

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
WORK SESSION MEETING  
MINUTES  
MARCH 8<sup>TH</sup>, 2020**

The Dover Township Board of Supervisors' Work Session Meeting for Monday, March 8th, 2021, was called to order at 6:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Municipal Building. Supervisor's present were Charles Richards, Robert Stone and Stephen Parthree and Michael Cashman. Township Representatives in attendance were Laurel Oswalt, Township Manager, John McLucas, Township Zoning Officer; Charles Rausch, Dover Township Solicitor, Tiffany Strine, Township Secretary. There were no members of the public present. This meeting is being recorded for the purpose of minutes only.

**Discussion on Short Term Rental Regulations**

J. McLucas informed the full Board of Supervisors that Dover Township has recently been faced with issues regarding Air B&B's, Rooming Houses, Half-Way Houses and Short-Term Rentals. J. McLucas stated that residents have voiced concerns with regards to adding to the current Dover Township Ordinances for provision to further restrict these uses.

J. McLucas added that Attorney Rausch has provided him with a draft of a local Short-Term Rental Regulation planning tool/ordinance. J. McLucas added that some components of the provided sample ordinance are applicable to Dover Township and some are not. J. McLucas advised that the sample provided would be an amendment to the Dover Township Ordinance and not an addition to the Dover Township Zoning Ordinance. Stringent polices are incorporated within the provided sample for individuals with short term rentals in the Township requiring submittal with contacts for emergency services and a manifest of the individuals staying in the short-term rental.

J. McLucas stated that the proposed sample is very comprehensive and in the near future, Dover Township will be looking into handling matters of long-term rentals and the proposed sample will help aid in the establishment of the long-term rentals program management.

C. Richards inquired if the Dover Township Fire Marshall will be inspecting the short-term rental facilities as C. Richards feels it should be inspected by the Dover Township Fire Marshall as other local businesses are inspected for safety means.

J. McLucas stated the sample ordinance does not require such inspections of the Dover Township Fire Marshall.

Chairman Stefanowicz inquired if Dover Township is going to require individuals obtaining the means of a short-term-rental to have a license or to pay Mercantile taxes?

M. Cashman cited difficulties with regards to the distinguishment between long term rentals versus short-term-rental as well as difficulties with regards to the enforcement of short-term-

rentals. Examples were provided in terms of the leasing of a house or property to a renter versus a hotel business.

J. McLucas stated that he believes that there is a state hotel tax that applies; however, Dover Township would only be enforcing the licensing component of the short-term-rental ordinance proposal.

R. Stone inquired with J. McLucas if having the proposed short-term-rental ordinance in effect, would resolve the current Air B&B issue that Dover Township is currently facing?

J. McLucas stated that he feels that implementing a short-term-rental ordinance would help with such matters.

Chairman Stefanowicz noted that Air B&B provides for assistance and remedy should a local municipality or place be faced with issues as a result of a particular location not following the necessary guidelines of Air B&B, within that given location.

J. McLucas stated that the need for an ordinance relating to short-term-rentals came about as a result of municipalities not having a way to plan for these types of uses. J. McLucas stated that anytime there is discrepancy or ambiguity, the relief or benefit shall go to the property owner. Therefore, if there are no rules to govern such actions, such actions can potentially be done anywhere.

Matters of implementing maximum occupants to a short-term-rental, for further clarification, were discussed. J. McLucas stated that there is a lot to the proposed ordinance; however, J. McLucas added that he feels that such an ordinance could bring forth a lot of good for the community.

S. Stefanowicz inquired if an annual license is being considered with regards to a short-term rental in Dover Township?

J. McLucas stated that yes, an annual license would be incorporated within the proposed short-term-rental ordinance for necessity of covering administrative costs that may arise from a short-term-rental. J. McLucas qualified that with a short-term-rental ordinance, Dover Township would issue an annual license and if the holder of the annual license is found in violation of the license then Dover Township would reserve the right to revoke it, to fine or to not renew the short-term-rental license for the individual.

J. McLucas added that short-term-rentals are becoming more and more popular, and J. McLucas feels that Dover Township should prepare now as much as possible for these matters that may lie ahead.

There was discussion about what zoning districts the ordinance would apply restrictions too. Examples being brought to attention such as a large agricultural property setting as opposed to a smaller residential property setting.

R. Stone recommended allocating the components of a proposed short-term-rental ordinance to qualifying zones only. R. Stone stated that he does not feel as though a proposed short-term-rental ordinance may prove more appropriate in the residential districts.

M. Cashman inquired if a property lot size requirement could be placed upon any given property with the allowance then being provided for that particular lot size by means of a proposed short-term-rental ordinance?

Solicitor Rausch stated that if there were a rational basis, such a property lot size requirement could be implemented.

J. McLucas added that moving forward, Dover Township is pursuing rental property compliance and inspection regulations and Dover Township could incorporate a rental property compliance and inspection program well within the proposed short-term-rental ordinance.

J. McLucas added that there is a current position for employment being advertised for Dover Township that will incorporate the abilities to make necessary inspections.

J. McLucas added Dover Township is being faced with issues regarding these matters and he feels that there may be more of these issues to come. Implement an ordinance to better address these issues regarding short term rentals would be proactive.

Discussions were held regarding whether or not to enforce a proposed short term rental ordinance in terms of civil versus criminal legal sanctions as a result of violation.

Solicitor Rausch stated that such matters would need to be further explored for proper incorporation as this would determine if the ordinance could be included in the Zoning ordinance or be a standalone document.

M. Cashman added that he feels Dover Township is a great place to raise a family and he does not view Dover Township as a vacation spot.

The full Board of Supervisors agreed to have staff further pursue the proposed ordinance for Dover Township with regards to short-term-rentals.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 7:00 PM and the Full Board of Supervisors then entered into the regularly scheduled Board of Supervisors Meeting.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary