CITY OF HARRISONBURG

November 12, 2026 Planning Commission Meeting

Title
Consider a request for a Special Use Permit at 757 Woodland Drive — Meg Rupkey, Community Development

Summary

Project name	N/A
Address/Location	757 Woodland Drive
Tax Map Parcels	84-K-12
Total Land Area	+/- 13,465 square-feet
Property Owner	Geoffrey M Newton & Kimberly M Newton
Owner's Representative	N/A
Present Zoning	R-3, Medium Density Residential District
Special Use Permit Request	To allow a short-term rental per Section 10-3-48.4 (2)
Planning Commission	November 12, 2026 (Public Hearing)
City Council	Anticipated December 8, 2026 (Public Hearing)

Recommendation
Option 1. Recommend approval of the special use permit request with the suggested conditions.

Context & Analysis
The following land uses are located on and adjacent to the property:

Site: Single-family detached dwelling, zoned R-3

North: Single-family detached dwelling, zoned R-3

East: Single-family detached dwelling, zoned R-3

South: Single-family detached dwelling, zoned R-3

West: Single-family detached dwelling, zoned R-3

The applicant is requesting a special use permit (SUP) per Section 10-3-48.4 (2) of the Zoning Ordinance to allow a short-term rental (STR) in the R-3, Medium Density Residential District. The +/- 13,465-square-foot property is addressed as 757 Woodland Drive and is identified as tax map parcel 84-K-12.

Short-term transient lodging, commonly referred to as Airbnbs, may operate in the City as either a homestay or a STR. To operate a homestay, the property must be the operator's primary residence, may host up to four guests, may operate up to 90 nights per calendar year, and guests must stay within the main dwelling unit (as opposed to staying in a separate building on the

property). If the operator wants to operate outside of what is permitted by right as a homestay, they must apply for an SUP to operate an STR.

The applicants currently operate a licensed homestay and seek an SUP to accept bookings beyond the 90-night annual limit applicable to homestays. During staff's review of the SUP request, staff learned that a portion of the dwelling had been converted from a garage to a bedroom by a previous owner without proper building and trade permits. The applicants have stopped operation of their homestay and are working with the Building Inspections Division to get the required permits before continuing to operate either a homestay or STR at this location.

The applicants state that they own the property and use the dwelling as their primary residence. They propose one guest accommodation space containing one bed and intended for no more than two adult guests. Guests would use the off-street parking available in the driveway, while maintaining the required parking space for the single-family dwelling.

Land Use
The Comprehensive Plan designates this site as Medium Density Residential and states:

> These areas have been developed or are planned for development of a variety of housing types such as single-family detached, single-family attached (duplexes and townhomes), and in special circumstances, multi-family dwellings (apartments). Depending on the specific site characteristics, densities in these areas should be around 15 dwelling units per acre. Non-residential uses may also be appropriate.

The proposed SUP does not add additional dwelling units or increase density.

Transportation and Traffic
A traffic impact analysis (TIA) was not required for the SUP request.

Public Water and Sanitary Sewer
Staff has no concerns with the requested SUP regarding water and sanitary sewer matters.

Public Schools
If the SUP is approved, no additional dwelling units would be added to the property; therefore, the student generation is zero.

Conclusion

The applicants propose to transition an existing licensed homestay into a STR in order to operate more than 90 nights annually. Staff believes that the proposal shares characteristics with other owner-occupied STR applications that have received approval. Staff recommends approval of the SUP with the following conditions:

1. All STR accommodations shall be within the existing principal dwelling unit.
2. There shall be no more than one (1) STR guest room or accommodation space.
3. The number of STR guests at one time shall be limited to four (4).
4. A minimum of one off-street parking space shall be available for STR guests.

5. Minimum off-street parking spaces do not need to be delineated and can be accommodated utilizing the driveway or other areas on the property.

6. Prior to operation, the operator shall submit to City staff a completed Short-Term Rental Pre-Operation Form. Furthermore, the operator shall maintain compliance with the items identified in the Pre-Operation Form when short-term rental guests are present.

7. If in the opinion of Planning Commission or City Council, the short-term rental becomes a nuisance, the special use permit can be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.

Options

1. Recommend approval of the special use permit with the suggested conditions.
2. Recommend approval of the special use permit as submitted by the applicant.
3. Recommend approval of the special use permit with other conditions(s).
4. Recommend denial of the special use permit.

Attachments

- Site maps
- Applicant's supporting documentation