

**ORDINANCE NO. 2023-11**  
**AN ORDINANCE BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN**  
**OF THOMPSON’S STATION, TENNESSEE AMENDING TITLE 20,**  
**MISCELLANEOUS, BY ADDING CHAPTER 2, SHORT TERM RESIDENTIAL**  
**RENTAL UNITS**

WHEREAS, the need to update Title 20 of the Municipal Code for the benefit of the citizens of the Town of Thompson’s Station has become apparent to Town Staff and the Board of Mayor and Aldermen, and

WHEREAS, short term rental units should be required to comply with certain public safety and operational standards, and

WHEREAS, the Board of Mayor and Aldermen has for their consideration the adoption of an amendment to Title 20 by adopting a new chapter, Chapter 2, as proposed herein, and

WHEREAS, the Board of Mayor and Aldermen has further determined that it is in the best interest of the Town to adopt the update Chapter 2 of Title 20; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Thompson’s Station, Tennessee, as follows:

**Section 1.** That the Town of Thompson’s Station Municipal Code, Title 20, is amended by adding and adopting a new Chapter 2 as provided hereinafter.

**Section 2.** That Title 20 is amended with the following additions:

...

**Chapter 2**  
**SHORT TERM RESIDENTIAL RENTAL UNITS**

**Section**

**SECTION**

20-201. Definitions.

20-202. Permit required.

20-203. Minimum standards.

20-204. Permit requirements.

20-205. Permit fee.

20-206. Permit review, approval, non-transferability, revocation, etc.

20-207. Annual fee.

20-208. Violations and penalties.

**20-201. Definitions.** Short term residential rental units is defined as follows:

“Short Term Rental Unit” or “Unit” means a residential dwelling unit that is rented wholly or partially for a fee for a period of less than thirty (30) continuous days and does not include a hotel

as defined in Tenn. Code Ann. § 68-14-302 or a bed and breakfast establishment or a bed and breakfast homestay as those terms are defined in Tenn. Code Ann. § 68-14-502.

“Short Term Residential Rental Occupants” mean guests, tourists, lessees, vacationers or any other person who, in exchange for compensation, occupy a short term residential rental dwelling unit for lodging for a period of time not to exceed thirty consecutive days, but not in any event to be from any period of time less than overnight.

**20-202. Permit required.** No person or entity shall operate a Short Term Rental Unit, including without limitation a Grandfathered short term rental unit, unless a Short Term Rental Permit has been first obtained from the Town. To obtain a Short Term Rental Permit, an otherwise eligible applicant must submit an application in compliance with the provisions of this Chapter to the Town on a form provided by the Town. If approved, a legible copy of the Short Term Rental Permit shall be posted within the unit and shall include all of the following information:

- (a) The name, address, telephone number and email address of the owner of the short term rental unit and the short term rental agent, if applicable;
- (b) The Business License Number;
- (c) Any applicable Hotel-Motel tax certifications and or numbers as are applicable pursuant to Tenn. Code Ann. § 67-4-1401 *et seq.*;
- (d) The maximum occupancy of the unit; and
- (e) The maximum number of vehicles that may be parked at the unit;
- (f) The Short Term Rental Permit number.

All Short Term Rental Units must be properly maintained and regularly inspected by the owner or owner authorized representative to ensure continued compliance with applicable zoning, housing, building, health, life safety, and property maintenance code provisions.

**20-203. Minimum standards.** Short Term Rental Unit shall meet the following minimum standards:

- (i) A Short Term Rental Unit may include a primary dwelling unit and/or a secondary dwelling unit, but cannot include uninhabitable structures such as garages, barns, or sheds.
- (ii) A Short Term Rental Unit must meet all applicable laws related to zoning, housing, building, health, electrical, gas, plumbing life safety, and property maintenance.
- (iii) All occupants shall abide by all generally applicable codes, ordinances and regulations, including without limitation, applicable noise restrictions.
- (iv) The name and telephone number of the owner of the Short Term Rental Unit shall be conspicuously posted within the Short Term Rental Unit.

**20-204. Permit requirements.**

All Short Term Rental Unit applications shall include:

- (i) The name, address, telephone number and email address of the owner of the short term rental unit and the short term rental Agent, if applicable;
- (ii) Documentation that applicant is the owner;
- (iii) The Business License number;
- (iv) Certification and/or registration number relating to the Hotel-Motel occupancy tax authorized by Tenn. Code Ann. § 67-4-1401 *et seq.*;
- (v) Proof of insurance on the dwelling unit.

**20-205. Permit Fee.** The permit application fee for owner-occupied short term rental units shall be \$75.00. The permit application fee for all other non-owner-occupied short term rental units shall be \$150.00.

**20-206. Permit review, approval, non-transferability, revocation, etc.**

(A) If the Application meets all of the requirements set forth in this Chapter, the Town Administrator, or his designee, shall issue, to the applicant, a Short Term Rental Unit Permit.

(B) The permit Application, if approved, shall be issued for a specific site location and/or address of the proposed Short Term Rental Unit provided in the application as set forth in this Chapter of the Town Code. Review of an application shall be conducted in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this Chapter, or otherwise fails to demonstrate compliance with generally applicable local ordinances, state or federal law. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications. The decision of the Town Administrator as to whether to issue, deny, or revoke any Permit shall be final, reviewable only by application for Writ of Certiorari.

(C) The Permit is non-transferable to another site, property, location, or owner. Grandfathered short term rental unit Permits are subject to additional transferability restrictions as provided in T.C.A. Section 13-7-601, *et seq.*, as now enacted or hereafter amended.

(D) The Town reserves the right to suspend, revoke and/or modify any Permit as restrictions and/or conditions imposed as a granted short term rental unit at any time upon notice to the address of record for the Short Term Rental Unit and after a hearing before the Town Council. Once the property has three (3) documented Town Code and/or other violations of any generally applicable state laws or breaches of the peace within any running twelve (12) month period and/or based upon unreasonable interference with the use and enjoyment of adjoining or other nearby properties. Such violations shall be evidenced by a finding of guilt or fault or unreasonable interference with the use and enjoyment of nearby properties by a court.

A Short Term Rental Unit Permit which is revoked shall prevent its Permit holder and/or any owner of or agent for the specific property from applying for a new Permit for short term rental unit Permit for a period of one (1) year from date of revocation.

(E) The Town Administrator may suspend a previously issued Permit in the event that a Permittee is found to be noncompliant with any of the terms, conditions or requirements of this Ordinance. Any permit which is suspended for administrative noncompliance with permitting requirements may be, upon payment of a fifty (\$50.00) dollar reinstatement and inspection fee, be reinstated upon the Permittee demonstrating, to the satisfaction of the Town Administrator, or his

designee, that the noncompliance issue(s) which resulted in suspension of the Permit have been resolved.

(F) No property shall be operated as a Short Term Rental Unit which its Permit is suspended and/or if it's Permit has been revoked and unless and until a valid short term rental unit permit shall be subsequently issued by the Town Administrator.

**20-207. Annual Fee.**

(A) There shall be a Short Term Rental Unit Permit renewal and inspection fee to be paid annually in the amount of \$100.00 which, upon inspection by the Town and satisfactory demonstration of compliance by the Permit holder and property of the terms, provisions and conditions of the Ordinance shall entitle the Permittee to renewal of the Permit for the ensuing twelve (12) months.

(B) Failure to pay the annual renewal fee and to cooperate with permit inspection requirements shall result in suspension of the Permit which, if not remedied within sixty (60) days after suspension, shall automatically result in revocation of the Permit for that particular location.

**20-208. Violations and penalties.** Any violation of this Chapter, including failure to obtain a Permit or to renew a Permit of continued or initiating operation of a Short Term Rental Unit either without a Permit or after revocation of a Permit shall be punishable by a civil penalty of fifty (\$50.00) dollars per violation. Each day that the violation continues shall be a separate offense. There shall be a rebuttable presumption that a person or entity is in violation of this Chapter if they list or hold out a property as a Short Term Rental Unit without first obtaining a short term rental Permit.

**Section 3.** After final passage, Town Staff is directed to incorporate these changes into an updated ordinance document and municipal code.

**Section 4.** If any section or part of the Ordinance, including any amendments thereto, is determined to be invalid for any reason, such section or part shall be deemed to be a separate and independent provision. All other sections or parts shall remain in full force and effect. If any section or part of the Ordinance is invalid in one or more of its applications, that section or part shall remain in effect for all other valid applications.

**Section 5.** This ordinance shall take effect upon the final reading and approval by the Board of Mayor and Aldermen, the public welfare requiring it.

Duly approved and adopted by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee, on the \_\_\_\_ day of \_\_\_\_\_, 2023.

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**Brian Stover, Mayor**

ATTEST:

\_\_\_\_\_  
Regina Fowler, Town Recorder

Passed First Reading: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Town Attorney