

ZONING BOARD OF ADJUSTMENT STAFF REPORT

July 28th, 2025

ZBA-53-25

GENERAL INFORMATION

Property Owner () Petitioner (X)

Bama B&B (Kim Roberts)

Requested Action and Purpose

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

Location and Existing Zoning

17 Parkwood. Zoned SFR-1. (Council District 2)

Size and Existing Land Use

Approximately 0.37 acres, Single-family residential

Surrounding Land Use and Zoning

North: Single-family residence, SFR-1

East: Vacant, NC

South: Multi-family residence, MFR

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.

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- (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. Bama Vacation Rentals will be the primary contact and will be available 24 hours a day in case of an emergency. The petitioner has over 15 years of experience as a property management company. The house will be equipped with cameras, keypad locks and a noise detection system. The house is not owner occupied. The house will be used for long term rental or be vacant when it is not being rented short term. The house has 3 bedrooms and 2 bathrooms. The petitioner is requesting 6 adults and 3 vehicles.

Office of Urban Development, Planning Division: If approved, staff recommends 6 adults / 3 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: 17 Parkwood Circle, Tuscaloosa, AL 35401

Petitioner

Name: Bama B&B Rentals - Kim Phone: _____

Address: _____

Property Owner (if different from petitioner)

Name: Ricardo Nava Phone: _____

Address: _____

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?

Bama Vacation Rentals will always be the primary point of contact, and they will be available 24 hours
per day.

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

15 successful years as a property management business.

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.

Signage, Rules forms, damage deposits, cameras, keypads & lockboxes, noise detection systems

**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

Property Information:

Number of Bedrooms: 3 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.

When not in use as a short term rental, it will be available for extended stays.

If neither one is in place, it will be vacant and checked by staff on a weekly basis.

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?

There are 3 designated parking spaces available in the two connected driveways and carport.

We would like to request 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.
- No accessory dwelling (pool house, mother-in-law suite, etc.) may be occupied by anyone at any time during the short-term rental.

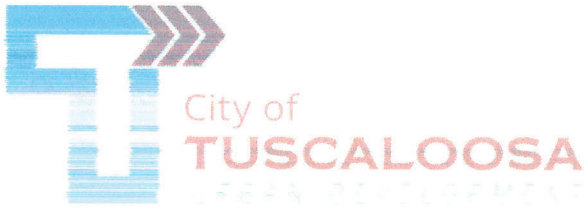
Certification of Applicant

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: Kimberly Roberts

Signature: Kimberly Roberts

Date: 7/6/25



TUSCALOOSA

DESIGNATION OF AGENT

PROPERTY OWNER

I, Ricardo Nava, being owner of the property which is the subject of this application
17 Parkwood Cir Tuscaloosa, AL 35401 hereby authorize
Kimberly Roberts, Bama B&B Rentals to act as my representative with the City of Tuscaloosa's Zoning Board of
Adjustment, and/or Planning and Zoning Commission, and/or Historic Preservation Commission, and /or City Council, as
required by the type of request listed hereon.

Such representation shall be for all purposes concerning any manner, right or obligation relating to this petition. This designation authorizes my agent to make verbal or written representations and/or declarations on my behalf and I shall be legally bound by said verbal or written representations and/or declarations relating to this petition.

The petitioner understands and acknowledges that the City will rely upon the agent's representations in approval or denial of said petition.

Signature [Signature] Date 7/2/25

STATE OF ALABAMA | COUNTY OF TUSCALOOSA

I, Jennifer Meredith Guthrie Maxwell, a Notary Public in and for said State at Large, hereby certify that
Ricardo Nava, who is named as owner, is
signed to the foregoing document, and:

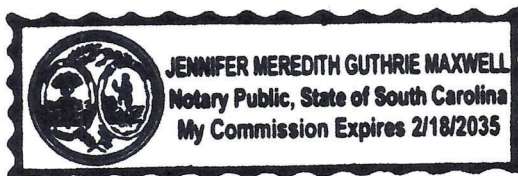
- ☒ Who is known to me, or
☐ Whose identity I proved on the basis of _____, or
☐ Whose identity I proved on the oath/affirmation of _____, a
credible witness to the signer of the above document

and that being informed of the contents of the document, he/she, as such officer and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this the 2nd day of July, 2025

Jennifer Meredith Guthrie Maxwell
Notary Public

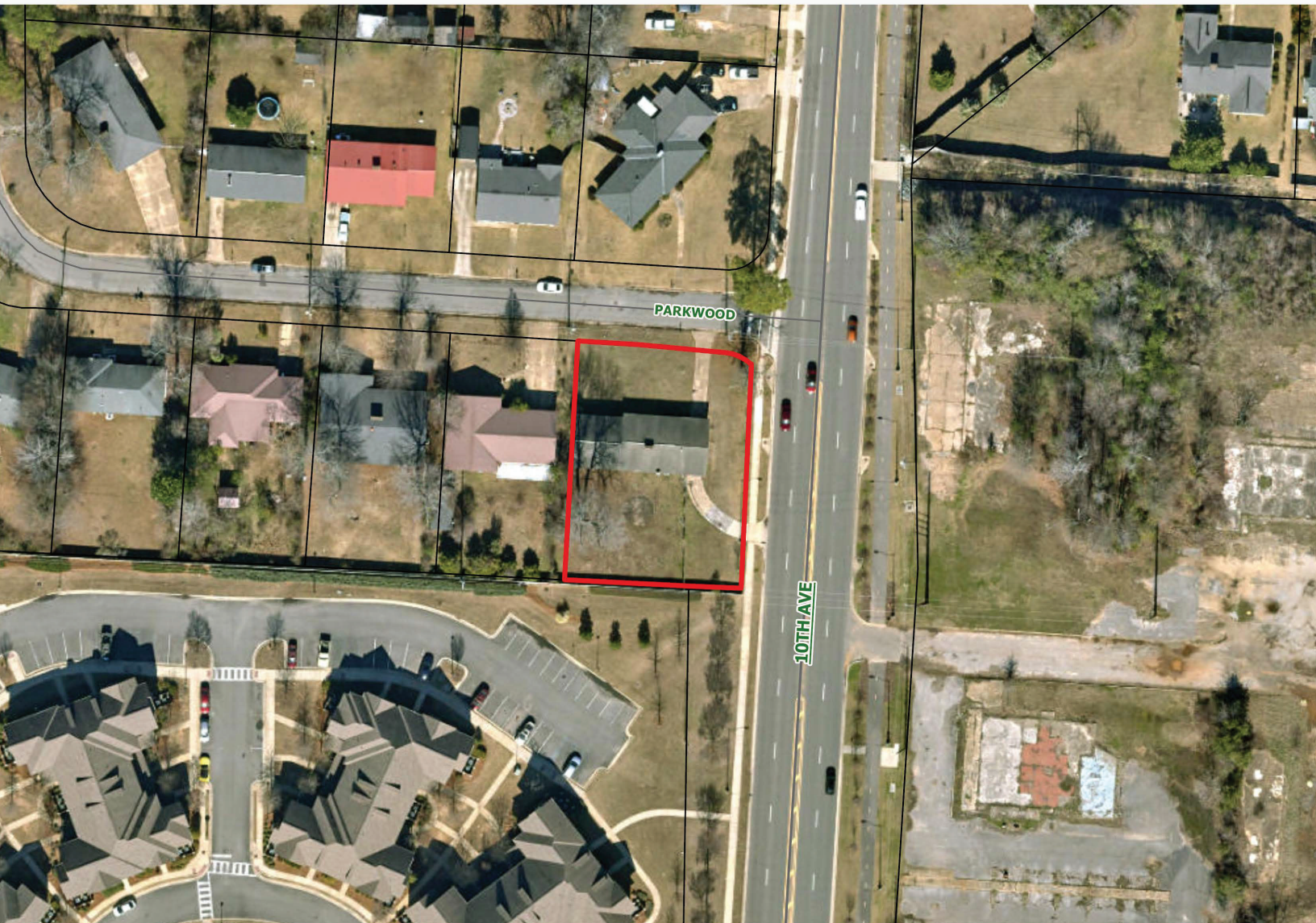
2/18/2035
Commission Expiration





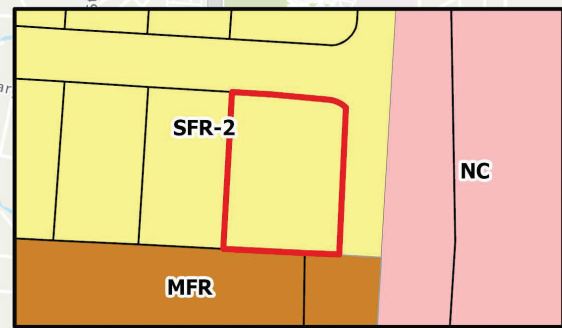
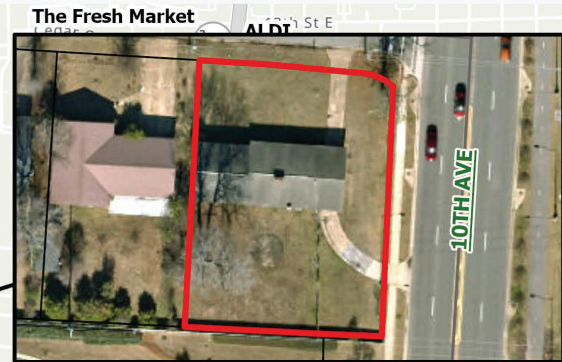
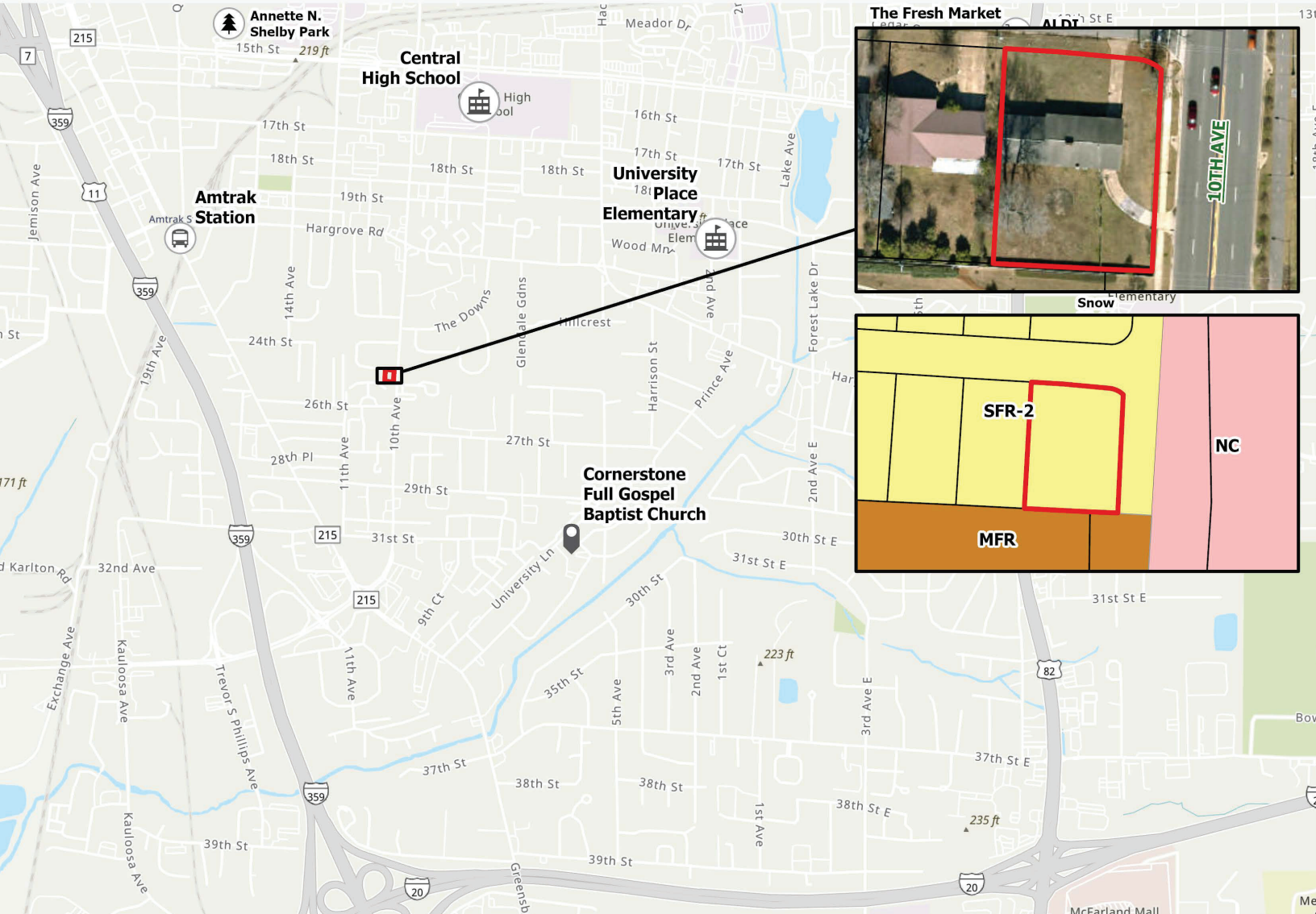
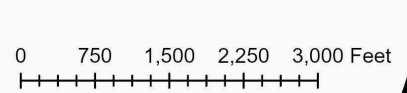
17 Parkwood

1 inch = 75 feet
0 30 60 90 120 Feet





17 Parkwood





17 Parkwood

