

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
September 18, 2025**

SUMMARY

A request by Ken Germond (agent), on behalf of Germond-Eggenger Family Trust (owners), to allow 1506 Windsor Street to be used as a short-term rental 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. The 2-bedroom, 1-bath home will have to install a driveway accessing Windsor Street to accommodate the required 2 UDC-compliant on-site/off-street parking spaces if this request is approved. The 0.17-acre subject site is located approximately 125-feet east of the intersection of Ripley Street and Windsor Street.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 1506 Windsor Street to be used as a short-term rental (STR) pursuant to Sec. 29-3.3(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 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 action on this request is pending, enforcement action on the operation of the dwelling as an STR will be suspended. Continued operation of the dwelling as an STR following final City Council action without acquiring the STR certificate of compliance and business license would constitute an illegal use of land 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.

Dwelling Unit Details

Property Address	1506 Windsor Street
Zoning	R-MF (Multiple Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	4
Bedrooms	2
Parking Spaces	None provided, applicant will be required to install a driveway with 2 parking spaces to support desired guest occupancy
Abutting Properties	R-1 to the north and west, R-MF to the east and south

Owner/Agent

Owner	Germond-Eggenger Family Trust
Designated Agent	Ken Germond
Agent's Distance to Property	0 miles, 1 minute away from property

Listing Information

Listing Links	airbnb.com/h/kenandsusancomo
STR previously offered?	Yes, beginning April 2018. Operated ~50 nights in 2024
STRs within 300 feet?	None
Primary residence?	No
Previous Violations?	One code case regarding illegal STR operation

Conditional Use Analysis

This application triggers approval of a conditional use permit (CUP) and has been analyzed pursuant to the provisions found in Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. Staff's analysis of these provisions is shown below. The owner's analysis of the criteria is attached to this report.

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 has illustrated compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC with the exception of providing required on-site/off-street parking. If this request is approved provision of required parking will be made a condition of final licensure. Additional regulatory review to ensure full compliance with the provision of Sec. 29-3.3(vv) and Chapter 22, Art. 5 (Rental Unit Conservation Law) of the City Code will occur if the CUP is granted prior to issuance 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, 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 to fulfill the idea of supporting mixed-uses 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 properties surrounding the subject site are improved with one-, two-, and multiple-family residences on lots of similar size and square footage that are located within the Benton-Stephens Urban Conservation District Overlay. The Overlay District does not contain prohibitions relating to the use of a dwelling as a short-term rental.

The dwelling has not been modified structurally to accommodate the STR use and appears from the street frontage to be a single-family dwelling. If the requested CUP is approved, the only potentially noticeable change in this dwelling’s character would be the number of unrelated individuals permitted within the structure when compared to adjacent R-1 zoned property; however, would be no greater than the occupancy allowed in structures location on adjacent R-MF zoned properties. Additionally, the frequency of occupant turnover maybe greater than that of surrounding development.

While occupancy within the dwelling is sought to accomodate one more person than that allowed within adjacent R-1 single-family residences and the frequency of occupant turnover maybe greater than that of surrounding development, it is important to note that the dwelling is located within a neighborhood that has a significant number of dwelling used as rental properties and is immediately adjacent on the east and south to R-MF zoned land which allows for 4 unrelated individuals. Furthermore, the R-1 zoned single-family residence to the west is the applicant principal residence. Given these factors, the increase in occupants and turnover rate may not be significant when considering the current activity levels within the surrounding neighborhood.

Furthermore, the applicant would also be required to construct a driveway/parking pad to accommodate the required 2 on-site/off-street spaces to support the requested guest occupancy. Given previously existing provisions within the Benton-Stephens Urban

Conservation District Overlay, required on-site parking was permitted to be accommodated on-street. These provisions were eliminated in 2017 and given the proposed use of this property is to be modified to a short-term rental, compliance with the current UDC requirements for on-site/off-street parking must be achieved.

Any potential negative impacts can be mitigated through the adopted regulatory provisions that 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.

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

The site is located 125-feet east of the intersection of Ripley Street and Windsor Street; however, obtains its sole access from Windsor Street. The site does not currently have on-site/off-street parking, and the applicant would be required to construct a driveway and parking pad that can accommodate on-site/off-street capacity for 2 vehicles before full compliance with the STR regulations can be achieved and licenses for **legal** operation of the desired dwelling as an STR can be issued.

(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. The requirement that a dwelling sought to be used as an STR provide or install necessary parking to support the use is intended to ensure that negative impacts associated with the “commercial” use of the dwelling are mitigated.

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

The subject site is adjacent to and across the street from two single-family homes within the R-1 district (north and west) and is otherwise surrounded by development located within the R-MF district. Dwellings within the R-1 and R-MF districts permit 3 and 4 unrelated individuals, respectively, when used as rental properties. The proposed CUP, if authorized, would permit 4 unrelated individuals to occupy the dwelling which is consistent with the occupancy permitted within the majority of the surrounding dwelling given their R-MF zoning. This level of occupancy, given the dwelling’s use as an STR since April 2018 without apparent incident suggests that there is no evidence that such continued usage would create adverse neighborhood impacts.

Any potential negative impacts can be mitigated through the adopted regulatory provisions that 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?

In response to this question, the registrant has stated “We use the residence for family guests and we often use for personal use but not as our residence.”

(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 owner indicates “I believe the closest STR is at 1407 Windsor and I think that is slightly more than 300 ft.”. Staff has identified zero additional STR properties within 300-feet of the dwelling.

(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 has stated “We have operated 1506 Windsor as an STR for approx 7 yrs (~700 rentals) and we have never received any complaints from neighbors.”

(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.

In response to this question, the owner has stated “We typically host from March to June and then again from September thru November, this is much less traffic than using as a full time rental or primary residence.”

As a general staff observation, using the subject dwelling for transient accommodations for the requested annual nights and guests could result in increases; 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 regulatory structure provides standards for limiting impacts (occupancy and nights) and has enforcement mechanisms to mitigate of possible negative outcomes.

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

In response to this question, the owner answered “Our neighbors have been supportive thus far, I will provide written letters of support.” At the time of report publication, no correspondence had been received regarding this case.

CONCLUSION

Given the submitted application and the analysis of the criteria stated above, it is staff’s finding that granting a conditional use permit to allow 1506 Windsor Street to be operated as a 210-night, 4 guest STR subject to installation of a driveway/parking pad to accommodate 2 on-site/off-street parking spaces, would not result in a use significantly incompatibility with surrounding development. The property abuts 1 single-family home in the R-1 district to north and west of which one is the applicant’s primary residence, and R-MF to the east and south. While the proposed occupancy of 4 guests would greater than that allowed within the adjacent R-1 districts it is the same as that allowed in adjacent R-MF zoning district which is the majority of the surrounding properties. Furthermore, there is no evidence to support that the neighborhood has been negatively impacted by this dwelling’s use as a STR which has operated since April 2018.

Approval of the CUP would grant “legal status” to this existing use 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 the dwelling at 1506 Windsor Street to be operated as a STR subject to:

1. The maximum occupancy of 4 transient guests;
2. A maximum of 210-nights of annual rental usage;
3. The construction of a driveway/parking pad on-site accommodating 2 parking spaces prior to issuance of a STR Certificate of Compliance or Business License

ATTACHMENTS

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

HISTORY

Annexation date	1906
Zoning District	R-MF (Multi-Family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Stephen's 2nd Add-SD of Lot 27

SITE CHARACTERISTICS

Area (acres)	0.17 acres
Topography	Flat
Vegetation/Landscaping	Trees and natural ground cover
Watershed/Drainage	Perche Creek
Existing structures	One-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Windsor Street	
Location	Along eastern edge of property
Major Roadway Plan	Local Residential
CIP projects	N/A
Sidewalk	Installed on both sides of the street

PARKS & RECREATION

Neighborhood Parks	Stephens Lake Park, Paquin Park, Lions-Stephens Park, Orr Street Park Property
Trails Plan	SLP Perimeter Trail, Stephens Lake Trail
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

67 “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. 1 letter was sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. All “public hearing” letters were distributed on September 2, 2025. The public hearing ad for this matter was placed in the Tribune on September 2, 2025.

Public Notification Responses	None
Notified neighborhood association(s)	Benton-Stephens
Correspondence received	None at time of writing

Report prepared by: Kirtis Orendorff

Approved by: Patrick Zenner