



701 East Broadway, Columbia, Missouri 65201

Council Memo

Department Source: Community Development

To: City Council

From: City Manager & Staff

Council Meeting Date: June 1, 2026

Re: 713 Hilltop Drive– STR Conditional Use Permit (Case #125-2026)

Impacted Ward: Ward 6

Executive Summary

Approval of this request would grant a Conditional Use Permit to allow 713 Hilltop Drive to be used as a 210-night, maximum five-guest short-term rental pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The R-1 zoned subject property is 0.45 acres in size and is located on the west side of Hilltop Drive, approximately 400 feet south of its intersection with Cliff Drive.

Discussion

Jodi Kuntz (owner) requests approval of a Conditional Use Permit (CUP) to allow 713 Hilltop Drive to be operated as a 210-night, maximum five-guest short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The 0.45-acre subject site is zoned R-1 and is not the applicant's principal residence. The property has not previously operated as an STR.

The subject dwelling has three bedrooms and appears to meet the minimum square footage required to accommodate the requested five transient guests per the City-adopted International Property Maintenance Code (IPMC). Compliance with the IPMC will be verified prior to issuance of an STR Certificate of Compliance. The approved occupancy and maximum rental nights must be disclosed on any online platform where the dwelling is advertised as an STR.

The owner will use a designated agent, a local Boone County resident located 4 miles (12 minutes) from the subject site, to respond to regulatory or operational issues that arise when the dwelling is in use as an STR. Approval of this CUP would constitute the owner's one and only STR license within the City's municipal limits.

A review of Airbnb, Vrbo, Booking.com, Furnished Finder, and City records did not identify any additional licensed STRs within **300 feet** of the subject property. Within the 185-foot notification radius, there are seven properties, of which six appear to be owner-occupied. Adjacent properties are zoned R-1 in all directions.

The site includes parking sufficient to accommodate three UDC-compliant parking spaces (2 driveway and 1 garage), which meets the requirement for five guests. Access is provided via Hilltop Drive, a substandard **private** road in both its existing right-of-way width and travel lane size. Hilltop Drive does not have sidewalks, and from Cliff Drive to the cul-de-sac, at its southern terminus, it is approximately 10 feet wide. The cul-de-sac travel lane width is approximately 15 feet from the edge of adjacent driveway aprons. This roadway condition

has existed since 1956 based on Boone County aerial photography. This access arrangement was a significant focus of the public hearing where multiple concerns were expressed about its ability to support on-street parking and additional traffic volume induced from use of the dwelling as an STR.

Given there is no STR history associated with this property, and its use as a lawful long-term rental could result in 1 vehicle for each allowed unrelated occupant, staff has no evidence to suggest that a short-term rental operating with the desired maximum of five guests, supported by current on-site parking, would negatively affect existing or future traffic in the area. While an assumption may be made that each transient guest could bring their own vehicle, this would result in a reportable violation of the STR regulations as no traffic generated by the STR can use public street parking which is essentially non-existent in this location. Ensuring compliance with the requirement that all STR generated parking must be addressed on-site/off-street parking is a matter than can be addressed within the operator listing relating to the site.

Aside from the potential increase in occupancy by two occupants, staff has not identified other **technical** reasons to conclude that the proposed STR would be incompatible with the surrounding neighborhood. The City's STR regulations provide mechanisms to address potential adverse impacts, including limits on rental nights, a formal violation reporting process, fines, and the authority to revoke a STR Certificate of Compliance following two verified violations within a 12-month period.

Given that the dwelling sought for licensure is not the owner's "principal residence," a CUP is necessary to allow for its legal operation as an STR. The STR CUP process requires an analysis of the general and supplemental CUP criteria shown within Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. A full description of this analysis is found in the attached Planning and Zoning Commission staff report.

Should the requested CUP be granted, full regulatory compliance with the provisions of Chapter 22, Article 5 (Rental Unit Conservation Law), and Chapter 13 (Business Licensing) of the City Code is required. As part of the required Business License procedure, the owner will be required to remit accommodation taxes pursuant to the requirements of Chapter 26 (Taxation) of the City Code.

The Planning and Zoning Commission held a public hearing on this request at its May 7, 2026 meeting. Staff presented their report and summarized the findings regarding the application's compliance with applicable **technical standards**. An individual spoke on behalf of the owner in favor of the STR. The designated agent spoke as well and was available to answer questions. Twelve members of the public spoke in opposition to the request with concern regarding infrastructure and displacing long-term renters.

Following the closure of the public hearing, the Commission engaged in discussion regarding their rationales for the motion. The motion failed by a vote of 0-8.



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A copy of the Planning and Zoning Commission staff report, locator maps, STR application, Supplemental "Conditional Accessory/Conditional Use Questions", and meeting minute excerpts are attached for review.

Fiscal Impact

Short-Term Impact: None anticipated.

Long-Term Impact: Usage of the dwelling as an STR will result in the collection of accommodation taxes, which will assist the Convention and Visitors Bureau in its marketing efforts relating to the city. While increases in public service demand are possible, such demands are not foreseen to be greater than a typical single-family home. Such increases may or may not be offset by increased user fees or property tax collection.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Resilient Economy, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Land Use & Growth Management, Tertiary Impact: Economic Development

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Deny the Conditional Use Permit to allow 713 Hilltop Drive to operate as a 210-night short-term rental for a maximum of six guests as recommended by the Planning and Zoning Commission.