



**Kirkwood City Council
Agenda
Thursday, September 19, 2019, 7:00 p.m.
Kirkwood City Hall
City Council Chambers
139 South Kirkwood Road
Kirkwood, MO 63122**

Posted on September 13, 2019/Revised & Posted on September 16, 2019

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. INTRODUCTIONS AND RECOGNITIONS

IV. PRESENTATIONS

V. PUBLIC HEARINGS

1. A request for amendments to the Zoning Code for tattoo studios.
2. A request for a Special Use Permit for a tattoo studio to Electric Unicorn at 108 North Kirkwood Road.

VI. PUBLIC COMMENTS – 3 MINUTE LIMIT PER PERSON

The Public Comments portion of the meeting is an opportunity for the City Council to listen to comments from citizens. It is not a question and answer session and the City Council will not respond to comments or answer questions during this period. The Mayor may refer any matter brought up to the City Council to the Chief Administrative Officer or City Clerk if action is needed.

VII. CONSENT AGENDA

All items within the Consent Agenda will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

- a) Approval of the September 5, 2019 City Council Meeting Minutes
- b) Resolution 125-2019, accepting the bid of Dave Sinclair Ford (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2020 Ford F550 Flatbed for the Water Department and directing the Director of Procurement to issue a Purchase Order (\$41,873.80)
- c) Resolution 126-2019, accepting the bid of Putnam Chevrolet (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2019 Chevrolet Express Cargo 2500 Van for the Water Department and directing the Director of Procurement to issue a Purchase Order (\$26,556)
- d) Resolution 127-2019, accepting the bid of World Wide Technology (pursuant to State of Missouri Cooperative Contract) for the purchase of Cisco Hardware for Network Device Replacement for the Police Department and directing the Director of Procurement to issue a Purchase Order (\$37,067.56)
- e) Resolution 128-2019, accepting the bid of MacQueen Emergency Group for Personal Protective Equipment consisting of coats and pants, boots and escape belts for the Fire Department with an initial term of 12 months with the option to



renew for up to four additional 12 month terms and authorizing and directing the Mayor to enter into a contract (at the rates provided in the memo)

- f) Resolution 129-2019, accepting the bid of Sentinel Emergency Solutions for Personal Protective Equipment consisting of Cairnes 880 fire helmets and fronts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms and authorizing and directing the Mayor to enter into a contract (at the rates provided in the memo)
- g) Resolution 130-2019, appointing Sandy Washington to the Finance Committee to a term to June 2022

VIII. UNFINISHED BUSINESS

- 1. Bill 10786, fixing and establishing the rate of taxation to be levied upon all real estate and certain tangible personal property in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2019
- 2. Bill 10787, fixing and establishing the rate of taxation to be levied upon all real estate and certain tangible personal property in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2019 for the Municipal Library District of Kirkwood
- 3. Bill 10788A, granting a Special Use Permit and Site Plan approval for motor vehicle sales at 10230 and 10240 Manchester Road, subject to certain conditions
- 4. Bill 10789, granting a Special Use Permit for a convenience store (bakery shop) on the property known as 137 West Jefferson Avenue, subject to certain conditions
- 5. Bill 10790A, granting a Special Use Permit for an amusement establishment at 105 East Jefferson Avenue, subject to certain conditions
- 6. Bill 10791, appropriating funds from the Equitable Sharing Fund Balance to the Machinery & Equipment Account, accepting the bid of Fire Cam for the purchase of an unmanned aerial system (drone) for the Kirkwood Police Department and authorizing the issuance of a Purchase Order (\$27,939.95)
- 7. Bill 10792, appropriating funds from the Equitable Sharing Fund Balance to the Other Professional Services Account for the maintenance of the uninterruptable power source for the Police Department (\$5,335)

IX. NEW BUSINESS

- 1. Bill 10793, appropriating funds from the Park and Storm Water Fund Balance to multiple accounts for a Performing Arts Center Manager Position (\$21,505)
- 2. Bill 10794, appropriating funds from the Equitable Sharing Fund Balance to the Machinery & Equipment Account, accepting the bid of Turn-Key Mobile (pursuant to Jasper County Sheriff's Department Cooperative Contract) for the purchase of Panasonic Toughbooks for the Police Department and directing the Director of Procurement to issue a Purchase Order (\$24,080)

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS



XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

**Other Items may be added after the publication of the agenda. Please contact the City Clerk's Office at 822-5802 for any additional information that may have been added after the publication of the agenda.*

XIII. CITY ATTORNEY REPORTS

XIV. CITY CLERK REPORTS

**Other Items may be added after the publication of the agenda. Please contact the City Clerk's Office at 822-5802 for any additional information that may have been added after the publication of the agenda.*

XV. MEETING ADJOURNMENT

PLEASE NOTE: The next regular meeting of the Kirkwood City Council will take place at 7:00 p.m. on October 3, 2019.

UPCOMING PUBLIC HEARINGS

October 3, 2019

1. A request to rezone 130 West Adams Avenue from B-2 to B-4

CONTINUED ITEMS

NONE

TABLED ITEMS

1. Bill 10645, amending the provisions of the Municipal Code, Appendix A – Zoning, regarding Side Yard Setbacks in the R-3 Single Family Residential District
2. Bill 10690, amending the provisions of the Municipal Code, Appendix A – Zoning, regarding Height Requirement in the B-2 Business District

Kirkwood City Council: Mayor Tim Griffin; Council Members Nancy Luetzow, Maggie Duwe, Ellen Edman, Mark Zimmer, Wallace Ward, and Kara Wurtz

Contact Information: For full City Council contact information visit www.kirkwoodmo.org/council. To contact the City Clerk call 314-822-5802. To contact the Chief Administrative Officer call 314-822-5803.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

A request for amendments to the Zoning code for tattoo studios

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner Jonathan Raiche

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **August 29, 2019** edition and ending with the **August 29, 2019** edition, for a total of 1 publications:

08/29/2019

CITY OF KIRKWOOD NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL OF KIRKWOOD, MISSOURI

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, September 19, 2019 to consider the following:

1. *A request for amendments to the Zoning Code for tattoo studios.*
2. *A request for a Special Use Permit for a tattoo studio to Electric Unicom at 108 North Kirkwood Road.*

Laurie Asche, CMC/MRCC
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.

11785728 County Aug. 29, 2019

Karie Clark

Karie Clark

Subscribed & sworn before me this 29th day of Aug., 2019
(SEAL)

Chanel Jones

Notary Public

CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St Louis County
My Commission Expires: August 08, 2022
Commission Number: 14397721

NEWSPAPERS
TIMES
WEBSTER-KIRKWOOD TIMES
SOUTH COUNTY TIMES
WEST END WORD

AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn: Laurie Asche
City Clerk
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing
Notice was published in the Webster-Kirkwood Times on

August 30, 2019

Terry Cassidy
Advertising Consultant

1/16 pg WKT \$98
"Tattoo Studio"



NOTICE OF
PUBLIC HEARING
before the City Council
City of Kirkwood, MO

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WHERE COMMUNITY AND SPIRIT MEET

August 22, 2019

Russell B. Hawes
Chief Administrative Officer

At the August 21, 2019, meeting of the Planning and Zoning Commission, the following action was taken:

1. After a public hearing for an amendment to the B4 Development Plan for Adams Place at 100-130 West Adams Avenue, Commissioners Frick and Adkins were appointed to the Subcommittee. The Subcommittee will meet on site August 23 at 8 a.m.
2. By a vote of eight to one, the Commission recommended approval of amendments to the Zoning Code for tattoo studios and recommended granting a Special Use Permit for a tattoo studio to Electric Unicorn at 108 North Kirkwood Road.
3. Staff provided updates on development projects recently reviewed by the City Council.
4. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.
5. The Commission approved a schedule of meetings for the 2020 calendar year including 22 meetings.

The next meeting will be held on September 4, 2019, at 7 p.m.

Respectfully submitted,

Allen Klippel, Chair
Planning and Zoning Commission

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
AUGUST 21, 2019**

PETITION NUMBER: PZ-4-20

ACTION REQUESTED: AMENDMENTS TO CITY OF KIRKWOOD CODE OF ORDINANCES APPENDIX A: THE CITY OF KIRKWOOD ZONING CODE AS IT PERTAINS TO THE ADDITION OF A NEW SPECIAL USE CATEGORY (TATTOO STUDIO) IN THE B-2 DISTRICT AND TO THE DEFINITION AND PARKING SECTIONS ACCORDINGLY, SPECIFICALLY SECTIONS 510.3, 140.1, AND 1000.4

PROPERTY OWNER: RICHARD DANIELS

APPLICANT: TREVOR COLLIS

PROPERTY LOCATION: 108 N. KIRKWOOD ROAD, 2ND FLOOR

ZONING: B-2, GENERAL BUSINESS DISTRICT

BACKGROUND/DESCRIPTION:

The applicant has submitted a multi-part application which includes the following items: 1) multiple text amendments to the Zoning Code to allow for a new Special Use category in the B-2 district, and 2) a Special Use Permit for the new category of "Tattoo Studio" in the 2nd floor tenant space of 108 N. Kirkwood Road. Tattoo studios are currently not a permitted or special use in any of Kirkwood's Zoning Districts.

The requested text amendments include adding "Tattoo Studio" as a Special Use in the B-2 District, defining said use category, and including a parking rate for said use category. The applicant has proposed the following language to define this use category (note: minor typographical corrections have been made from the applicant's original submission):

Tattoo Studio - An establishment whose principal business activity, either in terms of operation or as held out to the public, is the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin.

Because the proposed location is in an existing building within the Downtown area, the City's off-street parking requirements do not apply. However, the City must anticipate that a Tattoo Studio may be requested in a new building or outside of the Downtown area. In preparation for that, the City required the applicant to include a proposed parking rate. The applicant has proposed One (1) space per chair as a minimum required parking rate for said use category.

The applicant indicated that he intends to operate by appointment between the hours of 9am and 9pm. The applicant clarified at the introduction meeting that he does not intend to have the business open 7 days a week from 9am to 9pm, but he has requested those times to allow him to hold appointments during those hours. The application material also states that he would start operations as a single owner/artist studio with a possibility to expand to no more than four tattoo stations. The applicant also offered a proximity restriction in his application that would require that no tattoo studio shall be closer than 1,000 feet to another tattoo studio.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as the Downtown category on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development fits within this broad land-use category.

The subject property is zoned B-2, General Business District (Central Business District). The proposed use, Tattoo Studio, is not currently permitted in any zoning district; and therefore, the applicant is required to request a text amendment.

Surrounding land uses and zoning include the following:

To the north: Properties are zoned B-2 with various retail and office uses being conducted.

To the south: Properties are zoned B-2 with various commercial uses being conducted.

To the east: Properties are zoned B-2 with various commercial uses being conducted.

To the west: Properties are zoned B-2 with various commercial uses being conducted.

DISCUSSION:

A Zoning Matters sign was posted on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meeting was held on June 25, 2019 (See Exhibit B for a list of attendees). The subcommittee discussed the following items:

1. Clients unable to use stairs would be accommodated by the owner at another studio.
2. The maximum hours of operation proposed are 9am – 9pm, 7 days a week.
3. The maximum number of chairs/stations proposed is 4.
4. The subcommittee discussed, and the applicant agreed, that the general parking rate for the proposed use should be 2 spaces per chair to accommodate the employee and client.
5. The subcommittee discussed adding a condition to prohibit internally illuminated signage.
6. Appropriate districts for the proposed use. B-2, B-3, and I-1 were all discussed and it was determined that I-1 would not be appropriate as this would perpetuate the stigma of non-desirable types of studios. Ultimately, the subcommittee felt B-2 is the most appropriate district.
7. The possibility of a prohibition on Tattoo Studios in first floor tenant spaces; however, a maximum storefront requirement was favored (e.g. 8’ maximum). This type of requirement would prevent studios from having an overwhelming negative impact on the storefront area of Downtown but would allow a shop to have an external entrance either to a 2nd floor or to an interior tenant space in a multi-tenant building.
8. The proposed 1,000 foot buffer requirement between Tattoo Studios is appropriate. Staff estimated that this would allow for approximately 3 studios (including the current application) to locate in downtown if the current location is approved.

9. The Executive Director of Downtown Kirkwood stated that the organization's advisory board is in support of the proposal so long as it is conditioned in the manner it has been discussed.

In addition to the items discussed at the meeting, the subcommittee also requested minor changes to the definition to clarify that the operation does not need to be the "principal" activity, but rather, that any business that includes said activity as any portion of their operation would be considered a Tattoo Studio.

RECOMMENDATIONS:

The Subcommittee finds that the following text amendments would not go against promoting the health, safety, morals or the general welfare of the community and recommends that the following amendments to the Zoning Code be **approved**:

1. Section A-140 be amended to include a new definition as follows:

Tattoo Studio - An establishment whose business activity, either in terms of operation or as held out to the public, includes the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin. Said establishment shall be located a minimum of 1,000 feet from any other Tattoo Studio. Any tenant space containing a Tattoo Studio shall have a maximum first-floor street frontage of 8 feet.

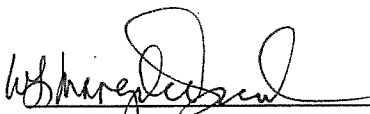
2. Section A-510.3 be amended to include a new Special Use category for "Tattoo Studio".
3. Section A-1000.4 be amended to include a new category and requirement into "Table 1000-2, Parking Requirements" as follows:

Tattoo Studio – Two (2) spaces per chair/station.

The Subcommittee recommends that the request for a Special Use Permit to operate a Tattoo Studio on the 2nd floor of 108 N. Kirkwood Road be approved with the following conditions:

1. Hours of operation shall be limited to 9am through 9pm, Sunday through Saturday.
2. The maximum number of chairs/stations shall be limited to four.
3. Internally illuminated signage on the exterior of the building or as window signage shall be prohibited.
4. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,


Wanda Drewel

Ron Evens

August 21, 2019

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EXHIBIT A
STANDARD CONDITIONS

1. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.
2. The applicant, by accepting and acting under the Special Use Permit approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.

EXHIBIT B
Subcommittee Meeting Attendees

P&Z Subcommittee Meeting

Project:

PZ-4-20 Tattoo Studio

Date:

6/25/19

Location:

108 N. Kirkwood

Name	Organization
Jonathan Raiche	City of Kirkwood
Dana Howard	HCC
TREVOR COLLIS	APPLICANT
Megan Daniels	PopCo
Muda Swael	P+Z
Ron Evans	P+Z
Donna Rae	DTK

BILL

ORDINANCE

AN ORDINANCE AMENDING THE PROVISIONS OF THE MUNICIPAL CODE, APPENDIX A – ZONING, REGARDING THE ADDITION OF A NEW SPECIAL USE CATEGORY (TATTOO STUDIO) IN THE B-2, GENERAL BUSINESS DISTRICT AND INCLUDING SAID NEW CATEGORY IN THE DEFINITION SECTION AND PARKING SECTIONS ACCORDINGLY.

WHEREAS, Trevor Collis made application (PZ-4-20) for text amendments to the Zoning Code related to the addition of a new special use category (Tattoo Studio) in the B-2 District; and

WHEREAS, the Planning and Zoning Commission did on the 21st day of August, 2019, by adopting the subcommittee report dated August 21, 2019, (attached hereto and incorporated by reference herein), recommend the approval of said Zoning Code text amendment; and

WHEREAS, on the 19th day of September, 2019, the City Council did hold a public hearing with respect to such amendments to the Zoning Code after duly advertising and giving proper notice of such hearing.

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

SECTION 1. That the City of Kirkwood Municipal Code of Ordinances, Appendix A – Zoning, is hereby amended by including a new definition in Section A-140 with the following language:

Tattoo Studio - An establishment whose business activity, either in terms of operation or as held out to the public, includes the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin. Said establishment shall be located a minimum of 1,000 feet from any other Tattoo Studio. Any tenant space containing a Tattoo Studio shall have a maximum first-floor street frontage of 8 feet.

SECTION 2. That the City of Kirkwood Municipal Code of Ordinances, Appendix A – Zoning, is hereby amended by including the following new Special Use Category in the B-2, General Business District in Section A-510.3:

“Tattoo Studio”

SECTION 3. That the City of Kirkwood Municipal Code of Ordinances, Appendix A – Zoning, is hereby amended by including a new parking category and requirement to “Table 1000-2, Parking Requirements for Downtown Master Plan Study Area” in Section A-1000.4:

Tattoo Studio – Two (2) spaces per chair/station

SECTION 4. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____ day of _____, 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Public Hearing:

1ST Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Trevor Collis has petitioned to add a new use category, Tattoo Studio, as a Special Use in the B-2 General Business District. This request also includes defining the new term and assigning a parking requirement to said use. The applicant simultaneously applied for a Special Use Permit for a Tattoo Studio which is the subject of a separate legislation request. For additional information, please see the attached P&Z Commission Subcommittee Report.

Recommendations and Action Requested:

The Planning & Zoning Commission recommended approval of the request at their August 21, 2019 meeting by a vote of 8-1. A public hearing is requested followed by City Council consideration.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0 Project #: Budgeted: YES

If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Jonathan Raiche Date: 9/12/2019 Authenticated: raichejd

You can attach up to 3 files along with this request.



2019-09-19 PZ-4-20
OrdinanceA.doc
Microsoft Word 97 - 2003
Document
31.0 KB



Subcommittee report.pdf
Adobe Acrobat Document
4.28 MB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

📎 File Attachment

📎 File Attachment

📎 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

9-13-19

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
AUGUST 21, 2019**

PETITION NUMBER: PZ-4-20

ACTION REQUESTED: AMENDMENTS TO CITY OF KIRKWOOD CODE OF ORDINANCES APPENDIX A: THE CITY OF KIRKWOOD ZONING CODE AS IT PERTAINS TO THE ADDITION OF A NEW SPECIAL USE CATEGORY (TATTOO STUDIO) IN THE B-2 DISTRICT AND TO THE DEFINITION AND PARKING SECTIONS ACCORDINGLY, SPECIFICALLY SECTIONS 510.3, 140.1, AND 1000.4

PROPERTY OWNER: RICHARD DANIELS

APPLICANT: TREVOR COLLIS

PROPERTY LOCATION: 108 N. KIRKWOOD ROAD, 2ND FLOOR

ZONING: B-2, GENERAL BUSINESS DISTRICT

BACKGROUND/DESCRIPTION:

The applicant has submitted a multi-part application which includes the following items: 1) multiple text amendments to the Zoning Code to allow for a new Special Use category in the B-2 district, and 2) a Special Use Permit for the new category of "Tattoo Studio" in the 2nd floor tenant space of 108 N. Kirkwood Road. Tattoo studios are currently not a permitted or special use in any of Kirkwood's Zoning Districts.

The requested text amendments include adding "Tattoo Studio" as a Special Use in the B-2 District, defining said use category, and including a parking rate for said use category. The applicant has proposed the following language to define this use category (note: minor typographical corrections have been made from the applicant's original submission):

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Because the proposed location is in an existing building within the Downtown area, the City's off-street parking requirements do not apply. However, the City must anticipate that a Tattoo Studio may be requested in a new building or outside of the Downtown area. In preparation for that, the City required the applicant to include a proposed parking rate. The applicant has proposed One (1) space per chair as a minimum required parking rate for said use category.

The applicant indicated that he intends to operate by appointment between the hours of 9am and 9pm. The applicant clarified at the introduction meeting that he does not intend to have the business open 7 days a week from 9am to 9pm, but he has requested those times to allow him to hold appointments during those hours. The application material also states that he would start operations as a single owner/artist studio with a possibility to expand to no more than four tattoo stations. The applicant also offered a proximity restriction in his application that would require that no tattoo studio shall be closer than 1,000 feet to another tattoo studio.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as the Downtown category on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development fits within this broad land-use category.

The subject property is zoned B-2, General Business District (Central Business District). The proposed use, Tattoo Studio, is not currently permitted in any zoning district; and therefore, the applicant is required to request a text amendment.

Surrounding land uses and zoning include the following:

- To the north: Properties are zoned B-2 with various retail and office uses being conducted.
- To the south: Properties are zoned B-2 with various commercial uses being conducted.
- To the east: Properties are zoned B-2 with various commercial uses being conducted.
- To the west: Properties are zoned B-2 with various commercial uses being conducted.

DISCUSSION:

A Zoning Matters sign was posted on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meeting was held on June 25, 2019 (See Exhibit B for a list of attendees). The subcommittee discussed the following items:

1. Clients unable to use stairs would be accommodated by the owner at another studio.
2. The maximum hours of operation proposed are 9am – 9pm, 7 days a week.
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8. The proposed 1,000 foot buffer requirement between Tattoo Studios is appropriate. Staff estimated that this would allow for approximately 3 studios (including the current application) to locate in downtown if the current location is approved.

9. The Executive Director of Downtown Kirkwood stated that the organization's advisory board is in support of the proposal so long as it is conditioned in the manner it has been discussed.

In addition to the items discussed at the meeting, the subcommittee also requested minor changes to the definition to clarify that the operation does not need to be the "principal" activity, but rather, that any business that includes said activity as any portion of their operation would be considered a Tattoo Studio.

RECOMMENDATIONS:

The Subcommittee finds that the following text amendments would not go against promoting the health, safety, morals or the general welfare of the community and recommends that the following amendments to the Zoning Code be **approved**:

1. Section A-140 be amended to include a new definition as follows:

Tattoo Studio - An establishment whose business activity, either in terms of operation or as held out to the public, includes the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin. Said establishment shall be located a minimum of 1,000 feet from any other Tattoo Studio. Any tenant space containing a Tattoo Studio shall have a maximum first-floor street frontage of 8 feet.

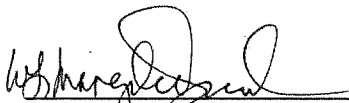
2. Section A-510.3 be amended to include a new Special Use category for "Tattoo Studio".
3. Section A-1000.4 be amended to include a new category and requirement into "Table 1000-2, Parking Requirements" as follows:

Tattoo Studio – Two (2) spaces per chair/station.

The Subcommittee recommends that the request for a Special Use Permit to operate a Tattoo Studio on the 2nd floor of 108 N. Kirkwood Road be approved with the following conditions:

1. Hours of operation shall be limited to 9am through 9pm, Sunday through Saturday.
2. The maximum number of chairs/stations shall be limited to four.
3. Internally illuminated signage on the exterior of the building or as window signage shall be prohibited.
4. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,


Wanda Drewel

Ron Evens

August 21, 2019

Page 3

EXHIBIT A
STANDARD CONDITIONS

1. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.
2. The applicant, by accepting and acting under the Special Use Permit approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.

EXHIBIT B
Subcommittee Meeting Attendees

P&Z Subcommittee Meeting

Project:

PE-4-22 Tattoo Studio

Date:

6/25/19

Location:

108 N. Kirkwood

Name	Organization
Jonathan Reiche	City of Kirkwood
Dana Howard	HCC
TREVOR COLLIS	APPLICANT
Megan Daniels	PopCo
Muda Jewel	P+Z
Ron Evans	P+Z
Dana Lee	DTK

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

A request for a Special Use Permit for a tattoo studio to Electric Unicorn at 108 North Kirkwood Road

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner Jonathan Raiche

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **August 29, 2019** edition and ending with the **August 29, 2019** edition, for a total of 1 publications:

08/29/2019

CITY OF KIRKWOOD NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL OF KIRKWOOD, MISSOURI

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, September 19, 2019 to consider the following:

1. *A request for amendments to the Zoning Code for tattoo studios.*
2. *A request for a Special Use Permit for a tattoo studio to Electric Unicom at 108 North Kirkwood Road.*

Laurie Asche, CMC/MRCC
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802. 11785728 County Aug. 29, 2019

Karie Clark

Karie Clark

Subscribed & sworn before me this 29th day of Aug., 2019
(SEAL)

Chanel Jones

Notary Public

CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St Louis County
My Commission Expires: August 08, 2022
Commission Number: 14397721

T NEWSPAPERS **IMES**

WEBSTER-KIRKWOOD TIMES
SOUTH COUNTY TIMES
WEST END WORD

AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn: Laurie Asche
City Clerk
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing
Notice was published in the Webster-Kirkwood Times on

August 30, 2019

Terry Cassidy
Advertising Consultant

1/16 pg WKT \$98
"Tattoo Studio"



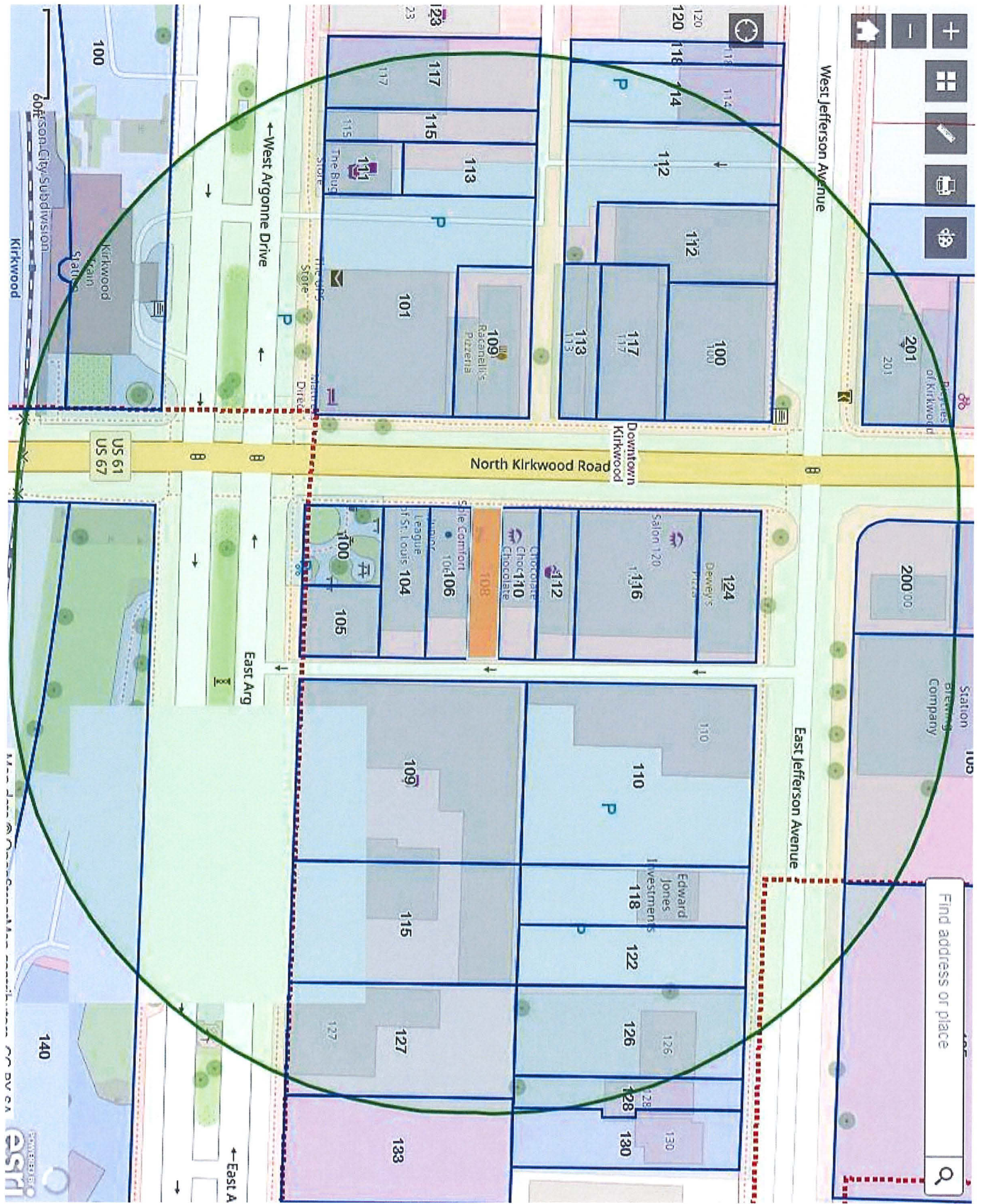
**NOTICE OF
PUBLIC HEARING**
before the City Council
City of Kirkwood, MO

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- 1. A request for amendments to the Zoning Code for tattoo studios.**
- 2. A request for a Special Use Permit for a tattoo studio to Electric Unicorn at 108 North Kirkwood Road.**

Laurie Asche, CMC/MRCC
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5 of 12
108 N. Kirkwood Rd.

PROPERTY OWNER
210 PARKLAND AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
4474 SHAW AVE
SAINT LOUIS, MO 63110

PROPERTY OWNER
P.O. BOX 1955
PEORIA, IL 61656

PROPERTY OWNER
106 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
108 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
133 E ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
711 DOUGHERTY PL
SAINT LOUIS, MO 63122

PROPERTY OWNER
109 E ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
109 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
12825 FOUR WINDS FARM DR
SAINT LOUIS, MO 63131

PROPERTY OWNER
211 COUCH AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
521 VILLA GARDENS DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
P.O. BOX 481
GROVER, MO 63040

PROPERTY OWNER
6740 CHIPPEWA ST
SAINT LOUIS, MO 63109

PROPERTY OWNER
421 TREE TOP LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
112 W JEFFERSON AVE, STE 120A
SAINT LOUIS, MO 63122

PROPERTY OWNER
122 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
128 E JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1326 STRASSNER DR
SAINT LOUIS, MO 63144

PROPERTY OWNER
122 E JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1034 S BRENTWOOD BLVD
STE 1200
SAINT LOUIS, MO 63117

PROPERTY OWNER
750 S HANLEY R, #34
SAINT LOUIS, MO 63105

PROPERTY OWNER
119 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
112 W JEFFERSON AVE, STE 120A
SAINT LOUIS, MO 63122

PROPERTY OWNER
206 W ARGONNE DR, STE 200
SAINT LOUIS, MO 63122

PROPERTY OWNER
114 W JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1519 LYNKIRK LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
94 POND VIEW DR
PORT WASHINGTON, NY 11050

PROPERTY OWNER
P.O. BOX 965
CAPE GIRARDEAU, MO 63702



WHERE COMMUNITY AND SPIRIT MEET

August 22, 2019

Russell B. Hawes
Chief Administrative Officer

At the August 21, 2019, meeting of the Planning and Zoning Commission, the following action was taken:

1. After a public hearing for an amendment to the B4 Development Plan for Adams Place at 100-130 West Adams Avenue, Commissioners Frick and Adkins were appointed to the Subcommittee. The Subcommittee will meet on site August 23 at 8 a.m.
2. By a vote of eight to one, the Commission recommended approval of amendments to the Zoning Code for tattoo studios and recommended granting a Special Use Permit for a tattoo studio to Electric Unicorn at 108 North Kirkwood Road.
3. Staff provided updates on development projects recently reviewed by the City Council.
4. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.
5. The Commission approved a schedule of meetings for the 2020 calendar year including 22 meetings.

The next meeting will be held on September 4, 2019, at 7 p.m.

Respectfully submitted,

Allen Klippel, Chair
Planning and Zoning Commission

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
AUGUST 21, 2019**

PETITION NUMBER: PZ-4-20

ACTION REQUESTED: AMENDMENTS TO CITY OF KIRKWOOD CODE OF ORDINANCES APPENDIX A: THE CITY OF KIRKWOOD ZONING CODE AS IT PERTAINS TO THE ADDITION OF A NEW SPECIAL USE CATEGORY (TATTOO STUDIO) IN THE B-2 DISTRICT AND TO THE DEFINITION AND PARKING SECTIONS ACCORDINGLY, SPECIFICALLY SECTIONS 510.3, 140.1, AND 1000.4

PROPERTY OWNER: RICHARD DANIELS

APPLICANT: TREVOR COLLIS

PROPERTY LOCATION: 108 N. KIRKWOOD ROAD, 2ND FLOOR

ZONING: B-2, GENERAL BUSINESS DISTRICT

BACKGROUND/DESCRIPTION:

The applicant has submitted a multi-part application which includes the following items: 1) multiple text amendments to the Zoning Code to allow for a new Special Use category in the B-2 district, and 2) a Special Use Permit for the new category of "Tattoo Studio" in the 2nd floor tenant space of 108 N. Kirkwood Road. Tattoo studios are currently not a permitted or special use in any of Kirkwood's Zoning Districts.

The requested text amendments include adding "Tattoo Studio" as a Special Use in the B-2 District, defining said use category, and including a parking rate for said use category. The applicant has proposed the following language to define this use category (note: minor typographical corrections have been made from the applicant's original submission):

Tattoo Studio - An establishment whose principal business activity, either in terms of operation or as held out to the public, is the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin.

Because the proposed location is in an existing building within the Downtown area, the City's off-street parking requirements do not apply. However, the City must anticipate that a Tattoo Studio may be requested in a new building or outside of the Downtown area. In preparation for that, the City required the applicant to include a proposed parking rate. The applicant has proposed One (1) space per chair as a minimum required parking rate for said use category.

The applicant indicated that he intends to operate by appointment between the hours of 9am and 9pm. The applicant clarified at the introduction meeting that he does not intend to have the business open 7 days a week from 9am to 9pm, but he has requested those times to allow him to hold appointments during those hours. The application material also states that he would start operations as a single owner/artist studio with a possibility to expand to no more than four tattoo stations. The applicant also offered a proximity restriction in his application that would require that no tattoo studio shall be closer than 1,000 feet to another tattoo studio.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as the Downtown category on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development fits within this broad land-use category.

The subject property is zoned B-2, General Business District (Central Business District). The proposed use, Tattoo Studio, is not currently permitted in any zoning district; and therefore, the applicant is required to request a text amendment.

Surrounding land uses and zoning include the following:

To the north: Properties are zoned B-2 with various retail and office uses being conducted.

To the south: Properties are zoned B-2 with various commercial uses being conducted.

To the east: Properties are zoned B-2 with various commercial uses being conducted.

To the west: Properties are zoned B-2 with various commercial uses being conducted.

DISCUSSION:

A Zoning Matters sign was posted on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meeting was held on June 25, 2019 (See Exhibit B for a list of attendees). The subcommittee discussed the following items:

1. Clients unable to use stairs would be accommodated by the owner at another studio.
2. The maximum hours of operation proposed are 9am – 9pm, 7 days a week.
3. The maximum number of chairs/stations proposed is 4.
4. The subcommittee discussed, and the applicant agreed, that the general parking rate for the proposed use should be 2 spaces per chair to accommodate the employee and client.
5. The subcommittee discussed adding a condition to prohibit internally illuminated signage.
6. Appropriate districts for the proposed use. B-2, B-3, and I-1 were all discussed and it was determined that I-1 would not be appropriate as this would perpetuate the stigma of non-desirable types of studios. Ultimately, the subcommittee felt B-2 is the most appropriate district.
7. The possibility of a prohibition on Tattoo Studios in first floor tenant spaces; however, a maximum storefront requirement was favored (e.g. 8' maximum). This type of requirement would prevent studios from having an overwhelming negative impact on the storefront area of Downtown but would allow a shop to have an external entrance either to a 2nd floor or to an interior tenant space in a multi-tenant building.
8. The proposed 1,000 foot buffer requirement between Tattoo Studios is appropriate. Staff estimated that this would allow for approximately 3 studios (including the current application) to locate in downtown if the current location is approved.

9. The Executive Director of Downtown Kirkwood stated that the organization's advisory board is in support of the proposal so long as it is conditioned in the manner it has been discussed.

In addition to the items discussed at the meeting, the subcommittee also requested minor changes to the definition to clarify that the operation does not need to be the "principal" activity, but rather, that any business that includes said activity as any portion of their operation would be considered a Tattoo Studio.

RECOMMENDATIONS:

The Subcommittee finds that the following text amendments would not go against promoting the health, safety, morals or the general welfare of the community and recommends that the following amendments to the Zoning Code be **approved**:

1. Section A-140 be amended to include a new definition as follows:

Tattoo Studio - An establishment whose business activity, either in terms of operation or as held out to the public, includes the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin. Said establishment shall be located a minimum of 1,000 feet from any other Tattoo Studio. Any tenant space containing a Tattoo Studio shall have a maximum first-floor street frontage of 8 feet.

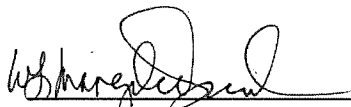
2. Section A-510.3 be amended to include a new Special Use category for "Tattoo Studio".
3. Section A-1000.4 be amended to include a new category and requirement into "Table 1000-2, Parking Requirements" as follows:

Tattoo Studio – Two (2) spaces per chair/station.

The Subcommittee recommends that the request for a Special Use Permit to operate a Tattoo Studio on the 2nd floor of 108 N. Kirkwood Road be approved with the following conditions:

1. Hours of operation shall be limited to 9am through 9pm, Sunday through Saturday.
2. The maximum number of chairs/stations shall be limited to four.
3. Internally illuminated signage on the exterior of the building or as window signage shall be prohibited.
4. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,


Wanda Drewel

Ron Evens

August 21, 2019

Page 3

**EXHIBIT A
STANDARD CONDITIONS**

1. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.
2. The applicant, by accepting and acting under the Special Use Permit approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.

EXHIBIT B
Subcommittee Meeting Attendees

P&Z Subcommittee Meeting

Project:

PZ-4-20 Tattoo Studio

Date:

6/25/19

Location:

108 N. Kirkwood

Name	Organization
Jonathan Raiche	City of Kirkwood
Dana Howard	HCC
TREVOR COLLIS	APPLICANT
Megan Daniels	PopCo
Minda Suvrel	P+Z
Ron Evans	P+Z
Danna Lee	DTK

BILL

ORDINANCE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A TATTOO STUDIO AT 108 NORTH KIRKWOOD ROAD, 2ND FLOOR SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Trevor Collis made application (PZ-4-20) for a special use permit (Tattoo Studio); and

WHEREAS, the Planning and Zoning Commission did on the 21st day of August, 2019, by adopting the Planning and Zoning Commission Report dated August 21, 2019, (attached hereto as Exhibit “A” and incorporated by reference herein), recommend the granting of said Special Use Permit subject to certain conditions and did find that granting of said permits would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did, on the 19th day of September, 2019, hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing and does find that the granting of such permit and site plan approval, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; and

WHEREAS, the Council does further find that the general welfare requires that such permit be subject to the conditions hereinafter set out.

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

SECTION 1. A Special Use Permit for a Tattoo Studio is granted on the property known as 108 North Kirkwood Road, 2nd Floor subject to the following conditions:

1. Hours of Operation shall be limited to 9am through 9pm, Sunday through Saturday.
2. The maximum number of chairs/stations shall be limited to four.
3. Internally illuminated signage on the exterior of the building or as window signage shall be prohibited.
4. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

SECTION 2. The approval of this special use permit and final site plan shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 3. The premises and improvements as approved by this special use permit and final site plan shall be in good working order and maintained in good repair at all times.

SECTION 4. The applicant by accepting and acting under the special use permit and site plan herein granted accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

SECTION 5. The applicant further agrees by accepting and acting under this special use permit and site plan herein granted that this ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 6. This ordinance shall become null and void in the event the petitioner does not obtain a building permit within one year of the passage of this ordinance.

SECTION 7: The applicant and her successors and assigns by accepting and acting under the approval herein granted accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued. A Stop Work Order to cease all work on the premises except such work as directed by the Public Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

SECTION 8. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS day of _____, 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced:
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

In conjunction with his petition to amend the Zoning Code to add a new Special Use category of "Tattoo Studio", Trevor Collis has applied for a Special Use Permit for a Tattoo Studio on the 2nd Floor of 108 N. Kirkwood Road. For additional information, please see the attached P&Z Commission Subcommittee Report.

Recommendations and Action Requested:

The Planning & Zoning Commission recommended approval of the request at their August 21, 2019 meeting by a vote of 8-1. A public hearing is requested followed by City Council consideration.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0 Project #: Budgeted: YES
If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Jonathan Raiche Date: 9/12/2019 Authenticated: raichejd

You can attach up to 3 files along with this request.



2019-09-19 PZ-4-20
OrdinanceB.doc
Microsoft Word 97 - 2003
Document
39.5 KB



Subcommittee report.pdf
Adobe Acrobat Document
4.28 MB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

9-13-19

**CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
AUGUST 21, 2019**

PETITION NUMBER: PZ-4-20

ACTION REQUESTED: AMENDMENTS TO CITY OF KIRKWOOD CODE OF ORDINANCES APPENDIX A: THE CITY OF KIRKWOOD ZONING CODE AS IT PERTAINS TO THE ADDITION OF A NEW SPECIAL USE CATEGORY (TATTOO STUDIO) IN THE B-2 DISTRICT AND TO THE DEFINITION AND PARKING SECTIONS ACCORDINGLY, SPECIFICALLY SECTIONS 510.3, 140.1, AND 1000.4

PROPERTY OWNER: RICHARD DANIELS

APPLICANT: TREVOR COLLIS

PROPERTY LOCATION: 108 N. KIRKWOOD ROAD, 2ND FLOOR

ZONING: B-2, GENERAL BUSINESS DISTRICT

BACKGROUND/DESCRIPTION:

The applicant has submitted a multi-part application which includes the following items: 1) multiple text amendments to the Zoning Code to allow for a new Special Use category in the B-2 district, and 2) a Special Use Permit for the new category of "Tattoo Studio" in the 2nd floor tenant space of 108 N. Kirkwood Road. Tattoo studios are currently not a permitted or special use in any of Kirkwood's Zoning Districts.

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Because the proposed location is in an existing building within the Downtown area, the City's off-street parking requirements do not apply. However, the City must anticipate that a Tattoo Studio may be requested in a new building or outside of the Downtown area. In preparation for that, the City required the applicant to include a proposed parking rate. The applicant has proposed One (1) space per chair as a minimum required parking rate for said use category.

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COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as the Downtown category on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development fits within this broad land-use category.

The subject property is zoned B-2, General Business District (Central Business District). The proposed use, Tattoo Studio, is not currently permitted in any zoning district; and therefore, the applicant is required to request a text amendment.

Surrounding land uses and zoning include the following:

To the north: Properties are zoned B-2 with various retail and office uses being conducted.

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To the west: Properties are zoned B-2 with various commercial uses being conducted.

DISCUSSION:

A Zoning Matters sign was posted on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meeting was held on June 25, 2019 (See Exhibit B for a list of attendees). The subcommittee discussed the following items:

1. Clients unable to use stairs would be accommodated by the owner at another studio.
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6. Appropriate districts for the proposed use. B-2, B-3, and I-1 were all discussed and it was determined that I-1 would not be appropriate as this would perpetuate the stigma of non-desirable types of studios. Ultimately, the subcommittee felt B-2 is the most appropriate district.
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8. The proposed 1,000 foot buffer requirement between Tattoo Studios is appropriate. Staff estimated that this would allow for approximately 3 studios (including the current application) to locate in downtown if the current location is approved.

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In addition to the items discussed at the meeting, the subcommittee also requested minor changes to the definition to clarify that the operation does not need to be the "principal" activity, but rather, that any business that includes said activity as any portion of their operation would be considered a Tattoo Studio.

RECOMMENDATIONS:

The Subcommittee finds that the following text amendments would not go against promoting the health, safety, morals or the general welfare of the community and recommends that the following amendments to the Zoning Code be **approved**:

1. Section A-140 be amended to include a new definition as follows:

Tattoo Studio - An establishment whose business activity, either in terms of operation or as held out to the public, includes the practice of placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person; using ink or other substances that result in the permanent coloration of skin by means of the use of needles or other instruments designed to contact or puncture the skin. Said establishment shall be located a minimum of 1,000 feet from any other Tattoo Studio. Any tenant space containing a Tattoo Studio shall have a maximum first-floor street frontage of 8 feet.

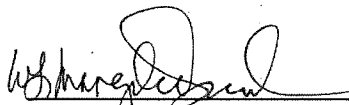
2. Section A-510.3 be amended to include a new Special Use category for "Tattoo Studio".
3. Section A-1000.4 be amended to include a new category and requirement into "Table 1000-2, Parking Requirements" as follows:

Tattoo Studio – Two (2) spaces per chair/station.

The Subcommittee recommends that the request for a Special Use Permit to operate a Tattoo Studio on the 2nd floor of 108 N. Kirkwood Road be approved with the following conditions:

1. Hours of operation shall be limited to 9am through 9pm, Sunday through Saturday.
2. The maximum number of chairs/stations shall be limited to four.
3. Internally illuminated signage on the exterior of the building or as window signage shall be prohibited.
4. The applicant shall comply with all standard conditions as listed in Exhibit A.

Respectfully submitted,


Wanda Drewel

Ron Evens

August 21, 2019

Page 3

**EXHIBIT A
STANDARD CONDITIONS**

1. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.
2. The applicant, by accepting and acting under the Special Use Permit approval granted, accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in the report and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this approval in the event such provisions are not complied with.

EXHIBIT B
Subcommittee Meeting Attendees

P&Z Subcommittee Meeting

Project:

PE-4-20 Tattoo Studio

Date:

6/25/19

Location:

108 N. Kirkwood

Name	Organization
Jonathan Raiche	City of Kirkwood
Doris Howard	HCC
TREVOR COLLIS	APPLICANT
Megan Daniels	PopCo
Muda Jewel	P+Z
Ron Evans	P+Z
Danna Lee	DTK

THE CONSENT AGENDA IS ATTACHED

- a) Approval of the September 5, 2019 City Council Meeting Minutes
- b) Resolution 125-2019, accepting the bid of Dave Sinclair Ford (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2020 Ford F550 Flatbed for the Water Department and directing the Director of Procurement to issue a Purchase Order (\$41,873.80)
- c) Resolution 126-2019, accepting the bid of Putnam Chevrolet (pursuant to State of Missouri Cooperative Contract) for the purchase of a 2019 Chevrolet Express Cargo 2500 Van for the Water Department and directing the Director of Procurement to issue a Purchase Order (\$26,556)
- d) Resolution 127-2019, accepting the bid of World Wide Technology (pursuant to State of Missouri Cooperative Contract) for the purchase of Cisco Hardware for Network Device Replacement for the Police Department and directing the Director of Procurement to issue a Purchase Order (\$37,067.56)
- e) Resolution 128-2019, accepting the bid of MacQueen Emergency Group for Personal Protective Equipment consisting of coats and pants, boots and escape belts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms and authorizing and directing the Mayor to enter into a contract (at the rates provided in the memo)
- f) Resolution 129-2019, accepting the bid of Sentinel Emergency Solutions for Personal Protective Equipment consisting of Cairnes 880 fire helmets and fronts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms and authorizing and directing the Mayor to enter into a contract (at the rates provided in the memo)
- g) Resolution 130-2019, appointing Sandy Washington to the Finance Committee to a term to June 2022



WHERE COMMUNITY AND SPIRIT MEET*

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**Kirkwood City Council
Kirkwood City Hall
City Council Chambers
Thursday, September 5, 2019, 7:00 p.m.**

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, September 5, 2019, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Ward, Wurtz, and Zimmer. Also in attendance were City Clerk Laurie Asche, Deputy City Clerk Freddy Doss, and City Attorney John Hessel. Chief Administrative Officer Russell Hawes and Assistant Chief Administrative Officer Georgia Ragland were absent and excused.

INTRODUCTIONS AND RECOGNITIONS NONE

PRESENTATIONS

The Greentree Festival Committee presented information regarding the 2019 Greentree Festival Committee. The theme will be "Let the Board Games Begin". The festival will take place from Friday, September 13th through Sunday, September 15th. The Parade Marshal will be Barb Byerly.

Mayor Griffin presented a Constitution Week Proclamation presented to Kathy Felix

PUBLIC HEARINGS NONE

PUBLIC COMMENTS

1. Jeremy Whitt, Vice-President and Counsel for Audi Kirkwood, 10230 Manchester Road, spoke in favor of Bill 10788. Audi Kirkwood has tried to address resident's concerns and will continue to work with residents regarding their concerns.
2. Jill Walsh, 1075 N. Sappington, Glendale, spoke in regards to the condition of the home at the corner of North Taylor and Adams and questioned if there is anything the City of Kirkwood could do to help fix the issues.
3. Jason Gunter, 505 Eastwood Drive, spoke in regards to Bill 10788.
4. Sarah Becvar, 507 Eastwood Drive, spoke in regards to Bill 10788. Thanks Audi Kirkwood for being responsive to residents and willing to work with their concerns.



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CONSENT AGENDA

Motion was made by Council Member Wurtz and seconded by Council Member Ward to approve the Consent Agenda. The Consent Agenda was unanimously approved.

- a) Approval of the August 15, 2019 City Council Meeting Minutes
- b) Resolution 120-2019, appointing and reappointing members to the Downtown Special Business District Advisory Commission
- c) Resolution 122-2019, endorsing Saint Louis County's Grant Program for the City's waste reduction efforts
- d) Resolution 123-2019, transferring funds and amending the contract with Granicus for Website Redesign and Hosting Services (amount not to exceed \$34,375)
- e) Resolution 124-2019, transferring funds from the Building & Site Improvement Account, Project #TR2002, to the Feasibility Studies Account, Project #EN2001, for Vision Zero professional engineering services (\$50,000)

UNFINISHED BUSINESS

Bill 10781, readopting a Procedure to Disclose Potential Conflicts of Interest and Substantial Interests for Certain Officials as set forth in Chapter 2, Article I, Section 2-5 of the Kirkwood Code of Ordinances, was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

The bill, having received majority approval of the council, was adopted and became Ordinance 10620.

Bill 10782, amending and readopting the provisions of Appendix E, "Personnel Rules and Regulations" of the Kirkwood Code of Ordinances, was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"



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Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

The bill, having received majority approval of the council, was adopted and became Ordinance 10621.

Motion was made by Council Member Zimmer and seconded by Council Member Ward to bring Substitute Bill 10783 on the floor for consideration. The motion was unanimously approved.

Substitute Bill 10783, authorizing the City of Kirkwood, Missouri, to enter into a Lease Purchase Transaction, the proceeds of which will be used to pay the costs of currently refunding all of the City's outstanding taxable Certificates of Participation (City of Kirkwood, Missouri, Lessee), Series 2009 (Build America Bonds – Direct Pay); and authorizing the execution of certain documents and actions in connection therewith, was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

The bill, having received majority approval of the council, was adopted and became Ordinance 10622.

Bill 10784A, authorizing and directing the Mayor to enter into an Illuminated Street Sign Maintenance and Power Supply Agreement with the Missouri Highways and Traffic Commission for improvements to the traffic signals at the intersections of Manchester Road/Woodlawn and Manchester Road/Sylvan Place, was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"



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Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

The bill, having received majority approval of the council, was adopted and became Ordinance 10623.

Bill 10785A, authorizing and directing the Mayor to enter into Painting of Traffic Signal and Lighting Facilities Agreement with the Missouri Highways and Traffic Commission for improvements to the traffic signals at the intersections of Manchester Road/Woodlawn and Manchester Road/Sylvan Place, was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"

The bill, having received majority approval of the council, was adopted and became Ordinance 10624.

NEW BUSINESS

Bill 10786, fixing and establishing the rate of taxation to be levied upon all real estate and certain tangible personal property in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2019, for the maintenance of the Kirkwood public parks; for the Police and Fireman's Pension Fund; for General Government Services, and for business in the Special Business District, was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Duwe to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10787, fixing and establishing the rate of taxation to be levied upon all real estate and certain tangible personal property in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2019, for the operation and maintenance of the Municipal Library District of Kirkwood, was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Edman to accept the bill for first reading approval.

The bill received first reading approval and was held over.



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Bill 10788, granting a Special Use Permit and Site Plan approval for motor vehicle sales at 10230 and 10240 Manchester Road, subject to certain conditions, was brought before the council. Motion was made by Council Member Duwe and seconded

by Council Member Wurtz to accept the bill for first reading approval. A discussion took place. It was recommended that mixed planting consisting of hearty low shrubs be placed along Manchester Road in the right-of-way.

Motion was made by Council Member Edman and seconded by Council Member Duwe to amend the bill by adding a Condition #24 to Section 1 to read as follows, "Between the hours of 8 p.m. and 8 a.m., interior lighting for second story rooms along the south façade shall be limited to lighting required for Building and Fire Code compliance, janitorial services, and security". A discussion took place. The motion to amend was unanimously approved.

Motion was made by Council Member Edman and seconded by Council Member Duwe to amend the bill by adding a Condition #25 to Section 1 to read as follows, "The use of outdoor speakers for amplification of sound including, but not limited to, music and voice shall be prohibited". A discussion took place. The motion to amend was unanimously approved.

Motion was made by Council Member Edman and seconded by Council Member Ward to amend the bill by adding a Condition #26 to Section 1 to read as follows, "An 8 foot tall sight-proof fence shall be provided along the southern property line adjacent to residentially zoned property". A discussion took place. The motion to amend was unanimously approved.

The amended bill received first reading approval and was held over.

Bill 10789, granting a Special Use Permit for a convenience store (bakery shop) on the property known as 137 West Jefferson Avenue, subject to certain conditions, was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Duwe to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10790, granting a Special Use Permit for an amusement establishment at 105 East Jefferson Avenue, subject to certain conditions, was brought before the council. Motion was made by Council Member Luetzow and seconded by Council Member Ward to accept the bill for first reading approval.



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Motion was made by Council Member Zimmer and seconded by Council Member Edman to amend the bill by deleting Condition #4 of Section 1.

Motion was made by Council Member Luetzow and seconded by Council Member Zimmer to waive Roberts Rule of Order to allow the petitioner to address the council. The motion was unanimously approved. A discussion took place.

The motion to amend the bill was unanimously approved.

The amended bill received first reading approval and was held over.

Bill 10791, appropriating funds in the amount of \$27,939.95 from the Equitable Sharing Fund Balance to the Machinery & Equipment Account, accepting the bid of Fire Cam in the amount of \$27,939.95 for the purchase of an unmanned aerial system (drone) for the Kirkwood Police Department and authorizing and directing the Director of Procurement to issue a Purchase Order, was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Edman to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Bill 10792, appropriating \$5,335 from the Equitable Sharing Fund Balance to the Other Professional Services Account for the maintenance of the uninterruptible power source for the Police Department, was brought before the council. Motion was made by Council Member Duwe and seconded by Council Member Zimmer to accept the bill for first reading approval.

The bill received first reading approval and was held over.

Resolution 121-2019, accepting and approving the City of Kirkwood Deferred Compensation Restated Plan Document, was brought before the council. Motion was made by Council Member Edman and seconded by Council Member Zimmer to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Edman	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	"Yes"
Council Member Luetzow	"Yes"
Council Member Duwe	"Yes"



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CONSENT AGENDA ITEMS FOR DISCUSSION NONE

CITY COUNCIL REPORTS

Council Member Ward stated that in the absence of the Chief Administrative Officer and Assistant Chief Administrative Officer at tonight's council meeting that the City Clerk and Deputy City Clerk did an admirable job.

CHIEF ADMINISTRATIVE OFFICER REPORT NONE

CITY ATTORNEY REPORT

Mr. Hessel had nothing to report.

CITY CLERK REPORT

Ms. Asche reported that the City of Kirkwood received an Application for Temporary Outdoor Promotional Variance from the Alpine Shop, 440 N. Kirkwood Rd., to hold their Semi-Annual Sale October 18th from 6 p.m. to 10 p.m., October 19th from 10 a.m. to 9 p.m., and October 20th from 11 a.m. to 6 p.m. The application includes a request to have a tent on the parking lot from Thursday, October 10th through Monday, October 21st. Motion was made by Council Member Ward and seconded by Council Member Edman to approve the application. The motion was unanimously approved.

Ms. Asche read the report of the August 21, 2019 Planning and Zoning Commission meeting. The following action took place:

1. After a public hearing for an amendment to the B4 Development Plan for Adams Place at 100-130 West Adams Avenue, Commissioners Frick and Adkins were appointed to the Subcommittee. The Subcommittee will meet on site on August 23 at 8 a.m.
2. By a vote of eight to one, the Commission recommended approval of amendments to the Zoning Code for tattoo studios and recommended granting a Special Use Permit for a tattoo studio to Electric Unicorn at 108 North Kirkwood Road. A public hearing will be scheduled.
3. Staff provided updates on development projects recently reviewed by the City Council.
4. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.
5. The Commission approved a schedule of meetings for the 2020 calendar year including 22 meeting.

Ms. Asche read the report of the September 4, 2019 Planning and Zoning Commission meeting. The following action took place:

1. The Commission unanimously recommended approval of rezoning 130 West Adams Avenue from B2 to B4 and amending the current B4 development



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plan approval for Adams Place at 100-130 West Adams Avenue. A public hearing will be scheduled.

2. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:57 p.m. The next regular council meeting is scheduled for September 19, 2019 at 7:00 p.m.

Laurie Asche, CMC/MRCC
City Clerk

Approved:

RESOLUTION 125-2019

A RESOLUTION ACCEPTING THE BID OF DAVE SINCLAIR FORD IN THE AMOUNT OF \$41,873.80 (PURSUANT TO STATE OF MISSOURI COOPERATIVE CONTRACT) FOR THE PURCHASE OF A 2020 FORD F550 FLATBED FOR THE WATER DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City may purchase items and services that have been competitively bid and awarded by State of Missouri Cooperative Contract, and

WHEREAS, staff recommends that the City purchase of a 2020 Ford F550 Flatbed for the Water Department from Dave Sinclair Ford under State of Missouri Cooperative Contract #IFB605CO19001412 in the amount of \$41,873.80, and

WHEREAS, funds are available in Account #505-2215-481.75.06, Project #WA2006.

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

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$41,873.80 to Dave Sinclair Ford under State of Missouri Cooperative Contract #IFB605CO19001412 for the purchase of a 2020 Ford F550 Flatbed for the Water Department.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Water Division in conjunction with Fleet Services annually replaces Water vehicles based on criteria established by the Fleet Services Director. Based on this criteria vehicle no. 8503 is scheduled for replacement in the FY20 budget. This vehicle is a 2001 flatbed Ford 550 with crane used by the water distribution crew in the repair of water mains, valves and fire hydrants.

This request is for the purchase of a Ford 550 chassis, cab and platform bed. Procurement will be seeking proposals for the after factory crane, to be presented to the Council at a later date for approval.

Recommendations and Action Requested:

It is recommended that the City Council accept the Missouri State Cooperative Purchasing Agreement from Dave Sinclair Ford in the amount of \$41,873.80 for the replacement of water vehicle no. 8503

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$41,873.80 Account #: 50522154817506 Project #: WA2006 Budgeted: YES

If YES, Budgeted Amount: \$100,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Bill Bensing

Date: 9/10/2019

Authenticated: bensinwe

You can attach up to 3 files along with this request.



20190909 8503-8550 Vehicle
Build.pdf
Adobe Acrobat Document
43.5 KB

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

[Empty text box for Purchasing Director's Comments]

BY: David Weidler

Date: 9/12/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.



13335 Resolution Letter.pdf
Adobe Acrobat Document
197 KB

File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name: [Empty text box]

To Account # or Fund Name: [Empty text box]

Finance Director's Comments:

Budget appropriation is sufficient to approve the request for account 505-2215-481-75-06 Water Rolling Stock, project WA2006 1.5 Ton Flatbed for \$41,874 as requested above.

BY: John Adams

Date: 9/12/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

[Empty text box for Chief Administrative Officer's Comments]

BY: 

Date: 9-13-19

Water Department Vehicles

Year		Make	Model	Driveline	Color	Vendor	Location	Contract	Cost
2020		Ford	F550 Regular Cab	2WD	White	Dave Sinclair Ford Options	St. Louis, MO	IFB605CO19001412	\$ 39,680.00
RPO or Code	Description								
15A	14' Platform Bed ILO 12' Platform Bed								
15E	92"X40" Bulkhead								
15S	Class V Receiver Hitch								
15U	Automatic Transmission Power Take Off Provision								
15V	Cab Steps/Running Boards								
15W	Optional Rear Axle Ratio (4.88)								
15X	Limited Slip Rear Axle								
15Z	Bluetooth Capability								
15AA	Standard Gasoline Engine (Deduct)								
15BB	19,000GVWR ILO 17,500 GVWR								
15CC	Additional Set of Keys								
90L	Power Equipment Group								
MISC	108" CA ILO 84" CA								
Knapheide	D-Rings and Stake Bed Sides (Quote CS00000556)								
Freight	Delivery								
Total Vehicle Cost									\$ 41,873.80

September 12, 2019

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: 2020 Ford F550 Flatbed, Bid # 13335

<u>Vendor – Dave Sinclair Ford</u>	<u>Unit Price</u>
2020 - Ford F550 Flatbed – White in color	\$39,680.00
14' Platform Bead ILO 12' Platform Bed	\$ 3,631.00
92" x 40" Bulkhead	\$ 995.00
Class V Receiver Hitch	\$ 810.00
Automatic Transmission Power Take-Off Provision	\$ 254.00
Cab Steps / Running Boards	\$ 292.00
19,000 GVWR ILO 17,500 GVWR	\$ 1,379.00
Additional Set of Keys	\$ 75.00
Power Equipment Group	\$ 841.80
108" CA ILO 84" CA	\$ 161.00
D-Rings and Stake Bed Sides (Knapheide Quote CS00000556)	\$ 1,447.00
Total Vehicle Cost	\$41,873.80

The City of Kirkwood may use cooperative contracts that are competitively bid. The State of Missouri competitively bid 2020 Ford F550 Flatbed and Dave Sinclair Ford was the lowest responsible and responsive bid. The State of Missouri contract number is IFB605CO19001412.

Funds in the amount of \$100,000.00 are available in account number 505-2215-481.75-06, project number WA2006.

Attached is a request from Bill Bensing, Director of Public Services, for a resolution authorizing a purchase order in the amount of \$41,873.80 to be issued to Dave Sinclair Ford for the purchase of a 2020 Ford F550 Flatbed for the Water Department.

Respectfully,



David Weidler, CPPO, CPPB
Director of Procurement

RESOLUTION 126-2019

A RESOLUTION ACCEPTING THE BID OF PUTNAM CHEVROLET IN THE AMOUNT OF \$26,556 (PURSUANT TO STATE OF MISSOURI COOPERATIVE CONTRACT) FOR THE PURCHASE OF A 2019 CHEVROLET EXPRESS CARGO 2500 VAN FOR THE WATER DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City may purchase items and services that have been competitively bid and awarded by State of Missouri Cooperative Contract, and

WHEREAS, staff recommends that the City purchase of a 2019 Chevrolet Express Cargo 2500 Van for the Water Department from Putnam Chevrolet under State of Missouri Cooperative Contract #CC190672003 in the amount of \$26,556, and

WHEREAS, funds are available in Account #505-2215-481.75.06, Project #WA2005.

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

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$26,556 to Putnam Chevrolet under State of Missouri Cooperative Contract #CC190672003 for the purchase of a 2019 Chevrolet Express Cargo 2500 Van for the Water Department.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Water Division in conjunction with Fleet Services annually replaces Water vehicles based on criteria established by the Fleet Services Director. Based on this criteria vehicle no. 8508 is scheduled for replacement in the FY20 budget. This vehicle is a 2010 E150 Cargo Van used by Water Services for routine customer service calls, meter replacements, service line leaks and pump station maintenance activities.

Recommendations and Action Requested:

It is recommended that the City Council accept the Missouri State Cooperative Purchasing Agreement from Putnam Chevrolet in the amount of \$26,556 for the replacement of water vehicle no. 8508

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$26,556.00 Account #: 50522154817506 Project #: WA2005 Budgeted: YES

If YES, Budgeted Amount: \$32,129.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Bill Bensing

Date: 9/9/2019

Authenticated: bensingwe

You can attach up to 3 files along with this request.



20190909 8508 Vehicle

Build.pdf

Adobe Acrobat Document

38.2 KB

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

[Empty text box for Purchasing Director's Comments]

BY: David Weidler

Date: 9/12/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.


13307 Resolution Letter.pdf
Adobe Acrobat Document
192 KB

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

[Empty text box for From Account # or Fund Name]

To Account # or Fund Name:

[Empty text box for To Account # or Fund Name]

Finance Director's Comments:

Budget appropriation is sufficient to approve the request for account 505-2215-481-75-06 Water Rolling Stock, project WA2005 Pick-up Truck for \$26,556 as requested above.

BY: John Adams

Date: 9/12/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

[Empty text box for Chief Administrative Officer's Comments]

BY: 

Date: 9-13-19

Water Department Vehicles

Vehicle								
Year	Make	Model	Driveline	Color	Vendor	Location	Contract	Cost
2019 or Newer	Chevrolet	Express Cargo 2500	2WD	White	Putnam Chevrolet Options	California, MO	CC190672003	\$ 21,097.00
RPO or Code	Description						Cost	
Item 46	Power Windows, Door Locks and Exterior Mirrors						\$ 115.00	
Item 47	3rd Set of Keys/FOBs						\$ 60.00	
Item 48	Bluetooth Capability						\$ 1,145.00	
Item 49	Blind Spot Warning						\$ 770.00	
Item 51	Door: Sliding Side						\$ 150.00	
Item 56	Passenger Side Door Glass and Rear Door Glass						\$ 125.00	
Item 59	Engine: Larger Size, 6.0L						\$ 950.00	
Item 61	Extended Length, 155" WB						\$ 1,850.00	
Freight	Delivery, \$1.00 per mile round trip						\$ 294.00	
Total Vehicle Cost							\$ 26,556.00	
Budget							\$ 34,500.00	
Variance							\$ 7,944.00	

Vehicle bid does not have any emergency lighting or decals. Upon request, Fleet will assist in researching and installation of these items.

September 12, 2019

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: 2019 Chevrolet Express Cargo 2500 Van, Bid # 13307

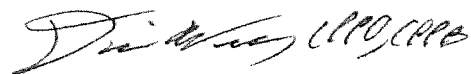
<u>Vendor – Putnam Chevrolet</u>	<u>Unit Price</u>
2019 - Chevrolet Express Cargo 2500 Van – White in color	\$21,097.00
Power Windows, Locks & Mirrors	\$ 115.00
3 rd Set of Keys/FOB's	\$ 60.00
Bluetooth Capability	\$ 1,145.00
Blind Spot Detection	\$ 770.00
Door: Sliding Side	\$ 150.00
Passenger: Side Door Glass, Rear Door Glass	\$ 125.00
Engine: Larger Size, 6.0L	\$ 950.00
Extended Length, 155" WB	\$ 1,850.00
Delivery: \$1.00/mile; round-trip	\$ 294.00
Total Vehicle Cost	\$26,556.00

The City of Kirkwood may use cooperative contracts that are competitively bid. The State of Missouri competitively bid 2019 Chevrolet Express Cargo 2500 Van and Putnam Chevrolet was the lowest responsible and responsive bid. The State of Missouri contract number is CC190672003.

Funds in the amount of \$32,129.00 are available in account number 505-2215-481.75-06, project number WA2005.

Attached is a request from Bill Bensing, Director of Public Services, for a resolution authorizing a purchase order in the amount of \$26,556.00 to be issued to Putnam Chevrolet for the purchase of a 2019 Chevrolet Express Cargo 2500 Van for the Water Department.

Respectfully,



David Weidler, CPPO, CPPB
Director of Procurement

RESOLUTION 127-2019

A RESOLUTION ACCEPTING THE BID OF WORLD WIDE TECHNOLOGY IN THE AMOUNT OF \$37,067.56 (PURSUANT TO STATE OF MISSOURI COOPERATIVE CONTRACT) FOR THE PURCHASE OF CISCO HARDWARE FOR NETWORK DEVICE REPLACEMENT FOR THE POLICE DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City may purchase items and services that have been competitively bid and awarded by State of Missouri Cooperative Contract, and

WHEREAS, staff recommends that the City purchase of Cisco Hardware for Network Device Replacement for the Police Department from World Wide Technology under State of Missouri Cooperative Contract #CT160381001 in the amount of \$37,067.56, and

WHEREAS, funds are available in Account #301-1105-600.75.05, Project #IT2002.

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

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$37,067.56 to World Wide Technology under State of Missouri Cooperative Contract #CT160381001 for the purchase of Cisco Hardware for Network Device Replacement for the Police Department.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Replace aging switches in Community Center and also the Police Department. These devices are what connect all network devices to the systems that they are to talk to.

Recommendations and Action Requested:

Accept the bid from WWT who holds the Missouri State contract for Cisco Hardware.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$37,067.56 Account #: 30111056007505 Project #: IT2002 Budgeted: YES

If YES, Budgeted Amount: \$80,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

There will be additional cost for professional services to assist us with the configuration, setup and installation of these devices as well.

BY: Kevin Campe

Date: 9/6/2019

Authenticated: campekr

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:


BY: David Weidler

Date: 9/12/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.



 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budget appropriation is sufficient for \$37,068 as requested above in account 301-1105-600-75-05 Machinery & Equipment project IT2002 Switches.

BY: John Adams

Date: 9/12/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

BY: 

Date: 9-13-19

September 12, 2019

To: Russell Hawes, Chief Administrative Officer

For Your Consideration: Cisco Hardware for Network Device Replacement - PD & KCC,
Bid # 13338

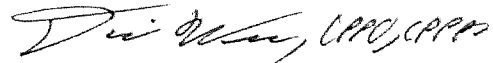
Vendor	Total Cost
World Wide Technology	\$37,067.56

The City of Kirkwood may use cooperative contracts that are competitively bid. The State of Missouri competitively bid Cisco Hardware and World Wide Technology was the lowest responsible and responsive bid. The State of Missouri contract number is CT160381001.

Funds are available in the account number 301-1105-600.75-05, in the amount of \$80,000.00. The project number is IT2002.

Attached is a request from Kevin Campe, MIS Director, for a resolution authorizing a purchase order to be issued to World Wide Technology in the amount of \$37,067.56 for Cisco Hardware for Network Device Replacement for Police Department and Kirkwood Community Center.

Respectfully,



David Weidler, CPPO, CPPB
Director of Procurement

RESOLUTION 128-2019

A RESOLUTION ACCEPTING THE BID OF MACQUEEN EMERGENCY GROUP AT THE RATES PROVIDED IN THE MEMO (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) FOR PERSONAL PROTECTIVE EQUIPMENT CONSISTING OF COATS AND PANTS, BOOTS AND ESCAPE BELTS FOR THE FIRE DEPARTMENT WITH AN INITIAL TERM OF 12 MONTHS WITH THE OPTION TO RENEW FOR UP TO FOUR ADDITIONAL 12 MONTH TERMS AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, pursuant to law, the City obtained bids for Personal Protective Equipment consisting of coats and pants, boots and escape belts for the Fire Department, and

WHEREAS, the most responsible bid received was that of MacQueen Emergency Group at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) with an initial term of 12 months with the option to renew for up to four additional 12 month terms and which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Fire Chief, and

WHEREAS, funds are available in Account #301-1301-600.75.05, Project #FD2001.

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

SECTION 1. The bid of MacQueen Emergency Group at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for Personal Protective Equipment consisting of coats and pants, boots and escape belts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with MacQueen Emergency Group at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for Personal Protective Equipment consisting of coats and pants, boots and escape belts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Replacement of firefighter protective gear. NFPA requirement per reaching the end of serviceable lifetime.

Recommendations and Action Requested:

To purchase per the recommendation, replacement of all front line firefighter personal protective equipment and the establishment of a unit price contract with an initial one year term and four one year renewal terms for additional PPE as required for replacement or for new hires. This initial purchase and contract with MacQueen Emergency Group will be for Personal Protective Equipment consisting of Coats, Pants, Boots & Escape Belts. The initial purchase will be for 49 sets of equipment in the amount of \$173,022.00.

Alternatives Available:

None

Does this project have a public information component? Yes No

Cost: \$173,022.00 Account #: 30113016007505 Project #: FD2001 Budgeted: YES

If YES, Budgeted Amount: \$187,254.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

Please the justification, committee recommendation and cost analysis attached to this legislation.

BY: James Silvernail

Date: 9/3/2019

Authenticated: smithdl

You can attach up to 3 files along with this request.



PPE Recommendation
Spetember 2019.doc
Microsoft Word 97 - 2003
Document
34.0 KB

 File Attachment



PPE Budget Analysis Final.xlsx
Microsoft Excel Worksheet
11.0 KB

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

[Empty text box for Purchasing Director's Comments]

BY: David Weidler

Date: 9/12/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.


13252 Resolution Letter -
MacQueen.pdf
Adobe Acrobat Document
181 KB

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

[Empty text box for From Account # or Fund Name]

To Account # or Fund Name:

[Empty text box for To Account # or Fund Name]

Finance Director's Comments:

Budget appropriation is available as requested above in account 301-1301-600-75-05 Machinery & Equipment, Project FD2001 Turnout Gear for \$173,022.

BY: John Adams

Date: 9/12/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

[Empty text box for Chief Administrative Officer's Comments]

BY:



Date: 9-12-19

KIRKWOOD

F I R E

DEPARTMENT

MEMO

To: David Weidler, Director of Procurement
From: Deputy Chief Smith
Subject: Recommendation on Personal Protective Equipment (Turnout Gear)
Date: September 3, 2019

The Fire Department recently developed a specification for the replacement of Personal Protective Equipment (Turnout Gear). The current PPE has five (5) years of usable life per NFPA standards. The current gear will become "Back-Up gear" to be utilized as frontline in the event of cleaning and maintenance of the front line gear. The five (5) year replacement cycle allows us to have current NFPA compliant gear even when in the back-up PPE. This specification was approved by the procurement department and the Invitation for Bid process was conducted.

Two (2) bidders submitted responses. The responses were evaluated by the committee assigned to this project. The low bidder, Sentinel Emergency Solutions did not bid the part number requested for Coat, Pant and Escape belt and took exceptions, bidding an alternative product. MacQueen Emergency bid the product and part number as requested for Coat, Pant and Escape belt and took no exceptions. The bid was formed so it could be split between multiple vendors resulting in the ability to award the helmet portion of the Invitation for Bid separately, which both vendors bid the requested part number.

The Fire Chief, Assistant Fire Chief, Deputy Fire Chief, Fire Marshal & one additional employee were removed from the purchase of new gear. The Chief Officers do not need back-up gear, neither does the Fire Marshal, due to those primary roles as command officers outside the hazard zone. One current employee will be retiring in less than a year and will not need new PPE as his current PPE is good for an additional five years. The Chief Officers as well as the Fire Marshal will also not need new helmets, these are also excluded for this purchase.

This purchase will include:

From MacQueen Emergency

Forty-Nine (49) sets of PPE, consisting of Coat & Pant, Boots & Escape Belts at \$3,528.00 per set, (Additionally, this includes an additional \$150.00 for shipping) for a total of **\$173,022.00**.

From Sentinel Emergency Solutions

Forty (40) Cairnes 880 Fire Helmets and Fronts at \$253.42 per Helmet, for a total of **\$10,136.80**

The combine total for the purchase is **\$183,158.80**. The original capital budget for the purchase of hose was \$187,254.00. Funds are available in Account # 301-1301-600.75-05, Project

FD2001.

Thank you for your consideration.

Respectfully Submitted,

David L. Smith, Deputy Chief / CMO

Budgeted Amount	\$187,254.00				
Previous Helmet Purchase	<u>\$1,658.55</u>	(5 Units for new employees - Macqueen)			
Total Available Funds	\$185,595.45				
MacQueen			MacQueen Cost @ Unit Volume		
Coat	\$1,747.00		<u>52</u>	<u>51</u>	<u>48</u>
Pant	\$1,266.00		\$183,456.00	\$179,928.00	\$176,400.00
Boot	\$375.00				\$172,872.00
Escape Belt	\$140.00		\$150.00	\$150.00	\$150.00
Total	\$3,528.00				
		Shipping (Boots Only)			
				\$150.00	\$150.00
Sentinel			Sentinel Cost @ Unit Volume (This excludes 5 helmets for new employees / Chief / Assistant Chief / Deputy Chief / Fire Marshal)		
Helmet (With Front)	\$253.42		<u>43</u>	<u>42</u>	<u>41</u>
			\$10,897.06	\$10,643.64	\$10,390.22
Total Gear Cost (Per Unit)	<u>\$3,781.42</u>		<u>194,503.06</u>	<u>190,721.64</u>	<u>186,940.22</u>
				<u>183,158.80</u>	<u>179,377.38</u>
			<u>Budget Surplus</u>	(8,907.61)	(5,126.19)
				(1,344.77)	\$2,436.65
					\$6,218.07

Notes

- 52 sets excludes Firefighter Stewart / Fire Marshal Fischer
- 51 sets excludes Firefighter Stewart / Fire Marshal Fischer / D/C Smith
- 50 sets excludes Firefighter Stewart / Fire Marshal Fischer / D/C Smith / A/C Zaitz
- 49 sets excludes Firefighter Stewart / Fire Marshal Fischer / D/C Smith / A/C Zaitz / Chief Silvernail

September 12, 2019

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Forty-Nine (49) sets of Personal Protective Equipment (PPE), consisting of Coat & Pant, Boots & Escape Belts, for the Fire Department, IFB #13252.

Sealed bids were publicly opened on August 13, 2019. The bid tabulation is as follows:

Coat, Pant and Escape belt

Vendor	Per Set	Total Bid (49 Sets)
MacQueen Emergency Group	\$ 3,528.00	\$ 172,872.00
Sentinel Emergency Solutions, LLC	\$ 3,038.19	\$ 148,871.31 (Alternate Bid)

Helmet

Vendor	Per Each	Total Bid (40 Units)
Sentinel Emergency Solutions, LLC	\$ 253.42	\$ 10,136.80
MacQueen Emergency Group	\$ 297.36	\$ 11,894.40

Bid requests were also sent to Leo M. Ellebracht and Banner Fire; however they did not submit bids.

The bid tabulation and line item break-down was provided to James Silvernail, Fire Chief, Brian Zaitz, Asst. Fire Chief, David Smith, Deputy Chief/EMS Mgr., Dennis Fischer, Captain/Fire Marshal, and Steve Knapp, Fire Captain/Paramedic for evaluation.

The bids were evaluated and Sentinel Emergency Solutions did not bid the items requested for Coat, Pant and Escape belt, bidding an alternate. Both bidders provided pricing for the Helmets, per the identical specifications with no exceptions.

It is recommended that the bid be split and awarded as follows:

MacQueen Emergency Group

Forty-Nine (49) sets of PPE, consisting of Coat & Pant, Boots & Escape Belts at \$3,528.00 per set, plus an additional \$150.00 for shipping, for a total of \$173,022.00.

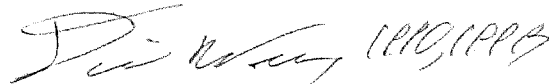
Sentinel Emergency Solutions

Forty (40) Cairnes 880 Fire Helmets and Fronts at \$253.42 per Helmet, for a total of \$10,136.80

Funds are available in Account # 301-1301-600.75-05, Project FD2001, in the amount of \$187,254.00.

Attached is a request from David Smith, Deputy Chief, for a resolution requesting a unit price contract with an initial term of 1 year and four additional one year terms be issued to MacQueen Emergency Group for Personal Protective Equipment consisting of Coats, Pants, Boots & Escape Belts. Additionally the department is requesting an initial order be issued to MacQueen Emergency Group in the amount of \$173,022.00 for the purchase of Forty-Nine (49) sets of Personal Protective Equipment (PPE), consisting of Coat & Pant, Boots & Escape Belts, for the Fire Department.

Respectfully,

A handwritten signature in black ink, appearing to read "David Weidler", with the letters "CPPO, CPPB" written in smaller text to the right of the signature.

David Weidler, CPPO, CPPB
Director of Procurement

RESOLUTION 129-2019

A RESOLUTION ACCEPTING THE BID OF SENTINEL EMERGENCY SOLUTIONS AT THE RATES PROVIDED IN THE MEMO (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) FOR PERSONAL PROTECTIVE EQUIPMENT CONSISTING OF CAIRNES 880 FIRE HELMETS AND FRONTS FOR THE FIRE DEPARTMENT WITH AN INITIAL TERM OF 12 MONTHS WITH THE OPTION TO RENEW FOR UP TO FOUR ADDITIONAL 12 MONTH TERMS AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, pursuant to law, the City obtained bids for Personal Protective Equipment consisting of Cairnes 880 Fire Helmets and Fronts for the Fire Department, and

WHEREAS, the most responsible bid received was that of Sentinel Emergency Solutions at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) with an initial term of 12 months with the option to renew for up to four additional 12 month terms and which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Fire Chief, and

WHEREAS, funds are available in Account #301-1301-600.75.05, Project #FD2001.

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

SECTION 1. The bid of Sentinel Emergency Solutions at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for Personal Protective Equipment consisting of Cairnes 880 Fire Helmets and Fronts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Sentinel Emergency Solutions at the rates provided in the memo (a copy of which is attached hereto and incorporated by reference herein) for Personal Protective Equipment consisting of Cairnes 880 Fire Helmets and Fronts for the Fire Department with an initial term of 12 months with the option to renew for up to four additional 12 month terms.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Replacement of firefighter protective gear. NFPA requirement per reaching the end of serviceable lifetime.

Recommendations and Action Requested:

To purchase per the recommendation, replacement of all front line firefighter personal protective equipment and the establishment of a unit price contract with an initial one year term and four one year renewal terms for additional PPE as required for replacement or for new hires. This initial purchase and contract with Sentinel Emergency Solutions will be for Personal Protective Equipment consisting of Cairnes 880 Fire Helmets and Fronts. The initial purchase will be for 40 Cairnes 880 Fire Helmets and Fronts in the amount of \$10,136.80.

Alternatives Available:

None

Does this project have a public information component? Yes No

Cost: \$10,136.80 Account #: 30113016007505 Project #: FD2001 Budgeted: YES

If YES, Budgeted Amount: \$187,254.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

The justification, committee recommendation and cost analysis attached to this legislation.

BY: James Silvernail

Date: 9/3/2019

Authenticated: smithdl

You can attach up to 3 files along with this request.



PPE Recommendation
Spetember 2019.doc
Microsoft Word 97 - 2003
Document
34.0 KB

 File Attachment



PPE Budget Analysis Final.xlsx
Microsoft Excel Worksheet
11.0 KB

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 9/12/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.



13252 Resolution Letter -
Sentinel.pdf
Adobe Acrobat Document
174 KB

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budget appropriation is available as requested above in account 301-1301-600-75-05 Machinery & Equipment, Project FD2001 Turnout Gear for \$10,137.

BY: John Adams

Date: 9/12/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

BY: 

Date: 9-12-19

KIRKWOOD

F I R E

DEPARTMENT

MEMO

To: David Weidler, Director of Procurement
From: Deputy Chief Smith
Subject: Recommendation on Personal Protective Equipment (Turnout Gear)
Date: September 3, 2019

The Fire Department recently developed a specification for the replacement of Personal Protective Equipment (Turnout Gear). The current PPE has five (5) years of usable life per NFPA standards. The current gear will become "Back-Up gear" to be utilized as frontline in the event of cleaning and maintenance of the front line gear. The five (5) year replacement cycle allows us to have current NFPA compliant gear even when in the back-up PPE. This specification was approved by the procurement department and the Invitation for Bid process was conducted.

Two (2) bidders submitted responses. The responses were evaluated by the committee assigned to this project. The low bidder, Sentinel Emergency Solutions did not bid the part number requested for Coat, Pant and Escape belt and took exceptions, bidding an alternative product. MacQueen Emergency bid the product and part number as requested for Coat, Pant and Escape belt and took no exceptions. The bid was formed so it could be split between multiple vendors resulting in the ability to award the helmet portion of the Invitation for Bid separately, which both vendors bid the requested part number.

The Fire Chief, Assistant Fire Chief, Deputy Fire Chief, Fire Marshal & one additional employee were removed from the purchase of new gear. The Chief Officers do not need back-up gear, neither does the Fire Marshal, due to those primary roles as command officers outside the hazard zone. One current employee will be retiring in less than a year and will not need new PPE as his current PPE is good for an additional five years. The Chief Officers as well as the Fire Marshal will also not need new helmets, these are also excluded for this purchase.

This purchase will include:

From MacQueen Emergency

Forty-Nine (49) sets of PPE, consisting of Coat & Pant, Boots & Escape Belts at \$3,528.00 per set, (Additionally, this includes an additional \$150.00 for shipping) for a total of **\$173,022.00**.

From Sentinel Emergency Solutions

Forty (40) Cairnes 880 Fire Helmets and Fronts at \$253.42 per Helmet, for a total of **\$10,136.80**

The combine total for the purchase is **\$183,158.80**. The original capital budget for the purchase of hose was \$187,254.00. Funds are available in Account # 301-1301-600.75-05, Project

FD2001.

Thank you for your consideration.

Respectfully Submitted,

David L. Smith, Deputy Chief / CMO

Budgeted Ammount	\$187,254.00				
Previous Helmet Purchase	<u>\$1,658.55</u>	(5 Units for new employees - Macqueen)			
Total Available Funds	\$185,595.45				
MacQueen		MacQueen Cost @ Unit Volume			
Coat	\$1,747.00	<u>52</u>	<u>51</u>	<u>49</u>	<u>48</u>
Pant	\$1,266.00	\$183,456.00	\$179,928.00	\$176,400.00	\$172,872.00
Boot	\$375.00				
Escape Belt	\$140.00	\$150.00	\$150.00	\$150.00	\$150.00
Total	\$3,528.00				
		Shipping (Boots Only)			
Sentinel		Sentinel Cost @ Unit Volume (This excludes 5 helmets for new employees / Chief / Assistant Chief / Deputy Chief / Fire Marshal)			
Helmet (With Front)	\$253.42	<u>43</u>	<u>42</u>	<u>41</u>	<u>40</u>
		\$10,897.06	\$10,643.64	\$10,390.22	\$10,136.80
					\$9,883.38
Total Gear Cost (Per Unit)	\$3,781.42	194,503.06	190,721.64	186,940.22	183,158.80
					179,377.38
		Budget Surplus	(8,907.61)	(5,126.19)	(1,344.77)
					\$6,218.07

Notes

- 52 sets excludes Firefighter Stewart / Fire Marshal Fischer
- 51 sets excludes Firefighter Stewart / Fire Marshal Fischer / D/C Smith
- 50 sets excludes Firefighter Stewart / Fire Marshal Fischer / D/C Smith / A/C Zaitz
- 49 sets excludes Firefighter Stewart / Fire Marshal Fischer / D/C Smith / A/C Zaitz / Chief Silvernail

September 12, 2019

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Forty (40) Cairnes 880 Fire Helmets and Fronts for the Fire Department, IFB #13252.

Sealed bids were publicly opened on August 13, 2019. The bid tabulation is as follows:

Coat, Pant and Escape belt

Vendor	Per Set	Total Bid (49 Sets)
MacQueen Emergency Group	\$ 3,528.00	\$ 172,872.00
Sentinel Emergency Solutions, LLC	\$ 3,038.19	\$ 148,871.31 (Alternate Bid)

Helmet

Vendor	Per Each	Total Bid (40 Units)
Sentinel Emergency Solutions, LLC	\$ 253.42	\$ 10,136.80
MacQueen Emergency Group	\$ 297.36	\$ 11,894.40

Bid requests were also sent to Leo M. Ellebracht and Banner Fire; however they did not submit bids.

The bid tabulation and line item break-down was provided to James Silvernail, Fire Chief, Brian Zaitz, Asst. Fire Chief, David Smith, Deputy Chief/EMS Mgr., Dennis Fischer, Captain/Fire Marshal, and Steve Knapp, Fire Captain/Paramedic for evaluation.

The bids were evaluated and Sentinel Emergency Solutions did not bid the items requested for Coat, Pant and Escape belt, bidding an alternate. Both bidders provided pricing for the Helmets, per the identical specifications with no exceptions.

It is recommended that the bid be split and awarded as follows:

MacQueen Emergency Group

Forty-Nine (49) sets of PPE, consisting of Coat & Pant, Boots & Escape Belts at \$3,528.00 per set, plus an additional \$150.00 for shipping, for a total of \$173,022.00.

Sentinel Emergency Solutions

Forty (40) Cairnes 880 Fire Helmets and Fronts at \$253.42 per Helmet, for a total of \$10,136.80

The combined total for the purchase is \$183,158.80.

Funds are available in Account # 301-1301-600.75-05, Project FD2001, in the amount of \$187,254.00.

Attached is a request from David Smith, Deputy Chief, for a resolution requesting a unit price contract with an initial term of 1 year and four additional one year terms be issued to Sentinel Emergency Solutions, for Personal Protective Equipment consisting of Cairnes 880 Fire Helmets and Fronts. Additionally the department is requesting an initial order be issued to Sentinel Emergency Solutions in the amount of \$10,136.80 for the purchase of Forty (40) Cairnes 880 Fire Helmets and Fronts for the Fire Department.

Respectfully,

A handwritten signature in black ink, appearing to read "David Weidler", with the letters "CPPO, CPPB" written in a smaller font to the right of the signature.

David Weidler, CPPO, CPPB
Director of Procurement

RESOLUTION 130-2019

A RESOLUTION APPOINTING SANDY WASHINGTON TO THE FINANCE COMMITTEE TO A TERM TO JUNE 2022.

WHEREAS, Kathy Harris has resigned as a member of the Finance Committee, and

WHEREAS, the City Council believes that Sandy Washington should be appointed to the Finance Committee for a term to June 2022.

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

SECTION 1. Sandy Washington hereby appointed to of the Finance Committee for a term to June 2022.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 19TH DAY OF SEPTEMBER 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

BILL 10786

ORDINANCE

AN ORDINANCE FIXING AND ESTABLISHING THE RATE OF TAXATION TO BE LEVIED UPON ALL REAL ESTATE AND CERTAIN TANGIBLE PERSONAL PROPERTY IN THE CITY OF KIRKWOOD, COUNTY OF ST. LOUIS, STATE OF MISSOURI, FOR THE YEAR 2019, FOR THE MAINTENANCE OF THE KIRKWOOD PUBLIC PARKS; FOR THE POLICE AND FIREMEN'S PENSION FUND; FOR GENERAL GOVERNMENT SERVICES AND FOR BUSINESSES IN THE SPECIAL BUSINESS DISTRICT.

WHEREAS, pursuant to State law and the City's ordinances, a public hearing was duly advertised and held on August 15, 2019, setting forth the assessed valuation of real and personal property in the City and the estimated tax rate for 2019, and

WHEREAS, failure to meet this certification could put at risk significant tax revenues that are needed to support the Park System, Police and Firemen's Pension Fund, General Government Services, and Special Business District.

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

SECTION 1. That there be and is hereby levied on all real estate and certain tangible personal property, subject to taxation in the City of Kirkwood, County of St. Louis, State of Missouri, for the year 2019:

A tax for the Kirkwood Public Parks of 10.6 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Residential Real Estate for the maintenance and operation of the Kirkwood Public Parks.

A tax for the Kirkwood Public Parks of 10.9cents for each One Hundred Dollars (\$100.00) of assessed valuation on Commercial Real Estate for the maintenance and operation of the Kirkwood Public Parks.

A tax for the Kirkwood Public Parks of 11.9 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Personal Property for the maintenance and operation of the Kirkwood Public Parks.

A tax for Police and Firemen Pension Fund of 11.6 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Residential Real Estate

A tax for Police and Firemen Pension Fund of 13.5cents for each One Hundred Dollars (\$100.00) of assessed valuation on Commercial Real Estate

A tax for Police and Firemen Pension Fund of 18.0 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Personal Property.

A tax for General Government Services including Police and Fire of 23.6 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Residential Real Estate.

A tax for General Government Services including Police and Fire of 24.4 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Commercial Real Estate.

A tax for General Government Services including Police and Fire of 25.8 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Personal property.

A tax for businesses in the Special Business District of 36.3 cents for each One Hundred Dollars (\$100.00) of assessed valuation on Commercial Real Estate.

SECTION 2. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

Mayor, City of Kirkwood

ATTEST:

City Clerk
Public Hearing: August 15, 2019
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/5/2019

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

City Council certifies the City of Kirkwood property tax rates. These rates are reviewed by the State Auditors office and sent to St Louis County who collects the property taxes. Kirkwood collects property taxes for police & fire pension, parks, and general government. Kirkwood's property taxes historically make up 7 to 8% of the property tax bill. A public hearing was held on August 15, 2019.

Recommendations and Action Requested:

I recommend Council approve the rates listed in the ordinance.

Alternatives Available:

Council can approve, deny and/or reduce the property tax rates.

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: N/A Project #: Budgeted: YES

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Sandra Stephens

Date: 8/6/2019

Authenticated: stephesf

You can attach up to 3 files along with this request.



DRAFT PPTY Ordinance .docx
Microsoft Word Document
14.8 KB



RevenueComparison2019
Revised.xlsm
Microsoft Excel Macro-
Enabled Worksheet
33.7 KB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

The City of Kirkwood depends on this revenue source to fund pension contributions, maintain our parks, provide a varied source of general government operations and our Special Business District.

BY: John Adams

Date: 8/6/2019

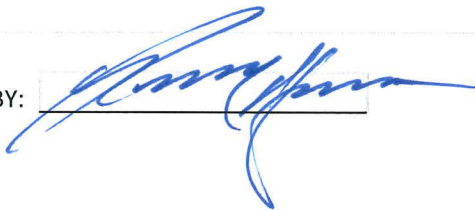
Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

8-7-19

Calendar Year 2018 Property Tax Rates

Taxing Authority	Residential		Commercial		Personal Property	
		%		%		%
Kirkwood School District	4.3445	0.57	6.2030	0.65	5.4961	0.62
Special School District	1.1980	0.16	1.1980	0.12	1.1980	0.13
City of Kirkwood	0.6200	0.08	0.6480	0.07	0.6410	0.07
Kirkwood Library	0.2870	0.04	0.3230	0.03	0.3550	0.04
Metro Zoo Museum District	0.2724	0.04	0.2724	0.03	0.2724	0.03
St Louis Community College	0.2129	0.03	0.2129	0.02	0.2129	0.02
County General	0.1950	0.03	0.1980	0.02	0.2090	0.02
County Health Fund	0.1310	0.02	0.1330	0.01	0.1400	0.02
Roads and Bridges	0.0980	0.01	0.0990	0.01	0.1050	0.01
Dev. Disability - Productive Living	0.0840	0.01	0.0890	0.01	0.0900	0.01
Metropolitan Sewer District	0.1170	0.02	0.1170	0.01	0.1170	0.01
County Park Maintenance	0.0460	0.01	0.0470	0.00	0.0500	0.01
State of Missouri	0.0300	0.00	0.0300	0.00	0.0300	0.00
County Bond Retirement	0.0190	0.00	0.0190	0.00	0.0190	0.00
Total Tax Rate	7.6548	1.0000	9.5893	1.0000	8.9354	1.0000

City of Kirkwood Property Proposed Tax Rates

	2019	2018	Residential	Commercial	Personal Property	Estimated Revenue
Police & Fire Pension						
	2019	2018	11.6	13.5	18.0	1,207,906
			13.7	15.7	18.0	
Estimated Revenue 2019			870,384	196,223	141,299	1,207,906
Debt Service						
	2019	2018	-	-	-	-
			8.0	8.0	8.0	
Estimated Revenue 2019			-	-	-	-
General Government						
	2019	2018	23.6	24.4	25.8	2,327,965
			27.8	28.4	26.2	
Estimated Revenue 2019			1,770,781	354,654	202,529	2,327,965
Parks						
	2019	2018	10.6	10.9	11.9	1,047,197
			12.5	12.7	11.9	
Estimated Revenue 2019			795,351	158,432	93,415	1,047,197
2019 Total			45.8	48.8	55.7	4,583,068
2018 Total			62.0	64.8	64.1	
Increase/(Decrease)			(16.200)	(16.000)	(8.400)	
Difference			(16.2)	(16.0)	(8.4)	

Kirkwood Assessed Valuation

	2019	2018	Residential	Commercial	Personal Property
6					
5			750,331,030	145,350,103	78,499,631
37			615,460,870	125,431,976	78,499,631
Difference			134,870,160	19,918,127	-

Special Business District

					Estimated	
Special Business District		Residential	Commercial	Personal Property	Revenue	
2019		n/a	36.3	n/a	145,296	
2018		n/a	41.3	n/a		
Difference			(5.0)			

Special Business District		Residential	Commercial	Personal Property
2019			40,026,320	
2018			34,531,690	
Difference			5,494,630	

City of Kirkwood

Commercial Property Tax Rates

		Kirkwood 2019	Kirkwood 2018
Property Tax Rate (cents)		48.8	64.4
Appraised		100,000	100,000
Assessed (32%)		32,000	32,000
Total Tax		156	206

Appraised		Kirkwood 2019	Kirkwood 2018
200,000		312	412
300,000		468	618
400,000		624	824
500,000		780	1,030
600,000		936	1,236

City of Kirkwood

Commercial Property Tax Rates

Kirkwood 2019

Property Tax Rate (cents)			1
Appraised			100,000
Assessed (19%)			19,000
Total Tax			1.9000

Kirkwood 2019

Appraised

200,000			4
300,000			6
400,000			8
500,000			10
600,000			11



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Summary Page

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 5 columns: Residential, Agriculture, Commercial, Personal Property, Prior Method Single Rate

- A. Prior year tax rate ceiling
B. Current year rate computed
C. Amount of rate increase authorized by voters for current year
D. Rate to compare to maximum authorized levy to determine tax rate ceiling
E. Maximum authorized levy
F. Current year tax rate ceiling
G. 1. Less required sales tax reduction
G. 2. Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies)
H. Less voluntary reduction by political subdivision taken from tax rate ceiling (Line F)
I. Plus allowable recoupment rate added to tax rate ceiling (Line F)
J. Tax rate to be levied (Line F - Line G1 - Line G2 - Line H + Line I)
A. Rate to be levied for debt service, if applicable
BB. Additional special purposed rate authorized by voters after the prior year tax rates were set (Form B, Line 17 if a different purpose)

Certification

I, the undersigned, (Office) of (Political Subdivision) levying a rate in (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date) (Signature) (Print Name) (Telephone)

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section. Lines: J AA BB

(Date) (County Clerk's Signature) (County) (Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood
Name of Political Subdivision

09-096-0045
Political Subdivision Code

General Revenue
Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include 2019 Current year assessed valuation, Adjusted current year assessed valuation, 2018 Prior year assessed valuation, and Adjusted prior year assessed valuation.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include percentage increase in adjusted valuation, CPI, assessed valuation, tax rates, and revenue permitted.

Enter the rate for the prior method column on Line B of the Summary Page



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with columns (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, and Prior Method Single Rate. Rows include Calculate Revised Rate(s), Tax revenue, Total assessed valuation, Blended rate, Revenue difference, Rate(s) to be revised, Current year adjusted assessed valuation, Relative ratio of current year adjusted assessed valuation, Revision to rate, Revised rate, Revised rate rounded, Calculate Final Blended Rate, and Tax rate(s) permitted.

(Form Revised 12-2017)

Form A, Page 3 of 4



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Revenue calculated using multi rate method, single rate method, differences, and percent change.

For Informational Purposes Only - Blended Rate Calculation

Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Tax rate ceiling, allowable recoupment rate, assessed valuation, revenue from tax rate ceiling, blended tax rate ceiling, voluntary reduction, unadjusted levy, assessed valuation, revenue from unadjusted levy, sales tax reduction, adjusted levy, assessed valuation, revenue from adjusted levy, and blended tax rate from the adjusted levy.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Summary Page

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Parks & Recreation
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 5 columns: Residential, Agriculture, Commercial, Personal Property, Prior Method Single Rate

Main data table with rows A through BB, including tax rate ceilings, current rates, and authorized levies.

Certification

I, the undersigned, (Office) of (Political Subdivision) levying a rate in (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

Date (Signature) (Print Name) (Telephone)

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section. Lines: J AA BB

(Date) (County Clerk's Signature) (County) (Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019
(2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Parks & Recreation
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with columns: (a) Residential, (b) Real Estate (Agricultural), (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include: (2019) Current year assessed valuation, Assessed valuation of new construction & improvements, Assessed value of newly added territory, Assessed value of real property that changed subclass from the prior year and was added to a new subclass in the current year, Adjusted current year assessed valuation, (2018) Prior year assessed valuation, Assessed value in newly separated territory, Assessed value of property locally assessed in prior year, but state assessed in current year, Assessed value of real property that changed subclass from the prior year and was subtracted from the previously reported subclass, Adjusted prior year assessed valuation.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Parks & Recreation
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Table with columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include: 1. Percentage increase in adjusted valuation of existing property... 2. Increase in Consumer Price Index (CPI)... 3. Adjusted prior year assessed valuation... 4. Prior year voluntarily reduced rate in non-reassessment year... 5. Maximum prior year adjusted revenue permitted from property... 6. Permitted reassessment revenue growth... 7. Additional reassessment revenue permitted... 8. Revenue permitted in the current year from property... 9. Adjusted current year assessed valuation... 10. Tax rate permitted using prior method tax rate permitted prior to HB 1150 & SB960... 11. Limit personal property to the prior year ceiling... 12. Maximum authorized levy... 13. Limit to the prior year maximum authorized levy...

Enter the rate for the prior method column on Line B of the Summary Page



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Parks & Recreation
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Table with columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include: Calculate Revised Rate(s), Tax revenue, Total assessed valuation, Blended rate, Revenue difference, Rate(s) to be revised, Current year adjusted assessed valuation, Relative ratio of current year adjusted assessed valuation, Revision to rate, Revised rate, Revised rate rounded, Calculate Final Blended Rate, Tax revenue, Total assessed valuation, Final blended rate, Tax rate(s) permitted.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Parks & Recreation
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

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Table with 6 columns: (a) Residential, (b) Real Estate (Agricultural, Commercial), (c) Personal Property, (d) Total, and Prior Method Single Rate. Rows include Revenue calculated using multi rate method, single rate method, differences, and percent change.

Table for Blended Rate Calculation with 6 columns: (a) Residential, (b) Real Estate (Agricultural, Commercial), (c) Personal Property, (d) Total, and Prior Method Single Rate. Rows include Tax rate ceiling, Allowable recoupment rate, Assessed valuation, Revenue from tax rate ceiling, Blended tax rate, Voluntary reduction, Unadjusted levy, Assessed valuation, Revenue from unadjusted levy, Blended tax rate from unadjusted levy, Sales tax reduction, Adjusted levy, Assessed valuation, Revenue from adjusted levy, and Blended tax rate from adjusted levy.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Summary Page

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Pension
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Table with 6 columns: Residential, Agriculture, Commercial, Personal Property, Prior Method Single Rate. Rows include: A. Prior year tax rate ceiling, B. Current year rate computed, C. Amount of rate increase authorized by voters for current year, D. Rate to compare to maximum authorized levy to determine tax rate ceiling, E. Maximum authorized levy, F. Current year tax rate ceiling, G. 1. Less required sales tax reduction, G. 2. Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies), H. Less voluntary reduction by political subdivision taken from tax rate ceiling (Line F), I. Plus allowable recoupment rate added to tax rate ceiling (Line F) if applicable, J. Tax rate to be levied, A. Rate to be levied for debt service, if applicable, BB. Additional special purposed rate authorized by voters after the prior year tax rates were set (Form B, Line 17 if a different purpose) adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI.

Certification

I, the undersigned, (Office) of (Political Subdivision)
evying a rate in (County(ies)) do hereby certify that the data set forth above and on the
accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date) (Signature) (Print Name) (Telephone)

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section. Lines: J AA BB

(Date) (County Clerk's Signature) (County) (Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Pension
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.

Table with 7 columns: Residential, Agricultural, Commercial, Personal Property, Total, Prior Method Single Rate. Rows include (2019) Current year assessed valuation, Adjusted current year assessed valuation, (2018) Prior year assessed valuation, and Adjusted prior year assessed valuation.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Pension
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.

Table with 6 columns: Residential, Real Estate Agricultural, Commercial, Personal Property, Total, Prior Method Single Rate. Rows include Percentage increase in adjusted valuation, Increase in Consumer Price Index (CPI), Adjusted prior year assessed valuation, Prior year voluntarily reduced rate in non-reassessment year, Maximum prior year adjusted revenue permitted, Permitted reassessment revenue growth, Additional reassessment revenue permitted, Revenue permitted in the current year, Adjusted current year assessed valuation, Tax rate permitted using prior method, Limit personal property to the prior year ceiling, Maximum authorized levy, Limit to the prior year maximum authorized levy.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019
(2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood

09-096-0045

Pension

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

	(a) Residential	(b) Real Estate Agricultural	(c) Commercial	(d) Personal Property	Total	Prior Method Single Rate
Calculate Revised Rate(s)						
24. Tax revenue (Line 1 x Line 23 / 100)	878,093	0	197,077	147,645	1,222,815	1,221,283
25. Total assessed valuation (Line 1 total)					984,905,273	
26. Blended rate (Line 24 total / Line 25 x 100)					0.1242	
27. Revenue difference due to the multi rate calculation (Line 24 total - Line 24 prior method)					1,532	
28. Rate(s) to be revised NOTE: Revision cannot increase personal property rate. (If Line 27 < or > 0 & Line 23 < Line 23 prior method then Line 23, otherwise 0)	0.1160	0.0000	0.0000	0.0000		
29. Current year adjusted assessed valuation of rates being revised (If Line 28 > 0, then Line 5, otherwise 0)	750,331,030	0	0	0	750,331,030	
30. Relative ratio of current year adjusted assessed valuation of the rates being revised (Line 29 / Line 29 total)	1.0000	0.0000	0.0000	0.0000	1.0000	
31. Revision to rate (If Line 28 > 0, then -Line 30 x Line 27 / Line 5 x 100 (limited to -Line 28), otherwise 0)	-0.0002	0.0000	0.0000	0.0000	-0.0002	
32. Revised rate (Line 23 + Line 31)	0.1158	0.0000	0.1351	0.1800		
33. Revised rate rounded (If Line 32 < 1, then round to a 3 - digit rate, otherwise round to a 4 - digit rate)	0.1160	0.0000	0.1350	0.1800		
Calculate Final Blended Rate						
34. Tax revenue (Line 1 x Line 33 / 100)	878,093	0	196,931	147,645	1,222,669	
35. Total assessed valuation (Line 1 total)					984,905,273	
36. Final blended rate (Line 34 total / Line 35 x 100)					0.1240	
37. Tax rate(s) permitted calculated pursuant to Article X, Section 22, and Section 137.073, RSMo (Line 33) Enter rate(s) on the Summary Page, Line B	0.1160	0.0000	0.1350	0.1800		

(Form Revised 12-2017)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Pension
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Revenue calculated using multi rate method, single rate method, differences, and percent change.

For Informational Purposes Only - Blended Rate Calculation

Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Tax rate ceiling, Allowable recoupment rate, Assessed valuation, Revenue from tax rate ceiling, Blended tax rate ceiling, Voluntary reduction, Unadjusted levy, Adjusted levy, and Blended tax rate from the adjusted levy.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form C

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Debt Service
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Debt Service Calculation for General Obligation Bonds Paid for with Property Taxes

The tax rate for debt service will be considered valid if, after making the payment(s) for which the tax was levied, the bonds remain outstanding, and the debt fund reserves do not exceed the following year's payments. Since the property taxes are levied and collected on a calendar year basis (January - December), it is recommended that this levy be computed using calendar year data.

- 1. Total current year assessed valuation obtained from the county clerk or county assessor (Form A, Line 1 total) 984,905,273
2. Amount required to pay debt service requirements during the next calendar year (i.e. Assuming the current year is year 1, use January - December year 2 payments to complete the year 1 Form C) Include the principal and interest payments due on outstanding general obligation bond issues plus anticipated fees of any transfer agency or paying agent due during the next calendar year. 533,794
3. Estimated costs of collection and anticipated delinquencies (i.e. collector fees and commissions and assessment fund withholdings) Experience in prior years is the best guide for estimating uncollectible taxes. It is usually 2% to 10% of Line 2 above. 0
4. Reasonable reserve up to one year's payment (i.e. Assuming the current year is year 1, use January - December year 3 payments to complete the year 1 Form C) It is important that the debt service fund have sufficient reserves to prevent any default on the bonds. Include payments for the year following the next calendar year, accounted for on Line 2. 0
5. Total required for debt service (Line 2 + Line 3 + Line 4) 533,794
6. Anticipated balance at end of current calendar year Show the anticipated bank or fund balance at December 31st of this year (this will equal the current balance minus the amount of any principal or interest payments due before December 31st plus any estimated investment earnings due before December 31st). Do not add the anticipated collections of this tax into this amount. 533,794
7. Property tax revenue required for debt service (Line 5 - Line 6) Line 6 is subtracted from Line 5 because the debt service fund is only allowed to have the payments required for the next calendar year (Line 2) and the reasonable reserve of the following year's payments (Line 4). Any current balance in the fund is available to meet these requirements, so it is deducted from the total revenues required for debt service purposes. 0
8. Computation of debt service tax rate (Line 7 / Line 1 x 100) Round a fraction to the nearest one/one hundredth of a cent. 0.0000
9. Less voluntary reduction by political subdivision
10. Actual rate to be levied for debt service purposes * (Line 8 - Line 9) Enter this rate on the Summary Page, Line AA

* The tax rate levied may be lower than the rate computed as long as adequate funds are available to service the debt requirements.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Summary Page

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

Kirkwood SBD 15-096-0008 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 5 columns: Residential, Agriculture, Commercial, Personal Property, Prior Method Single Rate

- A. Prior year tax rate ceiling as defined in Chapter 137, RSMo, revised if prior year data changed or a voluntary reduction was taken in a non-reassessment year.
B. Current year rate computed pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase
C. Amount of rate increase authorized by voters for current year if same purpose adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI
D. Rate to compare to maximum authorized levy to determine tax rate ceiling
E. Maximum authorized levy the most recent voter approved rate
F. Current year tax rate ceiling maximum legal rate to comply with Missouri laws
G. 1. Less required sales tax reduction taken from tax rate ceiling (Line F), if applicable
G. 2. Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies) taken from tax rate ceiling (Line F)
H. Less voluntary reduction by political subdivision taken from tax rate ceiling (Line F)
I. Plus allowable recoupment rate added to tax rate ceiling (Line F) If applicable, attach Form G or H.
J. Tax rate to be levied (Line F - Line G1 - Line G2 - Line H + Line I)
A. Rate to be levied for debt service, if applicable (Form C, Line 10)
BB. Additional special purposed rate authorized by voters after the prior year tax rates were set (Form B, Line 17 if a different purpose) Adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI

Certification

I, the undersigned, (Office) of (Political Subdivision) levying a rate in (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date) (Signature) (Print Name) (Telephone)

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section. Lines: J AA BB

(Date) (County Clerk's Signature) (County) (Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

Kirkwood SBD 15-096-0008 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 7 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include 2019 Current year assessed valuation, Assessed valuation of new construction & improvements, Assessed value of newly added territory, Assessed value of real property that changed subclass from the prior year and was added to a new subclass in the current year, Adjusted current year assessed valuation, 2018 Prior year assessed valuation, Assessed value in newly separated territory, Assessed value of property locally assessed in prior year, but state assessed in current year, Assessed value of real property that changed subclass from the prior year and was subtracted from the previously reported subclass, Adjusted prior year assessed valuation.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

Kirkwood SBD 15-096-0008 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.

Table with columns: Residential, Agricultural, Commercial, Personal Property, Total, Prior Method Single Rate. Rows include: Calculate Revised Rate(s), Tax revenue, Total assessed valuation, Blended rate, Revenue difference, Rate(s) to be revised, Current year adjusted assessed valuation, Relative ratio of current year adjusted assessed valuation, Revision to rate, Revised rate, Revised rate rounded, Calculate Final Blended Rate, Tax revenue, Total assessed valuation, Final blended rate, Tax rate(s) permitted, Enter rate(s) on the Summary Page.

(Form Revised 12-2017)

Form A, Page 3 of 4



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

Kirkwood SBD 15-096-0008 General Revenue
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Revenue calculated using multi rate method, single rate method, differences, and percent change.

For Informational Purposes Only - Blended Rate Calculation

Table with 6 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Tax rate ceiling, Allowable recoupment rate, Assessed valuation, Revenue from tax rate ceiling, Blended tax rate ceiling, Voluntary reduction, Unadjusted levy, Assessed valuation, Revenue from unadjusted levy, Blended tax rate from unadjusted levy, Sales tax reduction, Adjusted levy, Assessed valuation, Revenue from adjusted levy, Blended tax rate from adjusted levy.

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

Setting the Property Tax Rates for the City of Kirkwood

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

Director of Finance Sandy Stephens

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



St. Louis County

Legal Ledger

AFFIDAVIT OF PUBLICATION

State of Missouri
County of St. Louis

ss

Before the undersigned, a Notary Public of Jackson County, Missouri, duly commissioned, qualified and authorized by law to administer oaths, personally appeared

John Wingo

Publisher of the St. Louis County *Legal Ledger*, a daily newspaper of general circulation published in the County of St. Louis, Missouri, that he is authorized to make this affidavit and sworn statement; that the notice of

Notice of Hearing

a true copy of which is attached hereto, was published in the St. Louis County *Legal Ledger*, on the following dates:

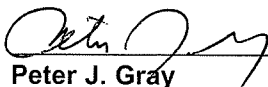
July 31, 2019

in volume **11**
and numbered **302**

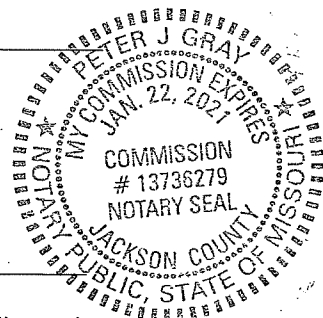
and that the said newspaper in which such notice, was published was, at the time of each and every such publication, a newspaper meeting the requirements and qualifications of Chapter 443, Revised Statutes of Missouri and Chapter 493 including Section 493.050


John Wingo

Sworn to and subscribed
before me this **July 31, 2019**


Peter J. Gray

Notary Public—Jackson County, State of Missouri
My Commission expires January 22, 2021
Commission No. 13736279



The Council of the City of Kirkwood will hold public hearings and citizens may be heard on the proposed property tax rates.

Each tax rate is determined by dividing the amount of the proposed levy by the assessed valuation in cents per \$100 valuation. This proposed levy is

Assessed Valuation
City of Kirkwood

Residential
Commercial
Personal Property
Total

Assessed Valuation
Kirkwood Library

Residential
Commercial
Personal Property
Total

Assessed Valuation
Special Business District

Commercial

Police & Fire Pension
Parks
Debt Service
General Gov't

Library
Special Business District

Such hearing may be adjourned from time to time.

Laurie Asche
City Clerk
City of Kirkwood
St. Louis County, Missouri
July 31, 2019
302—Wednesday

Residential	615,460,870	750,331,030
Commercial	125,431,976	145,350,103
Personal Property	78,499,631	78,499,631
Total	819,392,477	974,180,764

Assessed Valuation
Kirkwood Library

Residential	608,757,400	743,366,380
Commercial	107,094,316	126,208,080
Personal Property	76,548,201	76,548,201
Total	792,399,917	946,122,661

Assessed Valuation
Special Business District

Commercial	34,531,690	40,026,320
------------	------------	------------

	Proposed Tax Rate	Proposed Tax Rate	Proposed Tax Rate	Proposed Property Tax
	Residential	Commercial	Personal Revenue	
Police & Fire Pension	0.114	0.138	0.180	1,197,260
Parks	0.104	0.112	0.119	1,036,551
Debt Service	-	-	-	-
General Gov't	0.233	0.250	0.262	2,317,316
Library	0.239	0.281	0.355	2,403,036
Special Business District	n/a	0.363	n/a	145,296

Such hearing may be adjourned from time to time until completed. By order of the City Council.

Laurie Asche
City Clerk

City of Kirkwood

St. Louis County, Missouri
July 31, 2019

302—Wednesday



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 2

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **August 01, 2019** edition and ending with the **August 01, 2019** edition, for a total of 1 publications:

08/01/2019

Karie Clark

Karie Clark

Subscribed & sworn before me this 1st day of Aug., 2019
(SEAL)

Chanel Jones

Notary Public

CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St Louis County
My Commission Expires: August 08, 2022
Commission Number: 14397721

AFFIDAVIT OF PUBLICATION

NOTICE OF PUBLIC HEARING

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m. on Thursday August 15, 2019 at which time citizens may be heard on the proposed property tax rates.

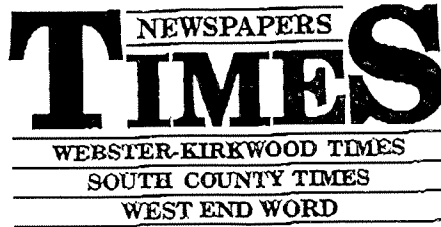
Each tax rate is determined by dividing the amount of revenue required by the current assessed valuation for each subclass. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation. This proposed levy is subject to change pending action of the City Council, the Board of Equalization and/or the tax rate certification by the State Auditor.

Assessed Valuation	Previous Year's Valuation 2018	Current Year's Valuation 2019		
City of Kirkwood				
Residential	615,460,870	750,331,030		
Commercial	125,431,976	145,350,103		
Personal Property	78,489,631	78,489,631		
Total	819,382,477	974,180,764		
Assessed Valuation				
Kirkwood Library				
Residential	608,767,400	743,366,380		
Commercial	107,094,316	126,208,080		
Personal Property	76,548,201	76,548,201		
Total	792,399,917	946,122,661		
Assessed Valuation				
Special Business District				
Commercial	34,531,690	40,026,320		
Proposed Tax				
	Rate	Rate	Rate	Proposed
	Residential	Commercial	Personal	Property Tax
				Revenue
Police & Fire Pension	0.114	0.138	0.180	1,197,260
Parks	0.104	0.112	0.119	1,036,651
Debt Service	-	-	-	-
General Gov't	0.233	0.250	0.262	2,317,316
Library	0.239	0.281	0.366	2,403,036
Special Business District	n/a	0.363	n/a	145,286

Such hearing may be adjourned from time to time until completed. By order of the City Council.

Laurie Asche
City Clerk
City of Kirkwood
St. Louis County, Missouri

11775133 County Aug. 1, 2019



AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn: Laurie Asche
City Clerk
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing Notice was published in the Webster-Kirkwood Times on

August 2, 2019

1/4 pg. Public Hearing proposed tax rates

Terry Cassidy
Advertising Consultant



NOTICE OF PUBLIC HEARING before the City Council of Kirkwood, MO

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m. on Thursday August 15, 2019 at which time citizens may be heard on the proposed property tax rates.

Each tax rate is determined by dividing the amount of revenue required by the current assessed valuation for each subclass. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation. This proposed levy is subject to change pending action of the City Council, the Board of Equalization and/or the tax rate certification by the State Auditor.

	Prior Year Valuation <u>2018</u>	Current Year Valuation <u>2019</u>
Assessed Valuation		
<u>City of Kirkwood</u>		
Residential	615,460,870	750,331,030
Commercial	125,431,976	145,350,103
Personal Property	<u>78,499,631</u>	<u>78,499,631</u>
Total	819,392,477	974,180,764

Assessed Valuation		
<u>Kirkwood Library</u>		
Residential	608,757,400	743,366,380
Commercial	107,094,316	126,208,080
Personal Property	<u>76,548,201</u>	<u>76,548,201</u>
Total	792,399,917	946,122,661

Assessed Valuation		
<u>Special Business District</u>		
Commercial	34,531,690	40,026,320

	Proposed Tax Rate <u>Residential</u>	Proposed Tax Rate <u>Commercial</u>	Proposed Tax Rate <u>Personal</u>	Proposed Tax Rate <u>Revenue</u>
Police & Fire Pension	0.114	0.138	0.180	1,197,260
Parks	0.104	0.112	0.119	1,036,551
Debt Service	-	-	-	-
General Gov't	0.233	0.250	0.262	2,317,316
Library	0.239	0.281	0.355	2,403,036
Special Business District	n/a	0.363	n/a	145,296

Such hearing may be adjourned from time to time until completed, By order of the City Council.

Laurie Asche
City Clerk
City of Kirkwood
St. Louis County, Missouri

BILL 10787

ORDINANCE

AN ORDINANCE FIXING AND ESTABLISHING THE RATE OF TAXATION TO BE LEVIED UPON ALL REAL ESTATE AND CERTAIN TANGIBLE PERSONAL PROPERTY IN THE CITY OF KIRKWOOD, COUNTY OF ST. LOUIS, STATE OF MISSOURI, FOR THE YEAR 2019, FOR THE OPERATION AND MAINTENANCE OF THE MUNICIPAL LIBRARY DISTRICT OF KIRKWOOD.

WHEREAS, pursuant to State law and the City's ordinances, a public hearing was duly advertised and held on August 15, 2019, setting forth the assessed valuation of real and personal property in the City and the estimated tax rate of 2019, and

WHEREAS, failure to meet this certification could put at risk significant tax revenues that are needed to support the Municipal Library District of Kirkwood.

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

SECTION 1. That there be and is hereby levied on all real estate and certain tangible personal property, subject to taxation in the City of Kirkwood, County of St. Louis, State of Missouri, and those areas within the Municipal Library District of the City of Kirkwood, Missouri, for the year 2019:

A tax for the Municipal Library District of Kirkwood of 24.1 cents per One Hundred Dollars (\$100.00) of assessed valuation on Residential Real Estate.

A tax for the Municipal Library District of Kirkwood of 27.2 cents per One Hundred Dollars (\$100.00) of assessed valuation on Commercial Real Estate.

A tax for the Municipal Library District of Kirkwood of 35.5 cents per One Hundred Dollars (\$100.00) of assessed valuation on Personal Property.

SECTION 2. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

§

§

Mayor, City of Kirkwood

ATTEST:

City Clerk

Public Hearing: August 15, 2019

1st Reading:

2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/5/2019

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

City Council certifies the Kirkwood Library property tax rates. These rates are reviewed by the State Auditors office and sent to St Louis County who collects the property taxes. All proceeds from the attached rates are used for library operations.

Recommendations and Action Requested:

I recommend Council approve the rates listed in the ordinance.

Alternatives Available:

Council can approve, deny and/or reduce the property tax rates.

Does this project have a public information component? Yes No

Cost: \$0.00

Account #: N/A

Project #:

Budgeted: YES

If YES, Budgeted Amount:

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Sandra Stephens

Date: 8/6/2019

Authenticated: stephesf

You can attach up to 3 files along with this request.



DRAFT PPTY Library
Ordinance .docx
Microsoft Word Document
13.9 KB



LIBRARY2019.xlsx
Microsoft Excel Worksheet
19.7 KB



KWD 2019 SAO Library Tax
Rate Review.pdf
Adobe Acrobat Document
797 KB

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

📎 File Attachment

📎 File Attachment

📎 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

The Kirkwood Library depends on this revenue source to fund Library operations in Kirkwood.

BY: John Adams

Date: 8/6/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

8-7-19

Kirkwood Public Library

Residential 749,324,290 Commercial 126,208,080 Personal Property 77,347,560

1 Assessed Valuation

2	Maximum Prior year adjusted revenue permitted	1,097,841	214,172	181,767
3	Increase in assessed Valuation	23.0400%		
4	Increase in Consumer Price Increase	1.9000%		
5	Permitted reassessment growth	1.9000%		
6	Revenue permitted in current year	1,124,979	223,050	188,731
	Tax Rate Permitted	0.1500	0.1760	0.2350

(#6/#1)*100

LIBRARY TEMP

7	Maximum Prior year adjusted revenue permitted	672,274	115,714	93,177
8	Decrease in assessed Valuation	23.0400%		
9	Increase in Consumer Price Increase	1.9000%		
10	Permitted reassessment growth	1.9000%		
11	Revenue permitted in current year	682,488	121,664	96,373
	Tax Rate Permitted	0.0910	0.0960	0.1200

(#11/#1)*100

Total Property Tax Rate Permitted 0.241 0.272 0.355

Library Property Tax

Residential	19%	
Appraised Valuation	Assessed Valuation	Property Tax Rate
		0.01
100,000	19,000	1.90
200,000	38,000	3.80
300,000	57,000	5.70
400,000	76,000	7.60
500,000	95,000	9.50
600,000	114,000	11.40
700,000	133,000	13.30
800,000	152,000	15.20

Library Residential		
Appraised Valuation	Assessed Valuation	Property Tax Rate
		0.241
100,000	19,000	45.79
200,000	38,000	91.58
300,000	57,000	137.37
400,000	76,000	183.16
500,000	95,000	228.95
600,000	114,000	274.74
700,000	133,000	320.53
800,000	152,000	366.32

Commercial	32%	
Appraised Valuation	Assessed Valuation	Property Tax Rate
		0.01
100,000	32,000	3.20
200,000	64,000	6.40
300,000	96,000	9.60
400,000	128,000	12.80
500,000	160,000	16.00
600,000	192,000	19.20
700,000	224,000	22.40
800,000	256,000	25.60

Library Commercial		
Appraised Valuation	Assessed Valuation	Property Tax Rate
		0.272
100,000	32,000	87.04
200,000	64,000	174.08
300,000	96,000	261.12
400,000	128,000	348.16
500,000	160,000	435.20
600,000	192,000	522.24
700,000	224,000	609.28
800,000	256,000	696.32



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Summary Page

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s).

Table with 5 columns: Residential, Agriculture, Commercial, Personal Property, Prior Method Single Rate. Rows include: A. Prior year tax rate ceiling, B. Current year rate computed, C. Amount of rate increase authorized by voters, D. Rate to compare to maximum authorized levy, E. Maximum authorized levy, F. Current year tax rate ceiling, G. Less required sales tax reduction, G. 2. Less 20% required reduction, H. Less voluntary reduction, I. Plus allowable recoupment rate, J. Tax rate to be levied, A. Rate to be levied for debt service, B. Additional special purposed rate.

Certification

I, the undersigned, (Office) of (Political Subdivision) levying a rate in (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date) (Signature) (Print Name) (Telephone)

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section. Lines: J AA BB

(Date) (County Clerk's Signature) (County) (Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 7 columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include: (2019) Current year assessed valuation, Assessed valuation of new construction & improvements, Assessed value of newly added territory, Assessed value of real property that changed subclass from the prior year and was added to a new subclass in the current year, Adjusted current year assessed valuation, (2018) Prior year assessed valuation, Assessed value in newly separated territory, Assessed value of property locally assessed in prior year, but state assessed in current year, Assessed value of real property that changed subclass from the prior year and was subtracted from the previously reported subclass, Adjusted prior year assessed valuation.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Table with columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include Revenue calculated using multi rate method, single rate method, differences, and percent change.

For Informational Purposes Only - Blended Rate Calculation

Table with columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total. Rows include Tax rate ceiling, Allowable recoupment rate, Assessed valuation, Revenue from tax rate ceiling, Blended tax rate ceiling, Voluntary reduction, Unadjusted levy, Revenue from unadjusted levy, Blended tax rate from unadjusted levy, Sales tax reduction, Adjusted levy, Revenue from adjusted levy, Blended tax rate from adjusted levy.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Summary Page

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library-Temp
Name of Political Subdivision Political Subdivision Code Purpose of Levy

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Table with 5 columns: Residential, Agriculture, Commercial, Personal Property, Prior Method Single Rate

Main data table with rows A through BB, including Prior year tax rate ceiling, Current year rate computed, Amount of rate increase authorized by voters for current year, Rate to compare to maximum authorized levy to determine tax rate ceiling, Maximum authorized levy, Current year tax rate ceiling, Less required sales tax reduction, Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies) taken from tax rate ceiling (Line F), Less voluntary reduction by political subdivision taken from tax rate ceiling (Line F), Plus allowable recoupment rate added to tax rate ceiling (Line F), Tax rate to be levied (Line F - Line G1 - Line G2 - Line H + Line I), Rate to be levied for debt service, if applicable, Additional special purposed rate authorized by voters after the prior year tax rates were set (Form B, Line 17 if a different purpose) Adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI

Certification

I, the undersigned, (Office) of (Political Subdivision) levying a rate in (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date) (Signature) (Print Name) (Telephone)

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section. Lines: J AA BB

(Date) (County Clerk's Signature) (County) (Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library-Temp
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 7 columns: Residential, Real Estate Agricultural, Commercial, Personal Property, Total, Prior Method Single Rate. Rows include (2019) Current year assessed valuation, Assessed valuation of new construction & improvements, Assessed value of newly added territory, Assessed value of real property that changed subclass from the prior year, Adjusted current year assessed valuation, (2018) Prior year assessed valuation, Assessed value in newly separated territory, Assessed value of property locally assessed in prior year, Assessed value of real property that changed subclass from the prior year, and Adjusted prior year assessed valuation.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019 (2019)

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library-Temp
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Table with 6 columns: Residential, Real Estate (Agricultural, Commercial), Personal Property, Total, and Prior Method Single Rate. Rows include: Percentage increase in adjusted valuation, Increase in Consumer Price Index (CPI), Adjusted prior year assessed valuation, Prior year voluntarily reduced rate in non-reassessment year, Maximum prior year adjusted revenue permitted, Permitted reassessment revenue growth, Additional reassessment revenue permitted, Revenue permitted in the current year from property that existed in both years, Adjusted current year assessed valuation, Tax rate permitted using prior method, Limit personal property to the prior year ceiling, Maximum authorized levy, Limit to the prior year maximum authorized levy.

Enter the rate for the prior method column on Line B of the Summary Page



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library-Temp
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Table with columns: (a) Residential, (b) Real Estate Agricultural, (c) Commercial, (d) Personal Property, Total, Prior Method Single Rate. Rows include: Calculate Revised Rate(s), Tax revenue, Total assessed valuation, Blended rate, Revenue difference, Rate(s) to be revised, Current year adjusted assessed valuation, Relative ratio of current year adjusted assessed valuation, Revision to rate, Revised rate, Revised rate rounded, Calculate Final Blended Rate, Tax revenue, Total assessed valuation, Final blended rate, Tax rate(s) permitted.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/29/2019

Form A

(2019)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

City of Kirkwood 09-096-0045 Library-Temp
Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

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Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

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For Informational Purposes Only - Blended Rate Calculation

Table with 6 columns: Residential, Agricultural, Commercial, Personal Property, Total, Prior Method Single Rate. Rows include Tax rate ceiling, allowable recoupment rate, assessed valuation, revenue from unadjusted levy, blended tax rate, sales tax reduction, and adjusted levy.

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

Setting the Property Tax Rates for the Kirkwood Public Library

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

Director of Finance Sandy Stephens

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



Residential	615,460,870	750,331,030
Commercial	125,431,976	145,350,103
Personal Property	78,499,631	78,499,631
Total	819,392,477	974,180,764

Assessed Valuation
Kirkwood Library

Residential	608,757,400	743,366,380
Commercial	107,094,316	126,208,080
Personal Property	76,548,201	76,548,201
Total	792,399,917	946,122,661

Assessed Valuation
Special Business District

Commercial	34,531,690	40,026,320
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utes

	Proposed Tax Rate	Proposed Tax Rate	Proposed Tax Rate	Proposed Property Tax
Police & Fire Pension	Residential 0.114	Commercial 0.138	Personal Revenue 0.180	1,197,260
Parks	0.104	0.112	0.119	1,036,551
Debt Service	-	-	-	-
General Gov't	0.233	0.250	0.262	2,317,316
Library	0.239	0.281	0.355	2,403,036
Special Business District	n/a	0.363	n/a	145,296

Such hearing may be adjourned from time to time until completed. By order of the City Council.

Laurie Asche

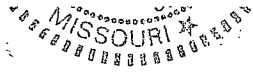
City Clerk

City of Kirkwood

St. Louis County, Missouri

July 31, 2019

302—Wednesday



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 2

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTRYMAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **August 01, 2019** edition and ending with the **August 01, 2019** edition, for a total of 1 publications:

08/01/2019

Karie Clark

Karie Clark

Subscribed & sworn before me this 1st day of Aug., 2019
(SEAL)

Chanel Jones

Notary Public

CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St Louis County
My Commission Expires: August 08, 2022
Commission Number: 14397721

AFFIDAVIT OF PUBLICATION

NOTICE OF PUBLIC HEARING

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m. on Thursday August 15, 2019 at which time citizens may be heard on the proposed property tax rates.

Each tax rate is determined by dividing the amount of revenue required by the current assessed valuation for each subclass. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation. This proposed levy is subject to change pending action of the City Council, the Board of Equalization and/or the tax rate certification by the State Auditor.

Assessed Valuation	Previous Year's Valuation 2018	Current Year's Valuation 2019		
<u>City of Kirkwood</u>				
Residential	615,460,870	750,331,030		
Commercial	125,431,976	145,350,103		
Personal Property	78,489,631	78,489,631		
Total	819,382,477	974,180,764		
<u>Assessed Valuation</u>				
<u>Kirkwood Library</u>				
Residential	608,767,400	743,366,380		
Commercial	107,094,316	126,208,080		
Personal Property	76,548,201	76,548,201		
Total	792,399,917	946,122,661		
<u>Assessed Valuation</u>				
<u>Special Business District</u>				
Commercial	34,531,690	40,026,320		
	Proposed Tax	Proposed Tax	Proposed Tax	Proposed
	Rate	Rate	Rate	Property Tax
	Residential	Commercial	Personal	Revenue
Police & Fire Pension	0.114	0.138	0.180	1,197,280
Parks	0.104	0.112	0.119	1,036,561
Debt Service	-	-	-	-
General Gov't	0.233	0.250	0.262	2,317,316
Library	0.239	0.281	0.355	2,403,036
Special Business District	n/a	0.363	n/a	145,286

Such hearing may be adjourned from time to time until completed. By order of the City Council.

Laurie Asche
 City Clerk
 City of Kirkwood
 St. Louis County, Missouri

11775133 County Aug. 1, 2019

T NEWSPAPERS **IMES**
WEBSTER-KIRKWOOD TIMES
SOUTH COUNTY TIMES
WEST END WORD

AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn:

Laurie Asche

City Clerk

139 S. Kirkwood Rd.

Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing
Notice was published in the Webster-Kirkwood Times on

August 2, 2019

*1/4 pg. Public Hearing
proposed tax rates*

Terry Cassidy
Advertising Consultant



NOTICE OF PUBLIC HEARING before the City Council of Kirkwood, MO

The Council of the City of Kirkwood will hold a public hearing at City Hall, 139 S. Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m. on Thursday August 15, 2019 at which time citizens may be heard on the proposed property tax rates.

Each tax rate is determined by dividing the amount of revenue required by the current assessed valuation for each subclass. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation. This proposed levy is subject to change pending action of the City Council, the Board of Equalization and/or the tax rate certification by the State Auditor.

Assessed Valuation	Prior Year Valuation <u>2018</u>	Current Year Valuation <u>2019</u>
<u>City of Kirkwood</u>		
Residential	615,460,870	750,331,030
Commercial	125,431,976	145,350,103
Personal Property	<u>78,499,631</u>	<u>78,499,631</u>
Total	<u>819,392,477</u>	<u>974,180,764</u>

Assessed Valuation	Prior Year Valuation <u>2018</u>	Current Year Valuation <u>2019</u>
<u>Kirkwood Library</u>		
Residential	608,757,400	743,366,380
Commercial	107,094,316	126,208,080
Personal Property	<u>76,548,201</u>	<u>76,548,201</u>
Total	<u>792,399,917</u>	<u>946,122,661</u>

Assessed Valuation	Prior Year Valuation <u>2018</u>	Current Year Valuation <u>2019</u>
<u>Special Business District</u>		
Commercial	34,531,690	40,026,320

	Proposed Tax Rate <u>Residential</u>	Proposed Tax Rate <u>Commercial</u>	Proposed Tax Rate <u>Personal</u>	Proposed Tax Rate <u>Revenue</u>
Police & Fire Pension	0.114	0.138	0.180	1,197,260
Parks	0.104	0.112	0.119	1,036,551
Debt Service	-	-	-	-
General Gov't	0.233	0.250	0.262	2,317,316
Library	0.239	0.281	0.355	2,403,036
Special Business District	n/a	0.363	n/a	145,296

Such hearing may be adjourned from time to time until completed, By order of the City Council.

Laurie Asche
City Clerk
City of Kirkwood
St. Louis County, Missouri

BILL 10788A

ORDINANCE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND SITE PLAN APPROVAL FOR MOTOR VEHICLE SALES AT 10230 AND 10240 MANCHESTER ROAD SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Manchester 10230, LLC made application (PZ-8-20) for a Special Use Permit and Site Plan approval for the purpose of a building addition and site improvement on the subject property to be utilized for motor vehicle sales to be located at 10230 and 10240 Manchester Road; and

WHEREAS, the Planning and Zoning Commission did on the 17th day of July, 2019, by adopting the Planning and Zoning Commission Report dated July 17, 2019, (attached hereto as Exhibit "A" and incorporated by reference herein), recommend the granting of said Special Use Permit and Site Plan approval subject to certain conditions and did find that granting of said permit and site plan approval would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did on the 15th day of August, 2019, hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing and does find that the granting of such permit and site plan approval, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; and

WHEREAS, the Council does further find that the general welfare requires that such permit be subject to the conditions hereinafter set out.

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

SECTION 1. A Special Use Permit and Site Plan approval for motor vehicle sales is granted on the properties known as 10230 and 10240 Manchester Road subject to the following conditions:

1. The project shall be constructed and maintained in accordance with the Site Plan stamped "Received July 2, 2019, City of Kirkwood Public Services Department", the Landscape Plan stamped "Received July 10, 2019, City of Kirkwood Public Services Department", and the Lighting Plan stamped "Received July 10, 2019, City of Kirkwood Public Services Department", except as noted herein.
2. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first

\$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.

3. Based upon the justification submitted per Section 220.2, the following modifications shall be granted:
 - a. A reduced drive aisle width for the ramp to the western parking lot from 22' to 20'.
 - b. A full waiver of the required 10' planting screen along Manchester Road.
 - c. A full waiver of the 8 canopy trees required along Manchester Road.
 - d. A full waiver of the 11 canopy trees required along the southern property line.
 - e. A full waiver of the 7 canopy trees required along the west perimeter of the western parking lot.
 - f. An allowance for 2 of the required parking island canopy trees to be replaced with 2 understory trees.
4. The 18 parking spaces near the southeast corner of the site and indicated on the site plan as "Inventory or Service Car Parking Spots Only" shall be reserved for those uses and designated with signage and/or striping.
5. One additional ADA parking space is required, a total of 4 ADA spaces, per Section A-1000.5 (3) and shall be included on a revised Site Plan prior to issuance of permits.
6. A landscape island shall be added in the southeast corner of the site to accommodate landscaping consistent with other landscaping proposed in consultation with the Public Services Department.
7. All permanent and temporary easements for the Route 100 project shall be provided as part of this project prior to issuance of a building permit.
8. A consolidation plat with easements as required by the City shall be recorded and a recorded copy provided to the City prior to the issuance of a building permit.
9. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG.
10. Site plan approval from MoDOT is required prior to issuance of permits.
11. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.

12. All new curb is required to be 18" concrete barrier curb.
13. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
14. If applicable, sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
15. Parking lot entrances shall be 7" thick concrete and ADA compliant.
16. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the petitioner shall install the necessary mains and accessories.
17. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
18. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
19. No parking of construction trailers, material storage, equipment storage, or construction equipment is authorized on the public streets at any time.
20. Enclosures are required to screen all dumpsters, grease receptacles, and similar items on the site and shall be constructed of sight-proof materials (e.g. masonry, split-faced concrete masonry units, etc.) similar or complementary to the main building and not less than six feet in height. Latching gates of similar or complementary materials shall be required to completely enclose the dumpster.
21. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
22. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.
23. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.
24. Between the hours of 8 p.m. and 8 a.m., interior lighting for second story rooms along the south façade shall be limited to lighting required for building and fire code compliance, janitorial services, and security.
25. The use of outdoor speakers for amplification of sound including, but not limited to, music and voice shall be prohibited.

26. An 8 foot tall sight-proof fence shall be provided along the southern property line adjacent to residentially zoned property.

SECTION 2. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of any permit. These devices shall be maintained during the construction activities. Failure to maintain these devices authorizes the Public Services Department to issue a Stop Work Order for the building permit until such devices are restored.

SECTION 3. The approval of this special use permit and site plan shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 4. The premises and improvements as approved by this special use permit and site plan shall be in good working order and maintained in good repair at all times.

SECTION 5. The applicant by accepting and acting under the special use permit and site plan herein granted accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

SECTION 6. The applicant further agrees by accepting and acting under this special use permit and site plan herein granted that this ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 7. This ordinance shall become null and void in the event the petitioner does not obtain a building permit within one year of the passage of this ordinance.

SECTION 8. The applicant and her successors and assigns by accepting and acting under the approval herein granted accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued. A Stop Work Order to cease all work on the premises except such work as directed by the Public Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

SECTION 9. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS day of _____, 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced:
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 8/15/2019

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The owners of Audi Kirkwood (Manchester 10230 LLC) have applied for a Special Use Permit and Site Plan approval to allow the removal of the front portion of their existing building to allow for a 2-story addition in its place. In addition to the building improvements, the application includes improvements to the surface parking areas. The new site design is partly possible due to the applicant's purchase and approval received for storage of motor vehicles behind the old Shop 'N Save site. Please see the attached Subcommittee Report and plans for additional details.

Recommendations and Action Requested:

The Planning & Zoning Commission recommended approval of the request at their July 17, 2019 meeting by a vote of 8-0. Part of the approval was to amend the Subcommittee report to add a condition which states "A landscape island shall be added in the southeast corner of the site to accommodate landscaping consistent with other landscaping proposed in consultation with the Public Services Department". This condition has been included in the draft ordinance which is attached.

A public hearing is requested for this item followed by City Council consideration of the request.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0 Project #: Budgeted: YES
If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Jonathan Raiche


Date: 8/2/2019

Authenticated: raichejd

You can attach up to 3 files along with this request.


2019-07-17 PZ-8-20 Report
APPROVED.pdf
Adobe Acrobat Document
7.94 MB


2019-08-15 PZ-8-20 CC
Plans.pdf
Adobe Acrobat Document
13.5 MB


2019-08-15 PZ-8-20
Ordinance.doc
Microsoft Word 97 - 2003
Document
46.5 KB

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

[Empty text box for Purchasing Director's Comments]

BY: Select...

Date:

[Empty date input field]

Authenticated:

[Empty authentication input field]

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required **(Must have Finance Department's approval).**

Select...

From Account # or Fund Name:

[Empty input field for From Account # or Fund Name]

To Account # or Fund Name:

[Empty input field for To Account # or Fund Name]

Finance Director's Comments:

[Empty text box for Finance Director's Comments]

BY: Select...

Date:

[Empty date input field]

Authenticated:

[Empty authentication input field]

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

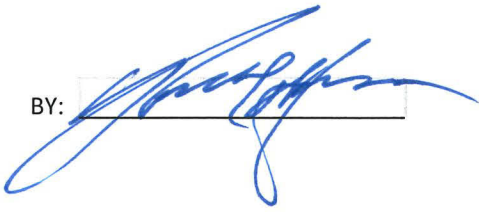
Approve

Diasapprove

Chief Administrative Officer's Comments:

[Empty text box for Chief Administrative Officer's Comments]

BY:

A handwritten signature in blue ink, appearing to be "Michael Johnson", written over a horizontal line.

Date:

8-7-17

AMENDED
APPROVED 7.17.19

CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
July 17, 2019

PETITION NUMBER: PZ-8-20

ACTION REQUESTED: SPECIAL USE PERMIT (MOTOR VEHICLE SALES) AND SITE PLAN REVIEW – AUDI KIRKWOOD

PROPERTY OWNER: MANCHESTER 10230, LLC

APPLICANT: MANCHESTER 10230, LLC

APPLICANT'S AGENT: JEREMY WHITT, ATTORNEY

PROPERTY LOCATION: 10230 – 10240 MANCHESTER ROAD

ZONING: B-3, HIGHWAY BUSINESS DISTRICT

DRAWINGS SUBMITTED: FLOOR PLAN (4 SHEETS) STAMPED "RECEIVED MAY 31, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

SITE PLAN BY STERLING ENGINEERING STAMPED "RECEIVED JULY 2, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

LANDSCAPE PLAN PREPARED BY LANDSCAPE TECHNOLOGIES STAMPED "RECEIVED JULY 10, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

LIGHTING PLAN PREPARED BY CHIODINI ARCHITECTS STAMPED "RECEIVED JULY 10, 2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT"

DESCRIPTION OF PROJECT:

The applicant is requesting a Special Use Permit and Site Plan approval for a significant building remodel/addition with associated parking lot improvements on the sites located at 10230 and 10240 Manchester Road for the existing Motor Vehicle Sales business. There is no active Special Use Permit on the site; however, Staff has determined that the business is a legal non-conforming use. Approximately the front third of the existing building is proposed to be removed and replaced with a 2-story building addition which will provide space for offices and showroom on the 2nd story and service department arrival area on the 1st story. The parking to the west will be reconstructed to further utilize the existing grade change on the site. The western parking lot will be built to gradually rise until it meets the 2nd story which will become the main entrance to the new showroom and office space. The remaining parking areas are proposed to remain in their current footprint with more minor repairs and resurfacing/restripping occurring to accommodate the proposed internal circulation.

The proposed site plan includes the elimination of three access points that currently exist on Manchester Road for a total proposed two access point (reduced from 5 existing). The applicant also shows a 5' wide sidewalk along the entire frontage on private property and located in a public sidewalk easement. This sidewalk is separated from Manchester Road by a proposed 5' wide greenspace. This

design was the result of consultation with City Staff in order to keep the project consistent with the City/MoDOT Route 100 project.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as Corridor Commercial on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development maintains the current use of the site and is consistent with the uses listed.

The subject properties are zoned B-3, Highway Business District. The proposed use, Motor Vehicle Sales is technically termed "Motor vehicle and other vehicle sales by a factory franchised dealer, provided that sales of new vehicles shall exceed the sale of used vehicles each year and no streamer lights are used". This use is a special use in this district which is why the applicant has applied for a Special Use Permit.

Surrounding land uses and zoning include the following:

- To the north: Across Manchester Road, properties are zoned B-3 and B-4 with various commercial uses being conducted.
- To the south: There is a single-family residential neighborhood zoned R-4.
- To the east: There are multiple commercial properties zoned B-3.
- To the west: There is a single commercial property zoned B-3 between the subject site and Woodlawn Avenue.

DEPARTMENTAL/AGENCY COMMENTS:

- Electric: No comments received.
- Water: Water service and appurtenances to be installed per City specs.
- Engineering:
 1. Provide all permanent and temporary easements for the Route 100 project.
 2. MSD approval is required.
 3. MoDOT approval is required.
- Building/Fire:
 1. A flow test is required.
 2. Identify fire hydrant locations
 3. Provide turning radius details for the entrances.
 4. Front loading spaces may limit access to front of building.
- Forester: No Comments.
- MoDOT:
 1. Project is found to be feasible subject to final approval in form of a permit issued by MoDOT.
 2. MoDOT objects to new trees being located in the right-of-way.

SITE ELEMENTS ANALYSIS:

Structure & Parking

The proposed building addition is located approximately 38' from the front property line which is approximately 5' further back from the property line when compared to the existing building. The front yard setback is 37.8' which is determined by averaging the setback of the adjacent buildings. The

building addition complies with all structure setbacks in the B-3 District. The proposed building also conforms to the height which is regulated through a maximum F.A.R of 2.0.

The proposed building includes 8 service bays with 7 service employees (47 parking spaces required), and 4,150 sf of office space (21 parking spaces required) which require a total of 68 parking spaces. The proposed plan includes 104 parking spaces including 10 internal spaces in the service arrival area. There are 18 spaces designated as Inventory or Service car parking-only. This restriction is included in the recommendation section of this report and is due to the fact that these spaces are double-parked. A condition has also been added that 1 additional ADA parking space be provided to comply with Section A-1000.5 (3). Additionally, the proposed plan includes 3 inverted-U bicycle racks as required by Code.

Site Access & Traffic Management

As mentioned in the Project Description, the proposal reduces the number of access points from 5 to 2 which will eliminate many potential conflict points for vehicles and pedestrians. There is a concrete median across from the western entrance which restricts this entrance to right-in, right-out movements. The eastern entrance is proposed as full-access. In addition to reducing the number of entrances, the current access points also range in size from 29' wide to 59' wide nearly creating one continuous curb-cut along the property line. To further the circulation concerns, the existing site also has parking spaces directly adjacent to the right-of-way. The proposed plan has all parking spaces a minimum of 15' from the property line with an additional 5' of greenspace before the proposed curb. This design will create further separation and better visibility for all users.

Landscaping

Five of the six modifications listed in the Modifications section below are due to deficiencies in the proposed plan when compared to the City's landscaping requirements. For landscaping purposes, the proposal was evaluated in two separate parts. The existing building site (10230 Manchester) was evaluated as a redevelopment for purposes of frontage and rear yard trees. This parcel; however, was not evaluated to require additional trees around the parking areas since these areas are in the same location and are not being reconstructed. Because the western parking lot is being reconstructed, Staff evaluated this portion to require frontage trees, rear yard trees, and perimeter trees.

The proposed plan includes 8 trees (6 canopy and 2 understory) and various shrubs within landscape islands in the western parking lot. On the eastern portion of the project, there are various shrubs around the proposed monument sign and 4 evergreen trees around the proposed dumpster enclosure.

The applicant's original proposal included street frontage trees that met the requirements, with the exception of understory trees being proposed under overhead utility lines. After review by MoDOT; however, the City received comment that MoDOT would not allow the proposed trees in their right-of-way. The applicant could provide a 5' sidewalk in the public right-of-way and a 5' greenspace for planting of trees on their property; however, City Staff recommends that the current proposal which locates the greenspace between the sidewalk and the street is preferable. This design will be safer for pedestrians and will be consistent with the Route 100 project occurring along the corridor from Kirkwood Road east into Brentwood. The other option would be for the developer to provide additional greenspace on their property; however, this would make significant changes to their building and site layout design. The applicant has elected to request modifications for these items that they have not complied with.

Lighting

A revised lighting plan was provided on July 10, 2019 which addressed Staff's outstanding comments. The proposed plan includes 15 pole-mounted LED fixtures and 4 building-mounted LED fixtures designed to meet the requirements of the Zoning Code.

MODIFICATIONS

Along with their request, the applicant has requested multiple modifications per Section 220.2 of the Zoning Code regarding parking and landscaping requirements. The following is a summary of the various modifications that would be needed to accommodate the proposed design:

Topic	Required	Provided	Difference
Drive aisle width	22'	20'	2'
Planting screen on private property between parking and abutting street	10'	0' (5' in public ROW)	10'
Street frontage trees	8 canopy	0 (not permitted in MoDOT ROW)	8
Rear yard trees	11 canopy	0	11
Parking lot perimeter trees (west property line only)	7 canopy trees	0	7
Parking lot island trees (western lot only)	8 canopy trees	6 canopy trees 2 understory trees	-2 canopy +2 understory

The applicant has submitted the following items for consideration regarding the modification. Additional detail on these items can be found in their letter received by the City on July 10, 2019:

1. Trees are proposed at 3.5" caliper rather than the 2" caliper required.
2. Adding as much landscape (irrigation included) as possible while allowing for adequate parking.
3. The architectural design provides an improved view for neighbors to the south.
4. The site and building will utilize high-efficiency lighting and HVAC equipment.
5. Reducing existing access points from 5 to 2 to promote safer vehicle and pedestrian circulation both on and off-site.
6. Public sidewalk easement on-site to coordinate with larger Route 100 plan and provide a 5' greenspace along Manchester Road and the addition of bicycle racks for safer access for all users.
7. The proposed site plan reduced the impervious area on-site which is currently 100% impervious.

DISCUSSION:

Zoning Matters signs were placed on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meetings was held on June 25th. A list of attendees of the subcommittee meeting can be seen in Exhibit B. At the subcommittee meeting, the following items were discussed:

1. On-site and off-site circulation improvements including pedestrian improvements.
2. The applicant expected to submit a modification request for multiple of the landscape issues.
3. The topography of the site was discussed with relation to the building's design and its utilization of the existing grade changes within the site.
4. Due to the existing raised-median, the western access point will be right-in/right-out and the eastern access point will be full-access.

These items have been discussed throughout the report and outstanding items have been included in conditions in the Recommendation section of this report.

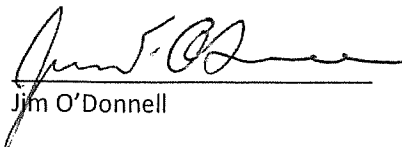
RECOMMENDATION:

The Subcommittee recommends that this application be **approved** with the following conditions:

1. The project shall be constructed and maintained in accordance with the plans referenced in the Drawing Submitted portion of this report, except as noted herein.
2. Based upon the justification submitted per Section 220.2, the following modifications shall be granted:
 - a. A reduced drive aisle width for the ramp to the western parking lot from 22' to 20'.
 - b. A full waiver of the required 10' planting screen along Manchester Road.
 - c. A full waiver of the 8 canopy trees required along Manchester Road.
 - d. A full waiver of the 11 canopy trees required along the southern property line.
 - e. A full waiver of the 7 canopy trees required along the west perimeter of the western parking lot.
 - f. An allowance for 2 of the required parking island canopy trees to be replaced with 2 understory trees.
3. The 18 parking spaces near the southeast corner of the site and indicated on the site plan as "Inventory or Service Car Parking Spots Only" shall be reserved for those uses and designated with signage and/or striping.
4. One additional ADA parking space is required, a total of 4 ADA spaces, per Section A-1000.5 (3) and shall be included on a revised Site Plan prior to issuance of permits.
5. All permanent and temporary easements for the Route 100 project shall be provided as part of this project prior to issuance of a building permit.
6. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG.
7. Site plan approval from MoDOT is required prior to issuance of permits.
8. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
9. The applicant shall comply with all standard conditions as listed in Exhibit A.
10. A landscape island shall be added in the southeast corner of the site to accommodate landscaping consistent with other landscaping proposed in consultation with the Public Services Department.

Respectfully submitted,

James Diel



Jim O'Donnell

EXHIBIT A
STANDARD CONDITIONS

1. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.
2. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
3. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
4. Parking lot entrances shall be 7" thick concrete and ADA compliant.
5. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
6. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
7. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.
8. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
9. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
10. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
11. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.

12. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

EXHIBIT B
Subcommittee Meeting Attendees
June 25, 2019

P&Z Subcommittee Meeting

Project:

P2-8-20, Audi Kirkwood

Date:

6/25/19

Location:

10230 Manchester Rd.

Name	Organization
Jonathan Raiche	City of Kirkwood
AUGEN KLIPPER	P&Z
MICHAEL A. CHIODINI	CHIODINI
Jeremy Whitt	Audi Kirkwood
Adam Fitzpatrick	Audi Kirkwood
Jim O'Sennell	P&Z
TED JUNKMANN	CITY OF KIRKWOOD
RICK MCKINLEY	KIRKWOOD ELECTRIC
JAMES DIEI	PZ
RUSS TODD	CITY OF KIRKWOOD
JACK SCHENCK	CITY OF KIRKWOOD
J.D. HOWELL	STERLING ENGINEERING

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

A request for a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner Jonathan Raiche

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **July 23, 2019** edition and ending with the **July 23, 2019** edition, for a total of 1 publications:

07/23/2019

**CITY OF KIRKWOOD
NOTICE OF PUBLIC HEARING
BEFORE THE CITY COUNCIL OF
KIRKWOOD, MISSOURI**

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, August 15, 2019 to consider the following:

- 1. A request for a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road.**
- 2. A request for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue.**
- 3. A request for a Special Use Permit for Mission Taco Joint at 105 East Jefferson to operate an amusement establishment (arcade) in a portion of the restaurant.**

Laurie Asche, CMC/MRCC
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.
11770945 County Jul. 23, 2019

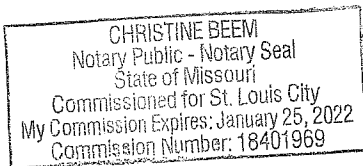
Karie Clark

Karie Clark

Subscribed & sworn before me this 23rd day of Jul, 2019
(SEAL)

[Signature]

Notary Public





AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn:

Laurie Asche

City Clerk

139 S. Kirkwood Rd.

Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing Notice was published in the Webster-Kirkwood Times on

July 26, 2019


Advertising Consultant



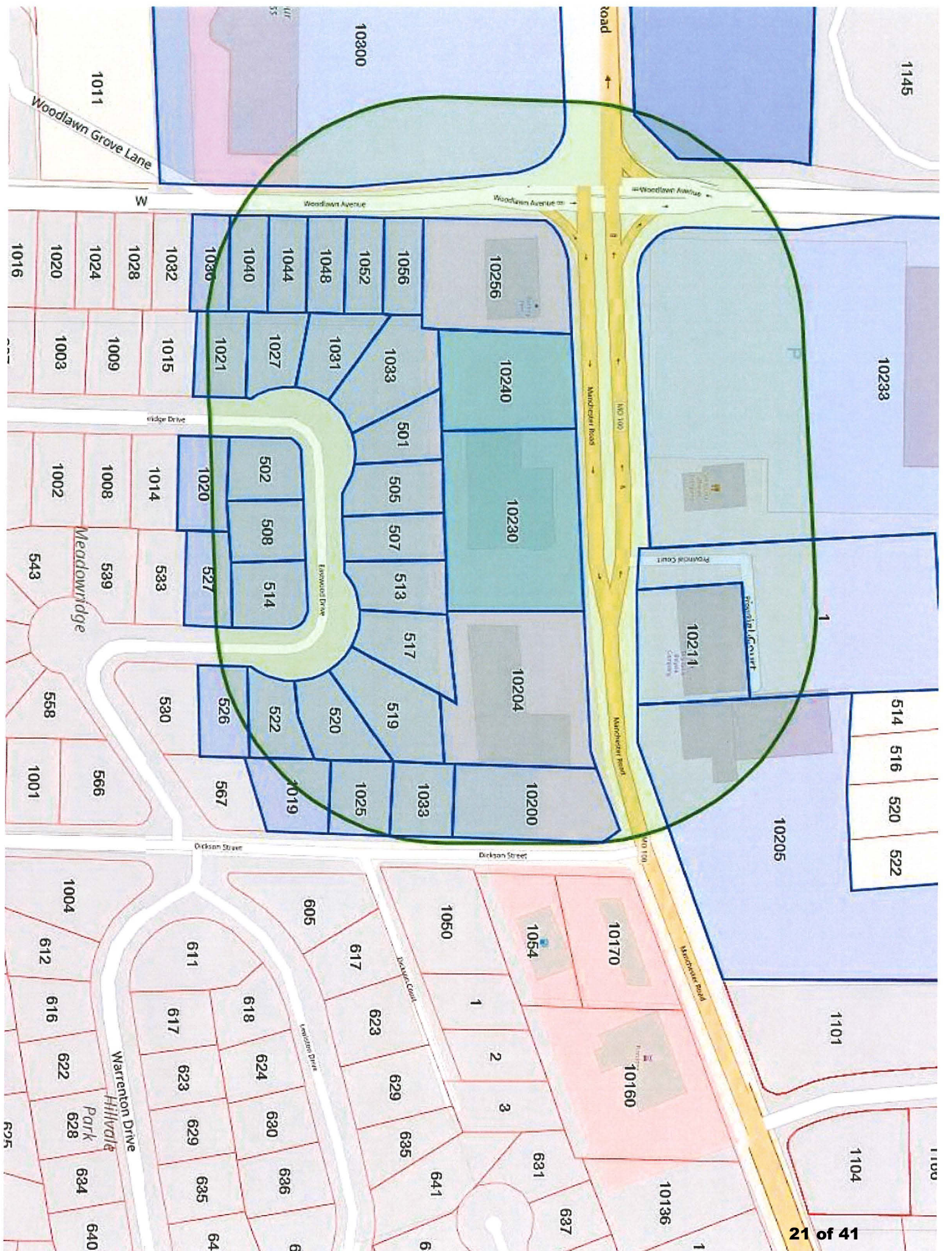
NOTICE OF
PUBLIC HEARING
before the City Council
City of Kirkwood, MO

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PROPERTY OWNER
347 SUBURBAN AVE
SAINT LOUIS, MO 63135

PROPERTY OWNER
506 MIDDLETON CT
SAINT LOUIS, MO 63122

PROPERTY OWNER
470 CONWAY VILLAGE DR
SAINT LOUIS, MO 63141

PROPERTY OWNER
11420 LACKLAND RD
SAINT LOUIS, MO 63146

PROPERTY OWNER
1036 N WOODLAWN AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1020 MEADOWRIDGE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
527 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1075 BARBERRY LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
526 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1040 N WOODLAWN AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
502 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
508 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1044 N WOODLAWN AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
514 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1027 MEADOWRIDGE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
522 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1019 DICKSON ST
SAINT LOUIS, MO 63122

PROPERTY OWNER
1048 N WOODLAWN AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
4615 CLIFF FOREST DR
PACIFIC, MO 63069

PROPERTY OWNER
1031 MEADOWRIDGE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
520 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1025 DICKSON ST
SAINT LOUIS, MO 63122

PROPERTY OWNER
10256 MANCHESTER RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
1033 MEADOWRIDGE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
501 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
505 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
519 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
507 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
513 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
1033 DICKSON RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
517 EASTWOOD DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
16650 CHESTERFIELD GROVE RD
STE 100
CHESTERFIELD, MO 63005

PROPERTY OWNER
17280 N OUTER 40 RD, STE 201
CHESTERFIELD, MO 63005

PROPERTY OWNER
15121 MANCHESTER RD
BALLWIN, MO 63011

PROPERTY OWNER
20 ALLEN AVE, #4
SAINT LOUIS, MO 63119

PROPERTY OWNER
10341 MANCHESTER RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
P.O. BOX 8430
KANSAS CITY, MO 64114



WHERE COMMUNITY AND SPIRIT MEET

July 18, 2019

Russell B. Hawes
Chief Administrative Officer

At the July 17, 2019, meeting of the Planning and Zoning Commission, the following action was taken:

1. At the request of the petitioner, who is requesting amendments to the Zoning Code and a Special Use Permit for a tattoo studio on the second floor of 108 North Kirkwood Road, the application was continued to the August 21 meeting.
2. The Commission unanimously recommended approval of a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road.
3. After a presentation from Britt's Bakehouse for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue, the Commission unanimously recommended approval.
4. After a presentation from Mission Taco Joint for a Special Use Permit to operate an amusement establishment in a portion of their restaurant at 105 East Jefferson, the Commission unanimously recommended approval.
5. Staff provided updates on development projects recently reviewed by the City Council.
6. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.
7. Staff provided the quarterly update on the Envision Kirkwood 2035 Comprehensive Plan.

The next meeting will be held on August 21, 2019, at 7 p.m.

Respectfully submitted,

Allen Klippel, Chair
Planning and Zoning Commission

AMENDED
APPROVED 7.17.19

CITY OF KIRKWOOD
PLANNING AND ZONING COMMISSION
SUBCOMMITTEE REPORT
July 17, 2019

PETITION NUMBER: PZ-8-20

ACTION REQUESTED: SPECIAL USE PERMIT (MOTOR VEHICLE SALES) AND SITE PLAN REVIEW –
AUDI KIRKWOOD

PROPERTY OWNER: MANCHESTER 10230, LLC

APPLICANT: MANCHESTER 10230, LLC

APPLICANT'S AGENT: JEREMY WHITT, ATTORNEY

PROPERTY LOCATION: 10230 – 10240 MANCHESTER ROAD

ZONING: B-3, HIGHWAY BUSINESS DISTRICT

DRAWINGS SUBMITTED: FLOOR PLAN (4 SHEETS) STAMPED “RECEIVED MAY 31, 2019, CITY OF
KIRKWOOD PUBLIC SERVICES DEPARTMENT”

SITE PLAN BY STERLING ENGINEERING STAMPED “RECEIVED JULY 2,
2019, CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT”

LANDSCAPE PLAN PREPARED BY LANDSCAPE TECHNOLOGIES STAMPED
“RECEIVED JULY 10, 2019, CITY OF KIRKWOOD PUBLIC SERVICES
DEPARTMENT”

LIGHTING PLAN PREPERED BY CHIODINI ARCHITECTS STAMPED
“RECEIVED JULY 10, 2019, CITY OF KIRKWOOD PUBLIC SERVICES
DEPARTMENT”

DESCRIPTION OF PROJECT:

The applicant is requesting a Special Use Permit and Site Plan approval for a significant building remodel/addition with associated parking lot improvements on the sites located at 10230 and 10240 Manchester Road for the existing Motor Vehicle Sales business. There is no active Special Use Permit on the site; however, Staff has determined that the business is a legal non-conforming use. Approximately the front third of the existing building is proposed to be removed and replaced with a 2-story building addition which will provide space for offices and showroom on the 2nd story and service department arrival area on the 1st story. The parking to the west will be reconstructed to further utilize the existing grade change on the site. The western parking lot will be built to gradually rise until it meets the 2nd story which will become the main entrance to the new showroom and office space. The remaining parking areas are proposed to remain in their current footprint with more minor repairs and resurfacing/restriping occurring to accommodate the proposed internal circulation.

The proposed site plan includes the elimination of three access points that currently exist on Manchester Road for a total proposed two access point (reduced from 5 existing). The applicant also shows a 5' wide sidewalk along the entire frontage on private property and located in a public sidewalk easement. This sidewalk is separated from Manchester Road by a proposed 5' wide greenspace. This

design was the result of consultation with City Staff in order to keep the project consistent with the City/MoDOT Route 100 project.

COMPREHENSIVE PLAN, LAND USE AND ZONING:

The site is designated as Corridor Commercial on the EnVision Kirkwood 2035 Future Land Use Map. Development types discussed in this land use include regional/neighborhood commercial. The proposed development maintains the current use of the site and is consistent with the uses listed.

The subject properties are zoned B-3, Highway Business District. The proposed use, Motor Vehicle Sales is technically termed "Motor vehicle and other vehicle sales by a factory franchised dealer, provided that sales of new vehicles shall exceed the sale of used vehicles each year and no streamer lights are used". This use is a special use in this district which is why the applicant has applied for a Special Use Permit.

Surrounding land uses and zoning include the following:

- To the north: Across Manchester Road, properties are zoned B-3 and B-4 with various commercial uses being conducted.
- To the south: There is a single-family residential neighborhood zoned R-4.
- To the east: There are multiple commercial properties zoned B-3.
- To the west: There is a single commercial property zoned B-3 between the subject site and Woodlawn Avenue.

DEPARTMENTAL/AGENCY COMMENTS:

- Electric: No comments received.
- Water: Water service and appurtenances to be installed per City specs.
- Engineering:
 1. Provide all permanent and temporary easements for the Route 100 project.
 2. MSD approval is required.
 3. MoDOT approval is required.
- Building/Fire:
 1. A flow test is required.
 2. Identify fire hydrant locations
 3. Provide turning radius details for the entrances.
 4. Front loading spaces may limit access to front of building.
- Forester: No Comments.
- MoDOT:
 1. Project is found to be feasible subject to final approval in form of a permit issued by MoDOT.
 2. MoDOT objects to new trees being located in the right-of-way.

SITE ELEMENTS ANALYSIS:

Structure & Parking

The proposed building addition is located approximately 38' from the front property line which is approximately 5' further back from the property line when compared to the existing building. The front yard setback is 37.8' which is determined by averaging the setback of the adjacent buildings. The

building addition complies with all structure setbacks in the B-3 District. The proposed building also conforms to the height which is regulated through a maximum F.A.R of 2.0.

The proposed building includes 8 service bays with 7 service employees (47 parking spaces required), and 4,150 sf of office space (21 parking spaces required) which require a total of 68 parking spaces. The proposed plan includes 104 parking spaces including 10 internal spaces in the service arrival area. There are 18 spaces designated as Inventory or Service car parking-only. This restriction is included in the recommendation section of this report and is due to the fact that these spaces are double-parked. A condition has also been added that 1 additional ADA parking space be provided to comply with Section A-1000.5 (3). Additionally, the proposed plan includes 3 inverted-U bicycle racks as required by Code.

Site Access & Traffic Management

As mentioned in the Project Description, the proposal reduces the number of access points from 5 to 2 which will eliminate many potential conflict points for vehicles and pedestrians. There is a concrete median across from the western entrance which restricts this entrance to right-in, right-out movements. The eastern entrance is proposed as full-access. In addition to reducing the number of entrances, the current access points also range in size from 29' wide to 59' wide nearly creating one continuous curb-cut along the property line. To further the circulation concerns, the existing site also has parking spaces directly adjacent to the right-of-way. The proposed plan has all parking spaces a minimum of 15' from the property line with an additional 5' of greenspace before the proposed curb. This design will create further separation and better visibility for all users.

Landscaping

Five of the six modifications listed in the Modifications section below are due to deficiencies in the proposed plan when compared to the City's landscaping requirements. For landscaping purposes, the proposal was evaluated in two separate parts. The existing building site (10230 Manchester) was evaluated as a redevelopment for purposes of frontage and rear yard trees. This parcel; however, was not evaluated to require additional trees around the parking areas since these areas are in the same location and are not being reconstructed. Because the western parking lot is being reconstructed, Staff evaluated this portion to require frontage trees, rear yard trees, and perimeter trees.

The proposed plan includes 8 trees (6 canopy and 2 understory) and various shrubs within landscape islands in the western parking lot. On the eastern portion of the project, there are various shrubs around the proposed monument sign and 4 evergreen trees around the proposed dumpster enclosure.

The applicant's original proposal included street frontage trees that met the requirements, with the exception of understory trees being proposed under overhead utility lines. After review by MoDOT; however, the City received comment that MoDOT would not allow the proposed trees in their right-of-way. The applicant could provide a 5' sidewalk in the public right-of-way and a 5' greenspace for planting of trees on their property; however, City Staff recommends that the current proposal which locates the greenspace between the sidewalk and the street is preferable. This design will be safer for pedestrians and will be consistent with the Route 100 project occurring along the corridor from Kirkwood Road east into Brentwood. The other option would be for the developer to provide additional greenspace on their property; however, this would make significant changes to their building and site layout design. The applicant has elected to request modifications for these items that they have not complied with.

Lighting

A revised lighting plan was provided on July 10, 2019 which addressed Staff's outstanding comments. The proposed plan includes 15 pole-mounted LED fixtures and 4 building-mounted LED fixtures designed to meet the requirements of the Zoning Code.

MODIFICATIONS

Along with their request, the applicant has requested multiple modifications per Section 220.2 of the Zoning Code regarding parking and landscaping requirements. The following is a summary of the various modifications that would be needed to accommodate the proposed design:

Topic	Required	Provided	Difference
Drive aisle width	22'	20'	2'
Planting screen on private property between parking and abutting street	10'	0' (5' in public ROW)	10'
Street frontage trees	8 canopy	0 (not permitted in MoDOT ROW)	8
Rear yard trees	11 canopy	0	11
Parking lot perimeter trees (west property line only)	7 canopy trees	0	7
Parking lot island trees (western lot only)	8 canopy trees	6 canopy trees 2 understory trees	-2 canopy +2 understory

The applicant has submitted the following items for consideration regarding the modification. Additional detail on these items can be found in their letter received by the City on July 10, 2019:

1. Trees are proposed at 3.5" caliper rather than the 2" caliper required.
2. Adding as much landscape (irrigation included) as possible while allowing for adequate parking.
3. The architectural design provides an improved view for neighbors to the south.
4. The site and building will utilize high-efficiency lighting and HVAC equipment.
5. Reducing existing access points from 5 to 2 to promote safer vehicle and pedestrian circulation both on and off-site.
6. Public sidewalk easement on-site to coordinate with larger Route 100 plan and provide a 5' greenspace along Manchester Road and the addition of bicycle racks for safer access for all users.
7. The proposed site plan reduced the impervious area on-site which is currently 100% impervious.

DISCUSSION:

Zoning Matters signs were placed on the property on June 14, 2019. The request was introduced at the Planning & Zoning Commission meeting on June 19, 2019. An on-site subcommittee meetings was held on June 25th. A list of attendees of the subcommittee meeting can be seen in Exhibit B. At the subcommittee meeting, the following items were discussed:

1. On-site and off-site circulation improvements including pedestrian improvements.
2. The applicant expected to submit a modification request for multiple of the landscape issues.
3. The topography of the site was discussed with relation to the building's design and its utilization of the existing grade changes within the site.
4. Due to the existing raised-median, the western access point will be right-in/right-out and the eastern access point will be full-access.

These items have been discussed throughout the report and outstanding items have been included in conditions in the Recommendation section of this report.

RECOMMENDATION:

The Subcommittee recommends that this application be approved with the following conditions:

1. The project shall be constructed and maintained in accordance with the plans referenced in the Drawing Submitted portion of this report, except as noted herein.
2. Based upon the justification submitted per Section 220.2, the following modifications shall be granted:
 - a. A reduced drive aisle width for the ramp to the western parking lot from 22' to 20'.
 - b. A full waiver of the required 10' planting screen along Manchester Road.
 - c. A full waiver of the 8 canopy trees required along Manchester Road.
 - d. A full waiver of the 11 canopy trees required along the southern property line.
 - e. A full waiver of the 7 canopy trees required along the west perimeter of the western parking lot.
 - f. An allowance for 2 of the required parking island canopy trees to be replaced with 2 understory trees.
3. The 18 parking spaces near the southeast corner of the site and indicated on the site plan as "Inventory or Service Car Parking Spots Only" shall be reserved for those uses and designated with signage and/or striping.
4. One additional ADA parking space is required, a total of 4 ADA spaces, per Section A-1000.5 (3) and shall be included on a revised Site Plan prior to issuance of permits.
5. All permanent and temporary easements for the Route 100 project shall be provided as part of this project prior to issuance of a building permit.
6. All proposed public sidewalks shall be constructed so that they terminate in a manner compliant with ADA/PROWAG.
7. Site plan approval from MoDOT is required prior to issuance of permits.
8. If applicable, proper ground disturbance permits through MDNR shall be obtained prior to issuance of permits from the City.
9. The applicant shall comply with all standard conditions as listed in Exhibit A.
10. A landscape island shall be added in the southeast corner of the site to accommodate landscaping consistent with other landscaping proposed in consultation with the Public Services Department.

Respectfully submitted,

James Diel



Jim O'Donnell

EXHIBIT A
STANDARD CONDITIONS

1. A performance guarantee in the form of a cash deposit or letter of credit in an amount approved by the Public Services Department and an administrative fee (10% of the first \$10,000 and 2% of the remaining balance of the performance guarantee) shall be submitted within one year of approval and prior to the issuance of a foundation letter or building permit to insure the completion of the proposed improvements, utilities and landscaping; to replace public improvements damaged by construction activities (sidewalks, curbs, etc.); and to guarantee significant trees designated to be saved. The letter of credit shall be in effect for a minimum of two years and may be extended in minimum six-month intervals as approved by the Department of Public Services. The Letter of Credit shall be drawn from a St. Louis area bank.
2. Storm water management plans shall be submitted to Metropolitan Sewer District (MSD) and City for review and approval prior to the issuance of a grading, foundation or building permit. Storm water greater than one c.f.s. shall not be directed across the public sidewalk or driveway entrances.
3. Sanitary sewer plan shall be approved by MSD prior to the issuance of a foundation letter or building permit.
4. Parking lot entrances shall be 7" thick concrete and ADA compliant.
5. The water system shall meet the requirements of the Kirkwood Fire and Water Departments. The Fire Department shall approve the water flow for the project. If satisfactory water flow is not available from the existing water system in accordance with City policy, the applicant shall install the necessary mains and accessories.
6. If applicable, a grading permit shall be obtained from the Public Services Department in accordance with the Kirkwood Code of Ordinances prior to any grading on the site. The grading permit shall include a grading plan in accordance with the Code of Ordinances.
7. Erosion and sediment control devices shall be sufficient to protect all off-site property from siltation and shall be installed prior to beginning of any grading or construction. The siltation control measures shall be installed and approved by the Public Services Department prior to issuance of a building permit. These devices shall be maintained during the construction activities.
8. During excavation and construction activities, the area of the site that is disturbed for this project shall be fully enclosed by a 6-foot high chain link fence to prevent the entry of unauthorized persons. The gate for the fence shall be locked during non-working hours.
9. No parking of construction trailers, material storage, equipment storage or construction equipment is authorized on the public streets at any time.
10. An accessible route in compliance with ADA standards shall be provided from the proposed accessible parking spaces to the accessible entrance of the building.
11. All rooftop equipment, air-conditioning units and mechanical equipment shall be completely screened from view of adjoining properties and public right-of-way.

12. The Architectural Review Board shall approve all signs and building architecture prior to the issuance of any building permits.

EXHIBIT B
Subcommittee Meeting Attendees
June 25, 2019

P&Z Subcommittee Meeting

Project:

P2-8-20, Audi Kirkwood

Date:

6/25/19

Location:

10230 Manchester Rd.

Name	Organization
Jonathan Fauche	City of Kirkwood
AUGEN KLIPPER	P&Z
MICHAEL A. CHIODINI	CHIODINI
Jeremy Whitt	Audi Kirkwood
Adam Fitzpatrick	Audi Kirkwood
Jim O'Sannell	P&Z
TED JUNKMANN	CITY OF KIRKWOOD
RICK MCKINLEY	KIRKWOOD ELECTRIC
JAMES DIEI	PZ
RUSS TODD	CITY OF KIRKWOOD
JACK SCHENCK	CITY OF KIRKWOOD
J.D. HOWELL	STERLING ENGINEERING

SITE INFORMATION

LOCATOR NUMBER: 22M241061, 22M241072
 EXISTING ZONING: B-3 HIGHWAY BUSINESS
 GROSS AREA OF SITE: 1.501 ACRES
 LOT DEVELOPMENT REQUIREMENTS:
 FRONT YARD SETBACK: DETERMINED FROM AVERAGE SETBACK OF TWO ADJACENT BUILDINGS
 EXISTING SETBACK OF BUILDING TO THE WEST AT 10238 MANCHESTER: 42.2'
 EXISTING SETBACK OF BUILDING TO THE EAST AT 10204 MANCHESTER: 33.34'
 AVERAGE/REQUIRED SETBACK FOR 10230 MANCHESTER: $(42.21+33.34)/2 = 37.77'$
 SIDE YARD SETBACK: 0'
 REAR YARD SETBACK: 20'

EXISTING OWNER: MANCHESTER 10230, LLC
 10230 MANCHESTER ROAD
 SAINT LOUIS, MO 63122

PARKING CALCULATIONS:

PARKING REQUIRED AREA	CALCS	TOTAL
SERVICE BAYS	8 X 5 / BAY	40 SPACES
SERVICE / PERSONAL	1 EA. X 7	7 SPACES
SECOND FLOOR OFFICE	4,150 SF @ 5/1000 SF	21 SPACES
TOTAL REQUIRED PARKING SPACES: 68 SPACES		
TOTAL PROVIDED PARKING SPACES: 104 SPACES*		
*INCLUDES 10 INTERNAL BUILDING PARKING SPACES		
TOTAL INVENTORY/SERVICE ONLY PARKING: 18 SPACES		
NOTE: ALL OTHER EXCESS SPACES CAN BE USED FOR ANY PARKING USE		
BICYCLE PARKING REQUIRED 1 PER 20 REQUIRED PARKING SPACES		
TOTAL BICYCLE PARKING SPOTS REQUIRED: 6 SPACES		
TOTAL BICYCLE PARKING SPOTS PROVIDED: 6 SPACES (THREE TRUCKS)		
INTERNAL ISLAND OPEN SPACE (FOR WESTERN PARKING AREA ONLY)		
TOTAL OPEN SPACE REQUIRED: 1,300 SQ.FT.		
TOTAL OPEN SPACE PROVIDED: 1,342 SQ.FT.		
*OPEN SPACE PROVIDED DOES NOT INCLUDE AREA WITHIN THE 6' BUFFER.		

FLOOD MAP: NO FLOODPLAIN IS PRESENT ON THIS PARCEL
 FEMA PANEL: 23185C0307K DATED: FEB. 4, 2015

THIS SITE IS IN THE FOLLOWING DISTRICTS:
 METROPOLITAN ST. LOUIS SEWER DISTRICT
 CITY OF KIRKWOOD FIRE & RESCUE

THIS SITE IS IN THE FOLLOWING UTILITY SERVICE AREAS:
 KIRKWOOD WATER
 KIRKWOOD ELECTRIC
 AT&T
 SPIRE GAS
 CHARTER COMMUNICATIONS

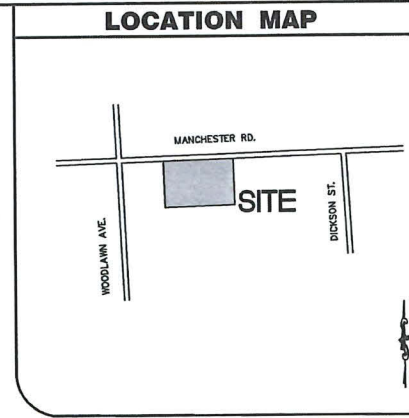
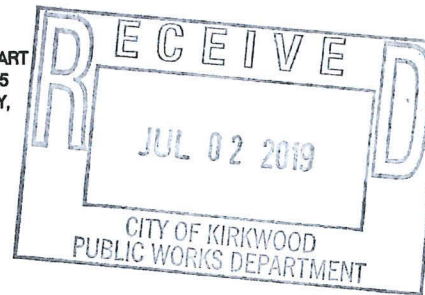
GENERAL NOTES:

- SANITARY SEWER CONNECTIONS SHALL BE AS APPROVED BY THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
- SANITARY SYSTEMS SHALL BE DESIGNED PURSUANT TO THE REQUIREMENTS OF THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
- STORM WATER SYSTEMS SHALL BE DESIGNED PURSUANT TO THE REQUIREMENTS OF THE METROPOLITAN ST. LOUIS SEWER DISTRICT AND CITY OF KIRKWOOD AND SHALL DISCHARGE AT AN ADEQUATE NATURAL DISCHARGE POINT.
- GRADING SHALL BE PER CITY OF KIRKWOOD STANDARDS.
- LIGHTING OF DRIVES AND PARKING AREAS SHALL BE PER CITY OF KIRKWOOD STANDARDS.
- THE SOURCE OF TOPOGRAPHIC INFORMATION IS FIELD TOPO PERFORMED BY STOCK AND ASSOCIATES IN MARCH 2016.
- ALL SIDEWALKS SHALL COMPLY WITH CITY OF KIRKWOOD AND ADA STANDARDS.
- LANDSCAPING SHALL BE PER A SEPARATE PLAN AND PER REQUIREMENTS OF THE CITY OF KIRKWOOD.

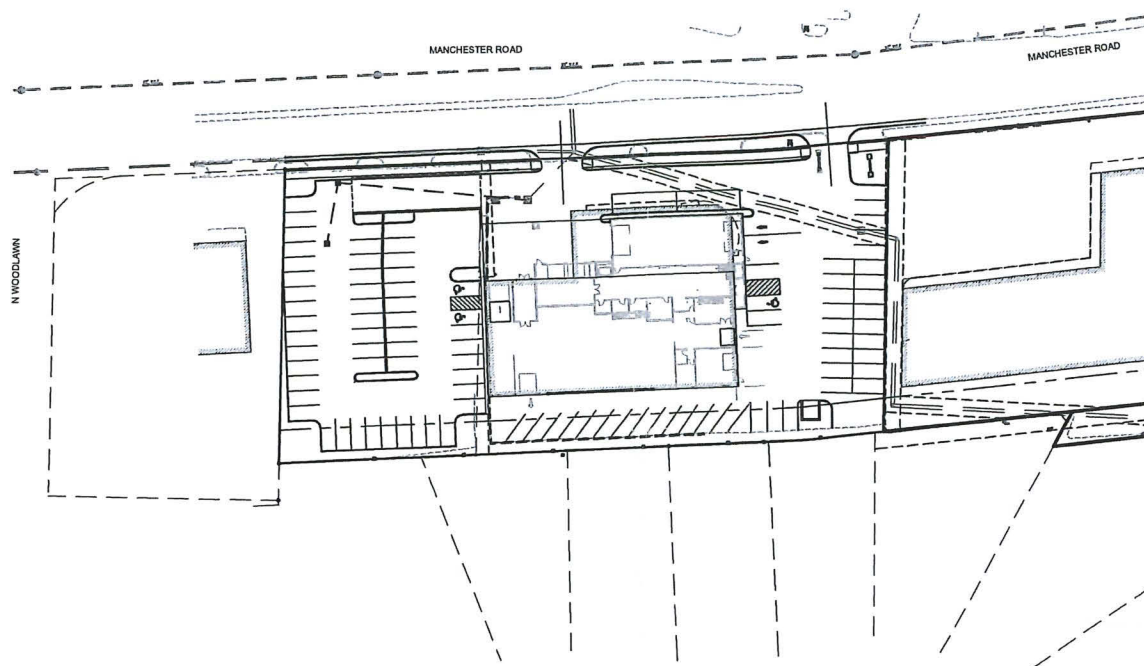
Preliminary Development Plan For Audi Kirkwood

10230 & 10240 Manchester Road

A TRACT OF LAND BEING LOCATED IN THE WEST 1/2 OF THE NORTHWEST 1/4 SECTION 31, AND PART OF LOT 9 OF MEADOWRIDGE PLAT NO. 2 AS RECORDED IN PLAT BOOK 54, PAGE 5 TOWNSHIP 45 NORTH, RANGE 6 EAST OF THE 5TH PRINCIPAL MERIDIAN, CITY OF KIRKWOOD, ST. LOUIS COUNTY, MISSOURI



PROJECT ZIP CODE: 63122
 N.T.S.



EXISTING	LEGEND	PROPOSED
512	CONTOURS	(542)
X 535	SPOT ELEVATIONS	XXX X
---	CENTER LINE	---
---	BUILDINGS, ETC.	---
---	TREE LINE	---
X X	FENCE	X X
---	SILTATION CONTROL FENCE	X X X
---	STORM SEWERS	---
---	SANITARY SEWERS	---
---	CATCH BASIN	---
---	AREA INLET	---
---	GRATED INLET	---
---	DOUBLE CURB INLET	---
---	STORM MANHOLE	---
---	SANITARY MANHOLE	---
---	FLARED END SECTION	---
---	CLEANOUT	---
---	LATERAL CONNECTION	---
---	UTILITY OR POWER POLE	---
---	FIRE HYDRANT	---
---	TEST HOLE	---
---	PAVEMENT	---
---	GAS MAIN & SIZE	(G) (G)
---	WATER MAIN & SIZE	(W) (W)
---	TELEPHONE	(T) (T)
---	ELECTRIC (U) UNDERGROUND	(U) (U)
---	ELECTRIC (O) OVERHEAD	(O) (O)
---	FIBER OPTIC	(FO) (FO)
---	FLOW LINE	---
---	TO BE REMOVED	TBR
---	TO BE REMOVED & RELOCATED/REPLACED	TBRR
---	TOP OF CURB	(TC)
---	SWALE	---
---	LIGHT STANDARD	---
---	STREET SIGN	---
---	PARKING STALLS	P.S.
---	YARD LIGHT	---
---	MAILBOX	---

ISSUE	REMARKS/DATE
2	7/1/19 REV PER CITY COMMENTS

Marchester 10230, LLC
 478 Water Street
 Prairie du Sac, WI 53578
 Ph: (608) 624-1301

THE STERLING CO.
 ENGINEERS & SURVEYORS
 5055 New Baumgartner Road
 St. Louis, MO 63112
 Ph: 314-872-0240 Fax: 314-487-5944
 www.sterling-eng-sur.com
 Corporate Certificate of Authority #001348

AUDI KIRKWOOD
 Kirkwood, Missouri
 COVER SHEET

PROPERTY DESCRIPTION

Parcel 1:
 A tract of land in the West 1/2 of the Northwest 1/4 of Section 31 Township 45 North Range 6 East and described as:
 Beginning of an iron pipe in the South line of Manchester Road distant 260.24 feet East of its intersection with the East line of Woodlawn Avenue (as measured along the South line of Manchester Road); thence along the South line of Manchester Road South 87 degrees 57 minutes East 165.33 feet to an iron pipe; thence continuing along the South line of Manchester Road North 88 degrees 33 minutes East 64.87 feet to an iron pipe; thence South 1 degree 22 minutes West 176.25 feet more or less to an iron pipe in the North line of property conveyed to Alvin Steinkamp by deed recorded in Book 2184 page 564; thence along the North line of said Steinkamp property, South 88 degrees 33 minutes East 48.80 feet to an iron pipe; thence continuing along the North line of said Steinkamp property North 87 degrees 57 minutes West 201.13 feet to an iron pipe; and thence North 1 degree 22 minutes East 175.31 feet more or less to the point of beginning, according to survey by George W. Kropp and Associates on May 21, 1959.

Parcel 2:
 A tract of land in the West 1/2 of the Northwest 1/4 of Section 31, Township 45 North, Range 6 East, described as:
 Beginning of an iron pipe in the South line of Manchester Road 60 feet wide, distant 140.24 feet East of its intersection with the East line of Woodlawn Avenue, 40 feet wide, said distance being measured along the South line of Manchester Road; thence running South 1 degree 22 minutes West, 172.75 feet to an iron pipe; thence North 88 degrees 03 minutes East, 120 feet to an iron pipe; thence North 1 degree 22 minutes East, 172.75 feet to an iron pipe in the South line of Manchester Road, and thence South 88 degrees 03 minutes West along the South line of Manchester Road, 120 feet to the point of beginning, according to Survey by Elbring Surveying Company on August 4, 1952.

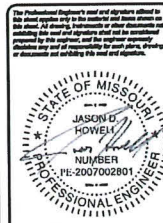
AS-SURVEYED DESCRIPTION

Parcel 1:
 A tract of land in the West 1/2 of the Northwest 1/4 of Section 31 Township 45 North Range 6 East and described as:
 Beginning of an iron pipe in the South line of Manchester Road distant 260.24 feet East of its intersection with the East line of Woodlawn Avenue (as measured along the South line of Manchester Road); thence along the South line of Manchester Road North 88 degrees 03 minutes 00 seconds East, 165.33 feet to a point; thence continuing along the South line of Manchester Road North 88 degrees 25 minutes 33 seconds East 63.93 feet to an iron rod; thence leaving said South line of Manchester Road South 1 degree 32 minutes 07 seconds West, 177.06 to a point in the North line of Meadowridge Plat No. Two, a subdivision filed for record in Plat Book 54, Page 5 of the St. Louis County Records; thence along the Northern line of said Meadowridge Plat No. Two South 84 degrees 25 minutes 59 seconds West, 48.35 feet to a point; thence South 87 degrees 55 minutes 59 seconds West, 200.95 feet to a point; thence leaving said Northern line North 01 degree 32 minutes 07 seconds East, 177.60 feet to the Point of Beginning and containing 44,078 square feet or 1.012 acre more or less as per a survey by Stock & Associates Consulting Engineers, Inc. during March, 2016.

Parcel 2:
 A tract of land in the West 1/2 of the Northwest 1/4 of Section 31 Township 45 North Range 6 East and described as:
 Beginning of an iron pipe in the South line of Manchester Road 60 feet wide, distant 140.24 feet East of its intersection with the East line of Woodlawn Avenue, 40 feet wide, said distance being measured along the South line of Manchester Road; thence running South 1 degree 22 minutes West, 172.75 feet to an iron pipe on the Northern line of Meadowridge Plat No. Two, a subdivision filed for record in Plat Book 54, Page 5 of the St. Louis County Records; thence along said Northern line North 87 degrees 55 minutes 59 seconds East, 120.02 feet to a point; thence leaving said line North 01 degree 32 minutes 07 seconds East, 177.60 feet to a point on the aforesaid South line of Manchester Road; thence along said South line of Manchester Road South 88 degrees 03 minutes 00 seconds West, 120.00 feet to the Point of Beginning and containing 21,287 square feet or 0.489 acre more or less as per a survey by Stock & Associates Consulting Engineers, Inc. during March, 2016.

SHEET INDEX

- 1.1 COVER SHEET
- 2.1 PRELIMINARY PLAN
- ATTACHMENT LANDSCAPE PLAN
- ATTACHMENT PHOTOMETRIC PLAN

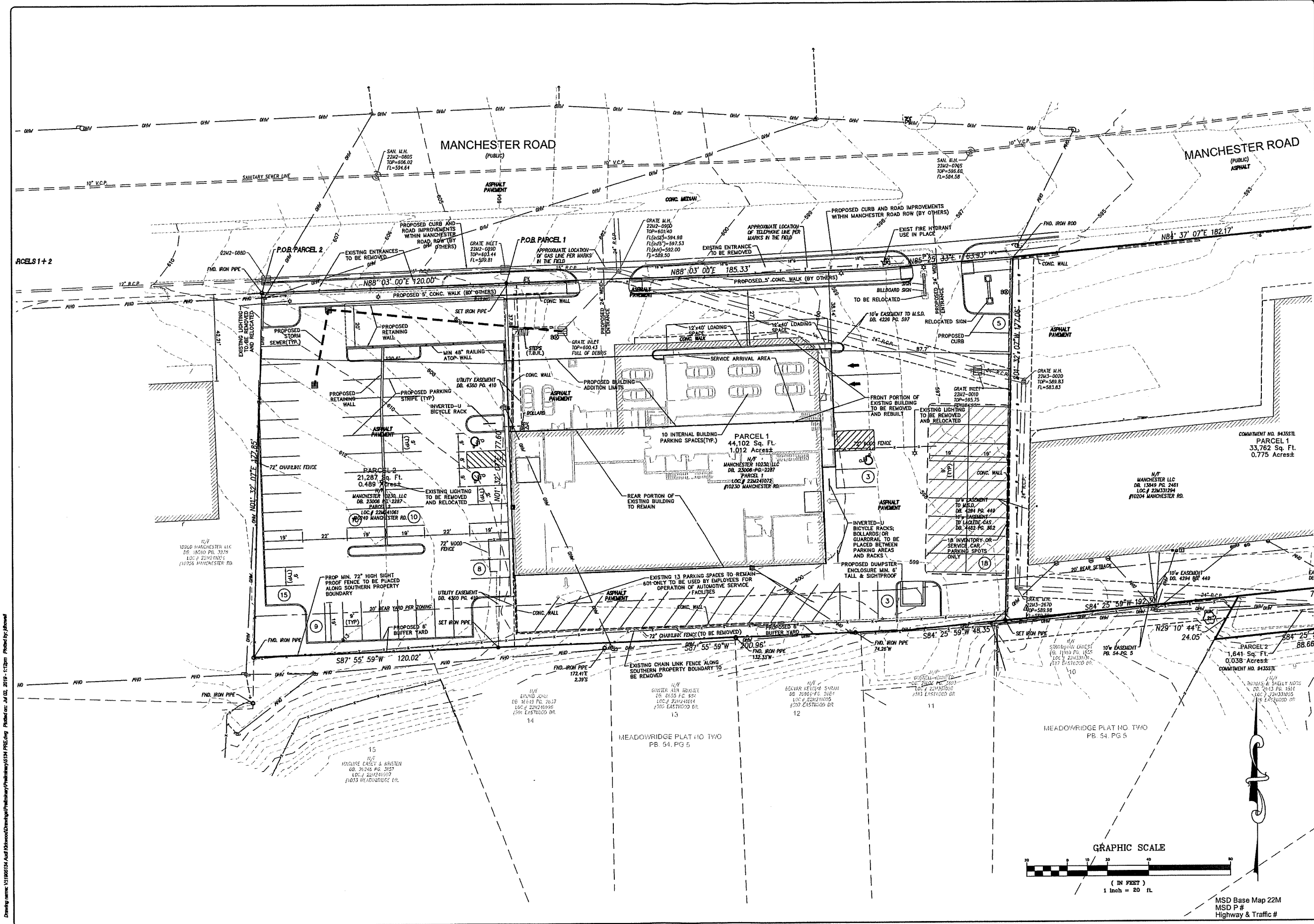


Date: 7/02/2019
 JASON D. HOWELL
 License No. PE 2007002801
 Professional Engineer

Job Number: 19-05-134
 Date: 7/01/2019
 Designed: JD Sheet
 Drawn: BM 1.1
 Checked: JD PRE

MSD Base Map 22M
 MSD P#
 Highway & Traffic #

Drawing name: V:\1100134 Audi Kirkwood\Drawings\Preliminary\19-05-134 PRE.dwg Plotted on: Jul 02, 2019 - 11:39m Plotted by: jhowell



ISSUE	REMARKS/DATE
2	7/17/19 REV PER CITY COMMENTS

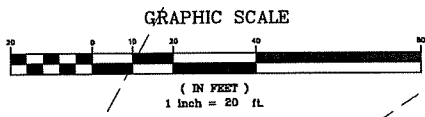
Manchester 10230, LLC
 478 Water Street
 Prairie du Sac, WI 53578
 Ph. (608) 824-1301

THE STERLING CO.
ENGINEERS & SURVEYORS
 5055 New Baumgartner Road
 PO Box 8529
 Ph. 314-487-0440 Fax 314-487-8944
 www.sterling-eng-sur.com
 Corporate Certificate of Authority #001348

AUDI KIRKWOOD
 Kirkwood, Missouri
 PRELIMINARY PLAN

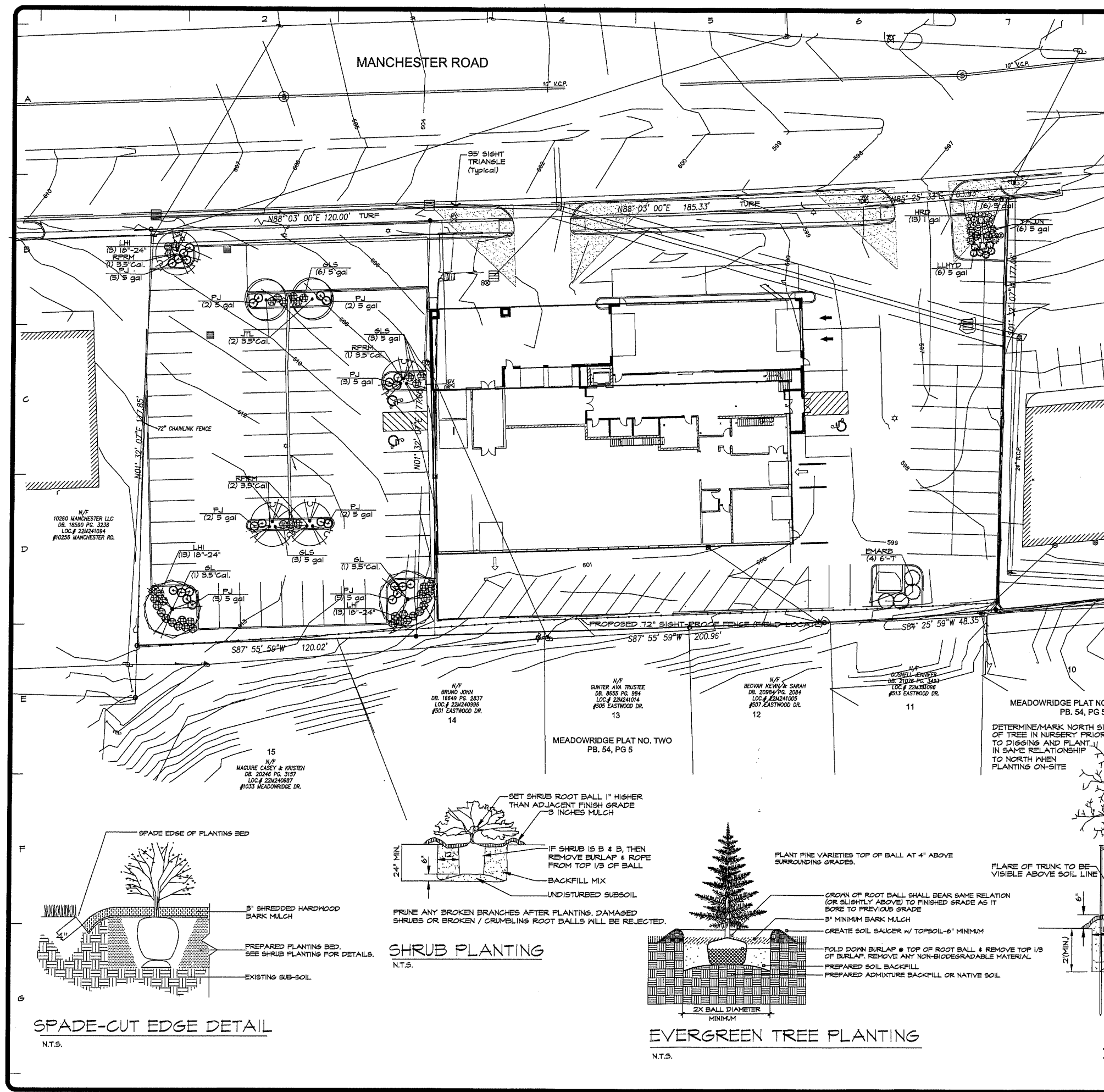
Date: 7/02/2019
 JASON D. HOWELL
 License No. PE 2007002801
 Professional Engineer

Job Number: 19-05-134
 Date: 7/01/2019
 Designed: JD Sheet: 2.1
 Drawn: BM
 Checked: JD PRE



MSD Base Map 22M
 MSD P #
 Highway & Traffic #

Drawing name: V:\1905134_Audi\Kirkwood\Drawings\Preliminary\19-05-134_Prel.dwg Plotted on: Jul 02, 2019 - 11:27am Plotted by: jhowell



SITE INFORMATION

LOCATOR NUMBER: 22H241061, 22H241072
 EXISTING ZONING: B-3 HIGHWAY BUSINESS
 GROSS AREA OF SITE: 1.501 ACRES
 EXISTING OWNER: MANCHESTER 10230, LLC
 10230 MANCHESTER ROAD
 SAINT LOUIS, MO 63122

PARKING CALCULATIONS:

PARKING REQUIRED AREA	GALCS	TOTAL
SERVICE BAYS	8' X 3' / BAY	40 SPACES
SERVICE / PERSONAL	1 EA. X 1	1 SPACES
SECOND FLOOR OFFICE	4,150 SF @ 3.5/1000 SF	23 SPACES
TOTAL REQUIRED PARKING SPACES:		70 SPACES
TOTAL PROVIDED PARKING SPACES:		105 SPACES*
*INCLUDES 10 INTERNAL PARKING SPACES		
TOTAL INVENTORY PARKING SPACES:		35 SPACES
BICYCLE PARKING REQUIRED 1 PER 20 REQUIRED PARKING SPACES		4 SPACES
TOTAL BICYCLE PARKING SPOTS REQUIRED		4 SPACES
TOTAL BICYCLE PARKING SPOTS PROVIDED		4 SPACES (THO RACKS)

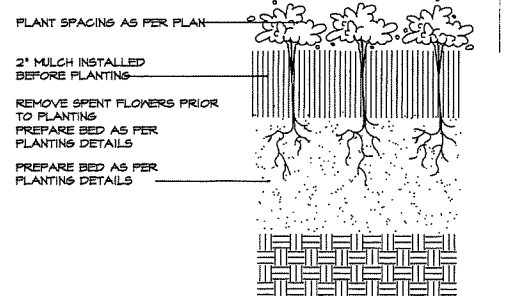
THIS SITE IS IN THE FOLLOWING DISTRICTS:
 METROPOLITAN ST. LOUIS SEVEN DISTRICT
 CITY OF KIRKWOOD FIRE & RESCUE

THIS SITE IS IN THE FOLLOWING UTILITY SERVICE AREAS:
 CITY OF KIRKWOOD WATER
 AMEREN MISSOURI
 AT&T
 SPIRE GAS
 CHARTER COMMUNICATIONS

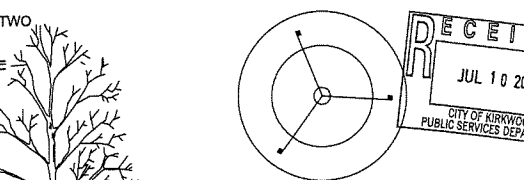
LANDSCAPE REQUIREMENTS:

- STREET FRONTAGE = 364.26 LIN. FT.; THEREFORE 18 CANOPY STREET TREES ARE REQUIRED / 4 PROVIDED DUE TO LOCATIONS OF CURB CUTS AND SIGHT TRIANGLES.
- REAR & SIDE YARD BUFFER PLANTING REQUIRES CANNOT BE MET; HOWEVER, 2 CANOPY TREES HAVE BEEN PROVIDED @ THE REAR OF THE PROPERTY.

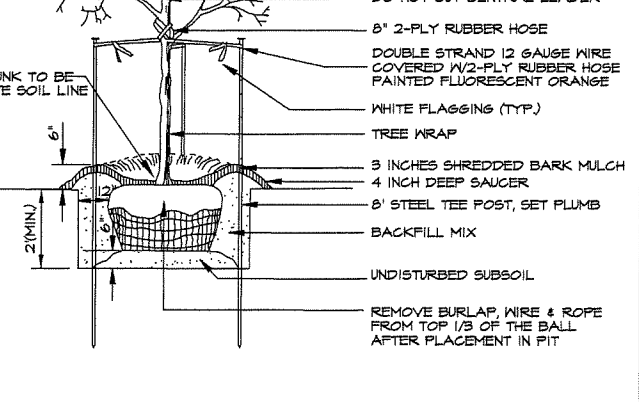
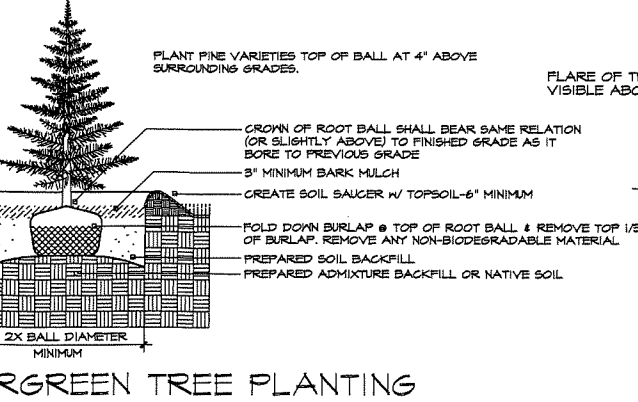
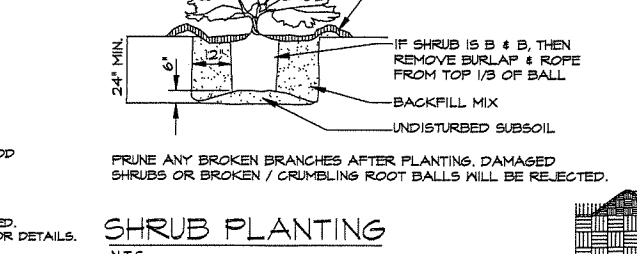
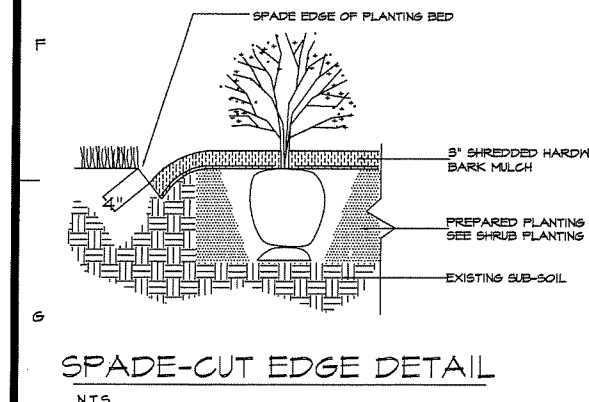
NOTE: COORDINATE LANDSCAPE INSTALLATION w/ IRRIGATION CONTRACTOR (IRRIGATION PLAN BY OTHERS)



PERENNIAL PLANTING
N.T.S.



DECIDUOUS TREE PLANTING
N.T.S.



RECEIVED
JUL 10 2023
CITY OF KIRKWOOD PUBLIC SERVICES DEPARTMENT

REVISIONS BY

DATE	BY
6/27/19	RPM
7/1/19	RPM
7/8/19	RPM

Landscaping TECHNOLOGIES

1800 DIXIE

ST. LOUIS, MISSOURI 63104

REGISTERED LANDSCAPE ARCHITECT MISSOURI

RANDALL N. HANDBS
 MISSOURI LANDSCAPE ARCHITECT #000004
 DATE: 7/10/23

PLANTING PLAN FOR THE PROPOSED Audi Kirkwood
 10230/10240 MANCHESTER RD. KIRKWOOD, MISSOURI

LANDSCAPE GUIDELINE SPECS:

GENERAL:

- 1) All natural vegetation shall be maintained where it does not interfere with construction or the permanent plan of operation. Every effort possible shall be made to protect existing structures or vegetation from damage due to equipment usage. Contractor shall at all times protect all materials and work against injury to public.
- 2) The landscape contractor shall be responsible for any coordination and sequencing with other site related work being performed by other contractors. Refer to additional drawings for further coordination of work to be done.
- 3) Underground facilities, structures and utilities must be considered approximate only. There may be others not presently known or shown. It shall be the landscape contractor's responsibility to determine or verify the existence of and exact location of the above. (Call utility location services in municipality).
- 4) Plant material are to be planted in the same relationship to grade as was grown in nursery conditions. All planting beds shall be cultivated to 6" depth minimum and graded smooth immediately before planting of plants. Plant groundcover to within 12" of trunk of trees or shrubs planted within the area.
- 5) It shall be the landscape contractor's responsibility to:
 - A) Verify all existing and proposed features shown on the drawings prior to commencement of work.
 - B) Report all discrepancies found with regard to existing conditions or proposed design to the landscape architect immediately for a decision.
 - C) Stake the locations of all proposed plant material and obtain the approval of the owner's representative or landscape architect ten (10) days prior to installation.
- 6) Items shown on this drawing take precedence over the material list. It shall be the landscape contractor's responsibility to verify all quantities and conditions prior to implementation of this plan. No substitutions of types or size of plant materials will be accepted without written approval from the landscape architect.
- 7) Provide single-stem trees unless otherwise noted in plant schedule.
- 8) All plant material shall comply with the recommendations and requirements of ANSI Z601 'American Standards for Nursery Stock'.
- 9) It shall be the contractor's responsibility to provide for inspection of the plant material by the Landscape Architect (or Owners' Representative) prior to acceptance. Inspections may take place before, during or after installation. Plants not conforming exactly to the plant list will not be accepted and shall be replaced at the landscape contractor's expense.
- 10) All bids are to have unit prices listed. The Owner has the option to delete any portion of the contract prior to signing the contract or beginning work. This will be a unit price contract; quotes shall be valid for 12 months.
- 11) Should auger equipment be utilized in excavating any plant pits, vertical sides of plant pits shall be thoroughly scarified to avoid creation of 'polished side walls' prior to plant material installation.
- 12) All excess topsoil, rocks, debris and/or tainted soils shall be removed by the general contractor prior to point project is turned over to the landscape contractor to commence landscape installation.
- 13) Keep all plant material (except turf) a minimum of 36" clear of fire hydrants.
- 14) Landscape contractor shall kill & remove all existing weeds within the project site.
- 15) All tags, nursery stakes, labels, etc. shall be removed by the landscape contractor at completion of all landscape installation.
- 16) Landscape contractor shall be in compliance with all federal, state and local laws / regulations relating to insect infestation and/or plant diseases.
- 17) All substitutions of plant material shall be submitted to landscape architect for approval.

PRUNING:

- 1) Lightly prune trees at time of planting. Prune only the crossover limbs, intermingled leaders and/or any broken branches. Some interior brigs and lateral branches may be pruned. However, do not remove the terminal buds of branches that extend to the edge of the crown.
- 2) All pruning shall comply with ANSI A300 standards.

INSURANCE:

- 1) The landscape contractor shall submit certificates of insurance for workman's compensation and general liability.

MULCH:

- 1) All mulch to be shredded oak bark mulch at 3" depth (after compaction) unless otherwise noted. Mulch shall be clean and free of all foreign materials, including weeds, mold, deleterious materials, etc.
- 2) No plastic sheeting or filter fabric shall be placed beneath shredded bark mulch beds. Mirafit fabric shall be used beneath all gravel mulch beds. Lap fabric 6" over adjacent coverages.
- 3) Edge all beds with spade-cut edge unless otherwise noted.

PLANT SCHEDULE

TREES	QTY	COMMON / BOTANICAL NAME	SIZE
GL	2	Greenspire Littleleaf Linden / <i>Tilia cordata</i> 'Greenspire'	3.5" Cal.
RPRM	4	Redpointe Red Maple / <i>Acer rubrum</i> 'Redpointe'	3.5" Cal.
EVERGREEN TREES	QTY	COMMON / BOTANICAL NAME	SIZE
EMARB	4	Emerald Arborvitae / <i>Thuja occidentalis</i> 'Emerald'	6'-7'
FLOWERING TREES	QTY	COMMON / BOTANICAL NAME	SIZE
JTL	2	Ivory Silk Japanese Tree Lilac / <i>Syringa reticulata</i> 'Ivory Silk'	3.5" Cal.
SHRUBS	QTY	COMMON / BOTANICAL NAME	SIZE
YA JUN	6	Compact Youngstown Andorra Juniper / <i>Juniperus horizontalis</i> 'Youngstown'	5 gal
GLS	12	Gro-Low Fragrant Sumac / <i>Rhus aromatica</i> 'Gro-Low'	5 gal
LLHYD	6	Little Lime Hydrangea / <i>Hydrangea paniculata</i> 'Little Lime'	5 gal
LHI	29	Little Henry Sweetspire / <i>Itea virginica</i> 'Little Henry' TM	18"-24"
PJ	26	Procumbens Juniper / <i>Juniperus procumbens</i> 'Nana'	5 gal
RCA	6	Rose Creek Abelia / <i>Abelia x grandiflora</i> 'Rose Creek'	5 gal
ANNUALS/PERENNIALS	QTY	COMMON / BOTANICAL NAME	SIZE
HRD	13	Happy Returns Daylily / <i>Hemerocallis hybrid</i> 'Happy Returns'	1 gal

MAINTENANCE:

- 1) Landscape Contractor shall provide a separate proposal to maintain all plants, shrubs, groundcover, perennials and annuals for a period of 12 months after acceptance.
- 2) Contractor shall ensure that only competent and trained personnel shall provide such services and that such services be provided in a timely manner.
- 3) Watering of seeded or sodded lawns shall begin immediately and shall continue to be provided continuously for the following 12 hours. Regardless, the landscape contractor shall be responsible for all landscape maintenance until project turnover.

SIGHT TRIANGLES:

- 1) No landscape material or other obstructions shall be placed or be maintained within the sight distance area so as not to impede the vision between a height of thirty inches (30") and ten feet (10') above the adjacent street or paving surfaces.
- 2) Sight triangles at the intersection of a public street and a private access way (except for single family residences) shall also be formed by measuring from the point of intersection of the street frontage curbs and the entrance curb lines a distance of 35' and connecting the points so established to form the sight triangle area.

TOPSOIL:

- 1) Topsoil mix for all proposed landscape plantings shall be five (5) parts well-drained screened organic topsoil to one (1) part Canadian sphagnum peat moss as per planting details. Rotate till topsoil mix to a depth of 6" minimum and grade smooth.
- 2) Provide a soil analysis, as requested, made by an independent soil-testing agency outlining the % of organic matter, inorganic matter, deleterious material, pH and mineral content.
- 3) Any foreign topsoil used shall be free of roots, stumps, weeds, brush, stones (larger than 1"), litter or any other extraneous or toxic material. Landscape contractor shall be fully responsible for correcting all negative soil issues prior to plant installation. Killing and removal of all weeds shall be the responsibility of the landscape contractor as part of this task.
- 4) Landscape contractor to apply pre-emergent herbicide to all planting beds upon completion of planting operations and before application of shredded bark mulch.
- 5) Install siltation controls prior to commencement of any grading operations. Inspect and maintain all siltation fences on a weekly basis until vegetation is established.

TURF:

- 1) All disturbed lawn areas to be seeded with a mixture of Turf-type fescue (300# per acre) and bluegrass (15# per acre). Lawn areas shall be unconditionally warranted for a period of 90 days from date of final acceptance. Bare areas more than one square foot per any 50 square feet shall be replaced.
- 2) Seed and fertilization operations shall occur between May 1 and June 15th or between September 1 and October 15th unless directed by others in writing AND irrigation system is operating.
- 3) Granular or pelleted fertilizer consisting of 50% water-insoluble slow release nitrogen, phosphorous and potassium in a 12-12-12 composition.
- 4) The turf contractor shall be responsible for protection of finished grade; restore and repair any erosion or water damage and obtain owners' approval prior to seeding or sod installation.
- 5) Landscape contractor shall offer an alternate price for sod in lieu of seed. Sod shall be cut at a uniform thickness of 3/4". No broken pieces, irregular pieces or torn pieces will be accepted.
- 6) Any points carrying concentrated water loads and all slopes of 15% or greater shall be sodded.
- 7) All sod shall be placed a maximum of 24 hours after harvesting.
- 8) Recondition existing lawn areas damaged by Contractor's operations including equipment/material storage and movement of vehicles.
- 9) Sod Contractor to ensure sod is placed below sidewalk and all paved area elevations to allow for proper drainage.

WARRANTY:

- 1) All plant material (excluding ground cover, perennials and annuals) are to be warranted for a period of 12 months after complete installation of all landscape material at 100% of the installed price.
- 2) Any plant material found to be defective shall be removed and replaced within 30 days of notification or in growth season determined to be best for that plant.
- 3) Only one replacement per tree or shrub shall be required at the end of the warranty period, unless loss is due to failure to comply with the warranty.
- 4) Lawn establishment period will be in effect once the lawn has been mowed three times. Plant establishment period shall commence on the date of acceptance and 100% completion.
- 5) A written guarantee shall be provided to the owner per conditions outlined in #1 above.

REVISIONS	BY
6/21/19	RHM
7/1/19	RHM
7/8/19	RHM

Landscape
TECHNOLOGIES

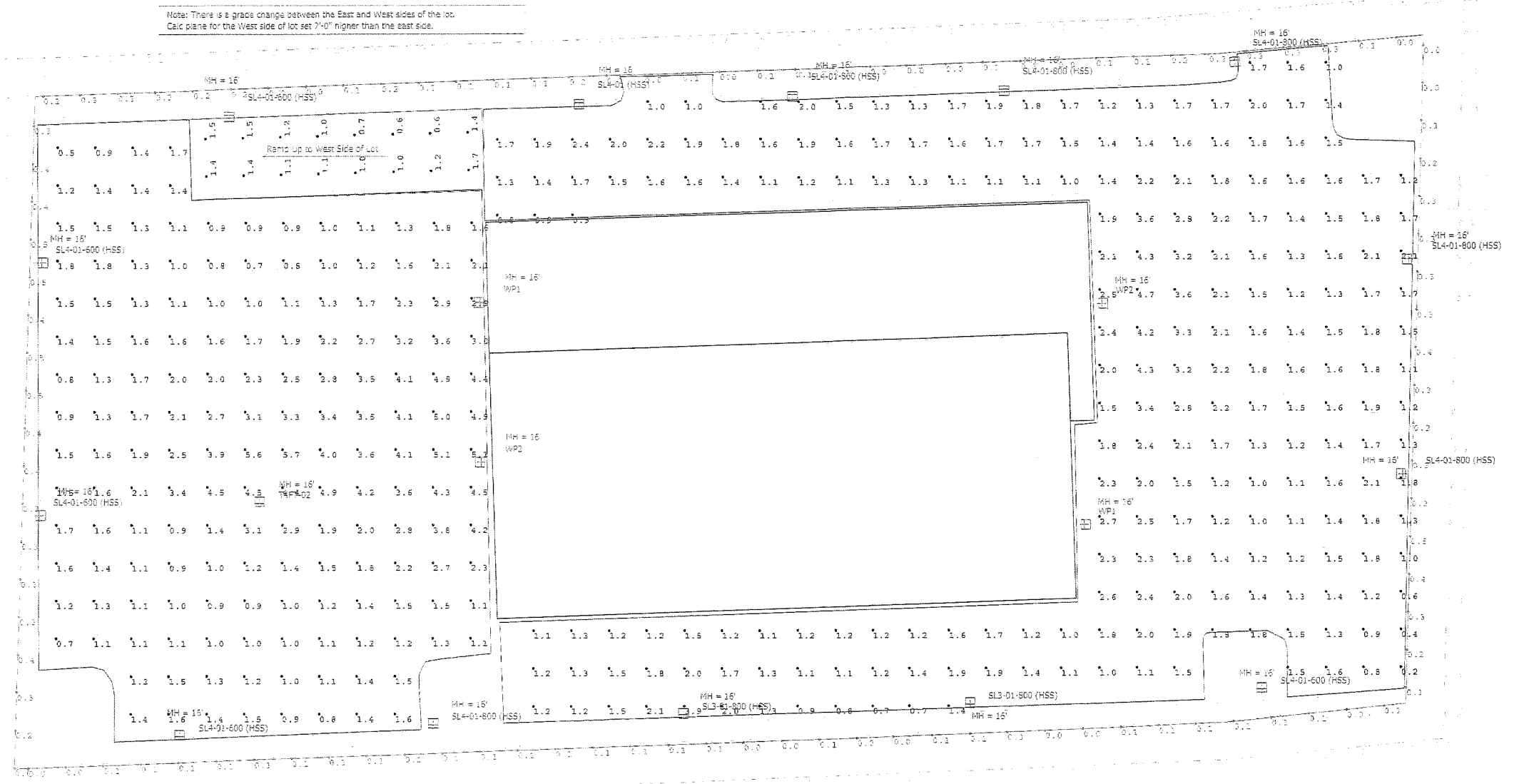
61 Jacobs Creek Drive
St. Charles, Missouri 63074
Tel: (636) 424-2500
Fax: (636) 424-4000
170 Landscape Professional Corporation (0205000002)

RANDALL K. HANCOCK
REGISTERED PROFESSIONAL ARCHITECT #000009
DATE: 7/8/19

PLANTING PLAN FOR THE PROPOSED
Audi Kirkwood
10230/10240 MANCHESTER RD. KIRKWOOD, MISSOURI

DRAWN
R. WARDIS
CHECKED
RHM/EL
DATE
6/21/19
SCALE
N/A
JOB No.
2019-141
SHEET
L-2
36 of 41

AUG 15, 2019 8:45 AM
 C:\Users\jchiodini\OneDrive\Documents\Kirkwood\Kirkwood\Kirkwood.dwg



Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
10R Past Property Line	Illuminance	Fc	0.04	0.2	0.0	N.A.	N.A.
Lower Lot	Illuminance	Fc	1.65	4.7	0.2	8.30	23.50
Property Line	Illuminance	Fc	0.17	0.5	0.0	N.A.	N.A.
Ramp Planar	Illuminance	Fc	1.15	1.7	0.6	1.92	2.83
Upper Lot	Illuminance	Fc	2.01	5.7	0.5	4.02	11.40

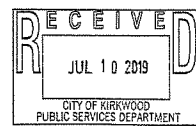
NOTES:

DESIGN IS BASED ON CURRENT INFORMATION PROVIDED AT TIME OF REQUEST. ANY CHANGES IN MOUNTING HEIGHT OR LOCATION, LAMP WATTAGE, LAMP TYPE, AND EXISTING FIELD CONDITIONS, THAT EFFECT ANY OF THE PREVIOUSLY MENTIONED, WILL VOID CURRENT LAYOUT AND REQUIRE A CHANGE REQUEST AND RECALCULATION.

LIGHT LEVELS CALCULATED ON GROUND EVERY 10'

FIXTURE MOUNTING HEIGHTS = VARIES, SEE PLAN
(FIXTURE MOUNTING HEIGHTS INCLUDE BASE)

Luminaire Schedule							
Symbol	Qty	Label	Arrangement	Lum. Watts	Total Watts	LLF	Description
+	2	SL3-01-800 (HSS)	SINGLE	44	88	0.912	GLNA-AF-01-LED-E1-SL3-800-HSS
+	1	SL4-01 (HSS)	SINGLE	59	59	0.912	GLNA-AF-01-LED-E1-SL4-HSS
+	5	SL4-01-600 (HSS)	SINGLE	34	170	0.912	GLNA-AF-01-LED-E1-SL4-600-HSS
+	6	SL4-01-800 (HSS)	SINGLE	44	264	0.912	GLNA-AF-01-LED-E1-SL4-800-HSS
+	1	T4FT-02	SINGLE	113	113	0.912	GLNA-AF-02-LED-E1-T4FT
+	2	WP1	SINGLE	44	88	0.912	GLNA-AF-01-LED-E1-SL4-800
+	2	WP2	SINGLE	85	170	0.912	GLNA-AF-02-LED-E1-SL4-800



I HEREBY CERTIFY THAT THESE PLANS AND SPECIFICATIONS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ARCHITECT IN THE STATE OF MISSOURI. I AM NOT PROVIDING ANY CONTRACT ADMINISTRATION SERVICES. I AM NOT PROVIDING ANY CONTRACT ADMINISTRATION SERVICES. I AM NOT PROVIDING ANY CONTRACT ADMINISTRATION SERVICES.

○ COP POINT PENDING

AUDI OF KIRKWOOD
KIRKWOOD, MISSOURI

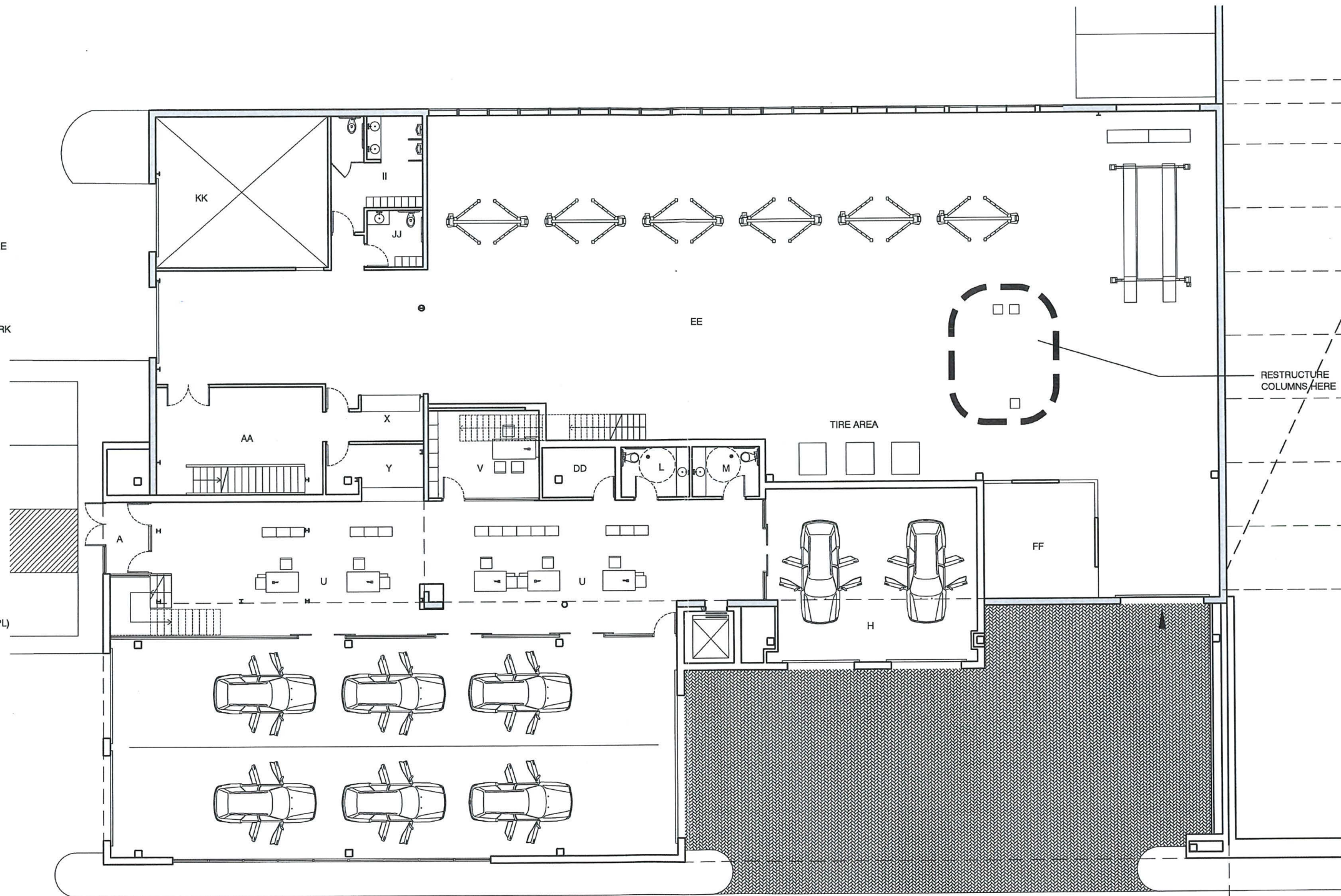
REV.	DESCRIPTION



PROJECT: 2018.017
 DATE: 07/10/18

LEGEND

- A ENTRANCE ELEMENT
- B RECEPTION
- C SHOWROOM
- D HIGHLIGHT PLATFORM
- E LOUNGE/ CAFE
- F BOUTIQUE / AUDI EXCLUSIVE
- G SALES
- H VEHICLE HANDOVER
- I SALES MANAGER
- J F&I OFFICE
- K DEALER
- L WOMENS ROOM
- M MENS ROOM
- N GENERAL MANAGER
- O GENERAL ADMIN
- P CONFERENCE / TRAINING
- Q BUSINESS DEVELOPMENT CENTRE
- R OFFICE MANAGER
- S COPY ROOM/FILES
- T SERVICE RECEPTION
- U SERVICE WRITE UP
- V SERVICE MANAGER
- W SERV. FILES AND WARRANTY CLERK
- X SERVICE PARTS COUNTER
- Y RETAIL PARTS SALES
- Z PARTS MANAGER
- AA PARTS STORAGE
- BB PARTS DELIVERY
- CC CASHIER
- DD JANITOR / STORAGE
- EE WORKSHOP
- FF TOOL ROOM
- GG OIL STORAGE
- HH BREAK ROOM
- II MENS SERVICE RESTROOM
- JJ WOMENS SERVICE REST ROOM
- KK WASH AND DETAIL AREA
- LL GARBAGE ROOM
- MM IT ROOM
- NN ELECTRICAL EQUIP
- OO KIDS ROOM
- PP RENTAL COUNTER
- QQ AUDI SPORT
- RR CUSTOMER PRIVATE LOUNGE (CPL)



AUDI KIRKWOOD
 (6 CAR SHOWROOM)
 KIRKWOOD, MO
 2018.AC.300

RESTRUCTURE
 COLUMNS HERE

A-200 V1.2

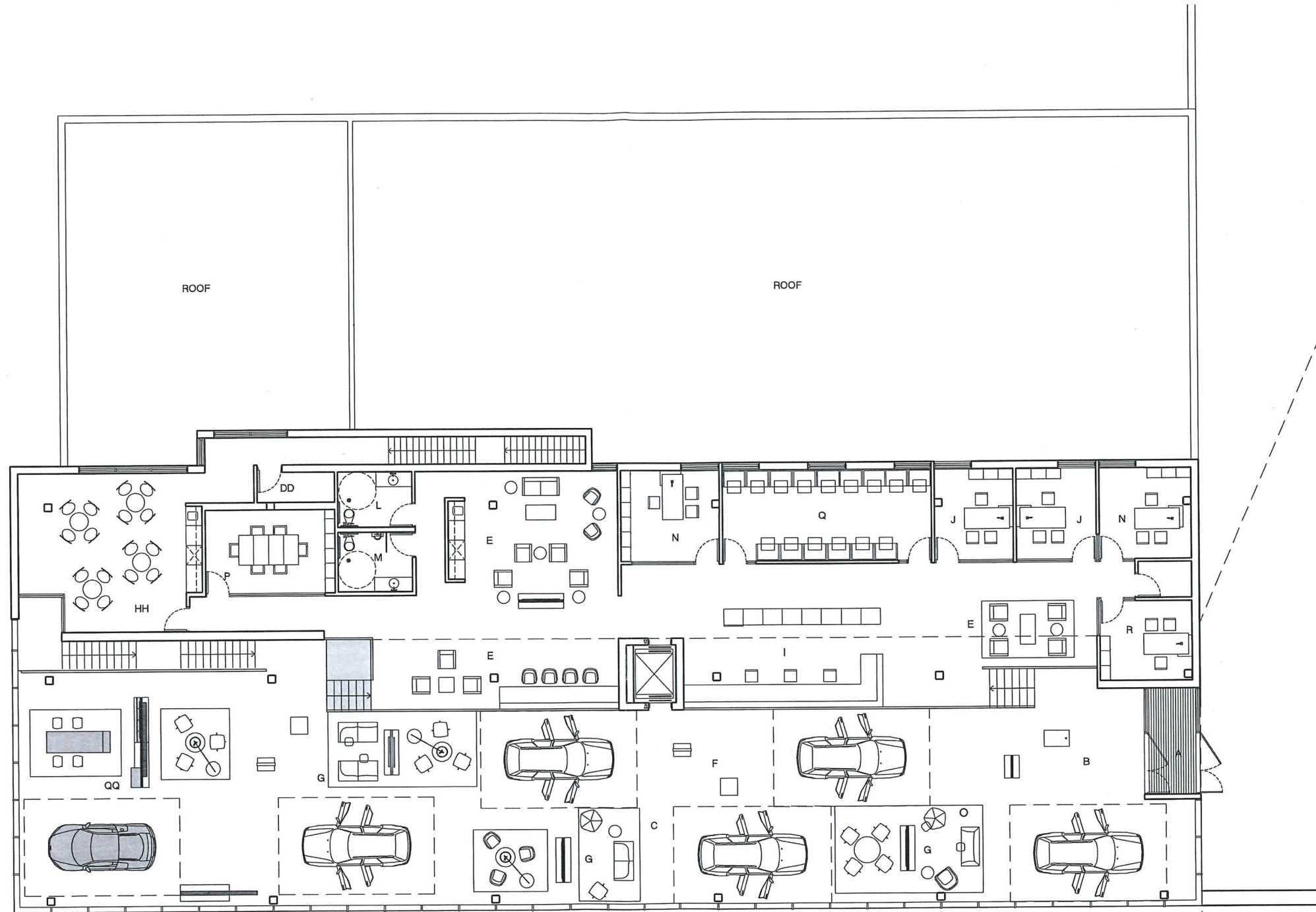
1 FIRST FLOOR PLAN
 A200V1.2 Scale: 1/16" = 1'-0"

RECEIVED
 MAY 31 2019
 CITY OF KIRKWOOD
 PUBLIC SERVICES DEPARTMENT



LEGEND

- A ENTRANCE ELEMENT
- B RECEPTION
- C SHOWROOM
- D HIGHLIGHT PLATFORM
- E LOUNGE/ CAFE
- F BOUTIQUE / AUDI EXCLUSIVE
- G SALES
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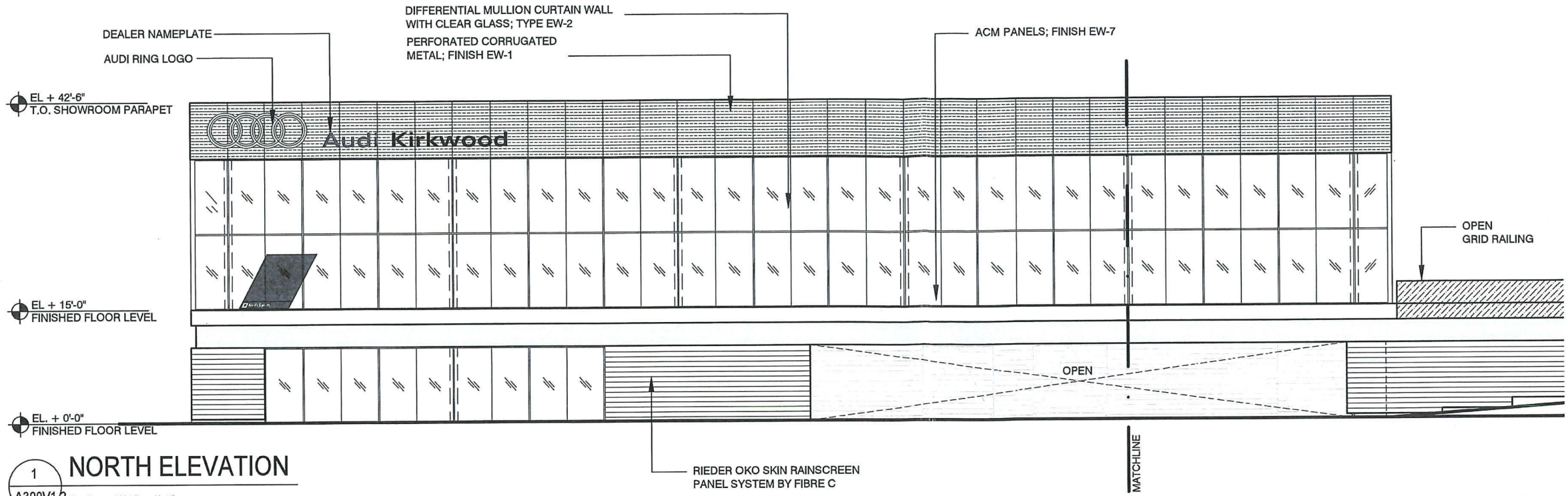


AUDI KIRKWOOD
 (6 CAR SHOWROOM)
 KIRKWOOD, MO
 2018.AC.300

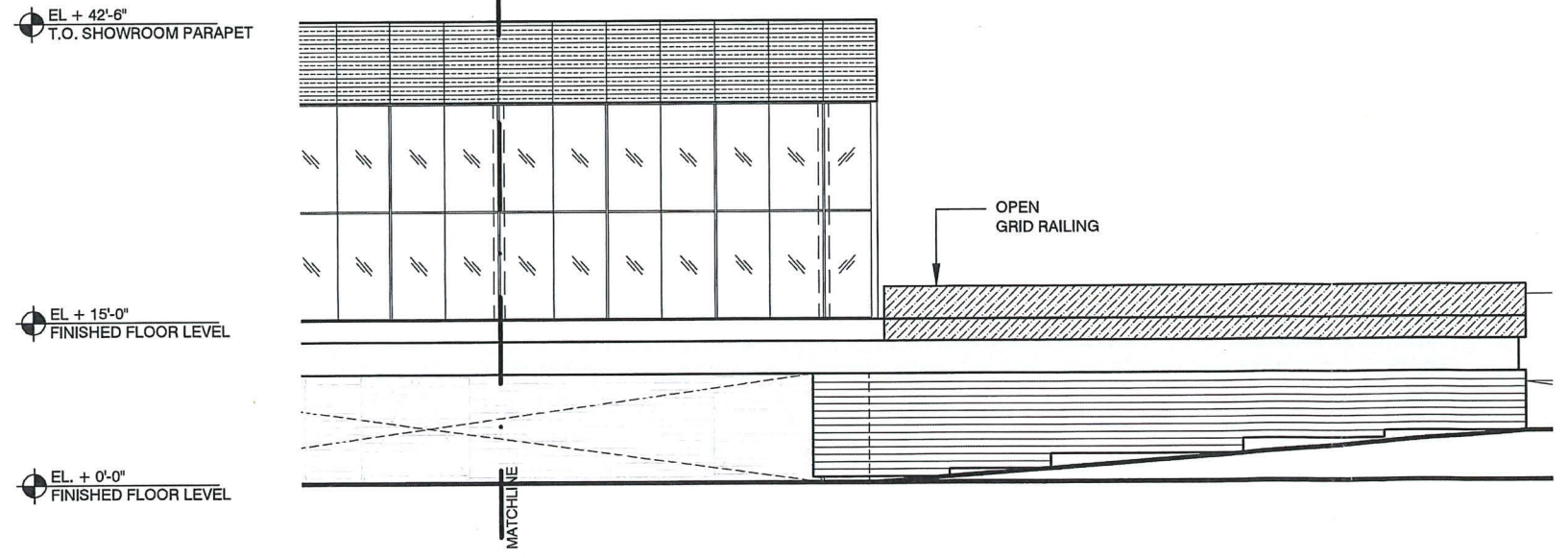
A-202 V1.2

1 SECOND FLOOR PLAN
 A201V1.2 Scale: 1/16" = 1'-0"





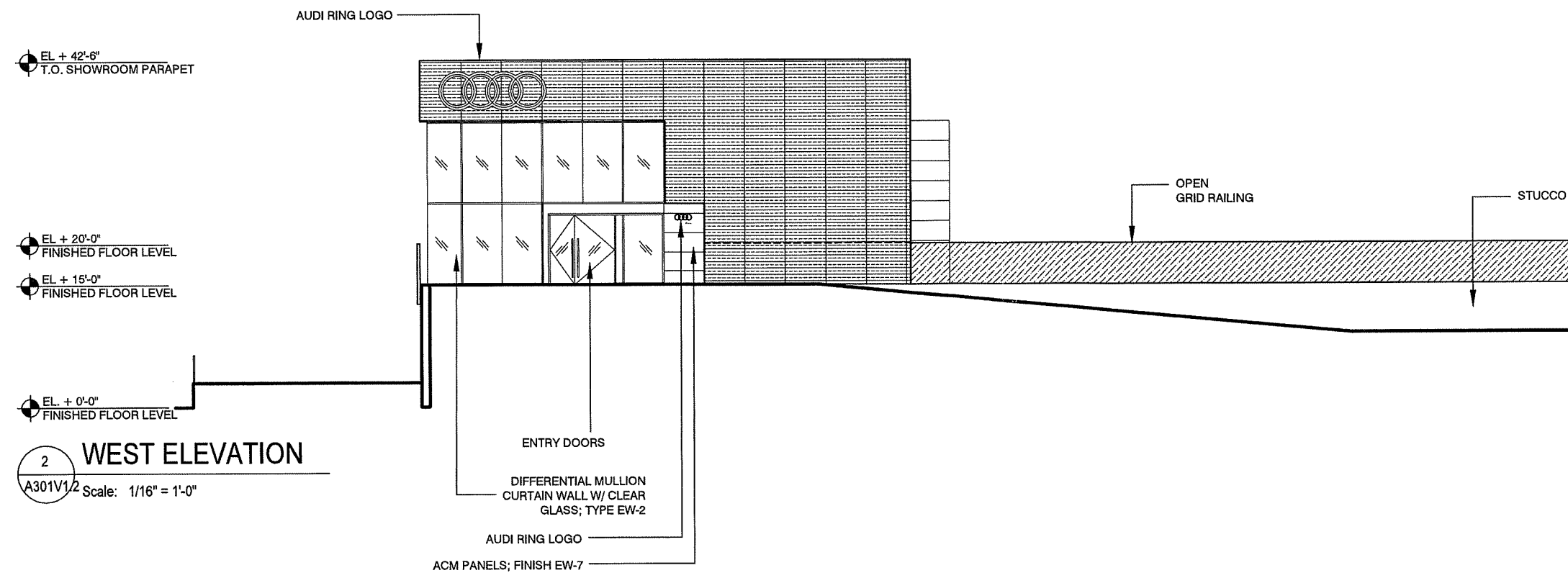
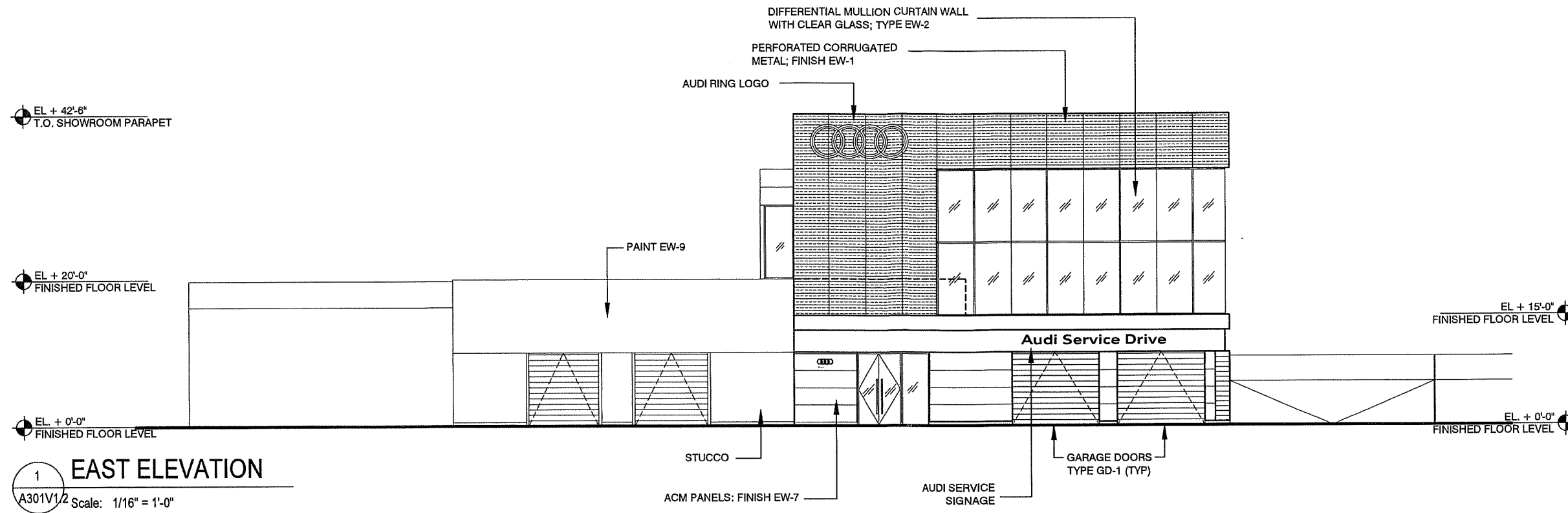
1 NORTH ELEVATION
 A300V1/2 Scale: 1/16" = 1'-0"



2 NORTH ELEVATION - MATCH
 A300V1/2 Scale: 1/16" = 1'-0"

AUDI TERMINAL PROGRAM FINISH SCHEDULE									
Item/Area/Finish #	Application / Performance Specification	Company	Product	Finish	Lead Time	Supplier	Contract Information	Notes	

SITE / FAÇADE										
EW-1	TERMINAL SHOWROOM CLADDING - Diamond Perforated Box Corrugated Metal proprietary aluminum system. System depths vary. Finish coordinate specification with signage vendor. Windows and doors behind EW-1 cladding to be coordinated so that exterior window line color to match RAL 9007 backer panel. Header of window frames to be clear anodized aluminum.	a	Sublot	Audi Finish, Clear Anodized Aluminum (Raven/Alu), RAL 9007 (Backer Panel)	Sublot	8 weeks from approved shop drawings	Di-Design	NAME: Flynn Ryan phone: 905.278.1278 fax: 905.561.2216 email: flynnr@cdi-design.com	Item key system	
		b	Ed Colabaugh	Audi Finish, Clear Anodized Aluminum (Raven/Alu), RAL 9007 (Backer Panel)	Ed Colabaugh	10-12 weeks	Di-Design	NAME: Ed Colabaugh phone: 905.352.7187		
		c	Di-Design	**100 secondary system required	Audi Finish, Clear Anodized Aluminum (Raven/Alu), RAL 9007	Di-Design	8 weeks from approved shop drawings	Di-Design	NAME: Di-Design phone: 416.355.2974 fax: 416.355.2972 email: ddi@cdi-design.com	
		d	Engineered Assemblies	Audi Finish, Clear Anodized Aluminum (Raven/Alu), RAL 9007	Engineered Assemblies	10-12 weeks	Engineered Assemblies	NAME: Ryan Brown phone: 905.816.2218 email: rbrown@engineeredassemblies.com		
EW-2	CURTAIN WALL FRAMING - Exposed mullion system with vertical mullions pronounced than the horizontal. 2-1/2" face dimension in a clear anodized finish. Provide an alternating vertical mullion pattern starting with a full-jointed corner. Full-jointed joints occur every 10' and pronounced vertical mullions between. Provide fully gasket, full-jointed curtain wall corner (no vertical mullion). Structural connection to curtain wall corner columns or window plates that attach to top of horizontal mullion.	a	Shuron	P31 60+	66 EFT	9-10 weeks	Shuron USA	NAME: Scott Davis phone: 866.816.0033 email: scott.davis@shuron-usa.com	GC to install curtain wall system to CDR Studio for review prior to ordering.	
		b	Architect's choice					Koomey, Canada or approved similar	NAME: Doug Hess phone: 378.389.4235 email: doug.hess@koomey.com	
EW-3	CURTAIN WALL GLASS - Clear Tempered Glass with Low-E coating on both sides. SPANDREL GLASS	a	PPG or similar	Solutran 60 or Solutran 70 XL	Starphize		Oldcastle Glass		Glass must not have a tinted or reflective coating.	
		b	PPG or similar	Solutran 60	Clear Glass		Oldcastle Glass		Glass must not have a tinted or reflective coating.	
		c	PPG or similar	Opus-Clear 300	40-60 Light White		Oldcastle Glass		Not for general use. Contact CDR Studio prior to ordering.	
EW-4	Not Used									
EW-5	ROOF PARAPET - Metal (not with Eave) having provide structural edge frame. MECHANICAL SCREENING - metal based screening, option to use EFT depending on area of application. CDR to advise. Do not use EFT.	a	Just-Rite approved	Just-Rite Veneer Finishing System	8'x8'	8 weeks	Just-Rite	NAME: Elaine or Alvin phone: 561.330.6502 fax: 561.330.6508		
		b	Architect's choice					Hercules or similar http://www.herculesmetal.com or approved similar		
EW-6	WORKSHOP - Metal siding panel with 1" horizontal corrugation, installed horizontally, insulated option available.	a	Architect's choice	4" Rls. 0.40" Aluminum Siding	Anodized aluminum to match the EW-1 cladding if present. Also Reynolds 24, 24.5, 24.5.5 or similar	TBD	Alps or similar	NAME: Kevin Jendman phone: 770.893.0973 email: kevin.jendman@alps.com	Match EW-1 and EW-7 finish. CDR to review all alternatives.	
EW-7	SERVICE ENTRY ELEMENT - Dry-paint (bakeware) system, maximum 1/2" dry joint	a	Architect's choice	Acid Panelized System	Anodized aluminum to match the EW-1 cladding if present. Di-Design 06 EFT. Also Reynolds 24, 24.5, 24.5.5 or similar	TBD	Di-Design, Alps or similar	NAME: Kevin Jendman phone: 770.893.0973 email: kevin.jendman@alps.com	Make finish required (ID shop finish) - CDR to review all alternatives. Do not use dry-paint system.	
EW-9	EXTERIOR PAINT - for existing non-metallic surfaces such as stone or brick.	a	Sherrin Williams	Paint Type: SuperPaint Ext Latex Sulf	DU 7670 Gray Single	none	Sherrin Williams	NAME: Roger Hill phone: 614.841.7723 fax: 216.224.7269 email: r.hill@sherrin.com	Formula for colors can be located at any Sherrin Williams Store.	
EW-10	EXTERIOR PAINT - for metallic surfaces and spigot heads.	a	Sherrin Williams	Paint Type: SuperPaint Ext Latex Sulf	RAL 9006, Blackright	none	Sherrin Williams	NAME: Roger Hill phone: 614.841.7723 fax: 216.224.7269 email: r.hill@sherrin.com	Formula for colors can be located at any Sherrin Williams Store.	
EW-11	LEFT FINISH - Galvanized steel (except for use at customer loading areas, for example between open rear car parking and secure parking for service cars).	a	Architect's choice	Fluon, Stange, Metapex, Taka Icos or similar	Galvanized Steel		Barrett Buks	http://www.barrettbuks.com or approved similar		
		b	Architect's choice	Coats Opus Series or similar	Galvanized Finish			Parlo http://www.parlo.com or approved similar		
EW-12	PERIMETER DRAIN OR GUT AT BASE OF CURTAIN WALL - perforated pipe at the base of the curtain wall to complete edge loading around parapet surfaces and maintain a clean lapelle finish. Drain to align with window jamb detail.	a	Architect's choice		Perforated in galvanized or stainless steel		ACC Drain or approved similar	http://www.accdrain.com		



BILL 10789

ORDINANCE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A CONVENIENCE STORE (BAKERY SHOP) ON THE PROPERTY KNOWN AS 137 WEST JEFFERSON AVENUE SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Brittany Royal made application (PZ-10-20) for a Special Use Permit to operate a Bakery Shop on the property known as 137 West Jefferson Avenue; and

WHEREAS, the Planning and Zoning Commission did on the 17th day of July, 2019, recommend the granting of said Special Use Permit subject to certain conditions consistent with the recommendations included in the Staff Report dated July 17, 2019 and did find that granting of said permit would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did on the 15th day of August, 2019, hold a public hearing with respect to the Special Use Permit, after duly advertising and giving proper notice of such hearing, and does find that the granting of such permit, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; and

WHEREAS, the Council does further find that the general welfare requires that such Special Use Permit be subject to the conditions hereinafter set out.

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

SECTION 1. A Special Use Permit for a Convenience Store is hereby granted on the property known as 137 West Jefferson Avenue subject to the following conditions:

1. Said Special Use Permit shall be specifically limited to the operation of a Bakery Shop with the secondary use of the sale of ready-to-consume foods and nonalcoholic beverages permitted with less than 10% of the interior space devoted to serving, seating and/or consumption areas.
2. The project shall be consistent with the floor plan stamped "Received June 27, 2019, City of Kirkwood Public Services Department", except as noted herein.

3. Any new rooftop equipment, air-conditioning units and mechanical equipment related to the project shall be completely screened from view of adjoining properties and right-of-way.
4. The Architectural Review Board shall approve all signs prior to the issuance of a Sign Permit.

SECTION 2. The approval of this Special Use Permit shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 3. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.

SECTION 4. The applicant by accepting and acting under the Special Use Permit herein granted accepts the approval subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

SECTION 5. The applicant and her successors and assigns by accepting and acting under the approval herein granted accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued. A Stop Work Order to cease all work on the premises except such work as directed by the Public Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

SECTION 6. The applicant further agrees by accepting and acting under this Special Use Permit granted herein that this Ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 7. This Ordinance shall become null and void in the event the petitioner does not obtain an occupancy permit for the activity approved by this Ordinance within one year of the passage of this Ordinance.

SECTION 8. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ____ day of _____, 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced:
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 8/15/2019

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The owner of Britt's Bakehouse has applied for a Special Use Permit to open her Convenience Store/Bakery Shop at the tenant space known as 137 West Jefferson Avenue. Due to the minor scope of the proposal, the P&Z Commission voted to recommend approval of the project based on Staff's prepared memo rather than assigning a sub-committee.

Recommendations and Action Requested:

The P&Z Commission recommended approval of the project with conditions by a vote of 8-0. This request is for a public hearing to be held and City Council consideration to follow.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0 Project #: Budgeted: YES

If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Amy Lowry

Date: 8/2/2019

Authenticated: lowryag

You can attach up to 3 files along with this request.



2019-08-15 PZ-10-20 CC
Packet.pdf
Adobe Acrobat Document
8.68 MB



2019-08-15 PZ-10-20
Ordinance.docx
Microsoft Word Document
17.7 KB

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

8-7-19

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, ASSISTANT CITY PLANNER *AL*
SUBJECT: PZ-10-20; 137 WEST JEFFERSON AVENUE – BRITT’S
BAKEHOUSE (SUP – CONVENIENCE
STORE/BAKERY SHOP)
DATE: JULY 11, 2019
CC: BILL BENSING, PUBLIC SERVICES DIRECTOR



PROJECT DESCRIPTION:

A new catering business, Britt’s Bakehouse, has been approved as a permitted use for the tenant space at 137 West Jefferson Avenue. This tenant space of 1192 sf is the western third of the 6,434 sf building and was most recently occupied by a gift store, Plowsharing Crafts. The catering business will provide custom gluten-free cakes, cookies, pies and desserts to clients who order in advance. The catering definition in the Zoning Code allows on-site preparation and delivery, but no service or consumption on the premises. The applicant would also like to sell ready-to-eat baked goods and to provide coffee/tea service. Although less than 10% of the space will be devoted to this use, such sale of ready-to-consume foods and non-alcoholic beverages is considered a convenience store (food store/bakery under 5000 sf) under the Zoning Code and requires a Special Use Permit in the B-2 Zoning District. The applicant has indicated that the hours of operation would be 7:00 a.m. – 6:30 p.m. Tuesday through Friday, 8:00 a.m. – 5:00 p.m. Saturday, and 8:00 a.m. – 1:00 p.m. Sunday. The applicant also specified that there will be two full-time employees and multiple part-time employees with a maximum of three employees on any shift. The applicant does not propose any indoor or outdoor seating.

DISCUSSION:

A Zoning Matters sign was posted on the property on July 10, 2019. Section A-1000: Parking Regulations of the Zoning Code state that the change of use of any premises within the downtown area shall be exempt from additional parking and loading requirements.

RECOMMENDATION:

Staff recommends this petition be **approved** with the following conditions:

1. A Special Use Permit shall be granted to allow for the operation of a convenience store in the tenant space known as 137 West Jefferson Avenue. The SUP shall be specifically limited to the operation of a Bakery Shop with the secondary use of the sale of ready-to-consume foods and nonalcoholic beverages permitted with less than 10% of the interior space devoted to serving, seating and/or consumption areas.
2. Any new rooftop equipment, air-conditioning units and mechanical equipment related to the project shall be completely screened from view of adjoining properties and right-of-way.
3. The Architectural Review Board shall approve all signs prior to the issuance of a Sign Permit.

Attachments: Planning & Zoning Application, Applicant Cover Letter, Site Plan dated June 27, 2019

CITY OF KIRKWOOD

APPLICATION FOR PLANNING AND ZONING COMMISSION ACTION

DATE: 6/27/2019

CASE NUMBER: PZ-10-20

PROJECT ADDRESS: 137 W. Jefferson Ave
 ZONING DISTRICT: B-2 LOT SIZE: _____
 LOCATOR NUMBER: _____
 PROJECT NAME BRITT'S BAKEHOUSE

ACTION REQUESTED

- | | |
|---|---|
| <input type="checkbox"/> Zoning Change From _____ to _____
<input type="checkbox"/> Community Unit Plan, Type: _____
<input checked="" type="checkbox"/> Special Use Permit, Category: <u>Convenience Store (Bakery)</u>
<input type="checkbox"/> Subdivision Development, Number of Lots: _____
<input type="checkbox"/> B4 Development Plan
<input type="checkbox"/> B5 Development Plan | <input type="checkbox"/> Site Plan Review
<input type="checkbox"/> Right-of-Way/Easement Vacation
<input type="checkbox"/> Other: _____
Comments: _____
_____ |
|---|---|

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact

Name (Print): Brittany Royal Signature: Brittany C Royal Phone No.: 314-440-4794
 Mailing Address: 474 Burns Ave City: Kirkwood State: MO Zip: 63122
 E-mail Address: brittrooyal@gmail.com or britt@brittsbakehouse.com
 Petitioner's Status: Corporation Partnership Individual
 Relationship of Petitioner to Property: Owner Tenant Option Holder (Attach Copy of Contract) Other

AGENT INFORMATION

Agent's Name: Brittany Royal Signature: Brittany C Royal Phone No.: _____
 Mailing Address: same as above City: _____ State: _____ Zip: _____
 E-mail Address: _____

(NOTE: The petitioner's agent, if listed, shall receive the official notice of public hearing)

PROPERTY OWNERS

Signature required or submit proof petitioner has legal interest in property.
 Name: Susan Fulton Name: _____
 Signature: Susan Fulton Signature: _____
 Address: 20 Fox Meadows Address: _____
 City/State/Zip: 20 Louis, MO 63127 City/State/Zip: _____
 Phone: 314-852-3495 Phone: _____

FOR CITY USE ONLY

- Date Received: 6-27-19 Total Received: \$ 1000 Agenda Date: 7-17-19
- B-4/B-5 Development Plan (Preliminary): \$1,000 + _____ Acres @ \$100/Acre or portion over one acre) = \$ _____
 - CUP, Preliminary (Multi Family): \$1,000 + _____ Dwelling units @ \$20/Each = \$ _____ = \$ _____
 - CUP, Preliminary (Detached Single Family): \$1,000 + _____ Lots @ \$500/Lot = \$ _____
 - Letter of Credit Extension: \$100
 - Rezoning: \$1,000
 - Site Plan Review: \$1,000
 - Site Plan Review Amendment \$800 or Extension: \$300
 - Site Plan Review, Mixed Use in B2 Zoning District (Preliminary): \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
 - Special Use Permit and Special Use Permit Amendments: \$1,000
 - Subdivision, Preliminary (Detached Single Family): _____ Lots @ \$500/Lot = \$ _____
 - Vacation, Easement: \$75
 - Vacation, Right-of-way: \$100
 - Zoning Code Amendment: \$1,000

Final Subdivision Plat/Community Unit Plan/B-4or B-5 Development Plan

- Date Received: 6/27/19 Total Received: \$ 1000 Agenda Date: _____
- B-4 and B-5 Development Plan (Final) or B4 Development Plan Amendment (when public hearing is not required): \$1,000
 - B-5 Development Plan Amendment (when public hearing is not required): \$500
 - CUP Amendment, Type A or Type C: Without public hearing \$500; With public hearing \$800
 - CUP Type C (Final): \$500 + 1-1/4% of \$ _____ = \$ _____
 - CUP Type A or C Time Extension on Final: \$300
 - Sidewalk Waiver on _____ feet @ \$30/Foot = \$ _____ = \$ _____
 - Site Plan Review, Mixed use in B2 Zoning District (Final): \$500
 - Site Plan, Mixed use in B2 Zoning District Amendment: \$300
 - Subdivision Plat or CUP Type A (Final): _____ Lots @ \$100/Lot = \$ _____ + 1-1/4% of \$ _____ = \$ _____
 - Subdivision Plat Development Plan Amendment: \$200

Britt's Bakehouse
137 West Jefferson Ave.
Kirkwood, MO 63122

June 27, 2019

Kirkwood City Hall
139 South Kirkwood Rd.
Kirkwood, MO 63122

To the Planning and Zoning Commission:

Britt's Bakehouse would like to apply for a Special Use Permit to become a convenience store (bakery) in order to better serve the Kirkwood community. As a catering establishment we provide custom gluten-free cakes, cookies, pies, and desserts to clients who order in advance. We would like to have a Special Use Permit to engage the local community and provide baked goods and coffee/tea service (less than 10% of the space will be devoted to this) to walk-in customers.

According to the Kirkwood code, bakeries require 5,000 sq. ft. and our shop is 1,192 sq. ft. Britt's Bakehouse would fall into the category of a food store, more specifically a convenience store. Our goals would remain the same as a bakery: enhance the charm of the downtown business district by serving as a destination for high quality baked goods, particularly to the local foot traffic.

We were drawn to open a shop in downtown Kirkwood because of its charm. We love the enthusiastic community participation, the quaint shopfronts and local vendors, and the walkable nature of the city. We aim to be part of the friendly, walkable corridor on West Jefferson, nestled between Kirkwood Hardware and The Checkered Cottage.

As a shop open to walk-in traffic, we anticipate having two full-time employees and multiple part-time employees to accommodate the increase in production and provide customer service. We plan on being open from 7:00 am - 6:30 pm Tuesday through Friday, from 8:00 am - 5:00 pm on Saturday, and 8:00 am - 1:00 pm on Sunday.

I have enclosed the requested documents. If you have any additional questions, please feel free to contact me at (314) 447-4794 or at britt@brittsbakehouse.com. I look forward to working with you.

Sincerely,




Britt Royal





137

BRITTT'S
BAKEHOUSE
GLUTEN-FREE CHOICE BAKED GOODS

COMING
SOON! 

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

A request for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner Jonathan Raiche

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Page 1 of 1

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **July 23, 2019** edition and ending with the **July 23, 2019** edition, for a total of 1 publications:

07/23/2019

CITY OF KIRKWOOD NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL OF KIRKWOOD, MISSOURI

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, August 15, 2019 to consider the following:

1. *A request for a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road.*
2. *A request for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue.*
3. *A request for a Special Use Permit for Mission Taco Joint at 105 East Jefferson to operate an amusement establishment (arcade) in a portion of the restaurant.*

Laurie Asche, CMC/MRCC
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.
11770945 County Jul. 23, 2019

Karie Clark

Karie Clark

Subscribed & sworn before me this 23rd day of Jul, 2019
(SEAL)

[Signature]

Notary Public





AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn: Laurie Asche
City Clerk
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing Notice was published in the Webster-Kirkwood Times on

July 26, 2019


Advertising Consultant



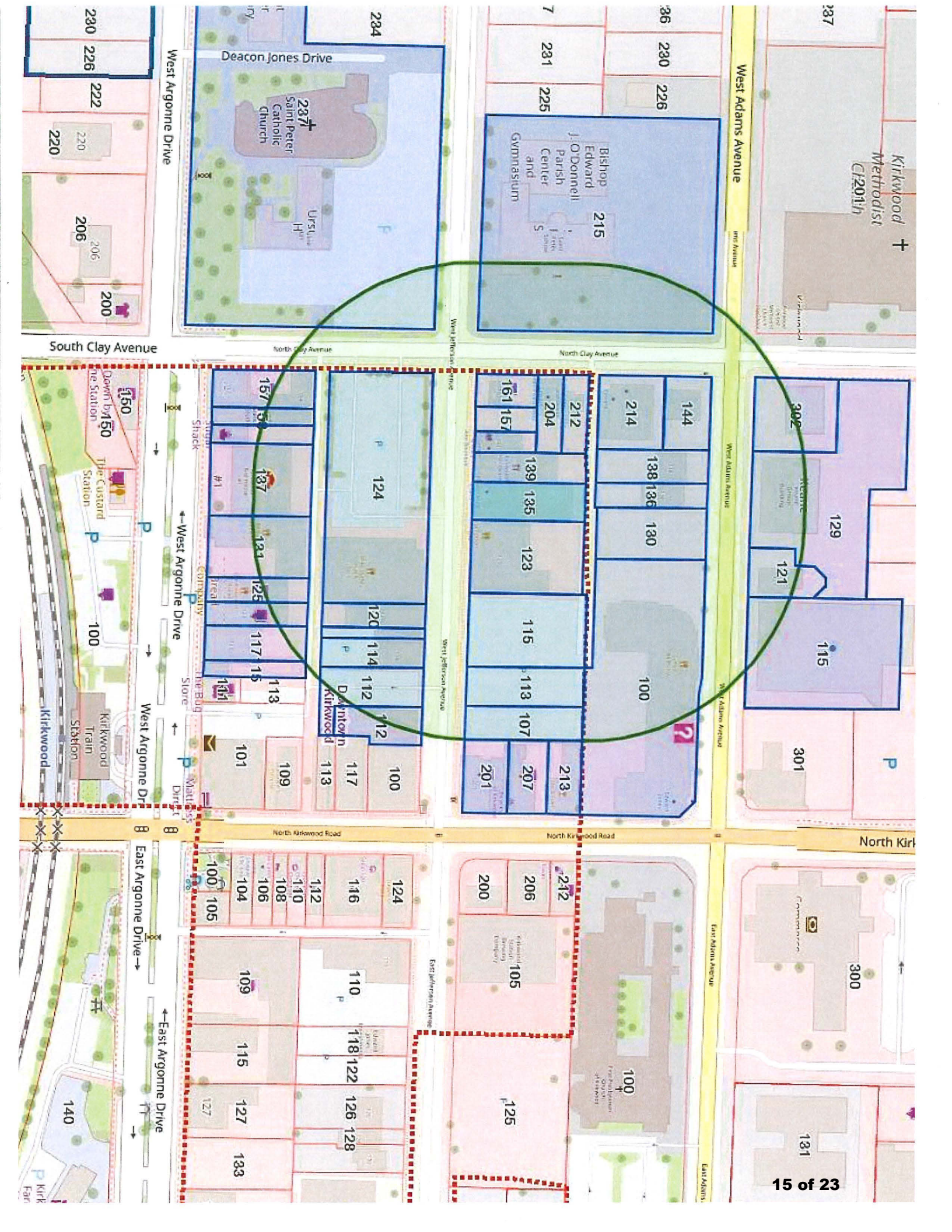
NOTICE OF
PUBLIC HEARING
before the City Council
City of Kirkwood, MO

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PROPERTY OWNER
221 COUCH AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
521 VILLA GARDENS DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
123 W ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
702 BRIARFARM LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 W ARGONNE AVE, STE 200
SAINT LOUIS, MO 63122

PROPERTY OWNER
137 W ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
151 W ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
153 W ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
2052 BARRETT STATION RD
SAINT LOUIS, MO 63131

PROPERTY OWNER
112 W JEFFERSON AVE, STE 120A
SAINT LOUIS, MO 63122

PROPERTY OWNER
206 W ARGONNE DR, STE 200
SAINT LOUIS, MO 63122

PROPERTY OWNER
114 W JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
P.O. BOX 481
GROVER, MO 63040

PROPERTY OWNER
120 W JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1721 KENMONT RD
SAINT LOUIS, MO 63124

PROPERTY OWNER
20 ARCHBISHOP MAY DR
SAINT LOUIS, MO 63119

PROPERTY OWNER
94 POND VIEW DR
PORT WASHINGTON, NY 11050

PROPERTY OWNER
704 PEARL AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1481 WILTON LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
10273 QUAIL RUN DR
SAINT LOUIS, MO 63128

PROPERTY OWNER
6931 CHESHIRE LN
SAINT LOUIS, MO 63123

PROPERTY OWNER
123 W JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1221 GRANDVIEW DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
40 E LOCKWOOD AVE
SAINT LOUIS, MO 63119

PROPERTY OWNER
115 W JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
206 N CLAY AVE, A
SAINT LOUIS, MO 63122

PROPERTY OWNER
651 PEARL AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
120 W ADAMS AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1520 WINDRIDGE DR
SAINT LOUIS, MO 63131

PROPERTY OWNER
206 W ARGONNE DR, STE 201
SAINT LOUIS, MO 63122

PROPERTY OWNER
24 KENNERLY MANOR DR
SAINT LOUIS, MO 63128

PROPERTY OWNER
121 W ADAMS AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
364 JEFFERSON RD
SAINT LOUIS, MO 63119

PROPERTY OWNER
135 W ADAMS AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
18448 WESTWOOD DR
GLENCOE, MO 63038

PROPERTY OWNER
4200 CARR LANN CT
SAINT LOUIS, MO 63119

PROPERTY OWNER
909 CHESTNUT ST, RM 36-Q-1
SAINT LOUIS, MO 63101



WHERE COMMUNITY AND SPIRIT MEET

July 18, 2019

Russell B. Hawes
Chief Administrative Officer

At the July 17, 2019, meeting of the Planning and Zoning Commission, the following action was taken:

1. At the request of the petitioner, who is requesting amendments to the Zoning Code and a Special Use Permit for a tattoo studio on the second floor of 108 North Kirkwood Road, the application was continued to the August 21 meeting.
2. The Commission unanimously recommended approval of a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road.
3. After a presentation from Britt's Bakehouse for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue, the Commission unanimously recommended approval.
4. After a presentation from Mission Taco Joint for a Special Use Permit to operate an amusement establishment in a portion of their restaurant at 105 East Jefferson, the Commission unanimously recommended approval.
5. Staff provided updates on development projects recently reviewed by the City Council.
6. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.
7. Staff provided the quarterly update on the Envision Kirkwood 2035 Comprehensive Plan.

The next meeting will be held on August 21, 2019, at 7 p.m.

Respectfully submitted,

Allen Klippel, Chair
Planning and Zoning Commission

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: AMY LOWRY, ASSISTANT CITY PLANNER *AL*
SUBJECT: PZ-10-20; 137 WEST JEFFERSON AVENUE – BRITT’S
BAKEHOUSE (SUP – CONVENIENCE
STORE/BAKERY SHOP)
DATE: JULY 11, 2019
CC: BILL BENSING, PUBLIC SERVICES DIRECTOR



PROJECT DESCRIPTION:

A new catering business, Britt’s Bakehouse, has been approved as a permitted use for the tenant space at 137 West Jefferson Avenue. This tenant space of 1192 sf is the western third of the 6,434 sf building and was most recently occupied by a gift store, Plowsharing Crafts. The catering business will provide custom gluten-free cakes, cookies, pies and desserts to clients who order in advance. The catering definition in the Zoning Code allows on-site preparation and delivery, but no service or consumption on the premises. The applicant would also like to sell ready-to-eat baked goods and to provide coffee/tea service. Although less than 10% of the space will be devoted to this use, such sale of ready-to-consume foods and non-alcoholic beverages is considered a convenience store (food store/bakery under 5000 sf) under the Zoning Code and requires a Special Use Permit in the B-2 Zoning District. The applicant has indicated that the hours of operation would be 7:00 a.m. – 6:30 p.m. Tuesday through Friday, 8:00 a.m. – 5:00 p.m. Saturday, and 8:00 a.m. – 1:00 p.m. Sunday. The applicant also specified that there will be two full-time employees and multiple part-time employees with a maximum of three employees on any shift. The applicant does not propose any indoor or outdoor seating.

DISCUSSION:

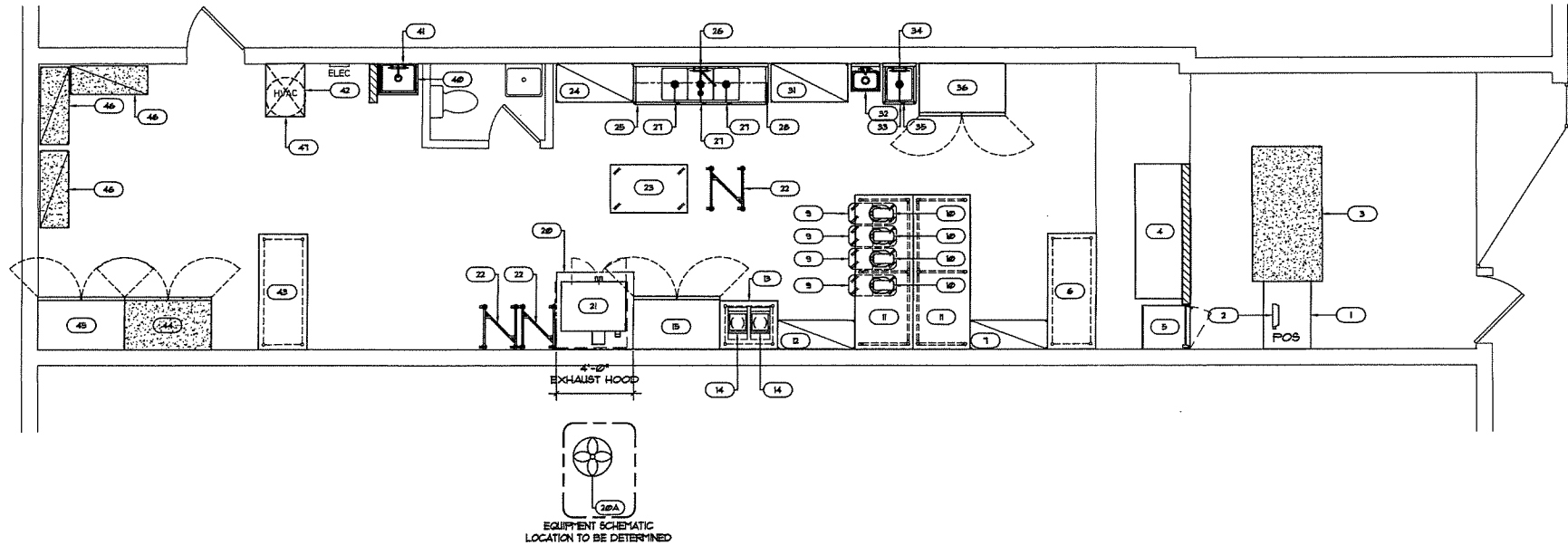
A Zoning Matters sign was posted on the property on July 10, 2019. Section A-1000: Parking Regulations of the Zoning Code state that the change of use of any premises within the downtown area shall be exempt from additional parking and loading requirements.

RECOMMENDATION:

Staff recommends this petition be **approved** with the following conditions:

1. A Special Use Permit shall be granted to allow for the operation of a convenience store in the tenant space known as 137 West Jefferson Avenue. The SUP shall be specifically limited to the operation of a Bakery Shop with the secondary use of the sale of ready-to-consume foods and nonalcoholic beverages permitted with less than 10% of the interior space devoted to serving, seating and/or consumption areas.
2. Any new rooftop equipment, air-conditioning units and mechanical equipment related to the project shall be completely screened from view of adjoining properties and right-of-way.
3. The Architectural Review Board shall approve all signs prior to the issuance of a Sign Permit.

Attachments: Planning & Zoning Application, Applicant Cover Letter, Site Plan dated June 27, 2019



EQUIPMENT SCHEDULE		
NO.	QTY.	DESCRIPTION
1	1	FRONT COUNTER/POS
2	1	POS - BY OTHERS
3	1	44X24 PARSONS TABLE - EXISTING TO BE RELOCATED
4	1	DISPLAY
5	1	REFRIGERATED MERCHANDISER
6	1	WORK TABLE, 12'X30"
7	1	WIRE SHELVING UNIT
8	1	SPARE
9	4	INGREDIENT BIN
10	4	PLANETARY MIXER
11	2	WORK TABLE, 36'X36"
12	1	WIRE SHELVING UNIT
13	1	WORK TABLE, 36'X30"
14	2	INDUCTION RANGE, COUNTERTOP
15	1	REACH-IN REFRIGERATOR
16-19	1	SPARE
20	1	EXHAUST HOOD
20A	1	EXHAUST FAN
21	1	CONVECTION OVEN, ELECTRIC
22	3	NESTING PAN RACK
23	1	PORTABLE WORK TABLE, 48'X30"
24	1	WIRE SHELVING UNIT
25	1	THREE (3) COMPARTMENT SINK
26	1	PRE-RINSE FAUCET WITH SWING FAUCET
27	3	DRAIN LEVER / TWIST WASTE
28	1	SHELVING, WALL MOUNTED
29-30	1	SPARE
31	1	WIRE SHELVING UNIT
32	1	HAND SINK
33	1	ONE (1) COMPARTMENT SINK
34	1	WALL / SPLASH MOUNT FAUCET
35	1	DRAIN LEVER / TWIST WASTE
36	1	REACH-IN FREEZER
37-39	1	SPARE
40	1	MOP SINK
41	1	MOP SINK FAUCET
42	1	EVAC UNIT
43	1	WORK TABLE, 12'X30"
44	1	REACH-IN FREEZER - BY OWNER
45	1	REACH-IN REFRIGERATOR
46	3	WIRE SHELVING UNIT - EXISTING TO BE RELOCATED
47	1	WATER HEATER BY P.C. - VERIFY LOCATION

EXISTING
EQUIPMENT



THIS DRAWING IS THE PROPERTY OF FORD HOTEL SUPPLY COMPANY AND IS NOT TO BE USED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF FORD HOTEL SUPPLY

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Ford Equipment and Contracting Co.

2204 N. BROADWAY
ST. LOUIS, MO 63102
Ph: (314) 231-8400
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REVISIONS	DATE	DESCRIPTION
6-21-19 CONSTRUCTION DOCUMENTS		



FOODSERVICE EQUIPMENT PLAN
FOR
BRITT'S BAKEHOUSE
132 JEFFERSON
KIRKWOOD, MO.

DATE	JUNE 21, 2019
DRAWN BY	SES
SCALE	1/4"=1'-0"
DRAWING NO.	FSE-1
OF	

ELECTRICAL NOTES:

- 1 THE ELECTRICAL CONTRACTOR SHALL PROVIDE ALL MATERIAL, LABOR, PERMITS, AND FEES TO INSTALL THE ELECTRICAL SERVICE AND SYSTEMS AS REQUIRED TO OPERATE THE FOOD SERVICE EQUIPMENT, AS INDICATED BY THESE DRAWINGS AND SPECIFICATIONS.
- 2 THE ELECTRICAL CONTRACTOR SHALL MAKE THE FINAL CONNECTIONS FROM THE ROUGH-IN POINT TO THE CONNECTION POINTS ON THE FOOD SERVICE EQUIPMENT.
- 3 ALL ELECTRICAL WORK SHALL COMPLY WITH ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES AND REGULATIONS, AND SHALL BE ENFORCED BY THE ELECTRICAL CONTRACTOR AT ALL TIMES.
- 4 ELECTRICAL OUTLETS AND CONNECTIONS SHOWN ON THE FOOD SERVICE EQUIPMENT DRAWINGS ARE FOR FIXTURES AND EQUIPMENT SUPPLIED BY THE FOODSERVICE EQUIPMENT CONTRACTOR.
- 5 THE SYMBOLS ON THE FOOD SERVICE EQUIPMENT ELECTRICAL PLAN SHOW LOCATIONS AND TYPES OF CONNECTIONS ONLY. THE ELECTRICAL CONTRACTOR IS TO FURNISH CONDUITS, CIRCUITS, SWITCH GEAR, FULL BOXES AND RECEPTACLES AS NECESSARY, AND SHALL INSTALL THE ELECTRICAL SYSTEM TO MEET ALL CODES THAT APPLY.
- 6 CONVENIENCE OUTLETS SHALL BE SET VERTICALLY. 15V, 20V, ETC. OUTLETS NOT DESIGNATED WITH SPECIFIC LOADS SHALL BE RATED AT 15 AMPS.
- 7 WHERE STUBBING UP OUT OF THE FLOOR, CONDUIT SHALL EXTEND A MINIMUM OF 4" ABOVE THE FINISHED FLOOR OR CURB.
- 8 THE ELECTRICAL CONTRACTOR SHALL SUPPLY AND INSTALL STAINLESS STEEL COVER PLATES ON PARTIALLY OR FULLY EXPOSED PULL BOXES AND ACCESS BOXES.
- 9 THE ELECTRICAL CONTRACTOR SHALL SUPPLY AND INSTALL LOCKOUT DEVICES ON BREAKERS FOR CLOCKS, MECHANICAL REFRIGERATION SYSTEMS, CONTROL WIRING AND EXHAUST FIRE EXTINGUISHING SYSTEM CONTROLS.
- 10 THE ELECTRICAL CONTRACTOR SHALL SUPPLY AND INSTALL SWITCHES FOR HEAT LAMPS, EXHAUST HOOD LIGHTS AND MAKE-UP AIR SYSTEMS. VERIFY LOCATIONS WITH OWNER. EXHAUST HOOD FANS AND MAKE-UP AIR FANS SHALL BE INTERLOCKED AND OPERATED FROM THE SAME SWITCH. SEE APPLICABLE HOOD DRAWINGS.
- 11 THE ELECTRICAL CONTRACTOR SHALL FURNISH AND INSTALL ALL INTERCONNECTING WIRING BETWEEN THE EXHAUST HOOD FIRE SUPPRESSION SYSTEM AND THE BUILDING ALARM SYSTEM IF REQUIRED BY CODES OR SHOWN ON THE ARCHITECTURAL OR MECHANICAL DRAWINGS.
- 12 THE ELECTRICAL CONTRACTOR SHALL PROVIDE POWER FOR THE REFRIGERATION COMPRESSORS AND BLOWER COILS (AND AUTOMATIC DEFROST SYSTEM, IF PRESENT) AS SHOWN ON THE ROUGH-IN PLAN OR AS SHOWN ON THE REFRIGERATION SCHEDULE. FURNISH AND INSTALL MAGNETIC STARTERS AND THERMO-OVERLOAD PROTECTION DEVICES AS REQUIRED.
- 13 THE ELECTRICAL CONTRACTOR SHALL MOUNT AND WIRE EXTRA COOLER / FREEZER LIGHTS SHIPPED LOOSE WITH THE CABINETS.
- 14 THE ELECTRICAL CONTRACTOR SHALL SUPPLY AND INSTALL REFRIGERATION CONDUIT AND SODA SYSTEM CONDUIT AS SHOWN ON THE ROUGH-IN PLAN.
- 15 THE ELECTRICAL CONTRACTOR WILL MOUNT THERMOSTATS, LIQUID LINE SOLENOID VALVES, AND TIME CLOCKS WHEN SUPPLIED. ALSO TO PROVIDE INTERWIRING FOR REMOTE REFRIGERATION BETWEEN THERMOSTAT ON APPLIANCE, LIQUID LINE SOLENOIDS, AND TIME CLOCKS WHEN SUPPLIED. PROVIDE CONDUIT AND WIRING BETWEEN TIME CLOCK AT THE COMPRESSOR LOCATION AND THE ELECTRIC DEFROST HEATERS ON FREEZER EVAPORATOR COIL FOR DEFROST SEQUENCE. (TYPICALLY WILL BE FOUR WIRES)
- 16 THE ELECTRICAL CONTRACTOR IS TO PROVIDE A 15V, 15 AMPS, 1 PHASE, DEDICATED CIRCUIT TO BREAKER PANEL FOR EACH CASH REGISTER.
- 17 WHEN ELECTRIC SOLENOID GAS SHUT-OFF VALVES ARE SPECIFIED FOR THE EXHAUST HOOD FIRE PROTECTION SYSTEM, THE FIRE PROTECTION SYSTEM CONTRACTOR WILL FURNISH AND THE ELECTRICAL CONTRACTOR WILL INSTALL THE VALVES.
- 18 WHEN A DRY CHEMICAL FIRE EXTINGUISHING SYSTEM IS SPECIFIED, THE ELECTRICAL CONTRACTOR IS TO FURNISH AND INSTALL THE NECESSARY SHUNT TRIP CONTACTORS TO INSURE THE SHUT DOWN OF ELECTRICAL POWER TO ALL ELECTRICAL APPLIANCES LOCATED UNDER THE VENTILATING EQUIPMENT PROTECTED BY THE DRY CHEMICAL FIRE EXTINGUISHING SYSTEM UPON SYSTEM ACTUATION.
- 19 WHEN A WET CHEMICAL FIRE EXTINGUISHING SYSTEM IS SPECIFIED, THE ELECTRICAL CONTRACTOR SHALL FURNISH AND INSTALL THE NECESSARY SHUNT TRIP CONTACTORS TO INSURE THE SHUT DOWN OF ELECTRICAL POWER TO THE PROTECTED APPLIANCES. ALL OTHER APPLIANCES AND ALL ELECTRICAL RECEPTACLES LOCATED UNDER THE VENTILATING EQUIPMENT PROTECTED BY THE WET EXTINGUISHING SYSTEM UPON SYSTEM ACTUATION.
- 20 WHEN EXHAUST SYSTEM ROOM TEMPERATURE SENSOR IS REQUIRED, KEC TO PROVIDE. ELECTRICAL CONTRACTOR TO INSTALL AND INTERWIRE W/ HOOD CONTROLS - SEE HOOD DRAWINGS.

NOTE:

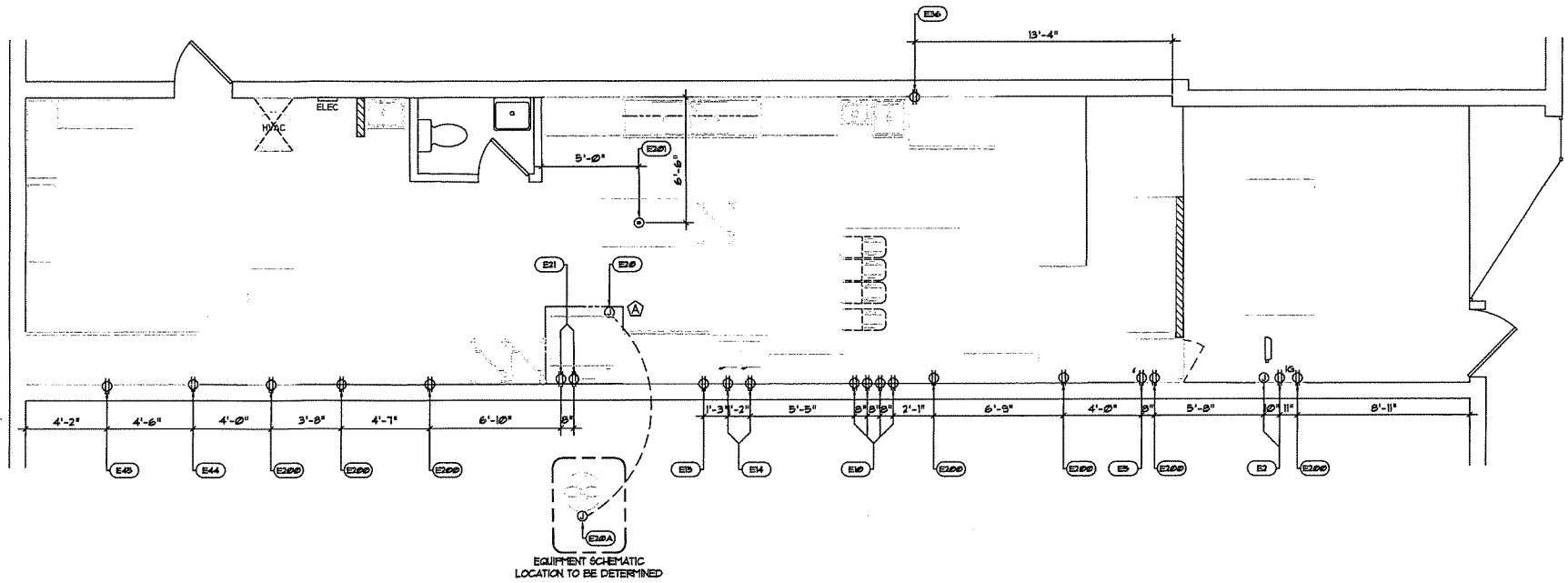
- 1 DO NOT INSTALL GFI RECEPTACLES FOR EQUIPMENT LOCATED BELOW EXHAUST HOODS. INSTALL INSTEAD A GROUND FAULT BREAKER IN THE ELECTRIC PANEL.

EXHAUST HOOD NOTES

- (A) SWITCH FOR HOOD LITES AND CONTROLS IN FACE OF HOOD VERIFY EXACT LOCATION

LEGEND - ELECTRICAL CONNECTIONS

- (⊖) DUPLEX RECEPT. 20-AMP, 120-VOLT, GROUND TYPE, HORIZONTAL MOUNT
- (⊕) SIMPLEX RECEPT. 20-AMP, 120-VOLT, GROUND TYPE, HORIZONTAL MOUNT
- (⊙) SPECIAL PURPOSE OUTLET, 120-VOLT, GROUND TYPE, HORIZONTAL MOUNT
- (⊚) SPECIAL PURPOSE OUTLET, 200/240-VOLT AS INDICATED, GROUND TYPE, HORIZONTAL MOUNT
- (J) JUNCTION BOX
- (E) ELECTRICAL CONDUIT, STUB AS INDICATED FOR DIRECT CONNECTION
- (C) FLOOR/CEILING RECEPTACLE AS INDICATED
- (IG) ISOLATED GROUND - FOR PDS SYSTEM
- (WP) WATERPROOF COVER AT RECEPTACLE
- FIELD WIRING, EXPOSED RIGID WATERTIGHT CONDUIT
- FIELD WIRING, CONCEALED IN WALL, FLOOR, OR CEILING



ELECTRICAL SCHEDULE												
NO.	QTY.	DESCRIPTION	VOLT.	PH.	AMPS	CYCLE	HP	KW	CONNECTIONTYPE	NEMA	AFF.	ELECTRICAL REMARKS
E2	1	POS - BY OTHERS	120	1	15	60	-	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE. DEDICATED CIRCUIT & GROUND, VERIFY WITH OWNER.
E3	1	-	120	1	15	60	-	-	DIRECT	-	14"	E.C. TO PROVIDE JUNCTION BOX DEDICATED FOR DATA LINE.
E5	1	REFRIGERATED MERCHANDISER	115	1	2.3	60	1/4	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE
E10	4	PLANETARY MIXER	115	1	-	60	1/2	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE
E14	2	INDUCTION RANGE, COUNTERTOP	120	1	15	60	-	1.8	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE
E15	1	REACH-IN REFRIGERATOR	115	1	7.0	60	1/2	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE
E20	1	EXHAUST HOOD	120	1	15	60	-	-	DIRECT	-	CEILING	FOR LIGHTS AND EXHAUST FAN. BRANCH TO SWITCH ON FACE OF HOOD. BOX AND SWITCH BY E.C. SEE HOOD DRAWINGS.
E20A	1	EXHAUST FAN	120	1	4.4	60	1/3	-	DIRECT	-	-	BRANCH FROM SWITCH ON FACE OF HOOD TO EXHAUST FAN.
E21	1	CONVECTION OVEN, GAS	120	1	(2) 7.1	60	(2) 1/2	-	CORD & PLUG	-	36"	DUPLEX RECEPTACLE. E.C. TO PROVIDE SHUNT TRIPS IF REQUIRED.
E36	1	REACH-IN FREEZER	115	1	12.0	60	1	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE
E44	1	REACH-IN FREEZER - BY OWNER	120	1	9.6	60	-	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE. E.C. TO VERIFY ELECTRICAL REQUIREMENTS WITH OWNER.
E45	1	REACH-IN REFRIGERATOR	115	1	7.0	60	1/2	-	CORD & PLUG	5-15P	14"	DUPLEX RECEPTACLE
E41	1	WATER HEATER BY P.C. - VERIFY LOCATION	-	-	-	-	-	-	-	-	-	E.C. TO VERIFY ELECTRICAL REQUIREMENTS WITH P.C.
E20C	7	CONVENIENCE OUTLETS BY E.C.	120	1	15	60	-	-	-	-	48"	DUPLEX RECEPTACLE. CONVENIENCE OUTLETS BY E.C.
E20D	1	RETRACTABLE CORD & PLUG BY E.C.	120	1	15	60	-	-	-	-	CEILING	-



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6-21-19	CONSTRUCTION DOCUMENTS



FOODSERVICE
ELECTRICAL ROUGH-INS

FOR
BRITT'S BAKEHOUSE
132 N. JEFFERSON
KIRKWOOD, MO

DATE
JUNE 21, 2019
DRAWN BY
SEB
SCALE
1/4" = 1'-0"
DRAWING NO.

FSE-2

OF

HU AND CU W S.O.V.
WATER HEATER BY P.C.

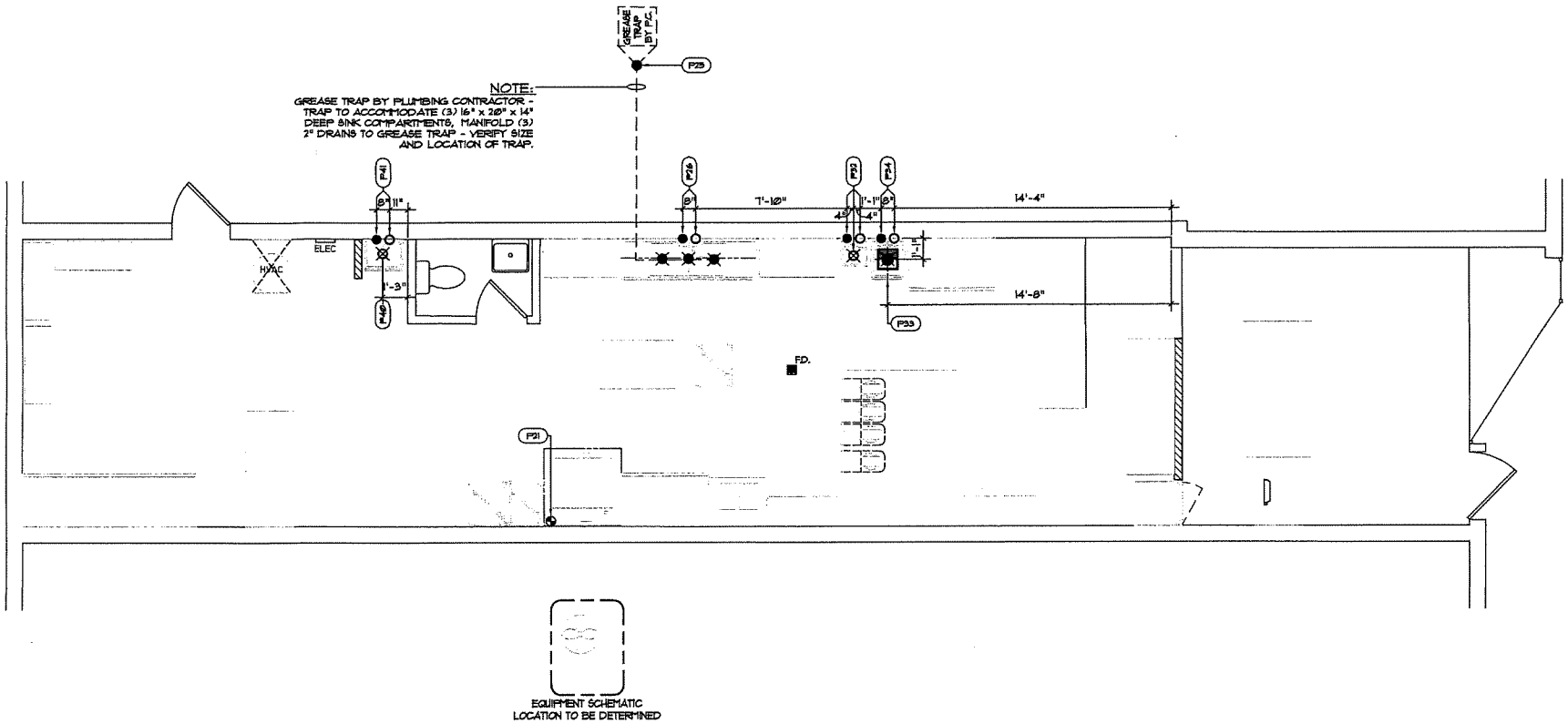
PLUMBING NOTES:

- 1 THE PLUMBING CONTRACTOR SHALL PROVIDE ALL MATERIAL, LABOR, PERMITS AND FEES NECESSARY TO INSTALL A COMPLETE WATER SUPPLY, WASTE, VENT, GAS PIPING SYSTEM, AND RETURN SYSTEM AS INDICATED BY THESE DRAWINGS AND SPECIFICATIONS, AND AS NECESSARY TO OPERATE THE FOOD SERVICE EQUIPMENT.
- 2 THE PLUMBING CONTRACTOR SHALL MAKE THE FINAL CONNECTIONS FROM THE ROUGH-IN LOCATIONS TO THE CONNECTION POINTS ON THE FOOD SERVICE EQUIPMENT.
- 3 ALL PLUMBING WORK SHALL COMPLY WITH ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES AND REGULATIONS, AND SHALL BE ENFORCED BY THE PLUMBING CONTRACTORS AT ALL TIMES.
- 4 PLUMBING OUTLETS AND CONNECTIONS SHOWN ON THESE DRAWINGS ARE FOR THE FIXTURES AND EQUIPMENT SUPPLIED BY THE FOOD SERVICE EQUIPMENT CONTRACTOR.
- 5 THE FOODSERVICE EQUIPMENT CONTRACTOR IS TO FURNISH FAUCETS, VALVES AND TRIM FOR FIXTURES, SINKS, ETC., SUPPLIED BY HIM. THE PLUMBING CONTRACTOR IS TO MAKE ALL OF THE CONNECTIONS.
- 6 THE PLUMBER IS TO VERIFY THE ROUTINGS OF LINES THROUGH FIXTURES WITH THE FOOD SERVICE EQUIPMENT CONTRACTOR BEFORE INSTALLING THEM TO MAKE SURE THAT THEY DO NOT INTERFERE WITH THE OPERATION OF THE FIXTURE.
- 7 THE PLUMBER IS TO CONNECT ALL WATER, GAS AND WASTE LINES ETC. FOR THE SINKS, ETC., AND RAIN DRAIN LINES FROM ALL REFRIGERATORS. LINES ARE TO BE NO SMALLER THAN THE SUB-CUT PROVIDED FOR THE FIXTURE.
- 8 THE PLUMBER IS TO FURNISH AND INSTALL ALL FLOOR DRAINS.
- 9 FLOOR SINKS ARE TO BE SET FLUSH WITH THE FINISHED FLOOR. FULLY OR PARTLY EXPOSED FLOOR SINKS ARE TO BE PROVIDED WITH NICKEL PLATED BRONZE COVERS AND COPE STRAINERS. IF LOCAL CODES REQUIRE FLOOR SINKS TO BE ABOVE OR BELOW THE FINISHED FLOOR LEVEL, THE PLUMBER SHALL NOTIFY THE OWNER IMMEDIATELY. ALL FLOOR SINKS SHALL BE AT LEAST ONE-HALF EXPOSED.
- 10 THE PLUMBER IS TO FURNISH AND INSTALL ALL TRAPS REQUIRED. GREASE TRAPS ARE TO BE PROVIDED IF REQUIRED BY LOCAL CODE, AND ARE TO BE LOCATED BELOW OR SET FLUSH WITH THE FINISHED FLOOR, OR AS DISCUSSED WITH THE FOOD SERVICE CONTRACTOR.
- 11 THE PLUMBER IS TO FURNISH AND INSTALL READILY ACCESSIBLE GATE VALVES ON ALL WATER AND GAS LINES TO INDIVIDUAL FIXTURES OR EQUIPMENT, AND WADE SHOCK STOPS (MODEL W-5, OR EQUAL) ON GLASS FILLERS.
- 12 THE PLUMBER SHALL PROVIDE WATER DRAIN AND GAS LINES REQUIRED ON THE ROOF FOR THE MAKE-UP AIR EQUIPMENT. SEE APPLICABLE HOOD DRAWINGS.
- 13 THE PLUMBING CONTRACTOR SHALL FURNISH ALL SHUT-OFF VALVES, PRESSURE REDUCING VALVES, TAIL PIECES, P TRAPS, BACKFLOW PREVENTION DEVICES, AND VACUUM BREAKERS AS REQUIRED BY LOCAL CODES, OR REQUIRED FOR PROPER INSTALLATION OF EQUIPMENT, INCLUDING, BUT NOT LIMITED TO UTENSIL AND WARE WASHERS, CHEMICAL INJECTORS, SODA STATIONS, COFFEE BREWERS, TEA BREWERS, ICE MACHINES, DIPPER WELLS, DISPOSERS WITH PRE-RINSE SPRAYS, MOP SINKS, HOSE BIBBS, REEL LINES, STEAM KETTLE FAUCETS, FILL FAUCETS, WATER FILTER SYSTEMS, AND COMBI OVENS.
- 14 WHEN MECHANICAL SHUT-OFF GAS VALVES ARE SPECIFIED FOR THE EXHAUST HOOD FIRE PROTECTION SYSTEM, THE FIRE PROTECTION SYSTEM CONTRACTOR SHALL FURNISH AND THE PLUMBER SHALL INSTALL THE VALVES.
- 15 THE PLUMBER IS TO USE COUPLE JOINTS NOT SWEAT JOINTS, TO CONNECT BUILT-IN OR COUNTER EQUIPMENT SO THAT THE LINES MAY BE UNCOUPLED TO PERMIT REMOVAL OR SERVICING OF THE EQUIPMENT.
- 16 THE PLUMBER IS TO USE DIELECTRIC COUPLERS WHEN CONNECTING GALVANIZED IRON PIPES TO COPPER PIPES.
- 17 EXPOSED PIPES AND TRIM BELOW AND ABOVE WORKING LEVEL IS TO BE CHROME PLATED. ENCLOSED PIPES AND TRIM BELOW WORKING LEVEL IS TO BE PAINTED SILVER BY THE PAINTING CONTRACTOR AFTER INSTALLATION, UNLESS OTHERWISE NOTED.
- 18 PIPES MAY NOT RUN ACROSS AISLES, NOR MAY BE RUN CLOSER THAN 6" TO FINISH.
- 19 PLUMBER TO WRAP EXPOSED COLD DRAIN LINES WITH INSULATING TAPE TO PREVENT SWEATING.
- 20 REFRIGERATION LINES (LIQUID AND SUCTION) FROM REMOTE CONDENSING UNITS OR CONDENSING UNITS MOUNTED ON TOP OF WALK-INS, ARE TO BE INSULATED AND WRAPPED AS REQUIRED, BY MECHANICAL CONTRACTOR.
- 21 THE PLUMBING CONTRACTOR SHALL FURNISH AND INSTALL A SHUT-OFF VALVE IN ALL WATER SUPPLY LINES, TO WATER COOLED COMPRESSORS, AND FURNISH AND INSTALL COOLING WATER DRAIN LINES.
- 22 PLUMBING CONTRACTOR IS TO PROVIDE AND INSTALL BACKFLOW PREVENTORS WHERE REQUIRED ON ALL WATER COOLED ICE MAKERS, COMPRESSORS, AND WATER COOLED EVAPORATORS IN MAKE-UP AIR UNITS.
- 23 PLUMBING CONTRACTOR IS TO PROVIDE GAS PRESSURE REGULATORS OF THE PROPER SIZE TO EACH PIECE OF GAS EQUIPMENT, TO DELIVER 3" TO 5" WATER COLUMN FOR NATURAL GAS, 8" TO 11" FOR PROPANE GAS.
- 24 GENERAL CONTRACTOR IS TO PROVIDE ALL REQUIRED CORE HOLES FOR REFRIGERATION LINES, DRAIN LINES, WATER LINES, ETC.

LEGEND - PLUMBING CONNECTIONS

- HU-HOT WATER
- CU-COLD WATER
- S-STEAM SUPPLY, OR C-CONDENSATE RETURN
- GAS SUPPLY
- ⊗ WASTE, DIRECT-CONNECTED
- ⊗ "OPEN HUB"
- ⊗ FLOOR SINK WITH HALF GRATE UNLESS NOTED OTHERWISE
- FLOOR DRAIN
- FLOOR DRAIN W/ ATTACHED FUNNEL
- ⊗ HUB DRAIN
- FIELD CONNECTIONS
- WATER FILTER

NOTE:
GREASE TRAP BY PLUMBING CONTRACTOR - TRAP TO ACCOMMODATE (3) 1/2" x 2" x 14" DEEP SINK COMPARTMENTS, MANFOLD (3) 2" DRAINS TO GREASE TRAP - VERIFY SIZE AND LOCATION OF TRAP.



PLUMBING SCHEDULE													
NO.	QTY.	DESCRIPTION	CUW (IN)	CUW AFF.	HUW (IN)	HUW AFF.	D. WASTE	D. WASTE AFF.	IND. WASTE	CONNECTION TYPE	GAS MBTU	GAS CONN HEIGHT (IN)	PLUMBING REMARKS
P21	1	CONVECTION OVEN, GAS	-	-	-	-	-	-	-	-	100	(2) 3/4"	50 MBTU EACH DECK
P25	1	THREE (3) COMPARTMENT SINK	-	-	-	-	2"	-	-	GREASE TRAP	-	-	P.C. TO MANFOLD (3) DRAINS TO GREASE TRAP P-25. GREASE TRAP BY P.C. SEE GREASE TRAP NOTE THIS SHEET.
P26	1	PRE-RINSE FAUCET WITH SWING FAUCET	1/2"	1/2"	1/2"	1/2"	-	-	-	-	-	-	HU AND CU W S.O.V.
P32	1	HAND SINK	1/2"	1/2"	1/2"	1/2"	1-1/2"	-	-	DIRECT WASTE AND VENT	-	-	HU AND CU W S.O.V.
P33	1	ONE (1) COMPARTMENT SINK	-	-	-	-	-	-	1-1/2"	-	-	-	P.C. TO ROUTE DRAIN LINE TO FLOOR SINK P-33.
P34	1	WALL / SPLASH MOUNT FAUCET	1/2"	1/2"	1/2"	1/2"	-	-	-	-	-	-	HU AND CU W S.O.V.
P40	1	MOP SINK	-	-	-	-	2"	-	-	DIRECT WASTE AND VENT	-	-	-
P41	1	MOP SINK FAUCET	1/2"	1/2"	1/2"	1/2"	-	-	-	-	-	-	HU AND CU W S.O.V.
P41	1	WATER HEATER BY P.C. - VERIFY LOCATION	-	-	-	-	-	-	-	-	-	-	WATER HEATER BY P.C.



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FOODSERVICE
PLUMBING ROUGH-INS

FOR
BRITT'S BAKEHOUSE
132 N. JEFFERSON
KIRKWOOD, MO

DATE
JUNE 21, 2019
DRAWN BY
SES
SCALE
1/4" = 1'-0"

DRAWING NO
FSE-3

HOOD INFORMATION - Job#3848563

HOOD NO.	TAG	MODEL	LENGTH	MAX. COOKING TEMP.	TOTAL EXH. CFM	EXHAUST PLENUM RISER(S)				HOOD CONSTRUCTION	HOOD CONFIG.			SWITCHES			
						WIDTH	LENG.	HEIGHT	DIA.		CFM	VEL.	S.P.	END TO END	ROW	QUANTITY	LOCATION
1		5424 VHB-G-ND	4' 2"	700 Deg.	600			4"	10"	600	1100	-0.090"	430 SS 100%	ALONE	ALONE	1 FAN	FRONT LEFT FACE

HOOD INFORMATION

HOOD NO.	TAG	FILTER(S)				LIGHT(S)				UTILITY CABINET(S)				FIRE SYSTEM PIPING	HOOD HANGING WGT	
		TYPE	QTY.	HEIGHT	LENGTH	EFFICIENCY @ 7 MICRONS	QTY.	TYPE	WIRE GUARD	LOCATION	SIZE	FIRE SYSTEM TYPE	SIZE			ELECTRICAL MODEL #
1															NO	229 LBS

HOOD OPTIONS

HOOD NO.	TAG	OPTION
1		FIELD WRAPPER 18.00" High Front, Left, Right
		LEFT QUARTER END PANEL 23" Top Width, 0" Bottom Width, 23" High 430 SS
		RIGHT QUARTER END PANEL 23" Top Width, 0" Bottom Width, 23" High 430 SS

EXHAUST FAN INFORMATION - Job#3848563

FAN UNIT NO.	TAG	FAN UNIT MODEL #	CFM	ESP.	RPM	H.P.	B.H.P.	Ø	VOLT	FLA	DISCHARGE VELOCITY	WEIGHT (LBS.)	SONES
1		DU33HFA	600	0.500	1293	0.333	0.1450	1	115	4.4	297 FPM	67	11.4

FAN OPTIONS

FAN UNIT NO.	TAG	OPTION (Qty. - Descr.)
1		1 - ECM Wiring Package-Exhaust - Manual or 0-10VDC Reference Speed Control (NIDEC Motor)
		1 - SCR-11 Bird Screen
		1 - 1-15-BDD Damper

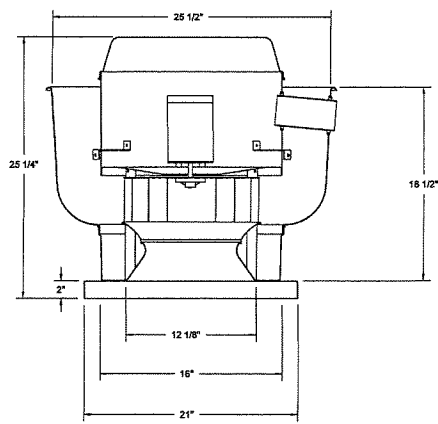
FAN ACCESSORIES

FAN UNIT NO.	TAG	EXHAUST				SUPPLY		
		GREASE CUP	GRAVITY DAMPER	WALL MOUNT	SIDE DISCHARGE	GRAVITY DAMPER	MOTORIZED DAMPER	WALL MOUNT
1			YES					

CURB ASSEMBLIES

NO.	ON FAN	WEIGHT	ITEM	SIZE
1	#1	18 LBS	Curb	19.500"W x 19.500"L x 14.000"H

FAN #1 DU33HFA - EXHAUST FAN

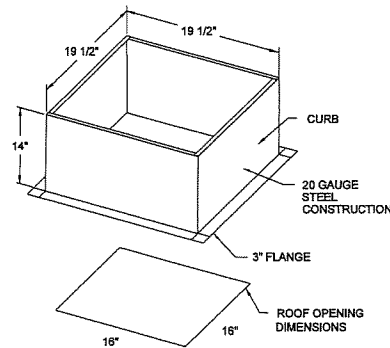


FEATURES:

- DIRECT DRIVE CONSTRUCTION (NO BELTSPULLEYS)
- ROOF MOUNTED FANS
- UL705
- VARIABLE SPEED CONTROL
- INTERNAL WIRING
- WEATHERPROOF DISCONNECT
- THERMAL OVERLOAD PROTECTION (SINGLE PHASE)

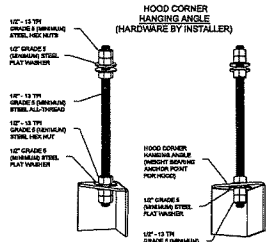
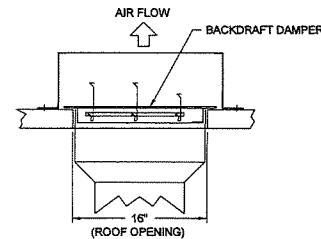
OPTIONS

- ECM WIRING PACKAGE-EXHAUST - MANUAL OR 0-10VDC REFERENCE SPEED CONTROL (NIDEC MOTOR)
- SCR-11 BIRD SCREEN
- 1-15-BDD DAMPER



PITCHED CURBS ARE AVAILABLE FOR PITCHED ROOFS.
SPECIFY PITCH:
EXAMPLE: 7/12 PITCH = 30° SLOPE

BACKDRAFT DAMPER INSTALLATION

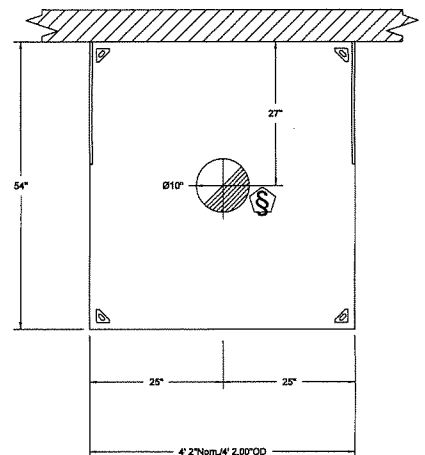


ASSEMBLY INSTRUCTIONS

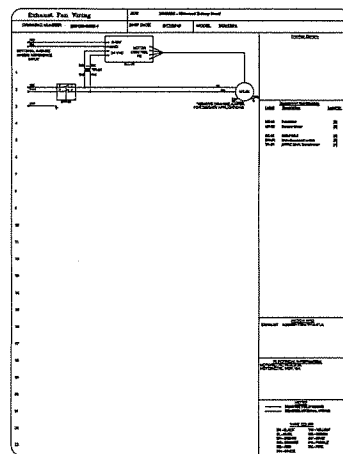
HANGING ANGLE MUST BE SUPPORTED WITH 1/2" - 13 TPI GRADE 5 (MINIMUM) ALL-THREAD, SANDWICH HANGING ANGLES AND CEILING ANCHOR POINTS WITH 1/2" GRADE 5 (MINIMUM) STEEL FLAT WASHERS AND 1/2" - 13 TPI GRADE 5 (MINIMUM) HEX NUTS AS SHOWN. MUST USE DOUBLED HEX NUT CONFIGURATION BENEATH HOOD HANGING ANGLES AND ABOVE CEILING ANCHORS. MAINTAIN 1/4" OF EXPOSED THREADS BENEATH BOTTOM HEX NUT. TORQUE ALL HEX NUTS TO 57 FT-LBS.

CAPTIVE-AIRE HOODS ARE BUILT IN COMPLIANCE WITH UL 710 AND NFPA 96 AND ARE RECOGNIZED BY ONE OR MORE OF THE FOLLOWING:

ETL SANITATION LISTED
ETL LISTED FILE# 3054804-001



PLAN VIEW - Hood #1
4' 2.00" LONG 5424VHB-G-ND



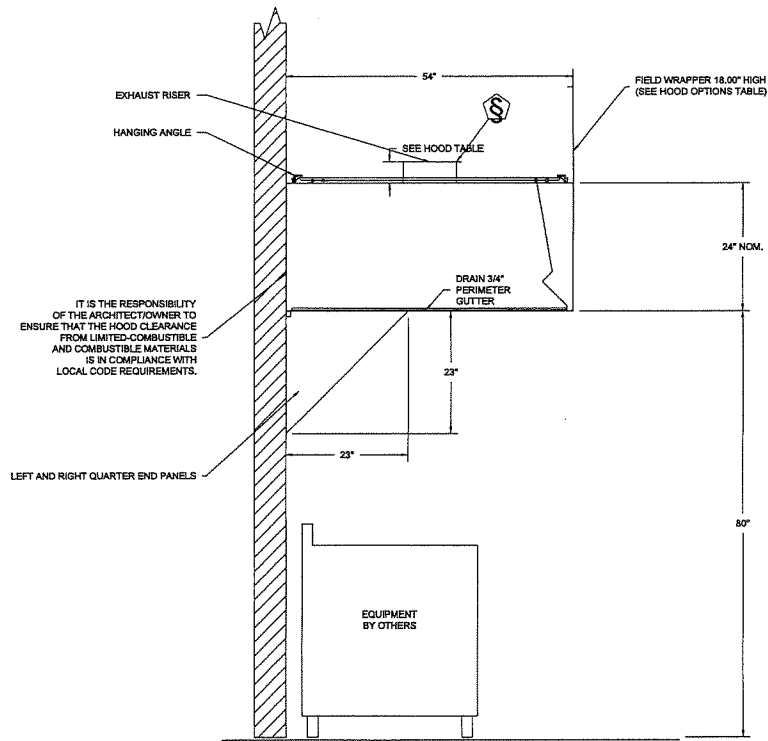
VHB-G Series Specification

The VHB-G series heat/condensate hood is a single wall vent hood used in non-grease applications for the removal of heat, vapor etc. Hood shall have the size, shape and performance specified on the drawings.

Construction shall be type 304 stainless steel with a #3 or #4 polish where exposed. Hood shall have a full perimeter gutter with a 1/2" OD Bolt thread drain connection. Hood shall be wall or island type with fully welded 10 gauge corner hanging angles. Corner hanging angles have a 625 x 1.500 slot pre-punched at the factory, allowing hanging rods to be used for quick and safe installations. Hanging rod and connection is provided by and installed by others.

The hood manufacturer shall supply complete submittal drawings including hood section views(s) and hood plan view(s). These drawings must be made available to the engineer, architect and owner for their use in construction, operation and maintenance.

Exhaust duct collar to be 4" high with 1" flanges. Duct sizes, CFM and static pressure requirements shall be as shown on the drawings. Hood shall be ETL Sanitation listed.



SECTION VIEW - MODEL 5424VHB-G-ND
HOOD - #1

REVISIONS

NO.	DATE	DESCRIPTION

CAPTIVE
www.captiveaire.com
St. Louis Office
16024 Manchester Rd., Suite 233, Ellisville, MO, 63011 PHONE: (636) 252-3113 FAX: (619) 227-6939 EMAIL: neg72@captiveaire.com

Kirkwood Bakery Hood
SAINT LOUIS, MO, 63101

DATE: 6/12/2019
DWG.#: 3848563
DRAWN BY: JB-72
SCALE: 3/4" = 1'-0"
MASTER DRAWING

SHEET NO. 1



THIS DRAWING IS THE PROPERTY OF FORD HOTEL SUPPLY COMPANY AND IS NOT TO BE USED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF FORD HOTEL SUPPLY

This plan is made from available information. Measurements must be verified on the job. Plumbing, electrical, refrigeration and vent outlets have been located as accurately as possible. We accept no responsibility for errors in measurements, or dimensions, or for work done by contractors and will not stand any expense for changes made necessary by local building codes, or ordinances, or by changes and substitutions in equipment shown on this plan.

Ford Equipment and Contracting Co.

REVISIONS

NO.	DATE	DESCRIPTION

2204 N. BROADWAY
ST. LOUIS, MO 63102
Ph: (314) 231-8400
Fax: (314) 231-8426



HOOD DRAWINGS AND DETAILS
FOR
BRITT'S BAKEHOUSE
132 N. JEFFERSON
KIRKWOOD, MO

DATE: JUNE 21, 2019
DRAWN BY: CAPTIVE-AIRE
SCALE: 3/4" = 1'-0"
DRAWING NO. FSE-4

BILL 10790A

ORDINANCE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR AN AMUSEMENT ESTABLISHMENT AT 105 EAST JEFFERSON AVENUE SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, Adam Tilford made application (PZ-11-20) for a Special Use Permit to operate an Amusement Establishment (Arcade) at 105 East Jefferson Avenue; and

WHEREAS, the Planning and Zoning Commission did on the 17th day of July, 2019, recommend the granting of said Special Use Permit subject to certain conditions consistent with the amended recommendations included in the Staff Report dated July 11, 2019 and did find that granting of said permit would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities, and that granting such permit would be consistent with the zoning laws; and

WHEREAS, the Council did on the 15th day of August, 2019, hold a public hearing with respect to such application after duly advertising and giving proper notice of such hearing and does find that the granting of such permit, subject to certain conditions, would not substantially increase traffic hazards or congestion, would not substantially increase fire hazards, would not adversely affect the character of the neighborhood, would not adversely affect the general welfare of the community, and would not overtax public utilities; and

WHEREAS, the Council does further find that the general welfare requires that such permit be subject to the conditions hereinafter set out.

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

SECTION 1. A Special Use Permit is hereby granted for an Amusement Establishment (Arcade) on the property at 105 East Jefferson Avenue subject to the following conditions:

1. Ordinance 9514 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in Ordinance 9514.
2. Said arcade area shall be limited to approximately 2,000 sf of floor area in the existing building.
3. Said arcade area shall only be operated in conjunction with the restaurant use approved by Ordinance 9514.

SECTION 2. The approval of this special use permit shall not authorize any person to unreasonably alter, increase, or redirect the surface water run off so as to cause harm to any person or property.

SECTION 3. The premises and improvements as approved by this Special Use Permit shall be in good working order and maintained in good repair at all times.

SECTION 4. The applicant by accepting and acting under the Special Use Permit herein granted accepts the permit subject to the reservations, restrictions, and conditions set forth in the Code of Ordinances and in this Ordinance and agrees to comply with each provision subject to the penalties prescribed under Section 1-8 of the Code of Ordinances and subject to revocation of this permit in the event such provisions are not complied with.

SECTION 5. The applicant and his successors and assigns by accepting and acting under the approval herein granted accepts the approval subject to the condition that failure to abate any violation of this approval or any provisions of the Code of Ordinances of the City of Kirkwood within five (5) days after notice by hand delivery or first-class mail shall result in an administrative investigation fee of \$500 due to the City of Kirkwood. An invoice shall be issued. A Stop Work Order to cease all work on the premises except such work as directed by the Public Services Director to abate the violation may be issued for any work on the premises until the investigation fee is paid in full. The City may demand payment of said fee from the holder of the letter of credit, any bond, or escrow if not paid within 30 days of the invoice.

SECTION 6. The applicant further agrees by accepting and acting under this Special Use Permit herein granted that this Ordinance does not grant applicant any special rights, privileges, or immunities.

SECTION 7. This ordinance shall become null and void in the event the petitioner does not obtain a building permit for the construction approved by this ordinance within one year of the passage of this ordinance.

SECTION 8. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS ___ day of _____, 2019.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Introduced:
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 8/15/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

Mission Taco Joint intends to open a new location at the former Kirkwood Station Brewing location at 105 E. Jefferson Avenue which would operate under the existing Special Use Permit. However, as part of the operations of the restaurant, the business owner also intends to operate a portion on the space for an arcade with pinball, skee-ball, and retro arcade games. This function requires a separate Special Use Permit for operation of an Amusement Establishment. Please see the attached Staff memo and application materials for additional details.

Recommendations and Action Requested:

The Planning & Zoning Commission recommended approval of the request at their July 17, 2019 meeting by a vote of 8-0. Part of the approval was to amend the Staff's recommendations to include an additional condition which would state "Said arcade shall be for the exclusive use of restaurant patrons". This condition has been included in the draft ordinance which is attached.

A public hearing is requested for this item followed by City Council consideration of the request.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: 0 Project #: Budgeted: YES
If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Jonathan Raiche

Date: 7/31/2019

Authenticated: raichejd

You can attach up to 3 files along with this request.



2019-08-15 PZ-11-20
Ordinance.doc
Microsoft Word 97 - 2003
Document
39.5 KB



2019-07-17 PZ-11-20
Memo.pdf
Adobe Acrobat Document
1.13 MB



2019-07-03 PZ-11-20
Application Materials.pdf
Adobe Acrobat Document
7.21 MB

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

📎 File Attachment

📎 File Attachment

📎 File Attachment

Step #3: If budgetary approval is required **(Must have Finance Department's approval).**

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

8-7-19

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: JONATHAN D. RAICHE, CITY PLANNER *JDR*
SUBJECT: PZ-11-20; 105 E. JEFFERSON AVE. -
MISSION TACO JOINT (SUP AMEND - ARCADE)
DATE: JULY 11, 2019
CC: BILL BENSING, PUBLIC SERVICES DIRECTOR



WHERE COMMUNITY AND SPIRIT MEET[®]

PROJECT DESCRIPTION:

MTJ Kirkwood LLC has applied to amend the existing Special Use Permit (Ord. 9514) which currently permits a restaurant with outdoor seating on the property known as 105 East Jefferson Avenue. The applicant intends to transfer this existing Special Use Permit from the previous tenant to their business to allow them to open a restaurant in the building most recently occupied by Kirkwood Station Brewing Company. They will use approximately 10,000sf of the 12,000sf building for the restaurant operations including the production of tortillas for this location and their other restaurants. The transfer of the existing Special Use Permit does not require Planning & Zoning Commission or City Council review; however, the applicant also desires to use approximately 1,880 sf of the existing building as an arcade area with food and bar service. The applicant indicates, in the attached cover letter, that they intend to have a mixture of pinball machines, retro arcade games, and skee-ball machines in the proposed arcade area. The arcade area is intended to both serve families who are dining at the restaurant and attract young professionals to patronize the restaurant by providing an entertainment option.

DISCUSSION:

Zoning Matters signs will be posted on the property by July 12th, 2019. Section A-1000: Parking Regulations of the Zoning Code states that the change of use of any premises within the downtown area shall be exempt from additional parking and loading requirements. Historically, the City has required this Special Use Permit for any establishment that has four or more amusement devices.

RECOMMENDATION:

Staff recommends this petition be **approved** with the following conditions:

1. A Special Use Permit shall be granted to allow for the operation of an Amusement Establishment (Arcade) on the property at 105 East Jefferson Avenue.
2. Ordinance 9514 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in Ordinance 9514.
3. Said arcade area shall be limited to approximately 2,000 sf of floor area in the existing building.
4. Said arcade area shall only be operated in conjunction with the restaurant use approved by Ordinance 9514.

Attachments:

Planning & Zoning Application
Applicant Cover Letter
Floor Plan
Ordinance 9514

CITY OF KIRKWOOD

APPLICATION FOR PLANNING AND ZONING COMMISSION ACTION

DATE: 7/3/19

CASE NUMBER: PZ-11-20

PROJECT ADDRESS: 105 E Jefferson Ave
 ZONING DISTRICT: B-2 LOT SIZE: _____
 LOCATOR NUMBER: _____
 PROJECT NAME: Mission Terrace Joint

ACTION REQUESTED	
<input type="checkbox"/> Zoning Change From _____ to _____ <input type="checkbox"/> Community Unit Plan, Type: _____ <input checked="" type="checkbox"/> Special Use Permit, ^{Amend} Category: <u>Amusement Est.</u> <input type="checkbox"/> Subdivision Development, Number of Lots: _____ <input type="checkbox"/> B4 Development Plan <input type="checkbox"/> B5 Development Plan	<input type="checkbox"/> Site Plan Review <input type="checkbox"/> Right-of-Way/Easement Vacation <input type="checkbox"/> Other: _____ Comments: _____ _____

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinafore described property and that all information given herein is true and a statement of fact

Name (Print): MTS Kirkwood LLC by Adam T. Ford (Manager) Signature: [Signature] Phone No.: 314-452-7439
 Mailing Address: 286 East Ave. City: Webster Groves State: MO Zip: 63119
 E-mail Address: adam@tilfordrestaurantgroup.com
 Petitioner's Status: Corporation Partnership Individual
 Relationship of Petitioner to Property: Owner Tenant Option Holder (Attach Copy of Contract) Other

AGENT INFORMATION

Agent's Name: _____ Signature: _____ Phone No.: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 E-mail Address: _____
 (NOTE: The petitioner's agent, if listed, shall receive the official notice of public hearing)

PROPERTY OWNERS

Signature required or submit proof petitioner has legal interest in property.

Name: Urban Green LLC by Daniel W. McGinnis Name: _____
 Signature: [Signature] Signature: _____
 Address: 1110 Westmark Drive Address: _____
 City/State/Zip: St. Louis, MO 63131 City/State/Zip: _____
 Phone: 314-761-9588 Phone: _____

FOR CITY USE ONLY

Date Received: 7/3/19 Total Received: \$ _____ Agenda Date: _____

- B-4/B-5 Development Plan (Preliminary): \$1,000 + _____ Acres @ \$100/Acre or portion over one acre) = \$ _____
- CUP, Preliminary (Multi Family): \$1,000 + _____ Dwelling units @ \$20/Each = \$ _____ = \$ _____
- CUP, Preliminary (Detached Single Family): \$1,000 + _____ Lots @ \$500/Lot = \$ _____
- Letter of Credit Extension: \$100
- Rezoning: \$1,000
- Site Plan Review: \$1,000
- Site Plan Review Amendment \$800 or Extension: \$300
- Site Plan Review, Mixed Use in B2 Zoning District (Preliminary): \$1,000 (includes SPR fee) + \$25/acre or portion over one acre
- Special Use Permit and Special Use Permit Amendments: \$1,000
- Subdivision, Preliminary (Detached Single Family): _____ Lots @ \$500/Lot = \$ _____
- Vacation, Easement: \$75
- Vacation, Right-of-way: \$100
- Zoning Code Amendment: \$1,000

Final Subdivision Plat/Community Unit Plan/B-4or B-5 Development Plan

Date Received: _____ Total Received: \$ _____ Agenda Date: _____

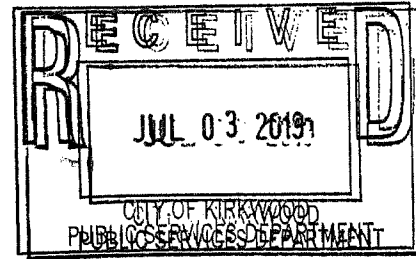
- B-4 and B-5 Development Plan (Final) or B4 Development Plan Amendment (when public hearing is not required): \$1,000
- B-5 Development Plan Amendment (when public hearing is not required): \$500
- CUP Amendment, Type A or Type C: Without public hearing \$500; With public hearing \$800
- CUP Type C (Final): \$500 + 1-1/4% of \$ _____ = \$ _____
- CUP Type A or C Time Extension on Final: \$300
- Sidewalk Waiver on _____ feet @ \$30/Foot = \$ _____ = \$ _____
- Site Plan Review, Mixed use in B2 Zoning District (Final): \$500
- Site Plan, Mixed use in B2 Zoning District Amendment: \$300
- Subdivision Plat or CUP Type A (Final): _____ Lots @ \$100/Lot = \$ _____ + 1-1/4% of \$ _____ = \$ _____
- Subdivision Plat Development Plan Amendment: \$200

Y:\PlanningAndZoning\FORMS\PetitionForm2018.docx SUBCOMMITTEE (_____)

Date: June 28, 2019

To: City of Kirkwood Planning and Zoning Commission

Re: 105 East Jefferson - Amendment to Special Use Permit



Please accept this letter, as well as our application and other pertinent documents, to petition for an amendment to the Special Use Permit, Ordinance 9514, for the property located at 105 East Jefferson, Kirkwood, MO 63122.

With an executed letter of intent, and lease to follow, MTJ Kirkwood LLC plans to open a 12,000 square foot restaurant and bar with outdoor seating which will be very similar to other Mission Taco Joint locations around St. Louis, St. Charles and Kansas City, Missouri. Due to the size of the space, MTJ Kirkwood plans to add a secondary bar with video gaming area and is petitioning to amend the current Special Use Permit to include a portion of the property being used as an Amusement Device Establishment. Please note that this will not be separate from the restaurant operations, but be operated as part of the overall establishment.

The attached layout shows that approximately 1880 square feet of the total 12,000 square footage will be used as a Secondary Bar area with a combination of retro arcade games, pinball machines, and skee-ball. It is the intention that this area will be great for families during peak hours when the restaurant is on a wait and will also be popular by young professionals in the later part of the evening as an entertainment destination. There are several similar concepts to this around the St. Louis area including Up-Down in the Central West End, Parlor in The Grove, and Start Bar in downtown St. Louis.

The restaurant will employ approximately 75-80 people total, with several of them working in the Secondary Bar area. The hours of operation for the entire establishment shall be consistent with all other Mission Taco Joints in the St. Louis area, and be from 11 am – 1:30 am Monday through Saturday, and from 11 am – 12 am on Sunday.

The proposal for the Secondary Bar area is to have 5-6 pinball machines, 16 retro arcade machines, and 4 skee-ball machines.

We are very excited about this project and have been wanting to have a Mission Taco Joint location in Kirkwood for some time and have been waiting for the right opportunity. With the addition of the retro arcade area at this location we feel this will be our flagship store.

Please reach out with any questions.

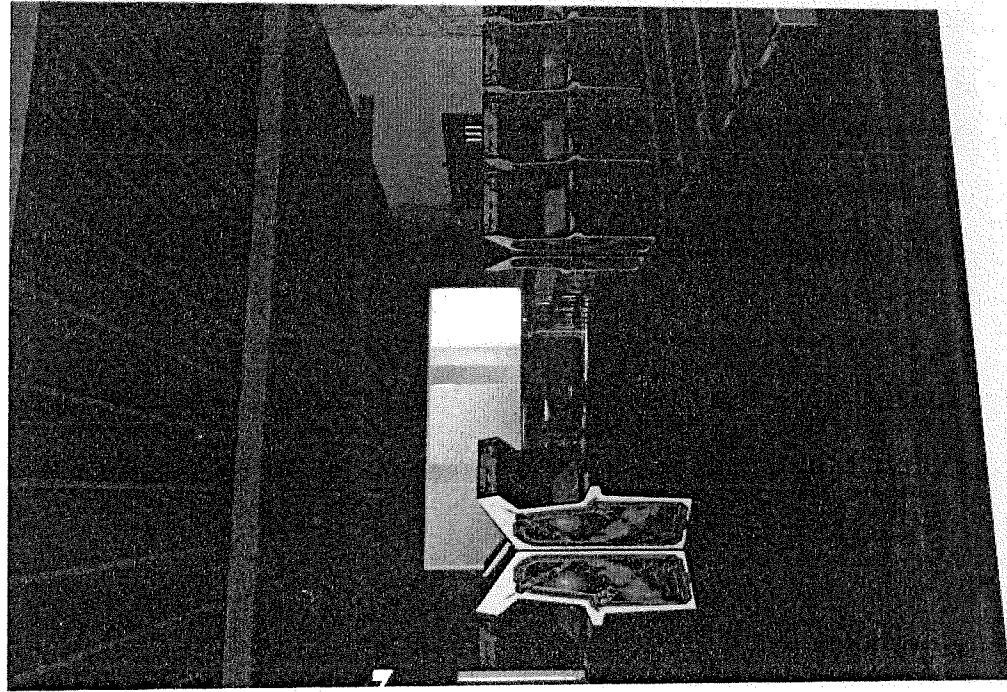
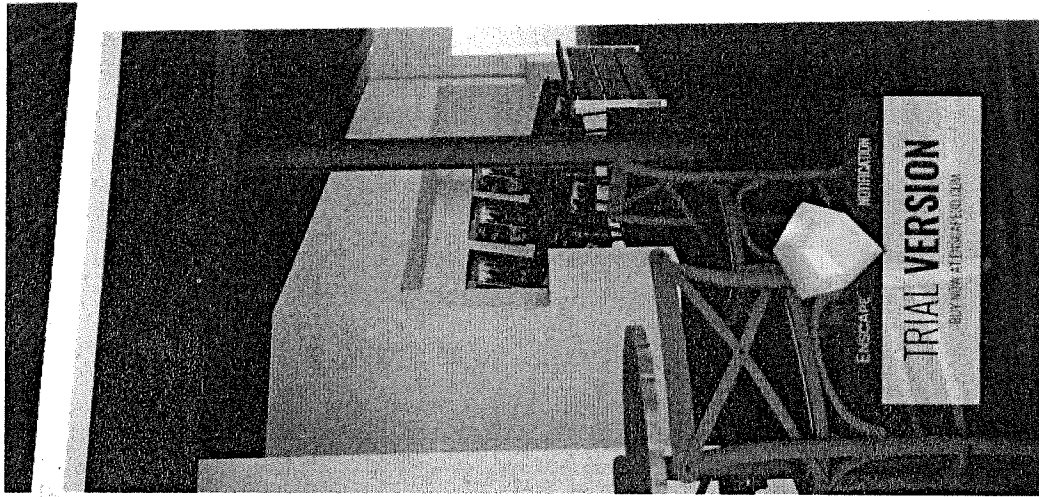
Cheers,

Adam Tilford

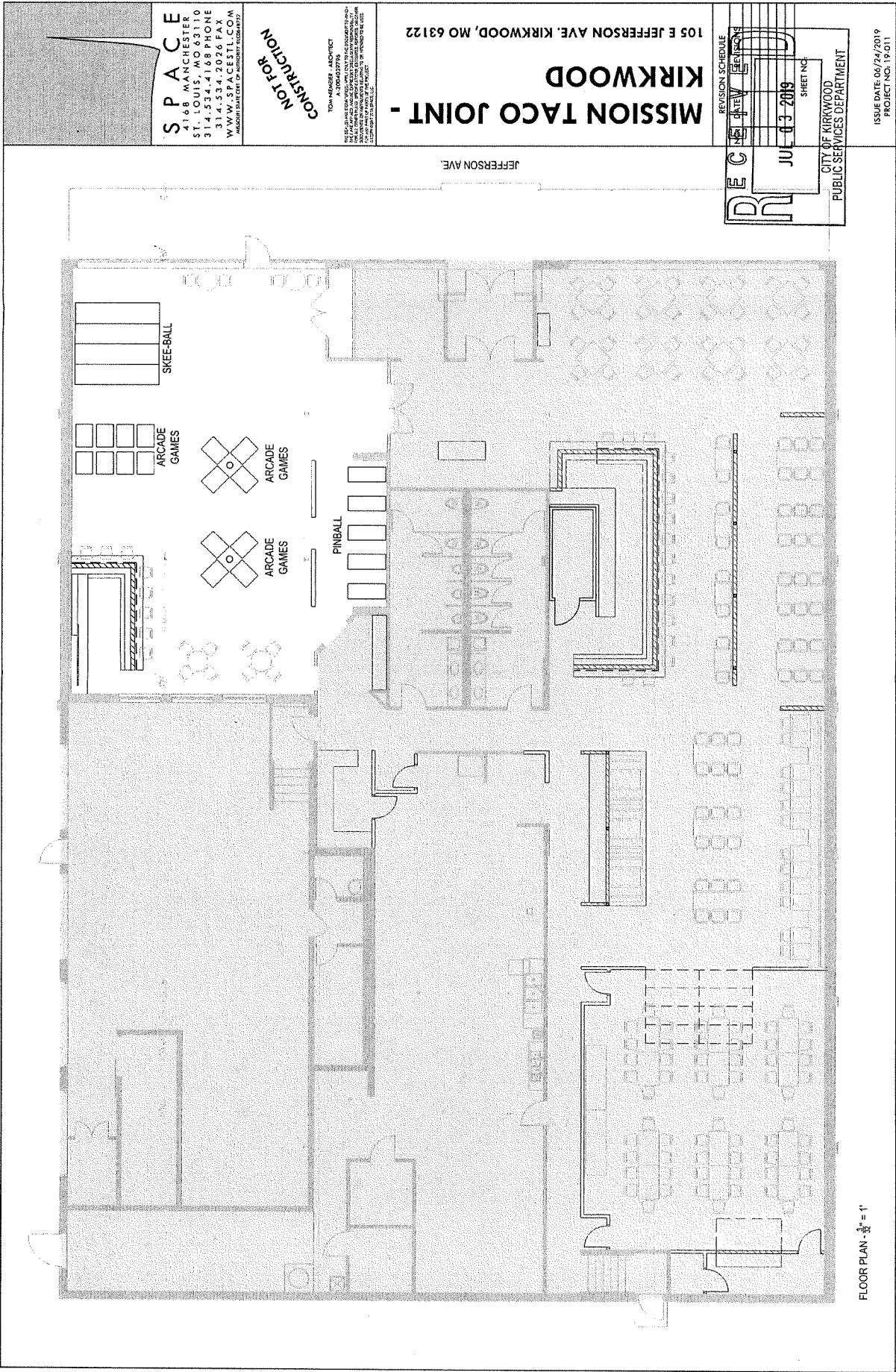
Founder/CEO Mission Taco Joint

adam@missiontacojoint.com

314-452-7439 mobile



RECEIVED
 JUL 03 2019
 CITY OF KIRKWOOD
 PUBLIC SERVICES DEPARTMENT



JEFFERSON AVE

SPACE
 1168 MANCHESTER
 ST. LOUIS, MO 63110
 314.534.4168 PHONE
 314.534.2026 FAX
 WWW.SPACESTL.COM
 MISSOURI STATE REG. ARCHITECT NO. 000000000

NOT FOR CONSTRUCTION

TOM WILKINS, ARCHITECT
 A. 3024227794
 THE DESIGN AND CONSTRUCTION OF THIS PROJECT IS THE SOLE RESPONSIBILITY OF THE ARCHITECT. THE ARCHITECT HAS NOT CONDUCTED A VISUAL SURVEY OF THE PROJECT SITE. THE ARCHITECT HAS NOT CONDUCTED A VISUAL SURVEY OF THE PROJECT SITE. THE ARCHITECT HAS NOT CONDUCTED A VISUAL SURVEY OF THE PROJECT SITE.

MISSION TACO JOINT - KIRKWOOD
 105 E JEFFERSON AVE, KIRKWOOD, MO 63122

REVISION SCHEDULE

NO.	DATE	REVISION
1	JUL 03 2019	SHEET NO.

CITY OF KIRKWOOD
 PUBLIC SERVICES DEPARTMENT

ISSUE DATE: 06/24/2019
 PROJECT NO: 19-011

FLOOR PLAN - 3/8" = 1'

PROCEDURE FOR PUBLIC HEARING

Mayor: At this time the council will recess to conduct a public hearing regarding:

A request for a Special Use Permit for Mission Taco Joint at 105 East Jefferson to operate an amusement establishment (arcade) in a portion of the restaurant

Mayor: Mr. Hessel, do you wish to enter any exhibits into the record?

Mayor: Mr. Hawes, who will present this issue to the City Council?

City Planner Jonathan Raiche

Mayor: Georgia, has anyone completed a card to speak regarding this proposal?

Mayor: Is there anyone in the audience that did not complete a card that wishes to speak regarding this issue? (Please be sure to fill out a card before you leave so your name and address is reflected in the record)

Mayor: Hearing no further discussion, the council will take this matter under advisement and consider the hearing to be recessed.



AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF ST. LOUIS

} S.S.

Before the undersigned Notary Public personally appeared **Karie Clark** on behalf of **THE COUNTIAN, ST. LOUIS COUNTY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **July 23, 2019** edition and ending with the **July 23, 2019** edition, for a total of 1 publications:

07/23/2019

**CITY OF KIRKWOOD
NOTICE OF PUBLIC HEARING
BEFORE THE CITY COUNCIL OF
KIRKWOOD, MISSOURI**

The Council of the City of Kirkwood will hold a public hearing in City Hall, 139 South Kirkwood Road, Kirkwood, Missouri at the hour of 7:00 p.m., Thursday, August 15, 2019 to consider the following:

- 1. *A request for a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road.*
- 2. *A request for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue.*
- 3. *A request for a Special Use Permit for Mission Taco Joint at 105 East Jefferson to operate an amusement establishment (arcade) in a portion of the restaurant.*

Laurie Asche, CMC/MRCC
City Clerk

The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802. 11770945 County Jul. 23, 2019

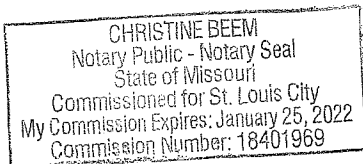
Karie Clark

Karie Clark

Subscribed & sworn before me this 27th day of Jul, 2019
(SEAL)

[Signature]

Notary Public





AFFIDAVIT OF PUBLICATION

City of Kirkwood

Attn: Laurie Asche
City Clerk
139 S. Kirkwood Rd.
Kirkwood, MO 63122

I, Terry Cassidy, verify that the attached Public Hearing
Notice was published in the Webster-Kirkwood Times on

July 26, 2019


Advertising Consultant



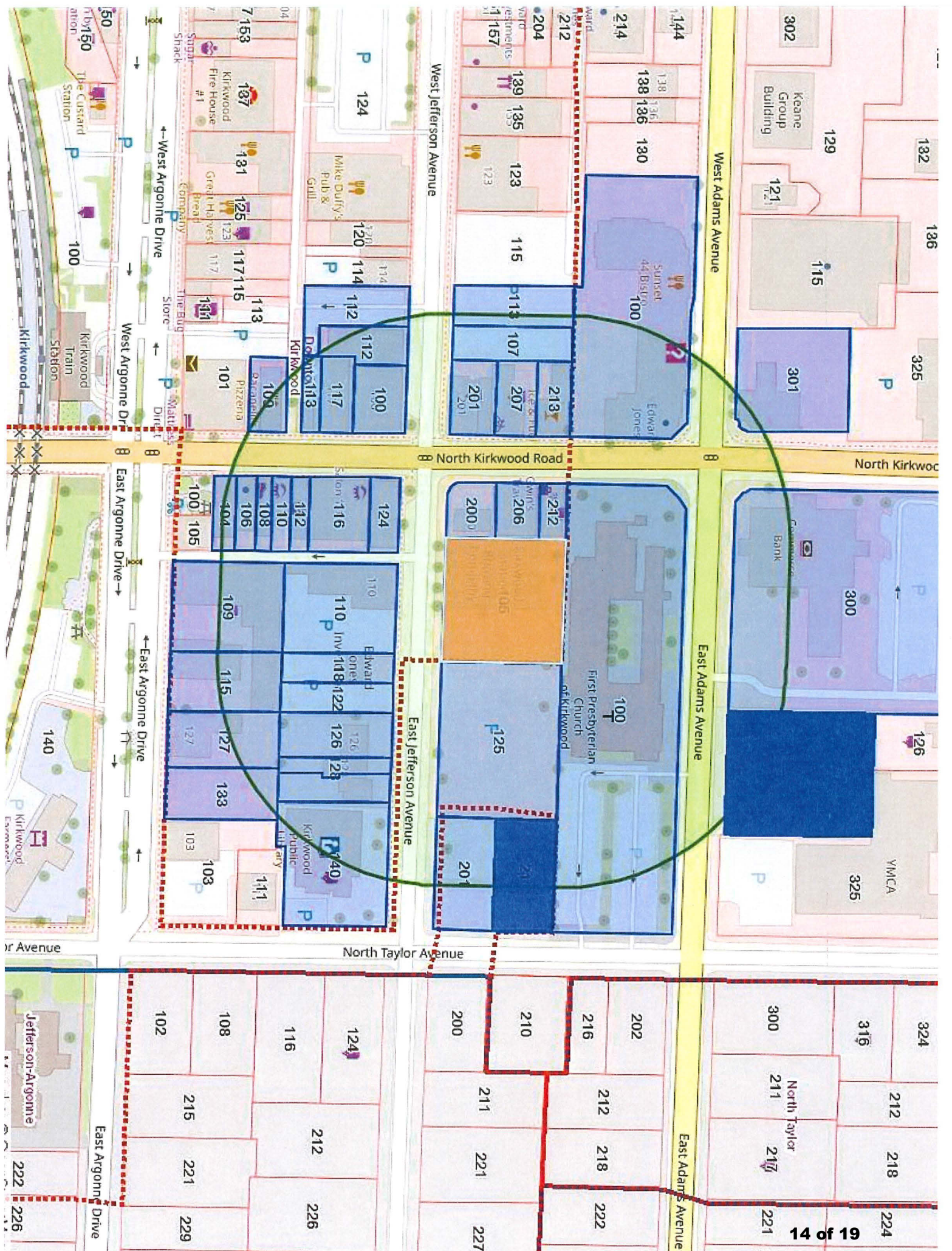
**NOTICE OF
PUBLIC HEARING**
before the City Council
City of Kirkwood, MO

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Laurie Asche, CMC/MRCC
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PROPERTY OWNER
P.O. BOX 1955
PEORIA, IL 61656

PROPERTY OWNER
106 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
108 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
133 E ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
711 DOUGHERTY PL
SAINT LOUIS, MO 63122

PROPERTY OWNER
109 E ARGONNE DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
109 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
P.O. BOX 481
GROVER, MO 63040

PROPERTY OWNER
6740 CHIPPEWA ST
SAINT LOUIS, MO 63109

PROPERTY OWNER
421 TREE TOP LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
112 W JEFFERSON AVE, STE 120A
SAINT LOUIS, MO 63122

PROPERTY OWNER
122 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
140 E JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
128 E JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1326 STRASSNER DR
SAINT LOUIS, MO 63144

PROPERTY OWNER
122 E JEFFERSON AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
1034 S BRENTWOOD BLVD
STE 1200
SAINT LOUIS, MO 63117

PROPERTY OWNER
750 S HANLEY RD, #34
SAINT LOUIS, MO 63105

PROPERTY OWNER
119 N KIRKWOOD RD
SAINT LOUIS, MO 63122

PROPERTY OWNER
206 W ARGONNE DR, STE 200
SAINT LOUIS, MO 63122

PROPERTY OWNER
1519 LYNKIRK LN
SAINT LOUIS, MO 63122

PROPERTY OWNER
94 POND VIEW DR
PORT WASHINGTON, NY 11050

PROPERTY OWNER
1805 W ADAMS ST
SAINT LOUIS, MO 63122

PROPERTY OWNER
10273 QUAIL RUN DR
SAINT LOUIS, MO 63128

PROPERTY OWNER
P.O. BOX 965
CAPE GIRARDEAU, MO 63702

PROPERTY OWNER
1110 WESTMARK DR
SAINT LOUIS, MO 63131

PROPERTY OWNER
18448 WESTWOOD DR
GLENCOE, MO 63038

PROPERTY OWNER
4200 CARR LANN CT
SAINT LOUIS, MO 63119

PROPERTY OWNER
3330 S RIDER TRL
EARTH CITY, MO 63045

PROPERTY OWNER
100 E ADAMS AVE
SAINT LOUIS, MO 63122

PROPERTY OWNER
250 GREENBRIAR ESTATES DR
SAINT LOUIS, MO 63122

PROPERTY OWNER
8000 FORSYTH BLVD, STE 1300
SAINT LOUIS, MO 63105

PROPERTY OWNER
131 E ADAMS AVE, #3A
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #3C
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #1A
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #1B
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #2B
SAINT LOUIS, MO 63122

PROPERTY OWNER
8880 N SEA OAKS WAY, 307
VERO BEACH, FL 32963

PROPERTY OWNER
131 E ADAMS AVE, #3D
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #2D
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #201
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #101
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #102
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #202
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #301
SAINT LOUIS, MO 63122

PROPERTY OWNER
211 N TAYLOR AVE, #302
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #2A
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #1C
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #1D
SAINT LOUIS, MO 63122

PROPERTY OWNER
131 E ADAMS AVE, #2C
SAINT LOUIS, MO 63122



WHERE COMMUNITY AND SPIRIT MEET

July 18, 2019

Russell B. Hawes
Chief Administrative Officer

At the July 17, 2019, meeting of the Planning and Zoning Commission, the following action was taken:

1. At the request of the petitioner, who is requesting amendments to the Zoning Code and a Special Use Permit for a tattoo studio on the second floor of 108 North Kirkwood Road, the application was continued to the August 21 meeting.
2. The Commission unanimously recommended approval of a Special Use Permit and Site Plan for Audi Kirkwood at 10230 and 10240 Manchester Road.
3. After a presentation from Britt's Bakehouse for a Special Use Permit to operate a bakery with retail sales at 137 West Jefferson Avenue, the Commission unanimously recommended approval.
4. After a presentation from Mission Taco Joint for a Special Use Permit to operate an amusement establishment in a portion of their restaurant at 105 East Jefferson, the Commission unanimously recommended approval.
5. Staff provided updates on development projects recently reviewed by the City Council.
6. Staff provided an update on the Zoning, Subdivision, and Sign Code Review project.
7. Staff provided the quarterly update on the Envision Kirkwood 2035 Comprehensive Plan.

The next meeting will be held on August 21, 2019, at 7 p.m.

Respectfully submitted,

Allen Klippel, Chair
Planning and Zoning Commission

5. Said arcade shall be for the exclusive use of restaurant patrons.

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: JONATHAN D. RAICHE, CITY PLANNER *JDR*
SUBJECT: PZ-11-20; 105 E. JEFFERSON AVE. -
MISSION TACO JOINT (SUP AMEND - ARCADE)
DATE: JULY 11, 2019
CC: BILL BENSING, PUBLIC SERVICES DIRECTOR



WHERE COMMUNITY AND SPIRIT MEET[®]

PROJECT DESCRIPTION:

MTJ Kirkwood LLC has applied to amend the existing Special Use Permit (Ord. 9514) which currently permits a restaurant with outdoor seating on the property known as 105 East Jefferson Avenue. The applicant intends to transfer this existing Special Use Permit from the previous tenant to their business to allow them to open a restaurant in the building most recently occupied by Kirkwood Station Brewing Company. They will use approximately 10,000sf of the 12,000sf building for the restaurant operations including the production of tortillas for this location and their other restaurants. The transfer of the existing Special Use Permit does not require Planning & Zoning Commission or City Council review; however, the applicant also desires to use approximately 1,880 sf of the existing building as an arcade area with food and bar service. The applicant indicates, in the attached cover letter, that they intend to have a mixture of pinball machines, retro arcade games, and skee-ball machines in the proposed arcade area. The arcade area is intended to both serve families who are dining at the restaurant and attract young professionals to patronize the restaurant by providing an entertainment option.

DISCUSSION:

Zoning Matters signs will be posted on the property by July 12th, 2019. Section A-1000: Parking Regulations of the Zoning Code states that the change of use of any premises within the downtown area shall be exempt from additional parking and loading requirements. Historically, the City has required this Special Use Permit for any establishment that has four or more amusement devices.

RECOMMENDATION:

Staff recommends this petition be **approved** with the following conditions:

1. A Special Use Permit shall be granted to allow for the operation of an Amusement Establishment (Arcade) on the property at 105 East Jefferson Avenue.
2. Ordinance 9514 shall remain in effect except that the following conditions shall prevail when conflicting with those conditions found in Ordinance 9514.
3. Said arcade area shall be limited to approximately 2,000 sf of floor area in the existing building.
4. Said arcade area shall only be operated in conjunction with the restaurant use approved by Ordinance 9514.

Attachments:

Planning & Zoning Application
Applicant Cover Letter
Floor Plan

BILL 10791

ORDINANCE

AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$27,939.95 FROM THE EQUITABLE SHARING FUND BALANCE TO THE MACHINERY & EQUIPMENT ACCOUNT, ACCEPTING THE BID OF FIRE CAM IN THE AMOUNT OF \$27,939.95 FOR THE PURCHASE OF AN UNMANNED AERIAL SYSTEM (DRONE) FOR THE KIRKWOOD POLICE DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, pursuant to law, the City obtained bids for the purchase of an unmanned aerial system (drone) for the Kirkwood Police Department, and

WHEREAS, the most responsible bid received was that of Fire Cam in the amount of \$27,939.95 and which bid acceptance is approved by the Chief Administrative Officer and recommended by the Director of Procurement and the Chief of Police, and

WHEREAS, funds in the amount \$27,939.95 need to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery & Equipment).

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

SECTION 1. Funds in the amount \$27,939.95 need to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery & Equipment).

SECTION 2. The bid of Fire Cam in the amount of \$27,939.95 for the purchase of an unmanned aerial system (drone) for the Kirkwood Police Department is hereby accepted and approved.

SECTION 3. The Director of Procurement is hereby authorized and directed to issue a Purchase Order to Fire Cam in the amount of \$27,939.95 for the purchase of an unmanned aerial system (drone) for the Kirkwood Police Department.

SECTION 4. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/5/2019

Step #1:

Strategic Plan NO

Goal # & Title

Background To Issue:

The Police Department wishes to purchase an unmanned aerial system (a drone in layman's terms), to assist the Department in carrying out its public safety mission. Select employees will be FAA certified and will follow all FAA guidelines and Department policies.

At the Police Department's request, the Procurement Department sent an invitation to bid to a number of vendors of the system we wish to purchase, and received three responses. The lowest responsible bidder was Fire Cam, from Belleville, IL.

Recommendations and Action Requested:

The Police Department is requesting Council approval of the appropriation from Equitable Sharing of \$27,939.95 to be used for the purchase from Fire Cam of the DJI Matrice 210V2SP system and accessories as identified in the bid tabulation.

Alternatives Available:

Not make the purchase

Does this project have a public information component? Yes No

Cost: \$27,939.95

Account #: 20512014297505

Project #:

Budgeted: NO

If YES, Budgeted Amount:

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 8/23/2019

Authenticated: folluojd

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

[Empty text box for Purchasing Director's Comments]

BY: David Weidler

Date: 8/27/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.


13291 Resolution Letter.pdf
Adobe Acrobat Document
193 KB

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014297505

Finance Director's Comments:

Fund 205, Equitable Sharing fund balance is sufficient to appropriate \$27,940 to Machinery & Equipment 205-1201-429-75-05 as requested above.

BY: John Adams

Date: 8/27/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

[Empty text box for Chief Administrative Officer's Comments]

BY: 

Date: 8-28-19

August 27, 2019

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Unmanned Aerial System (Drone) for Kirkwood Police Department, Bid #13291.

On August 7, 2019, an Invitation for Bid for an Unmanned Aerial System (Drone) for Kirkwood Police Department was issued to Fire Cam, RMUS, Fly High USA, Flymotion, and DSLRPros.

Bids were received August 21, 2019 from: Fire Cam, RMUS, and Flymotion.

Vendor	Total Cost
Fire Cam	\$ 27,939.95
Flymotion	\$ 29,449.00
RMUS	\$ 33,355.00

The bids were provided to Brian Murphy, Police Chief, John Folluo, Police Captain, Chris Beckman, Police Detective, and Sean Seckler, Police Systems Administrator, for evaluation. It is recommended that the bid be awarded to Fire Cam, as their bid of \$27,939.95 is the lowest responsive and responsible bid meeting specifications.

Funds in the amount of \$27,939.95 are requested to be appropriated from equitable sharing funds and transferred to account number 205-1201-429.75-05.

Attached is a request from Brian Murphy, Police Chief, authorizing funds to be appropriated from equitable sharing to account number 205-1201-429.75-05 and a Purchase Order to be issued to Fire Cam in the amount of \$27,939.95 for an Unmanned Aerial System (Drone) for Kirkwood Police Department

Respectfully,



David Weidler, CPPO, CPPB
Director of Procurement

BILL 10792

ORDINANCE

AN ORDINANCE APPROPRIATING \$5,335 FROM THE EQUITABLE SHARING FUND BALANCE TO THE OTHER PROFESSIONAL SERVICES ACCOUNT FOR THE MAINTENANCE OF THE UNINTERRUPTIBLE POWER SOURCE FOR THE POLICE DEPARTMENT.

WHEREAS, the Police Department obtained three quotes for the maintenance of the uninterruptible power source, the lowest quote being from Engineered Design Facilities, and

WHEREAS, funds in the amount of \$5,335 needs to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.31.10 (Other Professional Services).

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

SECTION 1. Funds in the amount of \$5,335 are hereby appropriated from the Equitable Sharing Fund Balance to #205-1201-429.31.10 (Other Professional Services) for the maintenance of the uninterruptable power source for the Police Department.

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/5/2019

Step #1:

Strategic Plan NO

Goal # & Title

Background To Issue:

The Police Department uses a large uninterruptible power source (UPS) to keep systems running from the moment power is lost until the generator switches on and carries the load. This helps protect data from being lost and potential damage to hardware. The batteries in the UPS were replaced earlier in 2019.

At the Police Department's request, the Facilities Superintendent obtained three quotes for this service, and the lowest quote was from Engineered Design Facilities of Maryland Heights, MO.

Recommendations and Action Requested:

The Police Department is requesting Council approval of the appropriation from Equitable Sharing of \$5,335 to be used for the maintenance from Engineered Design Facilities.

Alternatives Available:

Not make the purchase

Does this project have a public information component? Yes No

Cost: \$5,335.00

Account #: 20512014293110

Project #:

Budgeted: NO

If YES, Budgeted Amount:

If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 8/27/2019

Authenticated: folluojd

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 8/27/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014293110

Finance Director's Comments:

Fund 205, Equitable Sharing fund balance is sufficient to appropriate \$5,335 to Other Professional Services 205-1201-429-31-10 as stated above.

BY: John Adams

Date: 8/27/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

BY: 

Date: 8-28-19

ORDINANCE

AN ORDINANCE APPROPRIATING \$21,505 FROM THE PARK AND STORM WATER FUND BALANCE TO MULTIPLE ACCOUNTS FOR A PERFORMING ARTS CENTER MANAGER POSITION.

WHEREAS, with the opening of the Kirkwood Performing Arts Center on schedule and currently expected to occur during the summer of 2020, the hiring of a manager for the facility is recommended by staff, and

WHEREAS, funds in the amount of \$21,505 needs to be appropriated from the Park and Storm Water Fund Balance as follows:

<u>To Account</u>	<u>Amount</u>
101-2010-451.1101 (Salary)	\$ 15,000
101-2010-451.21.01 (Health Insurance)	\$ 3,600
101-2010-451.21.03 (Dental Insurance)	\$ 150
101-2010-451.21.04 (Vision Insurance)	\$ 25
101-2010-451.22.01 (Social Security Tax)	\$ 950
101-2010-451.22.02 (Medicare)	\$ 225
101-2010-451.23.02 (Pension)	\$ 1,000
101-2020-451.23.04 (Deferred Compensation)	\$ 305

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

SECTION 1: Funds in the amount of \$21,505 are hereby appropriated from the Park and Storm Water Fund Balance as follows for a Performing Arts Center Manager Position:

<u>To Account</u>	<u>Amount</u>
101-2010-451.1101 (Salary)	\$ 15,000
101-2010-451.21.01 (Health Insurance)	\$ 3,600
101-2010-451.21.03 (Dental Insurance)	\$ 150
101-2010-451.21.04 (Vision Insurance)	\$ 25
101-2010-451.22.01 (Social Security Tax)	\$ 950
101-2010-451.22.02 (Medicare)	\$ 225
101-2010-451.23.02 (Pension)	\$ 1,000
101-2020-451.23.04 (Deferred Compensation)	\$ 305

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan YES Goal # & Title #4 1 Develop a Performing Arts Center

Background To Issue:

The new downtown Performing Arts Center is currently under construction and is expected to open during the summer of 2020. In order to maximize the potential of the facility it would help to have a facility manager on board to assist with commissioning the PAC, to start booking facilities and assist with hiring additional staff.

Recommendations and Action Requested:

This is a request to appropriate \$21,505 from Parks and Storm Water Fund reserves to various salary and benefit account in the Performing Arts Center cost center in order to cover the cost for a PAC Manager during the last three months of the fiscal year (101-2010-451-xxxx).

Alternatives Available:

Hiring could be delayed to a time closer to the actual opening of the facility.

Does this project have a public information component? Yes No

Cost: \$21,505.00 Account #: see memo Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

See attached memorandum.

BY: Murray Pounds

Date: 9/6/2019

Authenticated: poundsm

You can attach up to 3 files along with this request.



PAC Manager Request
Memo.docx
Microsoft Word Document
137 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

📎 File Attachment

📎 File Attachment

📎 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name:

Park and Storm Water Fund Balance

To Account # or Fund Name:

See below

Finance Director's Comments:

I recommend the approval to appropriate from Fund 302 Park and Storm Water fund balance \$21,505 to expenditure account 302-2001-491.10-10 Transfer to Other Funds. Then appropriate to revenue account 101-0000-391.10-05 Transfer from Other Funds \$21,505 and finally appropriate to the following expenditures accounts: 101-2010-451-1101 PAC Salary \$15,250, 101-2010-451-2101 PAC Health Insurance \$3,600, 101-2010-451-2103 PAC Dental Insurance \$150, 101-2010-451-2104 Vision Insurance \$25, 101-2010-451-2201 PAC Social Security \$950, 101-2010-451-2201 PAC Medicare \$225, 101-2010-451-2302 Pension \$1,000 and 101-2010-451-2304 PAC Deferred Compensation \$305.

BY: John Adams

Date: 9/8/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve

Diasapprove

Chief Administrative Officer's Comments:

BY:



Date:

9-13-19

From the desk of:
Murray Pounds, Director of Parks and Recreation
111 S. Geyer Road, Kirkwood, MO 63122
Phone: 314-822-5857 Fax: 314-984-5931
E-mail: poundsm@kirkwoodmo.org



Memo

To: Kirkwood City Council
From: Murray Pounds
CC: Russ Hawes, Sandra Stephens
Date: September 6, 2019
Re: Performing Arts Center Manager Position

With the opening of the Kirkwood Performing Arts Center on course to occur during the summer of 2020 it is time to start considering staffing of the facility. The current staffing plan calls for three full time positions, a Performing Arts Center Manager, a PAC Technical Director and a custodial/maintenance position. The operating budget request for Fiscal Year 2020-21 for the PAC includes allocations for these three positions.

While there is no allocation in the current fiscal year for any of these three positions, it will be very valuable to bring the PAC Manager on board after the first of the year. In addition to assisting with the commissioning of the PAC, that individual can also begin booking additional activities in both the main theater and studio theater shell and event space, working around existing commitments to Stages and Kirkwood Theater Guild. They would also be a part of the recruiting and hiring process for the other two positions, both of which would begin work during the next fiscal year.

The projected cost to bring a PAC Manager on board for the last three months of the current fiscal year totals \$21,505. This is broken down in the following manner:

Item	Amount	Account #
Salary	\$15,250	101-2010-451-1101
Health Insurance	\$ 3,600	101-2010-451-2101
Dental Insurance	\$ 150	101-2010-451-2103
Vision Insurance	\$ 25	101-2010-451-2104
Social Security Tax	\$ 950	101-2010-451-2201
Medicare	\$ 225	101-2010-451-2202
Pension	\$ 1,000	101-2010-451-2302
Deferred Compensation	\$ 305	101-2010-451-2304

Funding these costs can be accomplished by transferring money from reserves of the Parks and Storm Water Sales Tax Fund. If approved Council, the plan would be to advertise the position in October with the ultimate goal of having the position filled by the start of the calendar year.

BILL 10794

ORDINANCE

AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$24,080 FROM THE EQUITABLE SHARING FUND BALANCE TO THE MACHINERY & EQUIPMENT ACCOUNT, ACCEPTING THE BID OF TURN-KEY MOBILE IN THE AMOUNT OF \$24,080 (PURSUANT TO JASPER COUNTY SHERIFF'S DEPARTMENT COOPERATIVE CONTRACT) FOR THE PURCHASE OF PANASONIC TOUGHBOOKS FOR THE POLICE DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City may purchase items and services that have been competitively bid and awarded by Jasper County Sheriff's Department Cooperative Contract, and

WHEREAS, staff recommends that the City purchase Panasonic Toughbooks for the Police Department from Turn-Key Mobile under Jasper County Sheriff's Department Cooperative Contract #JSCO2017-008 in the amount of \$24,080, and

WHEREAS, funds in the amount \$24,080 need to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery & Equipment).

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

SECTION 1. Funds in the amount \$24,080 need to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Machinery & Equipment).

SECTION 2. The bid of Turn-Key Mobile in the amount of \$24,080 under Jasper County Sheriff's Department Cooperative Contract #JSCO2017-008 for the purchase of Panasonic Toughbooks for the Police Department is hereby accepted and approved.

SECTION 3. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$24,080 to Turn-Key Mobile under Jasper County Sheriff's Department Cooperative Contract #JSCO2017-008 for the purchase of Panasonic Toughbooks for the Police Department.

SECTION 4. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 9/19/2019

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Police Department has been notified of January 2020 end of life for the Windows 7 in the Panasonic Toughbook laptops used by officers in the field. This means that Windows 7 computers will not receive security updates, and for that reason REJIS (the criminal justice information network for this area) will block access to Windows 7 computers as of that date. The Police Department has five (5) computers that are incompatible with Windows 10 upgrades, so they will need to be replaced to allow for continued access by officers. This was not foreseen or budgeted.

The Police Department worked with the Procurement Department to obtain cooperative pricing through the Jasper County Sheriff Computer & Technology Prime Vendor Contract #JCSO 2017-008 for this purchase.

Recommendations and Action Requested:

The Police Department is requesting Council approval of the appropriation from Equitable Sharing of \$24,080 to be used for the purchase of five Panasonic Toughbook computers, accessories and extended Public Safety Service agreement through Turnkey Mobile, Inc. of Jefferson City, MO.

Alternatives Available:

Not make the purchase

Does this project have a public information component? Yes No

Cost: \$24,080.00 Account #: 20512014297505 Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 9/11/2019

Authenticated: folluojd

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: David Weidler

Date: 9/12/2019

Authenticated: weidledc

You can attach up to 3 files along with this request.



13337 Resolution Letter.pdf
Adobe Acrobat Document
168 KB

File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014297505

Finance Director's Comments:

Equitable Sharing fund balance is sufficient to approve the above request to appropriate \$24,080 from Equitable Sharing fund balance to expenditure account 205-1201-429-75-05, Machinery & Equipment.

BY: John Adams

Date: 9/12/2019

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

BY:

Date: 9-13-19

September 12, 2019

To: Russell Hawes, Chief Administrative Officer

For Your Consideration: Five (5) Panasonic Toughbooks for Police Department, Bid # 13337

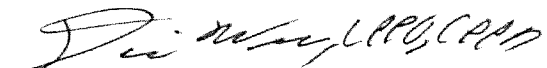
Vendor	Total Cost
Turn-Key Mobile, Inc.	\$24,080.00

The City of Kirkwood may use cooperative contracts that are competitively bid. The Jasper County Sheriff's Department competitively bid Panasonic Toughbooks and Turn-Key Mobile, Inc. was the lowest responsible and responsive bid. The Jasper County Sheriff's Department contract number is JSCO 2017-008.

Funds are requested to be appropriated from the equitable sharing fund balance to account number 205-1201-429-75.05, in the amount of \$24,080.00.

Attached is a request from John Folluo, Police Captain, for an appropriation from the equitable sharing fund balance to account number 205-1201-429-75.05, in the amount of \$24,080.00 and a resolution authorizing a purchase order to be issued to Turn-Key Mobile, Inc in the amount of \$24,080.00 for Panasonic Toughbooks for the Kirkwood Police Department.

Respectfully,


David Weidler, CPPO, CPPB
Director of Procurement