

MEMORANDUM

DATE: December 16th, 2025

TO: Planning Commission

PLANNING COMMISSION MEETING

December 16th, 2025

Pre-Meeting – 2:30 p.m.

Meeting – 3:30 p.m.

City Council Chambers

Agenda

Planning Commission

City of Decatur, AL

December 16th, 2025

Time: 3:30 PM

City Council Chambers

Gary Borden, Vice Chairman; Larry Wayne, Secretary; Barry Bullard; Frances Tate; Ross Terry; Eddie Pike; Myrna Burroughs; Forrest Temple, Steven Mosher

CALL MEETING TO ORDER

Public Meeting

Annexations

A. Annexation 385-25

Glenn Boyles

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Pre-zoning

A. Pre-zoning 1436-25

Glenn Boyles

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Re-Zoning

A. Re-Zoning 1437-25

Pugh Wright McAnally

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B. Re-Zoning 1438-25

Pugh Wright McAnally

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C. Re-Zoning 1439-25

Pugh Wright McAnally

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D. Re-Zoning 1440-25

Pugh Wright McAnally

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E. Re-Zoning 1441-25

Pugh Wright McAnally

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Consent Agenda

Site Plans

A. Site Plan 720-25

Pugh Wright McAnally

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B. Site Plan 722-25

Oscar Santana

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Certificates

A. Certificate 3656-25

Deborah & Kenneth Looney

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B. Certificate 3657-25

Pugh Wright McAnally

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Final Plat

A. Final Plat: Heritage Creek Ph.1

Pugh Wright McAnally

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Other Business

Other Business

A. Bond Release: Heritage Creek

Pugh Wright McAnally

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B. Resolution: Short Term Rental

City of Decatur

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C. BZA Fee Increase

City of Decatur

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D. Planning Commission By-Laws 2026

City of Decatur

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E. Planning Commission 2026 Election

City of Decatur

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PUBLIC HEARING

ANNEXATIONS

Annexation 385-25

FILE NAME OR NUMBER: Annexation 385-25

ACRES: 1.78 +/- acres

CURRENT ZONE: Unincorporated

APPLICANT: Glenn Boyles (Decatur Utilities)

LAND OWNER: Decatur Utilities

LOCATION AND/OR PROPERTY ADDRESS: 2520 Point Mallard Drive SE

REQUEST: Annex 1.78 +/- acres into the City Limits

PROPOSED LAND USE: Institutional

ONE DECATUR FUTURE LAND USE: Riverfront Mixed-Use

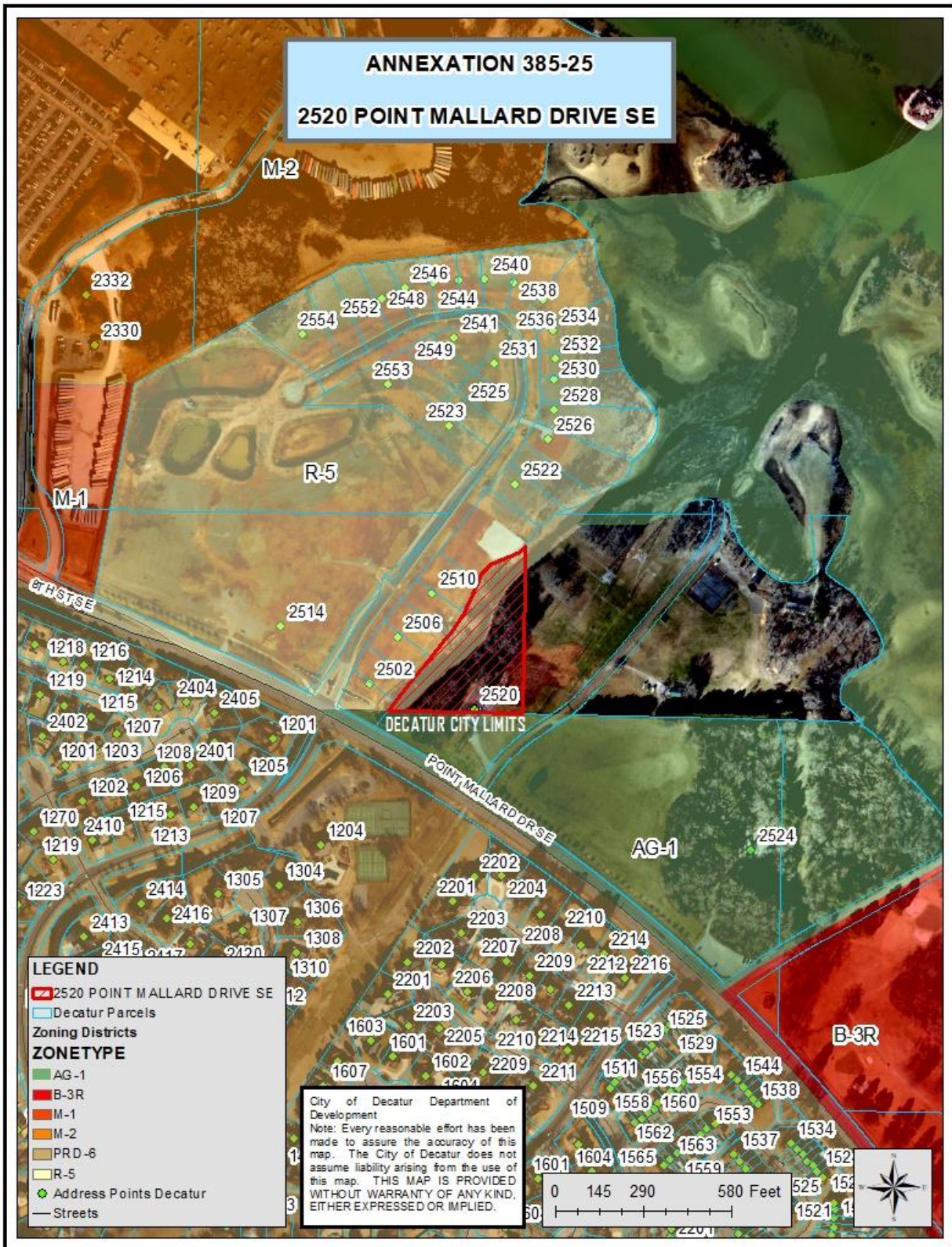
ONE DECATUR STREET TYPOLOGY: Point Mallard Drive is a Minor Arterial Road

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.





PRE-ZONINGS

PRE-ZONING 1436-25

FILE NAME OR NUMBER: Pre-Zoning 1436-25

ACRES: 1.78 +/- acres

CURRENT ZONE: Unincorporated

APPLICANT: Glenn Boyles (Decatur Utilities)

LAND OWNER: Decatur Utilities

LOCATION AND/OR PROPERTY ADDRESS: 2520 Point Mallard Drive SE

REQUEST: Pre-Zone 1.78 +/- acres into the City Limits

PROPOSED LAND USE: Institutional

ONE DECATUR FUTURE LAND USE: Riverfront Mixed-Use

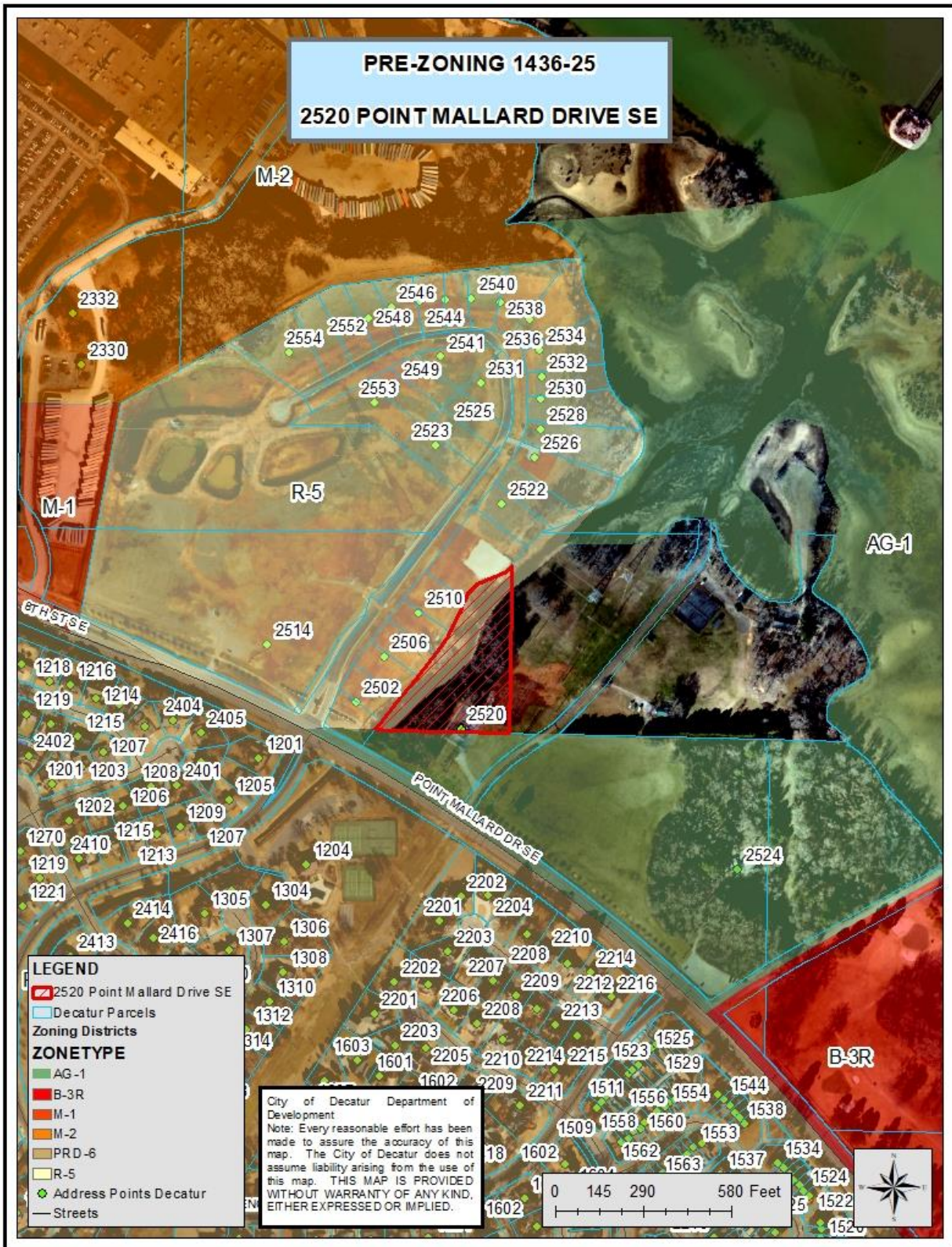
ONE DECATUR STREET TYPOLOGY: Point Mallard Drive is a Minor Arterial Road

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.





REZONINGS

REZONING 1437-25

FILE NAME OR NUMBER: Rezoning 1437-25

ACRES: 4.44 +/- acres

CURRENT ZONE: M-1 (Light-Industry)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Joe Terry Family LLC

LOCATION AND/OR PROPERTY ADDRESS: North of 2605 Highway 31 S

REQUEST: Rezone 4.44 +/- acres from M-1 (Light-Industry) to M-1A (Expressway Commercial)

PROPOSED LAND USE: Commercial

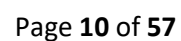
ONE DECATUR FUTURE LAND USE: Community Commercial

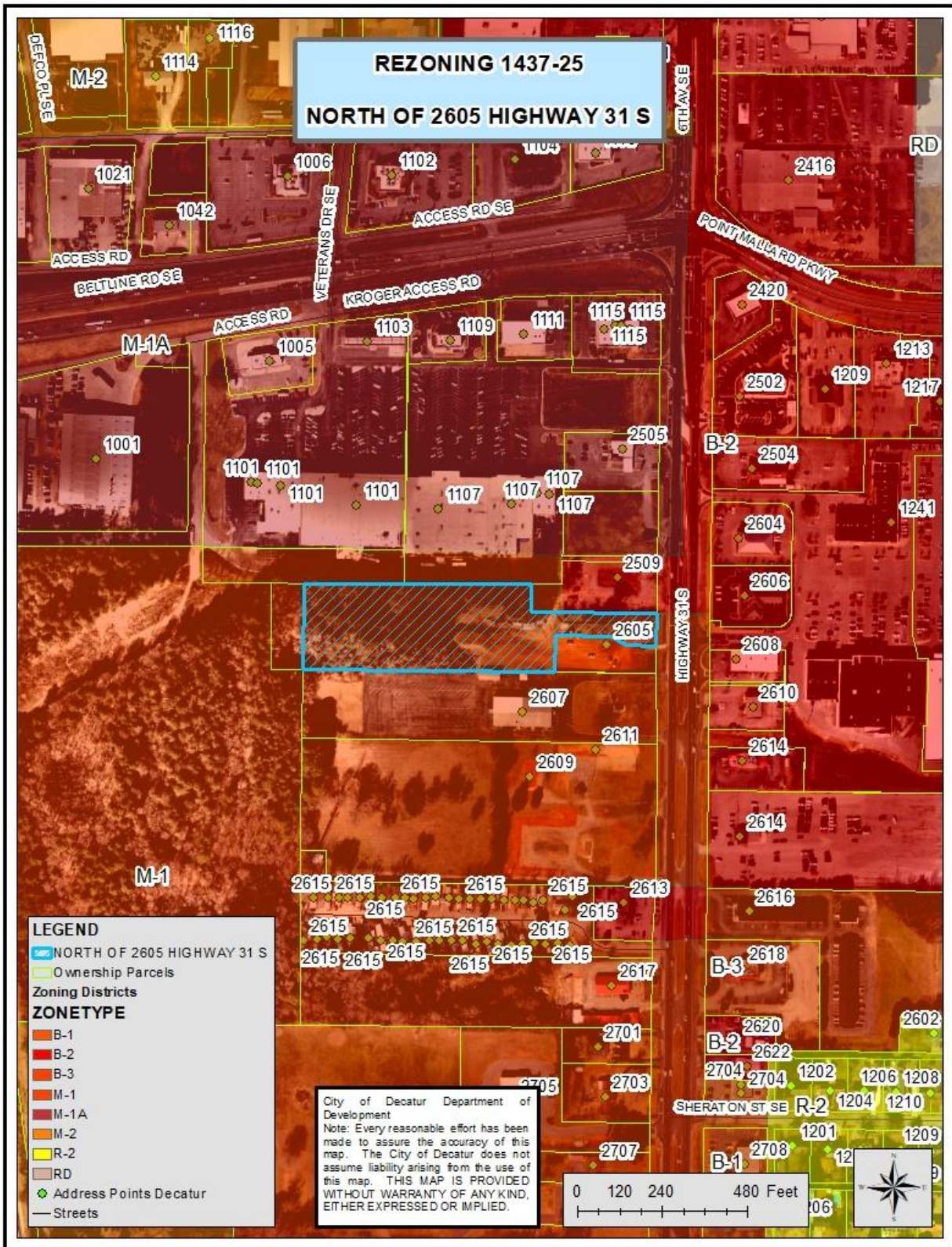
ONE DECATUR STREET TYPOLOGY: Highway 31 S Principal Arterial

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

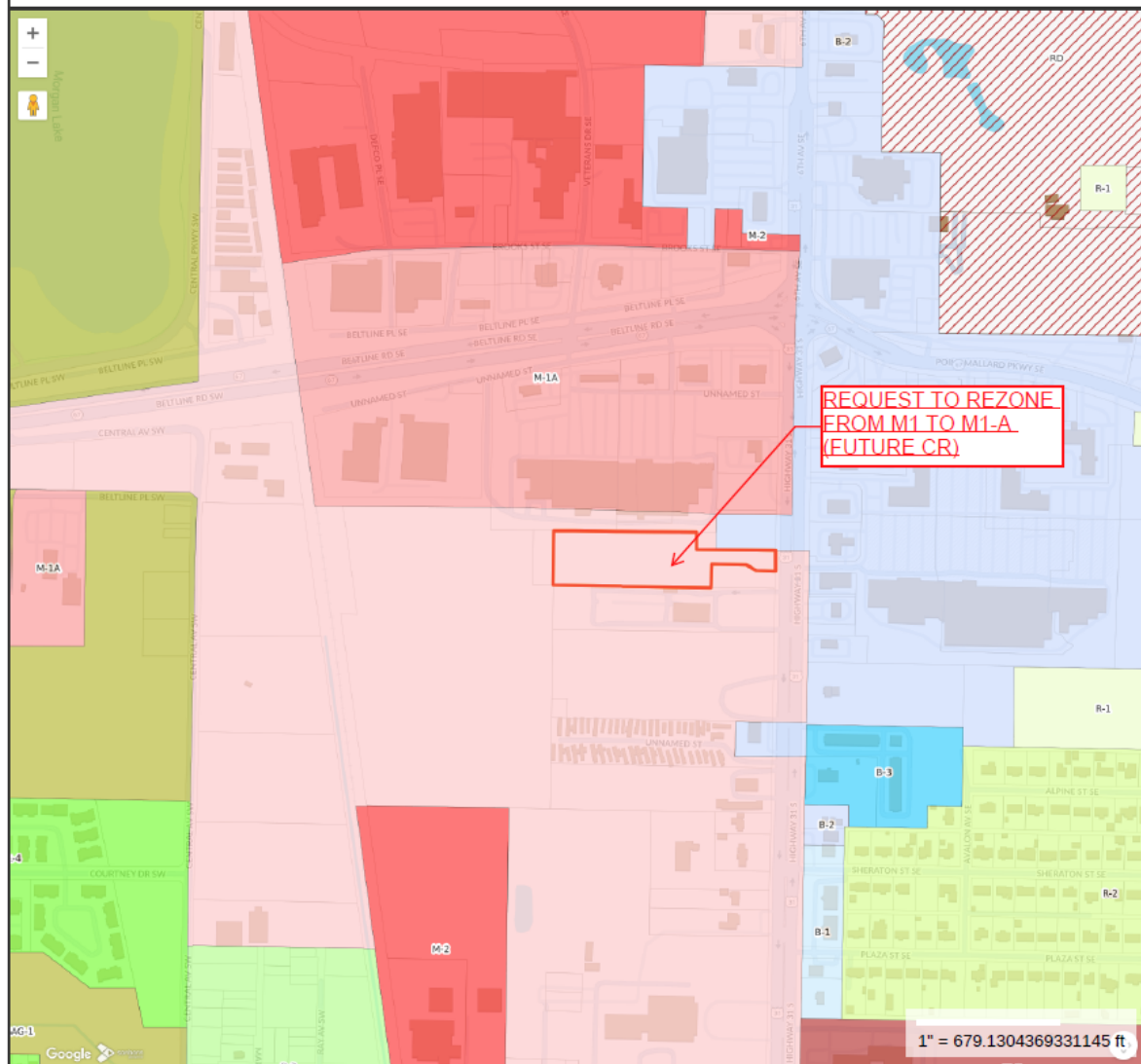
Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.





Joe Terry Family, LLC - Parcel # 12 03 05 2 001 002.001 - Rezoning Request



Property Information

Property ID 1203052001002001
Site Address HWY 31 S
Owner JOE TERRY FAMILY LLC



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Decatur, AL makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 12/14/2021
Data updated 11/25/2025

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

REZONING 1438-25

FILE NAME OR NUMBER: Rezoning 1438-25

ACRES: 3.30 +/- acres

CURRENT ZONE: M-1 (Light-Industry)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Mamiesan, LLC

LOCATION AND/OR PROPERTY ADDRESS: North of 221 Beltline Place SW

REQUEST: Rezone 3.30 +/- acres from M-1 (Light-Industry) to M-1A (Expressway Commercial)

PROPOSED LAND USE: Commercial

ONE DECATUR FUTURE LAND USE: Community Commercial

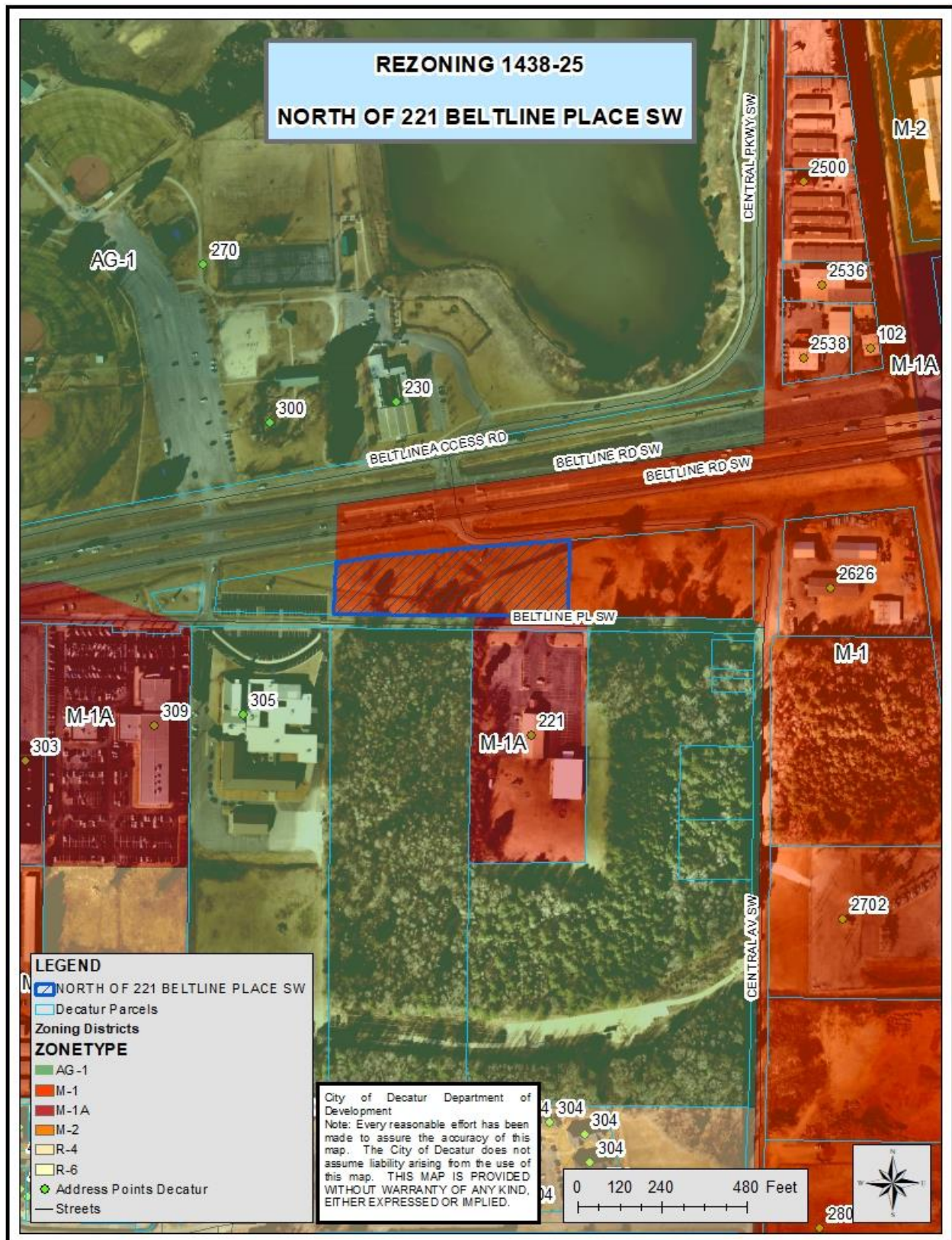
ONE DECATUR STREET TYPOLOGY: Beltline Place is a Collector Urban street

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.





REZONING 1439-25

FILE NAME OR NUMBER: Rezoning 1439-25

ACRES: 3.30+/- acres

CURRENT ZONE: M-1 (Light-Industry)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Mamiesan, LLC

LOCATION AND/OR PROPERTY ADDRESS: West of 2626 Central Parkway SW

REQUEST: Rezone 3.30 +/- acres from M-1 (Light-Industry) to M-1A (Expressway Commercial)

PROPOSED LAND USE: Commercial

ONE DECATUR FUTURE LAND USE: Community Commercial

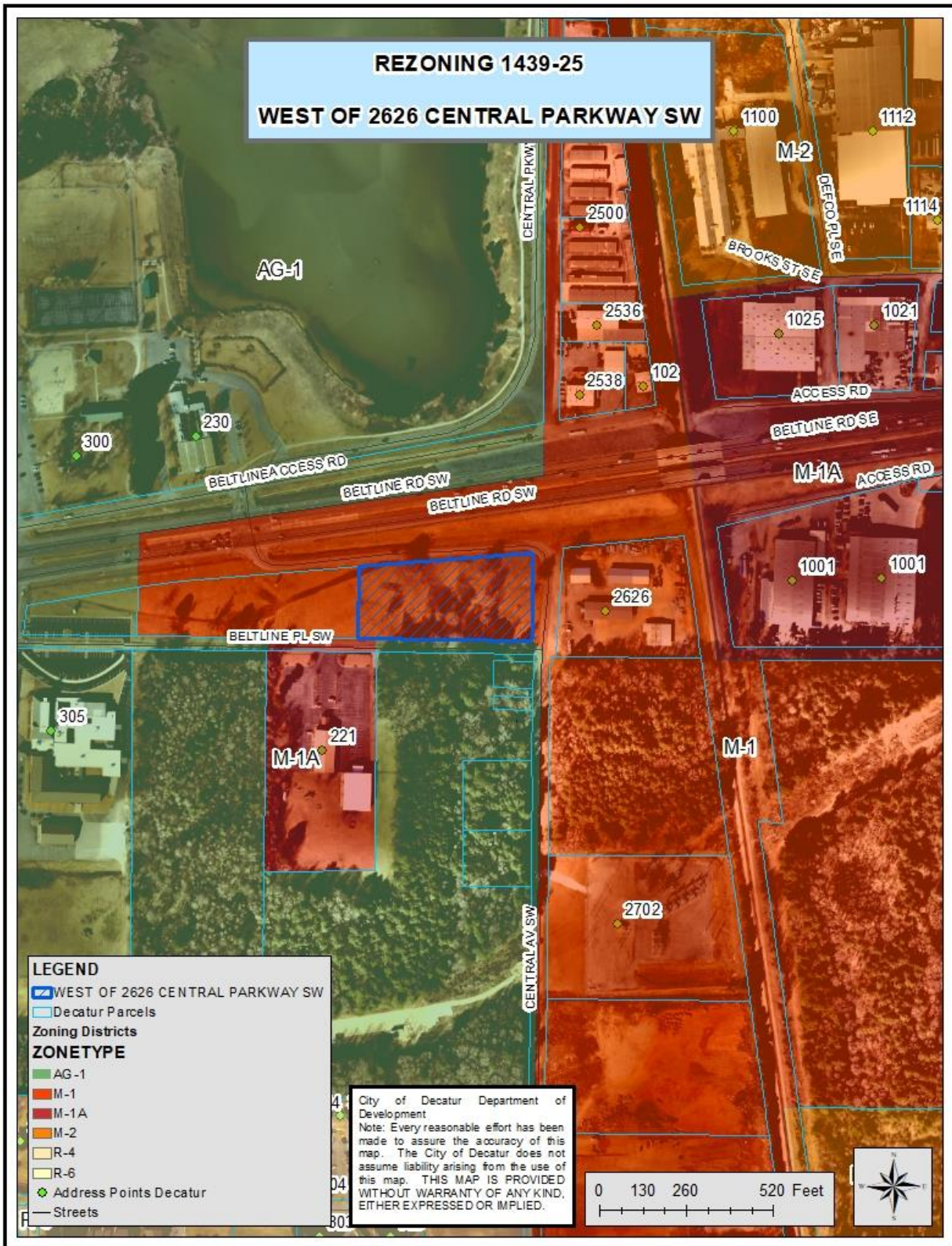
ONE DECATUR STREET TYPOLOGY: Central Parkway is a Minor Arterial

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.





REZONING 1440-25

FILE NAME OR NUMBER: Rezoning 1440-25

ACRES: 27.00 +/- acres

CURRENT ZONE: M-1 (Light-Industry)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Annie Taylor Family LLC

LOCATION AND/OR PROPERTY ADDRESS: West of 2607 Highway 31 South

REQUEST: Rezone 27.00 +/- acres from M-1 (Light-Industry) to M-1A (Expressway Commercial)

PROPOSED LAND USE: Commercial

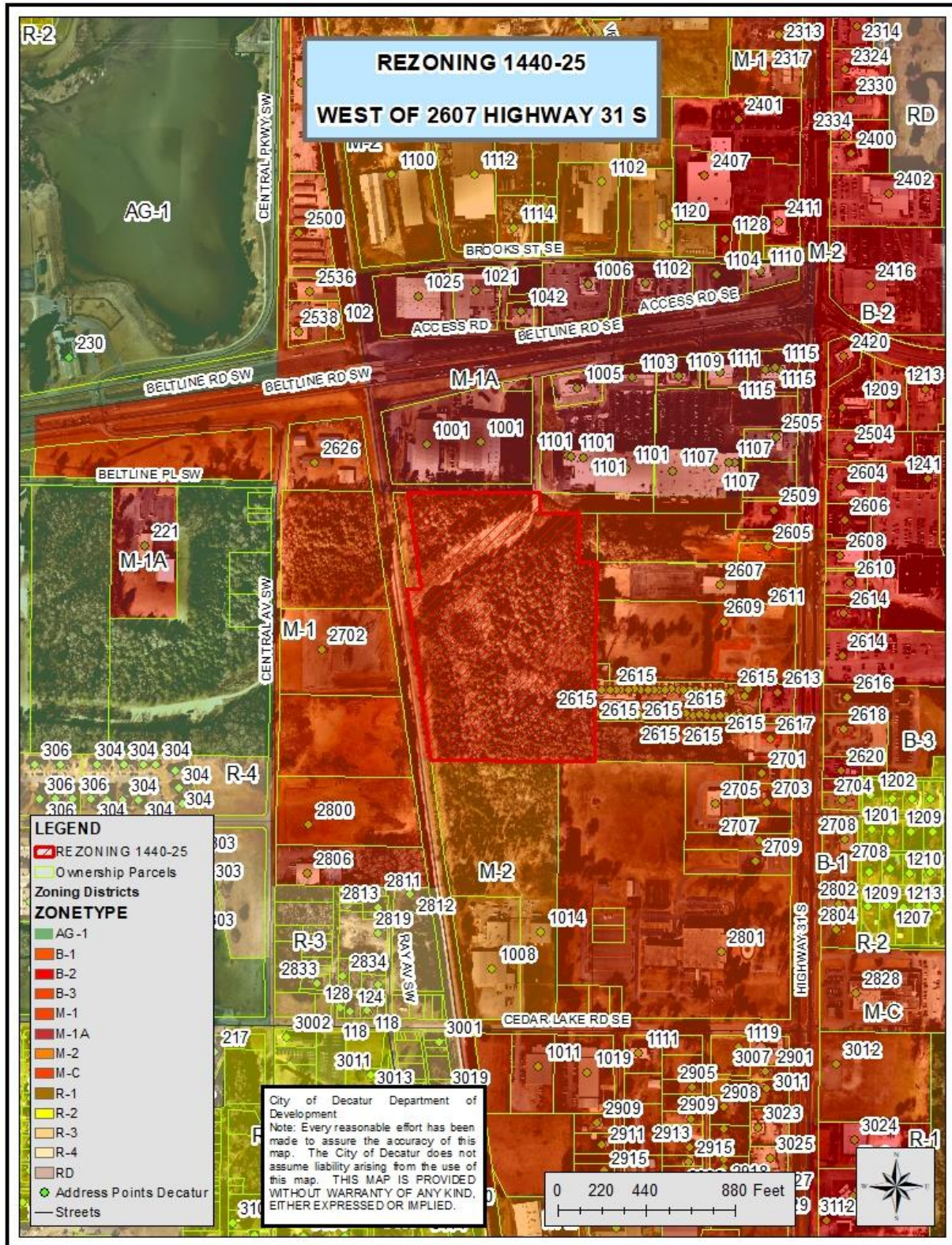
ONE DECATUR FUTURE LAND USE: Flex Employment Center

ONE DECATUR STREET TYPOLOGY: Highway 31 is a Principal Arterial

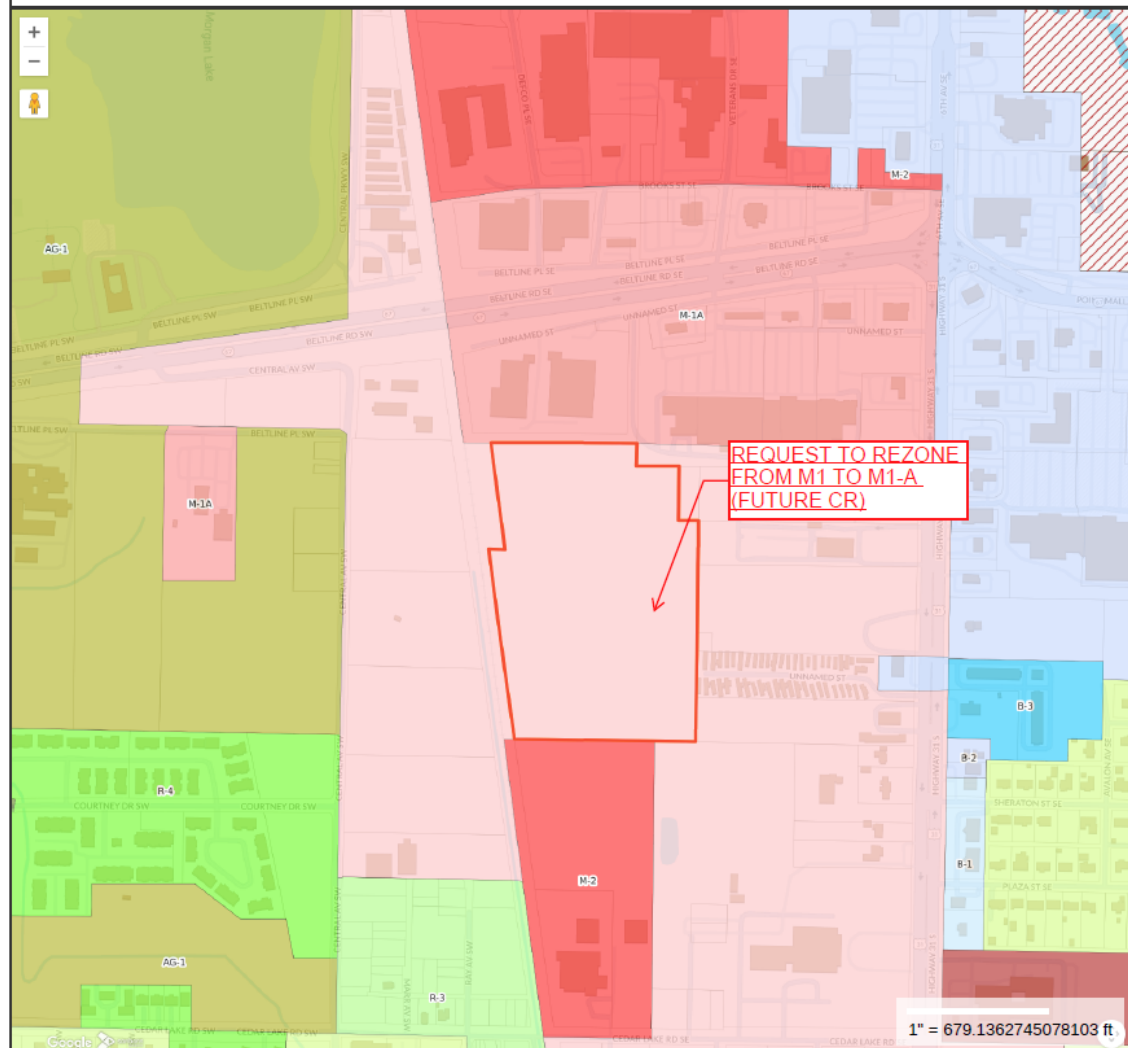
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.



Annie Terry Family, LLC - Parcel # 12 03 05 2 001 009.000 - Rezoning Request



Property Information

Property ID 1203052001009000
Site Address W OF US HWY 31
Owner ANNIE TERRY FAMILY LLC



MAP FOR REFERENCE ONLY
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REZONING 1441-25

FILE NAME OR NUMBER: Rezoning 1441-25

ACRES 0.5 +/- acres

CURRENT ZONE: M-1 (Light-Industry)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Joe Terry Family LLC

LOCATION AND/OR PROPERTY ADDRESS: South of 1101 Beltline Road SE

REQUEST: Rezone 0.5 +/- acres from M-1 (Light-Industry) to M-1A (Expressway Commercial)

PROPOSED LAND USE: Commercial

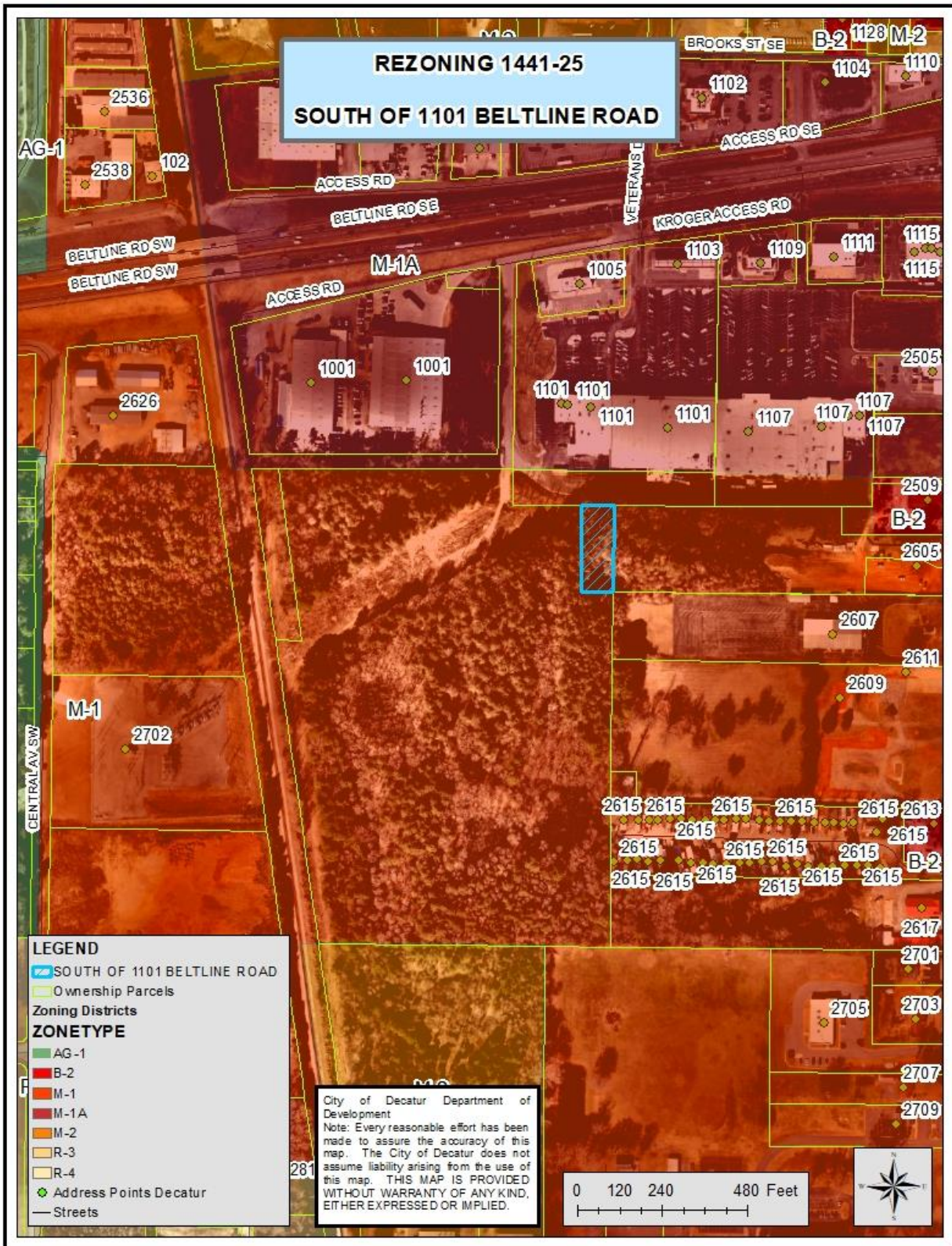
ONE DECATUR FUTURE LAND USE: Community Commercial

ONE DECATUR STREET TYPOLOGY: Beltline is a Principal Arterial

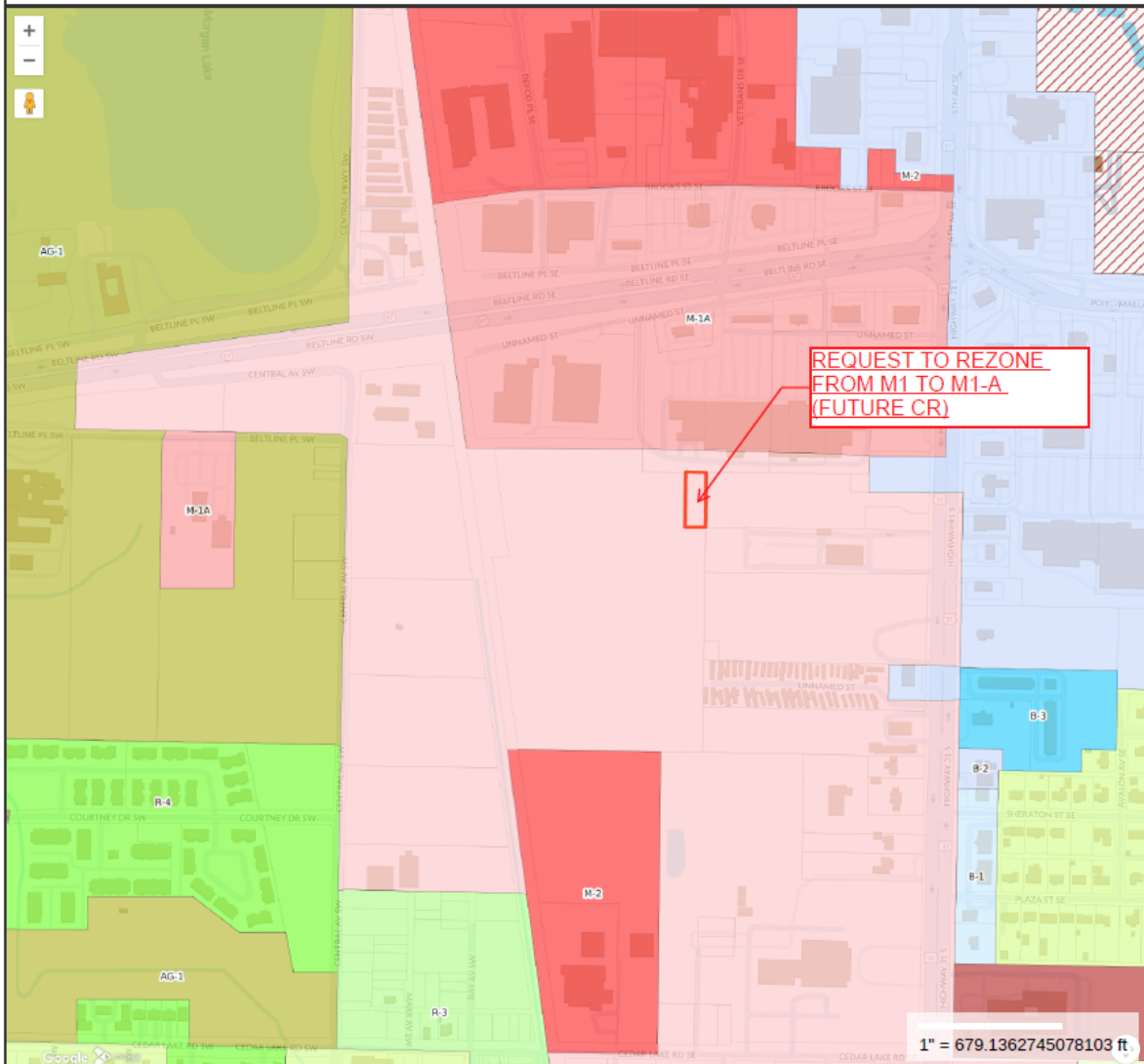
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.



Joe terry Family, LLC - Parcel # 12 03 05 2 001 010.000 - Rezoning Request



Property Information

Property ID 1203052001010000
Site Address SAME AS DESC
Owner JOE TERRY FAMILY LLC

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

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Data updated 11/25/2025

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this resource.

CONSENT AGENDA

SITE PLANS

SITE PLAN 720-25

FILE NAME OR NUMBER: Site Plan 720-25

ACRES: 29.68 +/- acres

CURRENT ZONE: M-1A (Expressway Commercial)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Land Services, LLC

LOCATION AND/OR PROPERTY ADDRESS: Fairgrounds Road SW

REQUEST: Approve site plan to construct Warehouses 9 & 10

PROPOSED LAND USE: Commercial

ONE DECATUR FUTURE LAND USE: Major Institution/Civil

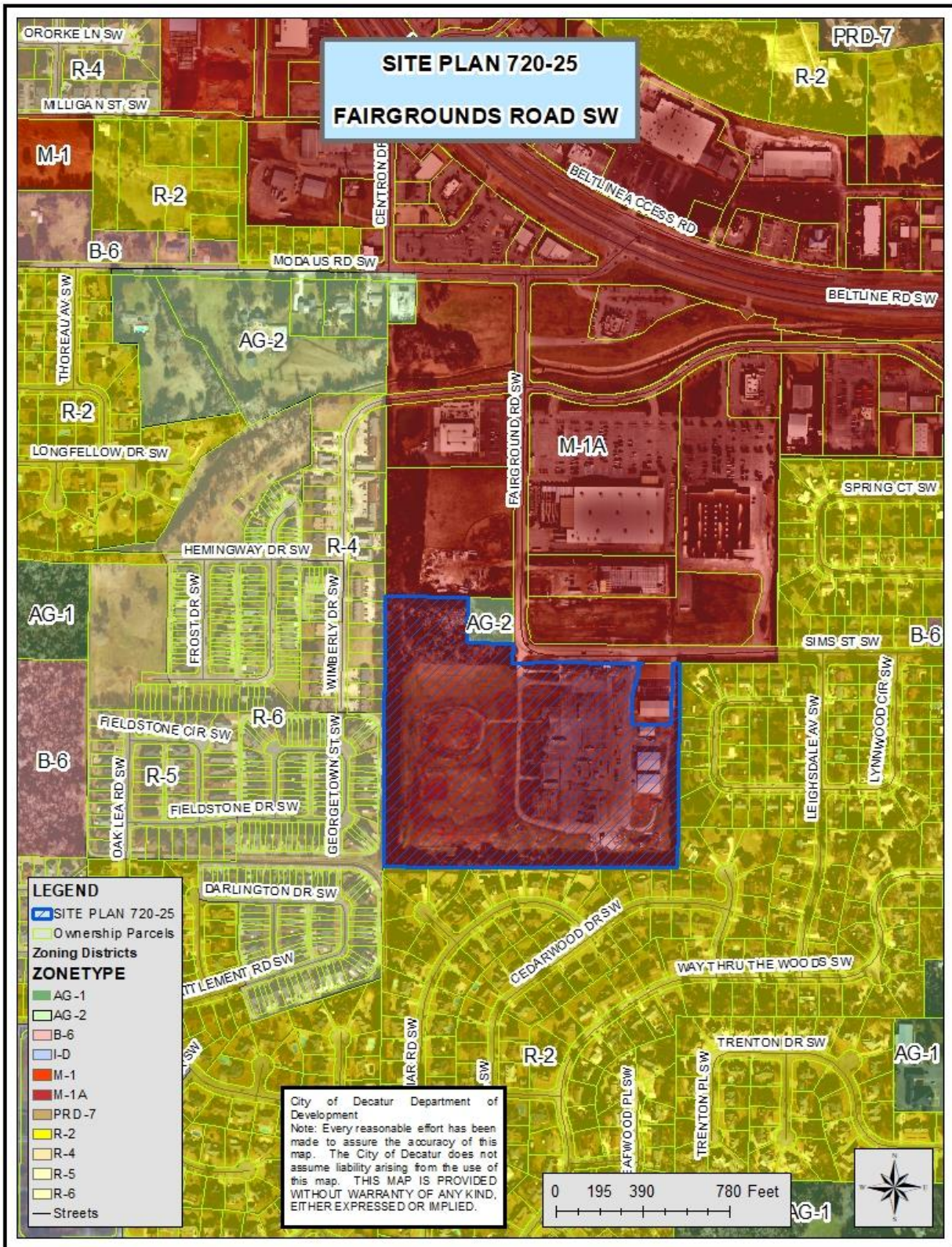
ONE DECATUR STREET TYPOLOGY: Fairgrounds Roads is a collector Urban

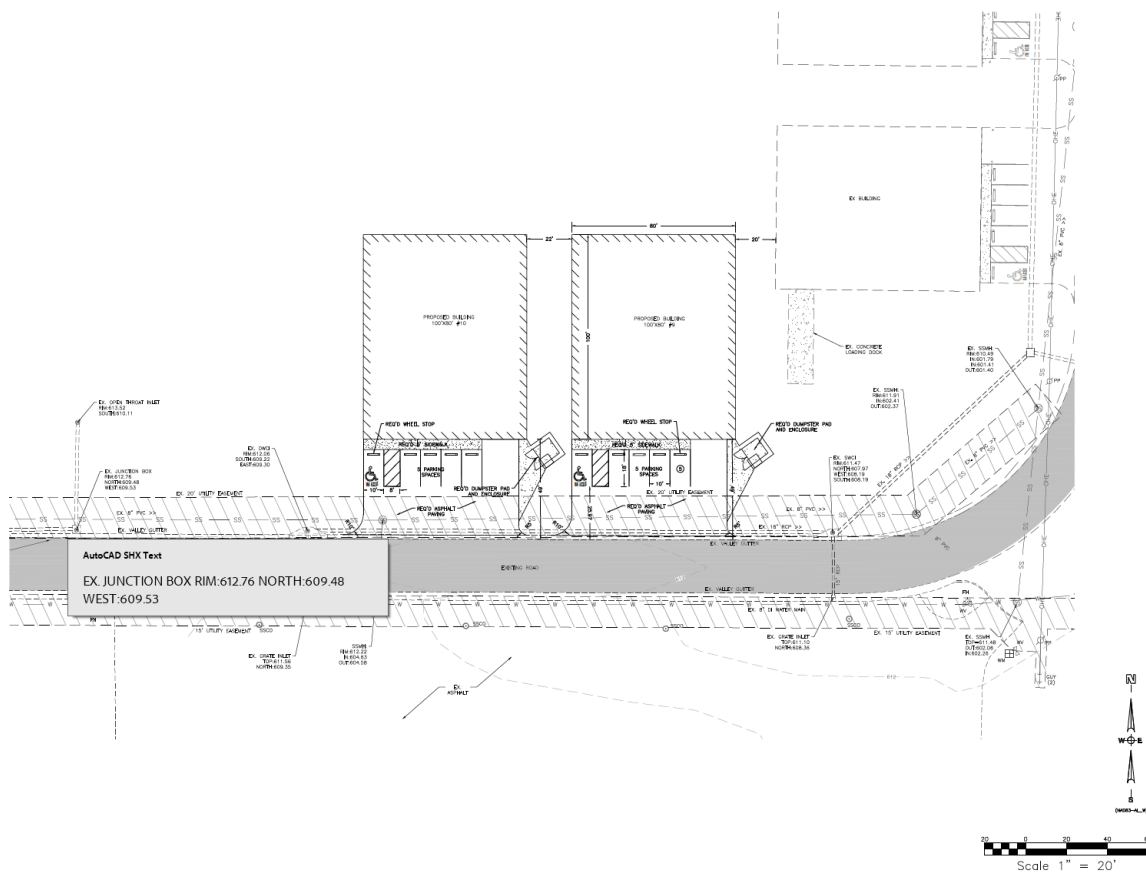
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction. (Engineering)







REVISIONS		
No.	Description	Date
1		
2		
3		
4		

LAND SERVICES, LLC
 1000 W. MAIN ST. SUITE 200
 FARMERSBURGH, MISSISSIPPI 39048
 SECTION 1, TOWNSHIP 8 SOUTH, RANGE 5 WEST
 DECATUR COUNTY, ALABAMA

Date: 10/28/2025
 Drawn By: GGL
 Approved By: NLT
 Scale: 1"=20'



Job Number:
 656-25

Sheet Number:
 C2.0



SITE PLAN 722-25

FILE NAME OR NUMBER: Site Plan 722-25

ACRES 1.45 +/- acres

CURRENT ZONE: M-2 (General-Industry)

APPLICANT: Oscar Santana

LAND OWNER: Meow Mix Decatur Production, LLC

LOCATION AND/OR PROPERTY ADDRESS: 1200 Market Street NE

REQUEST: Construct an amenities building locker room renovation

PROPOSED LAND USE: Industrial

ONE DECATUR FUTURE LAND USE: Riverfront Mixed-Use

ONE DECATUR STREET TYPOLOGY: Market Street NE is a Collector Urban street

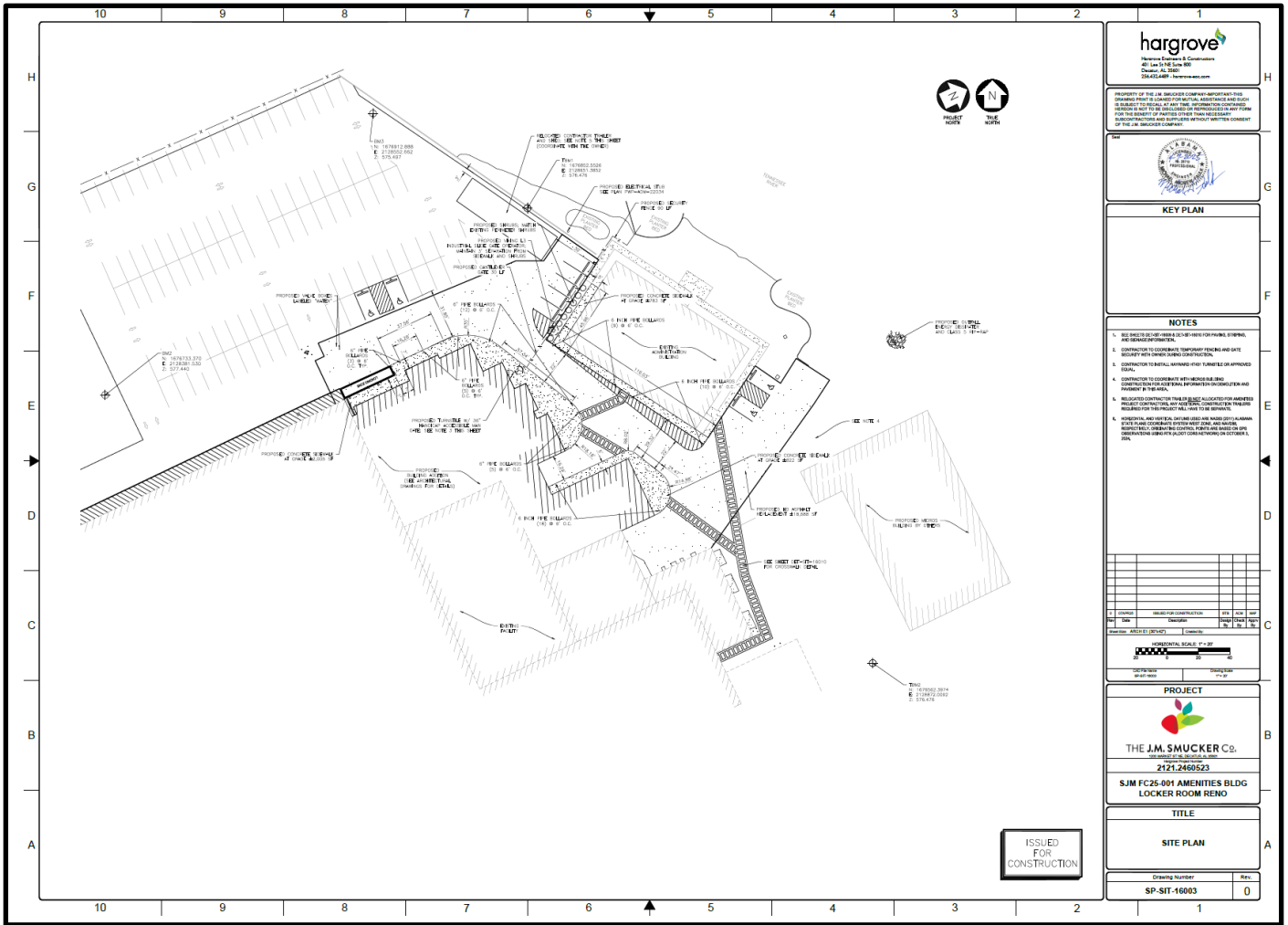
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.







CERTIFICATES

CERTIFICATE 3656-25

FILE NAME OR NUMBER: Certificate 3656-25

ACRES: 159.43 Acres +/- acres

CURRENT ZONE: AG-1 (Agriculture)

APPLICANT: Deborah & Kenneth Looney

LAND OWNER: Deborah & Kenneth Looney

LOCATION AND/OR PROPERTY ADDRESS: 3525 Crusher Road SE

PROPOSED LAND USE: Residential

REQUEST: Subdivide 159.43 +/- acres into 3 parcels

PROPOSED LAND USE: Residential

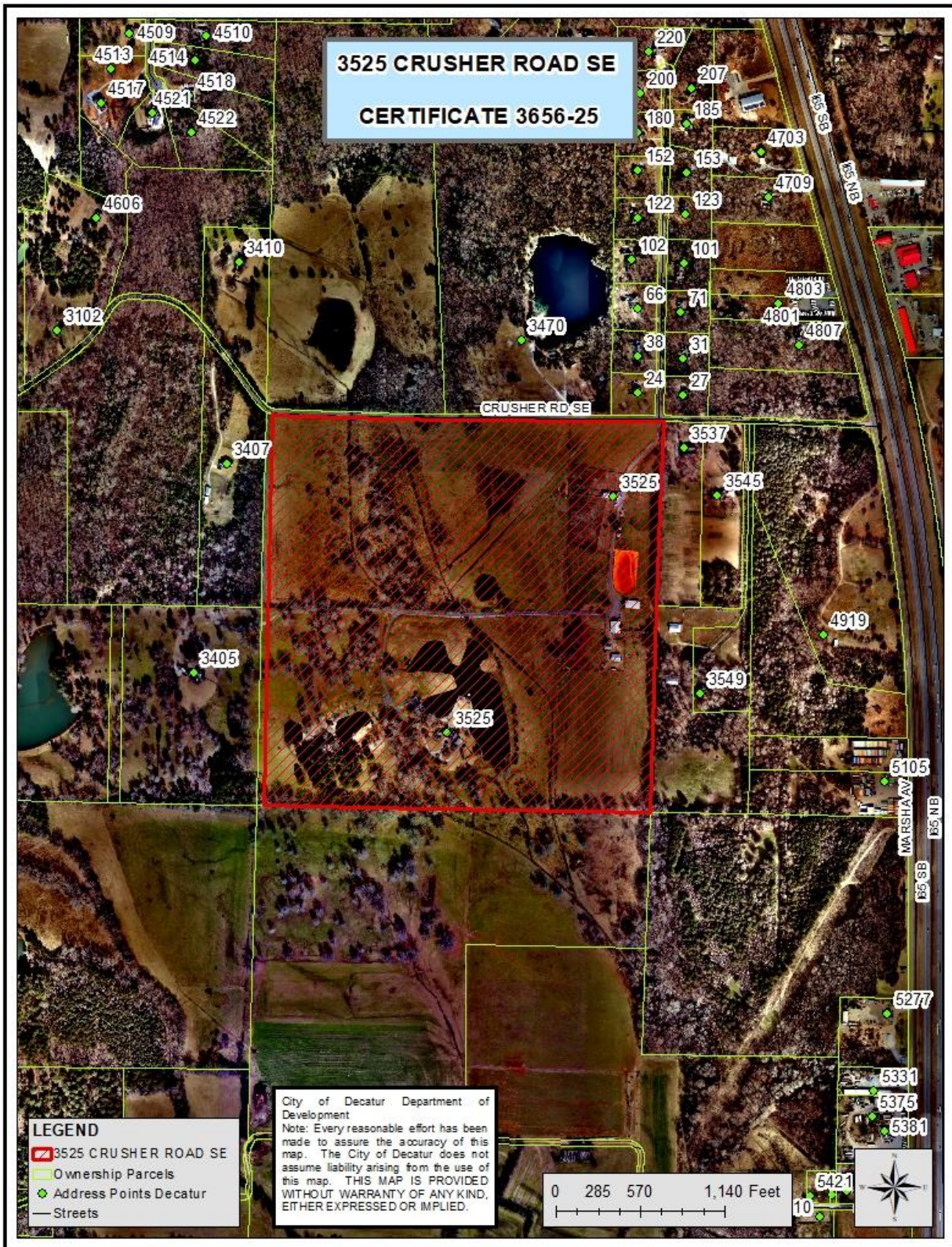
ONE DECATUR FUTURE LAND USE: Low Residential

ONE DECATUR STREET TYPOLOGY: Crusher Road SE is a local street

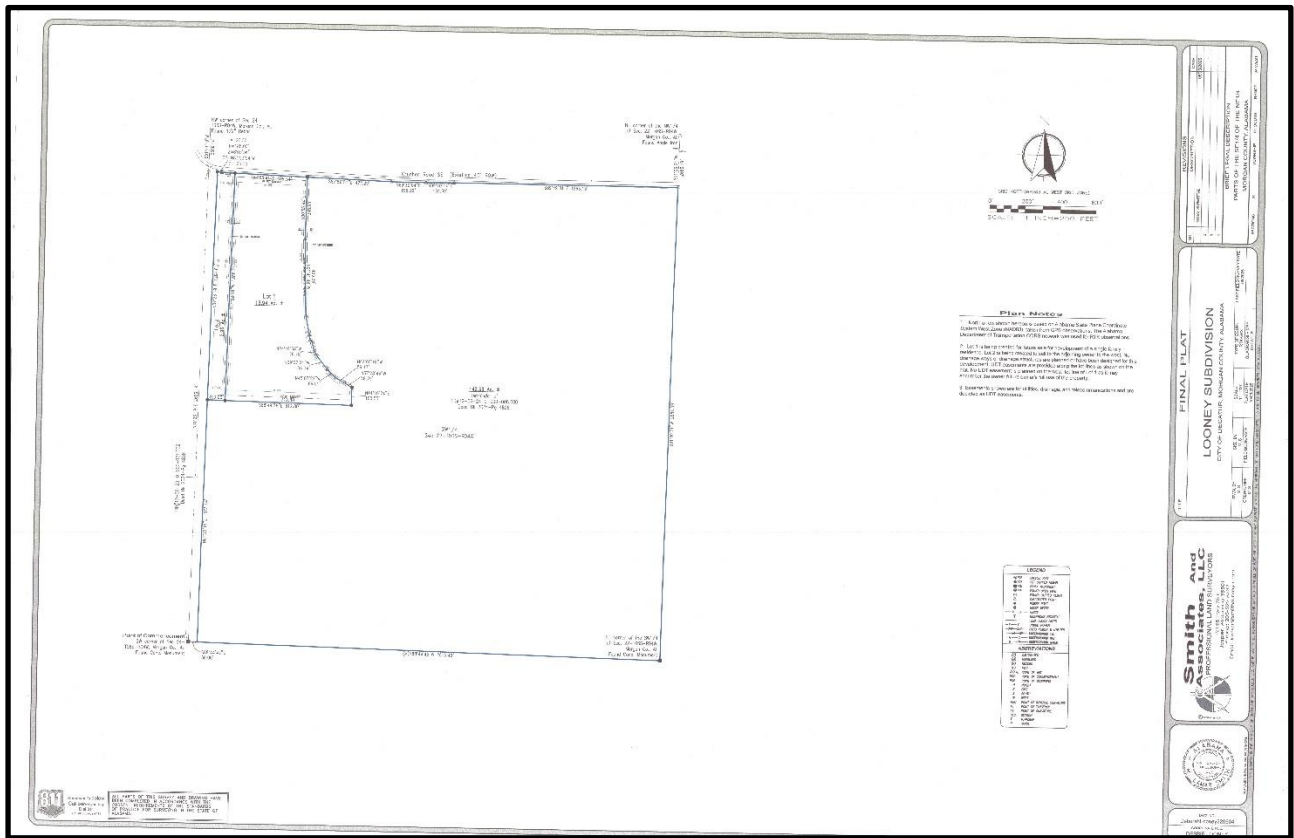
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.







CERTIFICATE 3657-25

FILE NAME OR NUMBER: Certificate 3657-25

ACRES: 8.81 +/- acres

CURRENT ZONE: AG-1 (Agriculture)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Bill Voss

LOCATION AND/OR PROPERTY ADDRESS: West of 3407 Crusher Road SE

PROPOSED LAND USE: Residential

REQUEST: Subdivide one parcel into two

PROPOSED LAND USE: Residential

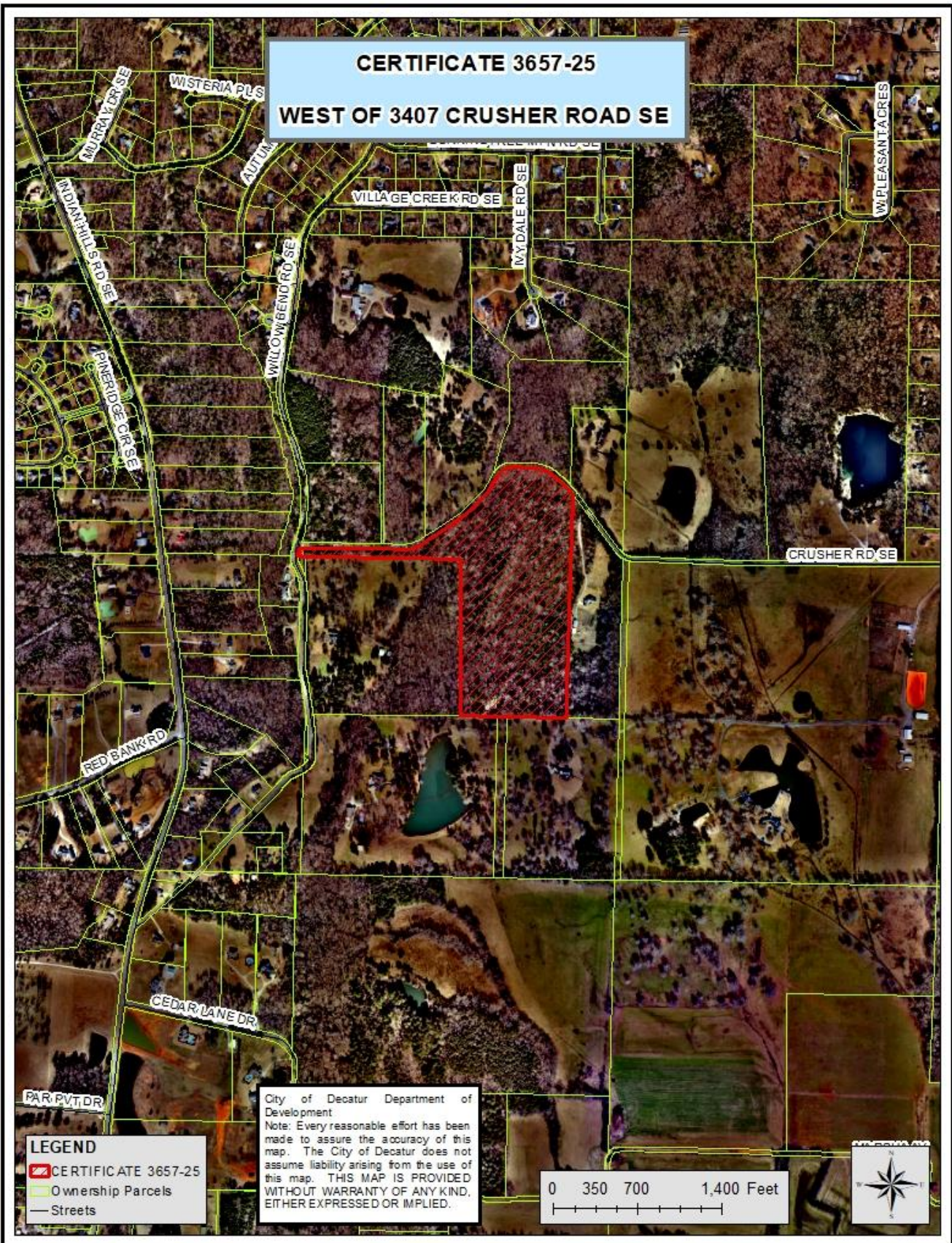
ONE DECATUR FUTURE LAND USE: Low Residential

ONE DECATUR STREET TYPOLOGY: Crusher Road SE is a local street

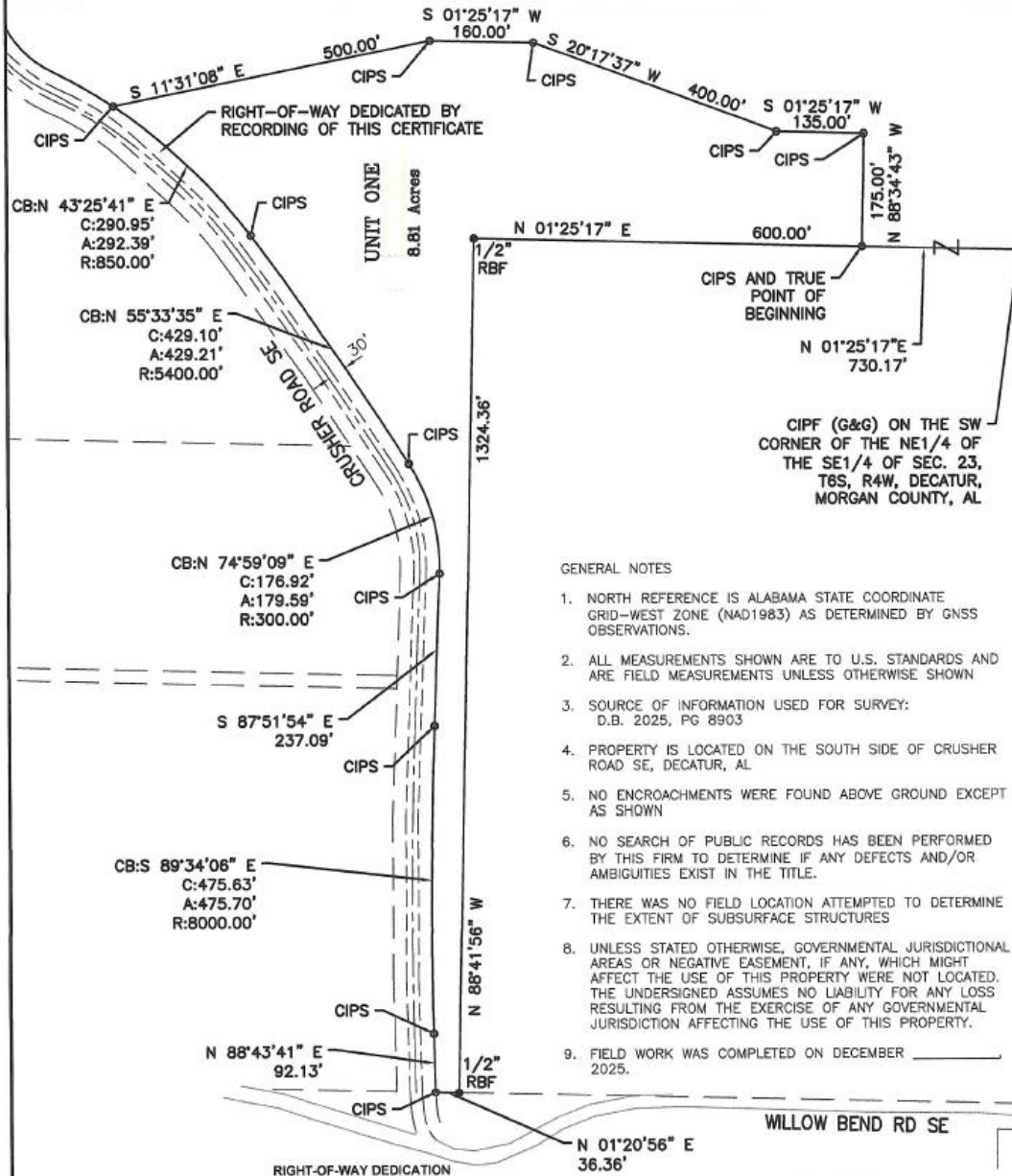
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.







GENERAL NOTES

1. NORTH REFERENCE IS ALABAMA STATE COORDINATE GRID—WEST ZONE (NAD1983) AS DETERMINED BY GNSS OBSERVATIONS.
2. ALL MEASUREMENTS SHOWN ARE TO U.S. STANDARDS AND ARE FIELD MEASUREMENTS UNLESS OTHERWISE SHOWN
3. SOURCE OF INFORMATION USED FOR SURVEY:
D.B. 2025, PG 8903
4. PROPERTY IS LOCATED ON THE SOUTH SIDE OF CRUSHER ROAD SE, DECATUR, AL
5. NO ENCROACHMENTS WERE FOUND ABOVE GROUND EXCEPT AS SHOWN
6. NO SEARCH OF PUBLIC RECORDS HAS BEEN PERFORMED BY THIS FIRM TO DETERMINE IF ANY DEFECTS AND/OR AMBIGUITIES EXIST IN THE TITLE.
7. THERE WAS NO FIELD LOCATION ATTEMPTED TO DETERMINE THE EXTENT OF SUBSURFACE STRUCTURES
8. UNLESS STATED OTHERWISE, GOVERNMENTAL JURISDICTIONAL AREAS OR NEGATIVE EASEMENT, IF ANY, WHICH MIGHT AFFECT THE USE OF THIS PROPERTY WERE NOT LOCATED. THE UNDERSIGNED ASSUMES NO LIABILITY FOR ANY LOSS RESULTING FROM THE EXERCISE OF ANY GOVERNMENTAL JURISDICTION AFFECTING THE USE OF THIS PROPERTY.
9. FIELD WORK WAS COMPLETED ON DECEMBER 2025.

WE, BILL THOMAS VOSS AND JONNA DORIEL VOSS, THE OWNERS OF UNIT ONE AS SHOWN ON THIS SURVEY, HEREBY DEDICATE THE RIGHT-OF-WAY FOR CRUSHER ROAD SE, BEING 30 FEET SOUTH OF THE CENTER LINE OF THE EXISTING PAVEMENT AS SHOWN HEREON.

Bill Thomas Voss
BILL THOMAS VOSS

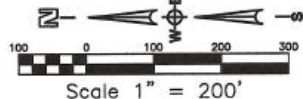
Jonna Doriel Voss
JONNA DORIEL VOSS

STATE OF ALABAMA
COUNTY OF MORGAN

I, Donna D. Puckett, A NOTARY PUBLIC IN AND FOR SAID COUNTY, IN SAID STATE, HEREBY CERTIFY THAT BILL THOMAS VOSS AND JONNA DORIEL VOSS, WHOSE NAMES ARE SIGNED TO THE FOREGOING CERTIFICATE AND WHO ARE KNOWN TO ME, ACKNOWLEDGED BEFORE ME ON THIS DAY, THAT BEING INFORMED OF THE CONTENTS OF THE INSTRUMENT, EXCEPT AS NOTED OTHERWISE, VOLUNTARILY, GIVEN UNDER MY HAND AND OFFICIAL SEAL THIS 18th DAY OF DECEMBER 2025.

Donna D. Puckett
NOTARY PUBLIC
MY COMMISSION EXPIRES: 2/18/2029

Donna D. Puckett
Notary Public, Alabama State at Large
My Commission Expires February 18, 2029



CERTIFICATE TO SUBDIVIDE -- BILL VOSS -- CRUSHER ROAD, SE, DECATUR, AL

DRAWING DATE: 11-18-2025 | DRAWN BY: DDP | APPROVED BY: RWH | JOB No. S-211-25 | SCALE: 1"=200' | PAGE 7 OF 7

PUGHWRIGHTMCANALLY.COM

FINAL PLATS

HERITAGE CREEK PHASE 1

FILE NAME OR NUMBER: Final Plat: Heritage Creek Phase 1

ACRES: 1.76 +/- acres

CURRENT ZONE: R-2 (Single-Family Residential)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Habitat for Humanity

LOCATION AND/OR PROPERTY ADDRESS: West of Douthit Street SW

PROPOSED LAND USE: Residential

REQUEST: Approve Final Plat to Build 10 Residential Lots on 1.76 +/- Acres

PROPOSED LAND USE: Residential

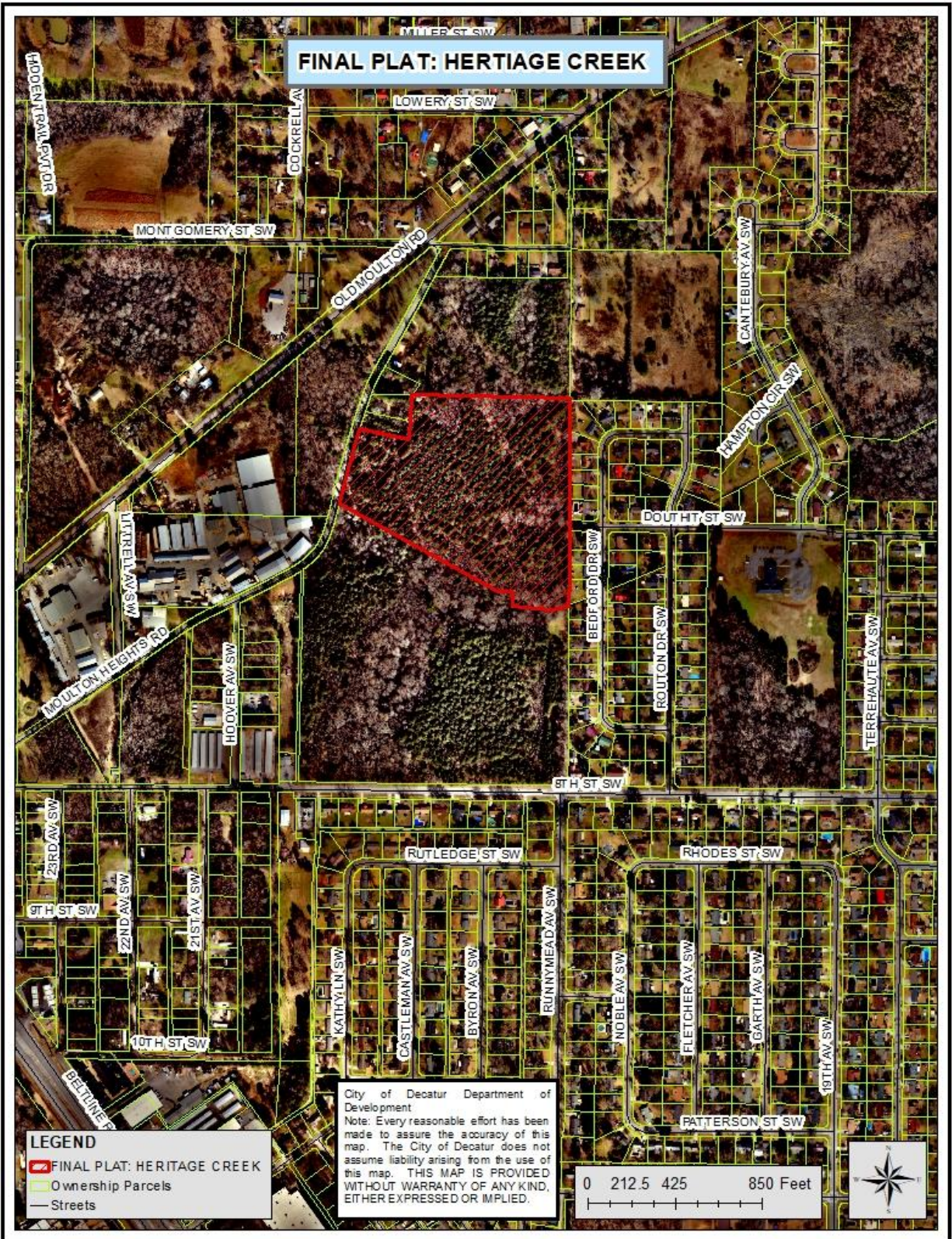
ONE DECATUR FUTURE LAND USE: Low Residential

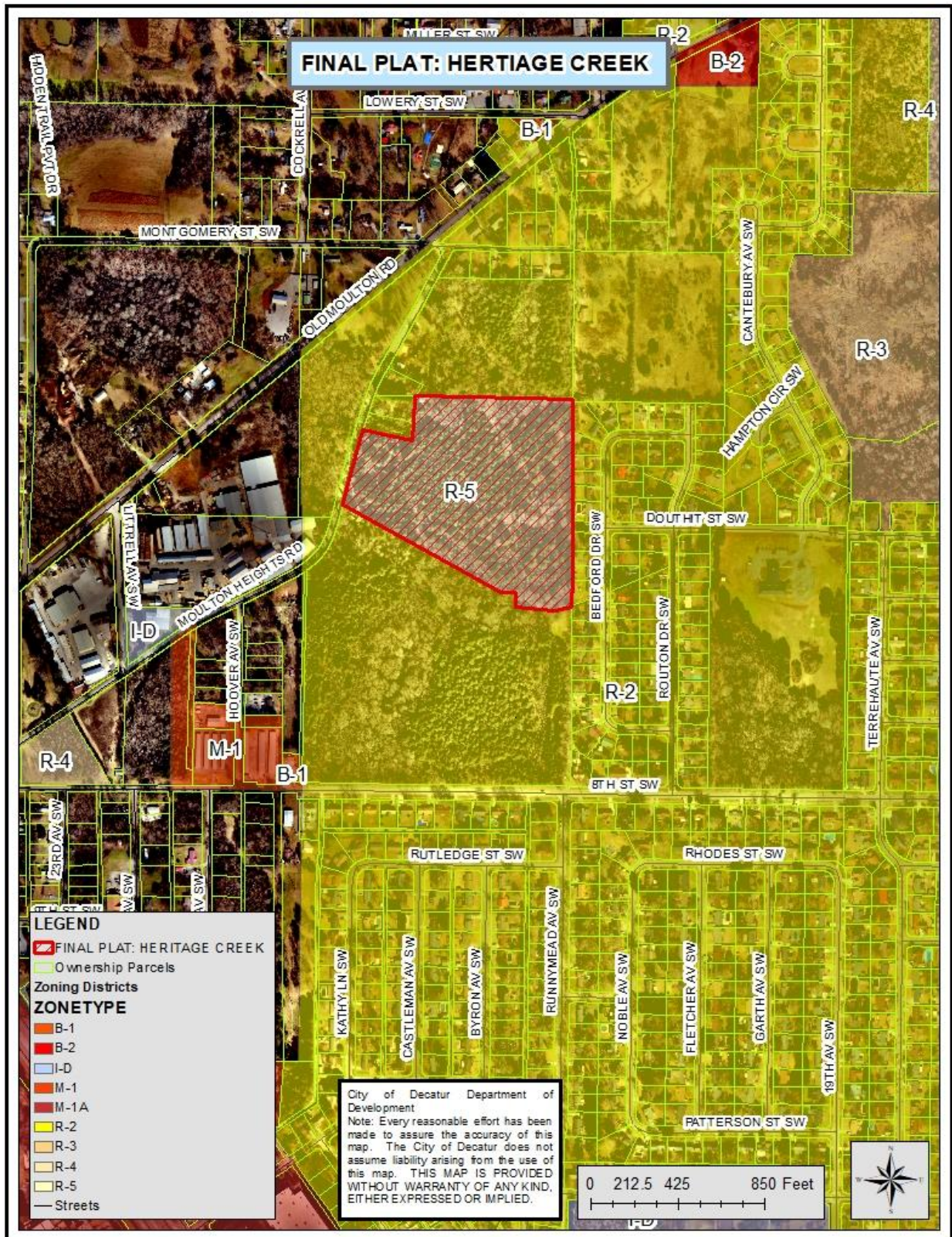
ONE DECATUR STREET TYPOLOGY: Crusher Road SE is a local street

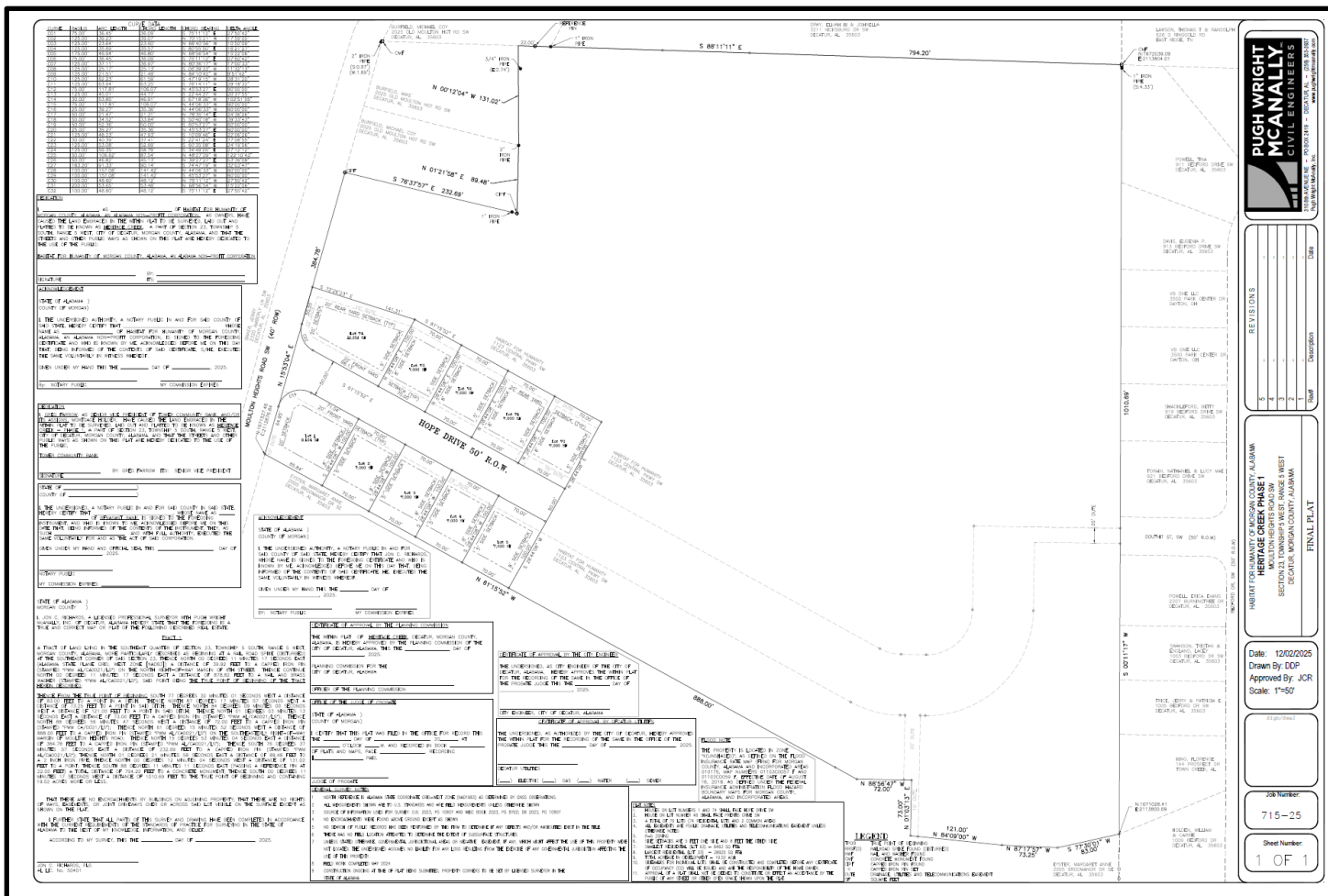
COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.







OTHER BUSINESS

BONDS

HERITAGE CREEK

FILE NAME OR NUMBER: Performance Bond: Heritage Creek

ACRES 1.76 +/- acres

CURRENT ZONE: R-5 (Patio-Homes)

APPLICANT: Pugh Wright McAnally

LAND OWNER: Habitat for Humanity

LOCATION AND/OR PROPERTY ADDRESS: Moulton Heights Road

REQUEST: Accept Performance Bond in the Amount of \$521,190

PROPOSED LAND USE: Residential

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Conditions to be met:

Point of Information: Any relocation of utilities will be at the owner's expense, and any relocation needs to occur before construction.

SHORT TERM RENTAL

Add under Section 25-4.2.4(e)(6)(ii) Tourist home

(ii) Tourist home

- (a) The intent of this section of the zoning ordinance is to provide a set of use regulations that will allow short-term rental dwellings within the city limits and establish standards for their use while also minimizing the impact on surrounding residential areas. Short-term rental regulations shall apply to Tourist Homes and Homestays as defined in Section 25-8.3.
- (b) Short-term rental certificate application procedures:
 - (1) No person or entity shall rent, lease, or otherwise exchange for compensation all or part of a dwelling unit as a short-term rental unit without first obtaining a Short-term rental certificate from the Planning Department.
 - (2) Short-term dwelling units must obtain a valid business privilege license from and remit all taxes due to the City of Decatur Revenue Department.
 - (3) All applications for a short-term rental certificate are unique to each individual property being applied for and are issued to the current owner of the property and are not transferrable.
 - (4) Applications for a short-term rental certificate shall be reviewed to ensure they comply with the regulations listed below.
 - (i) Applicants for a short-term rental certificate shall submit, on an annual basis from the time of an approved application, an application for a short-term rental certificate to the Planning Department. The application shall be accompanied by a non-refundable application deposit fee in the amount of \$250.00. Upon approval, the remaining application balance of \$250.00 will be due before obtaining a STR certificate. Such application shall include:
 - (a) The address of the unit to be used as a short-term rental;
 - (b) Proof of ownership of the property being applied for by the applicant;
 - (c) The name, address, telephone number and email address of the short-term rental agent, which shall constitute his or her 24-hour contact information;
 - (1) A rental agent address must be within Decatur City Limits to ensure that they are nearby and available to respond to any violations of these regulations. The address may be a commercial property, if the property is managed by a real estate or property management company.
 - (d) The short-term rental agent's signed acknowledgement that he or she has reviewed this chapter and understands its requirements;
 - (e) The number and location of parking spaces allotted to the premises;
 - (f) The short-term rental agent's agreement to use his or her best efforts to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
 - (g) A deed, or mortgage, and proof of insurance coverage for the property that includes liability coverage appropriate for the use of the property as a short-term rental unit;

- (h) Initial application shall be accompanied by certification that the owner and/or rental agent has attended and completed an education/orientation course approved by the City of Decatur on the operation of short-term rentals;
 - (i) Any other information that this chapter requires the short term rental agent to provide to the city as part of an application for a short-term rental license. The Director or his or her designee shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of these regulations.
- (ii) Approval of a Short-term Rental Certificate shall require an inspection of the property by a City of Decatur Building Inspector and Fire Marshal to ensure safety and compliance with all applicable building and fire codes. Including but not limited to: fire extinguisher, appropriately located smoke alarm, map placed in room for location of unobstructed ingress/egress, etc.)
 - (a) Should any violations be identified during the inspections, proof that the violations have been addressed will be required prior to issuance of the Short-term Rental Certificate. The inspector that identified the violation must sign off that every violation identified has been corrected.
- (iii) No short-term rental unit shall be permitted in a Residential Zoning District in a location where there are already 3 or more short-term rental units within a 1,000 foot radius of a point placed at the center of the dwelling being applied for.
 - (a) Short-term rental units located in a Commercial Zoning District and within the 1,000 foot radius shall not count toward the total for the density requirement. Also, Short-term rental units with frontage on the Tennessee River shall not be subject to this requirement.
 - (b) A short-term rental unit will be considered within the 1,000 foot radius if any part of the dwelling (not including accessory structures) falls within the 1,000 foot radius.
 - (c) A maximum of 135 Short-term rentals will be approved annually.
- (iv) No short-term rental unit shall be permitted in a Residential Zoning District if it would create a situation where there are more than 2 contiguous properties holding a Short-term Rental Certificate.
 - (a) Short-term rental units located in a Commercial Zoning District and Short-term rental units with frontage on the Tennessee River shall not be subject to this requirement.
 - (b) For the purposes of this section, properties shall be considered contiguous if they border each other on either side or if they are located directly across the street from one another.
 - (c) If a property is located behind the property being considered, having frontage on a different street, it will not count as a contiguous property.
- (v) Notice of approval of a new short-term rental certificate shall be mailed to all adjacent property owners. This notice shall include the following information:
 - (a) Property address of approved short-term rental dwelling;
 - (b) Map identifying said property;
 - (c) A copy of this section of the City Code;
 - (d) Maximum occupancy allowed;
 - (e) Number of parking spaces provided;
 - (f) Contact information of applicable City Departments where violations of any part of this ordinance can be reported for investigation;
 - (g) And, any other information deemed appropriate by The Director.
- (vi) Applications for renewal of short-term rental certificates shall be submitted to the Planning Department, and will be accepted within 30 days of the initial approval anniversary date. Applications will not be accepted prior to then. Once application is received, a yearly Fire Marshal

inspection will be scheduled and conducted before issuance of renewal certificate for the next calendar year.

- (a) Applications for renewal received after the annual approval date shall be subject to a \$25 late fee penalty.
 - (b) If application for renewal is not received by the Planning Department by the approval anniversary the currently issued short-term rental certificate shall be subject to revocation and loss of ability to operate until a new renewal application is received and approved by the Planning Department.
 - (c) Renewals are not subject to yearly Building Inspection unless a registered complaint of a violation of any items included in the initial building inspection is received within the previous calendar year.
 - (d) A yearly self-inspection including pictures of fire extinguishers, appropriately located smoke alarms, and a map placed in room for location of unobstructed ingress/egress shall be required to be submitted by the property owner upon application for renewal on forms provided by the Planning Department.
- (vii) Before a Short-term Rental Certificate and Business License can be renewed, the owner shall submit to an audit to determine the number of nights which the owner has rented the premises in the previous calendar year. In the event that the owner has not rented the premises for a minimum of 5 nights, the business license shall not be renewed.
 - (a) It is the responsibility of the property owner to maintain adequate records of the rental history of the property in order to comply with this requirement. If this requirement cannot be satisfied, the certificate will not be renewed.
- (viii) The provisions of this Subsection shall be in addition to any criminal, civil, or legal remedy established by law that may be pursued to address violations of this ordinance.
 - (a) A violation of any provision of this section relating to short-term rentals by the property owner, rental agent, a renter, or a renter's guest(s) shall result in a fine to the holder of the short-term rental certificate of up to \$500.00 per occurrence. Each day constitutes a separate occurrence.
 - (b) Notification of a violation by a renter or a renter's guest(s) shall be provided by phone to the number of the 24 hour contact given at the time of application. The owner or rental agent shall respond to the notice of this violation within 30 minutes and shall promptly notify the renter of the violation and take such action as is necessary to correct the action and prevent a recurrence.
 - (c) Upon discovery of the operation of a short-term rental unit without first obtaining a Short-Term Rental Certificate, notice shall be given to the property owner to cease operations and remove any advertisement until such time application can be made to and approved by the Planning Department. Failure to cease operation after receiving notification shall result in a monetary fine of up \$500 to per occurrence. Each day of failure to comply constitutes a separate occurrence.
- (ix) If 3 or more founded, registered complaints with any city department, where the complainant leaves both name and address, are received on a short-term rental property, or violations of this ordinance that result in citation, within one twelve (12) month period, the Short-term Rental Certificate shall immediately be revoked.
 - (a) A complaint shall be considered a founded, registered complaint if it is not deemed to be a frivolous or inaccurate complaint upon further investigation by a staff member of the relevant City Department conducting the investigation.

- (b) If any criminal activity conducted by the holder of the short-term rental certificate on any individual property for which they hold a certificate results in formal charges, all Short-Term Rental Certificates issued to said holder shall immediately be revoked.
- (c) Notice of each complaint or violation shall be mailed to the certificate holder identifying the complaint or violation, any corrections needed relating to the complaint or violation, and a time period in which to make the corrections. Failure to make said corrections within the specified time period shall result in revocation of the Short-Term Rental Certificate.
- (d) In the case of a certificate being revoked, or failure to issue a certificate due to density, the certificate holder may appeal to BOZA within 30 days of the revocation, or the next scheduled BOZA hearing for reinstatement.
- (e) Following a notice of repeal of the Short-Term Rental Certificate and/or a denial of an appeal for reinstatement by BOZA, operation of the short-term rental shall cease immediately and the property shall not be allowed to obtain another Short-term Rental Certificate for a period of no less than 3 years from the time it was revoked unless and until the property's ownership changes and the new property owner applies for a new certificate.
- (f) Should a new owner of a property whose certificate has been revoked in the previous 3 year period apply for a new Short-term Rental Certificate, proof that ownership has changed will be a requirement for approval of the certificate.
- (x) Applications for short-term rental certificates shall begin being accepted upon adoption of this ordinance.
 - (a) Monetary fines for violations of any part of this ordinance shall be imposed 90 days after the effective date.
 - (b) Any operator of a short-term rental found to have violated any provisions of this ordinance within the first 90 days of the effective date of this ordinance shall be given written notice identifying the violation and any corrective actions required to be taken.
 - (c) Requirements for operation of a short-term rental property:
 - (1) A dwelling must be located on the site, able to be occupied.
 - (2) The property must be located in a zoning district where short-term rentals are permitted, or in a district where short-term rentals are a special exception use with a BOZA variance to allow the use.
 - (3) Tents, recreational vehicles, or accessory structures are prohibited from being used for a short-term rental.
 - (4) Meals shall not be provided by the operator of the short-term rental property to a paying guest as an amenity of the rental.
 - (5) Short-term rental properties must abide by any covenants or HOA requirements agreed to upon the purchase of the property.
 - (6) No commercial events, such as concerts, weddings, or other large events are permitted.
 - (7) Short-term rentals shall not adversely affect the residential character of the surrounding neighborhood.
 - (8) Short-term rentals shall not be obnoxious, offensive, or detrimental to neighboring properties by reason of dust, smoke, vibration, noise, odor, effluence, or appearance.
 - (9) Occupancy is limited to 2 times the number of bedrooms available for rent. Children under the age of 6 do not count towards the maximum guest occupancy.
 - (10) Total occupancy at any time on the licensed property shall not exceed one and one-half times the calculated occupancy based on the number of bedrooms available for rent.

- (11) Total number of bedroom available for rent in any short-term rental unit in any residential zoning district shall not exceed four, unless proof can be provided that the original construction of the dwelling unit exceeded four bedrooms.
- (12) A minimum of 2 off-street parking spaces are required for each short-term rental unit.
 - (i) Additionally, a minimum of 1 parking space shall be provided per bedroom in the dwelling unit.
 - (ii) On-street parking shall not be used to meet the minimum parking spaces required by this section. However, administrative discretion may be used in districts with limited off-street parking.
 - (iii) The total number of vehicles shall not exceed the minimum number of parking spaces required.
 - (iv) Any trailered vehicle parked on the premises of a short-term rental unit must be parked off-street.
- (13) The total occupancy allowed and number of parking spaces provided shall be published in the listing for the short-term rental.
- (14) Any animals kept at a short-term rental unit must comply with all City laws and regulations on the keeping of animals (see Chapter 4 of the City Code).
- (15) A short-term rental property shall not be occupied for a period of less than 24 hours, or less than an overnight stay.
- (16) Short-term dwelling units shall not be rented to one person or group for a period of more than 29 consecutive days.

Insert under Section 25-4.3.4(i) Homestay

- (i) Homestay
 - (a) Homestays must comply with all regulations for short-term rentals listed under Tourist homes in Section 25-4.2.4(e)(6)(ii).
 - (b) In addition to the requirements listed in the above referenced section for Tourist homes, the following shall apply to all Homestays:
 - (1) Only a single room may be rented in any single family dwelling licensed as a short-term rental
 - (2) A bathroom, either full or three-quarter bath, shall be made available and be accessible at all times during the duration of a booking
 - (3) The renter of a homestay shall have access to at least one common area of the dwelling outside of the rented room during the duration of the booking

BZA Fee Increase

FILE NAME OR NUMBER: Board of Zoning Adjustments Fee Increase

APPLICANT: City of Decatur Planning Department

REQUEST: Approve Board of Zoning Adjustments Fee Increase

Application Type	Current Fee (\$)	Proposed Fee (\$)
Appeal of Administrative Decision	50	250
Variance	50	250
Special Exception (Use-Appeal)	50	250

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Planning Commission By-Laws 2026

FILE NAME OR NUMBER: Planning Commission By-Laws 2026

APPLICANT: City of Decatur Planning Department

REQUEST: Approve of 2026 Planning Commission By-Laws

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE:

Planning Commission 2026 Election

FILE NAME OR NUMBER: Planning Commission 2026 Election

APPLICANT: City of Decatur Planning Department

REQUEST: Approve of 2026 Planning Commission Election

COMMENTS AND RECOMMENDATIONS FROM TECHNICAL REVIEW COMMITTEE: