

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
October 23, 2025**

SUMMARY

A request by Matthew Hake (agent), on behalf of Rock Bridge Rentals, LLC (owner), to allow 1409 Wilkes Boulevard, Apartment 103 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)(2) of the Unified Development Code. This request seeks authorization to offer one unit of a four-unit multi-family structure as a short-term rental. The 4-bedroom, 4-bathroom dwelling utilizes the parking lot that serves the entirety of the complex. The parking lot has sufficient on-site/off-street parking spaces to support the request without taking away from the required parking for the remaining long-term units. The 0.33-acre subject site is located on the north side of Wilkes Boulevard, approximately 340 feet west of Paris Road.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 1409 Wilkes Boulevard, Apartment 103, to be used as a short-term rental (STR) pursuant to Sec. 29-.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. As of June 1, 2025, any dwelling operated as an STR must fully comply with the provisions of the STR regulations, which include the acquisition of an STR Certificate of Compliance, Business License, and submission of accommodation taxes. Approval of this request is a required prerequisite to proceeding forward in obtaining the STR certificate and business license.

While final action on this request is pending, enforcement action on the operation of the dwelling as an STR will be suspended. Continued operation of the subject dwelling as an STR following City Council action without acquiring the STR certificate of compliance and business license would constitute an illegal land use and would be subject to revocation of the CUP, if authorized, as well as other enforcement actions identified in the City Code.

The following is a site-specific analysis of the property desired to be used as a short-term rental:

Dwelling Unit Details

Property Address	1409 Wilkes Boulevard, Apartment 103
Zoning	R-MF (Multiple Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	8
Bedrooms	4
Parking Spaces	4 spaces are required. 4 spaces are provided in the parking lot without taking away from the required parking for the remaining units.
Abutting Properties	R-MF to the south, west, and east. R-1 to the north.

Owner/Agent

Owner	Rock Bridge Rentals, LLC
Designated Agent	Matthew Hake
Agent's Distance to Property	7.8 miles, 18 minutes

Listing Information

Listing Links	https://www.airbnb.com/rooms/48189447
STR previously offered?	January 2022 to present. In 2024, rented for 20 nights.
STRs within 300 feet?	1501 Paris Road
Primary residence?	No
Previous Violations?	Illegal short-term rental. Violation letter sent on July 31 requesting compliance by September 1. CUP request received September 15. 4 resolved residential solid waste violations. 1 closed/withdrawn rental complaint violation for not having A/C.

Conditional Use Analysis

This application has been analyzed pursuant to the provisions of Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. Staff's analysis is shown below. The owners' analysis of these criteria is attached.

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

- (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;**

A short-term rental that is not a long-term resident's principal residence, or to be operated for up to 210 nights in a residential zoning district, is subject to approval of a CUP. The submitted application illustrates compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. Additional regulatory review for full compliance with the UDC and Rental Unit Conservation Law will occur upon CUP issuance and prior to receipt of a STR Certificate of Compliance and business license.

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

The comprehensive plan does not speak directly to the use of residential dwellings for alternative purposes such as an STR; however, it does contain policies, strategies, and actions relating to the topics of livable and sustainable neighborhoods, land use and growth management, and economic development. The adoption of the regulatory provisions governing the use of a residential dwelling for STR purposes is seen as addressing several of these policies, strategies, and actions.

With respect to the goal of creating **livable and sustainable neighborhoods**, approval of the requested CUP would support the mixed-use concepts of Policy # 2, Strategy # 1 (page 144) of the Plan. While this strategy focuses on the concept of creating "nodes" of neighborhood scale commercial and service uses as a high priority, the first "action" within

the strategy recommends using planning tools and decision-making to locate small-scale commercial and service businesses adjacent to residential development. STRs have been determined to be a commercial use and offer a “community-wide” service by providing supplemental housing for visitors to Columbia. Staff believes adoption of the STR regulations and their requirement of a CUP are relevant planning and decision-making tools consistent with the intent of this Policy and assist in fulfilling the idea of supporting mixed-use within residential neighborhoods.

With respect to **land use and growth management**, Policy # 3, Strategy # 3 (page 146 of the Plan) would be fulfilled given the regulatory limitations on occupancy and rental nights that are contained within Sec. 29-3.3(vv).

And finally, with respect to **economic development**, Policy # 3, Strategy # 2 (page 149 of the Plan) would be fulfilled by supporting local entrepreneurial ventures. The adopted regulatory provisions governing the use of a residential dwelling for STR purposes were created with options to allow owners and/or renters the ability to participate in the STR market, subject to reasonable regulation. This ability for participation not only supports individual entrepreneurial ventures but also broader city-wide economic objectives relating to tourism and tourism-related activities.

- (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 subject site adjoins parcels improved with single and multi-family structures. The overall multi-family structure has not been structurally modified to accommodate the STR use and continues to present itself as a multi-family building. CUP approval would double the number of unrelated persons within the dwelling compared to adjacent R-MF or R-1 zoned dwellings used as long-term rentals.

Furthermore, the frequency of occupant turnover may be greater than adjacent dwellings; however, how significant is unknown given 26 of the 32 properties within 185-feet appear to be used for rental purposes. Given this usage, higher turnover rates may be negligible compared to existing rental housing activity levels. The dwelling proposed for STR use has operated as such since 2022 and not resulted in any identified complaint record. Given these facts, CUP approval is not believed incompatible with its surroundings.

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

The site is accessed from Wilkes Boulevard similar to the adjoining development via a driveway leading to a parking lot that serves the multi-family building. The overall site has 9 spaces within the parking lot and two on-street spaces along the site’s street frontage. The non-STR units require allocation of 7 parking spaces and STR dwelling requires 4 spaces.

Prior to 2017, on-street parking for dwellings in the Benton-Stephens Urban Conservation Overlay was credited toward required on-site parking needs. This provision was eliminated in March 2017; however, given the current multi-family structure is pre-existing, the ability to utilize the on-street spaces is permissible as a legal non-conformity. The dwelling to be converted to an STR must comply with current STR on-site parking standards.

Taking these factors into account and the fact that a total of 11 parking spaces are available for use to this this structure, compliance with the UDC and STR standards has been met.

Staff finds that the design of the parking and the site's access is sufficient to support future traffic generation without compromising public safety.

- (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 site is sufficiently served with public infrastructure to support its use as an STR. There are no known infrastructure capacity issues associated with the site that would be negatively impacted by the approval of the CUP.

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

32 properties are within 185-feet of the subject site of which 6 appear to be owner-occupied and 26 appear to be rentals. R-MF zoning is to the south, west, and east, and R-1 is to the north. CUP approval would permit 8 unrelated individuals to occupy the dwelling when used as an STR, which is 4 or 5 more unrelated people than permitted in long-term rentals in the adjacent zoning, respectively. However, given the dwelling's past use as an STR since 2022 without an apparent incident there is no evidence to suggest that issuance of the CUP would create adverse impacts on surrounding properties.

Potential impacts can be mitigated through the adopted regulatory provisions which provide a means to report and address violations. The regulations permit imposition of fines and possible revocation of the STR Certificate of Compliance after 2 **verified** violations within a 12-month period.

Sec. 29-6.4(2)(iii) Supplemental STR CUP Review Criteria:

- (A) Whether the proposed STR is used for any part of the year by the registrant as a residence. If so, for how long?**

The registrant has stated it will not be used by them.

- (B) Whether or not there are established STRs within three hundred (300) feet of the proposed STR measured in all directions from property lines "as the crow flies."**

The applicant has answered they do not know. Staff's review identified an ongoing short-term rental request at 1501 Paris Road, which is within 300 feet of the subject site to the east.

- (C) Whether the proposed registrant has previously operated an STR and if such operation has resulted in a history of complaints, a denied STR certificate of compliance, or revocation of an issued STR certificate of compliance.**

The applicant stated there is no history of complaints from the long-term tenants in the building or from the neighbors regarding the STR occupants. A review of City code violations uncovered resolved residential solid waste violations and an illegal short-term rental operation violation that will be resolved if the CUP is granted and the full STR licensing process is completed.

- (D) Whether the proposed STR will increase the intensity of the use of the property and cause increased traffic or noise coming from the property.**

The applicant has responded that they have 12 years of experience operating STRs in Columbia, Boone County, and the Lake of the Ozarks without complaints or issues. As a general staff observation, using the subject dwelling for transient accommodations for the

requested annual nights and at the occupancy sought could result in increased impacts; however, how significant is unknown. The significance of possible impacts is subject to many factors, such as dwelling unit desirability, pricing, rental occupancy, etc. The current regulatory structure provides standards allowing for monitoring and mitigation of possible negative outcomes.

(E) Whether there is support for the establishment of the proposed STR from neighboring property owners.

The applicant is not aware of the opinions of the neighbors. As of writing this report, staff has not received any form of support or opposition to the request.

CONCLUSION

Given the submitted application and the analysis of the criteria stated above, it is staff's belief that granting a conditional use permit to allow 1409 Wilkes Boulevard, Apartment 103 to be operated as a 210-night, 8 guest STR would not result in a significant incompatibility with the surrounding development notwithstanding the possible doubling of unrelated guests within the dwelling. There is no evidence to support that the neighborhood has been or would be negatively impacted by the dwelling's continued use as a "legal" STR given it has operated as such since 2022 and was occupied in 2024 for 20 nights.

Approval of the CUP would authorize the applicant to pursue "legal status" to operate the dwelling as an STR and afford neighbors, as well as the City, additional regulatory tools to ensure compliance with the adopted standards governing STRs. Authorization of the CUP is not seen as being detrimental to adjacent properties and would fulfill several policies, strategies, and actions of the Columbia Imagined Comprehensive Plan.

RECOMMENDATION

Approve the conditional use permit to allow 1409 Wilkes Boulevard, Apartment 103 to be operated as a STR subject to:

1. The maximum occupancy shall not exceed 8 transient guests; and
2. A maximum of 210 nights of annual rental usage

ATTACHMENTS

- Locator maps
- STR Application
- Supplemental "Conditional Accessory/Conditional Use Questions"

HISTORY

Annexation date	1906
Zoning District	R-MF (Multiple-family Dwelling)
Land Use Plan designation	Neighborhood
Previous Subdivision/Legal Lot Status	Werz Subdivision

SITE CHARACTERISTICS

Area (acres)	0.33 acres
Topography	Flat
Vegetation/Landscaping	Grass lawn, tress
Watershed/Drainage	Bear Creek
Existing structures	Multi-family structure

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Wilkes Boulevard	
Location	Along western edge of property
Major Roadway Plan	Local Residential
CIP projects	N/A
Sidewalk	Installed

PARKS & RECREATION

Neighborhood Parks	Lions-Stephens Park, Field Park, Orr Street Park
Trails Plan	Colt RR Trail, Lions-Stephens Park Fitness Trail, Field Park Trail
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

48 “public hearing” letters were mailed to property owners and tenants within 185 feet of the subject property. 1 letter was provided to the Council Ward representative. All “public hearing” letters were distributed on October 6, 2025. The public hearing ad for this matter was placed in the Tribune on October 7, 2025.

Public Notification Responses	Question about proximity to other STRs
Notified neighborhood association(s)	Benton-Stephens, NCCNA/Shoe Factory
Correspondence received	None

Report prepared by: Ross Halligan

Approved by: Patrick Zenner