



City of Springfield

Agenda

Administrative Review Committee

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May 21, 2026

3:30 PM

Via Zoom/ Development Review  
Conference Room 199  
840 Boonville Avenue  
Springfield, Mo 65802

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**1. ROLL CALL.**

**2. MINUTES FROM LAST MEETING.**

2.1. April 30, 2026

**3. HEARINGS.**

3.1. ARC2026-00013

1515 E INDEPENDENCE ST ~ Thompson Landscaping ~ ARC

Applicant: BRYON OSTER

Work Type: 06.Planned Development - Final Development Plan (Administrative)

3.2. ARC2026-00014

508 W ATLANTIC ST ~ Quality Auto Works - Shop Addition ~ ARC

Applicant: OZMO ARCHITECTURE

Work Type: 06.Planned Development - Final Development Plan (Administrative)

**4. JOIN ZOOM MEETING.**

Meeting ID: 912 8621 5381

Passcode: 334931

In accordance with ADA guidelines, if you need special accommodations when attending this meeting, please notify the Planning and Development office at 417-864-1611 as soon as possible to accommodate your needs.



April 30, 2026  
**MINUTES OF THE Administrative Review Committee (ARC)**  
Springfield, Missouri

The Administrative Review Committee met in regular session in Development Review Conference Room #199 and/or via Zoom.

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**ARC2026-00017**

3299 N VERNON RD

**Applicant:** ALBERT POLOCOSER

**Work Type:** Right of Way Reduction

**ATTENDANCE:** Kellie Foster (zoom), Justin Crighton, Chad Zickefoose. Staff: Bob Hosmer, Kyle Tolbert and Grady Porter (zoom)

**REPRESENTATIVE:** Derrick Estell

**PUBLIC:**

Staff/Rep: Proposal for a right-of-way reduction at Hawkins Mill.

Staff: ARC currently lacks the authority to approve right-of-way reductions under the new code, although the old code allowed for it (and reductions for Phase 1 were approved under the old code).

Rep: The reduction is needed because two neighboring property owners, outside the subdivision, have not agreed to acquire the right-of-way, causing delays in Phase 2 development but not impacting street or sidewalk construction. Future development by these neighbors would necessitate dedicating the right-of-way.

Staff: ARC (Chad) is supportive but will recommend sending the request to the Director of Public Works for an official decision. A follow-up email will be sent to Dan Smith for an official response. Staff will be adding the code back into the Land Development Code Update (Text Amendment).

**ARC ACTION:** None (ARC has no authority)

**Result:** Other

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**ARC2026-00018**

801 S KICKAPOO AVE

**Applicant:** MATT PACE

**Work Type:** 08.Rountree UCD

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Springfield, Missouri

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**ATTENDANCE:** Kellie Foster (zoom), Justin Crighton, Chad Zickefoose. Staff: Bob Hosmer, Kyle Tolbert and Grady Porter (zoom)

**REPRESENTATIVE:** Matt Pace

**PUBLIC:**

Staff/Rep: Request interpretation of the code regarding for a property located at 801 South Kickapoo Avenue and within the Rountree 3 Urban Conservation District (UCD).

Staff: Interpretation, supported by staff is that if a specific use (like dwelling units) is not explicitly listed as allowed within the Round 3 UCD plan, and it is prohibited. Detached ADUs in the Rountree UCD are *not* allowed to be rented out to unrelated individuals. Building a garage with space above for *guests* (not renters) might be permissible, but it cannot function as a separate living unit (i.e., it cannot include a full bathroom or kitchen). Permitting would require consultation with Building Development Services.

Staff: Gave out information for STR's: Type 2: Renting out an entire house (100%) requires specific permissions and goes through an application process with distance requirements. Type 1: Renting out a *part* of a house where the owner resides (e.g., a room in the main house) is currently allowed. This does not apply to separate, detached areas.

Staff/Rep: Discussion of an accessory structure like a garage to be considered "attached" to the main house, any connection must be within 10-feet and constitute a common, comfortable part of the structure, not a long hallway.

**ARC ACTION:**

Justin motioned to affirm the interpretation that the current code for the UCD area would not allow the proposed usage. Chad seconded the motion. **3/0 Approved**

**Result:** Approved

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**ARC2026-00019**

1555 E INDEPENDENCE ST

**Applicant:** OLSSON

**Work Type:** 06.Planned Development - Final Development Plan (Administrative)

**April 30, 2026**  
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Springfield, Missouri

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**ATTENDANCE:** Kellie Foster (zoom), Justin Crighton, Chad Zickefoose. Staff: Bob Hosmer, Kyle Tolbert and Grady Porter (zoom)

**REPRESENTATIVE:** Ricky Haase

**PUBLIC:**

Staff/Rep: Proposal for Final Development Plan showing conformance with the requirements for parking lot expansion. Per the PD - all automobile storage yards for cars and trucks awaiting body and fender work, painting and repair shall be screened from view of all public streets and adjacent properties. No issues were noted, however landscaping comments/issues were addressed.

Rep: Noted previous landscaping had issues - stating that the trees/landscaping caused vehicles to get dirty.

Staff: Discussion of the finalization of landscaping that has been submitted. ARC is awaiting updates on the landscaping plan. Further discussion that ARC could approve the final development plan but withhold issuing certificates of occupancy (COO) until the landscaping requirements are met.

**ARC ACTION:**

Justin motioned to approve the Final Development Plan for the parking lot expansion, contingent that the landscaping for the entire site will be completed before a COO can be issued. Chad seconded the motion.

**3/0 Approved w/Conditions**

Chad motioned to approve the April 16, 2026 minutes. Justin seconded. 3/0 Approved

**Result:** ApprvCond