

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
September 4, 2025**

SUMMARY

A request by Colin Freeman (agent), on behalf of Black Dog Enterprises, LLC (owner), to allow 1501 Paris Road 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 2-bedroom, 1-bath home has sufficient driveway capacity to support 4 UDC-compliant on-site/off-street parking spaces. The 0.15-acre subject site is located at the northwest corner of Paris Road and Wilkes Boulevard.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 1501 Paris 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 include 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 and business license.

While final action on this request is pending, enforcement action on the operation of the dwelling as an STR will be suspended. Continued operation of the subject dwelling as an STR following City Council action without acquiring the STR certificate of compliance and business license would constitute an illegal land use 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 desired to be used as a short-term rental.

Dwelling Unit Details

Property Address	1501 Paris Road
Zoning	R-MF (Multiple Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	4
Bedrooms	2
Parking Spaces	2 spaces are required. No on-site parking is presently “legally” installed. A condition of approval will be required to facilitate installation 2 on-site parking spaces on a parking pad outside the public right-of-way within the site’s rear yard.
Abutting Properties	Adjacent properties to the north and east are zoned R-MF. To the west, across Wilkes Boulevard, there is R-MF and an R-1 zoned property. Lastly, across Paris Road to the south, there are additional R-MF and R-1 zoned properties.

Owner/Agent

Owner	Black Dog Properties
Designated Agent	Alison Freeman
Agent's Distance to Property	1 minute, lives across the street

Listing Information

Listing Links	https://www.airbnb.com/rooms/868315997521235985
STR previously offered?	Usage started May 2023. In 2024, the property was rented for 80 nights
STRs within 300 feet?	1 unlicensed STR
Primary residence?	No
Previous Violations?	Illegal short-term rental case, will be closed if CUP is granted and full STR licensing process is completed

Conditional Use Analysis

This application requires 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 owners' 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 provisions of both the UDC and Rental Unit Conservation Law will occur following issuance of a CUP 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 and multi-family structures. The dwelling has not been modified structurally to accommodate STR use and appears from the street frontage to be a single-family dwelling. Given the property has operated at the desired level of guest occupancy since 2023 and has not resulted in an identified complaint record, issuance of a CUP for its continued operation is not believed to be incompatible with its surroundings subject to the installation of required on-site/off-street parking.

If the requested CUP is approved, the only potentially noticeable change in this dwelling’s character would be the number of unrelated individuals permitted within the structure when compared against adjacent R-1 zoned property. The requested guest occupancy of 4 unrelated individuals is consistent with the occupancy allowed within the R-2 and R-MF zoning districts.

While the frequency of occupant turnover may be greater than that of surrounding development, the impacts of this turnover rate may be no more significant than those of other single and multi-family dwellings within the neighborhood that have higher levels of usage by family or guests. The dwelling’s location is located near an entrance to the neighborhood. Given this location, the potential higher frequency in turnover may be less impactful to the other dwellings due to there not being a need to drive through the existing subdivision to access the property.

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

The site is accessed from Wilkes Boulevard through a traditional driveway approach similar to adjoining development. The is shared driveway currently serving the site and the adjacent

property to the west addressed from Wilkes Boulevard. Prior to the applicant's acquisition of the subject property an illegal "gravel" parking lot was installed. Per prior Neighborhood Services enforcement action, the use of the illegal parking lot was ceased and parking demands for the dwelling were accommodated on-street as then permitted by the Benton-Stephens Urban Conservation (UC) District Overlay. In 2017, on-street parking Benton-Stephens was eliminated as a permissible option with new development; however, given this home was pre-existing the lack of parking is considered a "legal" non-conformity.

Given the applicant is now seeking to use the home as a short-term rental, the use of the property is changing and per the UDC's non-conforming provisions requisite parking to meet a "new" land use must be provided. The parking required to support the STR use is equal to the parking that would otherwise be necessary to support a contemporarily constructed single-family home.

Staff finds that the site has sufficient area within its rear yard to accommodate 2 UDC compliant parking spaces on-site/off-street outside the public right of way. The location of a future parking pad will need to be determined via discussion with the City and the applicant; however, based on the subject site's roadway frontage along Wilkes Boulevard it would appear a private driveway approach to serve the lot is possible and would meet regulatory standards. If approval of this request is supported, such approval would be need to be subject to a condition that 2 UDC compliant parking spaces be added to the subject site prior to issuance of an STR Certificate of Compliance and Business License.

(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.

Of the surrounding 35 properties, 7 appear to be owner-occupied and 28 appear to be rentals. The property is surrounded by a combination of R-1 and R-MF zoned properties. Adjacent properties to the north and east are zoned R-MF. To the west, across Wilkes Boulevard, there is R-MF and an R-1 zoned property. Lastly, across Paris Road to the south, there are additional R-MF and R-1 zoned properties. Dwellings within the R-MF zoning district permit 4 individuals living together when used as a long-term rental. The proposed CUP, if authorized, would permit 4 unrelated individuals to occupy the dwelling when used as an STR. Given the dwelling's past use as an STR since 2023 without apparent incident, it would appear that issuance of the CUP would be appropriate.

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?**

The registrant has stated they do not use the property as a residence.

- (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 applicant has answered “no” to this question. Staff’s review of rental sites did not identify licensed short-term rentals within 300 feet. A single unlicensed STR was identified within 300-feet.

- (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 applicant answered “no” to this question. All violation cases, besides the operating illegally as an STR, have been resolved.

- (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 owner has responded that operating as an STR has not and will not increase the intensity of traffic or noise. As a general staff observation, using the subject dwelling for transient accommodations for 210 nights annually 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 current regulatory structure provides standards allowing for monitoring and mitigation of possible negative outcomes.

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

The applicant stated there is support from neighboring property owners. Staff has received 5 letters in support as of writing this report noting the applicants are great neighbors and keep the property well maintained.

CONCLUSION

Given the submitted application and the analysis of the criteria stated above, it is staff’s finding that granting a conditional use permit to allow 1501 Paris Road to be operated as a 210-night, 4 guests STR would not result in a use significantly incompatible with the surrounding development. The property is surrounded by a combination of R-1 and R-MF zoned properties. Adjacent properties to the north and east are zoned R-MF. To the west, across Wilkes Boulevard, there is R-MF and an R-1 zoned property. Lastly, across Paris Road to the south, there are additional R-MF and R-1 zoned properties. The proposed occupancy would be equal to that of a long-term rental in the R-2 and R-MF zoning, and 1 greater for R-1 zoned properties. There is no evidence to support that the neighborhood would be negatively impacted by the dwelling’s use as an STR. The dwelling has been used as an STR since 2023 and was occupied 80 nights in 2024.

Approval of the CUP would authorize the applicant to pursue “legal status” to operate the dwelling as an STR 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 seen as being 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 1501 Paris Road to be operated as a STR subject to:

1. The maximum occupancy shall not exceed 4 transient guests regardless of potential occupancy allowed by the most recently adopted edition of the International Property Maintenance Code (IPMC)
2. A maximum of 210 nights of annual usage
3. Condition that 2 UDC compliant parking spaces be added to the site on a parking pad be within the rear yard of the subject site prior to the issuance of a STR Certificate of Compliance or Business License allowing the dwelling to be used as an STR.

ATTACHMENTS

- Locator maps
- STR Application
- Supplemental "Conditional Accessory/Conditional Use Questions"
- Public Correspondence

HISTORY

Annexation date	1906
Zoning District	R-MF (Multiple-family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Turner Addition

SITE CHARACTERISTICS

Area (acres)	0.15 acres
Topography	Flat
Vegetation/Landscaping	Grass lawn
Watershed/Drainage	Bear Creek
Existing structures	Single-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Wilkes Boulevard	
Location	Along Western edge of property
Major Roadway Plan	Local residential
CIP projects	N/A
Sidewalk	Not installed

Paris Road	
Location	Along Southern edge of property
Major Roadway Plan	Major collector
CIP projects	N/A
Sidewalk	Installed

PARKS & RECREATION

Neighborhood Parks	Lions-Stephens Park, Field Park, Orr Street Park Property
Trails Plan	Colt Railroad Trail
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

49 “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. All “public hearing” letters were distributed on August 18, 2025. The public hearing ad for this matter was placed in the Tribune on August 19, 2025.

Public Notification Responses	5 letters in support
Notified neighborhood association(s)	Hilldale Village, Benton-Stephens, NCCNA/Shoe Factory District
Correspondence received	None

Report prepared by: Ross Halligan

Approved by: Patrick Zenner