

Agenda

**Township of Wilkins
Planning Commission Meeting
June 19, 2024**

Join Zoom Meeting: <https://us02web.zoom.us/j/83182335110>

1. Call to Order
2. Public Comments
3. Approval of the minutes of the Planning Commission meeting of May 15, 2024
4. Discussion regarding the Short-Term Rental (STR) Ordinance
5. Next meeting date: July 17, 2024 (if needed)
6. Adjournment

1 **TOWNSHIP OF WILKINS**
2 **ALLEGHENY COUNTY, PENNSYLVANIA**
3 **ORDINANCE NO.: _____**

4
5 **AN ORDINANCE OF CHAPTER 450, IN THE WILKINS**
6 **TOWNSHIP BOOK OF CODIFIED ORDINANCES**
7 **AMENDING SECTIONS 450-7 & 450-10 OF ARTICLE III TO**
8 **DEFINE AND ALLOW FOR SHORT-TERM RENTALS**
9 **WITHIN THE R-3 AND R-4 ZONING DISTRICTS.**
10

11 **WHEREAS**, the Board of Commissioners, by adoption of Ordinance 542 on July
12 7, 1973, designating permitted uses in Zoning Districts; and

13 **WHEREAS**, since the adoption of that Ordinance, the utilization of short-term
14 rentals in residential districts have grown in proliferation; and

15 **WHEREAS**, the Board of Commissioners recognizes that the regulation of
16 short-term rentals is necessary for the public’s safety and well-being.

17 **NOW, THEREFORE**, the Board of Commissioners of the Township of Wilkins
18 hereby ordains as follows:

19 Section 1. Chapter 450, Section 450-7 Definitions, of the Wilkins Township
20 Codified Book of Ordinances is hereby amended to define Short-Term Rentals as follows

21 **§450-7 Definitions**

22 **SHORT-TERM RENTALS - Any dwelling or dwelling unit utilized as a single-**
23 **family residence rented for the purpose of overnight lodging for a period of thirty (30)**
24 **days or less.**

25 Section 2. Chapter 450, Section 450-10 Permitted uses, Paragraphs C and D, of the
26 Wilkins Township Codified Book of Ordinances is hereby amended as follows

27 **§450-10 Permitted uses**

28 C. R-3 Residential District. Permitted uses shall be as follows:

- 29 1. Single-family dwellings
30 2. Multiple-family dwellings
31 3. Parks
32 4. Accessory uses
33 5. No-Impact home-based business as defined in §450-7 [Amended 2-14-2011 by
34 Ord. No. 1012]
35 6. Forestry [Added at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]
36 7. **Short-term rentals**

- 37 D. R-4 Residential District. Permitted uses shall be as follows:
- 38 1. Single-family dwellings
- 39 2. Double houses
- 40 3. Duplex
- 41 4. Multiple-family dwellings
- 42 5. Parks
- 43 6. Accessory uses
- 44 7. No-impact home-based business as defined in §450-7 [Amended 2-14-2011 by Ord.
- 45 No. 1012]
- 46 8. Forestry [Added at time of adoption of Code (see Ch. 1, General Provisions, Art.
- 47 1]
- 48 **9. Short-term rentals**

49

50 Section 3. Chapter 450, Section 450-23 Off-street parking and loading, Paragraph A (1), of the

51 Wilkins Township Codified Book of Ordinances is hereby amended to add required parking spaces

52 for Short-Term Rentals as follows:

53

Use	Parking Spaces Required
Short-Term Rentals	2 for each Short-Term Rental Dwelling or Dwelling unit and 1 for each 3 persons at the maximum permitted occupancy

54

55

56 Section 4. Severability.

57

58 If any sentence, clause, section or part of this Ordinance is for any reason found to be

59 unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect

60 or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.

61 It is hereby declared as the intent of the Board of Commissioners of the Township of Wilkins that

62 this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence,

63 clause, section or part thereof not been included herein.

64

65 Section 5. Repealer.

66

67 Any Ordinance or part of an Ordinance in conflict with this Ordinance is hereby repealed in so far

68 as the same affects this Ordinance.

69

70 **ORDAINED** and **ENACTED** on this _____ day of _____, 2024

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72

73

74

75

76 _____
 Rebecca Vargo, Manager

Sylvia Martinelli, President

1 **ORDINANCE NO.**

2
3 AN ORDINANCE AMENDING CHAPTER 310 OF THE WILKINS TOWNSHIP
4 BOOK OF CODIFIED ORDINANCES TO ADD ARTICLE IV REGULATING
5 SHORT-TERM RENTAL UNITS WITHIN THE TOWNSHIP AND ESTABLISHING
6 PENALTIES FOR VIOLATIONS.
7

8 **WHEREAS**, the Township of Wilkins has adopted a comprehensive Zoning Ordinance to regulate
9 the location and use of land and buildings; and

10 **WHEREAS**, the rental of residential property for Short-Term Rentals to overnight guests is not
11 addressed in the Zoning Ordinance; and

12 **WHEREAS**, allowing Short-Term Rentals in some residential areas provides alternatives to hotel
13 accommodations and visitors; and

14 **WHEREAS**, Short-Term Rentals help the Township accommodate the many visitors who attend
15 special events; and

16 **WHEREAS**, many property owners who provide Short-Term Rental accommodations are able to
17 invest in home repairs, upgrades and preservation projects that would otherwise be unaffordable; and

18 **WHEREAS**, taxes and fees collected from Short-Term Rentals provide a reliable source of revenue
19 to the Township; and

20 **WHEREAS**, certain areas of the Township are less compatible for Short-Term Rental uses and the
21 Township wishes to designate only specific areas where the uses are to be allowed; and

22 **WHEREAS**, where Short-Term Rentals are permitted, they should be subject to reasonable
23 regulations to address health and safety needs of guests and to prevent and abate nuisance
24 conditions; and

25 **WHEREAS**, the Township further finds that these regulations are needed to adequately protect the
26 public health, safety and welfare.

27 **NOW THEREFORE**, the Board of Commissioners of the Township of Wilkins hereby ordains and
28 enacts as follows, incorporating the above recitals by reference

29 **Section 1.**

30 Chapter 310 of the Wilkins Township Book of Codified Ordinances is hereby amended to add
31 Article IV, Short-Term Rentals as follows:
32

33 **ARTICLE IV, SHORT-TERM RENTALS**

34 **§ 310 -28 Title**

35 This Article shall be known as and may be cited as "The Wilkins Township Short-Term Rental
36 Ordinance".

37 **§ 310-29 Scope**

38 The provisions of this Article shall apply to all residential dwelling units, conversions of non-
39 residential structures to residential dwellings, and all existing premises located within the R-3
40 and R-4 Zoning Districts of Wilkins Township. The owner of the subject property shall be
41 responsible for compliance with the provisions of this Article and the failure of an owner,
42 agency, managing agency, local contact person, or renting occupants to comply with the
43 provisions of this Article shall be deemed noncompliance by the owner.

44 A. This Article shall not apply to a hotel, motel or group care facility, as defined herein and
45 used within the Property Maintenance Ordinance.

46 B. Within the areas where Short-Term Rental uses are permitted, a dwelling unit or a
47 portion of a dwelling unit may not be used for short-term rental purposes if:

48 1. The property containing the dwelling unit does not comply with applicable lot
49 size and setback requirements; or

50 2. Any of the following apply to the dwelling unit;

51 i. Delinquent Municipal property taxes

52 ii. Unresolved violations of building and/or property maintenance
53 codes; or

54 iii. Unpaid fines for building and/or property maintenance violations
55

56 **§ 310-30 Interpretation**

57 This Article is not intended to, and does not, excuse any landowner from compliance with the
58 Wilkins Township Property Maintenance Ordinance, as amended from time to time. Whenever
59 possible, this Article and the Property Maintenance Ordinance should be construed and
60 interpreted as being consistent, and not in conflict.

61 **§310-31 Definitions**

62 For the purposes of this Article, words and terms used herein shall be interpreted as follows:

63
64 BEDROOM - A room or space designed to be used for sleeping purposes with two means of
65 egress (one of which may be a window acceptable under the International Building Code) and in
66 close proximity to a bathroom. Spaces used for eating, cooking, bathrooms, toilet rooms, closets,

67 halls, storage or utility rooms and similar uses are not considered Bedrooms. Spaces used or
68 intended for general and informal everyday use such as a living room, den, and sitting room or
69 similar is not to be considered a Bedroom. Bedrooms shall be a minimum of seventy (70) square
70 feet in size with a minimum ceiling height of seven (7) feet.

71
72 DWELLING – Any building which is designed for or occupied in whole or in part as the home,
73 residence or sleeping place of one or more persons.

74
75 DWELLING UNIT – A room or group of rooms within a dwelling and forming a single unit and
76 used for living and sleeping purposes, having its own cooking facilities and a bathroom with a
77 toilet, bathtub and shower.

78
79 GROUP CARE FACILITY – An establishment that provides room and board to persons who
80 are residents by virtue of receiving supervised specialized services limited to health, social
81 and/or rehabilitative services provided by a government agency, their licensed or certified agents
82 or a nonprofit social service corporation chartered in the Commonwealth of Pennsylvania or
83 authorized to operate in the Commonwealth of Pennsylvania.

84
85 HOTEL – An establishment providing accommodations, meals and other services for travelers
86 and tourists.

87
88 MANAGER – An adult individual designated by the owner of a structure. The manager shall be
89 the agent of the owner for service of process and receiving notices or demands and to perform
90 the obligation of the owner under this Article and under rental agreements with occupants.

91
92 MOTEL – A roadside hotel designed primarily for motorists, typically having the rooms
93 arranged in a low building with parking directly outside.

94
95 MULTIPLE-UNIT DWELLING – A building containing three (3) or more independent
96 dwelling units, including, but not limited to, row houses, townhouses, condominiums, apartment
97 houses and conversion apartments.

98
99 OCCUPANT – An individual who resides in or is the owner of a business within a unit or
100 structure, whether or not the individual is the owner of the unit or structure thereof, with whom a
101 legal relationship with the owner or landlord of the unit or structure is established by a written
102 lease or by the laws of the Commonwealth of Pennsylvania.

103
104 ORDINANCE ENFORCEMENT OFFICER – The duly appointed Ordinance Enforcement
105 Officer(s) having charge of the Office of Code Enforcement of the Township of Wilkins and any
106 assistants or deputies thereof. In appropriate circumstances this is intended to include the police.

107
108 OWNER – One or more persons, jointly or severally, in whom is vested all or part of the legal
109 title of the premises, or all or part of the beneficial ownership and the right to present use and
110 enjoyment of the premises, including a mortgage holder in possession of a unit or structure.

111
112 PERSON – A natural person, partnership, corporation, unincorporated association, limited

113 partnership, trust or any other entity.

114

115 SHORT TERM RENTAL – Any dwelling or dwelling unit utilized as a single-family residence
116 rented for the purpose of overnight lodging for a period of thirty (30) days or less.

117

118 SHORT TERM RENTAL PERMIT – Certificate issued by the Township giving the owner
119 permission to utilize a dwelling or dwelling unit for Short Term Rental use.

120 **§ 310-32 Permit Required**

121 No owner of any property in Wilkins Township shall operate a Short-Term Rental in Wilkins
122 Township without first obtaining a Short-Term Rental Permit from the Ordinance Enforcement
123 Officer.

124

125 Operation of a Short-Term Rental without such Short-Term Rental Permit is a violation of
126 this Article. Permits may be transferable to any new owner of the property within ninety (90)
127 days of its issuance.

128 **§310-33 Permit Requirements**

129 A. Short-Term Rental Permit applications shall contain all of the following information:

130

1. The name, address, telephone number and email address of the owner.

131

2. The name, address and 24-hour telephone number of the managing agency, agent
132 or local contact person if applicable.

133

3. Signatures of the owner or local managing agent or local contact person.

134

4. The total number of bedrooms and maximum number of overnight guests.

135

5. If the building is a Multiple-Unit Dwelling, the total number of Dwelling Units in
136 the structure and the number of Dwelling Units being used as Short-Term Rentals
137 shall be given.

138

6. A diagram or photograph showing the location and number of off-street parking
139 spaces.

140

7. Copy of the current recorded Deed for the property establishing ownership.

141

8. Each owner shall maintain liability insurance against personal injury and property
142 damage claims related to Short-Term Rental use, with coverage of at least
143 \$500,000 in general liability insurance on the Short-Term Rentals for the full
144 duration of their license term and provide proof of the same to the Township.

145

9. Owner must submit a written notice to the Home Owner's Association (HOA), if
146 one exists for the property, indicating their intent to make application to the

147 Township for use of the subject residential property as a Short-Term Rental. The
148 HOA must then submit a letter to the Township indicating there is no conflict
149 with the proposed Short-Term Rental.

150 B. A Short-Term Rental Permit shall be issued only to the owner of the Short-Term Rental
151 property.
152

153 1. A separate Short-Term Rental Permit shall be required for each Dwelling Unit
154 being rented as a Short-Term Rental.

155 2. A Short-Term Rental Permit is effective for a period of one (1) year. A Short-
156 Term Rental Permit application and associated fee must be renewed and remitted
157 annually per §310-36 of this Article.

158 3. The Township will prescribe forms and procedures for the processing of Permit
159 Applications under this Article.

160 C. Failure to complete the required measures. An application for a Short-Term Rental
161 Permit will be voided and no permit will be issued if the applicant fails to complete any
162 of the measures required under this section within the required timeframe.

163 **§310-34 Duties of Owner**

164 A. General:

165 1. It shall be the duty of every owner to keep and maintain all Short-Term Rental
166 Dwellings and Dwelling Units in compliance with all applicable codes and
167 provisions of all other applicable state laws and regulations and local ordinances,
168 and to keep such property in good and safe condition.

169 2. It shall be the duty of every owner to apply for a Short-Term Rental Permit upon
170 the construction, re-occupancy and change in occupancy of every Short-Term
171 Rental Dwelling and Dwelling Units

172 B. Designation of manager:

173 1. Short-Term Rental property owners are required to maintain properties in
174 accordance with this Article and other established ordinances of the Township. In
175 the event that a property owner must be notified in writing by the Township of
176 ordinance violations three times within a two-year period and if the property owner
177 is not a full-time resident of Wilkins Township or a resident elsewhere within 15

178 miles from Wilkins Township, then and in that event, the property owner will be
179 required to appoint a manager.

180 2. If the owner is a corporation, a manager shall be required if any officer of the
181 corporation does not reside within the aforesaid distance. The officer shall perform
182 the same function as a manager.

183 3. If the owner is a partnership, a manager shall be required if a partner does not reside
184 in the aforesaid distance. Said partner shall perform the same function as a
185 manager.

186 4. The manager shall be the agent of the owner for service of process and receiving
187 notices and demands, as well as for performing the obligations of the owner under
188 this article and under rental agreements with occupants.

189 5. The identity, address and telephone number(s) of a person who is designated as
190 manager hereunder shall be provided by the owner or manager to the Township,
191 and such information shall be kept current and updated as it changes.

192 C. Maintenance of premises:

193 1. The owner shall maintain the premises in compliance with the applicable codes of
194 the Township and shall regularly perform all routine maintenance, including lawn
195 mowing and ice and snow removal, and shall promptly make all repairs necessary
196 to fulfill its obligation.

197 2. In no case shall the existence of any agreement between owner and occupant
198 relieve any owner of any responsibility under this article or other ordinances or
199 codes for maintenance of premises.

200 **§310-35 Short Term Rental Standards**

201 A. Short-Term Rentals shall only be permitted in the R-3 and R-4 Zoning Districts

202 B. No internal cameras are permitted in any Short-Term Rental Dwelling or Dwelling Unit.

203 C. Overnight occupancy of a Short-Term Rental shall be limited to no more than (i) two (2)
204 persons per bedroom plus four (4) additional persons, or (ii) a maximum of fourteen (14)
205 occupants, whichever is less.

206 D. A minimum of two (2) off-street parking spaces shall be provided for each Short-Term
207 Rental Dwelling or Dwelling Unit and one (1) parking space for each three (3) persons at the

208 maximum permitted occupancy. In no event shall parking for Short-Term Rental occupants
209 or guests include parking on any lawns or vegetated areas.

210 E. The owner, shall use best efforts to assure that the occupants or guests of the Short Term
211 Rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or
212 otherwise violate provisions of the Wilkins Township Code or any state law pertaining to
213 noise or disorderly conduct including, but not limited to, notifying the occupants of the rules
214 regarding Short Term Rentals and responding when notified that occupants are violating
215 laws, ordinances or regulations regarding their occupancy.

216 F. The owner shall, upon notification that occupants or guests of the Short-Term Rental have
217 created unreasonable noise or disturbances, engaged in disorderly conduct or otherwise
218 violated provisions of the Wilkins Township Code or state law pertaining to noise or
219 disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by
220 those occupants or guests. The owner will inform any and all renters about the noise
221 ordinance in place in the Township.

222 G. A Short-Term Rental shall not have any outward appearance indicating a change of use
223 from the surrounding residential uses. No exterior appearances designating the property as a
224 Short-Term Rental are permitted.

225 H. Subleasing all or a portion of a Short-Term Rental Dwelling or Dwelling Unit is prohibited.

226 I. All Short-Term Rentals shall have a clearly visible and legible notice posted within the
227 Dwelling Unit, discernable from the exterior, containing the following information:

228 1. The name of the owner of the unit or the managing agency, agent, property manager,
229 or local contact authorized in writing to accept service for the owner of the unit and
230 a telephone number at which that party can be reached on a 24-hour basis.

231 2. The emergency 911 address of the property.

232 3. The maximum number of occupants permitted to stay in the Dwelling or Dwelling
233 Unit and the maximum number of day guests permitted at any one time.

234 4. The maximum number of all vehicles allowed to be on the property and the
235 requirement that all guest parking must be parked in the available parking areas on
236 the property and not in or along any private street right-of-way or on any lawn or
237 vegetated area on the property.

238 5. Trash and recycling information that includes the day of pick-up and notification that
239 the trash and recycling shall not be placed at the curb earlier than 5pm the day
240 before pickup and any cans must be removed from the curb within 24 hours after
241 pickup.

242 6. Notification that an occupant or guest may be cited and fined for creating a

243 disturbance or for violating other provisions of the Wilkins Township Code,
244 including parking and occupancy limits.

245 7. A fire evacuation floor plan.

246 J. All Short-Term Rentals shall be equipped with the following:

247 1. A smoke detector in every bedroom;

248 2. A smoke & carbon monoxide detector in the immediate area outside the
249 bedrooms such as a common hallway; in the case where no common hallway
250 exists for a bedroom, the smoke and carbon monoxide detector shall be located
251 directly outside the bedroom door;

252 3. A smoke detector on each floor (smoke detectors shall not be located within 20
253 feet of a stove/oven);

254 4. GFCI outlets or GFCI protected outlets for all outlets located within six (6) feet
255 of water source, i.e. sinks, tubs and showers;

256 5. Aluminum or metal exhaust ducts for clothes dryers that shall vent (discharge)
257 directly to the outside atmosphere. "Ventless" dryers are permitted given that the
258 appropriate documentation is provided to the Ordinance Enforcement Officer
259 stating the dryer is manufactured for "ventless" operation. No dryer exhaust duct
260 shall exceed a total of thirty-five (35) feet in length

261 6. A carbon monoxide detector in the basement in a location where it can be easily
262 heard upstairs if activated;

263 7. A properly rated fire extinguisher shall be located in the kitchen, shall be fully
264 charged and ready for use and must be readily accessible;

265 8. All stairs, handrails and guards, both indoor and outdoor, must be kept in good
266 condition, be the correct size and have the required spacing as specified in the
267 Township adopted International Property Maintenance Code (IPMC);

268 9. Swimming pools, hot tubs and spas must meet the barrier requirements as
269 indicated in the Township adopted International Swimming Pool and Spa Code
270 (ISPSC).

271 10. Any other occupancy requirements which may be amended to the International
272 Property Maintenance Code by the International Code Council (ICC)

273 K. Compliance with the requirements of this section shall be considered conditions of a
274 Short-Term Rental Permit, the violation of which may result in the revocation of that
275 permit by the Ordinance Enforcement Officer.

276 **§310-36 Fees, term and renewal**

- 277 A. Short Term Rental fees, payable to Wilkins Township upon the filing of a Short-Term
278 Rental Permit application, shall be in such amount as may be established by resolution
279 duly adopted by the Board of Commissioners
- 280 B. Any Short-Term Rental Permit is good for a period not to exceed one (1) year from the
281 date of issuance and must be renewed annually by January 10 of every year along with the
282 remittance of the required fee. Failure to submit the renewal form and remit the fee by
283 January 10 will result in a late fee being incurred.
- 284 C. Short-Term Rental Permit renewal applications shall contain information regarding any
285 changes from the immediately preceding application with respect to matters governed by
286 this Ordinance.
- 287 D. Short-Term Rental Permit renewals shall require yearly inspections as outlined in §310-
288 38.
- 289 E. Regardless if a Short-Term Rental is currently occupied or vacant at the time of renewal,
290 the Township will continue to require the annual renewal application and fee unless a
291 letter, signed by the owner attesting the property will no longer be offered as a Short-
292 Term Rental, is submitted to the Township

293 **§310-37 Ordinance Enforcement Officer**

294 The administrator of this Article shall be the Ordinance Enforcement Officer as appointed by the
295 Township, which shall include any appointed Assistant Ordinance Enforcement Officers. The
296 Ordinance Enforcement Officer shall have the responsibility and authority to administer and
297 enforce all provisions of this Article.

298 **§310-38 Inspections Required**

- 299 A. All Short-Term Rentals shall be inspected by the Township of Wilkins Ordinance
300 Enforcement Officer. All Short-Term Rentals must be brought up to current code
301 standards prior to becoming a Short-Term Rental and existing Short-Term Rentals shall
302 be inspected once every year to verify code compliance is being maintained. If
303 deficiencies are found, the Ordinance Enforcement Officer shall reinspect the Short-
304 Term Rental after notification that all deficiencies are corrected by the owner or
305 manager. If all deficiencies are found to be corrected, the owner or manager shall be
306 issued a Short-Term Rental Permit for the dwelling or dwelling unit.
- 307 B. The issuance of a Short-Term Rental Permit is not a warranty that the premises is lawful,
308 safe, habitable, or in compliance with this Article.
- 309 C. If there is reason to believe that any provision of this Article is being violated, the Board
310 of Commissioners may or may cause, through an authorized representative of the

311 Township, entry onto premises for the purpose of inspection of any and all premises,
312 properties, buildings and/or structures located within the Township for ascertaining the
313 existence of violations. In those matters where the nature of an alleged violation is such
314 that an inspection of the interior of a building or structure is necessitated, prior
315 arrangements must be made with the owner or manager to secure access thereof.

316 **§310-39 Marketing**

317 The marketing of a Short-Term Rental in which the advertised occupancy exceeds the maximum
318 occupancy requirements permitted by this Article, or which promotes any other activity which is
319 prohibited by this Article, shall be a violation of this Article. Any marketing of a Short-Term
320 Rental shall list the property as being located in Wilkins Township.

321 **§310-40 Notice of Violation**

322 If it appears to the Ordinance Enforcement Officer that a violation of this Article exists or has
323 occurred, the Ordinance Enforcement Officer shall send a written Notice of Violation to the
324 owner by personal delivery or by United States Postal Service first class or certified mail. The
325 Notice of Violation shall identify the premises which is the subject of the violation, enumerate
326 the conditions which constitute the violation, cite the specific sections of this Article which are
327 violated, indicate the action required to correct the violation, and provide a time frame
328 (established by the Ordinance Enforcement Officer based upon the nature of the violation) to
329 correct the violation.

330 **§310-41 Nuisance**

331 In the interest of promoting the public health, safety and welfare, and minimizing the burden on
332 Township and community services and impacts on residential neighborhoods posed by Short-
333 Term Rentals, a violation of any of the provisions of this Article is declared to be a public
334 nuisance.

335 **§310-42 Violations and penalties**

336 A. This Article shall be enforced by action brought before a Magisterial District Judge in the
337 same manner provided for the enforcement of summary offenses under the Pennsylvania
338 Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or
339 which violates or permits a violation of the provisions of this Article shall, upon conviction
340 in a summary proceeding, pay a fine of not more than \$1,000 per violation, plus the costs of
341 prosecution, and in default of the payment of the fine and costs of prosecution, shall be
342 imprisoned for a period not exceeding thirty (30) days. Each day that the violation
343 continues shall be considered a separate offense.

344 B. In addition to, but not in limitation of §310-44, the Ordinance Enforcement Officer may
345 either revoke, or deny an application to renew, a Short-Term Rental Permit for three (3)
346 uncured or repeated violations of this Article in any rolling twelve (12) month calendar
347 period. The revocation or denial to renew a Short-Term Rental Permit shall continue for six
348 (6) months for the first set of three (3) uncured or repeated violations, and continue for one
349 (1) year for any subsequent sets of violations.

350 **§310-43 Owners severally responsible**

351 If the premises are owned by more than one owner, each owner shall severally be subject to
352 prosecution for a violation of this Article.

353 **§310-44 Appeals**

354 A. Appeals

355 Appeals of a determination of the Ordinance Enforcement Officer under this Article to deny
356 any application for, or to renew, a Short-Term Rental Permit, or to revoke a Short-Term
357 Rental Permit, shall be filed with the Turtle Creek Valley Council of Governments within
358 thirty (30) days of the date of the denial of application or revocation of permit. Appeals shall
359 be processed as follows:

360 1. All appeals shall be in writing and signed by the Appellant on forms prescribed
361 by the Turtle Creek Valley Council of Governments, and shall be accompanied
362 by a fee, the amount of which shall be established by the Turtle Creek Valley
363 Council of Governments.

364 2. Each appeal shall fully set forth the determination appealed from, a detailed
365 reason or basis for the appeal, and the relief sought. Every appeal shall refer to
366 the specific provision of circumstances of the case

367 B. Hearings

368 The Turtle Creek Valley Council of Governments shall conduct hearings and make decisions
369 on any appeals received. After such hearing, the Appeals Board shall sustain, modify or
370 overrule the action of the Ordinance Enforcement Officer

371 **Section 2. Severability**

372 In any section, provision, or portion of this Ordinance shall be held invalid or unconstitutional
373 by any Court of competent jurisdiction, such decision shall not affect any other section, clause,
374 provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid
375 portion. The Township reserves the right to amend this Ordinance or any portion thereof from
376 time to time as it shall deem advisable in the best interest of the promotion of the purposes and
377 intent of this Ordinance, and the effective administration thereof.

378 **Section 3. Repealer**

379 All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

380

381 **Section 4. Effective Date**

382 This Ordinance shall become effective five (5) days after enactment.

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Adoption

ORDAINED AND ENACTED this ____ day of _____ 2024 by the Board of Commissioners of Wilkins Township.

Rebecca Vargo, Manager

Sylvia Martinelli, President