



Date: February 14, 2025
To: Planning and Zoning Commission Members
From: Patrick R. Zenner, Development Services Manager
Re: Short-term Rental CUP Questions

During the February 6, 2025 regular meeting, several questions were presented to staff with regards to the Conditional Accessory/Conditional Use Supplemental Questions Form and regulatory controls relating to occupancy within dwellings being used as short-term rentals. These questions were raised in the course of the public hearing on Case # 68-2025; however, were seeking staff input to address potential improvements in report preparation and public hearing process for STR CUP requests generally.


As captured in the meeting minutes for this hearing, it was recommended that these topics be discussed in greater depth at the upcoming work session on February 20. Placement of this matter on the upcoming work session is to address the Commission's inquiries and discuss potential revisions, if any, to the current "supplemental" CUP criteria as well as possible revisions to the occupancy provisions applicable to dual-registered (short- & long-term) dwellings.

While no specific revisions to the existing regulatory provisions are proposed, staff has had opportunity to review the occupancy criteria of the adopted regulations in light of the Commissions expressed concerns. Staff will provide a verbal report on its findings at the upcoming work session.

With respect to the CUP evaluation criteria and its associated questions, a copy of that form has been attached to this agenda item for your review. It is important to note, that these criteria are governed by adopted ordinance and revisions to them would require Council action following a public hearing at the Commission. As such, it may be prudent to consider ways in which guidance to applicants can be provided that will permit these questions to have greater probative value as the Commission evaluates CUP requests in lieu of proposing wholesale revisions.

Staff looks forward to this upcoming discussion and any guidance that it receives. Should any Commissioner have questions, please do not hesitate to contact me.

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