



DATE: January 6, 2026

TO: City Council

FROM: Paula Downs, Community Development Director

RE: Short-Term Rental Program Options

This memo is designed to provide a summary of items that are included in Short Term Rental Property programs across various cities in Kansas and Missouri. The document is divided into key issues, such as licensing/permitting, parking, etc. For each key issue, options from the various programs are included as potential ideas to consider in a program for Bel Aire.

Communities are split on what type of rental properties to include in their permit and licensing programs. Some communities include all rental properties and some limit their programs and requirements to short-term rental.

The initial step is to determine if codes, regulations and processes will be established for Bel Aire and for what type(s) of rental properties

If the Governing Body wants to move forward with establishing a Short-Term Rental and/or Rental Property program the menu options presented below are an opportunity to identify elements that could be included.

Program development will include the following steps:

1. Identify elements to include in the codes/regulations and processes.
2. City staff to develop draft program for review by Governing Body.
3. City staff make final updates and present to the Governing Body for review and approval.
4. Update zoning codes, if needed.
5. Update business license codes, if needed.
6. Update website with process information.

MENU OPTIONS:

Short Term Rental Definition Examples (Definitions vary greatly):

- Any dwelling unit, rooming unit, or room rented or leased for valuable consideration for periods of time less than (a specified number of days).
- A dwelling, or portion thereof, which provides sleeping accommodations for transients, with or without meals, for compensation and by pre-arrangement for a period of 28 days or less.
- Days are typically less than 28 or 30 days.

Licensing/Permitting:

1. Types:
 - a. Residential Rental Property Permit:
 - i. Application and Fee.
 - ii. All rental properties, including short-term.
 - iii. Annual renewal process or every two years.
 - iv. Once approved applicant applies for license.
 - b. Administrative Permit- Specific to Short-Term Rentals:
 - i. Application and fee.
 - ii. Inspection – required at application initiation and/or every two years.
 - iii. Limited to Single-Family/Two-Family Zones.
 - iv. Requires notification to neighbors.
 - v. Annual renewal.
 - c. Special Use Permit:
 - i. Formal zoning process requiring neighbor notification, Planning Commission approval recommendation and City Council approval.
 - ii. Review Criteria established for approval to address the short-term rental use.
2. Business License or Short-Term Rental License:
 - a. Required in addition to permit; OR
 - b. Only requirement (no permit required)
3. Proof of general liability insurance- typically \$250,000 minimum.
4. Fees required for permit and license annually.

5. Neighbor Notification:
 - a. Submit an ownership list of persons within 200' of property- notice provided to neighbors providing them the right to file a written protest of the application within 14 days.
 - b. If 50% or more of the owners file a written protest, the permit shall not be granted, however the applicant can request that the permit be considered as a special use, requiring Planning Commission to review and City council to approve.
 - c. Neighborhood meeting conducted 14 days prior to Planning Commission meeting. Applicants conduct this meeting with specific guidelines and requirements to be submitted to the City with their application.
 - d. Post a zoning sign about the public hearing.
6. City staff have administrative approvals of permits and licensing except for Special Use Permits which follow formal Planning Commission and City Council approval process.
7. If owner wants a variance or exception then a conditional use permit will be required.
8. Short-term rental license is not transferable to new owners.
9. Generally limited to owning/managing a maximum of 2 or 3 Short Term licenses in the city.
10. If Zoning District allows short-term rentals as a permitted use, the owner will still be required to obtain a permit and business license.
11. Checklist of requirements that must be followed- applicant must initial each item on the check list. Examples:
 - a. Guest reservation information must be maintained and documented for one year;
 - b. No large social events or gatherings, such as weddings are allowed;
 - c. Permit and business license numbers required to be used in all marketing materials;
12. Owner is required to pay all applicable taxes (Example: Transient guest tax).

13. Option from Alexandria, VA- Short-Term Rental Properties under \$10,000 annual income can register for free. Allows occasional rentals to occur without full registration and license requirements. Free registration provides information to City on rental property location.

Occupancy

Established to prevent overcrowding and community impact by mitigating noise, parking and neighborhood disruption.

1. Maximum total nights a property can be rented per year:
 - a. Specify number of nights a property can be rented per year.
 - b. Allow specified number of days each year for rental without requiring a permit or license.
2. Maximum guests per bedroom options:
 - Two people per bedroom plus two additional adults for the unit, with no limit on children.
 - Two adults per bedroom, plus an additional two adults for each unit- adult is anyone over 12 years of age.
 - Gatherings of persons shall not exceed two times the maximum overnight occupancy or 20 adults total, whichever is less.
 - Two guests per bedroom + 3 guests- guests are persons over two years of age.
 - Two adults per bedroom and no more than ten (10) individuals total in the dwelling.
 - No more than two persons per bedroom plus one additional person per unit not to exceed 8 guests per unit.
3. Events/Gatherings:
 - Cannot be rented for gatherings, meetings, reception space, weddings, party space, or other similar events open to third party non-short term renting guests.
 - Allow gatherings/events limit maximum number of persons (Example 20 persons or less).
 - Allow gatherings/events until a specific time.

Parking:

1. Options:
 - a. One-site parking shall be provided at a rate of one space per four permitted occupants or portion thereof, or two spaces, whichever is greater.
 - b. One off-street parking space per guest room.

Safety Standards:

1. Floor Plans: submission of floor plans and compliance with fire-building codes.
2. Fire Extinguishers in kitchen and furnace room.
3. Smoke Detectors in each bedroom.
4. Property maintained.
5. Bedrooms must have a window to define rooms for sleeping..
6. Property required to have working carbon monoxide detectors
7. City conducts safety inspection- checklist items vary by city for internal and external items..
8. Battery powered flashlight or emergency lighting

Zoning & Density

1. Limits on rentals per area or property. Example: Short term rental units should be separated by 600’).
2. Rules and/or limits on where rental units are allowed- typically identified in zoning code for each zoning district.
3. Density caps per block, neighborhood, city, or total units in multi-family dwellings.
4. Establish zoning districts where short-term rental properties are allowed by right.
5. If property has a principal dwelling unit and an accessory or secondary dwelling unit, only one unit may be licensed as a short-term rental.
6. Short-Term rental not allowed in a recreational vehicle or commercial property.

Enforcement

1. Enforcement systems have a three-strike rule. If a short-term rental manager has violated the local code multiple times there can be fines and/or a revocation of the Short-Term Rental permit and/or license.
2. Place holds on the owners of up to two years before they can reapply for their license, if their license was previously revoked.
3. Other:
 - a. Misdemeanor with a per day fine.
 - b. Suspend license for a period of time (Example: 30 days).

Good Neighbor Policies:

1. Owners must agree to the policy and post it in unit.
2. Communication & Contact:
 - a. Provide guests with contact info.
 - b. Have a designated local contact available 24/7 for urgent issues.
3. Post rules clearly inside the unit
4. Response Radius Examples:
 - a. Identify a local agent who lives within 50-mile radius from City Hall to address property issues.
 - b. Owner shall reside within thirty miles of the City Limits.
 - c. Owner or owner's agent shall be available 24 hours a day, 7 days a week to respond to complaints or issues.
 - d. Owner or owner's agent must be able to respond to complaints:
 - i. Within 1-hour of notification.
 - ii. Within 30 minutes to resolve any complaint.
5. Nuisance
 - a. Codes are enhanced to provide tools to city staff to address issues and violations.
 - b. Set and enforce quiet hours:
 - i. 10 PM to 7 AM
 - ii. 10 PM to 8 AM
 - c. Establish clear expectations with guests and post in unit to prevent nuisance complaints.
6. Trash
 - a. Provide clear instructions for trash disposal and recycling: and/or
 - b. Submit a waste disposal plan (must have weekly residential trash collection).
7. Outdoor lighting must comply with residential codes.
8. Pets must be contained on property and pet waste disposed of.
9. Signs:
 - a. Allow "business" signs to be posted per the sign code.
 - b. Prohibit "business" signs to maintain the character of the neighborhood.

Additional Items:

1. Short Term Rental Business Registrations listed on City website.
2. Rental property map posted on city website.
3. Website page dedicated to Short-Term Rental information.
4. Cities have added language to their policy/codes that an HOA is allowed to prohibit or further limit short-term rental properties per their covenants. HOA covenants can be more restrictive but no less restrictive than city code.