

**Bed and Breakfasts  
in  
Albemarle County**

**December 12, 2012**

# Welcome

- Introductions
- Comprehensive Plan discussion led to text amendment by the BOS on June 6, 2012
- Recent recognitions:
  - Monticello Artisan Trail (August 2012)
  - Ranked #1 for agri-tourism by Go Green Travel Green website (September 2012)

# Review Flowchart

## Contacts:

Virginia Department of Health (VDH),  
Thomas Jefferson Health District; 434-972-6219  
Eric S. Myers, EH Supervisor – Food Service  
Josh Kirtley, EH Specialist – Sewage Disposal

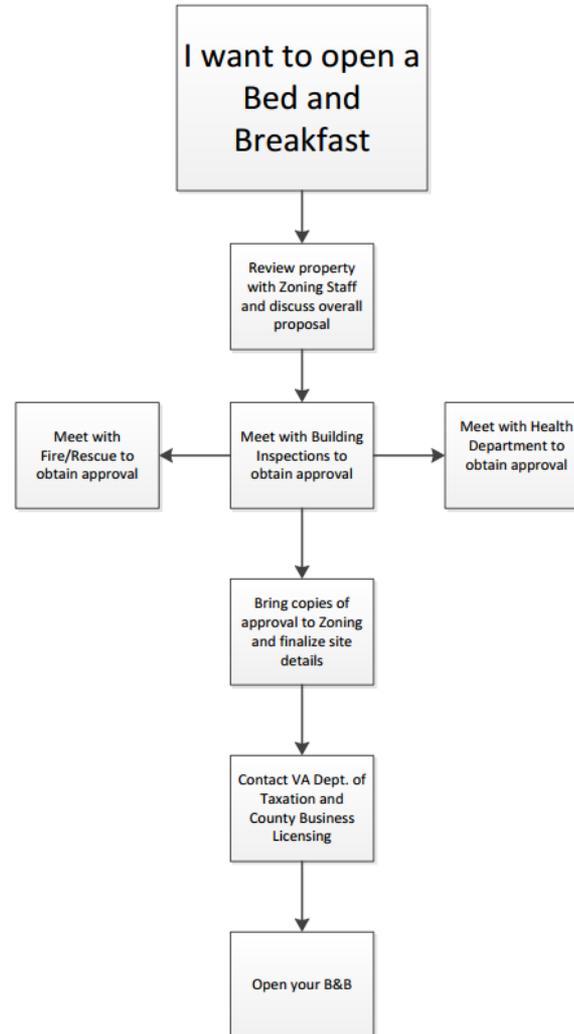
Albemarle County, Fire/Rescue; 434-326-2478  
Robbie Gilmer, Inspector

Albemarle County Zoning Division; 434-296-5832  
J.T. Newberry, Planner, ext. 3270  
Amelia McCulley, Zoning Administrator, ext. 3229

Albemarle County Building Inspections Division; 434-296-5832  
Jay Schlothauer, Building Official, ext. 3228

Virginia Department of Taxation  
[www.tax.virginia.gov](http://www.tax.virginia.gov); 804-367-8037

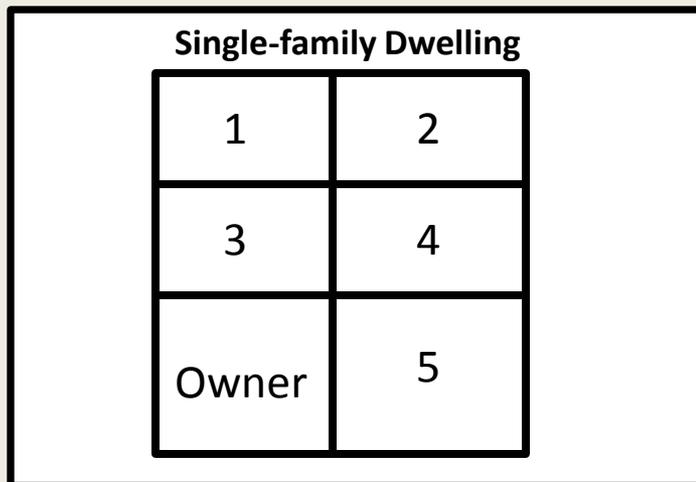
Albemarle County Finance Department; 434-296-5852  
Kenny Hoy, Business Licensing



# Old vs. New Zoning Regulations:

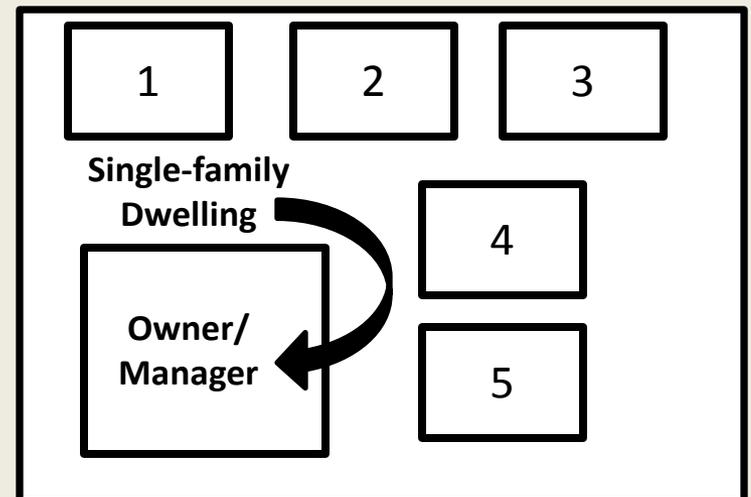
## Old Provisions

- Up to five rooms for an Accessory Tourist Lodging use were permitted per parcel, but rooms had to be within a single-family dwelling:



## New Provisions

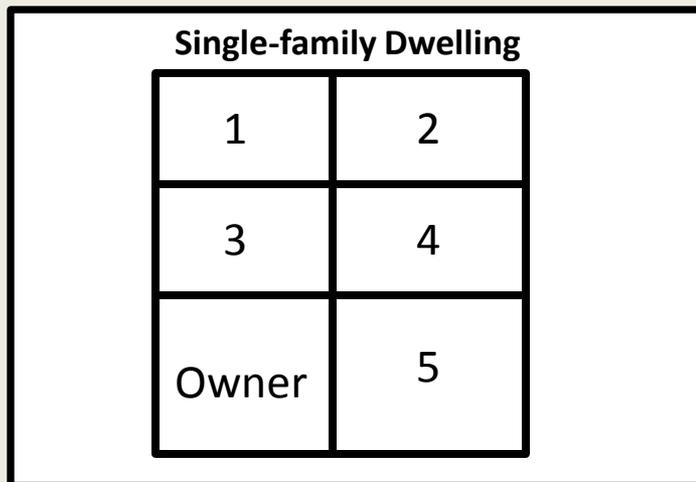
- Up to five rooms per Bed and Breakfast use are permitted per parcel, but now rooms may also be located in structures that are accessory to the single-family dwelling:



# Old vs. New Zoning Regulations:

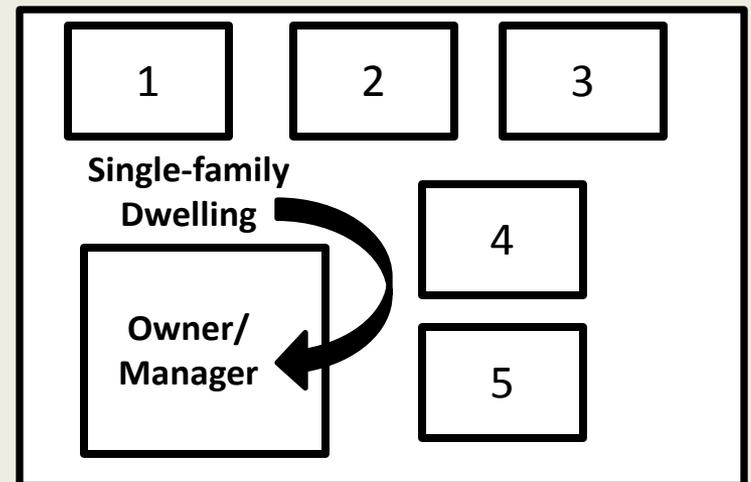
## Old Provisions

- The owner of the parcel had to reside inside the dwelling.



## New Provisions

- May have two B&B uses per parcel (this would allow up to 10 rooms, but then the parcel also must have two single-family dwellings).
- The owner or a manager must reside in the dwelling.



# Getting Started

- Meet with Zoning Staff to discuss the application for a Bed and Breakfast (available online and in Community Development).
- Use a GIS map to discuss major elements of your property and your proposal, such as:
  - Development Rights/Density
  - Setbacks
  - Residency (owner or manager must reside in single-family dwelling on the parcel)

# Bed and Breakfast Application

**FOR OFFICE USE ONLY**

**BNB #** \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ By who? \_\_\_\_\_ Receipt # \_\_\_\_\_ Ck# \_\_\_\_\_ By: \_\_\_\_\_

## Application for Bed and Breakfast



- Bed and Breakfast fee = \$100**
- Bed and Breakfast Regulations Checklist.
- Certification that notice of this application has been provided to the property owner,  
if owner is different from applicant.

A Bed and Breakfast is a use within the Rural Areas zoning district composed of transient lodging provided within a single family dwelling and/or one or more structures that are accessory to the single family dwelling, having not more than five (5) guest rooms in the aggregate, and which also may include rooms for dining and for meetings for use by transient lodging guests of the bed and breakfast provided that the dining and meeting rooms are accessory to the bed and breakfast use.

**Project Name:** \_\_\_\_\_

**Tax map and parcel:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Physical Street Address** (if assigned): \_\_\_\_\_

**Location of property** (landmarks, intersections, or other): \_\_\_\_\_

**Contact Person** (Who should we call/write concerning this project?): \_\_\_\_\_

# Next Steps

- Develop a sketch plan of the property and a sketch floor plan showing the guest rooms.
- Meet with other reviewers to discuss safety standards.

# Health Department

## Example #1

- Water supply, septic capacity, safe food handling, etc.
- Example #1 requires a Bed and Breakfast permit (if only breakfast is served).

1	2
3	4
Owner	5

\*If the Owner is not residing in dwelling, then a Hotel permit (or B&B permit with a variance) and Food Service permit is required.

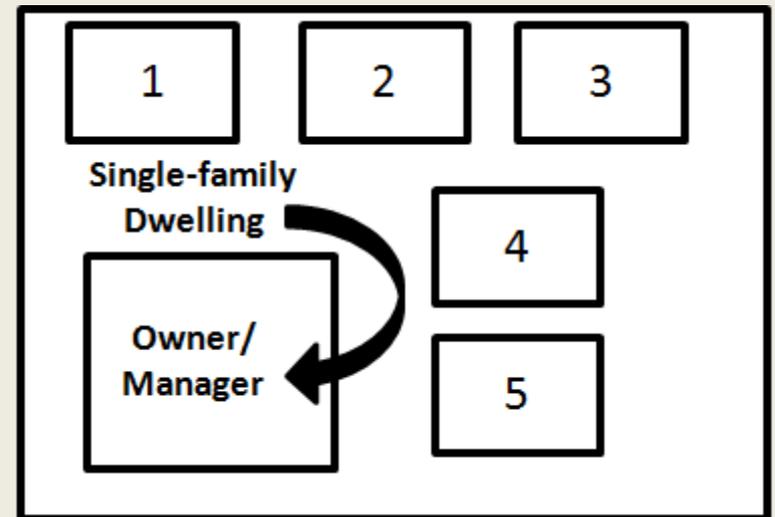
No Food Service permit is required if:

1. No food or only pre-packaged food is served
2. Food is provided by a VDH-licensed caterer

# Health Department

## Example #2

- Example #2 requires a Hotel permit (or B&B permit with variance) and a Food Service permit.



No Food Service permit is required if:

1. No food or only pre-packaged food is served
2. Food is provided by a VDH-licensed caterer

# Fire/Rescue Department

- Emergency evacuation plans need to be posted in rooms occupied by guests
- Access for emergency vehicles
- Water supply relative to square footage
  - For example, 3,600 sq. ft. or less needs 1,000 gallons/minute water supply

# Building Inspections Division

- Smoke detectors need to be installed in the same manner as new single-family houses
- Electrical permit is required

# Return to Zoning

- Return approvals from Fire/Rescue, Building Inspections and Health Dept. to Zoning.
- Zoning staff will review for final details, such as:
  - Signage (up to 24 sq. ft. freestanding sign)
  - Parking (One space per guest room, plus required spaces for single family dwelling)

# Business Licensing

- Call the Virginia Department of Taxation at (804) 367-8037 to determine if you need to collect state sales tax.
- If you are issued a state sales tax ID #, then you also need to remit a 5% transient occupancy tax to the County each month.
- Contact Kenny Hoy in the Finance Dept. at 434-296-5852 for more information.

# Contacts

- **Fire/Rescue**
  - Howard Lagomarsino, [hlagomarsino@albemarle.org](mailto:hlagomarsino@albemarle.org), 434-296-5833
- **Building Services**
  - Jay Schlothauer, [jschlothauer@albmarle.org](mailto:jschlothauer@albmarle.org), 434-296-5832, ext. 3228
- **Virginia Department of Health**
  - Septic, Josh Kirtley, [joshua.kirtley@vdh.virginia.gov](mailto:joshua.kirtley@vdh.virginia.gov), 434-972-6288
  - Food Safety, Eric Myers, [eric.myers@vdh.virginia.gov](mailto:eric.myers@vdh.virginia.gov), 434-972-6219
- **Zoning**
  - Rebecca Ragsdale, [rragsdale@albemarle.org](mailto:rragsdale@albemarle.org), 434-296-5832, ext. 3226
  - Amanda Burbage, [aburbage@albemarle.org](mailto:aburbage@albemarle.org), 434-296-5832, ext. 3023
- **Planning**
  - J.T. Newberry, [jnewberry@albemarle.org](mailto:jnewberry@albemarle.org), 434-296-5832, ext. 3270
- **Finance Dept**
  - Kenny Hoy, [khoy@albemarle.org](mailto:khoy@albemarle.org), 434-296-5852
- **County Executive's Office**
  - Susan Stimart, [sstimart@albemarle.org](mailto:sstimart@albemarle.org), 434-296-5841

Questions?