

**Planning and Zoning Commission Work Session Minutes  
October 6, 2022  
Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**Call to Order**

Commissioners Present – Burns, Carroll, Geuea-Jones, Kimbell, Loe, MacMann, Stanton, Placier, and Wilson  
Commissioners Absent – None  
Staff Present –Zenner, Thompson, Palmer, Kelley, and Teddy

**Introductions**

**Approval of Agenda**

Meeting agenda adopted unanimously

**Approval of Minutes**

September 22, 2022 work session minutes adopted as presented.

**Old Business**

**A. Draft Regulations – Short-term Rental Update**

Mr. Zenner introduced the topic and recapped where the Commission had last left the discussion. Previously, the Commission had approved definitions for *Owner*, *Principal Resident*, *Principal Residence*, and *Secondary Residence*. When reviewing related definitions, Commissioners expressed a strong interest in consistency.

Mr. Zenner showed the Commissioners the following proposed definitions which were discussed, amended, and subsequently voted upon. Vote totals are shown within **(parenthesis)**.

***Short-term Rental.*** ADD DEFINITION. **(Approved 9-0)**

***Short-term Rental (Tier 1).*** ADD DEFINITION. **(Approved 9-0)**

***Short-term Rental (Tier 2).*** ADD DEFINITION. **(Approved 9-0)**

***Short-term Rental (Tier 3).*** Requested to be further amended to provide greater clarity as well as address various scenarios relating to non-primary or secondary ownership and primary and secondary ownership with rental over 120 days in a calendar year.

***Short-term Rental Intermediary.*** ADD DEFINITION. **(Approved 9-0)**

***Transient Guest.*** ADD DEFINITION. **(Approved 9-0)** – There was discussion relating to the use of 30 or 31 days within the definition. It was agreed that the definition would use 30 days; however, that such choice may be changed to 31 days following additional review of related Municipal Code sections by legal counsel.

***Hotel.*** ADD DEFINITION. **(Approved 9-0)**

***Bed and Breakfast.*** ADD DEFINITION. **(Approved 9-0)**

The Commission and staff began discussing use-specific standards for the newly defined terms, ultimately starting with *Short-term Rental (Tier 1)*. Commissioners brought up the topic of Accessory Dwelling Units (ADUs) and how they may be used in conjunction with STRs. The Commission unanimously agreed STRs should not be entirely prohibited from ADUs and that there would be scenarios in which ADUs should be permitted to operate

as STRs. Mr. Zenner noted that the two most recent Planning and Zoning cases for ADUs in R-1 zoning districts carried conditions suggested by the Commission relating to occupancy and/or rental status

Having established definitions, Mr. Zenner indicated that at the next work session the Commission would be able to continue discussing regulatory standards for the various tiers of STRs. He noted that the next published version of the draft would be updated to include the adopted definitions.

## **ADJOURNMENT**

Meeting adjourned at approximately 7:00 pm

## **ACTION(S) TAKEN:**

Motion made by Commissioner MacMann, seconded by Commissioner Kimball, to approve the agenda as proposed. Motion passed unanimously. Motion made by Commissioner MacMann, seconded by Commissioner Kimball, to approve the September 22, 2022 work session minutes as presented. Motion passed with one abstention.