

**HELLAM TOWNSHIP
PLANNING COMMISSION MEETING
Minutes of March 23, 2023**

The meeting was called to order at 6:01 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, Steve Fetrow (alternate), John Eifert, Susan Enrico (alternate) and Michael Shillott. Other attendees included Rachel Vega, Zoning Officer, Nedette Otterbein, Supervisor and Bill Conaway, Supervisor.

Approval of Minutes

The Planning Commission reviewed draft minutes from the March 9, 2023 meeting. Mr. Cooper pointed out that on the last page under "correspondence/reports" Mr. Fetrow's name is spelled incorrectly. Upon a motion by Mr. Cooper, seconded by Mr. Owens, the Planning Commission approved the minutes with the above addition. Motion carried unanimously.

New Business

None

Ongoing Business

Mr. Winand began reviewing draft two of the Short-term Rental (STR) Ordinance. Under item "D" Mr. Winand stated that there are existing STRs that are less than 700 sf apart and wondered if they would be grandfathered in under this provision. Ms. Vega suggested that we add language to item "D" stating those STRs existing at the time of adoption would be grandfathered from only the distance provision. Some Commissioners feel that requiring STRs to be 700' apart is too restrictive. Mr. Owens suggested 350'. Some Commissioners suggested having an overlay zone where only STRs are allowed. It was agreed by the majority that this would be difficult to do because you would want to allow them along the river but what about David Kin's property and around the new park areas? Creating an overlay zone for STRs would be difficult to accomplish. The majority of the Commissioners agreed to keep the 700' distance and add language that those existing at the time of adoption would be grandfathered from only the distance requirement of the ordinance. It was also agreed that language should be added to item "D" stating this distance would be measured from structure to structure and not from property line to property line.

The Commissioners discussed item "E." The majority feel that requiring the property owner to own the property for six months prior to offering it as an STR is unrealistic as this would prevent investors from purchasing properties to use as STRs. This item is to be removed from the ordinance.

A discussion was had regarding item "G." The commissioners would like to allow kids to camp outside in a tent but a tent cannot be offered as an STR individually. Also, mentioning recreational vehicles might imply that someone can use one as an STR. This item is to be removed from the ordinance.

Item "L" was discussed next. Some were concerned about the word "tenant" and felt it should be replaced with "guest." Neither of the terms are defined in the Zoning Ordinance. A general definition of "tenant" is a person whose name is on the lease. A "guest" is someone invited by the tenant. Definitions of guest and tenant will be added to the ordinance. In item "L," the first sentence, add the word "guests" after tenant. Item "L.a" was also discussed. Although hard to enforce, the Commissioners like the language in East Manchester's STR Ordinance that states "two persons per bedroom plus four additional persons per dwelling unit." This language will be added to the ordinance.

Under item "S" the Commissioners feel that the STR should also apply for a license when there is a change in ownership as well as annually. That language will be added to the ordinance. Item "S.f" does not really fall under items that are required for a license. This item will be changed to letter "T."

The Commissioners discussed the possibility of renting each room individually. It was decided that if the unit is

owner occupied then individual rooms can be rented however if it is not owner occupied then only the entire structure can be offered for rent. Having the STR owner occupied with multiple tenants would ensure the safety and integrity of the STR and its tenants. This stipulation will be added to the ordinance.

Supervisor Otterbein commented that she would like another item added under "ongoing business." She would like the Planning Commission to inventory how many properties we have in each zone and their uses. She mentioned that the York County Planning Commission has a useful tool on their website that identifies properties as undeveloped and underdeveloped.

The next meeting is scheduled for April 13, 2023. So far there is one variance application for review. Ms. Vega expects another application to be submitted prior to the deadline. The STR ordinance will be discussed at the April 27th meeting.

Meeting adjourned at 8:09 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Rachel Vega". The signature is written in a cursive, flowing style.

Rachel Vega, Zoning Officer