



Hellam Township Planning Commission
July 25, 2024
6:00 P.M.

1. Opening Agenda

- A. Call to Order
- B. Pledge of Allegiance

2. Minutes Approval

- A. July 11, 2024 draft meeting minutes

3. New Business

- A. Short-Term Rental Ordinance
- B. Private Firearm Target Practice Area

4. Old Business

5. Ongoing Business

- A. Solar Ordinance Amendment
- B. Ordinance review Restaurant, Drive-through & Restaurant, Fast-Food
- C. EAC Checklist
- D. Riverland 1&2 Ordinance
- E. Logistics/Warehouse Ordinance
- F. Understanding the Township (review of prior research and tasks to continue and validate research)

6. Correspondence/Reports

- A. Zoning Monthly report June 2024

7. Upcoming Meetings

Next Planning Commission Meeting – August 8, 2024

8. Adjournment

Zoom Log In

Meeting ID: 634 220 1697

Password: Hellam44

ORDINANCE NO. 2023-01

HELLAM TOWNSHIP

YORK COUNTY, PENNSYLVANIA

**AN ORDINANCE OF HELLAM TOWNSHIP, YORK COUNTY,
PENNSYLVANIA, TO ESTABLISH CHAPTER 382 OF THE
TOWNSHIP OF HELLAM CODE PERTAINING TO SHORT-
TERM RENTALS**

BE IT ENACTED AND ORDAINED by the Board of Supervisors of the Township of Hellam, and it is hereby enacted and ordained, as follows:

SECTION 1: Chapter 382 of the Code of the Township of Hellam is created to address short-term rentals as follows:

§382-1. Title.

This chapter shall be known as and may be cited as the “Hellam Township Short-Term Rental Ordinance.”

§382-2. Purpose and Intent.

- A. To permit development of short-term rental units in appropriate zoning districts and to require that short-term rental units will be of such character as to promote and protect the well-being, quality of life and character of the Township.
- B. To protect other uses on, and the values of, properties contiguous to or near short-term rentals.

§382-3. Interpretation

This chapter is not intended to, and does not excuse any landowner from compliance with the Hellam Township Zoning Ordinance, as amended from time to time. Whenever possible, this chapter and the Zoning Ordinance should be construed and interpreted as being consistent with, and not in conflict with, the other.

§382-4. Terms defined.

As used in this chapter, the following terms shall have the following meanings:

APPLICANT – a landowner or developer, as defined in the Hellam Township Zoning Ordinance or the Hellam Township Subdivision and Land Development Ordinance, who has filed an application for development, including that landowner or developer’s heirs, successors and assigns.

GUEST – A person who, for personal or business purposes, is invited to visit a premises or take part in a function organized by the tenant.

SHORT-TERM RENTAL LICENSE – a license granted by the Township permitting a structure to be utilized for short-term rental use.

SHORT-TERM RENTAL (STR) – the rental of a residential unit or portion thereof for a period of less than 30 consecutive nights, for which the tenant compensates the owner/owners or the property rental management agency of the unit.

TENANT – each individual who signed an agreement with the owner or owner’s agent for the temporary use of a short-term rental (STR). Tenant must be 21 years or older.

RESIDENTIAL CAMPING UNIT – also known as “glamping” or “glamorous camping”. These structures shall be constructed with canvas or wood and may contain amenities such as beds, electricity, heat and indoor plumbing usually not used when camping traditionally. These units are designed to be used or occupied for transient and recreational purposes and shall follow the regulations for a short-term rental. A residential camping unit shall not exceed 399 square feet of habitable floor area.

§382-4 Location.

- A. A short-term rental is a permitted use in the Rural Agricultural, Residential, Mixed-use 1 and Mixed-use 2 Zones. Short-term rentals are subject to the applicable provisions of Chapter 490.
- B. Use of an accessory dwelling unit as a short-term rental is a conditional use in the Rural Agricultural, Residential, Mixed-use 1 and Mixed-use 2 Zones.

§382-5. License Required.

No owner of any property in Hellam Township shall operate a short-term rental in Hellam Township without first obtaining a short-term rental license from the Zoning Officer. Operation of a short-term rental without such license is a violation of this chapter.

§382-6. License Requirements.

- A. Short-term rental license application shall contain all of the following information:
 - 1. The name, address, telephone number and email address of the property owner. If the property owner uses a managing agency their name, address, telephone number and email address shall also be provided.
 - 2. Floor plans for the short-term rental unit, including total habitable floor area, total number of bedrooms and total number of occupants permitted. The floor plan shall also contain an emergency evacuation plan and the locations of all smoke detectors, carbon monoxide detectors and fire extinguishers.
 - 3. A site plan showing the location and number of off-street parking spaces.
 - 4. Proof of adequate sewage disposal as approved by the Sewage Enforcement Officer.
 - 5. Copy of the current Pennsylvania sales tax license and York County Hotel Excise Tax Certificate.
 - 6. Signatures of both the property owner and the local managing agent or local contact person.

7. Trespass waiver, signed by the owner, allowing access to the property for the Enforcement Officers for the purpose of inspection to verify compliance with this chapter.

8. A copy of the current deed to the subject property.

9. Declaration page of a paid up, current insurance policy in effect with respect to the subject property evidencing at least \$500,000 in liability insurance covering short-term rentals for the full duration of their license term.

B. Initial licensing will require an inspection for compliance of on-site requirements.

§382-7. Short-term Rental Standards.

A. Only one single structure on a parcel may be licensed and used as a Short-Term Rental.

B. Individual rooms in a structure shall not be offered for rent as a short-term rental to different tenants unless it is owner occupied. If owner occupied and rooms are rented, rentals are limited to number of guests per bedroom as listed on the license.

C. No yard parking is permitted at any time. Each short-term rental shall **include** at least one (1) off-street parking space.

D. The property owner is responsible for any trash or noise disturbance that is created or caused by any tenant or guest. Failure to have adequate trash storage and weekly collection service or to stop a noise disturbance caused by a tenant shall be deemed a violation of this chapter.

E. If a complaint is communicated to the property owner, the property owner shall respond on-site within one (1) hour. If the property owner is not within a one (1) hour distance to the short-term rental a local person or management company designated to manage the short-term rental shall be dispatched to address the complaint. Any failure to respond to the complaint within one (1) hour shall be deemed a violation of this chapter.

F. Quiet hours are from 10:00 PM to 8:00 AM. During this time, the tenant shall not allow noise or light to disturb neighboring properties.

G. The owner shall limit overnight occupancy of the short-term rental to the specific number of tenants and guests designated in their short-term license.

a. Overnight occupancy of a short-term rental dwelling unit shall be limited to no more than two persons per bedroom plus four additional persons per dwelling unit. If owner occupied and rooms are rented, rentals are limited to number of guests per bedroom as listed on the license.

b. The maximum number of unregistered guests allowed at any one time, in addition to the overnight tenants, shall not exceed 75% of the maximum overnight occupancy of the

short-term rental. No unregistered guests are permitted between the hours of 10:00 p.m. and 8:00 a.m.

- c. The applicant may not advertise an occupancy greater than that designated on their short-term rental license.

- H. No signs advertising the short-term rental are permitted anywhere on the property.

- I. Any modifications to the external appearance of a building (except fire escapes) shall complement its residential character.

- J. The short-term rental license shall be displayed in a conspicuous location within the licensed premises, along with a depiction of an emergency evacuation route, at all times.

- K. All occupied rooms offered for rent shall have one (1) working smoke detector and one (1) working carbon monoxide detector.

- L. Each short-term rental shall have a working and regularly maintained fire extinguisher on each floor. The location of the fire extinguishers shall be shown on the emergency evacuation route.

- M. Each short-term rental shall be inspected when a health and safety complaint is filed with the Township. Each inspection resulting in a violation shall be charged an inspection fee as established in the Township's fee schedule. It shall be the responsibility of the applicant to pay the inspection fee.

- N. Any approved accessory dwelling unit shall not be licensed as a short-term rental. Use of an accessory dwelling unit as a short-term rental will require conditional use approval. Use of an accessory dwelling unit as a short-term rental shall not be permitted until after three (3) years of the date that the ADU conditional use is approved.

§382-8. Fees, Term and Renewal.

- A. A short-term rental license is valid for a period not to exceed one (1) year from the date of issuance and must be renewed annually, no later than February 15th of each calendar year following issuance. Initial short-term rental license fees and short-term rental license renewal fees, payable to Hellam Township upon the filing of a short-term rental license application or renewal application, shall be in such amount as may be established from time to time by resolution duly adopted by the Board of Supervisors. All initial short-term rental license fees shall be prorated on an annual basis from the date of submission of the application through December 31st of the current year.

- B. Short-term rental license renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this chapter. If the renewal application is not received by due date as depicted above, there will be

a late fee assessed. The late fee will be established by resolution and duly adopted by the Board of Supervisors.

- C. Verification that all owed sales and hotel taxes have been paid shall be made before a short-term rental license renewal application is granted.

§382-9 Enforcement Officer.

The Enforcement Officer(s) shall be the Zoning Officer, Building Code Officer and Sewage Enforcement Officer appointed by the Board of Supervisors. The Enforcement Officer(s) shall have the responsibility and authority to administer and enforce all provisions of this chapter.

§382-10 Notice of Violation.

If it appears to an Enforcement Officer that a violation of this chapter exists or has occurred, the Enforcement Officer shall send a written notice of violation to the property owner by United States first class mail. The notice of violation shall identify the premises which is the subject of the violation enumerated the conditions which constitute the violation, cite the specific sections of this chapter which are violated, indicate the action required to correct the violation, and provide a time established by the Enforcement Officer based upon the nature of the violation, to correct the violation. The Hellam Township Police will also be notified of these violations and locations.

§382-11 Nuisance.

In the interest of promoting the public health, safety and welfare, and minimizing the burden on the Township and community services and impacts on residential neighborhoods posed by short-term rentals, a violation of any of the provisions of this chapter is declared to be a public nuisance.

Neither Short-Term Rental tenants nor guests shall engage in disorderly conduct, disturb the peace and quiet of any nearby neighborhood or person by loud, unusual, or excessive noise, by tumultuous or offensive conduct, public indecency, threatening, traducing, quarreling, challenging to fight, or fighting, or creating a dangerous or physically offensive condition.

§382-12 Violations and Penalties.

- A. Any person, partnership or corporation who or which has violated the provisions of this Ordinance shall, upon being found liable therefore in a civil enforcement proceeding commenced by the Township, pay a civil penalty of not more than \$1,000.00. No judgement shall commence or be imposed, levied or payable until the date of the determination of a violation by the district justice. If the defendant neither pays nor appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of civil procedure. Each day that a violation continues shall constitute a separate violation, unless the district justice determining that there has been a violation further determines that there has been a good faith basis for the person, partnership or corporation violating the Ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation. The court of common pleas, upon petition, may grant an order of stay, upon cause shown, tolling the per diem judgment pending a final adjudication of the violation and judgment.
- B. The Township may institute injunctive, mandamus, or any other appropriate action or proceeding at law or in equity for the enforcement of this Ordinance. Any court of competent jurisdiction shall have the right to issue restraining orders, temporary or

permanent injunctions, mandamus or other appropriate forms of remedy or relief.

§382-13 Appeals.

Any person affected by any notice or decision which has been issued in connection with the enforcement of any provision of this chapter may request and shall be granted a hearing on the matter before the Hellam Township Board of Supervisors.

- A. Such person shall file, in writing, with the Secretary of the Board of Supervisors, a written petition requesting a hearing and setting forth a brief statement of the grounds for appeal. Such appeal shall be filed with the Board of Supervisors within 30 days of the date of the denial of application, revocation of permit or notice of violation.
- B. The filing of request for a hearing shall operate as a stay of the notice and suspension, of further action except in a case where immediate action is necessary to protect the public health.
- C. Upon receipt of a petition, the Board of Supervisors shall set a time and place for a hearing and shall give the petitioner written notice thereof.
- D. After such hearing the Board of Supervisors shall make findings as to compliance with the provisions of this chapter and shall issue an order in writing granting the appeal or affirming the notice or decision appealed.

SECTION 2. In the event any deletions, additions or changes are made to this ordinance, the new changes will be implemented upon license renewal the year following the change.

SECTION 3. In the event any provision, section, sentence, clause, or part of this Ordinance shall be held to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such invalidity, illegality, or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses, or parts of this Ordinance, it being the intent of the Board that the remainder of the Ordinance shall be and shall remain in full force and effect.

SECTION 3. This Ordinance shall become effective five (5) days after adoption.

Enacted and Ordained by the Board of Supervisors of Hellam Township, York County, Pennsylvania, in lawful session assembled, this 7th day of December, 2023.

TOWNSHIP OF HELLAM

Attest:


Secretary


Chairman, Board of Supervisors

ORDINANCE NO. 2024-01

**HELLAM TOWNSHIP
YORK COUNTY, PENNSYLVANIA
AN ORDINANCE WITH REGULATIONS FOR PRIVATE
FIREARM TARGET PRACTICE AREAS**

§ 490-117-1 Purpose; “Firearm” Definition.

- A. The purpose of this Ordinance is to provide for the safety of all persons and the protection of all property in Hellam Township with respect to firearm target practice and to foster an environment where firearm users are employing the best practices for resident safety.
- B. For purposes of this Ordinance, the term “firearm” shall include (a) any “firearm” as defined by the Pennsylvania Uniform Firearms Act (18 Pa.C.S. 6101 et seq., and (b) any muzzle-loaded rifle or other weapon and any weapon, long-barreled or otherwise, that discharges a bullet or other projectile using ignited black powder.

§ 490-117-2 Backstops.

- A. All target practice areas or places where firearms are used for target practice shall have a proper backstop, where fired rounds are prevented from passing more than ten feet beyond the target, constructed or placed as hereinafter set forth.
- B. A natural hillside or a man-made earthen berm may be used as a backstop. Trees or wooded areas may not be used as a backstop, as a projectile can find its way through trees and can be deflected beyond the target range.
- C. If a hillside or man-made earthen berm is not present, a barrier must be constructed and deployed in accordance with the following provisions before an area may be used as a target practice area.
- D. The backstop shall be made of any material that will stop fired bullets, including dirt, sand, or milled wood. The backstop cannot be made of a material that would cause a bullet to ricochet, such as tires, stones, logs or cement. Steel may be used, but only if the steel backstop is angled downward at a forty-five-degree angle so that any ricochet will cause the bullet to deflect straight down into the ground. The backstop must be of sufficient depth to stop any projectile that may be used at the target practice area.

§ 490-117-3 Location.

- A. Target shooting is permitted on property owned by the shooter provided the location meets the requirements for backstops, as set forth above, and the setback requirements set forth below. Invited guests of the property owner are also allowed to shoot, provided the same requirements are met.
- B. The target shall be set at a clear distance from any residential building, human work area, or domesticated animal ranging area.
- C. The target must be set back 100 feet and the firing stand must be set back at least 50 feet from the property line or public roadway in any direction.

D. The firing stand shall not be within any enclosed structure/residence.

§ 490-117-4 **Shooter Conduct.**

- A. At all times when a target practice area is active, there must be at least one responsible person present.
- B. Target practice shooting may only be conducted from 9:00 a.m. and must be concluded ½ hour before sunset. Night target shooting may be conducted as long as the Emergency Services Department is notified and must be concluded by 10:00 p.m.

§ 490-117-5 **Exceptions.**

The following acts shall not constitute a violation of this chapter:

- A. The discharge of a firearm by a law enforcement officer or military personnel acting within the line of duty, including, but not limited to, active operations, training exercises, and ceremonies.
- B. The discharge of a firearm in self-defense as legally permitted pursuant to the laws of the Commonwealth of Pennsylvania.
- C. The discharge of a firearm to the extent it is regulated by the Pennsylvania Game and Wildlife Code.

§ 490-117-6 **Interpretation of Provisions.**

- A. Nothing in this chapter shall be read or interpreted to conflict with the Pennsylvania Uniform Firearms Act.
- B. Nothing in this chapter shall be read as regulating the lawful ownership, possession, transfer, or transportation of firearms, ammunition, or ammunition components when carried or transported for purposes not prohibited by the laws of the Commonwealth of Pennsylvania.

§ 490-117-7 **Violations and Criminal Penalties.**

Any person who violates any provision of this Ordinance commits a summary offense and shall, upon conviction, be sentenced to pay a fine of not less than \$600 nor more than \$1,000 for each separate offense, and, in default of the payment of such fine, may be sentenced to imprisonment for 90 days for each separate offense. The provisions of this Ordinance shall be enforced by (a) the Hellam Township Police Department or (b) by employees of the Township authorized to conduct inspections or investigations, who, for purposes of this Ordinance, are hereby declared to be law enforcement officers authorized to issue or file citations for summary violations under this Ordinance, and the Hellam Township Police Department and the Board of Supervisors are each hereby authorized to prosecute these offenses. For purposes of this section, a summary offense may be prosecuted before any District Justice with jurisdiction over Hellam Township. There is no accelerated rehabilitative disposition authorized for a summary offense.

(Skeet shooting)

ENACTED and ORDAINED by the Board of Supervisors of Hellam Township, York County, Pennsylvania, in lawful session assembled, this ___ day of _____, 20__.

TOWNSHIP OF HELLAM

Attest:

Board of Supervisors

Corina Mann, Secretary

David Cox, Chairman

DRAFT

Zoning Department Summary June 2024

PERMIT APPLICATIONS:	
<ul style="list-style-type: none"> • Received: 14 (14) • Issued: 13 (12) • In process: 1(2) 	<ul style="list-style-type: none"> • Denied: 0 • YTD Issued: 84 (73)
COMPLAINTS:	
<ul style="list-style-type: none"> • Complaints/violations: 3 • Resolved: 1 	<ul style="list-style-type: none"> • Carried Over: 0 • YTD Complaints/Violations Submitted: 5
OLDS PUMPING COMPLETE:	
District 2: 329/343 (95%)	District 3: 123/294 (42%)
ZONING CASES:	
<ul style="list-style-type: none"> • Z-2024-03: Variance 880 N Front St Ext approved • Z-2024-04: Variance Lincoln Highway LL-47 	
SALDO CASES:	
PENDING ORDINANCES/RESOLUTIONS:	
<ul style="list-style-type: none"> • Private Firearm Target Practice Areas • Restaurant Drive-Through, Fast-Food 	

OLDS	1	2	3	4
REPORT YEAR	2022	2023	2024	2025
Pumped	393	320	122	38
New System	1	3	0	0
Exemption	4	2	0	0
Vacant/Fore	2	3	1	0
Total	400	329	123	38
# OLDS/District	407	343	296	578
% Complete	98%	95%	42%	7%
Issues identified				

NOTE:
District 1 –
District 2 – Reminder postcards mailed 9/7/23, Final Notice mailed 3/14/24
District 3 – Reminder postcards mailed 3/14/24
District 4 –

Septic Permits Issued –
 Druck Valley Road – Perc and Probe
 898 Overlook Lane – New system
 781 Strickler School Road – Minor Repair (tank replacement)

Notification Schedule
February '24: District 3 Initial Letter
February '24: District 2 Final Postcard Reminder
Spring '24: District 2 Final Notice/Violation Letter
Summer '24: District 3 Reminder Postcard

Jun-24

Property Owner	Address	Parcel Id	Date	Permit Number	Improvement	Cost
Craig Stone	5840 Pheasant Run Road	31000K0064A0	3-Jun-24	2024-060	Timber Harvest	
Metro and Lisa Heller	206 Brook Lane	3100002031900	4-Jun-24	2024-061	Driveway (Repaving)	
Michele Gainer (Trinity Solar)	781 Strickler School Road	31000K0035K0	4-Jun-24	2024-062	Roof-Mounted Solar	\$67,285
Josh Resh	800 Hillview Road	31000K006500	12-Jun-24	2024-063	Accessory Structure (Deck), Fence	\$9,700
Trinity Solar	6671 Dark Hollow Road	31000030104A0	12-Jun-24	2024-065	Roof-Mounted Solar	\$77,956
Trinity Solar	589 Hillview Road	31000K070100	12-Jun-24	2024-066	Roof-Mounted Solar	\$64,081
Finchbaugh's Orchard	110 Ducktown Rd	31000K007500	17-Jun-24	2024-067	Special Event	
Kevin Moulden	4484 Cedarwood Dr	3100001010700	18-Jun-24	2024-068	Roof-Mounted Solar	\$37,800
Reuban & Arlene Martin	641 Northride Ln	31000L008600	20-Jun-24	2024-069	Well	
Reuban & Arlene Martin	641 Northride Ln	31000L008600	20-Jun-24	2024-070	Sign (Freestanding)	\$400
Strategic Logistics	5989 Susquehanna Plaza	31000L0058D0	24-Jun-24	2024-071	Sign (Freestanding)	\$45,000
Mitchell Queitzsch	4745 Fox Ln	31000K011600	27-Jun-24	2024-072	Demolition	
Lorie Grosh, Sarah & Brenden Colla	4732 Libhart Mill Rd	31000K007900	27-Jun-24	2024-073	Well	
Ronald Bodien	5723 Lincoln Highway	31000L0128C0	27-Jun-24	2024-074	Roof-Mounted Solar	\$25,440