

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
March 19, 2026**

SUMMARY

A request by Russell Boyt (agent), on behalf of Jon and Laurie Gehrke (owners), seeking approval to allow 2002 Valley View Road to be used as a 210-night, maximum 6 guest short-term rental pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The 1.2-acre subject site is located at the terminus of Valley View Road, approximately 360 feet west of its intersection with North Valley View Road.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a Conditional Use Permit (CUP) to allow 2002 Valley View Road 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 includes the 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 of Compliance and business license.

The owners of the subject property have not previously operated the subject site as a short-term rental. 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, 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: 2002 Valley View Road

Zoning: R-1 (One-Family Dwelling)

STR Request Type: Tier 2, 210 nights

Maximum Guests Requested: 6

Bedrooms: 3

Parking Spaces: 2 parking space are provided on-site, 3 spaces are required. 1 additional space shall be installed on-site/off-street to accommodate 6 guests.

Abutting Properties: R-1 in all directions

Owner/Agent

Owner: Jon and Lauri Gehrke

Designated Agent: Russell Boyt

Agent's Distance to Property: 0 miles, 2 minutes

Listing Information

Listing Links: N/A

STR previously offered? No

STRs within 300 feet? There are no STRs within 300'

Primary residence? No

Previous Violations? None

Conditional Use Analysis

Operation of an STR within the subject dwelling requires approval of a Conditional Use Permit (CUP), which has been analyzed for both general and technical compliance 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 primary residence or to be operated for up to 210 nights in a residential district is subject to approval of a CUP. The submitted application does not illustrate complete compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. The requested number of guests, six, exceeds the parking capabilities presently on-site. There are currently two parking spaces on-site, which can support four guests. An additional parking space will be required to be installed prior to allowing six guests; until that time, four guests is the maximum. Additional regulatory review to ensure compliance with the remaining UDC and Rental Unit Conservation Law requirements will occur upon issuance of the CUP and prior to issuance of an 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 surrounding residentially zoned properties are developed with single-family homes. If the requested CUP is approved, up to six guests would be permitted once the additional parking space is installed, allowing three more occupants than the maximum of three unrelated occupants permitted in long-term rental dwellings on surrounding R-1 zoned properties. Approval of the requested CUP would result in increased occupancy; however, it is uncertain whether trips generated from the subject site would exceed those of the surrounding development. Four of the surrounding six properties are owner-occupied. Any potential impacts associated with higher turnover or increased activity may not be noticeable, depending on current usage patterns of nearby properties.

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

The site is accessed from the south side of Valley View Road, which is a local residential street. The property currently has two UDC-compliant parking spaces, which is insufficient to meet the parking requirement for four guests. One additional space must be added to achieve parking compliance for six guests; until then, the maximum permitted occupancy would be four guests. There is no evidence to suggest that a short-term rental operating at the requested intensity would negatively affect existing or future traffic in the area. No sidewalks are installed along Valley View Road.

(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 single-family dwellings to the north and east. In the R-1 zoning district, residential dwellings used as long-term rentals are limited to no more than three unrelated occupants. The requested occupancy would allow three additional individuals beyond what is permitted for a typical long-term rental in the R-1 district. There are no known violations or reported issues indicating that short-term rental use at this location 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 the 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?

The home owners are from Columbia and come back frequently for events.

(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 has answered "no". Staff did not identify additional STR properties 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 not previously operated the property as a short-term rental.

(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 registrant states that the proposed short-term rental will not increase traffic or noise at the property. From a staff perspective, operating the dwelling as transient lodging for up to 210 nights with a maximum of six guests could result in increased impacts; however, the extent of those impacts is unknown. The level of impact will depend on several factors, including unit desirability, pricing, and occupancy rates. The regulatory framework includes limits on occupancy and rental nights, along with enforcement mechanisms, to help mitigate potential negative effects.

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

The registrant has stated there is support from the neighboring property owners. As of writing this report, three letters of opposition have been received and protest petition with 16 signatures in opposition.

CONCLUSION

Staff's technical review of the application and analysis of the criteria above concludes that issuing a Conditional Use Permit for operation of 2002 Valley View Road as a 210-night, maximum of six guest short-term rental does not currently meet regulatory requirements due to insufficient on-site parking. While existing parking is inadequate to support six guests, staff finds it appropriate to approve a Conditional Use Permit for up to 210 nights with a maximum of four guests, with a condition allowing up to six guests upon installation of one additional parking space to the property. The requested six-guest occupancy is three more individuals than permitted in R-1 zoned long-term rental dwellings.

Given the dwelling has not been previously used for STR purposes, there is no evidence indicating that use of the dwelling as such has been or would be impactful upon the surrounding neighborhood. Authorization of the CUP is not considered detrimental to adjacent properties and would fulfill several policies, strategies, and actions of the Columbia Imagined Comprehensive Plan.

Approval of the CUP would authorize the applicant to pursue licensure of the dwelling as an STR subject pursuant to obtaining an STR Certificate of Compliance and business license. Furthermore, if the CUP is approved, it would afford neighbors as well as the city additional regulatory tools to ensure compliance with the adopted standards governing STRs.

RECOMMENDATION

Approve the conditional use permit to allow the dwelling at 2002 Valley View Road to be operated as a STR subject to:

1. The maximum occupancy of four transient guests;
2. A maximum of 210-nights of annual rental usage
3. A maximum of six transient guests subject to the installation of one additional on-site/off-street UDC-compliant parking space is added to the property

ATTACHMENTS

1. Locator Maps
2. STR Application
3. Supplemental "Conditional Accessory/Conditional Use Questions"
4. Public Correspondence

HISTORY

Annexation Date: 1955

Zoning District: R-1 (One-Family Dwelling)

Land Use Plan Designation: Neighborhood

Previous Subdivision/Legal Lot Status: Hinkson Village Addition

SITE CHARACTERISTICS

Area (acres): 1.2 acres

Topography: Sloping north to south

Vegetation/Landscaping: Trees and natural ground cover

Watershed/Drainage: Hinkson Creek

Existing structures: Single-family dwelling

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Valley View Road

Location: North of subject site

Major Roadway Plan: Local residential

CIP projects: None

Sidewalk: None

PARKS & RECREATION

Neighborhood Parks: Wyatt Park, Clyde Wilson Memorial Park, Cliff Drive Park

Trails Plan: Clyde Wilson Memorial Park Trail, Hinkson Creek Trail, Rollins Street Connector

Bicycle/Pedestrian Plan: None

PUBLIC NOTIFICATION

Eleven “public hearing” letters were mailed to property owners and tenants within 185-feet of the subject property. One letter was provided to the Council Ward representative. Three letters were sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. All “public hearing” letters were distributed on March 2, 2026. The public hearing ad for this matter was placed in the Tribune on March 3, 2026.

Public Notification Responses: 2 calls opposing request

Notified neighborhood association(s): East Campus, Hinkson Creek Valley, Shephard Boulevard

Correspondence received: 3 letters in opposition and a protest petition have been received

Report prepared by: Ross Halligan

Approved by: Patrick Zenner