

ORDINANCE NO. _____

AN ORDINANCE to amend and reordain Article VII (SUPPLEMENTAL ZONE REGULATIONS) to delete Section 7-203(B)(7) (ACCESSORY DWELLINGS) and add Sections 7-302 (SHORT-TERM RESIDENTIAL RENTALS) and 7-1400 (SHORT-TERM RESIDENTIAL RENTALS) of the City of Alexandria Zoning Ordinance, in accordance with the text amendment heretofore approved by city council as Text Amendment No. 2024-00011.

WHEREAS, the City Council finds and determines that:

1. In Text Amendment No. 2024-00011, the Planning Commission, having found that the public necessity, convenience, general welfare and good zoning practice so require, recommended approval to the City Council on February 4, 2025 of a text amendment to the Zoning Ordinance to adopt a short-term residential rental program, which recommendation was approved by the City Council at public hearing on February 22, 2025;

2. The City Council in adopting this ordinance expressly adopts, ratifies, affirms and concurs in the finding and action of the Planning Commission above stated;

3. All requirements of law precedent to the adoption of this ordinance have been complied with; now, therefore,

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 7-203(B) of the Zoning Ordinance be, and the same hereby is, amended by deleting the language shown in strikethrough and inserting new language shown in underline, as follows:

7-203 - Accessory dwellings.

(B) *Use limitations.*

~~(7) The accessory dwelling shall not be a short term residential rental, as defined by City Code section 3-2-152(a)(2), for a period exceeding 120 days per calendar year. Reserved.~~

Section 2. That Section 7-302 of the Zoning Ordinance be, and the same hereby is, added and ordained, as shown:

7-302 – Reserved Short-Term Residential Rentals.

Section 7-300 does not apply to short-term residential rentals. Short-term residential rentals are regulated pursuant to section 7-1400.

Section 3. That Section 7-1400 of the Zoning Ordinance be, and the same hereby is, amended by deleting the language shown in strikethrough and inserting new language shown in

1 underline, as follows:
2

3 **Sec. 7-1400 – ~~Reserved~~ Short-Term Residential Rentals.**
4

5 **7-1401 – Purpose.**
6

7 The purpose of this section 7-1400 is to ensure that the use of land as authorized in the zoning
8 ordinance is undertaken in an orderly and proper manner that furthers the public health, safety
9 and welfare and makes adequate provision for assuring the availability of appropriate public and
10 private services and amenities and for minimizing the adverse effects of such use.
11

12 **7-1402 - Definitions.**
13

14 (A) *Operator.* A party having a legal interest in any dwelling offered as a short-term
15 residential rental.

16 (B) *Registered local agent.* A party designated by the operator to perform obligations under
17 city law related to a short-term residential rental.

18 (C) *Short-term residential rental.* The provision of a room or space that is suitable or
19 intended for occupancy for dwelling, typically for a period of fewer than 30 consecutive
20 days, in exchange for a charge for the occupancy.
21

22 **7-1403 – Regulations.**
23

24 All short-term residential rentals shall comply with the following:
25

26 (A) *Occupancy.* Occupancy is limited to two people per legal bedroom, as defined by the
27 Uniform Statewide Building Code, plus two additional people, exclusive of children ages
28 three years and under, at all times. The maximum occupancy for a rental with five or
29 more bedrooms is limited to ten people and three people for an accessory dwelling,
30 exclusive of children ages three years and under, at all times.

31 (B) *Events.*

32 (1) *Residential zones.* Activities, including luncheons, banquets, parties, weddings
33 meetings, fundraising, or any other gathering of people exceeding the maximum
34 number of occupants are prohibited at all times.

35 (2) *Commercial, office, industrial, and mixed-use zones.* Short-term residential
36 rentals located in commercial, office, industrial, or mixed-use zones may host
37 occasional events as an accessory use and must comply with the following:

38 (a) Hours of events shall be limited to 9:00 a.m. to 10:00 p.m. Sunday through
39 Thursday, 9:00 a.m. to 11:00 p.m. Friday and Saturday.

40 (b) Loading, unloading, and deliveries for events shall be prohibited between
41 11:00 p.m. and 7:00 a.m.

42 (c) Food, beverages, and other materials associated with events shall not be
43 stored outside.

44 (d) Trash and garbage shall be stored inside or in sealed containers that do not
45 allow odors to escape or invasion by animals. Trash and debris shall not be
46 allowed to accumulate outside of those containers.

1 (e) Litter on the site and on public rights-of-way within 75 feet shall be
2 monitored and picked up at the end of events and more often, if necessary.

3 (C) Parking.

4 (1) Operators shall provide a minimum of 0.75 spaces per bedroom if the short-term
5 residential rental is located outside the enhanced transit area or 0.25 spaces per
6 bedroom if located within the enhanced transit area.

7 (2) If required parking cannot be provided on-site, no more than two on-street
8 parking spaces may be counted toward the minimum parking requirement.
9 Within parking permit districts, up to two on-street visitor permits, issued
10 pursuant to city code section 5-8-77, may be used to meet the parking
11 requirement.

12 (3) Required parking which cannot be provided either on-site or on-street, may be
13 provided within 500 linear feet of the short-term residential rental through a
14 signed parking agreement or by another arrangement approved by the director if
15 the short-term residential rental is located within the enhanced transit area.

16 (4) Parking shall otherwise comply with Article VIII of this ordinance.

17 (D) Noise. Operators and occupants shall comply with city code Title 11, Chapter 5 - Noise
18 Control.

19 (E) Trash and recycling. Operators shall comply with city code Title 5, Chapter 1 - Solid
20 Waste Control.

21 (F) Accessory Dwelling Units. Operators shall not list or lease both a principal dwelling unit
22 and accessory dwelling unit on the same lot as a short-term residential rental
23 simultaneously.

24 (G) Good Neighbor Guide. Operators or their registered local agents shall provide occupants
25 with the following information no less than 24 hours prior to arrival and shall also post
26 the information conspicuously inside the short-term residential rental on such forms as
27 the planning director may prescribe or any other planning director approved format:

28 (1) Name and phone number of the operator or registered local agent who is available 24
29 hours per day, 7 days per week.

30 (2) Maximum occupancy.

31 (3) Notice that exceeding the maximum occupancy is prohibited at all times.

32 (4) Notice that indoor and outdoor quiet hours are between 11 pm and 7 am daily.

33 (5) Notice that noise levels, both indoors and outdoors, must be kept to a minimum at all
34 times. This includes, but is not limited to, shouting, cheering, loud conversations,
35 amplified sounds from televisions, speakers, radios, or cell phones, barking dogs, and
36 the dragging of objects.

37 (6) Notice that waste and recycling containers must not overflow and instructions for
38 proper waste and recycling disposal including pickup days, times, and location.

39 (7) Notice that pet waste must be collected and disposed of properly.

40 (8) Location of designated on-site and off-site parking spaces, notice of the maximum
41 number of vehicles permitted on site, parking expectations and rules, and alternative
42 off-street parking locations.

43 (9) Local transit information.

44 (H) Complaint resolution. Operators and their registered local agents shall be reachable via
45 telephone 24 hours per day, seven days per week, to resolve complaints related to the
46 short-term residential rental as set out below:

1 (1) Violations of maximum occupancy limits, party and event regulations, or noise
2 control requirements must be addressed within one hour of receiving notification
3 from the city. If the operator or registered local agent fails to take corrective action
4 within the specified time, the operator may be held liable for failure to act, which may
5 include, but is not limited to, civil penalties.

6 (2) All other violations of city law shall be resolved within the period established by city
7 codes and ordinances.

8 (I) Inspections. The City reserves the right to inspect all short-term residential rental
9 properties during the application process and while the permit is in effect. Any interior
10 inspection shall occur upon prior notification to the operator or local registered agent, at a
11 reasonable time, and with the operator or its registered local agent present for the
12 inspection.

13 14 **7-1404 – Permits.**

15
16 (A) Application. An application for a permit to operate a short-term residential rental for
17 more than 10 days per year shall be submitted to the director on such forms as the
18 director may prescribe and shall include the following:

19 (1) Street address of the proposed short-term residential rental.

20 (2) Whether the short-term residential rental will be owner occupied or unoccupied.

21 (3) Name, street address, telephone number, and email of the operator.

22 (4) Name, street address, telephone number, and email of the registered local agent, if
23 applicable.

24 (5) A statement identifying the applicant, who shall be the owner, contract purchaser,
25 lessee or other party having a legal interest in the subject property. It shall include a
26 clear and concise statement identifying the applicant and, if different, the owner of
27 the property, including the name and address of each person or entity owning an
28 interest in the applicant or owner and the extent of such ownership interest unless
29 any of such entities is a corporation or a partnership, in which case only those
30 persons owning an interest in excess of three percent in such corporation or
31 partnership need be identified by name, address and extent of interest. For purposes
32 of this section, the term ownership interest shall include any legal or equitable
33 interest held at the time of the application in the real property which is the subject
34 of the application.

35 (6) Documentation establishing a legal interest in or ownership of the property.

36 (a) If the property is leased, the applicant must obtain and provide written consent
37 from the owner of the property for the short-term residential rental and
38 provide contact information for the owner.

39 (b) Owner occupied short-term residential rentals must provide two additional
40 documents acceptable establishing residency.

41 (7) Total number of bedrooms.

42 (8) Proposed maximum occupancy.

43 (9) Maps indicating parking locations to meet parking requirements and excess off-
44 site parking, as well as any signed parking agreements.

45 (10) Photos of and signed certification that all safety equipment including smoke
46 detectors, fire extinguishers, and carbon monoxide detectors are installed and in

1 compliance with city law.

2 (11) Photos of and signed certification that the “Good Neighbor Guide” has been
3 posted conspicuously inside the short-term residential rental.

4 (B) Notice. Upon the director’s acceptance of the application, applicants shall, by registered
5 or certified mail, send written notice to the owner of the subject property, if different
6 from the applicant, and all abutting properties on such forms as the director may
7 prescribe. In the case of a condominium, written notice may be sent to the president of
8 the board of the unit owners' association instead of to each individual unit owner.
9 Restricted delivery or return receipt is not required. The administrative permit shall be
10 granted only after confirmation of proper written notice. Any change in the information
11 listed on the written notice during the operation of the short-term residential rental shall
12 require renotification. Written notice shall include, but is not limited to, the following:

13 (1) Street address of the short-term residential rental.

14 (2) Permit number and expiration date.

15 (3) Maximum occupancy.

16 (4) Name, phone number and email address of the short-term residential rental
17 operator and the registered local agent, if applicable, who is available 24 hours
18 per day, seven days per week; and

19 (5) Methods to submit a City Code or Zoning Ordinance violation complaint to the
20 city.

21 (C) Failure to obtain permit. Failure to obtain a permit shall result in a civil citation
22 pursuant to section 11-200. Upon two or more repeated violations of the permit requirement,
23 and upon notice, the operator shall be prohibited from applying for a permit for said property
24 and from offering that property for short-term residential rental for a period of one year.

25 (D) Revocation or denial of a permit.

26 (1) A permit may be revoked with 30 days’ notice or denied for any of the following
27 reasons:

28 (a) An incomplete application.

29 (b) False or misleading information provided in the application or during
30 inspections.

31 (c) Three or more violations of the same city law within the permit year related to
32 the operation of a short-term residential rental.

33 (d) Five or more violations of separate sections of city law within the permit year
34 related to the operation of a short-term residential rental.

35 (2) The director may revoke a permit immediately and without 30 days’ notice, if there is
36 a violation of city law related to the operation of the short-term residential rental and
37 the violation endangers the health and safety of short-term residential rental
38 occupants or occupants of abutting properties. The director will issue a notice of
39 revocation to the operator, hand-delivered or mailed, return receipt requested, setting
40 forth the grounds upon which the permit was revoked, the date and time the
41 revocation took effect, and describing the appeals procedure. Upon receipt of the
42 notice, operation of the activity must cease.

43 **7-1405 – Non-contravention.**

1 Nothing in this section shall be construed to supersede or limit contracts or agreements between
2 or among private parties related to the use of real property.

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4 Section 4. That the director of planning and zoning be, and hereby is, directed to
5 record the foregoing text amendment.

6
7 Section 5. That Sections 7-203(B), 7-302, and 7-1400, as amended pursuant to
8 Section 1 of this ordinance, be, and the same hereby is, reordained as part of the City of
9 Alexandria Zoning Ordinance.

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11 Section 6. That this ordinance shall become effective on September 1, 2025, and
12 shall apply to all applications for land use, land development or subdivision approval provided
13 for under the City of Alexandria Zoning Ordinance which may be filed after such date, and shall
14 apply to all other facts and circumstances subject to the provisions of the City of Alexandria
15 Zoning Ordinance, except as may be provided in Article XII of the Zoning Ordinance.

16
17 ALYIA GASKINS
18 Mayor

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20 Introduction: 03/11/25
21 First Reading: 03/11/25
22 Publication:
23 Public Hearing: 03/15/25
24 Second Reading: 03/15/25
25 Final Passage: 03/15/25