

## MEMORANDUM

**To:** City of Seguin Mayor, Council Members, and City Manager  
**From:** Pamela Centeno, Director of Planning & Codes  
**Through:** Rick Cortes, Deputy City Manager  
**Subject:** **Amendments to the UDC to add short-term rentals to the Land Use Matrix and to add a definition for short-term rentals in Chapter 7**  
**Date:** August 22, 2025

### Background

The Seguin Planning Department is seeking to amend the Unified Development Code (UDC) to add short-term rentals as a new use classification in the Land Use Matrix. In 2024, following concerns from residents impacted by short-term rentals along riverfront properties in Seguin, an advisory committee was formed to discuss potential regulations for short-term rentals. Staff has drafted regulations for short-term rentals based on the specific recommendations of the advisory committee. The proposed regulations include requirements for off-street parking, occupancy limits, safety standards, and other regulations intended to protect the short-term rental and the surrounding neighborhoods. The ordinance also proposes the requirement for an annual license and an inspection for all short-term rentals that operate within the city limits of Seguin. While the regulations and licensing requirements are proposed for Chapter 22 of the Code of Ordinances, the creation of a short-term rental as a new and separate land use from standard residential uses needs to be defined and added to the UDC. Amendments to the UDC require a recommendation from the Planning & Zoning Commission.

Attached please find a copy of the draft ordinance amending the Unified Development Code to add short-term rentals to the Land Use Matrix, and to add a definition of the term to Chapter 7. The Planning & Zoning Commission held a public hearing on June 10, 2025 to consider these additions to the UDC and has recommended approval of the ordinance amendments.

### Action Requested

Staff is requesting approval of the amendments to the UDC as proposed.

### Recommendation

The Planning & Zoning Commission has held a public hearing and has recommended approval of the proposed amendments to the UDC.

### Attachments

- Final Report of the Planning & Zoning Commission
- Proposed ordinance amending the Unified Development Code