

**AGENDA**  
**STE. GENEVIEVE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**THURSDAY – July 14, 2022**  
**6:00 p.m.**

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

- Proclamation Presentation - KSGM

**PERSONAL APPEARANCE.**

**CITY ADMINISTRATORS REPORT.**

**STAFF REPORTS.**

- Kenny Steiger – Fire Chief
- David Bova – Community Development Administrator

**COMMITTEE REPORTS.**

**PUBLIC COMMENTS.**

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Session – June 23, 2022
- Minutes – Board of Aldermen – Special Meeting – July 7, 2022
- **RESOLUTION 2022-61.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH MARK E. TRAUTWEIN TO MAINTAIN FLOOD BUYOUT PROPERTY.

**PUBLIC HEARING.**

The Mayor and Board of Aldermen will hold a public hearing to consider a request from Mark Buchheit for a Special Use Permit to allow guest lodging at 286 South Gabouri Street in an R-2 General Residential District.

**OLD BUSINESS.**

**BILL NO. 4498.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE ADOPTING NEW WARD BOUNDARIES IN ALIGNMENT WITH THE 2020 CENSUS AS OUTLINED IN ARTICLE II WARDS AND PRECINCTS SECTION 105.070 ADOPTION OF THE MUNICIPAL CODE. **2<sup>nd</sup> READING.**

**NEW BUSINESS.**

Approval of the low bid of Core & Main of St. Louis Missouri for water line fittings, etc. in the amount of \$8,673.38.

**BILL NO. 4499.** AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR MARK BUCHHEIT THAT WILL ALLOW GUEST LODGING AT 286 S. GABOURI STREET. **1<sup>st</sup> & 2<sup>nd</sup> Reading.**

**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/](https://www.facebook.com/stegenevievecityhall/)**

**And you can watch live on SGTV Spectrum Channel 991.**

*Posted By: Pam Meyer, City Clerk  
July 11, 2022*

## Monthly Operations Report

Date: **June, 2022**

Calls for Assistance:

- SGFD responded to **25** emergency calls in **June**
- Total so far this year are **114** calls, **up 21** 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
- **I have to applicants that have passed background check and will be calling them in to sign them up.**

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

- **Monthly Training was specialty recue with airbags, hand tools and hydraulic systems**

Meetings Attended

Ozark Firefighters meetings – **Cancelled**  
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 venders 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). **Meinershagen should have the roofing repairs done by Wednesday**

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 a meeting Wednesday afternoon July 19th on initial recommendations**

#### 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

**Holcim (CFG) Grant for the tech rescue team – rescue airbags on order no eta**

**Holcim (CFG) Grant for the Fire Department - waiting on a radio no eta**

#### DPS Grant applications

**I have applied for a \$43,000 no match grant for radio replacement**

**I have applied for a \$27,000 no match grant for equipment**

#### County Firefighters Assn.:

Nothing to report

#### Local & State Mutual Aid:

- Nothing new to report

#### Misc.

**Nothing to report**

#### 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

Antique Mall

#### Recent Installs



## Community Development July 2022 Staff Report

06/07/22 – 07/11/22

### *Historic Preservation – Heritage Commission*

- Meeting – No June Meeting
- Next meeting – 7/18
- Historic Preservation Grants – Both have now been approved by SHPO, but are awaiting NPS to confirm the Federal funding which should be done by the end of the summer.

### *Building Department / Code Enforcement*

- Occupancy Permits / Inspections 37
- Building Permits Issued 7
- Demolition Permits 3
- 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 July / August

### *Planning & Zoning*

- Meeting – July 7<sup>th</sup> – approved SUP for guest lodging – on tonight’s agenda
- Next meeting – 8/4 – Subdivision of PP Property to consider

### *City / County Cooperation*

- Continuing to discuss Basler Drive extension – tonight’s work session
- FLAP Grant (S 4<sup>th</sup> Street) – still awaiting determination of awards
- BRO Funds Bridge replacement – (N Main Street) – in discussion
- EV Charging Stations – met last week to discuss possible grant opportunities
- Assistance with tourism marketing funding - complete

### *Board of Adjustment*

- Nothing new to report

### ***Floodplain Management***

- Nothing new to report

### ***Property Maintenance***

- 2018 Focus Properties Remaining 4
- Nuisance Property Issues 6
- Vegetation Nuisance Issues 3
- 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

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
REGULAR MEETING  
THURSDAY – June 23, 2022**

**CALL TO ORDER.** Mayor Hassler called the regular meeting of the Ste. Genevieve Board of Aldermen 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:

Mayor Paul Hassler	
Alderman Joe Prince	Aldерwoman Susan Johnson
Alderman Bob Donovan	Alderman Mike Jokerst
Alderman Jeff Eydmann	Alderman Mike Raney
Aldерwoman Ashley Armbruster	

Absent: Aldерwoman Kristi Cleghorn

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

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.** None.

**CITY ADMINISTRATORS REPORT.** (See Attached Report)

**STAFF REPORTS.**

Jasen Crump – Assistant Police Chief  
Corey Litterst – Alliance Water Resources

**COMMITTEE REPORTS.** Aldерwoman Armbruster reminded everyone that there will be a Park Board Meeting on Monday, July 27, 2022 at 7:00 p.m. at City Hall, Movie in the Park is scheduled for Friday July 1, Fire Works Saturday, July 2, and a disc golf tournament July 24

**PUBLIC COMMENTS.** David Van Leer with Cochran Engineering addressed the Mayor and Board of Aldermen concerning ARPA funding that will be available for drinking water projects and he stated that the City may have an advantage since the City has an engineering study already in place. The City will need to pass a resolution stating what project they would do along with what the City's match would be.

The applications are due by July 14<sup>th</sup> so the Board will meet on July 7<sup>th</sup> at 5:30 to approve the resolution along with the project.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Session – June 9, 2022
- Minutes – Board of Aldermen – Work Session – June 9, 2022
- Treasurer’s Report – May 2022
- **RESOLUTION 2022 – 54.** A RESOLUTION APPOINTING TYLER WEINHOLD TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.
- **RESOLUTION 2022-55.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN INSURANCE CONTRACT BROKERED THROUGH LAKENAN INSURANCE AGENCY WITH U.S. SPECIALTY INSURANCE COMPANY A SUBSIDIARY OF TOKIO MARINE, HCC COMPANY TO PROVIDE PROPERTY AND CASUALTY INSURANCE
- **RESOLUTION 2022-56.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH MISSOURI EMPLOYERS MUTUAL TO PROVIDE WORKERS COMPENSATION COVERAGE.
- **RESOLUTION 2022-57.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH COALITION TO PROVIDE CYBER LIABILITY COVERAGE.
- **RESOLUTION 2022-58.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI APPROVING A MARKETING MATCHING GRANT WITH THE MISSOURI DIVISION OF TOURISM IN THE AMOUNT OF \$24,000.
- Approval of a street closure request from the Ste. Genevieve Militia to close Third Street from the Island of Flags to the alley just south of the Anvil Restaurant from 10:45 a.m. to 11:45 a.m. on July 4, 2022 to conduct a patriotic Fourth of July event.

A motion by Alderman Donovan, second by Alderwoman Johnson to remove Resolutions 2022-55, 2022-56 & 2022-57 from the consent agenda. Motion carried 7-0-1 with Alderwoman Cleghorn absent.

A motion by Alderman Eydmann, second by alderman Donovan to approve the revised consent agenda. Motion carried 7-0-1 with Alderwoman Cleghorn absent.

Discussion regarding the pulled Resolutions regarding, property & casualty insurance, Workers Comp insurance and cyber liability occurred.

A motion by Alderwoman Armbruster, second by Alderwoman Johnson to approve Resolutions 2022-55, 2022-56 & 2022-57. Motion carried 7-0-1 with Alderwoman Cleghorn absent.

**OLD BUSINESS.** None.



**NEW BUSINESS.**

**BILL NO. 4497. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MASTER AGREEMENT FOR PROFESSIONAL SERVICES WITH C.B. ENGINEERING, INC. D/B/A COCHRAN FOR STORMWATER MANAGEMENT. 1<sup>ST</sup> & 2<sup>ND</sup> READING.** A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4497 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 Alderwoman Cleghorn absent. A motion by Alderwoman Johnson, second by Alderman Prince to proceed with the second and final reading of Bill No. 4497. Motion carried 7-0-1 with Alderwoman Cleghorn absent. A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4497 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderman Eydmann, Alderwoman Johnson, Alderman Prince, Alderman Donovan. and Alderman Jokerst. Nays: None Absent: Alderwoman Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4497 was declared Ordinance No. 4418 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4498. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE ADOPTING NEW WARD BOUNDARIES IN ALIGNMENT WITH THE 2020 CENSUS AS OUTLINED IN ARTICLE II WARDS AND PRECINCTS SECTION 105.070 ADOPTION OF THE MUNICIPAL CODE. 1<sup>ST</sup> READING.** A motion by Alderman Jokerst, second by Alderman Raney, Bill No. 4498 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 Alderwoman Cleghorn absent.

**OTHER BUSINESS.** None.

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.** None.

**ADJOURNMENT.** With no further business Mayor Hassler adjourned the meeting at 6:37 p.m.

**Respectfully Submitted by,**

**Pam Meyer  
City Clerk**

MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN MEETING  
SPECIAL MEETING  
THURSDAY – JULY 7, 2022

**CALL TO ORDER.** Mayor Hassler called the special meeting to order and all stood for the Pledge of Allegiance.

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

Mayor Paul Hassler	
Alderman Kristi Cleghorn	Alderwoman Susan Johnson
Alderman Bob Donovan	Alderman Mike Jokerst
Alderman Jeff Eydmann	Alderman Mike Raney
Alderwoman Ashley Armbruster	

Absent: Alderman Joe Prince

**CONSENT AGENDA.**

- **RESOLUTION 2022-59.** RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, FINANCIAL ASSISTANCE CENTER'S STATE ARPA GRANT PROGRAMS FOR SUBAWARD OF FEDERAL FINANCIAL ASSISTANCE PROVIDED TO THE STATE OF MISSOURI BY THE U.S. DEPARTMENT OF THE TREASURY ("TREASURY") PURSUANT TO SECTION 602(B) OF THE SOCIAL SECURITY ACT, AS ADDED BY SECTION 9901 OF THE AMERICAN RESCUE PLAN ACT, (PUB. L. NO. 117-2 (MARCH 11, 2021), 135 STAT. 4, 223-26.
- **RESOLUTION 2022-60.** RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF TRANSPORTATION FOR A TRANSPORTATION ALTERNATIVE PROGRAM GRANT (TAP) UNDER 23 U.S.C. 133(H)(4)(A), AS AMENDED BY THE BIPARTISAN INFRASTRUCTURE LAW (BIL).

After a brief explanation by the City Administrator Happy Welch, regarding an issue with the right-a-way in the area near St. Mary's Road and Seraphin Street and the likelihood that the City would not be able to acquire easements with a certain property owner, it was suggested to submit the grant with the sidewalk going from Seraphin Street to Hillside Lane. After a brief discussion, a motion by Alderman Bob Donovan to approve the consent agenda with changing the location of the sidewalk from Seraphin to Hillside Lane, second by Alderwoman Johnson. Motion carried 7-0-1 with Alderman Prince absent.

**ADJOURNMENT.** With no further business Mayor Hassler adjourned the meeting at 5:45 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk**

**RESOLUTION 2022-61**

**A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH MARK E. TRAUTWEIN TO MAINTAIN FLOOD BUYOUT PROPERTY.**

**WHEREAS**, the City of Ste. Genevieve, Missouri wishes to enter into a Property Maintenance Agreement with Mark E. Trautwein, 198 LaHaye Street, for Flood Buyout Property described as LTS 3-4-5-6-7-8 BLK2 Ziegler Addition (Litterest/Holst/Marler) City of Ste. Genevieve Buyout, Ste. Genevieve, Missouri for the purpose of maintenance and upkeep.

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

**SECTION ONE:** The Mayor of the City of Ste. Genevieve, Missouri is hereby authorized and directed by the Board of Aldermen to execute and enter into the property maintenance agreement with Mark Trautwein in substantially the form attached as “Exhibit A” and incorporated herein by reference.

**SECTION TWO:** This resolution shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 14<sup>th</sup> DAY OF JULY, 2022.**

Approved as to form:

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

## Property Maintenance Agreement

This Agreement is entered into by and between the City of Ste. Genevieve, a municipal corporation (the "City"), and Mark E. Trautwein a resident of the City of Ste. Genevieve ("Caretaker"), for the maintenance and upkeep of municipal properties owned by the City, identified as LTS 3-4-5-6-7-8 BLK 2 Ziegler Addition (Litterest/Holst/Marler) City of Ste. Genevieve Buyout, Ste. Genevieve, Missouri ("Property"). (Attachment "A")

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the City and Caretaker hereby agree as follows:

1. **Maintenance:** This Agreement shall permit the Caretaker to maintain the Property consistent with the regulations associated with floodplain management law and the 404 Hazard Mitigation Grant Program ("HMGP") pursuant to regulations issued by the Federal Emergency Management Agency ("FEMA"). The Caretaker shall only be entitled to maintain and utilize the Property for purposes permitted by FEMA, under the terms of the HMGP and consistent with all applicable laws, regulations and ordinances. The City shall retain title and ownership to the Property at all times.

2. **Liability & Indemnification:** Caretaker shall be solely responsible for all liability related to the Property. To the fullest extent permitted by law, Caretaker shall indemnify, hold harmless and defend City, and its employees and agents, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, resulting from any negligent act, misconduct or omission in the part of Caretaker, its employees, agents, assigns or contractors, with regard to the maintenance of the Property.

3. **Term of Agreement:** This Agreement shall be effective for a period of one (1) year from the effective date of this Agreement and may be extended for additional one (1) year terms if both City and Caretaker agree to that extension in writing. The City reserves the right to terminate this Agreement for any reason upon thirty (30) days' written notice being provided to Caretaker.

4. **Compliance with Federal, State and Local Laws:** The Caretaker shall comply with all federal, state and municipal law. If it is determined by the City that Caretaker is not in compliance with federal, state or municipal law, then the City shall notify Caretaker that Caretaker must come into compliance with federal, state and municipal law within seven (7) days. If the violation is not timely corrected, this Agreement shall be terminated automatically and with no further action by either party.

5. **Maintenance and Uses Allowed:** Caretaker shall be entitled to maintain and utilize the Property for all purposes permitted by FEMA, under the terms of the HMGP and consistent with federal, state and municipal law. Prior to any structures being placed on the Property, Caretaker must seek approval of the City. That approval shall only be granted if the structure would be in compliance with federal, state and municipal law. Gardens may be planted and maintained at the Property. Other customary residential yard landscaping shall be permitted. The placement of structures, gardens and other landscaping shall be installed and maintained on

the Property at Caretaker's sole risk and in no event shall the City be liable for any damage, destruction or loss that may be caused to any structures, gardens or landscaping on the Property for any reason whatsoever. Caretaker has submitted a written plan for his/her use of the Property, which is attached, incorporated herein by reference and marked as Exhibit 1. Caretaker shall limit his/her use of the Property to this written plan. The use of the Property by Caretaker can be modified, altered or changed only by agreement in writing between City and Caretaker.

6. **Notices:** In the event any notices are to be given to City, they should be mailed by United States mail, postage prepaid, and shall be addressed to: City Clerk, City of Ste. Genevieve, 165 South 4<sup>th</sup> Street, Ste. Genevieve, Missouri 63670. In the event any notices are to be given to Caretaker, they should be mailed by United States mail, postage prepaid, and shall be addressed to: **198 LaHaye Street, Ste. Genevieve, Missouri 63670**. For the purposes hereof, the date of mailing shall be deemed to the date notice is given.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

CITY OF STE. GENEVIEVE

By: \_\_\_\_\_  
Paul Hassler, Mayor

By: \_\_\_\_\_  
Caretaker

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Pam Meyer, City Clerk



(Exhibit 1)

JUNE 30<sup>TH</sup> 2022

I Mark E. Tractwein & family hereby wish to be the caretaker of City (FEMA Lots) 58, 59, 60 & 61 to use and maintain as a vegetable, flower, bush, fruit trees (& others), garden. I also would like to put in non-permanent benches, bird feeders, bird baths, and such items that are removable to make a nice garden for my family and friends to enjoy. Also to beautify and add curb-appeal to the neighborhood.

MARK E. TRACTWEIN





**Run week of June 22 – 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, July 7, 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, July 14, 2022 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this hearing is to consider a request from Mark Buchheit for a special use permit to allow guest lodging at 286 South Gabouri Street in an R-2 General Residential District.

All interested parties are invited to attend.

**AN ORDINANCE OF THE CITY OF STE. GENEVIEVE ADOPTING NEW WARD BOUNDARIES IN ALIGNMENT WITH THE 2020 CENSUS AS OUTLINED IN ARTICLE II WARDS AND PRECINCTS SECTION 105.070 ADOPTION OF THE MUNICIPAL CODE.**

**WHEREAS**, the City of Ste. Genevieve (“City”) has a need to reconfigure the four city Aldermanic Wards from the published 2020 Census numbers; and

**WHEREAS**, the Board of Aldermen (“Board”) reviewed the census numbers and determined that only 10% of the census block including the jail would be considered non-transient residents; and

**WHEREAS**, the Board conducted several work sessions and had a public comment period on May 12, 2022 for public input; and

**WHEREAS**, the population of the individual Wards as drafted will be: Ward 1 – 1,166; Ward 2 – 1,132; Ward 3 – 1,193; Ward 4 – 1,142; and

**WHEREAS**, those populations do not exceed the mean average (1158) by more than ten percent; and

**WHEREAS**, the Board now wishes and believes it to be in the best interests of the City to redistrict the Wards and approve the Ward descriptions as adopted.

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

**SECTION 1.** After careful study and deliberation, the Board of Aldermen hereby adopts the boundaries for Aldermanic Wards in the City of Ste. Genevieve as established in Article II Wards and Precincts Section 105.070 Adoption of the Municipal Code pursuant to the attached descriptions marked as Exhibit A, which are adopted herein and made a part of this Ordinance and shall be kept on file in the office of the City Clerk.

**SECTION 2. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its date of passage by the Board of Aldermen.

**SECTION 3. REPEALER.** All ordinances and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4. SEVERABILITY.** 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 given effect without such invalid part or parts.

DATE OF FIRST READING: June 23, 2022.

DATE OF SECOND READING: \_\_\_\_\_.

PAST AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

ALDERWOMAN KRISTI CLEGHORN  
ALDERWOMAN SUSAN JOHNSON  
ALDERMAN BOB DONOVAN  
ALDERMAN MIKE JOKERST  
ALDERMAN JEFF EYDMANN  
ALDERMAN MICHAEL RANEY  
ALDERWOMAN ASHLEY ARMBRUSTER  
ALDERMAN JOE PRINCE

\_\_\_ YES \_\_\_ NO \_\_\_ ABSENT

APPROVED TO FORM:

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

## Ward 1

The First Ward shall be described as follows: Beginning at the intersection of N 4th St. & Riverview Dr.; thence northwest along the City Limit boundary and following east and south along the northern and eastern City Limit boundary to its intersection with US Highway 61; thence northwest on US Highway 61 to Kiefer St.; thence north on Kiefer St. to Linn Dr.; thence east on Linn Dr. and continue to follow Linn Dr. north and west to S 4th St.; thence north on S 4<sup>th</sup> St. to Market St., thence east on Market St. to S 3rd St.; thence north on S 3rd St. to N 3rd St. and continuing on N 3<sup>rd</sup> St. to LaHaye St.; thence west on LaHaye St. to N 4th St.; thence north on N 4th St. to the intersection of N 4th St. & Riverview Dr.

## Ward 2

The Second Ward shall be described as follows: Beginning at the intersection of N 4th St. & Riverview Dr.; thence south on N 4th St. to LaHaye St.; thence east on LaHaye St. to N 3rd St.; thence south on N 3rd St. and continuing on S 3rd St. to Market St.; thence west on Market St. to S 4th St.; thence south on S 4th St. to the S Gabouri Creek; thence southwesterly along the S Gabouri Creek to US Highway 61; thence northwest along US Highway 61 and following north and east along the western City Limit boundary to the intersection of N 4th St. and Riverview Dr.

## Ward 3

The Third Ward shall be described as follows: Beginning at the intersection of Kiefer St. & US Highway 61; thence west on US Highway 61 to Rozier St.; thence south on Rozier St. to Pointe Basse Dr.; thence west on Pointe Basse Dr. to Parkwood Dr.; thence north on Parkwood Dr. to US Highway 61; thence west on US Highway 61 to Mo. State Highway 32; thence southwest on Mo. State Highway 32 to W Terrace Dr.; thence west on W Terrace Dr. to the western City Limit boundary; thence following north along the western City Limit boundary to the S Gabouri Creek; thence northeast along the S Gabouri Creek to S 4th St.; thence south on S 4th St. to Linn Dr.; thence east on Linn Dr. and continue to follow Linn Dr. to Kiefer St.; thence south on Kiefer St. to the intersection of Kiefer St. & US Highway 61.

## Ward 4

The Fourth Ward shall be described as follows: Beginning at the intersection of Kiefer St. & US Highway 61; thence west on US Highway 61 to Rozier St.; thence south on Rozier St. to Pointe Basse Dr.; thence west on Pointe Basse Dr. to Parkwood Dr.; thence north on Parkwood Dr. to US Highway 61; thence west on US Highway 61 to Mo. State Highway 32; thence southwest on Mo. State Highway 32 to W Terrace Dr.; thence west on W Terrace Dr. to the western City Limit boundary; thence following south and east along the western and southern City Limit boundary to its intersection with US Highway 61; thence northwest on US Highway 61 to the intersection of US Highway 61 and Kiefer St.

**Staff Report**

July 14, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: Water Dept. Expenditure



**Issue:**

The water department needs to purchase water line fittings, disconnects and such for the water main construction. These items are needed for relocating water meters, some from the basements of homes, and make new connections to the property line so we have all new equipment.

3 bids were received:

Core and Main - \$8,673.38

Shulte Supply – \$9,656.03

ICMQ - \$11,254.79

**Recommendation:**

Approve the low bid from Core and Main at \$8,673.38.



Bid Proposal for Inventory Items

ALLIANCE WATER STE GEN
Bid Date: 06/22/2022 11:00 am
Core & Main 2405647

Core & Main
5454 New Baumgartner Rd
St. Louis, MO 63129
Phone: 314-487-8684
Fax: 314-487-2389

Table with columns: Seq# Qty, Part Number, Description, Units, Price, Ext Price. Includes a disclaimer: 'DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT...' and a list of items with their respective quantities and prices.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/TandC/

**Schulte Supply, Inc.**  
**5998 Redbud Lane**  
**PO Box 388**  
**Edwardsville IL 62025**  
**618-656-8383 Fax 618-656-8750**

**Quotation**

QUOTE DATE		QUOTE NUMBER	
06/22/22		S1187420	
ORDER TO:			PAGE NO.
Schulte Supply, Inc. 5998 Redbud Lane PO Box 388 Edwardsville IL 62025			1

QUOTE TO: 573-883-9240 Fax 573-883-8105  
 Alliance Water Res Ste. Genevieve  
 Steve Wilson  
 80 Market St.  
 SAINTE GENEVIEVE, MO 63670

SHIP TO:  
 Alliance Water Ste Genevieve  
 Corey Litterest  
 80 Market St  
 SAINTE GENEVIEVE, MO 63670

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
15624			Tom Brickey	
WRITER	SHIP VIA	TERMS	EST. DATE	FREIGHT ALLOWED
Jeff Kinkel	FREE DELIVERY	NET 30 DAYS	06/22/22	Yes
ORDER QTY	PART NO	DESCRIPTION	Net PPR	Est PPR
6ea	1218	56-0404 4" PVC x PVC Flexible Coupling Genuine Fernco	8.580	51.48
4ea	1220	56-0606 6" PVC x PVC Flexible Coupling Genuine Fernco	18.330	73.32
4ea	1221	56-0808 8" PVC x PVC Flexible Coupling Genuine Fernco	28.200	112.80
4ea	16017	TST-4 4" Fernco Flexible Sewer Saddle Tee with All Stainless Steel Straps 5/Box	54.020	216.08
3ea	6297	TSW-6 6" Fernco Flexible Sewer Saddle Wye With All Stainless Steel Straps ** Nonstock item **	94.000	282.00
1ea	1540	7571SS-06 10106007571SS 6" MJ R/S Gate Valve W/SS Hardware	791.290	791.29
6ea	32361	F1000-4-NL 1" x CTSPJ Corporation Stop No Lead	65.750	394.50
14ea	2856	SP-1830 18" x 30" Heavy Weight Ribbed Meter Box Tufcor Plus	53.850	753.90
14ea	1797	BTC-32 18 B & T C32 Nonrecessed Frame Only Made in the USA	85.650	1199.10
14ea	1805	BTC3L-WS-V2 11 1/2 B & T C32 Cover Only Large Nut Dual Encoder Pad Receptacle	61.200	856.80

\*\*\* Continued on Next Page \*\*\*

Schulte Supply, Inc.  
 5998 Redbud Lane  
 PO Box 388  
 Edwardsville IL 62025  
 618-656-8383 Fax 618-656-8750

Quotation

QUOTE DATE	QUOTE NUMBER
06/22/22	S1187420
ORDER TO: Schulte Supply, Inc. 5998 Redbud Lane PO Box 388 Edwardsville IL 62025	PAGE NO 2

QUOTE TO: 573-883-9240 Fax 573-883-8105  
 Alliance Water Res Ste. Genevieve  
 Steve Wilson  
 80 Market St.  
 SAINTE GENEVIEVE, MO 63670

SHIP TO:  
 Alliance Water Ste Genevieve  
 Corey Litterest  
 80 Market St  
 SAINTE GENEVIEVE, MO 63670

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
15624			Tom Brickey	
WRITER	SHIP VIA	TERMS	REQ DATE	FREIGHT ALLOWED
Jeff Kinkel	FREE DELIVERY	NET 30 DAYS	06/22/22	Yes
ORDER QTY	PART NO	DESCRIPTION	NET PRC	EXT PRC
14ea	35690	Feature Universal Accepts New V2 Radio Transmitter Made in the USA *** PLEASE NOTE: QUOTING 5/8" x 3/4" COPPERSETTERS, IF YOU NEED 5/8" x 1/2" LET US KNOW *** VBHH72-12W-44-33-NL 5/8" x 3/4" Coppersetter, Ball Valve Inlet Dual Check Valve Outlet, 12" Height 3/4" CTSPJ x 3/4" CTSPJ No Lead	211.570	2961.98
8ea	36592	VBHH72-7W-44-33-NL 5/8" x 3/4" Coppersetter, Ball Valve Inlet, Dual Check Valve Outlet 7" Height, 3/4" CTSPJ Inlet/Outlet No Lead ** Nonstock item **	206.410	1651.28
14ea	32727	C44-33-NL 3/4" CTSPJ x CTSPJ Coupling No Lead	22.250	311.50
TAXES NOT INCLUDED				
			<b>Subtotal</b>	<b>9656.03</b>
			<b>S&amp;H CHGS</b>	<b>0.00</b>
			<b>Amount Due</b>	<b>9656.03</b>

This is a Quotation.

Prices are subject to change without notice.  
 Applicable taxes extra.





# Order Acknowledgement - Quote Order

Invoice Date	Order #
6057618-00	
PO Date	PO #
06/24/22	
Page #	
	1

**Bill To** ALLIANCE WATER RESOURCES INC.  
 868 MARKET STREET  
 STE GENEVIEVE, MO 63670  
 Cust # 30093

**Correspondence To** IMCO Utility Supply  
 4390 Jeffory Street  
 Springfield, IL 62703

**Ship To** ALLIANCE WATER RESOURCES INC.  
 868 MARKET STREET  
 STE GENEVIEVE, MO 63670

**Instructions**  
**Ship Point** IMCO - ST. LOUIS BRANCH  
**Via**  
**Currency**  
**Shipped**  
**Terms** Net 30

**IMCO CONFIDENTIAL QUOTE VALID FOR 30 DAYS**

Ln #	Product And Description	Quantity Ordered	Quantity Backordered	Quantity Shipped	Qty UM	Unit Price	Price UM	Amount (Net)
1	1056-44 4" CI/PVC X 4" CI/PVC CPLG	6		6	EACH	6.50	EACH	39.00
2	1056-66 6" CI/PVC X 6" CI/PVC CPLG	4		4	EACH	13.80	EACH	55.20
3	1056-88 8" CI/PVC X 8" CI/PVC CPLG	4		4	EACH	21.25	EACH	85.00
4	DFW-4T/C 4" FLEX TEE W/2-#312 CLAMPS	4		4	EACH	52.75	EACH	211.00
5	DFW-6Y/C 6" FLEX WYE W/2-#312 CLAMPS	3		3	EACH	83.15	EACH	249.45
6	MJRSGV-6-M 2361-23 6" MJ OL GATE VLV L/ACC	1		1	EACH	725.00	EACH	725.00
7	FB1000-3/4 3/4" CC X CTS PJ BALL CORP VLV	6		6	EACH	66.50	EACH	399.00
8	PE-PIT-20X36 20 X 36 PE METER PIT	14		14	EACH	113.65	EACH	1591.10
9	MBC-285T-20TR 20" RING & CVR W/2" TR	14		14	EACH	112.80	EACH	1579.20
10	B-2404R-583412 58X34X12 LW-BV/MTR-NUT & MULTI-PURP. THRD-ENDS	14		14	EACH	177.80	EACH	2489.20
11	B-2404R2-58347 58X34X7 LW-BV/DUAL-CK MULTI-PURP. THRD-ENDS	8		8	EACH	237.95	EACH	1903.60
12	P-14227-583434 58X34X34 THRDXPJ MTR CPL	44		44	EACH	16.65	EACH	732.60
13	C44-33 3/4" CTS PJ CPLG	14		14	EACH	27.65	EACH	387.10

13	Lines Total	Qty Shipped Total	136	Total	10446.45
				Taxes	808.34
				Invoice Total	11254.79

This quote is IMCO's interpretation of the above mentioned job and is not a guarantee of material needed, or product availability. The customer shall be responsible to confirm all items. The customer is responsible for any inbound freight charges unless order is full freight allowed. Special order items are non-returnable. IMCO is not liable for delivery delays, cancellations, or price increases resulting from any cause beyond our control, which includes, but are not limited to manufactures shortages, availability, or timeliness of transportation, materials, fuels, or supplies. All valves, hydrants, and fittings are less accessories.

**BILL NO. 4499**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR MARK BUCHHEIT THAT WILL ALLOW GUEST LODGING AT 286 S. GABOURI STREET.**

**WHEREAS**, Mark Buchheit is requesting a Special Use Permit that will allow Guest Lodging at 286 S. Gabouri Street, which is currently located in an R-2 General Residential Zone District; and

**WHEREAS**, the Planning & Zoning Commission recommended approval (5-Yes 0-No 3-Absent) at the July 7, 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 Mark Buchheit that will allow guest lodging at 286 S. Gabouri 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:** \_\_\_\_\_.

**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: Mark Buchheit

ADDRESS: 330 S Gabouri, Ste. Genevieve, MO 63670

BRIEF DESCRIPTION OF REQUEST: To operate a guest lodging establishment

DATE OF REQUEST: May 23, 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 one (1) 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Kinsky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Prince, Alderman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anthony Grass	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amanda Hutchings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gina Bryant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justin Donovan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathleen Waltz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  
 \_\_\_\_\_  
 Gary Roth, Chairman

7-7-2022  
 \_\_\_\_\_  
 Date



## STAFF REPORT

July 7, 2022

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

**SPECIAL USE PERMIT**  
286 S Gabouri

**SPECIAL USE PERMIT:** To operate a guest lodging establishment at 286 South Gabouri Street, a single family residential structure.

### R-2 General Residential District

Owner: Mark Buchheit  
330 S Gabouri  
Ste. Genevieve, MO 63670

Applicant: Mark Buchheit  
330 S Gabouri  
Ste. Genevieve, MO 63670



**Legal Description:** See attached.

**Size of Lot:** 0.85 acre, 36,600 Sq. Ft. (+/-) / South line 390' (+/-), West line 136' (+/-), North line 310' (+/-) East line 105' (+/-).

### 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 the South Gabouri Creek and vacant wooded lots within the R-2 General Residential Zone. The property is also bordered on the east side by a vacant wooded lot. The property is bordered on the 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 South Gabouri Street and other residential structures on the opposite side of Seraphin that are in the C-2 Central Business District Zone.
- 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 South Gabouri Street and is approximately 11' wide and 50' deep; the first 20' is relatively flat with a significant elevation change for the rear 30'; this flat part of the driveway provides parking for at least two (2) 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 two (2) bedrooms and would require a minimum of one (1) parking space.
- **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 applicant, Mark Buchheit, wishes to operate a guest lodging establishment, commonly known as a "VRBO" or "AirBNB", within the single family residential structure at 286 S Gabouri 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 006-22 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 one (1) off-street parking space 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

167 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5100 Fax (573) 883-8105

Special Use Permit Application

SUP006-22

FEE: \$50.00

PAID:

DATE RECEIVED:

By:



PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

1. Street Address of Tract or Tracts:

276 S. GARBIN ST.

2. Names and Addresses of All legal owners of tract(s)

Mark R. Buchheit

3. Current Zoning Classification:

A (Agricultural)

MH (Mobil Home Park)

R-1 (Single Family Residential)

R-2 (General Residential)

C-4 (Neighborhood Commercial)

I-1 (Light Industrial)

I-2 (Heavy Industrial)

C-1 (General Commercial)

C-2 (Central Business)

4. Is this property located in a historic district?

Yes

No

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

MARK R. BUCHHEIT

PRINTED OR TYPED NAME

[Signature]

SIGNATURE

PRINTED OR TYPED NAME

SIGNATURE

6. Contact for Application:

Name: MARK BUCHHEIT

Address: 330 S. GARBIN ST. Ste. Genevieve MO 63670

Phone: 314-412-6018

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

CITY OF STE. GENEVIEVE, MISSOURI

167 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5100 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

*[Handwritten Signature]*

Applicant's Signature

SECTION B.

1. Legal description of tract(s)

PARCEL #: 07-5.0-021-04-022-0002.00 (Also see Schedule C)

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.**

Mary Hoag 229 S. GABOURI lot across <sup>North</sup> (3rd GABOURI) Street

Jeanette Wood 285 S. GABOURI lot across (North) Street

Mark & Barbara Rasker/Peterson 298 S. GABOURI lot to the west

Virginia Wilson 250 S. GABOURI lot South (Across S. GABOURI Creek)  
City of Ste. Genevieve ~~lot to the EAST~~ lot to the EAST

DON & ANN Hemmer 198 S. third St. lot to the North West Across St.

CITY OF STE. GENEVIEVE, MISSOURI

167 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5100 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.

Air BuB

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

- <sup>NO</sup> 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  
 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? \_\_\_\_\_

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.

None Known.

**CITY OF STE.GENEVIEVE, MISSOURI**

*165 S. Fourth Street*

*Ste. Genevieve, MO 63670*

*Phone (573) 883-5100 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.

The permit will allow the neighborhood to look listed in  
and not Abandoned. IN addition it will generate much needed  
lodging taxes for the city of Ste. Genevieve.

---

CITY OF STE.GENEVIEVE, MISSOURI  
167 S. Fourth Street  
Ste. Genevieve, MO 63670  
Phone (573) 883-5100 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: 286 S. GABOURI

Applicant Name: MARIL BUCHHEIT

Date of Planning and Zoning Meeting: 7/7/22

Planning and Zoning Commission:  Approved  Denied

Date of Board of Alderman Meeting: 7/14/22  Approved  Denied

Received By: DB Date & Time 5/23/22

CITY OF STE. GENEVIEVE, MISSOURI

187 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-7100 Fax (573) 883-8107

Special Use Permit Application

SUP 006-22

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

6-15-2002

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 636-883-5100 Fax 636-883-8105

Special Use Permit Application

SUP 006-22

PLEASE PRINT OR TYPE (SLICK INK ONLY)

POLICE CHIEF'S REVIEW:

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

( ) YES (Please Explain Below)

( ) NO

Three horizontal lines for explanation.

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

Four horizontal lines for 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)

(X) NO

Three horizontal lines for explanation.

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

Three horizontal lines for concerns.

Handwritten signature of Fire Chief.

Fire Chief's Signature

Handwritten date: 6/15/22

Date

**SCHEDULE C**

File Number: 0920-057

Policy Number: 7230672-221344693

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

Tract #1: All that part of U.S. Survey 326, in Ste. Genevieve, Missouri, described as follows: Begin at the Northeast corner of a lot conveyed to Charles W. and Amanda Meyers by deed recorded in Book 115, Page 376, Ste. Genevieve Land Records; thence Eastwardly along the South line of South Gabouri Street, to the intersection of the South line of South Gabouri Street with the West line of Second Street; thence Southwardly along the West line of Second Street to the center of South Gabouri Creek; thence Westwardly along the center line of South Gabouri Creek to the Southeast corner of the lot described in Book 115, Page 376; thence North 02 degrees 45 minutes East along the East line of lot described in Book 115, Page 376 to the place of beginning.

ALSO all that part of U.S. Survey 326 in Ste. Genevieve, Missouri, described as follows: Begin at the Northeast corner of a lot in said survey by deed recorded in Book 100, Page 562 of the Ste. Genevieve County land records; thence South 87 degrees East along the South line of South Gabouri Street, Six (6) feet to a point for corner; thence South 02 degrees 45 minutes West to a point in the center of South Gabouri Creek; thence Westwardly along the center of said Creek Six (6) feet, more or less, to the Southeast corner of said lot described in Book 100, Page 562, to the place of beginning.

ALSO all that part of U.S. Survey 326, in the City of Ste. Genevieve located on the South side of South Gabouri Street, between Third and Second Street in Ste. Genevieve, Missouri, surveyed and described as follows: Begin at the center rock, with cross marked, of sewer drain located on the East side of Third Street and South side of South Gabouri; thence South 84 degrees East 113.7 feet to stake set for the beginning corner; thence South 87 degrees East 75.8 feet to a stake set for corner; thence South 02 degrees 45 minutes West to the center of the South Gabouri Creek; thence along center of said creek in a Westward direction, 77 feet; thence North 02 degrees 45 minutes East 138 feet to the beginning corner.

Tract #2: The non-exclusive use of a vehicle roadway over, across and upon certain lots and premises lying and being adjacent and West of the lot by this deed described, from a point in the East line of Third Street to the West line of the property herein described, as such roadway is presently established.



## **Adjoining Property Owners to 286 S Gabouri**

Donald & Anne Hemmer, Rev. Living Trust  
2034 Medicine Bow Drive  
Ballwin, MO 63011-1731

Jeanette Wood  
285 S Gabouri St  
Ste. Genevieve, MO 63670-1623

Richard Hoog Family Trust  
229 S Gabouri St  
Ste. Genevieve, MO 63670-1623

Foundation For Restoration of Ste. Genevieve Inc  
PO Box 88  
Ste. Genevieve, MO 63670

City of Ste. Genevieve  
165 S 4<sup>th</sup> St  
Ste. Genevieve, MO 63670

Virgie Wilson  
795 Weiler St  
Ste. Genevieve, MO 63670-1919

Tri-County Feed & Fertilizer Inc.  
777 Mulberry St  
Saint Mary, MO 63673-9318

Barbara & Mark Peterson  
298 S Gabouri St  
Ste. Genevieve, MO 63670-1624



To: Surrounding Property Owners  
From: David Bova, Community Development Administrator  
Subject: Request for Special Use Permit  
Date: June 10, 2022

Mark Buchheit is requesting a Special Use Permit to operate a guest lodging house, commonly known as "Vacation Rental By Owner" or "AirBnb" at 286 South Gabouri 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, July 7<sup>th</sup> at 6pm 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, July 14<sup>th</sup> at 6:00 pm at City Hall, 165 S. Fourth Street.

All interested parties are invited to attend.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Bova", with a horizontal line extending to the right.

David Bova  
Community Development Director

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



June 10, 2022

Mark Buchheit  
330 S Gabouri St  
Ste. Genevieve, MO 63670

Mr. Buchheit,

Enclosed please find a letter that was sent to the surrounding property owners of 286 S Gabouri 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, July 7<sup>th</sup> at 6:00 pm

PUBLIC HEARING – BOARD OF ALDERMAN (if approved by P&Z)  
Thursday, July 14<sup>th</sup> 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 June 22 – 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, July 7, 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, July 14, 2022 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this hearing is to consider a request from Mark Buchheit for a special use permit to allow guest lodging at 286 South Gabouri Street in an R-2 General Residential District.

All interested parties are invited to attend.