



701 East Broadway, Columbia, Missouri 65201

Council Memo

Department Source: Community Development

To: City Council

From: City Manager & Staff

Council Meeting Date: May 4, 2026

Re: 2208 Concordia Drive– STR Conditional Use Permit (Case #106-2026)

Impacted Ward: Ward 4

Executive Summary

Approval of this request would grant a Conditional Use Permit to allow 2208 Concordia Drive to be used as 120-night, maximum six-guest short-term rental pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The subject property contains 0.22 acres of land that is zoned R-1 (One-family Dwelling) and is located southeast of the Concordia Drive and Loch Lane intersection.

Discussion

Lori Cook (agent), on behalf of the Cook Family Revocable Living Trust (owner), requests approval of a Conditional Use Permit (CUP) to allow 2208 Concordia Drive to be operated as a 120-night, maximum six-guests short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The 0.22-acre subject site is zoned R-1 and is not the applicant's principal residence. The property has not previously operated as an STR. **This request was modified by the applicant at the Planning & Zoning Commission public hearing to seek fewer STR rental nights annually (210-nights to 120-nights) and to seek fewer transient guests (8 maximum, subject to extra parking, to 6 maximum).**

The subject dwelling has four bedrooms and two bathrooms and appears to meet the minimum square footage required to accommodate the requested six transient guests per the City-adopted International Property Maintenance Code (IPMC). Compliance with the IPMC will be verified prior to issuance of a STR Certificate of Compliance. The approved occupancy and maximum rental nights must also be disclosed on any online platform where the dwelling is advertised as an STR.

The owners, local Boone County residents residing 8.9 miles (16 minutes) from the subject site, will act as the property's designated agent to respond to regulatory or operational issues that arise when the dwelling is in use as an STR. Approval of this CUP would constitute the owner's one and only STR license within the City's municipal limits.

A review of Airbnb, Vrbo, Booking.com, Furnished Finder, and City records did not identify any additional licensed STRs within **300 feet** of the subject property; however, there are several other lawfully permitted STRs, both administratively and CUP approved, along Borne Avenue north and south of the subject site. Within the 185-foot notification radius, there are 19 properties, of which 11 appear to be owner-occupied. Adjacent properties are zoned R-1 in all directions.

The site includes parking sufficient to accommodate three UDC-compliant parking spaces, which meets the requirement for six guests. Access is provided via Concordia Drive, a local residential street that permits on-street parking but does not have sidewalks installed. The access arrangement is consistent with surrounding residential development and is believed to be adequate to accommodate anticipated traffic without compromising public safety.

Aside from the potential increase in occupancy by three occupants, staff has not identified other **technical** reasons to conclude that the proposed STR would be incompatible with the surrounding neighborhood. The City's STR regulations provide mechanisms to address potential adverse impacts, including limits on rental nights, a formal violation reporting process, fines, and the authority to revoke a STR Certificate of Compliance following two verified violations within a 12-month period.

Given that the dwelling sought for licensure is not the owner's "principal residence," a CUP is necessary to allow for its legal 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 requested 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 is required. As part of the required Business License procedure, the owner 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 request at its April 9, 2026 meeting. Staff presented their report and summarized the findings regarding the application's compliance with applicable **technical standards**. The owner was present to respond to questions and consented to reductions in the number of available STR rental nights from 210 to 120 and in the number of transient guests from 8 to 6, which were both less than what was initially requested in the submitted and attached STR application. The applicant noted that they intended to focus primarily on "mid-term" rentals and that they desired to seek short-term rental licensing to fill potential gaps in the dwelling usage. Five members of the public spoke in opposition to this request with concern regarding safety in general, traffic movements at Loch and Concordia, and losing neighborhood character.

Following the closure of the public hearing, the Commission engaged in discussion regarding changing the rentable nights from 210 to 120. After limited discussion on the merits of this applicant concession, the Commission made a motion to change the rentable nights from 210 to 120. The motion passed by a vote of 4-2. An additional motion was made to approve the request to permit 2208 Concordia Drive to operate a 120-night, maximum six-guest short-term rental. The motion passed by a vote of 6-0.

A copy of the Planning and Zoning Commission staff report, locator maps, STR application, Supplemental "Conditional Accessory/Conditional Use Questions", and meeting minute excerpts are attached for review.

Fiscal Impact

Short-Term Impact: None 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 Visitors Bureau in its marketing efforts relating to the city. While increases in public service demand are possible, such demands are not foreseen to be greater than a typical single-family home. Such increases may or may not be offset 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 Conditional Use Permit to allow 2208 Concordia Drive to operate as a 120-night short-term rental for a maximum of six guests as recommended by the Planning and Zoning Commission.