

**AGENDA REPORT
 PLANNING AND ZONING COMMISSION MEETING
 May 7, 2026**

SUMMARY

A request by Jodi Kuntz (owner) to allow the property addressed 713 Hilltop Drive to operate 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 0.45-acre subject property is located on the west side of Hilltop Drive, approximately 400 feet south of its intersection with Cliff Drive.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a Conditional Use Permit (CUP) to allow 713 Hilltop Drive to be used as a short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. As of June 1, 2025, any dwelling operated as an STR must fully comply with the provisions of the STR regulations, which include the acquisition of an STR Certificate of Compliance, Business License, and submission of accommodation taxes. Approval of this request is a prerequisite to proceeding forward in obtaining the STR Certificate of Compliance and business license.

The owner of the subject property has not previously operated the subject site as a short-term rental. There is an active long-term rental license associated with the property. Operation of the dwelling as an STR following final City Council action without acquiring the STR Certificate of Compliance and business license would constitute an illegal use of land and would be subject to revocation, if authorized, as well as other enforcement actions identified in the City code.

The following is a site-specific analysis of the property:

Dwelling Unit Details

Property Address	713 Hilltop Drive
Zoning	R-1 (One-Family Dwelling), UC-O (Urban Conservation)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	5
Bedrooms	3
Parking Spaces	3 parking spaces are provided on-site, and 3 spaces are required.
Abutting Properties	R-1 in all directions

Owner/Agent

Owner	Jodi Kuntz
Designated Agent	Jessica Simpson
Agent's Distance to Property	4 miles, 12 minutes

Listing Information

Listing Links	N/A
STR previously offered?	No
STRs within 300 feet?	There are no STRs within 300'
Primary residence?	No
Previous Violations?	Illegal long-term rental operation in 2024, resolved

Conditional Use Analysis

Operation of an STR within the subject dwelling requires approval of a Conditional Use Permit (CUP), which has been analyzed for both general and **technical** compliance pursuant to the provisions found in Sec. 29-

6.4(m)(2)(i) and (iii) of the UDC. Staff's analysis of these provisions is shown below. The owner's analysis of the criteria is attached to this report.

Sec. 29-6.4(2)(i) General CUP Review Criteria:

(A) The proposed conditional use complies with all standards and provisions in this chapter applicable to the base and overlay zone district where the property is located;

A short-term rental that is not a long-term resident's primary residence or to be operated for up to 210 nights in a residential district is subject to approval of a CUP. The submitted application demonstrates compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. The site has three parking spaces (2 driveway and 1 garage), which are adequate to support the requested five guests. Additional regulatory review to ensure compliance with the remaining UDC and Rental Unit Conservation Law requirements will occur upon issuance of the CUP and prior to issuance of an STR Certificate of Compliance and Business License.

(B) The proposed conditional use is consistent with the city's adopted comprehensive plan;

The comprehensive plan does not speak directly to the use of residential dwellings for alternative purposes such as an STR; however, it does contain policies, strategies, and actions relating to the topics of livable and sustainable neighborhoods, land use and growth management, and economic development. The adoption of the regulatory provisions governing the use of a residential dwelling for STR purposes is seen as addressing several of these policies, strategies, and actions.

The goal of creating livable and sustainable neighborhoods, approval of the requested CUP would support the mixed-use concepts of Policy # 2, Strategy # 1 (page 144) of the Plan. While this strategy focuses on the concept of creating "nodes" of neighborhood scale commercial and service uses as a high priority, the first "action" within the strategy recommends using planning tools and decision-making to locate small-scale commercial and service businesses adjacent to residential development. STRs have been determined to be a commercial use and offer a "community-wide" service by providing supplemental housing for visitors to Columbia. Staff believes adoption of the STR regulations and their requirement of a CUP are relevant planning and decision-making tools consistent with the intent of this policy and assist fulfilling the idea of supporting mixed-uses within residential neighborhoods.

Land use and growth management, Policy # 3, Strategy # 3 (page 146 of the Plan) would be fulfilled given the regulatory limitations on occupancy and rental nights that are contained within Sec. 29-3.3(vv).

Economic development, Policy # 3, Strategy # 2 (page 149 of the Plan) would be fulfilled by supporting local entrepreneurial ventures. The adopted regulatory provisions governing the use of a residential dwelling for STR purposes were created with options to allow owners and/or renters the ability to participate in the STR market, subject to reasonable regulation. This ability for participation not only supports individual entrepreneurial ventures, but also broader city-wide economic objectives relating to tourism and tourism-related activities.

(C) The proposed conditional use will be in conformance with the character of the adjacent area, within the same zoning district, in which it is located. In making such a determination, consideration may be given to the location, type and height of buildings or structures and the type and extent of landscaping and screening on the site;

The surrounding R-1 zoned properties are developed with single-family dwellings. If the requested CUP is approved, up to five guests would be permitted, allowing two more occupants than the maximum three unrelated occupants permitted within long-term rental dwellings on surrounding R-1 zoned properties. Approval of the requested CUP would result in increased occupancy; however, it is uncertain whether trips generated from the subject site would exceed those of the surrounding development. Of the surrounding 7 properties, 6 appear to be owner-occupied. Any potential impacts associated with higher turnover or increased activity may not be noticeable, depending on the current usage patterns of nearby properties.

(D) Adequate access is provided and is designed to prevent traffic hazards and minimize traffic congestion;

The site is accessed from the west side of Hilltop Drive, which is a local residential street. Hilltop Drive is substandard in right of way width, travel lane size, and does not have sidewalks installed. Hilltop Drive from Cliff Drive to the cul-de-sac, at its southern terminus, 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.

The property currently has two UDC-compliant parking spaces and a one-car garage, which is sufficient to meet the parking requirement for requested five guests. There are 8 existing single-family residences on the substandard street. 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 that can be addressed within the operator list relating to the site.

(E) Sufficient infrastructure and services exist to support the proposed use, including, but not limited to, adequate utilities, storm drainage, water, sanitary sewer, electricity, and other infrastructure facilities are provided; and

The site is sufficiently served with public infrastructure to support its use as an STR. There are no known infrastructure capacity issues associated with the site that would be negatively impacted by the approval of the CUP. It is possible that there may be an increase in visitor traffic to the dwelling, but such an increase may not be significant depending on the movements and/or family sizes presently living or visiting the remaining 7 residences along the street which are not prohibited from parking on the street.

(F) The proposed conditional use will not cause significant adverse impacts to surrounding properties.

The subject site is adjacent to single-family dwellings in all directions, located in the R-1 zoning district, which limits long-term rental to no more than three unrelated occupants. The requested occupancy of five would allow two additional individuals beyond the R-1 maximum. The property has not previously operated as an STR, though it has an active long-term rental license.

Any potential negative impacts can be mitigated through the adopted regulatory provisions that provide a means to report and address violations. The regulations permit the imposition of fines and possible revocation of the STR Certificate of Compliance after 2 verified violations within a 12-month period.

Sec. 29-6.4(2)(iii) Supplemental STR CUP Review Criteria:

(A) Whether the proposed STR is used for any part of the year by the registrant as a residence. If so, for how long?

The registrants have answered the property they will be used 1-2 months a year.

(B) Whether or not there are established STRs within three hundred (300) feet of the proposed STR measured in all directions from property lines "as the crow flies."

The registrant has answered that they do not believe so based on their search. Staff did not identify additional licensed or registered STR properties within 300 feet of the dwelling.

(C) Whether the proposed registrant has previously operated an STR and if such operation has resulted in a history of complaints, a denied STR certificate of compliance, or revocation of an issued STR certificate of compliance.

The registrant has answered "no" to this question.

(D) Whether the proposed STR will increase the intensity of the use of the property and cause increased traffic or noise coming from the property.

The registrant has stated they will carefully screen each applicant and explicitly prohibit parties. Additionally, non-registered guests will need to leave by 10 p.m. If there were to be complaints, the guests would be asked to leave if the issue is not swiftly resolved.

From a staff perspective, operating the dwelling as transient lodging for up to 210 nights with a maximum of five guests could result in increased impacts; however, the extent of those impacts is unknown. If permitted to only operate at a maximum of five guests, the dwelling's occupancy for unrelated individuals would be two more than that permitted in adjacent R-1 zoned property; however, the potential for higher turnover would exist. The level of these impacts will depend on several factors, including unit desirability, pricing, and occupancy rates. Similar impacts could be experienced if the dwelling were occupied by long-term residents.

Dwellings used as short-term rentals are subject to a more robust regulatory framework than applicable to long-term rentals to mitigate potential negative effects of using the dwelling for commercial purposes. The STR regulations include limits on occupancy and rental nights as well as a reporting mechanism for violations that can result in licensure revocation following two verified violations within a 12-month period.

(E) Whether there is support for the establishment of the proposed STR from neighboring property owners.

The registrant has responded they have not spoken directly to the neighbors, though is open to their input. The applicant further stated their goal to have a place for family when they visit. The applicant has submitted the attached "supplemental correspondence" that contains a letter from their "designated agent", dated April 21, 2026 that was apparently distributed to the adjacent owners as well as their "Operations & Management Plan".

As of May 1, 2026, staff has received to formal written letters of opposition to the requested application, a petition in opposition, and 2 phone calls regarding the application.

CONCLUSION

Staff's **technical review** of the application and analysis of the above criteria concludes that approval of a CUP permitting the operation of 713 Hilltop Drive as a 210-night short-term rental with a maximum of five transient guest would meet regulatory compliance. While the increased guest occupancy would allow two more unrelated individuals than permitted in other surrounding R-1 zoned dwellings, there is no evidence indicating allowing such usage would negatively impact the neighborhood.

Approval of the CUP would authorize the applicant to pursue legal licensure of the dwelling that has not been previously used as a short-term rental and afford neighbors as well as the city additional regulatory tools to ensure compliance with the adopted standards governing STRs at a higher level than if the home were used for long-term rental purposes which could include occupant turnover every 31 days.

RECOMMENDATION

Approve the conditional use permit to allow the dwelling at 713 Hilltop Drive to be operated as a STR subject to:

1. The maximum occupancy of five transient guests;
2. A maximum of 210-nights of annual rental usage

ATTACHMENTS

1. Locator Maps
2. STR Application
3. Supplemental "Conditional Accessory/Conditional Use Questions"
4. Applicant Supplemental Correspondence
5. Public Correspondence

HISTORY

Annexation date	1906
Zoning District	R-1 (Single-Family Dwelling)
Land Use Plan designation	Open Space / Greenbelt, Neighborhood
Previous Subdivision/Legal Lot Status	Hilltop

SITE CHARACTERISTICS

Area (acres)	.45 acres
Topography	Sloping from east to west
Vegetation/Landscaping	Trees and natural ground cover
Watershed/Drainage	Hinkson Creek
Existing structures	Single-family dwelling

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Hilltop Drive

Location	East of subject site
Major Roadway Plan	Local residential
CIP projects	None
Sidewalk	Not installed

PARKS & RECREATION

Neighborhood Parks	Stephens Lake Park, Wyatt Park, Clyde Wilson Memorial Park, Cliff Drive Park
Trails Plan	SLP Perimeter Trail, Clyde Wilson Memorial Park Trail, Hinkson Creek Trail, Hinkson Creek Trail Connector, Hinkson Creek Trail Connector – Rollins Street
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

Public Notification Responses	2 calls in opposition
Notified neighborhood association(s)	East Campus, East Campus Traditional, Hinkson Creek Valley
Correspondence received	2 letters in opposition and 1 petition with 11 signatures from residents of Hilltop Drive.

15 “public hearing” letters were mailed to property owners and tenants within 185-feet of the subject property. One letter was provided to the Council Ward representative. Three letters were sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. All “public hearing” letters were distributed on April 20, 2026. The public hearing ad for this matter was placed in the Tribune on April 21, 2026.

Report prepared by: Ross Halligan

Approved by: Patrick Zenner