

contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Jeffrey C. Stroder, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$18,900 for the year ended September 30, 2022; \$19,400 for the year ended September 30, 2023; and \$20,000 for the year ended September 30, 2024. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of City of Ste. Genevieve, Missouri's financial statements. Our report will be addressed to the Mayor and Board of Aldermen of the City of Ste. Genevieve, Missouri. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Ste. Genevieve, Missouri is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Ste. Genevieve, Missouri and believe this letter accurately summarizes the significant terms of our engagement. If

you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BEUSSINK, HEY, ROE & STRODER, L.L.C.

Jeffrey C. Stroder, CPA

4433

RESPONSE:

This letter correctly sets forth the understanding of the City of Ste. Genevieve, Missouri.

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

Title: \_\_\_\_\_

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

**BILL NO. 4516**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH BT ELECTRIC, LLC, OF BLOOMSDALE, MISSOURI ON THE ELECTRICAL IMPROVEMENTS – STE. GENEVIEVE WATER PLANT PROJECT IN THE AMOUNT OF \$63,000.00.**

**WHEREAS**, the City of Ste. Genevieve (“City”) has issued an original contract with BT Electric, LLC. for the Electrical Improvements - Ste. Genevieve Water Plant Project in an amount of \$196,890.41; and

**WHEREAS**, there is a need to consider change order No.1 (attached as exhibit “A”) to include variable frequency drives (VFD) in the electrical improvements; and

**WHEREAS**, the cost of the change order (No. 1) is \$63,000 making a total cost for the project \$259,841.41.

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

**SECTION 1:** The Board of Aldermen hereby approves Change Order No. 1 (Exhibit “A”) to the Electrical Improvements – Ste. Genevieve Water Plant Project as attached hereto and made a part of this Ordinance with BT Electric of Bloomsdale, Missouri.

**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 that are 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 part of this ordinance which can be given effect without 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 KRISTI CLEGHORN**
- ALDERWOMAN SUSAN JOHNSON**
- ALDERMAN BOB DONOVAN**
- ALDERMAN MIKE JOKERST**
- ALDERMAN JEFF EYDMANN**
- ALDERMAN MIKE RANEY**
- ALDERWOMAN ASHLEY ARMBRUSTER**
- ALDERMAN JOE 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



Architecture • Civil Engineering • Land Surveying • Site Development • Geotechnical Engineering • Inspection & Materials Testing

**CHANGE ORDER NO. 1**

**DATE:** October 6, 2022

**OWNER:** City of Ste. Genevieve

**CONTRACTOR:** BT Electric, LLC

**ENGINEER:** Cochran

**SUBJECT:** Change Order No. 1  
Electrical Improvements – Ste. Genevieve Water Plant  
Cochran Project No. 21-8709

**ITEM:**

1. Reimburse contractor for variable frequency drives (VFD) for a total addition to the project of **\$63,000.00**

Original Contract Amount:	\$196,890.41
Contract Amount Prior to Change Order No. 1	\$196,890.41
Net Addition to Contract:	\$ 63,000.00
<b>New Contract Amount:</b>	<b>\$259,890.41</b>

City of Ste. Genevieve  
**OWNER (Firm Name)**

165 S 4<sup>th</sup> Street  
ADDRESS (Line 1)

Ste. Genevieve, MO 63670  
ADDRESS (Line 2)

\_\_\_\_\_  
BY (Signature)

Happy Welch  
(Typed Name)

\_\_\_\_\_  
DATE

BT Electric, LLC  
**CONTRACTOR (Firm Name)**

8076 U.S. Highway 61  
ADDRESS (Line 1)

Bloomsdale, MO 63627  
ADDRESS (Line 2)

\_\_\_\_\_  
BY (Signature)

Bruce Terry  
(Typed Name)

\_\_\_\_\_  
DATE

Cochran  
**ENGINEER (Firm Name)**

530A East Independence Drive  
ADDRESS (Line 1)

Union, MO 63084  
ADDRESS (Line 2)

\_\_\_\_\_  
BY (Signature)

Brian Gentges  
(Typed Name)

\_\_\_\_\_  
DATE

**END CHANGE ORDER NO. 1**

**BILL NO. 4517**

**ORDINANCE NO.**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A BILLBOARD PARTICIPATION AGREEMENT WITH THE STE. GENEVIEVE MUSEUM LEARNING CENTER.**

**WHEREAS**, the City of Ste. Genevieve (“City”) has obtained the right to advertise on billboards at select locations in Missouri, Illinois and Kentucky with Robinson Outdoor Displays; and

**WHEREAS**, this advertising campaign is to assist in the marketing the activities and history in the City of Ste. Genevieve to tourists, visitors and businesses; and

**WHEREAS**, the advertising campaign will benefit Ste. Genevieve City & County; and

**WHEREAS**, the Ste. Genevieve Museum Learning Center (“Learning Center”) desires to participate in the advertising campaign for the purpose of mutual benefit to the parties to bring tourists, visitors and businesses to the Ste. Genevieve region; and

**WHEREAS**, the Board of Aldermen believe it to be in the best interests of the residents of the City to approve the Billboard Participation Agreement (Exhibit “A”) with the Learning Center.

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

**SECTION 1.** The Board of Aldermen of the City of Ste. Genevieve, Missouri hereby authorize and direct the City Administrator to enter into the attached agreement (Exhibit “A”) as incorporated herein by reference and made a part of this ordinance with the Ste. Genevieve Museum Learning Center.

**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 that are 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 part of this ordinance which can be given effect without such invalid part or parts.

**DATE OF FIRST READING:** \_\_\_\_\_.

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

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**VOTE**

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

\_\_\_\_ **AYES** \_\_\_\_ **NAYS** \_\_\_\_ **ABSENT**

Approved As To Form:

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

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

Attest:

Reviewed By:

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

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

**BILLBOARD PARTICIPATION AGREEMENT**

WHEREAS, the City of Ste. Genevieve has obtained the right to display certain ads on billboards at various locations in Missouri, Illinois, and Kentucky; and

WHEREAS, this advertising campaign is to assist in the marketing of the City of Ste. Genevieve to tourists, visitors and businesses; and

WHEREAS, the advertising campaign can benefit surrounding communities and businesses; and

WHEREAS, STE. GENEVIEVE MUSEUM LEARNING CTR. desires to participate the advertising campaign for the purpose of mutual benefit to the parties to bring tourists, visitors and businesses to the Ste. Genevieve region.

NOW THEREFORE, it is agreed between STE. GENEVIEVE MUSEUM LEARNING CTR. and the City of Ste. Genevieve as follows:

1. The City of Ste. Genevieve shall allow STE. GENEVIEVE MUSEUM LEARNING CENTER. to place advertisements on billboards pursuant to the advertising agreement as follows on the following dates and at the following locations:

MUSEUM ADA TO BE PLACED INTO REGULAR ROTATION BEING USED BY CURRENT ADVERTISING PROGRAM, APPROX. 25% OF ADS WILL BE THE MUSEUM ADA.

2. STE. GENEVIEVE MUSEUM LEARNING CENTER agrees to reimburse the City of Ste. Genevieve the sum of ONE THOUSAND AND ~~NO~~ /~~100~~ — Dollars (\$1,000.<sup>00</sup> / ~~XX~~) in order to participate in this billboard advertising campaign. That payment shall be made on or before the 1<sup>ST</sup> day of EACH MONTH 20 STARTING OCT. 2022

3. If for any reason the City of Ste. Genevieve is unable to provide a display at the location specified herein, the City of Ste. Genevieve may substitute a location, in its sole discretion,



that it deems to be of equal advertising value. Such substitution shall not affect the remainder of this agreement.

4. This agreement embodies the entire agreement between the parties and there are no other agreements, either oral or written, that are not contained herein.

5. Should a dispute arise between the parties, the prevailing party shall be entitled to reasonable attorney fees and costs. The laws of the State of Missouri shall govern any dispute between the parties and the venue for any such litigation shall be in the Ste. Genevieve County Circuit Court.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF STE. GENEVIEVE

By: Happy Welch, City Admin

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

**BILL NO. 4518**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR CHERYL LAND THAT WILL ALLOW GUEST LODGING AT 260 N. FOURTH STREET.**

**WHEREAS**, Cheryl Land is requesting a Special Use Permit that will allow Guest Lodging at 260 N. Fourth Street, which is currently located in an R-2 General Residential Zone District; and

**WHEREAS**, the Planning & Zoning Commission recommended approval (6-Yes 0-No 2-Absent) at the October 6, 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 Cheryl Land that will allow guest lodging at 260 N. Fourth 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: Cheryl Land & Judy Sumpter

ADDRESS: 260 N 4<sup>th</sup>. Ste. Genevieve, MO 63670

BRIEF DESCRIPTION OF SPECIAL USE REQUEST: To operate a guest lodging space

DATE OF REQUEST: September 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.

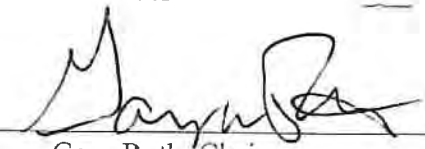
9. The applicant is to provide not less than two (2) off-street parking spaces for use by guests.

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 Kinsy	<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

10-6-2022  
 \_\_\_\_\_  
 Date



## STAFF REPORT

October 6, 2022

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

**SPECIAL USE PERMIT**  
260 N 4th

**SPECIAL USE PERMIT:** To operate a guest lodging establishment at 260 N 4<sup>th</sup> Street, a single family residential structure.

R-2 General Residential District

Owner: Cheryl Land & Judy Sumpter  
260 N 4th  
Ste. Genevieve, MO 63670

Applicant: Cheryl Land & Judy Sumpter

**Legal Description:** See attached.

**Size of Lot:** 0.67 acre, 29,375 Sq. Ft. (+/-) / South line 260' (+/-), West line 148', North line 183' East line 78' (+/-), then angled southeast 108' (+/-).



**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 west side by N 4<sup>th</sup> Street with residential structures across the street within an R-1 Single Family Residential Zone. The property is bordered on the south and north by other residential structures that are within the R-2 General Residential Zone. The property is bordered on the east side by baseball fields (known as Khoury League fields) owned by the VFW and maintained by the City within the R-2 General Residential District.
- The property sits within the Ste. Genevieve National Register Boundary and is a Contributing structure to the historic district. It was built c. 1930.
- The structure's previous use was as a single family residence but it had been vacant since approximately 2012.
- The parking area is accessed off of N 4<sup>th</sup> Street and is approximately 25' wide and 30' deep and offers parking for at least two (2) vehicles. There is an accessory building (Quonset hut type structure) on the lot but that is not planned for use as parking at this time.
- **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.

## PROJECT DESCRIPTION

The owners, Cheryl Land & Judy Sumpter, wish to operate a guest lodging establishment, commonly known as a "VRBO" or "AirBNB", within the single family residential structure at 260 N 4<sup>th</sup> 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 008-22 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.*



50908-22

CITY OF STE. GENEVIEVE, MISSOURI  
165 S. Fourth Street  
Ste. Genevieve, MO 63670  
Phone (573) 883-7400 Fax (573) 883-8105  
Special Use Permit Application

FEE: \$50.00  
PAID: 9/21/22

RECEIVED  
DATE RECEIVED: SEP 21 2022  
BY:

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

- 1. Street Address of Tract or Tracts:  
260 N 4th Street
- 2. Names and Addresses of All legal owners of tract(s).  
Cheryl LAND 250 Academy St. Gen  
Judy Sumpter 532 Morely

- 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>CHERYL LAND</u> PRINTED OR TYPED NAME	<u>Cheryl Land</u> SIGNATURE
<u>Judy Sumpter</u> PRINTED OR TYPED NAME	<u>Judy Sumpter</u> SIGNATURE

- 6. Contact for Application:
 

Name: CHERYL LAND

Address: 250 Academy St. Gen

Phone: 573-631-7800

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) 883-5100 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

*Cheryl Lanza*

Applicant's Signature

**SECTION B.**

1. Legal description of tract(s)

*Attached*

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.**

*Richard Zielinski & Pam Koby, 302 N 4th, SG, MO 63670*

*Memorial Home Bldg Assn V.F.W. Po Box 347, SG, MO 63670*

*Kuenzel Properties w/o LLC, 1096 Hwy 50, Union, MO 63084*

*Kathy Dukes; Etal, Attn: Troy & Rachel Allen, 399 Washington, SG, MO 63670*

*Troy Allen & Rachel Heberlie, 399 Washington, SG, MO 63670*

*Adelaide Schilly, 220 N 4th, SG, MO 63670*

*Peggy Harison, 270 ACADEMY, SG, MO 63670*

*Aaron & Gina Bryant, 992 S Gabour, SG, MO 63670*

*Marshall & Jirelle Brautigam, Po Box 2026, Chester, CA 96020*

*Jen Luttrell, 215 N 4th, SG, MO 63670*

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 D.**

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

Vacation Rental to help give more Accommodation to Our City's visitors - during Jour de Fete there was not enough lodging for those who wished to stay

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
- Fence
- Machinery or heavy equipment
- Trash/refuse/garbage generation

Please explain if any of the items above are indicated: NA

4. What other uses will exist on the premises? NA

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

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)

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**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.

To provide more Ste. Gen guest lodging. Our Jour de Fete was much bigger this year than last, and there wasn't enough lodging for those who visited our city. We have several wineries in our area of which is a big attraction. All of these venues bring more money and helps to pay for our roads and other city renovations.

**LEGAL DESCRIPTION  
EXHIBIT A**

All that part of United States Survey 332 and Survey 344 of Block Number 21 in the City of Ste. Genevieve and the County of St. Genevieve, Missouri which is more fully described as follows: Beginning at the Southeast corner of said Block Number 21 in Survey Number 332, in North line of Washington Street and running thence North 10 degrees 40 minutes West, for a distance of 150 feet to the place of beginning of tract herein described; thence South 79 degrees 40 minutes West, for a distance of 184 feet to a point for corner in the East line of a tract of land conveyed to Joseph Cramer by a Warranty deed recorded in Book 74 at page 182 in the Recorder's Office of Ste. Genevieve County, Missouri; thence with said East line, North 10 degrees 20 minutes West, for a distance of 49.70 feet to a point for corner; thence South 79 degrees 40 minutes West, for a distance of 50 feet; thence North 10 degrees 20 minutes West, for a distance of 50 feet; thence North 10 degrees 20 minutes West, for a distance of 41 feet; thence South 79 degrees 40 minutes West, for a distance of 260 feet to a point in the East line of Fourth Street; thence with said East line of Fourth Street, North 14 degrees 45 minutes West, for a distance of 124 feet 4 inches to a point for corner; thence North 79 degrees 40 minutes East, for a distance of 515 feet to a point in the West line of Third Street; thence with said West line of Third Street, South 10 degrees 40 minutes East, for a distance of 215 feet 4 inches to the place of beginning. Said described tract being part of land described in Deed recorded in Book 104 at Page 282 in the Recorder's Office of Ste. Genevieve County, Missouri.

**LESS AND EXCEPT:** That part conveyed to Memorial Home Building Association (V.F.W.), a Missouri Corporation as is established in Book 160 at page 79 in the Recorder's Office of Ste. Genevieve County, Missouri.

Also, all that part of the South Half of LeCompte Street, lying North of and adjacent to the North line of the above described property as vacated by Ordinance No. 2386, Bill No. 2393 by the City of Ste. Genevieve and recorded in Book 351 at page 291 in the Recorder's Office of Ste. Genevieve County, Missouri.

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)

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THIS SECTION TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR

Application Address: 260 N 4th

Applicant Name: Cheryl Land

Date of Planning and Zoning Meeting: 10/6/22

Planning and Zoning Commission:  Approved  Denied

Date of Board of Alderman Meeting: 10/13/22  Approved  Denied

Received By: DR Date & Time: 9/21/22



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

I hereby certify that the within Instrument  
was filed on: **3/10/2021 3:38 PM**

**Number of Pages: 2**

**Fees: \$27.00 Doc # 2021-0965**

**Peggy Yamnitz, Recorder**

*Dana Jacob*  
Deputy Recorder

(Space above reserved for Recorder of Deeds certification)

**GENERAL WARRANTY DEED  
(Limited Liability Company)**

*This Deed*, Made and entered into this 5 day of March, 2021, by and between

**T Holdings, LLC**

a limited liability company organized and existing under the laws of the State of Missouri, **Grantor**, and

**Cheryl Land, a single person, and Judy F. Sumpter, a married person,  
as joint tenants with right of survivorship and not as tenants in common**

**Mailing address: 260 N. Fourth St, Ste. Genevieve, MO 63670**  
of the County of Ste. Genevieve, State of Missouri, **Grantees**.

*WITNESSETH*, that the said Grantor, for and in consideration of the sum of Ten Dollars and other valuable considerations paid by the said Grantees, the receipt of which is hereby acknowledged, does by these presents **GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM** unto the said Grantees, the following described Real Estate, situated in the County of Ste. Genevieve and State of Missouri, to-wit:

All that part of United States Survey 332 and Survey 344 of Block Number 21 in the City of Ste. Genevieve and the County of St. Genevieve, Missouri which is more fully described as follows: Beginning at the Southeast corner of said Block Number 21 in Survey Number 332, in North line of Washington Street and running thence North 10 degrees 40 minutes West, for a distance of 150 feet to the place of beginning of tract herein described; thence South 79 degrees 40 minutes West, for a distance of 184 feet to a point for corner in the East line of a tract of land conveyed to Joseph Cramer by a Warranty deed recorded in Book 74 at page 182 in the Recorder's Office of Ste. Genevieve County, Missouri; thence with said East line, North 10 degrees 20 minutes West, for a distance of 49.70 feet to a point for corner; thence South 79 degrees 40 minutes West, for a distance of 50 feet; thence North 10 degrees 20 minutes West, for a distance of 50 feet; thence North 10 degrees 20 minutes West, for a distance of 41 feet; thence South 79 degrees 40 minutes West, for a distance of 260 feet to a point in the East line of Fourth Street; thence with said East line of Fourth Street, North 14 degrees 45 minutes West, for a distance of 124 feet 4 inches to a point for corner; thence North 79 degrees 40 minutes East, for a distance of 515 feet to a point in the West line of Third Street; thence with said West line of Third Street, South 10 degrees 40 minutes East, for a distance of 215 feet 4 inches to the place of beginning. Said described tract

being part of land described in Deed recorded in Book 104 at Page 282 in the Recorder's Office of Ste. Genevieve County, Missouri.

LESS AND EXCEPT: that part conveyed to Memorial Home Building Association (V.F.W.), a Missouri Corporation as is established in Book 160 at page 79 in the Recorder's Office of Ste. Genevieve County, Missouri.

Also, all that part of the South Half of LeCompte Street, lying North of and adjacent to the North line of the above described property as vacated by Ordinance No. 2386, Bill No. 2393 by the City of Ste. Genevieve and recorded in Book 351 at page 291 in the Recorder's Office of Ste. Genevieve County, Missouri.

SUBJECT to terms, conditions, restrictions and reservations of record, if any.

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

The said Grantor hereby covenanting that it and its successors, shall and will **WARRANT AND DEFEND** the title to the premises unto the said Grantees, and to the heirs and assigns of such parties forever, against the lawful claims of all persons whomsoever, excepting, however, the general taxes for the calendar year 2021 and thereafter, and special taxes becoming a lien after the date of this deed.

**IN WITNESS WHEREOF**, the said Grantor has caused these presents to be signed by its Sole Member.

**T Holdings, LLC**

By: 

**Clayton T. Reese, Sole Member**

**STATE OF MISSOURI**

County of **ST LOUIS**

} ss. On this 5 day of March, 2021, before me personally appeared

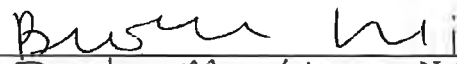
**Clayton T. Reese**

who being by me duly sworn, did say that he is the Sole Member of T Holdings, LLC, A Limited Liability Company of the State of Missouri, and that said instrument was signed on behalf of said Company, by authority of its Members and said Clayton T. Reese acknowledged said instrument to be the free act and deed of said Company.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

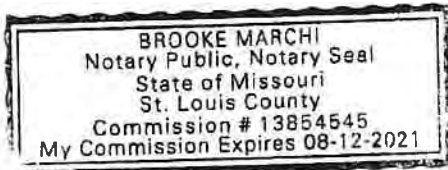
My term expires

8/12/21



**Brooke Marchi**

Notary Public





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

SU P008-22

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

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

N/A

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Police Chief's Signature

09/28/2022

Date

**FIRE CHIEF'S REVIEW**

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

( ) YES (Please Explain Below)

( ) NO

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

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---

Fire Chief's Signature

Date

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

Sup008-22

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:

NONE

\_\_\_\_\_  
Fire Chief's Signature

\_\_\_\_\_  
Date

## Adjoining Property Owners to 260 N 4<sup>th</sup>

Richard Lielinski & Pam Koby  
302 N 4<sup>th</sup> St  
Ste. Genevieve, MO 63670

Memorial Home Bldg. Assn. VFW  
PO Box 347  
Ste. Genevieve, MO 63670

Kuenzel Properties W/O LLC  
1096 Highway 50  
Union, MO 63084

Kathy Dukes; Etal  
Attn: Troy & Reachel Allen  
399 Washington  
Ste. Genevieve, MO 63670

Troy Allen & Reachel Heberlie  
399 Washington  
Ste. Genevieve, MO 63670

Adelaide Schilly  
220 N 4th  
Ste. Genevieve, MO 63670

Peggy Havicon  
270 Academy  
Ste. Genevieve, MO 63670

Aaron & Gina Bryant  
992 S Gabouri  
Ste. Genevieve, MO 63670

Marshall & Jinette Brautigam  
PO Box 2026  
Chester, CA 96020

Jean Luttrell  
215 N 4th  
Ste. Genevieve, MO 63670

### Registered rental units adjoining property:

Shelbea Rhymer  
299 N 4<sup>th</sup> St  
Ste. Genevieve, MO 63670



To: Surrounding Property Owners  
From: David Bova, Community Development Administrator  
Subject: Request for Special Use Permit  
Date: September 23, 2022

Cheryl Land is requesting a Special Use Permit to operate a guest lodging house, commonly known as "Vacation Rental By Owner" or "AirBnb" at 260 N 4<sup>th</sup> Street, which is in an R-2 General Residential zoning district. Such use is permitted in an R-2 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, October 6<sup>th</sup> 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, October 13<sup>th</sup> at 6:00 pm at City Hall, 165 S. Fourth Street.

All interested parties are invited to attend.

Sincerely,

David Bova  
Community Development Director



September 23, 2022

Cheryl Land  
250 Academy St  
Ste Genevieve, MO 63670

Ms. Land,

Enclosed please find a letter that was sent to the surrounding property owners of 260 N 4<sup>th</sup> 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, October 6<sup>th</sup> at 6:00 pm

**PUBLIC HEARING – BOARD OF ALDERMAN (if approved by P&Z)**

Thursday, October 13<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**