

**AGENDA REPORT
PLANNING AND ZONING COMMISSION MEETING
September 18, 2025**

SUMMARY

A request by Engineering Surveys & Services (agent), on behalf of The Bank of Missouri (owner), seeking approval of a conditional use permit (CUP) to allow a drive-up facility at the southeast corner of Nifong Boulevard and Bethel Street, subject to the use-specific, and conditional use standards of Sec. 29-3.3(jj) and Sec. 29-6.4(m)(2) of the Unified Development Code, respectively. The 2.31-acre property is located at 310 Nifong Boulevard.

DISCUSSION

The applicant is seeking approval of a CUP to allow a drive-thru facility in conjunction with their proposed banking center on their property at the southeast corner of Nifong Boulevard and Bethel Street. Drive-thru facilities are considered a 'conditional accessory use' in the M-N zoning district, and are subject to the use-specific standards found in Section 29-3.3(jj) of the Unified Development Code (UDC).

In addition to complying with the requirements of Section 29-3.3(jj) the proposed development will be subject to the provisions of Section 29-4.6(c) (Design Guidelines and Standards). The site is currently vacant, although rough grading commenced on the site during construction of the Gentry Estates independent living facility to the south. The attached preliminary site plan depicts the proposed banking facility with the 3-lane drive-thru on its east end. The bank building is intended to be two stories in height and will be accessed from Bethel Street at the southwest corner of the parcel as well as Nifong Boulevard via a shared private street on the east side of the parcel. A notation on the site plan restricts the Nifong Boulevard connection to a right-in/right-out only given there is an installed raised median within the Nifong right of way at the access restriction left-in/left-out movements.

Use-specific Standards [Sec. 29-3.3(jj)]

New or modified drive-thru facilities are generally subject to the use-specific standards of Section 29-3.3(jj) of the UDC. The purpose of these provisions is to reduce visual impacts of drive-up facilities on abutting uses, promote safer and more efficient on-site vehicular and pedestrian circulation, and reduce conflicts between queued vehicles, pedestrians, and traffic on adjacent streets. The bulk of the use-specific standards trigger level 3 property edge buffering and restrict audible and visual impacts on nearby R-1 and R-2 (One & Two-family Dwelling, respectively) zoned properties; however, the subject property is not adjacent to any R-1 or R-2 zoning districts. The nearest R-1 district is to the northwest of the Nifong Boulevard and Bethel Street intersection and contains a public utility use.

Furthermore, subsection (jj)(3) of the use-specific standards applies additional requirements in instances when the proposed drive-thru requires approval of a CUP. These provisions include enhanced buffering requirements where the drive-thru faces an abutting residential zoning district, a restriction on the proximity of the drive-thru to residential districts, and a number of other design standards. This section also requires the submission of a site plan inclusive of all existing and proposed points of ingress and egress, circulation and maneuvering areas, off-street parking and loading areas, abutting residential property, location of all drive-up facilities, amount of expected stacking occurring in the peak hour, pedestrian facilities, hours of operation, and other relevant information.

As shown on the attached preliminary site plan the proposed drive-thru facility is compliant with the provisions of 29-3.3(jj). The drive-thru will be subject to all applicable noise control ordinances, restricting noise generated by the outdoor speakers from travel beyond the property line of the subject

site. No loudspeakers are oriented toward any R-1 or R-2 zoning districts and the drive-thru is not located in the required front or corner side yard. The drive-thru service windows and stacking lanes are located adjacent to two internal private streets providing access to the bank property as well as the adjacent Gentry Estates assisted living facilities. No component of the drive-thru is located within 50 feet of the adjacent residential zoning district (Gentry Estates) to the south, and all appropriate screening and buffering is depicted on the preliminary site plan.

Design Standards & Guidelines [Sec. 29-4.6(c)]

As noted above, construction of the proposed facility would also be subject to the UDC's general design standards and guidelines articulated in Section 29-4.6(c). These standards were created to address "bulk" and "appearance" matters of new construction within any zoning district subject to several minor exceptions. It should be noted that granting of relief from the provisions of Section 29-4.6(c) is a matter outside the purview of the Planning Commission. If relief is to be sought, it would require approval of a "variance" by the Board of Adjustment. The applicants have not indicated a desire to seek relief from either the use-specific standards of 29-3.3(jj) or the design guidelines of 29-4.6(c), and the preliminary site plan indicates general compliance with both sections.

Section 29-4.6(c)(1) requires all principal buildings have one or more operating entry doors facing and visible from the adjacent public street. Subsection (2) requires a minimum of 20% transparency of each façade facing a public street. The building is subject to wall plane and roof shape articulation requirements of the section. However; these provisions are typically addressed during staff review of architectural plans during the building permitting process, and no building elevations have been provided by the applicants at this time.

Conditional Use Permit Evaluation Criteria [Sec. 29-6.4(m)(2)]

In accordance with Section 29-6.4(m)(2) of the UDC, all requests for approval of a conditional use permit must also be evaluated by the Planning and Zoning Commission subject to the following six criteria. Following a recommendation by the Commission, the City Council may approve the CUP with any conditions deemed necessary to carry out the provisions and intent of the UDC. Below is staff's summary of the application's compliance with the six CUP criteria:

1. The proposed conditional use complies with all standards and provisions in this chapter applicable to the base and overlay zone district where the property is located.

The proposed drive-thru is a customary accessory use for the proposed banking center. The submitted site plan illustrates compliance with all dimensional requirements for the M-N district as it relates to setbacks and building height. Architectural compliance with the provisions of the UDC and any additional conditions set by the Planning Commission will be reviewed prior to the issuance of a building permit as is standard city practice.

2. The proposed conditional use is consistent with the city's adopted comprehensive plan.

The subject site is identified as being located within a Commercial District per the Columbia Imagined Future Land Use Plan. The Commercial District is intended for a variety of local and regional retail and personal services uses, as well as offices, businesses, and high-density residential. Staff believes, the proposed drive-thru facility is consistent with the surrounding land use environment and general objectives of the Comprehensive Plan.

- 3. The proposed conditional use will be in conformance with the character of the adjacent area, within the same zoning district, in which it is located. In making such a determination, consideration may be given to the location, type and height of buildings or structures, and the type and extent of landscaping and screening on the site.**

The subject parcel is lies at a significant traffic node in proximity to a number of commercial uses, including another bank, a dental office, and two undeveloped M-N parcels. The Gentry Estates assisted living facility to the south and west of the site are the only residential zoning districts in the vicinity, which are zoned PD (Planned District). The UDC's use-specific and general design standards and guidelines, as outlined above, were developed to address the possible negative impacts on residential properties created by intrusive uses and the CUP process is intended to allow review of site-specific conditions on a case-by-case basis. The two-story banking center is consistent with neighboring uses, which range from 1 to 3 stories in height. Standard screening and buffering requirements and design standards and guidelines will apply.

- 4. Adequate access is provided and is designed to prevent traffic hazards and minimize traffic congestion.**

Access is provided from both Bethel Street and Nifong Boulevard via the internal private streets shared with the Gentry Estate assisted living facility and the remaining undeveloped lots to the east of the subject site. Nifong is a major arterial roadway, therefore access to the subject site from Nifong is restricted to right-in/right-out only. Bethel Street is listed as a neighborhood collector, and does not carry any significant access restrictions given the proposed use is not residential. The anticipated traffic volumes generated by the banking center would not trigger the need for a traffic impact study with the current site configuration.

- 5. Sufficient infrastructure and services exist to support the proposed use, including, but not limited to, adequate utilities, storm drainage, water, sanitary sewer, electricity, and other infrastructure facilities are provided.**

The site is served by all City utilities and the request was reviewed by various utility staff. There were no concerns expressed with the proposed use or approval of the conditional use permit. The proposed use will have very little demand for utilities.

- 6. The proposed variance will not cause significant adverse impacts to surrounding properties.**

No significant impacts are anticipated.

RECOMMENDATION

Approve the requested conditional use permit for the proposed banking center drive-thru facility.

ATTACHMENTS

- Locator maps
- Preliminary Site Plan
- Section 29-3.3(jj) - Use-specific Standards (Drive-thru Facilities)
- Section 29-6.4(c) – Design Standards and Guidelines

HISTORY

Annexation date	1966
Zoning District	M-N (Mixed-Use Neighborhood District)
Land Use Plan designation	Commercial District
Previous Subdivision/Legal Lot Status	Lot 1, Gentry Estates

SITE CHARACTERISTICS

Area (acres)	2.31 acres
Topography	Generally flat, temporary detention at NW corner
Vegetation/Landscaping	Turf
Watershed/Drainage	Mill Creek
Existing structures	None

UTILITIES & SERVICES

All utilities and services provided by the City of Columbia

ACCESS

Nifong Boulevard	
Location	Along northern edge of property
Major Roadway Plan	Major Arterial
CIP projects	N/A
Sidewalk	Constructed

Bethel Street	
Location	Along northern edge of property
Major Roadway Plan	Neighborhood Collector
CIP projects	N/A
Sidewalk	Constructed

PARKS & RECREATION

Neighborhood Parks	Cosmo-Bethel, Rock Bridge, Molly Bowden Memorial Parks
Trails Plan	South Providence Trail, Cosmo-Bethel Lake Trail
Bicycle/Pedestrian Plan	Nifong is yellow route, Bethel is green route

PUBLIC NOTIFICATION

All property owners and tenants within 200 feet and City-recognized neighborhood associations within 1,000 feet of the boundaries of the subject property were notified via advanced notification postcards mailed on August 22, 2025 to 164 addresses. Interested party letters were sent to the same recipients and an ad was placed in the Tribune on September 2, 2025.

Public Notification Responses	None.
Notified neighborhood association(s)	Westchester Village, Bedford Walk
Correspondence received	None.

Report prepared by Rusty Palmer

Approved by Patrick Zenner