



CITY OF TWIN OAKS

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“C” COMMERCIAL DISTRICT LIMITED DEVELOPMENT PLAN PROCESS

Step 1

Applicant files 12 copies of complete* application for limited development plan approval with City Administrator

[*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application-See attached checklist.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Board of Aldermen]

Step 1A

(at Board of
Trustees' discretion)

Board of Aldermen may (but need not) refer application for limited development plan approval to Planning and Zoning Commission for study, review and report

Step 1B

(at Board of
Trustees' discretion)

If referred by Board of Aldermen, **Planning and Zoning Commission** reviews application for limited development plan approval and recommends to Board of Aldermen that:

1. Approval be granted;
2. Approval be granted with conditions; or
3. Application be denied

Board of Aldermen Receives Planning and Zoning Commission recommendations (if referred to P&Z). Reviews application for limited development plan approval.

Step 2

City Administrator schedules public hearing and directs publication of notice

[requires minimum 15 days prior notice in newspaper]

Board of Aldermen conducts Public Hearing and receives comments on proposed limited development plan

Step 3

Board of Aldermen, upon conclusion of Public Hearing, may approve limited development plan with or without conditions by ordinance

Step 4

Applicant records copy of limited development plan with St. Louis County Recorder of Deeds

[must occur within 60 days of date of approval by ordinance]

Limited Development Plan valid for 12 months from date of approval

REQUIRED FOR:

- Changes in permitted uses (but not changes of ownership or tenancies);
- Expansions of existing buildings (where expansion is greater than 10% of existing floor area);
- Any site alteration, expansion or modification which **does not**:
 - change existing vehicle drive aisles or site access
 - result in more than 1 curb cut; or
 - include a motor vehicle oriented business

LIMITED DEVELOPMENT PLAN INFORMATION SUBMITTAL REQUIREMENTS:

- Sketch plan of site (may be hand drawn) depicting building location, lot arrangement, proposed landscaping, exterior improvements, signage types
- Floor area of existing and proposed uses
- Description of proposed uses, types of products sold/service provided, hours of operation, maximum employees, parking needs, proposed date to begin use, existing uses/tenants, adjacent uses
- St. Louis County licensing requirements (if any)
- Improvement(s) details

URBAN GUIDELINES

A. Architectural/Building Elements.

1. Residential and commercial architecture within the City should be designed to maintain traditional standards of construction methods, materials, masses and forms.
 2. All non-residential structures should be designed to create a strong physical and spatial relationship with either Big Bend Boulevard or Meramec Station Road frontage(s), as applicable.
 3. Each commercial structure should have a main entrance oriented toward the street side of the structure, connecting with a sidewalk. Additional, supplementary entrances may be provided and oriented toward parking Courts or pedestrian paths.
 4. Building materials, colors and Principal Building roof/parapet lines should be carefully selected to assure that adjacent structures relate to each other.
 5. Building construction should be of high quality and durable materials. Acceptable materials include:
 - Brick;
 - Stone;
 - Concrete with approved texturing, scoring and detailing;
 - Clear Glass;
 - Metals including copper, steel, aluminum, when used as roof or detail elements including awnings, door and window frames, or decorative applications.
- Unacceptable materials include:
- Stucco;
 - Mirrored or tinted glass;
 - Vinyl or plastic siding;
 - Metal siding;
 - Concrete block or masonry unit (exposed);
 - Canvas or other fabric.
7. Primary materials and colors should wrap all exposed facades of the building. A harmonious range of colors should be used emphasizing earth tones and natural colors. Bright colors intended to call attention to individual buildings should not be allowed.
 8. Individual property owners and developers should consult with adjacent owners to coordinate development activities and resources such as shared service alleys, etc.

B. Additional Architectural Guidelines.

1. Roof Forms and Materials:
 - a. All buildings should be designed with consistent roof pitches (all roofs on same building should be similar);
 - b. Use of roof pitches between and including 4:12 to 6:12 are recommended where possible.
2. Height, Scale:
 - a. The height of Principal Buildings should be limited to three (3) stories.
 - b. Buildings should be designed so that the building elements (canopies, bays, projections, etc.) will provide the scale of the building rather than applied details.
3. Entries:
 - a. Significant articulation or structural detailing should be provided at entry points.
 - b. Entries should be articulated with architectural canopies, overhangs, etc.
4. Facade Articulation:
 - a. Corners of buildings should include significant articulation through fenestration, building materials, and detailing.

- b. Window fenestration should be grouped or set in bands; window frame configurations should be limited to simple rectangular shapes with clear delineation of fixed and operational elements.
- c. Building projections should be maintained as consistent modules and random wall modulations or projections should be avoided.

C. Pedestrian Circulation.

1. All collector streets (i.e. Big Bend Boulevard, Meramec Station Road) should be provided with sidewalks on both sides. Sidewalks should be a minimum of four (4) feet in width. In addition, pedestrian designated circulation routes should be provided within commercial developments to connect adjacent parking areas, streets, buildings and neighborhoods.
2. Americans with Disabilities Act (ADA) requirements should be adhered to in all instances.
3. Special paving materials should be used to enhance primary pedestrian circulation routes and provide a clear designation from vehicular movement areas. Special paving materials include:
 - Colored and patterned or scored concrete
 - Concrete or asphalt unit pavers
 - Stone

D. Vehicle Access, Driveways, and Parking.

1. Vehicular access points (curb cuts) to individual non-residential parcels should be limited to one (1) per parcel, or no more than one (1) per three hundred (300) feet of frontage on Big Bend Boulevard or Meramec Station Road, as applicable, within a single parcel.
2. No through access should be allowed into commercial development parcels from neighborhood streets except for service drives signed as such.
3. To create simple, easily recognizable private entries, access points from Big Bend Boulevard and Meramec Station Road should be coordinated between adjacent parcels where possible. Driveways and parking areas should be designed to accommodate efficient vehicle stacking during peak periods, based on a site specific traffic analysis
4. Landscape buffering and screening of parked cars should be provided on each non-residential parcel; planting materials, fencing, walls and barriers should be coordinated to provide a continuous, harmonious screening effect.
5. Parking lots and service alleys should not dominate commercial street frontage. Building walls and entries, landscape conditions, and pedestrian areas should create the primary focus from such streets.
6. Service alleys and other service zones should not be located in areas that are visible from public roads or neighborhood entry throughways.

E. Additional Parking Area Landscaping, Buffering and Screening Requirements.

1. A fifty (50) foot wide landscape Buffer Strip should be implemented on all commercial parcels where such parcels abut residential or other uses.
2. A minimum of one (1) large canopy tree (minimum three (3) inch caliper measured three (3) feet above finished grade) should be planted within the boundary of the parking lot for every six (6) Parking Spaces developed, but the number of trees should not be less than two (2) in any case. Minimum spacing between each tree planted should be twenty (20) feet.
3. Tree species utilized in parking and landscaped areas should be indigenous to the region, or of a horticultural variety that is identified as a USDA Plant Zone 5 material.
4. Minimum six (6) feet wide landscape Buffer Strips or planting islands should be provided between each parking bay when there are fifty (50) or more Parking Spaces developed within a site. Where any landscape area exists adjacent to a Parking Space, screen planting

materials should be located to provide separation from the parking area edge of at least two (2) feet.

5. All parking areas should be screened. At maturity, screening should be a minimum of two (2) feet above the adjacent curb elevation of the Parking Spaces screened.

F. Service, Loading and Utilities.

1. All utility services including but not limited to meters, vaults, sprinkler risers, vacuum breakers, and trash containers, and service or loading areas should be screened by evergreen hedges or walls or by screens planted with evergreen vines. These screening devices should be of a minimum height to extend above and completely block the view of such areas or devices within one (1) year of the time of installation.
2. Loading areas should be accommodated entirely on-site for each parcel.
3. Parallel Parking Spaces for delivery vehicles should be provided along service drives or in specially designated Courts or loading areas.
4. Loading docks and trash storage should not be located along street frontages and should be screened from view with landscape or architectural elements designed as part of the building structure. Service elements such as loading doors should be integrated with the building elevation design so as to minimize the visual impact of such elements.
5. All new installations and replacement of existing exterior utilities such as water, gas, sewerage, electrical, and communication lines should be installed underground.
6. Where potentially visible from a public street, all mechanical equipment, utility meters, storage tanks, air conditioning equipment, and similar equipment should be screened from view by landscaping or architectural elements integrated into the structure.