Extended Stay for Hotel/Motel Uses

CITY OF SALINAS
COMMUNITY DEVELOPMENT DEPARTMENT
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What is Extended Stay for Hotel/Motel Uses?

Extended Stay for Hotel/Motel Uses provides an option for hotels and motels to accommodate guests requiring longer stays while maintaining appropriate standards for property management, security, neighborhood compatibility, and site operations.

The City's current Zoning Code regulates **Hotel/Motel, Extended Stay** under **Section 37-50.085** and requires a **Conditional Use Permit (CUP)**.

Where is Extended Stay Allowed?

Hotel/Motel, Extended Stay may be permitted in the following zoning districts, subject to the requirements of Section 37-50.085 and approval of a Conditional Use Permit:

- Commercial Thoroughfare;
- Commercial Retail;
- Mixed Arterial Frontage;
- Mixed Use; and
- Village Center.

Applicants should contact the Current Planning Division to confirm the zoning designation of the property and applicable requirements before submitting an application.

What Permit is Required?

Hotel/Motel, Extended Stay requires approval of a **Conditional Use Permit** pursuant to the Salinas Zoning Code.

The Zoning Code also provides for consideration through an **Administrative Conditional Use Permit**, subject to applicable requirements and conditions necessary to ensure neighborhood compatibility and minimize impacts to surrounding properties.

What are the Operational Requirements?

Hotel/Motel, Extended Stay is subject to operational and development requirements intended to ensure compatibility with surrounding properties.

Management and Security Plan

A **Management and Security Plan** is required as part of the Conditional Use Permit application.

The plan must provide for on-site 24-hour property management or an alternative that provides guests with substantially the same level of service and security.

The Management and Security Plan is reviewed by the Salinas Police Department to address site safety and minimize potential neighborhood impacts.

Master Leasing

The hotel or motel operator may lease the entire facility to a single user.

Transient Occupancy Tax

Hotel or motel rooms that are not being used as Extended Stay must be registered with the City and are subject to applicable **Transient Occupancy Tax (TOT)** requirements.

Neighborhood Compatibility

The Extended Stay use must be operated in a manner that will not adversely affect or be detrimental to properties in the immediate vicinity.

Outdoor Activities

On-site outdoor activities, other than food and transportation services, are generally limited to the hours of **7:00 a.m. to 10:00 p.m.**

The City Planner may approve a Management Plan allowing passenger loading/unloading and food service outside these hours when the activity will not adversely affect the surrounding neighborhood.

Emergency Contact Information

Emergency contact information must be posted on the exterior of the facility adjacent to the main entrance.

Street address numbers must also be legibly posted on each building as required by the Fire Department.

Parking

Overnight parking is limited to cars, passenger vans, and other vehicles that can be accommodated within designated parking spaces.

Overnight storage of buses, unmanned trailers, and portable toilets is prohibited.

Temporary Storage and Structures

Temporary storage and temporary structures are prohibited unless separately authorized through a **Temporary Use of Land Permit (TULP)**.

Food Service

One licensed catering vehicle not exceeding 50 feet in length may provide food service to persons living on-site for up to 90 minutes, no more than three times per day.

A larger catering vehicle may be approved by the City Planner when it can be accommodated without interfering with traffic and circulation, emergency access, pedestrian facilities, sidewalks, or ADA access.

Passenger Loading

Passenger loading may be permitted when located in an area that does not interfere with:

- Traffic and circulation;
- Emergency access;
- Pedestrian pathways and sidewalks; or
- ADA access.

The passenger loading area must be identified on the site plan submitted with the Conditional Use Permit application.

Property Maintenance and Performance Standards

The property must comply with applicable City performance standards and property maintenance requirements.

Additional conditions may be imposed through the Conditional Use Permit to address project-specific operational or neighborhood compatibility concerns.

What Should Be Submitted?

Applicants should contact the Current Planning Division before preparing an application to determine the materials required for the proposed Extended Stay use.

Application materials may include:

- Completed Development Review Application;
- Applicable filing fee;
- Project description and operational statement;
- Site plan;
- Management and Security Plan;
- Emergency contact information;
- Property management information;
- Passenger loading and transportation information;
- Information regarding food service, if proposed;
- Applicable Fire Department information; and
- Other plans, documents, or information necessary to evaluate the proposed use.

What is the Review Process?

01

Step 1 – Contact the Current Planning Division

Discuss the proposed Extended Stay use with Planning staff and confirm applicable zoning and application requirements.

02 **Step 2 – Prepare and Submit the Application**

Submit the applicable Conditional Use Permit application, plans, Management and Security Plan, and other required supporting information.

03 **Step 3 – City Review**

The Current Planning Division will coordinate review with applicable City departments, including the Police Department, Fire Department, Development Engineering, Building, and other agencies as necessary.

04 **Step 4 – Application Decision**

The application will be processed in accordance with the applicable Conditional Use Permit procedures established by the Salinas Zoning Code.

Conditions of approval may be imposed to ensure compliance with the Zoning Code and compatibility with surrounding properties.

Is a Temporary Use of Land Permit Still Required?

A TULP may still be required for a **separate temporary activity associated with the property**, such as temporary storage or structures when authorized under Section 37-50.300.

However, the City's current regulations for **Hotel/Motel, Extended Stay are contained in Section 37-50.085 and use the Conditional Use Permit process.**

How to Obtain More Information

For additional information regarding Hotel/Motel, Extended Stay applications, contact:

CITY OF SALINAS
COMMUNITY DEVELOPMENT DEPARTMENT – CURRENT PLANNING DIVISION
65 West Alisal Street
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Refer to **Section 37-50.085 – Extended Stay for Hotel/Motel Uses** and the applicable Conditional Use Permit provisions of the Salinas Zoning Code.