

AGENDA

Work Session

STE. GENEVIEVE BOARD OF ALDERMEN

Thursday – January 26, 2023

STE. GENEVIEVE CITY HALL

Immediately Following 6:00 p.m. Regular Board Meeting

CALL TO ORDER

APPROVAL OF AGENDA

BUSINESS ITEMS

1. Tiny Homes
2. Employee Benefits/Perks
3. Progress Parkway Property - **(The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021 RSMo. (2) Real Estate)**
4. City Administrator Yearly Performance Review - **(The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021 RSMo. (3) Hiring, Firing, Promotion & (13) Performance Review)**

ANY OTHER BUSINESS

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:

<https://us02web.zoom.us/j/84811211564?pwd=VnR5QVppTEhYMWYxWGszT2xqTW1YZz09>

Or by phone at (312) 626-6799 Meeting ID: 848 1121 1564 Passcode: 808225

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

Posted 1/21/2023

Happy Welch



Staff Report

Date: Jan. 6, 2023
To: Board of Aldermen
From: D. Bova, Community Dev. Admin.
RE: Tiny Homes Ordinance

Issue:

At previous board meetings and workshops, we've discussed how to encourage and allow more residential construction in town. One of the items discussed were allowing Tiny Homes.

Tiny Homes present some unique issues regarding zoning since they are not very big and a potential building would not need large lots to build them, but our code necessitates lot sizes meant to hold full size homes and other residential structures. Also, Tiny Homes present some unique distinctions (size, foundation vs. mobile, # of occupants, etc.) that don't particularly fit within our current zoning structure. We have already adopted Tiny Homes building code into ordinance but now need to consider zoning and where these structures would best be placed and what, if any regulations, we need to adopt.

We currently have two sections of code that could provide for the placement of Tiny Homes if a developer wished to build multiple units – these include the Planned Urban Development (Section 405.135) and the Community Unit Plan of our Special Use Regulations code (Section 405.200(D)(25)), but both of these have requirements for larger lot sizes, required open spaces, homeowners association ownership, etc. The options below help to mitigate those requirements in order to allow single builders the possible opportunity to build single tiny homes within specific zones or when an Overlay Permit is granted.

Options would be 1) allowing Tiny Homes on a foundation only in a MH Zones, 2) allowing Tiny Homes on a foundation or on wheels only in a MH Zone, or 3) creating an Overlay permit which could allow Tiny Homes subdivisions on certain parcels and in certain zones within the City.

FYI, the areas highlighted in yellow in the attached options would be amendments to existing code. The area highlighted in green is a suggestion to the possible Overlay Zone, but not necessary.

Recommendation:

Discuss and give direction on which option(s), if any, the Board would like adopted into code.

Initial Draft--Tiny Home Overlay Zone District

Section 405.400 "THO" Tiny Home Overlay Zone

- A. Purpose. The "THO" Tiny Home Overlay Zone District is established to provide housing options in specified areas within the City by permitting tiny homes on lots smaller in size than the current City minimum square footage requirements within the zones allowed, and shall be used for independent living quarters, designed as a permanent, year-round residence.
- B. Location. The "THO" Tiny Home Overlay Zone may be allowed in "MH" Mobile Home Zones or upon a minimum of at least four (4) acres in any zoning district where residential use is allowed.
- C. General. A "THO" Tiny Home Overlay permit may be granted under this Section for the uses enumerated in this Section. The permit shall be applicable to the real property and/or parcels described in the "THO" Overlay Zone application. The issuance of a "THO" Tiny Home Overlay permit shall expire if there is no development of Tiny Homes within one (1) year from the date of issuance. An extension of one (1) year may be granted by the Planning & Zoning Commission upon written request by the applicant at least one (1) month prior to the expiration of the initial approval. Upon application for a "THO" Overlay Zone permit, the applicant shall pay an application fee of one hundred dollars (\$100.00).
- D. Procedures.
 - 1. Applications for the approval of an overlay permit shall be submitted to the Community Development Administrator. The application shall include a proposed statement of objectives for the development and proposed site plan including a layout of lots with approximate dimensions and size; location of all any existing structures; approximate location of existing and proposed streets, easements and utilities; any proposed alteration to the elevation or topography of the site; and any proposed improvements other than tiny homes. If the property within the proposed "THO" Overlay Zone is to be subdivided, a preliminary subdivision plan, per Section 415.050 and 415.060, approved by Planning & Zoning is required also.
 - 2. The Community Development Administrator shall prepare a report concerning the application for presentation to the Planning and Zoning Commission along with recommendations for conditions to ensure compliance with these provisions.
 - 3. Applications for an overlay permit shall be made and processed in the same manner as provided for zoning amendments in Section 405.230.
 - 4. An application for an overlay permit under this Section may be made and processed contemporaneously with a proposed amendment of the district in which such site lies and/or with an application for subdivision of such site.
- E. Permitted Uses.
 - 1. Tiny Home between 200 ft² to 500 ft².
 - 2. Garages, covered parking structures, and other accessory buildings no larger than 400 ft² when on a lot where the primary building is a Tiny Home.
 - 3. Accessory buildings incidental and subordinate to the Tiny Home Overlay Zone. Buildings housing such facilities as laundromats, community meeting space, etc. and

only when such facilities are intended for the use of persons residing within the Tiny Home Overlay Zone.

F. Site and Structure Requirements.

1. The minimum lot area in the "THO" Tiny Home Overlay District is four thousand five hundred (4,500) square feet; minimum lot width shall be 30 feet.
2. Setbacks shall be the same as "R-2" General Residential District; maximum building height shall be 15 feet; maximum lot coverage by structures shall be 30%.
3. Tiny Homes shall be connected to City water service, City sewer, and electric utilities.
4. Mechanical equipment shall be incorporated into the structure and not located on the roof.
5. Tiny Homes must comply with all applicable State and Local Codes and Regulations including ICC International Residential Building Code, ICC Tiny House Code adopted in Section 500.110, and the Residential Tiny Home Checklist adopted by the City of Ste. Genevieve.
6. All Tiny Homes must be constructed or placed on a permanent foundation and all undercarriage, foundation system, and external elements below the finished floor shall be screened or constructed with architectural elements that provide screening.
7. **At the time of submittal of the THO Overlay Zone application, the developer shall submit a plan to encourage (require?)** Tiny Homes have a minimum of four (4) of the following design features:
 - i. Upgraded entry feature, such as transom or side windows around an exterior door;
 - ii. Exterior accessories, such as permanent shutters, or fixed sunshade devices, or gutters/downspouts;
 - iii. Pitched roofline (4:12 pitch or steeper);
 - iv. Dormers;
 - v. Premanufactured skylights;
 - vi. Built-on porch or deck;
 - vii. Exterior residential light sconces or downcans.
 - viii. The provision of more than one (1) item within the same category of design feature may be counted independently towards the overall minimum requirements (e.g. including both a sunshade and shutters).

G. Definitions.

Tiny Home

A residential structure between two hundred (200) to five hundred (500) square feet of living area under roof installed on a permanent foundation, intended for independent living quarters, designed as a permanent, year-round residence for one (1) family.

Family

1. One (1) or more persons related by blood, marriage or adoption. A family may also include not more than two (2) persons not related by blood, marriage or adoption.

2. For purposes of this Tiny Homes Overlay section, occupancy shall not be more than one (1) occupant per 70 ft² of total floor space less space for the kitchen and bathroom (minimum 80 ft²)

Section 405.170 “MH” Mobile Home Park District Regulations.

A. The regulations set forth in this Section or set forth elsewhere in this Chapter, when referred to in this Section, are the district regulations of the "MH" Mobile Home Park District.

1. Premises shall be used only for the following purposes:

a. Mobile homes.

b. Tiny homes on a foundation, as defined under Section 405.020.

c. Accessory buildings incidental and subordinate to the use of mobile homes. Buildings housing such facilities as laundromats, nurseries, etc., and only when such facilities are intended for the use of persons residing within the district.

d. Any "R-2" use if a special use permit therefor is granted under Section 405.200, Special Use Regulations.

e. All mobile home parks shall comply with the mobile home park regulations of the City of Ste. Genevieve.

2. Parking regulations. Off-street parking spaces shall be provided in accordance with the requirements of specific uses set forth in Section 405.170.

3. Height and area regulations. The height and area regulations set forth in Sections 405.150 and 405.160 shall be observed.

Section 405.020 Definitions

Tiny Home

A dwelling that has a minimum floor area, excluding lofts, of 120ft² and a maximum floor area of 450ft². Each dwelling must have a minimum floor area of not less than 120ft² for the first occupant and not less than 100ft² for each additional occupant.

Section 405.170 "MH" Mobile Home Park District Regulations.

A. The regulations set forth in this Section or set forth elsewhere in this Chapter, when referred to in this Section, are the district regulations of the "MH" Mobile Home Park District.

1. Premises shall be used only for the following purposes:

a. Mobile homes.

b. Tiny Home, on a foundation, as defined under Section 405.020.

c. Tiny Home on Wheels, as defined under Section 405.200, used as a full time residence or year-round rental property.

c. Accessory buildings incidental and subordinate to the use of mobile homes. Buildings housing such facilities as laundromats, nurseries, etc., and only when such facilities are intended for the use of persons residing within the district.

d. Any "R-2" use if a special use permit therefor is granted under Section 405.200, Special Use Regulations.hom

e. All mobile home parks shall comply with the mobile home park regulations of the City of Ste. Genevieve.

2. Parking regulations. Off-street parking spaces shall be provided in accordance with the requirements of specific uses set forth in Section 405.170.

3. Height and area regulations. The height and area regulations set forth in Sections 405.150 and 405.160 shall be observed.

Section 405.020 Definitions

Tiny Home

A dwelling that has a minimum floor area, excluding lofts, of 120ft² and a maximum floor area of 450ft². Each dwelling must have a minimum floor area of not less than 120ft² for the first occupant and not less than 100ft² for each additional occupant.

Tiny Home on Wheels

A manufactured Tiny Home, meeting ICC International Residential code, 2018 Edition, Appendix Q Tiny House Code requirements, equipped with the necessary service connections and made so as to be readily movable as a single unit upon their own running gear, and designed to be used as a dwelling unit without a permanent foundation.

Staff Report

January 26, 2023



To: Board of Aldermen
From: Happy Welch
Re: Employee Benefits

Issue:

One of the items I was tasked with bringing to the board was some low cost/no cost benefits for employees that could be incorporated to improve the benefit package.

I had presented a list last year but we were in the middle of budget and didn't have time to discuss further.

It's BAAAACK!

This is not an adopt all or nothing list. These are potentials that you can review and see if they fit in with your concept of employee benefits that can strengthen the bond between the city and an employee.

Recommendation:

Determine if you want to adopt any of the listed items or bring other ideas to the table for discussion.

Employee Low Cost/No Direct Cost Benefits

Paid holidays for part time employees

Employee Assistance Program (EAP). Employees can use for mental health assistance, legal assistance, finding a care center, etc

Allow Part-time employees to sign up for health insurance (Not city paid)

Flexible Schedules (how do we make that work)/4 day 40 hour work week (3 day weekend)

~~Remote Work (how do we make that work)~~

Local Event Tickets

Group Meals/Department Meals paid for by the city

More Casual Dress During Business Hours (Jeans, sneakers)

Create Personal Holidays in lieu of any of our current adopted holidays

Family Leave (kids, grandkids, parents)

Bonus Vacation Days (based on above and beyond work). Dept. Heads would have option to hand those out

Holiday Hunting Season Leave/Summer Vacation Leave/Winter Holiday Season Leave—Extra leave time for employees during certain times of year

457 Retirement Plan

Community Benefit Paid Hours – Allowing Staff to work with a civic organization/church group for a public benefit during work hours

Increase Vacation Benefit – 2-4 years 2 weeks, 3-9 years 3 weeks, 10-19 years 4 weeks, 20 years + 5 weeks. For new employees you could start at 2 weeks after finishing introductory period as an incentive to attract new employees or match vacation time from previous employment

1 Employee Snow Day (if warranted by the mayor and/or city admin due to severe weather/forecast)

Staff Report

January 26, 2023



To: Board of Aldermen
From: Happy Welch
Re: Progress Parkway Property

Issue:

There may be additional information to pass on that may require a closed session.

Recommendation:

Staff Report

January 26, 2023



To: Board of Aldermen
From: Happy Welch
Re: City Admin Performance Review

Issue:

Time again to do the performance review of the city administrator. We will close the meeting for discussion and review.

Recommendation:

Preview the evaluation page and fill in so a composite score can be agreed upon by the board.

City of Ste. Genevieve

EMPLOYEE PERFORMANCE EVALUATION

Name: Happy Welch Dept: Admin
 Position: City Administrator
 Date of Hire: 4/6/2020
 Present Salary: \$83,470.00
 Date: 1/26/2023

Type of Evaluation: Annual End of Probation Other

Employment Objectives (from the job description)	Weight	Rating	Score
1 Proper Oversight of Budget	2	<u> </u>	<u>0.0</u>
2 Project Management	2	<u> </u>	<u>0.0</u>
3 Department Oversight	2	<u> </u>	<u>0.0</u>
Core Competencies	Weight	Rating	Score
1 Quality of Work	1	<u> </u>	<u>0.0</u>
2 Teamwork & Cooperation	1	<u> </u>	<u>0.0</u>
3 Technical Job Knowledge/Skills	1	<u> </u>	<u>0.0</u>
4 Customer Focus	1	<u> </u>	<u>0.0</u>
5 Ethics and Values	1	<u> </u>	<u>0.0</u>
6 Decision Making	1	<u> </u>	<u>0.0</u>
7 Self Motivation	1	<u> </u>	<u>0.0</u>
8 Follows Safety Rules and Regulations	1	<u> </u>	<u>0.0</u>
Total			<u>0.0</u>

Rating Guide:

- Exceeds Expectation- Above Average Achievements 3
- Meets expectations (good employee performance) 2
- Needs Improvement (does not meet minimum requirements) 1
- Unsatisfactory performance (needs major improvement) 0

Average Total is 28 = Acceptable Level of Achievement

Did the employee achieve performance goals? Explain: _____

What are the goals for the next year? Determine at least 3 measurable goals:

What training/educational opportunities does the employee need to achieve:

Employee Acknowledgement:

I have reviewed this appraisal and discussed the contents with my supervisor.

My signature means that I have been advised of my performance, and it does not imply that I necessarily agree with this appraisal. I have the following comments regarding this appraisal:

Employee Signature _____

Date

Rating Supervisor Signature: _____

Date

Reviewed by City Administrator: _____

Date

Ste. Genevieve Performance Review

DESCRIPTIONS OF CORE COMPETENCIES

Quality of Work

- ✓ Completes assignments with a minimum number of errors.
- ✓ Follows established policies and procedures when completing assignments.
- ✓ Demonstrates thoroughness and attention to detail.
- ✓ Finishes assignments within established standards and deadlines.

Teamwork & Cooperation

- ✓ Contributes to the achievement of joint objectives.
- ✓ Keeps others informed about matters of importance to them.
- ✓ Develops and maintains smooth, cooperative relationships.

Technical Job Knowledge/Skills

- ✓ Demonstrates an understanding of all aspects of the job.
- ✓ Identifies errors and inconsistencies and corrects them.
- ✓ Stays abreast of new policies, regulations, procedures, etc.

Customer Focus

- ✓ Listens carefully to customer requests and concerns.
- ✓ Clearly and confidently explains what can and cannot be done to address customer request.
- ✓ Responds patiently and appropriately to difficult customers.
- ✓ Recognizes when solutions require involving others' input.

Ethics and Values

- ✓ Adheres to appropriate and effective set of core values and beliefs established by the organization.
- ✓ Is widely trusted and is seen as direct and truthful.
- ✓ Maintains social, ethical, and organizational norms in conducting internal and external business activities

Decision Making

- ✓ Selects and timely implements workable solutions to problems.
- ✓ Gathers and evaluates pertinent data before making decisions and developing action plans.
- ✓ Coordinates decisions with others to achieve shared goals.

50¢ RAISE – AMOUNTS PER POINTS ACHIEVED ON EVALUATION

16 – 19 Points = 25¢ Raise

21 – 24 Points = 35¢ Raise

25 – 27 Points = 45¢ Raise

28 + = 50¢ Raise