



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: August 4, 2025

Re: 104 North Greenwood Avenue– STR Conditional Use Permit (Case #233-2025)

Executive Summary

Approval of this request would grant a conditional use permit (CUP) to allow a portion of 104 North Greenwood Avenue to be used as a short-term rental for a maximum of 4 transient guests for up to 210 nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The 0.21-acre subject site is zoned R-2 (Two-family Dwelling), is located 430 feet south of the intersection of West Ash Street and North Greenwood Avenue, and is addressed 104 North Greenwood Avenue.

Discussion

Michelle Mathews (owner) seeks approval to allow a portion of 104 North Greenwood Avenue to be used as a short-term rental (STR) for a maximum of 4 transient guests and up to 210-nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The 0.21-acre subject site is zoned R-2 (Two-family Dwelling), is located 430 feet south the intersection of West Ash Street and North Greenwood Avenue. The portion of the existing single-family home to be used for short-term rental purpose contains 1-bedroom and 1-bathroom and is located above the attached 1-car garage. The STR space has a separate exterior entry from the remainder of the applicant's home. This portion of the residence has previously been used as a short-term rental.

The stated bedroom square footages do not conform to the minimum area necessary to support the desired 4 transient guests when evaluated against the most recent city-adopted edition of the International Property Maintenance Code (IPMC). To accommodate the requested 4 guests, a minimum of 200 sq. ft. of bedroom area is required. The approximate size of the bedroom indicated on the STR application is 166 sq. ft. As such, occupancy within the STR would be limited to a maximum of 3 transient guests; however, the desired 4 guests can be conditioned on confirmation of the application's bedroom floor area calculation as part of the required site-specific inspection of the STR space by the Housing and Neighborhood Services Department should this request be approved. If the bedroom floor area is 200 sq. ft. or greater a STR Certificate of Compliance may be issued for the desired 4 guests. The occupancy limitations as well as rental nights will be shown on the issued STR Certificate of Compliance and must appear on any website where the dwelling is listed for rental.

The application indicates that the owner will use the services of a "designated agent", who is a resident of Boone County, to address regulatory issues when the dwelling is used as an STR. Approval of the CUP would constitute the owners "one and only" STR license within the City's municipal limits.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

An evaluation of typical listing platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder did not identify additional STRs within a 300-foot radius of the subject property. Within the 185-foot notification radius there are 28 parcels of which 13 appear to be used for rental purposes and 15 appear to be owner-occupied. The adjacent properties are zoned R-2. Property zoned R-2 are permitted a maximum "long-term" rental occupancy of 4-unrelated.

The subject dwelling is consistent in size, style, and bedroom mix as those adjoining it. The property has a driveway capable of supporting 4 UDC-compliant on-site/off-street parking space and an attached 1-car garage. A minimum of 2 on-site/off-street parking spaces is required to meeting STR regulatory requirements – the site exceeds this requirement. Access to the dwelling is from North Greenwood Avenue, a local residential that permits on-street parking. Sidewalks are not installed on either side of North Greenwood Avenue. The design of the site's access is consistent with other surrounding residential development and is sufficient to support future traffic generation without compromising public safety. No active code violations were identified with the property.

Given the lack of code violation history, no presence of additional STRs within 300-feet, and the dwelling's general conformity to its surrounding, approval of the CUP is not believed incompatible with the adjoining development. The enacted STR regulations provide means by which to address potential negative impacts including 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 applicant's "principal residence", a CUP is necessary to allow for its continued 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. 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 matter at their July 10, 2025, meeting. Staff provided a report and described their findings related to what was shown within the STR application. The applicant spoke on the purpose of the request and was available to answer Commissioner questions. One member of the public spoke in support to this request. Six written comments (attached) have been submitted in support of the request. The written letters of support stated there is great property management and the property is well maintained.

Following the closure of the public hearing and limited Commission discussion, a motion to approve the requested CUP to permit 104 North Greenwood Avenue to be operated as a



City of Columbia

701 East Broadway, Columbia, Missouri 65201

210-night STR with a maximum of 3 transient guests unless a total of 200 square feet of bedroom floor area is achieved to support 4 transient guests was made which resulted in a unanimous (9-0) vote of approval.

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 are 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 home. 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 to 104 North Greenwood Avenue to be operated as a 210-night short-term rental for a maximum of 3 transient guests, provided that if a total of 200 square feet of bedroom is achieved, occupancy may not exceed 4 transient guests as recommended by the Planning and Zoning Commission.