



701 East Broadway, Columbia, Missouri 65201

Council Memo

Department Source: Community Development

To: City Council

From: City Manager & Staff

Council Meeting Date: June 15, 2026

Re: 3303 Timberhill Street– STR Conditional Use Permit (Case #137-2026)

Impacted Ward: Ward 6

Executive Summary

Approval of this request would grant a Conditional Use Permit to allow 3303 Timberhill Street to be used as a 210-night, maximum four-guest short-term rental pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The A zoned subject property is 20.17 acres in size and is located west of the intersection of Timberhill Street and East Broadway. The dwelling on the acreage is presently a legally licensed “Administrative” 120-night, 4 guest STR.

Discussion

Rachelle and Jonathan Lee-Warner (owners) are seeking to “upgrade” their existing 120-night “Administrative” short-term rental license at 3303 Timberhill Street such that they can be permitted to use the dwelling for a maximum of 210-nights and four transient guests. Given the owners desire to exceed the limits of the “Administrative” license this request has been submitted pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code (UDC). The 20.17-acre subject site is zoned A and is the applicants’ principal residence.

The existing and future STR usage will occur within a portion of the applicant’s principal residence. The two bedrooms allocated to STR use meet the minimum square footage required to accommodate the presented permitted four transient guests per the City-adopted International Property Maintenance Code (IPMC). Given the applicants are seeking to only increase the number of available STR rental nights, not the number of transient guests, further inspection for compliance with the IPMC will be unnecessary. If this request is approved, any online platform used for advertising will need to disclose the new usage limitations.

The owner will use a designated agent, a local Boone County resident located 1 mile (5 minutes) from the subject site, to respond to regulatory or operational issues that arise when the dwelling is in use as an STR and they are not otherwise residing in the residence. Approval of this CUP would constitute the owner’s one and only STR license within the City’s municipal limits.

A review of Airbnb, Vrbo, Booking.com, Furnished Finder, and City records did not identify any additional licensed STRs within **300 feet** of the subject property. Within the 185-foot notification radius, there are four properties, of which one appears to be owner-occupied. Adjacent properties are zoned A to the north and R-1 to the south.

The site includes parking sufficient to accommodate four UDC-compliant parking spaces, which exceeds the requirement for four guests. Access to the dwelling is provided via Timberhill Street, a local residential street that does permit on-street parking but does have sidewalks installed. The access arrangement is consistent with surrounding residential development and is believed to be adequate to accommodate anticipated traffic without compromising public safety.

Aside from the potential increase in occupancy of the dwelling when compared to that of surrounding A and R-1 zoned properties, staff has not identified other **technical** reasons to conclude that the proposed STR would be incompatible with the surrounding neighborhood. There have been no citations issued with the respect to the dwelling's current usage as a 120-night STR. The City's STR regulations provide mechanisms to address potential adverse impacts, including limits on rental nights, a formal violation reporting process, fines, and the authority to revoke a STR Certificate of Compliance following two verified violations within a 12-month period.

Given that the dwelling sought for licensure is the owner's "principal residence" and sought to be used for more than 120-nights, a CUP is necessary to allow for its legal operation at the desired increased intensity. 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 requested 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 request at its May 21, 2026 meeting. Staff presented their report and summarized the findings regarding the application's compliance with applicable **technical standards**. No members of the public spoke regarding the request. The owner was present to respond to questions from the Commission.

Following the closure of the public hearing, the Commission engaged in limited discussion regarding the request. A motion was made to approve the request to permit 3303 Timberhill Street to be operated as a 210-night, maximum four-guest short-term rental. The motion passed by a vote of 6-0.

A copy of the Planning and Zoning Commission staff report, locator maps, STR application, Supplemental "Conditional Accessory/Conditional Use Questions", and meeting minute excerpts are attached for review.

Fiscal Impact

Short-Term Impact: None anticipated.

Long-Term Impact: Increased usage of the dwelling as an STR will result in the potential for higher collection of accommodation taxes, which will assist the Convention and Visitors Bureau in its marketing efforts relating to the city. While increases in public service demand are possible, such demands are not foreseen to be greater than a typical single-family home. Such increases may or may not be offset 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 the Conditional Use Permit to allow 3303 Timberhill Street to operate as a 210-night short-term rental for a maximum of four guests as recommended by the Planning and Zoning Commission.