Clayton Planning & Development staff review

Planning professionals review plans to ensure they meet Clayton ordinances, zoning requirements and development goals. Depending on the project, the plans may require further review and approval by the Plan Commission/Architectural Review Board (PC/ARB) and the Board of Aldermen, with the staff advising the residents serving on those boards. Any plans undergoing formal review by the planning staff are also made available to the public.

ALL projects must be reviewed by city staff:

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- **SOME projects may need to be reviewed and approved by the PC/ARB**

  Plan Commission/Architectural Review Board

  Made up of volunteer residents and the city manager, the Plan Commission reviews site plans, including how much of the lot is covered by the building, driveways and parking spaces; plans for trash bins, HVAC placement, and managing stormwater; landscaping and tree replacement; and how plans minimize nuisances to neighbors. It also makes recommendations to the Board of Aldermen on rezoning requests.

  The same residents, often at the same meeting, then turn to review the plans as the Architectural Review Board. They ensure new construction meets quality standards and in general fits with the style and design of the surrounding community. They consider several criteria, including material types and quality, appearance, the building’s shape, and if it is compatible with adjacent structures.

  Most decisions of the PC/ARB are final. Some, however, might be appealed to the Board of Aldermen.

- **SOME projects may also need approval by the Board of Aldermen**

  Board of Aldermen

  Any development that asks to change zoning law must be approved by the aldermen. The six aldermen and the mayor also consider any request for tax incentives (called abatements), and hear appeals of decisions by the Plan Commission and Architectural Review Board. In reaching their conclusions, the aldermen consider recommendations of city staff, the PC/ARB, as well as comments of other residents and how projects fit into Clayton’s long-term plans.

  You are encouraged to contact the Mayor, City Manager or Aldermen directly at any point in the process.

  Receive agendas by email. Sign up at claytonmo.gov/connect. Neighbors within 200 feet of a project will receive a printed copy of the agenda in the mail.

  Attend aldermen meetings, usually second and fourth Tuesdays at City Hall at 7 pm.

  Express your opinion during a portion of each meeting set aside for public comment or write to the board in advance.