

**HELLAM TOWNSHIP  
PLANNING COMMISSION MEETING  
Minutes of May 11, 2023**

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The meeting was called to order at 6:00 PM by Chairman Devin Winand. The meeting was held at the Hellam Township Municipal Building. Chairman Winand led the Pledge of Allegiance. Other members present were Fred Owens, Rick Cooper, John Eifert, Jay Kokiko, Steve Fetrow, Michael Shillott and Susan Enrico (alternate). Other attendees included Rachel Vega, Zoning Officer; Corina Mann Township Manager; and Bill Conaway, Supervisor.

**Approval of Minutes**

The Planning Commission reviewed draft minutes from the April 27, 2023 meeting. Upon a motion by Mr. Shillott, seconded by Mr. Cooper, the Planning Commission approved the minutes as presented. Motion carried unanimously.

**Ongoing Business**

The Planning Commission began discussing draft four of the short-term rental ordinance. They pointed out some typos and grammatical changes. Ms. Vega provided a stand-alone ordinance for short term rentals. She explained that Ms. Mann pointed out that if short-term rentals are regulated through the Zoning Ordinance the Township cannot make money off of the permitting. If short-term rentals are regulated through a stand-alone ordinance the Township can make money off of the licensing. Going the route of the stand-alone ordinance also means we cannot make the administrative corrections to the Zoning Ordinance. We also cannot increase the permitted size of the accessory dwelling units through the stand-alone ordinance. The Planning Commission decided to proceed with the stand-alone ordinance.

They began reviewing draft one of the stand-alone ordinance. There were several grammatical changes to make the intent clear. While doing this, it was noticed that some of the provision from draft four of the previous ordinance were not carried over into this one such as the 399-size limitation. Ms. Vega is to review the stand-alone ordinance next to the draft four and incorporate anything that was missed. Continuing the discussion, the Planning Commission decided to change the timeframe in which an accessory dwelling unit (ADU) can be converted into a short-term rental (STR). The prior discussion was that no ADU can be converted into an STR within five years of approval as an ADU. It was discussed that if an ADU approval is obtained and the family member dies within a year or two the ADU would have to sit vacant until the five years is up. The Planning Commission decided to change the time limit to three years. They wanted to be clear that the waiting period begins from the date that the ADU receives conditional use approval. Ms. Vega will make the changes and bring this ordinance back to the Planning Commission for review.

**Correspondence/Reports**

Ms. Vega provided the April 2023 zoning report

The next meeting is scheduled for May 25, 2023. The Planning Commission will have a final review of the short-term rental ordinance then begin working on fee-in lieu of curbing and sidewalks.

Meeting adjourned at 6:56 PM.

Respectfully submitted,

Rachel Vega, Zoning Officer

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