



September 8, 2026 City Council Meeting

Title

Consider a request for a Special Use Permit at 387 Monticello Avenue — Planning Commission and Adam Fletcher, Community Development

Summary

Project name	N/A
Address/Location	387 Monticello Avenue
Tax Map Parcels	26-Q-13
Total Land Area	+/- 10,154 square feet
Property Owner	Caitlin Denbigh
Owner's Representative	N/A
Present Zoning	R-1, Single-Family Residential District
Special Use Permit Request	To allow a short-term rental per Section 10-3-34 (7)
Planning Commission	August 12, 2026 (Public Hearing)
City Council	September 8, 2026 (Public Hearing)

Recommendation

Option 1. Staff and Planning Commission (6-0) recommend approval of the special use permit request with the suggested conditions.

Context & Analysis

The following land uses are located on and adjacent to the property:

Site: Single-family detached dwelling, zoned R-1

North: Duplex, zoned R-1

East: Across Monticello Avenue, single-family detached dwelling, zoned R-1

South: Single-family detached dwelling, zoned R-1

West: Across alley, single-family detached dwellings, zoned R-1

The applicant is requesting a special use permit (SUP) per Section 10-3-34 (7) to allow a short-term rental (STR) in the R-1, Single-Family Residential District. The +/- 10,154-square-foot property is addressed as 387 Monticello Avenue and is identified as tax map parcel 26-Q-13. If approved, the applicant plans to operate a short-term rental (STR) in the accessory building on the property.

In 2019, the City adopted regulations associated with short-term transient lodging, commonly referred to as Airbnbs. These regulations were amended in September 2020 to create the by right

“homestay” use. To operate a homestay, the property must be the operator’s primary residence, may host up to four guests, guests must stay within the main dwelling unit (as opposed to staying in a separate building on the property), and may operate up to 90 nights per calendar year. If the operator wants to operate outside of what is permitted through a homestay, they must apply for an SUP to operate an STR.

The applicant recently purchased the property and will live in the home. They will be the operator of the STR and intend to make the STR available most weekends throughout the year. Because the applicant intends to operate the STR for more than 90 nights per calendar year and in an accessory building, the STR requires an SUP.

In the applicant’s letter they state that the available rental area would be limited to two rooms (a bedroom and living room) and one full bathroom all on the bottom floor of the accessory building. The space can accommodate up to four guests, though the applicants intend to market the rental for two to three guests. The door between the garage and the living room would be locked and blocked to prevent guest access to the garage or loft area. The rental area would not include a kitchen, stove, or oven. The applicants have also landscaped a small driveway off the alley to be used by STR guests.

Land Use

The Comprehensive Plan designates this site as Low Density Residential and states:

These areas consist of single-family detached dwellings in and around well-established neighborhoods with a target density of around 4 dwelling units per acre. The low density residential areas are designed to maintain the character of existing neighborhoods. It should be understood that established neighborhoods in this designation could already be above 4 dwelling units per acre.

The proposed SUP does not add additional dwelling units or increase density.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the SUP request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested special use permit regarding water and sewer matters.

Housing

The City’s Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which notes that “[m]arket type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

The property is zoned R-1, where only one single-family detached dwelling is allowed. The request does not remove a dwelling unit from the long-term rental housing inventory.

Public Schools

If the special use permit is approved, no additional dwelling units would be added to the property; therefore, the student generation is zero.

Conclusion

Staff believes this request shares similar characteristics to other applications for STRs that have received approval. Staff recommends approval of the SUP with the following conditions:

1. All STR accommodations shall be within the existing accessory structure described in the application.
2. There shall be no more than two STR guest rooms or accommodation spaces.
3. The number of STR guests at one time shall be limited to four.
4. Prior to operation, the operator shall submit to City staff a completed Short-Term Rental Pre-Operation Form. Furthermore, the operator shall maintain compliance with the items identified in the Pre-Operation Form when short-term rental guests are present.
5. Minimum off-street parking spaces do not need to be delineated and can be accommodated utilizing the driveway or other areas on the property.
6. If in the opinion of Planning Commission or City Council, the short-term rental becomes a nuisance, the special use permit can be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.

Options

1. Approve the special use permit request with the suggested conditions.
2. Approve the special use permit request as submitted by the applicant.
3. Approve the special use permit with other conditions(s).
4. Deny the special use permit.

Attachments

- Extract from Planning Commission
- Site maps
- Applicant's supporting documents