



**NOTICE OF PUBLIC MEETING
OCTOBER 6, 2025 – 7:00 P.M.
BOARD OF ALDERMEN MEETING
TENTATIVE AGENDA**

- I. MEETING CALLED TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF SEPTEMBER 15, 2025 MINUTES
- V. CITIZEN COMMENTS
- VI. ORDINANCES FOR FIRST READING
 - B23-25 AN ORDINANCE OF THE CITY OF GLENDALE, MISSOURI, APPROVING THE FINAL DEVELOPMENT PLAN OF LISA AND JAMIE HOUSTON FOR THE DEVELOPMENT OF PROPERTY LOCATED AT 415 N. SAPPINGTON ROAD UNDER THE “C-1” COMMERCIAL DISTRICT
 - B24-25 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
- VII. ORDINANCES FOR SECOND READING AND FINAL APPROVAL
 - B21-25 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
- VIII. RESOLUTIONS
 - R43-25 A RESOLUTION ADOPTING A POLICY FOR FEDERAL AND STATE GRANT ADMINISTRATION FOR THE CITY OF GLENDALE, MISSOURI
 - R44-25 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
- IX. DISCUSSION
 - a. Electric Bike and Scooter Regulations
 - b. Fence Code Updates
- X. REPORTS

XI. ADJOURNMENT

XII. EXECUTIVE SESSION

Notice is hereby given that, subject to a motion duly made and adopted, the Board of Aldermen of the City of Glendale will hold a closed session, for the purpose of considering one or more of the following matters 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.

Gabrielle Macaluso
Community Engagement Officer

Posted 10:00 a.m., October 2, 2025



MINUTES
BOARD OF ALDERMEN MEETING
September 15, 2025 –7:00 p.m.

CALL TO ORDER A meeting of the Board of Aldermen of the City of Glendale was held on Monday, September 15, 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 Alderman Stewart, seconded by Alderwoman Volk, and unanimously carried, to approve the agenda as submitted.

APPROVAL OF MINUTES Moved by Alderman Nauman, seconded by Alderman Stewart, and unanimously carried, to approve the regular meeting minutes of September 2, 2025.

CITIZEN COMMENTS **Luke Baumgartner, 744 Venneman Ave.:** Mr. Baumgartner expressed frustration on behalf of himself and his neighbors regarding congested and unsafe street parking conditions with cars parking across from driveways and each other, making it difficult to back out of driveways and squeeze through tight roads. He spoke in favor of a new ordinance(s) either restoring the City’s previous ordinance that prohibited parking on the street between 2:00 a.m. 6:00 a.m. or passing new parking control ordinances.

Tom Mehan, 103 Austin Place.: Mr. Mehan asked whether questions regarding Prop S-related property taxes and the \$18 million bond issue should be raised during general public comment or the property tax public hearing. Mayor Wilcox responded that either section would be appropriate.

Mr. Mehan proceeded with his questions, noting that staff could respond during the hearing. He referenced the online tax calculator used during the Prop S campaign and asked how the financing is being implemented now that the \$18 million has been allocated and how that impacts residents' taxes. He questioned when the associated taxes begin, whether residents are paying on the full amount upfront even if only a portion (e.g., \$9 million) is issued or spent this year, and how interest or proration will be handled. He noted the question could be addressed further during the hearing.

Mr. Mehan stated that he felt the September 2, 2025 Board of Aldermen meeting minutes did not accurately reflect his concerns about the Proposition S tax rates and bond issue. He believed the minutes failed to convey the reason for his objection to how the bond proceeds were being spent.

Mr. Mehan explained that the City, through Prop S, requested \$18 million for specific projects, as outlined in storyboards presented at public meetings and on the City's website. He believed the funds should be used solely for those designated projects. He further stated that if a specific project—such as the sidewalks on Alexandra Avenue—was approved by voters (via voting yes on Prop S) but later cancelled, the City should not reallocate those funds, such as the \$800,000 for that project, at its own discretion.

Mr. Mehan emphasized that, in his view, voters did not allow the City to interpret or redefine the scope of Prop S when they voted in favor of Prop S. Rather, he believed residents voted based on specific project commitments, not on deferring to the Board's judgment regarding how funds should be repurposed.

TREASURER'S REPORT

Finance Director Dan Lawrence explained that with only two one months into the new fiscal year, it is too early to mention any significant trends. He noted that the highlight so far regarding the General Fund is that Sales Tax from the 1% pool is at \$216,358 compared to \$204,771 for July and August 2024. All other revenues are relatively close to budget. Expenses through two months in for the General Fund are approximately \$88,000 higher than last year due to due to budgeted increases in personnel and insurance costs.

ORDINANCES FOR FIRST READING, SECOND READING, & FINAL APPROVAL

**Public Hearing – 2025
Property Tax Rates: Opened**

Mayor Wilcox opened the public hearing regarding the City's 2025 Property Tax Rates at 7:13 p.m.

Mayor Wilcox asked for public comment and Mr. Mehan asked if the Prop S tax increase is included in the 2025 property taxes reflected in this hearing. Mr. Johnson said yes. He explained that during the campaign for Prop S, the City anticipated that it would be an additional 35 cents (\$.35) per \$100 of assessed valuation, but that was based on March 2024 assessment numbers. 2025 assessments have gone up by \$32 million.

Mr. Johnson explained that because of this increase in property assessments, the property tax levy for Prop S that is required is approximately 27 cents (\$.27) per \$100 of assessed valuation. The debt service portion of a Glendale resident's property tax bill will increase from approximately 25 cents (\$.246) per \$100 of assessed valuation to 53 cents (\$.53) per \$100 of assessed valuation. Mr. Johnson stated that in combination with the taxes levied through the general fund and pension fund decreasing due to the increased assessments, the tax increase is 28% overall rather than the 40% increase anticipated and publicized during the Prop S campaign.

Mr. Johnson addressed an earlier question from Mr. Mehan regarding the financing of Prop S. Mr. Johnson explained that the City has received \$9 million of the total \$18 million Prop S funds. He noted that the City immediately must start paying debt service for the initial half of the bond funds received. He stated that the City would receive the second half of the funds in year two or three of the bond financing.

Mr. Mehan asked why the City is receiving \$9 million now when we're only spending \$2 million. He said he's being taxed at \$9 million, but the City isn't using \$9 million for a couple years. Mr. Johnson said that it is structure like this because the City has to pay the total \$18 million over a 20 year bond financing. He noted that the City is already incurring expenses related to Prop S work including engineering fees that it has to pay now and before construction begins. Mr. Johnson said that the City benefits by having the \$9 million because it's earning interest currently. He explained that this interest earning will help pay down the overall cost. He explained that this interest bearing was factored into the financing projections prepared by Stifel.

Mr. Mehan said he hopes that everyone in the room understood what Mr. Johnson shared because it hasn't been relayed to the public.

Mayor Wilcox thanked Mr. Mehan for his public comment.

**Bill 20-25 – Property Tax Rates
(Assigned Ord. No. 20-25)**

Mayor Wilcox introduced Bill 20-25, an ordinance levying and fixing the tax rates in the City of Glendale, county of St. Louis, state of Missouri,

for the year 2025 on all property subject to taxation in said city for general municipal purposes, for the city's pension fund, and for the city's debt service fund.

Moved by Alderwoman Fiordelisi and seconded by Alderwoman Lane and unanimously carried to approve the first reading of Bill 20-25 by title only.

Mr. Johnson reported that, in accordance with Section 67.110 of the Missouri Revised Statutes, the City is required to set its annual property tax rates by ordinance no later than October 1. These rates are based on revenue needs outlined in the City's fiscal year budget and are subject to limitations under the Hancock Amendment. A public hearing must be held prior to adopting the tax rates. Before setting the rates, the budget officer must present information to the Board, including current and prior year assessed valuations, the amount of revenue required, and the proposed tax rates.

Mr. Johnson explained that before setting the tax rates, the City is required to hold a public hearing at which citizens may be heard before adopting the tax rates. A public hearing notice for September 15, 2025 has been advertised at least seven days prior in conformance with Section 67.110 of the Missouri Revised Statutes. The hearing is an opportunity for public comment on the proposed tax rates for 2025.

Moved by Alderwoman Lane and seconded by Alderman Nauman and unanimously carried to approve the second reading of Bill 20-25 by title only.

Moved by Alderwoman Volk and seconded by Alderman Stewart to provide final approval of Bill 20-25.

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”

Bill 20-25 passed with a vote of 7 Aye, 0 Nay, 0 Absent

Bill 22-25 – Final Plat Approval for Westborough Country Club (Assigned Ord. No. 22-25)

Mayor Wilcox introduced Bill 22-25, an ordinance approving a final plat for the consolidation of properties located at Westborough Country Club.

Moved by Alderman Stewart, seconded by Alderwoman Capshaw Cushing and unanimously carried, to approve the first reading of Bill 22-25 by title only.

Mr. Johnson explained that following the approval of the development plan for the expansion of the Westborough Country Club facilities, the Club is now seeking to consolidate the parcel formerly occupied by the church. He noted that there are no changes to the current boundaries of the lot, it's just a combining of the lots. The final plat was reviewed by the Plan Commission on September 10 and recommended for approval.

Moved by Alderwoman Lane, seconded by Alderwoman Capshaw Cushing and unanimously carried, to approve the second reading of Bill 22-25 by title only.

Moved by Alderman Stewart, seconded by Alderwoman Capshaw Cushing to provide final approval of Bill 22-25.

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”

Bill 22-25 passed with a vote of 7 Aye, 0 Nay, 0 Absent

Mayor Wilcox signed the final plat document.

**Public Hearing – 2025
Property Tax Rates: Closed**

Mayor Wilcox closed the public hearing at 7:24 p.m.

**SWEARING-IN OF
FIREFIGHTER/PARAMEDIC
VIDAL HERNANDEZ**

Mayor Wilcox swore in new firefighter/paramedic Vidal Hernandez.

**ORDINANCES FOR
SECOND READING &
FINAL APPROVAL**

**Bill 17-25 – City Personnel
Policy Manual Amendment
(Assigned Ord. No. 17-25)**

Mayor Wilcox introduced Bill 17-25, an ordinance amending Chapter IX of the City Personnel Policy Manual regarding health insurance retirement policies.

Moved by Alderwoman Lane, seconded by Alderman Stewart and unanimously carried, to approve the second reading of Bill 17-25 by title only.

Mr. Johnson explained that as part of approving the CBA renewal, the Board agreed to lower the retirement age for employees who wish to be able to remain on the City's insurance plan, so this resolution formally adopts that change into the City's personnel policy manual. Previously, employees had to have 20 years of service with the City and be 60 years old. This policy change would lower the eligibility age to 55 so that it matches the retirement age for the City's LAGERS pension plan. The required years of service remain at 20.

Moved by Alderman Nauman, seconded by Alderwoman Capshaw Cushing to provide final approval of Bill 17-25.

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"

Bill 17-25 passed with a vote of 7 Aye, 0 Nay, 0 Absent

Bill 18-25 – Municipal Code Amendment: No Parking on Essex Ave. (Assigned Ord. No. 18-25)

Mayor Wilcox introduced Bill 18-25, an ordinance amending Table III-A of Title III of the Municipal Code of the City of Glendale, Missouri, regarding no parking on Essex Avenue and matters relating thereto.

Moved by Alderwoman Lane, seconded by Alderwoman Volk and unanimously carried, to approve the second reading of Bill 18-25 by title only.

Mr. Johnson explained that with the E. Essex Ave. reconstruction project nearly complete, staff is requesting that the parking restrictions be updated to prohibit parking on both sides of the street from Sappington Rd. west to the City limits. The road has always been relatively narrow, but it previously lacked a curb in sections on the north side and had a small shoulder portion that drivers could pull over to park on. With the new curb and gutter in place, that is no longer an option and the street is too narrow to allow parking otherwise.

Moved by Alderman Nauman, seconded by Alderwoman Volk to provide

final approval of Bill 18-25.

The vote thereon was as follows:

Alderman Nauman	“Aye”
Alderman Volk	“Aye”
Alderman Capshaw Cushing	“Aye”
Alderman Lane	“Aye”
Alderman Fiordelisi	“Aye”
Alderman Stewart	“Aye”

Bill 18-25 passed with a vote of 7 Aye, 0 Nay, 0 Absent

**Bill 19-25 – Open Meetings &
Records Policy Amendment
(Assigned Ord. No. 19-25)**

Mayor Wilcox introduced Bill 19-25, an ordinance amending sections 140.020, 140.110, and 140.130 of the Glendale Municipal Code pertaining the Open Meetings and Records Policy of the City of Glendale, Missouri.

Moved by Alderman Volk, seconded by Alderman Stewart and unanimously carried, to approve the second reading of Bill 19-25 by title only.

Mr. Johnson explained that HB 145 amended certain provisions of the Missouri State Statutes relating to the Sunshine Law and the changes went into effect on Aug. 28. As a result, the City Attorney is recommending that the Board adopt this ordinance to amend the sections of the Glendale code to correspond with the revisions to the state statutes. Notably, the changes now allow cities to exclude records containing individually identifiable information of a minor, except under certain circumstances.

Moved by Alderman Lane, seconded by Alderman Capshaw Cushing to provide final approval of Bill 19-25.

The vote thereon was as follows:

Alderman Nauman	“Aye”
Alderman Volk	“Aye”
Alderman Capshaw Cushing	“Aye”
Alderman Lane	“Aye”
Alderman Fiordelisi	“Aye”
Alderman Stewart	“Aye”

Bill 19-25 passed with a vote of 7 Aye, 0 Nay, 0 Absent

**ORDINANCES FOR
SECOND READING &
FINAL APPROVAL**

Bill 21-25 – Municipal Code
Amendment: 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 Alderwoman Capshaw Cushing and unanimously carried, to approve the first reading of Bill 21-25 by title only.

Mr. Johnson explained that in 2023, the City removed the restriction on overnight street parking and since then, we have periodically received complaints regarding vehicles that are parked legally on the street for long periods of time. This ordinance reflects the Board's discussion at the August 18, 2025 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 this ordinance would be addressing if a person can drive around the block and then park in the exact same parking location. He expressed concern regarding enforcement and effectiveness in solving the expressed parking issues plaguing the City.

Alderman Stewart stated that he thought the ordinance is a good starting point as will serve as a motivator to get vehicles moved. He said he viewed it more effective at addressing nuisance vehicle issues than safety issues.

Alderwoman Volk stated that it's a stop gap measure that the City needs until it can more holistically address the issue.

Alderwoman Capshaw Cushing stated that she believes the ordinance will send a message to residents and encourage them to be more mindful of how and where they are parking their vehicles. She noted that the Board's discussion of the issue prompted her family to move their child's car onto the driveway now that she's returned to college.

Alderman Stewart said he thinks it benefits the City because most people don't want a vehicle parked in front of their home for days at a time.

Mayor Wilcox noted that he thinks people just don't think about where they park and this ordinance will make them think about it.

Alderman Capshaw Cushing asked that a list of parking dos and don'ts be shared with the public via the City's website, social media channels, and the e-newsletter.

Alderman Fiordelisi and Alderman Lane also think that a public engagement campaign will encourage residents to park more courteously and will help solve some of the parking issues in the City.

Given the extensive discussion, Mayor Wilcox asked for a roll call vote from the Board of Aldermen.

The vote thereon was as follows:

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

RESOLUTIONS

R42-25 –Appointment of City Engineer and Contract Authorization with HR Green Inc.

Mayor Wilcox introduced Resolution 42-25, a resolution appointing Kori Neely, P.E. of HR Green Inc. as City Engineer for the City of Glendale and authorizing a services agreement between the City of Glendale and HR Green Inc. for city engineering services.

Mr. Johnson explained that the City has completed its selection process for the new City Engineer, and is pleased to recommend Kori Neely with HR Green for the position. He thanked everyone who participated in the selection committee.

Mayor Wilcox asked Ms. Neely to introduce herself to the Board. She noted that she is a Glendale resident and has been a civil engineer for 14 years. She previously worked for St. Louis County overseeing road projects and is currently working for HR Green. She noted that she earned her degree from Georgia Tech.

Moved by Alderman Stewart, seconded by Alderman Volk and unanimously carried, to approve Resolution 42-25.

REPORTS

Mr. Johnson noted that the City's Comprehensive Plan (Blueprint Glendale) joint meeting between the Board of Aldermen and Plan Commission will meet on Monday, September 29 at 6:00 p.m. at the Lodge Des Peres. He reminded the Board members and staff to do the work book homework he previously sent out via email.

He noted that with input from staff and Mayor Wilcox, the City is moving forward with a website redesign, which will include an updated the website's home page.

Mr. Johnson also provided the following updates:

- JazzFest will occur later in the week on Friday, September 19.
- Employee parking rules have changed to require that every employee park in the rear City Hall parking lot. If parking spaces are not available, they may park in the front lot.
- Chief Beaton is recovering well.
- E. Essex Ave. construction is nearly complete.

ALDERMEN COMMENTS

Aldermwoman Fiordelisi asked that the City share some public information reminding residents to not park on the street during yard waste pickup.

Alderman Nauman noted that there is 368 days until JazzFest 2026.

Mayor Wilcox asked staff to provide updated Prop S communication to residents via the website.

EXECUTIVE SESSION (CLOSED)

Moved by Aldermwoman Lane, seconded by Aldermwoman Capshaw Cushing 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; and (12) for the purpose of dealing with matters relating to any documents and information pertaining to a negotiated contract until a contract is executed.

The vote thereon was as follows:

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

ADJOURN

Moved by Aldermwoman Capshaw Cushing, seconded by Alderman Stewart and unanimously approved to adjourn the Board of Aldermen public meeting at 8:05 p.m.

AN ORDINANCE OF THE CITY OF GLENDALE, MISSOURI, APPROVING THE FINAL DEVELOPMENT PLAN OF LISA AND JAMIE HOUSTON FOR THE DEVELOPMENT OF PROPERTY LOCATED AT 415 N. SAPPINGTON ROAD UNDER THE “C-1” COMMERCIAL DISTRICT

WHEREAS, Lisa and Jamie Houston (the “Applicants”) have submitted a Final Development Plan for a coffee house as a commercial development (the “Project”) under the Municipal Code of the City of Glendale, Missouri (the “Code”) at 415 N. Sappington Road (the “Property”); and

WHEREAS, as a component of its application for a planned development, Applicants submitted an application for rezoning of the Property from “R-2” Single-Family Dwelling District to “C-1” Commercial District and submitted a Preliminary Development Plan for the Project; and

WHEREAS, on March 3, 2025, the Board of Aldermen approved rezoning of the Property from “R-2” to “C-1” and approved the Preliminary Development Plan for the Property and Project; and

WHEREAS, the Final Development Plan was reviewed by the Plan Commission (the “Commission”) on August 13, 2025, upon proper and timely notice as required by the Code, and the Commission recommended that the Board of Aldermen approve the Final Development Plan subject to certain conditions and request for the Final Development Plan to address certain requirements in further detail to conform with the Code; and

WHEREAS, the Board of Aldermen finds that the Final Development Plan, in the form that is signed and sealed dated September 24, 2025, a copy of which is attached hereto as Exhibit A and is incorporated herein by reference (the “Final Development Plan”), conforms to the zoning ordinances of the Code for purposes of review and approval of a final development plan pursuant to Section 400.610 of the Code of Ordinances and that all conditions noted in the Plan Commission’s recommendation to approve the Final Development Plan have been met; and

WHEREAS, the Board of Aldermen, finds that it is in the best interest of the residents of the City of Glendale to approve the Final Development Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE:

In accordance with Section 400.610(C) of the Code, the Final Development Plan for the Project upon the Property, in the form that is signed and sealed dated September 24, 2025, a copy of which is attached hereto as Exhibit A and is incorporated herein by reference (the “Final Development Plan”), substantially complies with the Preliminary Development Plan and is hereby approved. The Applicants are hereby authorized to proceed with development of the Project upon the Property in accordance with the Final Development Plan. Approval of the Final Development Plan does not constitute approval of a building permit and Applicants must obtain a building permit from the City and St. Louis County prior to commencing construction of the Project.

SECTION TWO:

The City of Glendale staff are hereby authorized and directed to provide such assistance as may be necessary to carry out the intent of this ordinance.

SECTION THREE:

This Ordinance shall be in full force and effect after its passage and approval, as provided.

Read two times and finally passed by the Board of Aldermen of the City of Glendale, Missouri, this ____ day of _____, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Clerk

Internal Memorandum

Office of the City Administrator

To: Honorable Mayor Mike Wilcox
Members of the Board of Aldermen

From: Frank Johnson, City Administrator

Subject: 415 Sappington Final Development Plan

Date: October 3, 2025

DEVELOPMENT PLAN REVIEW: 415 SAPPINGTON RD.

Property Owner: Jamie and Lisa Houston

Architect: Brian Ivy (Idea Architects), 130 W. Lockwood Ave., Webster Groves, MO 63119

Civil Engineer: Todd Reyling (RDC), 4516 Boardwalk, Smithton, IL 62285

Lot Dimensions: 85' x 200' (total square footage calculated at 16,997)

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. These conditions, along with the steps taken by the applicant to address them, are contained in the attached Exhibit A.

Parking

The plans call for construction of a parking lot with a single two-way entrance/exit on Sappington Rd. It contains 9 spaces, including one ADA accessible space. The proposed size of the spaces is 10' by 19' with an additional driving lane of 22'. This meets the required number of parking spaces as determined by 410.040, which calls for one space for every 200 square feet of floor area, exclusive of storage space, for retail store and service establishments.

The plans propose placing a sign for a designated loading zone near the northeast corner of the lot (see callout #16 on sheet C200). The plans also call for a sign to warn vehicles exiting the lot watch for traffic from the fire department (see callout #15). The current fire department traffic signal and stop bar will be relocated at the contractor's expense slightly farther north to accommodate the entrance/exit.

Traffic Study

The applicant submitted a traffic study conducted by Terra Engineering. Lochmueller reviewed the traffic study. They requested some minor technical revisions, which have all been completed. The study primarily compares the proposed coffee shop to the existing Teleo coffee shop in Kirkwood using recently obtained traffic counts at both locations. It assumes that there will be a high percentage of pedestrian and bicycle access due to the residential proximity.

In summary, the findings of the study are that there will be minor increases in traffic delays on Sappington, depending on the intersection and the turning movement, as measured using Level of Service (LOS) metrics. The study estimates that about 32 vehicles would enter the parking lot during the peak morning rush hour (7:45-8:45 a.m.) and nearly all (27) would leave during the same time. It also states that, according to the property owner, employees would be required to find residential off-street parking on Venneman Ave. or Fuhrman Terrace. A copy of Lochmueller's comments on the study are included as Exhibit B.

Grading and Drainage

The grading plan shows the parking lot as draining toward the rear of the property and collected in a single area inlet near the dumpster. The proposed drainage area map shows the inlet piped to a detention area behind the dumpster. The downspouts from the roof are also collected and piped to this detention area, which will be constructed as a rain garden per the landscaping plans. Overflow from the detention area is then piped into an existing MSD storm sewer grate inlet. The inlet is technically just over the property line, but there is an existing stormwater easement that can be used. The proposed connection to the storm sewer has been reviewed and approved by MSD.

Erosion Control and Construction Phasing

Per the conditions from the Plan Commission, the applicants have provided on erosion and sediment control plan, a recommended construction sequence, and a proposed construction schedule. The plan calls for silt fencing around the perimeter of the lot, a construction entrance and washout area, and designed construction parking areas. The plan contains detailed notes and instructions for the contractor, including a requirement that the Glendale Police Department must be notified 48 hours in advance for any construction operations that will impact the flow of traffic along

Landscaping

The landscaping plans call for the removal of 20 trees presently on the lot and the planting of 28 trees. This is a substantial increase from the preliminary plans, due to the addition of 20 Arborvitae to be used as screening on the west and south property lines. The plans also identify planting beds in front of the building entrance on Sappington and along the northern border of the property. A 6' tall wood fence is now proposed on the south property line to help screen the development from the adjacent residential property.

Architectural and Exterior Materials

The applicants provided floor plans, a roof plan, exterior elevations and 3D renderings. They also provided elevations and details for the proposed trash enclosure. They are proposing to paint a postcard-style mural in the rear yard on a section of wall across from the grass play area and in front of the dumpster (see the graphic on sheet A900). Note that the landscaping details on the renderings are not accurate to what is proposed on the landscape plan.



130 W. Lockwood Ave. Ste. 2 Webster Groves, MO 63119

314.801.8601 o.

www.IdeaStL.com

September 30, 2025

City of Glendale
Frank Johnson, City Administrator
424 N Sappington Rd.
St. Louis, MO 63122

fjohnson@glendalemo.org

o. 314-965-3600

**Re: P&Z Plan Review Comments:
Dwell – Glendale, MO Coffee house
415 N. Sappington Rd. Glendale, MO 63122**

Project Number: 2024-063

Frank,

Please accept this letter and the enclosed drawing modifications for the requested changes to the drawings issued to planning and zoning.

1. The applicant shall provide documentation for an existing or a proposed easement on the adjacent property connecting the new storm sewer line to the existing storm sewer inlet. Easement agreement is required.

Response:

We have shown the existing MSD easement on the revised plans.

2. The grading plan proposes grade changes along the property line on the south side, adjacent to the existing residential unit. The applicant shall provide an agreement with the property owner to the south for temporary grading or other means of satisfying the difference in grade. Agreement with the adjacent property owner is recommended.

Response:

We have adjusted the grades, and all grading work on the south will be contained to our property.

3. The applicant shall provide details of the bio-retention/rain garden construction including soil section and landscaping plans. Revisions to the plans are required.

Response:

We have added a note to the Civil plans to reference the landscape plans for rain garden details.

4. The proposed grading directs storm water towards the proposed building along its south side. The applicant shall revise the grading plan to redirect stormwater away from building foundation and to the proposed storm sewer system. Revisions to the plans are required.

Response:

We have revised the grades in this area and added direction flow arrows for the contractor to direct water around the new building. We have also added a small NDS inlet at the rear of the proposed building to help with drainage.



130 W. Lockwood Ave. Ste. 2 Webster Groves, MO 63119

314.801.8601 o.

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5. The applicant shall re-examine the pavement grading around the concrete dumpster pad. Steep grades resulting in future ponding water are apparent along the north edge of pavement. Revisions to the plans are recommended.

Response:

We have adjusted the grades in this area.

6. The applicant shall ensure 5' wide stormwater drainage easements along the north, south and west edges of the property lines are reflected in the approved subdivision plat. In addition, the applicant shall ensure no future stormwater drainage is diverted onto adjacent properties.

Response:

We have added 5' wide drainage easements to the plans. Also, no future stormwater will be diverted and will drain as it has previously.

7. Clarify contribution of covered patio and deck ceiling lighting to the lighting photometric plan.

Response:

Please see the revised photometric plan – Sheet Ph1,2,3, and 4.

8. Show accurately the extent to any fencing not currently shown on the drawings.

Response:

We have added a fence along the southern property line to sheet C200.

9. Include a traffic sign indicating the Glendale Fire Department's emergency vehicle operation area to left turning patrons exiting the site.

Response:

We have added a sign at the new entrance. Sign verbiage will be agreed upon by the owner and city.

10. Provide a correct landscape plan showing the correct setback line.

Response:

Please see attached revised landscape plan.

11. Show the retaining wall described as required in the southeast corner on all civil and site plan and landscape drawings.

Response:

The existing retaining wall will be removed, and no new wall be installed.

12. Provide architectural elevation of the trash enclosure gates.

Response:

Please see attached updated architectural trash enclosure elevation on 01/A152.

13. Correct drawing C200 to show concrete sidewalk at the center mass of the building on the north side of the building adjoining the parking area.

Response:

We have added sidewalk in this area on sheet C200

14. Add a traffic sign in the parking area indicating the designated loading space.



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Response:

We have added a sign designating the loading space on sheet C200

15. Secure MSD approval prior to submittal to the Board of Aldermen and implement all recommendations related to the detention basin and the storm utility piping entering and exiting the basin.

Response:

MSD approval is forthcoming

16. Consider evergreen plants in place of the trees noted on the landscaping plan along the west boundary in the lawn.

Response:

Please see attached revised landscape plans.

17. Provide indicated corrections written by the Lochmueller Group in their review of the project documents.

Response:

See attached and above for responses

18. Include a detailed construction phasing and operations plan coordinated with drawing C600 in the provisions shown therein.

Response:

We have added notes and a schedule to sheet C600.

If you have any additional questions or comments, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink that reads "Brian K. Ivy".

Brian K. Ivy,
AIA, NCARB



July 31, 2025

Mr. Frank Johnson, City Administrator
424 North Sappington Road
Glendale, Missouri 63122

RE: Final Development Plan & Traffic Engineering Report Reviews
Dwell Coffee House
415 North Sappington Road, Glendale, Missouri 63122

Dear Mr. Johnson:

In review of the final redevelopment application including design plans and the traffic engineering report for 415 North Sappington Road (Dwell Coffee House), please reference the following comments.

Site Development Review:

1. The applicant shall provide documentation for an existing or a proposed easement on the adjacent property connecting the new storm sewer line to the existing storm sewer inlet. Easement agreement is required.
2. The grading plan proposes grade changes along the property line on the south side, adjacent to the existing residential unit. The applicant shall provide an agreement with the property owner to the south for temporary grading or other means of satisfying the difference in grade. Agreement with the adjacent property owner is recommended.
3. The applicant shall provide details of the bio-retention/rain garden construction including soil section and landscaping plans. Revisions to the plans are required.
4. The proposed grading directs storm water towards the proposed building along its south side. The applicant shall revise the grading plan to redirect stormwater away from building foundation and to the proposed storm sewer system. Revisions to the plans are required.
5. The applicant shall re-examine the pavement grading around the concrete dumpster pad. Steep grades resulting in future ponding water are apparent along the north edge of pavement. Revisions to the plans are recommended.
6. The applicant shall ensure 5' wide stormwater drainage easements along the north, south and west edges of the property lines are reflected in the approved subdivision plat. In addition, the applicant shall ensure no future stormwater drainage is diverted onto adjacent properties.

Traffic Engineering Report Review:

The traffic engineering analysis for the proposed Dwell coffee shop incorporated standard assumptions based on the Institute of Transportation Engineers Trip Generation Manual data and localized trip adjustments to reflect the mixed-use, walkable nature of the neighborhood. The report assumed peak-hour volumes aligned with typical morning coffee demand, some midafternoon coffee demand, with a significant portion of trips expected to originate from the surrounding residential area, thereby reducing the projected vehicle trip generation.

Key Assumptions:

- A high percentage of pedestrian and bicycle access is due to residential proximity.
- Limited on-site parking to encourage non-vehicular access.
- Use of recently obtained traffic counts and pedestrian activity from a similar nearby use (Teleo Coffee Shop in Kirkwood, Missouri) to validate projections.

Comparison to Nearby Coffee Shop:

- The nearby coffee shop (Teleo), located in a more commercial corridor with greater vehicular access, exhibited higher peak vehicle trip volumes.
 - In contrast, the proposed Dwell coffee shop is anticipated to generate higher pedestrian traffic, especially during morning hours, due to its embedded residential context. In addition, there is an existing coffee shop directly to the north which could also lend in distributing the number of trips generated.
 - Vehicle volumes for the new location are estimated to be lower than the Teleo coffee shop, while pedestrian volumes may equal or slightly exceed them due to convenient access and neighborhood walkability.
1. Page 20, A 20% reduction factor in traffic should be used in lieu of 25% based on the Teleo coffee shop counts. The proposed building size presents a 17.3% difference. An additional 7.7% reduction seems aggressive. Revisions to the report are required.
 2. Pages 33 & 34, Several values in Tables 10, 11, & 12 have rounding errors (most likely due to the formulas in the spreadsheets) as some values round up while others round down. Revisions to the report are required.
 3. Page 114, The Peak Hour Factor for the existing conditions analysis at the City Hall driveway intersection has default value (0.92). Please modify the value based on the Turning Movement Counts. Revisions to the report are required.
 4. Pages 112 & 116, In reference to the midblock all-way stop location please use the pedestrian crossing volume as the westbound traffic volume. By using the westbound traffic volume, the model will reflect the delay seen by the pedestrians. Revisions to the report are required.

5. GENERAL, Please address the typos on pages 18, 20, 21, 30, 32, 33, & 35. Revisions to the report are required.

Conclusion:

While both coffee shops (Dwell & Teleo) serve similar purposes, their location contexts influence trip patterns distinctly. The newly proposed coffee shop is expected to serve a greater share of pedestrian customers, aligning with the city's goals for multimodal accessibility and neighborhood-oriented development.

Please feel free to let me know if you have any questions.

Sincerely,



Scott J. Smith, PE
City Engineer
ssmith@lochgroup.com
314.941.6657

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

WHEREAS, the City of Glendale, Missouri (the “City”), recognizes the importance of protecting against improper discharges into the stormwater systems and ensuring that there are proper systems in place to regulate stormwater drainage systems, and erosion control; and

WHEREAS, the Board of Aldermen of the City of Glendale, Missouri has determined that the adoption of new code provisions for the regulation of non-stormwater illicit discharges, connections to stormwater drainage systems, erosion and sediment control, and post-construction stormwater quality, and to establish stormwater enforcement regulations and remedies is appropriate and in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE:

A new Chapter 250 of the Glendale Municipal Code is hereby adopted to read as follows:

Chapter 250 Non-Stormwater Illicit Discharge and Connection Regulations to a Stormwater Drainage System

Article I Definitions

Section 250.010 Definitions for Stormwater Ordinances

The following definitions apply across all Stormwater-related regulations in the City of Glendale and are intended to unify terminology used in Chapters 250 (Non-Stormwater Illicit Discharge and Connection Regulations to a Stormwater Drainage System), 420 (Post-Construction Stormwater Quality), and 425 (Erosion & Sediment Control).

Authorized Enforcement Agency: The City Administrator for the City of Glendale, or his or her designees, or any agency or other political subdivision of the State of Missouri authorized to regulate the discharge or control of Stormwater.

Best Management Practices (BMPs): Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures and other management practices to prevent or reduce the discharge of Pollutants directly or indirectly to Stormwater, receiving waters or Conveyance systems. BMPs also include treatment practices, operating procedures and practices to control Site runoff, spillage or leaks, sludge or water disposal or drainage from raw materials storage.

City Administrator: The City Administrator for the City of Glendale or his or her designee.

Clearing: Any activity that removes the vegetative surface cover.

Construction Activity: Such activities include, but are not limited to, Clearing and grubbing, Grading, excavating, demolition, and activities subject to NPDES construction permits. These include, but are not limited to, construction projects resulting in land disturbance of one (1) acre or more.

Conveyance: Any structural method for transferring Stormwater between at least two points. The term includes but is not limited to piping, ditches, swales, curbs, gutters, catch basins, channels, storm drains, and roadways.

Development: Any man-made change to improved or unimproved real estate including but not limited to:

1. Construction, reconstruction, or placement of a building or any addition to a building;
2. Construction of flood control structures such as levees, dikes, dams or channel improvements;
3. Construction or reconstruction of bridges or culverts;
4. Installing a manufactured home on a Site, preparing a Site for a manufactured home, or installing a recreational vehicle on a Site for more than hundred eight (180) days;
5. Installing utilities, erection of walls, construction of roads, or similar projects;
6. Mining, dredging, filling, Grading, excavation, or drilling operations;
7. Storage of materials; or
8. Any other activity that might change the direction, height, or velocity of flood or surface waters.

“Development” does not include activities such as the maintenance of existing buildings and facilities such as painting, re-roofing, resurfacing roads, or gardening, plowing and similar agricultural practices that do not involve filling, Grading, excavation, or the construction of permanent buildings.

Erosion and Sediment Control Plan (ESC Plan): A set of plans prepared by or under the direction of a licensed professional engineer or a certified erosion and sediment control professional indicating the specific measures and sequencing to be used to control sediment and erosion on a Site before, during and after Construction Activity.

Grading: Excavation or placement of material, including the resulting conditions thereof.

Grading Permit: A permit issued by the City to authorize any excavation upon property in the City involving (i) excavation or placement of greater than five (5) cubic yards of soil, rock, fill or similar material, (ii) excavation impacting greater than two hundred (200) square feet of land,

(iii) excavation related to an increase in the impervious area of the lot by 10%, (iv) excavation that results in the impervious area of a lot equaling or exceeding 55% of the lot, or (v) excavation or placement of soil, rock, fill or similar material that will have a material change of elevation of the ground surface that impacts Stormwater runoff upon property in the City.

Hazardous Materials: Any material, including any substance, waste or combination thereof, which is defined as a hazardous substance by the Administrator of the United States Environmental Protection Agency pursuant to 33 USC Section 1321(b)(2)(A), as amended, of the Clean Water Act in 40 CFR Sections 117.1 to 117.3 and 302.1 to 302.4 and its Appendices A and B.

Illicit Discharge: Any Non-Stormwater Discharge to a Conveyance, excluding exempted discharges.

Illicit Connections: Either of the following:

1. Any Conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter Stormwater Drainage Systems including, but not limited to, any Conveyance which allows any Non-Stormwater Discharge including sewage, wastewater and wash water to enter Stormwater Drainage Systems and any connections to such systems from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted or approved by the City; or
2. Any Conveyance connected from a commercial or industrial land use to a Stormwater Drainage System which has not been documented in plans, maps or equivalent records and approved by the City.

Industrial Activity: Activities subject to NPDES industrial permits as defined in 40 CFR Section 122.26 (b)(14).

Infiltration: Passage or movement of water into the soil. Infiltration practices include any structural BMPs designed to facilitate the percolation of runoff through the soil to groundwater. Examples include Infiltration basins or trenches, dry wells, and porous pavement.

National Pollutant Discharge Elimination System (NPDES): A permit issued by EPA (or by a State under authority delegated pursuant to 33 USC Section 1342(b)) that authorizes the discharge of Pollutants to waters of the United States, whether the permit is applicable on an individual, group or general area-wide basis.

Non-Stormwater Discharge: Any discharge to a Stormwater Drainage System that is not composed entirely of Stormwater.

Person: Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner of the Premises or as the owner's agent.

Phasing: Clearing a parcel of land in distinct phases, with the stabilization of each phase completed before the Clearing of the next.

Pollutant: Anything which causes or contributes to pollution including, but not limited to: paints, varnishes and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter or other discarded or abandoned objects or accumulations; floatables; pesticides, herbicides and fertilizers; Hazardous Materials; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises: Any building, lot, Site, parcel of land or portion of land whether improved or unimproved including adjacent walks and parking areas.

Project Site Owner: The owner of the Site.

Redevelopment: Development occurring on a previously developed site.

Site: The land area subject to Grading, Construction Activity, Development, or Redevelopment.

Stormwater: Any surface flow, runoff and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

Stormwater Drainage System: Public facilities collecting or conveying Stormwater (e.g., curbs, drains, inlets, ditches).

Stormwater Pollution Prevention Plan (SWPPP): A document which describes the BMPs and activities to be implemented by the Project Site Owner to identify sources of pollution or contamination at a Site and the actions to eliminate or reduce Pollutant discharges to Stormwater, Conveyance systems and/or receiving waters to the maximum extent practicable.

Watercourse: Any body of water, including, but not limited to lakes, ponds, rivers, streams, and creeks.

Article II. Purpose and Intent

Section 250.010 Purpose and Intent.

- A. The purpose of this Chapter is to provide for the health, safety and general welfare of the citizens of the City of Glendale, through the regulation of Non-Stormwater Discharges to a Stormwater Drainage System to the maximum extent practicable as required by Federal and State law. Specifically, this Chapter establishes methods for controlling the introduction of Pollutants into the Stormwater Drainage System in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this Chapter are:
1. To regulate the contribution of Pollutants to Stormwater Drainage Systems due to Stormwater discharges by any Person; and
 2. To prohibit Illicit Connections and Discharges to Stormwater Drainage Systems.

Article III. General Provisions

Section 250.030 Applicability.

A. This Chapter shall apply to all water entering Stormwater Drainage Systems generated on any developed and undeveloped lands within the boundaries of the City unless explicitly exempted by the City. The standards set forth herein and promulgated pursuant to this Chapter are minimum standards.

B. The unified enforcement framework established in Chapter 430 of this Code shall apply to violations of this Chapter.

Section 250.040 Responsibility for Administration.

The City Administrator shall administer, implement, and enforce the provisions of this Chapter.

Section 250.050 Discharge Prohibitions.

- A. *Prohibition Of Illicit Discharges.* No Person shall discharge or cause to be discharged into Stormwater Drainage Systems or Watercourses any materials other than Stormwater, including, but not limited to, Pollutants or waters containing any Pollutants that cause or contribute to a violation of applicable water quality standards. The commencement, conduct or continuance of any Illicit Discharge to Stormwater Drainage Systems or Watercourses is prohibited except as described as follows:
1. The following discharges are exempt from discharge prohibitions established by this Chapter: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water Infiltration to Stormwater Drainage Systems, uncontaminated pumped ground water, foundation or footing drains (not including active ground water dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools (if dechlorinated — typically less than one (1) PPM chlorine), fire-fighting activities and any other water source not containing Pollutants as determined by the Authorized Enforcement Agency.
 2. Discharges specified in writing by an Authorized Enforcement Agency as being necessary to protect public health and safety.
 3. Dye testing is an allowable discharge, but requires a verbal notification to the City prior to the time of the test.
 4. Non-Stormwater Discharge permitted under an NPDES permit, waiver or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver or order and other applicable laws and regulations and provided that written approval has been granted for any discharge to Stormwater Drainage Systems.
- B. *Prohibition Of Illicit Connections.*
1. The construction, use, maintenance or continued existence of Illicit Connections to the Stormwater Drainage System is prohibited.

2. This prohibition expressly includes, without limitation, Illicit Connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A Person is considered to be in violation of this Chapter if the Person connects a line conveying sewage or Pollutants to Stormwater Drainage Systems or allows such a connection to continue.

250.060 Industrial or Construction Activity Discharges.

Any Person subject to an industrial or Construction Activity NPDES Stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City Administrator prior to the allowing of discharges to Stormwater Drainage Systems.

250.070 Monitoring of Discharges.

- A. *Applicability.* This Section applies to all Premises that have Stormwater discharges.
- B. *Access To Premises.*
 1. The Authorized Enforcement Agency shall be permitted to enter and inspect the Premises. The inspectors shall attempt to verify the Illicit Discharge by limiting their on-property inspections to areas of the property in which the property owner does not have a reasonable expectation of privacy. In the event evidence of an Illicit Discharge emanates from within a structure or landscape feature on the property and the property owner refuses the inspector access inside the structure or landscape feature, the City Administrator shall seek an administrative warrant. The administrative warrant shall permit the inspector to enter and inspect the Premises subject to regulation under this Chapter as often as may be necessary to determine compliance with this Chapter. If a Person responsible for a discharge has security measures in force which require proper identification and clearance before entry into its Premises, they shall make the necessary arrangements to allow inspectors to enter the Premises. If the Person responsible for a discharge refuses to do so, the inspector shall seek this authority by administrative warrant and use the administrative warrant power whenever such Person fails to comply with provisions in this Chapter.
 2. The Authorized Enforcement Agency shall have ready access to all parts of the Premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge Stormwater and the performance of any additional duties as defined by State and Federal law.
 3. The Authorized Enforcement Agency shall have the right to set up on any permitted Premises such devices as are necessary in the opinion of the Authorized Enforcement Agency to conduct monitoring and/or sampling of the Premises's Stormwater discharge.
 4. The Authorized Enforcement Agency has the right to require the discharger to install monitoring equipment as necessary. Sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure Stormwater flow and quality shall be calibrated to ensure their accuracy.

5. Any temporary or permanent obstruction to safe and easy access to the Premises to be inspected and/or sampled shall be promptly removed by the property owner at the written or oral request of the Authorized Enforcement Agency and shall not be replaced. The costs of removing such obstruction shall be borne by the property owner.
6. Unreasonable delays in allowing the Authorized Enforcement Agency access to a permitted Premises is a violation of a Stormwater discharge permit and of this Chapter.
7. If the Authorized Enforcement Agency has been refused access to any part of the Premises from which Stormwater is discharged and is able to demonstrate probable cause to believe that there may be a violation of this Chapter or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this Chapter or any order issued hereunder or to protect the overall public health, safety and welfare of the community, then the Authorized Enforcement Agency may seek issuance of a search warrant from any court of competent jurisdiction.

250.080 Requirement to Prevent, Control, and Reduce Stormwater Pollutants by the use of Best Management Practices (BMPs).

The City will adopt requirements identifying BMPs for any activity, operation or facility which may cause or contribute to pollution or contamination of Stormwater, Stormwater Drainage Systems or waters of the United States. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or Watercourses through the use of these structural and non-structural BMPs. Further, any Person responsible for a Premises required to have an NPDES Permit, which is or may be the source of an Illicit Discharge, may be required to implement, at said Person's expense, additional structural and non-structural BMPs to prevent the further discharge of Pollutants to Stormwater Drainage Systems. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of Stormwater associated with Industrial Activity, to the extent practicable, shall be deemed compliance with the provisions of this Section. These BMPs shall be part of a SWPPP as necessary for compliance with requirements of the NPDES permit.

250.090 Watercourse Protection.

Every Person owning property through which a Watercourse passes, or such Person's lessee, shall keep and maintain that part of the Watercourse within the property free of trash, debris, excessive vegetation and other obstacles that would pollute, contaminate or significantly retard the flow of water through the Watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a Watercourse, so that such structures will not become a hazard to the use, function or physical integrity of the Watercourse.

Section 250.100 Notification of Spills.

Notwithstanding other requirements of law, any Person responsible for a Premises who becomes aware of a known or suspected release of materials that has caused or may cause Illicit Discharge

or the release of Pollutants into Stormwater, s Stormwater Drainage System or a Watercourse shall immediately take all necessary actions to identify, contain, and clean up the release. In the event of such a release of Hazardous Materials, said Person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said Person shall notify the City Administrator in person or by phone no later than the next business day. Notifications shall be confirmed by written notice addressed and mailed to the City Administrator within three (3) business days. If the discharge of prohibited materials emanates from a commercial or industrial Premises, the owner or operator of such Premises shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

SECTION TWO:

A new Chapter 420 of the Glendale Municipal Code is hereby adopted to read as follows:

Chapter 420. Erosion and Sediment Control
--

Article I. Purpose and Intent, Design Standard, Applicability

Section 420.010. Purpose, Intent and Definitions

- A. The purpose of this Chapter is to safeguard Persons, protect property, prevent damage to the environment and promote public welfare by effectively minimizing soil erosion and sedimentation during land development, building, landscaping or any other type of land disturbance in the City of Glendale. Further, it provides builders, developers and property owners with soil erosion and sedimentation control standards and regulations. The regulations and standards herein shall accomplish the following:
1. Establish standards for soil erosion and sedimentation control.
 2. Minimize soil erosion and sedimentation during Development, Redevelopment, Construction Activities, building, landscaping or other land disturbing activities.
 3. Minimize pollution of streams, ponds and lakes.
 4. Encourage management of natural resources.
 5. Preserve the beauty of the community and the value of the land.
 6. Reduce maintenance costs of public and private improvements and services.
 7. Promote and protect the public's health, safety, comfort and welfare.
 8. Establish cash escrows to guarantee the performance and maintenance of erosion and sediment control devices or measures.

B. The Definitions contained in Section 250.010 shall apply to this Chapter as if set forth in full herein.

Section 420.020. Design Standard.

- A. This Chapter adopts the Rules and Regulations and Engineering Design Requirements for St. Louis County Sediment and Erosion Control Manual (latest version).

Section 420.030. Applicability.

- A. The provisions of this Chapter shall apply to all ESC Plans and permits required pursuant to this Chapter.
- B. The unified enforcement framework established in Chapter 430 of this Code shall apply to violations of this Chapter.

Article II. General Provisions

Section 420.050. Scope of Authority

- A. No Person may Develop, landscape or disturb land when (i) a land disturbance permit is required by Missouri Department of Natural Resources or St. Louis County or (ii) a Grading Permit is required by the City until an ESC Plan has been approved by the City, if required, and all required permits issued.
- B. If any conflict arises with these or other City ordinances, the more restrictive provisions shall govern.

Section 420.060. Permits Required

- A. A Land Disturbance Permit is required to be issued from St. Louis County as outlined in the St. Louis County Sediment and Erosion Control Manual.
- B. A Land Disturbance Permit is required from the State of Missouri Department of Natural Resources (DNR) for any Site where one (1) acre or more of land will be disturbed before beginning any Site work authorized by a county permit.
- C. A Grading Permit is required to be issued by the City for all excavations upon property in the City as set forth in section 4XX.070.

Section 420.070. Grading Permits and Exceptions

- A. Except as specified in Section 4XX.070(B.), a Grading Permit shall be required for all excavations (i) greater than five (5) cubic yards, (ii) impacting greater than two hundred (200) square feet, (iii) related to an increase in the impervious area of the lot by 10%, (iv) that result in the impervious area of a lot equaling or exceeding 55% of the lot, or (v) that will have a material change of elevation of the ground surface that impacts Stormwater runoff upon property in the City.
- B. **Exceptions.** A Grading Permit shall not be required for the following classes of excavation or Grading operations:
 - 1. No Grading Permit shall be required for the temporary depositing of clean uncontaminated earth, mulch, rock, or stone on occupied property for the purpose of landscaping or gardening on such property provided there is no material change of elevation of the ground surface that impacts Stormwater runoff.
 - 2. No Grading Permit shall be required for Construction Activities involving excavation or placement of fill material provided the City Administrator determines that all information that is required to be submitted in the application for a Grading Permit has been submitted to the City in other required permit applications and that there is sufficient opportunity for the City or St. Louis County to review such proposed

- excavation activities and determine that sufficient measures will be taken to ensure that such excavation will not cause sediment or erosion to flow off the Site.
3. No Grading Permit shall be required for work by the City.
- C. An ESC Plan is required to accompany the Grading Permit application submitted to the City for all excavation and land disturbance activities for which a Grading Permit is required to be issued by the City involving excavations or placement of fill material impacting 25 cubic yards of soil, rock, fill or similar material, excavations impacting 1,000 square feet or more of a lot, excavations increasing the impervious area of a lot by 20%, construction of a new residential or commercial building, construction of an addition to a residence that is the lesser of 20% of the size of the existing residence or 750 square feet, construction of an accessory structure greater than 750 square feet, construction of a new or expanded driveway, in-ground swimming pool or retaining wall greater than 3 feet in height, removal of underground storage tank, or demolition of a structure, or for which a land disturbance permit issued by the Missouri Department of Natural Resources or St. Louis County is required, unless such requirement is waived by the City Administrator.

Section 420.080. Application Procedure

- A. Application for a Grading Permit shall be made by the Project Site Owner to the City Administrator and shall be accompanied by a detailed statement of proposed work, and the purpose thereof. An application shall be accompanied by the following:
- a. Two sets of Site plans detailing the areas to be excavated, graded, filled, and/or cleared; and
 - b. Where required pursuant to Section 4XX.070(C), an ESC Plan.

Section 420.090. Erosion And Sediment Control Plan

- A. The ESC Plan is prepared or under the direction of a licensed professional engineer or a certified erosion and sediment control professional acting on behalf of the property owner and outlines the measures the property owner will take to ensure soil and sediment is contained on the Site.
- B. The ESC Plan indicates the proposed Phasing of the project to include: Clearing, rough Grading, Construction Activity, final Grading and landscaping. Phasing identifies the date Clearing will begin, how long cleared areas will be exposed and the sequence of Clearing, installing sediment control measures, installing storm drainage, paving streets and parking areas, and establishing a vegetative cover.
- C. The ESC Plan shall include a one (1) inch equals ten (10) feet scale map of the Site showing proposed excavation, Grading or filling. It also shall include:
1. The property owner's name, address and telephone number.
 2. Location Map.
 3. Location of proposed and existing utility lines.
 4. Existing and proposed contours at two (2) foot intervals on USGS datum.
 5. Details of temporary drainage system to direct Stormwater runoff from graded portions of the Site.
 6. Details of the permanent drainage plan.

7. Details of water impoundment structures (straw bales, silt fences, sediment basins, diversions, etc., and proposed stable outlets).
8. Details for soil preparation and revegetation and any other erosion control methods, e.g., contour furrowing, vegetation mats, etc.
9. Clearing limits.
10. Temporary access routes.

For small and/or short duration Grading activities, the City Administrator may allow an applicant to substitute a letter describing erosion and sediment control measures and a review meeting with the City Administrator. Such a letter will serve as the ESC Plan for the work. Additional erosion and sediment control measures may be imposed by the City Administrator.

Section 4XX.100. Design Requirements

- A. Grading, erosion control measures, sediment control measures, and waterway crossings for which a Site Owner is required to obtain a Grading Permit or an ESC Plan, shall meet the design criteria set forth in the most recent version of the St. Louis County Sediment and Erosion Control Manual and shall be adequate to prevent transportation of sediment from the Site to the satisfaction of City. Cut and fill slopes shall be no greater than 3:1, except as approved by City to meet other community or environmental objectives.
- B. Clearing, except as necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
- C. Erosion control requirements shall include the following:
 1. Soil stabilization shall be completed within five days of Clearing or inactivity in construction.
 2. If seeding or another vegetative erosion control method is used, it shall become established within two weeks of completion of construction, or the City may require the Site to be reseeded or a nonvegetative option employed.
 3. Soil stockpiles must be stabilized or covered at the end of each workday.
 4. The entire Site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
 5. Techniques shall be employed to prevent the blowing of dust or sediment from the Site.
 6. No land disturbing, construction or other associated activities are permitted that cause mud, soil, earth, sand, gravel, rock, stone, concrete, building materials or other materials to be deposited on public streets. Trucks and other construction equipment should be cleaned on Site to prevent mud from being deposited on public streets.

Section 420.110. Inspection, Maintenance, Record Keeping, and Reporting

- A. After approval of all appropriate permits for a land Development project, and upon commencement of Construction Activities, the City has the authority to conduct inspections of the work being done to ensure full compliance with the provisions of this Chapter and the approved permit(s).

- B. A self-monitoring program must be implemented to ensure the ESC Plan, where required, is working effectively. A trained individual on behalf of the Project Site Owner, acceptable to the City, shall monitor and manage project construction and Stormwater activities. Self-inspection reports of all erosion control measures shall be made weekly and after any precipitation accumulation equal to or greater than one-half inch of rainfall. Records of inspection reports shall be maintained and available on Site for inspection by the City.
- C. The ESC Plan shall serve as a guideline but should not be interpreted to be the only basis for implementation of Stormwater pollution prevention on the Site. The Project Site Owner is responsible for implementing all measures necessary to adequately prevent polluted Stormwater runoff.

SECTION THREE:

A new Chapter 425 of the Glendale Municipal Code is hereby adopted to read as follows:

<p>Chapter 425. Post-Construction Stormwater Quality Regulations</p>

Article I. Purpose, Intent and Definitions, Design Standard, Applicability

Section 425.010. Purpose, Intent and Definitions

- A. It is recognized that developed areas, as compared to undeveloped areas, generally have increased imperviousness, decreased Infiltration rates, increased runoff rates, and increased concentrations of Pollutants such as fertilizers, herbicides, greases, oil, and salts. As new Development and Redevelopment continues within the boundaries of the City, measures must be taken to intercept and filter Pollutants from Stormwater runoff prior to reaching Watercourses. Through the use of appropriate BMPs, Stormwater runoff will be filtered and harmful amounts of sediment, nutrients, and contaminants will be removed.
- B. This Chapter provides the City with the tools to inspect, monitor, and enforce Stormwater detention and treatment requirements set forth in the Metropolitan St. Louis Sewer District's NPDES permit for Stormwater, of which the City is a co-permittee.
- C. The Definitions contained in Section 250,010 shall apply to this Chapter as if fully set forth herein.

Section 425.020. Design Standard.

- A. This Chapter adopts the Rules and Regulations and Engineering Design Requirements for Sanitary Sewer and Stormwater Drainage Facilities, latest edition, of the Metropolitan St. Louis Sewer District (MSD) as the City's sanitary and Stormwater design standard.
- B. This Chapter adopts the MSD's Stormwater Best Management Practices Toolbox, current edition, and the MSD's Site Design Guidance document as the City's Stormwater quality BMP design standards.
- C. These documents and their regulations shall be referenced herein as "MSD Regulations."

Section 425.030. Applicability.

- C. The provisions of this Chapter related to Project Site Owners submitting a SWPPP that shows placement of appropriate BMPs from a pre-approved list of BMPs specified in the MSD Regulations as established in Section 4XX.050(A) shall only apply to Sites upon which land disturbance activities are conducted for which a land disturbance permit is required by the County of St. Louis within the City.
- D. All other provisions of this Chapter shall apply to all Construction Activities.
- E. The unified enforcement framework established in Chapter 430 of this Code shall apply to violations of this Chapter.

Article II. General Provisions

Section 425.050. Water Quality Management.

- A. The Project Site Owner must submit to the City a SWPPP that shows placement of appropriate BMPs from a pre-approved list of BMPs specified in the MSD Regulations when such a SWPPP is required pursuant to MSD Regulations. The SWPPP submittal shall include an Operation and Maintenance Manual for all post-construction BMPs included in the project and a notarized maintenance agreement, providing for the long-term maintenance of those BMPs, both of which shall be recorded with the deed for the property on which the project is located. The noted BMPs must be designed, constructed, and maintained according to guidelines provided or referenced in the MSD Regulations. From MSD Site Design Guidance, Table 3., Post-Construction Structural BMPs allowed within the City shall include, but not necessarily be limited to the following BMPs:

Stormwater Infiltration

- Infiltration Trench
- Infiltration Basin

Open Channel Systems

- Dry Swale
- Wet Swale

Stormwater Filtering System

- Surface Sand Filters
- Underground Sand Filters
- Perimeter Sand Filters
- Organic Sand Filters
- Bioretention
- Proprietary Cartridge Devices

Hydrodynamic Separator Devices

- MSD Approved Devices¹

Alternative Surface Materials²

- Green Roof
- Permeable Pavement

¹Hydrodynamic Separator Devices are manufactured by a variety of vendors. A list of approved devices and vendors is available through the MSD website, www.stlmsd.com

²Alternative surfaces reduce the impervious area, reduce the volume of runoff requiring treatment, and provide some pre-treatment benefit, but are not recognized as “stand-

alone” treatment BMPs. They may be a component of a BMP that does provide treatment (i.e., Infiltration or filtration).

- B. The City, through its Architectural Review Board, may require a Project Site Owner upon which a new residence or an addition is proposed to be constructed to install Stormwater BMPs in accordance with the Architectural Review Guidelines even where a SWPPP is not required pursuant to MSD Regulations. Project Site Owner and future owners shall be required to construct, repair and maintain such Stormwater BMPs to ensure that they continue to operate properly.
- C. The Project Site Owner must notify the City before the commencement of construction of Stormwater BMPs.
- D. It is the responsibility of the Project Site Owner to ensure proper construction and installation of all Stormwater BMPs, including protection of Stormwater BMPs during the construction phase. Regular inspections of the Stormwater management system may be conducted by the City during and after construction of Stormwater BMPs.
- E. Upon completion of the project and stabilization of the Site, the Project Site Owner shall inform the City and request a final inspection.
- F. Gasoline outlets and refueling areas must install appropriate practices to reduce lead, copper, zinc, and polyaromatic hydrocarbons in Stormwater runoff. These requirements will apply to all new facilities and existing facilities that replace their tanks, regardless of the size of the facility.
- G. Discharges from new Development and Redevelopment Sites will not be allowed directly into karst features without pre-treatment.

Section 425.060. Design Calculations, Standards and Specifications.

- A. The calculation methods as well as the type, sizing, and placement of all Stormwater quality management measures or BMPs shall meet the design criteria, standards, and specifications outlined in the MSD Regulations.

Section 425.070. Easement Requirements.

- A. All Stormwater quality management measures located on commercial or institutional properties, including detention or retention basins, filter strips, pocket wetlands, in-line filters, Infiltration systems, Conveyance systems, and structures and appurtenances located outside of the right-of-way, that are required to be constructed pursuant to applicable MSD Regulations upon Sites for which a SWPPP shall be required, shall be incorporated into permanent easements. For the purposes of monitoring, inspection, and general maintenance activities, adequate easement width (as detailed in the MSD Regulations) beyond the actual footprint of the Stormwater quality management facility as well as a 10-foot wide access easement from a public right-of-way to each BMP shall be provided. Such easements shall be provided to the City, MSD and their respective designees.

Section 425.080. Inspection, Maintenance, Record Keeping, and Reporting

- A. After approval of all required permits for a land Development project, and upon commencement of Construction Activities, the City has the authority to conduct

inspections of the work being done to ensure full compliance with the provisions of this Chapter, the approved SWPPP, MSD Regulations, and the terms and conditions of the permit(s).

- B. Post-Construction BMPs shall be maintained in good condition, in accordance with the Operation and Maintenance procedures and schedules listed in MSD Regulations and in accordance with the designed and approved performance specifications. These post-construction BMPs shall not be subsequently altered, revised, or replaced except as approved by the City.
- C. The City may require that all mandatory inspection reports of post-construction BMPs that are submitted to MSD are also submitted to the City.
- D. The City has the authority to perform long-term, post-construction inspection of all public or privately owned post-construction BMPs, including, without limitation, upon residential properties where flow wells or other privately owned post-construction BMPs have been constructed regardless of whether a land disturbance permit was required to be obtained. The inspection will cover physical conditions, available water quality storage capacity, and the operational condition of key facility elements. Noted deficiencies and recommended corrective action will be included in an inspection report and must be repaired or replaced by Project Site Owner.

SECTION FOUR:

A new Chapter 430 of the Glendale Municipal Code is hereby adopted to read as follows:

Chapter 430 – Stormwater Enforcement and Remedies
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Article I. General Provisions

Section 430.010 Purpose, Intent and Definitions

A. This Chapter establishes a unified enforcement framework applicable to all Stormwater-related regulations in the City of Glendale, including but not limited to Illicit Discharge control, post-construction Stormwater quality, and erosion and sediment control. It ensures consistency in administrative process, penalties, and remedies and establishes legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with the Stormwater Ordinances. This unified enforcement framework shall apply, without limitation, to violations of Chapters 250, 420 and 425 of this Code.

B. The Definitions contained in Section 250.010 shall apply to this Chapter as if set forth in full herein.

Section 430.020 Applicability

This Chapter applies to enforcement actions under Chapters 2XX (Non-Stormwater Illicit Discharge and Connection Regulations to a Stormwater Drainage System), 4XX (Stormwater Quality), and 4XX (Erosion & Sediment Control), and any other ordinances regulating Stormwater (collectively, the “Stormwater Ordinances”).

Article II. Enforcement Process

Section 430.030 Violations

- A. Any action or inaction which violates the Stormwater Ordinances; the requirements of an approved Stormwater management design plan or permit; and/or the requirements of a recorded Stormwater maintenance agreement may be subject to the enforcement actions outlined in this Chapter. Any such action or inaction is deemed to be a public nuisance and may be abated by injunctive or other equitable relief. The imposition of any of the penalties described in this Chapter shall not prevent any equitable relief.

Section 430.040 Warning Notices

- A. When the City finds that any Person has violated, or continues to violate, any Stormwater Ordinances, or any order issued hereunder, the City may serve upon that Person a written Warning Notice, specifying the particular violation believed to have occurred and directing the property owner to immediately investigate the matter and establish compliance with the Stormwater Ordinances.
- B. Investigation or resolution of the matter in response to the Warning Notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the Warning Notice. Nothing in this section shall limit the authority of the City to take any action, including emergency action or any other enforcement action, without first issuing a Warning Notice.

Section 430.050 Notice of Violation/Citation

- A. If the City finds that a Person has failed to comply with the terms and conditions of a Grading Permit, an ESC Plan, an approved Stormwater management design plan, a recorded Stormwater management maintenance agreement, or the Stormwater Ordinances, it shall issue a written Notice of Violation to such permit applicant or other responsible Person and the Project Site Owner. Where a Person is engaged in activity covered by the Stormwater Ordinances without having first secured a permit therefore, the notice of violation shall be served on the Project Site Owner.
- B. The notice of violation can be in the form of a citation ticket and/or a written letter that would contain detailed inspection findings, conclusions of law, disposition of warning or fines assessed, stipulated remedial actions as discussed with the responsible party representative, reasonable deadlines for those remedial actions, and the date of re-inspection.

Section 430.060 Stop Work Orders

- A. If land disturbance or Construction Activities are conducted contrary to the Stormwater Ordinances or accepted final Stormwater management plans, the City may order the work stopped by notice in writing served on any Person engaged in the doing or causing of such work to be done, and any such Persons shall forthwith stop such work until authorized by the City to proceed with the work. A Stop Work Order will be posted on the Site by the City and it is unlawful for any Person to remove the notice or continue any work on the Site without permission from the City. The City may also undertake any

necessary or advisable protective measures to prevent violations of the Stormwater Ordinances or to avoid or reduce the effects of noncompliance herewith. The cost of any such protective measures shall be the responsibility of the owner of the property upon which the work is being done and the responsibility of any Person carrying out or participating in the work.

- B. Any Person who neglects or fails to comply with a stop work order shall, upon conviction, be guilty of an infraction and shall be subject to a punishment in accordance with the general penalty section of this code of ordinances. A permit reinstatement fee may also be assessed by the City.
- C. For construction projects that are operating under an approved SWPPP, if a Stop Work Order is issued on the grounds that the erosion and sediment control measures included in the construction plan are not adequate, the Project Site Owner has seventy-two (72) hours after the Stop Work Order is issued to resolve the identified inadequacies before the Stop Work Order takes effect.
- D. The seventy-two (72) hour period to resolve identified inadequacies on a construction project does not apply if the Stop Work Order is issued to a construction project creating a public health hazard or safety hazard.

Section 430.070 Suspension, Revocation, or Modification of Permits.

- A. The City may suspend, revoke, or modify any existing permit that the violator may also have been previously granted or otherwise related to the Site. A suspended, revoked, or modified permit may be reinstated after the applicant, Project Site Owner, or other responsible Person has taken the remedial measures or otherwise cured the violations set forth in the notice of violation, provided such permit may be reinstated upon such conditions as the City may deem necessary to ensure such violations do not reoccur.

Section 430.080 Withhold Certificate of Occupancy

- A. The City may refuse to issue a certificate of occupancy for the building or other improvements constructed or being constructed on the Site until the applicant, Project Site Owner, or other responsible Person has taken the remedial measures set forth in the notice of violation or has otherwise satisfied the requirements of this Chapter as determined by the City.

Section 430.090 Civil Penalties

- A. Any Person found in violation of any Stormwater Ordinances shall be responsible for a civil infraction and subject to a maximum penalty in accordance with the general penalty provisions of this code of ordinances. Each day such violation occurs or continues shall be deemed a separate offense and shall make the violator liable for the imposition of a fine for each day. The rights and remedies provided for in this section are cumulative and in addition to any other remedies provided by law. An admission or determination of responsibility shall not exempt the offender from compliance with the requirements of this Chapter and the Stormwater Ordinances.
- B. Any Person who aids or abets a Person in a violation of the Stormwater Ordinances shall be subject to the penalties provided in this section.

- C. For purposes of this section, "subsequent offense" means a violation of the provisions of the Stormwater Ordinances committed by the same Person within 12 months of a previous violation of the Stormwater Ordinances for which said Person admitted responsibility or was adjudicated to be responsible.
- D. The City reserves the right to issue a maximum fine for any violation deemed sufficiently egregious or otherwise determined by the City to warrant a maximum penalty.

Section 430.100 Emergency Cease and Desist Orders

- A. When the City finds that any Person has violated, or continues to violate, any provision of the Stormwater Ordinances, or any order issued hereunder, or that the Person's past violations are likely to recur, and that the Person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the United States which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City may issue an order to the violator directing it immediately to cease and desist all such violations and directing the violator to immediately comply with all ordinance requirements and take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.
- B. Any Person notified of an emergency order directed to it under this section shall immediately comply with such order, the Stormwater Ordinances, and this Chapter when storm water runoff is causing sediment to leave the Site and such Person shall immediately stop or eliminate its violation. In the event a Person to whom an emergency order is issued fails to immediately comply voluntarily with the emergency order, the City may take such steps as deemed necessary to prevent or minimize harm to the Stormwater Drainage System or waters of the United States, and/or endangerment to persons or to the environment, including, without limitation, immediate construction of additional erosion or sediment controls and termination of a Site's sewer connection, or other municipal utility services.
- C. The City may allow the Person to recommence its excavation, land disturbance or Construction Activities when it has demonstrated to the satisfaction of the City that the period of endangerment has passed, unless further termination proceedings are initiated against the violator under this Chapter. A Person that is responsible, in whole or in part, for any violation of the Stormwater Ordinances presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful conduct and the measures taken to prevent any future occurrence, to the City within 5 days of receipt of the emergency order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.

Section 430.110 Abatement and Cost Recovery

- A. In addition to any other remedies, should any owner fail to comply with the provisions of this Chapter and the Stormwater Ordinances, including, without limitation, compliance with a Notice of Violation, after the City gives notice to the property owner and provides for an opportunity for compliance, representatives of the City shall be entitled to enter upon the subject private property and are authorized to take measures necessary to abate

the violation or restore the property. It shall be unlawful for any Project Site Owner or Person in possession or control of any Premises to refuse to allow the City or its designated contractor or representatives to enter upon the Premises for the purposes set forth above. Upon the City abating such violation, the Project Site Owner shall be required to promptly reimburse the City for all costs of such work.

- B. Nothing herein contained shall prevent the City from taking such other lawful action as may be necessary to prevent or remedy any violation. All costs connected therewith shall accrue to the Person(s) responsible. Costs include, but are not limited to, repairs to the Stormwater Drainage System made necessary by the violation, as well as those penalties levied for violation of the City's NPDES permit, administrative costs, attorney's fees, court costs, and other costs and expenses associated with the enforcement of this Chapter, including sampling and monitoring expenses.
- C. If the amount due for abatement of the violation is not paid within a timely manner as determined by the decision of the City or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Section 430.120 Injunctive Relief

The City may seek a preliminary or permanent injunction in court to prevent further violations or compel remediation.

Section 430.130 Violations Deemed Public Nuisance

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any Stormwater Ordinances is a threat to public health, safety and welfare and is declared and deemed a nuisance and may be summarily abated or restored at the violator's expense and/or a civil action to abate, enjoin or otherwise compel the cessation of such nuisance may be taken.

Section 430.140 Appeals Process

Any Person to whom any provision of this Chapter has been applied may appeal in writing, not later than 30 days after the action or decision being appealed from, to the Board of Appeals of the City the action or decision whereby any such provision was so applied. Such appeal shall identify the matter being appealed, and the basis for the appeal. The Board of Appeals of the City shall consider the appeal and make a decision whereby it affirms, rejects or modifies the action being appealed. In considering any such appeal, the Board of Appeals of the City may consider the recommendations of the City Staff and the comments of other Persons having knowledge of the matter. In considering any such appeal, the Board of Appeals may grant a variance from the terms of this Chapter to provide relief, in whole or in part, from the action being appealed, but only upon finding that the following requirements are satisfied:

- A. The application of the Chapter provisions being appealed will present or cause practical difficulties for a Development or Site; provided, however, that practical difficulties shall not include the need for the Project Site Owner or responsible Persons to incur additional reasonable expenses in order to comply with the Stormwater Ordinances; and

- B. The granting of the relief requested will not substantially prevent the goals and purposes of this Chapter and the Stormwater Ordinances, nor result in less effective management of Stormwater runoff.

Section 430.150 Severability

The provisions of this Chapter are to be severable. If any provision, clause, sentence or paragraph of this Chapter or the application thereof to any Person, establishment or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Chapter.

Section 430.160 Remedies Not Exclusive.

The remedies listed in this Chapter are not exclusive of any other remedies available under any applicable Federal, State or local law and it is within the discretion of the Authorized Enforcement Agency to seek cumulative remedies.

Appendix A – Permit Trigger Decision Matrix

The following matrix outlines the triggers for key Stormwater-related permits and plans based on the nature and extent of proposed Site activity. It is designed to assist applicants, reviewers, and City officials in determining required submittals under Chapters 250, 420, 425 and 430.

Activity Type	ARB Review Required	Permits Required	ESC Plan	SWPPP
Land Disturbance >1 acre	No ¹	Land Disturbance	Yes	Yes
New Home Construction or Addition >750 SQF	Yes	Building	Yes	Yes
Addition <750 SQF	No	Building	No	Conditional ⁴
Patio, covered	If >750 SQF	Building	No ²	Conditional ⁴
Patio, uncovered	No	Grading ³	No ²	Conditional ⁴

Driveway, new	No	Right-of-Way, Grading	Yes	Conditional ⁴
Driveway, addition	No	Grading ³	No ²	Conditional ⁴
Retaining wall >3'	No	Building, Grading ³	Yes	Conditional ⁴
Pool, in-ground	No	Building	Yes	Conditional ⁴
Structure Demolition	No	Demo	Yes	Yes

¹ Unless it involves building a new home(s).

² If less than 1,000 SQF or does not increase impervious surface by more than 20 percent

³ A Grading Permit is not required for excavations (a) less than 5 cubic yards, (b) impacting less than 200 square feet, (c) increasing the impervious area by less than 10%, (d) not resulting in the impervious area equaling or exceeding 55% of the lot, or (e) not impacting Stormwater runoff upon property in the City.

⁴ May be required depending on project scope and at the City Administrator’s discretion.

SECTION FIVE:

This Ordinance shall be in full force and effect from and after its passage and approval.

This Ordinance, after being read two times, is passed and approved this ___ day of _____, 2025.

 Michael A. Wilcox
 Mayor

ATTEST:

 Frank Johnson
 City Clerk

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

WHEREAS, the City of Glendale, Missouri (the “City”), is authorized by Section 304.120, RSMo to regulate traffic movements and parking upon the streets and, in accordance with such authority, has adopted Title III of the Code of Ordinances (the “Municipal Code”) in general and Chapter 355 regarding the designation and enforcement of parking restrictions within the City; and

WHEREAS, City staff recommends that Chapter 355 of the Municipal Code be amended regarding certain limitations for on-street parking via the addition of a new Section 355.110; and

WHEREAS, the Board of Aldermen of the City of Glendale, Missouri has determined that the addition of Section 355.110 is appropriate and in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE:

Section 355.110 of the Glendale Municipal Code is hereby amended by repealing Section 355.110, and replacing it with a new section, to read as follows:

Section 355.110. Parking Longer than Seven Days – Parking Wrecked, Etc., Vehicle Longer than Forty-Eight Hours.

No person shall park, or cause to be parked, any vehicle continuously upon any street where parking is permitted for longer than seven (7) consecutive days; nor shall any person park any wrecked or dilapidated vehicle, or any vehicle without motive power or not capable of immediate movement, on any street or roadway where parking is permitted longer than forty-eight (48) hours. Any such vehicle so parked is hereby declared to be a nuisance and an unlawful obstruction of the highway and street, and the owner thereof shall be prima facie responsible for such violation.

SECTION TWO:

The remaining provisions of Chapter 355 not amended by this Ordinance shall remain in full force and effect.

SECTION THREE:

This Ordinance shall be in full force and effect from and after its passage and approval.

This Ordinance, after being read two times, is passed and approved this ___ day of _____, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Clerk

A RESOLUTION ADOPTING A POLICY FOR FEDERAL AND STATE GRANT ADMINISTRATION FOR THE CITY OF GLENDALE, MISSOURI

WHEREAS, the City of Glendale periodically receives Federal and State grant funds to support municipal operations, programs, and services; and

WHEREAS, it is necessary to establish a consistent and transparent policy to ensure that all Federal and State grant funds are managed, expended, and reported in compliance with applicable laws, regulations, and grant conditions; and

WHEREAS, the proposed “Federal and State Grant Administration Policy” provides written procedures to guide the City in assigning program managers, obtaining guidance from granting agencies, approving expenditures, and meeting all reporting and compliance obligations; and

WHEREAS, the Board of Aldermen finds it to be in the best interests of the City of Glendale to adopt and implement this policy.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI AS FOLLOWS:

SECTION ONE: The Board of Aldermen of the City of Glendale, Missouri, hereby adopts a policy for federal and state grant administration in substantially the form attached hereto as Exhibit A.

SECTION TWO: The City shall and the Mayor and other appropriate officers, agents and employees of the City are authorized to implement and follow this policy for all federal and state grand funds received by the city, and to take such further actions and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

SECTION THREE: That this Resolution shall be in full force and effect from and after its passage and approval.

This Resolution Passed and Approved this 6th Day of October 2025.

Mike Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

Exhibit A

City of Glendale

Federal and State Grant Administration

I. Purpose

To define a policy and written procedure for management of Federal and State grant funds.

II. Scope

This policy applies to all grant funds received via Federal or State sources.

III. Policy

The City of Glendale will ensure that Federal and State grant funds are accounted for and expended per Federal and State guidelines specific to the grant program.

IV. Procedure

1. When a grant is received, the City of Glendale will assign a program knowledgeable individual, usually a department head, to be the program manager. (examples: Public Works Superintendent, City Administrator, Chief of Police, Fire Chief)
2. That program manager will obtain guidance from the granting agency on allowable expenditures.
3. The program manager will review and approve every invoice paid out of federal grant funds.
4. The program manager will ensure that all required expenditure reporting is submitted to the granting agency.
5. The program manager will read all grant requirements and ensure that all terms and conditions of the grant agreement are met.

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

WHEREAS, on March 12, 2025, the City of Glendale, Missouri (the “City”) issued a Request for Proposals for Permitting, Code Enforcement, and Land-Use Management Software; and

WHEREAS, City staff conducted a review of the responses received and recommended MyGovernmentOnline as the lowest, responsive, responsible bid; and

WHEREAS, the Board of Aldermen approved a services agreement with MyGovernmentOnline via Resolution Number R26-25 on June 2, 2025; and

WHEREAS, MyGovernmentOnline subsequently requested changes to the form of the services agreement, which were reviewed and agreed to by City staff, so it is now necessary for the city to enter into an amended agreement with MyGovernmentOnline for permitting, code enforcement, and land-use management software in substantially the form attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE: The Board of Aldermen of the City of Glendale, Missouri, hereby approves the amended Agreement with My Government Online to provide permitting, code enforcement and land-use management software in substantially the form attached hereto as Exhibit A (the “Agreement”).

SECTION TWO: The City shall and the Mayor and other appropriate officers, agents and employees of the City are authorized to execute the amended Agreement in substantially the form attached hereto as Exhibit A, and to take such further actions and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

SECTION THREE: This resolution shall become effective on its passage.

This Resolution Passed and Approved this ____ Day of October, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

Exhibit A

INTERLOCAL AGREEMENT FOR LICENSING MYGOVERNMENTONLINE (MGO) SOFTWARE

SECTION 1. PARTIES AND PURPOSE

1.1 The City of Glendale, MO ("Licensee" or "City"), located at 424 N. Sappington Road Glendale, MO 63122-4763 in Saint Louis County.

1.2 The South Central Planning and Development Commission ("Licensor" or "SCPDC") is a regional planning commission and political subdivision of the State of Louisiana, domiciled in Terrebonne Parish. The district was established in 1973 and created by law in 1978 under State Act 472. The statute allows its member governmental entities to collaborate through SCPDC to provide long-range planning, act as a liaison with state and federal entities, provide guidance on current issues affecting government, and offer services to businesses and citizens.

1.3 SCPDC has created a unique suite of government management software modules collectively called MyGovernmentOnline (MGO) software (the "SCPDC Software"). This contract is entered into between the Licensee and SCPDC under Chapter 791 of the Government Code to license the Licensee to use the SCPDC Software under certain terms and conditions.

This INTERLOCAL AGREEMENT (the "Agreement") is entered into by and between SCPDC and the Licensee and describes the terms and conditions under which SCPDC shall license to the Licensee the use of, and provide support for, certain Software (as defined below) and all other necessary services, as described in the Licensee's Request for Proposal, Bid and Proposal, which are attached hereto as Exhibit A and incorporated herein by reference. In consideration of the mutual promises and the terms and conditions set forth below, the parties agree as follows:

SECTION 2. DEFINITIONS

2.1 "CONFIDENTIAL INFORMATION" means this Agreement, including all its terms and schedules, any addenda signed by both parties, all Software listings, Documentation, information, data, drawings, benchmark tests, specifications, trade secrets, object code, machine-readable copies of the Software, source code related to the Software, and any other proprietary information supplied to the Licensee by SCPDC or by the Licensee to SCPDC, and clearly marked as "Confidential Information," including all items defined as "Confidential Information" in any other agreement between the Licensee and SCPDC, whether executed before or after the date of this Agreement.

2.2 "DOCUMENTATION" means any online help files, instruction manuals, operating instructions, user manuals, and specifications provided by SCPDC that describe the use of the Software, either accompanying the Software or provided to the Licensee at any time.

2.3 "EFFECTIVE DATE" means the later of the dates on which the Licensee and SCPDC have signed this Agreement.

2.4 "EQUIPMENT" means the computer system, including peripheral equipment and operating system software, specified in Schedule B.

2.5 "UPDATES" refers to changes, improvements, or enhancements made to the SCPDC Software. Updates may include the addition of new features, improvements to existing functionality, bug fixes, or other modifications

aimed at improving performance, usability, or security. Major Updates introduce significant new features or functionalities that enhance the overall capabilities of the software. Minor Updates include incremental changes, performance optimizations, routine maintenance, and minor feature enhancements. SCPDC retains sole discretion in determining the timing, content, and classification of Updates as Major or Minor. Unless otherwise stated, all Updates are deployed seamlessly to the system as part of the continuous improvement of the SCPDC Software.

2.6 "SOFTWARE" means the computer software programs specified in "Fee Schedule" and otherwise provided for Licensee use under this Agreement.

2.7 "USE" means the loading, utilization, storage, or display of the Software by the Licensee for its internal information processing and by end-users accessing the Licensee's website via the Internet.

2.8 "PERMIT" means any type of permit, including, but not limited to, new construction permits, building permits, structure renovation permits, mechanical permits, plumbing permits, gas permits, electrical permits, and sign permits. Multiple permits listed under one number will not be considered a single permit for calculating funds owed to MGO under this Agreement if applicable.

2.9 "LICENSE FEE(S)" means all payments due under this Agreement, including the permit volume package amount, custom quotes and payments for elected add-on modules as detailed in the fee schedule

2.10 "RESPONSE CENTER AND CONTACT PROCEDURE" refers to SCPDC's designated support center located at 5058 West Main Street, Houma, LA 70360, with hours of operation from 8:00 a.m. to 4:30 p.m. Licensee can contact the support team via telephone at 1-866-957-3764 or email at support@mygovernmentonline.org. The primary contact for inquiries or notices is Ryan Hutchinson, Chief Technology Officer (CTO).

2.11 "OPERATIONAL ACCEPTANCE (informally referred to as "live")": The point at which a billable software subscription, or any part thereof, is actively used by the jurisdiction to process real data in support of its operations. It is achieved when the software is utilized for real-world activities. Operational Acceptance may also be determined by (ii) the date the Licensor is notified in writing by MGO that the module's configuration is complete and ready for use, provided the Licensor does not object to its use within 30 days of notification.

2.12 BILLING START DATE: The date on which billing for a software subscription, as outlined in the "Fee Schedule," begins. Billing commences upon achieving "Operational Acceptance". If the Billing Start Date falls in the middle of a month, charges for that month will be prorated accordingly. Each Software Subscription may have a separate billing start date, depending on when the software subscription achieves Operational Acceptance.

2.13 SOFTWARE SUBSCRIPTION: A Software Subscription refers to a specific project type or module provided under this agreement, as identified in the fee schedule. Each subscription can be uniquely configured with distinct options and assigned to individual users.

SECTION 3. LICENSE, DELIVERABLES, AND COPIES

3.1 LICENSE GRANT

(a) (amended) Subject to the terms of this Agreement, MGO grants the Licensee a nonexclusive, nontransferable, royalty-bearing user license during the term of this Agreement to use MGO's Software, accessible via the Internet, on one or more servers controlled by or on behalf of the Licensee, solely for the purpose of utilizing MGO's products. This includes internal use of the Software for providing services to customers, allowing access to the portal for permit research and requests. The license excludes sublicensing, uploading, transferring, or providing

direct access to the Software to any third party without prior written consent, including access on a standalone basis. Documentation use is included in connection with this license. **Licensee acknowledges that MGO retains all intellectual property rights in and to the Software, including any enhancements, modifications, and derivative works. The Licensee has no ownership rights in the Software, its source code, or any related intellectual property rights.**

(b) OWNERSHIP: MGO retains all ownership rights, titles, and interests in the Software and reserves all rights not expressly granted. This license does not transfer intellectual property rights or title to the Software, Documentation, or related copyrights, patents, or trademarks. The Licensee may not:

(i) Transfer or sublicense any copies of the Software to third parties.

(ii) Modify, decompile, reverse-engineer, or access the source code of the Software.

(iii) Copy the Software beyond necessary backups or disaster recovery purposes.

(iv) Develop interface products or add-on modules for the Software without MGO's express written permission.

3.2 DELIVERABLES: MGO will provide a web address where the Licensee can access a unique "jurisdiction login" with individual usernames and passwords for authorized users.

3.3 COPIES: Copies of Documentation must retain all proprietary markings, titles, and notices, including copyright and trademark symbols.

SECTION 4. LICENSE RESTRICTIONS

4.1 LICENSEE LIMITATIONS: The Licensee agrees not to:

(a) Sell, lease, license, or sublicense the Software or Documentation.

(b) Decompile, disassemble, or reverse-engineer the Software.

(c) Develop derivative or competitive software based on the Software or Confidential Information.

(d) Use the Software on a service bureau basis.

(e) Provide unauthorized third-party access to the Software without prior consent from MGO.

SECTION 5. LICENSE FEE

5.1 LICENSE FEE: The Licensee will pay fees specified in Schedule A, calculated based on Software use. Transactions housed outside the system to avoid fee obligations are prohibited.

5.2 TAXES: Both parties are tax-exempt, and no taxes are expected. Each party remains individually responsible for any applicable taxes on their employees or property.

5.3 NO OFFSET: The Licensee cannot withhold or offset payments owed under this Agreement against other amounts.

SECTION 6. MAINTENANCE AND SUPPORT

6.1 OBLIGATION: The Licensee must remain current on fee payments to receive Maintenance and Support as outlined in Schedule C. Failure to pay fees is a material breach and may lead to termination of support rights under this Agreement and deactivation of Licensee user accounts.

6.2 SERVICE LEVEL AGREEMENT (SLA) OF MAINTENANCE AND SUPPORT: Maintenance and Support shall be provided based on the severity of the issue reported. For Tier 1 (Low Priority, Non-Critical Issues), SCPDC will respond within one (1) business day, document the issue, and evaluate it for potential inclusion in a future product update. For Tier 2 (Medium Priority, Minor Service Interruptions or Workarounds Required), SCPDC will respond within six (6) hours during standard business hours and provide a patch or workaround within five (5) business days, with the issue resolved or documented in a future product update. For Tier 3 (High Priority, Critical System Failures or Major Service Interruptions), SCPDC will respond within three (3) hours during standard business hours and provide a patch or workaround by the next business day, with a full resolution or documentation included in a future product update. SCPDC will make reasonable efforts to adhere to these response times but reserves the right to prioritize issues to ensure overall system stability and alignment with the development roadmap.

SECTION 7. LIMITED WARRANTY AND LIMITATION OF LIABILITY

7.1 WARRANTY: MGO warrants that the Software will perform as documented under normal use during the contract term. In cases of non-conformance, MGO will repair or replace the Software. This warranty applies only if:

- (a) The Software is used properly according to instructions.
- (b) No unauthorized modifications have been made.
- (c) No deviations from Documentation were requested by the Licensee.

Pre-production versions are provided "as-is."

7.2 DISCLAIMER: MGO disclaims all implied warranties, including merchantability, fitness for a particular purpose, and non-infringement. MGO is not responsible for Software issues arising from non-MGO alterations.

7.3 INDEMNIFICATION AND IMMUNITY: . MGO shall indemnify and hold harmless Licensee, its board of aldermen, officers, representatives, agents and employees, from and against any and all liabilities, demands, losses, claims or suits, including costs and reasonable attorneys' fees, for and on account of any kind of injury, loss or damage, or any other circumstances, sustained by Licensee, its board of aldermen, officers, representatives, agents and employees, arising from the breach of this Agreement or resulting from the negligent acts, errors or omissions of MGO, any subcontractor, and each of their respective agents, employees or contractors arising out of the use of the Software.

By execution and performance of this Agreement, Licensee does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of Licensee, and Licensee's board members, officers, directors, servants, employees, agents, successors or assigns.

7.4 ALLOCATION OF RISK: The terms reflect the allocation of risk and the limitations of liability.

7.5 CLAIMS: Claims must be brought within one year of the cause of action. A cause of action is deemed to occur when the breach.

SECTION 8: FORCE MAJEURE

8.1 FORCE MAJEURE: Neither party shall be liable for failure to perform its obligations under this Agreement (except for payment obligations) if such failure is due to any cause beyond the reasonable control of the affected party, including, but not limited to, acts of God, war, terrorism, strikes, civil disturbance, governmental regulations, fire, flood, natural disaster, or failure of third-party service providers or other technology failures. The party affected by a Force Majeure event shall notify the other party promptly and use commercially reasonable efforts to mitigate the impact of the Force Majeure event. If the Force Majeure event persists for more than 30 days, either party may terminate this Agreement by providing written notice to the other party.

SECTION 9: OWNERSHIP OF INTELLECTUAL PROPERTY

9.1 OWNERSHIP OF INTELLECTUAL PROPERTY: MGO retains all right, title, and interest in and to the Software, Documentation, and any other materials related to the Software, including any intellectual property rights, patents, copyrights, trademarks, and trade secrets associated with the Software. Nothing in this Agreement shall be construed as transferring any intellectual property rights to the Licensee. The Licensee agrees not to challenge, dispute, or interfere with MGO's ownership rights in the Software, Documentation, or any related intellectual property.

9.2 NO TRANSFER OF INTELLECTUAL PROPERTY: The Licensee acknowledges that this Agreement grants only a limited license to use the Software as specified in Section 3.1, and no other rights or licenses in or to any intellectual property of MGO are granted. Any modifications, customizations, or derivative works made by the Licensee or on its behalf shall be the exclusive property of MGO, and the Licensee agrees to assign any rights it may have in such works to MGO without further compensation.

SECTION 10: LICENSEE DATA

10.1 OWNERSHIP OF DATA: SCPDC agrees that all data created by Licensee in the Software system belongs solely to the Licensee and shall be subject to the terms and conditions set forth in this Agreement regarding Licensee Data. To the extent permitted by law, in the event of the termination or nonrenewal of this Agreement, SCPDC warrants that Licensee's data and any information stored by SCPDC as a result of the Licensee's use of the SCPDC Software will be returned to the Licensee in a commercially reasonable format.

SECTION 11: PROJECT ABANDONMENT

11.1 ABANDONMENT OF DEVELOPMENT AND SUPPORT: Should SCPDC abandon development and support of the MyGovernmentOnline (MGO) system, SCPDC agrees to license the last stable source code release of the Software to the Licensee under an open-source license agreement. The specific open-source license agreement, such as GNU or another comparable license, will be selected by SCPDC at the time of abandonment.

SECTION 12. WAIVER

No waiver of any provision of this Agreement or of a party's rights or remedies under this Agreement will be effective unless in writing. A party's failure, neglect, or delay in enforcing any provision, right, or remedy under this Agreement will not be deemed a waiver of those rights or remedies. Such inaction will not affect the validity or enforceability of any provision of this Agreement or prejudice the party's right to take future action. Except as expressly stated in this Agreement, the exercise or enforcement of any right or remedy under this Agreement will not preclude the enforcement of any other right or remedy available by law or under this Agreement.

SECTION 13. SEVERABILITY

If any term, condition, or provision of this Agreement is found to be invalid, unlawful, or unenforceable, the parties will work in good faith to amend the Agreement to reflect its original intent as closely as possible. If no agreement can be reached, the invalid term, condition, or provision will be severed, and the remaining terms, conditions, and provisions will remain valid and enforceable to the fullest extent permitted by law.

SECTION 14. TERM AND TERMINATION

SCPDC will provide the Licensee with a valid license to use the Software, along with Maintenance and Support, beginning on the Effective Date for an initial term of three (3) years. After the initial term, the license, Maintenance, and Support will automatically renew for successive one (1)-year terms unless the Licensee provides SCPDC with written notice of non-renewal at least sixty (60) days before the expiration of the current term.

Licensee may terminate this Agreement for any reason upon thirty (30) days written notice.

SECTION 15. STANDARD TERMS OF LICENSEE

Any terms, provisions, or conditions set forth in a purchase order, acknowledgment, or other business form issued by the Licensee in connection with the acquisition or licensing of the Software will have no effect on the parties' rights, duties, or obligations under this Agreement. Such terms will not modify this Agreement, regardless of SCPDC's failure to object to them.

SECTION 16. AMENDMENTS TO THIS AGREEMENT

This Agreement may only be amended by a written document signed by both parties.

SECTION 17: FEE SCHEDULE

17.1 EXPENSES. The License Fee and service fees do not include Reimbursable Expenses. SCPDC will invoice the Licensee for any identified Reimbursable Expenses, which the Licensee agrees to reimburse promptly. Reimbursable Expenses are defined as costs incurred directly in connection with Authorized On-Site Visits and other services performed under this Agreement, specifically related to travel and transportation, unless otherwise agreed upon in writing. Reimbursement for lodging, mileage, and meals will be based on the Federal GSA per diem rates published on GSA.gov. Travel expenses, including car rentals and airline tickets, will be reimbursed at actual cost. A 10% administrative fee will be applied to the total of all reimbursable expenses.

The Licensee may also elect to pay a flat rate of \$3,000 per trainer per trip, not to exceed five (5) business days. Reimbursable Expenses will be invoiced as soon as practical, and the Licensee is expected to provide payment within 30 days of the invoice date.

17.2 AUTHORIZED ON-SITE VISIT. An "Authorized On-Site Visit" refers to any visit by SCPDC's support staff or trainers to the Licensee's facilities to provide training or other services mutually agreed upon by both parties. Site visits will only be scheduled and conducted after receiving explicit authorization from the jurisdiction. The scope and timing of any on-site visit will be agreed upon in advance.

17.3 LICENSE FEES. The License Fee is billed monthly unless the jurisdiction requests a different payment schedule, which must be mutually agreed upon by the Licensor.

The License Fee is described in this section. If the License Fee is left blank, it is considered unintentional, and the contract shall not be valid, even if signed. License Fees must be specified for any provisions of this Agreement to be valid.

The following package prices are offered though the initial term of the contract. Please fill below which permit volume package most reasonably fits your anticipated annual permit volume.

All Modules Custom Quote

Permitting: \$300.00/Monthly

Planning/Zoning: \$200.00/Monthly

Code Enforcement: \$100.00/Monthly

Business Licensing: \$120.00/Monthly

GIS Integration: \$230.00/Monthly

\$11,400 Annual SaaS

A 25% deposit of the 1st year license fee is required to initiate the project. This amount will be credited at go-live.

MONTHLY RATE	SOFTWARE SUBSCRIPTION						
Permit Volume	Permits	Planning & Zoning	Code Enforcement	Addressing / GIS Integration	Business licensing	Fire Inspections	Health
101 - 500	\$300.00	\$200.00	\$100.00	\$230.00	\$150.00	\$200.00	\$200.00
500 - 750	\$425.00	\$225.00	\$150.00	\$230.00	\$150.00	\$225.00	\$225.00
751 - 1000	\$650.00	\$375.00	\$200.00	\$230.00	\$200.00	\$250.00	\$250.00
1001 - 1250	\$1,000.00	\$525.00	\$250.00	\$230.00	\$225.00	\$275.00	\$275.00
1251 - 1500	\$1,150.00	\$600.00	\$300.00	\$230.00	\$250.00	\$300.00	\$300.00
1501 - 1750	\$1,300.00	\$675.00	\$350.00	\$230.00	\$275.00	\$350.00	\$350.00
1751 - 2000	\$1,450.00	\$750.00	\$400.00	\$230.00	\$300.00	\$400.00	\$400.00
2000 – 2500	\$1,650.00	\$875.00	\$450.00	\$230.00	\$325.00	\$450.00	\$450.00
2500 - 3000	\$1,750.00	\$975.00	\$500.00	\$230.00	\$350.00	\$500.00	\$500.00
3001 - 3500	\$1,850.00	\$1,175.00	\$550.00	\$230.00	\$375.00	\$550.00	\$550.00
3501 - 4000	\$2,000.00	\$1,275.00	\$600.00	\$230.00	\$400.00	\$600.00	\$600.00

ANNUAL PERMIT VOLUME OVER 4,000 A YEAR MAY REQUIRE A CUSTOM QUOTE.

The Jurisdiction has agreed to the 101-500 Permit Volume package. Billing for each software subscription will follow a levelized billing system, commencing upon the achievement of “Operational Acceptance.” Different software subscriptions may have separate “Billing Start Dates” based on when they individually achieve “Operational Acceptance.” The monthly fee for each subscription will correspond to the Permit Volume package row in the pricing table. Volumes for subscriptions unrelated to permitting will not impact the row used; only the Permit Volume determines the applicable row. If, at any point during a calendar year, the total number of permits exceeds the agreed Permit Volume package by 20%, the Licensee will automatically be upgraded to the higher monthly rate associated with the new Permit Volume. However, if the jurisdiction exceeds its current package by up to 20%, the higher package will not be applied until the start of the jurisdiction’s next budget year.

Software Subscriptions Provided Under a Custom Quote: NA

Additional Subscriptions Available (Not Included in This Agreement): Comprehensive ERP Functionality, Virtual Inspections, Public Works, Fleet Maintenance, Asset Management, GPS Tracking, and Grant Management.

17.4 SERVICE FEES. Custom services outside the scope of this Agreement, as mutually agreed upon by the Licensee and Licensor, will be executed through a written scope of services at an hourly rate of \$100. For payment provider integrations or changes, a one-time fee of \$100 applies for integrations with previously supported payment providers. A one-time fee of \$500 applies for integrations with new, unsupported payment providers.

Data import services will be provided at no additional cost if the agreed-upon work does not exceed 30 hours. If the data import requires more than 30 hours, the Licensee will be notified, and SCPDC will provide a detailed quote outlining the scope of work and estimated hours. Work exceeding the initial 30 hours will only proceed after the Licensee provides written approval of the quote. There is no additional charge for ongoing setup and configuration of the software unless otherwise specified in writing.

17.5 OTHER TERMS. SCPDC will invoice the Licensee at the beginning of each month. All invoices are due within 30 days of the invoice date. Payments will be processed in accordance with the Licensee's standard payment procedures. In the event of non-payment, SCPDC reserves the right to suspend services until outstanding balances are paid in full. Any disputes over invoices must be raised within 15 days of the invoice date, otherwise, the amounts will be considered final and payable. Licensing fees will commence accruing on the billing start date. Monthly fees are subject to an annual adjustment of up to 3%. This adjustment will take effect at the beginning of each calendar year, provided the Jurisdiction is notified in writing at least 30 days in advance.

SECTION 18: MISCELLANEOUS

18.1 FWAP DOCUMENTATION. MGO has provided to Licensee, or will provide to Licensee, no later than the execution of this Agreement, all documentation and required affidavits that MGOs enrolled in, and participates in, a Federal Work Authorization Program, as required by Section 285.530 Missouri Revised Statutes with respect to the employees working in connection with the contracted services. MGO shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

18.2 INSURANCE. MGO shall procure and maintain during the term of this Agreement insurance, as follows:

Workers' Compensation as required by law and employer's liability coverage in an amount not less than \$1,000,000.

Commercial general liability which provides combined single limit coverage, including property damage and bodily injury, including:

Death	\$1,000,000 each person
	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
	\$2,000,000 general aggregate

Automobile liability, which provides combined single limit coverage, including:

Death	\$1,000,000 each person
	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each accident
Professional Liability	\$1,000,000 each occurrence

\$1,000,000 general aggregate

The commercial general liability policy shall be endorsed to cover the liability of MGO hereunder. City shall be named as an additional insured on the commercial general liability and automobile liability policies and such insurance shall be primary and noncontributory with respect to any insurance maintained by Licensee. Each such policy shall be written by a company, or companies licensed to do business in the State of Missouri and acceptable to Licensee. Certificates of insurance shall be furnished to Licensee prior to the use of the Software. Each such policy shall provide that it shall not be canceled or altered, without 15 days' prior written notice to Licensee. The certificate of insurance must state, "the City of Glendale, Missouri is an additional insured on a primary and non-contributory basis."

18.3 COMPLIANCE WITH THE LAWS. MGO and its employees, agents and representatives shall comply with Licensee's policies and procedures and all applicable federal, state, county, municipal and other governmental statutes, laws, rules, orders, regulations, codes and ordinances required of MGO in performing the services pursuant to this Agreement.

18.4 GOVERNING LAW. This Agreement and the rights and obligations of the Parties hereunder are to be governed by and construed and interpreted in accordance with the laws of the State of Missouri applicable to contracts made and to be performed wholly within Missouri, without regard to choice or conflict of laws rules. Any legal action arising out of or relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the County of St. Louis, Missouri, or federal court located in the City of St. Louis, Missouri.

SIGNATURES

LICENSOR: South Central Planning & Development Commission (SCPDC)

_____ Date: _____
Kevin Belanger, CEO

LICENSEE:

_____ Date: _____
Frank Johnson, City Administrator

EXHIBIT A
[ATTACH RFP, BID AND PROPOSAL DOCUMENTS]



Glendale Police Department Chief Jeffrey Beaton

Memo

To: City Administrator Frank Johnson
From: Chief Jeffrey Beaton
CC: Mayor & Board of Aldermen
Date: October 3, 2025
Re: Electronic Bicycle Regulations

City Administrator Johnson & Board of Aldermen,

Over the last several months the City of Glendale and Glendale Police Department have fielded several questions from Glendale residents in reference to ordinances & regulations involving scooters, bicycles and more specifically, electronic bikes (or E-Bikes).

Many surrounding communities like Glendale have observed an increase in children riding electronic bicycles on the roadway that appear to travel much faster than the average bicycle or electric scooter.

Our current ordinances in reference to bicycles and scooters are addressed in Chapter 375 within the Glendale Municipal Codes. There are only two (2) bicycles defined in the Section 375.010 and they are that of a "Bicycle" and a "Motorized Bicycle." There is no definition for an "Electronic Bicycle." Per the definitions, a bicycle is human powered and a motorized bicycles is gasoline powered based on "cubic centimeters" or cc's.

The basic regulations for both bicycles and motorized bicycles are:

1. There is no age limit for riding a bicycle, motorized bicycle or electric scooter. A motorized bike is a motor operated bike that is 50 cc's (cubic centimeters) or greater. If it is 50 cc's, or more, it requires a vehicle license to be operated on a public roadway. If it is 49 cc's or less, no license is required. Most of the electric scooters and/or bike are well under 50 cc's.
2. If they are riding any bicycle on the roadway, they are required to obey all traffic laws (i.e. stop at stop signs, yield to pedestrians, etc.). Per ordinance, they "shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle..."

3. If bikes, e-bikes, scooters or motorized bikes are being operated on the roadway at a speed slower than the posted speed limit, they are required to keep right (or ride on the shoulder) to allow other vehicles to pass safely.
4. If riding on the roadway, they are supposed to give hand signals when turning, but I don't know of many bicyclists that consistently do that. And again, the only time a license (both vehicle or driver's license) is required is if it is 50 cc's or more.
5. Bicycles and motorized bicycles must have brakes to be able to stop within 25 feet from a speed limit of 10 miles per hour.
6. Bicycles and motorized bicycles must have lights or reflectors to operate during the evening hours.
7. There is nothing that prohibits them from riding on the sidewalk but if they do, they should yield to pedestrians.

A year or so ago, we created a flyer/public safety announcement (PSA) with some of these regulations and safety tips a year or so ago (see copy attached).

In my opinion, our ordinances need to be updated to define the different types and classifications of bicycles, motorized bicycles, electronic bicycles and scooters or play vehicles. Creating a detailed definition list would assist with determining if a driver's license or vehicle license is required. We should also consider which bikes or play vehicles would be allowed on the roadway and/or sidewalks. Some municipalities have updated or created ordinances to address the resurgence of these E-Bikes. For example, Ballwin, Creve Couer and Olivette have either updated or created new regulations. Some have even added "parental responsibilities" within their ordinances.

The State of Missouri has also attempted to address electronic bicycles by placing them in three (3) different classifications.

Per online electronic bicycle sources, the three classifications are:

The term "**Class 1 Electric Bicycle**" means an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of twenty (20) miles per hour.

The term "**Class 2 Electric Bicycle**" means an electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches the speed of twenty (20) miles per hour.

The term "**Class 3 Electric Bicycle**" means an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of twenty-eight (28) miles per hour.

A driver's license is required to operate a Class 3 electronic bicycle.

For the safety of electronic bicycle operators and pedestrians in the area where they are riding, I would suggest that the City of Glendale also research and update our current codes as it relates to

bicycles, motorized bicycles, electronic bicycles and play/toy vehicles (scooters, skate boards, hoverboards, etc..).

Sincerely,

Chief Jeffrey Beaton

Glendale Police Department

Chapter 400. Zoning Regulations

Article XIII. Additional Use Regulations

Section 400.805. Fences.

[Ord. No. B08-18, 5-7-2018]

- A. Definitions. For the purposes of this Section, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

FENCE

Any permanent partition, structure, or gate erected as a dividing marker, barrier, or enclosure encircling either wholly or any portion of any area.

FRONT YARD

Includes the ground between the front building line of a lot and the property line if the lot is not built on, or if built on between the front line of the constructed primary structure extended to both side property lines of such lot, and the front property line of the lot. If such lot is a corner lot then, in addition to the front yard described above, the front yard, if such corner lot is not built on, shall also include the ground between the front building line and the side property line on the side of such lot, or if built on, between the side line of the constructed primary structure and the side property line extended to both the front and rear yard lot lines. Provided, however, that if there is a constructed primary structure to the rear of such corner lot in an adjacent lot that is closer to said side street than the constructed primary structure on the corner lot, then the front line of such adjacent building may be used to determine the front yard of the corner lot. In either event, however, the fence cannot extend beyond the rear line of the constructed primary structure on the corner lot. So that corner lots shall have a double front yard as defined herein. A "double frontage lot," having frontage on two (2) streets that do not intersect at such lot, shall be deemed as having two (2) front yards, one (1) on each street. This definition of a "double frontage lot" shall not apply, however, to any frontages zoned residential which abut a State-maintained road.

MASONRY WALL

Any solid wall of brick, stone, concrete or ceramic construction above the grade level of such property.

SOLID FENCE

Any fence whose total area shall be fifty percent (50%) or more of solid material, whether of wood, metal, plastic, stone, brick, concrete or other material, and fifty percent (50%) or less of whose area shall be open space.

- B. Application To Building Commissioner Required. No person shall erect or cause to be erected a fence of any kind whatsoever without first filing an application for a fence permit with the Building Commissioner (or his/her designee) of the City. Such application shall contain information concerning the proposed dimensions and location of such fence, and the materials from which it is to be constructed. If the proposed fence appears to conform to the provisions of this Section, the Building Commissioner shall issue a permit. Each application for a fence permit shall be

accompanied with payment of a permit fee of twenty-five dollars (\$25.00). Upon completion of the fence, the property owner shall be required to schedule an inspection of the fence by the Building Commissioner. Payment of a separate fence inspection fee of twenty-five dollars (\$25.00) shall be paid to the City in advance of the inspection.

C. Restrictions And Prohibitions.

1. It shall be unlawful to erect any fence in violation of the following provisions:
 - a. No masonry wall, solid fence, chain link fence, snow fence or fence over forty-two (42) inches in height shall be constructed in any front yard of any residentially zoned property in the City.
 - b. No fence, regardless of material or location, shall exceed six (6) feet in height.
 - c. No fence composed in whole or in part of barbed wire or electrified in any manner may be erected or maintained in the City along or adjacent to any public street, avenue, alley, park, lane or other public grounds or along or adjacent to any front, side or rear yard of any abutting residential or commercial property in the City; provided, that the Plan Commission may consider an appeal to grant a special permit to do so in the event such barbed wire is a minimum of six (6) feet above grade level.
 - d. Every fence constructed in the City shall have its decorative side facing outward from the lot and the area to be enclosed, and shall have its posts, framing and other structural support within or facing toward the interior of the lot and the area to be enclosed.
 - e. No fence of any kind shall be used for advertising purposes.
 - f. All fences shall be kept in good repair and, if of a type other than chain link or similar non-rusting material, shall be properly painted or preserved.
 - g. Fences shall not be located within fifteen (15) feet of the intersection of the right-of-way lines of two (2) intersecting streets.
 - h. No fence shall be located on public right-of-way.
2. It shall be the duty of the Building Commissioner to enforce the provisions of this Section. Whenever the Building Commissioner determines that a person is violating the provisions of this Section, he/she shall give notice of such alleged violation which shall:
 - a. Be in writing;
 - b. Be served upon the person, his/her agent, or a member of his/her immediate family personally, or delivered by registered or certified mail to his/her last known address;
 - c. Contain a statement of the reason why it is being issued;
 - d. Contain a statement concerning what action should be taken to effect compliance with this Section; and
 - e. Allow a reasonable time for the performance of any act necessary to effect compliance.
3. Any person who violates the provisions of this Section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than ninety (90) days, or by both such fine and imprisonment. Each separate day that a fence remains in violation of the provisions of this Section after proper notice of such violation and failure of the property owner to effect compliance shall constitute a separate violation.

D. Exceptions.

1. There shall be no appeal from a decision of the Building Commissioner pertaining to fences under this Section under the provisions of Section **400.930** or Section **500.050** of the Municipal

Code.

2. When a person subject to the provisions of this Section can show that the strict application of the terms hereof will substantially impair the reasonable use and enjoyment of property, such person may apply for an exception to the provisions of this Section by filing a written application with the Plan Commission. The Plan Commission, or a standing committee thereof if one (1) is established for that purpose by the commission, shall conduct a hearing on said application after written notice is sent to the owners of all property abutting the property upon which the fence is sought to be erected and the owner of property directly across the street from the property upon which the fence is sought to be erected by First Class Mail.
3. The Plan Commission, or the designated committee thereof, may consider and allow exceptions from the strict application of this Section if such exceptions are in harmony with the purpose and intent of this Section, and if they will not be injurious to the surrounding property or otherwise detrimental to the public welfare, taking into account the location of the property, the permitted uses of the property and nearby properties, the prevailing traffic conditions on adjoining roadways and in the vicinity, and the configuration of the property and improvements thereon.
4. In granting an exception, the commission or the designated committee may attach such conditions as they deem necessary relating to location, design and landscaping to mitigate the impact of the fence variance on the adjoining property or general neighborhood.
5. All petitions for exceptions to the provisions of this Section of the Municipal Code relating to fences shall be accompanied by a payment of a fee of fifty dollars (\$50.00) payable at the time such appeal is submitted.
6. If a person has sought an exception to the provisions of this Section by filing a written application with the Plan Commission and the Plan Commission denies such application for an exception, such person may appeal the Plan Commission's negative recommendation to the Board of Aldermen within thirty (30) days of such denial.