

**AN ORDINANCE APPROVING TEXT AMENDMENTS TO THE
ZONING CODE OF THE CITY OF TWIN OAKS PERTAINING TO SITE
DEVELOPMENT PLAN PROCEDURES IN THE SINGLE-FAMILY
DWELLING DISTRICT**

WHEREAS, the City of Twin Oaks, pursuant to Section 400.510 of the Twin Oaks City Code, has the authority to make amendments to the written text of its Zoning Regulations; and

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed amendment of the Zoning Regulations on July 28, 2026, pertaining to site plan review in the “A” Single-Family Dwelling District; and

WHEREAS, the Board of Aldermen, after careful and due deliberation, following a duly noticed public hearing held on August 26, 2026, has concluded that the adoption of the proposed amendment would be in the 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 AS FOLLOWS:

Section 1: The recitals contained in the “whereas” clauses above are hereby specifically incorporated herein by reference.

Section 2: Section 400.170 “Site Development Plan Application and Approval Procedures” of the Zoning Regulations of the City of Twin Oaks is hereby repealed in its entirety, and a new Section 400.170 is adopted in its place to read as follows: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, 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, 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. Planning and Zoning Commission Review. Upon the receipt of filing of a complete application for site development plan approval, the City Clerk, 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. The Commission shall review and study the site plan for adherence to the applicable Urban Guidelines. The Commission 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 with regard to the Urban Guidelines.

In making its recommendation, the Planning and Zoning Commission shall evaluate the application only on the basis of the Urban Guidelines and other applicable provisions of the Zoning Code. The Commission shall review each applicable guideline, determine the facts related thereto, and the express generally basis for its determination either in the minutes or its recommendation. A site development plan that substantially complies with the applicable Urban Guidelines shall be recommended for approval, with conditions if necessary, and shall not be denied based solely upon aesthetic preferences not expressed in the Urban Guidelines.

- C. Board of Aldermen Review. 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 at its next regular meeting after posting the subject property with notice of the date, time, and place of the hearing at least fourteen (14) days prior to the date of the hearing. The Board of Aldermen may continue

the hearing from time to time without further posting 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, by resolution or motion recorded in the minutes, approve, disapprove, or conditionally approve the site plan based on adherence to the Urban Guidelines.

- 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 unless extended by the Board.
- 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. Issuance of a grading permit for grading on any property for which a site plan is required under this Section is not permitted until such site plan is approved.
- F. Nothing herein authorizes a change of use to a use not permitted in the "A" Single-Family Dwelling District

Section 3: The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds that the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Aldermen would have enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 4. 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 26th DAY OF AUGUST 2026.



Russ Fortune, Mayor

Attest:



April Milne, City Administrator/Clerk