

## ZONING BOARD OF ADJUSTMENT STAFF REPORT

July 28<sup>th</sup>, 2025

**ZBA-49-25**

### **GENERAL INFORMATION**

#### **Property Owner (X) Petitioner (X)**

Shanae Shaw

#### **Requested Action and Purpose**

Petition for a special exception to allow the short-term rental of a property.

#### **Location and Existing Zoning**

3717 Paver Drive. Zoned SFR-1. (Council District 6)

#### **Size and Existing Land Use**

Approximately 0.64 acres, Single-family residential

#### **Surrounding Land Use and Zoning**

North: Single-family residence, SFR-1

East: Single-family residence, SFR-1

South: Single-family residence, SFR-1

West: Single-family residence, SFR-1

#### **Applicable Regulations**

Sec. 25-39. Special Exception Use Permit

##### **d. Decision-Making Standards for Special Exception Use Permit**

The Zoning Board of Adjustment may approve a special exception use permit application only upon finding the proposed special exception use:

1. Complies with all applicable district-specific standards in Article IV :Zoning Districts;
2. Complies with all applicable standards in Article V : Use Regulations;
3. Complies with all relevant subdivision standards in the Subdivision Regulations;
4. Will not have a substantial adverse impact on vehicular and pedestrian safety;
5. Will not have a substantial adverse impact on vehicular traffic;
6. Is compatible with the character of surrounding development and the neighborhood;
7. Will not have a substantial adverse impact on adjoining properties in terms of noise, lights, glare, vibrations, fumes, odors, litter, or obstruction of air or light;
8. Will not have a substantial adverse impact on the aesthetic character of the area where it is proposed to be located; and
9. Will not have a substantial adverse impact on public safety or create nuisance conditions detrimental to the public.

##### **Sec. 25-101.c.4.iv.d General Standards**

- (1) Short-term rentals shall comply with all building and fire codes, and comply with all provisions of this Ordinance, including Article VI Division 2, Off-Street Parking, Bicycle Parking, and Loading Standards, and Article VI Division 10, Signs and Billboards.

## ZONING BOARD OF ADJUSTMENT STAFF REPORT

July 28<sup>th</sup>, 2025

- (2) Short-term rentals shall comply with the standards in Sec. 10.8-13, Noise in residential districts, of the City Code.
- (3) Off-street parking spaces may be provided on driveways or within a parking area on the property.
- (4) The property shall contain a dwelling able to be occupied.
- (5) Commercial events or other large events such as concerts or weddings are prohibited on the property.
- (6) The rental of units for a period of less than 24 hours is prohibited

### **Sec. 25-101.c.4.iv.g Decision Criteria**

When deciding on an application for a special exception use permit to operate a short-term rental use, the Zoning Board of Adjustment shall consider the following factors, in addition to the general decision-making standards in Sec. 25-39.d:

- (1) Whether the property is permanently occupied and leased in its entirety to one party for periods of at least 30 consecutive nights;
- (2) Whether the short-term rental use is proposed to be or will be the primary or accessory use of the dwelling;
- (3) If a short-term rental is proposed for a site that has been previously used for a short-term rental, the number of complaints, violations, and other departures from the standards of this Ordinance and the City Code that have occurred on the property; and
- (4) As part of its evaluation on the character of surrounding development and the neighborhood and other potentially adverse impacts of the use, the characteristics of the neighborhood and surrounding properties including the underlying zone district, surrounding land uses, the number of nearby short-term rental uses, the topography, access, and similar factors.

### **SUMMARY**

The petitioner is requesting a special exception to allow the short-term rental of a dwelling. Webster and Shanae Shaw will be the primary contacts and will be available 24 hours a day in case of an emergency. The petitioner does not have experience managing short term rentals. The house is equipped with cameras, keypad locks, and a noise detection system. The house is owner occupied. The house has 2 bedrooms and 2 bathrooms. The petitioner is requesting 6 adults and 3 vehicles.

Office of Urban Development, Planning Division: If approved, staff recommends 4 adults / 2 vehicles based on existing driveway /off-street parking and occupancy as it relates to parking.

Office of Urban Development, Codes and Development Services Division: No violations found or complaints received.

Office of Urban Development, Building and Inspections Division: No comment

Office of the City Engineer: No comment

Fire and Rescue Department, Fire Administration: No comment



ZONING BOARD OF ADJUSTMENT  
SHORT-TERM RENTAL  
PETITION

Last Updated, May 2023

Please complete all of the following fields:

**Location of Property**

Address: 3717 Paver Dr Tuscaloosa, AL 35405

Name: Shanae Shaw Phone:

Address:

**Property Owner (if different from petitioner)**

Name:  Phone:  Email:

Address:  ZIP Code:

*Note: The Special Exception to allow a short-term rental will be granted to the listed petitioner on this application. The approval will be void if the listed petitioner is no longer affiliated with the short-term rental.*

The Petitioner requests a Special Exception from the Zoning Board of Adjustment to allow a short-term rental:

Any residential properties located in a historically designated area of the City require a special exception. Any properties that are outside of the Tourist-Overlay District and within Tuscaloosa City Limits that are zoned for residential use, excluding apartments and condominiums, require a special exception.

**Who will be the primary contact in case of an emergency? Where are they located in relation to the property? Will they be available 24 hours a day?**

Webster & Shanae Shaw. Will <sup>be</sup> no further than 10 minutes from property. Available 24 hours a day

**What is the petitioner's experience managing short-term rentals? (ex. how many properties, location, any issues, etc.)**

None at the moment

**What security measures are in place for renters to prevent violations of City ordinances and protect the neighborhood? (ex. cameras, keypad locks, noise detection systems, etc.) Attach a copy of your rules and regulations for renters along with this petition.**

Cameras, Keypad locks, noise detection system

**PLEASE SUBMIT AN ELECTRONIC COPY OF THIS APPLICATION AND ANY NECESSARY SUPPORTING MATERIALS TO:**

Office of Urban Development:  
Planning Division

2201 University Boulevard, Annex III  
Tuscaloosa, AL 35401

Email: [zba@tuscaloosa.com](mailto:zba@tuscaloosa.com)

**Property Information:**

Number of Bedrooms: 2 Number of Bathrooms: 2

*Note: Multiple beds in a room should not be counted towards the number of bedrooms. Please contact the Building and Inspections Department at 205-248-5110, if you are unsure whether a room meets the IBC requirements for a bedroom.*

Is this the owner's primary residence? ☒ Yes ☐ No

**If yes**, where will the property owner stay when the home is being rented? **If not**, please explain how this property will be used when it is not being rented on a short-term basis.

- We will stay in our 2nd home located at  
1210 Axford Ave Tuscaloosa, AL 35405

On-street parking is prohibited while the dwelling is being rented on a short-term basis. Parking must be located on driveways or within a parking area on the property. No more than two vehicles may be parked tandem (one vehicle behind the other). Typically, two adults are allowed per vehicle. Submitting photographs of the parking area is highly encouraged.

**How many vehicles are you requesting to park in your driveway or designated parking area during the short-term rental? How many adults are you requesting to rent at one time?**

Requesting 3 park cars. 6 adults

**Important Items to Note:**

- A \$400 filing fee must be submitted with this petition. Check is preferred, but an invoice can be sent upon request.
- In-person attendance at the ZBA meeting is mandatory for the petitioner.
- Any request which will not be represented by the property owner at the public hearing must be accompanied by a notarized designation of agent affidavit.
- Approval by the Zoning Board of Adjustment is only ONE of the requirements for short-term rentals. You must submit a completed packet and receive a City of Tuscaloosa Business License before operating. Required documents can be found here: [www.tuscaloosa.com/str](http://www.tuscaloosa.com/str).
- No accessory dwelling (pool house, mother-in-law suite, etc.) may be occupied by anyone at any time during the short-term rental.

**Certification of Applicant**

I certify that the foregoing facts, to the best of my knowledge, are true and correct and that except for the exception requested in this petition, the proposed construction and use complies with all requirements for the zoning district in which the property is located. I also acknowledge that if the Board determines that any of the foregoing information is not accurate, my petition may be denied because it contained false or otherwise incorrect information. I recognize the City will send public notification and place a sign on the property with information for the public. This Petition will not be accepted until all required information is provided.

Print Name: Shanae Shaw Signature:  Date: June 20, 2025

---

## House Rules & Regulations

Welcome to your stay at 3717 Paver Dr, Tuscaloosa, AL!

To ensure a safe, clean, and enjoyable experience for everyone, please take a moment to review the following house rules:

---

### General Rules

- **Maximum Occupancy:** 6 guests
  - **Rental Type:** Entire home (no shared spaces)
  - **Check-in / Check-out:** Follow the check-in and check-out times as outlined in your booking.
- 

### Pet Policy

- **Pets are allowed** with prior approval.
  - An additional **\$150 pet cleaning fee** will be charged.
  - Guests are responsible for any damage caused by pets.
  - Please clean up after your pet in both indoor and outdoor areas.
- 

### Smoking

- **Smoking is strictly prohibited** inside of the property.
  - A fine of up to **\$300** may be charged for evidence of smoking.
- 

### Quiet Hours

- Quiet hours are enforced from **10:00 PM to 8:00 AM**.
  - A **noise detection system** is installed (monitors volume only, not conversations or sounds).
  - Please respect the neighbors and the community.
- 

### Cleaning

- A **\$150 cleaning fee** is included in your booking.

- Please **leave the home in a generally tidy condition**:
    - Place all trash in designated bins
    - Wash or load any used dishes
    - Lock all doors and windows upon departure
- 

### **Parties & Events**

- **No parties or events are allowed.**
  - Violations may result in immediate eviction and additional fees.
- 

### **Parking**

- Please use the **driveway or designated parking area located at the rear of house.**
  - Do not block park in street.
- 

### **Additional Guidelines**

- Do not rearrange or remove furniture.
  - Only registered guests are allowed on the property.
  - Report any damages or issues promptly so we can address them.
- 

### **Emergencies & Contacts**

- In case of an emergency, dial **911**.
  - For non-urgent concerns during your stay, please contact your host.
-





# 3717 Paver Drive

1 inch = 100 feet  
0 50 100 150 200 Feet







# 3717 Paver Drive

1 inch = 350 feet

0 200 400 600 800







# 3717 Paver Drive

0 1,000 2,000 3,000 4,000 Feet





