



**AGENDA
TOWN OF FLOWER MOUND
PLANNING AND ZONING COMMISSION MEETING**

AUGUST 12, 2019

**FLOWER MOUND TOWN HALL
2121 CROSS TIMBERS ROAD
FLOWER MOUND, TEXAS**

.....
AN AGENDA INFORMATION PACKET IS AVAILABLE ONLINE AT www.flower-mound.com/AgendaCenter
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A. CALL MEETING TO ORDER 6:30 P.M.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Commission on issues that are not the subject of a public hearing. Items requiring a public hearing are clearly marked as such on the agenda, and citizens and visitors will be allowed to speak on those items during the public hearing.

D. FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chairman and members of the Commission an opportunity to bring forward items they wish to discuss at a future meeting, with the understanding a consensus of the Commission is needed in order for that item to be placed on a future agenda and in accordance with the Town Council Agenda Setting Policy (Ord. 65-15).

E. DIRECTOR'S REPORT

1. Upcoming Work Sessions
2. Legislative Update

F. REGULAR ITEMS

1. *Minutes of July 22, 2019*

Consider approval of the minutes of the July 22, 2019, Planning and Zoning Commission Regular Session.

2. *LDR19-0005 – Extended Stay Hotels*

Public Hearing

Public Hearing to consider an ordinance amending the Land Development Regulations (LDR19-0005 – Extended Stay Hotels) by amending Chapter 98 entitled “Zoning,” of the Town's Code of Ordinances, to create or modify the definitions and define the standards for hotels and motels, extended stay hotels, and specific use permit automatic renewals.

G. ADJOURNMENT – REGULAR SESSION

I do hereby certify that the Notice of Meeting was posted on the bulletin board in Town Hall of the Town of Flower Mound, Texas, a place convenient and readily accessible to the general public at all times, on the following date and time: August 8, 2019, at 2:00 p.m., at least 72 hours prior to the scheduled time of said meeting.

LauriAnn Cash, Executive Assistant

Pursuant to Section 551.071 of the Texas Government Code, the Planning and Zoning Commission reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed on this agenda.

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodations or interpretive services must be made at least 48 hours prior to this meeting by contacting Planning Services at (972) 874-6350.
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PLANNING AND ZONING COMMISSION

AGENDA ITEM NO: 1

REGULAR ITEM

DATE: August 12, 2019

FROM: LauriAnn Cash, Development Services Executive Assistant

ITEM: Consider approval of the minutes of the July 22, 2019, Planning and Zoning Commission Regular Session.

I. BACKGROUND INFORMATION

The Planning and Zoning Commission held a regular meeting on July 22, 2019.

II. ATTACHMENTS

1. Draft Minutes

**THE FLOWER MOUND PLANNING & ZONING COMMISSION MEETING HELD ON THE
22ND DAY OF JULY, 2019, IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121
CROSS TIMBERS ROAD IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON,
TEXAS, AT 6:30 PM**

The Planning & Zoning Commission met in a regular session with the following members present:

Brad Ruthrauff	Commissioner, Place 1
David Johnson	Commissioner, Place 4
Albert Picardi	Commissioner, Place 5
Laura Dillon	Commissioner, Place 6
Robert Cox	Commissioner, Place 8

Constituting a quorum with the following members absent:

Perfecto Solis	Chair
Laile Neal	Vice Chair
Robert Rawson	Commissioner, Place 3
Thomas Pickering	Commissioner, Place 9

(Places 8 and 9 of the Commission do not vote on items unless they sit in place of one of the regular members, Places 1-7.)

And the following members of Town staff present:

Betsy Elam	Town Attorney
Lexin Murphy	Director of Planning Services
Robert Pegg	Assistant Director of Engineering
Poornima Kashyap	Senior Planner
LauriAnn Cash	Executive Assistant

A. CALL REGULAR SESSION TO ORDER (Council Chambers): 6:30 P.M.

SELECTION OF ACTING CHAIR

Commissioner Cox nominated Commissioner Johnson to serve as Chair Pro Tempore.
Commissioner Ruthrauff seconded the nomination.

VOTE ON THE NOMINATION

AYES: Ruthrauff, Johnson, Picardi, Dillon, Cox
NAYS: None
ABSENT: Solis, Neal, Rawson, Pickering

The nomination passed with a vote of 5-0.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENT

Adam Schiestel, 2205 Waterford Drive (spoke regarding SP19-0011)
Rick Medinis, 2949 Sagebrush (spoke regarding SP19-0011)

D. FUTURE AGENDA ITEMS

None

E. DIRECTOR'S REPORT

1. Upcoming Ordinance Amendments

F. CONSENT ITEMS

1. Consider approval of the minutes of the July 8, 2019, Planning and Zoning Commission Regular Session.
2. Consider a request for a Record Plat (RC18-0014 – Townlake Phase Four) to create a residential subdivision. The property is generally located south of Cross Timbers Road and east of Flower Mound Road.

Commission Deliberation

Commissioner Picardi moved to approve Consent Items 1-2 as presented in the agenda caption identified above. Commissioner Ruthrauff seconded the motion.

VOTE ON THE MOTION

AYES: Ruthrauff, Johnson, Picardi, Dillon, Cox

NAYS: None

ABSTAIN: None

The motion to approve passed with a vote of 5-0-0.

G. REGULAR ITEMS

3. (Originally Regular Item 5; Chair Pro Tempore Johnson moved this to Regular Item 3)
Consider a request for a Site Plan (SP19-0011 - Eastgroup Flower Mound, Phase 1) to develop five warehouse buildings. The property is generally located south of the intersection of Long Prairie Road and Gerault Road.

At 6:33 P.M. the Planning and Zoning Commission convened into closed session pursuant to Section 551.071 of the Texas Government Code, the right to consult in closed session with its attorney and to receive legal advice regarding any item listed on the July 22, 2019, agenda.

At 6:58 P.M., the Planning and Zoning Commission reconvened into regular session.

Staff Presentation

Poornima Kashyap, Senior Planner

Applicant Presentation

Reid Dunbar, Eastgroup

Commission Deliberation

Commissioner Ruthrauff moved to approve SP19-0011 – Eastgroup Flower Mound, Phase 1, as presented. Commissioner Dillon seconded the motion.

VOTE ON THE MOTION

AYES: Cox, Dillon, Picardi, Johnson, Ruthrauff

NAYS: None

The motion to approve passed with a vote of 5-0.

4. *(Originally Regular Item 3; Chair Pro Tempore Johnson moved this to Regular Item 4)*
Public Hearing to consider a request for a Replat (RP19-0006 – Canyon Falls Middle School Lot 1, Block A) to dedicate right-of-way and add certain easements. The property is generally located south of Canyon Falls Drive between Denton Creek Boulevard and Stonecrest Road.

Staff Presentation

Poornima Kashyap, Senior Planner

Applicant Presentation

Keith Cummings, Corgan
Robert Howman, Glenn Engineering

Spoke in Favor:

None

Spoke in Opposition:

None

Commission Deliberation

Commissioner Picardi moved to approve RP19-0006 – Canyon Falls Middle School Lot 1, Block A, as presented. Commissioner Ruthrauff seconded the motion.

VOTE ON THE MOTION

AYES: Ruthrauff, Johnson, Picardi, Dillon, Cox

NAYS: None

The motion to approve passed with a vote of 5-0.

5. *(Originally Regular Item 4; Chair Pro Tempore Johnson moved this to Regular Item 5)*
Consider a request for a Site Plan (SP19-0004 – Argyle ISD High School, Phase 2) to develop a secondary school, with an exception to Section 82-302, Compatibility buffer, of the Code of Ordinances and a request for additional height pursuant to Section 98-1031(d) Additional height, of the Code of Ordinances. The property is generally located south of Canyon Falls Drive between Denton Creek Boulevard and Stonecrest Road.

Staff Presentation

Poornima Kashyap, Senior Planner

Applicant Presentation

Keith Cummings, Corgan
Robert Howman, Glenn Engineering

Commission Deliberation

Commissioner Cox moved to recommend approval of SP19-0004 – Argyle ISD High School, Phase 2, and denial of the compatibility buffer exception request by requiring the applicant to install the required 6-foot tubular steel iron fence along the southern property line, and install the required landscaping within a 75-foot compatibility buffer along the entire length of the southern property line. Commissioner Ruthrauff seconded the motion.

VOTE ON THE MOTION

AYES: Cox, Dillon, Ruthrauff

NAYS: Picardi, Johnson

The motion to recommend approval passed with a vote of 3-2.

6. **Public Hearing to consider a request for a Master Plan Amendment (MPA19-0002 – Canyon Falls) to amend Section 1.0, Land Use Plan and Section 2.0, Area Plans, of the Master Plan by changing the current land use designation of Canyon Falls development within the Denton Creek District Area Plan from Medium Density Residential uses to Open Space and from Open Space to Medium Density Residential uses on certain tracts of land, located between and around Village 10B and Village 12. The property is generally located north of Cross Timbers Road and between Interstate 35W and U.S. 377.**

Staff Presentation

Poornima Kashyap, Senior Planner

Applicant Presentation

Tom Dayton, J. Volk Consulting (Available to answer questions)
Jason Wight, Newland

Spoke in Favor:

None

Spoke in Opposition:

Alison Mosely, 10925 Smoky Oak Trail
Christie Fowler, 11116 Smoky Oak Court
Terrance Scanlon, 11112 Smoky Oak Court
Brian Hargrove, 6713 Canyon Oak Court
Jeff Brown, 6709 Canyon Oak Court
David Lopez, 11125 Smoky Oak Court
Robert McCarroll, 11100 Fallingleaf Trail
Marie Brown, 6709 Canyon Oak Court

Commission Deliberation

Commissioner Cox moved to recommend denial of MPA19-0002 – Canyon Falls, as presented. Commissioner Ruthrauff seconded the motion.

VOTE ON THE MOTION

AYES: Ruthrauff, Johnson, Picardi, Dillon, Cox

NAYS: None

The motion to recommend denial passed with a vote of 5-0.

7. Public Hearing to consider a request for rezoning (ZPD19-0007 - Canyon Falls) to amend Planned Development District No. 98 (PD-98) to add additional lots by changing the zoning from Single-Family District-10 (SF-10) uses to Open Space and from Open Space to Single-Family District-10 (SF-10) on certain tracts of land located between and around Village 10B and Village 12, and to modify the minimum standards set forth in the Single-Family District-10 (SF-10) zoning district regulations by reducing certain front, side and rear yard setbacks. The property is generally located north of Cross Timbers Road and between Interstate 35W and U.S. 377.

Staff Presentation

Poornima Kashyap, Senior Planner

Applicant Presentation

Tom Dayton, J. Volk Consulting (Available to answer questions)
Jason Wight, Newland

Spoke in Favor:

None

Spoke in Opposition:

Alison Mosely, 10925 Smoky Oak Trail
Christie Fowler, 11116 Smoky Oak Court
Terrance Scanlon, 11112 Smoky Oak Court
Brian Hargrove, 6713 Canyon Oak Court
Jeff Brown, 6709 Canyon Oak Court
David Lopez, 11125 Smoky Oak Court
Robert McCarroll, 11100 Fallingleaf Trail
Marie Brown, 6709 Canyon Oak Court

Commission Deliberation

Commissioner Cox moved to recommend denial of ZPD19-0007 – Canyon Falls PD-98,
as presented. Commissioner Ruthrauff seconded the motion.

VOTE ON THE MOTION

AYES: Cox, Dillon, Picardi, Johnson, Ruthrauff

NAYS: None

The motion to recommend denial passed with a vote of 5-0.

H. ADJOURNMENT – REGULAR SESSION 9:14 P.M.

TOWN OF FLOWER MOUND, TEXAS

Lexin Murphy, Director of Planning Services

ATTEST:

LauriAnn Cash, Executive Assistant



PLANNING AND ZONING COMMISSION

AGENDA ITEM NO: 2

REGULAR ITEM

DATE: August 12, 2019

FROM: Lexin Murphy, Director of Planning Services

ITEM: **Public Hearing to consider an ordinance amending the Land Development Regulations (LDR19-0005 – Extended Stay Hotels) by amending Chapter 98 entitled “Zoning,” of the Town's Code of Ordinances, to create or modify the definitions and define the standards for hotels and motels, extended stay hotels, and specific use permit automatic renewals.**

I. ITEM SUMMARY

This Town initiated item proposes to amend the Town’s Land Development Regulations to provide updated definitions and standards for hotels and motels, extended stay hotels, and specific use permit automatic renewals.

This item will require final action by the Town Council, which is scheduled for August 19.

II. APPLICATION ANALYSIS

At the October 8, 2018, Planning and Zoning Commission meeting, the Commission approved a site plan for an extended stay hotel, Home2 Suites by Hilton, in the Riverwalk. This raised the question of whether the Town should have a zoning definition specific to extended stay hotels.

The Town currently only has one definition addressing hotel or motel lodging options, which is: *Hotel or motel* means a building or group of buildings designed and occupied as a temporary abiding place of individuals. To be classified as a hotel or motel, an establishment shall contain a minimum of 12 individual guestrooms or units and shall furnish customary hotel services.

After gathering information from survey cities, staff found that some of them did have definitions and standards specific to extended stay hotels. In addition, some cities had development standards for more typical hotels as well.

On January 7, 2019, during the Town Manager’s Report of the Town Council meeting, Council directed staff to bring forward for consideration a suggested definition and standards for extended stay hotels.

On June 24, 2019, staff presented suggested language to the Planning and Zoning Commission updating the definition of Hotel or motel and incorporating development standards for that use, as well as creating a new definition and development standards for Extended stay hotels, during a work session ([video link](#)). As part of this presentation,

staff also presented the option to incorporate language creating an automatic renewal process for Specific Use Permits, which could be utilized for the newly proposed Extended stay hotel use.

The Planning and Zoning Commission requested that staff conduct additional research into which extended stay hotels currently existed in the Metroplex, along with key features of those existing facilities. The Commission also had the following comments:

- Address changes of ownership by extended stay hotels to ensure the new owners are aware of the automatic renewal process and the SUP requirements.
- Consider whether the Planning and Zoning Commission is the appropriate entity to evaluate compliance with codes unrelated to zoning.
- Consider whether we should define residential usage for the purposes of this ordinance, as the definition of Extended stay hotel states that residential usage is not permitted.

The proposed ordinance maintains the elements of the initial proposal, and includes a requirement for notification to the Town in the case of a change in property ownership, as well as a zoning requirement for compliance with all Town and state ordinances and laws. The idea behind the second requirement is that by making overall regulatory compliance a requirement of zoning, it brings the review into the Planning and Zoning Commission's purview. Staff's recommendation on the issue of further defining "residential usage" is that it could unnecessarily complicate the definition, when the only real purpose is to clarify that this is not intended to be a residential use for zoning classification.

III. CORRESPONDENCE

The Town Code requires public notice in a newspaper of general circulation (Denton Record Chronicle). At the time this report was written, the Town had not received any correspondence regarding this item.

IV. ATTACHMENTS

A. Background Information

1. Benchmark City Comparison
2. Extended Stay Hotel Comparison

B. Application Details

1. Draft Redline Ordinance

Benchmark City Comparison - Extended Stay Hotels

	Separate Land Use Designation for "Extended Stay" Hotel	Occupancy Length Restrictions	24 Hour Staff Requirement	Additional Requirements
Flower Mound	No	No	No	No
Allen	No	No	No	No
Carrollton	Yes	Yes, No more than: Tier 1- 365 consecutive days, Tier 2 - 60 days in any 180 day period	Yes	Yes (Chapter 97 Hotel Code)
Colleyville	No	No	No	No
Coppell	No	No	Yes	Yes
Denton	No	No	No	No
Frisco	Yes	No	Yes	Yes (Pg.92,93,110,303)
Grapevine	No	No	No	No
Highland Village	No	No	No	No
Keller	No	No	No	No
Lewisville	No (* see note)	No	Yes	Yes
McKinney	No	No	No	No
North Richland Hills	No	No	No	Yes
Richardson	No	No	No	No
Southlake	No	No	No	No

*Hotels with stoves or ovens are considered dwelling units

EXTENDED STAY HOTEL COMPARISON

Hotel Brands	Marriott International				Hilton Worldwide			InterContinental Hotels Group		Hyatt Hotels	Choice Hotels	Wyndham Hotels	
Extend Stay Hotel Names	Residence Inn (Lewisville)	TownePlace Suites (Lewisville)	Springhill Suites (Grapevine)	Element	Homewood Suites	Home2Suites	Embassy Suites	Staybridge Suites	Candlewood Suites	Hyatt House	Suburan Extended Stay	Hawthorne Suites	Extended Stay America
Address	755 C E Vista Ridge Mall Dr, Lewisville, TX 75067	731 E Vista Ridge Mall Dr, Lewisville, TX 75067	2240 W Grapevine Mills Cir, Grapevine, TX 76051	3550, I-635, Irving, TX 75063	3240 Parkwood Blvd, Frisco, TX 75034	2000 Parkwood Blvd, Frisco, TX 75034	2401 Bass Pro Dr, Grapevine, TX 76051	8355 Parkwood Blvd, Plano, TX 75024	9484 Frisco St, Frisco, TX 75033	2875 Parkwood Blvd, Frisco, TX 75034	1920 Lakepointe Dr, Lewisville, TX 75057	5000 Plaza Dr, Irving, TX 75063•(972) 445-9507	1900 Lakepointe Dr, Lewisville, TX 75057
Attractions and Things Nearby	Vista Ridge Mall, 3.1 mi. from Golf Club and 9.4 mi. from Museum	Vista Ridge Mall, and 5 mi. from Lake Lewisville, 7 mi. from Legoland Discovery	7-min. walk from Sea Life Grapevine Aquarium, 3 mi. to DFW	2.6 mi. from Glof Course, 4.9 mi. from DFW	0.5 mi. Stonebriar Center Mall, 4.3 mi. from Toyota Stadium	Near Stonebriar Center Mall, < 1 mi. from Dr. Pepper Ballpark, 4 mi. from Hawaiian Falls	1 mi. from Legoland Discovery Center, 6 mi. from DFW	1 mi. from Stonebriar Centre, 6 mi. from soccer matches and Toyota Stadium	5 min. walk from Toyota Stadium, 1 mi. from Museum	11 min. walk from the Dr. Pepper Arena and 13 min. walk from Stonebriar Centre Mall	7 mi. from Legoalnd Discovery Center, 6 mi from Sea Life Grapevine Aquarium	2 mi. from DFW, 6 mi. from Legoland Discovery and Sea Life Grapevine Aquarium	5 mi. from Golf Club, 7 mi. from Legoland Discovery and Sea Life Aquarium
Primary Amenities													
Business Center	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Convenience Store	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Daily Housekeeping	Yes	Yes	Yes	Yes	Unknown	Unknown	Unknown	Unknown	Yes	Unknown	Unknown	Unknown	No
Dog Run	No	Yes	No	No	No	No	No	No	No	No	No	No	No
Fitness Center	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Free Breakfast	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes
Hot Tub	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	No	No	No	No
Kitchenettes (microwave, fridge)	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Kitchens - Fully Equipped (Full size oven, stove or cooktop, microwave, fridge, dishwasher)	Yes	No	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
Kitchens in all rooms (Every room has a fully equipped kitchen or kitchenette)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Living Areas	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lounge	No	No	Yes	Yes	No	No	Yes	Yes	No	Yes	No	No	No
Laundry Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Meeting Space	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Parking - Free	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Restaurant	No	No	No	Yes	No	No	Yes	No	No	Yes	No	No	No
Room Service	No	Yes	No	No	No	No	Yes	No	No	No	No	No	No
Sports Court	No	Yes	No	No	No	No	No	No	No	No	No	No	No
Swimming Pool- Indoor	Yes	No	Yes	No	No	No	Yes	No	No	Yes	No	No	No
Swimming Pool - Outdoor	No	Yes	No	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
Other Features/Highlights													
Baggage Storage	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	Unknown	No
Beach Access	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No
Bicycle Rental	No	No	Yes	No	No	No	No	No	No	No	No	No	No
Child Care	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Complimentary Light Dinner	No	No	No	No	Yes	No	Yes	No	No	No	No	No	No
Concierge	No	No	No	No	No	No	Yes	No	No	Yes	No	No	No
Fireplace	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No
Free Airport Shuttle	No	No	Yes	Yes	No	No	Yes	No	No	No	No	Yes	Yes
Free Area Shuttle	No	No	No	No	Yes	No	No	Yes	No	No	No	Yes	No
Free Grocery Shopping Service	No	No	No	No	Yes	No	No	No	No	No	No	No	No
Free WiFi	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Golf Course	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No
Interior Cooridors only	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pets Welcome	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes
Rooms: 1-bedroom suites	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rooms: 2-bedroom suites	Yes	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No
Rooms: Studio - Guest rooms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Smoke-free Property	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No

Town of Flower Mound

Amend Chapter 98 – Zoning, Sec. 98-2 – Definitions

Hotel or motel means a building or group of buildings designed and occupied as a temporary abiding place of individuals. To be classified as a hotel or motel, an establishment shall contain a minimum of 12 individual guestrooms or units and shall furnish customary hotel services, **such as linen and housekeeping.**

Add to Chapter 98 – Zoning, Sec. 98-1003 – Hotel or Motel

Hotel or Motel developments shall be subject to the following conditions:

1. Shall provide at least three amenities from the list below:
 - a. Pool
 - b. Spa/sauna
 - c. Weight room/fitness center
 - d. Playground
 - e. Sports court
 - f. Plaza/atrium
 - g. Game room
 - h. Conference room (1,000 square foot minimum)
 - i. Full service restaurant (minimum seating capacity of 35)
2. Shall maintain ten (10) percent of the lot area as open space, exclusive of required setbacks, buffers, and parking areas, but including amenities from the above list, except for Conference room and Full service restaurant.
3. Shall provide staff on-site 24 hours a day, seven days a week.
4. The entrance to each room shall be gained from an interior corridor, which shall be climate controlled. First floor units may have secondary access from an interior courtyard or swimming pool area in addition to hallway access.
5. A porte-cochere or covered area must be provided immediately adjacent to the entrance with a registration desk. The porte-cochere or covered area must be sufficient to accommodate the temporary parking of at least two (2) vehicles parked side by side for guests checking in and out.

Amend Chapter 98 – Zoning, Sec. 98-2 – Definitions

Extended Stay Hotel means a type of hotel establishment designed to accommodate extended stays, with financial consideration being calculated on a nightly or weekly basis. These types of facilities are mainly suitable for the business traveler or extended vacation traveler and a minimum of fifty (50) percent of the room units shall contain living areas and kitchenette facilities, which include a stove top or oven or the ability to check out a cooking appliance. Residential usage is not permitted in Extended Stay Hotels and no occupant shall be deemed to be a resident of the hotel.

Add to Chapter 98 – Zoning, Sec. 98-1004 – Extended Stay Hotel

In addition to the Hotel or Motel development standards, Extended Stay Hotels shall also be subject to the following conditions:

1. Shall maintain laundry facilities on-site for guest use.
2. Shall maintain booking records for a minimum of 60 days.
3. Each guest room shall have a minimum area of three hundred twenty-five (325) square feet, including sleeping area, kitchen, bathroom, and closet space.
4. The hotel shall install and maintain, in proper operating order, surveillance cameras in each interior hallway and lobby area, in the parking lots, and at each exterior door. The cameras shall be placed to provide visibility to the front and rear exteriors of the building. Monitors shall be provided for security and other hotel personnel so that on-site activities may be viewed at all times. Surveillance cameras shall be in operation 24 hours a day and records of images recorded shall be kept a minimum of 30 days.
5. Extended-stay hotels are required to operate in compliance with all zoning, building code, fire safety code, health code, and other ordinances and laws of the Town and the state.

This use requires a Specific Use Permit, which will expire five years from the passage of the approved ordinance, but is eligible for automatic renewal for additional five-year periods. For automatic renewal to occur, the property owner must file a complete application for automatic renewal with the Director of Planning Services, as outlined in Sec. 98-954, before the expiration of the current period.

In the event of a change in ownership/rebranding of the hotel on the property, the new property owner must notify the Director of Planning Services within 90 days from the date of closing. This will allow the Town to send the new property owner a copy of the Town's regulations and standards for extended stay hotels. A form acknowledging the receipt of the Extended Stay Hotel Regulations and agreeing to comply with said regulations must be returned to the Director of Planning Services within 30 days of the mail or email date that the materials were sent by the Town.

Add to Chapter 98 – Zoning, Sec. 98-954

Automatic Renewals:

1. Failure to timely file a complete renewal application will render this specific use permit ineligible for automatic renewal. The Town Council may, however, reinstate an SUP's eligibility for future automatic renewals as part of a new SUP ordinance or ordinance amendment.
2. Automatic renewal does not result in an amendment to the SUP ordinance. An applicant seeking to change the SUP conditions or to otherwise amend the SUP ordinance must submit a new SUP application, as outlined in Sec. 98-953. As part of the application for automatic renewal, the property owner shall state that all existing SUP conditions have been complied with, and that no changes to the conditions or other SUP ordinance provisions are being requested.
3. Upon the filing of a complete application for automatic renewal, the director shall send written notice to all owners of real property lying within 200 feet of the area governed by the SUP. The notice must state that the SUP is eligible for automatic renewal and may be automatically renewed without further notice.
4. If the owners of 20 percent or more of the land within 200 feet of the area governed by the SUP file a written protest against the automatic renewal in accordance with Sec. 78-154. - Action by town council, or if the director determines that the conditions of the SUP have not been met as referenced in the automatic renewal application, the director shall forward the application to the Planning and Zoning Commission for consideration, as outlined in Sec. 78-154. - Action by town council.

5. If forwarded for consideration, the Planning and Zoning Commission shall make a recommendation to Town Council regarding the proposed renewal based on staff reports, field inspections, and the evidence presented at its public hearing.
6. If forwarded for consideration, Town Council may: repeal the SUP's eligibility for automatic renewal; supplement, remove, or amend any of the conditions or provisions of the subject SUP ordinance; or take no action and allow the SUP to automatically renew. No renewal or expiration of an SUP may occur while the application is pending consideration.
7. This subsection does not impair the ability of the Town Council to call a public hearing on its own motion for the purpose of passing an amending ordinance to repeal an SUP's eligibility for automatic renewal, or to supplement, remove, or amend any of the conditions or other provisions in an SUP ordinance.

Add to Chapter 98 – Zoning, Article III. – District Regulations

Extended Stay Hotel should be added under Specific Uses for the following Districts: O Office District, C-2 Commercial District-2, I-1 Industrial District-1, I-2 Industrial District-2, WR Water Recreation District, REC Recreational District, CC Campus Commercial District, and CI Campus Industrial District.

The Schedule of Use Regulations chart located in Chapter 98 – Zoning, Sec. 98-952, should also be updated to reflect the requirement of an SUP in the districts listed above for an Extended Stay Hotel.