

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
June 5, 2025**

SUMMARY

A request by Anne Caverte (owner) to allow 3407 Goldenwood Drive to be used as a short-term rental for a maximum of 6 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 0.21-acre subject site is zoned R-1 (One-family Dwelling), is located northeast of the intersection Arbor Pointe Parkway and Goldenwood Drive, and is addressed as 3407 Goldenwood Drive.

DISCUSSION

The applicant seeks approval of a conditional use permit (CUP) to allow their 1,546 sq. ft. single-family dwelling to be used as a short-term rental for a maximum of 6 transient guests and up to 210-nights annually. The dwelling is a 3-bedroom, 2-bathroom home located in the R-1 (One-family Dwelling) zoning district and is not the applicant's primary residence.

A site-specific evaluation of the property found that the home has a 2-car garage. The driveway serving the property has sufficient on-site/off-street capacity to support 2 UDC-compliant parking spaces outside of the public right-of-way. A minimum of 3 UDC-compliant on-site/off-street parking must be provided to meet regulatory requirements given the requested the 6 transient guests. A "**condition of approval**" will be necessary to ensure compliance which stipulates a minimum of 1 space within the garage be available when the dwelling is used for STR purposes.

A review of available violation records from the Housing and Neighborhood Services Department and the Columbia Police Department, **specifically** associated with this property, has identified 1 violation case. A resolved landscape management violation is documented on the property prior to the current owner's possession. The subject dwelling has been offered as a short-term rental since 2024. In 2024, the property was occupied for 103 nights as an STR.

Pursuant to Sec. 29-3.3(vv)(2)(i) of the UDC, dwellings used prior to June 1, 2025 were allowed to operate without a CUP, STR Certificate of Compliance or a Business License. Following June 1, 2025, any dwelling operated as an STR must fully comply with the provisions of the STR regulations which include acquisition of an STR Certificate of Compliance, Business License, and submission of accommodation taxes. Approval of this request is a required prerequisite to proceed 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 would be suspended. Continued operation of the subject dwelling as an STR following City Council action on this request 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.

APPLICATION EVALUATION

The submitted application is subject to both the general and conditional use permit provisions governing short-term rentals identified within Sec. 29-3.3(vv)(1)(ii)(B) and Sec. 29-3.3(vv)(2), as well as, Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. The following analysis provides an overview of the submitted application and these criteria.

The dwelling is not the applicant's principal residence and has been previously offered as a short-term rental since 2024. Online reviews for the dwelling show usage as an STR starting late June 2024 and continuing to the present. According to the applicant, in 2024 the dwelling was used for approximately 103 nights.

The dwelling is listed on Evolve (<https://evolve.com/vacation-rentals/516247>), Vrbo (<https://www.vrbo.com/9978078ha>), Airbnb (<https://www.airbnb.com/rooms/1187592100308784762>), Booking.com (<https://www.booking.com/hotel/us/columbia-home-with-fenced-yard-steps-to-park.html>), Expedia (<https://www.expedia.co.th/en/Columbia-Hotels-Columbia-Home-W-Fenced-Yard-Steps-To-Park.h106502623.Hotel-Information>), and Marriott Homes & Villas (<https://homes-and-villas.marriott.com/en/properties/40365925-columbia-steps-to-park-home-w-fenced-yard-in-columbia>). The listing content matches that shown within the STR application. A periodic review of the listing will be done to ensure continued compliance with the issued STR CUP and licensure conditions.

A review of online platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder identified 1 STR within a 300-foot radius. The property is addressed 3411 Goldenwood Drive and was seen on the April 10, 2025, Planning and Zoning Commission agenda as Case # 84-2025. Case # 84-2025 is scheduled for second read on the City Council's 5/19 agenda.

The owner is seeking approval for 6 transient guests which is within the limitations imposed by Sec. 29-3.3(vv)(2)(v) of the UDC and is supported by the number of available on-site/off-street parking spaces inclusive of the attached 2-car garage parking spaces. Based upon the application stated **bedroom** square footages, it appears the dwelling would be capable of supporting the requested 6 transients guests based on the occupancy criteria contained in Sec. 404.4.1 of the current city-adopted edition of the International Property Maintenance Code (IPMC).

Maximum occupancy within the dwelling will be determined by the City's Housing and Neighborhood Services Department as part of the required compliance checks for conformance with the provisions of Chapter 22, Art. 5 (Rental Unit Conservation Law) prior to issuance of a STR Certificate of Compliance. A maximum occupancy of 7 transient guests is all that this dwelling can accommodate based upon available on-site/off-street parking inclusive of the garage parking spaces and the stated bedroom sizes. The authorized occupancy will appear on the STR Certificate of Compliance and is required to be included on any website or other media advertising the dwelling for STR usage.

Within the required 185-foot notification radius, there are 18 properties, of which 10 are owner occupied and 8 are used for rental purposes. The property is not within 1,000-feet of a neighborhood association or homeowner associations, though is within 1,000-feet of a school. Adjacent properties to the subject site are zoned R-1. The R-1 zoning district permits a maximum of 3-unrelated individuals when used as long-term rental dwellings. The dwelling is supported by adequate public infrastructure (i.e. electric, sewer, and water), and there are no known issues with the available capacity to serve the dwelling as an STR. Sidewalks are installed on either side of Goldenwood Drive. Additionally, parking is permitted on both sides of Goldenwood Drive.

The subject dwelling is owned by an individual. Based on this ownership, approval of the requested CUP would be the applicant's "one and only" STR license issued pursuant to the provisions of Sec. 29-3.3(vv)(2)(ii) of the UDC. The application indicates that the owner will use a designated agent to address compliance matters should they arise while the dwelling is offered for STR purposes. Based upon the location information provided within the application, the designated agent is a resident of Boone County located approximately 5.2 miles (11 minutes) from the dwelling if the need arises to address compliance matters.

Based on a site-specific evaluation, it would appear that access to the dwelling does not require ascending a step to enter the structure. Compliance with the accessibility provisions of Sec. 29-3.3(vv)(2)(xiv) of the UDC will be determined prior to issuance of a STR Certificate of Compliance. During the site-specific inspection, no signage was identified as being present to advertise the dwelling as an STR. Such signage would be permissible provided it is no greater than 1 sq. ft. in area and is non-illuminated.

Sec. 29-6.4(m)(2)(i) General CUP Review Criteria:

As noted, given this application triggers approval of a conditional use permit (CUP) the following analysis of the provisions found in Sec. 29-6.4(m)(2)(i) and (iii) of the UDC have been performed. The owner has provided their analysis of these criteria (see attached) and the staff's analysis is provided below. The standard criteria are shown in **bold text** followed by staff's response.

(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 is permitted within the R-1 zoning district subject to approval of the requested conditional use permit (CUP). The submitted application (see attached) has illustrated compliance with the minimum regulatory standards established within Sec. 29-3.3(vv). A site-specific inspection finds that the dwelling has driveway parking capable of accommodating 2 UDC-compliant parking space outside the public right-of-way and a 2-car attached garage. A minimum of 3 UDC-compliant parking spaces must be provided to support the desired 6 transient guests; therefore, a **"condition of approval"** that stipulates no less than one garage parking space must be provided while the dwelling is in STR use is necessary.

Additional regulatory review to ensure full compliance with the provision of Sec. 29-3.3(vv) and Chapter 22, Art. 5 (Rental Unit Conservation Law) of the City Code will occur if the CUP is granted prior to issuance of a STR Certificate of Compliance. The subject dwelling is not located within an overlay district that would otherwise prohibit the proposed use of the dwelling as an STR.

(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 all improved with single-family residences on lots of similar size and square footage. Adjoining development is within the R-1 zoning district. Of the 18 surrounding properties within 185-feet, 10 are owner-occupied and 8 are rental units. The current parking accommodations on-site (driveway and garage) would support the requested 6 transient guests.

A search of listing platforms such as Airbnb, Vrbo, Booking.com, and Furnished Finder identified the dwelling as being listed as a short-term rental. According to online reviews, usage of the dwelling as an STR appears to have begun in July of 2024. In 2024, the applicant indicated that the home was used for 103 nights.

The adopted STR regulations include provisions intended to mitigate the negative impacts of STR operations as a commercial use and afford a method of regulatory reporting/enforcement previously nonexistent within the City's municipal code. Should violations of the regulatory provisions rise to the level requiring action, such action may include, in addition to fines, revocation of the STR Certificate of Compliance following 2 **verified** complaints within a 12-month period.

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

The site is accessed from Goldenwood Drive through a traditional, two-lane, driveway approach similar to the surrounding properties within the R-1 district. The site does have adequate on-site/off-street parking to meet the regulatory requirements for use as an STR with a maximum of 6 transient guests provided a single garage parking space is made available. Without inclusion of a garage parking space, the driveway only supports a maximum of 4 guests.

Goldenwood Drive is a local residential street that has sidewalks installed on both side of the street and permits on-street parking. Staff finds that the design of the parking 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.**

8 of the 18 parcels within 185-feet of the subject site appear to be used for rental purposes. The 10 remaining parcels are owner-occupied. The structures are located within the R-1 zoning district. The R-1 zoning would legally permit 3-unrelated individuals living together within a dwelling if used for rental purposes. Given the dwelling has been a listed STR since June 2024 and was made available to the present for 103 nights without an apparent incident, there is no evidence to suggest that such usage has created adverse impacts.

Potential negative impacts of the dwelling's use as an STR can be mitigated through the adopted regulatory provisions which provide a means by which to report and address violations as well as allow imposition of fines and possible revocation of the STR Certificate of Compliance after 2 **verified** violations of the regulations within a 12-month period of time. The subject site has a fenced-in rear yard and parking sufficient to accommodate the required on-site/off-street parking outside the public right-of-way inclusive of making a garage parking space available to STR guests.

Sec. 29-6.4(m)(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 applicant has stated that the proposed STR is used year-round for short, mid, and long-term stays and will not be used by them.

- (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 indicates that there appears to be an STR on Yellowwood Drive. This STR was identified to be 3411 Goldenwood Drive, Case # 84-2025, and it is approximately 75-feet east from the current request.

- (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 obtained a long-term rental certificate of compliance 5/21/2024 and began operating as an STR 6/27/2024. Since operation, they stated there has been 0 neighbor/HOA complaints, they are fully compliant, and they have good guest reviews. A review of City code violation records supports this answer. It should be noted that the HOA discussed is a not recognized by the City.

(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 operation as an STR has not and will not increase intensity of traffic or noise. The guests park in the garage and driveway. Furthermore, the applicant states that an exterior security camera has been installed for visual/audio monitoring of the dwelling.

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 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 owner answered they have had no complaints and that their guests exhibit neighborliness. The owner also stated they actively ensure their STR contributes to a quiet and welcoming environment. As of preparing this report a total of four letters in opposition to this request have been received. Three are from neighboring property owners and the fourth is from the Regional Manager of Community Property Management indicating the use of the dwelling as an STR is in violation of Homeowners Association's covenants and restrictions.

CONCLUSION

Given the submitted application and the analysis of the criteria stated above, notwithstanding the dwelling's location within 300-feet of another STR, it would appear granting the requested CUP to allow 3407 Goldenwood Drive to be operated as a 210-night, 6 guest STR subject to one garage parking space within the attached 2-car garage being made available with the dwelling is in STR use would be appropriate. The property is located within a neighborhood that is relatively equally split between owner-occupied and rental dwellings.

Approval of the CUP would grant "legal status" to this existing use 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 3407 Goldenwood Drive to be operated as a STR subject to:

1. The maximum occupancy permitted within the dwelling shall not exceed 6 transient guests regardless of potential occupancy allowed by most recently adopted edition of the International Property Maintenance Code (IPMC)
2. One garage parking space be made available for the required on-site/off-street parking while the dwelling is being used as an STR
3. A maximum of 210-nights of annual usage

ATTACHMENTS

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

HISTORY

Annexation date	2006
Zoning District	R-1 (Two-family Dwelling)
Land Use Plan designation	Residential District
Previous Subdivision/Legal Lot Status	The Villages at Arbor Pointe

SITE CHARACTERISTICS

Area (acres)	0.21 acres
Topography	Flat
Vegetation/Landscaping	Trees and natural ground cover
Watershed/Drainage	Bear Creek
Existing structures	Single-family home

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Goldenwood Drive	
Location	Along southern edge of property
Major Roadway Plan	Local residential
CIP projects	N/A
Sidewalk	Installed

PARKS & RECREATION

Neighborhood Parks	Atkins Park, Norma Sutherland Smith Park
Trails Plan	Lake Trail
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 May 19, 2025. The public hearing ad for this matter was placed in the Tribune on May 20, 2025.

Public Notification Responses	None
Notified neighborhood association(s)	N/A
Correspondence received	4 emails in opposition

Report prepared by: Ross Halligan

Report approved by: Patrick Zenner