

CITY OF KINGSTON



MINUTES IN RED

August 1, 2025

Zoning Working Group

Sue Cahill (City of Kingston Planning Representative)
Bartek Starodaj (City of Kingston Housing Initiatives Representative)
Joshua Stratton-Raynor
Rebecca Holderness (**ABSENT**)
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Tanya Garment

Norah Maki, Alternate

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Agenda

1) Review Letter to City Engineer

The group had a follow-up discussion on the draft of the letter to the City Engineer. The group finalized minor edits to the recommendations and agreed that Starodaj should send the letter.

2) Ongoing Discussion Items

a. Accessory Dwelling Units

- i. "Detached ADUs are encouraged to be built to the side or rear of an existing primary structure. If located forward of the primary structure, detached ADUs must follow the Architectural Standards Sec 405.14. C through 405.14G and follow the Frontage Type Standards for a Detached House. "
- ii. *New accessory buildings shall be located behind or to the side of the principal façade of a primary building*

The group discussed whether the standards for accessory structures should be edited to prevent them from being built forward of a primary structure. This topic was not included in the

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package of amendments sent to the Common Council in February 2025. After a discussion, the group decided on the following:

“If located forward of the primary structure, detached accessory dwelling units must follow the Frontage Type Standards for a Detached House and must follow the build-to-zone for the underlying transect standards.”

This language will be included in future package submitted to the Common Council, unless deemed to be urgent.

3) *New Referrals (Neil B. Millens, received June 25, 2025)*

- a. Under the current short term rental regulations for the City of Kingston, for a unit in an owner occupied multi-family property to be registered as a short term rental for more than 30 days of use per year, it is classified as #1 Short-term rental, full permit (STR-F). As such, it will be limited by a cap and by location (zoning transect).
- b. I ask this working group to consider revising the regulations such that units in owner occupied multi-family properties are treated in a similar manner as #2 Short-term rental resident occupied permit (STR-RO) - no cap, no geographical limitations. This can be accomplished by either expanding the definition of STR-RO or creating a fourth category - i.e., Short-term rental owner occupied multi-family (STR-OOMF).
- c. Such a revision won't promote the growth of absentee owners/landlords and serves to benefit existing residents. Whether a unit in a multi-family is owner occupied is rather easily identifiable from information the Building Department already has on file (from when it does inspections for the two year apartment registration. It only inspects the rental units in a building; not the owner's unit).

The Zoning Working Group discussed the referral proposing a revision to the City of Kingston's short-term rental (STR) regulations to allow owner-occupied multi-family properties to be treated similarly to STR-RO (Short-Term Rental – Resident Occupied) units, or to establish a new category (e.g., STR-OOMF).

The group also considered whether owner-occupied STRs—particularly in multi-family buildings—should be prioritized when allocating full STR licenses.

After careful discussion, the group concluded that the current regulatory framework is functioning as intended. While we acknowledge that owner-occupants contribute to neighborhood stability and local investment, we believe that limiting short-term rental activity remains a necessary policy goal—particularly in the context of preserving long-term housing availability.

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Further, STR-Full licenses are specifically designed for commercial areas, where short-term rentals are more compatible with surrounding land use patterns. Expanding eligibility for full STR permits beyond these areas—regardless of owner occupancy—could undermine the geographic limitations that were intentionally designed into the system.

At this time, the group is not recommending any changes to the existing STR permit categories.

4) Frog Alley Project (Tanya)

The group discussed a to-be-submitted site plan on Frog Alley to confirm that guidance given to the applicant by City staff reflected the intent of the form-based code.

NEXT MEETING OCTOBER 3, 2025