



701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: February 16, 2026

Re: 903 West Worley – STR Conditional Use Permit (Case #32-2026)

Impacted Ward: Ward 1

Executive Summary

Approval of this request would grant a conditional use permit (CUP) to allow 903 West Worley Street to be used as a 210-night, maximum of 6 guests short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The subject property is 0.27-acres in size, is zoned R-2 (Two-Family Residential), and is located on the north side of W. Worley Street approximately 245-feet east of its intersection with N. West Boulevard.

Discussion

Matthew Hawley (agent), on behalf of Matthew and Hope Hawley (owners), seeks approval to allow 903 West Worley to be used as a 210-night, maximum of 6 guests short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The 0.27-acre subject site is zoned R-2, and is not the applicant's principal residence. The property has been previously used as a short-term rental, with operations starting October 2021.

The subject dwelling is a 3-bedroom, 1-bathroom single-family home that appears to meet the minimum bedroom floor area requirements to accommodate 6 transient guests under the City-adopted International Property Maintenance Code (IPMC). Compliance with the IPMC will be verified prior to issuing the STR Certificate of Compliance. The authorized occupancy and allowable rental nights must also be included on any website where the dwelling is advertised as an STR.

The owners have indicated that they will be the designated agents to address regulatory issues that may arise when the dwelling is in STR use. The owners are Boone County residents located 2.5 miles (approximately 7 minutes) from the property. Given the property is owned by a married couple, approval of the CUP would constitute the couple's one and only STR license within the City's municipal limits.

A review of major listing platforms including Airbnb, Vrbo, Booking.com, and Furnished Finder, as well as the City's STR records, did not identify any additional licensed STRs within 300-feet of the subject property. Within the 185-foot notification radius, there are 17 properties of which 10 appear to be owner-occupied and 7 appear to be rental properties. Adjacent properties to the subject site are all zoned R-2. The R-2 zoning districts allow a maximum of 4 unrelated occupants per dwelling when used as long-term rentals. The requested transient guest occupancy of 6 individuals exceeds the allowed unrelated occupants within surrounding development per dwelling.

The property's driveway can accommodate 3 UDC-compliant parking spaces. The dwelling is accessed from W. Worley Street, a major collector, that does not allow on-street parking along the southern roadway frontage. Sidewalk is installed only on the southern frontage of the W. Worley Street. The site's access is consistent with surrounding residential development and believed sufficient to accommodate future traffic demand without compromising public safety.

Since the applicant's acquisition of the property there have been 4 identified regulatory violations and the property is presently being used as an STR. The site was identified as operating as an illegal STR with notice of non-compliance being sent on June 30, 2025 and July 30, 2025. It is staff's understanding that the owners were not within Missouri when the notices were mailed and were unaware of the non-compliance before the second notification was sent.

The purpose of this application is to ensure full city regulatory compliance prior to further using the property as an STR. Given the types of code violations on file, the home's general conformity to its surroundings, and the number of transient guests sought staff believes approval of the CUP would not be incompatible with the adjoining neighborhood, notwithstanding the total of 6 guests that could occupy the dwelling. The enacted STR regulations provide means by which to address potential negative impacts that include nightly usage restrictions, a violation reporting procedure, fines, and authority to revoke a STR Certificate of Compliance after **two** verified violations within a 12-month period.

Given the dwelling sought for licensure is not the owners' "principal residence" a CUP is necessary to allow for its legal operation as an STR. 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 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 January 22, 2026 meeting. Staff presented their report and summarized their findings regarding the **technical requirements** demonstrated in the STR application. The owner made themselves available for questions from the commission. Commissioners sought clarification on why the applicant took so long to make application for CUP approval. The applicant explained the reasoning noting that he and his wife had considered selling the property numerous times and their financial situation changed that lead them to continue to operate the dwelling as an STR.



Following no additional public comments and no additional Commissioner questions, a motion was made to approve the requested CUP, allowing 903 W. Worley Street to be operated as a 210-night, maximum 6 guest STR. The motion was approved with a (8-0) vote.

A copy of the Planning and Zoning Commission staff report, locator maps, STR application, Supplemental "Conditional Accessory/Conditional Use Questions", public correspondence, and meeting minute excerpts are attached for review.

Fiscal Impact

Short-Term Impact: None anticipated.

Long-Term Impact: Usage of the dwelling as an STR will result in the collection of accommodation taxes which will assist the Convention and Visitor's Bureau in their marketing efforts relating to the City. While increases in public service demand is possible, such demands are not foreseen to be greater than a typical single-family dwelling. Such increases may or may not be off-set 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 a conditional use permit allowing 903 W. Worley Street to be operate as a 210-night, maximum 6 guest STR as recommended by the Planning and Zoning Commission.