

ORDINANCE NO. ____ OF 2025

AN ORDINANCE OF THE BOROUGH OF PORT ROYAL, JUNIATA COUNTY, PENNSYLVANIA ESTABLISHING THE SHORT-TERM RENTAL ORDINANCE WHICH REGULATES THE OPERATION OF SHORT-TERM RENTALS SUCH AS AIR BED AND BREAKFASTS (AIR BnBs).

IT IS HEREBY ORDAINED AND ENACTED by the Borough Council of Port Royal Borough, Juniata County, Pennsylvania as follows:

ARTICLE I. TITLE

This Ordinance shall be known as the **Port Royal Borough Short-Term Rental Ordinance**.

ARTICLE II. AUTHORITY, FINDINGS, AND PURPOSE

- A. The provisions of this Article shall apply to all residential dwelling units, conversions of non-residential structures to residential dwellings units, and all existing premises within the Borough of Port Royal.
- B. The owner of the subject property shall be responsible for compliance with the provisions of this Article and any failure to comply with the provisions shall be deemed non-compliant.
- C. This article shall not apply to a resort, camp, conference center, hotel/motel/inn, bed and breakfast, boarding house, or group home. Note that the difference between a bed and breakfast, and an Air BnB is the amenities and independence for the renter that the owner provides on the property.

ARTICLE III. DEFINITIONS

For the purposes of this Article, words and terms used herein shall have the following definitions:

AIR BnB: a residential property that hosts rent on a short-term basis of one to fourteen (1 – 14) consecutive days to travelers from a single room to an entire residential structure with self-service options and less direct interaction with the host (owner).

BED AND BREAKFAST: an establishment, standardly a guest house or small hotel, offering sleeping accommodation, a morning meal, and a more personalized hospitality experience.

DWELLING UNIT: One or more rooms, designed, occupied or intended for occupancy as separate living quarters for one or more persons, with cooking, sleeping, and sanitary facilities provided.

PERSON IN CHARGE (PIC): The owner of the property or designated agent who is available twenty-four (24) hours, seven days a week for response.

RESIDENTIAL PROPERTY: Any real estate within the Borough of Port Royal with a structure that is used for living or dwelling purposes. This includes single-family homes, townhouses, condos, apartments, and short-term rentals.

SHORT-TERM RENTAL: The provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes for a period of fewer than thirty (30) consecutive days, in exchange for compensation for the occupancy.

SHORT-TERM RENTAL PERMIT: Permission granted by the Borough Zoning Officer to utilize a dwelling unit for short-term rental use.

ARTICLE IV. PERMIT AND PROCEDURE

No owner of any property in Port Royal Borough shall operate or allow the operation of a Short-Term Rental without first obtaining a Short-Term Rental Permit from the Zoning Officer.

Without a permit, the owner of the rental is in violation of this Article.

Short-Term Rental Permit applications shall be submitted to the Port Royal Borough Zoning Officer and shall contain all of the following information:

1. Contact Information
 - a. Name, address, telephone number, and email address of the property owner.
 - b. Name, address, telephone number, and email address of the PIC.
2. Floor and Site Plans
 - a. Total number of bedrooms.
 - b. Identification of rooms on all floors and specific location and dimensions of the sleeping quarters for fire safety purposes.
 - c. If the building is a multi-unit structure, the total number of dwelling units in the structure and the number of units being used as Short-Term Rentals.
 - d. Location of on-site parking spaces designated for occupant while the Short-Term Rental is occupied.
3. Other Certificates / Information
 - a. Proof of general liability insurance in the amount of \$100,000 in minimum coverage.

- b. Approval from a Sewer Enforcement Officer or the operating Sewer Authority certifying the existing system is functioning as intended, and if applicable, proof the tank is pumped every three (3) years.
- c. Consent for the inspection of the property by the designated Codes Enforcement Officer to verify compliance with conditions of a Short-Term Rent application.

ARTICLE V. FEES, TERM, AND RENEWAL

- A. Short-Term Rental fees, payable during the Permit application process, shall be in such amount as may be established by the Zoning Officer.
- B. The Short-Term Rental shall be inspected every two-years by the Codes Enforcement Officer. The rental **may not** operate without the Short-Term Rental Permit.

ARTICLE VI. CODES ENFORCEMENT

With the Short-Term Rental property being treated as a Residential Property, the owner will be responsible for following Property Maintenance Ordinances similar to any Residential Property within the Borough of Port Royal. If it appears to the Codes Enforcement Officer that a violation of any Municipal Ordinance(s) exists or has occurred, the officer shall send a written Notice of Violation to the owner by USPS regular mail and USPS certified mail. The notice shall identify the premises which is the subject of the violation, enumerate the conditions which constitute the violation, cite the specific Ordinances which are violated, indicate the action required to correct the violation, and provide a timeframe to correct the violation. The owner of the property, or the PIC responsible in the property owner's absence, must adhere to the notice in the appropriate timeframe or the owner will be penalized according to the Municipal Ordinance the property is in violation of.

ARTICLE VII. OCCUPANCY RATING

- A. The Short-Term Rental occupancy rating will follow general residential occupancy principles. Each bedroom may be occupied by no more than two persons. The specific size of a bedroom must be at least 70 square feet, and if occupied by more than one person, it must contain at least 50 square feet per occupant. (i.e. if a room is 125 sq. ft., it may be occupied by two persons: 180 sq. ft. can be occupied by three persons and so forth).
- B. The owner of the Short-Term Rental may choose whether they allow cats and/or dogs on the premises.

BE IT FURTHER RESOLVED THAT the fees established herein shall remain in effect until changed by further resolution of the Borough Council.

RESOLVED, this ____ day of _____, 2025.

Attest:

PORT ROYAL BOROUGH

BY:

Borough Secretary

Council President

Member

Member

Member

Member

Port Royal Mayor