

**BOYERTOWN PLANNING COMMISSION**  
**MINUTES**  
**January 25, 2024**

A meeting of the Boyertown Planning Commission was called to order at 7:00 p.m. Commission members present were Charles Neubauer, Charles Fryer, Barry Christman and Frank Deery. Commission member Bill Hunter was absent.

Also present were Christopher Hartman, solicitor; Patricia Loder, Borough Manager; and Ellen Martignetti, Main Street Manager.

The first order of business was reorganization. Solicitor Hartman called for nominations for Chairman. Mr. Deery nominated Mr. Neubauer; the nomination was seconded by Mr. Fryer. There being no further nominations Mr. Neubauer was declared Chairman.

Mr. Neubauer called for nominations for Vice Chairman. Mr. Fryer nominated Mr. Hunter; the nomination was seconded by Mr. Deery. There being no further nominations Mr. Hunter was declared Vice Chairman.

Mr. Neubauer called for nominations for Secretary. Mr. Deery nominated Mr. Fryer; the nomination was seconded by Mr. Christman. There being no further nominations Mr. Fryer was declared Secretary.

Mr. Neubauer called for public comments on the agenda; no comments were forthcoming.

Mr. Neubauer then asked for a motion to approve the minutes of the May 25th, 2023 meeting of the Commission. The motion was made by Mr. Deery, second by Mr. Fryer, and approved.

Mr. Neubauer then turned the floor over to Solicitor Hartman to review with the Commission recommended regulations for Airbnb's. Mr. Hartman noted that the term "Airbnb" is a proprietary name for "short term rentals", less than 30 days. Mr. Hartman outlined for the Commission how short term rental properties work, and reviewed with the Commission numerous suggestions related to regulating "short term rental" properties within the Borough.

A lengthy review on the subject was held, following which the consensus of the Commission is to require short term rentals to be a special exception use in the TC Zoning District, in single family detached dwellings. A minimum of two off street parking spaces will be required, and occupancy will be limited to two adults per bedroom. The Commission also recommends annual inspections and issuance of a rental unit permit.

Discussion was held on handling of noise complaints. The Commission agreed that receipt of three verified noise complaints within six months would result in loss of the rental unit permit.

Solicitor Hartman will draft an amendment to the Joint Zoning Ordinance and Rental Property Ordinance for review by the Commission at their March 28<sup>th</sup> meeting.

Mr. Neubauer then recognized Mrs. Martignetti who reviewed with the members the Secret Valley Trail and requested their input on location of the trail within the Borough. Mrs. Martignetti stated that the Secret Valley Trail Committee has begun meeting on a regular basis.

There being no further business to discuss, a motion to adjourn the meeting at 8:40 p.m. was made by Mr. Christman and seconded by Mr. Fryer. The next meeting of the Planning Commission is scheduled to be held on Thursday, February 22<sup>nd</sup>, 2024.

Respectfully submitted,

Patricia A. Loder  
Borough Secretary