

## **COLUMBIA BOROUGH COUNCIL – WORK SESSION**

April 2, 2019 | 6:00 PM

### **AGENDA**

1. Call to Order and Roll Call
2. Moment of Silence & Pledge to the Flag
3. Presentation: Columbia 2040: Comprehensive Plan Update (Jeff Helm, Planning & Zoning Manager)
4. Public Safety
  - a. Columbia EMS (CQRS) Report and Discussion
5. Personnel
  - a. Discussion of Resolution 19-09 Protocols for Elected Officials Conducting Borough Business
6. Legislation
  - a. Discussion of regulations regarding Abandoned and/or Hazardous Vehicles
  - b. Discussion of regulations regarding Short Term Rentals
  - c. Update on HARB Activity regarding the Historic District Expansion application to the PA Historic and Museum Commission (PHMC)
7. Announcements
  - a. Announcement of Next Meeting. At 6:00 PM on April 9, 2019 Council will hold an information session to receive information from its Borough Manager and Solicitor.
8. Adjournment

COLUMBIA 2040  
COMPREHENSIVE PLAN

*OUR VISION*

Whether you are a lifelong resident or a more recent arrival, Columbians feel a sense of place and identity that relates to the geographical location, historical occupation, and sensible development that has resulted in a community at the confluence of transportation routes which once shaped the history of the region and continues to support that regional growth.

Our sense of pride in Columbia's intercounty location and our gateway role drives our continuing desire to showcase the most progressive, prosperous and popular region in Pennsylvania as well as thrive in twenty-first century America.

Rich in history, innovative in development, and engaged in regional planning, Columbia's modern renaissance depends on its citizen involvement and energy to serve all who seek its unique blend of natural resources, identity and unique place in history.

*THE MISSION*

Columbia Borough's mission is to sustain its history, grow the quality of life experiences of its citizens and visitors, and thrive as a community.

# Columbia 2040

## Comprehensive Plan Revision

**We Need Your Input!**



What do you **like best** about Columbia?

What **challenges** exist for Columbia?

What **missed opportunities** could Columbia develop??

Please come out—**this is your chance to share YOUR ideas and opinions!**

**Monday, April 1, at 6 PM**  
**Columbia Public Library**



**Columbia EMS**  
P.O. Box 30  
Columbia, Pa 17512  
717-684-3500 Station  
717-278-8732 Chief's Phone  
[shenryjr@columbiaqrs.org](mailto:shenryjr@columbiaqrs.org)



March 26, 2019

## Agenda Item 4.a.

Columbia Borough Safety Committee  
Chairman Todd Burgard

The following information is being provided for your notification on behalf of the Columbia Emergency Medical Services, (referred to as "CEMS").

### March 2019 Report

1. Round table meeting with Director Dylan Ferguson, Dept of Emergency Medical Services, held at the CEMS station. In attendance were various members of Columbia Borough officials, Columbia Borough Police Chief, Chief of Operations of LEMSA, two supervisors from SVEMS, Executive Director Scott Kingsboro of NWEMS, Megan Ruby of EHSF, Executive Director Frank Splain, CEMS, Chief Steven Henry Jr, CEMS, Asst Chief Sam Aquino, CEMS.
  - a. Meeting highlighted SR6 report and recommendations.
  - b. Comprehensive understanding of where the Dept. of EMS stands and what authority is has.
  - c. Managing resources appropriately.
  - d. Discussion on retention of practitioners in EMS and recruitment of such.
  - e. Location of units and statistics
2. Pennsylvania Emergency Health Services Council (referred to as "PEHSC") meeting was held on Wednesday March 20<sup>th</sup>, 2019.
  - a. Board of Elections
  - b. Healthcare Coalitions
    - i. Chief Henry and Asst Chief Aquino has been requested to partake in this committee on a regional council level regarding QRS units and BLS Squads in 9 county regions, representing CEMS.
  - c. Line of Duty Death (referred to as "LODD").
    - i. Chief Henry has been requested to partake on this committee representing CEMS.
  - d. Pediatric Emergency Care Coordinator (referred to as "Prehospital PECC")
    - i. Newer program that is focused on installing a coordinator for CEMS to oversee programs that relate directly to Pediatric Care.
    - ii. This position is currently being worked on and a volunteer to be implemented to work directly with agencies throughout Columbia Borough. This will be an ongoing project and continuous updates will be provided.
    - iii. Attachment enclosed outlining program.



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3. CEMS has been recognized by the PEHSC for our commitment to improving the emergency medical care of children. There are three different levels and CEMS has maintained the highest level of "Master". What is entailed?
  - a. Bi-Annual training on Pediatric Emergencies for each provider on roster of CEMS.
  - b. Yearly clearances on Child background checks.
  - c. Clearance from Medical Director maintain or exceeding standards of pediatric standard of care.
  - d. Attachment enclosed.
4. CEMS request for fuel to be part of the Borough of Columbia.
  - a. Currently we have an escrow account established where we maintain a \$2500.00 minimum balance and maximum balance of \$5,000.00. After research and working with Finance Manager Kyle Watts, we are requesting to be part of the fuel program under the boroughs annual operating budget. (Refer to Kyle Watts for detailed numbers).
5. Social Media Incident
  - a. A former member had gained illegal access to our "Instagram" social media account and posted several inappropriate comments and pictures.
  - b. Importantly, no access was gained to any of CEMS computers or patient records, etc. This was done off CEMS property.
  - c. This matter has been reported to local law enforcement and attorneys for further criminal activity.
6. EMT Keith Littler and AEMT Corey Carpenter have assisted the LCSTC Public Services Academy with their candidates on their EMT skill preparation for National Registry Examination.
  - a. CEMS has had 9 cadets rotate through our station and service.
  - b. 6 have expressed solid interest in becoming a member and volunteering with CEMS once they have their Certification of Nationally Registered EMT and Pa. Dept of EMT. This would be anticipated for the month of June 2019.
7. CEMS no longer gets dispatched to class three and class two 911 incidents at local nursing homes. We still do get dispatched to Trinity House, St. Peters Apartments, St. John Herr Estates Apartments and Cottages. We will respond to Class One (Life Threatening) incidents at SV Nursing and Rehab as well as St. John Herr Estates Skilled care nursing.

Respectfully Submitted,

Steven C. Henry, Jr.  
EMS Chief of Operations

ATTACHMENTS

# Agenda 5.a.

**BOROUGH OF COLUMBIA  
LANCASTER COUNTY, PENNSYLVANIA  
RESOLUTION NO. 2019-09**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA REGARDING PROTOCOLS FOR ELECTED OFFICIALS CONDUCTING BOROUGH BUSINESS**

**WHEREAS**, the primary purpose of Borough Council meetings is to afford elected officials the opportunity to conduct Borough business and a code of ethical behavior for elected officials for such meetings has been defined in **Resolution 2019-07, A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA REGARDING PROTOCOLS AND RULES OF DECORUM FOR PUBLIC MEETINGS**, adopted by Borough Council on February 12, 2019;

**WHEREAS**, the purpose of the following protocols is to assure an orderly framework within which Elected Officials conduct the business of the Borough of Columbia by setting basic standards for public participation and the distribution of information; and

**WHEREAS**, the authority for establishment of these rules is derived from the Borough Code, Act 37 of 2014 (8 Pa.C.S.A., Sections 101-3501) and all amendments thereto; the Sunshine Act, codified at 65 Pa.C.S., Sections 701-716 and all amendments thereto; and the Right-to-Know Law, codified at 65.P.S., Sections 67.101-67.3104 and all amendments thereto

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED** by the Borough of Columbia as follows:

**1. BOROUGH REPRESENTATION**

- A. Councilperson Participation in Community Activities.** From time to time, Councilpersons may choose to participate in community activities, committees, events, organizational boards, and task forces. When a Council participates in these types of activities, the Council member is acting as an interested party providing personal observations or expression of thoughts rather than acting on behalf of Borough Council.
- B. Councilperson Participation in Community Activities on Behalf of Borough Council.** Acting or participating on behalf of Borough Council, including oral and written correspondence such as speeches and/or letters to residents and other groups or organizations is limited to those instances when Council has formally designated the Councilmember as its representative for the matter.
- C. Speaking to the Media.** Normally, the Council President assumes the responsibility for providing statements representing council's position to the press. The Council President may appoint another Councilperson to assume the responsibility in his/her absence. The Mayor may also at his/her discretion provide statements representing their position to the press.
- D. Acting Responsibly.** Each Elected Official is responsible for their own actions and words. Being in public office necessitates Elected Officials being held to a higher standard. Elected Officials are reminded that when they speak, their words matter, and they are expected to take ownership and be responsible for their words and actions.

## 2. GUIDELINES FOR ETHICAL CONDUCT

- A. Annual ethics forms shall be submitted to the Borough Office in a timely manner.
- B. Elected officials shall not disclose confidential information to which they have access by virtue of their public office or position. Unless otherwise noted, all e-mails and working draft documents shared between staff and Borough Council are considered privileged and confidential and, as such, are not intended for public dissemination or discussion.
- C. Personal gifts, favors, loans, services, payments and other inducements, made either directly to the elected official or to a family member of the official where there is reason to believe such gifts, favors, or inducements are offered to influence official actions in favor of the donor should be refused. Any in-kind and/or cash gift, favor, tip, service, etc. with a value over \$20.00 shall be disclosed to the Borough Manager and/or Borough Council who may require that such item be refused or returned. Nominal token gifts including holiday food baskets, calendars, and meals may be accepted.
- D. Elected officials shall not convey to any person any information or advice not generally available to the public in any transaction, negotiation, or litigation to which the Borough is a party.

## 3. ADMINISTRATIVE SUPPORT

- A. **Letters Addressed to Mayor and/or Council:** All letters addressed to the Mayor and/or Council requiring a response from staff are copied to all Councilmembers, the Borough Manager, and the Mayor along with a copy of any response provided.
- B. **Letters Addressed to Individual Councilmembers:** All letters addressed to Councilmembers requiring a response from staff are copied to all Councilmembers, the Borough Manager, and the Mayor along with a copy of the response. Letters addressed to individual Councilmembers that do not require a response from staff but which provide information on Council matters are copied to the full Council and the Mayor.
- C. **Council Correspondence:** All Councilmember correspondence written with Borough resources (letterhead, logos, staff support, postage, etc.) will reflect the position of the full Council, not individual Councilmember positions. All Councilmember correspondence using Borough resources will be copied to the full Council, the Borough Manager, and the Mayor.

## 4. MAYOR AND COUNCIL REIMBURSEMENT FOR TRAVEL EXPENSES

Council members and the Mayor may be reimbursed for expenses incurred while traveling to, from, and during attendance at Borough-related events and conferences pre-approved by Council. Reimbursement shall include mileage, meals, tuition and lodging. Expenses for lodging may be paid in advance by the Borough. All other reasonable expenses are reimbursed after submission of an itemized account of expenses.

## 5. MAYOR

- A. **Mayor to Act as Ceremonial Representative:** The Mayor is delegated the responsibility to act as Council's ceremonial representative at public events and functions. In the Mayor's absence,

the Council President assumes the responsibility. The Mayor may appoint another Council member to assume the responsibility in his/her absence.

**B. Oversight of the Police Department:** The Mayor directs the Chief of Police on day-to-day activities of the Police Department. Issues regarding Department ranks, including the duties of each rank; appointing, suspending, reducing in rank, or discharging officers; establishing the size of the Department; and controlling budget and finance are reserved to Borough Council.

**6. NON-OBSERVANCE OF RULES**

These rules, wholly or in part, may be amended or repealed by majority vote in any regularly scheduled meeting of Borough Council. Rules adopted to expedite and facilitate the transition of the business of Council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of or invalidate any action taken by Council.

**ACKNOWLEDGEMENT**

The Borough acknowledges the Pennsylvania State Association of Boroughs (PSAB) and the Borough of Elizabethtown for assistance provided in the preparation of this document.

DULY ADOPTED this XX day of XXXXX, 2019, by the Borough of Columbia in lawful session duly assembled.

**ATTEST:**

**Columbia Borough Council**

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Rebecca S. Denlinger  
Borough Manager and Secretary/Treasurer

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Kelly Murphy  
Borough Council President

**BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA**

**ORDINANCE NO. \_\_\_\_ - 2019**

**INTRODUCED BY COUNCIL – \_\_\_\_\_, 2019**

**ADOPTED BY COUNCIL – \_\_\_\_\_, 2019**

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 207 BY ADDING AN ARTICLE XVIII – HAZARDOUS VEHICLE PARKING TO PROHIBIT THE PARKING OF HAZARDOUS VEHICLES ON PRIVATE PROPERTY, DEFINING HAZARDOUS VEHICLES, PROHIBITING THE PARKING OR STORAGE OF HAZARDOUS VEHICLES, PROVIDING FOR SHELTERED STORAGE OF VEHICLES, PROVIDING FOR NOTICE OF REMOVAL OF HAZARDOUS VEHICLES, PROVIDING PENALTIES FOR VIOLATION; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.

**BACKGROUND:**

WHEREAS, abandoned vehicles in a deteriorated condition present a danger to the public, even if parked on private property;

WHEREAS, abandoned vehicles provide a harbor and breeding area for rodents or other animals;

WHEREAS, abandoned vehicles create and attract a nuisance for children; and

WHEREAS, abandoned vehicles on private property constitute a public nuisance and are not addressed in the Vehicle Code.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED AND ENACTED by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, as follows:

**SECTION 1.** The Code of the Borough of Columbia, Chapter 207 be and hereby is rewritten to add an Article XVIII – Hazardous Vehicle Parking as follows:

## “Article XVIII – Hazardous Vehicle Parking

§207-107 – Definitions: Unless otherwise expressly stated, the following words and phrases shall be construed throughout this Article to have the following meanings:

Hazardous Vehicle. A vehicle which (1) contains one or more broken windows or one or more missing doors or a missing trunk or hood which allows entry into the vehicle by children; (2) is structurally unstable or supported by blocks, jacks or other devices creating a danger of slipping and moving; (3) is parked on private property in such manner as to constitute an “abandoned vehicle” under the Vehicle Code; or (4) is partially dismantled, unusable or wrecked and which cannot safely or legally be operated on the streets or highways of the Borough. Currently, licensed, registered and inspected vehicles shall not be included within this definition regardless of condition.

Unsheltered Storage. Any storage except inside a building or in an area completely surrounded by a solid fence of a height not less than the height of the motor vehicle or trailer being sheltered.

Vehicle Code. The Pennsylvania Vehicle Code.

§207-108 – Prohibition on Parking. No person who owns a hazardous vehicle shall park, place or deposit the hazardous vehicle in unsheltered storage upon any private property within the Borough of Columbia. No person owning or occupying any property within the Borough of Columbia shall permit a hazardous vehicle to remain in unsheltered storage on any property.

§207-109 – Prohibited Storage. It shall be unlawful for any person owning or having custody of any hazardous vehicle to store or permit such vehicle to remain in unsheltered storage on any private property within the Borough.

It shall be further unlawful for any person, after notification to remove a hazardous vehicle, to move the same to unsheltered storage on any other private property within the Borough of Columbia.

§207-110 – Permitted Sheltered Storage. The prohibitions of this Article shall not apply to a limit of one hazardous vehicle if it is stored within an enclosed building or an area completely surrounded by a solid fence of a height of not less than the height of the hazardous vehicle, and this Article shall not apply to the premises of a business enterprise otherwise operated in a lawful place and manner when necessary to the operation of such business enterprise, nor shall it apply to the seasonal use vehicles such as snowmobiles, motorcycles, motor scooters and non-motorized campers. The prohibitions of this Article shall likewise not be applied to salvors holding the current Certificate of Authorization from the Commonwealth of Pennsylvania.

§207-111 – Citations, Tickets and Notice of Removal. This Ordinance may be enforced by any Borough of Columbia Code enforcement officer, police officer, fire official, or similar officer hired or appointed by Borough Council or the Borough Manager, or any other public officer authorized to enforce the ordinances of the

Borough of Columbia. Upon the finding of violation, the official may issue violation tickets to the owner and/or occupant of the property where the vehicle is placed in accordance with Article II of Chapter 1 of the Borough Code. Any person who receives a violation ticket for a violation of this Ordinance may within fifteen (15) days admit the violation, waive a hearing and pay the fine in full satisfaction of \$25 as indicated on the violation ticket. The penalties for non-payment; abatement and charges, and appeals shall be as provided in Article I, Section 20. If the Borough is required to abate an abandoned hazardous vehicle, the abatement cost shall be as provided in that subsection, as amended from time to time.

When it is determined that a violation of the Article has occurred, written notice shall be sent by certified or registered mail to the owner of record or persons having custody of such hazardous vehicle, and also to the owner of the property, if different, to remove the hazardous motor vehicle within thirty (30) days. The notice shall state or contain:

- A. A description and location of the hazardous motor vehicle.
- B. A statement that the hazardous motor vehicle must be removed within thirty (30) days.
- C. A statement that removal from the location to another location in the Borough of Columbia is not permitted, unless that location provides sheltered storage as defined herein.
- D. A statement that after removal was made, that notification of the removal should be given to the building inspector or code enforcement officer.
- E. A statement of the penalties provided for non-compliance.

§207-112 – Emergency Powers. Nothing in this article shall prevent the Borough or duly authorized officials from removing from private property, without notice, any attended or unattended motor vehicle, the presence of which constitutes a hazard or threat to the life, health, safety, welfare and morals of the residents of the Borough which is imminently dangerous and, in the opinion of the Borough or authorized officials, constitutes a nuisance which gives rise to the existence of emergency conditions.

§207-113 – Penalties for Violation.

- A. Any person violating any of the provisions of this Ordinance shall, upon conviction, be guilty of a summary offense and shall be sentenced to pay a fine of not more than \$1,000, together with cost of prosecution, and in default of payment of such fine and costs, to undergo imprisonment for not more than thirty (30) days.
- B. In addition to or in lieu of enforcement under any other provision of this Article, the Borough may enforce any provision of this Article by an action in equity in the Court of Common Pleas of Lancaster County.

D. In any action brought pursuant to this Section 207-115, the Borough is entitled to receive, at the order of the Court, an assessment of Court costs and reasonable attorney's fees incurred by the Borough in bringing forth any such action.

F. The remedies set forth above shall not be construed to the limit or deny the right of the Borough of Columbia to any other equitable or legal rights or remedies as may be otherwise available at law."

SECTION 2. All ordinances or resolutions or parts of ordinances or resolutions insofar as they are inconsistent herewith are hereby repealed and rescinded.

SECTION 3. In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any of the remaining provisions, sections, sentences, clauses or parts of this Ordinance; it being the intent of the Borough of Columbia that the remainder of the Ordinance shall be and shall remain in full force and effect.

SECTION 4. This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA,  
LANCASTER COUNTY, PENNSYLVANIA

By: \_\_\_\_\_  
Kelly Murphy,  
President of Borough Council

ATTEST:

\_\_\_\_\_  
Rebecca Denlinger,  
Borough Manager/Secretary

Examined and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Leo S. Lutz, Mayor

**BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA**

**ORDINANCE NO. \_\_\_\_ - 2019**

**INTRODUCED BY COUNCIL – \_\_\_\_\_, 2019**

**ADOPTED BY COUNCIL – \_\_\_\_\_, 2019**

AN ORDINANCE OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 220 OF THE CODE OF THE BOROUGH OF COLUMBIA — ZONING, TO AUTHORIZE, UNDER SPECIFIED CONDITIONS, SHORT-TERM RENTAL DWELLING USES AND DEFINING THE USE; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.

**BACKGROUND**

WHEREAS, the Borough of Columbia, Lancaster County, Pennsylvania, recognizes that in solely residential zoning districts the expectation of relative stability and permanence in the composition of the neighborhood is inherent in the use of single-family dwellings; and

WHEREAS, the Borough of Columbia recognizes that a new housing type of single-family dwellings has emerged as a commercial use; and

WHEREAS, the Borough of Columbia wishes to provide a balance between the new commercial use and nearby single-family residential uses; and

WHEREAS, the Borough of Columbia recognizes the need to regulate the commercial use of single-family dwellings to protect against those adverse community impacts; and

WHEREAS, the Borough of Columbia recognizes the need to regulate such short-term residential uses of single-family homes for the protection, health, and safety of its residents; and

WHEREAS, the Borough of Columbia wishes to allow neighborhoods to maintain their character and allow homeowners in neighborhoods to maintain their quality of life.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED AND ENACTED by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, as follows:

**SECTION 1.** Chapter 220 of the Code of the Borough of Columbia — Zoning, Section 220-19, Definitions, be and hereby is amended to include the following definitions:

“Deficiency-Free” — Free from health and safety issues as listed on the Columbia Borough Change of Occupant Checklist.

“Detached” — A dwelling structure having open-yard areas on all sides.

“Mixed Use” — A building containing a residential use and a non-residential use.

“Overnight Guest” — A person not originally part of the Single Entity scheduled to occupy the short-term rental.

“Person in Charge” — The person who leased the property or represents the entity that leased the property for the short-term rental. The person in charge shall be noted as such by the property owner when notifying the Borough of Columbia of the new occupancy and shall be the person to be contacted in the event of an issue of the property. The person in charge must personally occupy the short-term rental during the period of rental.

“Short-Term Rental” (“STR”) — Any dwelling unit meeting the definition of “hotel,” as defined in Lancaster County Ordinance No. 45, enacted September 15, 1999, and offered for rent for a period of less than thirty-one (31) days.

“Single Entity” — A person or a group occupying the short-term residence.”

SECTION 2. Chapter 220 of the Code of the Borough of Columbia — Zoning, Section 220-25, Table of Permitted Uses by District, Primarily Non-Residential Districts, be and hereby is amended to add the following use under the heading Residential Uses:

	INSR	DC & NC	MDRB	LB	CR	HC	RC	LI & GI
Short-Term Rental	N	N	P	N	N	N	N	N

SECTION 3. Chapter 220 of the Code of the Borough of Columbia — Zoning, Section 220-30, Additional Requirements for Specific Principal Uses, Subpart A, be and hereby is amended by adding Subpart 45, Short-Term Rental Dwellings, as follows:

“(45) Short-term rental dwellings must be in a detached dwelling, a detached mixed used building, or a detached accessory building. A minimum of two off-street parking spaces must be provided. The spaces may be located in a garage immediately available to the property for vehicular storage. This short-term rental dwelling shall be occupied as a unit by a single entity. There shall be no individual room rentals to separate entities.

The property shall be registered annually and be compliant with the Borough of Columbia's Rental Residential Registration and Inspection Requirements as contained in the Existing Structures and Property Maintenance Code.

The property shall be compliant with all Federal, State, County and Local laws, ordinances, and regulations.

No persons other than members of the entity renting the short-term rental shall be allowed on the premises during the period of occupancy.

Recreational vehicles, campers, and tents are prohibited.

There shall be no overnight guests other than members of the entity renting the facility.

The property shall be cleaned and made deficiency free following each occupancy.

Following each occupancy, the property shall be inspected by the property owner or its agent before the property is re-occupied and must be deficiency free before being re-occupied.

Before each new occupancy, the property owner or his agent shall email or fax the Borough of Columbia with a list of the estimated number of tenants contracted to occupy the dwelling as well as the name, telephone number, and other contact information of the person in charge of the entity renting the unit.

A Knox Box shall be installed in an approved manner and shall contain all keys to the property.

The property shall be supplied with a basic first aid kit, a tool kit, the contact information for the owner or manager, trash and recycling collection information, and a list of local emergency contacts."

**SECTION 4.** Chapter 220 of the Code of the Borough of Columbia — Zoning, Section 220-31, Additional Requirements for Accessory Uses shall be and hereby is amended by adding Subpart 13, Short-Term Rental Dwelling, as follows:

"13.A. Short-term rental dwellings must be in a detached dwelling, a detached mixed used building, or a detached accessory building. A minimum of two off-street parking spaces must be provided. The spaces may be located in a garage immediately available to the property for vehicular storage. This short-term rental dwelling shall be occupied as

a unit by a single entity. There shall be no individual room rentals to separate entities.

13.B. The property shall be registered annually and be compliant with the Borough of Columbia's Rental Residential Registration and Inspection Requirements as contained in the Existing Structures and Property Maintenance Code.

13.C. The property shall be compliant with all Federal, State, County and Local laws, ordinances, and regulations.

13.D. No persons other than members of the entity renting the short-term rental shall be allowed on the premises during the period of occupancy.

13.E. Recreational vehicles, campers, and tents are prohibited.

13.F. There shall be no overnight guests other than members of the entity renting the facility.

13.G. The property shall be cleaned and made deficiency free following each occupancy.

13.H. Following each occupancy, the property shall be inspected by the property owner or its agent before the property is re-occupied and must be deficiency free before being re-occupied.

13.I. Before each new occupancy, the property owner or his agent shall email or fax the Borough of Columbia with a list of the estimated number of tenants contracted to occupy the dwelling as well as the name, telephone number, and other contact information of the person in charge of the entity renting the unit.

13.J. A Knox Box shall be installed in an approved manner and shall contain all keys to the property.

13.K. The property shall be supplied with a basic first aid kit, a tool kit, the contact information for the owner or manager, trash and recycling collection information, and a list of local emergency contacts."

**SECTION 5.** All ordinances or resolutions or parts of ordinances or resolutions insofar as they are inconsistent herewith are hereby repealed and rescinded.

**SECTION 6.** In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any of

the remaining provisions, sections, sentences, clauses or parts of this Ordinance; it being the intent of the Borough of Columbia that the remainder of the Ordinance shall be and shall remain in full force and effect.

SECTION 7. This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA,  
LANCASTER COUNTY, PENNSYLVANIA

By: \_\_\_\_\_  
Kelly Murphy,  
President of Borough Council

ATTEST:

\_\_\_\_\_  
Rebecca Denlinger,  
Borough Manager/Secretary

Examined and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Leo S. Lutz, Mayor