



Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: July 7, 2025

Re: 1120 Westwinds Drive – ADU Conditional Use Permit (Case #165-2025)

## Executive Summary

Approval of this request will authorize issuance of a conditional use permit (CUP) allowing the construction of an accessory dwelling unit (ADU) upon property addressed as 1120 Westwinds Drive. The approximately 1.5-acre subject site is located approximately 400-feet east of the intersection of St. Andrew Street and Westwinds Drive.

## Discussion

Jon Michael and Christina Washington (owners), seek approval of a CUP to allow an accessory dwelling unit (ADU) to be established on property zoned R-1 (One-family Dwelling) and addressed 1120 Westwinds Drive. This request would allow a maximum of 800 square foot ADU to be constructed and used on the lot in addition to the existing single-family dwelling which is proposed to be demolished and reconstructed.

The subject property is approximately 1.5 acres in size and is improved with an existing detached home and shed fronting onto Westwinds Drive. The existing dwelling has driveway access from Westwinds Drive. This request is being sought to allow the construction of a detached ADU on the site. Given the site's R-1 zoning, the desired ADU is subject to issuance of a CUP as required by Section 29-6.4(m) and must comply with the use-specific standards of Section 29-3.3 (gg) of the UDC.

The existing single-family dwelling that currently occupies the lot contains 2,200 square feet. The provided plot plan for the site implies the house will be demolished and a new dwelling will be constructed, with a footprint of approximately 2,800 square feet, with an attached garage. Given these sizes, whether the principal dwelling is demolished/ reconstructed or not, an ADU no greater than 800 square feet in area would be permitted. The applicant proposes an ADU with a 750 square foot footprint. Given the site characteristics and the compliant location of the ADU, the proposed ADU meets all the required use-specific standards of Section 29-3.3(gg) of the UDC.

Fire access was contemplated as a foremost issue on the site, as the proposed rear exterior of the ADU is located greater than 150 feet of travel distance from the nearest accessible point to fire apparatus. Fire access is considered in 29-3.3(gg)(3) of the Unified Development Code, which states the following:

*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*



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701 East Broadway, Columbia, Missouri 65201

*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;***

After consultation with the Columbia Fire Department it was determined that the city's adopted International Fire Code (IFC) provide an exception to the fire access standards noted above. Sec. 503.1.1 of the IFC states that when there are not more than two Group R-3 or Group U occupancies a fire apparatus access is not required. Both dwellings considered either R-3 or Group U occupancies; therefore, the Fire Chief has determined that the IFC exempts this site from providing paving/access for fire apparatus.

Prior to construction and occupancy of the ADU, the applicant will need to obtain applicable building permits and be issued a certificate of occupancy. The City Surveyor has determined that this site suffices for the definition of legal lot, and is therefore eligible for a building permit without platting.

The applicant was also required to provide a significant tree inventory for the site prior to this request being introduced to City Council to ensure compliance with the regulatory standards of Sec. 29-4.4(b) of the UDC, which states that tree preservation is necessary for residential structures on lots greater than one acre in size. As this lot is greater than one acre, such preservation plan is required for approval, and since land disturbance plans are not necessary for the site, the preservation plan and significant tree inventory act as one in the same.

The Accessory Dwelling Unit will need to be registered with the Office of Neighborhood Services such that compliance with the Rental Conservation Laws of the City are met. The necessity of parking will be determined at the time a final bedroom mix is provided, but the plot plan implies at least 2 parking spots will be available for the ADU regardless, and at least 2 parking spots will be available for the principal dwelling as well, which satisfies all requirements for parking as specified in the UDC.

The Planning and Zoning Commission considered this request at its May 8, 2025 meeting. Staff presented its report noting that they had received a couple inquiries regarding the request with callers looking for clarification on what was proposed. None of the inquirers expressed objection to the construction and use of an ADU on the property. A single letter supportive of the request was received following agenda publication. The support was conditioned on the proposal remained within fully compliant with the standards shown in the application with respect to the height, size, and location of the ADU. The applicant was present to explain the proposal and answer Commissioner questions.

The Commission discussed the request, seeking clarification on the conditional recommendation of approval being associated to both units **not** being listed as rentals at any given time. Staff clarified this condition is imposed because the R-1 district would not allow two dwelling units to be rented on a single lot in a typical scenario. Following limited additional discussion, the Commission voted 8-0 to recommend approval of the conditional



use permit subject to the added condition that both properties may not be simultaneously listed or occupied as rental units.

The Planning Commission staff report, locator maps, plot plan, Applicant Conditional Use Permit Questions and Responses, Applicant Use-Specific Standards Responses, Applicant Statement of Intent, Fire Department correspondence, City Arborist correspondence and the significant tree inventory, and meeting minute excerpts are attached for review.

### Fiscal Impact

Short-Term Impact: None anticipated within the next two years. Public infrastructure extension/expansion would be at the cost of the developer.

Long-Term Impact: Public infrastructure maintenance such as roads, sewers, and water, as well as public safety and solid waste service provision. Future impacts may or may not be offset by increased user fees and/or property tax collections.

### Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Land Use & Growth Management, Tertiary Impact: Infrastructure

### Legislative History

Date	Action
N/A	N/A

### Suggested Council Action

Approve the issuance of a conditional use permit to allow the construction of a detached Accessory Dwelling Unit on property addressed as 1120 Westwinds Drive subject to compliance with the provision of Sec. 29-3.3(gg) of the UDC, subject to the property owner being an occupant of one of the dwellings, as recommended by the Planning and Zoning Commission.