

# Olive Boulevard Design Guidelines

University City, MO



## REVIEW PROCESS

CHAPTER - 4



## **REVIEW PROCESS**

A “Design Review Process” has been established in order to ensure that all development within the defined corridor is consistent with these Design Guidelines. The process outlined here is a part of the building permit application. All plans, including any site improvements and special requirements, will be subject to review and approval by the City of University City prior to any construction. *All guidelines stated in Chapter-2 (Streetscape and Districts Guidelines) are subject to approval by MoDOT and St. Louis County for any planning and improvements that may occur along the right of way within MoDOT's and St. Louis County's jurisdiction respectively.* This review process covers site planning, landscape design, architecture character, signage, exterior lighting, site furnishings and all other elements mentioned in these Design Guidelines as applicable to the particular site. The City of University City is responsible for receipt of “Development Plan Applications” and review and the processing thereof.

### ***Informal Vision Sharing- OPTIONAL***

Prior to or during procurement of any site for redevelopment, the developer may meet with the City to discuss land use ideas. At this time the City may discuss the collective make up of the corridor or any specific district(s) within the corridor to communicate the Design Guidelines to the developer and to answer any questions the developer may wish to discuss.

It is the intent of this process to supplement the established review process now in used by the City, as referenced here:

- Article 10 of the Zoning Code
- Article 11 of the Zoning Code
- Section 34-40 of the Zoning Code

The purpose of this supplemental process is to alert developers of the Design Guidelines and to assure that improvements along the corridor are consistent and in keeping with the Design Guidelines overall.

### ***Developments Subject to Site Plan Review***

- The site plan review shall apply to all development occurring along Olive Boulevard.
- Additions to nonresidential buildings, or new accessory nonresidential buildings, when the addition or new accessory building is less than twenty-five (25) percent of the existing principal building; the addition or new accessory building does not exceed one thousand (1,000) square feet in gross floor area (unless the structure is greater than ten feet higher than the principal structure, or unless the structure could be considered a tower of any type); no new curb cuts are required; and when such new construction does not reduce existing parking or significantly modify existing on-site circulation as determined by the Zoning Administrator.



- Canopies constructed over existing walkways, loading docks, or pump islands, when such new construction does not reduce existing parking or significantly modify existing on-site circulation as determined by the Zoning Administrator.
- The above exceptions to site plan review in no way relieves any other requirements for submission of plans as may be required by the "University City Building Code" or other regulations requiring certain plans. (Ord. 6401 § 1 (part), 2002; Ord. 6139 § 1 (Exhibit. A (part)), 1997).

### ***Site Plan Submittal Requirements***

The site plan submittal shall contain the following information:

- Name, address and telephone number of the property owner and, if different, the person or firm submitting the plan.
- Location map of the subject property.
- Site Plan, north arrow and plan scale. The plan scale shall be one (1") inch equals twenty (20') feet to one (1") inch equals fifty (50') feet in any increments of ten (10') feet on one or more sheets not less than eight and one-half (8-1/2") inches by eleven (11") inches or greater than thirty-six (36") inches by forty eight (48") inches in size. The Zoning Administrator may authorize a different plan scale, except that any plan scale shall be in ten (10') foot increments..
- An out-boundary survey of the subject site, including all dimensions and bearings, both linear and angular, radii and arcs, and St. Louis County Locator number(s) necessary for locating the property and boundaries of the subject site.
- Calculation of the subject site in square feet and acres.
- Location and identification of all easements (existing and proposed).
- The Zoning District classification of the subject site..
- Location of existing buildings to be retained and proposed buildings to be developed, including the proposed use of the building(s) and the distances, in feet, from the property line(s) and right-of-way line(s).
- Location of off-street parking spaces, including itemization of the number of spaces required and proposed.
- Illustrate typical dimensions for parking stalls, circulation aisle widths, parking bay widths, angle of stalls, and location and dimensions of handicapped parking stalls to be developed on the subject site.
- Illustrate the location and dimensions of all existing and proposed pavement, curbing, and right-of-way width adjacent to the subject site.
- Include grading, storm drainage and erosion control plans, in accordance with the requirements of Section 16.12.090, of the University City Municipal Code. The Zoning Administrator may waive this requirement where little or no grading is required, however, any waiver by the City does not relieve the owner of compliance with any plan and permitting requirements of the Metropolitan Sewer District (MSD) or its successor or assigns.



- Illustrate a landscape plan identifying existing and proposed landscaping locations, including the name and size of plant material and site, elevations.
- Include details of any man-made screening material to be used pursuant to this chapter (e.g., required fencing between residential and non-residential uses, and required screening of mechanical equipment and trash containers).
- Location, type, dimensions and size of all existing and proposed signs on the subject site.
- Provide an exterior lighting plan for all parking and common pedestrian areas.
- Provide architectural renderings or elevation drawings including the type, texture and color of exterior finishes, floor elevation(s) and building height including cross-section drawing(s) indicating upper-story floor elevations for all multi-story buildings.
- Additional information, beyond the requirements listed above, may be requested by the Zoning Administrator or the City Council when additional information is determined to be necessary for evaluating the proposed development. (Ord. 6139 § 1 (Exhibit. A (part)), 1997).

### ***Site Plan Submission and Distribution***

- Submission by Applicant: The applicant shall submit twelve (12) copies of the information required (as listed in Site Plan Submittal Requirements) to the Zoning Administrator
- Completeness of Submittal: Upon receipt of the site plan and associated information, the Zoning Administrator shall review the documents to determine compliance with City requirements.
- When the submittal is determined by the Zoning Administrator to be complete, the submittal shall be date stamped.
- Distribution: After the site plan has been accepted for review, the Zoning Administrator shall distribute copies of the plan, or relevant portions thereof to the Director of Planning and Development and other city staff as appropriate. (Ord. 6139 § 1 (Exhibit. A (part)), 1997)

### ***Staff Review***

- Staff Comments: City staff responsible for site plan review shall provide the Zoning Administrator with written comments within ten (10) working days of receipt of the plan or other applicable information. City staff may recommend changes to the site plan that may improve the functionality of the site or mitigate potential impact on neighboring properties.
- Staff Report: The Zoning Administrator shall compile staff comments into a Site Plan Review Report. This report shall identify any deficiencies with respect to compliance with these Design Guidelines, the Zoning Code, or other applicable regulations. This report shall be completed within sixty (60) days of acceptance of the site plan. A copy of this report shall be forwarded to the applicant and to the City Council. (Ord. 6139 § 1 (Exhibit. A (part)), 1997).



## ***City Council Review***

- In conducting its review, the City Council shall consider staff comments pursuant to the site plan and any documentation attached.
- Assure the plan complies with all applicable provisions of these Design Guidelines and Zoning Code.
- Agree site location and site plan contributes to and promotes community welfare and economic wellbeing of the community.
- Agree site plan and intended land use will add value to subject site and surrounding land.
- Agree the site plan is consistent with the comprehensive plan, neighborhood development plan (if applicable), Olive Boulevard Design Guidelines and any other official planning and development policies of the City.
- Agree that off-street parking and loading areas are in accordance with the standards contained in these Design Guidelines and Article 7 of the Zoning Code.
- In determining that any submittal supports the conclusions required by the Zoning Code and these Design Guidelines, the City Council shall consider the review criteria established as follows:
  1. The proposed use(s) complies with the standards of the Zoning Code and these Design Guidelines including performance standards, and the requirements for motor vehicle oriented businesses, if applicable.
  2. The impact of projected vehicular traffic volumes and site access is consistent with and enhances existing traffic flow, public access, pedestrian safety and accessibility of emergency vehicles and equipment.
  3. The proposed use will not restrict public services such as police and fire protection, schools and parks.
  4. The site plan provides for adequate utilities, drainage and other necessary facilities existing or required in the development area.
  5. The proposed use is compatible with the surrounding area.
  6. The proposed use will not adversely impact designated historic landmarks or districts.
  7. Should a proposed site plan contain possible adverse components, sufficient measures will be required by the owner to negate, or reduce to an acceptable level, those potentially adverse impacts. Such measures may include, but are not necessarily limited to:
    - a. Improvements to public streets, such as improved turning lanes, the installation of medians, traffic control devices, and other alignment enhancement approved by the Missouri Department of Transportation and the City.
    - b. Limiting vehicular access to avoid conflicting turning movements, ingress and egress points of entry and increases in vehicular traffic through 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 for additional screening and landscape buffers, pursuant to the Zoning Code and in compliance with these Design Guidelines.
- e. Strategic location of accessory facilities such as trash storage, loading dock areas and drive-through facilities to limit potentially adverse impact on adjacent properties while maintaining appropriate access to accessory facilities and without impeding internal traffic circulation.
- f. Consideration of other site or building design elements that may be appropriate for site development and neighborhood compatibility.

- The City Council shall consider the extent to which each submittal demonstrates compliance with City criteria.
- It shall be the responsibility of the owner to clearly establish that the review criteria are met. (Ord. 6139 § 1 (Exhibit. A (part)), 1997)

### ***City Council Action***

- The City Council shall approve, disapprove or conditionally approve the site plan.
- City Council approval may be pursuant to certain conditions and restrictions related to the site plan.
- City Council approval shall specify the specific conditions and requirements to be included in the site plan.
- The City Council may modify the standards set forth in the Zoning Code or these Design Guidelines 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.
- The City Council may delegate to the Zoning Administrator the authority to approve the site plan when the Zoning Administrator determines that the prescribed conditions have been met. (Ord. 6139 § 1 (Exhibit. A (part)), 1997).

### ***Minor Changes***

Minor changes to the approved site plan may be permitted upon the express written consent of the Zoning Administrator. No change, which may be authorized under this paragraph, shall result in any of the following conditions:

- Approval of any site plan which does not conform with the Zoning Code, these Design Guidelines, Title 16, "Subdivision and Land Development Regulations," or other applicable codes or regulations.
- A change in use or market character of the development.
- An increase in building site coverage.
- A reduction in approved buffer areas and landscaped areas.
- Changes in traffic circulation, either on or off-site, that impacts Olive Boulevard, contiguous property or traffic circulation within adjunct residential neighborhoods.



- The Zoning Administrator may seek the concurrence of appropriate City staff prior to rendering a decision on approving minor changes to the site plan. (Ord. 6139 § 1 (Exhibit. A (part)), 1997)

### ***Site Plan Amendments***

Any changes to the site plan, other than minor changes authorized by the Zoning Administrator, shall require the submission of a new plan. The procedures for review of a new or revised plan shall be the same as for the initial application.

### ***Conditional Uses***

The review process for all conditional use submittals shall be in accordance with Article 11 of Zoning Code. Conditional uses are those types of uses requiring special consideration by the City. Condition use submittals are required to have no impact on the following:

- have little or no generation of increased traffic volumes that alter turning movements, increase unsafe conditions for vehicular traffic and pedestrian movement, impact traffic movement on property contiguous to the subject development site seeking conditional use consideration.
- have operational characteristics that impose a detrimental impact on adjacent or nearby properties, or
- have other characteristics which may impact public health, safety, or the economic welfare of the area.

Conditional use permitting, is allowed pursuant to the provisions of the Zoning Code. Conditional uses are listed for each Zoning District (see Article 4 of Zoning Code) and include motor vehicle oriented businesses (MVOB) as defined in Article 2 of Zoning Code(Ord. 6139 § 1 (Exhibit. A (part)), 1997).

### ***Planned Development Districts***

The review process for all Planned Development Districts shall be in accordance with Division 34-40 of the Zoning Code. The purpose of the Planned Development Districts (Districts) is to provide a means to achieve greater flexibility in land development in a manner not always possible in conventional zoning districts; to encourage a more imaginative and innovative design; to promote a more desirable community environment; and to increase economic development options and increased market participation in the area.

The City Council, upon review by the Plan Commission, may authorize a Planned Development District by an ordinance. The authorization approval is similar to the process followed for rezoning of property. Districts are considered for those projects or use requiring greater flexibility, or density. District regulations are not intended to allow excessive densities, or the development of incompatible land uses, either within the development, or as the development relates to the general neighborhood. The City Council may, upon submittal by the owner, approve a planned development to facilitate the use of flexible techniques of land development and site design, by providing relief from conventional zoning standards in order to achieve one or more of the following objectives:



- Site planning that better adapts to site conditions and its relation to surrounding properties that would not otherwise be possible or would be inhibited under the regulations applicable to the property.
- Functional and beneficial uses of open space areas.
- Preservation of natural features.
- Creation of a safe and desirable living environment for residential areas characterized by a unified building and site development program.
- Efficient and effective traffic circulation, both within and adjacent to the development site. (Ord. 6530 § 1 (part)

### ***Variances and Modifications Allowed***

**Variances:** The Board of Adjustment may grant variances from the standards contained in these Design Guidelines based on design merit, economic development opportunity (ies) and site conditions

**Deviations:** The Plan Commission or City Council may grant deviations from the standards contained in these Design Guidelines under the terms of an approved plan for development.

**Modifications to Allow Alternative Compliance:** In addition, the Zoning Administrator or the Director of Community Development may waive or modify any design standard(s) contained in these Design Guidelines to encourage the implementation of alternative or innovative practices that implement the intent of the standard(s) and provide equivalent public benefits without significant adverse impacts on surrounding development.

**Conditions of Approval:** In granting a variance, deviation, or modification, the Board of Adjustment, the City Council or Plan Commission, Zoning Administrator or the Director of Community Development and Development Services may require conditions that will substantially secure the objectives of the modified standard and that will substantially mitigate any potential adverse impact on the environment or on adjacent properties, including but not limited to additional landscaping or buffering.

### ***Modification of Design Guidelines***

The Plan Commission may modify these Design Guidelines herein upon written finding that such modification is warranted. Circumstances that shall warrant modification of the guidelines may include, but are not limited to, physical constraints such as the location of existing buildings or changes in grade between adjacent properties, excessive cost associated with public infrastructure, or failure to obtain an agreement or permit that is required for the implementation of the guidelines. In reviewing any proposed modification, the Plan Commission shall consider whether granting the modification will be consistent with the purposes of these Design Guidelines, locally adopted plans, and the following principles:



- The general design and character of the proposal is in harmony with the neighboring properties in the area.
- The scale of the development in relation to the site and neighboring properties.
- The similarity of building materials, their color and texture in relation to those found in the surrounding district.
- The visual compatibility of the proposal with surrounding properties, including height, setbacks, roof shape, window and door arrangements, and the orientation of the building in relation to the street.

Recognizing the substantial investment, planning, and infrastructure integration required for the creation of these Design Guidelines, the City will not adopt, promulgate, effect, or pass any ordinances, rules, regulations, interpretations, policies, recommendations, or guidelines that may materially impair, be inconsistent with, supersede, or conflict with this document.