

# SPECIAL MEETING

## DRAFT MINUTES

### STUDY SESSION OF THE PLANNING COMMISSION

Wednesday, July 10, 2024  
12:15 p.m.  
EMBARC Large Conference Room  
431 W. Main Street, Suite B  
Oklahoma City, Oklahoma

(The agenda was filed with the City Clerk of The City of Oklahoma City  
at 9:17 a.m. on July 8, 2024)

**PC Members Present:** Nate Clair, Ward 1, Chair  
Janis Powers, Ward 2  
Jerimy Meek, Ward 3  
Dan Govin, Ward 6  
Don Noble, Ward 8

**PC Members Absent:** Mike Privett, Ward 4  
Rusty LaForge, At-Large  
Bobby Newman, Ward 5  
Camal Pennington, Ward 7

**Staff Present:** Lisa Chronister, Assistant Planning Director  
Marilyn Allen, Planning Department  
Steven Barker, Municipal Counselor's Office  
Jill Burnett, Municipal Counselor's Office  
Cameron Conyers, Planning Department  
Thad Johnson, Planning Department  
Cindy Lakin, Planning Department  
Susan Randall, Municipal Counselor's Office  
Sarah Welch, Planning Department

**Others Present:** Marva Ellerd, Heritage Hills  
Peter Fulmer, OKCMAR  
Gary Jones, OKCMAR  
Landry Willis, OKCMAR

**I. CALL TO ORDER**

The meeting was called to order at 12:15 p.m.

**II. RECEIVE THE MINUTES OF THE NOVEMBER 2, 2023 STUDY SESSION**

MOTION: Powers/Noble to receive the minutes.

Ayes: Clair, Meek, Govin, Powers, Noble

Absent: Pennington, Privett, Newman, LaForge

MOTION APPROVED

**III. ITEMS FOR DISCUSSION**

**A. Discussion regarding a proposed ordinance relating to Home Sharing, amending the Zoning and Planning Code, Chapter 59 of the Oklahoma City Municipal Code, 2020, as amended, by amending Article IV – Administrative Procedures, Section 59-4250 – Discretionary review procedures; and by amending Article IX – Use Standards, and Section 59-9350 – Standards for Specific Uses.**

**B. Discussion regarding a proposed ordinance amending Chapter 13 of the Oklahoma City Municipal Code, 2020, as amended, by amending Article XIII - Home Sharing, Division 1 - Generally, Section 13-500 – Definitions; and by amending Article XIII - Home Sharing, Division 2 - License, Section 13-510 - License required; restriction on issuance, Section 13-511 - Application required and Section 13-514 – Suspension, revocation, denial; by enacting Section 13-516 – Occupancy limits for home sharing accommodations; and by enacting Section 13-517 - Covenants; deed restrictions; and overlay requirements.**

Lisa Chronister, Oklahoma City Assistant Planning Director, provided information on proposed changes to portions of the City’s Municipal Code in Chapter 13 and Chapter 59 that govern Home Sharing in Oklahoma City. Ms. Chronister explained the following points about the proposal to amend the code:

- The City has engaged with residents, home sharing hosts/operators, Board of Adjustment members and city staff about issues related to home sharing licensing and permitting which were created in 2019 when the first adopted a Home Sharing ordinance. Focus group meetings were held with stakeholders in the summer and fall of 2023.

- Concerns raised by all groups included noise from guests; extra parking on the streets by guests; and enforcement of the existing ordinance related mainly to hosts operating without licenses/permits.
- The proposal to amend the current Chapter 13 licensing related to home sharing includes adding a definition of “ primary residence” as “the dwelling unit where a host physically resides the major of the year as established by at least three methods of identification, such as a driver’s license, automobile registration, voter registration, homestead exemption, utility bills, tax/banking documents, etc.”
- The proposal to amend the current Chapter 13 licensing related to maximum occupancy of no more than two persons per bedroom plus two between 11 p.m. and 6 a.m. and no more than 16 persons total at any one time.
- The proposal to amend the current Chapter 59 regulations related to the use of Lodging Accommodations: Home Sharing as requiring guests to stay a minimum of two nights to try and reduce “party houses.”
- Reducing the number of years that the Board of Adjustment could permit a Special Exception to 5 years from the current 10 years.
- Limited the number of homes shares that require a Special Exception to a maximum of 10% of the dwelling units on a block to address concerns about concentration of home shares diminishing the sense of community in a neighborhood. This would also prevent large numbers of apartments from being homeshared in one complex.
- Establishing an off-street parking requirement of one parking space on-site per every four occupants in efforts to limit street parking
- Authorizing the Board of Adjustment to consider restrictive covenants, deed restrictions and lease agreements that specifically prohibit the home sharing use and clarifying the process to revoke a Special Exception if permit rules are not followed. Legal staff explained that such documents would have to specifically prohibit “home sharing” and not just “businesses” for this provision to be considered at the BOA.

Planning Commissioners raised the following issues and questions:

- The term home-sharing may be confusing if hosts are not really residing at the address. Has the City considered changing the term to Short-Term Rental? *Planning and Legal staff explained that both terms are used by other cities and in the industry, and that staff could look into that change.*
- Will the City’s large increases in hotel-motel taxes affect hosts’ willingness to comply with licensing and permitting requirements. *Staff that the home sharing companies remit taxes to the City on behalf of the hosts and so the City doesn’t have matches of which addresses have remitted taxes. The city is looking into various companies and software that could better track home sharing licensing.*
- Can a renter host a homeshare and can we make it clearer that the owner of the property needs to authorize home sharing? *Subdivision and zoning*

*staff explained that both the applications for Special Exception and a license require a letter of authorization from an owner. Therefore, a renter could share a property but not without an owner's consent. This could be made clearer in the ordinance.*

- *What is the current fee for a SE and for a license? Staff explained that the current fee is \$300 for each Special Exception, including a renewal of a Special Exception, and \$24 annually for a license. The ordinance does not propose any changes to fees.*

After the discussion, staff explained that the amendments would be introduced to the Planning Commission at its July 25 meeting.

### **III. ADJOURNMENT**

The meeting adjourned at 1:15 p.m.