

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
June 5, 2025**

SUMMARY

A request by Peter Yronwode and Paula McFarling (agents), on behalf of Yronwode-McFarling Revocable Trust (owner), seeking approval to use 105 Pinewood Drive as a short-term rental for a maximum 210-nights annually and 6 transient guests subject to the provisions of Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The 0.17-acre subject site is zoned R-2 (Two-family Dwelling), is located 400 feet south of the intersection of West Ash Street and Pinewood Drive, and is addressed 105 Pinewood Drive.

DISCUSSION

The applicant seeks approval of a conditional use permit (CUP) to allow their 1,066 sq. ft. single-family dwelling to be used as a short-term rental for a maximum of 6 transient guests and up to 210 nights annually. The dwelling is a 3-bedroom, 1.5-bathroom home located in the R-2 (Two-family Dwelling) zoning district and is not the applicant's primary residence.

A site-specific evaluation of the property found that the home has a 1-car garage and driveway capable of supporting 1 UDC-compliant parking space. A minimum of 3 UDC-compliant on-site/off-street parking spaces must be provided to meet regulatory requirements for the requested 6 guests. Based on available on-site/off-street parking, a maximum of 4 guests is presently permissible. The applicants were informed of this limitation at the time of application; however, desire authorization for a maximum of 6 guests subject to future expansion of the existing driveway or in the event the STR regulations are amended in the future modifying the parking standards. If the Commission desires to approve this request, a **"condition of approval"** will be required that stipulates the garage and driveway must be made available when the dwelling is used for STR purposes for a maximum of 4 guests, and if 6 guests are desired the parking must be expanded to ensure an additional UDC-compliant parking space is provided on-site/off-street.

A review of available violation records from the Housing and Neighborhood Services Department and the Columbia Police Department, **specifically** associated with this property, has not identified any violation cases. The subject dwelling has been offered as a short-term rental since 2018. In 2024, the property was occupied for 67 nights as an STR.

Pursuant to Sec. 29-3.3(vv)(2)(i) of the UDC, dwellings used prior to June 1, 2025 were allowed to operate without a CUP, STR Certificate of Compliance, or a Business License. Following 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 proceed forward in obtaining the STR certificate and business license.

While final action on this request is pending, enforcement action on the operation of the dwelling as an STR would be suspended. Continued operation of the subject dwelling as an STR following City Council action on this request without acquiring the STR certificate of compliance and business license would constitute an **illegal** land use and would be subject to revocation of the CUP if authorized, as well as other enforcement actions identified in the City Code.

APPLICATION EVALUATION

The submitted application is subject to both the general and conditional use permit provisions governing short-term rentals identified within Sec. 29-3.3(vv)(1)(ii)(B) and Sec. 29-3.3(vv)(2), as well as, Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. The following analysis provides an overview of the submitted application and these criteria.

The dwelling is not the applicant's principal residence and has been previously offered as a short-term rental since 2018. Online reviews for the dwelling show usage as an STR starting in October 2018 and the latest review in April 2025. According to the applicant, in 2024 the dwelling was used for approximately 67 nights.

The dwelling is listed on Airbnb at the following link: <https://www.airbnb.com/rooms/21581668>. The listing content reflects the request of 6 transient guests. The listing will need to be changed to "4 guests", should this request be approved and no additional parking is added pursuant to the STR regulations. A periodic review of the listing will be done to ensure continued compliance with all issued STR CUPs and licensure conditions. A review of online rental platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder did not identify any additional unregistered STR properties within a 300-foot radius of the subject site.

Based upon the application's stated **bedroom** square footages, it appears that the dwelling would be capable of supporting the requested 6 transient guests based on the occupancy criteria contained in Sec. 404.4.1 of the most current city-adopted edition of the International Property Maintenance Code (IPMC). Maximum occupancy within the dwelling will be determined by the City's Housing and Neighborhood Services Department as part of the required compliance checks for conformance with the provisions of Chapter 22, Art. 5 (Rental Unit Conservation Law) prior to issuance of a STR Certificate of Compliance.

While the owner is seeking approval for a maximum of 6 transient guests the on-site/off-street parking available presently only supports a maximum of 4 guests. Without an increase in available on-site/off-street parking, the issued STR Certificate of Compliance will specify the authorized occupancy based on available parking. This authorized occupancy is required to be included on any website or other media advertising the dwelling for STR usage. Should on-site/off-street parking be increased and the recommended "**condition of approval**" be included with this request, the applicant would be capable of increasing their occupancy limit to a **maximum** of 6 guests subject to IPMC compliance.

Within the required 185-foot notification radius, there are 35 properties, of which 14 are owner-occupied and 21 are used for rental purposes. The property is also within 1000-feet of 1 neighborhood association and 3 homeowner associations. Adjacent properties to the subject site are zoned R-2. The R-2 zoning district permits a maximum of 4-unrelated individuals when used as long-term rental dwellings. The dwelling is supported by adequate public infrastructure (i.e. electric, sewer, and water), and there are no known issues with the available capacity to serve the dwelling as an STR. Sidewalks are not installed on either side of Pinewood Drive and parking is permitted on both sides of the street.

The subject dwelling is owned by a trust. Based on this ownership, approval of the requested CUP would be the "one and only" STR license issued to the Trust or any of its trustees within the City pursuant to the provisions of Sec. 29-3.3(vv)(2)(ii) of the UDC. The application indicates that the owner will use a designated agent to address compliance matters should they arise while the dwelling is offered for STR purposes. The identified designated agent is a resident of Boone County located approximately 0.6 miles (2 minutes) from the dwelling if the need arises to address compliance matters.

Based on a site-specific evaluation, it would appear that access to the dwelling requires ascending a step to enter the structure. Compliance with the accessibility provisions of Sec. 29-3.3(vv)((2)(xiv) of the

UDC will be determined prior to issuance of a STR Certificate of Compliance. Additionally, no signage was identified as being present to advertise the dwelling as an STR. Such signage is allowed provided it is no greater than 1 sq. ft. in area and is non-illuminated.

Sec. 29-6.4(m)(2)(i) General CUP Review Criteria:

As noted, given this application triggers approval of a conditional use permit (CUP), the following analysis of the provisions found in Sec. 29-6.4(m)(2)(i) and (iii) of the UDC have been performed. The owner has provided their analysis of these criteria (see attached), and the staff's analysis is provided below. The standard criteria are shown in **bold text**, followed by staff's response.

(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 is permitted within the R-2 zoning district subject to approval of the requested conditional use permit (CUP). The attached STR application, notwithstanding inadequate on-site/off-street parking, is compliant with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. A site-specific inspection finds that the dwelling has an attached 1-car garage and driveway capable of accommodating 2 UDC-compliant parking spaces outside the public right-of-way. A minimum of 3 UDC-compliant parking spaces must be provided to support the desired 6 transient guests. Given the on-site/off-street parking deficiency a "**condition of approval**" that stipulates both the garage and driveway parking spaces must be made available while the dwelling is in STR use for a **maximum** of 4 guests is necessary and that if 6 guests are authorized, requested, the use of the dwelling for this level of occupancy **shall** require the installation of additional UDC-compliant parking.

Additional regulatory review to ensure full compliance with the provision of Sec. 29-3.3(vv) and Chapter 22, Art. 5 (Rental Unit Conservation Law) of the City Code will occur if the CUP is granted prior to issuance of a STR Certificate of Compliance. The subject dwelling is not located within an overlay district that would otherwise prohibit the proposed use of the dwelling as an STR.

(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 all improved with single-family residences on lots of similar size and square footage. Adjoining development is within the R-2 zoning district. Of the 35 surrounding properties within 185-feet, 14 are owner-occupied and 21 are rental units. The current parking accommodations on-site would support 4 transient guests, equal to the occupancy permitted within R-2 zoned districts for unrelated guests living together.

A search of listing platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder identified the dwelling as being listed as a short-term rental. According to online reviews, usage of the dwelling as an STR began in October of 2018. In 2024, the applicant indicates the home was used for 67 nights.

The adopted STR regulations include provisions intended to mitigate the negative impacts of STR operations as a commercial use and affords impacted residents and the city with a method of regulatory reporting/enforcement previously nonexistent within the City's municipal code. Should violations of the regulatory provisions rise to the level requiring action, such actions may include, in addition to fines, revocation of the STR Certificate of Compliance following 2 **verified** complaints within a 12-month period.

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

The site is accessed from Pinewood Drive through a traditional, single-lane, driveway approach similar to the surrounding properties also with the R-2 district. The site does not have adequate on-site/off-street parking to meet the regulatory requirements for use as an STR with a maximum of 6 transient guests. Currently, the site can support a maximum of 4 transient guests based on the parking requirements. Should this request be approved to permit a maximum of 6 guests, such approval must be subject to an **"approval condition"** that stipulates additional on-site/off-street parking be provided.

Pinewood Drive is a local residential street that does not have sidewalks installed on either side of the street, though it permits on-street parking. Staff finds that the design of the

parking and the site's access are sufficient to support future traffic generation without compromising public safety.

- (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.**

21 of the 35 parcels within 185-feet appear to be used for rental purposes. The 14 remaining parcels are owner-occupied. These structures are located within the R-2 zoning district which permits up to 4-unrelated individuals within a dwelling if used for rental purposes. Given the dwelling has been used as a 6 guest STR since October 2018 and occupied throughout 2024 for 67 nights without an apparent incident, there is no evidence to suggest that such usage has created adverse impacts upon the surrounding neighborhood. Any potential negative impacts can be mitigated through the adopted regulatory provisions which provide a means to report and address violations as well as allow imposition of fines and possible revocation of the STR Certificate of Compliance after 2 **verified** violations of the regulations within a 12-month period of time.

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 stated that the proposed STR will not be used by them.

- (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 owner indicates that they are unaware of other established STRs within 300 feet of the subject dwelling. Staff reviewed the websites of Airbnb, Vrbo, Booking.com, and Furnished Finder and did not identify additional unregistered STRs.

- (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 applicant stated their property has been used as an STR and there have not been any complaints. Review of City code violation records supports this answer.

- (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 owner has responded that operating as an STR will not increase the intensity as short-term tenants are less intense users of a property compared to a long-term resident. The applicant also stated there have been no incidents reported pertaining to noise or traffic.

As a general staff observation, using the subject dwelling for transient accommodations for 210-nights annually for a maximum of 6 guests could result in increases; 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 current regulatory structure provides standards allowing for the monitoring and mitigation of possible negative outcomes. Given the current on-site/off-street parking limitations, it is worth noting that the permissible transient occupancy would be reduced to a **maximum** of 4 guests, which is no greater than what is permitted within any adjoining R-2 zoned dwelling.

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

The applicant has state that the adjacent neighbors have expressed their satisfaction with the short-term tenants that have stayed. As of preparing this report, no adjacent property owner correspondence to support or refute this statement has been submitted. The applicant has submitted additional (see attached) written supporting documentation with respect to this request.

CONCLUSION

Given the submitted application and the analysis of the criteria stated above, it would appear that granting a 210-night, **maximum** 6 guest CUP allowing 105 Pinewood Drive to be operated as an STR would not be inappropriate subject to a **“condition of approval”** stipulating that maximum occupancy within the dwelling is limited to 4 guests until sufficient on-site/off-street parking is installed. The property is located within a neighborhood that appears to have more rental dwellings compared to owner-occupied dwellings. The current parking limitations would result in the use of the dwelling as an STR being no more intense than surrounding R-2 dwellings used as long-term rentals.

Approval of the CUP would grant “legal status” to this existing use and 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 105 Pinewood Drive to be operated as a STR subject to:

1. The maximum occupancy permitted within the dwelling shall not exceed 4 transient guests regardless of potential occupancy allowed by the International Property Maintenance Code (IPMC), provided that if 1 additional UDC-compliant parking space is added on-site/off-street occupancy may not exceed 6 transient guests
2. The garage shall be made available while the dwelling is used as a short-term rental
3. A maximum of 210-nights of annual usage

ATTACHMENTS

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

HISTORY

Annexation date	1946
Zoning District	R-2 (Two-family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Johnson Subdivision

SITE CHARACTERISTICS

Area (acres)	0.17 acres
Topography	Flat
Vegetation/Landscaping	Trees and natural ground cover
Watershed/Drainage	County House Branch
Existing structures	One-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Pinewood Drive	
Location	Along eastern edge of property
Major Roadway Plan	Local Residential
CIP projects	N/A
Sidewalk	None

PARKS & RECREATION

Neighborhood Parks	Clary-Shy Community Park, Again Street Park-School
Trails Plan	None
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

40 “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. 4 letters were sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. All “public hearing” letters were distributed on May 19, 2025. The public hearing ad for this matter was placed in the Tribune on May 20, 2025.

Public Notification Responses	1 general info email, 1 general info call
Notified neighborhood association(s)	Historic Sunset Lane, County House Branch, Gary-Atkins
Correspondence received	Supplemental applicant correspondence

Report prepared by: Ross Halligan

Approved by: Patrick Zenner