

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
November 6, 2025**

SUMMARY

A request by Lauren Baxter (agent), on behalf of Ridge View Investments Series, LLC, Series Six (owner), to allow 1603 Woodmoor Court to be used as a 210-night, maximum 8 guest short-term rental (STR) pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m)(2) of the Unified Development Code. The 4-bedroom, 3-bathroom home has an attached 2-car garage and driveway capacity to support 2 UDC-compliant on-site parking spaces. The 0.19-acre subject site is located at the southern terminus of Woodmoor Court, approximately 490 feet southeast of its intersection with Dahlia Drive.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a conditional use permit (CUP) to allow 1603 Woodmoor Court 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	1603 Woodmoor Court
Zoning	R-1 (One-Family Dwelling)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	8
Bedrooms	4
Parking Spaces	4 spaces are required - 2 garage & 2 driveway spaces exist on-site.
Abutting Properties	R-1 the north, south, east, and west.

Owner/Agent

Owner	Ridge View Investments Series, LLC, Series Six
Designated Agent	Lauren Baxter
Agent's Distance to Property	6 miles, 11 minutes

Listing Information

Listing Links	Has not been previously used as an STR
STR previously offered?	No
STRs within 300 feet?	None
Primary residence?	No
Previous Violations?	None

Conditional Use Analysis

This application has been analyzed pursuant to the provisions of Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. Staff's analysis is shown below, and the owner's analysis of these criteria is attached.

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 illustrates compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. Additional regulatory review for full compliance with the UDC and Rental Unit Conservation Law will occur upon CUP issuance and prior to issuance of an 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, it 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 in fulfilling the idea of supporting mixed-use 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 all improved with single-family residences on lots of similar size and square footage. The dwelling has not been modified structurally to accommodate the STR use and appears from the frontage to be a single-family dwelling. The dwelling has not previously operated at the desired level of guest occupancy, and there are no violations associated with the property. Given these factors, there is no evidence to support a claim or reason to conclude, notwithstanding the increased possible occupants, that issuance of a CUP would create an incompatible use within the remainder of the neighborhood. 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 homes within the neighborhood that have higher levels of usage by family or guests.

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

The site is accessed from Woodmoor Court through a traditional driveway approach similar to the adjoining development and is located at the terminal end of the street. Given this location, it is possible that there is a greater level of traffic than presently uses the street, which may pass by adjacent residential uses. Woodmoor Court is a 32-foot wide public street allowing on-street parking along both frontages and is improved with sidewalks on both sides. The street is believed to have sufficient capacity to handle the additional potential traffic volumes generated by the requested STR.

With respect to accommodating required on-site/off-street parking, the driveway serving the subject property provides 2 parking spaces, and the attached garage adds 2 additional spaces. This level of parking fulfills the regulatory requirement for the requested 8 transient guests. Staff finds that the design of the parking provided and the 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 25 properties, 16 appear to be owner-occupied and 9 appear to be rentals. The property is surrounded by R-1 zoned properties to the north, south, east, and west. Dwellings within the surrounding R-1 districts permit 3 unrelated individuals living

together when used as a long-term rental. The proposed CUP, if authorized, would permit 8 unrelated individuals to occupy the dwelling when used as an STR. Given that the dwelling has not been previously used as an STR and the dwelling meets the requirements of the desired number of guests, it would appear that issuance of the CUP would be appropriate. The Planning Commission may recommend, and the City Council can approve a lesser guest occupancy as a part of the CUP approval process if such a reduction is believed necessary.

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 use the dwelling during football season to attend Mizzou games and also to visit with family for about 15-20 days annually.

- (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 registrant noted, to the best of their knowledge, there are no established STRs within 300 feet of the subject site. 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 registrant has stated they have not previously operated an STR.

- (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 registrant has responded that the STR will not increase the intensity of the property's use or the noise level. They also added that the STR will be used in a manner consistent with a single-family residence, and guests will be expected to respect quiet hours and neighborhood standards. As a general staff observation, using the subject dwelling for transient accommodations for 210-nights with a maximum of 8 guests 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 registrant has stated that the neighbors are not aware of the plan to operate an STR, but they maintain positive relationships with them and plan to proactively alert them to this use.

CONCLUSION

Given staff's technical review of the submitted application and analysis of the above criteria, notwithstanding the increased level of unrelated occupancy, issuance of a conditional use permit to allow 1603 Woodmoor Court to be operated as a 210-night, maximum 8 guest STR is not believed to be significantly incompatible with the surrounding development. Given the lack of STR operation history and no identifiable violation records associated with the dwelling, there is no evidence to support that the neighborhood would be negatively impacted by the dwelling's use as an STR. It should be noted that the applicant is not presently operating the dwelling as an STR and has sought licensure prior to beginning such operation.

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 1603 Woodmoor Court to be operated as a STR subject to:

1. The maximum occupancy shall not exceed 8 transient guests regardless of 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 2-car garage must be available while in STR use

ATTACHMENTS

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

HISTORY

Annexation date	1969
Zoning District	R-1 (One-family Dwelling)
Land Use Plan designation	Neighborhood
Previous Subdivision/Legal Lot Status	Seven Oaks Plat 2

SITE CHARACTERISTICS

Area (acres)	0.19 acres
Topography	Flat
Vegetation/Landscaping	Trees and grass lawn
Watershed/Drainage	Harmony Creek
Existing structures	Single-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Woodmoor Court	
Location	Along northern edge of property
Major Roadway Plan	Local
CIP projects	N/A
Sidewalk	Installed

PARKS & RECREATION

Neighborhood Parks	Valleyview Park, Barberry Park
Trails Plan	Valleyview Park Trail, Barberry Park Loop Trail
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

30 “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 October 20, 2025. The public hearing ad for this matter was placed in the Tribune on October 21, 2025.

Public Notification Responses	1 email asking what the request is
Notified neighborhood association(s)	Valley View Gardens Neighborhood Assoc
Correspondence received	None

Report prepared by: Ross Halligan

Approved by: Patrick Zenner