**AGENDA REPORT**
**PLANNING AND ZONING COMMISSION MEETING**
**September 10, 2026**

## SUMMARY

A request by Hunter Wenger (agent), on behalf of Jason E. Jones (owner), for approval of a Conditional Use Permit (CUP) to allow 7 N Glenwood Avenue to be used as a short-term rental for a maximum of five transient guests 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 approximately 1,970 square foot subject structure is in condominium, and is zoned R-2 (Two-family Dwelling). This structure sits on a 0.56-acre parcel located northwest of the intersection of W. Broadway and N. Glenwood Avenue, and includes the address 7 Glenwood as the southern half of the duplex.

## DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a Conditional Use Permit (CUP) to allow 7 N Glenwood Avenue 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. The dwelling sought for licensure as an STR is the southern half of an existing duplex structure containing the addresses 7 & 9 N. Glenwood. 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 prerequisite to proceeding forward in obtaining the STR Certificate of Compliance and business license.

The owner of the subject site has stated the dwelling has previously operated as a short-term rental and the dwelling sought for licensure is not the owner's principal residence. There is an active long-term rental license associated with the property, issued in January 2024 and expiring January 2027. 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, 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

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| **Property Address** | 7 N Glenwood Ave |
| **Zoning** | R-2 (Two-Family Dwelling) |
| **Ward** | First |
| **STR Request Type** | Tier 2, 210 nights |
| **Maximum Guests Requested** | 5 |
| **Bedrooms** | 2 |
| **Parking Spaces** | Three parking spaces dedicated to 7 N. Glenwood in a "shared" driveway that also serves 703 W. Broadway. |
| **Abutting Properties** | R-2 directly to the west and east and R-1 directly to the north and south across Broadway |

### Owner/Agent

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|---|---|
| **Owner** | Jason E. Jones |
| **Designated Agent** | Hunter Wenger |
| **Agent's Distance to Property** | 2.7 miles, 11 minutes |

## Listing Information

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| **Listing Links** | Grateful on Glenwood! |
| **STR previously offered?** | Yes |
| **STRs within 300 feet?** | No |
| **Primary residence?** | No |
| **Previous Violations?** | An illegal STR violation was opened on June 30, 2025 and closed on April 20, 2026 |

## 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(m)(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 or is not a long-term resident's primary residence to be operated for up to 210 nights in a residential district is subject to approval of a CUP. The submitted application demonstrates compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. The site has three parking spaces on the driveway on the south side of the property, accessing Glenwood Avenue. These three spaces are in addition to three parking spaces in the common lot for the adjacent property, 703 W Broadway, allowing adequate parking for both structures. Additional regulatory review to ensure 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, 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.

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 fulfilling the idea of supporting mixed-uses within residential neighborhoods.

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).

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 nearby residentially zoned properties appear to be developed principally with one and some two - family dwellings. If the requested CUP is approved, up to five guests would be permitted, allowing one more occupant than the maximum four unrelated occupants permitted in long-term rental dwellings in the surrounding R-2 zoned properties and two more unrelated occupants than permitted in R-1 zoning. Approval of the requested CUP could result in increased occupancy; however, it is uncertain whether trips generated from the subject site would exceed those of the surrounding development. Of the surrounding 19 dwelling units in a 185-foot radius, at least 13 appear to be owner-occupied. Any potential impacts associated with higher turnover or increased activity may not be noticeable, depending on the current usage patterns of nearby properties.

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

The site is accessed from the west side of Glenwood, which is a local residential street. The property currently has three UDC-compliant parking spaces in the driveway. The number of parking spaces provided meets the regulatory requirements. There is no evidence to suggest that a short-term rental operating with a maximum of five guests would negatively affect existing or future traffic in the area. Furthermore, sidewalks are installed on the opposite side of Glenwood Avenue and along Broadway.

**(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 shares a dividing wall with 9 N Glenwood Ave, and is directly adjacent to one-family dwellings in all directions. The site is also in proximity of one and two-family dwellings, most of which are located in the R-2 zoning district, which limits long-term rental to no more than four unrelated occupants. The requested occupancy of five guests would allow one additional individual beyond the R-2 maximum.

The property has been previously operated as an STR since March 2023 and was cited for illegally operating as an STR in June 2025 following full implementation of the city's STR regulations. Based on on-line reviews from the dwelling's AirBnB listing, the dwelling appears to have been continuously used as an STR following issuance of its citation and continues to be used today as an unlicensed STR.

Any potential negative impacts may be mitigated through the adopted regulatory provisions that provide a means to report and address violations. The regulations permit the 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(m)(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 answered that it is not their principal 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 registrant has answered that there are none. Staff did not identify additional **licensed or registered** 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 subject dwelling has been in active use (365-days) as an STR since March 2023 based on reviews shown on its AirBnB listing. Until June 2024 there were no city regulations governing the use of a dwelling as an STR. Such regulations became "fully" effective in June 2025 after which all dwellings used for STR purposes were required to become licensed. In the absence of a compliant STR license being issued, a dwelling can only be used as a traditional "long-term" (i.e. 12-month) or "mid-term" (i.e. greater than 30-night rental to the same individual) subject to issuance of rental certificate conforming to the provisions of Chapter 22, Article 5 of the City Code (Rental Unit Conversation Law).

Review of city records relating to this property have not identified any citations relating to the subject dwelling until that issued on June 30, 2025 for its illegal operation as an STR. This case was closed in April 2026 presumable given the registrant's designated agent provided evidence to Housing and Neighborhood Services that an application for licensure was to be submitted on or about June 1, 2026. This dwelling, if issued a CUP, would be the registrants only STR within the city and there is no record or evidence to suggest that the registrant has had a previous STR certificate revoked or denied.

The dwelling, if granted a CUP, would be managed by a **designated agent**, Hunter Wenger who does not have ownership interest in this property, but rather will become the property manager to address regulatory issues locally in the absence of the registrant who is not a local resident. The use of the **designated agent** is permitted per the adopted STR standards.

**(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 registrant has answered that the property will be limited to 5 guests. The applicant has noted they have not seen or been reported for increased noise or traffic due to operation of the site as a short-term rental.

From a staff perspective, operating the dwelling as transient lodging for up to 210 nights with a maximum of five guests could result in increased impacts; however, the extent of those impacts is unknown. If permitted to operate at a maximum of five guests, the dwelling's occupancy would be one more than that permitted in adjacent R-2 zoned property; however, the potential for higher turnover would exist. The level of these impacts will depend on several factors, including unit desirability, pricing, and occupancy rates. Similar impacts could be experienced if the dwelling were occupied by long-term residents.

Dwellings used as short-term rentals are subject to a more robust regulatory framework than applicable to long-term rentals to mitigate potential negative effects of using the dwelling for commercial purposes. The STR regulations include limits on occupancy and rental nights as well as a reporting mechanism for violations that can result in licensure revocation following two verified violations within a 12-month period.

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

The registrant noted they are in good standing with their neighbors and commit to beautifying the neighborhood through landscaping. Staff has not received any correspondence regarding this request.

## CONCLUSION

Staff's technical review of the application and analysis of the above criteria concludes that approval of a CUP for operation of 7 N. Glenwood Avenue as a 210-night short-term rental with a maximum of five guests would meet regulatory compliance. While the increased guest occupancy would allow one more individual than

permitted in other surrounding R-2 zoned dwellings, there is no evidence indicating that use of the dwelling as a short-term rental would negatively impact the neighborhood.

Approval of the CUP would authorize the applicant to pursue legal licensure of the dwelling and afford neighbors as well as the city additional regulatory tools to ensure compliance with the adopted standards governing STRs.

## RECOMMENDATION

Approve the conditional use permit to allow the dwelling at 7 N Glenwood Avenue to be operated as a STR subject to:

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

## ATTACHMENTS

1. Locator Maps
2. STR Application
3. Supplemental “Conditional Accessory/Conditional Use Questions”

## HISTORY

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|---|---|
| **Annexation date** | 1905 |
| **Zoning District** | R-2 (Two-Family Dwelling) |
| **Land Use Plan designation** | Neighborhood |
| **Previous Subdivision/Legal Lot Status** | Does not meet the definition of lot |

## SITE CHARACTERISTICS

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|---|---|
| **Area (acres)** | 0.05 acres |
| **Topography** | Flat |
| **Vegetation/Landscaping** | Limited tree coverage |
| **Watershed/Drainage** | Flat Branch |
| **Existing structures** | Two-family dwelling |

## UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

## ACCESS

**Glenwood Avenue**

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|---|---|
| **Location** | East of subject site |
| **Major Roadway Plan** | Local Residential |
| **CIP projects** | None |
| **Sidewalk** | Only installed on east side of street |

## PARKS & RECREATION

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|---|---|
| **Neighborhood Parks** | Worley Street |
| **Trails Plan** | None |
| **Bicycle/Pedestrian Plan** | None |

## PUBLIC NOTIFICATION

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|---|---|
| **Public Notification Responses** | One neutral inquiring phone call was received by staff. |
| **Notified neighborhood association(s)** | Historic West Broadway, Historic Old Southwest, West Ash |
| **Correspondence received** | None |

19 “public hearing” letters were mailed to property owners and tenants within 185-feet of the subject property. One letter was provided to the Council Ward representative. One letter was sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. Public hearing postcards were distributed on August 10, 2026. All public hearing letters were distributed on August 24, 2026. The public hearing ad for this matter was placed in the Tribune on August 25, 2026.

**Report prepared by:** Josiah Bonifant **Approved by:** Patrick Zenner