

# CITY OF WELDON SPRING DEVELOPMENT REVIEW GUIDE

August 2011

## INTRODUCTION

Thank you for reading the City of Weldon Spring Development Review Guide (DRG). Please note that it is a work in progress and the document will be revised as ways to improve it are recognized. The city welcomes your suggestions and feedback regarding how we can make the DRG a more useful tool for you and others in the future. Thank you!

## WHO SHOULD USE THIS GUIDE?

**The Development Review Guide (DRG) is an empowering resource for citizens, developers, and consultants.** It will help you understand and navigate the City of Weldon Spring's development review process.

The DRG is the city's attempt to explain the *entire* process and to make it more predictable.

## WHAT IS DEVELOPMENT REVIEW?

Development review is a core responsibility of local government. As cities grow and change, local governments review proposed developments to ensure they meet the needs of the community. These community-wide needs include the safety and welfare of citizens as well as ensuring the high-quality, consistent design and construction of buildings and public infrastructure.

## WELDON SPRING DEVELOPMENT REVIEW

Development review in Weldon Spring exists to:

- ensure each new development is consistent with our community's goals, as stated in the Weldon Spring Comprehensive Plan, and the city's subdivision and zoning regulations,
- to ensure consistent and good quality public improvements, and
- to educate developers about "conservation development" and why the city encourages this type of development versus conventional development. (See the following section for more information and graphics regarding "conservation development".)

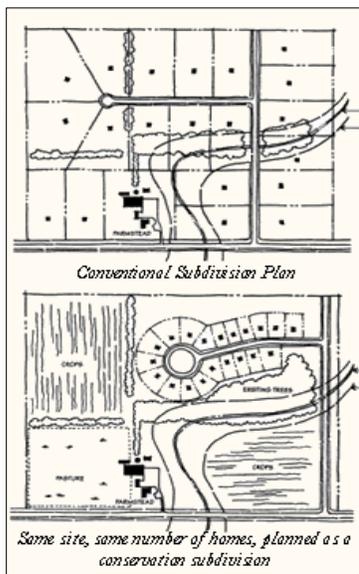
## CONSERVATION DEVELOPMENT IN WELDON SPRING

One of the main goals of the city's current Comprehensive Plan\* is the conservation of the city's remaining open lands and wooded areas by promoting conservation development within the city. Consequently, in 2009 the city adopted updated zoning and subdivision regulations to promote this type of development.

\*For more information regarding the comprehensive planning process, please see the Appendix of this document and/or visit [http://www.weldonspring.org/index.php?id=133,0,0,1,0\\_0](http://www.weldonspring.org/index.php?id=133,0,0,1,0_0) to view the city's Comprehensive Plan. A hard copy of the Comprehensive Plan is available for reference at City Hall.

### CONSERVATION DEVELOPMENTS:

- Design around natural features
- Permanently protected a percentage of open space
- Are density neutral (do not increase or decrease density allowed by zoning district). This is achieved **by allowing smaller lot sizes** than would be permitted for conventional development.



### LONG TERM GOALS OF CONSERVATION DEVELOPMENT:

1. Conserve natural areas
2. Create interconnected networks of open space

For more information on the city's new conservation development regulations, please see "OVERVIEW OF THE CITY'S NEW CONSERVATION DEVELOPMENT REGULATIONS" on page x of this document. Please see the Appendix for more details regarding conservation development.

## OVERVIEW OF DEVELOPMENT REVIEW PROCESS

The following is an overview of the development review process. Each of the following steps is described in greater detail later on in this document.

**PLEASE NOTE: All major subdivisions must complete all steps, including the Conceptual Review and Sketch Plan steps (Steps 3-4.) Minor subdivisions go straight to Preliminary Plat (Step 5) and are approved administratively.**

REQUIRED OF ALL ZONING DISTRICTS	
STEP 1 – EDUCATE YOURSELF (page 4)	
STEP 2 – SUBMIT CONCEPTUAL REVIEW APPLICATION & SUBMITTAL (page 6)	
STEP 3 – ATTEND CONCEPTUAL REVIEW MEETING (page 7)	
STEP 4 – ATTEND SKETCH PLAN MEETING (page 9)	
TRADITIONAL ZONING DISTRICT (TZD) – ANY DISTRICT BUT PR OR PC	PLANNED ZONING DISTRICT (PZD) – PR OR PC ZONING DISTRICT
TZD STEP 5 – SUBMIT PRELIMINARY PLAT (page 10)	PZD STEP 5 – SUBMIT AREA PLAN (page 14)
TZD STEP 6 – SUBMIT CONSTRUCTION PLANS (page 12)	PZD STEP 6 – SUBMIT SECTION PLAN OR FINAL DEVELOPMENT PLAN (page 16)
TZD STEP 7 – SIGN SUBDIVISION IMPROVEMENT AGREEMENT (page 12)	PZD STEP 7 – SUBMIT CONSTRUCTION PLANS (page 17)
TZD STEP 8 – SUBMIT FINAL PLAT (page 14)	PZD STEP 8 – SIGN SUBDIVISION IMPROVEMENT AGREEMENT (page 18)
TZD STEP 9 – SIGN DEVELOPMENT AGREEMENT/RECORD FINAL MYLARS (page x)	PZD STEP 9 – SUBMIT FINAL PLAT if applicable (page 18)
	PZD STEP 10 – SIGN DEVELOPMENT AGREEMENT/RECORD FINAL MYLARS (page 19)

## STEP 1 – EDUCATE YOURSELF

If you are thinking about developing in Weldon Spring, start by educating yourself regarding your parcel as well as the city's development review requirements.

### UNDERSTAND YOUR ZONING AND PROPOSED FUTURE LAND USE

Answer the following two questions:

- Where will the project be located?
- What use is proposed for the parcel?

Using the city's website, go to <http://www.weldonspring.org/index.php?id=133,0,0,1,0,0> and locate the proposed development site on the city's *Zoning Map* (click on "A1- Zoning"). **If the project is within city limits, identify the zoning district in which it is located.** Also check the city's *Future Land Use Map* (click on "2 – Existing Land Use") and **identify the future land use designation for the property.**

If the property is not within the city limits, but is given a future land use designation on the map, your first step is to apply for city annexation and zoning. Please contact the City Zoning Commissioner at 636.441.2110 for more information.

### VERIFY WHAT USES ARE ALLOWED IN YOUR ZONING DISTRICT

Go to the Weldon Spring Municipal Code at <http://codes.sullivanpublications.com/weldonspring-slp/> and then click on the following sequence of folders:

- "Weldon Spring"
- "TITLE IV. LAND USE"
- "CHAPTER 405: ZONING REGULATIONS"
- "ARTICLE III. ZONING DISTRICT REGULATIONS"

Once you get into the Zoning District Regulations, scroll down to the appropriate zoning district to read about the purpose, permitted uses, land use standards, and development standards in that district. Make sure the use(s) you are proposing are allowed in the zoning district in which your property is located.

**Any use not listed as a permitted or a conditional use is a prohibited use in that zoning district.**

## OVERVIEW OF THE CITY'S NEW CONSERVATION DEVELOPMENT REGULATIONS

In order to promote conservation development within the city, the city adopted updated zoning and subdivision regulations in March of 2009.

According to the new zoning regulations, *conservation* development is a permitted use in the Agricultural (AG) zoning district and all residential zoning districts (RS- ½, RS-1, RS-2, RS-3, and PR.) *Conventional* development is a permitted use in all zoning districts except for AG, RS-3, and PR where it is a conditional use. This means that in order to develop in a conventional manner in the AG, RS-3 and PR zoning districts, an application must obtain a conditional use permit from the Board of Aldermen. The table below summarizes the various zoning districts and which types of development are permitted in the districts.

ZONING DISTRICT	CONSERVATION DEVELOPMENT	CONVENTIONAL DEVELOPMENT
AG, RS-3, PR	Permitted Use	<u>Conditional Use</u>
All Other <u>Residential</u> Zoning Districts (RS-2, RS-1, RS-½)	Permitted Use	Permitted Use
All Other Zoning Districts (Institutional, Commercial, Industrial, and Overlay Districts)	Permitted Use	Permitted Use

### OBTAINING CONDITIONAL USE PERMITS FOR CONVENTIONAL DEVELOPMENT

In order to obtain a conditional use permit to pursue conventional development in the AG, RS-3, or PR zoning districts, the applicant **must first attend Conceptual Review and have a Sketch Plan approved by the city.**

By implementing the Conceptual Review and the Sketch Plan steps, the city is striving to educate applicants about the benefits of conservation development and why it creates a win-win situation for both the applicant and the city.

After the Conceptual Review and Sketch Plan steps have been completed, if the applicant still wants to pursue conventional development, the application must demonstrate to the Board of Aldermen at a public hearing why a conventional approach to developing the applicant's tract of land would better implement the goals and policies of the city's Comprehensive Plan.

## IDENTIFY EXISTING FEATURES THAT MAY AFFECT DEVELOPMENT

**Floodplains:** Is your property in a floodplain or a floodway?

**Utilities Locations:** Are any changes to existing utility services needed for the proposed use(s)? What utility services exist on site? For information on locating existing underground utilities on your site call 1-800-DIG-RITE (800-344-7483) or place your request online using “internet ticketing” at [www.mo1call.com](http://www.mo1call.com).

Contact individual utility providers including: electric, water/wastewater, stormwater, natural gas, telephone, cable, etc.

**Easements & Rights-of-Ways:** Are there any existing easements or rights-of-way on or adjacent to your property?

**Roads:** Are there any roads planned thru or near the site on the City or County Thoroughfare Plan Maps? Visit <http://www.weldonspring.org/index.php?id=133,0,0,1,0,0> and click on “7 Thoroughfare Plan” to reference the *City of Weldon Spring Thoroughfare Map* and “8 Thoroughfare Plan” to reference the *St. Charles County Thoroughfare Plan Map*.

**Natural Features or Habitats:** Are there any natural features or habitats on the site? These may include woodlands, waterways, wetlands, and certain wildlife habitats.

**Trees:** Are there any significant trees on the site? If so, they will need to be protected. In some cases significant trees may need to be cut down and if so, mitigation will be required. Refer to Chapter 215, “Tree Conservation and Protection”, of the City’s Municipal Code for more information.

**Historic Structures:** Are there any historic structure present on your site? Is the property near any historical landmarks or structures?

## NEXT STEP

Once you have established that you are proposing a use that is permitted in the zoning district, you can proceed to Step 2 – Submit Conceptual Review Application & Submittal.

## STEP 2 – SUBMIT CONCEPTUAL REVIEW APPLICATION & SUBMITTAL

### CONCEPTUAL REVIEW APPLICATION & SUBMITTAL REQUIREMENTS

- A. A completed *Conceptual Review Application form*.** (City forms are available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”.)
- B. The *Conceptual Review application fee*.** (The city’s current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)

- C. A complete Conceptual Review submittal.** The four main components of the Conceptual Review submittal are listed below. (Please see the *Conceptual Review Application & Submittal Requirements* document, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these submittal requirements. There is also additional information on Conceptual Review in the Appendix of this documents on page x)
1. Site Context Map (5 hard copies; 1 electronic PDF version on CD)
  2. Existing Resources and Site Analysis Map (5 hard copies; 1 electronic PDF version on CD)
  3. Yield Plan (5 hard copies; 1 electronic PDF version on CD)
  4. Adjacent Landowner Address List & Address Labels

## NEXT STEP

Once all of the application requirements have been received by the city (completed form, associated fee, submittal) and the City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner all agree that the Conceptual Review *submittal* is complete, the project can then be scheduled for a Conceptual Review Meeting. NOTE: Sketch Plan meetings are *tentatively* scheduled at the same time Conceptual Review is scheduled for the month following Conceptual Review (barring unforeseen delays.)

## STEP 3 – ATTEND CONCEPTUAL REVIEW MEETING

### PURPOSE

- To educate the applicant about conservation development and why the city encourages this type of development versus conventional development. (See Appendix for definitions and graphics detailing “conservation development”.)
- An informal meeting for the applicant to present their conceptual ideas for the site.
- To walk the site and collaborate with city staff to identify site constraints and opportunities.
- To collaborate with city staff to prepare a conceptual design for the site.

### SCHEDULING

Once the applicant’s Conceptual Review application is determined to be complete (see *Step 2 – Submit Conceptual Review Application & Submittal Requirements* above for more details) the applicant will be scheduled for Conceptual Review. **Conceptual Review meetings are held at City Hall and are generally scheduled in the morning.** NOTE: Sketch Plan meetings (Step 4) are *tentatively* scheduled at the same time Conceptual Review is scheduled but for the month *following* Conceptual Review (barring unforeseen delays.)

## WHO ATTENDS CONCEPTUAL REVIEW?

- Applicant Representative(s): At a minimum the applicant or the applicant's representative. It is strongly recommended that the person who will be responsible for preparing the Sketch Plan attend the Conceptual Review meeting. A representative for the applicant is required to point out the location of various features on the property during the site visit.
- City Representatives:
  - At least three of the following: City Planner, City Engineer, City Stormwater Manager, Zoning Commissioner, City Administrator, the Mayor
  - Board of Aldermen and Planning and Zoning Commissioners invited and are strongly encouraged to attend
  - Representative from St. Charles County Soil and Water Conservation District and Missouri Department of Conservation, when applicable representative from DNR, U.S. Fish and Wildlife, EPA, Corps of Engineers
- Adjacent Landowners (attendance is optional, but they are invited)

## WHAT TO BRING/WEAR TO CONCEPTUAL REVIEW

- Existing Resources and Site Analysis Map Handouts (see *Conceptual Review* application for more information.)
- Good hiking shoes and clothing suitable for the current and inclement weather, as you will be outside walking the site.

## CONCEPTUAL REVIEW PROCEDURE

- Convene at City Hall
- Applicant presents maps and yield plan (City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner must all approve yield plan)
- Site visit
- Conceptual Review Design Session (the purpose of the Conceptual Review Design Session is to help the applicant establish an overall design approach that respects the site's special and/or noteworthy features while providing for the density permitted under the zoning ordinance)
- At the end of the meeting the city will determine if the project is ready to proceed to the next step, Sketch Plan (Step 4). If not, an additional Conceptual Review meeting may be required. Additionally and on rare occasion, the city may waive the Sketch Plan step if the site is especially small and an adequate Sketch Plan is developed at the Conceptual Review.

## NEXT STEP

- Once the City Planner, City Engineer, City Stormwater Manager, and the Zoning Commissioner all agree that the project is ready to proceed, the applicant may begin preparing for Step 3 – Attend Sketch Plan Meeting.

## STEP 4 – ATTEND SKETCH PLAN MEETING

### PURPOSE

- The applicant presents basic drawings that illustrate conceptual layouts of lots, streets, and conservation areas.
- To ensure that the city and the applicant are “on the same page” **prior to significant investment in costly engineering documents.**

### SCHEDULING

**Sketch Plan meetings are held on Mondays at 7:30 PM at City Hall.** Your Sketch Plan meeting will have been scheduled at the same time your Conceptual Review was scheduled, but for the month *following* the Conceptual Review meeting (barring unforeseen delays.)

### SKETCH PLAN MEETING REQUIREMENTS

The four main requirements for the Sketch Plan meeting are listed below. (Please see the official *Sketch Plan Meeting Requirements* form, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these requirements. There is also additional information on Sketch Plan in the Appendix of this documents on page x.) The applicant does not need to submit these items ahead of time, but can simply bring them to the meeting. **The applicant should, however, submit the Sketch Plan Meeting fee to the city as soon as it is clear that the Sketch Plan meeting will take place, or the meeting could be delayed.** (The city’s current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)

5. Site Context Maps (5 hard copies; 1 electronic PDF version on CD)
6. Existing Resources and Site Analysis Maps (5 hard copies; 1 electronic PDF version on CD)
7. Approved Yield Plan (5 hard copies; 1 electronic PDF version on CD)
8. Sketch Plan Drawings based on outcome of Conceptual Review Design Session (5 hard copies; 1 electronic PDF version on CD)

### WHO ATTENDS THE SKETCH PLAN MEETING?

- Applicant Representative(s): At a minimum the applicant or the applicant’s representative must attend, it is strongly recommended that the person who prepared the Sketch Plan attend the Sketch Plan meeting.
- City Representatives: City Planner, City Engineer, City Stormwater Manager, Zoning Commissioner, Planning & Zoning Commissioners, Board of Aldermen

## SKETCH PLAN MEETING PROCEDURE

- Convene at City Hall
- Applicant presents Sketch Plan Drawings
- The City Planner, City Engineer, City Stormwater Manager, and the Zoning Commissioner determine if the Sketch Plan is complete and ready to proceed to the next step. If not, applicant will be provided with comments and applicant must schedule an additional Sketch Plan meeting.

## NEXT STEP

Once the City Planner, City Engineer, City Stormwater Manager, and the Zoning Commissioner all agree that the Sketch Plan is complete and that project is ready to proceed, then applicant may begin preparing for Step 5. Depending on the zoning of your property, you will now submit either a Preliminary Plat OR an Area Plan. An Area Plan is required for all Planned Zoning Districts (PZD) which include PR-Planned Residential and PC-Planned Commercial zoning districts. A Preliminary Plat is required for all other zoning districts within the city, or Traditional Zoning Districts (TZD.)

**It is also at this point that the applicant can request to go before the Board of Alderman for a public hearing to obtain a conditional use permit for conventional development.**

**For Planned Zoning Districts (PC and PR) go to “PZD Step 5 – Submit Area Plan” (page 14). PZD steps are shown with green outline. For Traditional Zoning Districts (all other zoning districts) go to “TZD Step 5 – Submit Preliminary Plat” (below). TZD steps are shown with red outline.**

## TRADITIONAL ZONING DISTRICT (TZD) STEP 5 – SUBMIT PRELIMINARY PLAT

### PRELIMINARY PLAT APPLICATION REQUIREMENTS

A Preliminary Plat is required to subdivide land in all Traditional Zoning Districts (TZD) within the city, all districts except for PR-Planned Residential and PC-Planned Commercial. Submittal requirements are as follows:

- A. A completed *Preliminary Plat* application form.** (City forms are available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”.)
- B. The Preliminary Plat application fee.** (The city’s current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)

**C. A complete Preliminary Plat submittal.** (The five main components of the Preliminary Plat submittal are listed below. Please see the *Preliminary Plat* application form, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these submittal requirements.)

1. Site Context Map (5 hard copies; 1 electronic PDF version on CD)
2. Existing Resources and Site Analysis Map (5 hard copies; 1 electronic PDF version on CD)
3. Four-Step Subdivision Design Process Documentation (5 hard copies; 1 electronic PDF version on CD)
4. Preliminary Plat: (5 hard copies; 1 electronic PDF version on CD)
  - Traditional preliminary plat requirements
  - “Resource Conservation Planning and Design for All Subdivisions” (Article IV)
  - “Conservation Subdivision Regulations and Design Standards” (Article V)
5. Preliminary Greenway Ownership Map and Management Plan (5 hard copies; 1 electronic PDF version on CD)
  - Map depicts boundaries, acreage, and proposed ownership of all proposed greenway land
  - Management plan details entities responsible for maintaining property and describes management objectives and techniques

**PLEASE NOTE:** to help avoid delays in the development review process, it is **highly recommended** that the applicant also begin working on any of the following required for the project:

- contacting a land trust to hold the conservation easement
- drafting the conservation easement language
- drafting greenway maintenance plan
- drafting homeowner association byplays and covenants
- and any documents that will be required for final plat approval

## PRELIMINARY PLAT REVIEW

The City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner review the application to determine if it is complete. If it is, the application will be scheduled for the next available P&Z Commission meeting. If not, the applicant will be provided with comments and must resubmit the application with required changes.

## PRELIMINARY PLAT APPROVAL

The applicant must present their application at a public hearing before the Planning & Zoning (P&Z) Commission. Following a question and answer session with the public and the P&Z Commission, the P&Z Commission shall make a *ruling* on the application (approve, conditionally approve, deny, or table until a future meeting.)

## P&Z MEETING SCHEDULING

P&Z Commission meetings are held on the 1<sup>st</sup> Monday of each month at 7:30 PM at City Hall. Consult with the zoning commissioner to make sure your application is received in sufficient time to be included on the agenda.

## NEXT STEP

TZD Step 6 – Submit Construction Plans

## TZD STEP 6 – SUBMIT CONSTRUCTION PLANS

Prior to Final Plat submission, construction plans shall be submitted to, reviewed, and approved by the City Engineer. An exception may be granted at the sole discretion of the City Engineer, allowing the final plat application to be submitted while the City Engineer is still reviewing the construction plans.

## NEXT STEP

TZD Step 7 – Sign Subdivision Improvement Agreement

## TZD STEP 7 – SIGN SUBDIVISION IMPROVEMENT AGREEMENT

After the construction plans have been approved, but before the recording of the Final Plat, the applicant must either:

1. Complete the improvements (under the inspection of the appropriate inspecting agency) in accordance with the approved construction plans, establish a maintenance agreement, and provide a deposit to guarantee the maintenance of the improvements, or
2. Post a lender or escrow agreement guaranteeing the installation of all improvements (construction guarantee) and a separate deposit amount for maintenance obligations (maintenance guarantee) required for all improvements shown on the approved construction plans.

Please see *Article VI - Assurance for Completion and Maintenance of Improvements, Section 410.460* of the city's Subdivision Regulations for more details.

## NEXT STEP

TZD Step 8 – Submit Final Plat

## TZD STEP 8 – SUBMIT FINAL PLAT

### FINAL PLAT APPLICATION REQUIREMENTS

- A. A completed *Final Plat* application form.** (City forms are available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”.)
- B. The *Final Plat* application fee.** (The city’s current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)
- C. A complete *Final Plat* Plan submittal.** (The main components of the *Final Plat* submittal are listed below. Please see the *Final Plat* application form, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these submittal requirements.)
  1. *Final Plat*: (5 hard copies; 1 electronic PDF version on CD)
    - Traditional final plat requirements

### FINAL PLAT REVIEW

The City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner review the application to determine if it is complete. If it is, the application will be scheduled for the next available P&Z Commission meeting for a *recommendation*. If not, the applicant will be provided with comments and must resubmit the application with required changes.

### FINAL PLAT RECOMMENDATION

At the P&Z Commission meeting the applicant presents the application. Following a question and answer session with the P&Z Commission, the P&Z Commission shall make a *recommendation* on the application to the Board of Aldermen (recommend approval, recommend conditional approval, recommend denial, or the application can be table until a future meeting.)

### P&Z MEETING SCHEDULING

P&Z Commission meetings are held on the 1<sup>st</sup> Monday of each month at 7:30 PM at City Hall. Once your application is determined to be complete, you will be scheduled for the next P&Z Commission meeting.

### FINAL PLAT APPROVAL

Once the application has received a recommendation from the P&Z Commission, it goes before Board of Aldermen for a final ruling (approval, conditional approval, or denial.)

## BOARD OF ALDERMEN MEETING SCHEDULING

Board of Aldermen meetings are held on the 2<sup>nd</sup> Tuesday and the 4<sup>th</sup> Thursday of each month at 7:30 PM at City Hall. Once your Final Plan has received recommended approval from the P&Z Commission, you will be scheduled for a future Board of Aldermen meeting.

**NOTE:** Before the Final Plat is signed by the City Clerk, all applicants shall be required to complete, to the satisfaction of the City Engineer, all street, water, wastewater and other public improvements, including lot improvements on the individual lots of the subdivision, as required by the city's regulations, specified on the final plat, and as approved by the Board of Aldermen. Applicants shall also be required to dedicate said public improvements, free and clear of all liens and encumbrances, on the dedicated property.

### NEXT STEP

TZD Step 9 – Sign Development Agreement/Record Final Mylars

## TZD STEP 9 – SIGN DEVELOPMENT AGREEMENT/RECORD FINAL MYLARS

### DEVELOPMENT AGREEMENTS

The city may require a development agreement, as deemed necessary by the city, for any development. The city shall require a development agreement for all conservation subdivisions. Please see section 490.290 of the Subdivision Regulations for more details regarding development agreements.

### RECORDING FINAL MYLARS

The City Clerk will sign the reproducible mylar original of the final plans.

It shall be the responsibility of the applicant to file the final plan with the St. Charles County Recorder of Deeds within ten days of the date of signature. Simultaneously with the filing of the final plan, the City Clerk shall record the agreement of dedication and any other necessary legal documents.

## PLANNED ZONING DISTRICT (PZD) STEP 5 – SUBMIT AREA PLAN

### AREA PLAN APPLICATION REQUIREMENTS

An Area Plan is required for the development of land within all Planned Zoning Districts (PZD) in the city which include the PR-Planned Residential and PC-Planned Commercial zoning districts. Submittal requirements are as follows:

**A. A completed Area Plan application form.** (City forms are available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”.)

- B. The Area Plan application fee.** (The city’s current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)
- C. A complete Area Plan submittal.** (The main components of the Area Plan submittal are listed below. Please see the *Area Plan* application form, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these submittal requirements.)
1. Area Plan: (5 hard copies; 1 electronic PDF version on CD)
    - Area plan requirements
    - Traditional site plan requirements

**PLEASE NOTE: To help avoid delays in the development review process, it is highly recommended that the applicant also begin working on any of the following required for the project:**

- contacting a land trust to hold the conservation easement
- drafting the conservation easement language
- drafting greenway maintenance plan
- drafting homeowner association bylaws and covenants
- any other documents required for section plan/ final development plan approval

## AREA PLAN REVIEW

The City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner review the application to determine if it is complete. If it is, the applicant the application will be scheduled for the next available P&Z Commission meeting. If not, the applicant will be provided with comments and must resubmit the Area Plan with required changes.

## AREA PLAN RECOMMENDATION

The applicant must present their application at a public hearing before the Planning & Zoning (P&Z) Commission. Following a question and answer session with the public and the P&Z Commission, the P&Z Commission shall make a *recommendation* on the application to the Board of Aldermen (recommend approval, recommend conditional approval, recommend denial, or the application can be table until a future meeting.)

## P&Z MEETING SCHEDULING

P&Z Commission meetings are held on the 1<sup>st</sup> Monday of each month at 7:30 PM at City Hall. There must be room for your application in order to be scheduled on any given P&Z agenda as well as adequate time to notice the public hearing and send out application information to the P&Z Commissioners.

## AREA PLAN APPROVAL

Once your Area Plan has received a recommendation from the P&Z Commission, you will be scheduled for the next available Board of Aldermen meeting.

## BOARD OF ALDERMEN MEETING SCHEDULING

Board of Aldermen (BOA) meetings are held on the 2<sup>nd</sup> Tuesday and the 4<sup>th</sup> Thursday of each month at 7:30 PM at City Hall. There must be room for your application in order to be scheduled on any given BOA agenda as well as adequate time to send out application information to the aldermen.

**NOTE:** Together, an approved area plan and an approved section plan or final development plan “shall replace” the typically required site plan (see Section 405.345(D) of the Zoning Regulations).

### NEXT STEP

PZD Step 6 – Submit Section Plan or Final Development Plan

### PZD STEP 6 – SUBMIT SECTION PLAN OR FINAL DEVELOPMENT PLAN

Depending on the size of the planned district that is being further developed, either a Section Plan application (for *a portion* of the tract of land within a planned district) or a Final Development Plan application (for *the entire* tract of land within a planned district) is now submitted. Requirements for Section Plan and Final Development Plan applications are the same.

### SECTION PLAN/FINAL DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

- A. A completed *Section Plan/Final Development Plan* application form.** (City forms are available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”.)
- B. The *Section Plan* or *Final Development Plan* application fee.** (The city’s current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)
- C. A complete *Section Plan* or *Final Development Plan* submittal.** (The main components of the *Section Plan* or *Final Development Plan* submittal are listed below. Please see the *Section Plan* or *Final Development Plan* application form, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these submittal requirements.)
  1. Section Plan/Final Development Plan: (5 hard copies; 1 electronic PDF version on CD)
    - Section plan/final development plan requirements
    - Traditional preliminary plat requirements

### SECTION PLAN/FINAL DEVELOPMENT PLAN REVIEW

The City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner review the application to determine if it is complete. If it is, the application will be scheduled for the next available P&Z Commission meeting for a *recommendation*. If not, the applicant will be provided with comments and must resubmit the application with required changes.

## SECTION PLAN/FINAL DEVELOPMENT PLAN RECOMMENDATION

At the P&Z Commission meeting the applicant presents the application. Following a question and answer session with the P&Z Commission, the P&Z Commission shall make a *recommendation* on the application to the Board of Aldermen (recommend approval, recommend conditional approval, recommend denial, or the application can be table until a future meeting.) (recommend approval, conditionally approval, or denial.)

### P&Z MEETING SCHEDULING

P&Z Commission meetings are held on the 1<sup>st</sup> Monday of each month at 7:30 PM at City Hall. Once your application is determined to be complete, you will be scheduled for the next P&Z Commission meeting.

## SECTION PLAN/FINAL DEVELOPMENT PLAN APPROVAL

Once the application has received a recommendation from the P&Z Commission, it goes before Board of Aldermen for a final ruling (approval, conditional approval, or denial.)

### BOARD OF ALDERMEN MEETING SCHEDULING

Board of Aldermen meetings are held on the 2<sup>nd</sup> Tuesday and the 4<sup>th</sup> Thursday of each month at 7:30 PM at City Hall. Once your Final Plan has received recommended approval from the P&Z Commission, you will be scheduled for a future Board of Aldermen meeting.

**NOTE:** An approved section plan or final development plan “shall constitute” an approved preliminary plat (see Section 405.355(6) of the Zoning Regulations). Together, an approved area plan and an approved section plan or final development plan “shall replace” the typically required site plan (see Section 405.345(D) of the Zoning Regulations).

## NEXT STEP

PZD Step 7 – Submit Construction Plans

## PZD STEP 7 – SUBMIT CONSTRUCTION PLANS

Prior to Final Plan submission, construction plans shall be submitted to, reviewed, and approved by the City Engineer. An exception may be granted at the sole discretion of the City Engineer, allowing the final plat application to be submitted while the City Engineer is still reviewing the construction plans.

## NEXT STEP

PZD Step 8 – Sign Subdivision Improvement Agreement

## PZD STEP 8 – SIGN SUBDIVISION IMPROVEMENT AGREEMENT

After the construction plans have been approved, but before the recording of the Final Plan, the applicant must either:

1. Complete the improvements (under the inspection of the appropriate inspecting agency) in accordance with the approved construction plans, establish a maintenance agreement, and provide a deposit to guarantee the maintenance of the improvements, or
2. Post a lender or escrow agreement guaranteeing the installation of all improvements (construction guarantee) and a separate deposit amount for maintenance obligations (maintenance guarantee) required for all improvements shown on the approved construction plans.

Please see *Article VI - Assurance for Completion and Maintenance of Improvements* of the city's Subdivision Regulations for more details.

### NEXT STEP

PZD Step 9 – Submit Final Plat (if subdividing)

## PZD STEP 9 – SUBMIT FINAL PLAT (IF SUBDIVIDING)

### FINAL PLAT APPLICATION REQUIREMENTS

- A. A completed *Final Plat* application form.** (City forms are available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”.)
- B. The *Final Plat* application fee.** (The city's current Fee Schedule is available at [www.weldonspring.org](http://www.weldonspring.org), click on “Fee Schedule”.)
- C. A complete *Final Plat* Plan submittal.** (The main components of the *Final Plat* submittal are listed below. Please see the *Final Plat* application form, available at [www.weldonspring.org](http://www.weldonspring.org), click on “Forms”, for details regarding each of these submittal requirements.)
  2. *Final Plat*:
    - Traditional final plat requirements (5 hard copies; 1 electronic PDF version on CD)

### FINAL PLAT REVIEW

The City Planner, City Engineer, City Stormwater Manager, and Zoning Commissioner review the application to determine if it is complete. If it is, the application will be scheduled for the next available P&Z Commission meeting for a *recommendation*. If not, the applicant will be provided with comments and must resubmit the application with required changes.

## FINAL PLAT RECOMMENDATION

At the P&Z Commission meeting the applicant presents the application. Following a question and answer session with the P&Z Commission, the P&Z Commission shall make a *recommendation* on the application to the Board of Aldermen (recommend approval, recommend conditional approval, recommend denial, or the application can be table until a future meeting.)

## P&Z MEETING SCHEDULING

P&Z Commission meetings are held on the 1<sup>st</sup> Monday of each month at 7:30 PM at City Hall. Once your application is determined to be complete, you will be scheduled for the next P&Z Commission meeting.

## FINAL PLAT APPROVAL

Once the application has received a recommendation from the P&Z Commission, it goes before Board of Aldermen for a final ruling (approval, conditional approval, or denial.)

## BOARD OF ALDERMEN MEETING SCHEDULING

Board of Aldermen meetings are held on the 2<sup>nd</sup> Tuesday and the 4<sup>th</sup> Thursday of each month at 7:30 PM at City Hall. Once your Final Plan has received recommended approval from the P&Z Commission, you will be scheduled for a future Board of Aldermen meeting.

**NOTE:** Before the Final Plat is signed by the City Clerk, all applicants shall be required to complete, to the satisfaction of the City Engineer, all street, water, wastewater and other public improvements, including lot improvements on the individual lots of the subdivision, as required by the city's regulations, specified on the final plat, and as approved by the Board of Aldermen. Applicants shall also be required to dedicate said public improvements, free and clear of all liens and encumbrances, on the dedicated property.

## NEXT STEP

PZD Step 10 – Sign Development Agreement/Record Final Mylars

## PZD STEP 10 – SIGN DEVELOPMENT AGREEMENT/RECORD FINAL MYLARS

## DEVELOPMENT AGREEMENTS

The city may require a development agreement, as deemed necessary by the city, for any development. The city shall require a development agreement for all conservation subdivisions. Please see section 490.290 of the Subdivision Regulations for more details regarding development agreements.

## RECORDING FINAL MYLARS

The City Clerk will sign the reproducible mylar original of the final plans.

It shall be the responsibility of the applicant to file the final plan with the St. Charles County Recorder of Deeds within ten days of the date of signature. Simultaneously with the filing of the final plan, the City Clerk shall record the agreement of dedication and any other necessary legal documents.

**ADDITIONAL INFORMATION ON CONSERVATION DEVELOPMENT**

Conservation design and development is intended to encourage more efficient use of land and public services through unified development that is principally intended to protect biodiversity, conserve community and historical resources, preserve natural areas and protect the health and safety of the community. These objectives are accomplished through land development techniques set forth by zoning and subdivision regulations that permit flexibility in the arrangement and construction of dwelling units, roads and other built elements. They are also accomplished through the implementation of a "front-loaded" subdivision design process that requires conceptual design work to be done at the beginning of the process, including the identification of natural areas suitable for conservation, but results in a more streamlined preliminary plat and final plat process because acceptance from the city and other participating organizations has already been accomplished.

A conservation development is a contiguous area of land to be planned and developed as a single entity, in which buildings are accommodated under more flexible standards (i.e., smaller lots, reduced setbacks, narrower streets, streets without curbs, etc.) than those that would normally apply under traditional zoning regulations, allowing for the flexible grouping of buildings in order to conserve open space, existing sensitive natural areas, and cultural resources.

Existing sensitive natural areas and cultural resources are prioritized and then used to determine how to direct the location of open space. Using clustering, covenants, and other design features, land can be preserved as open space, farmland, or natural area. The goal is to rearrange density on each development parcel as it is being planned so that only half (or less) of the buildable land is consumed by buildings, lots, streets, and other impervious cover. Ultimately the same number of homes or buildings can be built as would have been allowed under traditional zoning and subdivision regulations, but in a less land-consumptive manner, allowing the balance of the land to be permanently protected and hopefully added to an interconnected network of green spaces and green corridors.

Please see following page for conventional and conservation development graphics.



b. Shall include following data for entire map area (including the proposed site):

- Topography
- Stream valleys
- Wetlands
- Woodlands over one-half (1/2) acre in size (from aerial photographs)
- Wildlife migration routes
- Ridge lines
- Public roads and trails
- Utility easements and rights-of-way
- Public land
- Land protected under conservation easements
- Existing development patterns

## 2. Existing Resources and Site Analysis Map

- Scale:** one inch = 200 feet
- Vertical aerial photograph** with the site boundaries clearly marked
- Total acreage** of the tract
- Contour lines which shall generally be at 20-foot intervals. Slopes between 15 and 25% and those exceeding 25% shall be clearly indicated
- Location and delineation of ponds, streams, ditches, drains, and natural drainage swales, 100-year floodplains, and wetlands.** Any additional areas of wetlands discovered via testing, visual inspection, or the presence of wetland vegetation shall also be shown.
- Vegetative cover** conditions on the property according to general cover type, including cultivated land, permanent grassland, meadow, pasture, old field, hedgerow, woodland, wetland, and the actual canopy line of existing trees and woodlands. Vegetative types shall be described by plant community, relative age, and condition.
- Soil** series, types, and phases, as mapped by the United States Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data

published for each soil relating to its suitability for construction (and, in unsewered areas, for septic suitability).

- Ridge lines and watershed boundaries**
- A **view analysis** showing the location and extent of views into the property from public or private roads and from public parks.
- Geologic formations** on the proposed development parcel, including rock outcroppings, cliffs, sinkholes, and fault lines, based on available published information or more detailed data obtained by the applicant.
- All existing human-made features**, including but not limited to streets, driveways, farm roads, horse trails, buildings, foundations, walls, wells, drainage fields, dumps, utilities, fire hydrants, and storm and sanitary sewers.
- Locations of all **historically significant sites or structures** on the tract, including but not limited to stone walls, earthworks, and graves.
- Locations of **trails** that have been in public use (pedestrian, equestrian, bicycle, etc.).
- All **easements and other encumbrances of property** that are or have been filed of record with the Recorder of Deeds of the County or which have been established by use over an extended period.

### 3. Existing Resources and Site Analysis Map Handouts

Ten handout-sized copies of the Existing Resources and Site Analysis Map (as described above) for interested parties to individually reference and take notes on during the site visit.

### 4. Yield Plan

A Yield Plan is a sketch map-based approach to determine the potential maximum number of dwelling units that could possibly be built on a given property. Please note, the purpose of the Yield Plan is to determine overall potential density for a site only and is not intended to confer any legal or equitable right to any specific number of dwelling units on any given tract of land. Yield Plans shall meet the following requirements:

- Shall be prepared as conceptual layout plans in accordance with the standards of the City of Weldon Spring Subdivision Regulations, containing proposed lots, streets, rights-of-way, and other pertinent features.
- Each lot shall contain at least the minimum area of buildable land that is required for all lots in the zoning district where the property is located and shall conform to all dimensional requirements of the zoning district where the property is located. Undevelopable lands (see very end of application for definition) may not be counted towards any total lot area.
- Each lot shall conform to all dimensional requirements of the zoning district where the property is located.
- Yield Plans shall be drawn to scale but do not need to be based on a field survey.
- Yield Plans shall depict a lot layout and design reflecting a development pattern that could reasonably and realistically be developed, taking into account the presence of wetlands, floodplains, steep slopes, existing easements or encumbrances, and suitable soils if public sewage disposal will not be provided.
- The density of sites not served by central sewage disposal shall not be less than that mandated by state and/or county laws.
- The density of sites not served by central sewage disposal shall be further determined by evaluating the number of homes that could be supported by individual septic systems on conventional lots.

## 5. List of Adjacent Landowners

A list of adjacent landowners “property owners within one hundred eighty-five (185) feet of the boundary of the premises shall be invited to Conceptual Review due to the fact that the process tends to flow more smoothly when adjacent landowners are invited to participate in the process at an early stage. The applicant shall provide the city with a list of adjacent land owners and the city will mail them notice of Conceptual Review.

*Definition of Undevelopable Lands:* Wetlands, lands within the one hundred (100)-year floodplain, and lands that have a slopes greater than twenty-five (25) percent (these lands are also considered Primary Conservation Areas.)

## ADDITIONAL INFORMATION ON SKETCH PLAN

In addition to the completed application form, the five main requirements for the Sketch Plan *Submittal* are as follows (they are described in greater detail below):

- 1. Site Context Maps (5 copies)**
- 2. Existing Resources and Site Analysis Maps (5 copies)**
- 3. Approved Yield Plan (5 copies)**
- 4. Sketch Plan Drawings (5 copies)**

- 1. Site Context Map.** This map was prepared for Conceptual Review. The same map can be submitted with the Sketch Plan application unless suggested revisions and/or additions were identified at Conceptual Review, and then the revisions and/or additions should be included on a new version of the map.
- 2. Existing Resources and Site Analysis Map.** This map that was prepared for Conceptual Review. The same map can be submitted with the Sketch Plan application unless revisions and/or additions were identified at Conceptual Review, and then the revisions and/or additions are to be included on a new version of the map.
- 3. Approved Yield Plan.** A Yield Plan was prepared for Conceptual Review and must be approved by the city before being submitted with the Sketch Plan application.
- 4. Sketch Plan Drawings**
  - It is recommended that all Sketch Plan drawings be prepared by a landscape architect or a site planner or engineer with significant site design experience.
  - Sketch plan drawings shall include the names and addresses of the owner, applicant (if not the owner), and the person responsible for preparing the drawings.
  - Sketch plan drawings should be prepared on white transparent sheets that overlay the site's *Existing Resource and Site Analysis Map*. This allows anyone who is reviewing the drawings to see how well the proposed layout avoids highly ranked conservation areas (see the end of this application for a prioritized list of resources to be conserved.) Ideally the proposed development should not intrude upon the resources documented in the *Existing Resources and Site Analysis Map*.

- Sketch Plan drawings shall be based on the outcome of Conceptual Review.

**Four Step Design Process.** The Sketch Plan Drawings shall be created using the following Four Step Subdivision Design Process. This four step process is used to determine the layout of proposed conservation areas, dwellings and/or building sites, streets, and lot lines. The four steps are as follows:

Step 1: Identify Primary and Secondary Conservation Areas

Step 2: Locate Potential Dwelling and/or Building Sites

Step 3: Align Streets and Trails

Step 4: Draw in Lot Lines

Applicants shall submit four (4) separate sketch maps, or overlays, indicating the findings of each step, following these guidelines:

### **Step 1/Map 1: Identify Primary and Secondary Conservation Areas**

- Step One consists of identifying the land that should be permanently protected. The applicant incorporates areas pre-identified (by the city) on the city's *Potential Conservation Lands Map* (Figure 3 in the City of Weldon Spring Comprehensive Plan, 2008); areas identified on the site specific *Existing Resources and Site Analysis Map*; and any additional areas noted at the site visit to identify the primary and secondary conservation areas (see definitions of primary and secondary conservation areas below.)
  - **Primary conservation areas** include areas previously identified on the city's Potential Conservation & Constrained Lands Map (Figure 3 in the City of Weldon Spring Comprehensive Plan, 2008) as well as any additional limited lands including wetlands, land within the 100-year floodplain and slope greater than 25 percent.
  - **Secondary conservation areas** include features such as mature woodlands, greenways and trails, river and stream corridors, prime farmland, natural meadows, hedgerows and individual freestanding trees or woodlands dense with mature or majestic trees, wildlife habitats and travel corridors, historic sites and structures, scenic views, etc.
- After "greenlining" these conservation elements, the remaining part of the property becomes the Potential Development Area. This area should be identified on the drawing.

### **Step 2/Map 2: Locate Potential Dwelling and/or Building Sites.**

- Step Two consists of locating sites of individual houses and/or buildings within the Potential Development Area.

- b. The number of permitted dwellings is a function of the density permitted within the zoning district and is based on the property's approved Yield Plan.
- c. Structure sites should generally be located not closer than 100 feet from primary conservation areas and 50 feet from secondary conservation areas, taking into consideration the potential negative impact of development on such areas as well as the potential positive benefits of such locations to provide attractive views and visual settings for residences.
- d. Ideally, views of the open space should be maximized. Views from roadways into the property should also be considered (i.e., dwelling lots should not back up to public streets.)

**Step 3/Map 3: Align Streets and Trails**

- a. Step Three simply involves “connecting the dots” with streets and planned trails.
- b. Upon designating the structure sites, a street plan shall be designed to provide vehicular access to each structure, complying with the standards of the city's subdivision regulations and bearing a logical relationship to topographic conditions. Impacts of the street plan on proposed primary and secondary conservation areas shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and traversing slopes exceeding 15 percent from surrounding area.
- c. Street connections shall be made when possible to minimize the number of new cul-de-sacs and to facilitate access to and from homes in different parts of the tract (and adjoining parcels).

**Step 4/Map 4: Draw in Lot Lines**

- a. In Step Four lot lines are drawn as required to delineate the boundaries of individual lots.

*Definition of Undevelopable Lands:* Wetlands, lands within the one hundred (100)-year floodplain, and lands that have a slopes greater than twenty-five (25) percent (these lands are also considered Primary Conservation Areas.)

**Prioritized List of Resources to Be Conserved:** The following is a list of greenway land resources, prioritized in order of significance.

- 1. Stream channels, floodplains, wet soils, swales, springs, and other lowland areas, including adjacent buffer areas that may be required to ensure their protection.
- 2. Significant natural areas of species listed as endangered, threatened, or of special concern, such as those listed in the Missouri Department of Conservation's Natural Heritage Data.
- 3. Moderate to steep slopes, particularly those adjoining watercourses and ponds, where disturbance and resulting soil erosion and sedimentation could be detrimental to water quality.
- 4. Healthy woodlands, particularly those performing important ecological functions such as soil stabilization and protection of streams, wetlands, and wildlife habitats.

5. Areas where precipitation is most likely to recharge local groundwater resources because of topographic and soil conditions affording high rates of infiltration and percolation.
6. Hedgerows, groups of large majestic trees, large individual trees of botanic significance, and other plant features representing the site's rural past.
7. Class I, II, and III agricultural soils as defined by the United States Department of Agriculture (USDA) Natural Resource Conservation Service.
8. Historic structures and sites.
9. Visually prominent topographic features such as hilltops, ridges, and scenic views as seen from public roads.
10. Existing trails connecting the tract to other trail locations in the city.

## ADDITIONAL INFORMATION ON THE COMPREHENSIVE PLANNING PROCESS

Based on the results of a community survey and a community open house, the City of Weldon Spring Planning & Zoning Commission created a new comprehensive plan for the city, which was adopted by the commission on January 7, 2008. The comprehensive plan provides guidelines for decisions concerning future land conservation, development, and redevelopment within the city with the primary objective of preserving and enhancing the quality of life for residents.

**Development review exists, in part, to ensure each that new development in the City of Weldon Spring is in alignment with the goals our community's comprehensive plan.**

After the comprehensive plan was completed, the city updated our subdivision and zoning regulations (which establish regulations pertaining to development) to support the goals of the comprehensive plan. One of the main goals of our comprehensive plan is the conservation of the city's remaining open lands and wooded areas. In order to support this goal, the city created a new subdivision process called *conservation subdivision*. This Development Review Guide was created to help the applicant navigate this new process.

Visit <http://www.weldonspring.org/index.php?id=133,0,0,1,0,0> to view the City's Comprehensive Plan.

## CHANGES AND UPDATES

This guide is intended to provide as much certainty and clarity as possible. Contents, policies, and procedures are current as of the publication date but are subject to change. Any changes to the process or pertinent documents will be reflected in annual updates at the beginning of each calendar year.