

**Tulpehocken Township
Board of Supervisors & Planning Commission
Joint Meeting of May 20, 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: Laverne Frey, Robert Sattazahn, John Zimmerman and Gary Deck. Also present were Atty. Michelle Mayfield, Township Solicitor; Jackie Hollenbach, Township Zoning Officer and Lisa Care, Planning Commission Secretary.

Not in Attendance: Planning Commission Chair, Scott Hetrick and Kathy Judy, Township Secretary/Treasurer

Members of the audience included Donna Conrad, Susan Wolfe, Ralph Brensinger, Bill Deward, George Gilbert, John Schueller and Brian Veres.

Call To Order: Chairman Deck called the meeting to order at 7:03 P.M.

The meeting continued with the pledge to the American Flag.

Public Comments: None

Approval of Minutes:

For the Board of Supervisors, *Harold Zimmerman made a motion to approve the minutes from the April 15, 2025 Joint Workshop - - seconded by Lester Feick and approved unanimously by the Board of Supervisors (3-0).*

For the Planning Commission, *Robert Sattazahn made a motion to approve the minutes from the April 15, 2025 Joint Workshop - - seconded by John Zimmerman and approved unanimously by the Planning Commission members (3-0).*

Short Term Rentals:

Our Township Zoning Officer recently attended a PSTATS Seminar presented by Tobyhanna on short term rentals. The Zoning Officer shared useful items such as

- a. Aerial imaging showing required parking areas
- b. Floor plan to document number of bedrooms and compare to the listing
- c. Verify general liability insurance amount every year at renewal
- d. Have permit number on the listing to prove they are licensed

As well as several other items that were discussed as incorporating into our Township Ordinance. The group reviewed and discussed a draft zoning ordinance amendment prepared by the Township Solicitor based on information discussed at the previous joint workshops. The draft of amendments is to allow for and provide rules and regulations for agritainment and short-term rentals.

1039-A Short Term Rentals Regulations:

The Board of Supervisors and Planning Commission reviewed the list of regulations and standards presented and the following revisions and/or additions only were added for short term rentals, including but not limited to:

- a. Proof of current Berks County Hotel Tax Identification and Certificate Number and copy of current PA Sales & Use Tax permit.
- b. Proof of general liability insurance on the short-term rental listing Tulpehocken Twp as an additional certificate holder in the amount of \$500,000 for the full duration of the initial license and any renewed rental license.

- c. A copy of the homeowners' association or equivalent community board notification letter, if applicable.
- d. Initial application fee and renewal fee to be included in the Twp resolution.
- e. Owner shall maintain the septic system on a pumping frequency of not more than every 3 years and the Twp with written proof upon request or upon renewal of the license. If more than 3 bedrooms the Twp will need evidence that the system is adequate for handling those bedrooms, either a permit or a copy of the design.

1039-A Short Term Rentals Standards:

The following revisions and/or additions only were added for short term rentals standards, including but not limited to:

- a. A Short-Term Rental shall be permitted only in a single family detached dwelling. Individual room rentals shall not be permitted. Apartment buildings, rooming houses, boarding houses, and lodges shall not be permitted. STR shall not be permitted as a home occupation or home premise business.
- b. No camper trailers or tents are permitted on sites where a STR is located.
- c. At least one functioning 5 lb ABC-classed fire ext shall be provided on each floor of the dwelling and the attached garage, if applicable. A carbon monoxide detector shall be placed near the heating equipment, main floor and the attached garage, if applicable.
- d. Any dryers are to be vented to the outside.
- e. Post a checklist of the location for all safety items.

1039-B Agritourism as a Permitted Accessory Use:

The following revisions and/or additions only:

- a. Pole mounted lights shall not exceed 25 ft in height and shall be shielded and directed towards the interior of the site. Overhead lighting shall be off within one hour after activities end and no later than 11pm. Emg lighting is excluded.
- b. Current ordinance for mounted signage is 3 ft or above and discussed proposed amendment to allow for ground level signage.
- c. 10 ft. setbacks for parking, any debris placed upon the roadway would be the responsibility of the owner.
- d. Shall comply with all other applicable state laws and regulations and Twp Ordinances incl but not limited to Subdivision and LD, Bldg, Sewage and SW.
- e. If adding bldg or impervious coverage, incl paved parking, in excess of ???? the owner or operator must submit & obtain approval of waiver of LD.

3. Proposed regulations, requirements and standards for Agritainment, including but not limited to:

- a. The Agritainment use(s) shall be operated by an individual at least 25 years of age, either the owner of the property or a member of his/her immediate family (spouse, sibling, child, stepchild, grandchild, parent, grandparent), or by an operator of Agritainment use, or by an occupant of the Agritainment use upon which it is located.

The owner or residing operator, of at least 25 years of age, shall remain on the property during Agritainment events.

- b. Parking 25 ft from property line, driveway 10 ft from property line.
- c. Agritainment events shall not begin before 8 am and shall terminate no later than 10 pm prevailing time, and shall be vacated within one hour of 10 pm.
- d. Pole mounted lights shall not exceed 25 ft in height and shall be shielded and directed towards the interior of the site. Overhead lighting shall be off within one hour after activities end and no later than 11pm. Emg lighting is excluded.
- e. Activity event outside of a structure shall be setback at least 50 ft.
- f. A HOP shall be required if found to be necessary by the Commonwealth of PA. Proof of an easement agreement for a shared driveway.
- g. No alcohol – BYOB, COI.
- h. Shall comply with all other applicable state laws and regulations and Twp Ordinances incl but not limited to Subdivision and LD, Bldg, Sewage and SW. Failure to comply, may require installing additional SW controls.

It was discussed that a final draft would be prepared for review at the June 5, 2025 Planning Commission meeting and the June 11, 2025 Board of Supervisors meeting.

Board Supervisor, Harold Zimmerman, made a motion to adjourn the meeting at 10:17 p.m., seconded by Board Vice-Chair, Lester Feick and approved unanimously. The meeting was adjourned.

Respectfully submitted,

Lisa Care, Planning Commission Secretary
Tulpehocken Township