to exceed one (1) year from the date of issuance and must be renewed annually. Short-Term Rental renewal fees, payable to Cambridge Township upon the filing of a Short-Term Rental License renewal application, shall be in such amount as may be established by Resolution duly adopted by the Board of Supervisors.
- D. Short-Term Rental License renewal applications shall contain information regarding changes from the immediately preceding application with respect to matters governed by this Ordinance.

**Section 12 – Administration of Ordinance.** This Ordinance shall be administered and enforced by an officer or officers appointed or designated by the Board of Supervisors and may be enforced by law enforcement officers providing law enforcement services within the Township. For the purpose of this Ordinance, this person shall be referred to as an Enforcement Officer.

**Section 13 – Landowner Responsibility.** For purposes of this Ordinance, the person or persons holding legal title to the property on which a person is operating a Short-Term Rental business

shall be responsible for the use and maintenance of the Short-Term Rental business in accordance with the requirements of this Ordinance.

#### **Section 14 – Inspections/Access and Entry.**

- A. Access — The Township's Enforcement Officer shall have the right to make an inspection of any property at any reasonable time for the purpose of determining compliance with this Ordinance.
- B. Notice — Inspections shall be done at a reasonable hour of the day and with prior notice to owners and responsible persons. If the property is occupied, the Officer shall first present proper credentials and request entry. If the property is unoccupied, he shall first make a reasonable effort to locate the owner or other person(s) having charge or control of the property to request entry.
- C. Search Warrants — If, after proper notice and request, entry or access is refused, the Enforcement Officer may compel access by application to a court of competent jurisdiction or a search warrant in compliance with the applicable provisions of the Pennsylvania Judicial Code and Pennsylvania Rules of Criminal Procedure and this Ordinance. A court may issue a search warrant to the Enforcement Officer for the purpose of inspecting or examining any property, premises, place, or physical evidence, to determine compliance with this Ordinance. Such a warrant shall be issued upon probable cause. It shall be sufficient probable cause to show any of the following.
  - 1. that inspection, examination or test is pursuant to a general administrative plan to determine compliance with this Ordinance, or
  - 2. that the Code Official has reason to believe that violation of this Ordinance has occurred or may occur, and that the Code Official has been refused access to the property, building, premise, place, or physical evidence.

**Section 15 – Notice of Violation.** Whenever a condition constituting a violation of this Ordinance or a nuisance under this Ordinance is found to exist, the Enforcement Officer shall cause written notice to be served upon the owner(s) of the subject premises and any other responsible party in the following manner:

- A. Notice. The written Notice of Violation shall include the following information:
  - 1. Identity of the real estate and description of the premises in violation, its location, and its owner(s).
  - 2. A statement of specific conditions which cause the property to be in violation of the Ordinance and references to the sections of the Ordinance which are being violated.



3. A general statement of the corrective action required to bring the property into compliance and a reasonable time within which the corrective action must be completed.
  4. A notice that penalties may be imposed due to a violation of this Ordinance or failure to correct the violation.
  5. Person(s) to contact concerning remedial action or other concerns.
- B. Service of Notice. Notices shall be deemed to be properly served if a copy thereof is (1) delivered to the owner(s) and person(s) responsible personally; or (2) sent by certified mail addressed to the owner(s) or person(s) responsible at the last known address with return receipt requested. If the certified notice is returned showing that the notice was not delivered, a copy thereof shall be posted in a conspicuous place in or about the property affected by such notice and mailed by regular mail. Notice may also be posted on the property. A record of the means of serving the notice should be maintained by the Enforcement Officer.

**Section 16 – Penalty.** Any person who violates a provision of this Ordinance or who fails or refuses to comply with any notice or order of the Enforcement Officer or any other authorized representative of the Township, shall be guilty of a summary offense and, upon conviction, shall pay a fine not to exceed \$1,000.00 per violation, plus costs of prosecution, including court costs and reasonable attorney fees incurred by the Township in the enforcement proceeding. In default of such payment, such person shall be imprisoned for a period not to exceed ten (10) days. Each day or portion thereof that a violation is found to exist shall constitute a separate offense.

**Section 17 – Other Remedies.** In addition to the other remedies, the Township Supervisors may take any of the following actions as allowed by law:

- A. In addition to seeking a Penalty in accord with Section 16 above, the Township may institute an action in equity or at law, to abate the nuisance, to enjoin a violation, to compel corrective action to obtain such other relief as is appropriate.
- B. The remedies provided herein for the enforcement of this Ordinance, or any remedy provided by law, shall not be deemed mutually exclusive; rather they may be employed simultaneously or consecutively, at the option of the Township.
- C. In addition to other remedies, the Short-Term Rental License may be revoked indefinitely, or an application renewal may be denied. For three (3) uncorrected or repeated violations in a twelve (12) month period the Short-Term Rental License shall be suspended or revoked for a six (6) month period. Any additional three (3) or repeated violations within the succeeding twelve (12) month period shall result in a one (1) year suspension or revocation.

- D. In addition, the Enforcement Officer may suspend a license for a period of no less than two (2) weeks in the event that a tenant is deemed a nuisance, which determination may be made on the basis of three (3) police calls to the property in one rental period.

**Section 18 – Severability.** The provisions of the Ordinance shall be severable and if any provisions hereof shall be held to be unconstitutional, invalid, or illegal, by any court of competent jurisdiction, such a decision shall not affect the validity of any of the remaining provisions of the Ordinance. It is hereby declared as legislative intent that this Ordinance would have been enacted has such unconstitutional, invalid, or illegal provision not included herein.

**Section 20. Effective Date.** This Ordinance shall become effective five (5) days after enactment.

**Section 19 – Repealer.** All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

**Section 20 – Effective Date.** This Ordinance shall become effective five (5) days after enactment.

*Ordained and Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.*

CAMBRIDGE TOWNSHIP BOARD OF SUPERVISORS

By: \_\_\_\_\_  
Kevin K. Cole, Chairman

By: \_\_\_\_\_  
Charles J. Bauer, Vice-Chairman

By: \_\_\_\_\_  
Bernard J. Blystone, Supervisor

ATTEST:

\_\_\_\_\_  
Secretary