



701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: November 17, 2025

Re: 1409 Wilkes Boulevard, Apartment 103 – STR Conditional Use Permit (Case #316-2025)

Impacted Ward: Ward 3

Executive Summary

Approval of this request would grant a conditional use permit (CUP) to allow 1409 Wilkes Boulevard, Apartment 103 to be used as a 210-night, maximum 8 guest short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The subject property is 0.33-acres in size, is zoned R-MF (Multiple-family Dwelling), and is located approximately 340 feet west of Paris Road.

Discussion

Matthew Hake (agent), on behalf of Rock Bridge Rentals, LLC (owner), seeks approval to allow 1409 Wilkes Boulevard, Apartment 103 to be used as a 210-night, maximum 8 guest 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 0.33-acre subject site is zoned R-MF (Multiple-family Dwelling). The dwelling seeking CUP approval is one of 4 existing multi-family dwellings within the building located at 1409 Wilkes Boulevard, is not the applicant's principal residence, and has been previously used a short-term rental since 2022.

The subject dwelling is a 4-bedroom, 4-bathroom unit. The stated bedroom square footages appear to conform to the minimum area necessary to support the desired 8 transient guests when evaluated against the most current City-adopted edition of the International Property Maintenance Code (IPMC). Compliance with the IPMC will be verified prior to the issuance of the STR Certificate of Compliance. The occupancy limitations and 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 owner will use a designated agent, a local Boone County resident located 7.8 miles (18 minutes) away, to address regulatory issues when the dwelling is used as an STR. Given the property is under the ownership of an LLC, approval of the CUP would constitute the LLC's and any members of the LLC their "one and only" STR license within the City's municipal limits.

An evaluation of listing platforms such as Airbnb, Vrbo, Booking.com, Furnished Finder, and the City's STR database identified an additional licensed STR within the 300-foot radius of the subject property at 1501 Paris Road to the east. Within the 185-foot notification radius, there are 32 properties, 6 of which appear to be owner-occupied and 26 appear to be for rental purposes. The adjacent properties to the south, west, and east of the subject site are zoned R-MF, and the property to the north is zoned R-1. Long-term rental occupancy within the R-1

and R-MF zoning districts is 3- and 4-unrelated persons respectively. The proposed occupancy is double that the adjacent R-MF allowance.

The property has a parking lot capable of supporting 9 UDC-compliant on-site/off-street parking spaces and receives credit for 2 on-site parking spaces per a prior provision of the Benton-Stephens Urban Conservation Overlay (UC-O). The existing dwelling unit mixture requires only 9 total parking spaces to meet UDC compliance. If the requested CUP is approved, the dwelling to be used for STR purposes will be required 4 **on-site** parking spaces. The available parking on the site, inclusive of the on-street spaces, has been determined to be sufficient to meet the regulatory requirements of Sec. 29-3.3(vv).

The dwelling is accessed from Wilkes Boulevard, a local residential street that does permit on-street parking. Sidewalks are installed on the north side of the street fronting the subject property. The design of the site's access is consistent with the other surrounding residential development and is believed sufficient to accommodate future traffic generation without compromising public safety.

An illegal short-term rental case is the only **active** violation associated with the subject dwelling and will be closed following the issuance of the conditional use permit and completion of the STR licensing process. Additionally, there is a **resolved** residential solid waste violation associated with the dwelling.

Given 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 owner'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 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 matter at their October 23, 2025, meeting. Staff gave its report and described their findings related to the **technical requirements** of what was shown within the STR application. No members of the public spoke on this request and the applicant was available to answer questions from the Commission. Following the closure of the public hearing, a motion to approve the requested CUP allowing

1409 Wilkes Boulevard, Apartment 103 to be operated as a 210-night, maximum of 8 guests STR, passed unanimously by a vote of 8-0.

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 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 allowing 1409 Wilkes Boulevard to be operated as a 210-night, maximum 8 guest short-term rental, as recommended by the Planning and Zoning Commission.