

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

SUMMARY

A request by Michaela Hayes (agent), on behalf of Matthew and Michaela Hayes (owners), to allow 103 Parkview Drive 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 portion of a home has an attached 1-car garage and sufficient driveway capacity to support 1 UDC-compliant parking space. This request, if approved, would allow the home's main level to be used as a short-term rental. The 0.40-acre subject site is located at the northwest corner of E. Walnut Street and Parkview Drive.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 103 Parkview Drive 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	103 Parkview Drive
Zoning	R-1 (One-Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	4
Bedrooms	3 (main floor of home only to be used as STR)
Parking Spaces	2 spaces are required. 1 driveway space and the attached 1-car garage shall be used to meet parking requirements
Abutting Properties	R-1 to north, south, east, and west

Owner/Agent

Owner	Matthew and Michaela Hayes
Designated Agent	Nathan Armer
Agent's Distance to Property	12 minutes, 6 miles away

Listing Information

Listing Links	https://www.airbnb.com/rooms/1251643759899695892
STR previously offered?	Usage started October 2024. In 2025, the property was rented for 10 nights
STRs within 300 feet?	None
Primary residence?	No
Previous Violations?	None

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 and is to be operated for up to 210 nights in a residential zoning district is subject to approval of a CUP. Offering only the main level of the home for STR use is also permissible. 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-family structures of similar size. 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 October 2024 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.

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, which is one guest greater than allowed by the current R-1 zoning. 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-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 Parkview Drive through a traditional driveway approach similar to adjoining development. The driveway on the subject property provides 1 parking space, and the attached 1-car garage provides the required additional space. Staff finds that the design of the parking and site’s access is 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.**

Of the surrounding 10 properties, 5 appear to be owner-occupied and 5 appear to be rentals. The property is surrounded by R-1 zoned properties to the north, south, east, and west. Dwellings within the R-1 zoning district permit 3 unrelated 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 October 2024 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 registrants have answered "no" to the question.

- (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.

- (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 has stated they have not been denied a certificate of compliance or had an STR license revoked. A review of City code violations did not identify any violations while the applicants were in possession of the 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.**

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 for monitoring and mitigating 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; however, as of writing this report, no correspondence has been received supporting the request. Staff has received a letter from neutral stance stating they would like to see better property maintenance.

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 103 Parkview Drive to be operated as a 210-night, 4 guests STR would not result in a use significantly incompatible with the surrounding development. The property abuts R-1 zoned properties to the north, south, east, and west. The proposed occupancy would allow one more person than that of a long-term rental in the same zoning, and 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 October 2024 and was occupied 10 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 103 Parkview Drive 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. The 1-car garage shall be made available while the dwelling is in STR use

ATTACHMENTS

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

HISTORY

Annexation date	1955
Zoning District	R-1 (One-family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	Parkview Terrace

SITE CHARACTERISTICS

Area (acres)	0.4 acres
Topography	Flat
Vegetation/Landscaping	Grass lawn and trees
Watershed/Drainage	Hinkson Creek
Existing structures	Single-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Parkview Drive	
Location	Along north eastern edge of property
Major Roadway Plan	Local residential
CIP projects	N/A
Sidewalk	Not installed

PARKS & RECREATION

Neighborhood Parks	Stephens Lake Park
Trails Plan	SLP Perimeter Trail, Hinkson Creek Trail, Hinkson Creek Trail Connector
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

21 “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	1 neutral letter on the matter, would like to see better property maintenance
Notified neighborhood association(s)	Country Club Estates, East Walnut
Correspondence received	None

Report prepared by: Ross Halligan

Approved by: Patrick Zenner