



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: April 21, 2025

Re: 801 Norman Drive – STR Conditional Use Permit (Case #105-2025)

## 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 eight transient guests. The dwelling unit is not the applicant's principal residence, has been offered as an STR since September 2023, and is a registered "long-term" rental with a certificate expiring in 2027. In 2024, the dwelling was used for a total of 254 nights. The subject property is zoned R-1 (One-family Dwelling) and is addressed 801 Norman Drive.

## Discussion

Jennifer Spence (agent), on behalf of JLT Reeves LLC (owner), seeks approval of a conditional use permit (CUP) to allow 801 Norman Drive to be used as a short-term rental for a maximum of eight transient guests and up to 210-nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m) of the Unified Development Code (UDC). The 0.16-acre site is zoned R-1 (One-family Dwelling) and is located east of the intersection of UMC Drive and Norman Drive and addressed as 801 Norman Drive. The desired rental nights and guest occupancy are consistent with the limitations established by Sec. 29-3.3(vv) of the UDC.

The subject dwelling is a 4-bedroom, 2.5-bath single-family home with an attached 2-car garage. The stated square footage of the bedrooms within the structure appear to conform to the minimum areas needed to support the desired level of occupancy when evaluated against the most current adopted regulatory requirements of the International Property Maintenance Code (IPMC). Final verification of compliance with the IPMC and the maximum transient guest occupancy will be established following a dwelling unit specific evaluation in accordance with the provisions of Chapter 22, Article 5 of the City Code. The maximum occupancy and authorized rental "nights" associated with the dwelling will be shown on the issued STR Certificate of Compliance and must appear on any website listing upon which the dwelling is offered for rental.

The subject dwelling is not the owner's principal residence, has been previously used as an STR since September 2023, and is currently a licensed "long-term" rental with a certificate expiring in 2027. In 2024, the dwelling had been used for a total of 254 nights. There are no active code violations associated with the property. Evaluation of typical listing platforms such as Airbnb, VRBO, Booking.com, and Furnishedfinders.com were reviewed and did not identify additional STR properties within a 300-foot radius of the subject property. The subject dwelling is consistent in size, style, and bedroom mix as those adjoining it.



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There are 20 individual properties within 185-feet and two neighborhood associations within 1,000 feet of the subject dwelling. Of the 20 properties, seven are owner-occupied and 13 are rental. The adjacent properties are located in an R-1 zoning district and are permitted a maximum "long-term" rental occupancy 3-unrelated individuals.

The use of the subject dwelling as a short-term rental may be considered inconsistent with the tenancy of adjacent R-1 dwellings given the potential of higher occupant turnover. However, the subject dwelling has operated since September 2023 as an STR without apparent incident. Furthermore, 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 requested CUP is not believed incompatible with the adjoining neighborhood. The enacted STR regulations provide the City with options to address potential negative impacts that may be introduced into the neighborhood if the requested CUP were granted. The regulations restrict nightly usage and include other means for which violations can be reported which could result in enforcement action, up to and including, revocation of the STR Certificate of Compliance.

As part of the staff's site-specific evaluation, it was observed that the property is accessed from Norman Drive via a traditional driveway approach. Norman Drive is a local residential street that has sidewalks along both sides. On-street parking is permitted on either side of the street. It was further observed that the driveway serving the dwelling is only capable of supporting two Unified Development Code-compliant on-site/off-street parking spaces which is insufficient to meet parking requirements for a dwelling seeking STR authorization for a maximum of eight guests.

Given the requested transient guest occupancy, a minimum of four on-site/off-street parking spaces must be provided. In addition to the two compliant driveway spaces the dwelling has an attached 2-car garage. To ensure STR parking standards are met for the occupancy desired, the Commission recommended that approval of the CUP be conditioned such that the two parking spaces within the attached 2-car garage being made available at all times the dwelling is used for STR purposes.

Staff finds that the design of the on-site parking and the site's access is consistent with other residential development within the surrounding neighborhood. Given the recommended "condition" of CUP approval, staff finds that the parking to be provided coupled with the site's access is sufficient to support future traffic generation without compromising public safety.

A Conditional Use Permit is necessary to allow for the legal operation of the dwelling as an STR given it is not the applicant's "principal residence". As such, an analysis of the general and supplemental CUP criteria shown within Sec. 29-6.4(m)(2)(i) and (iii), respectively, was performed. A full description of this analysis is found within the attached Planning and Zoning Commission staff report. Following this analysis, staff concluded the approval of the CUP would provide a means to "legalize" the current use of the dwelling and result in the



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fulfillment of several policies, strategies and actions of the City's adopted comprehensive plan.

Approval of the CUP would constitute the property owner's "one and only" STR license inside the municipal limits. The submitted STR application indicates that a "designated agent" will be used to address regulatory issues associated with the dwelling's use as an STR. The designated agent is a local Boone County resident which meets the requirements of Sec. 29-3.3(vv) of the UDC.

Should the CUP be granted, the owner and dwelling will be required to obtain full compliance with the requirements of Chapter 22, Article 5 (Rental Unit Conservation Law) and Chapter 13 (Business Licensing) of the City Code. Additionally, following the issuance of the STR Certificate of Compliance and Business License, 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 its March 20, 2025 meeting. Staff provided its report and described its findings related to what was shown on the STR application. Staff noted that the home was issued its "long-term" rental certificate after correcting a violation regarding an unlicensed rental unit. The applicant gave a presentation on the purpose of the request and was available to answer Commissioner questions. No members of the public spoke; however, 2 written comments were provided to the Commission.

Following closure of the public hearing a motion to approve the requested CUP to permit 801 Norman Drive to be operated as a 210-night STR with a maximum of eight transient guests subject to two garage spaces within the attached 2-car garage being made available at all times the dwelling was used as an STR was approved by a vote of 8-0.

A copy of the Planning and Zoning Commission staff report, locator maps, STR application and 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 the conditional use permit allowing 801 Norman Drive to be operated as a 210-night short-term rental for a maximum of eight transient guests subject to the two garage parking spaces within the attached 2-car garage being made available at all times the dwelling is used for STR purposes as recommended by the Planning and Zoning Commission.