



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 20, 2025

Re: 1506 Windsor Street – STR Conditional Use Permit (Case #290-2025)

Executive Summary

Approval of this request would grant a conditional use permit (CUP) to allow 1506 Windsor Street to be used as a short-term rental for a maximum of 4 transient guests for up to 210-nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code subject to installation of 2 UDC-compliant on-site/off-street parking spaces. The subject R-MF (Multiple family Dwelling) site contains approximately 0.17-acres, and is located approximately 125-feet east of the intersection of Ripley Street and Windsor Street.

Discussion

A request by Ken Germond (agent), on behalf of Germond-Eggner Family Trust (owners), to allow 1506 Windsor Street to be used as a maximum 210-night, 4 transient guest short-term rental pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code subject to installation of 2 UDC-compliant on-site/off-street parking spaces. The 0.17-acre subject site is zoned R-MF (Multiple family Dwelling), is located approximately 125-feet east of the intersection of Ripley Street and Windsor Street, and is addressed 1506 Windsor Street. The desired rental nights and guest occupancy are consistent with the limitations established by the STR regulations subject to installation of required parking.

The subject dwelling is not applicant's principal residence and is a 2-bedroom, 1 bath single-family home that has been previously 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 and rental nights limitations 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 applicant will act as the "designated agent" to address regulatory issues when the dwelling is used as an STR. Given the property is under joint ownership of a Trust consisting of a husband and wife, approval of the CUP would constitute the couple's "one and only" STR license within the City.

Evaluation of typical listing platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder did not identify additional unregistered STR dwellings within a 300-foot radius of the subject property. Within the 185-foot notification radius there are 42 parcels of which 35 appear to be used for rental purposes. Adjacent properties are located in the R-1 and R-MF zoning districts which respectively allow a maximum "long-term" rental occupancy of 3 or 4-



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unrelated individuals to occupy a dwelling when rental purposes. One active code violation associated with this dwelling was identified pertaining to its illegal use as an STR. Approval of this request would result in closure of this violation subject to full STR licensure.

The dwelling is consistent in size, style, and bedroom mix as those adjoining it. To meet the requirements of Sec. 29-3.3(vv), the applicant must install a 2 UDC-compliant on-site/off-street parking spaces. The STR Certificate of Compliance and business license will not be issued until this parking spaces have been installed. The lack of on-site/off-street parking is not inconsistent with other dwellings within the neighborhood. Prior to 2017, on-street parking was authorized to be counted as meeting a dwelling's "long-term" rental demands per the then enforced Benton-Stephens Urban Conservation Overlay (UC-O). Following the adoption of the UDC in March 2017, the on-street parking allowance was eliminated.

All previously existing dwellings that were in "long-term" rental status prior to March 2017 became "legally" non-conforming uses with respect to parking. With the adoption of the STR regulations in February 2024, use of a dwelling for STR purposes requires compliance with on-site/off-street parking requirements at a ratio of 1 parking space for every 2 guests to be hosted.

Access to the dwelling is from Windsor Street, a local residential street, that does permit on-street parking on the north side of the street. There are sidewalks installed along the west side of Windsor Street. Upon installation of the required parking, it is staff's finding that the design of the site's future access will be consistent with other surrounding residential development. The provision of such parking is believed sufficient to support future traffic generation associated with the dwelling use as an STR without compromising public safety.

Given the lack of code violation history except the illegal STR violation, no additional licensed STRs within 300-feet, and the dwelling's general conformity to its surroundings, staff believes approval of the CUP would be compatible with the adjoining neighborhood subject to installation of required on-site/off-street parking. 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 is not the applicant's "principal residence", an STR CUP is required for its continued operation. The STR CUP requires an analysis of the general and supplemental 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.

If the CUP is granted, full regulatory compliance with Chapter 22, Article 5 (Rental Unit Conservation Law), and Chapter 13 (Business Licensing) of the City Code will be required prior to issuance of a STR Certificate of Compliance and/or Business License. As part of the required Business License procedure, the owners 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 18, 2025 meeting. Staff gave its report and described their findings related to what was



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shown within the STR application. The applicant spoke on the purpose of the request and was available to answer Commissioner questions. No members of the public spoke regarding the request; however, 5 emails in support and 1 email in opposition to the request were received (see attached).

Following the closure of the public hearing and limited Commission discussion, a motion to approve the requested CUP to permit 1506 Windsor Street to be operated as a maximum 210-night, 4 guest STR subject to installation of 2 UDC-compliant on-site/off-street parking spaces was approved unanimous (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.

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 to allow 1506 Windsor to be operated as a maximum 210-night, 4 guest short-term rental subject to the installation of 2 UDC-compliant on-site/off-street parking spaces, as recommended by the Planning and Zoning Commission.