

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
May 8, 2025**

SUMMARY

A request by Michael Stevenson (agent), on behalf of 2009 Stevenson Revocable Trust (owner), for approval of a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) to be constructed on property addressed as 2317 Cherry Ridge Court pursuant to the standards of Sec. 29-3.3(gg) and Sec. 29-6.4(m)(2) of the Unified Development Code. The approximately 0.75-acre subject site is addressed as 2317 Cherry Ridge Court, is zoned R-1 (One-family Dwelling), and located at the end of Cherry Ridge Court.

DISCUSSION

The applicant seeks approval of a conditional use permit (CUP) to allow the construction of a detached Accessory Dwelling Unit (ADU) adjacent to their principal residence. Given the subject site is located within an R-1 (One-family Dwelling) zoning district the construction of the desired ADU requires approval of a conditional use permit that meets the conditional use standards outlined in Sec. 29-6.4(m)(2) and use-specific standards outlined in 29-3.3(gg) of the Unified Development Code (UDC). The proposed ADU will contain 600 sq. ft., a bedroom and a bathroom.

The site is located at the end of Cherry Ridge Court and is abutting other R-1 properties in every direction. A floodplain overlay (FP-O) encroaches onto the western portion of the subject site. The proposed ADU would be located near the north property line of the subject property outside of the FP-O. The property to the north and west is owned by the City of Columbia, is vacant and heavily wooded, and is part of the Twin Lakes Recreation Area.

Shown below are the evaluation criteria for both the use-specific standards applicable to ADU requests and the general conditional use permit criteria that must be analyzed to determine regulatory compliance and the appropriateness of this request. The review criteria are bolded and staff responses/analyses are provided below each criterion.

USE SPECIFIC STANDARDS EVALUATION

- (1) No more than two (2) dwelling units, including the accessory dwelling, may be permitted on a single lot;**

The applicant is proposing that 2 dwelling units will exist on the site. One is the accessory dwelling unit, and the other is the existing primary dwelling unit occupying the subject site.

- (2) The lot upon which the accessory dwelling unit is located shall meet the definition of "lot" or "lot, substandard" as established within this chapter. Lots within the R-1 district shall be a minimum of five thousand (5,000) square feet, and have a lot width no less than thirty (30) feet. Lots within the R-2 or R-MF districts shall be a minimum of three thousand (3,000) square feet and have a lot width of no less than thirty (30) feet;**

The applicant's lot meets the definition of a 'legal lot', being described as Lot 44 of Wynfield Meadows Plat 2. Additionally, the lot exceeds the R-1 district requirement of being a minimum of 5,000 sq. ft. and having a lot width of no less than 30-feet. The subject site has 56 feet of frontage onto Cherry Ridge Court and the area of lot is approximately 31,000 sq. ft..

- (3) A detached accessory dwelling shall be located a minimum of ten (10) feet behind the principal dwelling, and a minimum of six (6) feet from any side or rear lot line. On corner lots, the accessory dwelling shall be set back from side streets not less than the distance required for the principal residence. For the purpose of providing adequate fire protection access, the distance from the nearest street frontage to the center of the rear wall of the accessory dwelling unit shall not exceed one hundred and fifty (150) feet of travel distance unless otherwise specified by the most current adopted edition of the International Fire Code or authorized by the fire chief;**

The proposed detached ADU is greater than 10-feet behind the proposed principal dwelling and greater than 6-feet from any side or rear yard lot line (see attached plot plan). The lot is not a corner lot. The center of the rear wall of the ADU is less than 150-feet from Cherry Ridge Court.

- (4) An accessory dwelling shall not exceed seventy-five (75) percent of the total square feet of the principal dwelling, as shown in the Boone County Assessor's records, or eight hundred (800) square feet, whichever is less. In addition, a detached accessory dwelling shall not occupy more than thirty (30) percent of the rear yard;**

The proposed footprint for the ADU is 600 sq. ft., while the footprint for the principal dwelling is 3,210 sq. ft. This is less than 75% of the principal structure's area and fewer than 800 square feet. No part of the detached accessory dwelling is located within the required rear yard (25-feet. from the western edge of the property).

- (5) A detached accessory dwelling shall not exceed the height of the principal dwelling or twenty-four (24) feet, whichever is less;**

This will be evaluated at time of building plan submission and would not be authorized for issuance if this criterion were not met. The letter of intent submitted by the application indicates the main dwelling is approximately 25-feet and that the ADU will not exceed 17-feet.

- (6) In addition to the parking required for the principal dwelling, one additional off-street parking space shall be provided for accessory dwellings having three (3) or more bedrooms. No more than three (3) bedrooms shall be allowed in an accessory dwelling unit;**

An additional parking space is not being provided with the proposal. No parking is required to be provided if the ADU has fewer than 3 bedrooms. The letter of intent states the ADU will contain 1 bedroom and a bathroom. The site currently supports 4 parking spaces, 2 in the garage and 2 in the driveway.

- (7) When a driveway is constructed or used to provide vehicle access to an accessory dwelling, the driveway shall be surfaced as required by this chapter. Gravel may be considered an acceptable alternative surfacing material under the following conditions: (i)The fire chief has determined paved access is not necessary to provide safe and adequate fire access to all parts of all dwellings on the lot; (ii)An existing gravel driveway provides access to the accessory dwelling unit, or a new compacted gravel driveway is constructed to provide such access; and (iii)The driveway apron (i.e., the driveway within the public right-of-way) is constructed of a paved surface as required by city specifications.**

A driveway is not being proposed.

- (8) Prior to issuance of a building permit for an accessory dwelling, application shall be made to the city, including a plot plan showing existing buildings and proposed accessory dwelling location, in addition to the above listed criteria.**

The plot plan showing existing buildings and proposed accessory dwelling location is included with the application material and was reviewed by City staff.

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

As noted, given this application triggers approval of a conditional use permit (CUP) the following analysis of the provisions found in Sec. 29-6.4(m)(2)(i) of the UDC have been performed. The owner has provided their analysis of these criteria (see attached) and the staff's analysis is provided below. The standard criteria are shown in **bold text** followed by staff's response.

- (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;**

The proposed use would comply with all standards and provisions within this chapter applicable to the base and overlay zoning district where the property is located. An ADU is a permissible conditional use within the R-1 district provided compliance with the "use-specific standards" of Sec. 29-3.3(gg) is achieved. The information provided within the applicant's correspondence and shown on the plot plan illustrate such compliance.

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

Policy 3 in *Land Use Principles and Policies – Growth Management*, within Columbia Imagined specifically calls out accessory dwellings and an option leading to increased infill density.

Policy 3 in *Land Use Principles and Policies – Livable and Sustainable Communities*, within Columbia Imagined notes that ADUs can be a facet of neighborhood planning, particularly as it relates to planned increased infill density at the neighborhood level.

The Boone County/City of Columbia Housing Study states that Columbia specifically should pursue opportunities to infill sites in residential areas of the city opposed to greenfield development on the periphery of the city (p. 113). Accessory Dwelling Units are also listed as an alternative housing model to expand and improve housing opportunities in the County, generally (p. 290). Lastly, the report notes that public infrastructure and services, particularly sewer, is less inundated by higher density infill that does not require as much expansion of existing facilities as greenfield development (p. 18).

- (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 property borders other R-1 zoned lots in all directions. The properties to the south and the east each have a single-family home. Property to the west and the north of the subject site are contained in the same lot owned by the City of Columbia and considered a part of the Twin Lake Recreation Area. Along the western property line of the subject site is the access road to Twin Lakes Recreation Area which is entirely screened from view. Along the subject site's northern property line the City's property is undeveloped and heavily wooded.

Furthermore, there is a grade change on the subject site sloping from the east to the west. The grade change would situate the ADU below the street level of Cherry Ridge Court. The applicant has indicated that aside from his home, the ADU will only be visible from his neighbor's home to the east. With the surrounding vegetation and the grade change, staff does not believe additional screening should be required for this site. The ADU is also proposed to be painted the same color as the house and proposes an identical roof appearance.

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

The site is accessed from Cherry Ridge Court and additional trips from a single detached 1-bedroom ADU are not anticipated to create adverse traffic impacts upon Cherry Ridge Court. Cherry Ridge Court is a standard residential street meeting all applicable design standards for such roadways. Parking to support the ADU is capable of being accommodated on-site within the existing driveway and on-street parking is permitted along the street frontage.

(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 dwelling is served by sufficient public infrastructure which must be extended to the proposed ADU before a certificate of occupancy could be provided.

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

Adding an ADU to this site is unlikely to create any impacts on surrounding properties. The applicant has stated he has spoken with the two adjacent neighbors and has received verbal approval to proceed pursuing ADU construction. At the time of this report, 7 emails in opposition have been received. Each piece of correspondence noted a concern the accessory dwelling unit will be used as a short-term rental. The owner is entitled to a single administratively-issued STR license, subject to regulatory compliance and conformance with all licensure standards, not to exceed 120-nights annually. The proposed ADU is permitted to be used as an STR; however, if so used it is implied that the owner would live on-site given multiple rental units on parcels zoned R-1 is not permitted by code. The Planning and Zoning Commission possesses the authority to recommend "condition(s) of approval" associated with an ADU CUP that they deem appropriate to protect the neighborhood. City Council has final authority to accept or not accept such "condition(s) of approval".

Given expressed concerns about possible STR use of the ADU, the Commission may desire to recommend a condition establishing a limit on STR usage should it be pursued. To ensure clarity on the "dual" registration of both the primary dwelling and ADU as rental units, this staff report already recommends a condition of approval that states "only one of the two dwellings on the site may be registered used as a long-term rental".

CONCLUSION

Following review of the submitted application correspondence and plot plan as well as analysis of the criteria stated above, staff supports granting a CUP to allow for the construction of an ADU at 2317 Cherry Ridge Court, provided the primary dwelling unit and the accessory dwelling unit may not be both registered as rental units concurrently. Such approval would provide a means of fulfilling several policies, strategies, and actions of the Columbia Imagined Comprehensive Plan.

RECOMMENDATION

Approve of the CUP to allow the future construction of an ADU at 2317 Cherry Ridge Court, provided only one of the dwellings on the property may be registered as a rental unit.

ATTACHMENTS

- Locator maps
- Applicant Correspondence & CUP Responses
- Plot Plan
- Public Correspondence

HISTORY

Annexation date	1964
Zoning District	R-1 (Detached, Single-family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Wynfield Meadows Plat 2 (legal)

SITE CHARACTERISTICS

Area (acres)	.75 acres
Topography	Sloping to the west
Vegetation/Landscaping	Trees in rear and sides of property
Watershed/Drainage	County House Branch
Existing structures	Detached Single-family Home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Cherry Ridge Court	
Location	Along eastern edge of property
Major Roadway Plan	Local residential
CIP projects	N/A
Sidewalk	Installed both side

PARKS & RECREATION

Neighborhood Parks	Forum Nature Area, MKT Nature and Fitness Trail, Twin Lakes Recreation Area,
Trails Plan	County House Trail, MKT Connector
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

25 “public hearing” letters were distributed with respect this matter. 23 letters were mailed to property owners and tenants within 185-feet of the subject property, 1 letter was provided to a City-recognized neighborhood association within 1000-feet of the subject property, and 1 letter was provided to the Council Ward representative. All “public hearing” letters were distributed on April 15, 2025. The public hearing ad for this matter was placed in the Tribune on April 21, 2025.

Public Notification Responses	3 general information calls
Notified neighborhood association(s)	Chapel Hill Estates
Correspondence received	7 emails in opposition

Report prepared by: Ross Halligan

Report approved by: Patrick Zenner