

Summary

This Short-Term Rental (STR) regulation is proposed to balance the interests of homeowners, STR operators, and the community's traditional residential neighborhoods. STRs are increasingly popular but can introduce unique challenges, such as noise, increased traffic, and property upkeep issues. By adding this section, the City aims to protect neighborhood character and resident quality of life while allowing STRs to operate responsibly and safely.

The new regulation establishes requirements for the STR operation, including building inspections for safety, maintaining residential appearance, and ensuring the presence of local contacts for accountability. The inclusion of these requirements aims to mitigate potential negative impacts of STRs and foster a safe, harmonious environment for both permanent residents and short-term visitors.

Community & Economic Development Comments

Introduction

The proposals within this text amendment are written to reflect the rising popularity and prevalence of short-term rentals as both a lodging option and real estate investment. Currently, STRs are not allowed within residential districts in Lansing. This proposal brings a legal pathway for owners to begin utilizing their property for STR purposes.

Summary of Changes

Article 4. Zoning Districts & Use Standard Amendments

Table 4-2: Permitted Uses is amended to allow *Lodging - Short Term Rental* with a Conditional Use Permit.

A definition of "Short-term Rental" was added to define the usage and term within the Unified Development Ordinance.

To support the changes to **Table 4-2, Section 4.05 Specific Use Standards** are also amended. **Paragraph G. Short-Term Rentals** is added, specifying minimum requirements for the Conditional Use Permit.

Acknowledgments

The following City of Lansing staff members reviewed this project and provided information for this report:

- Joshua Gentzler, AICP – Director, Community & Economic Development

Recommendation

Staff recommends approval of Case 2024-UDO-002 Short Term Rental.

Action Options

1. Approve the text amendments as proposed and recommend adoption of Case 2024-UDO-002 to the City Council; or
2. Amend Staff's proposed text amendments and recommend adoption of Case 2024-UDO-002, as amended, to the City Council; or
3. Deny Case 2024-UDO-002 for specified reasons; or
4. Table the case to another date, time and place.

Attachments

1. Redline of **UDO Article 4**
2. Proposed amendment of **UDO Article 4**

4.03 PERMITTED USES

A. **Table of Uses & Definitions.** In order to implement the intent of each zoning district, facilitate complimentary transitions between districts, and to regulate a variety of compatible uses within zoning districts, use categories and general uses have been established for principal uses of land and buildings. Table 4-2 indicates permitted uses (■) subject to general district and building development standards, conditional uses (C) subject to the discretionary review process, and uses with supplementary standards (*) related to specific uses.

Table 4-2: Permitted Uses	A1	R1	R2	R3	R4	R5	B1	B2	B3	I1	I2
CIVIC / INSTITUTIONAL											
Armed Forces Reserve Center							■	■	■		
Assembly – Small											
Assembly – General	C						■	■	■		
Assembly – Event Venue							■	■	■		
Bus Passenger Terminals							■	■	■	■	
Cemeteries and Mausoleums	■	■	■	■	■	■	■	■	■	■	■
Cultural and Public Service	■	■	■	■	■	■	■	■	■	■	■
Open / Civic Space	■	■	■	■	■	■	■	■	■	■	■
Schools –Neighborhood	■	■	■	■	■	■	■	■	■		
Schools – Community	■	■	■	■	■	■	■	■	■		
Schools - Regional							C	■	■		
Social Services Agency (Ord. 424, Sec. 1)		C	C	C	C	C	C	C			
RESIDENTIAL DWELLINGS											
Detached house, standard	■	■	■	■	■						
Detached House – Neighborhood Lot				■							
Detached House – Compact Lot				■							
Duplex or two-unit house			C	■	■						
3- to 4-plex				■	■						
Row house				■	■						

Table 4-2: Permitted Uses	A1	R1	R2	R3	R4	R5	B1	B2	B3	I1	I2
Small Apartment (3-12 units)				■							
Medium Apartment (12-40 units)				■	■		C				
Mixed-use* (Dwellings above commercial / service)							■	■	■		
Live/Work				C	C		■	■			
Congregate Living				■	■		C				
Accessory Dwelling*	■	■	■	■							
Home Occupation*	■	■	■	■	■	■					
Manufactured Home						■					
RETAIL											
Retail – Micro*					■	■	■	■	■	■	
Retail – Light							■	■	■		
Retail – General								■	■		
Retail – Heavy									■	■	
Grocery – Market							■	■	■		
Grocery – Store								■	■		
Grocery – Supermarket									■		
Outdoor Sales and Display – Yard	C						■	■	■	■	■
Outdoor Sales – General	C								■	■	
Outdoor Sales – Heavy	C								■	■	■
Convenience Store/Fuel Station							C	■	■	■	
SERVICE AND EMPLOYMENT											
Adult Entertainment							C				
Animal Care – Kennel*	C								C	C	
Animal Care – General	C						■	■	■		

Table 4-2: Permitted Uses	A1	R1	R2	R3	R4	R5	B1	B2	B3	I1	I2
Animal Care – Large									■	■	
Automobile and Truck Wash Services									■	C	
Day Care, In-Home – Major*		C	C	C	C	C					
Day Care Center					C		■	■	■		
Funeral Home and Interment							C	C	■		
Food and Beverage – Limited							■	■	■		
Food and Beverage – General								■	■		
Healthcare – General							■	■			
Healthcare – Large									■	■	
Lodging								■	■		
<u>Lodging – Short-Term Rental</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>					
Office – General							C	■	■		
Office – Large / Complex									■	■	
Personal Service / Office – Limited							■	■	■		
Personal Service – General								■	■	■	
Personal Service – Heavy									■	■	
Personal Service – Household Industrial									C	■	■
Personal Storage – Indoor								C	■	■	
Personal Storage – Outdoor									■	■	
Recreation/Entertainment – Indoor Minor (less than 10K)	C						■	■	■		
Recreation/Entertainment – Indoor Major (10K or more)	C								C	■	■
Recreation/Entertainment – Outdoor Minor	C					C		■	■	C	

Residential Care – Long-term Care – A facility offering long-term care for individuals residing on the site that need a high degree of services or monitoring, and where full-time staff are present on the premises at all times, and where the building(s) and site design emphasize the institutional function, secondary to the residential accommodations. Examples include treatment centers, hospice centers, homeless shelters, or other facilities with a high intensity of care or supervision.

Short-Term Rental (STR) – A private residential dwelling unit or a portion thereof that is rented to guests for temporary occupancy for a period of fewer than 30 consecutive days. STRs are operated as a business for the purpose of providing short-term accommodation to transient guests.

Temporary Use — A use established for a limited and fixed period of time, and upon its discontinuance no structures, facilities or other impacts on the site remain and the site is otherwise restored to its pre-use condition. Examples include short-term events such as festivals, carnivals, or art exhibits; seasonal sales such as farm produce, holiday tree stands, or pumpkin sales; general merchandise outdoor sales stands such as flower stands, arts and crafts sales, or other general merchandise.

Vehicle/Equipment Service and Repair – Limited – A service use engaged in motor vehicle maintenance and repair services, and accessory retail sale of supplies and accessories, but limited to small scale operations that involve no more than 3 vehicle service bays, and where all work and storage of equipment and supplies occurs indoors, and where on-site or overnight storage of vehicles is limited to no more than 8 cars on the lot. Examples include a small neighborhood mechanic shop, lubricant center, tire store, auto glass installation or audio or alarm installation.

Vehicle/Equipment Service and Repair – General – A service use engaged in equipment and motor vehicle maintenance and repair services, and accessory retail sale of supplies and accessories, that involves 4 or more vehicle service bays, where all work and storage of equipment and supplies occurs indoors, but where on-site or overnight storage of vehicles may involve 9 or more cars on the lot. Examples include large mechanic shop, lubricant center, tire store, auto glass installation or audio or alarm installation or an auto body shop where the likelihood of overnight storage, outdoor storage and over-night or multi-day drop off is more likely.

Vehicle/Equipment Service and Repair – Heavy – A service use engaged in the maintenance and repair of motor vehicles, commercial vehicles or heavy equipment, and accessory retail sale of supplies and accessories, that is likely to involve larger outdoor storage areas for vehicles and supplies, and where larger multi-bay garages or warehouses are needed to conduct services.

INDUSTRIAL

The Industrial category is the use of land and buildings engaged in the production, processing, storage or distribution of goods with potential impacts beyond the site due to the types of activities, the physical needs of the site or facility, the types of materials used, or the delivery and access operations, and which in typical formats and operations may not be compatible with other business uses. It includes the following types:

Commercial Storage – Indoor – Storage of consumer products or small-scale commercial products inside a building. Examples include mini-warehouses where all storage areas including those leased or rented to individual customers are accessed from inside the principal building.

Commercial Storage – Outdoor Minor – Storage of consumer products or small-scale commercial products on an outdoor lot. Examples include contractor's yard, or similar facility where products used in other small business operations are stored for distribution.

7. Lobby and entrances shall be so designed to minimize obstruction of nearby streets and sidewalks during operation.
8. The buildings or structures housing the adult entertainment business shall not be painted in garish colors or designs.
9. All distances specified herein shall be measured in a straight line from the nearest point on the building housing an adult entertainment business to the nearest point of the property or zoning district mentioned above.
10. No noise from inside a building housing an adult entertainment business shall be audible at a point 50 feet from any point on the outside of the building.

In addition to the requirements of this section, the Planning Commission shall consider the following criteria in reviewing a conditional use application for an adult entertainment business:

1. The nature of the proposed site, including its shape and size, and the proposed size, shape, and arrangement of structures;
2. Traffic conditions, including the resulting traffic patterns (traffic study);
3. The nature of the surrounding area and the extent to which the proposed use might impair its present and future development;
4. Facilities for sewers, water, and other utilities, and the ability of the city to supply such services;
5. The limitations of fire-fighting and rescue equipment, and the means of access for fire and police protection;
6. The conservation of property values;
7. Contribution, if any, such proposed use, building, or addition would make toward the deterioration of areas and neighborhoods.

G. Short-Term Rentals. Any home or Accessory Dwelling Unit intended for use as a Short-Term Rental shall meet all requirements in this section.

1. Intent

It is the intent of this ordinance and standards below to preserve and protect traditional single-family neighborhoods within the City while allowing those desiring to operate short-term rentals to do so without detriment to those neighborhoods.

2. General Requirements

a. Application. Any submittal for a conditional use permit to establish a Short-Term Rental shall include a completed application that will supply, at a minimum, the following information:

- (1) Number of bedrooms used and number of beds proposed to be used;
- (2) The name, address, email address, and contact telephone numbers of the owner of the rental, the property manager, and local representative or local contact person;
- (3) An inspection by the City's Building Inspector is required to ensure compliance with health, safety, and building codes. This inspection shall occur prior to the Planning Commission meeting. The Building Inspector shall submit his recommendations for alterations and improvements of the property to the Planning Commission as a part of the application review and these recommendations may be added as conditions for the permits issuance.

b. Appearance. Short-term rentals shall maintain their residential character and outside appearance. No signs shall be permitted. All exterior lighting shall be residential in nature and shall not be directed towards adjacent properties. Accessory Dwelling Units may be used as a short-term rental.

c. Safety Equipment. The Building Inspector shall inspect the property for general life and building. At least one ABC type fire extinguisher(s), minimum of three pounds and maximum of five pounds, shall be mounted at a point of egress which lead to a public way. Extinguishers must be inspected and maintained according to state requirements and must properly display the inspection history of the device.

Smoke alarms must be installed in every room used for sleeping with an additional alarm installed on every level of the home in non-sleeping areas.

3. Permits Required

- a. The owner, or authorized agent thereof, of any proposed Short-Term Rental shall secure a Business License from the City Clerk prior to submittal of a Conditional Use Permit.
- b. The owner or authorized agent shall designate a "Primary Contact" which is to be a local responsible party who is available by phone 24-hours per day while the property is being rented.

4. Violations

- a. Any act constituting a violation of these standards shall subject the owner to enforcement procedures as set forth in Article 1 of this Ordinance.

4.06 TEMPORARY USE STANDARDS

No temporary structure or use shall hereafter be built, established, moved, remodeled, altered or enlarged unless the temporary structure or use is permitted by these regulations.

- A. **Holiday Tree Sales.** Holiday tree sales are permitted in any business or industrial district for a period not to exceed 60 days. No trees shall be displayed within 30 feet of the intersection of the curb line of any two streets.
- B. **Contractors' Office and Equipment Sheds.** Contractors' offices and equipment sheds accessory to a construction project are permitted and may continue only during the duration of such project. Such uses may not include sleeping or cooking accommodations.
- C. **Real Estate Offices.** Real estate offices are permitted where they are located on-site and are incidental to a new housing development, provided that such uses continue only until the sale or lease of all dwelling units in the development. Such uses may not include sleeping or cooking accommodations unless located in a model dwelling unit.
- D. **Seasonal Farm-Oriented Sales.** Seasonal sales of farm produce grown on the premises are permitted in an "A-1" District. Front yard requirements are not applicable to structures incidental to such sales if the structures are removed or moved back of the required front yard setback line at the end of the season during which they are used.
- E. **Carnivals and Circuses.** Carnivals or circuses are permitted in "B-1", "B-2", "B-3", and "I-1" Districts for a period that does not exceed 21 days. Front yard requirements are not applicable, provided that the location of structures or equipment shall conform to the requirements of the sight triangle as defined by these regulations.
- F. **Garage, Porch, or Yard Sales.** The sale of used or second-hand merchandise shall be permitted in any residential district or by non-profit organizations, provided that such use shall not exceed 3 consecutive days in duration nor shall it occur more than 2 times in a consecutive 1-year period at any particular location. Such sales shall be only for the purpose of disposing of personal property.

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Assembly – General	C						■	■	■		
Assembly – Event Venue							■	■	■		
Bus Passenger Terminals							■	■	■	■	
Cemeteries and Mausoleums	■	■	■	■	■	■	■	■	■	■	■
Cultural and Public Service	■	■	■	■	■	■	■	■	■	■	■
Open / Civic Space	■	■	■	■	■	■	■	■	■	■	■
Schools –Neighborhood	■	■	■	■	■	■	■	■	■		
Schools – Community	■	■	■	■	■	■	■	■	■		
Schools - Regional							C	■	■		
Social Services Agency (Ord. 424, Sec. 1)		C	C	C	C	C	C	C			
RESIDENTIAL DWELLINGS											
Detached house, standard	■	■	■	■	■						
Detached House – Neighborhood Lot				■							
Detached House – Compact Lot				■							
Duplex or two-unit house			C	■	■						
3- to 4-plex				■	■						
Row house				■	■						

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Medium Apartment (12-40 units)				■	■		C				
Mixed-use* (Dwellings above commercial / service)							■	■	■		
Live/Work				C	C		■	■			
Congregate Living				■	■		C				
Accessory Dwelling*	■	■	■	■							
Home Occupation*	■	■	■	■	■	■					
Manufactured Home						■					
RETAIL											
Retail – Micro*					■	■	■	■	■	■	
Retail – Light							■	■	■		
Retail – General								■	■		
Retail – Heavy									■	■	
Grocery – Market							■	■	■		
Grocery – Store								■	■		
Grocery – Supermarket									■		
Outdoor Sales and Display – Yard	C						■	■	■	■	■
Outdoor Sales – General	C								■	■	
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Convenience Store/Fuel Station							C	■	■	■	
SERVICE AND EMPLOYMENT											
Adult Entertainment							C				
Animal Care – Kennel*	C								C	C	
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Automobile and Truck Wash Services									■	C	
Day Care, In-Home – Major*		C	C	C	C	C					
Day Care Center					C		■	■	■		
Funeral Home and Interment							C	C	■		
Food and Beverage – Limited							■	■	■		
Food and Beverage – General								■	■		
Healthcare – General							■	■			
Healthcare – Large									■	■	
Lodging								■	■		
Lodging – Short-Term Rental	C	C	C	C	C	C					
Office – General							C	■	■		
Office – Large / Complex									■	■	
Personal Service / Office – Limited							■	■	■		
Personal Service – General								■	■	■	
Personal Service – Heavy									■	■	
Personal Service – Household Industrial									C	■	■
Personal Storage – Indoor								C	■	■	
Personal Storage – Outdoor									■	■	
Recreation/Entertainment – Indoor Minor (less than 10K)	C						■	■	■		
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Vehicle/Equipment Service and Repair – Limited – A service use engaged in motor vehicle maintenance and repair services, and accessory retail sale of supplies and accessories, but limited to small scale operations that involve no more than 3 vehicle service bays, and where all work and storage of equipment and supplies occurs indoors, and where on-site or overnight storage of vehicles is limited to no more than 8 cars on the lot. Examples include a small neighborhood mechanic shop, lubricant center, tire store, auto glass installation or audio or alarm installation.

Vehicle/Equipment Service and Repair – General – A service use engaged in equipment and motor vehicle maintenance and repair services, and accessory retail sale of supplies and accessories, that involves 4 or more vehicle service bays, where all work and storage of equipment and supplies occurs indoors, but where on-site or overnight storage of vehicles may involve 9 or more cars on the lot. Examples include large mechanic shop, lubricant center, tire store, auto glass installation or audio or alarm installation or an auto body shop where the likelihood of overnight storage, outdoor storage and over-night or multi-day drop off is more likely.

Vehicle/Equipment Service and Repair – Heavy – A service use engaged in the maintenance and repair of motor vehicles, commercial vehicles or heavy equipment, and accessory retail sale of supplies and accessories, that is likely to involve larger outdoor storage areas for vehicles and supplies, and where larger multi-bay garages or warehouses are needed to conduct services.

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7. Lobby and entrances shall be so designed to minimize obstruction of nearby streets and sidewalks during operation.
8. The buildings or structures housing the adult entertainment business shall not be painted in garish colors or designs.
9. All distances specified herein shall be measured in a straight line from the nearest point on the building housing an adult entertainment business to the nearest point of the property or zoning district mentioned above.
10. No noise from inside a building housing an adult entertainment business shall be audible at a point 50 feet from any point on the outside of the building.

In addition to the requirements of this section, the Planning Commission shall consider the following criteria in reviewing a conditional use application for an adult entertainment business:

1. The nature of the proposed site, including its shape and size, and the proposed size, shape, and arrangement of structures;
2. Traffic conditions, including the resulting traffic patterns (traffic study);
3. The nature of the surrounding area and the extent to which the proposed use might impair its present and future development;
4. Facilities for sewers, water, and other utilities, and the ability of the city to supply such services;
5. The limitations of fire-fighting and rescue equipment, and the means of access for fire and police protection;
6. The conservation of property values;
7. Contribution, if any, such proposed use, building, or addition would make toward the deterioration of areas and neighborhoods.

G. Short-Term Rentals. Any home or Accessory Dwelling Unit intended for use as a Short-Term Rental shall meet all requirements in this section.

1. **Intent**
It is the intent of this ordinance and standards below to preserve and protect traditional single-family neighborhoods within the City while allowing those desiring to operate short-term rentals to do so without detriment to those neighborhoods.
2. **General Requirements**
 - a. **Application.** Any submittal for a conditional use permit to establish a Short-Term Rental shall include a completed application that will supply, at a minimum, the following information:
 - (1) Number of bedrooms used and number of beds proposed to be used;
 - (2) The name, address, email address, and contact telephone numbers of the owner of the rental, the property manager, and local representative or local contact person;
 - (3) An inspection by the City's Building Inspector is required to ensure compliance with health, safety, and building codes. This inspection shall occur prior to the Planning Commission meeting. The Building Inspector shall submit his recommendations for alterations and improvements of the property to the Planning Commission as a part of the application review and these recommendations may be added as conditions for the permits issuance.
 - b. **Appearance.** Short-term rentals shall maintain their residential character and outside appearance. No signs shall be permitted. All exterior lighting shall be residential in nature and shall not be directed towards adjacent properties. Accessory Dwelling Units may be used as a short-term rental.
 - c. **Safety Equipment.** The Building Inspector shall inspect the property for general life and building. At least one ABC type fire extinguisher(s), minimum of three pounds and maximum of five pounds, shall be mounted at a point of egress which lead to a

public way. Extinguishers must be inspected and maintained according to state requirements and must properly display the inspection history of the device.

Smoke alarms must be installed in every room used for sleeping with an additional alarm installed on every level of the home in non-sleeping areas.

3. Permits Required
 - a. The owner, or authorized agent thereof, of any proposed Short-Term Rental shall secure a Business License from the City Clerk prior to submittal of a Conditional Use Permit.
 - b. The owner or authorized agent shall designate a "Primary Contact" which is to be a local responsible party who is available by phone 24-hours per day while the property is being rented.
4. Violations
 - a. Any act constituting a violation of these standards shall subject the owner to enforcement procedures as set forth in Article 1 of this Ordinance.

4.06 TEMPORARY USE STANDARDS

No temporary structure or use shall hereafter be built, established, moved, remodeled, altered or enlarged unless the temporary structure or use is permitted by these regulations.

- A. **Holiday Tree Sales.** Holiday tree sales are permitted in any business or industrial district for a period not to exceed 60 days. No trees shall be displayed within 30 feet of the intersection of the curb line of any two streets.
- B. **Contractors' Office and Equipment Sheds.** Contractors' offices and equipment sheds accessory to a construction project are permitted and may continue only during the duration of such project. Such uses may not include sleeping or cooking accommodations.
- C. **Real Estate Offices.** Real estate offices are permitted where they are located on-site and are incidental to a new housing development, provided that such uses continue only until the sale or lease of all dwelling units in the development. Such uses may not include sleeping or cooking accommodations unless located in a model dwelling unit.
- D. **Seasonal Farm-Oriented Sales.** Seasonal sales of farm produce grown on the premises are permitted in an "A-1" District. Front yard requirements are not applicable to structures incidental to such sales if the structures are removed or moved back of the required front yard setback line at the end of the season during which they are used.
- E. **Carnivals and Circuses.** Carnivals or circuses are permitted in "B-1", "B-2", "B-3", and "I-1" Districts for a period that does not exceed 21 days. Front yard requirements are not applicable, provided that the location of structures or equipment shall conform to the requirements of the sight triangle as defined by these regulations.
- F. **Garage, Porch, or Yard Sales.** The sale of used or second-hand merchandise shall be permitted in any residential district or by non-profit organizations, provided that such use shall not exceed 3 consecutive days in duration nor shall it occur more than 2 times in a consecutive 1-year period at any particular location. Such sales shall be only for the purpose of disposing of personal property.
- G. **Fireworks Sales.** The sale of fireworks shall be permitted in "B-1", "B-2", "B-3", "I-1" and "I-2" districts, only for the period of June 30 through July 5 of each year, during the hours of 9:00 a.m. to 8:00 p.m.
- H. **Open Storage.** The storage of salvage or scrap materials, inoperable motor vehicles, household goods or furniture, or business equipment or supplies for more than 9 consecutive days shall not

ORDINANCE NO. 1124

AN ORDINANCE OF THE CITY OF LANSING, KANSAS, AMENDING THE UNIFIED DEVELOPMENT ORDINANCE, AS ADOPTED BY REFERENCE.

WHEREAS, the Planning Commission of the city of Lansing has recommended to amend the adopted Unified Development Ordinance, Section 4.03 and 4.05. The official Unified Development Ordinance is adopted by reference in Lansing City Code, Section 17-101; and,

WHEREAS, after proper legal publication and notice pursuant to the statutes of the State of Kansas, a public hearing was held by the Planning Commission on November 20, 2024, at 7:00 p.m. at the Lansing City Hall, Lansing, Kansas.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS:

SECTION 1. Unified Development Ordinance, Section 4.03 Permitted Uses Table 4-2: Permitted Uses on Page 4-7 is hereby amended, in part, to be as follows:

Table 4-2: Permitted Uses	A1	R1	R2	R3	R4	R5	B1	B2	B3	I1	I2
RESIDENTIAL DWELLINGS											
Lodging – Short-Term Rental	C	C	C	C	C	C					

Unified Development Ordinance, Section 4.03 Permitted Uses on Page 4-15 is hereby amended, in part, to be as follows:

Short-Term Rental (STR) – A private residential dwelling unit or a portion thereof that is rented to guests for temporary occupancy for a period of fewer than 30 consecutive days. STRs are operated as a business for the purpose of providing short-term accommodation to transient guests.

Unified Development Ordinance, Section 4.05 Specific Use Standards, G. Short-Term Rentals on Pages 4-24 and 25 is hereby added to be as follows:

G. Short-Term Rentals. Any home or Accessory Dwelling Unit intended for use as a Short-Term Rental shall meet all requirements in this section.

1. Intent

It is the intent of this ordinance and standards below to preserve and protect traditional single-family neighborhoods within the City while allowing those desiring to operate short-term rentals to do so without detriment to those neighborhoods.

2. General Requirements

a. Application. Any submittal for a conditional use permit to establish a Short-Term Rental shall include a completed application that will supply, at a minimum, the following information:

(1) Number of bedrooms used and number of beds proposed to be used;

- (2) The name, address, email address, and contact telephone numbers of the owner of the rental, the property manager, and local representative or local contact person;
- (3) An inspection by the City's Building Inspector is required to ensure compliance with health, safety, and building codes. This inspection shall occur prior to the Planning Commission meeting. The Building Inspector shall submit his recommendations for alterations and improvements of the property to the Planning Commission as a part of the application review and these recommendations may be added as conditions for the permits issuance.
- b. Appearance. Short-term rentals shall maintain their residential character and outside appearance. No signs shall be permitted. All exterior lighting shall be residential in nature and shall not be directed towards adjacent properties. Accessory Dwelling Units may be used as a short-term rental.
- c. Safety Equipment. The Building Inspector shall inspect the property for general life and building. At least one ABC type fire extinguisher(s), minimum of three pounds and maximum of five pounds, shall be mounted at a point of egress which lead to a public way. Extinguishers must be inspected and maintained according to state requirements and must properly display the inspection history of the device.
Smoke alarms must be installed in every room used for sleeping with an additional alarm installed on every level of the home in non-sleeping areas.
- 3. Permits Required
 - a. The owner, or authorized agent thereof, of any proposed Short-Term Rental shall secure a Business License from the City Clerk prior to submittal of a Conditional Use Permit.
 - b. The owner or authorized agent shall designate a "Primary Contact" which is to be a local responsible party who is available by phone 24-hours per day while the property is being rented.
- 4. Violations
 - a. Any act constituting a violation of these standards shall subject the owner to enforcement procedures as set forth in Article 1 of this Ordinance.

SECTION 2. SEVERABILITY. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect from and after its passage, approval, and publication by summary in the official city newspaper.

PASSED AND APPROVED by the governing body of the city of Lansing, Kansas, this 19th day of December, 2024.

Anthony R. McNeill, Mayor

ATTEST

Tish Sims, City Clerk

(SEAL)

Publication Date: _____

Published: The Leavenworth Times

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1124: An Ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 1124 Summary:

On December 19th 2024, the City of Lansing, Kansas, adopted Ordinance No. 1124, an ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas, Sections 4.03 and 4.05. A complete copy of this ordinance is available at www.lansingks.org or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: December 19, 2024

Gregory C. Robinson, City Attorney