



# CITY OF TWIN OAKS

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## “C” COMMERCIAL DISTRICT

### PRELIMINARY/FINAL DEVELOPMENT & MASTER COMMON SIGNAGE PLAN PROCESS

#### STEP 1

**Applicant** files 18 copies of complete\* application for preliminary 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 checklists]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

**City Administrator** provides copies to Board of Aldermen and refers application for preliminary development plan approval to Planning and Zoning Commission at next available meeting for study, review and report.

#### STEP 2

**Planning and Zoning Commission** reviews application for preliminary 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 and reviews application for preliminary development plan approval

#### STEP 3

**Board of Aldermen**, following review:

1. Grants preliminary development plan approval;
2. Grants preliminary development plan approval with conditions;
3. Returns application to Planning and Zoning Commission for further study; or
4. Disapproves application for preliminary development plan approval

## STEP 4

Assuming approval with or without conditions, **applicant** submits 18 copies of final development plan to City Administrator

[Submittal must be made within maximum 12 months of date of approval of Preliminary Development Plan]

**City Administrator** determines conformity of proposed final development plan with preliminary development plan terms and conditions and, if so conforming, schedules public hearing and directs publication of notice

## STEP 5

Notice of hearing published

[minimum 15 days prior notice in newspaper of general circulation]

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

## STEP 6

**Board of Aldermen**, upon conclusion of Public Hearing may approve final development plan by ordinance

## STEP 7

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

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

Final Development Plan valid for 12 months from date of approval

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## REQUIRED FOR:

- New construction of buildings;
- Expansions of existing buildings (where expansion is greater than 10% of existing floor area);
- Any site alteration which changes existing vehicle drive aisles or access on or to site;
- Any alteration which results in more than 1 curb cut; or
- Any development or expansion of a motor vehicle oriented business

## **PRELIMINARY DEVELOPMENT PLAN SUBMITTAL INFORMATION REQUIREMENTS:**

- Names of developer/owner and of professional engineer, architect or land surveyor responsible for plan preparation;
- Total site area;
- Location of existing buildings, lot boundaries, easements and dedications;
- Location of proposed buildings, lot boundaries; ground leases, subdivisions, easements, dedications;
- Identification and location of adjacent uses and property ownership within 100 feet from site boundaries;
- Identification of land within the 100-year floodplain;
- Existing and proposed grading at 2 foot contour interval (1 foot where average slopes are 5% or less);
- Proposed retaining walls/slope stabilization structures identifying height and type of materials;
- Natural resources protection plan;
- Proposed landscaping plan including screening and buffer strips, open space and other amenities;
- Traffic and parking plan, service and loading areas, access to public rights-of-way, drives and pedestrian walks;
- Existing and proposed water, sanitary sewerage, storm utility systems and on-site stormwater retention;
- Elevations of proposed buildings depicting general style, size and exterior construction materials;
- Building signage;
- Schedules of floor areas, coverage, parking spaces;
- Phases of development, if applicable

## FINAL DEVELOPMENT PLAN SUBMITTAL INFORMATION REQUIREMENTS:

Information provided on the preliminary development plan(s) **plus:**

- Finished grades;
- Existing and proposed public rights-of-way with centerline locations, drive widths, median breaks, turning lanes, curb cuts and radii;
- Location width and limits of existing buildings and proposed sidewalks;
- Dimensions of all proposed buildings, distances between buildings and parking areas and property lines, and building parking area setbacks;
- Location and dimensions of all driveways, parking lots, parking spaces, aisles, loading and service areas and docks;
- Limits, location, size and materials of all retaining walls;
- Location, height, intensity and type of outside lighting;
- Location, size and materials of all freestanding signage;
- Final natural resources protection plan and landscaping plan;
- Final water, sanitary sewerage, storm utility systems and on-site stormwater retention and erosion control plans;
- Final written approvals of MSD and applicable fire district

## PERIODS OF VALIDITY:

**Preliminary Development Plan:** Maximum 12 months from date of preliminary development plan approval to submit proposed final development plan

**Final Development Plan:** Maximum 12 months from date of final development plan approval to obtain building permits and commence substantial construction

**Extensions:** Upon written request, one 12 month maximum to submit final development plan and one 12 month maximum to obtain building permits and commence substantial construction

**Abandonment:** Failure to obtain building permits and commence substantial construction in accordance with above terminates final development plan or phase

# 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 thoroughways.

### **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.