



WHERE HISTORY & PROGRESS MEET

Approved 9/8/21

MEETING MINUTES

PLAN COMMISSION/ZONING BOARD OF APPEALS

August 3, 2021 7:00 P.M.

1. Call to Order, Roll Call and Establishment of a Quorum

Chairperson Laimins called the meeting to order at 7:00 p.m. Roll call found Chairperson Laimins, Commissioners Hale, Billingsley, Devitt, and Kasprak present. Commissioners Henkin and Banasiak were excused. With five members present, a quorum was established.

Staff in attendance was City Planner John Sterrett.

2. Chairman's Comments

None

3. Approval of the Draft Minutes of the July 7, 2021 Plan Commission Meeting

Commissioner Devitt made a motion, seconded by Commissioner Billingsley, to approve the July 7, 2021 Plan Commission meeting minutes. With a voice vote of four (4) "ayes", zero (0) "noes" and one (1) abstention, the motion carried and the draft minutes of the July 7, 2021 Plan Commission meeting were approved.

Prior to the next item on the agenda, Commissioner Billingsley recused herself and the amount of Plan Commissioners present was reduced to four (4) members.

4. Public Hearing of Case PC 21-08 – Zoning Text Amendment – Short-Term Home Rental

Commissioner Hale made a motion, seconded by Commissioner Devitt, to open the public hearing for PC 21-08. With a voice vote of all ayes, the motion carried and the public hearing was opened at 7:02 p.m.

Mr. Sterrett was sworn-in prior to delivering testimony on the case. Mr. Sterrett stated that on March 15, 2021, the City Council approved Ordinance 21-O-0002, a Zoning Text Amendment to permit and regulate the use of Short-Term Home Rentals (Rentals), commonly known as Airbnb and Vrbo, in residential districts. After adoption of this amendment, staff received feedback from the owners of the four existing Rentals in the City regarding certain regulations that may conflict with Airbnb and Vrbo standards. Staff became aware of some, though not all, of these existing Rentals after the adoption of the Ordinance. Staff met with the owners and had a productive discussion centered on the purpose of the regulations. Staff sought input from the owners on improving the regulations and registration process. The owners provided staff with suggested changes that are consistent with the existing Airbnb and Vrbo requirements. These changes still meet the intent of the original regulations. Staff considers these changes minor in nature and the

majority of the text remains unchanged from what was approved by the City Council. Most important, the provisions related to public safety remain in place.

Staff is proposing an amendment to Section 6.28 of the Zoning Code, attached as Exhibit “A”, which outlines the requirements for a Short-Term Home Rental. The changes within the amendment include the following:

- Removing the inspection requirement and instead requiring the owner to ensure the Rental meets life-safety codes, such as the installation of CO and smoke detectors.
- Allow one-night stays in Rentals when the Rental guest is only using one bedroom and the Rental owner is on the premises during the stay. All other rental types will require a minimum two-night stay.
- Requiring the Rental owner to obtain only the name and phone number of the primary guest, rather than also requiring the address of the primary guest, and also clarifying that this is needed only for the primary guest and not each individual who stays in the Rental.

With no further testimony presented and all members of the public given the opportunity to provide comments on the petition, Commissioner Kasprak made a motion, seconded by Commissioner Devitt, to close the public hearing. With a voice vote of four (4) “ayes” and zero (0) “noes”, the motion carried and the public hearing was closed at 7:10 p.m.

5. Review and Recommendation of Case PC 21-08 – Zoning Text Amendment – Short-Term Home Rental

The Plan Commission proceeded with deliberating PC 21-08. Commissioner Kasprak made a motion, seconded by Commissioner Devitt, to recommend approval of PC 21-08.

With a voice vote of four (4) “ayes” and zero (0) “noes”, the motion carried.

Upon the conclusion of all testimony, deliberation, and recommendation of Case PC 21-08, Commissioner Billingsley rejoined the Plan Commission and the amount of Plan Commissioners present was increased to five (5) members.

6. Other Commission Business – None

7. Previous Petitions and General Development Update – Mr. Sterrett provided the Commission with an update on development projects currently under review.

8. Adjournment

Commissioner Billingsley made a motion, seconded by Commissioner Devitt, to adjourn the meeting. With a voice vote of five (5) “ayes” and zero (0) “noes”, the motion carried and the Plan Commission, at 7:28 p.m., was adjourned.

Respectfully Submitted,
John Sterrett, City Planner