



City of Springfield

Agenda

Administrative Review Committee

September 11, 2025

3:30 PM

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

1. ROLL CALL.

2. MINUTES FROM LAST MEETING.

2.1. July 31, 2025

3. HEARINGS.

3.1. ARC2025-00024

4580 W CALHOUN ST ~ APAC Parking Lot Expansion - Deferment of Sidewalk ~ ARC
Applicant: LEE ENGINEERING & ASSOCIATES, LLC
Work Type: Fee-in-lieu of sidewalk

4. JOIN ZOOM MEETING.

4.1. 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.

September 4, 2025
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.

ARC2025-00020

2305 S BLACKMAN RD

Applicant: KALEB MANN

Work Type: 04.Planned Development - Final Development Plan (Administrative)

ATTENDANCE: Travis Campbell, Justin Crighton, and Chad Zickefoose. Staff: Bob Hosmer and Laura Vales

REPRESENTATIVE: Brad Samuels

PUBLIC:

Staff: Went over the request - This project involves an extension and expansion of an existing building, previously reviewed at a pre-development stage. The property is zoned PD313, which permits office use. Landscaping Details: A key requirement was for more specific details on landscaping. The existing plans showed general "landscaping" or "hatched areas" without sufficient information. Need to specify boxwood species in the front. Detailed planting plans (species, quantities) for buffer yards. Confirmation of 5% interior landscaping calculations. Adherence to planting ratios for buffer yards (e.g., one canopy, one understory, three shrubs every 100ft). Building Height: Although not explicitly stated on the provided sheet, it was assumed the building height would not exceed the existing 35 feet. Building Facade & Materials: The building facade and materials appeared to meet design requirements. Brad: They were in the original plans, but will have them listed.

ARC ACTION:

Chad motioned to approve the Final Development Plan contingent on the detailed landscaping plans being provided for the building permit process. Travis seconded. 3/0 Approved

Result: Approved

ARC2025-00023

3861 W UNIVERSITY ST

Applicant: HEITHAUS ENGINEERING & ASSOCIATES, INC.

Work Type: Land Development Code Unclear

September 4, 2025
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Springfield, Missouri

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ATTENDANCE: Travis Campbell, Justin Crighton, and Chad Zickefoose. Staff: Bob Hosmer and Laura Vales

REPRESENTATIVE: Teresa Davison, Michael Hampton, and Travis Little

PUBLIC:

Staff: Went over the request - Concerns a multi-phase development. Phase 1 (Buildings A and D) is already constructed. The discussion revolved around proposed changes for subsequent phases (Phase 2/3) and whether they are in "substantial conformance" with the original site plan approved by City Council and Conditional Overlay District (COD 166). Proposed Changes from Original Plan - Building Reduction: The original plan included nine buildings; the new proposal reduces this to six buildings. Unit Density: Despite fewer buildings, the development maintains the maximum allowed 193 dwelling units as per COD 166. Amenity Relocation: Amenities like the clubhouse and swimming pool, initially located elsewhere, are being shifted to be more central to the new, condensed building layout. The move also serves to distance buildings from adjacent single-family residential properties. Parking Lot Addition: A parking lot was added on the south side of the development. Landscaping Islands: The new parking lot layout was missing required landscaping islands (typically one island per every 20 parking spaces). This will require adjustments to parking counts in future plans. ARC Authority: There was a question regarding ARC's authority to approve significant alterations (removing buildings, relocating amenities, adding parking) to a site plan previously approved by City Council.

ARC ACTION:

Chad motioned to approve that the proposed site plan is in Substantial Conformance with COD 166. Travis seconded. 3/0 Approved

Justin motioned to approved the July 31, 2025 minutes. Travis seconded. 3/0 Approved

Result: Approved