



**Date:** September 2, 2022  
**To:** Planning and Zoning Commission Members  
**From:** Patrick R. Zenner, Development Services Manager  
**Re:** Draft Regulations – Short-term Rental Update

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Since discussing this topic at the June 9, 2022 work session, staff has completed preparation of proposed regulatory language that fleshes-out the ideas presented during prior Commission discussions. It is staff's belief that the proposed language represents the complete regulations that would need to be added to the UDC to address the topic of STR. As can be seen, there are margin notes either explaining what the particular provision is intended to address or seeks additional clarification on what staff understood the Commission's desire was.

Furthermore, additional code revisions to Chapters 13 and 22 of the City Code, outside the Commission's purview, will be required to establish the administrative and licensure processes relating to STR. These provisions were prepared as part of the original STR process and can be shared with the Commission if deemed necessary.


Finally, the proposed regulations have been presented to the Building Regulation Supervisor, Manager of the Office of Neighborhood Services, and Legal Counsel. No comments of concern were expressed by our staff in BSD or ONS. The Law Department identified possible technical corrections in the provision's format that would need further review. Additional comments were offered regarding the topic of "Compliance" and STR registration that will be covered more fully in either the upcoming, time permitting, or a future work session.

As noted in the overview of upcoming topics provided at the August 18 work session, the next steps in the STR regulatory process will be to obtain consensus on the provision presented in the attached document, prepare a "Memo of Transmission" to City Council that provides the rationale for the provisions, and have this topic scheduled for a future Council work session. Following the feedback from City Council additional Commission work session discussions may be necessary before conducting required public hearings.

The attached document represents a significant accomplishment relating to this topic that would not have been possible without your commitment. It is with sincere appreciation that I thank each of you for "staying the course" in getting us here. I look forward to the upcoming work session and the ensuing discussion.

Please let me know if you have questions.

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