



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: October 6, 2025

Re: 103 Parkview Drive – STR Conditional Use Permit (Case #280-2025)

Executive Summary

Approval of this request would grant a conditional use permit (CUP) to allow 103 Parkview Drive to be used as a short-term rental (STR) for a maximum of 4 transient guests and up to 210-nights of rental usage annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The subject property is 0.40-acres in size, is zoned R-1 (One-family Dwelling), and is located at the northwest corner of East Walnut Street and Parkview Drive.

Discussion

Michaela Hayes (agent), on behalf of Matthew and Michaela Hayes (owners), seeks approval to allow 103 Parkview Drive to be used as a short-term rental (STR) for a maximum of 4 transient guests and up to 210-nights of rental usage annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The 0.21-acre subject site is zoned R-1 (One-family Dwelling). The dwelling is not the applicant's principal residence and has been previously used as a short-term rental.

The subject dwelling is a 3-bedroom, 1 bath single-family home which is not applicant's principal residence. If this request is approved, the STR CUP would be limited to the upper level of the dwelling. The home has previously been used as a short-term rental. The stated bedroom square footages appear to conform with the minimum areas necessary to support the desired 4 transient guests when evaluated against the most current 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 owner will use a designated agent, a local Boone County resident located 6 miles (12 minutes) away, to address regulatory issues when the dwelling is used as an STR. The designated agent is permitted per Sec. 29-3.3 (vv) of the UDC. 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 listing platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder did not identify additional STRs within a 300-foot radius of the subject property. Within the 185-foot notification radius, there are 10 properties, 5 of which appear to be owner-occupied. The adjacent properties to the subject site are zoned R-1. Within the R-1 zoning district, a property used for "long-term" rental purposes is permitted an occupancy of up to 3 unrelated individuals.



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The property has a driveway capable of supporting 1 UDC-compliant on-site/off-street parking spaces and an attached 1-car garage. This level of parking is sufficient to meet the regulatory requirements of Sec. 29-3.3(vv). Furthermore, the dwelling is similar in size and bedroom mix to the adjacent residential homes.

The dwelling is accessed from Parkview Drive, a local residential street that permits on-street parking. Sidewalks are not installed on either side of the street. The design of the site's access is consistent with the other surrounding residential development and will accommodate future traffic generation without compromising public safety.

An illegal short-term rental case is the only active violation associated with this property and will be closed following the issuance of the conditional use permit, certificate of compliance, and a business license. 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 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 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 September 4, 2025, meeting. Staff provided a report and described their findings related to what was shown within the STR application. Two members of the public spoke against this request. The first stated they did not want a revolving door (i.e. STR) located in their neighborhood and indicated there are parking problems. The second speaker spoke about wanting to keep the character of the neighborhood the same and feared it would be lost upon STR approval. The applicant was available to answer any questions from the Commission.

Following the close of the public hearing, a motion to approve the requested CUP allowing 103 Parkview Drive to be operated as a 210-night, maximum 4 guest STR subject to a condition requiring the 1-car garage made available while the dwelling was operated as an STR, passed with 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", public correspondence, and meeting minute excerpts are attached for review.



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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 allowing 103 Parkview Drive to be operated as a 210-night, maximum 4 guest STR subject to a condition that the 1-car attached garage be made available while the dwelling was in STR use, as recommended by the Planning and Zoning Commission.