



**NOTICE OF PUBLIC MEETING
OCTOBER 20, 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 29, 2025 MINUTES (JOINT BOA-PLAN COMMISSION MEETING)
- V. CITIZEN COMMENTS
- VI. TREASURER’S REPORT
- VII. ORDINANCES FOR SECOND 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

VIII. RESOLUTIONS

R45-25 A RESOLUTION AUTHORIZING A CONTRACT WITH HR GREEN INC FOR PROFESSIONAL ENGINEERING SERVICES PERTAINING TO THE GLENWAY STORMWATER PROJECT

IX. DISCUSSION

- a. Fire Pumper Truck Replacement

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.

Frank Johhson
City Administrator/City Clerk

Posted 12:30 p.m., October 17, 2025



MINUTES
JOINT MEETING OF THE BOARD OF ALDERMEN & PLAN COMMISSION
September 29, 2025 –6:00 p.m.

CALL TO ORDER

A joint meeting of the Board of Aldermen and Plan Commission of the City of Glendale was held on Monday, September 29, 2025. Tim Breihan with H3 Studio led the meeting, noting that the meeting would begin with a quick dinner followed by a polling exercise and a small group mapping exercise.

MEMBERS IN ATTENDANCE

Aldermen Present

Alderman Nauman
Alderwoman Volk
Alderwoman Capshaw Cushing
Alderwoman Lane
Alderwoman Fiordelisi

Aldermen Absent

Alderman Stewart

Plan Commission Members Present

John Falk
Chairman Fernhoff
Mike Moran
Laura Switzer
Reed Voorhees
Brad Weitekamp

Plan Commission Members Absent

John Emert

Also present were: Frank Johnson, City Administrator; Terry Jones, Public Works Superintendent; Jeff Beaton, Police Chief; Gabby Macaluso, Community Engagement Officer; and Kori Neely, City Engineer

BLUEPRINT GLENDALE STRATEGIC PLAN

Dinner concluded and the meeting officially kicked off at 6:20 p.m.

Mr. Breihan noted that the purpose of this retreat is to collaboratively identify implementation priorities in the Blueprint Glendale Comprehensive Plan. Priorities should be identified based on the collective impact of individual implementation strategies, coordination with the City’s capital improvement plans, and the importance of achieving Glendale’s community vision.

Mr. Breihan referred to the workbook homework that Mr. Johnson sent to city officials and staff earlier in the month. He noted that the meeting would begin with the group going through the five goals identified through the steering committee and public meetings, as well as the implementation strategies developed through these meetings.

Mr. Breihan provided each person with a clicker/polling device to record their preference for the desired term of strategy implementation, essentially expressing whether the strategies should be implemented during the short term (0-3 years), medium term (3-7 years), and long term (7+ years).

During the polling exercise, Mayor Wilcox asked for examples of common streetscape enhancements. Mr. Breihan noted that sidewalks, street trees, lighting, and signage were all common examples.

The attending members also discussed Implementation Strategy 1.4, which noted establishing design guidelines for public and private landscaping to protect and enhance Glendale's urban forest and landscape. The group discussed whether this was appropriate and something the City would do.

It was concluded that there is currently some tree protection policies already being enforced by the Architectural Review Board (ARB) for new private residential development. The group determined that there may be additional protections considered at some time in the future, but there was no need to determine specific policies at this time. They determined that the goal of the meeting is to determine if this a general concept that the City would like to address in the short, medium, or long term.

Mr. Breihan clarified that the goals, strategies, and priorities were identified through the public engagement process—public workshop, meetings, and steering committee.

Mr. Breihan instructed the attendees to discuss and work within their small group of people at their respective tables to identify the top five projects and note them on the map. He instructed groups to consider factors such as potential impact/benefit to the City, cost, feasibility, safety improvements, etc.

Each group reported the five projects they identified.

In identifying early action items, the group agreed that a system for tracking the progress of projects would be needed, but that it was important that it not be too cumbersome or time consuming to maintain. The group determined that it's important that the system not devolve into "checking a box."

Ms. Switzer noted that it might be worthwhile to have an implementation task force/committee exist for a period time to get the strategy implementation underway.

Mr. Jones suggested that the Firehouse Run route be permanently marked through signage and pavement markings with a water fountain and bike rack at city Hall.

Mr. Switzer also asked how would the City enforce compliance with private landscaping rules. Mr. Breihan noted that managing staff capacity with rule enforcement would be essential.

Mayor Wilcox thanked everyone for their time in attending the meeting.

Mr. Breihan noted that the next big step would be finalizing updates to the zoning code and hosting a final public open house, the date of which is yet to be determined.

Mr. Johnson noted that this information would be shared with group and the public once determined.

ADJOURN

The meeting ended at 8:35 p.m.



Internal Memorandum

Office of the City Administrator

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

**From: Frank Johnson, City Administrator
Steve Chamberlin, City Treasurer & Dan Lawrence, Finance Officer**

Subject: September Treasurer's Report

Date: October 16, 2025

Cash and Investment Balances:

The City's cash position remains stable through the end of September with a cash and investment balance as of September 30, 2025, of \$4,547,085. Of this figure, \$4,259,144 is available for operations of the city. A month ago, the figure was \$4,803,273 with a comparable number on September 30, 2024, of \$4,380,545.

The decrease in funds available for operations during September is normal due to low collection of property tax bills (\$3,742), and trash bill collections (\$15,031). Also, there was three very large cash disbursements for capital expenditures of \$225,000 for NOVACHIP, \$224,037 for Essex Avenue paving and \$40,830 for curb and gutter replacements. Regarding the Essex paving, over \$166,000 will be reimbursed soon from the STP grant.

The City's cash and investment position increases in December and January and generally declines from February through November as a normal occurrence until property tax collections start back up again in December.

General Fund Revenues and Expenditures:

During the month of September, the General Fund received \$418,413 in revenues and had \$438,690 in expenditures causing a monthly deficit of \$20,277. A year ago, the figures were \$416,787 in revenues and \$362,523 in expenses for a surplus of \$54,264. Please see below for further details as well as the enclosed all funds totals document.

REVENUES

General Fund	September-25		Year to Date	
	2025	2024	2025	2024
Property Taxes	1,088	893	3,513	4,041
Sales Tax	96,250	110,582	315,300	315,353
Gross Receipts-Electric	73,506	57,720	175,087	153,562
Gross Receipts-Telephone	5,261	6,621	18,471	19,716
Gross Receipts-Gas	8,549	41,538	27,407	61,509
Gross Receipts-Water	41,171	24,315	87,196	70,287
Local Option Use Tax	26,641	19,648	78,988	77,297
Court Revenues	3,120	3,480	14,458	14,492

EXPENDITURES

General Fund	September-25		Year to Date	
	2025	2024	2025	2024
Administration	58,836	46,226	191,801	166,236
Court	9,002	7,761	28,347	28,321
Police Department	161,340	131,888	549,763	498,182
Fire Department	136,871	134,659	572,177	532,463
Public Works	72,641	41,989	214,459	165,421

Notes:

- Sales tax revenue from the 1% pool through September is roughly even with the 2024 figure but that will improve drastically next month as the October 2025 receipt is approximately \$13,000 more than October 2024.
- September 2024 includes Gas revenue receipt of \$31,584 from Spire that should have been recorded the previous fiscal year due to accounting error by Spire.
- Police overtime for Police Department for September 2025 was \$16,692 compared to \$2,554 for September 2024. Most of this is for extra security for Senator Scmitt and will be reimbursed. The estimated reimbursement has not been recorded yet.
- General liability, vehicle, and property insurance expense across all four departments has increased by \$20,000 compared to previous fiscal year.
- Year-to-date expenditures across Administration, Police, and Fire Departments are higher by approximately \$90,000 compared to previous due to budgeted increases in salaries and worker's compensation expense.
- Expenses are higher in Public Works year-to-date compared to FY 2024 by approximately \$50,000 mostly due to extra full-time employee, vehicle repairs, and general insurance.

Pension Fund Revenues and Expenditures:

The City's contribution to the Fire and Police Pension Fund is funded by property tax, which for FY 2025 is budgeted to generate \$580,000. This is substantially greater than FY 2020 and earlier year figures of approximately \$135,000 as the passage of Prop E during the June 2020 election

will greatly increase the property tax revenues available to the Pension Plan. All full-time employees have been enrolled in the MO Lagers plan as of January 1, 2021. The employee (4% of salary) and City contributions (various rate depending on department) are paid monthly to MO Lagers. For September, the employee withholding was \$8,313 with a City contribution of \$25,566. On April 1, 2021, MO Lagers took over the legacy portion of the Glendale retirement plan for retirees as well. The underfunded balance in the legacy portion of the plan is paid through semi-annual payments of \$118,728 beginning May 1, 2021. Also beginning January of 2021, transfers to the General Fund from the Pension Fund are recorded for the Police and Fire portion of the City Lagers expense.

The Pension Fund's assets held at PNC of \$5,540,348 was transferred to MO LAGERS on March 9, 2021.

Park and Stormwater Revenues and Expenditures:

The ½ cent Park and Stormwater sales tax (collected on a point-of-sale basis) typically generates approximately \$175,000 a year. Of this amount, \$120,000 is budgeted to pay for the annual maintenance expense for Glendale's portion of the Aquatic Center for 2023 and 2026 as well as additional costs of \$14,500 for an expanded parks and recreational agreement with the City of Kirkwood and Webster Groves. The annual transfer budgeted for FY 2026 of \$60,000 to the Capital Improvement Fund for the stormwater portion of street projects in the CIP Fund will occur in June. Sales tax revenue through three months of the 2026 fiscal year is \$48,530 compared to \$52,096 for the previous fiscal year.

Capital Improvement Fund Revenues and Expenditures:

The Capital Improvement Fund has four sources of funding – a ½ cent sales (collection based on population) as well as a portion of the Fire Safety sales tax, transfers from the Park and Stormwater Fund, occasional sales of surplus equipment, and grant revenue from STP street projects. Through three months of the fiscal year sales tax revenue is \$141,994 compared to \$139,424 for the prior year. There were two significant Capital Improvement Fund expenditures during September and they are listed below.

- E. Essex paving-\$224,037
- Curb & gutter replacements on Hanamoor and 400 block of Hill-\$40,830

\$1,000 to \$5,000 Purchases:

There were 4 items that fell into this category during September 2025, and they are listed below.

- Grey Eagle Distributing-\$1,027 Beer for Jazzfest.
- MFA Oil-\$1,122 Diesel fuel for Public Works vehicles.
- Happy Tree Service-\$5,000 Tree removal at multiple locations.
- MacQuen Supplies-\$1,237 Two pair of firefighter boots.

If you have any questions regarding this report, please let me know. Thank you.

Cash and Investments	Balance		
	30-Sep-25	31-Aug-25	Change
General Fund	4,259,144.00	4,803,273.00	(544,129.00)

General Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	418,413.06	416,787.42	1,216,759.34	1,210,973.90
Expenses	438,689.69	362,522.57	1,556,546.82	1,390,624.44
Surplus(Deficit)	(20,276.63)	54,264.85	(339,787.48)	(179,650.54)

Sewer Lateral Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	9,552.12	9,550.11	28,617.21	28,544.19
Expenses	16,900.22	425.00	35,265.22	8,650.00
Surplus(Deficit)	(7,348.10)	9,125.11	(6,648.01)	19,894.19

Sanitation Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	75,535.24	56,054.17	226,512.53	168,385.91
Expenses	73,734.14	54,322.53	223,472.11	165,592.70
Surplus(Deficit)	1,801.10	1,731.64	3,040.42	2,793.21

Pension Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	725.25	595.95	2,341.18	2,697.87
Expenses	45,353.80	39,344.97	145,936.86	128,756.19
Surplus(Deficit)	(44,628.55)	(38,749.02)	(143,595.68)	(126,058.32)

Prop P Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	33,160.57	33,739.48	105,879.84	103,440.23
Expenses	33,333.33	34,166.66	99,999.99	102,499.98
Surplus(Deficit)	(172.76)	(427.18)	5,879.85	940.25

Parks and Stormwater Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	16,140.17	20,454.63	48,530.28	52,095.83
Expenses	0.00	0.00	77,609.65	0.00
Surplus(Deficit)	16,140.17	20,454.63	(29,079.37)	52,095.83

Capital Improvement Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	52,230.13	45,150.11	150,448.68	139,424.24
Expenses	281,886.62	50,641.75	608,933.61	452,152.63
Surplus(Deficit)	(229,656.49)	(5,491.64)	(458,484.93)	(312,728.39)

Debt Services Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	815.99	675.42	2,634.08	3,057.58
Expenses	0.00	0.00	74,250.00	79,500.00
Surplus(Deficit)	815.99	675.42	(71,615.92)	(76,442.42)

Prop S Fund	September-25		Year to Date	
	2025	2024	2025	2024
Revenues	28,118.90	0.00	10,185,143.70	0.00
Expenses	66,416.96	0.00	106,835.32	0.00
Surplus(Deficit)	(38,298.06)	0.00	10,078,308.38	0.00

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 October, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/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.



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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
--

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



Internal Memorandum

TO: Frank Johnson, City Administrator
FROM: Terry Jones, Public Works Superintendent ^U
DATE: October 6, 2025
RE: Contract Approval Recommendation – Glenway Dr Stormwater Improvement

Frank,

There's an ongoing stormwater issue along Glenway Drive where stormwater leaves the roadway and floods the lower level of the home at 955 Glenway Dr. Fixing this will require engineering work, including a topographic study, street contour adjustments, curbing design, possible driveway changes, and potentially adding stormwater inlets.

Earlier this year, the City's former engineering consultant, Lochmueller Group, was asked to review the situation and provide a project scope and budget. They submitted a proposal for \$37,500 in engineering services, with a construction estimate of \$90,000, bringing the total project cost estimate to \$127,500. We included \$139,000 for this project in the 2025–26 Capital Improvement Plan (CIP) to account for a 9.5% contingency.

Since then, Lochmueller Group has stepped away from serving as the City Engineer, so no contract was issued.

Our new City Engineer, Kori Neely with HR Green, has been brought up to speed on the project and has provided a new proposal for engineering services in the amount of \$35,500 for the development of engineered construction plans.

I recommend that the Mayor and Board approve the contract with HR Green for the engineering work needed at 955 Glenway Dr, the cost of which is to be charged against CIP line item 90-060-44090, "Public Works Stormwater."

Let me know if you have any questions or need additional information.

A RESOLUTION AUTHORIZING A CONTRACT WITH HR GREEN INC FOR PROFESSIONAL ENGINEERING SERVICES PERTAINING TO THE GLENWAY STORMWATER PROJECT

WHEREAS, the City of Glendale has identified a recurring stormwater issue along Glenway Drive, where stormwater runoff leaves the roadway and floods the lower level of the homes along the street; and

WHEREAS, corrective improvements will require engineering design work, including a topographic survey, street contour adjustments, curb and inlet design, and potential driveway modifications; and

WHEREAS, the City's former engineering consultant, Lochmueller Group, previously reviewed the site and provided an estimated cost of \$37,500 for engineering services and \$90,000 for construction, which was incorporated into the City's FY2025–26 Capital Improvement Plan at \$139,000 to include contingency; and

WHEREAS, since that time, HR Green, Inc. has been retained as the City Engineer and has submitted a proposal to complete the required engineering design services for the Glenway Drive Stormwater Improvement Project for a lump-sum fee of \$35,500; and

WHEREAS, City staff has reviewed the proposal and recommends approval of the contract with HR Green, Inc.;

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

SECTION ONE: The Board of Alderman hereby approves the engineering services agreement with HR Green for the Glenway stormwater project at an estimated cost of \$35,500, 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 execute the 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 project will be budgeted and charged to line item #90060-44090 of the Capital Improvement Fund.

SECTION FOUR: This resolution shall become effective upon its passage.

This Resolution Passed and Approved this 20th day of October, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Administrator/City Clerk

Exhibit A



CLIENT WORK ORDER AUTHORIZATION

Client Name: Glendale, MO

Project Name: Glendale, MO - City Engineering Services

Project Number/Task: 2503032.01

Project Manager: Kori Neely

Contract Date: 9/16/2025

Revision Date: 9/30/2025

1. The following initiation or change of the work is hereby requested per:
Meeting Type: Formal Discussion Date: 9/17/2025
2. The result of this Work Order is as follows:
Initiation of Task Order 1 – Glenway Drive Drainage Improvements
3. Total estimated professional service fees as a result of this change: \$35,500
4. Final delivery date: 2/27/2026
5. Project Manager's Comments
See Exhibit A for Scope of Services, Schedule, and Cost

This work will not be initiated until this form has been signed and returned by the client. This extra work is subject to the terms and conditions of the contract for this project dated: 9/16/2025

Client Acceptance By: _____

Title _____ Date: _____

HR Green Project Manager Signature _____

Final Dispensation is to be: Client Approved Agreement

Distribution:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Client | <input type="checkbox"/> Contractor |
| <input checked="" type="checkbox"/> Principal in Charge | <input checked="" type="checkbox"/> Project Manager |
| <input checked="" type="checkbox"/> File | |

ATTACHMENT A

SCOPE OF SERVICES, SCHEDULE, AND COST

Glenway Drive Drainage Improvements
Task Order #1

PROJECT SUMMARY AND LOCATION

It is the understanding of the CONSULTANT that Glenway Drive, in the vicinity of Queen Anne Place, is in need of stormwater management improvements. The eastern side of the property at 955 Glenway Drive experiences substantial overland flow and flooding.

The proposed improvements may include upgrades to existing curb inlets as well as the addition of new stormwater inlets, reconstruction and/or new construction of curb, and replacement of driveway approaches to accommodate improved drainage patterns. Drainage design and coordination with MSD is included in this work.

SCOPE OF SERVICES

SURVEYING

- Topographic Surveys – The CONSULTANT’s subconsultant will complete a topographic survey of the site in accordance with Missouri State minimum requirements.
- Survey Field Check / Basemapping: Prior to developing the design model for the project, the CONSULTANT will complete a general field check of the project to evaluate existing topographic conditions either in the presence of or independent of CITY representatives.
- Utility Coordination: The CONSULTANT’s subconsultant will coordinate with utilities to locate existing utilities using MO On-Call markings and/or utility basemaps. The CONSULTANT will coordinate with existing utilities to ensure conflicts with design are avoided.

STORMWATER MANAGEMENT

- The CONSULTANT will provide necessary stormwater calculations, including:
 - Drainage area delineation and hydrologic calculations to determine design flow calculations
 - Spread analysis
 - Hydraulic calculations of the existing and proposed storm system
- The CONSULTANT will be responsible for obtaining MSD approval for this project, including:
 - Assessment of stormwater quality (CONSULTANT assumes no water quality design or features will be required for this project).
 - Stormwater management facilities report

DESIGN PLANS

The CONSULTANT will prepare final construction plans, which shall include the following sheets:

- Title Sheet
- Tabulation of Quantities
- Typical Sections, if needed
- Reference Tie / Project Control Sheet
- Plan Sheets
- Storm Sewer Profiles
- Traffic Control – standard St. Louis County DOT details
- Erosion Control
- Miscellaneous Details

BIDDING

In addition to plan development, the CONSULTANT will complete additional tasks necessary for the review and approval of the Final Plans, including:

- Bid Book/Project Manual Assistance, including Job Special Provisions
- Prepare Engineer's Estimate of Probable Cost (EEOPC)
- Quality Control / Constructability Review
- Bid Solicitation Assistance
 - Advertise project for bids
 - Respond to Requests for Information and draft addenda as necessary
 - Review of bid submittals and provide recommendation to City

SCHEDULE

It is anticipated that Engineering Services for this task order will be complete within six (6) months of notice to proceed.

COST

The Engineering Services for this task order will be performed and billed on a lump sum basis for a fee of **\$35,500**.

EXCLUSIONS

- Water quality design (Assume disturbance is less than 1 acre)
- Retaining wall design
- Right-of-Way Survey
- Right-of-Way plans, legals, and negotiations
- Environmental screening or permitting



Memo

To: Mayor Wilcox, Board of Alderman

C.C.: CA Frank Johnson

From: Fire Chief James Silvernail

Date: 10/17/2025

Re: New Fire Engine Purchase Justification

Introduction

Mayor and Board, The Glendale Fire Department submits this memorandum recommending the capital purchase of a new fire engine that will replace the 1999 Pierce engine that is currently in reserve status. This new purchase; however, will be assigned to front-line status. This memo recommendation consists of three sections:

1. The benefits of maintaining a reserve fire engine.
2. The justification for replacing Engine 1490, the Pierce fire engine currently in reserve status.
3. The rationale and specifications for the purchase of the new 2026 KME apparatus.

Maintaining a reserve engine has long been an organizational priority to ensure operational continuity during maintenance cycles and major incidents. With Engine 1490 now beyond its viable service life, replacement is essential. The new apparatus will serve as a frontline engine, and the current KME Engine 1410 will transition into reserve status until it reaches the NFPA retirement threshold of 25 years. The proposed purchase delivery date is 2028. This places the 1999 Pierce engine at 29 years old and the 2018 KME engine at 10 years old at the time of delivery.

I. Benefits of Maintaining a Reserve Fire Engine

Maintaining a reserve engine is not merely a logistical convenience—it is a strategic imperative that enhances our readiness, protects our frontline assets, and supports our mission to deliver consistent, high-quality service to the community.

Maintaining a reserve fire engine is a critical component of operational resilience, service continuity, and fiscal responsibility. Below are the key benefits that support its inclusion in our fleet strategy:

A. Operational Continuity

- Ensures uninterrupted emergency response during scheduled maintenance or unexpected mechanical failures of frontline apparatus.
- Provides immediate backup during high-demand incidents, multi-alarm fires, or regional mutual aid deployments.

B. Cost-Effective Risk Mitigation

- Reduces reliance on costly short-term rentals or emergency procurement when primary units are out of service. Elevates the need for contracts or agreements with other municipalities for reserve service.
- Extends the lifecycle of frontline apparatus by allowing for proper maintenance scheduling without compromising coverage.
 - By maintaining reserve engine and a replacement/rotation schedule, a fire agency can utilize an engine for ten (10) years and then place it into reserve status for at least 15 years.
 - With the proposed purchase and delivery date of 2028, the current front-line apparatus will be approximately ten (10) years old.

C. Strategic Flexibility

- Supports temporary station coverage during apparatus reassignment, training exercises, or special events.
- Enables rapid deployment for surge capacity during weather emergencies or regional task force activations.

D. Standards Compliance

- Aligns with NFPA 1901 and ISO recommendations for apparatus readiness and redundancy.

E. Area Best Practices

- Departments with reserve engines in the St. Louis County Central Core:
 - Brentwood
 - Maplewood
 - Rock Hill
 - Crestwood
 - Des Peres
 - Shrewsbury
 - Richmond Heights
 - Clayton
 - Kirkwood

II. Replacement of Engine 1490

The replacement of Engine 1490, the Pierce fire engine currently in reserve status, is a critical priority for the Glendale Fire Department. This section provides a comprehensive overview of the factors driving the need for replacement, including adherence to NFPA standards, addressing safety and reliability challenges, overcoming operational limitations, and ensuring fiscal responsibility. Each subcategory delves into specific issues that underscore the urgency of retiring this aging apparatus and acquiring a modern, efficient, and compliant replacement. This strategic investment will enhance the department's operational readiness, improve firefighter safety, and support long-term financial sustainability while maintaining the highest level of service to the community.

A. NFPA 1901 Compliance and Service Life

- NFPA 1901, Standard for Automotive Fire Apparatus, Chapter 5: Service and Maintenance, recommends reassignment of frontline apparatus after 15 years and full retirement after 25 years to ensure safety and reliability. This standard outlines specific requirements for apparatus design, maintenance, and operational readiness to protect firefighters and the public. The replacement of Engine 1490 aligns with these guidelines to maintain compliance and operational effectiveness.
- Engine 1490, delivered in 1999, is now 26 years old and exceeds the maximum recommended service life. The truck currently has 14,340 engine hours and has experienced a variety of maintenance issues from its extended use. Using a maintenance equivalent of 60 miles per hour run for a diesel engine, the total miles of wear and tear is equal to 860,400.
- The apparatus lacks modern safety features, including anti-lock braking systems (ABS), rollover protection, enhanced cab integrity, advanced occupant restraint systems, and integrated emergency lighting controls. Additionally, it does not meet current operational or environmental standards such as EPA emissions compliance and NFPA safety requirements.

B. Safety and Reliability Concerns

- Increasing mechanical failures, extended downtime, and aging components (pump, drivetrain, electrical systems) compromise reliability.
- Absence of modern safety systems such as ABS braking, rollover protection, and enhanced cab integrity places personnel at risk.

C. Operational Limitations

- The apparatus cannot accommodate the expanded toolsets and medical gear required for today's all-hazards response.
- It fails to meet EPA emissions standards, resulting in higher fuel consumption and maintenance costs.

D. Fiscal Responsibility

- Maintenance costs have escalated, and parts are increasingly difficult to source.

- Continued operation of Engine 1490 is no longer cost-effective when compared to the total cost of ownership of a new apparatus.
 - Replacement supports ISO rating and community insurance benefits.
-

III. Justification for Purchase of 2026 KME Apparatus

A. Truck Committee Formation and Process

- In 2024, an Apparatus Committee was formed to evaluate and recommend a replacement for Engine 1490.
- Members included Captain Greg Kozlowski, Lieutenant Keith Schilling, Firefighter Levi Franzgrote, and Captain Brad Kauffeld (Chair and Fleet Manager).
- The committee began process at the Missouri Winter Fire School Exposition, February 2024, to evaluate manufacturers and selected KME, Rosenbauer, and Toyne for further review.
- There have been numerous truck committee meetings (15-20) over the past year, with hundreds of personnel hours invested

B. Evaluation and Selection

- Each vendor provided custom specifications, layouts, and pricing.
- KME was selected for its superior cab design, customization options, delivery timeline, and existing relationship with the City of Kirkwood's fleet maintenance program.
- Glendale's current Engine 1410, a KME unit, has demonstrated exceptional reliability.

C. Apparatus Specifications

- KME Heavy Duty Rescue Pumper
 - Custom Severe Service Chassis
 - Cummins X15 565-horsepower engine
 - Waterous 1500 GPM pump
 - 500-gallon water tank
 - Total cost: \$1,301,968.00 via Fire Master (local KME dealer)
 - Purchase through H-GAC Cooperative Purchasing Agreement
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Conclusion

The Glendale Fire Department recommends the purchase of the KME Heavy Duty Rescue Pumper to replace Engine 1490. This acquisition ensures continued operational readiness, aligns with national standards, and reflects a fiscally responsible investment in public safety. Upon delivery, the new KME will serve as a frontline engine, and Engine 1410 will transition to reserve status until its retirement per NFPA guidelines.

This proposed purchase will place Glendale in an ideal apparatus rotation schedule. The planned delivery date of 2028 will place the front-line KME into reserve status at the ten (10) year benchmark. The future proposed fleet would consist of 2028 and 2018 fire engines.

We appreciate your continued support and welcome any questions or discussion regarding this recommendation.

Respectfully submitted,

James Silvernail

Fire Chief