

**SUMMIT TOWNSHIP PLANNING COMMISSION**  
**Regular Business Meeting**  
**Monday, May 9, 2022**

The Summit Township Planning Commission regular business meeting was called to order by Chairman Timothy Will at 6:30 p.m., followed by a salute to the flag. Present were board members Ron McElderry, Christine Matheis, Christopher Lynch and Christopher Friday. Also present were Zoning Administrator Tamara Cass, Engineer Matthew Jonas, Administrative Assistant Debra Jageman, and twenty (20) interested members of the public.

CALL TO ORDER

Motion by Friday, seconded by McElderry to approve the April 11, 2022, meeting minutes and motion by Friday, seconded by McElderry to approve the May 2, 2022 Special Meeting minutes, as presented.

APPROVAL  
OF MINUTES

Vote: 5/0

Cass stated that we received several letters from the public regarding Short-Term Rentals. The Planning Commission and Supervisors received copies of all the letters.

CORRESPONDENCE

Greg Schrock, PE, CPESC, of Trans Systems, Formerly L.R. Kimball and Gary Garmin were present on behalf of the Commonwealth of PA Dept of General Services Land Development Plan, Oliver Road, Parcel ID No. 40-016-072.0-030.11 & 030.02, IND (Industrial).

COMMONWEALTH  
OF PA DEPT OF  
GENERAL SERVICES  
(PSP)  
LAND DEVELOPMENT  
PLAN

Schrock stated that they are proposing a 63,500 sq. ft. two story building, fuel stations, and associated parking areas for the new Pennsylvania State Police Headquarters Troop E. Schrock stated they submitted the Component 4A Sewer Planning Module, HOP Application, and the modification of Stormwater Management. Schrock stated that he gave the Township a photometric plan for the engineer to review.

Motion by Lynch, seconded by Matheis to recommend approval the Commonwealth of PA Dept of General Services Land Development Plan, Oliver Road, Parcel ID No. 40-016-072.0-030.11 & 030.02, IND (Industrial), as presented

APPROVAL  
RECOMMENDED

Vote:5/0

Jim Welka, of Henry T. Welka and Associates was present on behalf of the Kory & Ruth Stauffer Subdivision Plan, Parcel ID No. 40-015-084.0-042.00, RLD (Residential- Low Density). Welka stated the owners are proposing to subdivide Parcel ID No. 40-015-084.0-042.00 (a 20.66 acres parcel) by separating a 10 acres portion ("Lot A"). Access to Lot A will be from Townhall Road West. The plan also shows a 0.16 acre portion to become a Public Right-of-Way/Private Drive to give access from Sodhaven Drive to the residual 10.64 acres.

KORY & RUTH  
STAUFFER  
SUBDIVISION  
PLAN

Motion by Friday, seconded by Matheis to approve the Kory & Ruth Stauffer Subdivision Plan, Parcel ID No. 40-015-084.0-042.00, RLD (Residential - Low Density), as presented

APPROVAL  
RECOMMENDED

Vote: 5/0

Jim Welka, of Henry T. Welka and Associates was present on behalf of the Summit View Subdivision Plan, Ponderosa Drive, Parcel ID No. 40-006-017.0-025.00 & 026.00 RMD (Residential - Medium Density). Welka stated that the owners are proposing to subdivide a .071-acre portion of Parcel ID No. 40-006-019.0-026.00 ("13") and then conveying that portion to become an integral part of Parcel ID No. 40-006-019.0-025.00. The plan also shows Parcel ID No. 40-006-019.0-025.00 then being subdivided into two parcels ("14A" and "14B"). 14A will be conveyed into a .665-acre parcel and 14B will be conveyed into a .663-acre parcel.

SUMMIT VIEW  
SUBDIVISION PLAN

SUMMIT TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
May 9, 2022

Motion by McElderry, seconded by Lynch to approve the Summit View Subdivision Plan, Ponderosa Drive, Parcel ID No. 40-006-017.0-025.00 & 026.00, RMD (Residential - Medium Density), as presented.

APPROVAL  
RECOMMENDED

Vote:

Will-yes

Friday- yes

Matheis- no

McElderry – yes

Lynch- yes

Cass was present on behalf of the Short-Term Rental Ordinance update. Cass presented the proposed Amendment to the Short Term Rental Ordinance section, including reviewing the definition of Short-Term rental and removing the uses out of the Residential District into the Commercial District and Mixed Use Districts. Cass also reviewed the proposed Short Term Rental stand-alone Ordinance with the regulations.

SHORT TERM  
RENTAL  
ORDINANCE  
UPDATE

Motion by McElderry, seconded by Friday approve the draft of the amendment to the Zoning Ordinance regarding the Short -Term Rental Section and the Short-Term Rental Stand Alone Ordinance and to move forward to present to the Supervisors for their approval.

APPROVAL  
RECOMMENDED

Jonas was present on behalf of the Sidewalk Ordinance update. Jonas continued his review with the Planning Commission the Sidewalk Map and confirmed areas where future sidewalk should be included. In addition, Jonas stated the Transportation Map update may help as a mechanism to secure future grant funding.

SIDEWALK  
ORDINANCE  
UPDATE

With no other business to come before the Board, motion was made by Friday, seconded by Matheis, to adjourn the meeting at 7:00 PM.

COMPRHENSIVE  
PLAN  
IMPLEMENTATION  
UPDATE

Vote: 5/0

ADJOURNMENT

Respectfully submitted,



Tamara L. Cass

Zoning Administrator

# SUMMIT TOWNSHIP PLANNING COMMISSION

Regular Business Meeting  
Monday, May 9, 2022  
Public Study Session 6:15 P.M.  
Public Meeting 6:30 P.M.

## AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. CORRESPONDENCE
4. COMMONWEALTH OF PA DEPT OF GENERAL SERVICES – Land Development Plan  
Oliver Road, Erie, PA 16509  
Parcel ID No. 40-016-072.0-030.11 & 030.02, IND (Industrial)
5. KORY A. & RUTH A. STAUFFER – Subdivision Plan  
Townhall Road West, Erie, PA 16509  
Parcel ID No. 40-015-084.0-042.00, RLD (Residential – Low Density)
6. SUMMIT VIEW – Subdivision Plan  
Ponderosa Drive, Erie, PA 16509  
Parcel ID Nos. 40-006-019.0-025.00 & 026.00, RMD (Residential – Medium Density)
7. SHORT TERM RENTAL ORDINANCE UPDATE
8. SIDEWALK ORDINANCE UPDATE
9. COMPREHENSIVE PLAN IMPLEMENTATION UPDATE
10. ADJOURNMENT

May 9, 2022

Dear Summit Township Planning Committee & Supervisors,

Thank you for scheduling the informative meeting on May 2, 2022, where the public was educated and informed on the rising concerns of rental properties in our area. I agree that regulations need to be in place to maintain the quality of living standards that we all expect in Summit Township.

In regards to the recently purchased property by Mr. Bryan Kowalczyk, along Robison Road, I would like to reiterate the following: As I shared at the meeting, Mr. Kowalczyk has communicated with myself and all other residents on Dundee Road whose properties are connected to his. Mr. Kowalczyk shared two options: Option 1: 8 unit cabin rental which protects/allows for a buffer with the existing woods between our neighboring properties. Option 2: numerous lots for a housing development which would likely result in the loss of many trees and no buffer space between current residents on Dundee and future residents on the newly developed land.

Given the two options, I am in favor of Option 1: 8 unit cabin rentals. I am confident that Mr. Kowalczyk will micromanage this property and keep in mind the residents along Dundee Road as he makes future business decisions. Being that Mr. Kowalczyk is also a resident on Robison Road and his personal property is connected to the proposed cabin rental property, this also reassures me that will make management decisions that are considerate to the neighborhood.

Thank you for serving our township,

Jaimie Travis  
8660 Dundee Road  
Erie, PA 16509



Short-term rentals are a business and should not be allowed in a long-standing residential neighborhood.

Ponderosa Dr. has been an upper middle class quiet neighborhood since the 1960's. Because it is not a through street there are many walkers, children and dog walkers that are utilizing it every day. Having a business that has the potential to increase traffic with people that have no vested interest in the neighborhood will put them all at greater risk.

The homes in this neighborhood are all single family, owned by the occupants with a vested interest in the homes and neighborhood. The person proposing these short-term rentals is also proposing to build a couple of cabins in the area that will not fit in with the rest of the neighborhood and will lower property values.

This is a business and building a rental compound will degrade the area even more than just a short-term rental home. Talk has been that this short-term rental business will be grandfathered in doesn't fit with previous precedent.

In the past a daycare for a few children was shut down because it was a business in a residential neighborhood.

Why is a short-term rental business allowed in a long-standing residential neighborhood when this other business was not?

One of the short-term rental operators at the May 2, 2022 Planning Commission meeting stated that the renters would be vetted and that camera's would be used to monitor activities. This only a band aid that sounds good. If there would be a problem it would only allow for a reaction after the problem occurred too late to prevent anything serious. Raucous parties, drug dealing or worse would be over before any thing could be done.

Thank you.

Edward Tropper

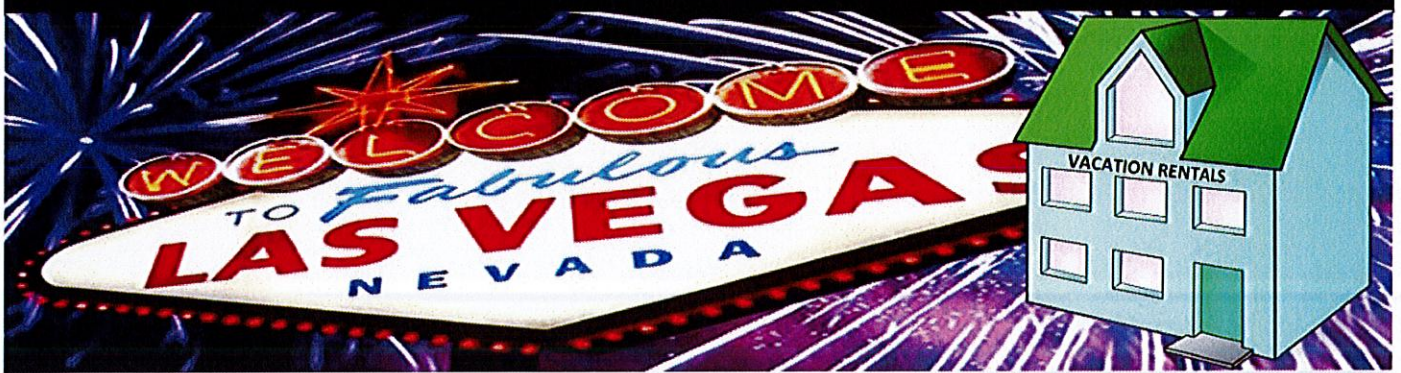
Jeanne Tropper

1235 Ponderosa Dr.



# SHORT TERM RENTALS

## SHORT TERM RENTAL GUIDELINES



- Short Term or Vacation Rentals are the leasing of a residential dwelling unit for periods of 30 consecutive days or less.
- For Las Vegas residents and visitors seeking a place to stay for a short period of time, renting a house has become an increasingly popular option. There are expectations that property owners and tenants will comply with all city of Las Vegas ordinances pertaining to noise, on-site parking, and number of occupants allowed at the residence.
- **Weddings, birthday parties, bachelor/bachelorette parties, and other types of special events are not allowed.**
- The city of Las Vegas requires everyone who rents their property as a Short Term Rental to obtain a business license. For more information on how to apply: Call City of Las Vegas Planning at 702-229-6301
- In order to improve communication with neighborhoods on Short Term Rental issues, the city has established a 24 hour, 7 day a week hotline. If you need to register a complaint about a Short Term Rental, Vacation Rental, or event house in your neighborhood, please call the hotline.

### SHORT TERM RENTAL HOTLINE - 702-229-3500

- This non-emergency line is to handle complaints of noise, excessive number of tenants, large parties, trash, parking, and other issues. It is important that you call during the event so that staff may respond in a timely manner.
- We ask that you provide the address of the property in question, as it is necessary to accurately and efficiently respond to your inquiry. It can be helpful to also provide your address and contact information in case city staff needs to contact you for additional information or if you would like to be contacted regarding resolution to the matter.
- If you have a question about what constitutes a violation please email us at [codeenforcement@lasvegasnevada.gov](mailto:codeenforcement@lasvegasnevada.gov).

### IMPORTANT SHORT TERM RENTAL INFORMATION

- Noise- Outside music or excessive noise that can be heard 50 feet from the property line is a violation of the Las Vegas Municipal Code.
- Parking - All vehicles associated with the residents of the Short Term Rental must be parked in the driveway. Vehicles are not to block neighboring properties' driveways or community mailboxes.
- Trash – Trash and refuse shall not be left out or stored in public view, except in proper containers for the purpose of collection in accordance with the requirements of Las Vegas Municipal Code Chapter 9.08.

Your assistance is appreciated and necessary to keep our neighborhoods livable & attractive.



1. What are the new rules for short term rentals?

Short-Term Residential Rentals are limited to owner-occupied homes that are three bedrooms or less, are at least 660 feet from another short-term rental, and must comply with licensing, noise and parking regulations. All conditions must be met, no waivers or deviations are allowed.

2. What is the proper process if you want to have a short term rental?

If you meet the Conditional Use Regulations, then you submit for a Conditional Use Verification and submit for your business license. This is done as part of the license review process. You can either start at the Planning Desk at the City Hall (495 S. Main St ) or begin the process by completing the form in advance: <https://files.lasvegasnevada.gov/planning/Conditional-Use-Verification.pdf> As part of the Business Licensing process the applicant will have to have a home inspection performed by a member of our Code Enforcement section.

3. Who do you call if you have a complaint about an illegal short term rental?

All Short-Term Residential Rental related complaints, whether related to a licensed or unlicensed location, should be directed to the Short-Term Residential Rental Complaint Hotline – 702.229.3500. Calls should be placed while disturbance or violation is occurring so staff can document and take necessary action.

4. Why are some short term rentals being grandfathered in?

When zoning codes change there are often a number of activities that were permitted and legal prior to the code change. Short-Term Residential Rentals have been approvable in various ways since 2008. This most recent change has made these approved Short-Term Residential Rental locations nonconforming, planning term for grandfathered status. When most of these go away they will not be able to be replaced with new operators.

5. What are the next steps for short term rentals?

All applications in the system will have their public hearing at the Planning Commission or City Council, as may be appropriate. Existing licensees or approved Special Use Permit will get to continue to operate as long as they continue to follow all licensing and zoning rules.