



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: April 7, 2025

Re: 1510 Marylee Drive– STR Conditional Use Permit (Case #93-2025)

Executive Summary

Approval of this request would grant a conditional use permit (CUP) for the operation of 210-night short-term rental (STR) with a maximum of 8 transient guests. The dwelling unit proposed for STR purposes is not the applicant's principal residence. The dwelling has been previously used as a STR since 2020 to the present. In 2024, the dwelling was used for a total of 97 nights. The subject property is zoned R-1 (One-family Dwelling) and is addressed 1510 Marylee Drive.

Discussion

Annette Humphries (agent), on behalf of KSBF Properties, L.P. (owner), seeks approval of a conditional use permit (CUP) to allow 1510 Marylee Drive to be used as a short-term rental for a maximum of 8 transient guests and up to 210-nights annually pursuant to Sec. 29-3.3(vv) and Sec. 29-6.4(m) of the Unified Development Code. The 0.26-acre site is zoned R-1 (One-family Dwelling) and is located at the corner of Mills Drive and Marylee Drive. The property is addressed 1510 Marylee Drive.

The subject dwelling is a 5-bedroom, 2-bath single-family home with an attached 2-car garage. A site-specific evaluation found that the property possesses two driveways, each capable of supporting two Unified Development Code-compliant off-street parking spaces totaling four parking spaces on-site. Past usage of the dwelling for STR purposes dates back to 2020 and continues to the present. In 2024, the dwelling had been used for a total of 97 nights.

Per the submitted STR application and supplemental CUP questions, the dwelling is sought to be used for a maximum of 210-nights annually by eight transient guests. The nights to be used and the stated occupancy are consistent with the limitations established by Sec. 29-3.3(vv) of the UDC. The provided bedroom floor areas appear to conform to the minimum areas needed to support the desired level of occupancy when evaluated against the adopted regulatory requirements of the International Property Maintenance Code (IPMC). Final verification of compliance with the IPMC and the maximum transient guest occupancy will be established following a dwelling unit specific evaluation in accordance with the provisions of Chapter 22, Article 5 of the City Code. The maximum occupancy and authorized rental "nights" associated with the dwelling will be shown on the issued STR Certificate of Compliance and must appear on any website listing upon which the dwelling is offered for rental.

Approval of the Conditional Use Permit would constitute the property owners' "one and only" STR license inside the city's municipal limits. The submitted STR application indicates that the "designated agent" to address regulatory issues associated with the dwelling's use



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as an STR will be handled by a member of the L.P. that owns the property and is a local Boone County resident. Such representation is permitted per Sec. 29-3.3(vv) of the UDC.

Following issuance of the required Conditional Use Permit, 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, the owner will be required to remit accommodation taxes pursuant to the requirements of Chapter 26 (Taxation) of the City Code.

The site is accessed from Marylee Drive and Mills Drive through traditional driveway approaches. Marylee Drive is a residential street that does not possess sidewalks. Parking is permitted on both sides of Marylee Drive. Mills Drive does not possess sidewalks; however, prohibits on-street parking. Mills Drive functions as a neighborhood collector between Forum Boulevard and Chapel Hill Road.

A minimum of 4 on-site/off-street parking spaces must be provided to meet the requirements of Sec. 29-3.3(vv)(1)(ii)(B)(2) of the UDC and desired occupancy. This level of parking is available on-site between the two existing driveways. Staff finds that design of the site's access is consistent with other residential development within the surrounding neighborhood. The site's access is sufficient to support future traffic generation without compromising public safety.

The subject dwelling is consistent in size, style, and bedroom mix as those adjoining it. There are 28 parcels within 185-feet and 1 neighborhood association within 1,000. Of the 28 properties, 12 appear to be owner-occupied and 16 appear to be rental properties. The adjacent properties are located in the R-1 and R-2 zoning districts. Dwellings located within the R-1 and R-2 districts are permitted a maximum "long-term" rental occupancy of either 3 or 4-unrelated individuals, respectively.

The subject dwelling has operated as an STR since 2020 as an STR without apparent incident. In 2024, the dwelling had been used for a total of 97 nights. No active code violations were found to be associated with this property. Evaluation of typical listing platforms such as Airbnb, VRBO, booking.com, and Furnishedfinders.com identified two additional unregistered STR properties within a 300-foot radius of the subject property.

Given the length of use as an STR and lack of active code violations, approval of the requested CUP does not appear to be incompatible with the surrounding neighborhood. Furthermore, approval would "legalize" the existing use of the property. Should impact arise, the enacted STR regulations provide the City with options to address potential negative impacts that may be introduced into the neighborhood through the granting of the requested CUP. The enacted regulations restrict nightly usage and include other restrictions for which violations can be reported which could result in enforcement action, up to and including, revocation of the STR Certificate of Compliance.



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Given a CUP is necessary to allow for the legal operation of the subject dwelling as an STR, an analysis of the general and supplemental CUP criteria shown within Sec. 29-6.4(m)(2)(i) and (iii) were performed. Following this analysis, staff concluded that using the dwelling as a 210-night STR with a maximum of 8 transient guests would not be incompatible with the surrounding land uses. Furthermore, approval of the CUP would result in the fulfillment of several policies, strategies, and actions of the City's adopted comprehensive plan. A full description of this analysis is found in the attached Planning and Zoning Commission staff report.

The Planning and Zoning Commission held a public hearing on this matter at their March 6, 2025 meeting. Staff provided a report and described their findings related to what was shown on the STR application. The applicant spoke on the purpose of the request and was available to answered Commissioner questions. No members of the public spoke with respect to the request; however, 2 written comments (attached)were submitted for Commission review. One comment was supportive of the request and the other was in opposition to it.

Following closure of the public hearing, a motion to approve the requested Conditional Use Permit to permit 1510 Marylee Drive to be operated as a 210-night STR with a maximum of eight transient guests was approved by a vote of (9-0).

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

Fiscal Impact

Short-Term Impact: None are anticipated.
Long-Term Impact: Usage of the dwelling as an STR will result in the collection of accommodation taxes which will assist the Convention and Visitor's Bureau in their marketing efforts relating to the City. While increases in public service demand is possible, such demands are not foreseen to be greater than a typical single-family home. Such increases may or may not be off-set 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



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Suggested Council Action

Approve the issuance of a conditional use permit to allow 1510 Marylee Drive to be operated as a 210-night short-term rental for a maximum of eight transient guests for STR purposes.