



## Regular Council Meeting

### A G E N D A

February 3, 2026

7:00 p.m.

#### Administrative

- Approval of Minutes
- Report of Town Manager
- Appearances before Council
- Council Comments
- Report of Council Committees
- Revisions to Agenda

#### Public Hearings:

1-P/CD-6-1-2-3	Conditional Use Permit for "Homestay" at Tax Map Number 133-1-2B-T / 1307 Boone Drive in the R-1 District
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#### Consent Agenda (roll call)

#### Old Business

#### New Business

2-P/CD-6-1-2-3	Resolution - Conditional Use Permit for "Homestay" at Tax Map Number 133-1-2B-T / 1307 Boone Drive in the R-1 District (roll call)
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Citizens may watch the meeting in real time via the Town of Bedford Live Stream website: <https://www.youtube.com/@townofbedford>

*The Town will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. Contact (540) 587-6001 for more information.*

**PUBLIC HEARING NOTICE  
TOWN OF BEDFORD**

Notice is given of a public hearing to be held by Town Council at 7:00pm on Tuesday, February 3, 2026, at the Town Municipal Building, Council Hall, 215 East Main Street for the purpose of hearing:

Request for a conditional use permit by W. Courtney Holdren for "Homestay" use located at 1307 Boone Drive on Tax Parcel 133-1-2B-T.

Information is on file in the office of Planning and Community Development at 215 East Main Street, 540-587-6021. Anyone who is in favor of or opposed to the request will have an opportunity to express his/her views at the hearing.

By the Authority of the Town Council

**Publish:**      **January 21, 2026**  
                    **January 28, 2026**

**TOWN OF BEDFORD, VIRGINIA**  
**TOWN COUNCIL**  
**ACTION FORM**

**ITEM: Resolution – Conditional Use Permit for “Homestay” at Tax Map Number 133-1-2B-T / 1307 Boone Drive in the R-1 District**

**DATE OF COUNCIL MEETING:** February 3, 2026

**DATE:** January 23, 2026

**PRESENTATION:**

On January 7, 2026, the Planning Commission held a public hearing to decide whether property located at 1307 Boone Drive can be recommended for approval of a conditional use permit for a “Homestay” change of use. The applicant and one adjacent owner spoke at the public hearing. The citizen that spoke owns an adjoining house that has an existing driveway back to the subject parcel partially through their property as shown a plat he received when he purchased the property. While not objecting to the request, he was concerned about unclear access and liability for visitors through the driveway portion that is on their property and not within the deeded, private 20-foot wide right-of-way from Boone Drive. The applicant noted the driveway had been there for many years.

The Planning Commissioners discussed if a condition can be placed related to the concern of the neighbor for the driveway that encumbers his property. The members determined that since it was a change of use, they could place a condition that the unshared driveway must reflect the plat.

A motion passed unanimously to recommend approval of the request with the one condition. The condition was that access to the proposed Homestay would be moved within the platted easement beyond the shared portion.

**ACTION REQUESTED:**

Town Council is requested to consider whether or not to approve a Resolution for a conditional use permit for a “Homestay” use located at 1307 Boone Drive, Tax Parcel 133-1-2B-T. Council may amend or impose conditions if needed.

**Attachments:**

- Resolution
- Staff Report
- “Homestay” Use Standards – Section 808

		YES	NO	OTHER	ROUTING		
DATE:	EVANS	( )	( )	( )	TOWN ATTY.	( )	I.T. ( )
	FOREMAN	( )	( )	( )	COMM. DEV.	( )	POLICE ( )
APPROVED ( )	FOSTER	( )	( )	( )	ELECTRIC	( )	PUBLIC SERV. ( )
DENIED ( )	HAILEY	( )	( )	( )	ENGINEERING	( )	OTHER ( )
DEFERRED TO:	IPPOLITO	( )	( )	( )	FINANCE	( )	
	STANLEY	( )	( )	( )	FIRE DEPT.	( )	
	UPDIKE	( )	( )	( )	H.R.	( )	

## **RESOLUTION**

### **PERMITTING “HOMESTAY” BY CONDITIONAL USE PERMIT IN THE R-1 ZONING DISTRICT AT 1307 BOONE DRIVE / TAX MAP NUMBER 133-1-2B-T**

**WHEREAS**, the Planning Commission of the Town of Bedford held a public hearing on January 7, 2026; and

**WHEREAS**, the Town Council has held a public hearing after notice was published twice in the *Bedford Bulletin* as required by Virginia Code 15.2-2204; and

**WHEREAS**, the Land Development Regulations allow “Homestay” use to be permitted with a conditional use permit per Section 601.03.d. Single-Family Residential (R-1) zoning districts; and

**WHEREAS**, the Planning Commission did impose one condition for access to the property with the change of use; and

**WHEREAS**, the Town Council finds as a fact that the proposed use is consistent with the intent of the land development ordinance and the land use plan, and is in the public interest; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA** that a conditional use permit is granted to W. Courtney Holdren for the property located at 1307 Boone Drive (identified as tax parcel 133-1-2B-T) to allow a “Homestay” use per Section 808 of the Zoning Ordinance with the following condition:

The site shall have legal physical access to a public road.

**Staff Memorandum – Conditional Use Permit Request**  
**Planning Commission – January 7, 2026**

Property Owner (application): Sue W. Holdren  
Applicant: W. Courtney Holdren (POA)  
Address of Subject Property: 1307 Boone Drive  
Tax Map Number: 133-1-2BT  
Lot Size: 0.97 acre  
Existing Use: Single-Family Residential  
Requested Use: "Homestay"  
Zoning District: Low Density Residential – R-1

The applicant is requesting to use an existing single-family residence as a new "Homestay" zoning use.

**Land Uses and Zoning:**

The property is similar in size to those around it within a residential neighborhood. The existing house is located behind other houses and has an access point from Boone Drive through a shared driveway. Surrounding land uses are single-family residences. All surrounding parcels have a zoning district designation of Low Density Residential R-1.

The Intent section of each zoning district guides land use requests. The Intent of Low Density Residential R-1 is as follows:

601.01. *Intent of Single-Family Residential District R-1.* This provides appropriate areas for low density single-family residential development and promotes a suitable residential environment with necessary community facilities and services. The district is intended to preserve the predominant character of established neighborhoods with relatively large lots and to afford protection from encroachment by potentially incompatible nonresidential and higher density residential uses. It is also intended for application in areas that are not fully developed, where agricultural activities or open areas remain and where public utilities are not yet provided or may not be provided in the future.

Homestay is defined in Section 302:

*Homestay.* The accessory or secondary use of a residential dwelling unit, or a portion thereof, to provide room or space that is intended for short-term transient rental purposes for a fee.

In the R-1 zoning district, a "Homestay" can be allowed with a conditional use permit per Section 601.03.d. The ordinance has special provisions in section 808 (attached). All of those provisions will apply if the use is approved.

The number of bedrooms in the house is two, which would limit the number of adult guests to four. Two other Homestay short-term rentals are located nearby on Lake Drive and Lakeview Lane (see Zoning Map).

**Transportation:**

The traffic generation should be the same as similar-sized, two-bedroom houses in the neighborhood.

Noise:

The applicant as operator of a "Homestay" use will be responsible for guests. The Town Code Chapter 26, Article VII governs noise violations if they occur, as with any use.

Utilities and Other Site Considerations:

No effect.

Comprehensive Plan Conformance:

The current 2017 Comprehensive Plan refers to single-family neighborhoods as "attractive assets". The existing house would essentially remain a single-family residence with limited, transient occupancy so the use does not increase density. The full Plan excerpt is below.

**SINGLE FAMILY RESIDENTIAL NEIGHBORHOODS**

The character of the single family neighborhoods throughout Town is identified as an attractive asset. The provisions of the R-1 zoning district provisions should be assessed to determine their appropriateness in protecting and preserving that character – particularly within the framework of the uses which are permitted by right or through the conditional use process. Overall, zoning should direct and align more intense residential development (both in terms of design and density) toward areas of non-residential development (which would benefit from such an alignment in terms of customer and employment base).

**Conditions:**

The applicants have not offered conditions as part of the request. The Commission may recommend conditions and Town Council could require them to mitigate issues that are identified during the public hearing process.

**Planning Commission Action:**

*Section 1002.03.d.* The application shall be sent to the commission for review, recommendation, and public hearing thereon, and said commission shall have 100 days within which to submit a report. If the commission fails to submit a report within a 100 day period, it shall be deemed to have recommended approval of the proposed conditional use.

**Conditional Use Permit Review by Council:**

1002.03. f. In evaluating the proposed conditional use, the council shall address the following concerns:

1. Whether the proposed conditional use is consistent with the comprehensive plan.
2. Whether the proposed conditional use will adequately provide for safety from fire hazards and have effective measures of fire control.
3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.
4. The glare or light that may be generated by the proposed use in relation to uses in the immediate area.
5. The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this chapter.
6. The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.
7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.
8. The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.

9. The timing and phasing of the proposed development and the duration of the proposed use.
10. Whether the proposed conditional use will result in the preservation or destruction, loss or damage of any topographic or physical, natural, scenic, archaeological or historic feature of significant importance.
11. Whether the proposed conditional use at the specified location will contribute to or promote the welfare or convenience of the public.
12. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.
13. Whether, in the case of existing structures proposed to be converted to uses requiring a conditional use permit, the structures meet all code requirements of the Town of Bedford.
14. Whether the proposed conditional use will be served adequately by essential public facilities and services.
15. The effect of the proposed conditional use on groundwater supply.
16. The effect of the proposed conditional use on the structural capacity of the soils.
17. Whether the proposed use will facilitate orderly and safe road development and transportation.
18. The effect of the proposed conditional use on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.
19. Whether the proposed conditional use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the comprehensive plan.
20. Whether the proposed conditional use considers the needs of agriculture, industry, and businesses in future growth.
21. The effect of the proposed conditional use in enhancing affordable shelter opportunities for residents of the town.
22. The location, character, and size of any outdoor storage.
23. The proposed use of open space.
24. The location of any major floodplain and steep slopes.
25. The location and use of any existing non-conforming uses and structures.
26. The location and type of any fuel and fuel storage.
27. The location and use of any anticipated accessory uses and structures.
28. The area of each use, if appropriate.
29. The proposed days/hours of operation.
30. The location and screening of parking and loading spaces and/or areas.
31. The location and nature of any proposed security features and provisions.
32. The number of employees.
33. The location of any existing and/or proposed adequate on and off-site infrastructure.
34. Any anticipated odors which may be generated by the uses on site.
35. Whether the proposed conditional use includes sufficient measures to mitigate the impact of construction traffic on existing neighborhoods and school areas.
36. Refuse and service areas, with particular reference to the items in (1) and (2).
37. Utilities, with reference to location, availability and compatibility.
38. Any other matter reasonably related to the public health, safety, and general welfare

**Town Council Action:**

The council shall consider the proposed conditional use after notice and public hearing in accordance with Code of Virginia, § 15.2-2204, and shall take action on the proposed conditional use within 180 days from the date of the public hearing. This time period may be extended by agreement of the applicant and council.

**Attachments:**

1. Site Photographs
2. Aerial Map – the parcel is highlighted in yellow.
3. Zoning Map – the parcel highlighted in yellow.
4. Section 808 – Homestay
5. Application

**Site Photographs**

1307 Boone Drive – View looking in from driveway at Boone Drive



1307 Boone Drive – View looking out from house to entry driveway and Boone Drive



Adjoining House – View Right at 1313 Boone Drive – Shared driveway



Adjoining House – View Left at 1300 Peaks Street



Adjoining House – Rear Left – 1313 Peaks Street (through trees)



Adjoining House – Rear Left – 1306 Peaks Street (through trees)



Across Boone Drive – front



Aerial Map – 1307 Boone Drive – outlined in yellow.



**Zoning Map – 1307 Boone Drive – outlined in yellow. Two other Short-term rentals (STR) shown nearby.**



**Sec. 808. - Homestays.**

**808.01. *Applicability.*** The supplemental regulations set out in this section shall apply to any homestay units permitted by this Land Development Ordinance, by right or by conditional use permit.

**808.02. *Registration and other requirements.***

- a. No host occupant shall operate a homestay or advertise a residential property for homestay use without first registering and obtaining a permit for homestay with the town.
- b. The host occupant shall register with the department of finance to collect and remit the town's transient lodging tax and other applicable fees and taxes.
- c. As a condition of registration, the host occupant shall show proof of the unit's proper wastewater function, defined as licensed pumping of a private septic system within the past five years or licensed inspection of the unit's connection to the public wastewater system.
- d. The registration shall be valid from January 1st (or from whatever date the registration first occurs) through December 31st of the calendar year and shall be renewed annually.

**808.03. *Use regulations.***

- a. Rooms shall be rented only on a daily or weekly basis. Stays shall not exceed 30 days. The minimum contract rental period for the guest party shall be 24 hours.
- b. The maximum number of adult guests in a homestay unit is limited to two per bedroom.
- c. The principal guest of a homestay unit shall be at least 21 years of age.
- d. No outdoor signs in conjunction with the homestay shall be displayed on the property, unless located in zones B-1 or B-2.
- e. No automobiles, buses, watercraft, utility trailers, or recreational equipment trailers shall be parked on the adjoining street in conjunction with homestay uses in zones R-1, R-2, or R-3.
- f. The name and telephone number of the host or the host's designee shall be posted within the homestay unit. The host shall answer calls 24 hours a day, seven days a week for the duration of each short-term rental to address any problems associated with the homestay unit.
- g. The primary use of any homestay unit shall remain residential.
- h. Such secondary use does not include simultaneous occupancy by more than one party under separate contracts.

**808.04. *Safety regulations.***

- a. There shall be a working fire extinguisher compliant with applicable codes located in the homestay unit.
- b. The unit shall have working smoke alarms and carbon monoxide detectors meeting underwriters laboratory standards that are properly inspected and maintained, and are installed as follows:
  1. In all sleeping areas.
  2. In every room and hallway in the path of egress travel from the bedroom to the primary exit.
  3. In each story within the sleeping unit, including basements.
- c. Any bedroom must have a minimum of one emergency escape and egress opening in addition to the primary entrance/exit point.
- d. As part of the registration process, the host shall certify that the homestay unit meets the requirements of this section and other applicable regulations. The registration forms shall also provide that, as part of the registration, the host is agreeing to permit inspections of the home (at reasonable times and after notice has been provided) during the initial registration process, subsequent annual registration renewals, and to address complaints. The failure to permit such an inspection is grounds for registration suspension.

*808.05. Enforcement.*

- a. A record of any violations of the Bedford Town Code, or of the use regulations and safety regulations outlined in this section, shall be maintained by the zoning administrator.
- b. Violations may be reported by members of the public to the zoning administrator or their designee, the building official or their designee, or an officer or employee of the Town of Bedford Police Department or may be reported by such Town of Bedford employees in the course of their work.
- c. A violation shall be considered substantiated if verified by the zoning administrator or their designee, the building official or their designee, or an officer or employee of the Town of Bedford Police Department.

*808.06. Registration suspension or cancellation.*

- a. A registration may be suspended or cancelled for the following reasons:
  1. Failure to collect and/or remit the transient occupancy tax.
  2. Three or more substantiated complaints within a six-month period for violations of the Bedford Town Code or the use regulations and safety regulations outlined in this section.
- b.

Before any suspension or cancellation can be effective, a duly designated officer of the town shall give written notice to the homestay host. The notice of suspension or cancellation issued under the provisions of this section shall contain:

1. A description of the violations constituting the basis of the suspension or cancellation;
2. If applicable, a statement of acts necessary to correct the violation; and
3. A statement that if no request for a hearing is made within ten days from the date of the notice, the registration will be suspended or cancelled;

c. Such notice shall be sent by:

1. Certified mail or e-mail to the addresses in the registration form; and
2. A copy of the notice shall be posted in a conspicuous place on the premises.

d. If requested, a hearing shall be held before the zoning administrator or the zoning administrator's designee. It is the burden of the host to demonstrate, by a preponderance of the evidence, why the suspension or cancellation should not go into effect. The decision of the zoning administrator or designee may be appealed to the board of zoning appeals.

**808.07. Penalty.** It shall be unlawful to operate a homestay without registering as required by this article, after a registration has been suspended or cancelled or in violation of any other requirement of this article; the penalty shall be a fine of \$1,000.00 per occurrence.

(Ord. No. 24-2 3-12-2024; Ord. No. 25-1, § 1, 1-14-2025)



**Town of Bedford, Virginia**  
Department of Planning & Community Development  
215 E. Main Street Bedford, VA 24523  
(540) 587-6021 • cjohnson@bedfordva.gov

<i>For staff use</i>	
Date received:	1/25/25
Received by:	cdj
\$150 Fee:	✓
2 Site plan copies:	
Zoning District:	R-1
Owner's Authority Letter if applicable:	POA

### **CONDITIONAL USE PERMIT APPLICATION**

Please print or type. If not applicable, write N/A.

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#### **APPLICANT INFORMATION**

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Property Owner Name: Sue W Holdren

Address: 1318 Peaks St Bedford VA 24523

Phone: 540-586-0234

Email: courtneyholdren@gmail.com

Applicant Name: W Courtney Holdren

Address: 3359 Virginia Byway Bedford VA 24523

Phone: 540-874-4456

Email: courtneyholdren@gmail.com

Primary Contact: Courtney Holdren

Address: 3359 Virginia Byway Bedford VA 24523

Phone: 540-874-4456

Email:

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#### **PROPERTY INFORMATION**

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Location address: 1307 Boone Dr Bedford Va 24523

Business Name (current or future):

Zoning District: 1 Single Family Res(Urban) Town Of Ba - R-1

Current Use of Property: Single Family dwelling

Tax Map Number: 133-1-2B-T

RPC Number: 80501257

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#### **APPLICATION INFORMATION**

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What specific land use are you requesting from the Land Development Regulations / Zoning Ordinance?

Short Term Rental

Please summarize the grounds upon which this request is based (attach additional sheets if necessary).

Property has been a long term rental for last 40 years and want make it a short term rental through Air B&B

To evaluate the proposed conditional use, please address the following concerns:

1. How is the requested conditional use consistent with the comprehensive plan?

*DETAILED with A conditional use*

2. How will the proposed conditional use affect the current and future traffic in the vicinity?

No changes- probably less traffic

3. How will the proposed conditional use at the specified location contribute to or promote the welfare or convenience of the public?

Need for short term rentals in the Town Of Bedford

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#### CERTIFICATION

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I hereby certify that this application is complete and accurate to the best of my knowledge. I authorize staff for the Town of Bedford to enter the property for purposes of reviewing this request and for placing a sign as notice of public hearings. I have provided a site plan and the required application fee. I understand that I am responsible for all advertising fees associated with placing required legal notices in newspapers or other media.

Applicant Signature: *Sarah Holden* W. Courtney Holden POM Date: *11-25-25*  
Print Name: *Sarah Holden* *W. Courtney Holden POM*

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#### Staff Use Only:

Planning Commission meeting date(s) *Wednesday, January 7, 2026*

Recommendation from Planning Commission

Town Council public hearing date(s)

Action taken by Town Council (Approval/ Denial)

Were conditions placed on the Conditional Use?

Zoning permit issuance date

Building permit issuance date

Business license issuance date if commercial