City of Topeka
Governing Body Action Form
City Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
June 16, 2026

DATE:	**June 16, 2026**		
CONTACT PERSON:	**Dan Warner, AICP Planning Director**	**DOCUMENT #:**	**CU26/02**
SECOND PARTY/SUBJECT:	**Camrond Jacobs**	**PROJECT #:**	
CIP PROJECT:	**No**		
ACTION OF COUNCIL:		**JOURNAL #:**	
		PAGE #:	

DOCUMENT DESCRIPTION:

RESOLUTION introduced by City Manager Dr. Robert M. Perez, in accordance with Section 18.60.010 of the Topeka Municipal Code, approving a Conditional Use Permit to allow for a Short-Term Rental, Type II (non-owner occupied) that is within 500 feet of another Short Term Rental on property located at 1171 SW Medford Avenue and zoned "R-2" Single-Family Dwelling District, all being within the City of Topeka, Shawnee County, Kansas. *(CU26/02) (Council District No. 6)*

Voting Requirements: (1) Approve Planning Commission's recommendation, 6 votes are required of the Governing Body (2) Reject or Amend Planning Commission's recommendation, 7 votes are required of the Governing Body; or (3) Remand back to Planning Commission, 6 votes are required of the Governing Body.

(The Conditional Use Permit will allow the owner to operate a non-owner-occupied Short-Term Rental Type II in a Single-Family Dwelling that is within 500 feet of another Short-Term Rental, Type II.)

VOTING REQUIREMENTS:

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POLICY ISSUE:

Whether to adopt the Planning Commission's recommendation to approve the Conditional Use Permit.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to adopt the resolution and approve the Conditional Use Permit.

BACKGROUND:

CU26/02 is a Conditional Use Permit to allow the operation of a Short-Term Residential Rental at 1171 SW Medford Avenue. A "Short Term Rental" is a single-family house or other dwelling offered as rental by

transient guests for no longer than 28 days. Unlike a type I short term rental, a type II short term rental is not occupied by the owner or any other host while the dwelling is being used as a short-term rental.

A Short-Term Rental Type II is allowed by an administrative permit under the R-2 zoning but requires a CUP in this instance since the site does not meet than standard that the Short-Term Rental Type II be separated 500 feet or more from any other Short Term Rental Type II. This spacing requirement was intended to prevent the concentration of Type II rentals within a small area, with 500 feet being the length of a typical block in central Topeka neighborhoods. The nearest existing type II short term rental, approved by administrative permit, is located approximately 400 feet from this property, on High Avenue and on a different block from the subject property.

The applicant conducted a neighborhood information meeting at 5:30 pm on Monday, May 4th. No other persons except Planning staff and the applicant attended the meeting. A neighbor submitted an email comment to staff, and the applicant spoke to the neighbor in response, and the neighbor sent a second email stating that his questions were answered (apparently to the neighbor's satisfaction). These email messages are attached.

Planning Department staff recommended approval by a vote of 8-1-0 per the attached minutes. Planning staff recommended approval per the attached staff report.

BUDGETARY IMPACT:

Approval will have no impact on the City's adopted budget.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Resolution - CU26/02 Camrond Jacobs
Planning Commission Minutes - (May 18, 2026) CU26/02 - Camrond Jacobs
Staff Report CU26/02
Revised Statement of Operations
Aerial Map
Zoning Map
Future Land Use Map
Jim Davis - Email
Jim Davis - Email No. 2
Presentation - CUP26/01 and PUD26/01