

AGENDA
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – June 9, 2022
6:00 p.m.

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

APPROVAL OF AGENDA.

PRESENTATION/AWARDS.

PERSONAL APPEARANCE.

CITY ADMINISTRATORS REPORT.

STAFF REPORTS.

- David Bova – Community Development Administrator
- Jeff Wix – Tourism Director
- Ken Steiger – Fire Chief

COMMITTEE REPORTS.

PUBLIC COMMENTS.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – May 26, 2022
- Minutes – Board of Aldermen – Work Session – May 26, 2022
- **RESOLUTION 2022 – 53. A RESOLUTION DECLARING TWO TASER X26 AS SURPLUS PROPERTY FOR THE POLICE DEPARTMENT.**

OLD BUSINESS.

BILL NO. 4495. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR CLARE BAUMAN & ARMANDO GUIZAR THAT WILL ALLOW GUEST LODGING AT 89 SERAPHIN STREET. **2nd READING.**

NEW BUSINESS.

- Appointment of City Clerk
- Appointment of Chief of Police

OTHER BUSINESS.

MAYOR/BOARD OF ALDERMEN COMMUNICATION.

ADJOURNMENT.

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.

Join us on the Zoom app at:

Meeting ID: 811 1389 4294, Passcode: 984664 or

by phone at 312-626-6799 Meeting ID: 811 1389 4294, Passcode: 984664

Find the Zoom Link at www.facebook.com/stegenevievecityhall/

And you can watch live on SGTV Spectrum Channel 991.

***Posted By: Pam Meyer, City Clerk
June 6, 2022***

CITY ADMINISTRATOR REPORT

June 9, 2022

The Parkwood Street project continues at a deliberate pace so we can make sure the concrete has 4000 psi strength, they have been delayed by rain, and keeping the intersections open for vehicle traffic. The recent rains have caused some water issues on the clay but CE removes it before installing the rock base and it is checked for proper compaction.

I will be out of the office from June 17 through June 20. City offices will be closed June 20 for the Juneteenth federal holiday.

We will begin reviewing our 10 year capital plan next week with all of the department heads prior to start work on the budget in July.

I meet with Tary Todd from Cochran Wednesday (6/8) to visit the site and begin the TAP grant review for the sidewalk along St. Mary's Road from the Green Tree Tavern to the Beauvais-Amoureaux House.

We will receive quotes this week from Lakenan Insurance for our yearly renewal for Liability/Casualty/Worker's Compensation insurance. Figure on the June 23rd meeting for approval. Also, there will not be a work session on 6/23.



Community Development June 2022 Staff Report 05/08/22 – 06/06/22

Historic Preservation – Heritage Commission

- Meeting – 5/16 – Approved 1 COA; 1 Attestation approved administratively
- Next meeting – 6/22 – changed from 6/20 due to City Holiday
- No updates on 2 Historic Preservation Fund grants - 1 Outreach & 1 Survey

Building Department / Code Enforcement

- Occupancy Permits / Inspections 27
- Building Permits Issued 10
- Demolition Permits 1
- Sign Permits 1
- Chicken Permits 0
- Special Use Permits 1 pending
- Continuing process to include Tiny Homes in zoning code

Comprehensive Plan Update

- Steering Committee established
 - Board reps are Alderman Raney & Alderwoman Johnson
 - Funnel public input through me, committee, or RPC
- Current stage of process is Data Collection
 - Reviewing current comp plan and demographic data
- Public Outreach meetings to be tentatively scheduled in June / July

Planning & Zoning

- No June meeting
- Next meeting – 7/7

Board of Adjustment

- Nothing new to report

Floodplain Management

- Nothing new to report

Property Maintenance

- 2018 Focus Properties Remaining 4
- Nuisance Property Issues 8
- Vegetation Nuisance Issues 2
- Building Code Violation Issues 2

- Nuisance Code ordinance updates being written & reviewed

Training 2022

- Short Term Rentals and Government webinar – Granicus – completed 12/7
- Re-Districting Webinar – MML – completed 12/7
- Floodplain Development Permits Update – SEMA – completed 1/20
- Post-Disaster Responsibilities – SEMA – completed 2/10
- SEMA / FEMA Substantial Damage – completed 2/17
- Floodplain Forms – SEMA – completed 4/26
- Missouri ARPA State Funds – MO DED – completed 5/6

Ste. Genevieve Fire Department

Ken Steiger Fire Chief
165 South 4th. Street
Ste. Genevieve, Mo. 63670

Phone: 573-883-5400 City Hall
Phone: 573-883-5321 Fire House
Fax: 573-883-8081 Fire House
Email: sgfd7101@gmail.com
Cell Phone: 573-883-0615

Monthly Operations Report

Date: **May**, 2022

Calls for Assistance:

- SGFD responded to **18** emergency calls in **May**
- Total so far this year are **89** calls, **up 12** calls from last year

Staffing:

- SGFD roster is down **4**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested

Training: (FYI, all monthly training is done after hours or on weekends)

- **Monthly Training was Ground and Aerial Ladders with hose advancement**
- **Did our monthly preplanning meeting on the MRV Bank**
- **I attended a 16 hour Incident Command 400 class and did a 6 hour Volunteer Management class on line**

Meetings Attended

Ozark Firefighters meetings – **Attended**
Bi County Chiefs Meeting – **Attended**

Technical Rescue: (FYI, all Tech Rescue training is done after hours or on weekends in addition to regular monthly training)

- Nothing to report

Facility:

Roof Repairs

We advertised for sealed bids for the roof repairs on the firehouse. The specs were written using a combination of the three estimates received prior. All 3 of the previous vendors were recontacted via email informing them of the request for sealed bids according to the new written specs. At the bid opening, we only received 1 bid (See attached). **I talked with Meinershagen on May 20 and they anticipate starting on the roof project in 3 to 4 weeks**

Apparatus & Equipment Maintenance:

The new brush truck switch over has begun.

Fire Radio

- Radio grant funding has been approved and released working on the purchase now. Radios have been ordered. **Hardware has come in still waiting on the radios**
- St Francis County 911 radio survey
Will have an initial findings meeting Wednesday afternoon June 8th

Grants

We received the Missouri Dept of Conservation Grant. This grant is a 50% match. Our Match for the grant is \$3,746.87. This amount is available in the Rural Fire Account. We have received some of the equipment and the rest is on order with no arrival ETA.

Community Foundation Grant

We have been informed there is some money left in the account and they will be accepting new grant applications by April 2, 2022. I plan to apply for a grant for the City Fire Department and for the Ste Genevieve County Tech Rescue Team. This is a “No Matching Fund Grant Application”

Applications have been made for the City Fire Department and the County Technical Rescue Team. I have received verbal confirmation that both grants were approved. **Still waiting on the letters to confirm and the checks.**

County Firefighters Assn.:

Nothing to report

Local & State Mutual Aid:

- Nothing new to report

Misc.

- **We had Ste Gen Elementary to the firehouse for safety training and tour**
- **We participated in the annual beginning of summer elementary school “wet down” at Ste Gen Elementary**
- **We had 4 members attend the annual FDIC fire expo in Indianapolis IN.**

KnoxBox Program

Boxes Approved, shipped and Waiting for installs

Ste. Genevieve Do It Center (still waiting for warehouse on Chadwell)

Mid State Wood Products for Trautman Building

American Custard

Recent Installs

Buddy’s Place

Donald CSGS LLC – Strip behind CVS

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – MAY 26, 2022**

CALL TO ORDER. Alderwoman Susan Johnson, President of the Board of Aldermen called the meeting to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

ROLL CALL. A roll call by City Clerk Pam Meyer showed the following members present:

Alderwoman Susan Johnson	Alderman Jeff Eydmann
Alderwoman Kristi Cleghorn	Alderwoman Ashley Armbruster
Alderman Mike Jokerst	Alderman Joe Prince
Alderman Robert Donovan	

Absent: Mayor Paul Hassler
Alderman Mike Raney

APPROVAL OF AGENDA. A motion by Alderman Jokerst, second by Alderman Donovan to approve the amended agenda as presented. Motion carried 7-0-1 with Alderman Raney absent.

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. None.

CITY ADMINISTRATORS REPORT. (See Attached Report)

STAFF REPORTS.

Steve Wilson – Alliance Water (See Attached Report)
Eric Bennett – Police Chief (See Attached Report)

COMMITTEE REPORTS.

- Alderwoman Armbruster reported that there will be a movie in the park on Saturday, June 4th and Friday, July 1st.
- Alderman Donovan reported on the Fire Department Committee meeting and that they are close to bringing recommendations to the Board of Aldermen.

PUBLIC COMMENTS. None.

PUBLIC HEARING.

The Mayor & Board of Aldermen will hold a public hearing to consider a request from Clare Bauman and Armando Guizar for a special use permit to allow guest lodging at 89 Seraphin Street in an R-2 General Residential District. President of the Board, Alderwoman Johnson opened the public hearing at 6:12 p.m. In the absence of Community Development Administrator Dave Bova, Happy Welch City Administrator briefed the Board and audience on the Special Use Permit Application. Mr. Nick Bauman, son of Clare Bauman was also present to answer any questions. With no questions the Public Hearing was closed at 6:13 p.m.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – May 12, 2022
- Treasurers Report – April 2022
- Mr. Jarod Jokerst, 15 Linn Drive, is requesting the approval of a street closure request for Linn Drive from Scott Street to Audubon Street on June 25, 2022 from 3:00 to 5:00 p.m. for a graduation party.
- Approval of a liquor license request for Oberle Meats, Inc. for 21529 Highway 32.
- Foundation of Restoration of Ste. Genevieve is requesting approval of a street closure request for the French Heritage Festival on June 11, 2022.

Alderwoman Armbruster requested that the time on the Street Closure request submitted by Mr. Jarod Jokerst be changed to 3:00 to 9:00 p.m. to match what was on the written request submitted. A motion by Alderman Prince, second by Alderman Eydmann to approve the consent agenda with the recommended change by Alderwoman Armbruster. Motion carried 7-0-1 with Alderman Raney absent.

OLD BUSINESS.

BILL NO. 4492. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING SCHEDULE III - PARKING RESTRICTIONS TABLE III – E “HANDICAPPED PARKING” AS SET FORTH BELOW. 2nd READING. A motion by Alderman Donovan, second by Alderman Jokerst, Bill No. 4492 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Eydmann, Alderwoman Armbruster, Alderwoman Johnson, Alderman Donovan, Alderwoman Cleghorn, Alderman Prince and Alderman Jokerst. Nays: None Absent: Alderman Raney Motion carried 7-0-1. Thereupon Bill No. 4492 was declared Ordinance No. 4416 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS.

BILL NO. 4495. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR CLARE BAUMAN & ARMANDO GUIZAR THAT WILL ALLOW GUEST LODGING AT 89 SERAPHIN STREET. 1ST READING. A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4495 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderman Raney absent.

BILL NO. 4496. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE MISSOURI AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A SPECIAL WARRANTY DEED THAT TRANSFERS OWNERSHIP OF 49.04 ACRES ALONG PROGRESS PARKWAY FROM THE STE. GENEVIEVE COUNTY CATHOLIC CHURCH REAL ESTATE CORPORATION TO THE CITY OF STE. GENEVIEVE AND AUTHORIZING A FUTURE ACCESS EASEMENT. 1ST & 2ND READING. A motion by Alderman Donovan, second by Alderman Eydmann, Bill No. 4496 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderman Raney absent. A motion by Alderman Jokerst, second by Alderman Prince to proceed with the second and final reading of Bill No. 4496. Motion carried 7-0-1 with Alderman Raney absent. A motion by Alderman Prince, second by Alderman Donovan, Bill No. 4496 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Donovan, Alderwoman Armbruster, Alderman Eydmann, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Prince and Alderman Jokerst. Nays: None Absent: Alderman Raney. Motion carried 7-0-1. Thereupon Bill No. 4496 was declared Ordinance No. 4417 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. With no further business, Alderwoman Susan Johnson, President of the Board of Aldermen adjourned the meeting. 6:18 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
WORK SESSION
MAY 26, 2022**

The work session of the Ste. Genevieve Board of Aldermen was called to order by President of the Board Susan Johnson at 6:20 p.m. with the following members present:

Alderman Susan Johnson	Alderman Bob Donovan
Alderman Mike Jokerst	Alderman Jeff Eydmann
Alderman Joe Prince	Alderman Kristi Cleghorn
Alderman Ashley Armbruster	

Absent: Mayor Paul Hassler
Alderman Mike Raney

A motion by Alderman Jokerst, second by Alderman Donovan to approve the work session agenda as presented. Motion carried 7-0-1 with Alderman Raney absent.

BUSINESS ITEMS.

DEPOSIT INCREASE & DUPLICATE BILL. City Administrator Happy Welch told the board that Mr. Mike Monia, Jr., a local landlord has requested a review of the requirement that the landlord is responsible for the final water/sewer bill if their renter moves without paying and would like to see an increase in the amount of the water/sewer deposit which is currently \$100.00. Mr. Monia would also like a duplicate bill sent to him so he can monitor if his renters are paying their bill. The City Attorney can draft a release that the landlord can include in his lease documents and the renter can sign the release and bring to City Hall to include in their application file. After discussion regarding raising the deposit amount it was determined to leave it at \$100.00 and have the attorney draft the recommended release to allow the landlords to receive a duplicate bill.

TAP GRANT. City Administrator Welch reported that MoDOT has opened applications for Transportation Alternative Program funds (TAP) for FY2023 with applications due July 15, 2022. TAP funds are for sidewalks, bicycle infrastructure, traffic calming techniques, etc., on state highways or designation roads. The city's match would be 20%. A couple different ideas were discussed, one extending the sidewalk on the west side of fourth street from the bridge to Rozier addition and the other was St. Mary's Road. The Board decided to go with the St. Mary's

Road option vs Fourth Street due to the possibility of the Bridge replacement project. Cochran Engineering will come up with a total estimated cost to see what would be impacting our budget.

WARD REDISTRICTING. With the release of census figures the Board had recently reviewed various options for the required ward redistricting. The Board chose to approve a percentage of the population count that included the jail facility and two maps were drafted by staff to balance the populations in the four wards. The Regional Planning commission assisted to verify the county and put the information into GIS. The board then requested making time available at a board meeting for public comment which was done at the May 12, 2022 Board of Aldermen meeting after advertising in the local newspaper and on FACEBOOK. The board determined that option 3 & 4 were their top choices. The Board discussed option 3 & 4 and finally agreed to approve option 4 and have it brought back to them in ordinance form for official approval at an upcoming meeting. (This option will change Alderwoman Armbruster to Ward 3 and Aldermen Raney to Ward 4.)

ANY OTHER BUSINESS. None.

With no further business the work session was adjourned at 6:51 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

RESOLUTION 2022 - 53

A RESOLUTION DECLARING TWO TASER X26 AS SURPLUS PROPERTY FOR THE POLICE DEPARTMENT.

WHEREAS, the Police Department has upgraded their taser devices to newer technology; and

WHEREAS, with the purchase of newer X26 devices the older taser devices need to be declared surplus property.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE MISSOURI AS FOLLOWS:

SECTION 1: The Board of Aldermen hereby authorizes the following equipment to be declared surplus property and that the City Administrator or his designee is hereby authorized and directed for the proper disposal of the following equipment:

**2 – TASERS X26
ID: X00-282236 & X00-423069**

SECTION 2. This Resolution shall in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE THIS ____ DAY OF _____, 2022.

Approved as to form:

Paul Hassler, Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator



CITY OF STE. GENEVIEVE POLICE DEPARTMENT

165 SOUTH FOURTH STREET, STE. GENEVIEVE, MO 63670, (573) 883-5707



To: Whom it may concern

From: Corporal Caleb Brown

Attached you will find a purchase agreement from Accredited Security who I contacted and inquired about purchasing two of our Taser X26 devices. These devices are no longer used by the police department as we have upgraded to newer technology in the form of the Taser X2. The company will also be purchasing two 25 ft cartridges, two holsters and four batteries for the devices if allowed. The purchase agreement details the amount which the company is willing to pay for each device. The following is the device serial numbers for your reference.

1. X00-282236
2. X00-423069

Thank you

Corporal Caleb Brown

BILL NO. 4495

ORDINANCE NO.

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR CLARE BAUMAN & ARMANDO GUIZAR THAT WILL ALLOW GUEST LODGING AT 89 SERAPHIN STREET.

WHEREAS, Clare Bauman & Armando Guizar are requesting a Special Use Permit that will allow Guest Lodging at 89 Seraphin Street, which is currently located in a R-2 General Residential Zone District; and

WHEREAS, the Planning & Zoning Commission recommended approval (5-Yes 0-No 2-Absent 1 Abstain) at the May 5, 2022 meeting with the terms and conditions stated in Exhibit “A”, attached to and made part of this ordinance.

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

SECTION ONE. The Board of Aldermen hereby approves the Special Use Permit request by Clare Bauman & Armando Guizar that will allow guest lodging at 89 Seraphin Street with the terms and conditions stated in “Exhibit A”.

SECTION TWO. This ordinance shall be in full force and effect from and after its date of passage by the Board of Aldermen.

SECTION THREE. All ordinances and parts thereof that are in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION FOUR. The invalidity of any section, sentence, or provision of this ordinance shall not affect the validity of any other part of this ordinance which can be give effect with such invalid part or parts.

DATE OF FIRST READING: May 26, 2022.

DATE OF SECOND READING: _____.

PASSED AND APPROVED THIS _____ DAY OF _____, 20__ BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

**ALDERWOMAN SUSAN JOHNSON
ALDERWOMAN KRISTI CLEGHORN
ALDERMAN ROBERT DONOVAN
ALDERMAN MIKE JOKERST
ALDERMAN JEFF EYDMANN
ALDERMAN MIKE RANEY
ALDERWOMAN ASHLEY ARMBRUSTER
ALDERMAN JOSEPH PRINCE**

____ Yes ____ No ____ Absent

Approved as to form:

Paul Hassler, Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator

City of Ste. Genevieve
REVIEW AND RECOMMENDATION
 From the
PLANNING & ZONING COMMISSION

APPLICANTS NAME: Clare Bauman & Armando Guizar

ADDRESS: 89 Seraphin. Ste. Genevieve, MO 63670

BRIEF DESCRIPTION OF REQUEST: To operate a guest lodging establishment

DATE OF REQUEST: April 21, 2022

RECOMMENDATION

THE STE GENEVIEVE PLANNING & ZONING COMMISSION RECOMMENDS THAT THIS APPLICATION BE:

APPROVED

DENIED

TABLED

PLEASE INDICATE ANY TERMS OR CONDITIONS AFFECTING THE APPROVAL OF THIS APPLICATION

Terms & Conditions

1. Prior to Occupancy, the dwelling may not be occupied until any applicable building permits and occupancy permit are issued. The Occupancy Permit shall be renewed annually and shall include a property inspection under the City-adopted International Property Maintenance Code. Occupancy inspections prior to each guest arrival are not required.
2. Owners shall maintain a business license with the City of Ste. Genevieve under Municipal Code Chapter 605 Business Licensing. Owners shall be current on all City lodging tax payments.
3. Owners shall provide in a conspicuous location within the lodging unit at all times an operable ABC 5 lb. fire extinguisher.
4. Owners shall insure prior to each guest arrival, that exterior lighting at the entry door and stairway is operable.
5. No amplified music shall be played outside after 10 pm.
6. Owners shall post in a conspicuous location within the dwelling rules and conditions posted herein for guests to observe. It shall contain emergency telephone numbers of the Owners, the Police Department and Fire Department. It shall include a copy of the current Occupancy Permit. Owners shall provide phone number and address of the City of Ste. Genevieve's Building Department for any complaints about the condition of the property or services provided incident to the guests' stay.

7. Owner shall provide empty and clean trash receptacles at the property on the first day of each booked guest period for guest use. Owner shall legally dispose of guest trash and recyclables within 24 hours of any guest departure. Legal disposal includes storage of accumulated trash in approved receptacles or containers in such manner as not to create a nuisance. Trash receptacles shall not be placed at the street curb except on designated days by the Solid Waste hauler.

8. Signage identifying the guest lodging home shall be small and simple in nature and be attached to the structure so as to easily identify the entrance to the unit.

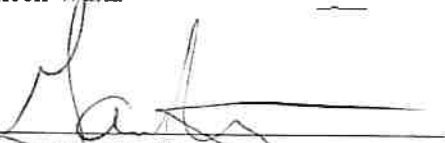
9. The applicant is to provide not less than two (2) off-street parking spaces for use by guests.

10. The exterior yard shall be maintained at all times.

IF PERMIT IS TO BE DENIED, WHAT ARE THE REASONS FOR DENIAL:

VOTE OF THE COMMISSION MEMBERS RECORDED AS FOLLOWS:

COMMISSIONERS	YES	NO	ABSENT	ABSTAIN
Gary Roth, Chairman	<u>X</u>	---	---	---
Carl Kinsky	---	---	---	<u>X</u>
Joseph Prince, Alderman	---	---	<u>X</u>	---
Anthony Grass	<u>X</u>	---	---	---
Amanda Hutchings	<u>X</u>	---	---	---
Gina Bryant	<u>X</u>	---	---	---
Justin Donovan	<u>X</u>	---	---	---
Kathleen Waltz	---	---	<u>X</u>	---



 Gary Roth, Chairman

5-5-22

 Date



STAFF REPORT

May 5, 2022

Submitted by David Bova, Community Development Administrator
Ste. Genevieve Planning & Zoning Commission

SPECIAL USE PERMIT
89 Seraphin

SPECIAL USE PERMIT: To operate a guest lodging establishment at 89 Seraphin Street, a single family residential structure.

R-2 General Residential District

Owner: Robert & Stephanie Lawrence
89 Seraphin Street
Ste. Genevieve, MO 63670

Applicant: Clare Bauman & Armando Guizar
6950 Rosanna Street
Gilroy, CA 95020



Legal Description: See attached.

Size of Lot: 0.38 acre, 16,750 Sq. Ft. (+/-) / South line 62.5' (+/-), West line 290', North line 62.5' East line 290.5' (+/-).

REQUEST:

To receive a Special Use Permit to operate a guest lodging establishment.

BACKGROUND

- The property is located in an R-2 General Residential Zone District.
- The property is bordered on the south side by a vacant wooded lot within the R-2 General Residential Zone. The property is bordered on the east and west side by residential lots with single family homes within the R-2 General Residential District. The property is bordered on the north side by Seraphin Street and other residential structures on the opposite side of Seraphin that are in the R-2 General Residential Zone. One of the residential structures across Seraphin (296 S Main) also has a guest lodging SUP.
- The property is a contributing structure within the Ste. Genevieve National Register Boundary and sits within the Ste. Genevieve National Landmark District. It was built c. 1920.
- The structure's current use is as a single family residence.
- There is a driveway which is accessed from Seraphin Street and is approximately 11' wide and 70' deep and leads to a detached two car garage; altogether, there is parking for at least four (4) vehicles.

- **Municipal Code Section 405.060 (A) (1) (d) (2) R-2** – General Residential District Regulations provides: (1) Use Regulations. A building or premises shall be used only for the following purposes: (d) Following uses with special use permit only: (2) Rooming house, boarding house or guest lodging.
- **Municipal Code Section 405.020 DEFINITIONS** defines Guest Lodging as: A lodging establishment renting guest rooms or units only to transient guests and having fewer than ten (10) guest rooms; and defines Transient Guest as: Any person who rents and occupies a guest room in a guest lodging establishment for period of less than thirty-one (31) days during any twelve (12) month period.
- **Municipal Code Section 405.170 (A) (14) Off Street Parking Regulations** states (A) No building shall be erected, enlarged to the extent of increasing the floor area by as much as fifty percent (50%), or changed in use unless there is provided on the lot space for the parking of automobiles or trucks in accordance with the following minimum requirements. (14) Rooming or Lodging Home or Guest Lodging. One (1) parking space for each two (2) sleeping rooms. This structure has three (3) bedrooms and would require a minimum of two (2) parking spaces.
- **Municipal Code Section 405.200 (A) Special Use Regulations** provides: (A) Subject to the provisions of this Section, the Board of Alderman of the City of Ste. Genevieve may, after public hearing before the Board of Aldermen and after study and report by the City Planning and Zoning Commission, authorize special uses in any district as herein qualified from which the uses are otherwise prohibited based on whether such building or use will:
 1. Substantially increase traffic hazards or congestion.
 2. Adversely affect the character of the neighborhood.
 3. Substantially increase fire hazards.
 4. Adversely affect the general welfare of the community.
 5. Overtax public utilities.
 6. Be in conflict with the Comprehensive City Plan
- **Municipal Code Section 405.200 (D) (23) Special Use Regulations** provides: (D) The following special uses are authorized providing they comply with all the regulations set forth in this Chapter for the district in which such use is located.... (23) All uses by which special use permits are required by other Sections of this Chapter.
- **Municipal Code Section 405.205 (F) Table Summary of Permitted Signs** allows Guest Lodging signs within an R-2 District.

PROJECT DESCRIPTION

The applicants, Clare Bauman and Armando Guizar, wish to operate a guest lodging establishment, commonly known as a “VRBO” or “AirBNB”, within the single family residential structure at 89 Seraphin Street.

Specific Findings of Fact:

It is hereby found that the requested use, with the below-stated terms and conditions:

1. Will not substantially increase traffic hazards or congestion.
2. Will not adversely affect the character of the neighborhood.
3. Will not substantially increase fire hazards.
4. Will not adversely affect the general welfare of the community.

5. Will not overtax public utilities.
6. Does not conflict with the Comprehensive City Plan
7. Offers adequate off street parking.

It is further found that the uses proposed are consistent with the letter and intent of the Municipal Ordinance.

RECOMMENDATION:

Staff recommends the following Standard Motion: "Motion to **APPROVE** Special Use Permit 005-22 with the conditions listed in the staff report":

Conditions:

1. Prior to Occupancy, the dwelling may not be occupied until any applicable building permits and occupancy permit are issued. The Occupancy Permit shall be renewed annually and shall include a property inspection under the City-adopted International Property Maintenance Code. Occupancy inspections prior to each guest arrival are not required.
2. Owners shall maintain a business license with the City of Ste. Genevieve under Municipal Code Chapter 605 Business Licensing. Owners shall be current on all City lodging tax payments.
3. Owners shall provide in a conspicuous location within the lodging unit at all times an operable ABC 5 lb. fire extinguisher.
4. Owners shall insure prior to each guest arrival, that exterior lighting at the entry door and stairway is operable.
5. No amplified music shall be played outside after 10 pm.
6. Owners shall post in a conspicuous location within the dwelling rules and conditions posted herein for guests to observe. It shall contain emergency telephone numbers of the Owners, the Police Department and Fire Department. It shall include a copy of the current Occupancy Permit. Owners shall provide phone number and address of the City of Ste. Genevieve's Building Department for any complaints about the condition of the property or services provided incident to the guests' stay.
7. Owner shall provide empty and clean trash receptacles at the property on the first day of each booked guest period for guest use. Owner shall legally dispose of guest trash and recyclables within 24 hours of any guest departure. Legal disposal includes storage of accumulated trash in approved receptacles or containers in such manner as not to create a nuisance. Trash receptacles shall not be placed at the street curb except on designated days by the Solid Waste hauler.
8. Signage identifying the guest lodging home shall be small and simple in nature and be attached to the structure so as to easily identify the entrance to the unit.
9. The applicant is to provide not less than two (2) off-street parking spaces for use by guests.
10. The exterior yard shall be maintained at all times.

Note: Staff recommendation does not constitute Commission action.

CITY OF STE.GENEVIEVE, MISSOURI

165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105
Special Use Permit Application

SUP005-22

FEE: \$50.00

PAID:



PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

- 1. Street Address of Tract or Tracts:
89 Seraphin St. Ste Genevieve MO. 63670
- 2. Names and Addresses of All legal owners of tract(s).
Clare Bauman 6950 Rosanna St. Gilroy, CA 95020
Armando Guizar 6950 Rosanna St. Gilroy, CA 95020

3. Current Zoning Classification:

- | | |
|---|---|
| A (Agricultural) <input type="checkbox"/> | I-1 (Light Industrial) <input type="checkbox"/> |
| MH (Mobil Home Park) <input type="checkbox"/> | I-2 (Heavy Industrial) <input type="checkbox"/> |
| R-1 (Single Family Residential) <input type="checkbox"/> | C-1 (General Commercial) <input type="checkbox"/> |
| R-2 (General Residential) <input checked="" type="checkbox"/> | C-2 (Central Business) <input type="checkbox"/> |
| C-4 (Neighborhood Commercial) <input type="checkbox"/> | |

4. Is this property located in a historic district? Yes No

5. Signatures of All persons listed in Item #2.

<u>CLARE BAUMAN</u>	<u>Clare Bauman</u>
PRINTED OR TYPED NAME	SIGNATURE
<u>ARMANDO GUIZAR</u>	<u>Armando Guizar</u>
PRINTED OR TYPED NAME	SIGNATURE

6. Contact for Application:

Name: Clare Bauman NICK BAUMAN - 314 - 604 8279. St Gen
 Address: 6950 Rosanna St. Gilroy, CA 95020
 Phone: 573-517-2877

I state upon my oath that all the information contained in this application is true and correct:

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

Olave Bauman

Applicant's Signature

SECTION B.

1. Legal description of tract(s)

See attached B1

2. Attach to this application a **scaled plat** of the tract(s), with **all** of the following information included:

- a: All boundary dimensions
- b: All adjoining streets and alleys.
- c: All present improvements.
- d: All intended improvements.
- e: All adjoining and cornering property lines and references to all owners listed in

Section C.

SECTION C:

1. Names and addresses of all adjoining property owners. (Include land which corners on tract or which is across streets or alley-ways). (Use or attach additional pages if necessary)

With this application, the applicant must provide to the Planning and Zoning Administrator a stamped, plain business (legal-size) envelope addressed to each adjoining property owner.

Carol Cain - 80 Seraphin

Lois HOGAN - 2120- B3 - ST MARYS BLVD Jefferson

Florence Meyer Rev. Trust 304 Hillcrest City

Glenn & Angela Dalton, 300 Hillcrest 65109

Dustin & Jare Martin, 71 Oakwood

CITY OF STE. GENEVIEVE, MISSOURI

167 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION D.

- 1. State the use to which this tract will be put if the SUP is granted. Attach plans, pictures, and/or drawings.

See attached DL

- 2. Is a transfer of the ownership of the tract dependent upon the granting of the SUP?

YES NO

- 3. Please indicate if the proposed use will involve any of the following:

- Gasoline Storage and/or use
Storage and/or use of other flammable liquids
Storage and/or use of explosives or chemicals
Advertising signs or other display
X Fence
Machinery or heavy equipment
Trash/refuse/garbage generation

Please explain if any of the items above are indicated:

- 4. What other uses will exist on the premises? NONE

- 5. Has there been a prior application for rezoning, special use permit or variance for this tract?

If so, give the date and state the prior action taken. NO. There is another vacation rental in neighborhood.

CITY OF STE. GENEVIEVE, MISSOURI
165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105
Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION E.

1. State the reason why you believe the requested Special Use Permit will be beneficial to you and/or the neighborhood. If you believe that a hardship will result if the SUP is denied, please elaborate.

See E1.

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

THIS SECTION TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR

Application Address: 89 Seraphin

Applicant Name: Clare Bauman & Armand Guizan

Date of Planning and Zoning Meeting: 5/5/22

Planning and Zoning Commission: Approved Denied

Date of Board of Alderman Meeting: 5/26 Approved Denied

Received By: DB Date & Time 2/21 2pm

To City of Ste Genevieve:

April 21, 2022

This application for Special Use Permit is being submitted to request that a vacation rental home be made at 89 Seraphin St. Genevieve, MO 67670.

- I Clare Bauman am purchasing the property with my husband Armando Guizar. The sale will not go through until May 2, 2022. We live in CA at this time but will be moving to MO at the end of 2022. My son Nick Bauman will be the property manager. He lives at 23120 GIESLER LN APT 4
- SAINT MARY, MO 63673-9039. His number is 314-604-8279. See Answers below to questions.

B1. We do not have the scaled plat yet but will get it upon closing the sale.

C1. Adjoining properties.

Carol Coin - 80 Seraphin St. Ste. Genevieve MO. 63670

Lois Hogan - 2120 B3 St. Mary's Blvd. Jefferson City MO 65109.

City or county owns land on one side of property.

D1. The tract will be used as a vacation rental. It will be rented out and monitored by Nick Bauman.

D2. We do not own the building yet.

D3. We would like to put up a privacy fence so not to disturb any neighbors and to provide privacy.

E1. We would like to have permission to get a special request for special use permit. It will be beneficial to Ste Genevieve in the form of taxes, fees and tourism. My son and daughter in law have 2 vacation rentals and are very successful.

Note: There is already a vacation rental in the neighborhood.

We will ensure that this is a well-run establishment with no crime, no trouble, and will follow all rules.

I'm including the appraisal which has pictures of the home and yard.

Thank you,

Clare Bauman



573-517-2877

... Insurance Company

SCHEDULE C

File Number: 0719-047

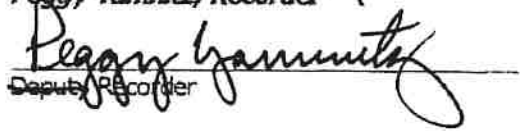
Policy Number: 7230672-217882364

The Land referred to in this policy is described as follows:

All that part of U.S. Survey No. 211, described as follows, to-wit: Begin at the Northwest corner of said U.S. Survey No. 211; thence North 76 degrees 45 minutes East along the South line of Seraphin Street 50 feet to a point for corner; thence South 3 degrees 05 minutes East 290 feet, more or less; to a point in the South line of said U.S. Survey No. 211; thence South 75 degrees 15 minutes West 50 feet to the Southwest corner of said U.S. Survey No. 211; thence North 3 degrees 05 minutes West 290 feet 6 inches to the place of beginning.

**State of Missouri
County of Ste. Genevieve**

I hereby certify that the within Instrument
was filed on: **9/6/2019 3:00 PM**
Number of Pages: 2
Fees: \$27.00 Doc # 2019-2472
Peggy Yamnitz, Recorder


Deputy Recorder



GENERAL WARRANTY DEED

THIS DEED, made and entered into this 6th day of September, 2019
By and between Grantor,

THOMAS W. BLECKLER and ROSE M. BLECKLER, husband and wife

Of the County of Ste. Genevieve, in the State of Missouri, party or parties of the first part and
Grantee,

**ROBERT G. LAWRENCE AND STEPHANIE M. LAWRENCE, TRUSTEES OF THE
LAWRENCE JOINT REVOCABLE TRUST U/A APRIL 11, 2019**
89 Seraphin
Ste. Genevieve, MO 63670

Of the County of Ste. Genevieve, in the State of Missouri, party or parties of the second part.

WITNESSETH, that the party or parties of the first part, for and in consideration of the
sum of One Dollar and other valuable considerations paid by the said party or parties of the
second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT,
BARGAIN AND SELL, CONVEY AND CONFIRM unto the said party or parties of the second
part, the following described Real Estate, situated in the County of Ste. Genevieve and State of
Missouri, to-wit:

All that part of U.S. Survey No. 211, described as follows, to-wit: Begin at the Northwest corner
of said U.S. Survey No. 211; thence North 76 degrees 45 minutes East along the South line of
Seraphin Street 50 feet to a point for corner; thence South 3 degrees 05 minutes East 290 feet,
more or less; to a point in the South line of said U.S. Survey No. 211; thence South 75 degrees
15 minutes West 50 feet to the Southwest corner of said U.S. Survey No. 211; thence North 3
degrees 05 minutes West 290 feet 6 inches to the place of beginning.

TO HAVE AND TO HOLD the same, together with all rights and appurtenances to the
same belonging, unto the said party or parties of the second part, and to the heirs and assigns of
such party or parties forever.

Adjoining Property Owners to 89 Seraphin

Carol Coin
80 Seraphin
Ste. Genevieve, MO 63670

Lois Hogan
2120B3 St. Marys Road
Jefferson City, MO 65109

Florence Meyer Rev. Living Trust
304 Hillcrest
Ste. Genevieve, MO 63670

Glenn & Angela Dalton
300 Hillcrest
Ste. Genevieve, MO 63670

Steven Hollars
299 S Main
Ste. Genevieve, MO 63670

Dustin & Jayne Martin
71 Oakwood
Ste. Genevieve, MO 63670



To: Surrounding Property Owners
From: David Bova, Community Development Administrator
Subject: Request for Special Use Permit
Date: April 28, 2022

Clare Bauman and Armando Guizar are requesting a Special Use Permit to operate a guest lodging house, commonly known as "Vacation Rental By Owner" or "AirBnb" at 89 Seraphin Street, which is in an R-2 General Residential zoning district. Such use is permitted in an R-2 Residential Zoned District with a Special Use Permit.

The Planning and Zoning Commission for the City of Ste. Genevieve, Missouri will hold a public meeting on this request on Thursday, May 5th at 6 pm at City Hall, 165 S. Fourth Street.

If approved by the Planning and Zoning Commission, The Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on the recommendations of the Planning and Zoning Commission on Thursday, May 26th at 6:00 pm at City Hall, 165 S. Fourth Street.

All interested parties are invited to attend.

Sincerely,

David Bova
Community Development Director

City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400



April 28, 2022

Clare Bauman & Armando Guizar
6950 Rosanna St.
Gilroy, CA 95020

Ms. Bauman & Mr. Guizar

Enclosed please find a letter that was sent to the surrounding property owners of 89 Seraphin Street regarding your request for a special use permit. Your attendance is needed at the Planning & Zoning meeting and the Public Hearing for which your request will be discussed.

PLANNING & ZONING MEETING
Thursday, May 5th at 6:00 pm

PUBLIC HEARING – BOARD OF ALDERMAN (if approved by P&Z)
Thursday, May 26th at 6:00 pm

These meetings will be held at City Hall. If you have any questions please call.

Sincerely,

David Bova
Community Development Administrator

City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400

Run week of May 4th – 1 week only

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, May 5th, 2022 at 6:00 PM at City Hall, 165 S. Fourth Street.

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, May 26th, 2022 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this hearing is to consider a request from Clare Bauman and Armando Guizar for a special use permit to allow guest lodging at 89 Seraphin Street in an R-2 General Residential District.

All interested parties are invited to attend.

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

SUP005-22

PLEASE PRINT OR TYPE (BLACK INK ONLY)

POLICE CHIEF'S REVIEW:

1. In your opinion, will the proposed use substantially increase traffic or congestions?

() YES (Please Explain Below)

(x) NO

2. Please indicate if there are other law enforcement concerns:

N/A

E.P.B.

Police Chief's Signature

4/29/2022

Date

FIRE CHIEF'S REVIEW

1. In your opinion, will the proposed use substantially increase fire hazards?

() YES (Please Explain Below)

() NO

2. Please indicate if there are other fire protection concerns:

Fire Chief's Signature

Date

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

SUP005-22

PLEASE PRINT OR TYPE (BLACK INK ONLY)

POLICE CHIEF'S REVIEW:

1. In your opinion, will the proposed use substantially increase traffic or congestions?

() YES (Please Explain Below)

() NO

2. Please indicate if there are other law enforcement concerns:

Police Chief's Signature

Date

FIRE CHIEF'S REVIEW

1. In your opinion, will the proposed use substantially increase fire hazards?

() YES (Please Explain Below)

NO

2. Please indicate if there are other fire protection concerns:



Fire Chief's Signature

5/2/22
Date