

**Tulpehocken Township
Board of Supervisors & Planning Commission
Joint Meeting of March 18, 2025**

The Tulpehocken Township Board of Supervisors and Planning Commission met on March 18, 2025, in the Township meeting room at 7:00 P.M. In attendance and voting were Supervisors: Chairman Gary Deck, Vice Chairman Lester Feick and Harold Zimmerman and Planning Commission Members: Scott Hetrick, Laverne Frey, Robert Sattazahn, John Zimmerman and Gary Deck. Also present were Atty. Michelle Mayfield, Township Solicitor; Jackie Hollenbach, Township Zoning Officer; Kathy Judy, Township Secretary/Treasurer and Lisa Care, Planning Commission Secretary.

Members of the audience included Samantha Miszler, Jennifer Gutekunst, Renee Wenger, Jackson Stehr, Brian Veres, Bill Deward, Lisa Hawn, Kevin Razzano and John Schueller.

Call To Order: Chairman Deck called the meeting to order at 7:01 P.M.

The meeting continued with the pledge to the American Flag.

Public Comments: None

Approval of Minutes:

The Board of Supervisors, at their meeting on March 12, 2025, approved the minutes from the February 18, 2025 Joint Workshop.

For the Planning Commission, *Robert Sattazahn made a motion to approve the minutes from the February 18, 2025 Joint Workshop - seconded by Scott Hetrick and approved unanimously by the Planning Commission members (5-0).*

Short Term Rentals:

The group reviewed and discussed a draft zoning ordinance amendment prepared by the Township Solicitor based on information discussed at the joint workshop held on February 18, 2025. The draft of amendments is to allow for and provide rules and regulations for agritainment and short-term rentals. Chairman Gary Deck read aloud the draft to lead the discussion about:

1. Definitions for Agritainment, Bedroom, Guest, Local Contact Person, Owner, Short-Term Rental, Short-Term Rental License, Short-Term Rental Tenant and Short-Term Rentals.
2. Proposed regulations, requirements and standards for short-term rentals, including but not limited to:
 - a. Zoning permits, inspections, districts where use is permitted.
 - b. License term and renewal.
 - c. Application form, owner information, local contact person information.
 - d. Berks County Hotel tax ID, PA sales & use tax permit.
 - e. Proof of liability insurance and COI. HOA's and/or community boards approval.
 - f. Driveways, shared driveways and easements.
 - g. Trash collection, on-lot septic, septic system pumping frequency.
 - h. Eligible dwellings, outside appearance.
 - i. Maximum overnight occupancy, maximum number of day guests, parking.
 - j. Emergency signage, alarms, detectors, extinguishers and devices. Compliant with UCC.
 - k. Info to be posted for guests and guest behavior.

3. Proposed regulations, requirements and standards for **Agritainment**, including but not limited to:
- a. Existing use acreage owned and operated by the landowner.
 - b. New buildings and uses, existing buildings, Ag conservation easements with County or State and compliance with building codes.
 - c. Setbacks and features that must be shown on the site plans.
 - d. SALDO requirements, maximum number of events for agritainment versus wedding and special events unrelated to farming activity.
 - e. Parking, driveways and required permits.
 - f. Ag Conservation easements, compliance with County and State agencies and County Rural Enterprise program guidelines.
 - g. Food preparation and compliance. Sale of goods.
 - h. Tents, trash, rubbish and signage removal timeline.
 - i. Notice to the Twp for all large events and a list of times and dates for all events.
 - j. Guests, noise, hours of event and inspections comply with the Twp Ordinance.
 - k. Proof of Liability Insurance.
 - l. Existing use acreage owned and operated by the landowner.
 - m. New buildings and uses, existing buildings, Ag conservation easements with County or State and compliance with building codes.
 - n. Setbacks and features that must be shown on the site plans.
 - o. SALDO requirements, maximum number of events for agritainment versus wedding and special events unrelated to farming activity.
 - p. Parking, driveways and required permits.
 - q. Ag Conservation easements, compliance with County and State agencies and County Rural Enterprise program guidelines.
 - r. Food preparation and compliance. Sale of goods.
 - s. Tents, trash, rubbish and signage removal timeline.
 - t. Notice to the Twp for all large events and a list of times and dates for all events.
 - u. Guests, noise, hours of event and inspections comply with the Twp Ordinance.
 - v. Proof of Liability Insurance.

Other Business: 54 Midway Road, Harold Case – A request for full release of escrow was received. In accordance with the Township Engineer's initial recommendation, *Supervisor Harold Zimmerman made a motion to approve a release of the remaining escrow, after the maintenance period retention is reviewed by the Township Engineer - - seconded by Chairman Deck and passed unanimously (3-0).*

Meeting dates with the Board of Supervisors and Planning Commission members for a workshop to continue to discuss short-term rental properties and agritainment in our Township are scheduled for April 15, 2025 and May 20, 2025.

Board Supervisor, Lester Feick, made a motion to adjourn the meeting at 9:54 p.m., seconded by Chairman Gary Deck and approved unanimously. The meeting was adjourned.

Respectfully submitted,

Kathy Judy, Secretary/Treasurer
Lisa Care, Planning Commission Secretary
Tulpehocken Township