

## Council Memo

Department Source: Community Development

To: City Council

From: City Manager & Staff

Council Meeting Date: July 20, 2026

Re: 1804 Juniper Drive – STR Conditional Use Permit (Case #157-2026)

Impacted Ward: Ward 6

### Executive Summary

Approval of this request would grant a Conditional Use Permit (CUP) to allow 1804 Juniper Drive to be used as a 210-night, maximum six-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-2 zoned subject property is 0.24 acres in size and is located southeast of the intersection of Juniper Drive and Rock Quarry Road.

### Discussion

COMO Holdings CO – Juniper LLC (owner) is seeking a CUP to use the dwelling addressed 1804 Juniper Drive as a 210-night, six transient guest short-term rental. The future STR usage will occur within the eastern half of the structure, which is currently a two-family dwelling. The western half of the property will continue to be offered as a long-term rental. The three bedrooms allocated to STR use meet the minimum square footage required to accommodate the requested six transient guests per the City adopted International Property Maintenance Code (IPMC).

The owner will use a designated agent, a local Boone County resident located 3.8 miles (5 minutes) from the subject site, to respond to regulatory or operational issues that arise when the dwelling is in use as an STR. This designated agent will also be managing the other half of the two-family dwelling. 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 29 dwelling units, of which none appear to be owner-occupied. Adjacent properties are zoned R-2, R-MF and county R-M.

The applicant has 3 on-site parking spaces available, with two being in the existing driveway, and one in half of the garage. In order to meet the parking requirement for six transient guests, one of the garage spaces must be kept available for transient guests. Access to the dwelling is provided via Juniper Drive, a local residential street that permits on-street parking and has sidewalks installed. The access arrangement is consistent with surrounding residential development and is believed to be adequate to accommodate anticipated traffic without compromising public safety.

Aside from the potential increase in occupancy of the dwelling when compared to that of surrounding R-2 and R-MF zoned properties, staff has not identified other **technical** reasons to

conclude that the proposed STR would be incompatible with the surrounding neighborhood. There have been no citations issued with the respect to the dwelling's current usage. The property was previously used for short-term rental purposes, but this was prior to the current owner acquiring the property. 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. 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 June 4, 2026 meeting. Staff presented their report and summarized the findings regarding the application's compliance with applicable **technical standards**. No members of the public spoke regarding the request. The owner was present to respond to questions from the Commission, as was the designated agent. The designated agent noted that the other half of the two-family dwelling would be a long-term rental, and they would make prospective tenants aware that the neighboring unit is intended to be used as a short-term rental.

Following the closure of the public hearing, the Commission engaged in limited discussion regarding the request. A motion was made to approve the request to permit 1804 Juniper Drive to be operated as a 210-night, maximum six-guest short-term rental, subject to keeping one spot in the garage available for transient guests. The motion passed by a vote of 6-0.

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: Increased usage of the dwelling as an STR will result in the potential for higher 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**

Approve the Conditional Use Permit to allow 1804 Juniper Drive to operate as a 210-night short-term rental with a maximum of six guests, subject to keeping one garage space available for transient guests, as recommended by the Planning and Zoning Commission.