

**AGENDA REPORT
 PLANNING AND ZONING COMMISSION MEETING
 January 8, 2025**

SUMMARY

A request by Matthew Hawley (agent), on behalf of Matthew and Hope Hawley (owners), to allow 903 W. Worley Street to be used as 210-night, maximum 6 guest short-term rental pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The home has 3 on-site/off-street parking spaces and sufficient bedroom area to support the requested 6 guests. The 0.27-acre subject site is located on the north side of W. Worley Street approximately 245-feet east of its intersection with N. West Boulevard.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 903 W. Worley 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.

The owner of this subject site was notified of illegal STR operation via mailed letter on June 30, 2025 and July 30, 2025. The applicant applied for the STR CUP on November 11, 2025. While action on this request is pending, enforcement on the illegal 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	903 West Worley Street
Zoning	R-2 (Two-Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	6
Bedrooms	3
Parking Spaces	3 spaces required, 3 off-site parking spaces provided
Abutting Properties	R-2 in all directions

Owner/Agent

Owner	Matthew Hawley
Designated Agent	Hope Hawley
Agent's Distance to Property	2.5 miles, 7 minutes from property

Listing Information

Listing Links	https://www.airbnb.com/rooms/52705712
STR previously offered?	Offered since October 2021, booked for 220 nights in 2024
STRs within 300 feet?	No; however, 608 N West Blvd is a registered STR located ~370 feet to the north of this subject site
Primary residence?	No
Previous Violations?	4 cases. 2 resolved solid waste violations. 1 resolved health nuisance violations. 1 open STR violation (letters sent on 6/30/2025 and 7/30/2025). CUP application received 11/11/2025

Conditional Use Analysis

Operation of an STR within the subject dwelling requires approval of a conditional use permit (CUP) which has been analyzed for both **general and technical** compliance 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 **technical** compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. Additional regulatory review to ensure full compliance with the remaining UDC and Rental Unit Conservation Law requirements will occur upon issuance of the CUP and prior to issuance of an 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- and two- family residences on lots of similar size and square footage. 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, an additional two occupants would be permitted within the dwelling as compared to the maximum four (4) unrelated occupants in rental dwellings located on surrounding R-2 zoned property.

While an increase in occupancy would occur if the requested CUP were approved, it is uncertain if the frequency of occupant turnover would be any greater than that of surrounding development given the dwelling is surrounded by other rental properties, with 7 of 17 properties within 185-feet being used for rental purposes. Any possible increase or potential impacts of a higher turnover rate may not be significantly noticeable given the current activity levels within the surrounding neighborhood and the dwelling's location along W. Worley Street which serves as a primary east-west arterial within the City.

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 on the north side of W. Worley Street approximately 245-feet east of its intersection with N. West Boulevard. The subject site has 3 UDC-compliant parking spaces meeting the parking requirements to support the desired 6 guests. There are sidewalks installed along both sides of West Worley Street. There is no evidence to suggest that an STR of this type and intensity would be detrimental to current and future traffic in this area.

- (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.

The subject site is adjacent to and across the street from single- and two-family homes within the R-2 districts. Residential dwellings within the R-2 districts are permitted to be occupied by no more than 4 unrelated individuals when used as long-term rental properties. While the occupancy sought is two (2) more than that permitted in traditional long-term rental dwelling, the dwelling has been used as an STR since October 2021 without apparent incident. This lack of reported issues suggests that there is no evidence that continued usage of the dwelling with a maximum of 6 guests 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 “No, we do not live in or sleep at this residence throughout the year.”

(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 registrant indicates “I am unaware of any STRs within 300 feet of this residence. I know most of the neighbors within the block radius and do not recall any of them being STRs. It is mostly homeowners around.”. Staff has identified no additional STR properties within 300-feet of the dwelling; however, 370-feet to the north of the property is a registered STR at 608 North West Boulevard.

(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 registrant has stated “We have been operating this house as a STR since Oct. 2021 without issue. We have a history of STR operation and do our due diligence to make sure we/guests respect the neighbors.” Staff has noted 4 notices of violation attributed to this property, 3 resolved solid waste and health nuisance violations and one illegal short-term rental violation. Notice of the short-term rental violation was sent on June 30, 2025 and July 30, 2025 and the application for CUP consideration was received November 11, 2025.

(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 registrant has stated “It will not increase in intensity of use, traffic, or noise. Our house rules we clearly state: no parties, no outdoor music after 9pm, no loud indoor music after 10pm, and to respect neighbors.”

As a general staff observation, using the subject dwelling for transient accommodations for 210-nights with a maximum of 6 guests 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 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 registrant answered “Yes there is support. I know for certain, multiple neighbors that are friendly with us and our house being used as a STR.” No letters of support have been received. An adjacent property owner contacted the City Clerk’s Office in regards to submitting a “**protest petition**” regarding this request. Such a petition is not applicable to CUP matters. Petitions of “**neighborhood opposition**” may be submitted for Commission and Council consideration; however, none has been received as of report preparation.

CONCLUSION

Given staff’s technical review of the submitted application and the analysis of the above criteria, issuance of a conditional use permit to allow 903 West Worley Street to be operated as a 210-night, maximum 6 guest STR is not believed incompatible with the surrounding development. The property abuts R-2 properties on all sides. The proposed occupancy of 6 guests would be greater than allowed in adjacent R-2 zoning districts, however there is no evidence to suggest that the neighborhood has been previously negatively impacted by this dwelling’s use as a STR which has been operating since October 2021.

Approval of the CUP would grant “legal status” to the existing use and close the current Notice of Violation issued on July 30, 2025 for operating a short-term rental without a license. Furthermore, if the CUP is approved, it would 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 903 West Worley Street to be operated as a STR subject to:

1. The maximum occupancy of 6 transient guests;
2. A maximum of 210-nights of annual rental usage

ATTACHMENTS

- Locator maps
- STR Application
- Supplemental “Conditional Accessory/Conditional Use Questions”

HISTORY

Annexation date	1905
Zoning District	R-MF (Multiple-Family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Thurston Subdivision

SITE CHARACTERISTICS

Area (acres)	0.27 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

West Worley Street	
Location	South of subject site
Major Roadway Plan	Major Collector
CIP projects	None
Sidewalk	Installed along south side of the street

PARKS & RECREATION

Neighborhood Parks	Worley Street Park, Again Street Park-School
Trails Plan	Again Street Park Fitness Course Trail
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

55 “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. 2 letters were sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. All “public hearing” letters were distributed on December 18, 2025. The public hearing ad for this matter was placed in the Tribune on December 22, 2025.

Public Notification Responses	None
Notified neighborhood association(s)	Highland Park, West Ash
Correspondence received	None at time of writing

Report prepared by: Kirtis Orendorff

Approved by: Patrick Zenner