



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: 504 Campusview Drive – STR Conditional Use Permit (Case #104-2025)

Executive Summary

Approval of this request would grant a conditional use permit (CUP) for the operation of 210-night short-term rental (STR) with a maximum of eight transient guests. The dwelling unit proposed for STR purposes is not the applicant's principal residence. The dwelling has been previously used as a STR since 2021 to the present. In 2024, the dwelling was occupied by transient guests for about 230 nights. The subject property is zoned R-1 (One-family Dwelling) and is addressed 504 Campusview Drive.

Discussion

Matthew Spence (agent), on behalf of Spence Investments LLC (owner), seeks approval of a conditional use permit (CUP) to allow 504 Campusview 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. The approximately 0.22-acre subject site is zoned R-1 (One-family Dwelling), is approximately 200 feet west of the intersection of Bennett Springs Drive and Campusview Drive, and includes the address 504 Campusview Drive. The desired rental nights and guest occupancy within the subject dwelling is consistent with the limitations established by Sec. 29-3.3(vv) of the UDC.

The subject dwelling is a 4-bedroom, 3-bath single-family home with an attached 2-car garage. The stated bedroom floor areas appear to conform to the minimum areas needed to support the desired level of occupancy when evaluated against the 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 has been used as an STR since 2021 and was occupied for a total of 230 nights in 2024. There are no active code violations associated with this property. Evaluation of typical listing platforms such as Airbnb, VRBO, Booking.com, and Furnishedfinder.com did not identify additional unregistered 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.

There are 29 parcels within 185-feet and 5 neighborhood association within 1,000. Of the 29 properties, three appear to be owner-occupied. The adjacent properties are located in the



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R-1 zoning district to the east and the west, undeveloped R-1 zoned land to the south, and the Boulder Springs Condominium Development, zoned R-MF, borders the site to the north. Dwellings located within the R-1 and R-MF districts are permitted a maximum "long-term" rental occupancy of either three or four unrelated individuals, respectively.

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 Campusview Drive through a traditional driveway approach. Campusview Drive is a residential street that possesses sidewalks on both sides and permits on-street parking on the southern side of Campusview Drive. Furthermore, the dwelling has a driveway capable of supporting 2 UDC-compliant on-site/off-street parking spaces and an attached 2-car garage for a total of 4 parking spaces. Based on the desired occupancy of 8 guests, this level of parking meets the requirements of Sec. 29-3.3(vv)(1)(ii)(B)(2) of the UDC. Staff finds that design of the site's access is consistent with other residential development within the surrounding neighborhood. The site's access is believed sufficient to support future traffic generation without compromising public safety.

A Conditional Use Permit is necessary to allow for the legal operation of the subject 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) was performed. A full description of this analysis is found in the attached Planning and Zoning Commission staff report. Following this analysis, staff concluded that approval of the CUP would provide a means to "legalize" the existing use of the dwelling and support the fulfillment of several policies, strategies, and actions of the City's adopted comprehensive plan.

Approval of the CUP would constitute the property owners' "one and only" STR license inside the city's municipal limits. The submitted STR application indicates that the "designated agent" will address regulatory issues associated with the dwelling's use as an STR. The 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 would 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 owner will be required to remit accommodation taxes pursuant to the requirements of Chapter 26 (Taxation) of the City Code.



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The Planning and Zoning Commission held a public hearing on this matter at their March 20, 2025 meeting. Staff provided a report and described their findings related to what was shown on the STR application. The applicant spoke on the purpose of the request and was available to answer Commissioner questions. No members of the public spoke with respect to the request; however, previously submitted written comments in opposition to the request were provided to the Commission for review.

Following closure of the public hearing, a motion to approve the requested CUP to permit 504 Campusview Drive to be operated as a 210-night STR with a maximum of 8 transient guests 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 issuance of a conditional use permit to allow 504 Campusview Drive to be operated as a 210-night short-term rental for a maximum of eight transient for STR purposes.