

**AN ORDINANCE APPROVING TEXT AMENDMENTS TO
SECTIONS 400.170, 400.230, AND 400.330 OF THE ZONING
CODE AND SECTIONS 405.010, 405.230 AND 405.120 OF
THE SUBDIVISION REGULATIONS OF THE CITY OF
TWIN OAKS, PERTAINING TO NEW DEVELOPMENTS**

WHEREAS, pursuant to § 400.550 of the Twin Oaks City Code, the Board of Aldermen may from time to time, change or amend the regulations or provisions of this Chapter after receiving the Planning and Zoning Commission's recommendation and report; and

WHEREAS, the Board of Alderman now seeks to amend Sections 400.170, 400.230, and 400.330 of the Zoning Code and Sections 405.010, 405.020 and 405.120 of the Twin Oaks Subdivision Regulations, Chapter 405 of the Municipal Code (hereinafter collectively referred to as the "Land Use Code Amendments") to clarify the development regulations relating to new developments including the installation of sidewalks or dedication of easements therefor; and

WHEREAS, on June 24, 2025, the Planning and Zoning Commission recommended that the Board of Alderman approve of the proposed Land Use Code Amendments; and

WHEREAS, the Board of Aldermen, after careful and due deliberation and following a duly noticed public hearing held on August 6, 2025, in accordance with § 400.550 and § 89.060 RSMo., has concluded that the adoption of the proposed Land Use Code Amendments are in the best interests of health, safety, and welfare of the citizens of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF
THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:**

Section 1. Section 400.170 (Site Development Plan Application And Approval Procedures) is hereby amended to add the text shown by the underlined text and remove the ~~struckthrough~~ text, as follows:

Section 400.170. Site Development Plan Application And Approval Procedures.

A. The owner or developer of any lot located within and which meets the requirements of an "A" Single-Family Dwelling District, prior to the new construction, erection, conversion, enlargement, reconstruction or structural alteration of any principal building on, or change of principal use of, such lot, shall file with the City Clerk an application for site development plan approval; provided, that this site development plan approval process shall not be required for the conversion, enlargement, ~~reconstruction~~ rehabilitation, or structural alteration of any existing single-family dwelling but shall be required for initial construction of any new single-family dwelling. The application shall be submitted on forms provided by the City and shall include a site development plan prepared by a licensed professional architect, engineer or land surveyor together containing support information satisfying the following requirements:

1. The name of the owner or developer and of the professional architect, engineer, planner, or land surveyor responsible for the preparation of the proposed site development plan.
2. Existing and proposed site grades identifying all grade changes and areas of cut and

fill at a minimum contour interval of two (2) feet, or one (1) foot in areas where average slopes are three percent (3%) or less.

3. Existing landscape and natural features plan identifying specific location of all woodlands, trees, major vegetation areas, streams, watercourses and other natural resources and features and delineating specific provisions to be taken to preserve or to minimize impact on these natural features.
4. All existing and proposed uses and buildings.
5. Sidewalks and walkways, if and as applicable as required by Section 405.120 of the development regulations; however, where no connecting sidewalks exist on abutting property, the developer in lieu of installing public sidewalks may grant to the City a sidewalk easement or additional right-of-way sufficient to allow the City to install a sidewalk at a later date which dedication shall be no less than five (5) feet wide and include any necessary working room.
6. Driveways, existing and proposed curb cuts, vehicle travel lanes and parking areas, as applicable in compliance with Section 400.390 (Residential Parking Requirements).
7. Means for the provision of water, sanitary sewerage, storm drainage, electric and natural gas services, and telephone and telecommunications services including cable facilities.
8. Existing and proposed easements and dedications.
9. Building plans and elevations depicting exterior materials and treatments; height, bulk, and locational relationships.
10. Other information which the Planning and Zoning Commission or the Board of Aldermen may designate.

B. Upon the receipt of filing of a complete application for site development plan approval, the City Clerk, after providing copies of the application to the Board of Aldermen, shall refer the application and support documentation first to the City's engineers for review for completeness of the application and comment. After the application has been determined to be complete in accordance with the requirements of this Section and the applicant has responded to all comments of the City, the City Clerk will place the matter on the Planning and Zoning Commission's next agenda for the Commission's review, study, and recommendation. The Planning and Zoning Commission shall review the application and shall report to the Board of Aldermen the Planning and Zoning Commission's recommendations for approval, disapproval, or modification of the proposed site development plan.

C. Upon receipt of the recommendation of the Planning and Zoning Commission, the Board of Aldermen shall schedule and conduct a public hearing on the proposed site development plan after publishing notice of the time, place, and purpose of the hearing in a newspaper of general circulation within the City at least fifteen (15) days prior to

the date of the hearing. The Board of Aldermen may continue the hearing from time to time without further publication upon designation at the hearing of the time and place of the continuation and notation of such continuation in the minutes of the Board of Aldermen. Upon conclusion of the hearing, the Board of Aldermen may, in writing, approve, disapprove, or conditionally approve the site development plan. The Board of Aldermen shall promptly transmit a copy of the final action on the proposed site development plan to the applicable Code Enforcement Official(s).

- D. Proposed construction or change of a principal use approved pursuant to this Section shall commence within six (6) months of the date of approval by the Board of Aldermen of the site development plan and application or the site development plan approval shall lapse and be void.
- E. No building permit to erect, convert, enlarge, reconstruct or structurally alter any principal building (other than for conversion, enlargement, reconstruction or structural alteration of an existing single-family dwelling) and no approval to change a principal use shall issue until the Board of Aldermen has approved a site development plan in accordance with this Section; provided, that nothing in this Section shall be construed to prohibit issuance of a grading permit approved by the Board of Aldermen for such grading and site work as may be required to prepare a lot for development. Nothing herein authorizes a change of use to a use not permitted in the "A" Single-Family Dwelling District.

Section 2. Subsection A of Section 400.230 (Application And Approval Procedures in the "B" Single-Family Attached Dwelling District) is hereby amended to add the text shown by the underlined text, as follows:

Section 400.230 Application And Approval Procedures.

A. The owner or developer of any lot or lots located within and meeting the requirements of a "B" Single-Family Attached Dwelling District, prior to the erection, conversion, enlargement, reconstruction or structural alteration of any principal building on or change of principal use of such lot or lots, shall file with the Board of Aldermen an application for site development plan approval; provided that site plan approval shall not be required for the conversion, enlargement, reconstruction or structural alteration of any existing single-family dwelling or single-family attached dwelling but shall be required for initial construction of any new single-family dwelling or single-family attached dwelling. The application shall be submitted on forms provided by the City and shall include a site development plan prepared by a licensed professional architect, engineer or land surveyor together containing support information satisfying the following requirements:

1. The name of the owner or developer and of the professional architect, engineer, planner, or land surveyor responsible for the preparation of the proposed site development plan.
2. Existing and proposed site grades identifying all grade changes and areas of cut and fill at a minimum contour interval of two (2) feet, or one (1) foot in areas where

average slopes are three percent (3%) or less.

3. Existing landscape and natural features plan identifying specific location of all woodlands, trees, major vegetation areas, streams, watercourses and other natural resources and features and delineating specific provisions to be taken to preserve or to minimize impact on these natural features.
4. All existing and proposed uses and buildings.
5. Sidewalks and walkways in compliance with Section 405.120 of the Development Regulations.
6. Driveways, existing and proposed curb cuts, vehicle travel lanes and parking areas.
7. Means for the provision of water, sanitary sewerage, storm drainage, electric and natural gas services, and telephone and telecommunications services including cable facilities.
8. Existing and proposed easements and dedications.
9. Building plans and elevations depicting exterior materials and treatments; height, bulk, and locational relationships.
10. Other information which the Planning and Zoning Commission or the Board of Aldermen may designate.

Section 3. Subsection A of Section 400.330 (Application and Approval Procedures in the "C" Commercial District) is hereby amended to add the text shown by the underlined text, as follows:

Section 400.330 Site Design Requirements – “C” District.

- A. The following requirements are supplementary to additional use requirements, height regulations, area regulations and parking regulations set forth in this Article and together with the provisions of this Section shall be minimum standards for site design and building construction, reconstruction or use within a "C" Commercial District.
 1. All uses, except off-street parking and loading facilities and facilities for storage and removal of refuse, shall be conducted entirely within an enclosed building or structure unless a conditional use permit (if permanent) or special event permit (if temporary) is issued by the Board of Aldermen.
 2. Building materials and facades shall be uniform and compatible in type, color and texture with the existing City environment and shall adhere to the Urban Design Guidelines of the City of Twin Oaks, a copy of which is on file in the City office and incorporated in this Section by reference.
 3. All portions of required buffer strips shall be adequately landscaped as determined by the Board of Aldermen utilizing plantings, fencing or a combination of both. Any parking area visible from a public or private street shall be landscaped with

appropriate plantings, trees, decorative walls, or a combination of these elements. All landscaped areas shall be properly irrigated and maintained at all times.

4. All loading areas shall be screened from view from adjoining streets and adjacent properties and all facilities for storage and removal of refuse shall be located within sight-proof enclosures.
5. No light standard shall exceed twenty-four (24) feet in height. All on-site illumination sources shall be located, oriented, and directed such that no light is cast directly on any adjoining property or street.
6. All rooftop mechanical equipment shall be adequately screened as determined by the City.
7. All utility lines shall be installed underground and shall rise within proposed buildings.
8. All development activity shall minimize soil and site disturbance and erosion. Where site disturbance is necessary, adequate erosion control measures as determined by the City utilizing plantings, seeding, mulching and silt catchment basins and similar methods shall be applied.
9. **Public sidewalks shall be provided along all streets in the development and along all the side of the street abutting the development in compliance with Section 405.120 of the Development Regulations and the Urban Guidelines.**

Section 4. Chapter 405 "Subdivision Regulations" is hereby renamed "Development and Subdivision Regulations."

Section 5. Section 405.010 (Shot Title) is hereby amended to add the text shown by the underlined text and remove the ~~struckthrough~~ text, as follows:

Section 405.010 Short Title.

This Chapter and any amendments thereto shall be known, cited, and referred to as the "Development and Subdivision Regulations of the City of Twin Oaks;" or "Development Regulations."

Section 6. Section 405.020 (Purpose) is hereby amended to add the text shown by the underlined text and remove the ~~struckthrough~~ text, as follows:

Section 405.020 Purpose.

The purpose of these Development Regulationsthis Chapter is to promote the public health, safety and general welfare of the City of Twin Oaks by establishing regulations that, in addition to governing the approval of plats for the division of land, the coordinated development of the City of Twin Oaks; provide for the coordination of streets within developments with other existing or planned streets or with other features of the City's Comprehensive Plan and official zoning map; adequate open spaces for traffic, recreation, light and air; distributing population and traffic;

lessening congestion in the streets and highways; furthering the orderly development and appropriate use of land, establishing accurate records of land subdivisions, protecting land title, implementing the City's Comprehensive Plan and coordinate the provision of transportation, water, sewerage and public utility facilities. These principles are not merely precatory but are expressly adopted as mandatory standards to guide and govern the Commission's and Board of Aldermen's review, evaluation, and approval of all development proposals under these Development Regulations, and all such decisions shall be consistent with these objectives to ensure alignment with the City's long-term planning goals regulating the division and revision of land in order to lessen congestion in the streets and highways, further the orderly development and appropriate use of land, establish accurate records of land subdivisions, protect land title, implement the City's Comprehensive Plan and coordinate the provision of transportation, water, sewerage and public utility facilities.

Section 7. Chapter 405 of the Twin Oaks Municipal Code, Section 405.120 (Minimum Standards of Design and Development) is hereby amended to clarify the process and design standards for new subdivision developments and to add development standards relating to sidewalk installation for new developments as shown by the underlined text, to read as follows:

Section 405.120 Minimum Standards of Design and Development.

A. No site plan, development plan, or subdivision plat shall be approved by either the Planning and Zoning Commission or by the Board of Aldermen unless the development conforms to the following minimum standards and requirements:

1. Relation To Adjoining Street System. The arrangement of streets in new subdivisions shall make provisions for the proper location and width of streets. The subdivider may be required to continue certain existing or planned streets through or adjacent to the area that is being subdivided, whenever same is necessary to provide for local movements of vehicles or to enable adjoining property to be properly subdivided.

2. Streets And Alley Widths.

- a. All major through streets shall have a fifty-foot right-of-way in width with a minimum paved width of thirty (30) feet. The paved width shall be measured from back to back of curbs and gutters.
- b. All minor streets shall have a forty-five-foot right-of-way with a minimum paved width of twenty-six (26) feet. The paved width shall be measured from back to back of curbs and gutters.
- c. Alleys should not be provided in residential districts. Alleys will, however, be required in the rear of all business lots and shall be at least twenty (20) feet wide.
- d. Where it is desirable to subdivide a tract of land, which because of its size or location, does not permit a normal street arrangement, there may be

established one (1) or more places. Such a place may be in the form of a court, a cul-de-sac, or other arrangement, except that it shall not end in a dead-end street. All places or culs-de-sac shall have a circle at the end with a minimum of a sixty-foot turning radius.

- e. Adequate provision shall be made adjacent to commercial buildings for public street parking areas in accordance with minimum standards and requirements in conformity with other laws of the City of Twin Oaks.

3. Easements.

- a. Where alleys are not provided, easements of not less than ten (10) feet in width shall be provided on each side of all rear lot lines, and side lines where necessary, for poles, wires, conduits, storm and sanitary sewers, gas, water and heat mains. Easements of greater width may be required along lines or across lots where necessary for the extension of main sewers and similar utilities.
- b. Whenever any creek, stream or important surface watercourse is located in an area that is being subdivided, the subdivider shall, at his/her own expense, make adequate provisions for straightening or widening the channel so that it will properly carry the surface water and shall stabilize and secure the creek banks so that the same will be free from erosion, and the subdivider shall also provide and dedicate to the City an adequate easement along each side of the watercourse, which easement shall be for the purpose of widening, improving or protecting the same and for recreational uses.

4. Lots. The minimum area of any lot in a subdivision shall not be less than the minimum lot area requirements of the zoning districts in which the area is located.

5. Building Lines. Building lines shall be shown on all lots intended for residential use of any character, and on commercial lots immediately adjoining residential areas. Such building lines shall not be less than required by the Zoning Code of the City.

6. Improvements. Before the final plat of any subdivided area shall be approved and recorded, the subdivider shall make and install the improvements as described in this Subsection after having submitted and received City approval of improvement plans in accordance with Section 405.070 of these Subdivision Regulations. In lieu of final completion of the minimum improvements before the plat is finally approved, the subdivider will post a surety bond, letter of credit or cash escrow ("bond") and execute a deposit agreement, which will ensure the City that the improvements will be completed by the subdivider within one (1) year (or such other time set by the Board) after the final approval of the improvement plans. The amount of the bond shall not be less than one hundred ten percent (110%) of the engineer's estimated cost of improvements submitted by the developer with the improvement plans, and the amount of the cost estimate must be approved by the Board of Aldermen. If the improvements are not completed within the specified time, the Board of Aldermen may use the bond or any necessary portion thereof

to complete the same. The minimum improvements installed in any subdivision before the plat can be finally approved shall be in accordance with the following:

- a. The subdivider shall grade and improve all new streets within the subdivision area. All such streets shall conform to the minimum structural standards in the St. Louis County Design Criteria for the Preparation of Improvement Plans and Standard Drawings (as amended), hereinafter, the "St. Louis County Design Criteria." The paving on all new streets shall be concrete. Curbs and gutters shall be of concrete and conform to the minimum requirements and standards in St. Louis County Design Criteria.
- b. The subdivider shall pay the cost of all labor, materials, and incidental expense required for the installation of water mains and fire hydrants in the subdivided area. Refund of monies for the installation shall be made in accordance with the contract entered into with the Missouri American Water Company to the subdivider by said water company. Such installation of the water mains and fire hydrants aforesaid shall be done by the Missouri American Water Company in accordance with their standards and specifications as approved by the Board of Aldermen of Twin Oaks. The water mains and hydrants, when installed, shall become at once the property of the Missouri American Water Company, and said company shall have exclusive control and use thereof, subject to the right of the residents of the subdivided area to be connected therewith, under the rules and regulations of the Missouri American Water Company.
- c. The subdivider shall install sanitary sewers in conformance with the minimum requirements and receive prior approval of the Metropolitan St. Louis Sewer District and provide a connection with each lot. Before the improvement is started, the plan therefor shall be approved by the Board of Aldermen of Twin Oaks.
- d. The subdivider shall install storm sewers and related storm water quality and control systems to provide drainage and treatment of the development's stormwater in conformance with minimum requirements and receive prior approval of the Metropolitan St. Louis Sewer District. Before the improvement is started, the plan therefor shall be approved by the Board of Aldermen of Twin Oaks.

7. Street Names.

- a. Streets that are obviously in alignment with others already existing and named shall bear the names of the existing streets. New street names shall be approved by the Board of Aldermen.
- b. Before the final plan for the subdivision shall be approved, the subdivider shall submit to the Board of Aldermen a statement from the local Postmaster approving the name of the proposed streets and of the proposed system of postal addresses along such streets.

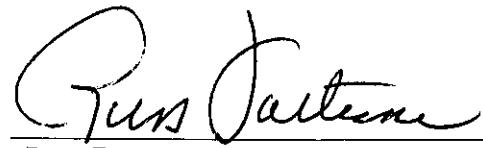
8. Sidewalks.

- a. Sidewalks are required on all sides of the streets in the development or along the street(s) abutting the development.
- b. Minimum requirements for sidewalk construction:
 - (1) Subject to Subsection (A)(8)(b)(3) below, sidewalks in residential subdivisions shall be constructed of concrete, a minimum of four (4) feet wide and four (4) inches thick, except in driveways where a minimum thickness of six (6) inch shall be required.
 - (2) Subject to Subsection (A)(8)(b)(3) below, sidewalks in non-residential developments shall be constructed of concrete, four (4) feet wide and four (4) inches thick, unless a greater width is recommended by the City's engineering consultant and approved by the Board. Sidewalks through driveways shall be required to be a minimum of seven (7) inches in thickness.
 - (3) All sidewalks shall conform to the minimum requirements of the Americans with Disabilities Act.
 - (4) Where sidewalks are located adjacent to a vertical curb within a street intersection, wheelchair ramps will be required.
- c. A developer may petition the City to waive the requirement for sidewalks, upon submittal of an alternate sidewalk or trail plan. The Planning and Zoning Commission may recommend, and the Board of Aldermen may grant, a waiver only where a petitioner has demonstrated that:
 - (1) Sidewalks are not deemed necessary for the public safety or where topographical or other conditions make sidewalk installation and use impractical; or
 - (2) The petitioner proposed alternate sidewalk or trail plan provides for more efficient, direct, and safer movement of pedestrian traffic; or
 - (3) Because of non-economic conditions, the strict application of the requirements contained in this Section would impose practical difficulties and no alternate sidewalk, trail, or other pedestrian plan is viable.
- d. When a developer proposes an alternate sidewalk or trail plan for location within the public right-of-way, the City's engineering consultant shall review the plan and provide the Planning and Zoning Commission with recommendations based on conditions within the affected rights-of-way and other relevant factors.

Section 8. The recitals contained in the *Whereas* clauses are expressly incorporated in and made a part of this Ordinance.

Section 9. This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, THIS 6th DAY OF AUGUST 2025.



Russ Fortune, Mayor

Attest:



April Milne, City Clerk