The June 1, 2021 Work Session and Regular Meeting will be available to the public only via teleconference. Instructions on listening through your phone or computer to the teleconference are available at webstergroves.org/teleconference.

Those who wish to provide a comment to be read into the meeting minutes under the Remarks of Visitors section, or related to a Public Hearing, may do so by email. The email MUST include in the subject line: “Remarks of Visitors” and be sent to citycouncil@webstergroves.org no later than 4 p.m. June 1, 2021. In addition, if you would like to speak during either Remarks of Visitors or a Public Hearing, please use the “Raise Hand” button on Zoom. You will be called upon when it is your turn to speak. To ease identification, please use your first and last name when signing on to the Zoom session. Public comment will be limited to the designated time frame during each public hearing, and Remarks of Visitors. Comments will be limited to three minutes.

CITY OF WEBSTER GROVES
COUNCIL WORK SESSION AGENDA
DATE: JUNE 1, 2021
6:00 P.M.
LOCATION – CITY HALL
(VIA TELECONFERENCE)
#4 E. LOCKWOOD AVENUE

1. BOARD & COMMISSION INTERVIEWS

2. REVIEW REGULAR AGENDA

3. MAYOR/COUNCIL/CITY MANAGER ISSUES/MEETING UPDATES

4. TOPICS:
   • Old Webster Redevelopment Project Discussion
   • City-wide Sustainability Plan

5. APPOINTMENTS TO BOARDS AND COMMISSIONS

6. EXECUTIVE (CLOSED SESSION)
   RE:  1. ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS
        [MO. STATUTE 610.021 (1)]
   2. REAL ESTATE [MO. STATUTE 610.021 (2)]
   3. PERSONNEL [MO. STATUTE 610.021 (3)]
   4. NEGOTIATED CONTRACT [MO. STATUTE 610.021 (12)]

7. ADJOURNMENT
CITY OF WEBSTER GROVES
CITY COUNCIL MEETING
DATE: JUNE 1, 2021
7:30 P.M.

LOCATION – CITY HALL - #4 E. LOCKWOOD - (VIA TELECONFERENCE)
The June 1, 2021 Regular Meeting will be available to the public only via teleconference. Instructions on listening through your phone or computer to the teleconference are available at webstergroves.org/teleconference.

Welcome to the regular meeting of the City Council. We welcome questions, ideas and comments from persons in attendance. Members of the audience may, however, comment only when recognized by the Mayor or Mayor ProTem if the Mayor is absent. We ask that comments be limited to three minutes in order to complete the agenda within a reasonable time. Comments concerning items not on the agenda should be made during the Remarks of Visitors section of the agenda, near the beginning of the meeting.

Those who wish to provide a comment to be read into the meeting minutes under the Remarks of Visitors section, or related to a Public Hearing, may do so by email. The email MUST include in the subject line: “Remarks of Visitors” and be sent to citycouncil@webstergroves.org no later than 4 p.m. June 1, 2021. In addition, if you would like to speak during either Remarks of Visitors or a Public Hearing, please use the “Raise Hand” button on Zoom. You will be called upon when it is your turn to speak. To ease identification, please use your first and last name when signing on to the Zoom session. Public comment will be limited to the designated time frame during each public hearing, and Remarks of Visitors. Comments will be limited to three minutes.

I. ROLL CALL

II. PUBLIC HEARINGS

1. Proposed City Budget – Fiscal Year 2022

2. The Willow in Webster CUP (60 N Gore Ave): An Application by McMillan Development LLC for a Conditional Use Permit to Allow a “Banquet Facility” Use and “Dancing Academy” Use in an Existing Structure on an Approximately 0.45 Acre Tract of Land Located at 60 N Gore Avenue in the “D” Commercial District

   • Bill #9150 - First & Second Reading – An Ordinance Granting a Conditional Use Permit to The Willow in Webster to Allow Banquet Facility and Dancing Academy Uses on an Approximately 0.45-Acre Tract of Land in an Existing Structure at 60 N. Gore Avenue in the “D” Commercial District and Matters Related Thereto

III. REMARKS OF VISITORS

IV. NEW BUSINESS - MAYOR, COUNCILMEMBERS, CITY ATTORNEY, CITY MANAGER
V. UNFINISHED BUSINESS

1. Bill #9149 – Third Reading – An Ordinance of the City of Webster Groves, Missouri, Amending Chapter 33, “Animals”, Section 33.232 “Goats” and Amending Section 33.310 “Keeping of Wild Animals Prohibited” and Matters Related Thereto

VI. NEW BUSINESS

1. Bill #9151 – First & Second Reading – An Ordinance Defining the Classified Service of the City of Webster Groves, Fixing the Compensation for Employees in Said Classifications, and Repealing Ordinance #9123

2. Bill #9152 – First & Second Reading – An Ordinance Fixing the Compensation of Persons in the Unclassified Service of the City of Webster Groves, and Repealing Ordinance #9124

3. Discussion of Referendum Petition Certification – Regarding Ordinance #9145

   - Council Vote on Repealing Ordinance #9145 Related to the Referendum Petition Submitted on May 18, 2021
   - Resolution #2021-25 - (If Ordinance not Repealed) – A Resolution Providing for the Submission to the Qualified Voters of the City of Webster Groves of Ordinance Number 9145, Which Shall be Submitted to the Electors at the Special Election on August 3, 2021

VII. APPROVAL OF CONSENT AGENDA

1. Approval of Minutes – May 18, 2021

2. Resolution #2021-26 – Amending the City of Webster Groves Personnel Policy to Add Policy 6.14 – COVID-19 Face Covering & Evidence of Vaccination Policy

3. Resolution #2021-27 – Authorizing the City Manager to Enter into an Agreement for a Compensation and Classification Study

4. Liquor License – Application to Sell Liquor by the Drink for Consumption on the Premises Where Sold, and on Sundays, by J&K Design Consulting LLC, d/b/a The Annex Coffee & Foods, 8122 Big Bend Blvd. (LLC Name Change)

VIII. APPOINTMENTS TO BOARDS AND COMMISSIONS

IX. EXECUTIVE (CLOSED SESSION)

   RE: 1. ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS [MO. STATUTE 610.021 (1)]
   2. REAL ESTATE [MO. STATUTE 610.021 (2)]
   3. PERSONNEL [MO. STATUTE 610.021 (3)]
   4. NEGOTIATED CONTRACT [MO. STATUTE 610.021 (12)]
X. ADJOURNMENT

*Individuals who require an accommodation (sign language, interpreter, listening devices, etc.) to participate in the meeting should contact the City Clerk at 314-963-5318 (fax number 314-963-7561) or Relay Missouri at 1-800-735-2966 (TDD) at least two working days prior to the meeting.*

**NEXT REGULAR MEETING DATE: TUESDAY, JUNE 15, 2021**

**LOCATION – VIA TELECONFERENCE**
FY22 BUDGET HEARING

WEBSTER GROVES CITY COUNCIL

JUNE 1, 2021
BUDGET PROCESS & IMPORTANT INFORMATION

- June 1
  - Public Hearing
  - 1st & 2nd Reading of Salary Ordinances

- June 15
  - Budget Adoption
  - 3rd Reading of Salary Ordinances

- American Rescue Plan
  - Budget does NOT include ARP funds (estimated at $4.2 million).
  - These funds were not included as they are not received and will have guidance attached on allowable expenditures.

- Budget Amendments
  - The council may amend the budget throughout the year to account for changed revenues, operational needs, and the inclusion of the ARP funds.
TOTAL REVENUES & APPROPRIATIONS

ALL FUNDS

Total Revenues: $24,346,789.00

Total Appropriations: $29,619,910.00
GENERAL FUND REVENUES & APPROPRIATIONS

GENERAL FUND

Total Revenues: $17,168,865.00
Total Appropriations: $19,262,487.00
Deficit: $2,093,622.00
## General Fund FY19-FY22

### Personnel Expenditure Growth vs Revenue

<table>
<thead>
<tr>
<th></th>
<th>FY19 Actual</th>
<th>FY20 Actual</th>
<th>FY21 Estimate</th>
<th>FY22 Budget</th>
<th>FY19 to FY22 (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Personnel Expenditures</strong></td>
<td>$12,971,474.00</td>
<td>$13,335,142.78</td>
<td>$13,905,970.00</td>
<td>$14,841,310.00</td>
<td>1,869,836 (+14.415%)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>16,762,270.80</td>
<td>16,048,261.64</td>
<td>17,753,049.00</td>
<td>17,168,865</td>
<td>406,594.18 (+2.425%)</td>
</tr>
<tr>
<td><strong>Total FTE</strong></td>
<td>147.20</td>
<td>147.20</td>
<td>149.70</td>
<td>150.70</td>
<td>+3.5 FTE</td>
</tr>
</tbody>
</table>
FY 22 SALARY ORDINANCES DISCUSSION
WHAT IS INCLUDED IN THE SALARY ORDINANCES AND FY22 BUDGET?

FY21 ADDED FTE

2.5 FTE Added in FY 21 (Mid-year)

1. Customer Support Supervisor (.5 to 1FTE)
2. Building Inspector
3. Public Affairs & Engagement Director

Two of these positions (Customer Support Supervisor and Public Affairs & Engagement Director) are added to the Salary range ordinance.

FY22 ADDED FTE

1 new FTE in FY22

Permit Technician – Planning and Development
WHAT IS INCLUDED IN THE SALARY ORDINANCES AND FY22 BUDGET?

2% COLA INCREASE

All Employees (Full & Part-Time)

The Salary ranges for each position in the City are adjusted up 2% and the current base salary of an employee is adjusted up 2%, effective July 1, 2021.

STEP PROGRAM

Fire Steps continued, in 3\textsuperscript{rd} year

Police Steps continued, in 2\textsuperscript{nd} year

Following the application of the 2% increase to each range, the fire and police personnel in the step program are advanced, on July 1, to their next step based on their anniversary date or last promotional date as it will occur within FY22.
<table>
<thead>
<tr>
<th></th>
<th>Firefighter ($)</th>
<th>Captain ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 22 Step 0</td>
<td>62,587</td>
<td>85,885</td>
</tr>
<tr>
<td>FY 22 Step 1</td>
<td>65,265</td>
<td>88,675</td>
</tr>
<tr>
<td>FY 22 Step 2</td>
<td>67,943</td>
<td>91,464</td>
</tr>
<tr>
<td>FY 22 Step 3</td>
<td>70,621</td>
<td>94,254</td>
</tr>
<tr>
<td>FY 22 Step 4</td>
<td>73,300</td>
<td>97,044</td>
</tr>
<tr>
<td>FY 22 Step 5</td>
<td>75,978</td>
<td></td>
</tr>
<tr>
<td>FY 22 Step 6</td>
<td>78,656</td>
<td></td>
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<tr>
<td>FY 22 Step 7</td>
<td>81,334</td>
<td></td>
</tr>
<tr>
<td>FY 22 Step 8</td>
<td>84,012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POLICE OFFICER ($)</td>
<td>SERGEANT ($)</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>FY 22 Step 0</strong></td>
<td>59,331</td>
<td>80,019</td>
</tr>
<tr>
<td><strong>FY 22 Step 1</strong></td>
<td>61,554</td>
<td>82,242</td>
</tr>
<tr>
<td><strong>FY 22 Step 2</strong></td>
<td>63,777</td>
<td>84,465</td>
</tr>
<tr>
<td><strong>FY 22 Step 3</strong></td>
<td>66,001</td>
<td>86,688</td>
</tr>
<tr>
<td><strong>FY 22 Step 4</strong></td>
<td>68,224</td>
<td>88,911</td>
</tr>
<tr>
<td><strong>FY 22 Step 5</strong></td>
<td>70,447</td>
<td></td>
</tr>
<tr>
<td><strong>FY 22 Step 6</strong></td>
<td>72,670</td>
<td></td>
</tr>
<tr>
<td><strong>FY 22 Step 7</strong></td>
<td>74,894</td>
<td></td>
</tr>
<tr>
<td><strong>FY 22 Step 8</strong></td>
<td>77,117</td>
<td></td>
</tr>
<tr>
<td><strong>FY 22 Step 9</strong></td>
<td>79,340</td>
<td></td>
</tr>
</tbody>
</table>
WHAT IS NOT INCLUDED IN THE SALARY ORDINANCES AND FY22 BUDGET?

1.5% PERFORMANCE PAY

Historically granted on January 1 of each year, the performance pay was a base increase for employees determined by departmental performance review. For those at the maximum of their range, the increase was paid as a 27th pay period lump sum pay check.

The FY22 budget does not include funding for this base wage increase.
AMERICAN RESCUE PLAN INFORMATION

Anticipated Revenue: $4,202,978.18

• US Treasury -> State -> Webster Groves
  • State must issue funds within 30 days of receipt
• Further federal guidance on allowable expenditures required for City to act.
  • State cannot impose restrictions above the federal guidance
FY22 BUDGET QUESTIONS?
BILL #9150
ORDINANCE #9150

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT TO THE WILLOW IN WEBSTER TO ALLOW BANQUET FACILITY AND DANCING ACADEMY USES ON AN APPROXIMATELY 0.45-ACRE TRACT OF LAND IN AN EXISTING STRUCTURE AT 60 N. GORE AVENUE IN THE “D” COMMERCIAL DISTRICT AND MATTERS RELATED THERETO

WHEREAS, the Zoning Code of Webster Groves provides the City Council may, by conditional use permit issued under the provisions of Section 53.140 and 53.159, authorize the use of property in the “D” Commercial District for a “Banquet Facility” and “Dancing Academy; and

WHEREAS, the property located at 60 N. Gore Avenue (the “Property”) was used for mixed commercial and office purposes most recently; and

WHEREAS, McMillan Development LLC (the “Applicant”), is requesting a Conditional Use Permit to utilize the existing structure for various events and classes which would fall under a banquet facility or dancing academy use within a “D” Commercial District (the “Application”); and

WHEREAS, the Application was referred to the City Plan Commission, which, after studying the Application and the recommendation of the Director of Planning and Development, and holding a public hearing on May 3, 2021, has recommended approval of the Application subject to certain conditions; and

WHEREAS, the City Council gave due notice and held a public hearing on the Application at City Hall on June 1, 2021 at 7:30 p.m., where the Council heard and considered comments and suggestions by those present; and

WHEREAS, the City Council has determined, in accordance with Section 53.176.b of the Zoning Code, that the existing building setbacks are not being changed and shall continue to govern structures on the Property; and

WHEREAS, the City Council has determined, in accordance with the provisions of Chapter 53.170 et seq. of the Zoning Code, that granting the Applicant’s Conditional Use Permit will not:

1. Substantially increase traffic hazards or congestion;
2. Substantially increase fire hazards;
3. Adversely affect the character of the neighborhood;
4. Adversely affect the general welfare of the community; or
5. Overtax public utilities.
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WEBSTER GROVES:

Section 1. The City Council hereby approves a Conditional Use Permit to The Willow in Webster to operate a banquet facility and dancing academy within an existing structure on an approximately 0.45 acre tract of land at 60 N. Gore Avenue within the “A4” Seventy Five Hundred Square Foot Residence District, subject to the following conditions:

1. All provisions of the City Code shall apply except as expressly modified in this Ordinance #9150.

2. All events held under the Banquet Facility use and Dancing Academy use shall be located within the existing footprint of the greenhouse and second floor of the existing commercial structure.

3. The uses shall not encroach further beyond the south front property line than the existing legal, nonconforming commercial structure. The Dimensional Regulations of the “D” Commercial District shall apply.

4. The maximum occupancy level for events of the Banquet Facility and Dancing Academy uses shall not exceed seventy-five (75) persons for daytime events held prior to 5pm and one hundred and fifty (150) persons for evening events held between 5pm and 11pm.

5. A minimum of sixty-five (65) off-street parking spaces shall be provided. An equivalent number of off-street parking spaces shall be provided through private parking lease agreements should existing parking facilities at 61 N Gore Ave and 147 W Pacific Ave be removed or become unavailable.

6. Hours of operation shall be limited to 7AM to 11 PM daily.

7. The applicant shall provide the Fire Department with an emergency egress plan. Fire Department approval of the emergency egress plan shall be necessary prior to business license approval.

8. This conditional use permit is personal to the owner and shall not run with the land.

Section 2. This Ordinance shall not be printed in the Code of Webster Groves.

Section 3. This Ordinance shall become effective immediately upon passage and approval.

Passed and Approved this _____ day of _______________ 2021.

________________________________________
Mayor

ATTEST:

________________________________________
City Clerk
CITY PLAN COMMISSION STAFF REPORT

SUBJECT: Request for Conditional Use Permit
FROM: Danny Jendusa, Planner
MEETING DATE: May 3, 2021
PETITION: 21-PC-03 The Willow in Webster
LOCATION: 60 N Gore Avenue
APPLICANT: McMillan Development LLC

Proposal Summary
McMillan Development LLC, has filed a petition for a Conditional Use Permit to operate a Banquet Facility use and Dancing Academy use in the existing facilities at 60 N Gore Avenue. The subject property is located in the “D” Commercial District on an approximately 0.45 acre tract of land.

Requested Action
The City Plan Commission is requested to review the application for a Conditional Use Permit (CUP) and make a recommendation to the City Council. A public hearing before City Council is tentatively scheduled for June 1, 2021.

Land Use and Zoning History of Subject Site
The 0.45 acre subject property is currently zoned “D” Commercial District.

The existing three-story commercial structure at 60 N Gore Avenue was built in 1893 as the grain warehouse for the Henry Shultz Feed and Grain Store. The children and grandchildren of Henry Shultz have owned and operated businesses at the property since its original construction. The Rolling Ridge Nursery has operated at this location since 1959 and plans to continue in operation alongside the requested conditional uses. Additional tenants have also utilized office space in the existing three-story commercial structure alongside Rolling Ridge Nursery over the years.

When the city’s first zoning map was produced in 1923, the subject property was zoned as part of the “E” Industrial District. When the city adopted its modern zoning code in 1956, 60 N Gore was again designated as “E” Industrial.

In June 1987, the subject property was rezoned to “D” Commercial District, along with many of the commercial and industrial properties along the Missouri Pacific railroad tracks near the Old Webster commercial district.
View looking east from N. Gore Ave.  
View looking north from N. Gore Ave.

View looking southwest from Marshall Place  
View looking west from Marshall Place

Land Use and Zoning of Surrounding Properties

**North:** The properties to the north are zoned “D” Commercial with commercial uses.

**East:** The properties to the east and southeast are zoned “A4” Seventy Five Hundred Square Foot Residence District, containing single family homes.

**South:** The property to the south is zoned “D” Commercial District with commercial uses.

**West:** The property to the west across N Gore Ave. is zoned “PC” Commercial District and contains commercial uses.

2021 Zoning aerial  
2021 City aerial
**Historic Districts**

The subject property has been recognized for its contribution to the historic character of the community several times. In 1986, it was designated as a local Historic Landmark in the City of Webster Groves. It was also included as part of the Old Webster Local Historic District and the Marshall Place National Historic District in the 1980s.

At this time, the applicant has not presented any alterations to the exterior of the existing structures at 60 N Gore Ave. Should the applicant propose any alterations impacting the exterior of the structures in the future, the proposed changes would require approval from the city’s Architectural Review Board in a public hearing.

**Comprehensive Plan Analysis**

The *1978 Comprehensive Plan* is a guiding document for the City of Webster Groves. It provides a roadmap for the City of Webster Groves to advance the community’s goals and informs official policy. The 1978 Comprehensive Plan identifies the success of the city’s commercial areas as necessary for maintaining the attractiveness and quality of life in Webster Groves.

In 2006, the City commissioned a plan to update the Comprehensive Plan’s recommendations for key commercial areas within the City. The 2006 Development Foundation Plan (DFP) included the subject property within its discussion of the Old Webster commercial district. It identified Old Webster as “the most pedestrian friendly commercial area of the city.” Based on a market assessment, the DFP recommended three principal use types in Old Webster: alternative housing types, retail services niches and office/employment uses. The 2006 DFP included the subject properties as part of the “Existing Old Webster Mixed Use Core”, recommending the preservation and enhancement of existing development along with new infill development.

It should be noted that the City Council never adopted the 2006 DFP as an amendment to the Comprehensive Plan. However, in 2017, the City incorporated aspects of the 2006 DFP maps into a Comprehensive Plan Map Amendment. The maps below present cropped sections of the *1978 Comprehensive Plan Map* and the *2017 Comprehensive Plan Map Amendment*, showing the Old Webster commercial district and its surroundings. The *1978 Comprehensive Plan* recommended general Commercial use at the subject property and the *2017 Comprehensive Plan Map Amendment* recommends Mixed Use development at the subject property.
Staff has determined that a Conditional Use Permit to allow a Banquet Facility use and Dancing Academy use at the subject would be appropriate within the commercial and mixed use designation in the city’s Comprehensive Plan.

**STAFF ANALYSIS**

➢ **Zoning**

The “D” Commercial District regulations are contained in Sec. 53.140. The regulations set forth in this section, or set forth elsewhere in this Zoning Code when referred to in this section, are the regulations in the “D” Commercial District.

Per Section 53.159, a “Banquet Facility” use and a “Dancing Academy” use are Conditional Uses in the “D” Commercial District.

The requested uses are further regulated by City Code Sections 53.171 thru 53.174 which pertain to all Conditional Use Permits.

Per Sec. 53.173(a), the Council shall determine whether the requested uses will NOT:

1. Substantially increase traffic hazards or congestion.
2. Substantially increase fire hazards.
3. Adversely affect the character of the neighborhood.
4. Adversely affect the general welfare of the community.
5. Overtax public utilities.

The application for a conditional use permit shall be denied if the Council finds that the applicant has failed to carry its burden of proof with regard to any of the factors set forth above.

➢ **Use**

The applicant has requested to allow activities which would fall under a Banquet Facility use and a Dancing Academy use according to the city’s zoning code. The applicant has indicated the following types of events and activities would be requested under these uses.

- Wedding/Bridal/Baby showers
- Bridal ready room
- Meetings
- Photoshoots
- Visual Art Gallery
- Intimate Live Music Venue
- Cocktail/Holiday/Birthday Gatherings
- Intimate Receptions
- Book Launch/Signing
- Yoga
- Small vendor pop-ups

The applicant intends to hold these types of activities within the approximately 1,118 square foot existing second story interior space in the main building and in the approximately 2,192 square foot existing greenhouse structure at 60 N Gore.
The primary factors influencing staff’s recommendations upon these activities will be determining the maximum occupancy allowed by city fire code and and parking code standards in these spaces, in balance with the demands of existing operations of other businesses in these facilities.

➢ Parking

The subject property currently has five (5) striped off-street parking spaces located behind the existing structure at 60 N. Gore Ave. The applicants have identified this lot will be used for ADA-accessible parking during events. The existing commercial tenants at the subject property also currently utilize the surface parking lot owned by McMillan Development LLC across the street at 61 N. Gore Ave. with thirty (30) off-street parking spaces. McMillan Development LLC recently took ownership of the parking lot at 147 W Pacific Ave., located within the existing “PC” Planned Commercial District and Old Webster Redevelopment area. The lot at 147 W Pacific Ave could be striped to conservatively accommodate an additional thirty (30) parking spaces.

<table>
<thead>
<tr>
<th>Address</th>
<th>Number of Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 N Gore Ave</td>
<td>5</td>
</tr>
<tr>
<td>61 N Gore Ave</td>
<td>30</td>
</tr>
<tr>
<td>147 W Pacific Ave</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>65 parking spaces</strong></td>
</tr>
</tbody>
</table>

For a Banquet Facility use, the City’s Parking Code requires a minimum of one (1) parking space for every three (3) seats, plus two (2) parking spaces for every three (3) employees on the maximum shift.

With the applicant’s available supply of parking, staff has worked backward to identify the maximum occupancy which might be allowed for events during standard business hours and evening hours via a CUP ordinance.

The applicant has identified that the full time staff of *The Willow in Webster* will be four (4) employees, which could increase with part-time employees during large events. Staff will assume the part-time staff could double the total number of employees to eight (8) during large events. Per the parking code standards, six (6) parking spaces would need to be reserved for employee parking, leaving fifty (59) spaces for attendees during evening hours. At a rate of one parking space per three seats, fifty-nine (59) parking spaces could allow up to 177 attendees for events held during evening hours.

<table>
<thead>
<tr>
<th>Type</th>
<th>Parking Code Standard</th>
<th>Parking spaces req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>2 spaces per 3 employees (8 employees assumed)</td>
<td>6 parking spaces</td>
</tr>
<tr>
<td>Attendees</td>
<td>1 space per 3 seats (177 seats assumed)</td>
<td>59 parking spaces</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>65 parking spaces</td>
</tr>
</tbody>
</table>
The applicant has identified that Rolling Ridge Nursery operates from 9am to 5pm on Monday through Saturday and 10am to 4pm on Sundays. During these daytime hours, Rolling Ridge customers and employees are already utilizing the existing parking facilities at 60 and 61 N Gore Ave. Therefore city staff would recommend setting a lower maximum occupancy level for daytime events held prior to 5pm, when only the lot at 147 W Pacific might be available. During these smaller daytime events, city staff also assumes the number of employees at *The Willow in Webster* could be reduced to the stated four (4) full time employees.

**Table 3. Minimum parking standards for Banquet Facility use (Day events)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Parking Code Standard</th>
<th>Parking spaces req'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>2 spaces per 3 employees (4 employees assumed)</td>
<td>4 parking spaces</td>
</tr>
<tr>
<td>Attendees</td>
<td>1 space per 3 seats (78 seats assumed)</td>
<td>26 parking spaces</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>30 parking spaces</strong></td>
</tr>
</tbody>
</table>

The applicant has indicated within their application that they intend to limit daytime events to approximately thirty (30) individuals when Rolling Ridge Nursery is open for business. This would easily fit within the city’s parking code standards.

It should be noted that the existing parking lots that McMillan Development LLC owns at 61 N Gore Ave and 147 W Pacific Ave are located within the Old Webster Redevelopment area, which the City Council may grant redevelopment rights to a third party entity and prospective buyer. Should the Plan Commission and City Council vote to approve a Conditional Use Permit to *The Willow in Webster* based on these parking calculations, staff would recommend requiring the applicant to obtain a private parking lease agreement to secure an equivalent number of parking spaces in the event 61 N Gore Ave and 147 W Pacific Ave are redeveloped.

In addition to parking factors, city staff has also considered the maximum occupancy standards allowed by the city fire code to identify the recommended maximum occupancy which could be set via a Conditional Use Permit ordinance.

**Fire code occupancy standards**

For assembly spaces with non-fixed seating, the city’s Fire Department does not assign and certify a maximum occupancy level. However, the fire code standards recommend a minimum floor area of fifteen (15) square feet per person in an assembly area with non-fixed tables and chairs. These standards would recommend a maximum occupancy load of seventy-five (75) persons within the main building assembly area and one hundred and forty six (146) persons within the greenhouse.

**Table 3: Fire code occupancy standards**

<table>
<thead>
<tr>
<th>Space</th>
<th>Standard</th>
<th>Max Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main building (1,118 sq feet)</td>
<td>Fifteen (15) square feet per person</td>
<td>75 persons</td>
</tr>
<tr>
<td>Greenhouse (2,192 sq feet)</td>
<td>Fifteen (15) square feet per person</td>
<td>146 persons</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>221 persons</strong></td>
</tr>
</tbody>
</table>
➢ **Maximum occupancy**
Between the maximum occupancy levels recommended by the city’s parking code standards and fire code standards, staff recommends placing a maximum occupancy level of seventy five (75) persons for daytime events held prior to 5pm and one hundred and fifty (150) persons for evening events held between 5pm and 11pm.

Staff also recommends requiring a minimum parking supply of sixty-five (65) off-street parking spaces with the option to provide an equivalent number of off-street parking spaces through private parking lease agreements.

➢ **Hours of operation**
The applicant has requested to be able to operate events between the hours of 7am to 11pm, all days of the week. Staff recommends approval of these requested hours of operation with the provision that there shall be a reduced maximum occupancy level for events held by The Willow in Webster prior to 5pm, as referenced above.

➢ **Performance Standards**
The “D” Commercial District includes Performance Standards in City Code Section 53.144, regulating levels of noise, vibration, odor, smoke, and other externalities of operations that may impact neighboring properties. Staff does not recommend setting Performance Standards for the requested uses beyond those already required in the “D” Commercial District.

➢ **Lighting**
At this time, the applicant has not indicated that they intend to add additional exterior lighting to the subject property at 60 N Gore, adjacent lots, or their parking lots. Should the applicant install additional exterior lighting in the future, the city building code requires that the “level of lighting from any source shall not exceed 0.5 foot-candles at any residential property line”. (Section AM102.1) The building code also requires shielding to be installed on fixtures to direct lighting in excess of these levels towards the ground and away from adjacent property. (Section AM103.1) The height of lights on poles may not exceed the height of the building whose area they illuminate. (Section AM104.1) At this time, staff does not have a specific recommendation to reduce the maximum height of lighting sources or further reduce exterior lighting levels beyond these code requirements.

➢ **Dimensional Regulations**
The applicant has identified that they intend to operate the requested uses within the existing facilities at 60 N Gore Ave.

The existing commercial building at 60 N Gore Ave encroaches beyond the south front property line 1.11-feet into the Marshall Place right of way. Therefore, the existing commercial structure is deemed a legal non-conforming structure as it was built prior to the enactment of the City’s zoning ordinance. As no further expansion of the non-conforming encroachment is proposed, the existing structure is allowed to remain in place with interior renovations and change of use as a legal, nonconforming structure.
Staff does not recommend placing any additional limitations upon building height, setbacks, or floor area beyond those established in the “D” Commercial District.

➢ **Access, Circulation and Traffic**
At this time, the applicant has not proposed any changes to the existing parking lot at the rear of the main building used by Rolling Ridge at 60 N Gore and 75 Marshall Place. Current access to this parking lot is provided via a single curb cut approximately seventy (70) feet wide on Marshall Place. A paved, one-way circular path allows vehicles to access the outdoor storage area of Rolling Ridge Nursery.

Staff does not recommend requiring modification to the existing parking facilities at 60 N Gore and 75 Marshall Place or to the means of access and circulation to and within these facilities.

➢ **Historic Preservation**
The applicant has identified that they intend to operate the requested uses within the existing facilities at 60 N Gore Ave and is not seeking demolish any existing structures. Should the applicant propose demolition of any existing structures at 60 N Gore Ave. in the future, the demolition request would require approval of a Certificate of Appropriateness from the city’s Historic Preservation Commission in a public hearing.

➢ **Architectural Review Board**
At this time, the applicant has not indicated that the requested uses would require alterations to the existing buildings that would impact the exterior appearance of the structure at 60 N Gore Ave. Should the applicant propose exterior alterations to the existing buildings in the future, the plans would require approval from the Architectural Review Board in a public hearing.

**Comments from Other Departments**
The applicant’s request for a Conditional Use Permit was distributed to the Building Commissioner, Police, Fire, Parks and Public Works Departments.

The Police Department, Public Works Department, and Building Commissioner did not provide recommendations to include in an ordinance.

The Fire Department requested an egress plan prior to the fire code inspection and business license approval.

**Staff Recommendation**
Staff recommends approval of the requested Conditional Use Permit as submitted.

Should the Council approve of the Conditional Use Permit for a Banquet Facility use and Dancing Academy use., Staff would recommend the following conditions:

1. All provisions of the City Code shall apply except as expressly modified in the CUP Ordinance.
2. All events held under the Banquet Facility use and Dancing Academy use shall be located within the existing footprint of the greenhouse and second floor of the existing commercial structure.

3. The uses shall not encroach further beyond the south front property line than the existing legal, nonconforming commercial structure. The Dimensional Regulations of the “D” Commercial District shall apply.

4. The maximum occupancy level for events of the Banquet Facility and Dancing Academy uses shall not exceed seventy five (75) persons for daytime events held prior to 5pm and one hundred and fifty (150) persons for evening events held between 5pm and 11pm.

5. A minimum of sixty-five (65) off-street parking spaces shall be provided. An equivalent number of off-street parking spaces shall be provided through private parking lease agreements should existing parking facilities at 61 N Gore Ave and 147 W Pacific Ave be removed or become unavailable.

6. Hours of operation shall be limited to 7AM to 11 PM daily.

7. The applicant shall provide the Fire Department with an emergency egress plan. Fire Department approval of the emergency egress plan shall be necessary prior to business license approval.

8. This conditional use permit is personal to the owner and shall not run with the land.

**Action**

Action on the request for a Conditional Use Permit will be in the form of a motion for approval, approval with conditions or denial. If the motion is for approval, the City Council should find that the five factors for approval of a conditional use permit are met.

**Attachments:**

1. Cover letter from *The Willow in Webster*
2. Estimated seating capacities, provided by the applicant
3. ALTA/NSPS Land Title Survey of subject property and adjacent properties
4. Preliminary floor plans
The proposed uses of The Willow might include but are not limited to the following.

- Wedding/Bridal/Baby Showers
- Bridal Ready Room
- Meetings
- Photoshoots
- Visual Art Gallery
- Intimate Live Music Venue
- Cocktail/Holiday/Birthday Gatherings
- Intimate Receptions
- Book Launch/Signing
- Yoga
- Small Vendor Pop-ups

*The Willow* will utilize more of the historic *Rolling Ridge* building by offering its space for various functions (i.e., list above). Our goal is to generate additional revenue outside of the normal *Rolling Ridge Nursery* retail business and provide members of our community and beyond the opportunity to use this unique space.

*Rolling Ridge* currently has 22 employees. *The Willow* will have 4 employees but add part timers as needed. *Rolling Ridge* currently operates Monday through Saturday from 9a to 5p and Sunday 10a to 4p, varying seasonally. *The Willow* has the potential to operate any day of the week from 7a to 11p depending on nature of event.

*The Willow* is an existing space inside the historic *Rolling Ridge* building. The entire space of *The Willow* is approximately 2,296 sq. ft. The main open function space in *The Willow* is 1,118 sq ft.

There are currently 30 parking spots in 61/65 N. Gore lot. There are 5 additional spots in the Marshall lot that will be used for handicap parking only when an event is happening as it is a level entrance to *The Willow*. We will also be paving and adding additional parking spots in the 147 W. Pacific lot located just down the block from the building.

We aim to have *The Willow* ready for use by September 2021.
Our desire is to improve the usage of our underutilized space and better serve the people in our community. Rolling Ridge has been a staple business member in the Webster Groves community for 62 years. There is a constant demand for our space to be rented for a variety of uses. We have a vision and a plan that will allow the members of our community to be creative in the ways they could use this historic space.
# Floor Plans

Main Room = 1,118 sq. ft.

Based on Room Layout Type:

<table>
<thead>
<tr>
<th>Layout Type</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banquet (6’)</td>
<td>93 people</td>
</tr>
<tr>
<td>Banquet (5’)</td>
<td>93 people</td>
</tr>
<tr>
<td>Boardroom</td>
<td>27 people</td>
</tr>
<tr>
<td>Classroom 2/6ft</td>
<td>47 people</td>
</tr>
<tr>
<td>Crescent Rounds</td>
<td>65 people</td>
</tr>
<tr>
<td>H- Square</td>
<td>27 people</td>
</tr>
<tr>
<td>Reception</td>
<td>112 people</td>
</tr>
<tr>
<td>Registration desk</td>
<td>77 people</td>
</tr>
<tr>
<td>School Room (18)</td>
<td>77 people</td>
</tr>
<tr>
<td>Tablet/Chair</td>
<td>112 people</td>
</tr>
<tr>
<td>Theatre</td>
<td>124 people</td>
</tr>
<tr>
<td>U-Shape</td>
<td>32 people</td>
</tr>
<tr>
<td>Cocktail Parties</td>
<td># of People</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Guests Standing</td>
<td>186</td>
</tr>
<tr>
<td>Both Standing and Seated</td>
<td>139</td>
</tr>
<tr>
<td><strong>Banquet Style</strong></td>
<td></td>
</tr>
<tr>
<td>Round Tables Served</td>
<td>93</td>
</tr>
<tr>
<td>Rectangle Tables Served</td>
<td>111</td>
</tr>
<tr>
<td>Round Tables Buffet</td>
<td>101</td>
</tr>
<tr>
<td>Rectangle Tables Buffet</td>
<td>124</td>
</tr>
<tr>
<td><strong>Theater or Auditorium Style</strong></td>
<td></td>
</tr>
<tr>
<td>Spacious Rows of Chairs</td>
<td>139</td>
</tr>
<tr>
<td>Maximum Rows of Chairs</td>
<td>186</td>
</tr>
<tr>
<td><strong>Classroom Style</strong></td>
<td></td>
</tr>
<tr>
<td>18 Inch Wide Desks</td>
<td>79</td>
</tr>
<tr>
<td>24 Inch Wide Desks</td>
<td>69</td>
</tr>
<tr>
<td>30 Inch Wide Desks</td>
<td>62</td>
</tr>
<tr>
<td><strong>Conference Style</strong></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>37</td>
</tr>
<tr>
<td><strong>Hollow Square</strong></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>31</td>
</tr>
<tr>
<td><strong>U Shaped Setup</strong></td>
<td></td>
</tr>
<tr>
<td>Using 8 Foot Tables</td>
<td>31</td>
</tr>
<tr>
<td><strong>Reception Style</strong></td>
<td></td>
</tr>
<tr>
<td>With Dance Floor</td>
<td>124</td>
</tr>
</tbody>
</table>
## Number of Tables That Will Fit:

Based on 12 Square Feet Per Person

<table>
<thead>
<tr>
<th>Table Type</th>
<th># of tables</th>
<th># of people</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 Round</td>
<td>9</td>
<td>90</td>
</tr>
<tr>
<td>60 Round</td>
<td>11</td>
<td>88</td>
</tr>
<tr>
<td>48 Round</td>
<td>15</td>
<td>90</td>
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<tr>
<td>36 Round</td>
<td>23</td>
<td>92</td>
</tr>
<tr>
<td>8 Foot Rectangle</td>
<td>11</td>
<td>88</td>
</tr>
<tr>
<td>6 Foot Rectangle</td>
<td>15</td>
<td>90</td>
</tr>
<tr>
<td>4 Foot Rectangle</td>
<td>23</td>
<td>92</td>
</tr>
</tbody>
</table>

Based on 10 Square Feet Per Person

<table>
<thead>
<tr>
<th>Table Type</th>
<th># of tables</th>
<th># of people</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 Round</td>
<td>11</td>
<td>110</td>
</tr>
<tr>
<td>60 Round</td>
<td>13</td>
<td>104</td>
</tr>
<tr>
<td>48 Round</td>
<td>18</td>
<td>108</td>
</tr>
<tr>
<td>36 Round</td>
<td>27</td>
<td>108</td>
</tr>
<tr>
<td>8 Foot Rectangle</td>
<td>13</td>
<td>104</td>
</tr>
<tr>
<td>6 Foot Rectangle</td>
<td>18</td>
<td>108</td>
</tr>
<tr>
<td>4 Foot Rectangle</td>
<td>27</td>
<td>108</td>
</tr>
</tbody>
</table>
Floor Plans

Green House 2,192 sq. ft.

Based on Room Layout Type:

Banquet (6')  182 people
Banquet (5')  182 people
Classroom 2/6ft  91 people
Reception  219 people
School Room (18)  51 people
Tablet/Chair  219 people
Theatre  243 people
Trade Show (8x10)  14 booths
U-Shape  63 people
<table>
<thead>
<tr>
<th>Event Style</th>
<th># of People</th>
<th>Space Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cocktail Parties</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guests Standing</td>
<td>365</td>
<td>2,192</td>
</tr>
<tr>
<td>Both Standing and Seated</td>
<td>274</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Banquet Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Tables Served</td>
<td>182</td>
<td>2,192</td>
</tr>
<tr>
<td>Rectangle Tables Served</td>
<td>219</td>
<td>2,192</td>
</tr>
<tr>
<td>Round Tables Buffet</td>
<td>199</td>
<td>2,192</td>
</tr>
<tr>
<td>Rectangle Tables Buffet</td>
<td>243</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Theater or Auditorium Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spacious Rows of Chairs</td>
<td>274</td>
<td>2,192</td>
</tr>
<tr>
<td>Maximum Rows of Chairs</td>
<td>365</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Classroom Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Inch Wide Desks</td>
<td>156</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Conference Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>73</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Hollow Square</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>62</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>U Shaped Setup</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using 8 Foot Tables</td>
<td>62</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Trade Show</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 x 10 Booths</td>
<td>14</td>
<td>2,192</td>
</tr>
<tr>
<td><strong>Reception Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Dance Floor</td>
<td>243</td>
<td>2,192</td>
</tr>
</tbody>
</table>
NUMBER OF TABLES THAT WILL FIT:
Based on 12 Square Feet Per Person

<table>
<thead>
<tr>
<th>Table Type</th>
<th># of tables</th>
<th># of people</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 Round</td>
<td>18</td>
<td>180</td>
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<td>60 Round</td>
<td>22</td>
<td>176</td>
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</tr>
<tr>
<td>42 Round</td>
<td>36</td>
<td>180</td>
</tr>
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<td>36 Round</td>
<td>45</td>
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<td>8 Foot Rectangle</td>
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<td>176</td>
</tr>
<tr>
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<td>180</td>
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</table>

Based on 10 Square Feet Per Person

<table>
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<tr>
<th>Table Type</th>
<th># of tables</th>
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</tr>
</thead>
<tbody>
<tr>
<td>72 Round</td>
<td>21</td>
<td>210</td>
</tr>
<tr>
<td>60 Round</td>
<td>27</td>
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<td>48 Round</td>
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<td>36 Round</td>
<td>54</td>
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<tr>
<td>8 Foot Rectangle</td>
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<td>216</td>
</tr>
<tr>
<td>6 Foot Rectangle</td>
<td>36</td>
<td>216</td>
</tr>
<tr>
<td>4 Foot Rectangle</td>
<td>54</td>
<td>216</td>
</tr>
</tbody>
</table>
Willow in Webster - Proposed

Handicap Parking - 5 Spaces
Parking Lot

Electric Panels

Location of 2 New Proposed Restrooms

Marshall Pl.

45.5' Wall to Wall
EXISTING STOREFRONT DOORS & SIDELITES TO REMAIN UNDISTURBED (NO WORK)

EXISTING ELEC GEAR TO REMAIN

STAIRS TO GRAINERY LEVEL
NOTE: DOORS TO REMAIN UNLOCKED

EXISTING NURSERY (NO PUBLIC ACCESS) - TO REMAIN UNDISTURBED (NO WORK)

PROPOSED ELEC CLOSET ENTRY FOYER / VESTIBULE - TO REMAIN UNDISTURBED (NO WORK)

EXISTING BARRICADE TO REMAIN UNDISTURBED (NO WORK)

PROPOSED ADA TOILET - TO REMAIN UNDISTURBED (NO WORK)

EXISTING WINDOW TO REMAIN UNDISTURBED (NO WORK)

PROPOSED COAT CHECK

EXISTING WINDOW TO REMAIN UNDISTURBED (NO WORK)

CATERING / SERVING AREA

EXISTING STOREFRONT SYSTEM TO REMAIN UNDISTURBED (NO WORK)

EXISTING COVERED LANDING WITH RAILINGS TO REMAIN UNDISTURBED (NO WORK)

EXISTING RAILINGS TO REMAIN UNDISTURBED (NO WORK)

EXISTING TOILET - TO REMAIN UNDISTURBED (NO WORK)

EXISTING WINDOWS TO REMAIN UNDISTURBED (NO WORK)

NOTE: DOOR TO REMAIN UNLOCKED DURING HOURS OF OPERATION

EXISTING WINDOW TO REMAIN UNDISTURBED

EXISTING RAILINGS TO REMAIN UNDISTURBED (NO WORK)

EXISTING BANQUET AREA

NO OCCUPANCY

PROPOSED

60 SQ FT (Gross)

(3) OCCUPANTS

1,313 SQ FT (Gross)

(88) OCCUPANTS

138 SQ FT (Gross)

(1) OCCUPANT

1,313 SF (Gross)

(1) OCCUPANT

NON-SEPARATED USES

ASSEMBLY - UNCONCENTRATED (TABLES & CHAIRS)

ASSEMBLY USE IN TYPE IIIB (NON-SPRINKLERED)

CONSTRUCTION TYPE

0HR PRIMARY STRUCTURAL FRAME (EXISTING)

2HR BEARING WALLS (EXISTING)

15 PERSONS / SF (NET)

100 PERSONS / SF (GROSS)

874 DIVIDED BY 100 PERSONS / SF

= 8.7 PERSONS

874 DIVIDED BY 100 PERSONS / SF

= 8.8 PERSONS

BANQUET AREA

100 PERSONS PER SF (GROSS)

874 DIVIDED BY 100 PERSONS / SF

= 9 PERSONS

TOTAL OCCUPANCY = 97 PERSONS

NUMBER OF EXITS REQUIRED (2 EXISTING)

EGRESS WIDTH 97" x .2" PER PERSON

= 20" OF WIDTH (34" EXISTING)

PLUMBING FIXTURES (49 MEN & 49 WOMEN)

OCCUPANT LOAD PER TABLE 1004.1.2

CONSTRUCTION TYPE

0HR PRIMARY STRUCTURAL FRAME (EXISTING)

2HR BEARING WALLS (EXISTING)

15 PERSONS / SF (NET)

100 PERSONS / SF (GROSS)

874 DIVIDED BY 100 PERSONS / SF

= 8.7 PERSONS

874 DIVIDED BY 100 PERSONS / SF

= 8.8 PERSONS

BANQUET AREA

100 PERSONS PER SF (GROSS)

874 DIVIDED BY 100 PERSONS / SF

= 9 PERSONS

TOTAL OCCUPANCY = 97 PERSONS

NUMBER OF EXITS REQUIRED (2 EXISTING)

EGRESS WIDTH 97" x .2" PER PERSON

= 20" OF WIDTH (34" EXISTING)

PLUMBING FIXTURES (49 MEN & 49 WOMEN)

OCCUPANT LOAD PER TABLE 1004.1.2

CONSTRUCTION TYPE

0HR PRIMARY STRUCTURAL FRAME (EXISTING)

2HR BEARING WALLS (EXISTING)

15 PERSONS / SF (NET)

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= 9 PERSONS

TOTAL OCCUPANCY = 97 PERSONS

NUMBER OF EXITS REQUIRED (2 EXISTING)

EGRESS WIDTH 97" x .2" PER PERSON

= 20" OF WIDTH (34" EXISTING)

PLUMBING FIXTURES (49 MEN & 49 WOMEN)
Webster Groves Plan Commission
Meeting Minutes
May 3, 2021

Members Present
Charles Sindel  PLANNER
Steve Hunkins  Danny Jendusa
Annie Tierney  DIRECTOR OF PLANNING & DEVELOPMENT
Scott Mueller  Mara Perry
Christopher Michael  CITY ATTORNEY
Maddy Heikkila  Neil Bruntrager
Toni Hunt  Pam Bliss
Michael Buechter  COUNCIL LIAISON

Members not present  Jeff Smith

REGULAR SESSION

1. Sindel opened the meeting at 7:00 p.m.

2. APPROVAL OF MINUTES:
   Sindel asked for a motion to approve the minutes from the April 5, 2021 meeting. Buechter made a motion to approve. Tierney seconded the motion. Sindel and Hunkins abstained from the vote as they were not present for the meeting. The motion passed 6-0.

3. PUBLIC COMMENTS:
   Perry said they do have some written comments and those will be read so they can be put into the record.

4. PUBLIC HEARING:

21-PC-01 Lona’s Lil Eats LLC (7985 Big Bend Blvd.): An application by Lona’s Lil Eats LLC for a Conditional Use Permit to allow a “Restaurant, drive-thru” use located on a 0.41 acre lot at 7985 Big Bend Blvd. in the “C” Commercial District. APPLICATION HAS BEEN REQUESTED TO BE POSTPONED BY THE APPLICANT TO THE JUNE 7, 2021 MEETING

Perry stated the Plan Commission could go ahead and close out this request until further notice. Sindel asked for a motion to close the public hearing on 21-PC-01. Buechter made a motion to close. Tierney seconded the motion. All in favor the motion passed 8-0.

b) 21-PC-03 The Willow in Webster CUP (60 N Gore Ave): An application by McMillian Development LLC for a Conditional Use Permit to allow a “Banquet Facility” use and “Dancing Academy” use in an existing structure on an approximately 0.45 acre tract of land located at 60 N Gore Avenue in the “D” Commercial District.
Jendusa began with photos of the existing site. He stated the property was zoned as part of the “E” Industrial District until 1987 when it was rezoned to “D” Commercial District. In 1986, it was designated as a local Historic Landmark in the city. The applicant is not proposing any exterior changes to the structure. Per staff the proposed use would be an appropriate fit into the city’s Comprehensive Plan.

Jendusa went through the five factors for determining whether the request will not:
1. Substantially increase traffic hazards or congestion.
2. Substantially increase fire hazards.
3. Adversely affect the character of the neighborhood.
4. Adversely affect the general welfare of the community.
5. Overtax public utilities

The applicant is requesting to allow activities which would fall under a Banquet Facility use and a Dancing Academy use according to the city’s zoning code. The applicant has indicated the following types of events and activities would be requested under these uses.
- Wedding/Bridal/Baby showers
- Bridal ready room
- Meetings
- Photoshoots
- Visual Art Gallery
- Intimate Live Music Venue
- Cocktail/Holiday/Birthday Gatherings
- Intimate Receptions
- Book Launch/Signing
- Yoga
- Small vendor pop-ups

Jendusa said a minimum of (65) sixty-five parking spaces will be required for the employees and possible attendance levels for the requested events. The applicant currently has (5) five off street spaces located behind their existing structure at 60 N. Gore. They also own a lot across the street at 61 N. Gore with (30) thirty spaces and recently took ownership of the parking lot at 147 W. Pacific which could potentially hold another (30) thirty spaces. Staff noted that those two lots at 61 N Gore Ave and 147 W Pacific Ave are located within the Old Webster Redevelopment area, which the City Council may grant redevelopment rights to a third-party entity and prospective buyer. Should the Plan Commission and City Council vote to approve this CUP based on these parking calculations, staff would recommend requiring the applicant to obtain a private parking lease agreement to secure an equivalent number of parking spaces in the event 61 N Gore Ave and 147 W Pacific Ave are redeveloped. Jendusa went through hours of operation and performance standards. There is no additional lighting planned at this time.
Staff did receive a photo from a resident on Marshall Place in which a truck driver appears to be negotiating turn around near the subject property as well as several cars parked on the street.

Sindel asked what happens if this is approved and the parking is no longer available for the use? Jendusa said the business license could potentially be under review and Perry said an optional plan would then need to be presented. They can put a condition into the CUP approval for additional parking. Sindel asked if they could add that the applicant request and encourage no parking on Marshall when they have an event. Perry said that could be added and Hunt said that will be hard to enforce as it is a public street. Hunt asked if the flag lot could be striped and used and Perry said that would be up to the applicant.

Heikkila asked if the events are all for indoor and Perry said yes.

Jenduda went through staff’s recommendations should the CUP be approved.

1. All provisions of the City Code shall apply except as expressly modified in the CUP Ordinance.
2. All events held under the Banquet Facility use and Dancing Academy use shall be Located within the existing footprint of the greenhouse and second floor of the existing commercial structure.
3. The uses shall not encroach further beyond the south front property line than the Existing legal, nonconforming commercial structure. The Dimensional Regulations of the “D” Commercial District shall apply.
4. The maximum occupancy level for events of the Banquet Facility and Dancing Academy uses shall not exceed seventy-five (75) persons for daytime events held prior to 5pm and one hundred and fifty (150) persons for evening events held between 5pm and 11pm.
5. A minimum of sixty-five (65) off-street parking spaces shall be provided. An Equivalent number of off-street parking spaces shall be provided through private parking lease agreements should existing parking facilities at 61 N Gore Ave and 147 W Pacific Ave be removed or become unavailable.
6. Hours of operation shall be limited to 7AM to 11 PM daily.
7. The applicant shall provide the Fire Department with an emergency egress plan. Fire Department approval of the emergency egress plan shall be necessary prior to Business license approval.
8. This conditional use permit is personal to the owner and shall not run with the land.

Lynn Cressler, 60 N. Gore Ave., said they get several requests to rent out their spaces so they have decided to utilize some of the unused spaces they have. She said the occupancy levels allowed are more than what they believe they will need also the main entrance would be on Gore Ave. The five spaces in back will be used for handicapped or a catering entrance.
Buechter asked about the reduction in occupancy and Cressler said yes there are thinking evening events more like 100 and day events much smaller.

Sindel asked if they had any concerns with staff’s recommendations, and she said none.

Cressler said the intent is to utilize the parking lots verses using Marshall Place.

Jendusa read the comments received for the meeting.

Bud and Mary Becker, 52 Marshall Place, said they were never contacted by McMillan Development in regards to this request. They have concerns about noise and traffic. There have been problems in the past. There was an agreement at one time for some control but due to ownership and staff changes that has gone away. In April 2021 their car was hit on Marshall Place by a delivery truck, this issue still has not been resolved.

Kevin Hasting, 73 Marshall Place, is in favor of the project. Has concerns about parking on Marshall Place and would appreciate encouragement of using the parking lots verses Marshall Place.

Cressler, said she is not aware of any delivery truck issues. She is aware of the accident this past April and believes the trucking company is trying to rectify the situation. They do not receive deliveries on Gore Ave. only in the rear on Marshall.

Sindel asked for a motion to close 21-PC-03. Hunt made a motion to approve. Hunkins seconded the motion. All in favor the motion passed 8-0.

c) 21-PC-02 Zoning Code Text Amendments – Multiple Family Dwelling Regulations:
Proposed amendments include changes to the use and dimensional regulations regarding multiple family dwellings in the “C”, “C1” and “D” Commercial Districts in Sections 53.110 through 53.147, and Section 53.159.

Jendusa began with the definitions of multi-family housing as well as examples of multi-family units which include triplexes, fourplexes and townhomes etc.

**Apartment** shall mean a room or suite of rooms in a two-family or multiple dwelling, or where more than one living unit is established above non-residential uses, and that is used, intended to be used or designed for use as a residence by a single family including bath and culinary accommodations. “Apartment” does not include “Student Housing, Apartment.”

**“Dwelling, Multiple”** shall mean a building or portion thereof used or designed as a residence for three (3) or more families living independently of each other, and doing their own cooking in said building, including apartments and apartment hotels.
These would be located within existing commercial districts only. Jendusa said it is within the cities comprehensive plan to allow multi-family within and near commercial districts. Benefits to allowing these types of housing include affordability, downsizing, increase in revenues from dining and shopping. Some of the concerns can be increase in traffic and noise, parking and over capacity. Jendusa went through setbacks, height, front and side attached garages and open areas. Jendusa said they are not looking for a vote tonight but looking for more review.

Hunt said she does like the direction in which this is going as to cleaning things up. Perry said yes and we can forward the power point slides from tonight’s meeting for review as this is a lot of information.

Clark Hotaling, 118 W. Cedar Ave. wanted to applaud staff for bringing this forward, it is something that needs to be done.

Sindel asked for a motion to continue 21-PC-02 to the June 7, 2021 meeting. C. Michael made a motion. Hunt seconded the motion. All in favor the motion passed 8-0.

5. ADJOURNMENT OF REGULAR SESSION
   Sindel asked for a motion to close the regular session. C. Michael made a motion. Buechter seconded the motion. All in favor the motion passed 8-0.

EXECUTIVE SESSION:

VOTES:
b) 21-PC-03 The Willow in Webster CUP (60 N Gore Ave): An application by McMillian Development LLC for a Conditional Use Permit to allow a “Banquet Facility” use and “Dancing Academy” use in an existing structure on an approximately 0.45 acre tract of land located at 60 N Gore Avenue in the “D” Commercial District.

Sindel went through the five factors and all determined this request would not:
1. Substantially increase traffic hazards or congestion.
2. Substantially increase fire hazards.
3. Adversely affect the character of the neighborhood.
4. Adversely affect the general welfare of the community.
5. Overtax public utilities.

Heikkila asked what happens if the parking lot(s) became unavailable. Perry said they would need to provide a plan for the loss of parking or reduce the number of allowed guests for the events.

Hunt said it’s a good use for an underutilized space and it is well thought out.

Sindel asked if anyone had any changes to staff’s recommendations, there were none. All
agreed anything the applicant can do to encourage no parking on Marshall Place would help.

Sindel asked for a motion to approve 21-PC-03 with staff’s conditions. C. Michael made a motion to approve. Hunt seconded the motion. All in favor the motion passed 8-0.

6. OTHER BUSINESS: Perry said there in none at this time. She will let everyone know if the new development will be on the next agenda.

7. NEXT REGULAR MEETING: June 7, 2021.

8. ADJOURNMENT OF THE EXECUTIVE
Sindel asked for a motion to adjourn. Hunt made a motion. Heikkila seconded the motion. All in favor motion passed 8-0. The meeting adjourned at 9:11 PM.
WHEREAS, the City Council of Webster Groves, Missouri finds and declares that to protect the health and safety of the people against disease and nuisances potentially related to the keeping of domestic animals and fowl, and wild animals, the regulation thereof is necessary and in the best interest of the general welfare of the community;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WEBSTER GROVES, MISSOURI, AS FOLLOWS:

Section 1. Section 33.232 “Goats”, and Section 33.310 “Keeping of Wild Animals Prohibited”; are hereby amended as set forth in Exhibit A to this Ordinance #9149, a true and accurate copy of which is attached hereto and incorporated herein by this reference.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This Ordinance shall be printed in the Code of Webster Groves.

Section 4. This Ordinance shall become effective immediately upon passage and approval.

Passed and Approved this _____ day of _______________ 2021.

____________________________
Mayor

ATTEST:

____________________________
City Clerk
Ordinance #9149 EXHIBIT A

Section 33.232. Goats.

Goats are prohibited. Exceptions may be made for the temporary keeping of goats for the remediation of invasive plants.

All persons, firms, or corporations presently keeping or maintaining up to the maximum of three goats shall comply with this article through attrition (a reduction in numbers as a result of death).

Section 33.310. Keeping of Wild Animals Prohibited.

1. No person, except a duly constituted zoological garden, a wildlife rehabilitation center, or individual holding a wildlife rehabilitation permit as provided under 3 CSR 10-9.415 of the Missouri Wildlife Code, may keep or maintain any wild or undomesticated animal or reptile of any kind. The term wild or undomesticated animal or reptile includes animals or reptiles generally known as wild, such as lions, tigers, wolves, bears, jaguars, wildcats, poisonous snakes and others of this general class and description.

2. Any individual operating a wildlife rehabilitation center or holding a wildlife rehabilitation permit may take, possess, transport, and hold in captivity for rehabilitation, sick or injured wildlife. Species authorized to be held are limited to those specified on those permits issued under 3 CSR 10-9.415. Any wildlife rehabilitation permittee shall comply with all federal, state, and county laws as set forth in 3 CSR 10-9.415.

No person, except a duly constituted zoological garden, operated and conducted by and with the consent of the City, may keep or maintain any wild or undomesticated animal or reptile of any kind. The term wild or undomesticated animal or reptile includes animals or reptiles generally known as wild, such as lions, tigers, wolves, bears, jaguars, wildcats, poisonous snakes and others of this general class and description.
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BE IT ORDAINED by the Council of the City of Webster Groves, as follows:

Section 1: From and after the 1st day of July, 2021, and first payable on July 8, 2021, the following shall constitute the Classified Service of the City, and all employees within the Classified Service shall be compensated in such amounts as may be recommended by the appointing authorities and approved by the City Manager but within the bi-weekly salary ranges, set forth herein, except as provided in Sections 2, and 3 of this Ordinance.

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<th>JOB TITLE</th>
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<th>Maximum</th>
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<td><strong>FIRE</strong></td>
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<td><strong>LABOR</strong></td>
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<td>Custodian</td>
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<td>$1,656</td>
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<td>$1,905</td>
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<tr>
<td>Maintenance Worker II/Arborist</td>
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<tr>
<td>Sr. Maintenance Worker/Equipment Operator</td>
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<td>$2,192</td>
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<tr>
<td>Building Maintenance Mechanic I</td>
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<tr>
<td>Building Maintenance Mechanic II</td>
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<td>$2,464</td>
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<td>Equipment Mechanic I</td>
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<tr>
<td>Fleet Maintenance Supervisor</td>
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<td>$2,464</td>
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<tr>
<td><strong>INSPECTOR/ENGINEERING PROFESSIONALS</strong></td>
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<tr>
<td>Code Enforcement Officer</td>
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<td>Inspector / Plan Reviewer</td>
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<td>Planner</td>
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<tr>
<td>Building Commissioner</td>
<td>$2,445</td>
<td>$3,423</td>
</tr>
<tr>
<td>Street Superintendent / Civil Engineer</td>
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<td>$3,206</td>
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</table>
Assistant Street Superintendent  $2,025  $2,835  
Public Works Asst. Director  $2,736  $3,830  

PARKS & RECREATION PROFESSIONALS  
Park Worker I  $1,361  $1,905  
Park Worker II  $1,444  $2,022  
Horticulture / Grounds Supervisor  $1,566  $2,192  
Asst. Ice Rink Manager  $1,583  $2,231  
Fitness/Recreation Supervisor  $1,726  $2,417  
Parks/Recreation/Facility Superintendent  $2,212  $3,097  

ADMINISTRATIVE SUPPORT  
Administrative Clerk  $1,253  $1,755  
Customer Support Technician  $1,356  $1,898  
Administrative Assistant/Permit Technician  $1,459  $2,042  
Administrative Coordinator  $1,532  $2,144  
Deputy City Clerk  $1,577  $2,207  
Court Clerk  $1,555  $2,177  
Accounting/Purchasing Coordinator  $1,606  $2,248  
Customer Support Supervisor  $1,659  $2,323  
Accountant  $1,774  $2,484  
GIS Coordinator/IT Technician  $1,782  $2,495  
Information Technology Manager  $2,396  $3,354  
Human Resource Manager  $2,406  $3,368  
Finance Manager  $2,406  $3,368  

Section 2: The following salary range is established to compensate part-time and seasonal employees in the FY 22 Budget who by definition are Classified Employees but due to the part-time nature of the position or special salary requirements are not eligible for "fringe benefits" as provided for Classified and Unclassified Employees: Salary Range: $8.60 - $35.00 per hour.

Section 3: In instances where the City Manager determines it is in the City's best interest to employ an individual prior to that individual having secured all necessary certifications or qualifications required for the position, the City Manager may establish the pay scale for that individual at a figure below the base salary of the Bi-Weekly Pay Range established herein for the position; provided, however, that such reduced pay scale may be maintained only until the employee has received the necessary certifications or for one year, whichever event comes first.

Section 4: All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this ordinance (including Ordinance No. 9123) are hereby repealed.

Passed and approved this __________ day of ______________, 2021.

__________________________________________  
MAYOR

_______________________________  
ATTEST:

__________________________________________  
CITY CLERK
AN ORDINANCE FIXING THE COMPENSATION OF PERSONS IN THE UNCLASSIFIED SERVICE OF THE CITY OF WEBSTER GROVES, AND REPEALING ORDINANCE No. 9124

BE IT ORDAINED by the Council of the City of Webster Groves, as follows:

Section 1: From and after the 1st day of July 2021, and first payable on July 8, 2021, the following shall constitute the Unclassified Service of the City, and all employees within the Unclassified Service shall be compensated in such amounts as may be recommended by the appointing authorities and approved by the City Manager but within the bi-weekly salary ranges, set forth herein, except as provided in Section 2 of this Ordinance.

<table>
<thead>
<tr>
<th>POSITION</th>
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<th>MAXIMUM</th>
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</thead>
<tbody>
<tr>
<td>Parks &amp; Recreation Director</td>
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<td>$4,238</td>
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<tr>
<td>Planning &amp; Development Director</td>
<td>$3,175</td>
<td>$4,445</td>
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<tr>
<td>Asst City Manager/Finance Director</td>
<td>$3,518</td>
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<tr>
<td>Public Works Director</td>
<td>$3,518</td>
<td>$4,925</td>
</tr>
<tr>
<td>Public Affairs &amp; Engagement Director</td>
<td>$3,518</td>
<td>$4,925</td>
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<tr>
<td>Fire Chief</td>
<td>$3,526</td>
<td>$4,937</td>
</tr>
<tr>
<td>Police Chief</td>
<td>$3,690</td>
<td>$5,166</td>
</tr>
</tbody>
</table>

Section 2: The bi-weekly compensation of the City Manager shall be $6,963, of the City Clerk shall be $4,327, and the Municipal Judge shall be $784.

Section 3: All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this ordinance (including Ordinance No. 9124) are hereby repealed.

Passed and approved this _______________ day of ______________, 2021.

__________________________________
MAYOR

ATTEST:

_______________________________
CITY CLERK
A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY OF WEBSTER GROVES OF ORDINANCE NUMBER 9145, WHICH SHALL BE SUBMITTED TO THE ELECTORS AT THE SPECIAL ELECTION ON AUGUST 3, 2021

WHEREAS, the Charter of the City of Webster Groves provides that pursuant to a petition for referendum ordinances may be submitted to a vote of the electors; and

WHEREAS, petitions for referendum have been duly submitted to the city requesting that ordinance number 9145 be submitted to a vote of the electors.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WEBSTER GROVES, MISSOURI, AS FOLLOWS:

SECTION 1. It is hereby provided that at the Special Election on August 3, 2021, the following ordinance of the City of Webster Groves shall be submitted to the electors of the City of Webster Groves for acceptance or rejection as follows:

A) Whether Ordinance Number 9145, set forth by title below, shall be rejected or approved:

“An Ordinance Amending Chapter 53, the Zoning Code of Webster Groves, By Amending the Use and Dimensional Regulations for Single Family Attached and Two Family Dwellings in the “A4” Seventy-Five Hundred Square Foot Residence District in Sections 53.070 Et. Seq.; Section 53.100 and Amended Definitions Related to Those Uses in Section 53.020 and Matters Related Thereto.”

SECTION 2. Any proposition accepted by the electorate at the Special election on August 3, 2021, shall be enacted and effective as of the date of its initial passage.
SECTION 3. The ballot to be used at the election shall be substantially in the following form with such variations as may be deemed necessary by the Board of Election Commissioners of St. Louis County:

OFFICIAL BALLOT
REFERENDUM PETITION ELECTION
CITY OF WEBSTER GROVES, MISSOURI
Tuesday, the 3rd day of August 2021

Proposition No. 1
Shall Ordinance Number 9145, set forth by title below, be rejected or approved?

"An Ordinance Amending Chapter 53, the Zoning Code of Webster Groves, By Amending the Use and Dimensional Regulations for Single Family Attached and Two Family Dwellings in the “A4” Seventy-Five Hundred Square Foot Residence District in Sections 53.070 Et. Seq.; Section 53.100 and Amended Definitions Related to Those Uses in Section 53.020 and Matters Related Thereto."

_____ FOR THE ORDINANCE
_____ AGAINST THE ORDINANCE


SECTION 4. As required by the Revised Statutes of Missouri, as amended, the Board of Election Commissioners of St. Louis County, Missouri, shall conduct the election provided for above, and the Judges and Clerks who shall serve at each polling place established for the holding of such election shall be those appointed by the Board of Election Commissioners.
SECTION 5. The election shall be held at such polling places as are designated by the Board of Election Commissioners of St. Louis County, Missouri.

SECTION 6. The polls of the election will be opened at six o’clock A.M. and will remain open until the hour of seven o’clock P.M. on August 3, 2021.

SECTION 7. The City Clerk is hereby authorized to publish notice of the election by advertisement in a newspaper having general circulation in the City of Webster Groves, Missouri, and such notice shall be published three (3) times during the last three (3) weeks of the month of July preceding the election.

SECTION 8. The Board of Election Commissioners of St. Louis County, Missouri, shall certify the returns of the election to the City Clerk, who shall report the results to the City Council.

SECTION 9. The City Clerk is hereby directed to transmit a certified copy of this Resolution to the Board of Election Commissioners of St. Louis County, Missouri, for its information and guidance.

SECTION 10. The City of Webster Groves authorizes the City Attorney to file on its behalf all claims in the Circuit Court of St. Louis County, Missouri, necessary to ensure this matter shall be placed on the ballot for the August 3, 2021 election.

SECTION 11. This Resolution shall become effective from and after its passage as provided by law.

PASSED AND APPROVED this ______ day of June 2021.

__________________________
MAYOR

ATTEST:

__________________________
CITY CLERK
CITY OF WEBSTER GROVES
May 18, 2021

The City Council met this date in a regular session, via Zoom, which was available to the public via teleconference, at 7:40 pm.

Present at Roll Call: Mayor Gerry Welch
Councilmember Laura Arnold
Councilmember Pam Bliss
Councilmember David Franklin
Councilmember Emerson Smith
Councilmember Karen D. Alexander
Councilmember Sarah Richardson

A quorum was present.

Also present: Dr. Marie Peoples, City Manager
Mr. Neil Bruntrager, City Attorney
Ms. Katie Nakazono, City Clerk

REMARKS OF VISITORS
The Deputy City Clerk read submitted Remarks of Visitor comments received by 4 p.m. on May 18, 2021, into the record (Exhibit A). Submissions were received from:

- Timothy Fahrner
- Wayne Davis
- Roslyn Croft (on behalf of the North Webster Neighborhood Coalition)
- Dave Buck
- Bud Bellomo
- Daniel Bruzzini

NEW BUSINESS – MAYOR, COUNCILMEMBERS, CITY ATTORNEY, CITY MANAGER
No New Business.

NEW BUSINESS
SET PUBLIC HEARING DATE – FISCAL YEAR 2022 PROPOSED BUDGET
Mayor Welch stated that the FY-2022 Budget Public Hearing will occur at 7:30 p.m. on June 1, 2021.

BILL #9149 – FIRST AND SECOND READING
Councilmember Richardson introduced BILL #9149 – ENTITLED: AN ORDINANCE OF THE CITY OF WEBSTER GROVES, MISSOURI, AMENDING CHAPTER 33, “ANIMALS”, SECTION 33.232 “GOATS” AND AMENDING SECTION 33.310 “KEEPING OF WILD ANIMALS PROHIBITED” AND MATTERS RELATED
THERETO, and at the Councilmember’s request, the Bill was read twice, first and second times by title only, and placed on the agenda for future consideration of the Council.

Councilmember Arnold thanked the City Attorney for his work on the ordinance.

CONSENT AGENDA
A motion was made by Councilmember Bliss, seconded by Councilmember Smith, to approve the Consent Agenda.
Mayor Welch called for the vote on the Consent Agenda.
MEMBERS VOTING:
AYES: ARNOLD, BLISS, FRANKLIN, SMITH, ALEXANDER, RICHARDSON, WELCH
NOES: NONE
Mayor Welch stated that the Consent Agenda was approved.

The following consent agenda was approved:
- Approval of Minutes – May 4, 2021
- Resolution #2021-24 – Authorizing the City Manager to Enter into Contracts for the Blackburn Park Trail Renovations

APPOINTMENTS TO BOARDS AND COMMISSIONS
- Ceci Bartels was appointed to the Business Development Commission.
- Dr. Tina Clark Scott was appointed as the WG School District Representative on the Police Community Engagement Board.

EXECUTIVE (CLOSED) SESSION
Councilmember Arnold made a motion, which was seconded by Councilmember Bliss, to go into Executive Closed Session per Attorney-Client Privileged Communications [MO Statute 610.021(1)], Personnel [MO Statute 610.021 (3)], Negotiated Contract [MO Statute 610.021 (12)].
Mayor Welch called for the vote to go into Executive (Closed) Session.
MEMBERS VOTING:
AYES: BLISS, FRANKLIN, SMITH, ALEXANDER, RICHARDSON, WELCH, ARNOLD
NOES: NONE
Mayor Welch stated that the Council would go into Executive (Closed) Session.

Prior to adjournment, Mr. Bruntrager stated that a referendum petition has been received in the City Clerk’s office. He reviewed a rough timeline, and stated that he has spoken with the Election Board to see what we need to do in order to get it on the August ballot if needed.

ADJOURNMENT
There being no further business to come before the City Council, the meeting was adjourned at 9:27 p.m. on motion of the Mayor, duly seconded.
PASSED AND APPROVED this ______ day of ____________________ 2021.

____________________________________
MAYOR

____________________________
CITY CLERK
Katie Nakazono - Re: Fw: WG Council Message

From: "Fahrner, Timothy" <fahrner@wustl.edu>
To: Katie Nakazono <nakazonok@webstergroves.org>
Date: 5/11/2021 9:28 AM
Subject: Re: Fw: WG Council Message

Yes, please.

Tim

From: Katie Nakazono <nakazonok@webstergroves.org>
Sent: Monday, May 10, 2021 5:23 PM
To: Fahrner, Timothy <fahrner@wustl.edu>
Subject: Re: Fw: WG Council Message

* External Email - Caution *
Thank you, Timothy. Your email will be forwarded to the Council.

[Timothy, I did not see Remarks of Visitors in the Subject line. Did you want your email read into the meeting record of the May 18, 2021 Council meeting? If so, please advise by 4 p.m. on May 18.]

Katie

Katie Nakazono, City Clerk
City of Webster Groves
314-963-5318 (phone)
314-963-7561 (fax)

>>> "Fahrner, Timothy" <fahrner@wustl.edu> 5/5/2021 9:08 PM >>>

From: Fahrner, Timothy <fahrner@wustl.edu>
Sent: Wednesday, May 5, 2021 4:26 PM
To: Fahrner, Timothy <fahrner@wustl.edu>
Subject: WG Council Message

Members of the Webster City Council and others who may be concerned,
It is with regret, pain, and yes, some anger that I am compelled to write this message. Having only recently gained knowledge of the property zoning change ordinance, I virtually attended the Council meeting concerning it last night and experienced a total loss of confidence and faith in my local government. Particularly painful are the votes of those members whom I once vigorously supported for office. Watching the officials vote for this proposal, after over 90% of resident messages denounced it, is a spectacular testament to tone deaf government. The sanctimonious insults of Council members referring to dissenting residents as “ill informed” (ignorant) and racist made the experience even more vexatious. All but two voting even had the audacity to do so while protecting their own properties from harm. Indeed, the disdain with which they hold their fellow residents is nothing short of breathtaking.

I submit that disrupting neighborhoods and damaging the lifetime investments of residents is not a necessary element for the evolution of diversity in a community (if that is indeed the aim). Furthermore, how is diversity served when the new residents arrive at the detriment of those already living in the neighborhood? Would it not instead be more efficacious to find ways for low-income people to get loans and buy property? A simple internet search reveals several options for low-income buyers to afford a home—was any of this even discussed? Such an approach would not only be acceptable to those already residing in the area but would be a boost to the economic well-being of the incoming residents. An ownership approach would allow residents and potential residents to facilitate integration rather than leaving the shape of their neighborhood to the whims of developers.

It was mentioned more than once that much research had been done to prove the dissenting commenters wrong. Why was not at least a summary of it presented at the meeting when members must have known they would hear much opposition? This only contributes to considerable skepticism that it exists. If it does, where is it? It is your responsibility to validate your positions to the people on such a volatile issue, and without said information it appears the height of arrogance to simply dismiss 50-100 opposing citizens.

Finally, we affected residents may be at present powerless against your vote (Laura Arnold, Pam Bliss, Sarah Richardson). We do however look forward to future elections and, to quote the Quebecois “Je me souveins!”.

Timothy J. Fahrner

702 Clark

Webster Groves, MO
According to the newspaper most citizens spoke against the zoning change, and yet you passed it anyway. Who are you representing?! Obviously not us!

Wayne

-----Original Message-----
From: waynesdavis@netscape.net
To: Citycouncil@webstergroves.org <Citycouncil@webstergroves.org>
Sent: Mon, May 3, 2021 7:41 pm
Subject: Remarks by Visitors - City Council Meeting

Why are you limiting this to the smallest of the A4 lots? The neighborhoods with the smallest lots are already stressing the infrastructure and allowable street parking. Larger lots would be better able support two-family dwellings.

Wayne Davis
721 Greeley Ave
Webster Groves
Katie Nakazono - Remarks of Visitors

From: Roslyn Croft <crofrj@sbcglobal.net>
To: "citycouncil@webstergroves.org" <citycouncil@webstergroves.org>
Date: 5/17/2021 12:48 PM
Subject: Remarks of Visitors

The North Webster Neighborhood Coalition is a group of residents that supports the Planning Commission’s and City Council’s approval of text amendments that make it easier to permit two-family dwellings on some lots in A-4 districts that are of a specific size. The amendments also clarify large houses on small lots and help support a variety of residential housing types in the community. This is in compliance with the City’s top goal to provide a broader mix of inclusive housing types for the community. The Coalition’s belief is that these changes in the text amendments are in keeping with the Coalition’s long-held vision of developing, collaborating, and fostering inclusion of residential and commercial development that creates and sustains a rich mix of racial, ethnic, social and economic citizen groups. We are committed to supporting the City of Webster Groves as it continues to be a vibrant and forward-thinking community.

Roslyn Croft (President) on behalf of the North Webster Neighborhood Coalition
Mayor, City Council & Staff, SG Collaborative, and Friends,

This shares a small yet symbolic way SG Collaborative and their redevelopment project can further the Council's effort to build greater diversity, equity and inclusion (DEI) in Webster Groves. It regards the proposed project name, "Douglass Hill".

As background, Council's recent approval of the A4 rezoning proposal is a positive DEI step, as is the School Board's recent approval of the new K-8 social studies curriculum and its corrected, actual racial history.

No one is doubting the role Frederick Douglass played in AMERICAN racial history. The question is: What about our own proud, correct and actual LOCAL racial history?

The Douglass name is most associated with and cherished in the black community of North Webster, where the Douglass School served this neighborhood for 86 years and Douglass Manor Apartments sits on its site. To many, the Douglass name already has a place and home in North Webster.

More importantly, in 1866, a year after the Civil War ended, former slaves built the First Baptist Church (where Old Community Baptist Church now sits) in Porter's Subdivision, which included Shady Creek.

In its basement, the church also housed the first school for black children in St. Louis County. Behind the church, the subdivision stretched up the hill to the area called "Vinegar Hill" where many of the former slaves lived.

In short, this area represents significant and special black history in our town and the establishment of our first black leadership, faith, freedom, land ownership and education.

There is always more than one right answer. Douglass Hill is certainly an option. But what about celebrating our local black history in this area via "Vinegar Hill"? "Porter's Crossing" or "Shady Creek Station"?

Or, Webster streets are named for many who built our town. So, what about celebrating famous local black residents, like "Ambrose Corner", "Robinson Connection", etc.?
There's always more than one right answer. I hope we consider others before deciding.

Thanks!

PEACE.

Dave
Dear Mayor and Councilmembers;

As a resident in an A4 zone of Webster Groves I am writing to you in full support of your approval of the zoning text code amendments for two-family dwellings. Some may not know that increasing the amount of affordable housing has been the written top goal of the Council for many years. The physical constraints of our city, however, significantly limit options to consider that could achieve that goal.

As a former council member, I worked with you and with others I served with on a previous Council to find a way that would lead to more affordable and diverse housing opportunities. We recognized the existing need for affordable housing for first time home buyers and renters as well as for empty nesters and seniors who no longer want to live in a large house but do want to stay in Webster Groves.

To be clear, I know, and others should know that these limited text amendments do not rezone any of our city and will not significantly change neighborhoods because a large number of houses in A4 zones are on lots too small to allow for two-family homes.

For those in our community who agree with the Council’s goal for additional affordable homes but are against the text amendments, I would have two questions: If not this … What? If not now … When?

Sincerely,

Bud Bellomo

118 Summit Avenue
Municipality comes from the Latin *municipalis* – pertaining to a citizen of a free town that needs infrastructure, police, fire, and EMS. It is about the needs of all citizens not the special interests or politics of some citizens.

The nature of municipal government is supposed to be non-partisan, beholden to no particular citizen group, no favoritism, and certainly not as members of any special interest group who stand to benefit from their decisions. Simply put, sewers, potholes, and public safety aren’t partisan issues.

It is high time the city council re-focus on these essential mundane municipal priorities, especially given its current financial crisis.

- Fiscal year 2020 ended with an $859,000 dollar deficit.
- Fiscal year 2021 to 16 April 2021 is an actual 1.92 million dollars in debt that a one-time CARES Act with its trickle down trillion dollar federal bailout, reduced to 335,000 dollars of debt.
- The upcoming July 2021 to June 2022 Fiscal year 2022 draft budget projects a $2.4 million dollar deficit.

On top of these million-dollar budget issues, we have million-dollar maintenance issues. $1.6 million dollars are needed for City Hall and Service Center repairs. Still, there are plans for a new six million dollar Aquatic Center. The city council hired a second public relations firm for the SG Collaborative’s Douglass Hill Old Webster Redevelopment Project. Webster’s rapidly diminishing $10 million-dollar reserve fund won’t last long under the city’s current over-spending on things, other than sewers, potholes, and public safety.

Like any family budget, niceties are put aside for necessities during lean times. It is unconscionable to threaten cuts for necessary services in order to protect pet projects. Do not use the financial crisis and lack of maintenance planning you failed to do as a justification to renew your push for more tax increases.

The residents of Webster Groves have not been ungenerous - having already approved 12 special tax increases in addition to accepting high property taxes. The city council must focus on the non-partisan issues that are the duty and purpose of municipal government – sewers, potholes, and public safety.

Trust the people of Webster Groves to make it a great place to live, work, and raise a family. We trust you to be responsible stewards of our tax dollars. *Nemo dat quod non habet.* – “No one can give what they do not have.”
RESOLUTION #2021-26

AMENDING THE CITY OF WEBSTER GROVES PERSONNEL POLICY TO ADD POLICY 6.14 - COVID-19 FACE COVERING & EVIDENCE OF VACCINATION POLICY

WHEREAS, the City Council has maintained COVID-19 policies in keeping with guidance from the Centers for Disease Control and St. Louis County; and

WHEREAS, the protection of the public and employee health requires the continued adherence to the issued guidance; and

WHEREAS, enforcement of those employees not being vaccinated for COVID-19 necessitates employees' provision of proof of vaccination to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEBSTER GROVES, THAT:

The policy statement attached hereto and marked Exhibit “A” entitled “Policy 6.14: COVID-19 Face Covering & Evidence of Vaccination Policy,” is hereby adopted.

ADOPTED this _____ day of _______________ 2021.

________________________________________
MAYOR

ATTEST:

________________________________________
CITY CLERK
EXHIBIT A

Policy 6.14: COVID-19 Face Covering Policy & Evidence of Vaccination

Purpose: To explain in summary format the City’s policy on the wearing of facial coverings for health purposes and the requirement for employee evidence of vaccination for COVID-19

Scope: All employees

A. FACE COVERINGS & VACCINATIONS
   1. Employees vaccinated for COVID-19 are not required to wear a face covering (mask) while conducting work at any City of Webster Groves owned facility.
      a. Employees conducting work at outside businesses or properties must follow that businesses’ or property owners’ rules for face coverings (masks).
   2. Employees who are not vaccinated must continue to wear a face covering (mask).
   3. Employees will be asked to present proof of vaccination to their Supervisor by deadlines established by the City Manager and communicated by email to the organization. Evidence of vaccine administration shall be recorded in the Human Resources Department.
      a. Employees that do not present proof of vaccination will be required to continue wearing a face covering (mask).
   4. Members of the public visiting a City of Webster Groves building are not required to wear a face covering (mask) if vaccinated. Those that are not vaccinated must continue to wear a face covering (mask). Employees will not inquire to a member of the public about their vaccination status.

B. HARASSMENT
   1. Employees who engage in harassment or inappropriate conduct to others based on their wearing of face coverings (masks) will be subject to the procedures outlined in Policy 6.04 for Harassment and Inappropriate conduct.

C. DISHONESTY
   1. Dishonesty or fraudulent statements or utterings about a vaccination status is punishable through the discipline process, including, but not limited to possible discharge under Policy 2.08.

D. POLICY CHANGES
   1. This policy relies upon health and safety guidelines generated by the Centers for Disease Control and St. Louis County. This policy is subject to change as those guidelines change and as is necessary to protect the health and safety of the employees and residents of the City of Webster Groves. Employees will be notified by email from the City Manager of any change in policy when appropriate which shall have the effect of policy until such time as the Council may act.
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR A COMPENSATION AND CLASSIFICATION STUDY

WHEREAS, the City of Webster Groves desires to contract with a firm to perform a Compensation and Classification Study; and

WHEREAS, the proposal from McGrath Human Resources Group, PO Box 190, Wonder Lake, IL 60097, in the amount of $29,950.00, plus real and actual direct expenses, was determined to be the most advantageous proposal received in accordance with the specifications for the above.

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF WEBSTER GROVES, hereby authorizes the City Manager to enter into a professional services agreement with McGrath Human Resources Group in the amount of $29,950.00, plus real and actual direct expenses, for the Compensation and Classification Study.

BE IT FURTHER RESOLVED, that funds for this service will be paid from the General Fund.

ADOPTED this ________ day of ______________, 2021.

______________________________
MAYOR

ATTEST:

______________________________
CITY CLERK
AGREEMENT BETWEEN THE CITY OF WEBSTER GROVES AND McGRATH HUMAN RESOURCES GROUP FOR COMPENSATION & CLASSIFICATION CONSULTING SERVICES

THIS AGREEMENT made the by and between McGrath Human Resources, hereinafter called the consultant, and the City of Webster Groves, hereinafter called the City.

WHEREAS, the consultant submitted a proposal, dated April 2021, to the City to conduct a compensation, classification, and benefits study.

WHEREAS, the City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage the consultant to perform the work described in its proposal of April, referred to as the PROJECT, which is incorporated herein by reference.

The project shall be undertaken and completed in such sequence as to assure the expeditious completion and best carry out the purposes of the agreement. The Project will begin in June 2021.

The Consultant agrees to complete the project in an agreed upon timeline for a total compensation of $29,950 in consultation fees and expenses. The City agrees to pay the Consultant for work on the Project (Compensation, Benefits, & Job audit - $22,450) and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for $5,000 upon receipt of the signed contract; $12,450 upon submission of the draft report; and $5,000 along with any additional travel expenses upon submission of the final report.

The Job Description project - $7,500 will be divided into two payments: $1,000 at the start of the project; and the balance ($6,500) upon submission of the draft job descriptions.

The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of the organization, i.e., City Managers, selected supervisors, and other appropriate employees.
• Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The City Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant in the performance of consultant’s duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, shall be provided to the City by consultant upon request so long as the City is not in default under other terms of this agreement.

2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, or national origin with reference to the performance of this Agreement.

3. **Termination and Suspension**
   
   a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
   
   b. If either party fails to perform as required by this Agreement, the other party may terminate it by giving written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform with 20 days of such notice, the party issuing such notice may then terminate the Agreement by giving written notice of termination to the other party.
   
   c. In the event of termination, the Consultant will be paid by the City for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination. The Consultant will provide all work documents developed up to the time of termination after the City renders final payment for service.

4. **Successors and Assigns** - The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and provisions of this Agreement, and any assignment or
transfer by the Consultant of its interest in this Agreement without the written consent of the City shall be void.

5. Compliance with Law – The Consultant will comply with any and all applicable federal, state, and local laws (known to the Consultant) as the same exist and may be amended from time to time.

6. Amendment of Agreement – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.

7. Indemnification Clause – For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to the City for review and approval. Notwithstanding anything herein to the contrary, to the maximum extent permitted by law, the Consultant shall not be liable for consequential damages or for actions resulting from working as an agent of the City in evaluating the capability of the aforementioned corporation.

Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of the City.

8. Whole Agreement – This agreement constitutes the entire agreement between the City and the Consultant. Any modification must be in writing and approved by the City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.

9. Independent Contractors – The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. Nothing herein shall be construed as incurring for the City any liability for Worker’s Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the City if the City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.
10. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the City.

The parties have executed this Agreement, the day and year first above written.

Approved By:  

By:  

___________________________  _____________  
Victoria J. McGrath  

___________________________  ________________________________  
City of Webster Groves, MO  Victoria McGrath, CEO  
McGrath Human Resources Group  

___________________________  _______________  
Date  May 24, 2021  Date