

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
June 11, 2026**

SUMMARY

A request by Jessica Foote (agent), on behalf of BJEM Properties LLC (owner), for approval of a Conditional Use Permit (CUP) to allow 1505 Richardson Street to be used as a short-term rental for a maximum of eight transient guests 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 approximately 0.27-acre subject site is zoned R-MF (Multiple-family Dwelling) and is located around 100 feet east of the intersection of Richardson Street and Ripley Street, and includes the address 1505 Richardson.

DISCUSSION - APPLICATION EVALUATION

The applicant seeks to obtain a Conditional Use Permit (CUP) to allow 1505 Richardson Street 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 prerequisite to proceeding forward in obtaining the STR Certificate of Compliance and business license.

The owner of the subject site has stated the dwelling has previously operated as a short-term rental. This property is not the applicant's principal residence. There is not an active long-term rental license associated with the property. Operation of the dwelling as an STR following final City Council action without acquiring the STR Certificate of Compliance and business license would constitute an illegal use of land and would be subject to revocation, if authorized, as well as other enforcement actions identified in the City code.

The following is a site-specific analysis of the property:

Dwelling Unit Details

Property Address	1505 Richardson Street
Zoning	R-MF (Multiple-Family Dwelling), UC-O (Benton Stephens Urban Conservation Overlay District)
STR Request Type	Tier 2, 210 nights
Maximum Guests Requested	8
Bedrooms	4
Parking Spaces	3 parking spaces are currently on-site, on east side of the site, with all 3 spaces being in the driveway. 4 spaces are required.
Abutting Properties	R-MF directly to all sides, one R-2 lot to NW, one R-1 lot to SW

Owner/Agent

Owner	BJEM Properties LLC
Designated Agent	Jessica Foote
Agent's Distance to Property	2 miles, 8 minutes

Listing Information

Listing Links	N/A, to be listed on AirBnB
STR previously offered?	Yes, operation was with current property owner.
STRs within 300 feet?	There are no registered or identified STRs within 300'
Primary residence?	No
Previous Violations?	None unresolved outside of illegal STR and illegal rental, opened in 6/24/2025 and 3/12/2026 respectively

Conditional Use Analysis

Operation of an STR within the subject dwelling requires approval of a Conditional Use Permit (CUP), which has been analyzed for both general and technical compliance pursuant to the provisions found in Sec. 29-6.4(m)(2)(i) and (iii) of the UDC. Staff's analysis of these provisions is shown below. The owner's analysis of the criteria is attached to this report.

Sec. 29-6.4(m)(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 or is not a long-term resident's primary residence to be operated for up to 210 nights in a residential district is subject to approval of a CUP. The submitted application demonstrates compliance with the minimum regulatory standards established within Sec. 29-3.3(vv) of the UDC. The site has three parking spaces on the driveway on the east side of the property, one short of the requirement for eight transient guests. An additional parking spot will need to be paved to accommodate eight guests. Additional regulatory review to ensure compliance with the remaining UDC and Rental Unit Conservation Law requirements will occur upon issuance of the CUP 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.

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 fulfilling the idea of supporting mixed-uses within residential neighborhoods.

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).

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 nearby residentially zoned properties appear to be developed with one, two, and multiple-family dwellings. If the requested CUP is approved, up to eight guests would be permitted, allowing four more occupants than the maximum four unrelated occupants permitted in long-term rental dwellings in the surrounding R-MF zoned properties or R-2 zoned properties, and five more unrelated occupants than permitted in R-1 zoning. Approval of the requested CUP could result in increased occupancy; however, it is

uncertain whether trips generated from the subject site would exceed those of the surrounding development. Of the surrounding 40 dwelling units in a 185-foot radius, at least three appear to be owner-occupied. Any potential impacts associated with higher turnover or increased activity may not be noticeable, depending on the current usage patterns of nearby properties.

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

The site is accessed from the north side of Richardson, which is a local residential street. The property currently has three UDC-compliant parking spaces in the driveway. This does not suffice the parking requirement for eight guests. An additional parking space needs to be added. There is no evidence to suggest that a short-term rental operating with a maximum of eight guests, if supported by on-site parking, would negatively affect existing or future traffic in the area. Furthermore, sidewalks are installed along Richardson Street.

(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.

The subject site is directly adjacent to one-family dwellings in all directions, and in proximity of one, two and multiple-family dwelling, most of which are located in the R-MF zoning district, which limits long-term rental to no more than four unrelated occupants. The requested occupancy of eight guests would allow four additional individuals beyond the R-MF maximum. The property was previously operated as an STR.

Any potential negative impacts can be mitigated through the adopted regulatory provisions that provide a means to report and address violations. The regulations permit the 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(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 registrant has answered that it is not their principal residence.

(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 has answered that there are none. Staff did not identify additional licensed or registered STR properties within 300 feet of the dwelling.

(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 answered they previously operated the property as an STR. There was one complaint regarding political signs being placed on the property the night of the 2024 presidential election, and one complaint regarding parking along a yellow curb. There was no denial or revocation of a STR certificate of compliance as the registrant has never been issued one.

(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 answered occupancy limits are within City regulations and they intend to minimize disruption due to turnover. The registrant also noted the property will not be used for large gatherings.

From a staff perspective, operating the dwelling as transient lodging for up to 210 nights with a maximum of eight guests could result in increased impacts; however, the extent of those impacts is unknown. If permitted to operate at a maximum of eight guests, the dwelling's occupancy would be four more than that permitted in adjacent R-MF zoned property; however, the potential for higher turnover would exist. The level of these impacts will depend on several factors, including unit desirability, pricing, and occupancy rates. Similar impacts could be experienced if the dwelling were occupied by long-term residents.

Dwellings used as short-term rentals are subject to a more robust regulatory framework than applicable to long-term rentals to mitigate potential negative effects of using the dwelling for commercial purposes. The STR regulations include limits on occupancy and rental nights as well as a reporting mechanism for violations that can result in licensure revocation following two verified violations within a 12-month period.

(E) Whether there is support for the establishment of the proposed STR from neighboring property owners.

The registrant noted they spoke with the owner of the home to the east who did not object to this request. The registrant also noted there are no owner-occupied units immediately adjacent this property.

CONCLUSION

Staff's technical review of the application and analysis of the above criteria concludes that approval of a CUP for operation of 1505 Richardson Street as a 210-night short-term rental with a maximum of eight guests would meet regulatory compliance if an additional parking space is provided. While the increased guest occupancy would allow four more individuals than permitted in other surrounding R-MF zoned dwellings, there is no evidence indicating that use of the dwelling as a short-term rental would negatively impact the neighborhood.

Approval of the CUP would authorize the applicant to pursue legal licensure of the dwelling and afford neighbors as well as the city additional regulatory tools to ensure compliance with the adopted standards governing STRs.

RECOMMENDATION

Approve the conditional use permit to allow the dwelling at 1505 Richardson Street to be operated as a STR subject to:

1. The maximum occupancy of eight transient guests subject to addition of 1 paved on-site/off-street parking space otherwise maximum guest occupancy would be limited to six guests; and
2. A maximum of 210-nights of annual rental usage

ATTACHMENTS

1. Locator Maps
2. STR Application
3. Supplemental "Conditional Accessory/Conditional Use Questions"

HISTORY

Annexation date	1906
Zoning District	R-MF (Multiple-Family Dwelling)
Land Use Plan designation	Neighborhood
Previous Subdivision/Legal Lot Status	Stephen's First Addition

SITE CHARACTERISTICS

Area (acres)	0.27 acres
Topography	Flat
Vegetation/Landscaping	Limited tree coverage
Watershed/Drainage	Flat Branch
Existing structures	One-family dwelling

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Richardson Street

Location	South of subject site
Major Roadway Plan	Local residential
CIP projects	None
Sidewalk	Installed

PARKS & RECREATION

Neighborhood Parks	Stephens Lake, Lions-Stephens, Field, North Village
Trails Plan	Stephens Lake, Colt Railroad, Lions-Stephens, Field
Bicycle/Pedestrian Plan	None

PUBLIC NOTIFICATION

Public Notification Responses	None at the time of writing
Notified neighborhood association(s)	Benton-Stephens
Correspondence received	None at the time of writing

55 “public hearing” letters were mailed to property owners and tenants within 185-feet of the subject property. One letter was provided to the Council Ward representative. One letter was sent to neighborhood associations and homeowners associations within 1,000 feet of the subject site. Public hearing postcards were distributed on May 11, 2026. All public hearing letters were distributed on May 25, 2026. The public hearing ad for this matter was placed in the Tribune on May 26, 2026.

Report prepared by: David Kunz

Approved by: Patrick Zenner