

To: City of the Village of Douglas Planning Commission
Date: May 2, 2025
From: Sean Homyen, Planning & Zoning Administrator
RE: **50 E. Center St. – Special Land Use Request for Short-Term Rental Units (Section 26.34) of the City of the Village Zoning Ordinance.**



The Village of Friendliness – Since 1870

Request. Ms. Cynthia Miller has submitted an application for special land use approval for Short-Term Rental under Section 26.34 for the property at 50 E. Center St., located in the C-1 Village Commercial District, near Wade's Bayou and Beery Field.



Background. The subject property, located at 50 E. Center St., was recently purchased. It is zoned C-1 Village Commercial District and covers 0.15 acres (6,534 SF). This parcel is part of the Douglas Plat. The building currently contains, a med spa, salon, and a second floor for residential.

Procedure. The owner is required to submit a special land use application for Short-Term Rental under Section 26.34 of the Zoning Ordinance. It should be noted that the short-term rental special land use ordinance for the C-1 District was adopted in 2021. This use requires special land use approval from the Planning Commission.

Special Land Use Consideration. Section 26.34 outlines the special land use requirements for the short-term rental. These requirements are listed below, along with staff's analysis and comments:

Section 26.34 Short- Term Rental Units.

- 1) **Locational Requirements:** Short-Term Rental Units are permitted by Special Use Permit in the C-1 Village Center District, specifically approved by the Planning Commission.

Remarks. The Subject property is currently in the C-1 District. The applicant is currently seeking to obtain special land use approval for the short-term rental units.

- 2) **Site Requirements:** The parcel must be large enough to meet all the requirements of a lot in this district and the requirements below.

Remarks. The parcel meets the minimum lot size and lot width requirements for the C-1 district. However, the Commissioners will need to determine if these requirements are fully met, as the required parking spaces still need to be addressed below.

3) Performance Standards.

- a. Short-Term Rental Units shall be in compliance with the provisions of Section 16.33 of this Ordinance.

Remarks. A condition has been added requiring the applicant to register the short-term rental units with the City if approved.

- b. All signs shall be in compliance with the provisions of Section 16.26 of this Ordinance.

Remarks. The applicant is not proposing any new signs at this time. Any future signs will require a sign permit before installation. A condition has been added for any future signage.

All parking shall be in compliance with the provisions of Article 19 of this Ordinance.

Remarks. The applicant is requesting that the Planning Commission waive all of the parking space requirements for the short term rental request. Section 10.04(b)(2) of the ordinance allows the Planning Commission to reduce or waive the parking space requirements specified in Sections 19.03 and 10.04(b)(1). The applicant's request letter is included in the packet. The parcel currently does not contain off-street parking. If the Commissioners do not approve the waiver, the applicant shall work with staff to update the site plan and provide off-street parking and must construct a parking area.

- d. Landscaping and Buffering shall be provided in accordance with Article 21 of this Zoning Ordinance.

Remarks. This appears to be met. The buffering/landscaping is pre-existing with trees and landscaping placed around the property to provide screening from the adjacent residential parcel.

- e. All exterior lighting shall be in accordance with Section 19.05(6) and 24.03(9) hereof.

Remarks. The plan does not show any lighting. A condition has been added that addresses lighting, should any additional exterior lighting be proposed to the building.

Recommendation. At the upcoming Public Hearing meeting, the Planning Commission will review the Short Term Rental request. Commissioners should carefully consider the information presented in this report, as well as comments from the applicant and the public. If the Planning Commission concurs that the standards of the ordinance have been met, and waives the parking requirements request, staff recommends approval of the request for the short term rental of the second level at 50 E Center Street, subject to the following conditions as shown in the suggested motion. If the Planning Commission denies the waiver, the applicant shall update the site plan providing a parking area for off-street parking.

Suggested Motion. I move to [approve / approve with conditions / deny / table] the request made by Cynthia Miller for special land use approval for Short-Term Rental Units on the second level per Section 26.34 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff report dated May 2, 2025, and to [approve / deny] the request to waive all of the parking requirements for the short term rental on the parcel identified as P.P. 59-100-009-00, located at 50 E. Center St., subject to the following conditions:

1. The applicant shall register the short-term rental units with the City per Section 16.34 (1).
2. Any proposed signage shall require a sign permit per Section 22.04 (A) of the Zoning Ordinance
3. Any proposed exterior lighting must comply with Zoning Ordinance Sections 19.05(6) and 24.03(9).

Please feel free to contact me with any questions or concerns.