



**MEMORANDUM**

**TO:** Hampton Planning Commission

**FROM:** Mike Hayes, AICP  
Planning & Zoning Administration Division Manager

**DATE:** July 12, 2024

**SUBJECT:** July 2024 Planning Commission Meeting

The next meeting of the Hampton Planning Commission is Thursday, July 18 at 3:00PM in the Community Development Department Conference Room for the work session. The regular meeting will begin at 3:30PM in City Council Chambers.

As is noted in the package, the City is withdrawing one of the advertised Zoning Ordinance Amendments related to short-term rentals. A question about enforcement had arisen, which staff believed might require an amendment. In order to keep the implementation of the ordinance on track, the item was advertised as staff continued to study the possible need. It has been determined that the recently adopted ordinance sufficiently addresses concerns through the conditions and revocation process as they are. With the Chair's consent the staff will provide a quick briefing on this topic in the work session.

With respect to the regular session, there are a total of six items. The first is a Rezoning application for a fee simple townhome development and small commercial lot off of W. Queen Street. This proposal is an extension of the Trilogy development at the former Lincoln Park site.

The second item is a Use Permit application for a daycare on Todds Lane. This property has been used as a daycare in the past. However, a condition of the previous approval was that the approval was void if the property was not used for a daycare for over six months. It has been over six months since the property was last used as a daycare.

Three Zoning Ordinance Amendments are asked to be heard together with all of them being at the direction of City Council to provide the final touches on the zoning ordinance sections related to short-term rental. Staff proposes creating a new use separate from short-term rentals within the zoning ordinance for homestays. The two amendments related to homestays establish a definition as well as the use requiring a Zoning Administrator Permit.

The third amendment related to short-term rentals changes the adopted 500' buffer radius between short-term rentals to 300'. This is in response to concerns heard by City Council, and their direction to staff to make the change.

The last public hearing item is the Zoning Ordinance Amendment staff is withdrawing. Given the item was advertised, it must appear in the paper. Staff requests that the Commission accept the withdrawal in the public hearing. Given no amendment was necessary, there are no substantive materials in the package for this item.

Lastly, I would like to remind everyone that the August Planning Commission meeting will be held on August 22<sup>nd</sup>. Planning Commission agreed to this adjustment at the beginning of the year in order to move the Planning Commission meeting off of the same week as City Council.

Community Development Department, Planning & Zoning Administration Division

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Please reach out and let us know if you expect to be in attendance at the July meeting.

If you have questions about the package or particular items, feel free to reach out to me at 757.728.5244 or [mdhayes@hampton.gov](mailto:mdhayes@hampton.gov).