

PLANNING & ZONING COMMISSION MEETING

Wednesday, January 28, 2026 at 5:30 PM

Glen Rose City Hall, Council
Chambers, 201 NE Vernon, Glen
Rose, TX 76043



AGENDA

A live stream of this meeting is available on the City's YouTube page.

CALL TO ORDER

Pledge of Allegiance, Roll Call

CONSENT AGENDA

1. Consider approval of minutes from December 17, 2025 P&Z Commission Meeting

PUBLIC HEARING

2. Public hearing regarding a request for a Specific Use Permit for Short Term Rental at the property located at 301 Hereford St, Acres: 0.230, Tract: F7-2, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-2 to operate in an R-1 (Single Family District)
3. Public hearing regarding recommendations for amendments to Preface to include more concise information about current versions of ordinances and when historical data is not represented
4. Public hearing regarding recommendations for clarification on Article 1.01.018 for the effective date of ordinance
5. Public hearing regarding recommendations for amendments to Chapter 3, Building Regulations, Article 3.01 related to what effective code and when existing properties must be brought to effective code
6. Public hearing regarding recommendations for addition of Article 3.18 Building Unit Size Changes and Occupancy Factors
7. Public hearing regarding recommendations for addition of Article 4.10 Short Term Rental to include information about the current SUP process, as well as density and zoning regulations

INDIVIDUAL ITEMS FOR CONSIDERATION

8. Discussion, consideration and possible action regarding a request for a Specific Use Permit for Short Term Rental at the property located at 301 Hereford St, Acres: 0.230, Tract: F7-2, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-2 to operate in an R-1 (Single Family District)
9. Discussion, consideration and possible action regarding recommendations for amendments to Preface to include more concise information about current versions of ordinances and when historical data is not represented

- [10.](#) Discussion, consideration and possible action regarding recommendations for clarification on Article 1.01.018 for the effective date of ordinance
- [11.](#) Discussion, consideration and possible action regarding recommendations for amendments to Chapter 3, Building Regulations, Article 3.01 related to what effective code and when existing properties must be brought to effective code
- [12.](#) Discussion, consideration and possible action regarding recommendations for addition of Article 3.18 Building Unit Size Changes and Occupancy Factors
- [13.](#) Discussion, consideration and possible action regarding recommendations for addition of Article 4.10 Short Term Rental to include information about the current SUP process, as well as density and zoning regulations

ADJOURNMENT

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the is meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Veronica Welch, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted on the following date: **Thursday, January 22, 2026**, and remained posted for at least two hours after said meeting was convened.

Veronica Welch, City Secretary

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm
by _____ . _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Consider approval of minutes from December 17, 2025 P&Z Commission Meeting		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/14/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			

Meeting Minutes
Planning & Zoning Commission – City of Glen Rose, Texas
December 17, 2025

- 1) Call to Order
 - a) The meeting was called to order to 5:30 pm by Chairperson, Pam Streeter
 - b) Pledge of Allegiance
 - c) Roll Call: Present: Greg Clanton, Rex Miller and Pam Streeter were in attendance. Meagan Schuelke was absent. Additionally, Staff members David LeBron was present. A quorum was present.
- 2) Consent Agenda
 - a) Approval of meeting minutes from November 19, 2025
 - i) No revisions were required
 - ii) Motion made by Greg Clanton, 2nd by Rex Miller
 - iii) All in favor 3/0
 - iv) Tony Gosdin arrived after the above topic
- 3) Public Hearing, discussion, consideration and possible action regarding rezoning as submitted by owner Georgia Odom for property located at 800 Hereford St, also known as Acres 1.0 tract E3-17, Abst A136A Miliam Co Sch LD, tract e3-17, Acres 1,- from R-1 to R-2M
 - a) Public hearing was opened at 5:35pm
 - b) No public comments,
 - c) Public hearing was closed at 5:36pm
 - d) A discussion was held about the property it's location, spot zoning and was R2M the right designation for the property regardless of what is happening to the property today.
 - e) Motion was made by Greg Clanton and 2nd by Rex Miller
 - f) Motion Passed 4/0
- 4) Public Hearing, discussion, consideration and possible action regarding SUP for property located at 410 SW Barnard St Acres 0.217, tract G9-9, Abst A47 AA47 James H Haley Tract G9-9 to operate in an R-1.
 - a) Public hearing was opened at 5:50pm
 - b) No public comments,
 - c) Public hearing was closed at 5:51pm
 - d) A discussion was held about the fact that this property had already been a STR so wasn't impacting the numbers. We also discussed that we did not have proper ordinances to disallow the SUP.
 - e) Motion was made by Tony Gosdin, 2nd by Rex Miller
 - f) Motion Passed 4/0

- 5) Public Hearing, discussion, consideration and possible action regarding SUP for property located at 602 E Elm St, Acres 0,157, Lot 00011, Blk 00024 Subd F0100, Abst A41, Farr, Block 24 Lot 11 to operate in an R-3
- a) Public hearing was opened at 6:05pm
 - b) No public comments,
 - c) Public hearing was closed at 6:06pm
 - d) The discussion around this property was that it is across the bridge with no sidewalks so it wouldn't technically be a tourist zone. Additionally, it is an R3 zone, which we have never had a STR in a zone outside of R1, except for B3. Lastly, we have found that this would be the 58th STR within the City Limits of Glen Rose which means 5% of our housing inventory is being used by STR. However, without anything in writing in our ordinance to limit anything (We will be addressing this in January for City Council to have in Feb), the commissioners felt they had no way to say no. The homeowners' arguments was that they wanted STR so they could have more control of property maintenance as well as us it personally when family visits.
 - e) Motion was made by Greg Clanton, 2nd by Rex Miller
 - f) Motion was passed with 3 yes, 0 no and 1 abstention because of the homeowner statement that the chairperson was biased as a hotel owner.
- 6) Having no further business before the commission the meeting was adjourned at 6:29pm

Chairperson

David Lebron,
Building & Planning Department



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Public hearing regarding a request for a Specific Use Permit for Short Term Rental at the property located at 301 Hereford St, Acres: 0.230, Tract: F7-2, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-2 to operate in an R-1 (Single Family District)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/20/25
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Public hearing regarding recommendations for amendments to Preface to include more concise information about current versions of ordinances and when historical data is not represented		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Public hearing regarding recommendations for clarification on Article 1.01.018 for the effective date of ordinance		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Public hearing regarding recommendations for amendments to Chapter 3, Building Regulations, Article 3.01 related to what effective code and when existing properties must be brought to effective code		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/13/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Public hearing regarding recommendations for addition of Article 3.18 Building Unit Size Changes and Occupancy Factors		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Public hearing regarding recommendations for addition of Article 4.10 Short Term Rental to include information about the current SUP process, as well as density and zoning regulations		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request for a Specific Use Permit for Short Term Rental at the property located at 301 Hereford St, Acres: 0.230, Tract: F7-2, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-2 to operate in an R-1 (Single Family District)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/20/25
EXHIBITS:	1. Request for Specific Use Permit Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map		
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 11/20/2025 – Request for Specific Use Permit Application was received 1/10/2026 - Notice of Public Hearing was posted in the local newspaper 1/16/2026 - 17 Property owner letters were sent representing 18 properties. 01 Letters have been confirmed as received 16 Letters unconfirmed as received 00 Letters were returned 00 Favorable response has been returned 01 Opposition response has been returned			
RECOMMENDED ACTION: Move to approve or deny as presented.			

City of Glen Rose – Building / Planning / Code Compliance Office
201 NE Vernon Street Tel: (254) 897-2272 Fax: (254) 897-7989
Email: code.enforcement@glenrosetexas.org

Staff use only	Item 8.
Case #	
Date Received:	11/20/25
Fee: \$150.00 Paid on:	11/20/25

Specific Use Permit Application for Short Term Rental

NOTE: As part of the approval process, this application will be shared with property owners within 200' of your property and members of the Planning & Zoning Commission and City Council. If 20% of the owners of property within 200' of your property object to the issuance of this permit, $\frac{3}{4}$ of the City Council must vote to approve it.

Address of property: 301 Hereford
Applicant's Name: Mary K Hunt Date: 11.13.2025

Property Owner Information

Full Name: Mary K Hunt & Rusty Roberson
Address: 1160 Rock Creek Dr. Glen Rose, TX. 76043
Telephone No. Email:

Applicant/Owner's Representative (if not the owner)

Full Name:
Address:
Telephone No: Email:

Present zoning at site: R-1

Form of Ownership of the property: ☒ Individual ☐ Partnership ☐ Corporation

Will breakfast or any other meal be served? ☐ Yes ☒ No

What will be rented? ☒ Whole residence ☐ Some rooms ☐ Accessory building

How is the property being marketed? ☒ Airbnb ☒ VRBO ☐ Other

What is the vetting process for guests? Everyone that books has to come directly through me. We do not allow any direct bookings on their own.

List any house rules addressing noise, parties, quiet time hours, etc...:



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 8.

NOTIFICATION

January 16, 2026

NOTICE OF PUBLIC HEARING

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on January 28, 2026 before the Planning and Zoning Commission and on February 10, 2026 before the City Council on a request by applicant, Mary K Hunt, to request a Specific Use Permit for Short Term Rental at the property located at 301 Hereford St, Acres: 0.230, Tract: F7-2, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-2 to operate in an R-1 (Single Family District).

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property referenced above that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for a Specific Use Permit for Short Term Rental which is under consideration, and a map showing all the properties within 200' of the referenced property. If you would like to register your opinion in favor or in opposition to granting the Specific Use Permit, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of the referenced property provide written notice of their objection to the issuance of the Specific Use Permit Request, instead of a simple majority it will require a vote of $\frac{3}{4}$ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings.

Should you have any questions, please contact us at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING

Item 8.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: developmentservices@glenrosetexas.org

PROPERTY OWNER RESPONSE FORM

Re: Request for a Specific Use Permit for Short Term Rental at the property located at 301 Hereford St, Acres: 0.230, Tract: F7-2, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-2 to operate to operate in an R-1 (Single Family District).

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ **DATE:** _____

ADDRESS: _____

SIGNATURE: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building Official, Planning and Zoning (P&Z)

How many on-site parking spaces are available? 5

How do you plan to operate your short term rental? *(In the past, neighbors of other properties have expressed concern about potential dangers posed by strangers, noise nuisances, and an increase in traffic. You may want to address these and other concerns.)*

We already own another airbnb on the river in Glen Rose. We have a strict no parties rule, quiet hours are from 9pm-8am.

We also live in Glen Rose so any issues that might arise we are always available at any hour to handle and to address.

I do try and meet my neighbors and let them know and give them my direct number to call me if they ever have an issue or suspect anything.

We take a lot of pride in our properties and the community.

Please feel free to attach any supplemental or supporting documentation to this application.

I/We am/are the owner(s) of the property. I/We do hereby certify that all the information provided is true and correct.

Owner(s) Signature(s):



Date: 11.13.2025

301 Hereford St - SUP





CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding recommendations for amendments to Preface to include more concise information about current versions of ordinances and when historical data is not represented		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/13/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

PREFACE

The Municipal Code of Glen Rose, Texas began in-house in 1926 with the assistance of Municipal Code Corporation. This Municipal Code shall be cited as Glen Rose Code of Ordinances.

References found within the code maintain a structure by subject matter using a code numbering system which identifies the level in the table of contents. This complete set of numbers is designed to aid in searching and/or referencing the Municipal Code, and to assist in subsequent codification as new ordinances are added to the Municipal Code. To outline, give structure, and more granularly reference the legislation herein, the following list order (or pattern of ascending alphanumeric characters) is used: **(a), (1), (A), (i), (1)**. Drafting legislation with this list order better reconciles the content in the online code.

Code numbers may be skipped or marked "Reserved" for future use to ease internal expansion. The history notes beneath a legislation's content identify the specific legal sources, and may be provided to substantiate the online code.

The Municipal Code is supplemented from time to time with amendments and additions made by the municipality. The specific legal sources that comprise this Municipal Code have been adopted during the codification process from the original formatting of the official hard copy. In the event of discrepancies between the online Municipal Code and the official adopted legislation, the legislation typically governs. Municipal Code Corporation provides a searchable database of the Municipal Code for easy reference and convenience.

THE ONLINE MUNICIPAL CODE MAY NOT REFLECT THE MOST CURRENT VERSION OF ALL ADOPTED LEGISLATION. ALSO, THE MUNICIPAL CODE MAY NOT REFLECT RULES OR OTHER REGULATIONS PROMULGATED UNDER THE AUTHORITY OF THE CODE, INCLUDING TECHNICAL SPECIFICATIONS.

This was recently changed – so no changes needed



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding recommendations for clarification on Article 1.01.018 for the effective date of ordinance		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

Unless otherwise expressly provided within a specific ordinance, all ordinances adopted by the City Council shall take effect immediately upon their passage and approval by the City Council.

If an ordinance expressly states that it shall take effect upon publication, such ordinance shall take effect upon its publication within the City's official online Code of Ordinances or as otherwise lawfully designated by the City Council.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding recommendations for amendments to Chapter 3, Building Regulations, Article 3.01 related to what effective code and when existing properties must be brought to effective code		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

3.01 General Provisions

In order to ensure the safety, integrity, and consistency of all structures within the city, any substantial remodeling, renovation, or expansion of existing buildings shall comply with the city's most recently adopted Building Code and relevant City Ordinances.

For the purposes of this section, "substantial improvement" shall mean any reconstruction, rehabilitation, addition, or other improvement of a structure where the cost of the work equals or exceeds twenty-five percent (25%) or fifty percent (50%) of the current market value of the structure, prior to the commencement of such work.

When a proposed project exceeds these thresholds, the property shall be considered as being brought into compliance with the requirements of the latest adopted codes and standards, including but not limited to building, electrical, plumbing, mechanical, and zoning regulations.

This provision promotes public safety, maintains uniform development standards, and upholds the integrity of the city's environment.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding recommendations for addition of Article 3.18 Building Unit Size Changes and Occupancy Factors		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

3.18 Conversion of Single-Occupant Buildings to Multiple-Occupant Buildings

3.18.001 Purpose.

The purpose of this ordinance is to ensure public safety, health, and compliance with applicable codes when a structure originally designed or used for a single occupant or business is converted into a multiple-occupant or multi-tenant facility. This regulation establishes uniform standards for such conversions, protecting both occupants and the community at large.

3.18.002 Applicability.

This ordinance shall apply to any property owner, developer, or occupant who seeks to modify or convert a building presently approved, permitted, or utilized as a single-occupant structure into one intended for two or more separate occupants, tenants, or business entities.

3.18.003 Required Actions and Compliance

1) Permit and Plan Submission.

Prior to initiating construction or reconfiguration, the property owner must submit updated site plans, floor plans, and occupancy details to the Building Department and obtain approval through a valid building permit.

2) Building Code Compliance.

The building shall be brought into compliance with the latest adopted Building Code, including all structural, electrical, mechanical, plumbing, and accessibility requirements applicable to multi-tenant occupancies.

3) Fire and Life Safety.

The building must be reviewed and approved by the Fire Marshal or designated authority. Compliance shall include, but is not limited to:

- a) Installation or upgrade of fire-rated walls, doors, and separations between tenant spaces.
- b) Adequate emergency exits and signage for each tenant space.
- c) Fire alarm and sprinkler systems appropriate for the new occupancy classification.

4) Zoning and Parking Requirements.

The conversion shall comply with all zoning regulations and parking requirements applicable to multiple-occupant use, including minimum parking ratio adjustments, accessibility, and landscaping standards.

5) Utilities and Addressing.

Each tenant space shall have individually metered utilities where appropriate, approved waste disposal services, and assignment of unique suite or unit addresses to ensure proper emergency and mail service identification.

6) Certificate of Occupancy.

No tenant shall occupy the building until a new or updated Certificate of Occupancy is issued verifying compliance with this ordinance and all applicable codes.

3.18.004 Enforcement and Penalties.

Failure to comply with this ordinance shall constitute a violation subject to enforcement under the city's building and zoning regulations, including stop-work orders, revocation of permits, or applicable fines as prescribed by law.

3.18.005 Effective Date.

This ordinance shall take effect immediately upon its adoption and publication as required by law.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	1/28/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding recommendations for addition of Article 4.10 Short Term Rental to include information about the current SUP process, as well as density and zoning regulations		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

CHAPTER 4 BUSINESS REGULATIONS**ARTICLE 4.01 GENERAL PROVISIONS (RESERVED)****ARTICLE 4.02 ALCOHOLIC BEVERAGES****ARTICLE 4.03 GARAGE SALES****ARTICLE 4.04 JUNK AND USED MATERIALS DEALERS****ARTICLE 4.05 VENDORS, PEDDLERS, HAWKERS, SOLICITORS, AND CANVASSERS****ARTICLE 4.06 OUTSIDE SALES AND STORAGE****ARTICLE 4.07 OIL AND GAS DRILLING AND MINERAL EXPLORATION****ARTICLE 4.08 MOBILE FOOD COURTS****ARTICLE 4.09 MOBILE FOOD VENDOR****Article 4.10 Short Term Rentals****4.10.01 PURPOSE AND FINDINGS**

The City Council of Glen Rose finds that regulation of short-term rental (STR) properties is necessary to protect the character of residential neighborhoods, maintain long-term housing availability for residents, and balance economic activity with community integrity.

The City further finds that a reasonable limitation on the proportion of single-family dwellings used for STR purposes serves to preserve neighborhood stability, reduce nuisances, and prevent excessive conversion of residential housing stock to transient use.

4.10.02. DEFINITIONS

For purposes of this ordinance:

- Administrator means the person designated by the City Administrator to enforce and administer this Ordinance.
- Advertise means the act of drawing the public's attention to a short-term rental in order to promote the availability of the residence for use as a short-term rental. Advertisements include, but are not limited to, signage, social media, newspaper, magazine, brochure, website, and other mobile applications.
- Bedroom means the living area(s) of the dwelling unit that is designed and furnished for sleeping and which has proper egress as required by the International Residential Code.
- Booking Service means any reservation and/or payment service provided by a person or entity that facilitates a short-term rental transaction between an Owner and a prospective Occupant and for which the person or entity collects or

receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the short-term rental transaction.

- Hosting Platform means a person or entity that participates in the short-term rental business by providing, and collecting or receiving a fee for, Booking Services through which an Owner may offer premises for an occupant on a short-term basis. Hosting Platforms usually, though not necessarily, provide Booking Services through an online platform that allows an Owner to advertise the premises through a website provided by the Hosting Platform, and the Hosting Platform conducts a transaction by which potential occupants arrange their use and their payment, whether the would-be-occupant pays rent directly to the Owner or to the Hosting Platform.
- Occupant means any individual person living, sleeping, or possessing a building, or portion thereof. A person is not required to be pay rent, provide in-kind services, or be named in any lease, contract, or other legal document to be considered an Occupant.
- Owner means any person, agent, operator, firm, trust, corporation, partnership, or any other legal entity who has a legal or equitable interest in the property; or who is recorded in the official records of the county as holding title to the property; or who otherwise has control of the property, including the guardian of the estate of any such person or the executor of the estate of such person if ordered to take possession of real property by a court.
- Permitted STR: A short-term rental holding a valid, active Specific Use Permit (SUP) issued by the City of Glen Rose
- Premises means property, a lot, plot, or parcel of land, including any structures or portions of structures thereon.
- Rental means renting bartering, trading, letting, or otherwise allowing the use of a residence or residential structure or room or rooms within a residence or residential structure. This shall not restrict, limit or interfere with any homeowner from participating in a leaseback upon the sale of a residence or residential structure.
- Short-Term Rental (STR) means a residential premise, or portion thereof, used for lodging accommodations to occupants for a period of less than thirty (30) consecutive days. The definition of short-term rental does not include a Bed and Breakfast or a hotel with more than 10 rooms, cabins, bungalows, or other rentable units.
- Single-Family Dwelling: A residential structure designed for occupancy by one family or household.
- STR Cap: The maximum allowable number of STR permits within city limits
- Specific Use Permit (SUP) means a document required by the city to allow for a form of
- Unit means a separate accommodation, room, bungalow, casita, trailer, or cabin located on or within a single premises.

4.10.03 Regulations

1) Unpermitted Rentals are Prohibited

- a) It shall be unlawful for any owner or person to rent, lease, advertise, or otherwise permit or allow any premises to be operated or used as an unpermitted Short-Term Rental.
- b) Notwithstanding any other provision of this Ordinance, nothing shall relieve any owner, person, occupant, or Housing Platform of the obligations imposed by the applicable provisions of state law and the City of Glen Rose Ordinances, including but not limited to, those obligations imposed by the Tax Code. Further, nothing in this Ordinance shall be construed to limit any remedies available under the applicable provisions of state law and City of Glen Rose Ordinances

2) Short-Term Rental Permit Required

- a) An owner who desires to use its premises as a short-term rental must have a valid, active short-term rental SUP from the City prior to using, allowing the use of, or advertising the use of said premises as a short-term rental.
- b) Each rentable unit must be permitted. Upon application to the City, a short-term rental permit shall be reviewed by the Planning & Zoning Commission and approved by the City Council, if the application satisfies all the conditions of this Ordinance and the zoning ordinance.
- c) The City may place reasonable conditions on short-term rentals to ensure compliance with the provisions of this Ordinance.

3) Permit Limitations

- a) Short-term rental specific use permits are not transferable.

4) Requirements of New Applications

- a) Except as provided in this Section, every complete application for a short-term rental permit shall include the following information with such detail and in the form approved by the City
 - i) The name, address, contact information, and authenticated signature of the owner of the premises.
 - ii) The name, address, and contact information of the operator, or agent if any, or if different than the owner and designated local responsible party (see also Sec. E below);
 - iii) The City registration number for Hotel Occupancy Tax
 - iv) If using a Hosting Platform, once the Short Term Rental account is established, the City must be provided with the ID number of your account for your property for reconciling purposes.
 - v) Proof of Liability Insurance;
 - vi) A copy of the proposed host rules for the short-term rental

5) Hotel Occupancy Tax

- a) City Hotel Occupancy Tax must be paid at least quarterly for the specific use permit to remain valid. Failure to pay Hotel Occupancy Taxes (7%) in a timely manner will result in a revocation of the SUP by the City.
- b) At minimum a quarterly report of occupied nights and total revenue earned must be provided by the Owner to the City for reconciliation of Hotel Occupancy Tax collected.

4.10.04 City Wide Cap on Short Term Rentals

1. The total number of permitted STRs operating within single-family dwellings shall not exceed four percent (4%) of the total number of single-family dwellings located within the Glen Rose city limits, as determined annually by city staff using current residential property records.
2. New STR permits shall not be approved if issuance would cause the number of active permits to exceed this 4% cap.
3. Once the number of active STRs falls below the 4% threshold, new permits may be considered on a first-come, first-served basis according to application date and compliance with City ordinances.

4.10.05 GEOGRAPHIC LIMITATIONS

1. Short-term rentals shall not be permitted within the following residential areas of Glen Rose:
 - West of Nancy Dr from Ross St to Big Bend Trail
 - East of Gaither St from Barnard St to Big Bend Trail
 - West of Elm St/Austin Rd South of Barnard St in City Limit
 - East of Elm St/Austin Rd South of Barnard St to City Limit
 - North of Barnard St from Shepard St to City Limit
 - North of Big Bend Trail from Western City Limit to Texas Drive.
2. Properties located within these areas are deemed ineligible for STR permitting regardless of whether the citywide STR percentage cap has been reached.
3. The City shall maintain and publish an up-to-date map identifying the boundaries of these restricted areas for public reference.

4.10.06 GRANDFATHERING AND COMPLIANCE

1. All existing permitted STRs as of the effective date of this ordinance may continue to operate under their valid permits until such time as the property is sold, transferred, or the permit is revoked for non-compliance.
2. All STR operators must comply with applicable building, safety, noise, health, and occupancy regulations.

4.10.07 ENFORCEMENT AND PENALTIES

1. Operation of an unpermitted STR shall constitute a violation of city code and may result in fines up to \$500 per day per violation.

2. Any person, firm, or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined up to \$500 per day per violation.
3. The City may revoke or suspend permits for non-compliance after notice and hearing.
4. The owner of a property used as a short-term rental without the appropriate permit and that was not registered with the City of Glen Rose for hotel occupancy tax prior to _____ and who is unable to obtain a permit for said use or fails or refuses to obtain a permit for the use following the effective date of this ordinance, shall discontinue the short-term rental use no later than _____

4.10.08 SEVERABILITY

If any section or provision of this ordinance is found invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

4.10.09 EFFECTIVE DATE

This ordinance shall take effect immediately upon passage, approval, and publication as required by law.