



**ORDINANCE 6889**  
**EXPLANATION TO COUNCIL BILL 2024-225 (MCGULL)**

**FILED:** 11/07/2024

**ORIGINATING DEPARTMENT:** Planning and Development

**TITLE:** A general ordinance amending General Ordinance No. 3645, as amended, establishing Urban Conservation District No. 2, generally referred to as the Rountree Urban Conservation District, Section 4 - Subarea A through D Regulations, Subarea D, to allow general office conversions as a permitted use in accordance with use-specific standards; and amending Subarea B, a. Build-to-Line, to allow for a minimum of fifteen (15) feet from the Primary Street.

**PURPOSE:** Amended the Urban Conservation District No. 2, generally referred to as the Rountree Urban Conservation District, section 4 Subarea A through D regulations to allow general office conversions as a permitted use in accordance with use specific standards and amending the subarea B build-to-line from thirty (30) feet to fifteen (15) feet (Staff and Planning and Zoning Commission both recommend approval).

**BACKGROUND INFORMATION:**

ROUNTREE UCD NO. 2 TEXT AMENDMENT: GENERAL OFFICE CONVERSION

City staff, through its own volition and with the cooperation of the Rountree neighborhood, is proposing two changes to the Rountree Urban Conservation District.

**FINDINGS FOR STAFF RECOMMENDATION:**

1. City staff is proposing amendments to the Rountree UCD, section 4, subarea D regulations to allow general office conversions as a permitted use in accordance with use specific standards and amending the build-to-line from thirty (30) feet to fifteen (15) feet in subarea B.
2. Current UCD regulations do not allow for general office conversions in subarea D. The UCD defines conversions as “structures existing at the time of the adoption of these regulations may be converted to any use permitted in that subarea.”
3. Staff is proposing to add general office conversions as a permitted use in subarea D. This amendment proposes use specific standards that match the Grant Avenue Parkway (GAP) district. The intent of the office conversions amendment is to allow existing single-family dwellings that existed at the time the district was mapped to be used as offices with regulations to control the

location of entrances, allowable signage and landscaping. See the Attachment 1 to see the full proposed regulations.

4. The proposed amendments to subarea B will change the build-to-line from thirty (30) feet to fifteen (15) feet. The build-to-line is a setback line at which the building must be placed. This amendment will reduce the front setback on the primary street, National Avenue. This would allow for more space for parking which is required to be located behind the building to help facilitate the development of these lots. This amendment matches the build-to-line with subarea A which is located north and south of subarea B, along National Avenue.
5. Subarea D is characterized by a mix of primarily multi-family and single-family development along Cherry and Elm Streets. The intent of the regulations for this subarea is to regulate the physical form within this subarea to allow for neighborhood mixed-use in conjunction with multi-family development. The intent of the regulation is to preserve and enhance the integrity and quality of the development along the Cherry and Elm Street corridors as a neighborhood front door. The subarea is designated to provide for sensitive and respectful infill development which allows for a greater range of housing types and a mix of uses that is compatible and complementary to the neighborhood.
6. Subarea B is characterized by a mix of non-residential and multi-family development along the National Avenue corridor. The intent of the regulations for this subarea is to regulate the physical form of development along the corridor to preserve and enhance the integrity and quality of this edge of the neighborhood. This subarea is designed to provide for sensitive and respectful infill development which is of a complementary scale and character and serves as a transition to the single-family homes in the neighborhood along McCann Avenue.
7. The Growth and Development Advisory Committee (GDAC), Downtown Springfield Association (DSA), Commercial Club and all Registered Neighborhood Associations were notified of these amendments and public hearing dates.
8. Before an amendment shall be approved by ordinance, the Planning and Zoning Commission shall have first had a public hearing regarding the proposed amendment and made an official report to the City Council regarding the Planning and Zoning Commission's recommendation regarding said amendment. Once the Planning and Zoning Commission has made its official report, any further review by the Planning and Zoning Commission shall not be required unless City Council elects to refer a matter back to the Planning and Zoning Commission for further review.



9. Staff believes the proposed text amendment is consistent with the Springfield Comprehensive Plan and Rountree Neighborhood Plan. The guiding principle of the Forward SGF Comprehensive Plan is Quality of Place. Quality of Place is defined by the built environment and the community's ability to provide amenity-rich neighborhoods and commercial districts. The Rountree Neighborhood Plan Goal 10. Identify strategies to make the Cherry/Pickwick Commercial area safer and more pedestrian friendly.
10. Staff believes the proposed text amendment is consistent with the intent and purpose of this article. The proposed amendment meets the intent of the Rountree UCD No. 2 since subarea B has similar language as defined in the UCD No. 2 Zoning Ordinance.
11. The areas of the city that are most likely to be affected by the proposed text amendment and the manner in which those areas will be affected will only be in subarea B and D of the Rountree UCD No 2. This proposed amendment will also promote the continued effort to preserve Rountree character and provide for a mix of uses that is compatible and complementary to the neighborhood.
12. Staff believes that the proposed text amendment is necessitated by a change in conditions in the zoning districts affected and the nature of such changed conditions.

REMARKS: The Planning and Zoning Commission held a public hearing on October 10, 2024, and recommended approval, by a vote of 6 to 0, of the proposed amendments.

The Planning and Development staff recommends the text amendment be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION: Staff recommends approval of the text amendment based on its consistency with the *Comprehensive Plan*.

**Submitted By:** Michael Sparlin, Senior City Planner

**Authorized for inclusion on the agenda pursuant to City Code section 2-33:**

- Attachments:**
1. Rountree UCD Office Conversion Text Amendment (1)
  2. Rountree UCD Office Conversion\_exhA
  3. Rountree UCD Office Conversion\_exhB

One-rdg. \_\_\_\_\_  
P. Hrngs.   X    
Pgs.   20    
Filed:   10-29-24  

Sponsored by:   McGull  

First Reading:   November 4, 2024   Second Reading:   November 18, 2024  

COUNCIL BILL   2024-225   GENERAL ORDINANCE   6889  

AN ORDINANCE

1 AMENDING General Ordinance No. 3645, as amended, establishing Urban  
2 Conservation District No. 2, generally referred to as the Rountree  
3 Urban Conservation District, Section 4 - Subarea A through D  
4 Regulations, to allow general office conversions as a permitted use  
5 in accordance with use-specific standards in Subarea D; and to  
6 change the Build-to-Line from a thirty (30) to fifteen (15) feet  
7 minimum for primary streets in Subarea B.  
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10 WHEREAS, Urban Conservation District No. 2, generally referred to as the  
11 Rountree Urban Conservation District, Section 4 -- Subarea A through D Regulations  
12 currently does not allow for general office conversions in Subarea D; and  
13

14 WHEREAS, permitting the office conversion use, as defined by the Rountree  
15 Urban Conservation District, would allow existing single-family dwellings to be  
16 preserved and the character of the neighborhood to be maintained, and would match  
17 the requirements of the Grant Avenue Parkway ("GAP") district; and  
18

19 WHEREAS, Urban Conservation District No. 2, generally referred to as the  
20 Rountree Urban Conservation District, Section 4 – Subarea A through D Regulations,  
21 currently requires a Build-to-Line minimum of thirty (30) feet for a primary street in  
22 Subarea B; and  
23

24 WHEREAS, changing this build-to-line requirement to fifteen (15) feet would  
25 reduce the front setback on National Avenue, facilitating development of the relevant  
26 lots by allowing more space for parking behind buildings and matching the build-to line  
27 of Subarea A, which is located both north and south of Subarea B, along National  
28 Avenue; and  
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30 WHEREAS, following proper notice, the Planning and Zoning Commission held a  
31 public hearing regarding the proposed amendments to the Rountree Urban  
32 Conservation District, Section 4 -- Subarea A through D Regulations on October 10,  
33 2024, a copy of the Record of Proceedings from said public hearing being attached  
34 hereto and incorporated herein by this reference as "Exhibit A," and unanimously

35 recommended approval of the proposed changes; and

36

37 WHEREAS, proper notice was given of a public hearing before City Council, and  
38 said hearing was held in accordance with the law.

39

40 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
41 SPRINGFIELD, MISSOURI, as follows, that:

42

43 Section 1 – Urban Conservation District No. 2, Section 4 - Subarea A through D  
44 Regulations, A. Permitted and Conditional Uses, is hereby amended by changing  
45 Subareas A through D Uses – Table 1 to read as follows:

46

47 (Note: Language to be added is **bolded and underlined**, and language being removed  
48 is ~~stricken~~.)

49

Subareas A through D Uses – Table 1 Use	Use Specific Regulations	Subareas			
		A	B	C	D
<b>Residential Uses</b>					
Dwelling, Multifamily, stand alone		P	P	P	P
Dwelling, Multifamily above ground floor as part of a mixed use		P	P	P	P
Dwelling, Single Family Attached		P	P	P	P
Dwelling, Single Family Detached existing		P	P	P	P
Dwelling, Single Family Detached new development					P
Group Home		P	P	P	P
Day Care Home		P	P	P	P
Churches		P	P	P	P
Schools		P	P	P	P
Parks		P	P	P	P
Non-Profit Neighborhood Community Centers			P		P
<b>Lodging Uses</b>					
Short Term Rental Type 3		P	P	P	P
Bed and Breakfast				P	P
<b>Commercial Retail Uses</b>					
Retail sales use group, stand alone		P	P	P	
Retail sales use group as part of a mixed use		P	P	P	P
Entertainment Oriented use group, stand-alone < 5,000 sq ft		P			
Entertainment Oriented use group as part of a mixed use		P			
Package Liquor		P		P	
Adult Oriented uses					
Pawn Shop					
Artisan Manufacturing		P	P	P	
<b>Personal Service and Office Uses</b>					
Daycare		P	P	P	P
Personal Service use group, stand alone		P	P	P	
Personal Service use group as part of a mixed use		P	P	P	P

Subareas A through D Uses – Table 1		Subareas			
Use	Use Specific Regulations	A	B	C	D
General Office use group, stand alone		P	P	P	
General Office use group as part of a mixed use		P	P	P	P
<b>General Office, conversion</b>	<b>B.1 below</b>				<b>P</b>
Medical Office use group, stand alone		P	P	P	
Medical Office use group as part of a mixed use		P	P	P	P
Title Loan/Short Term Lending					
<b>Eating and Drinking Uses</b>					
Restaurants, stand alone		P	P	P	
Restaurants as part of a mixed use		P	P	P	P
Breweries and tasting rooms		P		P	
Drive-thru accessory to a restaurant use		P			
<b>Vehicle Oriented Uses</b>					
Commercial off-street parking lots	B.21. below	C	C	C	C
Commercial off-street parking structures above ground floor as part of a mixed use		C	C	C	C
Car Sales/Rental					
Gas Station		P			
<b>Temporary Uses</b>					
Farm Stand	B.32. below	P	P	P	P
Food Truck		P	P	P	P
Outdoor display/sale of merchandise, temporary		P	P	P	P
Outdoor display/sale of merchandise, permanent					
Seasonal sales		P	P	P	P
<b>Accessory Uses</b>					
Accessory Uses and Structures		P	P	P	P
Home Occupations		P	P	P	P
Outdoor dining		P	P	P	P

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Section 2 – Urban Conservation District No. 2, Section 4 – Subarea A through D Regulations, is hereby amended by changing B. Use Specific Standards to read as follows:

“B. Use Specific Standards

**1. General Office Conversion.**

**(a) Applicability. Single-family dwellings may be converted to general office(s) uses in accordance with the standards set forth below. The office space(s) shall be located only in the existing structure, additions shall not be built to provide office space(s).**

**(b) Location of Entrances. Only one (1) entrance shall be located on the front façade of the structure. The front façade of the structure shall face Cherry or Elm Streets.**

67  
68 **(c) Exterior Alterations. No exterior alterations that would change the**  
69 **single-family character of the dwelling, other than those necessary to**  
70 **ensure the safety of the structure, shall be made.**

71  
72 **(d) Signs. General office conversion uses shall be permitted one (1)**  
73 **monument sign in accordance with the standards set forth below.**

74  
75 **1. Area. The monument sign shall not exceed six (6) square feet in**  
76 **area.**

77  
78 **2. Height. The monument sign shall not exceed four (4) feet in height.**

79  
80 **3. Location. The monument sign shall be located a minimum of five**  
81 **(5) feet from all property lines, rights-of-way, and utility easements;**  
82 **shall not block points of ingress or egress; shall not be placed on**  
83 **any sidewalk or pedestrian walkway; and shall not be located in a**  
84 **clearance sight triangle.**

85  
86 **4. Sign Base. The base of the monument sign, including all structural**  
87 **components, shall extend horizontally from the sign face a minimum**  
88 **of ten (10) percent and a maximum of twenty-five (25) percent of the**  
89 **width of the sign face. The base of the monument sign shall be**  
90 **constructed from masonry, stone, or similar high-quality materials in**  
91 **keeping with the exterior cladding materials and design of the**  
92 **primary building.**

93  
94 **5. Landscape. The monument sign shall have a landscape area equal**  
95 **to the area of the sign surrounding the sign base. A minimum of**  
96 **eighty (80) percent of the landscape area shall be planted and**  
97 **maintained with herbaceous perennials and evergreen shrubs.**

98  
99 **42.** Commercial Off-Street Parking Lots. Commercial off-street parking lots adjacent to  
100 public rights-of-way, excluding alleys, shall provide the following:

101  
102 a. A fully opaque wall or fence with a height of four (4) feet shall be used in conjunction  
103 with required parking lot perimeter landscaping contained in this section. Plant materials  
104 shall be installed between the sidewalk and the wall or fence to provide a softening  
105 effect.

106  
107 b. Four (4) understory trees shall be planted for every one hundred (100) lineal feet of  
108 frontage adjacent to right-of-way, excluding alley right-of-way, and additional plantings  
109 shall be clustered at points of pedestrian ingress and egress.

110  
111 c. Points of pedestrian ingress and egress, outside of vehicular curb cuts, shall be  
112 provided.

113

114 d. To the greatest extent possible, the screening standards established above shall  
115 provide safe site distance where driveway access intersects public right-of-way.  
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117 **23.** Farm Stand.  
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119 a. Farm products sold. Only farm products or value-added farm products grown and/or  
120 processed on the parcel on which the farm stand is located may be sold at a farm stand.  
121 The sale of non-agricultural items or products produced off site is prohibited.  
122

123 b. Farm stand structure. A structure associated with a farm stand shall not have a floor  
124 area greater than one hundred (100) square feet.”  
125

126 Section 3 - Urban Conservation District No. 2, Section 4 - Subarea A through D  
127 Regulations, C. Building and Lot Standards, 2. Subarea B, is hereby amended to  
128 change a. Build-to-Line to read as follows:  
129

130 (Note: Language to be added is **bolded and underlined**, and language being removed  
131 is ~~stricken.~~)  
132

133 “a. Build-to-Line:  
134

135 Primary Street: **Fifteen** ~~Thirty~~ (~~15~~30) feet minimum; Fifty (50) feet maximum [A]  
136

- 137 • To match average front façade line of the block face  
138

139 Side Street: Ten (10) feet minimum [B]  
140

- 141 • To match average front façade line of the block face”  
142

143 Section 4 – Savings Clause. Nothing in this Ordinance shall be construed to  
144 affect any suit or proceeding now pending in any court, or any rights acquired, or liability  
145 incurred, nor any cause or causes of action accrued or existing, under any act or  
146 ordinance repealed hereby, nor shall any right or remedy of any character be lost,  
147 impaired, or affected by this Ordinance.  
148

149 Section 5 – Severability Clause. If any section, subsection, sentence, clause, or  
150 phrase of this Ordinance is for any reason held to be invalid, such decision shall not  
151 affect the validity of the remaining portions of this Ordinance. City Council hereby  
152 declares that it would have adopted the Ordinance and each section, subsection,  
153 sentence, clause, or phrase thereof, irrespective of the fact that any one or more  
154 sections, subsections, sentences, clauses, or phrases be declared invalid.  
155

156 Section 6 – This Ordinance shall be in full force and effect from and after  
157 passage.  
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159 Passed at meeting: November 18, 2024  
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Ken Mumup  
Mayor

Attest: Amita J Cotter, City Clerk

Filed as Ordinance: November 18, 2024

Approved as to form: Laura Vales, Assistant City Attorney

Approved for Council action: Jason A. Hays, City Manager

EXHIBIT A  
RECORD OF PROCEEDINGS

Planning and Zoning Commission – October 10, 2024

Rountree UCD Regulation Subarea A & D - Text Amendment  
1200 blk to 1400 blk of East Cherry Street and East Elm Street, 600 blk to 800 blk of South National, east-side

**Applicant:** City of Springfield

Mr. Sparlin stated that this is a request to amend the Rountree Urban Conservation District (UCD) in subarea B and D. Amendment to subarea B: build-to-line from 30 feet to 15 feet on the primary street and Amendment to subarea D: Add "General Office, conversion" as a permitted use in subarea D and proposes use specific standards.

Mr. Pauly asked about the parking space (required spaces for non-residential).

Mr. Sparlin noted that if it is under 7500 square feet there is no off-street parking required, but more than 7500 square feet there is one off street parking space required.

Mr. Knuckles noted that it did not look like there were existing housing structures that had more than 7500 square feet.

Mr. Sparlin noted that there are small lots that may apply.

Ms. Broekhoven closed the public hearing.

**COMMISSION ACTION:**

Planning and Zoning Commissioner Knuckles moved to approve Rountree UCD Regulation Subarea A & D Text Amendment; Commissioner Colony seconded the motion. It **Passed** with the following vote: Ayes: Commissioner Broekhoven, Commissioner Ridge, Commissioner Pauly, Commissioner Knuckles, Commissioner Doennig and Commissioner Colony. Nays: None. Absent: Commissioner Lebeck, Commissioner Scott and Commissioner Gunther. Abstain: None.



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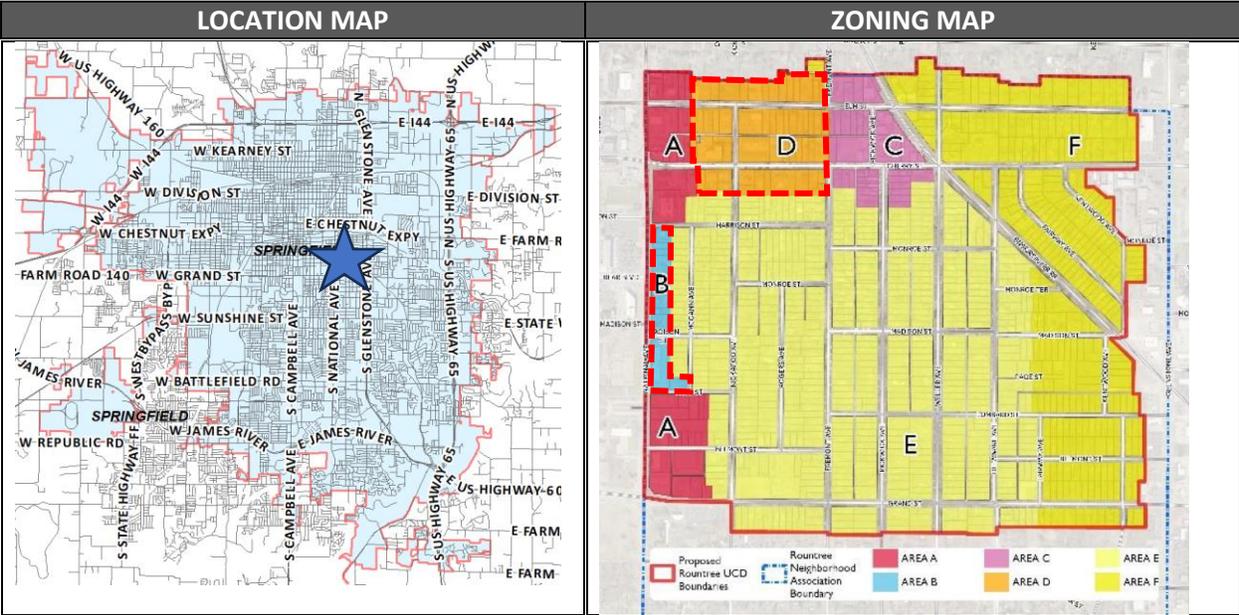
Bob Hosmer, AICP  
Planning Manager

# DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION:	
<b>Case Number:</b>	Urban Conservation District No 2. (Rountree UCD #2) text amendment
<b>Location:</b>	Subarea D and subarea B
<b>Total Acres:</b>	NA
<b>Applicant:</b>	City of Springfield
<b>Existing Land Use:</b>	Residential, commercial and mixed-use uses
<b>Neighborhood Meeting:</b>	NA
<b>Planning and Zoning Commission:</b>	October 10, 2024
<b>City Council:</b>	November 4, 2024
<b>Public Notification:</b>	Legal in Daily Events
<b>Staff:</b>	Michael Sparlin, Senior City Planner
<b>Staff recommendation:</b>	Staff recommends approval
<b>Proposed motion:</b>	Move to approve as submitted in the staff report. (All commission motions are made in the affirmative.)
<b>Required Vote:</b>	A majority of those present (5 members are a quorum).

## PROJECT SUMMARY:

Request to amend the Rountree Urban Conservation District No. 2, section 4, subarea D regulations to allow general office conversions as a permitted use in accordance with use specific standards and amending the subarea B build-to-line from thirty (30) feet to fifteen (15) feet.



## DEVELOPMENT REVIEW STAFF REPORT

### PLANNING AND ZONING COMMISSION AUTHORITY:

#### Sec. 36-367. – Amendments

(7) Findings by the commission.

(a) *Text amendments.* If the request is for an amendment of the text of this article, the recommendation of the planning and zoning commission may consider:

1. Whether the proposed text amendment is consistent with the Springfield Comprehensive Plan.
2. Whether the proposed text amendment is consistent with the intent and purpose of this article.
3. The areas of the city that are most likely to be affected by the proposed text amendment and the manner in which those areas will be affected.
4. Whether the proposed text amendment is necessitated by a change in conditions in the zoning districts affected and the nature of such changed conditions.
5. Information submitted at the public hearing.

### COMPATIBILITY WITH COMPREHENSIVE PLAN:

Under Development Regulations page 31 of Forward SGF it states that... “Increased use flexibility that promotes redevelopment and revitalization will need to be balanced by regulatory codes that promote and emphasize quality design and construction that is pedestrian focused and has a greater experience factor. The city’s guiding principle of Quality of Place emphasizes the need for more public and private amenities and features. Future code changes will need to support the implementation of planning that promotes the development of places with a wide array of convenient services in proximity to amenity-rich, attractive, inviting, integrated corridors and districts that are within walking distance of neighborhood, trails, parks, and mixed-use centers with diverse housing options”.

### STAFF ANALYSIS AND RECOMMENDATION:

1. City staff is proposing amendments to the Rountree UCD, section 4, subarea D regulations to allow general office conversions as a permitted use in accordance with use specific standards and amending the build-to-line from thirty (30) feet to fifteen (15) feet in subarea B.
2. Current UCD regulations do not allow for general office conversions in subarea D. The UCD defines conversions as “structures existing at the time of the adoption of these regulations may be converted to any use permitted in that subarea.”
3. Staff is proposing to add general office conversions as a permitted use in subarea D. This amendment proposes use specific standards that match the Grant Avenue Parkway (GAP) district. The intent of the office conversions amendment is to allow existing single-family dwellings that existed at the time the district was mapped to be used as offices with regulations to control the location of entrances, allowable signage and landscaping. See the Attachment 1 to see the full proposed regulations.
4. The proposed amendments to subarea B will change the build-to-line from thirty (30) feet to fifteen (15) feet. The build-to-line is a setback line at which the building must be placed. This

## DEVELOPMENT REVIEW STAFF REPORT

amendment will reduce the front setback on the primary street, National Avenue. This would allow for more space for parking which is required to be located behind the building to help facilitate the development of these lots. This amendment matches the build-to-line with subarea A which is located north and south of subarea B, along National Avenue.

5. Subarea D is characterized by a mix of primarily multi-family and single-family development along Cherry and Elm Streets. The intent of the regulations for this subarea is to regulate the physical form within this subarea to allow for neighborhood mixed-use in conjunction with multi-family development. The intent of the regulation is to preserve and enhance the integrity and quality of the development along the Cherry and Elm Street corridors as a neighborhood front door. The subarea is designated to provide for sensitive and respectful infill development which allows for a greater range of housing types and a mix of uses that is compatible and complementary to the neighborhood.
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7. The Growth and Development Advisory Committee (GDAC), Downtown Springfield Association (DSA), Commercial Club and all Registered Neighborhood Associations were notified of these amendments and public hearing dates.
8. Before an amendment shall be approved by ordinance, the Planning and Zoning Commission shall have first had a public hearing regarding the proposed amendment and made an official report to the City Council regarding the Planning and Zoning Commission's recommendation regarding said amendment. Once the Planning and Zoning Commission has made its official report, any further review by the Planning and Zoning Commission shall not be required unless City Council elects to refer a matter back to the Planning and Zoning Commission for further review.
9. Staff believes the proposed text amendment is consistent with the Springfield Comprehensive Plan and Rountree Neighborhood Plan. The guiding principle of the Forward SGF Comprehensive Plan is Quality of Place. Quality of Place is defined by the built environment and the community's ability to provide amenity-rich neighborhoods and commercial districts. The Rountree Neighborhood Plan Goal 10. Identify strategies to make the Cherry/Pickwick Commercial area safer and more pedestrian friendly.
10. Staff believes the proposed text amendment is consistent with the intent and purpose of this article. The proposed amendment meets the intent of the Rountree UCD No. 2 since subarea B has similar language as defined in the UCD No. 2 Zoning Ordinance.
11. The areas of the city that are most likely to be affected by the proposed text amendment and the manner in which those areas will be affected will only be in subarea B and D of the Rountree UCD No 2. This proposed amendment will also promote the continued effort to

## DEVELOPMENT REVIEW STAFF REPORT

preserve Rountree character and provide for a mix of uses that is compatible and complementary to the neighborhood.

12. Staff believes that the proposed text amendment is necessitated by a change in conditions in the zoning districts affected and the nature of such changed conditions.

### STAFF RECOMMENDATION:

1. Staff recommends approval of the text amendment based on its compatibility with the *Comprehensive Plan and findings of facts in the staff report*.

### PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the text amendment.
2. Recommend a change in the text amendment.
3. Recommend a change in the text amendment together with recommendations which, in the judgment of the planning and zoning commission, will ensure that the proposed amendment is consistent with the purpose and intent of this article.

## DEVELOPMENT REVIEW STAFF REPORT

### PROPOSED AMENDMENT:

#### Attachment 1

Note: The existing language is in black. Language to be added is underlined and to be removed is ~~stricken~~.

#### Section 4 – Subarea A through D Regulations

A. Permitted and Conditional Uses. The following key is to be used in the interpretation of Table 1, Permitted and Conditional Uses Subareas A through D, in this section.

Subareas A through D Uses – Table 1		Subareas			
Use	Use Specific Regulations	A	B	C	D
<b>Residential Uses</b>					
Dwelling, Multifamily, stand alone		P	P	P	P
Dwelling, Multifamily above ground floor as part of a mixed use		P	P	P	P
Dwelling, Single Family Attached		P	P	P	P
Dwelling, Single Family Detached existing		P	P	P	P
Dwelling, Single Family Detached new development					P
Group Home		P	P	P	P
Day Care Home		P	P	P	P
Churches		P	P	P	P
Schools		P	P	P	P
Parks		P	P	P	P
Non-Profit Neighborhood Community Centers			P		P
<b>Lodging Uses</b>					
Short Term Rental Type 3		P	P	P	P
Bed and Breakfast				P	P
<b>Commercial Retail Uses</b>					
Retail sales use group, stand alone		P	P	P	
Retail sales use group as part of a mixed use		P	P	P	P
Entertainment Oriented use group, stand alone < 5,000 sq ft		P			
Entertainment Oriented use group as part of a mixed use		P			
Package Liquor		P		P	
Adult Oriented uses					
Pawn Shop					
Artisan Manufacturing		P	P	P	
<b>Personal Service and Office Uses</b>					
Daycare		P	P	P	P
Personal Service use group, stand alone		P	P	P	
Personal Service use group as part of a mixed use		P	P	P	P
General Office use group, stand alone		P	P	P	

## DEVELOPMENT REVIEW STAFF REPORT

Subareas A through D Uses – Table 1		Subareas			
Use	Use Specific Regulations	A	B	C	D
General Office use group as part of a mixed use		P	P	P	P
<u>General Office, conversion</u>	<u>B.1 below</u>				<u>P</u>
Medical Office use group, stand alone		P	P	P	
Medical Office use group as part of a mixed use		P	P	P	P
Title Loan/Short Term Lending					
<b>Eating and Drinking Uses</b>					
Restaurants, stand alone		P	P	P	
Restaurants as part of a mixed use		P	P	P	P
Breweries and tasting rooms		P		P	
Drive-thru accessory to a restaurant use		P			
<b>Vehicle Oriented Uses</b>					
Commercial off-street parking lots	<u>B.24. below</u>	C	C	C	C
Commercial off-street parking structures above ground floor as part of a mixed use		C	C	C	C
Car Sales/Rental					
Gas Station		P			
<b>Temporary Uses</b>					
Farm Stand	<u>B.32. below</u>	P	P	P	P
Food Truck		P	P	P	P
Outdoor display/sale of merchandise, temporary		P	P	P	P
Outdoor display/sale of merchandise, permanent					
Seasonal sales		P	P	P	P
<b>Accessory Uses</b>					
Accessory Uses and Structures		P	P	P	P
Home Occupations		P	P	P	P
Outdoor dining		P	P	P	P

### B. Use Specific Standards

#### 1. General Office Conversion.

(a) Applicability. Single-family dwellings may be converted to general office(s) uses in accordance with the standards set forth below. The office space(s) shall be located only in the existing structure, additions shall not be built to provide office space(s).

(b) Location of Entrances. Only one (1) entrance shall be located on the front façade of the structure. The front façade of the structure shall face Cherry or Elm Streets.

(c) Exterior Alterations. No exterior alterations that would change the single-family character of the dwelling, other than those necessary to ensure the safety of the structure, shall be made.

(d) Signs. General office conversion uses shall be permitted one (1) monument sign in accordance with the standards set forth below.

## DEVELOPMENT REVIEW STAFF REPORT

1. Area. The monument sign shall not exceed six (6) square feet in area.
2. Height. The monument sign shall not exceed four (4) feet in height.
3. Location. The monument sign shall be located a minimum of five (5) feet from all property lines, rights-of-way, and utility easements; shall not block points of ingress or egress; shall not be placed on any sidewalk or pedestrian walkway; and shall not be located in a clearance sight triangle.
4. Sign Base. The base of the monument sign, including all structural components, shall extend horizontally from the sign face a minimum of ten (10) percent and a maximum of twenty-five (25) percent of the width of the sign face. The base of the monument sign shall be constructed from masonry, stone, or similar high-quality materials in keeping with the exterior cladding materials and design of the primary building.
5. Landscape. The monument sign shall have a landscape area equal to the area of the sign surrounding the sign base. A minimum of eighty (80) percent of the landscape area shall be planted and maintained with herbaceous perennials and evergreen shrubs.

12. Commercial Off-Street Parking Lots. Commercial off-street parking lots adjacent to public rights-of-way, excluding alleys, shall provide the following:

- a. A fully opaque wall or fence with a height of four (4) feet shall be used in conjunction with required parking lot perimeter landscaping contained in this section. Plant materials shall be installed between the sidewalk and the wall or fence to provide a softening effect.
- b. Four (4) understory trees shall be planted for every one hundred (100) lineal feet of frontage adjacent to right-of-way, excluding alley right-of-way, and additional plantings shall be clustered at points of pedestrian ingress and egress.
- c. Points of pedestrian ingress and egress, outside of vehicular curb cuts, shall be provided.
- d. To the greatest extent possible, the screening standards established above shall provide safe site distance where driveway access intersects public right-of-way .

23. Farm Stand.

- a. Farm products sold. Only farm products or value-added farm products grown and/or processed on the parcel on which the farm stand is located may be sold at a farm stand. The sale of non-agricultural items or products produced off site is prohibited.
- b. Farm stand structure. A structure associated with a farm stand shall not have a floor area greater than one hundred (100) square feet.

C. Building and Lot Standards

2. Subarea B:

- a. Build-to-Line:  
Primary Street: ~~Fifteen~~ ~~Thirty~~ (1530) feet minimum; Fifty (50) feet maximum [A]
  - To match average front façade line of the block face

## DEVELOPMENT REVIEW STAFF REPORT

Side Street: Ten (10) feet minimum [B]

- To match average front façade line of the block face

**From:** [Peggy Wise](#)  
**To:** [Sparlin, Michael](#)  
**Subject:** Re: Comments Requested - Proposed Text Amendments to P&Z and CC  
**Date:** Thursday, October 10, 2024 10:16:35 AM

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Mike,

Good morning! We have reviewed the text amendment proposals and Rountree Neighborhood Association has no objections to the proposed changes as written. We do have a question. What would the parking requirements be in Area D for a General Office conversion?

Thank you Mike.

Peggy Wise  
President  
Rountree Neighborhood Association  
417-860-8990

On Tue, Sep 24, 2024 at 4:36 PM Sparlin, Michael <[msparlin@springfieldmo.gov](mailto:msparlin@springfieldmo.gov)> wrote:

City staff is proposing a text amendment to the Rountree UCD No. 2 regulations in subarea D, to add general office conversion as a permitted use following specific use specific standards. The amendment proposes to also change the build-to-line in subarea B from 30 feet to 15 feet. See attached pdf for details on text language.

The Planning and Zoning Commission will have a public hearing on the proposed text amendment on, October 10, 2024, and the City Council will have public hearing on these same amendments on, November 4, 2024. Please see agendas when posted online for details at:

<https://springfieldmo.portal.civicclerk.com/>

If you have any questions or concerns, please, feel free to contact our department by emailing us at [Zoning@springfieldmo.gov](mailto:Zoning@springfieldmo.gov). If you do respond please **“don’t**

**reply to all**", since there are many citizens and groups that have been notified by this email and they may not want to participate in an e-mail chain discussion.

Thanks!

[Zoning@springfieldmo.gov](mailto:Zoning@springfieldmo.gov)

*Michael Sparlin, Senior City Planner*

*City of Springfield, Missouri*

*Planning & Development Department*

*[Development Review Office](#)*

*417.864.1091*