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STAFF REPORT

From the Department of Community Development
May 7, 2025

CASE NUMBER: SUSE-0053-2025
APPLICANT: Lanette Tomlin
REQUEST: A Special Exception to allow short-term residential rental
LOCATION: 1105 Sunset Ave; Tax Map No. 0P0090 061000

REQUEST ANALYSIS: The subject property owner proposes to offer the entire **3-bedrooms/2-bath** house for short-term rental for a maximum of **7 occupants**. The subject premises was inspected for compliance with minimum health and safety requirements for use and occupancy (per Section 2-3.6) and passed.

Standards for Short-term Rental Properties (Section 4-3.5 of the LMO)	
1,000-foot buffer from another STR and only one STR per premises	Complies
Designation of local contact person	Complies
Host Rules addressing: <ul style="list-style-type: none">• Maximum occupancy of 7 persons• Parking restrictions; on-premises parking of up to 3 vehicles• Noise restrictions• On-premises curfew• Prohibition of on-premises events	Complies
Trash pick-up plan	Complies
Required written rental agreement	Complies
Proof of required active insurance policy	Complies
Application for City of Perry Occupational Tax Certificate	Complies
Other standards will be addressed with the issuance of an STR permit	

STANDARDS FOR SPECIAL EXCEPTIONS:

1. *Are there covenants and restrictions pertaining to the property which would preclude the proposed use of the property?* The applicant states there are no known covenants or restrictions.
2. *Does the Special Exception follow the existing land use pattern?*

	Zoning Classification	Land Uses
Subject	RM-1, Multi-family Residential	Multi-family residential
North	R-2, Single family residential	Single-family residential
South	R-3, Single family residential	Single-family residential
East	RM-1, Multi-family residential	Multi-family residential
West	RM-1, Multi-family residential	Multi-family residential

3. *Does the proposed use comply with the Comprehensive Plan and other adopted plans applicable to the subject property?*

The parcel is in a Traditional Neighborhood character area according to the 2022 Joint Comprehensive Plan which calls for a variety of housing types near a mix of uses within walking distance. The home will still be used for living purposes but on a shorter-term basis.

4. *Would the proposed use have an impact on traffic volume or traffic flow and pedestrian safety in the vicinity?*

The neighborhood, overall, is safe for pedestrian traffic. Having short-term visitors would be no different from having regular residents on the property. There is ample parking space, parking in the street is prohibited, and there is no expectation of a burdensome increase of pedestrian traffic.

5. *Would the hours and manner of operation of the proposed use impact nearby properties and uses in the vicinity?*

There are no known negative impacts on surrounding properties. The home is to be used as a normal residence but on a shorter basis.

6. *Would parking, loading/service, or refuse collection areas of the proposed use impact nearby properties and uses in the vicinity, particularly with regard to noise, light, glare, smoke, or odor?*

Parking is restricted to the available on-site parking and there are ordinances in place to control noise and other potential nuisances. There is sufficient room on the property to accommodate the proposed maximum number of vehicles.

7. *Are the height, size, and/or location of proposed structures compatible with the height, size, and/or location of structures on nearby properties in the vicinity?*

The structure is a single-family home, like the surrounding properties, making it compatible with surrounding structures and uses.

8. *Is the parcel sufficient size to accommodate the proposed use and the reasonable future growth of the proposed use?*

The parcel is sufficient size to accommodate the current use; expansion is not expected considering the nature of the use.

9. *Will the proposed use cause an excessive burden on existing streets, utilities, city services, or schools?*

City, utility, and emergency services are already available for this parcel. Using the property on a shorter-term basis will not cause an excessive burden on these services or schools.

STAFF RECOMMENDATION: Approval as submitted.



SUSE-0053-2025

1105 Sunset Ave

STR Permit in a residential
zoning district

Aerial



Zoning



Character Area



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Application for Special Exception

Contact Community Development (478) 988-2720

Application # SUSE
0033-2025

*Indicates Required Field

	*Applicant	*Property Owner
*Name	Lanette Tomlin	Lanette Tomlin
*Title	owner	owner
*Address	1006 N. Davis Dr. Perry GA 31069	1006 N. Davis Dr. Perry, GA 31069
*Phone		
*Email		

Property Information

*Street Address	1105 Sunset Alley Perry GA 31069
*Tax Map Number(s)	0P0090061000
*Zoning Designation	RMI

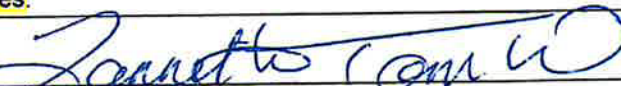

Request

*Please describe the proposed use:

To be used as a short term rental

Instructions

1. The application and ***\$316.00 fee** (made payable to the City of Perry) must be received by the Community Development Office or filed on the online portal no later than the date reflected on the attached schedule.
2. ***The applicant/owner must respond to the 'standards' on page 2 of this application (The applicant bears the burden of proof to demonstrate that the application complies with these standards).** See Sections 2-2 and 2-3.5 of the Land Management Ordinance for more information. You may include additional pages when describing the use and addressing the standards.
3. ***For applications in which a new building, building addition and/or site modifications are proposed, you must submit a site plan identifying such modifications.**
4. The staff will review the application to verify that all required information has been submitted. The staff will contact the applicant with a list of any deficiencies which must be corrected prior to placing the application on the planning commission agenda.
5. Special Exception applications require an informational hearing before the planning commission and a public hearing before City Council. Public notice sign(s) will be posted on the property at least 15 days prior to the scheduled hearing dates.
6. ***The applicant must be present at the hearings to present the application and answer questions that may arise.**
7. The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.
8. ***Signatures:**

*Applicant		*Date	3-25-25
*Property Owner/Authorized Agent		*Date	3-25-25

Standards for Granting a Special Exception

The applicant bears the burden of proof to demonstrate that an application complies with these standards.

*Are there covenants and restrictions pertaining to the property which would preclude the uses permitted in the proposed zoning district?

- (1) Whether the proposed use complies with the Comprehensive Plan and other adopted plans applicable to the subject property;
- (2) Whether the proposed use would impact traffic volume or traffic flow and pedestrian safety in the vicinity;
- (3) Whether the hours and manner of operation of the proposed use would impact nearby properties and uses in the vicinity;
- (4) Whether parking, loading/service, or refuse collection areas of the proposed use would impact nearby properties and uses in the vicinity, particularly with regard to noise, light, glare, smoke, or odor;
- (5) Whether the height, size, and/or location of proposed structures is compatible with the height, size, and/or location of structures on nearby properties in the vicinity;
- (6) Whether the parcel is of sufficient size to accommodate the proposed use and the reasonable future growth of the proposed use; and
- (7) Whether the proposed use will cause an excessive burden on existing streets, utilities, city services, or schools.

Revised 1/29/2025

Standards for Granting a Special Exception Response
For 1105 Sunset Alley Perry, Ga 31069

*No, there are no covenants or restrictions

- 1) Yes, complies with Comprehensive Plan and other plans
- 2) No, will not impact traffic volume or flow or pedestrian safety
- 3) No, the hours and operation will not impact nearby properties
- 4) No, nearby properties will not be properties in regards to noise, light, glare, smoke or odor
- 5) Yes, the height, size and location is compatible with nearby properties
- 6) Yes, it is sufficient size
- 7) No, it will not cause excessive burden on streets, utilities, city services or schools



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Application # STR-INT
0054-2025

Supplement to Application for Special Exception For Initial Short-term Rental (STR) Permit

A Special Exception of Short-term Rental Permit is not complete until this supplemental form and accompanying documents are complete

Contact Community Development (478) 988-2720

*Indicates Required Field

	*Property Owner	*Designated Local Contact Person complying with Sec. 4-3.5(C) of Land Management Ordinance
*Name	Lanette Tomlin	Lanette Tomlin
*Mailing Address	1006 n. Davis Dr. Perry, GA 31069	1006 n. Davis Dr. Perry, GA 31069
*Phone		*24-hour contact:
*Email		

*Street Address of Short-term Rental Unit:	1105 Sunset Alley Perry, GA 31069
*Tax Map Number:	0P0090061000

*The following items are required to be submitted to complete this supplement (Refer to Sec. 4-3.5 of the Land Management Ordinance (LMO) for standards):

1. Proof of insurance
2. Co-occupant's Occupational Tax Certificate
3. Co-occupant's
4. Plan of the property
5. The property must be used at any given time
6. Plan of the property showing on and number of parking spaces for the STR
7. Diagram showing bedrooms other living spaces and emergency evacuation routes
8. Co-occupant's agreement to be executed between the owner and responsible Person
9. Name and contact information for the homeowner's association, if any, of which the premises is subject to by restrictive covenants
10. Other certifications and information deemed necessary and proper to ensure compliance with the LMO

**All requested items
provided and on file with
the Department of
Community
Development**

Upon submittal the City will contact the property owner to schedule an inspection of the property to ensure the proposed short-term rental unit complies with minimum health and safety requirements for use and occupancy. If a premises fails to pass an inspection, a re-inspection fee will be charged for each subsequent inspection. Application for Special Exception will not be scheduled for Planning Commission consideration until the proposed STR unit complies with minimum health and safety requirements.

*Notarized Property Owner Signature:

I affirm that the information provided in this supplement is accurate and complete. I understand an STR permit may be revoked by the administrator if the permit holder has: 1) received more than 2 citations for violations of the Code of the City of Perry within the proceeding 12-month time period; or 2) failed or refused to comply with an express condition of the permit and remains in non-compliance ten days after being notified in writing of such non-compliance; or 3) knowingly made a false statement in an application or supplement; or 4) otherwise become disqualified for the issuance of a permit under the terms of the Land Management Ordinance. I further understand that I must wait one year from the date of a revoked permit before an STR renewal permit can be issued.

Signature

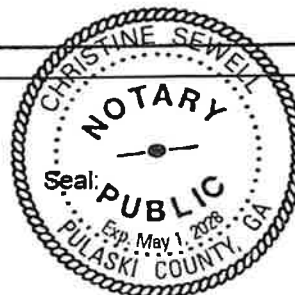
3-25-25
Date

*Notary Public signature and seal:

Signature:

Date:

Christine Sewell
3/26/25



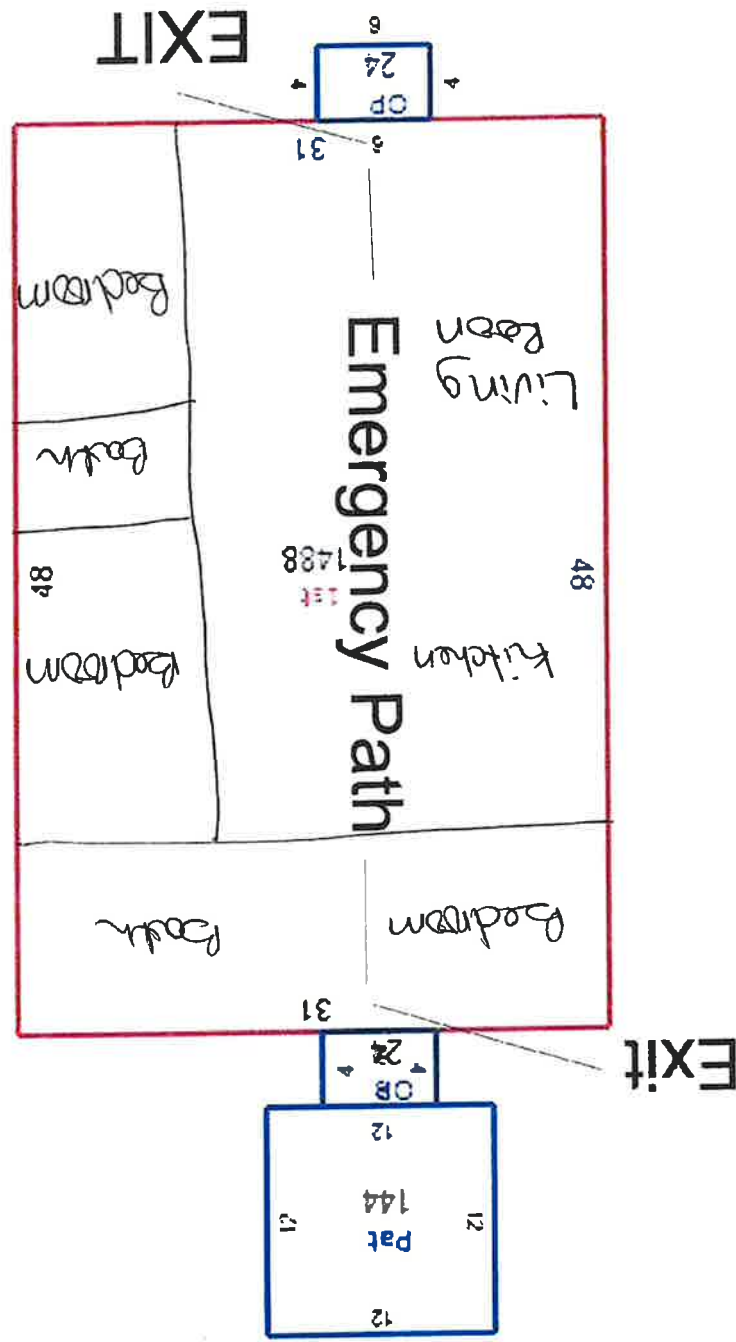


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house rules

1 PETS

Maximum of 2 pets. Pets kenneled when unattended. No pets on furniture, leashed when in front of property, waste bagged and disposed of in outside trash, no pets in tubs

2 SMOKING

Smoking is not allowed anywhere inside the home. Please smoke outside away from the property.

3 PARTIES

Parties are strictly prohibited at this property.

Quincy Ranch
1105 Sunset Alley
Perry, GA 31069

Plan for trash collection

Thursday evening trash will be brought to the front of the property for collection by property owner.

Lannette Tomlin

Quincy Ranch
C/O Lannette Tomlin
1105 Sunset Alley
Perry, GA 31069

Date: _____
Name: _____
Address: _____

City/State/Zip: _____
Email: _____
Phone: _____

Drivers License: We require a copy of your driver's license. Please send a copy with this form.

Arrival Date: _____ after 3:00 PM or when cleaning is complete.

Departure Date: _____ before 11:00 AM

1. **Security Deposit:** Guest agrees to pay for any damages to the property. Please inspect the property on arrival as it will be inspected on departure.
2. **Liability:** Each visiting party will be responsible for family and guests, and agrees to indemnify the owner against any liability for personal injury or property damage sustained by anyone.
3. **Behavior:** Please respect the neighbors. No fireworks, firearms, screaming children, loud parties, etc. Upon leaving guests agree to follow the Check-Out items on rental materials.
4. **Furniture:** Please do not rearrange any furniture, including patio furniture. This will result in a minimum \$100 charge per hour to correct by housekeeping.
5. **Security Cameras:** There is a Ring Doorbell on the front door and back door. Tampering with either will result in an immediate eviction and loss of security deposit.
6. **Weather/Acts of God:** The rental agreement is "rain or shine".
7. **Maximum** number of guests is 7
8. **Maximum of 2 Pets**
9. **No oversized vehicles (nothing larger than a Chevy Suburban)**
10. **Do NOT park on any grass.**
11. **Minimum Age** of renter: 25
12. **Renter agrees to notify me via text of any issues as they happen or as they are discovered.** [REDACTED]

Please confirm your agreement to these terms by signing below and returning to me.
I agree with the above terms.

X _____
Lannette Tomlin

Date: _____

X _____

Date: _____

***Please Print Legible:**

Name _____



SUNSET AVE

Parking
3 car max

THIRD ST

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