

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
October 23, 2025**

SUMMARY

A request by Chelsea Petree (owner) to allow 318 Anderson Avenue to be used as a short-term rental for a maximum of 4 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. The 3-bedroom, 1-bath home has a carport and driveway with sufficient capacity to support 2 UDC-compliant on-site/off-street parking spaces. It should be noted that the Boone County Assessor's records indicate the home is only 2 bedroom and 1 bath. A former 1-car garage has been converted to a bedroom. The 0.19-acre subject site is located on the east side of Anderson Avenue approximately 90-feet south of Again Street and 186-feet north of Broadhead Street.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 318 Anderson Avenue to be used as a short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. As of 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 proceeding forward in obtaining the STR certificate and business license.

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

The following is a site-specific analysis of the property.

Dwelling Unit Details

Property Address	318 Anderson Avenue
Zoning	R-2 (Two-Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	4
Bedrooms	3
Parking Spaces	2 required, 2 provided in driveway
Abutting Properties	R-1 to the north, R-2 to the west, south, and east

Owner/Agent

Owner	Chelsea Petree
Designated Agent	Chelsea Petree
Agent's Distance to Property	2.7 miles, 11 minutes from property

Listing Information

Listing Links	https://www.airbnb.com/rooms/571903629894237096
STR previously offered?	Offered since March 2022 based on listing reviews, operated for 146 nights in 2024
STRs within 300 feet?	None identified
Primary residence?	No
Previous Violations?	One open case pertaining to illegal STR operation. Letter of violation was sent 8/5/2025, and application was received for the 9/1/2025 application deadline.

Conditional Use Analysis

This application triggers approval of a conditional use permit (CUP) and has been analyzed pursuant to the provisions found in Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. Staff's analysis of these provisions is shown below. The owner's analysis of the criteria is attached to this report.

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

- (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 or to be operated for up to 210 nights in a residential zoning district is subject to approval of a CUP. The submitted application has illustrated compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. 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 and business license.

- (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 improved with single-family residences on lots of similar size and square footage. The dwelling has had the attached one car garage converted into a bedroom to accommodate the STR use and appears from the street frontage to be a single-family dwelling. If the requested CUP is approved, the number of unrelated individuals permitted within the structure would be the same as adjacent R-2 zoned property which allow no more than 4 unrelated individuals in rental dwellings. The requested guests would be one more than that allowed in dwelling located within the R-1 district (maximum of 3).

Additionally, the frequency of occupant turnover maybe greater than that of surrounding development. However, how significant this impact may be is unknown. 15 of 22 properties within 185-feet of the subject property appear to be used for rental purposes. Given this usage, the impacts of an increased turnover rate in the subject dwelling may not be significantly more noticeable than the existing occupant activity levels within the surrounding neighborhood. In addition, the property is approximately 440 feet south of the intersection of Worley and Anderson, meaning that potential traffic impacts through other parts of the neighborhood may be negligible.

Any potential negative impacts can be mitigated through the adopted regulatory provisions that provide a means to report and address violations. The regulations permit imposition of fines and possible revocation of the STR Certificate of Compliance after 2 **verified** violations within a 12-month period.

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

The site is located on the east side of Anderson Avenue, 186-feet north of Broadhead Street, and obtains its sole access from Anderson Avenue through a traditional driveway approach not unlike the development surrounding the site. The driveway on the subject property has adequate off-street parking to meet the regulatory requirements to support the 4 guests requested. There are no sidewalks installed along Anderson Avenue, however previous STR operation history at other properties have yet to indicate that a lack of sidewalks compromises the safety of pedestrian traffic along similar street networks. Staff finds that the design of the parking provided and the site's access 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.**

The subject site is adjacent to and across the street from single-family homes within the R-1 and R-2 districts. Residential dwellings within the R-1 and R-2 zoning districts are permitted to be occupied by no more than 3 or 4 unrelated individuals when used as long-term rentals, respectively. The proposed CUP, if authorized, would permit double this occupancy. Given the lack of code violations associated with this property during the time of operation as an STR, there is no evidence to suggest that such usage would create adverse neighborhood impacts.

Any potential negative impacts can be mitigated through the adopted regulatory provisions that provide a means to report and address violations. The regulations permit imposition of fines and possible revocation of the STR Certificate of Compliance after 2 **verified** violations within a 12-month period.

Sec. 29-6.4(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?**

In response to this question, the registrant has stated “This property will be and has been used strictly as an STR.”

- (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 registrant indicates “No”. Staff has identified no additional unregistered STR property within 300-feet of the dwelling.

- (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 registrant has stated “This property has been operated as a STR since 2022 (March) and has never had any complaints”. Staff has noted 0 notices of violation attributed to this property.

- (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.**

In response to this question, the registrant has stated “This property has been used as an STR since March 2022 and there have never been any complaints and we monitor the property closely & have good relationships with our neighbors”

As a general staff observation, using the subject dwelling for transient accommodations for the requested annual nights and 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 regulatory structure provides standards for limiting impacts (occupancy and nights) and has enforcement mechanisms to mitigate of possible negative outcomes.

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

In response to this question, the registrant answered “Yes, our neighbors support us and our STR, they even have used the property for when they have family visiting and need extra space for sleeping”. At the time of report publication, no written letter of opposition or support had been received regarding this case.

CONCLUSION

Given the submitted application and the analysis of the criteria stated above, it is staff’s belief that granting a conditional use permit to allow 318 Anderson Avenue to be operated as a 210-night, 4 guest STR would not result in a use significantly incompatibility with surrounding development. The property abuts R-1 property to the north and R-2 properties to the west, south, and east. The proposed occupancy of 4 guests would be the same as that allowed in adjacent R-2 districts. Furthermore, staff has been unable to identify any evidence to suggest that the neighborhood would be negatively impacted by the dwelling’s continued lawful use as a short-term rental given it has so operated since March 2022 without violations.

Approval of the CUP would grant “legal status” to the 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 believed 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 the dwelling at 318 Anderson Avenue to be operated as a STR subject to:

1. The maximum occupancy of 4 transient guests;
2. A maximum of 210-nights of annual rental usage;

ATTACHMENTS

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

HISTORY

Annexation date	1905
Zoning District	R-2 (Two-Family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Western Heights Bk. 5

SITE CHARACTERISTICS

Area (acres)	0.19 acres
Topography	Flat
Vegetation/Landscaping	Trees and natural ground cover
Watershed/Drainage	Perche Creek
Existing structures	One-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Anderson Avenue	
Location	Along western edge of property
Major Roadway Plan	Local Residential
CIP projects	N/A
Sidewalk	None

PARKS & RECREATION

Neighborhood Parks	Worley Street Park, Again Street Park-School
Trails Plan	Again Street Park Fitness Course Trail
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

53 “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. 1 letter were sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. All “public hearing” letters were distributed on October 6, 2025. The public hearing ad for this matter was placed in the Tribune on October 7, 2025.

Public Notification Responses	None
Notified neighborhood association(s)	West Ash Neighborhood Association
Correspondence received	None at time of writing

Report prepared by: Kirtis Orendorff

Approved by: Patrick Zenner