



Memorandum

To: Town Council
From: Thomas Dansie, Director of Community Development
Date: November 9, 2023
Re: Discussion of Potential Revisions to the Transient Lodging Overlay Zone

This memo summarizes the Council’s discussion regarding potential changes to the Transient Lodging Overlay zone (TLO). Staff suggests the Council review the current TLO zone regulations ([Chapter 10-13F of the Town Code](#)) as well as the [proposed revisions to the TLO zone](#) recommended by the Planning Commission prior to the meeting.

This memo has three sections:

1. Items in the Planning Commission recommended TLO that the Council agreed to change.
2. Items the Council discussed as potential changes, and has not come to a clear consensus on at this point.
3. Items from the Planning Commission recommended TLO that the Council has decided to retain.

The Council should determine if this summary adequately represents the Council’s intentions for the TLO. The Council should also provide staff direction regarding the items in section 2. Staff will use the Council’s direction to revise the draft TLO.

1- Council Agreed Changes to the TLO

Types of Transient Lodging

- Type 1: Transient lodging facilities on property or group of properties operated together that contain a total of more than 20 transient lodging units
- Type 2: Transient lodging facilities on property or group of properties operated together that contain a total of between 3 and 19 transient lodging units
- Type 3: Transient lodging facilities on property or group of properties operated together that contain a total of 2 or fewer transient lodging units, and which does not qualify as Type 4
- Type 4: An owner-occupied property that contains no more than 1 transient lodging unit

Transient Lodging Allowed by Zone

<i>Type</i>	<i>VC</i>	<i>CC</i>
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1	Not Permitted	Requires TLO
2	Requires TLO	Requires TLO
3	Requires TLO	Requires TLO
4	Requires TLO	Requires TLO

Height Requirement for Transient Lodging in VC

No transient lodging facility in the VC zone may measure more than 17 feet in height as measured from uniform, natural, or cut grade as defined by section 10-15A-5.

Long-term Residential Requirement for Transient Lodging

All new Type 1 and Type 2 transient lodging facilities shall provide new long-term residential units in conjunction with the development. One long-term residential unit shall be developed for every four new transient lodging units (or portion thereof) on the property.

Reduced Application Fee for Types 3 and 4

The zone change application fee for Type 3 and Type 4 TLO zone change applications shall be 40% of the typical zone change application fee.

Streamlined Application Standards for Type 4

The application standards for Type 4 lodging shall be:

- Property description
- Site Plan
 - Existing development on the property
 - Location of proposed transient lodging unit
 - Location of owner-occupied unit on the property
 - Narrative description of the proposed transient lodging development on the property
 - Narrative description of how the proposed transient lodging development on the property will promote the goals and objectives of General Plan

Restaurants not required for any Transient Lodging

2- Undecided Items

Parking Requirements for Type 3 and 4

Do we require two parking spaces for employees? Or do we remove that requirement?

Requirements for each Type of Lodging

Type 1

- Front desk / concierge?
- Must be located on a public dedicated street

Type 2

- On call property manager
- Must be located on a public dedicated street

Type 3

- On call property manager

Type 4

- Owner-occupant must use the property as the primary residence, and must reside on the property anytime the property is being used for transient lodging

Standards for Long-Term Residential Unit

Reduce minimum required size (600 square feet in the current proposed draft)?

3- Items from the PC Recommended TLO that will Remain

All other elements of the current proposed TLO to remain the same:

- Application window in March, accept as many applications as are submitted in the window
- Approve a maximum of three applications every other year
- Good neighbor and guest education policies required for all transient lodging
- Each transient lodging business reviewed each year for compliance with standards during business license review
- Restrictive covenant required for all transient lodging