



### PROJECT STATUS

Due to the length and complexity of the project, the consultants working with the City will be updating the zoning and subdivision code in manageable sections. City staff, the City Attorney, and the steering committee charged with providing initial feedback will review each section that the consultants will then revise before posting on the project website.

This packet includes a draft of the first section of code which covers two separate chapters of the Kirkwood Codified Ordinances. The draft sections of the code related to the establishment and roles of the Architectural Review Board and Board of Adjustment are part of Chapter 2, Article VII. This article is separate from the rest of the zoning and subdivision code but is where the City addresses the role of all boards and commissions. The remaining language contained in this draft are the first two articles of the updated zoning and subdivision code, which will now be housed in Chapter 25 of the codified ordinances. These two articles address the general provisions for the entire code as well as the review procedures for all forms of permits and approvals established under the zoning and subdivision code. Throughout the document, please note that the “<>” symbol is a placeholder for future dates, cross-references, and other pieces of information.

In order to keep this project moving forward, the steering committee will have a final discussion regarding this draft section at their next meeting unless an issue has been specifically called out to revisit at a later time. If you have any questions or comments on this draft section, please contact City Planner Jonathan Raiche at [raichejd@kirkwoodmo.org](mailto:raichejd@kirkwoodmo.org) or 314-984-5926 by noon on August 28<sup>th</sup>.

### CONTENT SUMMARY

While there was some reorganization of materials and information for easier use of the code, the changes to the sections noted above primarily consisted of consolidating and clarifying review procedures and minor updates to language involving the Board of Adjustments and the Architectural Review Board. The most significant changes include:

#### **Staff-level review of site plans for permitted uses**

This change would result in staff reviewing and making decisions on site plans for any use that is permitted in the zoning district and which meets all zoning standards. Currently all site plans, except for minor changes, goes through a review process with the Planning and Zoning Commission and City Council even though the development meets all the zoning standards. This change would not alter requirements for architectural review, but would streamline the process for projects that meet all city requirements. Any use that is listed as a special use will still be subject to review by the Planning and Zoning Commission and City Council.

#### **ARB approval for all commercial projects**

As discussed in the Code Diagnosis Report, this change involves giving the ARB binding authority in their review of all nonresidential projects, as opposed to their current advisory role for nonresidential projects outside of downtown.



### **ARB review of single-family residential uses**

There are still ongoing discussions about whether there will be changes to how the ARB makes decisions on single-family residential uses because many of issues raised by residents are related more to setbacks, building height, and massing, all of which are already outside of the scope of the ARB. The steering committee, staff, and consultants decided to postpone a decision on the ARB's role regarding single-family homes until the committee reviews the site development standards (e.g., lot area, setback, height, massing, etc.) and architectural standards (design elements) in later sections of the code update process.

### **Minor subdivision procedure**

There are currently certain allowances in the subdivision code where staff can administratively approve lot boundary adjustments or condominium plats. Staff suggested an expansion of this procedure to reflect what is commonly considered by other communities to be a minor subdivision. This procedure would allow staff level review of subdivisions with five or fewer lots where there will not be creation of any new streets, dedication of right-of-way, or a need for any public improvements provided the new lots will meet all the applicable lot size and width requirements.

## TOPICS FOR THE NEXT CODE SECTION

The next section of code will cover zoning districts and principal uses, subdivision design standards, and nonconformities. It is tentatively scheduled to be released for public review in September.

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