



MINUTES
BOARD OF ALDERMEN MEETING
October 6, 2025 –7:00 p.m.

CALL TO ORDER

A meeting of the Board of Aldermen of the City of Glendale was held on Monday, October 6, 2025. Mayor Wilcox presided and called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Wilcox led the Pledge of Allegiance.

ROLL CALL

Aldermen Present

Aldermen Absent

Alderman Nauman
Alderwoman Volk
Alderwoman Capshaw Cushing
Alderwoman Lane
Alderwoman Fiordelisi
Alderman Stewart

Also present were: Frank Johnson, City Administrator; Brian Malone, City Attorney; Bob Catlett, Police Captain; Dan Lawrence, Finance Director; Terry Jones, Public Works Superintendent; Jim Silvernail, Fire Chief; and Gabby Macaluso, Community Engagement Officer.

APPROVAL OF AGENDA

Moved by Alderwoman Lane, seconded by Alderwoman Capshaw Cushing, and unanimously carried, to approve the agenda as submitted.

APPROVAL OF MINUTES

Moved by Alderman Stewart, seconded by Alderwoman Lane, and unanimously carried, to approve the regular meeting minutes of September 15, 2025.

CITIZEN COMMENTS

Diana Allen, 224 Parkland Ave.: Ms. Allen identified herself as a resident of Glendale and the owner of the Glendale Grind, which is located at 421 N. Sappington Rd. She stated that she loved the final development plan for the proposed new coffee shop and ice cream parlor located at 415 N. Sappington Rd., but has concerns that the new establishment’s customers will park in her business’ parking lot. She asked for assistance from the City to enforce the parking regulations and signs that limit parking to her customers, especially when the shop first opens.

ORDINANCES FOR FIRST READING

Bill 23-25 – Final Development Plan Approval for 415 N. Sappington Rd. (Assigned Ord. No. 23-25)

Mayor Wilcox introduced Bill 23-25, an ordinance approving the final development plan of Lisa and Jamie Houston for the development of property located at 415 N. Sappington Rd. under the “C-1” commercial district.

Moved by Alderwoman Lane and seconded by Alderman Nauman and unanimously carried to approve the first reading of Bill 23-25 by title only.

Mr. Johnson explained that Section 400.610 of the municipal code outlines a two-step process for commercial development. First was the submittal of a preliminary development plan, which the applicant submitted earlier this year and which the Board of Aldermen approved on March 3, 2025.

The second step is submitting a final development plan, which is required to provide additional details and information, as outlined in 400.610(C). The final development plan was reviewed by the Plan Commission on August 13, 2025. The Plan Commission recommended approval of the final development plan, with conditions.

Mr. Johnson noted that Jamie and Lisa Houston have submitted the revised final development plan for the proposed coffee shop at 415 N. Sappington Rd. The final development plan addresses all the comments from the Plan Commission and the previous City Engineer, and it has received approval from MSD.

The final step is for the Board of Aldermen to approve or deny the development plan. If approved, the Houstons will then be able to proceed with applying for a demolition permit and a building permit for the actual construction. They will also be required to put down a performance bond or escrow in an amount determined by the City. They will have 24 months to begin construction, or the approval is automatically voided. The development regulations are detailed in Section 400.610 of the municipal code.

Alderman Stewart stated that Ms. Allen brought up a fair point about parking concerns.

Alderman Nauman noted that the development plan says that employees would be parking on side streets. He asked how many employees would be working at a particular time. The project’s architect, Brian Ivy, noted

that there would be 2-3 employees during the week. Alderman Nauman also asked if there would be any restrictions on employees parking in the City Hall lot and Mayor Wilcox noted that since City Hall is a public facility with a publicly accessible parking lot that there would be no restrictions on employees or customers.

Mayor Wilcox asked the applicant what the hours of operation would be. The applicant, Lisa Houston of 744 Furhmann Terrace, explained that during the summer months, the shop would be open from 6:00 a.m. to 8:00 p.m. with a probable variation in the winter since demand for ice cream then would likely be lower. She said the plan is to be open seven days a week to accommodate shift workers.

She noted that she knows that there are concerns about the hours of operation, so it's important to note what will be happening at the shop from 4:00-8:00 p.m. Evening operations will include ice cream sales and teenagers studying. Ms. Houston explained this is not a bar and they would not be having concerts outside. She said it would be the typical noises that come from the backyard including kids playing.

Mr. Johnson noted that the shop would need a conditional use permit from the city to have outdoor dining. He explained that the request would go before the Plan Commission for consideration and that there would be a public hearing also required.

Alderman Nauman said that Glendale Chrysler used a special type of vinyl fence called Bufftech that helps abate sound. He asked that the applicant consider using this material.

Alderman Stewart said the plans are beautiful and he asked if the applicant has thought of customer education regarding parking. Ms. Houston said they would post signs and if the property next door is sold ("for sale" signs are up), they would approach the new owners about a shared parking lot agreement. He also asked if she knew who their ice cream provider would be. Ms. Houston said no, but she would like to use a local supplier.

Bill 24-25 – Stormwater Regulations (Assigned Ord. No. 24-25)

Mayor Wilcox introduced Bill 22-25, an ordinance adopting chapters 250, 420, 425 and 430 of the Glendale Municipal Code to establish new ordinances for the regulation of non-stormwater illicit discharges, connections to stormwater drainage systems, erosion and sediment control, and maintaining post-construction stormwater quality, and to establish stormwater enforcement regulations and remedies

Moved by Alderwoman Volk, seconded by Alderman Nauman and unanimously carried, to approve the first reading of Bill 24-25 by title only.

Mr. Johnson explained that after many rounds of revisions and review along with a public open house, the new stormwater regulations before the Board for consideration seek to accomplish three main goals:

- (1) Institute a new grading permit that will help the City track projects that contribute to impervious surface area and provides for more rigorous standards for erosion and sediment control, particularly for larger projects.
- (2) Codify the kinds of runoff that count as “illicit discharge” in compliance with state and federal clean water regulations.
- (3) Institute maintenance and inspection standards for post-construction stormwater quality infrastructure, such as drywells, infiltration trenches or French drains.

Alderman Stewart asked what concerns were shared by residents at the open house events. Mr. Johnson said that resident concerns were more general concerns about stormwater and the problems with stormwater they are experiencing, not concerns about the ordinance’s provisions. Residents also asked how the grading permit issuance and inspections will work.

Alderman Stewart asked how the city will handle inspections. Mr. Johnson noted that it would be handled by Terry’s crews and that for very complex projects, the City may need to consult with the City Engineer. Alderman Stewart ask about increasing the City’s review fees to help cover the cost of engineer review. Mr. Johnson said he asked Ms. Macaluso to assess permit review fees from across the region to determine the average cost.

ORDINANCES FOR SECOND READING & FINAL APPROVAL

Bill 21-25 – On-street Parking Regulations (Assigned Ord. No. 21-25)

Mayor Wilcox introduced Bill 21-25, an ordinance amending chapter 355 of the Glendale Municipal Code by adding a new section, to be numbered 355.110, regarding on-street parking regulations of the City of Glendale, Missouri.

Moved by Alderwoman Lane, seconded by Alderman Stewart and carried by a majority vote (5 Aye, 1 Nay, 0 Absent), to approve the second reading of Bill 21-25 by title only.

Mr. Johnson explained reminded the Board that in 2023, the City removed the restriction on overnight street parking and since then, the City has periodically received complaints regarding vehicles that are parked legally on the street for long periods of time. This ordinance reflects the Board discussion at the August 18 meeting, which was in favor of adopting a restriction that limits the time vehicles can be on the street to seven days.

Alderman Nauman asked what percentage of vehicles that don't move from their on-street parking location is because they are inoperable. He doesn't think that the ordinance will help reduce the number of cars parked. He is concerned about passing an ordinance that effects 2,500 homes, but really only applies to small number of households. He asked if there was data collected regarding this.

Chief Beaton said that in the case on cars parked on the street for a long period of time, there are a high umber that are operable and just not moving. He noted that there is no statistical data and it would be hard to go back and capture it retroactively. Chief Beaton said that many municipalities have similar parking duration limit.

Alderman Stewart says we have qualitative data of the parking issues and that this ordinance is a tool to make parkers more cognizant of how, where, and how long they are parking in a particular location.

Mayor Wilcox said the City didn't have statistical data when it approved other parking restrictions in the past.

Alderwoman Lane noted that vehicles have gotten bigger and more trucks are used as family vehicles, while people have become more inconsiderate about how and where they are parking. She said this ordinance will be an element of the education campaign to encourage residents to park more courteously.

Moved by Alderwoman Lane, seconded by Alderman Stewart to provide final approval of Bill 21-25.

The vote thereon was as follows:

Alderman Nauman	“Nay”
Alderwoman Volk	“Aye”
Alderwoman Capshaw Cushing	“Aye”
Alderwoman Lane	“Aye”
Alderwoman Fiordelisi	“Aye”

Alderman Stewart

“Aye”

Bill 21-25 passed with a vote of 5 Aye, 1 Nay, 0 Absent

RESOLUTIONS

R43-25 –Policy for Federal & State Grant Administration

Mayor Wilcox introduced Resolution 43-25, a resolution adopting a policy for federal and state grant administration for the City of Glendale, Missouri.

The City’s auditor has recommended that we adopt a formal, written policy for the administration of federal and state grants. The policy is simple and straightforward; it codifies who will be responsible for complying with the requirements of any grants received and how that person is designated.

Moved by Alderman Nauman, seconded by Alderwoman Volk and unanimously carried, to approve Resolution 43-25.

R44-25 –Amended Services Agreement with My Government Online.

Mayor Wilcox introduced Resolution 44-25, a resolution authorizing the City of Glendale, Missouri, to enter into an amended services agreement with My Government Online to provide permitting, code enforcement, and land-use management software.

The previous approval for the permitting and code enforcement software contract used a copy of the City’s services agreement as part of the resolution. My Government Online subsequently requested that the City use their version of the services agreement. It’s not uncommon for a vendor to make such a request, as some are more particular about the legal language than others. City Attorney Jim Hetlage reviewed the agreement and, after My Government Online agreed to some minor changes, found it acceptable for the City. There are no changes to the cost, terms or any other major provisions, but since it is a different document, we technically need new authorization from the Board.

Alderman Nauman asked for an update on the status of the My Government Online implementation. Mr. Johnson said he would provide that during his City Administrator Report.

Moved by Alderwoman Lane, seconded by Alderwoman Capshaw Cushing and unanimously carried, to approve Resolution 44-25.

DISCUSSION

Electric Bike & Scooter Regulations

The Board discussed the growing use of electric bicycles (e-bikes), scooters, and other low-speed motorized or “play” vehicles within the city. Chief Beaton and Mr. Johnson were present to provide input and guidance on current ordinances, state laws, and community safety concerns.

1. Current Situation and Concerns

- **Increase in usage:** Members noted a significant rise in children and adults using e-bikes, scooters, and other electric mobility devices. Many operate at high speeds, some exceeding 30 mph.
- **Safety issues:**
 - Underage riders (some younger than 10 years old) are often seen riding without helmets and disregarding stop signs.
 - Concerns were raised about potential collisions with vehicles and pedestrians, especially when scooters are used on sidewalks.
 - Members emphasized the risk of severe injuries and the need for both rider and parental awareness.
- **Regulatory gap:**
 - Current city code (Chapter 375) defines only two categories: “bicycle” and “motorized bicycle,” based primarily on cubic centimeters (cc) for gas-powered engines.
 - The code does not address battery-powered vehicles, e-bikes, scooters, or hoverboards, nor does it specify where such vehicles may be operated (road vs. sidewalk).

2. Legal and Ordinance Review

- **Existing framework:**
 - Bicycles and motorized bicycles must follow all traffic laws when used on roadways.
 - Operators must yield to faster traffic and have appropriate brakes, lights, or reflectors.
 - There is no current prohibition against operating such devices on sidewalks, though users must yield to pedestrians.
- **State law context:**
 - Missouri recognizes **three classes of e-bikes**, all under 750 watts.

- Devices exceeding 750 watts are classified more like motorbikes and require a driver’s license and roadway use only.
- Class 3 e-bikes (the most powerful within the e-bike range) require operators to be at least 16 years old.
- Many cities—such as Richmond Heights, Ballwin, and Des Peres—have adopted ordinances defining and regulating these classes, including restrictions on sidewalk use.

3. Discussion Points

- **Education vs. enforcement:**

- Members agreed that while regulation is necessary, education should be the primary approach—especially for children.
- Alderwoman Lane proposed a **community “Bike and Scooter Safety Rodeo”** in the spring, potentially in partnership with North Glendale Elementary, to teach safe operation and helmet use.
- Alderwoman Volk suggested including an **ER physician** or safety expert to illustrate real-life injury risks.

- **Parental responsibility:**

- Discussion included incorporating a **parental accountability clause** in future ordinances, holding parents responsible if young children operate vehicles unsafely or illegally.

- **Enforcement limits:**

- Police cannot issue municipal citations to individuals under 15½ years old, limiting options for younger offenders.
- Officers would instead focus on education and warnings for minors.

- **Sidewalk vs. street use:**

- Mixed opinions were expressed on whether these devices should be allowed on sidewalks, given the risks both to pedestrians and to children on uneven pavement.
- Members noted the challenge of enforcement where many city streets lack sidewalks altogether.

- **Community feedback:**

- Residents and aldermen reported frequent scooter and bike use near schools, especially at North Glendale, with scooters being the most common among elementary students.

- Anecdotes were shared regarding close calls between scooters and parked cars, emphasizing the need for swift action.

4. Action Items and Next Steps

The Board unanimously agreed that updating regulations and emphasizing community safety education are top priorities. The goal is to balance safety, parental accountability, and practical enforcement while aligning Glendale's ordinances with state standards and neighboring municipalities.

1. Review and Update Ordinances:

Chief Beaton and City Administrator Frank will research comparable municipal codes and work with City Attorney Jim Hetlage to draft updates to Chapter 375 addressing:

- E-bike classification (aligning with state law).
- Definitions and rules for scooters, hoverboards, and other powered devices.
- Designated operating zones (sidewalks vs. streets).
- Parental responsibility provisions.

2. Public Education Initiative:

- Develop and promote a Community Bike & Scooter Safety Event in partnership with local schools.
- Increase public outreach via city website and social media on safety and legal guidelines.

3. Future Presentation:

- Chief Beaton and City Administrator Frank will return to the Board with ordinance recommendations and educational program details at a future meeting.

Fence Code Updates

Mr. Johnson explained that the City's fence code currently has very few regulations on the kinds of material that can be used in fence construction and, apart from requiring a certain posthole depth, also lacks rigorous standards on their construction. Since the fence regulations are part of the zoning code, any changes must first be reviewed by the Plan Commission and a public hearing held before they can be approved. He requested that the Board of Aldermen refer the issue to the Plan Commission for their review and recommendation on a list of approved fencing materials and any additional standards for construction.

Moved by Alderman Stewart, seconded by Alderman Nauman and unanimously carried, to refer the review and recommendation of changes to the City's regulations related to approved materials and construction standards for fences.

REPORTS

Mr. Johnson provided an update to the Board regarding the implementation of the My Government Online permitting software. He noted that staff have been meeting weekly with the company to set up payment integration, workflow, and other components of the software. the program is expected to go live on January 1, 2026.

Mr. Johnson thanked everyone who attended the Blueprint Glendale meeting.

Mr. Johnson also announced the following:

- The Halloween Decorating Contest will return later this month.
- The Historical Society Meeting is scheduled for Tuesday, October 21, 2025 at City Hall.
- The City will need to order a new firetruck this year, but it won't be available to the City for three years due to manufacturing backlogs.
- Coffee with a Cop occurred the previous week at the Glendale Grind giving police officers an opportunity to connect with residents.
- Due to the frequency and severity of watermain breaks throughout the City, particularly on Berry Road and Sappington Road, Missouri American Water has committed to replacing the watermains on both roads. The main on Berry Rd. will be replaced this spring and the main on Sappington Rd. will be replaced later this year.
- The City is organizing open houses for residents in the impacted zones of Prop S projects.

Ms. Macaluso announced the following events:

- December 5 from 6:30-8:30 p.m.: Tree Lighting Ceremony
- December 12 in the evening: Employee Appreciation Holiday Party
- December 16 from 7:00-9:00 p.m.: Boards and Commissions Celebration of Service

ALDERMEN COMMENTS

Alderman Nauman thanked staff for all their hard work on JazzFest.

Alderwoman Lane thanked the reporter from the Webster-Kirkwood Times for helping to publicize the Historical Society.

Aldermen Fiordelisi and Nauman met with Mr. and Mrs. Palisch of 1283 Andrew Drive, which is located directly behind the new home being constructed at 1240 N. Sappington Road, regarding overgrowth vegetation that's spreading onto their property.

Mr. Johnson said that he would reach out to the home's builder.

**EXECUTIVE SESSION
(CLOSED)**

Moved by Alderman Stewart, seconded by Alderwoman Lane to adjourn to Executive Session pursuant to § 610.021, RSMo: 1) legal actions, causes of action, litigation or privileged communications between the City's representatives and its attorneys; (2) matters relating to any documents and information pertaining to a negotiated contract until a contract is executed; (3) hiring, firing, disciplining of particular employees; and (13) individually identifiable personnel records/performance ratings.

The vote thereon was as follows:

Alderman Nauman	"Aye"
Alderwoman Volk	"Aye"
Alderwoman Capshaw Cushing	"Aye"
Alderwoman Lane	"Aye"
Alderwoman Fiordelisi	"Aye"
Alderman Stewart	"Aye"

ADJOURN

Moved by Alderman Nauman, seconded by Alderwoman Capshaw Cushing and unanimously approved to adjourn the Board of Aldermen public meeting at 8:38 p.m.