

ZONING BOARD OF ADJUSTMENT STAFF REPORT

October 26, 2026

ZBA-104-26

GENERAL INFORMATION

Petitioner

Erin and Corey Stepien

Requested Action and Purpose

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

Location and Existing Zoning

18 Country Club Hills B. Zoned SFR-2. (Council District 1).

Size and Existing Land Use

Approximately 0.77 acres, Single-family residential.

Surrounding Land Use and Zoning

North: Single-family residence, SFR-2

East: Single-family residence, SFR-2

South: Single-family residence, SFR-2

West: Single-family residence, SFR-2

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.

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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.
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. Claire Stepien will be the primary contact and will be available 24hrs a day in case of an emergency. The house is equipped with exterior cameras, and smart locks with unique access codes for each reservation. The house is not owner occupied and will remain vacant when not rented. The house has 4 bedrooms and 3 bathrooms. The petitioner is requesting 8 adults and 4 vehicles. If approved, staff recommends 8 adults/4 vehicles based on existing driveway/off-street parking and occupancy as it relates to parking.

ZBA Petition for Short-Term Rental

This application is for a request to the Zoning Board of Adjustment to approve a Special Exception to operate a short-term rental. Prior to submitting this form, a business license must be submitted to the Revenue Division.

Have you submitted a business license to the Revenue Division?

Yes

Property Information:

Site Address:

18 B Country Club Hill, Tuscaloosa, California 35401

Property Owner Name:

Erin and Corey Stepien

Numer of Bedrooms:

4

Number of Bathrooms:

3

Total Square Footage of Residence:

3180

Is this the Owner's Primary Residence?

No

If yes, where will the property owner stay when the home is being rented? If no, please explain how this property will be used when it is not being rented on a short-term basis.

Untitled

n/a

Applicant Information:

Applicant Name:

Erin and Corey Stepien

Supplemental Information:

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.

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 to at one time?

Untitled

We are requesting approval for a maximum of four (4) vehicles to be parked within the designated off-street parking area on the property and a maximum occupancy of eight (8) adults at any one time.

All guest vehicles will be required to park entirely on the property. Guests will be specifically informed that on-street parking is prohibited, and this requirement will also be included in the property's rental rules.

The property will be operated as a quiet residential short-term rental, with occupancy and parking carefully managed to ensure that rental activity does not negatively impact neighboring properties or the residential character of the neighborhood.

Please see attached pictures. Guest can park in the garage, tandem under the carport, and in the driveway.

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?

Untitled

Our primary local contact will be Claire Stepien, who resides in Tuscaloosa approximately three miles from the property. She will be available by phone 24 hours a day while the property is occupied and can respond promptly should an emergency or property-related concern arise.

The property owners, Erin and Corey Stepien, will also be available by phone 24 hours a day as secondary contacts. In addition, we will maintain local service providers for any maintenance or property issues requiring immediate professional assistance.

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

Untitled

This will be our first short-term rental property. We are approaching the operation as hands-on owners and have spent considerable time preparing the home and establishing procedures to ensure it is managed responsibly and in a manner that is respectful of the surrounding neighborhood.

We intend to personally oversee the property, with a local contact available in Tuscaloosa and established local service providers available for maintenance and other property needs. We will maintain clear guest policies regarding occupancy, parking, noise, and appropriate use of the property and will be available to promptly address any concerns.

Because this is our only short-term rental property, we will be able to give it significant personal attention and oversight. Our goal is to maintain the home to a high standard and operate it as a quiet, well-managed

residential accommodation for visitors to Tuscaloosa.

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 application at the bottom of the form.

Untitled

We are committed to operating the property as a quiet, high-quality residential accommodation and protecting the character of the surrounding neighborhood.

The property will have exterior security cameras covering the entrances and designated parking areas, as well as a smart keypad entry system with unique access codes for each reservation. The exterior cameras will allow us to monitor parking and exterior activity while respecting the privacy of guests inside the home.

Guests will receive clear written rules prior to their stay addressing maximum occupancy, approved on-site parking, quiet hours, and compliance with City ordinances. On-street parking, parties, events, and large gatherings will be strictly prohibited.

The property will also have a local contact available 24 hours a day while guests are present, with the owners available as secondary contacts. Any concern involving noise, parking, occupancy, or guest conduct will be addressed promptly.

Our intention is to provide a well-maintained, higher-end accommodation primarily for families, parents, alumni, and other visitors to Tuscaloosa while ensuring that the property remains a quiet and respectful part of the residential neighborhood.

Supporting Documents:

Rules and Regulations:

18B_STR_Guest_Rules_and_Regulations.docx

Photos of Parking Area:

IMG_4025.jpg

IMG_4026.jpg

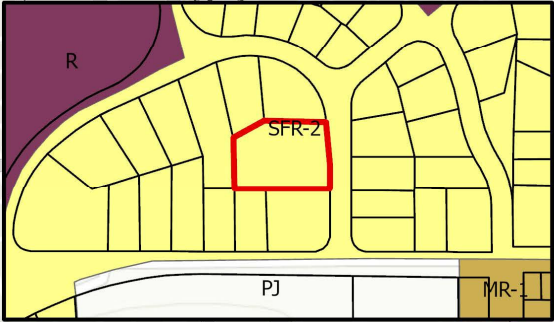
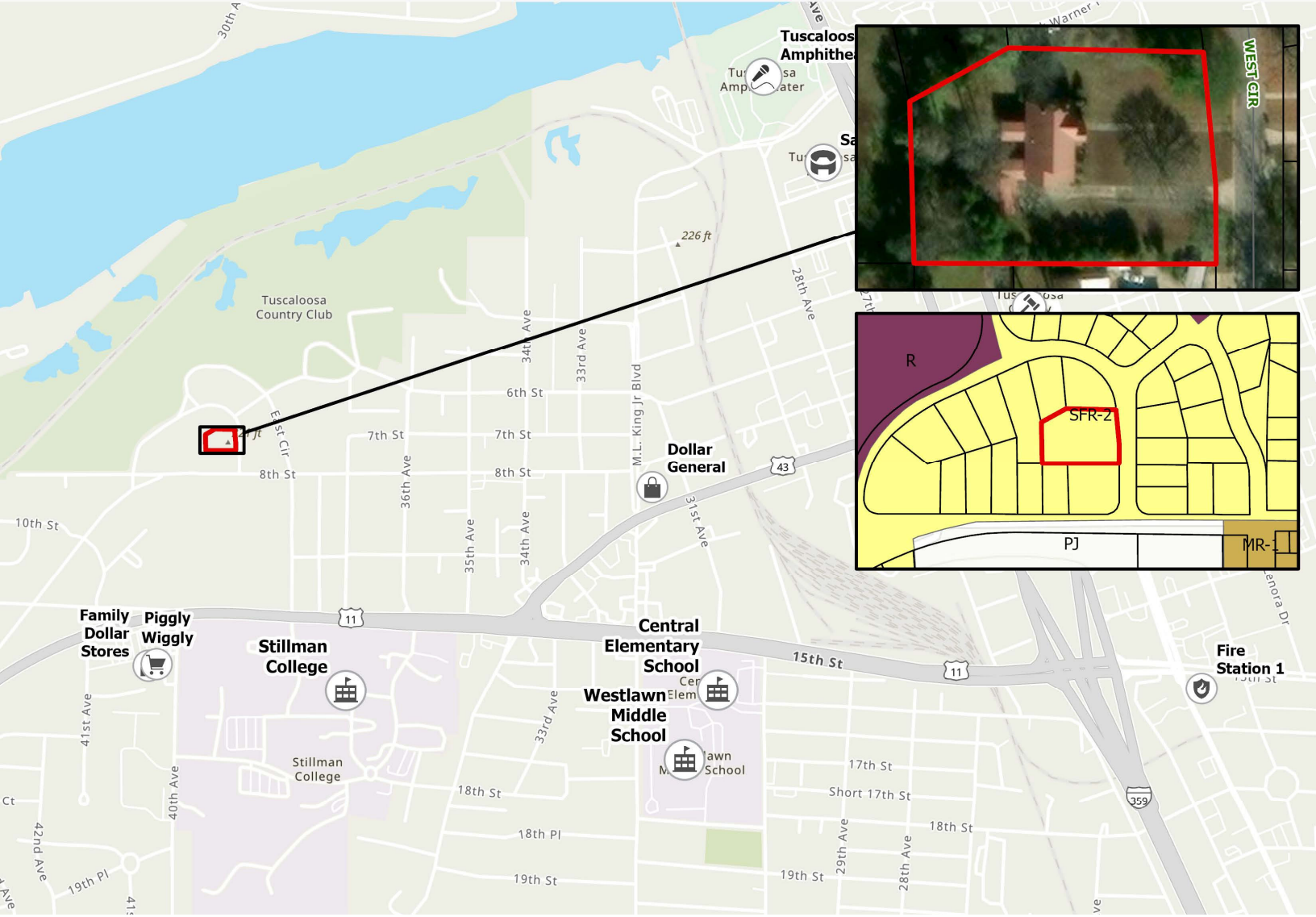
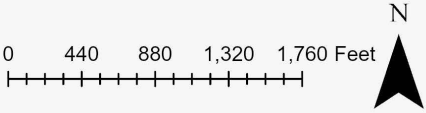
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Additional Documents:

Once submitted, a staff member will contact the applicant using the email provided on this form. If more documents are required, the staff member will clarify what is required in that email. By submitting this application, you recognize the city will send public notification and place a sign on the property with information for the public.

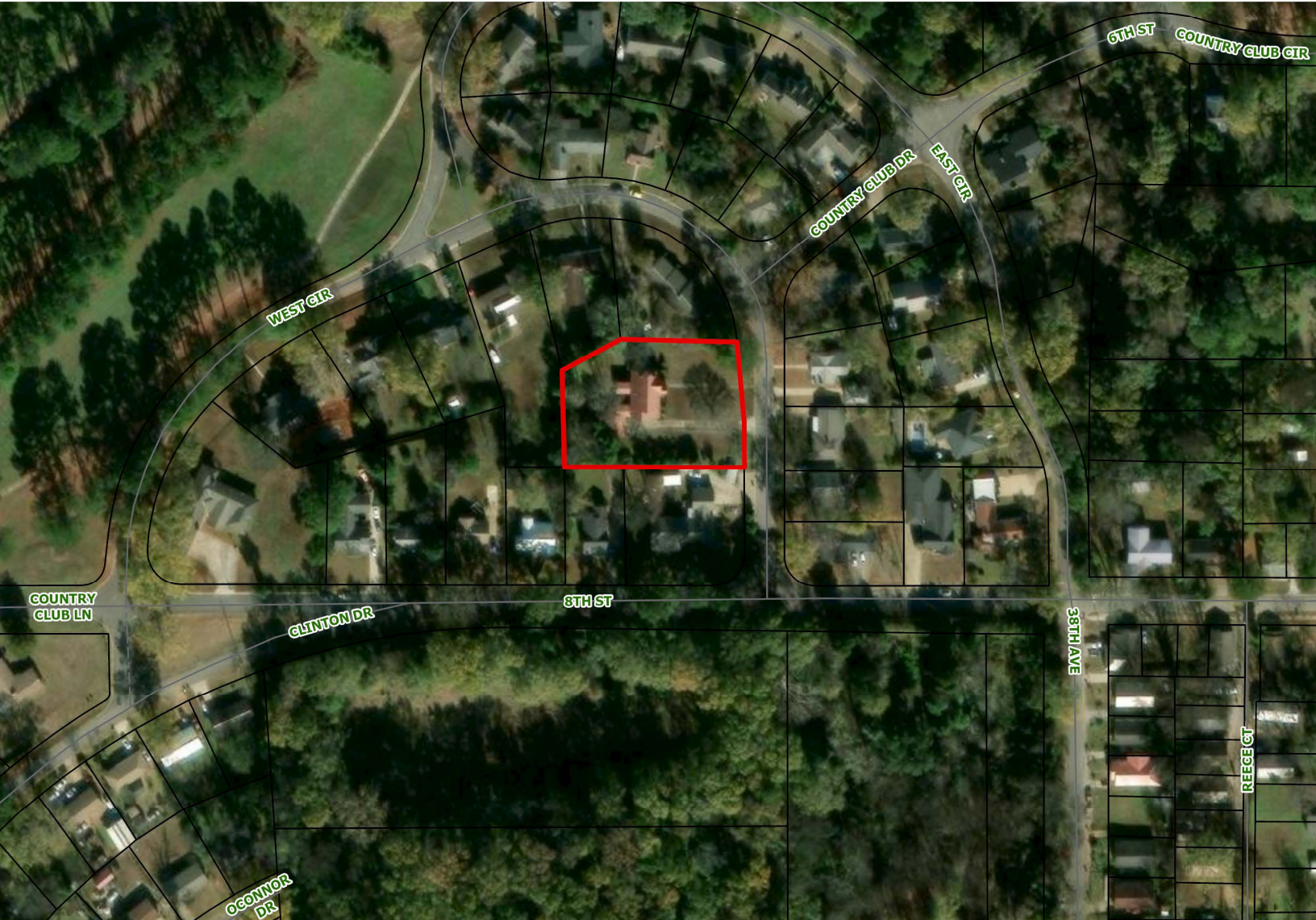
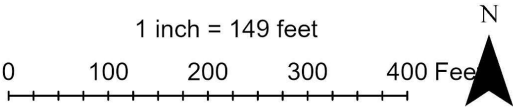


18 Country Club Hills B





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