

Short-Term Rentals (STR) Overview

PRESENTED BY:

LOGAN SPARROW, POLICY ADMINISTRATOR

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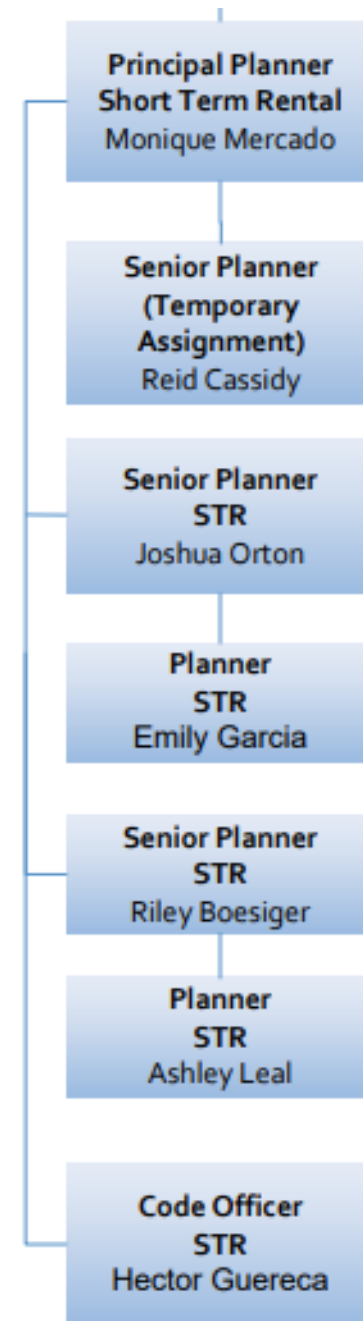
MONIQUE MERCADO, PRINCIPAL PLANNER

Agenda

- 1) Introductions
- 2) Annual Report
- 3) Processing an STR Application
- 4) ADU's and STR's
- 5) OneStop Map Overview
- 6) How to Report Violations
- 7) Questions and Comments

New STR Team

- New team dedicated to Short-Term Rental (STR) ordinance
- Team reports to Logan Sparrow, Policy Administrator
- Led by Monique Mercado, Principal Planner
- Includes multiple positions added during FY 23 budget cycle



New STR Vendor



- City has begun working with Avenu, the new third-party vendor for STR compliance services
- Contract approved on December 15, 2022
- HOST Compliance, the current third-party vendor, is set to expire in June 2023
- New Contract includes:
 - 24-hour hotline for reporting suspected violations
 - HOT collection services

FY 2022

ANNUAL REPORT

SHORT TERM RENTALS



Short term Rental Annual Report

FY 2022 ANNUAL REPORT
AVAILABLE ONLINE ON DSD'S
WEBSITE

LINK:

[20230117 STR 2022 Annual Report
\(sanantonio.gov\)](https://www.sanantonio.gov/20230117_STR_2022_Annual_Report)

Processing an STR Application

- Four step process to review an STR application (New or Renewal)
 - Application Intake
 - Completeness Review
 - Technical Review
 - Decision

- Workflow same for:
 - Type 1 STR Permits (Owner or Operator occupied)
 - Type 2 STR Permits (Non-Owner or Operator Occupied)
 - Subject to maximum density/BOA special exception process

Applications may be submitted online using the BuildSA system or via paper application

- Paper applications are subject to an additional \$10 processing fee

Once an application is submitted, it is automatically assigned to a reviewer

Staff manage these assignments to ensure that all team members have an equal distribution of work

Application Intake

Completeness Review

- Appropriate filing fee: (\$100 for new application submittals.
- Name, address and contact information of Applicant, Property Owner, and Operator
 - Designated Operator must include a 24-hour phone number.
- If the property is owned by a corporation, verify the contact given is authorized to do business on behalf of that corporation.
- Identify and confirm Type (1 or 2) of rental by BCAD homestead exemption, vehicle registration, driver's license, or voter registration;
- If the applicant is requesting a Type 1 as the long-term occupant, property owner permission is required.
- Address, legal description, and BCAD Property ID of the property;
- Verify the correct Unit is indicated in the "Address" tab
- Type of structure selected on application;
 - If the application is for an ADU, add "ADU" as the Unit
- Total number of units located on property identified
- Number of off-street parking spaces available (at least 1 per unit required);
- List of short-term rental platforms the property is expected to be advertised through;
- In BuildSA verify self-certification acknowledgements have been completed.
- Sketch or narrative describing the location of the available parking spaces;
- Visual documentation or sketch of unit floor plan

Technical Review

Confirm	unit count
Verify	the property is located inside city limits
Verify	no prior revocation actions
Conform	zoning allows an STR
Verify	there have been no City funding for the property after 11/1/2018
Confirm	floorplan drawing includes all requirements
Verify	they have provided a compliant parking space (off street)
Confirm	confirm they are current on HOT payments (renewal only)
Confirm	max density for the blockface (Type 2 only)

Decision

- If the application satisfies all requirements, staff must approve the STR permit request
- If the blockface maximum density (Type 2 only) is exceeded, staff notifies applicant that they must submit for a special exception from the Board of Adjustment (BOA)
 - Applicants are provided 20 days to submit a special exception application or the record is denied
- If the applicant fails to provide the requested documentation in a timely manner, staff will deny the STR application

STRs and ADUs



STAND-ALONE DETACHED



ADU OVER A GARAGE

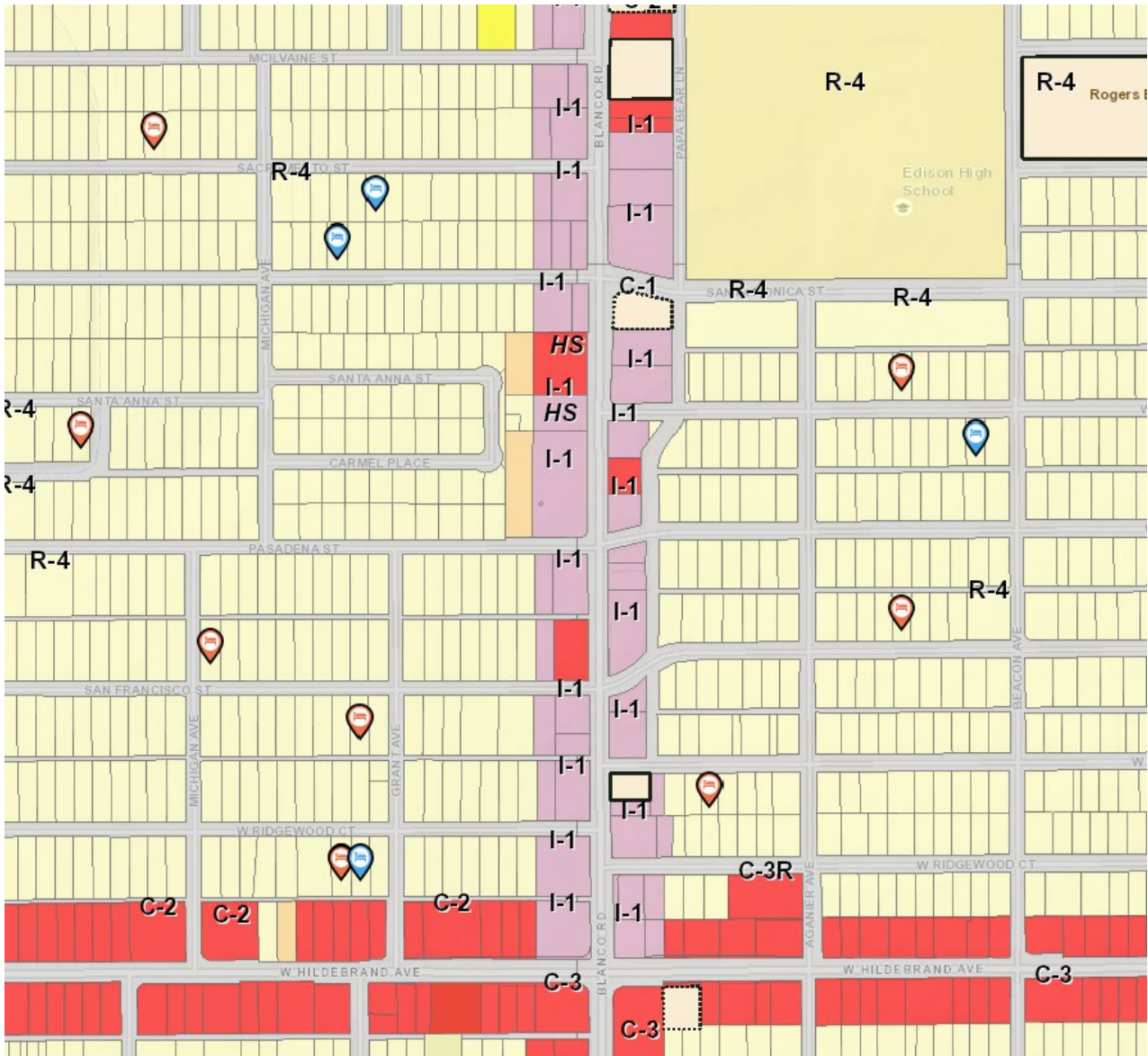


ATTACHED ADU



BASEMENT ADU

- Under limited circumstances, Accessory Dwelling Units may be used as Short-Term Rentals
- Most common scenario is where the property owner lives in the main house and obtains a Type 1 STR permit for the ADU.
 - This is allowed across the city with no density limitation
- The UDC does not authorize the occupancy (short-term or long-term) of an ADU if the OWNER of the property does not live on-site
 - The owner may occupy either the main dwelling or the ADU
- Type 2 (non-owner occupied) STR's may not operate in ADUs
 - These are violations of both the ADU ordinance and the STR ordinance



OneStop Map Overview

LINK: [ONE STOP MAP
\(SANANTONIO.GOV\)](https://www.sanantonio.gov/onestopmap)

Reporting Violations

- Reporting Methods:
 - 311
 - Website
 - LINK: [311 Info Home | City of San Antonio](#)
 - City of San Antonio 311 App
- Typical Complaints:
 - Unpermitted STR's
 - Property Maintenance
 - Noise/Parking/Parties (Nuisance)



Questions



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