

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
November 20, 2025**

SUMMARY

A request by Dominick & Stephanie Lee (owners) for approval to rezone 0.43 acres of property from PD (Planned Development) to M-OF (Mixed-use Office) to allow the existing home on the subject property to be used for future business endeavors. The subject site is located at the northeast corner of N. Old Hwy 63 and E Walnut, and includes the address 202 N. Old Hwy 63.

DISCUSSION

The applicants seek to rezone the 0.43-acre property from PD to M-OF in order to allow the use of the existing dwelling on the property to be used as a short-term rental. The subject site is currently developed with a single-family home constructed in 1920, with 3 bedrooms and 1 bathroom. The site is accessed via a driveway with connections on both N. Old Hwy 63 and E Walnut Street. The property was rezoned from R-1 to O-P in October 1998 (Ordinance #15780).

Upon the UDC's adoption in 2017, all O-P and other planned districts were unified under the "PD" zoning district. The owners of the property at the time of the OP rezoning request were "thinking ahead" and wanted to zone the property for potential sale 10-20 years from the time of the request, according to the PZC meeting minutes from the September 24, 1998 meeting. The meeting minutes from the October 18, 1998 city council meeting indicate that O-P zoning was chosen over "open" O-1 because of the site's unique location and ingress/egress.

A "traditional" PD Plan was not submitted at that time, but instead the ordinance that created the original O-P zoning included the permitted uses on the property. The permitted uses at this site were restricted to single family dwelling, counseling center for non-profits (excluding halfway houses), administrative office, and all customary accessory uses. These uses were chosen to keep potential site intensity to a minimum while still allowing for congruous land use with the surrounding properties. No retail, commercial, or mixed-use development was included with the permitted uses in the ordinance creating the O-P district.

Staff believes that the proposed M-OF zoning would be the most appropriate for the site given the property owner's intent for its future use, the surrounding land use context, and the intent of the present planned district. The property is surrounded by R-1 to the south and southeast which is improved with Stephen Lake Park, M-OF to the east, and R-MF to the west and north. Healthcare offices and facilities are located on the M-OF property to the east of the site. Given these adjacent uses, the M-N (Mixed Use, Neighborhood) and M-C (Mixed Use, Corridor) districts were deemed too intense. Modern M-OF zoning would be more intense than the originally approved 1998 O-P uses as listed in the ordinance; however, open zoning of the site would bring the permitted uses closer in line with the goals of Columbia Imagined and the currently adopted UDC.

In the concept review meeting for this site, the applicant indicated that the intended use for this property is to operate a short-term rental (STR) in the existing house. Staff determined that a rezoning action must be undertaken given that the STR use is not expressly outlined in the 1998 planned district ordinance. STRs are permitted uses within the M-OF district and falls within both Tier 2 and Tier 3 of the regulations. The applicant has not applied for approval to use the dwelling as an STR at this time.

If following the outcome of this request an application were to be submitted to use the dwelling as an STR and the dwelling were occupied by the applicant and used less than 120-nights it would be classified as Tier 2 STR and could be licensed "administratively". However, if an application were submitted to use the dwelling for greater than 120-nights, regardless of its occupancy status (i.e. primary residence or not), approval to use the dwelling as an STR would be subject to obtaining a conditional use permit (CUP). A CUP is required for both a Tier 2 (210-night) and Tier 3 (365-night) STR in the M-OF. Given the CUP process is the same, it is likely that the applicant would seek Tier 3 approval to maximize

usage of the dwelling. Maximum occupancy of the dwelling would be determined based on the square footage of each individual bedroom within it, not to exceed 8 guests, and the site would be required to provide on-site/off-street parking at a ratio of 1 space for each 2 guests allowed.

The Future Land Use Map of Columbia Imagined identifies the subject site as being located within the Residential and Employment districts. The Residential district accommodates a broad mix of residential uses and also support a limited number of nonresidential uses that provide services to neighborhood residents. Employment districts are for basic employment uses, including offices, corporate headquarters, manufacturing, warehouses, and research parks. The district contains significant concentrations of employment within the city and includes supporting uses such as multi - family residential, convenience retail, day care facilities, and restaurants. Given the proximity to both multi-family residential, office, and park space, staff believes that M-OF is an appropriate zoning district for this site.

CONCLUSION

Given the surrounding land use context, intent of the 1998 adopted O-P ordinance, and intent of the property owner to reuse the existing dwelling as an STR, staff believes that rezoning the subject site from PD to M-OF is appropriate. STR operation would become a permissible use on the site upon approval of an STR application found to be in compliance with the STR regulations which could be issued “administratively” or pursuant to the CUP approval process as outline within the UDC.

RECOMMENDATION

Approve the request to rezone the 0.43 acres from PD (Planned Development) to M-OF (Mixed Use-Office).

SUPPORTING DOCUMENTS (ATTACHED)

- Locator Maps
- Rezoning Exhibit
- 1998 Rezoning Case Files

SITE CHARACTERISTICS

Area (acres)	0.43
Topography	Hilly terrain
Vegetation/Landscaping	Trees and grass lawn.
Watershed/Drainage	Perche Creek
Existing structures	Single Family home

HISTORY

Annexation date	1906
Zoning District	PD (Planned District)
Land Use Plan designation	Residential, Employment
Previous Subdivision/Legal Lot Status	Broadway Village

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia.

ACCESS

N Old Hwy 63	
Location	Western frontage
Major Roadway Plan	Minor Arterial
CIP projects	None
Sidewalk	Both sides of the street

E Walnut Street	
Location	Southern frontage
Major Roadway Plan	Local Residential
CIP projects	None
Sidewalk	None

PARKS & RECREATION

Neighborhood Parks	Stephens Lake Park, Cliff Drive Park, Lions-Stephens Park
Trails Plan	Lions-Stephens Park Fitness Trail, Hinkson Creek Trail, SLP Perimeter Trail
Bicycle/Pedestrian Plan	None adjacent to site

PUBLIC NOTIFICATION

20 “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 November 3, 2025. The public hearing ad for this matter was placed in the Tribune on November 4, 2025.

Public Notification Responses	None
Notified neighborhood association(s)	Country Club Estates, Benton-Stephens
Correspondence received	No letters received at time of writing

Report prepared by Kirtis Orendorff

Report approved by Patrick Zenner