



Memorandum

Planning Division • Community Development

900 Church Street
Lynchburg, Virginia 24504
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To: Planning Commission

From: Tom Martin, AICP, City Planner

CC: Bonnie Svrcek, City Manager, Reid Wodicka, Deputy City Manager, Walter Erwin, City Attorney, Kent White, Director Community Development, Kevin Henry, Zoning Administrator, Mitch Nuckles, Commissioner of the Revenue

Date: March 27, 2019

Re: Draft Short Term Rental Ordinance

On October 23, 2018, City Council directed staff to prepare *Zoning Ordinance* amendments that would allow Short Term Rental (STR) uses in the City. The Planning Commission has discussed the draft ordinance on the following dates:

- January 23, 2019 – Public Hearing
- February 13, 2019 – Work Session
- February 27, 2019 – Work Session

On February 27, 2019, the Planning Commission directed staff to advertise the draft ordinance for another public hearing to give interested parties a further opportunity to comment. The Planning Commission also directed staff to make further amendments to the draft ordinance.

The following is a synopsis of the ordinance as currently drafted with the most recent direction by the Planning Commission:

1. Short Term Rental would be defined as the following: "The accessory or secondary use of a residential dwelling unit or a portion thereof by a host to provide room or space that is intended to be occupied for a period of fewer than thirty (30) consecutive days."
2. Short Term Rental uses would be a permitted use in the following zoning districts:
 - R-C, Conservation
 - R-1, Low Density Residential
 - R-2, Low-Medium Density Residential
 - R-3, Medium Density Residential
 - R-4, High Density Residential
 - B-1, Limited Business District
 - B-3, Community Business District

- B-4, Urban Commercial District
 - B-5, General Business District
 - IN-2, Institutional 2 District
3. A short term rental would require owner occupancy in the R-C, R-1, & R-2 Districts. The owner would not have to be present while the property is in use as a short term rental.
 4. Structures offered as short term rentals in the R-C, R-1, & R-2 Districts would be required to retain the appearance of a single-household residence.
 5. The maximum number of occupants in a short term rental would not exceed four (4) individuals. The number of dwelling units shall not exceed that of the underlying zoning district.
 6. One (1) additional parking space per short term rental would be required. This parking space would be in addition to any other required parking spaces. The B-4, Urban Commercial District would be exempt from the parking requirement.
 7. An annual registration would be required of all units to be used as a short term rental. A \$150 registration fee would be required.
 8. Failure to register a building as a short term rental would result in a penalty of \$500.
 9. All buildings offered for short term rental must meet requirements of the Uniform Statewide Building Code.
 10. Three (3) violations of state or local laws, ordinances or regulations would result in revocation of approval for a short term rental.

If you have questions, please contact me at (434) 455-3909 or tom.martin@lynchburgva.gov.