

Date: January 6, 2026

To: Clint Smith, Director of Community Development

From: Patrick R. Zenner, Development Services Manager

Re: Public Notice Procedures & Process

Below is a summary of the public notification processes and procedures that are utilized by the staff of the Planning and Zoning Division. Planning and Zoning Division staff are required to follow these procedures as it relates to subdivision and zoning matters brought before the Board of Adjustment, the Council, and the Planning and Zoning Commission. Additionally, this report provides an overview of the engagement opportunities and staff process followed to encourage public participation in the subdivision and zoning process.

For ease of use this report is divided into two sections. **Section One** provides a description of each type of notice defined within Sec. 29-6.3(c) of the Unified Development Code (UDC), what types of cases require a particular type of notice (i.e. courtesy or mandatory), and when such notice is provided to the public (if applicable). Samples of the public notices distributed are shown in Attachments 1 – 8.

Section Two provides an overview of the three types of processes that the Planning and Zoning Division staff engages in to facilitate public participation in the development and zoning process. Included in this section is a description of the steps taken within each process to ensure that the public notice procedures shown in Section One are disseminated in a timely and compliant manner.

SECTION ONE - PUBLIC NOTIFICATION PROCEDURES

Public notification procedures relating subdivision and zoning actions are formally defined within Sec. 29-6.3(c) of the Unified Development Code (UDC). Per this section, notification falls into one of four categories – published, posted, mailed, or electronic. Within these categories some types of notice are considered “courtesy” or “mandatory” depending on the type of case.

Courtesy notices have evolved over the years and have become City of Columbia “best practices”. Courtesy notices are not deemed legally mandatory; however, in some instances become institutionalized and are often viewed as being equal to mandatory notice. **Mandatory** notices are essential and must be executed to comply with the statutory provisions of the law to ensure that “due process” rights have not been violated.

A. PUBLISHED NOTICE

Published noticed is considered **mandatory** and must be provided for those case types shown in Table 1. Published notice must occur ***no less than 15 days prior to*** a scheduled public hearing in a newspaper of general circulation. Failure to comply with the required 15 day notice provisions results

in a delayed or cancelled public hearing. A sample of a typical public hearing notice is shown in Attachment 1.

Table 1 – Required Published Notices

Case Type	Responsible Board or Commission
Appeals	Board of Adjustment or Planning Commission
Alternative Zoning Standards	Board of Adjustment
Annexation	City Council
Conditional Use Permits	Board of Adjustment or Planning Commission
Design adjustment or relief from the UDC	Planning Commission
Development Plans	Planning Commission
Rezoning	Planning Commission
Variances	Board of Adjustment

B. POSTED NOTICE

Posted noticed is comprised of both **courtesy and mandatory** notice and involve the case types shown in Table 2. Posted notice consists of placing a notification sign upon a property that is the subject of a historic preservation, subdivision, or zoning action. Such sign is generally located in a conspicuous location abutting the public street(s) to which the subject site has frontage. For Planning and Zoning Commission and Board of Adjustment matters such signage containing the case type/number, date/ time of the hearing, and contact information (see Attachment 2). When posting is for historic preservation purposes, special signage is created meeting the requirements specified in Sec. 29-6.3(c)(3)(ii) of the UDC

Pursuant to Sec. 29-6.3(c)(3)(i) failure to place a notification sign for actions of the Board of Adjustment or the Planning Commission shall not affect the validity of the action to be taken. Table 2 shows that signage for the Board of Adjustment and Planning and Zoning Commission is a courtesy notice. It has become Planning and Zoning Division “best practice” to have this signage posted 15 days in advance of the scheduled public hearing. Attachment 2 shows the public hearing signage used.

Table 2 – Posted Notice (Courtesy verses Mandatory)

Case Type	Posted Notice
Appeals	Courtesy
Annexation	Courtesy
Alternative Zoning Standards	Courtesy
Certificate of Appropriateness	Mandatory
Certificate of Economic Hardship	Mandatory
Conditional Use Permits	Courtesy
Design adjustment or relief from the UDC	Courtesy
Demolition Permit	Courtesy
Development Plans	Courtesy
Rezoning	Courtesy
Variances	Courtesy

C. MAILED NOTICE

Mailed notice is provided for all case types shown in Table 3. Sec. 29-6.3(c)(4) of the UDC does not specify if this notice is considered **courtesy or mandatory**; however, the staff has treated this type of notice as a **mandatory** step in the notification process.

Such notices are distributed to all addresses and property owners as well as City-recognized Neighborhood and/or Homeowner’s Associations within 185 and 1,000- feet, respectively, of the site to which action has been requested. Notification lists for addresses and property owners are compiled via Geospatial Information System (GIS) records that are pull property owner information from the Boone County Assessor’s Parcel Database. Notice is distributed prior to any scheduled public hearing as shown in Table 3. Typical mailed notices are shown in Attachments 3 and 4.

Table 3 – Mailed Notice

Case Type	Days Prior to Public Hearing Mailed
Appeals	12 calendar days
Annexation	
Alternative Zoning Standards	
Conditional Use Permits	
Design adjustment or relief from the UDC	
Development Plans	
Rezoning	
Variances	

D. ELECTRONIC NOTICE

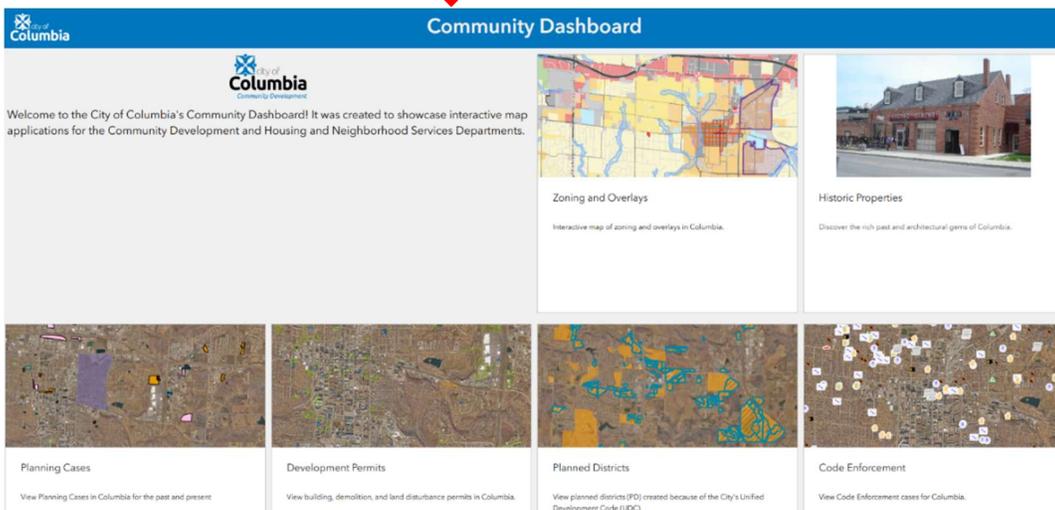
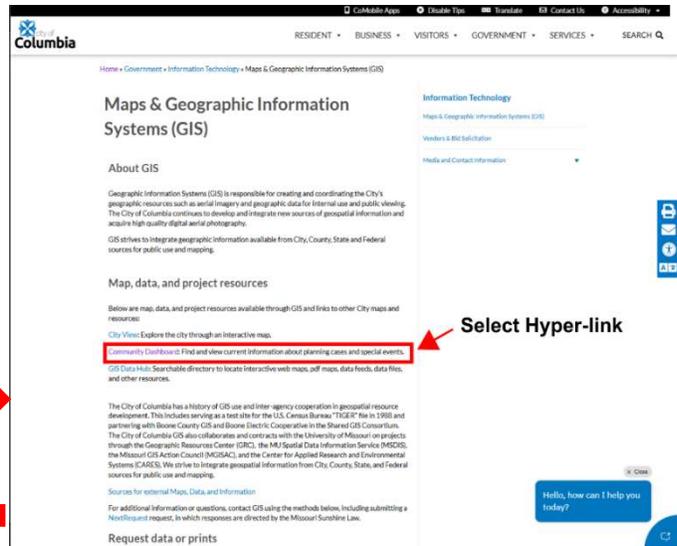
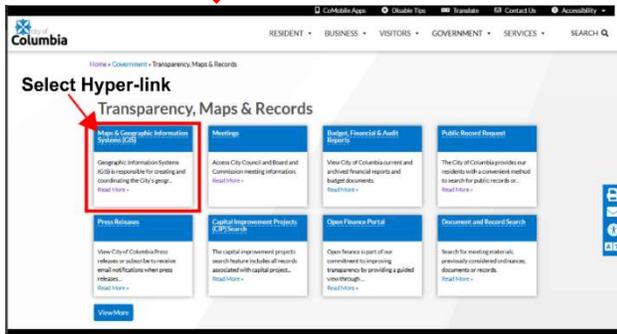
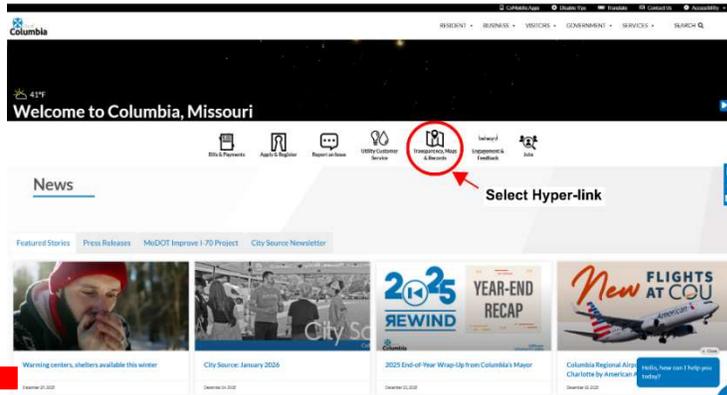
Electronic notices are provided for all case types shown in Table 4. Pursuant to Sec. 29-6.3(c)(5) such notices are a **courtesy**. Failure to provide such notice or a failure of a property owner to receive such notice shall not affect the validity of the action requested. Electronic notices are typically sent to subscribers to the PZ-listserv which is a database of individuals who previously has expressed interest in being kept abreast of Planning and Zoning activities. This data base is maintained by the City’s Community Development Department. Typical electronic notice is shown in Attachment 8.

Table 4 – Electronic Notice

Case Type	Days Prior to Public Hearing Sent
Annexation	6 calendar days
Alternative Zoning Standards	
Conditional Use Permits	
Design adjustment or relief from the UDC	
Development Plans	
Rezoning	

Information related to Board of Adjustment and Planning and Zoning Commission matters are also available to any interested citizen via the City's Community Dashboard Interactive Map. The map is accessible from the City's website landing page under the "Transparency, Maps & Records" icon (see inset graphics) and can be accessed from the following link:

<https://experience.arcgis.com/experience/788f52f7351c4eec90cc2f1dea059910>



The dashboard is comprised of six “tiles” each representing a different type of development or zoning activity. Two tabs are dedicated to Planning and Zoning actions – Planning Cases and Planned Districts.

Selection of the **Planning Cases “tile”** enables a user to access current and prior calendar year development cases and review submitted application materials, reports, and final action information on a particular site. Selection of the **Planned District “tile”** enables a user to access specific project information relating to current planned district cases going backward to 2010. Additional years earlier than 2010 will be added as time and staffing permits.

The screenshot displays the 'Community Dashboard' for the City of Columbia. At the top, there is a blue header with the city logo and the title 'Community Dashboard'. Below the header, a central area contains the city logo and a welcome message: 'Welcome to the City of Columbia's Community Dashboard! It was created to showcase interactive map applications for the Community Development and Housing and Neighborhood Services Departments.' To the right of this message are two tiles: 'Zoning and Overlays' with a map showing various colored zones, and 'Historic Properties' with a photograph of a brick building. Below these are four more tiles arranged in two rows: 'Planning Cases' (top-left, highlighted with a red border), 'Development Permits' (top-middle), 'Planned Districts' (top-right, highlighted with a red border), and 'Code Enforcement' (bottom-right). Each tile includes a small map or image and a brief description of the data it represents.

Tile Name	Description
Zoning and Overlays	Interactive map of zoning and overlays in Columbia.
Historic Properties	Discover the rich past and architectural gems of Columbia.
Planning Cases	View Planning Cases in Columbia for the past and present
Development Permits	View building, demolition, and land disturbance permits in Columbia.
Planned Districts	View planned districts (PD) created because of the City's Unified Development Code (UDC).
Code Enforcement	View Code Enforcement cases for Columbia.

SECTION TWO – ENGAGEMENT OPPORTUNITIES & NOTIFICATION PROCESSES

This section of the report describes the public engagement opportunities built into the subdivision and zoning processes administered by the Planning and Zoning Division. The purpose of holding these meetings is to provide maximum opportunity for public engagement as well as maintain the highest level of transparency related to departmental and Board/Commission activities.

Of the engagement opportunities, **concept reviews** provide impacted/interested citizens the opportunity to engage with staff prior to the submission of a formal application with respect to any of the following types of actions:

- Annexation
- Preliminary Plats
- Minor Subdivisions
- Replats
- Planned Districts (major revision or development plan)
- Rezoning

A **concept review** is considered a **prerequisite component** that must be completed prior to formal application submission of any of the above referenced case types. Distribution of public notice with respect to such reviews is a City of Columbia “best practice” and is not specifically called out within the Sec. 29-6.3(c) of the UDC as a **mandatory** public notice matter. Concept review notification postcards are mailed to every property owner and address as well as Neighborhood/Homeowner’s Association within 185-feet and 1000-feet, respectively, of subject property.

The notification postcard is typically distributed within 2-5 business days following the concept review and contains a brief description of the matter reviewed. The postcard includes a location map and contact information for recipients to follow up with should additional information be desired. This method of engagement has become the standard practice for reaching out to citizens to allow them opportunity to become familiar with what may be occurring around them in the short-term.

A more recent procedure enacted by the department entails sending out “**early public notification**” postcards to all property owners and addresses as well as Neighborhood/Homeowner’s Associations within 185-feet and 1000-feet, respectively, of any matter requiring a **mandatory** public hearing.

The early notification postcard is typically distributed within 7-10 business days following a formal application submission. The postcard contains a brief description of the request, a location map, contact information for recipients to follow up with should additional information be desired, and the tentative meeting date at which action on the application will be taken. Pivoting to this style of notification when compared to former PI meetings has resulted in more efficient and effective communications with impacted/interested citizens.

IT SHOULD BE NOTED, that early public notification is **in addition** to standard distribution of Property Owner Notification letters to all property owners and addresses as well as Neighborhood/

Homeowner’s Associations within 185-feet and 1000-feet, respectively, and placement of a public hearing notice sign on the subject site.

Unlike concept reviews and early public notification, a public hearing is a **mandatory** component of the decision-making process for the case types noted in Section One, Table 1, above. These hearings are conducted primarily by the Board of Adjustment and Planning and Zoning Commission to ensure an applicant’s or aggrieved property owner’s “due process” rights have not been violated. Strict compliance with the notification procedures outlined in Section One must be followed to avoid a delay or cancellation of a public hearing.

Several of the case types identified in Section One involve differing levels of public engagement. Table 5 identifies each case type and shows what public engagement opportunities are associated with that case type. Following Table 5 is a description of the engagement process and how staff provides notification to the public.

Table 5 – Case Types and Engagement Opportunities

Case Type	Engagement Opportunity		
	Concept Review	Early Notification	Public Hearing
Appeals			X
Alternative Zoning Standards			X
Annexation	X	X	X
Conditional Use Permits	X	X	X
Design adjustment or relief from the UDC		X	X
Development Plans	X	X	X
Rezoning	X	X	X
Preliminary Plat	X	X	
Replat	X	X	
Final Plat		X	
Variances			X

As illustrated in Table 5, public engagement can occur following a **concept review or early notification, or during a Board or Commission public hearing**. Each of these engagement opportunities involves its own unique process of providing notice. Below is a description of each type of engagement process and how the Planning and Zoning Division staff ensures that public notification is provided in compliance with the provisions described in Section One of this report.

Engagement Opportunity #1 - Concept Review

These meetings are held “free of charge” and occur within 7 to 10 days following application. Such meetings are intended to provide applicants an opportunity to gain understanding of the subdivision or rezoning process as well as an understanding of what particular requirements of the city codes would be applicable to the subject site.

These meetings are **mandatory** for the case types shown in Table 5; however, public notification of such meeting is **courtesy** pursuant to Section 29-6.3(c)(1)(iii) of the UDC.

Following a concept review, staff completes the following:

1. Prepares and mails notification postcards (see Attachment 5) for all addresses and property owners within 185-feet of the subject site and City-recognized Neighborhood Associations within 1000-feet within 2 days of the meeting. Notification lists for addresses and property owners are compiled via GIS records.
2. Prepares meeting notes for file and applicant generally within 5-7 business days following meeting. Meeting notes transmitted electronically or by mail to the applicant upon completion and retained as part of the permanent case file. Review notes provided to public upon request.

Engagement Opportunity #2 – Early Public Notification

Distribution of this form of notification occurs within 7-10 business days following a formal application for any matter requiring a **mandatory** public hearing before the Planning and Zoning Commission. The purpose of this early notification is to provide an opportunity for impacted/interested residents to contact assigned staff to seek additional information on the proposal that has been submitted. The notification is distributed via mailed postcards to all addresses or property owners as well as City-recognized Neighborhood/Homeowner’s Associations within 185-feet and 1000-feet, respectively, of a pending development or zoning action. If Planning and Zoning Division staff are contacted a variety of questions can be answered with respect to the submission and staff will inform a caller how they may participate in the required public hearing process.

Distribution of early notification postcards is considered a **courtesy** notification; however, has been fully integrated in the case types shown in Table 5 as a City of Columbia “best practice”. An example of an early notification postcard is shown in Attachment 6.

Engagement Opportunity #3 – Public Hearings

Public hearings are generally conducted for the purposes of meeting the statutory requirements and to ensure the “due process” rights of an applicant or aggrieved individual have not been violated. Such hearings are conducted primarily by the Board of Adjustment and Planning and Zoning Commission; however at times, may also be held by the City Council. This form of engagement is **mandatory** for the case types noted in Table 5.

A public hearing is intended to allow the applicant and potentially affected individuals an opportunity to voice their concerns, support for or against a proposal, or provision of additional relevant information to the Board or Commission which has responsibility for the specific case type. The comments made during a public hearing become part of the official public meeting record and, at times, may impact the outcome of a proposal.

To ensure that compliance with the public hearing notice procedures identified in Section One are obtained, Planning and Zoning Division staff perform the following tasks:

1. Prepared newspaper advertising (see Attachment 1) for each case type requiring public notice within 5-7 business days following formal application submission.
2. E-mail public hearing notice to the Columbia Tribune and request advertising “proof” 14 business days following formal application submission. Public hearing notice is advertised 17 business days following formal application – this is generally 15-17 calendar days prior to public hearing date.
3. Prepare notification letters (see Attachment 3 & 4) to all addresses, property owners, and City-recognized Neighborhood/Homeowner’s Associations within 185-feet or 1000-feet, respectively, of subject site no less than 15 business days following formal application.
4. Mail notification letters no less than 12 calendar days prior to the public hearing.
5. Post property with public hearing signage (see Attachment 2) no less than 10 calendar days prior to public hearing date.
6. Prepare meeting agenda (see Attachment 7) which is inclusive of public hearing cases no less than 4 business days prior to public hearing date.
7. Distribute meeting agenda electronically (see Attachment 8) to Planning and Zoning Commissioners, staff, and PZ-Listserv members, and application. Upload agenda to City Calendar/Granicus, and post on City Hall Lobby Meeting Board no less than 4 calendar days to prior public hearing date.

SUMMARY

The information contained within this report has attempted to describe the public notice processes and the applicable regulatory obligations for providing public notice with respect to subdivision and zoning-related matters administered by the Community Development Department’s Planning and Zoning Division. The division is staffed with 4 professional planners and a Division Manager that manages all subdivision and zoning applications and their corresponding public notices. The division in has processed a total of 64 applications the in the first 3 months of FY 26, and in FY 25 processed a total of 332 applications.

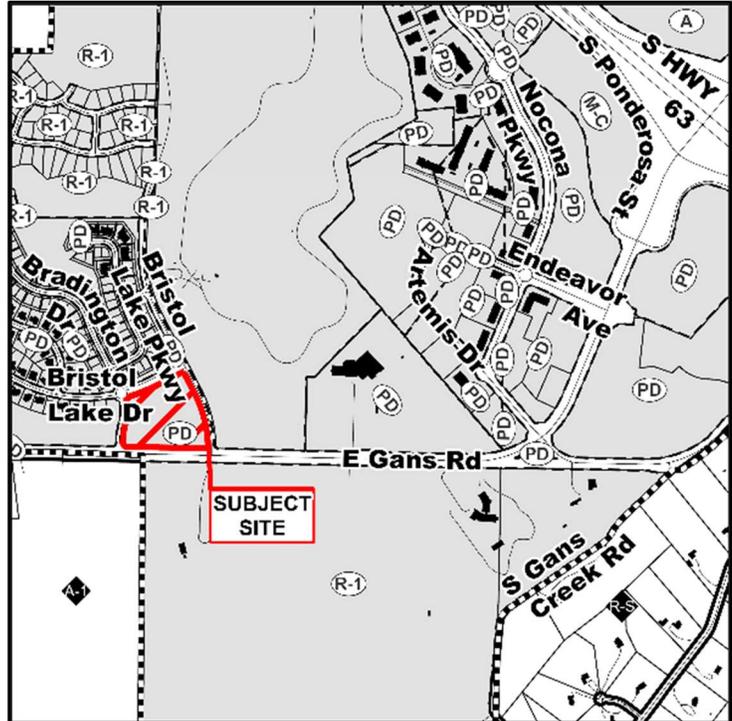
This report has attempted to shed light on what opportunities and processes exist to maximize public engagement and transparency related to subdivision and zoning matters. Division staff endeavors to consistently comply with both the courtesy and mandatory notice obligations; however, errors do occur on occasion. As hopefully conveyed, the procedures for public notice and the processes to ensure compliance is complex and often exceeds what is required by statutory provisions.

ATTACHEMENT 1 – Public Hearing Notice

NOTICE OF PUBLIC HEARING

On **January 9th, 2025 at 7:00 p.m.** a public hearing will be held before the City of Columbia’s Planning and Zoning Commission in the City Council Chambers (701 East Broadway) to give all citizens and interested parties an opportunity to be heard in relation to the following:

A request by Crockett Engineering (agent), on behalf of Beacon Street Properties, LLC (owner), for approval to rezone the property from PD (Planned Development) to PD (Planned Development) and for an associated statement of intent and planned development to be known as The Cottages at Bristol Lake, which would permit the development of the site with 40 single-family lots and 2 common lots. The



approximately 6.2-acre subject site is located northwest of the intersection of East Gans Road and Bristol Lake Parkway. **(Case #48-2025)**

For additional information, call (573) 874-7239.
PLANNING AND ZONING COMMISSION
Sharon Geuea-Jones, Chairperson

ATTACHEMENT 2 – Posted Notice Examples

City of Columbia
Planning & Zoning Commission
PUBLIC HEARING
Thursday 01/08/26 @ 7 pm
Short-term Rental
City Hall Council Chambers
701 E. Broadway
Information: **Case # 32-16**
573-874-7239 Planning@CoMo.gov

City of Columbia
Board of Adjustment
PUBLIC HEARING
Tuesday 12/09/25 @ 7 pm
VARIANCE
City Hall Council Chambers
701 E. Broadway
Information: **Case # 21-26**
573-874-7239 Planning@CoMo.gov

ATTACHMENT 3 – Mailed Notice (Planning Commission)



March 3, 2025

RE: 1710 Chapel Hill Road – Rezoning (Case # 100-2025)

Dear Property Owner:

A request by A Civil Group (agent) on behalf of ECKEL E WAYNE & KATHLEEN O 2003 TRUST (owner) for approval to rezone 1.14 acres of property from the PD (Planned Development) district to the M-N district to allow development of the existing lot. The subject site is located west of Forum Blvd and Chapel Hill Road, and includes the address 1710 CHAPEL HILL. (Case #100-2025)

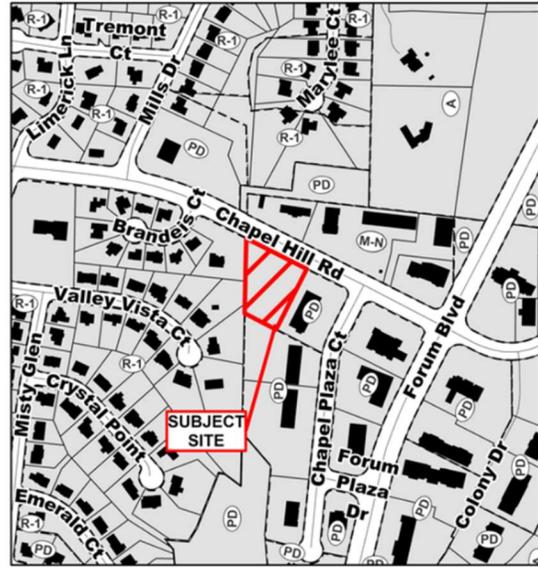
The public hearing is scheduled for 7:00 p.m. on **Thursday, March 20, 2025**, in the City Hall Council Chambers, 701 East Broadway, Columbia, Missouri. You are invited to attend and may submit any information in favor of or in opposition to the request on or before the public hearing date. After the public hearing, the Commission will forward its recommendation to the City Council. The City Council will take final action on the application, usually 45 days after the Commission's public hearing.

You may present your support or opposition to this application to the Council regardless of any action that the Planning and Zoning Commission takes. In addition, you may file a written protest petition with the City Clerk no later than noon on the Wednesday before the Council meeting at which this proposal is scheduled to be considered for passage. Protest petition forms are available in the City Clerk's office, which is located on the second floor of City Hall, 701 East Broadway.

This notice is being mailed to all owners of property within 200 feet of the subject property, and other interested parties. A map, which identifies the location of the subject property, is on the back of this letter. You are welcome to review this application at the Community Development Service Center, which is located on the third floor of City Hall. Please contact Kirtis Orendorff at 573.874.7611 for additional information.

Sincerely,

Kirtis Orendorff
 Planner | Community Development
 (573) 874-7611
Kirtis.Orendorff@CoMo.gov



**Case # 100-2025 - 1710 Chapel Hill Road
 Rezoning**



Building & Site • CATSO • Planning

📞 573.874.7474 Service Center |
 📍 701 E. Broadway, P.O. Box 6015 Columbia, Missouri 65205 |
 🌐 CoMo.gov CoMo.gov/community-development
Our vision: Columbia is the best place for everyone to live, work, learn and play.

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 📍 701 E. Broadway, P.O. Box 6015 Columbia, Missouri 65205 |
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Our vision: Columbia is the best place for everyone to live, work, learn and play.

ATTACHEMENT 4 – Mailed Notice (Board of Adjustment)



Case No. 336-2025

LETTER OF NOTICE TO PARTIES IN INTEREST
(PERTAINING TO PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT)

DATE: November 3, 2025

TO: Whom it may concern

RE: A request of Zachary Buchheit (attorney), on behalf of Broadway Office Park Condominium Association (owner) and SBA Towers II LLC (lessee), seeking to amend the existing 2012 "stealth" communication tower conditional use permit (CUP), on property commonly addressed as 1205 W. Broadway, such that the existing tower be permitted to become a "non-stealth" communication tower. If approved, the current cellular equipment contained within the monopole structure would be allowed to be mounted onto the exterior of the monopole with no increase in tower height. Given the proposed modifications, a new conditional use permit (CUP) authorization is required by Section 29-6.4(m)(2)(i) and (ii) of the Unified Development Code.

Notice is hereby given that a public hearing will be held before the Board of Adjustment of the City of Columbia, Missouri at the hour of 7:00 p.m. on **Tuesday, the 18th day of November 2025**, in the Council Chamber on the First Floor of City Hall, 701 E. Broadway, in Columbia, Missouri in relation to the following described property located in the City of Columbia, County of Boone, State of Missouri:

Situate in Columbia, Boone County, State of Missouri and being part of Lot 3 in the Final Plat Lake Broadway, Plat No. 2, a Minor Subdivision located in the Southwest Quarter of Section 11, Township 48 North, Range 13 West, recorded in Plat Book 33, at Page 74 of Boone County Recorder of Deeds Records, being a 3,042 square foot Exclusive Lease Area over and upon a parcel of land conveyed to Broadway Office Park Condominium Association, a Missouri not-for-profit corporation, recorded as Instrument #2003030947 of Boone County Recorder of Deeds Records and being more particularly described as follows:

COMMENCING at a 3/4" iron pipe at the northwest corner of aforesaid Lot 3 also being on the easterly line of Pershing Road; thence along the easterly line of Pershing Road, South 01°19'36" West, a distance of 56.39 feet to a point; thence, South 86°35'41" East, a distance of 70.94 feet to a point; thence, South 49°44'14" East, a distance of 45.20 feet to a point; thence, North 40°23'27" East, a distance of 10.47 feet to the POINT OF BEGINNING; thence, South 49°36'33" East, a distance of 45.03 feet to a point; thence, South 39°58'04" West, a distance of 69.18 feet to a point; thence, North 50°01'56" West, a distance of 33.01 feet to a point; thence, North 01°37'13" East, a distance of 20.02 feet to a point; thence, North 40°23'27" East, a distance of 53.81 feet to the POINT OF BEGINNING.

The Exclusive Lease Area contains 0.070 acre or 3,042 square feet of land.

known as, or located at **1205 W. Broadway (see map on back)**

Building & Site • CATSO • Planning

573.874.7474 Service Counter
573.874.7239 Administrative Offices

701 E. Broadway, P.O. Box 6015
Columbia, Missouri 65205

CoMo.gov
CoMo.gov/community-development
Our vision: Columbia is the best place for everyone to live, work, learn and play.

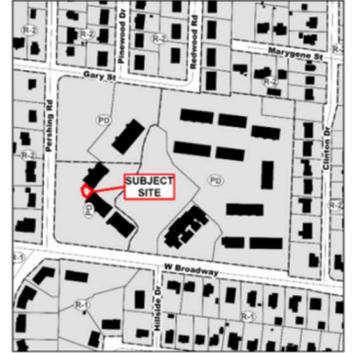
As a property owner, tenant, or Neighborhood Association, within 185-feet or 1000-feet, respectively, of the subject site, you have been identified as a party in interest to this application or appeal. The Board of Adjustment invites you to attend the Public Hearing and make known your interests in the appeal or application.

The filed copy of the Notice of Appeal or Notice of Application is available within the office of the Community Development Department at 701 E. Broadway, Columbia, Missouri (5th Floor). A staff report on the request will be available 7 days prior to the scheduled public hearing and can be obtained from www.como.gov/CMS/webcal/ by selecting the Board of Adjustment agenda for the **November 18, 2025** meeting from the City Calendar.

Notices of the public hearing are being published in a newspaper circulated within the City of Columbia, Missouri. The relative property is, or will be, posted with a notice pertaining to the public hearing.

Signed: Patrick R. Zenner

Patrick R. Zenner, Development Services Manager
701 E. Broadway
Columbia, Missouri 65201
Telephone: (573) 874-7239



Case # 336-2025 - 1203 W. Broadway
Cellular Tower Conditional Use Permit



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573.874.7474 Service Counter
573.874.7239 Administrative Offices

701 E. Broadway, P.O. Box 6015
Columbia, Missouri 65205

CoMo.gov
CoMo.gov/community-development
Our vision: Columbia is the best place for everyone to live, work, learn and play.

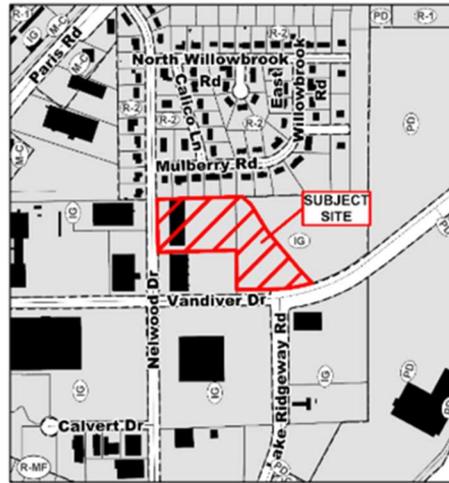
ATTACHEMENT 5 – Concept Review Notification Postcard

A **concept review meeting** was held on **February 4, 2025** to discuss a conceptual proposal:

A request by McClure Engineering (agent) on behalf of Warren Prost of Richmond Avenue LLC and 505 E Rollins Road LLC (owner) to discuss a conceptual 2 lot replat of the existing 3 lots. The approximately 5.2-acre subject site is located about 250 feet north of the intersection of Vandiver Drive and Nelwood Drive, and includes the address 2202 Nelwood Drive. **(Case #81-2025)**

Concept reviews are meant to provide infrastructure and regulatory information related to potential development requests. If a formal application is filed you will be notified in advance of public meetings.

Info: David Kunz - Planner
david.kunz@como.gov
(573) 817-5006



Case # 81-2025 - 2202 Nelwood Drive

Concept Review



Parish Dale Seaton, Mayor
Created by The City of Columbia - Community Development Department

ATTACHMENT 6 – Early Notification Postcard

A public hearing before the Planning and Zoning Commission will be held to discuss:

A request by Massie Holdings LLC (owner) for approval of a Conditional Use Permit (CUP) allowing 806 Boulder Drive to be used as a short-term rental for a maximum of 8 transient guests and up to 210-nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m) of the Unified Development Code. The 0.22-acre site is zoned R-1 (Single-family Dwelling), is located approximately 310-feet east of intersection of UMC Drive and Boulder Drive, and is addressed 806 Boulder Drive.

(Case # 16-2025)

Questions or concerns should be directed to Patrick Zenner via phone or email. When inquiring about this case via email please reference **(Case # 16-2025)**.

When: 7 PM, Thursday November 21, 2024

Where: City Council Chambers

Info: Patrick Zenner, Dev. Svcs. Manager

patrick.zenner@como.gov

(573) 874-7246



Case # 16-2025 - 806 Boulder Drive
STR Conditional Use Permit

City of
Columbia

Planning, Zoning, and Public Works Department
Serving the City of Columbia, Community Development Department

City Zoning Permits



ATTACHEMENT 7 – Planning Commission Public Hearing Agenda



City of Columbia, Missouri

Meeting Agenda

Planning and Zoning Commission

Thursday, December 4, 2025
7:00 PM

Regular Meeting

Columbia City Hall
Council Chambers
701 E Broadway

I. CALL TO ORDER

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

November 20, 2025 Regular Meeting

[Attachments: Regular Meeting Minutes](#)

V. WITHDRAWN ITEMS

Case # 13-2026

A request by CBButch Surveying, LLC (agent), on behalf of Nabil & Dana Beaini (owners), for approval of R-1 (One-family Dwelling) permanent zoning upon annexation of a 6.57-acre parcel, located approximately 1,400 feet southwest of the intersection of East Gans Road and South Gans Creek Road. **(This matter has been WITHDRAWN by the applicant from further consideration)**

[Attachments: Staff Report to Planning and Zoning Commission](#)

[Locator Maps](#)

[Withdrawal Letter](#)

VI. PUBLIC HEARINGS

Case # 19-2026

A request by Monarch Architecture (agent), on behalf of James and Janet Rogers (owners), for approval of a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) to be constructed on property addressed 105 South Glenwood Avenue pursuant to the standards of Sec. 29-3.3(gg) and Sec. 29-6.4(m)(2) of the Unified Development Code. The approximate 0.69-acre subject site is zoned R-1 (One-family Dwelling) and is located 380 feet south of the West Broadway and South Glenwood Avenue intersection.

[Attachments: Staff Report to Planning and Zoning Commission](#)

[Locator Maps](#)

[Applicant Correspondence & CUP Responses](#)

[Plot Plan](#)

VII. PUBLIC COMMENTS

VIII. STAFF COMMENTS

IX. COMMISSIONER COMMENTS

X. NEXT MEETING DATE - January 8, 2026 @ 7 pm (tentative)

XI. ADJOURNMENT

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573.874.CITY (2489) or email CITY@CoMo.gov. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.

USB DRIVES PROHIBITED: A speaker who desires to display a presentation must upload the presentation, in advance, to the city network using an upload portal. To upload your files and learn more, visit CoMo.gov/upload.

ATTACHMENT 8 – Electronic Public Hearing Notice (Planning Commission)



Patrick Zenner <patrick.zenner@como.gov>

December 4, 2025 Planning and Zoning Commission Work Session and Regular Meeting Agendas

Patrick Zenner <Patrick.Zenner@como.gov>

Wed, Nov 26, 2025 at 6:34 PM

To: Patrick Zenner <Patrick.Zenner@como.gov>

Bcc: PZC Members <pzc-members@como.gov>, Planning and Development Listserv <pz-l@gocolumbiamo.com>

cbbutchsurveyor@gmail.com, anstolwyk@gmail.com

Interested
Citizen ListServ

Applicants

Attached please find the PDF agendas for the upcoming December 4, 2025 Work Session and Regular meeting.

The Work Session will begin at 5:30 pm in **Conference Rooms 1A/1B**. Meal service will be provided for Commissioners and staff. The Regular meeting will begin at 7:00 pm in the Council Chambers.

Staff looks forward to seeing you on December 4 and extends its appreciation for your committed service.

Sincerely,

--
Patrick R. Zenner, Development Services Manager
City of Columbia - Community Development Department
701 E. Broadway
Columbia, MO 65201
(573) 874-7246

Please update your contact info. My email has changed to patrick.zenner@CoMo.gov

2 attachments

Published WS Agenda.pdf
131K

Published Regular Meeting Agenda.pdf
136K