



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Thursday, October 17, 2024
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

APPROVAL OF THE MINUTES:

- [1.](#) August 2024 Work Session Minutes
- [2.](#) August 2024 Meeting Minutes
- [3.](#) September 2024 Meeting Minutes

COMMISSION COMMENTS AND REPORTS:

PUBLIC COMMENT:

REPORT OF THE ZONING ADMINISTRATOR:

INFORMATIONAL ITEMS:

PUBLIC HEARING:

4. Short-term Rentals Ordinance

UNFINISHED BUSINESS:

- [5.](#) Short-term Rentals Ordinance

ADJOURNMENT:



TOWN OF BOWLING GREEN PLANNING COMMISSION WORK SESSION

MINUTES

Thursday, August 15, 2024
5:00 PM

Chair Gambill called the meeting to order at 5:28 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

Chair Gambill, Vice Chair Siegmund, Commissioner Gattie, Commissioner Benjamin, and Town Council Representative Voit were present.

Staff present: J.C. LaRiviere, Director of Community Development & Partnerships

NEW BUSINESS:

1. Discussion of Proposed Zoning Text Amendment for Short-Term Rentals

Mr. LaRiviere conducted a presentation on the proposed regulation.

Upon motion by Councilman Voit, second by Commissioner Benjamin, and a unanimous vote of the Commission, the agenda was amended to add public comment.

Public comment was opened at 6:37 PM. Mr. Jeff Sili spoke on the County's consideration of a similar regulation, specifically highlighting potential enforcement challenges. Public comment was closed at 6:42 and Commission discussion on the item commenced.

Staff highlighted specific provisions for input from the Commission. Mr. LaRiviere indicated that only input supported by consensus of the Commission would be incorporated into the draft ordinance. Input was provided by consensus on several items.

ADJOURNMENT:

Upon motion by Councilman Voit, second by Commissioner Benjamin, and unanimous vote of the Commission, the work session was adjourned at 6:55 PM.



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, August 15, 2024
6:00 PM

Chair Gambill opened the meeting at 7:00 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

Chair Gambill, Vice Chair Siegmund, Commissioner Gattie, Commissioner Benjamin, and Town Council Representative Voit were present.

Staff present: J.C. LaRiviere, Director of Community Development & Partnerships

PUBLIC COMMENT:

Public Comment was opened at 7:02 PM. No Public Comment was made. Public Comment was closed at 7:03 PM.

APPROVAL OF THE MINUTES:

1. June 2024 Planning Commission Meeting Minutes

Upon motion by Councilman Voit and a second by Commissioner Gattie, the Commission voted 4-0 to approve the minutes. Commissioner Gattie abstained due to being absent from the June meeting.

REPORT OF THE ZONING ADMINISTRATOR:

COMMISSION COMMENTS AND REPORTS:

Councilman Voit mentioned the Council's planned discussion of the Fence Ordinance, specifically noting that Chair Gambill will be present to answer questions from Council. Councilman Voit also highlighted the success of the most recent Clean Sweep event and indicated that the next iteration of the event is being planned.

ADJOURNMENT:

Upon motion by Councilman Voit, second by Commissioner Gattie, and unanimous vote of the Commission, the meeting was adjourned at 7:08 PM.



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, September 19, 2024
6:00 PM

Chair Gambill called the meeting to order at 6:04 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

The absence of Vice-Chair Siegmund was noted. Chair Gambill, Commissioner Gattie, Commissioner Benjamin, and Town Council Representative Voit were present.

Staff present: India Adams-Jacobs, Town Manager & Zoning Administrator; J.C. LaRiviere, Director of Community Development & Partnerships

COMMISSION COMMENTS AND REPORTS:

Councilman Voit indicated that the next Clean Sweep event will be this Spring.

Chair Gambill commended staff for the production of the Town newsletter included with the water bill mailing.

PUBLIC COMMENT:

Public Comment was opened at 6:11 PM. No public comment was made. Public Comment was closed at 6:12 PM.

REPORT OF THE ZONING ADMINISTRATOR:

Ms. Adams-Jacobs indicated that the Town website would soon be updated which will facilitate more effective communication between the Town and its residents and businesses regarding land-use matters.

ANNUAL WORKPLAN UPDATE:

Mr. LaRiviere provided an update on each item from the Planning Commission Annual Workplan that the Commission has discussed previously. Notably, the Fence Ordinance was adopted by Town Council. Mr. LaRiviere indicated that the Town is currently assessing its geographic information system(GIS) needs at a comprehensive level before proceeding with a contractor to produce a GIS zoning map.

UNFINISHED BUSINESS:

1. Short-Term Rentals Ordinance

Supervisor Sili was invited to answer questions from the Commissioners regarding the County's prior consideration of adopting a similar regulation. Supervisor Sili answered questions from the Commissioners and Staff regarding current STR's operating in Caroline County, potential enforcement challenges, and the difference in regulatory interests of the County and the Town.

Mr. LaRiviere reported that all Commission comments from the August meeting had been incorporated into the current draft. The Commission engaged in substantive discussion on the merits of the draft and provided further input on specific provisions to be included in the next iteration of the draft ordinance. Upon motion by Commissioner Benjamin, second by Commissioner Gattie, and unanimous roll call vote, the Commission moved to hold a public hearing on the draft ordinance at their October meeting.

ADJOURNMENT:

Upon motion by Commissioner Benjamin, second by Commissioner Gattie, and unanimous vote of the Commission, the meeting was adjourned at 7:26 PM.



Planning Commission Memorandum

TO: The Honorable Chair and Planning Commission of the Town of Bowling Green
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager & Zoning Administrator
Jeff Gore, Town Attorney
SUBJECT: Discussion of Proposed Zoning Text Amendment for Short-Term Rentals
DATE: October 17th, 2024

SUMMARY:

At their June 4th work session meeting, the Town Council for the Town of Bowling Green voted to refer the drafting of an ordinance to regulate short-term rentals to the Planning Commission for addition to their annual work plan. The Planning Commission held their first discussion on the proposed ordinance at their August meeting and a subsequent discussion on a draft ordinance at their August meeting. The Commission voted to conduct a public hearing at the October meeting. Staff are presenting an updated draft based on the Commission's comment for the Commission's consideration, which is included in the agenda packet.

BACKGROUND:

Staff conducted a comparative analysis of ordinances from other localities, analyzed state code, identified parts of the Zoning Ordinance that may need to be modified, and presented the results of this work to the Commission at their August meeting. The Commission provided input on specific provisions in the draft ordinance at their August and September meetings. Staff have included these recommendations in the draft ordinance.

FISCAL IMPACT:

At this time, staff cannot project a fiscal impact. However, the introduction of short-term rentals into the local economy may produce additional tax revenue for the Town.

RECOMMENDATION:

After the duly noticed public hearing and Commission discussion, Town Staff recommend that the Commission vote to provide a positive recommendation on the draft ordinance for the Town Council's consideration at their November meeting.

Town of Bowling Green, Virginia - Short-Term Rental Permitting and Regulations

A. The following definitions shall apply as used in this section:

1. Booking transaction - Any transaction in which there is a charge to a transient by an operator for the occupancy of any dwelling, sleeping, or lodging accommodations.
2. Guest or transient - A person who occupies a short-term rental unit.
3. Operator- The proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity (Virginia Code §15.2-983).
4. Operator designee- A person assigned by the operator to be available 24/7 to answer emergencies associated with the short-term rental. Such designee shall be local, meaning that the designee is able to travel to the short-term rental property in a one (1) hour time frame.
5. Short-term rental (STR) - The provision of a room or space not in a hotel, motel, or boarding/rooming house suitable for or intended for occupancy for dwelling, sleeping, or lodging purposes for a period of fewer than 30 consecutive days, in exchange for a charge of occupancy (Virginia Code §15.2-983).
6. Residential dwelling unit- A residence where one or more persons maintain a household.
7. Annual Short-term rental permit- Requires both the zoning permit and business license applications to be completed, issued, and on file with the Town of Bowling Green for the year January 1st through December 31st. Additionally, all associated fees have been paid in full to the Town of Bowling Green.

B. Short-Term Rental (STR) Permit and Other Requirements.

1. Short-Term Rentals shall be permitted to be operated in existing, legal, residential dwelling units and accessory dwelling units in any zoning district that permits such dwelling units subject to the provisions of this Ordinance. No recreational vehicles, buses, tents, trailers, or alternative dwellings such as shipping containers and similar structures shall be used in connection with the operation of a short-term rental.
2. No operator shall operate a short-term rental without having applied for and obtained a STR permit from the Zoning Administrator and a Business License from the Town Treasurer.
3. The STR Permit application form shall include the following information:
 - a. The name, telephone number, address, and email address of the operator and operator designee. The Town shall be notified with written notice by the operator within 10 days of any change in the STR ownership, operator or operator designee during the annual permit period.

- b. A requirement to provide a septic tank capacity permit from the Virginia Department of Health if the short-term rental is not connected to a public or centralized sewer system.
 - c. Written permission from the property owner where the permit applicant is not the property owner.
- 4. The STR permit shall be valid from May 1st to April 30th of each year and shall be renewed annually by May 1st of each year. An applicant must pay the permit fee annually, in accordance with the schedule of fees for zoning permits as adopted by Town Council.
- 5. A record shall be maintained for all rentals and be made available for review by the Town upon request. The refusal to maintain and make available the record upon request shall be considered a violation of the STR Permit. All rental records shall be maintained for one (1) year by the operator.
- 6. Signs to identify the STR shall be permitted to be one (1) of the minor signs permitted on the property.
- 7. Hosting gatherings (e.g., weddings, receptions, or other special gatherings) which would include a greater number of participants and guests than the permitted maximum occupancy of the STR is not permitted in the R-1, R-2 and R-3 Districts.
- 8. Any short-term rental in violation of zoning regulations, including operation without a STR permit, is subject to all relevant penalties as set forth by this Ordinance.
- 9. Applicants for STR permits where subject property has a shared wall or driveway shall notify the adjacent resident(s).
- 10. Safety.
 - a. The short-term rental shall meet all applicable Virginia Uniform Statewide Building Codes for a rental unit and/or bedroom. The Town may inspect any short-term rental with 48-hour notice to the operator for compliance with applicable building codes.
 - b. Site address. The short-term rental will have an approved address number placed on the dwelling or in another position plainly legible and visible from the street fronting the property. Structures obscured from street view or located off of an access road in excess of one hundred (100) feet in length shall also post the designated address adjacent to the roadway.
- 11. Use regulations.
 - a. The operator shall not permit occupancy of a short-term rental for a period of less than overnight.
 - b. The principal guest of a short-term rental unit shall be at least 18 years of age.

c. The maximum number of persons in a short-term rental unit is limited to the lesser of: (i) two persons per bedroom plus two additional people. For the purpose of this Section, children ages 3 and under shall not be counted as a separate individual for occupancy calculations; or (ii) the number of persons or bedrooms as indicated on the Virginia Department of Health septic permit. For the purposes of this Section, a bedroom shall be defined by what is permitted by the Virginia Uniform Statewide Building Code, which shall also be reflected on the real property assessment records.

12. Each rental agreement provided to guests shall include written notification to the guests of the requirements of this ordinance relative to parking, occupancy, use and gatherings.

13. A STR Permit may be suspended or revoked for the following reasons:

a. Failure to comply with Town ordinances, including the collection and/or remission of the transient occupancy, state sales and personal property taxes and Town Business License and STR permitting fees.

b. More than three violations within a rolling six-month period.

c. Refusal to cooperate with the Town in a compliance investigation; including allowing the Zoning Administrator or their designee to enter the dwelling unit upon a minimum 48-hours advance notice.

14. Before any suspension or cancellation can be effective, the Zoning Administrator or their designee shall give written notice to the short-term rental operator. The notice of suspension or cancellation issued under the provisions of this Ordinance shall contain:

a. A description of the violation(s) constituting the basis of the suspension or cancellation;

b. If applicable, a statement of acts necessary to correct the violation; and,

c. A statement that if no written response by the operator is received by the Zoning Administrator or their designee within 30 days from the date of the notice, the STR permit will be suspended or cancelled immediately.

15. The notice shall be given to the operator by delivering a copy of the notice in person. If the operator cannot be found, such notice shall be sent to the address of record by:

a. Certified mail or e-mail to the addresses on the zoning permit; and,

b. A copy of the notice shall be posted in a conspicuous place on the premises.

16. A copy of the notice will be provided to the Town Treasurer to advise that any permit related to the short-term rental may be suspended or cancelled.

17. Any determination made by the Zoning Administrator may be appealed to the Board of Zoning Appeals in accordance with the provisions of this Ordinance.

18. Penalty. It shall be unlawful to operate a short-term rental:

- a. Without obtaining a STR permit as required by this Article, punishable by a \$500 civil penalty;
- b. After a STR permit has been suspended or cancelled; or,
- c. In violation of any other requirement of this Article.

19. Civil penalties shall be assessed in accordance with the Bowling Green Municipal Code/Zoning Ordinance, as applicable.

Other sections of Zoning Ordinance that require modification:

Division 3-I-2, Section 3-104: Definitions— Accessory dwelling unit.

- (a) An accessory dwelling unit is allowed only as accessory to a single-family detached dwelling.
- (b) Only one accessory dwelling is permitted per parcel.
- (c) Such structures shall comply with all dimensional standards that apply to the principal building.
- (d) An accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the principal single-family dwelling unit.
- (e) A manufactured home, alternative dwelling, or recreational vehicle, travel trailer, camper, or similar vehicle shall not be used as an accessory dwelling unit.
- (f) An accessory dwelling shall obtain all proper permits and comply with all applicable requirements of the Virginia Department of Health and the Virginia Uniform Statewide Building Code.
- (g) An accessory dwelling unit that is contained within a single-family dwelling may not equal the existing finished square footage of the primary dwelling, such as a basement, attic, or additional level, unless approval is sought to permit a second dwelling unit (duplex).
- (h) The floor area of an accessory dwelling unit shall be no more than 600 square feet in finished floor area.

Within Districts that permit single family dwelling units as a principal use, accessory dwelling units shall be added as a permitted use.

The definition of “Building, Accessory” shall be amended as follows:

"Building, Accessory" means a subordinate structure customarily incidental to and located on the same lot occupied by the main structure. No such accessory building, except as permitted as an Accessory Dwelling Unit, shall be used for living quarters.

Add to definitions:

Alternative dwelling means a structure or combination of structures, considered temporary or permanent, such as tents or yurts, intermodal shipping containers, or tiny houses which are dwelling units that contain less than 600 square feet in floor area, and similar structures intended to be located on a lot or premises for temporary (or permanent) residential occupancy. Alternative dwelling does not include motorhomes, travel trailers or other recreational vehicles