



Staff Report

MEETING DATE: February 11, 2025

TITLE:

Consider and act to approve the first reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process; amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals”; and move to include on the February 25, 2025, Consent Agenda for second reading.

AGENDA ITEM SUBMITTED BY:

Vivianna Nicole Andres, Assistant to the City Manager

BACKGROUND/HISTORY

The City of Bastrop is seeking to implement a registration process for any active short-term rentals (STR) within the city limits of Bastrop. This process intends to adopt a policy that requires owners or operators of STRs within the city limits of Bastrop to register with the City annually. The registration fee will be \$25.00 per registration, and registration will be required for each structure that operates as an STR on a lot.

To register with the City, owners or operators will be required to file a registration application with the Development Services Department. The application will require owners or operators to provide the City with beneficial information, such as a local contact person for the STR that can be reached 24/7. Providing the City with this kind of information will ensure that during events where critical messaging needs to be sent out to the public (boil water notice, emergency evacuation, etc.), someone can be reached to share the information with the guests staying at the STR.

The STR policy will also require that owners and operators provide the following information to all guests:

1. The contact information for the local contact person, which must also be posted in the STR in a prominent location.
2. City contact information, website, and emergency numbers.
3. A parking plan identifying the location of on-site parking spaces to be used in conjunction with the STR.
4. A floor plan of the STR identifying bedrooms, other living spaces, and emergency evacuation routes.
5. Summary of applicable local regulations and restrictions related to parking, noise ordinance, water conservation, and emergency management protocol.

The proposed STR ordinance also contains standards for the revocation of a STR registration and an appeals process that a customer can utilize if faced with the revocation or denial of a STR registration.

PUBLIC ENGAGEMENT:

Staff hosted a town hall meeting on January 22, 2025, where they presented the proposed ordinance to the community. The town hall meeting also had a question-and-answer component in which Staff engaged with the public regarding their questions.

On January 30, 2025, at the Planning and Zoning Commission Meeting, Staff gave an update to the Commission explaining the proposed ordinance and answered questions from the Commission.

Then, on February 5, 2025, at the Historic Landmark Commission Meeting, Staff gave an update to the Commission explaining the proposed ordinance and answered questions from the Commission.

RECOMMENDATION:

Take action on the first reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process, amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals,” and move to include on the February 25, 2025, Consent Agenda for second reading.

ATTACHMENTS:

- Ordinance No. 2025-07
- Attachments: Exhibit A – Chapter 4, Article 4.13 - Short Term Rentals