



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: August 4, 2025

Re: 317 Victoria Drive – STR Conditional Use Permit (Case #235-2025)

## Executive Summary

Approval of this request would grant a conditional use permit (CUP) to allow 317 Victoria Drive to be used as a short-term rental for a maximum of 8 transient guests for 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 subject R-1 (One-family Dwelling) site contains approximately 0.21-acres, is located east of the intersection of Carter Lane and Victoria Drive, and is addressed 317 Victoria Drive.

## Discussion

Dan Harrison (agent), on behalf of Dan Harrison and Rachel Harrison (owners), seeks approval to allow 317 Victoria Drive to be used as a short-term rental (STR) for maximum of 8 transient guests and up to 210-nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The subject site contains 0.21-acres, is not the applicant's principal dwelling, is located east of the intersection of Carter Lane and Victoria Drive, and is address 317 Victoria Drive. The desired rental nights and guest occupancy are consistent with the limitations established by the STR regulations.

The subject dwelling is a 4-bedroom, 2 bath single-family dwelling with a driveway having the capacity to support the minimum of 4 UDC compliant parking spaces on-site/off-street. The subject dwelling has been previously operated as a short-term rental.

The stated bedroom square footages appear to conform with the minimum areas necessary to support the desired 8 guests when evaluated against the most recent city-adopted edition of the International Property Maintenance Code (IPMC). Compliance with the IPMC and authorized occupancy will be verified prior to the issuance of the STR Certificate of Compliance. The occupancy limitations as well as rental nights will be shown on the issued STR Certificate of Compliance and must appear on any website listing where the dwelling is offered for rental.

The applicant indicates the owner, a Boone County resident, will act as the "designated agent" to address regulatory issues when the dwelling is used as an STR. Given the property is under joint ownership of a husband and wife, approval of the CUP would constitute the couple's "one and only" STR license within the City's municipal limits.

Evaluation of typical listing platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder did not identify additional unregistered STR dwellings within a 300-foot radius of the subject property. Within the 185-foot notification radius there are 38 parcels of which 33



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

appear to be used for rental purposes and 5 appear to be owner-occupied. The immediately adjacent properties are located in the R-1 and PD zoning districts. Within the adjacent R-1 and PD zoning designations the maximum "long-term" rental occupancy is 3-unrelated individuals. No active code violations were identified with the subject property.

The subject dwelling is consistent in size, style, and bedroom mix as those adjoining it. Single-family detached homes are located east along the north side of Victoria Drive. The property has a driveway and parking pad capable of supporting the required 4 UDC-compliant on-site/off-street parking spaces. This level of available parking meets the requirements of Sec. 29-3.3(vv). Access to the dwelling is from Victoria Drive, a local residential street that does permit on-street parking. There are no sidewalks installed on either side of Victoria Drive. The design of the site's access is consistent with other surrounding residential development and is sufficient to support future traffic generation without compromising public safety.

Given the lack of code violation history, no presence of additional STRs within 300-feet, and the dwelling's general conformity to its surroundings, staff believes approval of the CUP would not be incompatible with the adjoining neighborhood. The enacted STR regulations provide means by which to address potential negative impacts including nightly usage restrictions, a violation reporting procedure, fines, and authority to revoke a STR Certificate of Compliance after **two** verified violations within a 12-month period.

Given the dwelling sought for licensure is not the applicant's "principal residence", a CUP is necessary to allow for its continued operation as an STR. The STR CUP process requires an analysis of the general and supplemental CUP criteria shown within Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. A full description of this analysis is found in the attached Planning and Zoning Commission staff report.

Should the CUP be granted, 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 procedure, the owners 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 their July 10, 2025 meeting. Staff provided a report and described their findings related to what was shown within the STR application. The applicant spoke on the purpose of the request and was available to answer Commissioner questions. No public comments were made and no written correspondence has been received.

Following the closure of the public hearing and limited Commission discussion, a motion to approve the requested CUP to permit 317 Victoria Drive to be operated as a 210-night STR with a maximum of 8 transient guests was made which resulted in a unanimous (9-0) vote of approval.



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

A copy of the Planning and Zoning Commission staff report, locator maps, STR application, 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 a conditional use permit to allow 317 Victoria Drive to be operated as a 210-night short-term rental for a maximum of 8 transient guests as recommended by the Planning and Zoning Commission.