

CENTERVILLE PLANNING COMMISSION  
Regular Meeting Minutes  
J.V. Stone Council Chambers  
Tuesday, January 30, 2024

At 7:00 p.m., Chairperson Paul Clark called the meeting to order.

**ATTENDANCE**

Members Present: Chair Paul Clark, Vice-Chair Kevin Von Handorf, Bill Etson, Amy Korenyi-Both, Craig Moyer and Don Stewart.

Also present were City Planner Ian Vanness, Development Director Erik Collins, and Assistant Clerk of Council Donna Fiori.

**APPROVAL OF MINUTES**

Minutes of the Planning Commission meeting on December 19, 2023 had been distributed before this meeting.

MOTION: Ms. Korenyi-Both made a motion to approve the December 19, 2023 Planning Commission meeting minutes as distributed; seconded by Mr. Stewart. The motion passed 4-0-2 with Mr. Etson and Mr. Moyer abstaining.

Minutes of the Planning Commission Work Session on December 19, 2023 had been distributed before this meeting.

MOTION: Ms. Korenyi-Both made a motion to approve the December 19, 2023 Planning Commission Work Session minutes as distributed; seconded by Mr. Stewart. The motion passed 4-0-2 with Mr. Etson and Mr. Moyer abstaining.

**PUBLIC HEARING**

**P-2024-0003 – Unified Development Ordinance (UDO) Text Amendment  
City Initiated – City Planner Ian Vanness  
100 West Spring Valley Road**

Mr. Vanness presented the staff report outlining items to be recommended to City Council for amendments to the UDO, including changes since the Planning Commission Work Session. The recommended amendments include adding Short-term Rentals (STRs) as a defined use, allowing STRs in the Architectural Preservation District (APD) zoning district as a permitted commercial use, establishing a sunset provision for non-conforming STR uses, and adding, amending, and deleting related definitions. Mr. Vanness explained STRs can create nuisances for residents when located in residential neighborhoods and the desire to protect the residential character of neighborhoods. The proposed amendments align with the Create the Vision Comprehensive Plan.

The City of Centerville's City Council passed a one-year moratorium on the operation of STRs within the City's residential zoning districts on November 21, 2022, under Resolution 106-22, to allow staff time to research and propose options for legislative action. City Council recently passed a six-month extension to the existing moratorium on October 23, 2023, under Resolution 93-23, that will expire on April 20, 2024.

The recommended amendments include:

Article 3: Administration; Section 3.13: Nonconforming Uses, Lots, Setbacks, Structures and Land in Combination; (H): Nonconforming Uses of Land

- Add the following sunset provision for existing STRs located outside of the APD:  
A non-conforming short-term rental operating outside of the Architectural Preservation District shall cease operations 12 months after the date of adoption of this Ordinance.

Article 9: Development standards; Section 9.05: Base Zoning Districts; Table 9.1: Permitted Land uses in the Base Zoning Districts

- Add STRs as a permitted commercial use in the APD by adding “Short-term Rental” as a commercial land use type and adding “P (Maj)” in the APD’s column in Table 9.1 of UDO 9.05.

Article 11: Definitions; Section 11.02: Definitions

- Modify the existing definitions for Bed and Breakfast and Hotel; delete the Boarding, Lodging, or Tourist Home definition; and add definitions for Hosting Platform, Motel, Principal Residence, Short-term Rental, and Transient as follows:

Bed and Breakfast - A private residence that offers temporary sleeping accommodations *to transients for compensation, with or without meals*, in the owner or operator's principal residence, *where the owner or operator is present for the duration of the stay*. A Bed and Breakfast shall be considered a major accessory use. ~~Meals may also be provided to lodgers at a bed and breakfast.~~ “Bed and Breakfast” does not include Hotel, Motel, or Short-term Rental, as defined elsewhere in the Unified Development Ordinance.

~~Boarding, Lodging, or Tourist Home – A dwelling or part thereof, in which lodging is provided by the owner or operator to more than 3 boarders.~~

Hosting Platform - A person or entity that participates in the short-term rental business by providing, and collecting or receiving a fee for, booking service through an online platform that allows an operator to advertise the short-term rental unit through a website hosted by the hosting platform. Current examples include, but are not limited to, Airbnb, Vacation Rentals by Owners (Vrbo), and HomeAway.

~~Hotel - An establishment where lodging is provided and offered to the public for compensation, and which is open to transient guests and is not a rooming or boarding house. A commercial building that provides sleeping accommodations and customary lodging services to multiple transients at a time based on a nightly fee with access to units primarily from interior lobbies, courts, or halls. “Hotel” does not include Bed and Breakfast, Motels, or Short-term Rental, as defined elsewhere in the Unified Development Ordinance.~~

Motel - A commercial building that provides sleeping accommodations and customary lodging services to multiple transients at a time based on a nightly fee with access to units primarily from exterior doors, courts, or walkways. “Motel” does not include Bed and Breakfast, Hotel, or Short-term Rental, as defined elsewhere in the Unified Development Ordinance.

Principal Residence – The place where a person resides seven (7) months or more in a 12-month period.

Short-term Rental - Any room or dwelling unit that is rented wholly or partly to transients for a fee; for dwelling, lodging, or sleeping purposes; for less than thirty (30) days by persons other than the permanent occupant or owner; from which the permanent occupant or owner receive monetary compensation,

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*whether such compensation is paid directly by the short-term rental guest or is collected and remitted to the permanent occupant or owner by a hosting platform. "Short-Term Rental" does not include Bed and Breakfast, Hotel, or Motel, as defined elsewhere in the Unified Development Ordinance.*

Transient - *A person staying at a location such as a Bed and Breakfast, Hotel, Motel, or Short-term Rental for less than thirty (30) consecutive days and who does not use the location as their principal residence.*

Commission and staff discussed how these changes will hold up in the future with terms like website and online platforms that may become nonexistent. It was discussed and decided to use more generic terms in the hosting platform definition such as booking service.

Ms. Korenyi-Both raised the issue with the transient and STR definition stating *for less than thirty (30) days* and asserted it should state *for no more than twenty-nine (29) days* to avoid any potential conflicts or confusion. Commission concurred with the recommendation.

Commission and staff discussed mechanisms for monitoring and enforcement of the amendments as well as the difference between STRs and sublets.

Mr. Clark opened the public hearing and seeing no speakers, closed it.

With no further discussion, Mr. Clark called for a motion.

MOTION: Mr. Etson made a motion to recommend approval of the revisions to the UDO included in application P-2024-0003, with the condition that the definitions for Hosting Platform, Short-Term Rental, and Transient be redrafted by staff consistent with comments made from Planning Commission to the City Council.

Mr. Stewart seconded the motion. The motion passed 5-1 with Ms. Korenyi-Both voting no.

**COMMUNICATIONS**

Mr. Vanness spoke about:

- Planning Commission interviews underway.
- Comprehensive Plan consulting firm Planning NEXT.
- Mr. Durham recognized at City Council meeting on January 22.

**ADJOURNMENT**

There being no further business, Mr. Clark adjourned the meeting at 7:40 p.m. The next Planning Commission meeting is scheduled for Tuesday, February 27, 2024.

Submitted By: Donna Fiori

Paul Clark  
Approved – Chairperson

2/28/2024  
Date