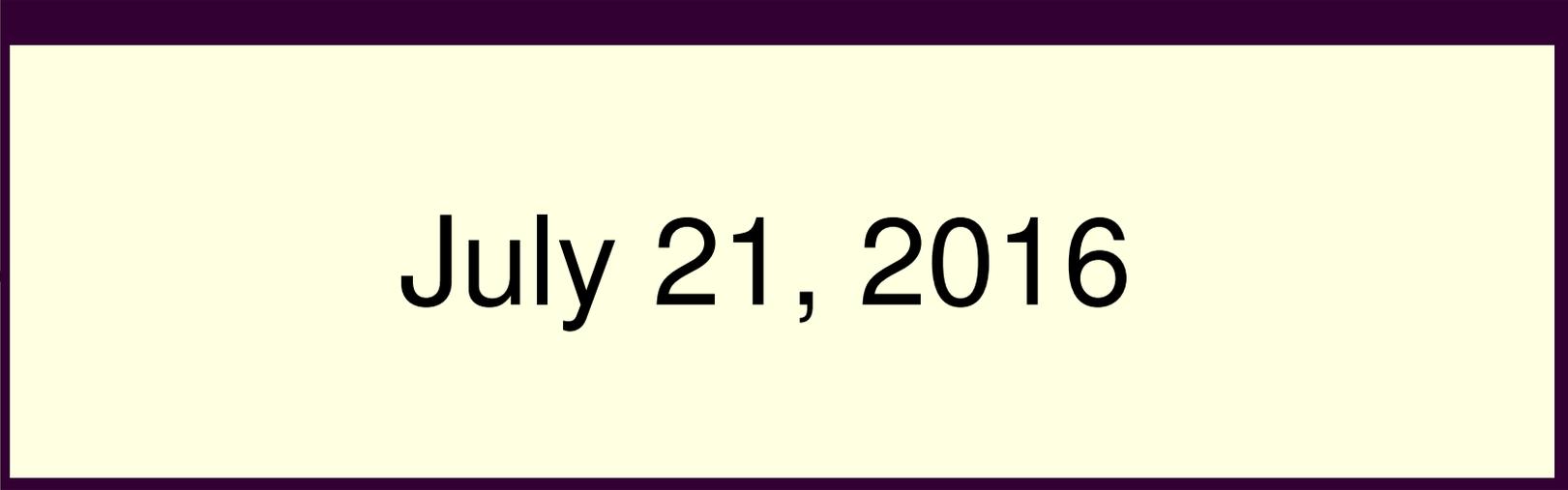


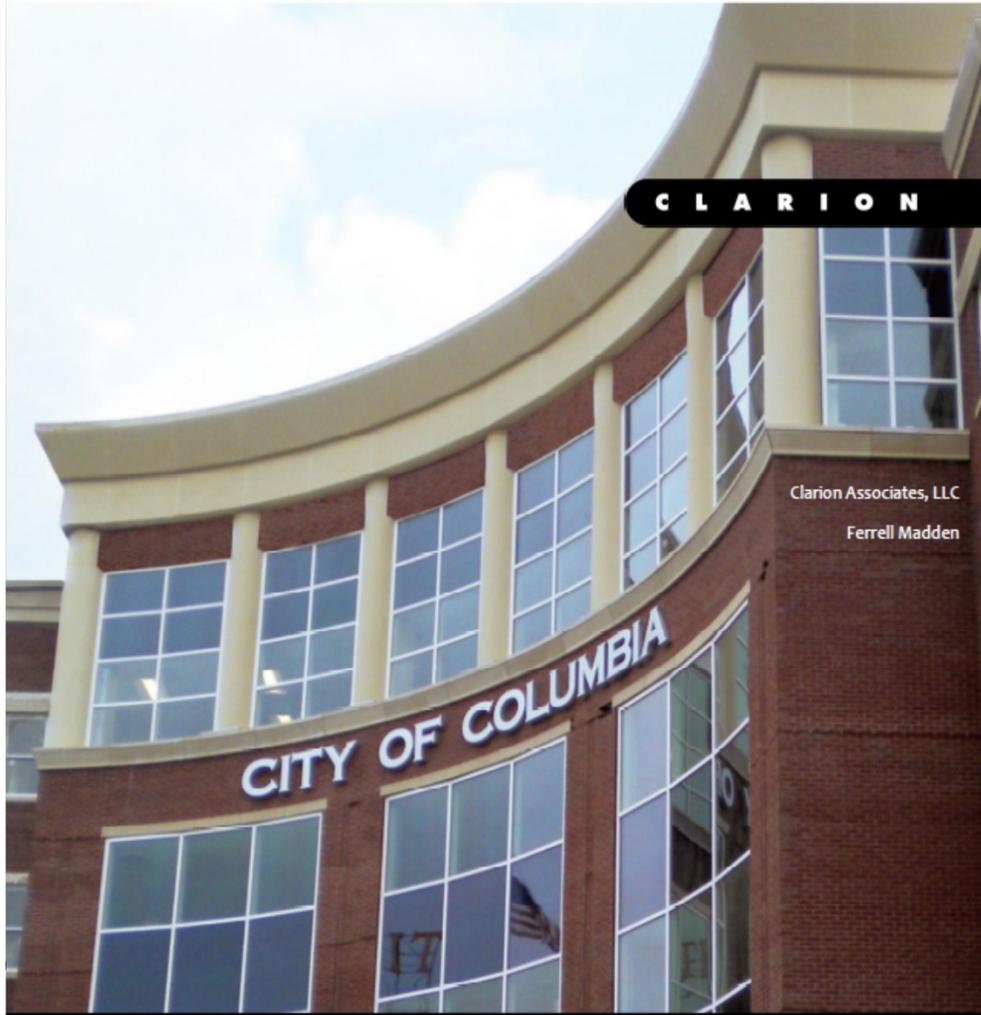


# Public Information & Comments



July 21, 2016

Case # 16-110  
Unified Development Code  
Public Information & Comment



Draft Unified Development Ordinance  
City of Columbia, Missouri  
Development Code Update

May 2016

## Discussion

- Project began in January 2014
- Code prepared by Clarion Associates and Ferrell-Madden (M-DT)
- “Module” meetings held between January 2014-November 2015
- Four public information/comment session

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**Discussion**

- Topics to be covered:
  - Procedures
  - Enforcement



## Procedures -

- Reviewers & Decision Bodies
  - Who's responsible for what
- Standards Procedures
  - Rules applicable to all applications
- Specific Regulatory Procedures
  - Rules for specific applications
- Nonconformities
  - How to use what doesn't meet the rules





**Table 5.2-1: Approval Procedures Table**

H = Public Hearing D = Decision R = Recommendation A = Decision on Appeal  
 DCD = Department of Community Development DPW = Department of Public Works  
 Where an Appeal body is not shown, appeal is to the courts

Procedure	Section 29-	Department	Board of Adjustment	Planning & Zoning Commission	Historic Preservation Commission	City Council
Zoning Compliance	5.4(a)	D-DCD	A			
Building Permit	5.4(b)	D-DCD	A			
Certificate of Occupancy	5.4(c)	D-DCD	A			
Variance [1]	5.4(d)		D			
Adjustment of Form-based Standards	5.4(e)					
	Minor	D-DCD	A			
	Major		D			
Sign Permit	5.4(f)	D-DCD	A			
Sign Plan Approval	5.4(g)		D			
Temporary Parking Permit	5.4(h)	D-DCD	A			
Floodplain Development Permit	5.4(i)	D-DPW	A			
Land Disturbance Permit	5.4(j)	D-DPW	A			
Stormwater Permit	5.4(k)	D-DPW	A			
Optional Development Standards Approval	5.4(l)		D			
Certificate of Appropriateness	5.4(m)		A		D	
Landmark and Historic District Designation	5.4(n)			R	R	D
Conditional Use Permit <sup>1</sup>	5.4(o)			R		D <sup>2</sup>
Subdivision of Land	5.4(p)					
	Tract Split	D-DCD				
	Administrative Plat Review	D-DCD				
	Minor Subdivision - Concept	R				
	Minor Subdivision - Final			R		D
	Major Subdivision - Concept	R				
	Major Subdivision - Preliminary			R		D
	Major Subdivision - Final			R		D
Ordinance Text or Map Amendment	5.4(q)					
	Concept Review	R				
	Zoning Text or Map Amendment			R		D
Annexation of Land	5.4(r)			R		D
Comprehensive Plan Amendment	5.4(s)			R		D

[1] Exceptions: Decisions on variances from Subdivision Regulations are decided by the Commission; variances from the HP-O are decided by the Historic Preservation Commission; variances from some stream buffer standards are decided by the Director of Public Works.

## **Standard Procedures -**

- Application Materials & Fees
- Complete Applications
- Notice of hearings
  - Published Notice
  - Posted Notice
  - Mailed Notice
  - Electronic
- Decision making
- Conditions on approvals
- Modification of approvals
- Appeals



## Specific Regulatory Procedures -

- Section lists requirements for each process type
  - Zoning compliance
  - Building permits
    - Removes option to build over property line
  - Certificate of Occupancy
  - Variances – BOA except for:
    - Subdivisions
    - Historic Preservation Overlays
    - Stormwater Regs (limited)
  - Adjustments to Form-based controls



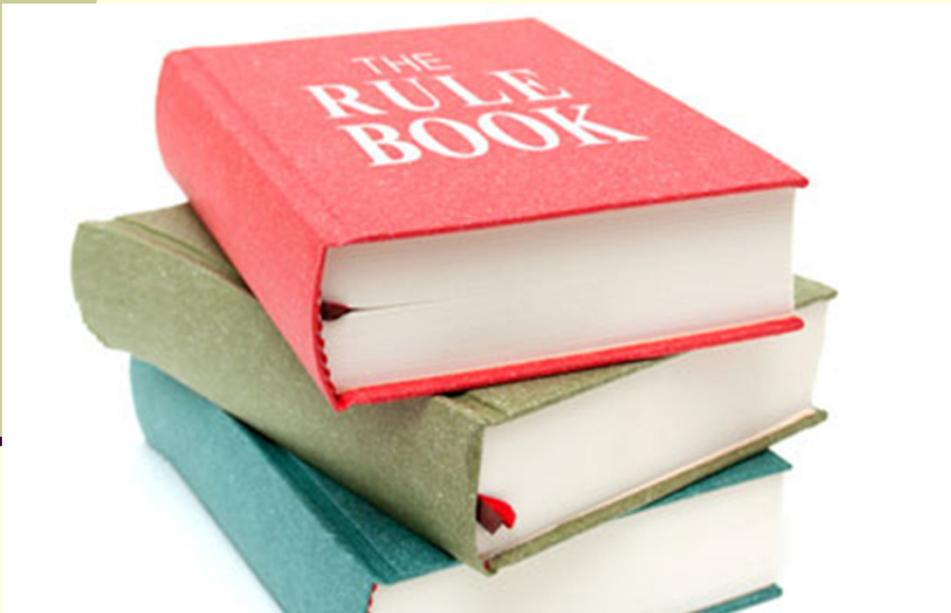


## Specific Regulatory Procedures -

- Adjustments to Form-based controls
  - Minor (administrative)
  - Major (BOA)
- Sign Permits
  - Section 23-4 through 10 with wording clarified
- Sign Plan Approval
  - Section 23-9 with wording clarified
- Temporary Parking
  - To be moved into Sec. 29-4.4
- Floodplain Develop. Permit

## Specific Regulatory Procedures -

- Land Disturbance
  - Chapter 12A, Art. 2 with wording revised for clarity
- Stormwater Permits
  - Chapter 12A, Sections 92-94 with minor revisions
- Optional Development Standards – BOA approval of:
  - Cottage Development
  - M-N Pedestrian Development
  - M-C Transit Development
- Conditional Use Permits
  - Recommended by PZC & approved by Council



## Specific Regulatory Procedures -

- Subdivisions
  - Small area transfer clarified – no greater than 3% of sending or receiving area
  - Common lots or ground not eligible
  - Transfer only permitted on final platted property
  - Approval of subdivision tied to compliance with UDO, comprehensive plan, and other ordinances
  - Variance criteria replaced with “Design Adjustments” no longer based on “hardship” criteria



## Specific Regulatory Procedures -

- Plat approval process
  - Minor (concept, final)
  - Major (concept, Prelim, Final)
  - Administrative (admin plat)
  - Tract split (concept, final)
- PD plan serves as prelim plat
- Application criteria put into an “Administrative” manual
- Preliminary plat approval
  - Within 60 of application
  - Valid 3 years – each final plat must meet new technical/ engineering requirements



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## Specific Regulatory Procedures -

- Final plat approval
  - Minor go to Commission
  - Major go to Council if compliant with prelim plat
  - Any final with a design adjustment go Commission
- Resubdivision
  - Processed as a major or minor
  - If no change to streets, common lots, public use area, or Council restriction it can be an “Administrative Plat”
- Administrative Plat
  - No new streets or vacates streets



## Specific Regulatory Procedures -

- Administrative Plat
  - Cannot create new residential lots or new mixed-use lots that will contain residential uses
- Tract Splits
  - Appeals to Commission and then Council deleted.
  - Denied tract split are appealed to BOA
  - Wording revised to match current practices



## Specific Regulatory Procedures -

- Text and map amendments
  - PZC can submit applications
  - Review and response time reduced (15-10 days)
  - Application criteria put into an “Administrative” manual
- Map amendment to PD
  - Single consolidated section
  - Requires development plan
  - Plan valid for 3 years may be extend once for 1 year by Council
  - Minor PD modification criteria modified for residential/non-residential PD projects.



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## Specific Regulatory Procedures -

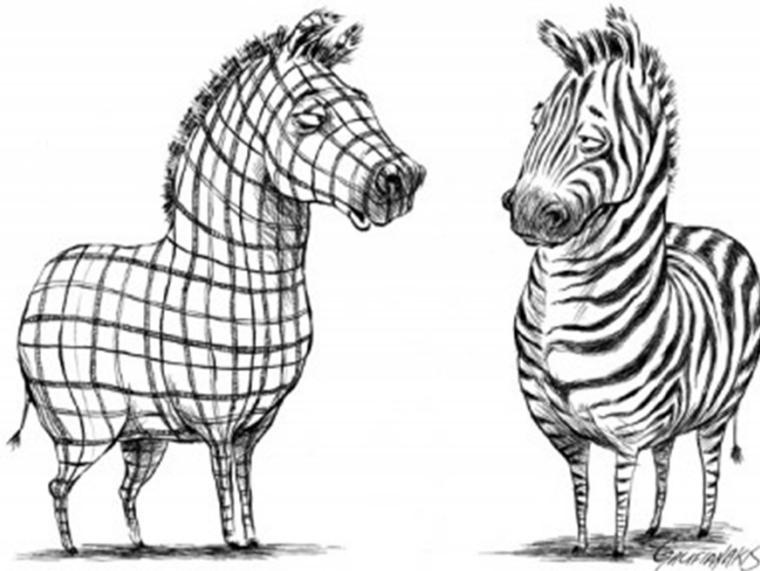
- Map amendment to UC-O
  - Follows standards for rezoning action with UC-O exceptions
- Map amendment to SR-O
  - Follows standards for rezoning action with UC-O exceptions
- Map amendment to R-MH
  - Functions similar to PD process
  - May potentially be eliminated
- Comprehensive Plan Amend.



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## Nonconformities-

- Uses (land or building)
- Structures
- Lots
- Site Features
- Signs



THE IMPORTANT THING IS, I'VE  
FINALLY MADE PEACE WITH MYSELF.

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## Nonconformities-

### ■ Uses

- Land use or building cannot be expanded
- Use can be expended upto 25% in a “conforming” structure per BOA approval
- Use or building can change between non-conforming uses with fewer impacts – original non-conforming use cannot be restarted
- If use or building changed to conforming cannot changed back to nonconforming
- Discontinuance period, whatever reason, reduced to 6 month



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## Nonconformities-

- Structures
  - Can be expanded provided they meet current requirements
  - BOA may grant variance if necessary
  - Non-conforming use can be expanded 25% into an addition to non-conforming structure by BOA action
  - Damage & destruction clause unchanged
- Lots
  - Section allows use of lot without having to plat
  - Needs to be revised to specify non-conforming to lot area and width



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## Nonconformities-

- Site Features (i.e. parking, landscaping, lighting)
  - Expansion is to uses or structures allowed in the district
  - Expansion does not increase non-conformities
  - Additional parking required is provided on-site
  - If partial reconstruction or new construction on-site requires compliance
- Signs
  - UDO section reference need correction
  - Carries for Chapter 23 standards



## Enforcement-

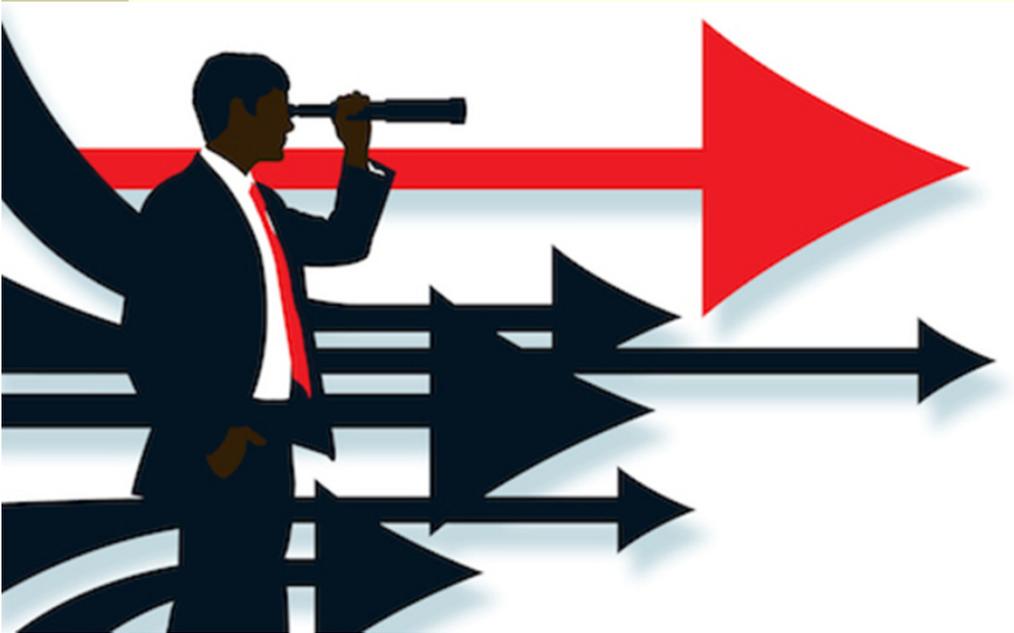
- Violations
- Enforcement actions
- Penalties
  - Generally
  - Special Penalties



**POLICY  
VIOLATION**

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## **Discussion**

- Moving forward –
  - Final Draft release
    - September 23
  - PZC Public Hearing
    - October 20
  - City Council Intro
    - November 21 (tentative)

# Accessing the Draft Regulations

The draft regulations are available at:

[www.CoMo.gov/community-development/planning](http://www.CoMo.gov/community-development/planning)

The screenshot shows the City of Columbia Missouri website. The header includes the city logo, a search bar with the text "Search to Find it Fast!", and navigation tabs for Home, Living in Columbia, Doing Business in Columbia, City Government, and Visitors. A grid of service links is visible, including Community Development, Police Department, Fire Department, Business Licenses, Building Permits & Inspections, Utility Customer Service Office, Frequently Called Numbers, Utility Billing, Waste Removal-Construction Dumpsters/Rolloffs, Bid & Contracting Opportunities, Zoning Map, Sanitary Landfill, Sewer Utility, Planning & Zoning Commission, Mobile & Temporary Food Operations, Food Service Establishments, Food Safety Training, and More Services... The main content area is titled "Planning & Development" and includes a description of the department's services. Under the "New and Noteworthy" section, the link "Development Code Update Project" is circled in red. A red arrow points from a black box with the text "Choose this link" to the circled link. Other links in the "New and Noteworthy" section include "Mayor's Task Force on Pedestrian Safety", "Section 29-2.3 (UC-O revisions) - Supplement to May 19, 2016 Agenda", "Downtown Columbia Parking Audit and Community Forum", "Public Notifications", and "Accessory Dwelling Units". The "Long-Range Planning" section includes "Comprehensive Plan - Columbia Imagined" (with sub-links for "Columbia Imagined Implementation" and "Neighborhood Planning"), "Neighborhood Planning" (with sub-links for "West Central Columbia Neighborhood Plan - Final Draft" and "Historic Preservation"), and "Other Land Use Plans". The "Transportation Planning" section includes "Columbia Area Transportation Study Organization (CATSO)" (with sub-links for "Major Roadway Plan" and "Last..."). A left sidebar contains a "Community Development" menu with items like "Building & Site Development", "Federal Housing Programs (CDBG and HOME)", "Meeting Agendas and Minutes", "Neighborhood Services", "Planning & Development", "Public Notifications", and "Volunteering".