



Date: September 29, 2022
To: Planning and Zoning Commission Members
From: Patrick R. Zenner, Development Services Manager
Re: Draft Regulations – Short-term Rentals

Attached please find the most current version of the draft regulations relating to short-term rentals. This draft was updated to include definitions that were approved at the September 22, 2022 work session. Having resolved matters relating to the definition of “owner” and having created the potential for a long-term tenant to be capable of being licensed for use of their “principal residence” for short-term purposes, staff believes the remainder of the proposed regulations can be evaluated.

Additionally, staff believes that the proposed language in the remainder of the document represents what, at a minimum, would be necessary to be added to the UDC to address the topic of STR. As can be seen, there are margin notes either explaining what impact a particular provision will have or a request for clarification on what staff understood the Commission’s intent with that provision would be.

Furthermore, it should be noted that 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 in these roles; however, the Law Department identified possible technical corrections in the provision’s format that would need further review. Additional comments were offered by our legal counsel 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 rational 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 the upcoming work session and the ensuring discussion.

Please let me know if you have questions.

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