

**Planning and Zoning Commission Work Session Minutes**  
**July 18, 2019**  
**Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

Commission Members Present: Burns, Carroll, MacMann, Rushing, Russell, Stanton, Strodtman  
Commission Members Absent: Toohey  
Staff: Caldera, Palmer, Teddy, Zenner

**ADJUSTMENTS TO AGENDA:** None

**TOPICS DISCUSSED**

**Old Business -**

- **Short Term Rentals Potential Text Amendments- Discussion**

Mr. Zenner provided a summary of the June 20 work session discussion and indicated the Commissioners still had to address the last third remaining questions from the staff's memo for the June 20 work session. In providing a recap of what the June 20 discussion contained, as presented in the minutes, it was determined that there were some areas of disagreement specifically dealing with the "straw" votes cast and discussion regarding the desire to retain or not retain the conditional use process for allowing STRs.

To address these issues Mr. Zenner sought confirmation from the Commission on how they wanted owner-occupied verses non-owner occupied defined. He noted staff understood that the Commissioners supported using the 270 days of home occupancy as the threshold. Commissioner's acknowledged that was correct. Mr. Zenner then asked for clarification on the intended difference between what constituted an owner hosted verses non-owner hosted STR. Mr. Zenner stated that staff understood the Commissioner desired "owner hosted" to mean that the owner was present in all STR situations, regardless of zoning district, or have an agent or property manager "on-call" if the owner was not present to more quickly address possible issues. Commissioners indicated that this understanding was correct.

Having verified the discussion of the first part of the June 20 work session, Mr. Zenner proceeded onto the issue what the Commission wanted to do with the proposed conditional use provisions within the March 1 draft. There was discussion regarding the Chairman's and Secretary's notes on how the voting was cast for this topic. The Commission further discussed the matter and concluded that they were not supportive of the March 1 text; however, were not totally unsupportive of having a conditional use process under certain circumstances. Mr. Zenner noted that staff was generally not favorable toward having a conditional use process due to the additional workload it would cause, but saw no other means by which to address concerns expressed by the public.

After additional discussion and a recap of the provisions contained in the Authorization to Operate (Administrative Approval and Conditional Use Permit) section of the December 13 draft, a motion was made to restore the December 13 draft language in place of that shown within the March 1 draft for the same section subject to amendment of the language in item B(2) to read as follows:

2. Conditional Use Permit – Any short term rental not meeting the classification of "owner-hosted" shall obtain a conditional use permit approval from the City Council prior to its operation. Approval of a conditional use permit shall be in accordance with 29-6.4(m) of this Code and shall be subject to the following additional standards:

The Commission voted to support the revision of the text unanimously and voted to restore the December 13 draft language for the section with a vote of 4 in favor, 2 opposed, and 1 abstention.

Having worked through questions one and two of the staff memo, Chairman Loe moved the Commission onto question 3 which dealt with the potential of having supplemental standards applied to the STR process. Mr. Zenner noted that throughout the public hearing process many comments had been offered that suggested no supplemental standards needed to exist and that STRs and the application procedures should just follow the existing Rental Conservation Law provisions that apply to long-term rentals. Mr. Zenner indicated that taking such action while more streamlined may not address the unique characteristics of STR versus long-term rentals.

There was Commission discussion regarding the provisions and Mr. Zenner provided some context as to why the first couple had been drafted. Chairman Loe asked if there was a motion to retain or not retain the existing supplemental requirements. A motion was made that the supplemental standards be retained which was supported 6 in favor and 2 opposed.

Mr. Zenner noted that at the next Commission work session staff would discuss the supplemental standards in greater detail and asked Commissioners to come prepared with possible changes or edits. Mr. Zenner further informed the Commissioners that there would only be work sessions for the upcoming August 8 and 22 meetings as there were no Regular meeting business items. He noted that possible topics could include revisions to the UDC dealing with Street Trees, the path forward on the Rock Quarry Stakeholder Report, or reengaged discussion relating to the 5-year Comprehensive Plan Amendments.

**ACTION(S) TAKEN:** Made motion (Stanton, seconded by Russell) to approve agenda as submitted. Made motion (Stanton, seconded by MacMann) to approve the June 20, 2019, minutes as amended to mark Loe “present” and Russell “excused”. Meeting adjourned approximately 6:57 p.m.