



Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: July 7, 2025

Re: 105 Pinewood Drive– STR Conditional Use Permit (Case #202-2025)

Executive Summary

Approval of this request would grant a conditional use permit (CUP) for the operation of a 210-night short-term rental (STR) with a maximum of six transient guests. The dwelling is not the applicant's principal residence and has been previously used as a short-term rental. The subject property is zoned R-2 (Two-family Dwelling) and is addressed 105 Pinewood Drive.

Discussion

Peter Yronwode and Paula McFarling (agents), on behalf of Yronwode-McFarling Revocable Trust (owner), seek approval to allow 105 Pinewood Drive to be used as a short-term rental (STR) for a maximum of six 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 0.17-acre subject site is zoned R-2 (Two-family Dwelling).

The subject dwelling is a 3-bedroom, 1.5-bathroom single-family home with an attached 1-car garage. The dwelling is not the owner's principal residence and has previously been used as a short-term rental. The application stated bedroom square footages appear to conform to the minimum areas necessary to support the desired level of occupancy when evaluated against the most current city-adopted International Property Maintenance Code (IPMC). Final compliance with these provisions will be verified prior to issuance of the STR Certificate of Compliance. The approved occupancy and authorized 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 site does not possess adequate on-site/off-street parking to support the requested six transient guests. Given this insufficiency, a maximum of four transient guests is all that can be authorized should this request be approved. The applicants desire authorization for six transient guests subject to expanding the driveway to accommodate one additional UDC-compliant parking space.

The owners, Boone County residents, have indicated that they will act as the dwelling's "designated agent" when it is in use as an STR. Approval of the CUP would constitute the owners' "one and only" STR license within the City's municipal limits. 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.

There are 35 parcels within 185-feet of which 21 appear to be used for rental purposes 14 appear to be owner-occupied. The adjacent properties are zoned R-2. An R-2 zoning



City of Columbia

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designation would permit a maximum “long-term” rental occupancy of 4-unrelated individuals.

The subject dwelling is consistent in size, style, and bedroom mix as those adjoining it. The property has a driveway capable of supporting one UDC-compliant on-site/off-street parking space and an attached 1-car garage. To ensure parking compliance for four or six guests, the garage parking space will need to be made available when the dwelling is used as an STR. Furthermore, an additional UDC-compliant parking space will need to be added to accommodate six transient guests.

The dwelling is accessed from Pinewood Drive, a local residential that permits on-street parking. Sidewalks are not installed on either side of Pinewood Drive. 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.

With zero outstanding violations associated with this property identified, no identified other STRs within a 300-foot radius, and the dwelling's general conformity to its surroundings, staff believes approval of the CUP would not be incompatible with the adjoining neighborhood. The enacted STR regulations provide the City with options to address potential negative impacts, such as nightly usage limitations, and a means for violations to be reported and acted upon. Violations and reports can be subject to fines and possible revocation of the 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, the owners and the dwelling will be required to obtain 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, the owners 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 June 5, 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. Two members of the public spoke in regards to this request and one letter of opposition was received.

Of those appearing before the Commission, one supported the request citing that there have not been experiences of disturbances such as noise, traffic, or parking. The other member of the public that spoke was in opposition to the request citing increasing people in the neighborhood and potential crime. The written correspondence in opposition to the request (attached) cited concerns with the inconsistencies in occupancy, noise, parking



impacts. A letter from the applicant (attached) has also been received providing greater detail on the operation of the dwelling as an STR.

Following the closure of the public hearing, a motion to approve the requested CUP to permit 105 Pinewood Drive to be operated as a 210-night STR with a maximum of four transient guests subject to the garage parking space being made available when the home was in use as an STR, unless one UDC-compliant parking space is added allowing for six 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 105 Pinewood Drive to be operated as a 210-night short-term rental for a maximum of 4 transient guests, provided that if 1 additional UDC-compliant parking space is added, occupancy may not exceed 6 transient guests, and the parking space within the attached 1-car garage be made available while the dwelling is in STR use as recommended by the Planning and Zoning Commission.