

I. What is a Site Plan Review?

Site Plan Review is a process where the construction of new buildings, new additions, and certain types of canopies and/or tax-exempt institutions are reviewed by the City Planning staff and the City Council. The City reviews the new site in order to improve the functionality or mitigate any potential adverse impacts of the proposed development on neighboring properties. The end result of the process is for the applicant to obtain a special use permit.

II. What Type of Development Requires Site Plan Review?

There are five situations where a site plan review is required:

All New Developments

This does not include single or two-family dwellings.

Substantial Additions

Additions to buildings, or new accessory buildings, when a) the addition or new accessory building is greater than 25% of the existing principal building; b) the addition or new accessory building exceeds 1,000 square feet in gross floor area; c) curb cuts are required; or d) when such new construction reduces existing parking or significantly modifies existing on-site circulation (this does not include single or two-family dwellings).

Canopies

Canopies constructed over existing walkways, loading docks, or pump islands, where such new construction reduces existing parking or significantly modifies existing on-site circulation.

Tax Exemption

Person, association, corporation, religious institution, charity or foundation that has been designated by any governmental entity as exempt from payment of any tax levied by the city seeking to purchase or occupy real property in University City per the Municipal Code.

Amendments

Amendments to any of the above.

III. Pre-Submission Meeting with Zoning Administrator

It is strongly encouraged that you schedule a meeting with the Zoning Administrator in advance of the deadline for submitting your application for Site Plan Review. Such a meeting will ensure that you have met all submission requirements. Applicants who do this tend to get through the approval process with less difficulty than those who do not. For appointment call (314) 505-8501.

IV. Forms to Complete / Drawings to Provide

Forward **four (4) collated copies of the executed application form and all supporting documents** (see below) to the Zoning Administrator, 6801 Delmar Boulevard, Fourth Floor, University City, Missouri, 63130.

The Zoning Administrator will not accept a site plan review application without complete supporting drawings and documents (see "Deadlines" in [Section VI](#)).

PLEASE NOTE: All plans must be *folded* (not rolled) and all forms and supporting documents *must be collated* with each set of the folded plans when submitted.

A. Application Form:

1. Please submit four (4) copies of the Site Plan Review application form. The form must be completely filled out with daytime phone numbers (and e-mail addresses if possible) provided for all parties involved (applicant, owner, representatives and/or architects, developers and/or builders).

B. Memo:

1. Four (4) copies of a Memo describing the common street address of the property(ies) proposed for the Site Plan Review Permit.
2. Memo should also contain a description of the proposed Site Plan Review, in narrative form. Please include historical information about the applicant, the company and/or the organization. Explain why this particular site was chosen for the proposal, state the number of employees that will be working at the site, state the hours of operation, explain other features unique to the proposed use and submit any other information that will help the City Council in their decisions.
3. Memo should also describe the estimated impact of the use on the surrounding properties and adjacent streets, including, but not limited to, average daily and peak hour traffic generation, existing traffic volumes of adjacent streets, if available, use of outdoor intercoms, and any other operational characteristics of the proposed use that may have impacts on other adjacent or nearby properties.

C. Site Plan:

Attach four (4) copies of an accurate site plan, survey, or diagram drawn to scale containing the following information. Please note: Depending upon the exact details of the proposal, you MAY not be required to provide all of the information below on your site plan (for example, grading and drainage details are usually not required for re-use of existing buildings). Please contact the Zoning Administrator at (314) 505-8501 for questions on that issue:

1. Name, address and telephone number of the property owner and, if different, the person or firm submitting the plan.
2. Location map of the property in question.
3. Site Plan, North arrow and plan scale. The plan scale shall be one inch equals twenty (20) feet to one inch equals fifty (50) feet in any increments of ten feet on one or more sheets not less than eight and one-half inches by eleven (11) inches or greater than thirty-six inches by forty-eight inches (36" x 48") in size. The zoning administrator may authorize a different plan scale, so long as the scale is in ten foot increments and the resulting site plan clearly shows the information required herein.
4. Out-boundary of the lot, including all dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the lot. Also include the lot number and subdivision name, if applicable.
5. The area of the lot in square feet.
6. Delineation and identification of all easements (existing and proposed).
7. The zoning district classification of the lot and of adjacent parcels, where different than the site.

8. Delineation of existing buildings to be retained and proposed buildings. Also indicate the proposed use of the building(s) and the distances, in feet, from the lot lines and right-of-way line(s).
9. Delineation of off-street parking spaces, including itemization of the number of spaces required and proposed. Also indicate typical dimensions for parking stalls, circulation aisle widths, parking bay widths, angle of stalls, and location and dimensions of handicapped parking stalls.
10. Delineation and dimensions of existing and proposed type of pavement and curbing. Also indicate right-of-way width for streets abutting the site.
11. Location of existing and proposed curb cuts.
12. Grading, storm drainage and erosion control plans, in accordance with the requirements of Section 405.240, of the University City Municipal Code. The zoning administrator may waive this requirement where little or no grading is to take place. However, this waiver by the city does not relieve the owner from complying with any plan and permitting requirements of metropolitan sewer district or its successor.
13. In situations where landscaping and/or screening is required by this chapter, provide a landscape plan showing existing and proposed landscaping, including the name and size of plant material. Also, provide plans and elevation details of any man-made screening material as may be required by this chapter (e.g., required fencing between residential and non-residential uses, and required screening of mechanical equipment and trash containers).
14. Location, type, dimensions and size of all signs associated with the proposed development (see Article 8 of this chapter).
15. In situations where outdoor lighting is required by Article 7, Section 400.2110 of this chapter, provide an exterior lighting plan for all parking and common pedestrian areas.
16. For new buildings or buildings undergoing exterior modifications, provide architectural renderings or elevation drawings indicating the type, texture and color of exterior finishes. Also provide the grade floor elevation and building height. For multistory buildings, provide cross-section drawing(s) indicating upper-story floor elevations.

D. Elevations:

For new buildings or buildings undergoing exterior modifications, provide four (4) copies of architectural renderings or elevation drawings indicating the type, texture and color of exterior finishes. Also provide the grade floor elevation and building height. For multi-story buildings, provide cross-section drawing(s) indicating upper-story floor elevations.

E. Additional Information:

Four (4) copies of additional information, beyond the requirements listed above, may be requested by the Zoning Administrator, Plan Commission or City Council when such additional information is determined to be necessary for evaluating the proposed development.

F. Owner Permission Letter:

If the applicant is not the current owner of the property, an originally signed letter from that current owner is required granting permission for the applicant to file the application. Please note, only one copy of the owner permission letter is required for the file (it will not be distributed).

G. Electronic Copies of all of the above

It will also be necessary for you to turn in an electronic version (preferably in .pdf format either on cd or through e-mail) of **all** of the above for submission to the City Council.

Please make sure that the electronic copies of any maps and/or blueprints are formatted to be printable at a size of **no larger than 11" x 17"**. Please call Zoning Administrator at (314) 505-8501 to discuss details.

V. Fees

All applications must be accompanied by a \$200 application fee. Make checks payable to "City of University City." Application fees are non-refundable, regardless of whether a Site Plan Review / Special Use Permit is approved or denied.

VI. Deadlines / The Hearing Process

Deadlines

The City Council meets approximately every other week; call (314) 505-8501 for exact dates. To be added to a particular meeting's agenda, turn in the fully completed application (as stated in Section IV) by noon, no later than four weeks prior to the requested meeting date. Even then it cannot be guaranteed that the item will definitely be placed on that meeting's agenda. No new material for the meeting will be accepted after the deadline. It is strongly encouraged that the application be submitted several days early to allow time to remedy any deficiencies. Hearings for incomplete applications at deadline time will be postponed to the following meeting that the completed application is received before a deadline.

Meeting Date

Once the Site Plan Review submittal is complete, the Zoning Administrator will add the application to the next possible regularly scheduled meeting's agenda. Please note: the deadline to get onto a meeting of the City Council is at least four weeks prior to the proposed meeting date. Even then it cannot be guaranteed that the item will definitely be placed on that meeting's agenda. The applicant will be notified of the meeting date by phone, e-mail or mail (depending upon provided contact information).

Staff Report

The Zoning Administrator will prepare a staff report on the application and make a recommendation. The Zoning Administrator shall compile staff comments into a site plan review report. Staff may recommend changes to the site plan that would improve the functionality of the site or mitigate any potential adverse impacts of the proposed development on neighboring properties. The report shall identify any discovered deficiencies with respect to compliance with the Zoning Code or other applicable regulations. The applicant will receive a copy of the recommendation in the mail prior to the meeting date.

Visits to the Property

Members of the City Council may very likely visit the property in question a few days before the hearing in order to familiarize themselves with the conditional use request and its potential impact on the surrounding area.

Procedure At the City Council Meeting

At the hearing the applicant should be prepared to present the issues cited in the application and give reasons why the permit should be granted (see Section VII concerning the findings of fact). Applicants may represent themselves or have an attorney, contractor, architect, engineer or other professional person represent them and make the presentation on their behalf. The City Manager gives a summary of the Site Plan proposal. Then the Council will make a motion in order to put the item on the table and the matter is discussed. If there are people who wish to speak on the item, they will be called forward by the Mayor at the

appropriate time. The Council will normally vote on the item at that time, unless further information is required.

VII. Findings

Section 400.2630 of the Zoning Code requires that, in conducting its review, the City Council shall consider the staff report on the site plan and document findings of fact based directly upon the particular evidence presented to it supporting the conclusion that the proposed Site Plan Review:

1. Complies with all applicable provisions of the Zoning Code;
2. At the specific location will contribute to and promote the community welfare or convenience;
3. Will not cause substantial injury to the value of neighboring property;
4. Is consistent with the Comprehensive Plan, neighborhood development plan (if applicable), and any other official planning and development policies of the City; and
5. Will provide off-street parking and loading areas in accordance with the standards contained in Article 7 of the Zoning Code.

In determining whether the evidence supports the conclusions required by Section 400.2630 of the Zoning Code, the Council shall consider the review criteria established as follows:

1. The proposed use complies with the standards of the Zoning Code, including performance standards, and the standards for motor vehicle oriented businesses, if applicable, as contained in Section 400.2720 of the Zoning Code;
2. The impact of projected vehicular traffic volumes and site access is not detrimental with regard to the surrounding traffic flow, pedestrian safety, and accessibility of emergency vehicles and equipment;
3. The proposed use will not cause undue impacts on the provision of public services such as police and fire protection, schools, and parks;
4. Adequate utility, drainage and other such necessary facilities have been or will be provided;
5. The proposed use is compatible with the surrounding area;
6. The proposed use will not adversely impact designated historic landmarks or districts; and
7. Where a proposed use has the potential for adverse impacts, sufficient measures have been or will be taken by the applicant that would negate, or reduce to an acceptable level, such potentially adverse impacts. Such measures may include, but are not necessarily limited to:
 - a. Improvements to public streets, such as provision of turning lanes, traffic control islands, traffic control devices, etc.
 - b. Limiting vehicular access so as to avoid conflicting turning movements to/from the site and access points of adjacent properties, and to avoid an increase in vehicular traffic in nearby residential areas
 - c. Provision of cross-access agreement(s) and paved connections between the applicant's property and adjacent property(ies) which would help mitigate traffic on adjacent streets
 - d. Provision of additional screening and landscape buffers, above and beyond the minimum requirements of this Chapter
 - e. Strategically locating accessory facilities, such as trash storage, loading areas, and drive-through facilities, so as to limit potentially adverse impacts on adjacent

- properties while maintaining appropriate access to such facilities and without impeding internal traffic circulation
- f. Limiting hours of operation of the use or certain operational activities of the use (e.g., deliveries)
 - g. Any other site or building design techniques which would further enhance neighborhood compatibility

The City Council shall consider the extent to which such evidence demonstrated compliance with the foregoing criteria.

It shall be the responsibility of the applicant to clearly establish that the review criteria are met.

VIII. City Council Action

1. The City Council shall either approve, disapprove or conditionally approve the site plan. In approving a site plan, the City Council may impose conditions and restrictions on said site plan.
2. If the City Council so acts, it shall specify the specific requirements which must be met before the applicant may be granted final site plan approval and a building permit.
3. The City Council, in imposing conditions and restrictions, may adjust the standards set forth in this Chapter, by a factor of twenty (20) percent, when it finds that such adjustment, whether more or less restrictive, would be equivalent to such standards or more effective in achieving the spirit and intent of such standards.
4. The City Council may delegate to the Zoning Administrator the authority to approve the site plan when the Administrator determines that the prescribed conditions have been met.