



**REGULAR MEETING  
OF THE  
CITY COUNCIL  
City of Maplewood, Missouri**

**VIA MICROSOFT TEAMS ONLY**

**Meeting will be held virtually due to City Hall serving as a municipal election polling site.**

**[Watch the Meeting Now](#)**

**Tuesday, April 8, 2025  
7:00 PM**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Motion to Excuse Council Member(s)
5. Approval of the Council Agenda
6. Approval of March 25, 2025, City Council meeting minutes
7. Public Hearing
  - a. A request by Samantha Oberkrom to operate a salon in the MR Medium Density Residential District at 2867 Laclede Station Road
8. Public Comment
9. Announcements
10. Presentations
  - a. Special Business District Tax Advisory Commission report by August Schlafly, chair, and Karmen Rayburn, member
11. New Business:
  - a. Resolution 25-13 – Demonstrating commitment to public safety and authorizing the City Manager to submit an application for the Missouri Blue Shield Program

- b. Resolution 23-14 – Granting a pole sign for Kendrick Design Construction LLC at 7552 Manchester Road
- c. Bill 6278 – First and Second Reading: Granting a conditional use permit to Samantha Oberkrom to operate a salon in the MR Medium Density Residential District at 2867 Laclede Station Road

12. Council and Staff Reports:

- a. Mayor’s Report
- b. Ward 1 Report
- c. Ward 2 Report
- d. Ward 3 Report
- e. City Attorney’s Report
- f. City Manager’s Report

13. Public Comment

14. Motion to hold a Closed Session pursuant to RSMo § 610.021 to discuss:

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)];
- b. Real estate matters [§ 610.021(2)];
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)];
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)];
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]; and/or
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

15. Adjournment

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**Addressing the Council**

Speakers at the April 8 City Council meeting can join the Teams meeting at [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NWNiZWNjNGMtZTY3YS00ODZmLTgxZGUtOTE3ZmEzMDQ4ZDA3%40thread.v2/0?context=%7b%22id%22%3a%224fc27e05-aa4d-43cf-8042-165213ed87a3%22%2c%22oid%22%3a%22d78a66f6-6ce9-4e45-9a44-78f50d801e47%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWNiZWNjNGMtZTY3YS00ODZmLTgxZGUtOTE3ZmEzMDQ4ZDA3%40thread.v2/0?context=%7b%22id%22%3a%224fc27e05-aa4d-43cf-8042-165213ed87a3%22%2c%22oid%22%3a%22d78a66f6-6ce9-4e45-9a44-78f50d801e47%22%7d). They can indicate their desire to speak by entering a request in the Q&A function. Public comments may also be submitted to [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) by 12:00 pm (noon) the day of the meeting. All written comments will be shared with the City Council before the meeting and become part of the public record.

**Accessibility Notice**

The City of Maplewood is committed to making public meetings accessible to all residents. To request accommodations or assistance, please contact the Deputy City Clerk at [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) or 314-646-3602, or Relay Missouri at 800-736-2966 (TTY). Please make your request at least 48 hours prior to the meeting to ensure appropriate arrangements can be made.

*Posted on April 4, 2025, at Maplewood City Hall and [maplewoodmo.gov](http://maplewoodmo.gov)*



## RECORD OF PROCEEDING

### **Regular Meeting of The City Council City of Maplewood, Missouri**

City Council Chambers, City Hall  
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, March 25, 2025  
7:00 PM**

**1. Call to Order:** The meeting was called to order at 7:00 PM, with Mayor Greenberg presiding.

**2. Pledge of Allegiance:** The Pledge of Allegiance was recited.

**3. Roll Call:** The following members were **present**:

- Council Member Coriell
- Council Member Faulkingham
- Mayor Greenberg
- Council Member Garcia
- Council Member Homa
- Council Member Mattox
- Council Member Page

A quorum was present.

**4. Motion to Excuse Council Member(s):** None needed.

**5. Approval of the Council Agenda as Presented**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Outcome:** The Council unanimously approved the agenda.

**6. Approval of March 11, 2025, City Council Meeting Minutes**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Outcome:** The Council unanimously approved the minutes.

**7. Public Hearing:** Application for a Full and Sunday Liquor by the Drink License for Sugar Fix 101, LLC at 7168 Manchester Road: **No comments.**

**8. Public Comment:**

- A resident spoke in support of transgender rights and the city's intention to fly the Transgender Pride Flag on March 31, 2025, in recognition of Transgender Day of Visibility.
- Amy Malinowski of Ward 3 spoke in support of the same.
- Tracy Doner of Ward 1 spoke in support of the same.
- C. Wiley of Ward 1 spoke in support of the same.

## 9. Announcements:

Council Member Garcia announced the following upcoming events:

- April 8 is the **Municipal Election**. She urged people to vote.
- A **Comprehensive Plan Open House** will be held on Monday, March 31, from 4 to 7 PM at City Hall.

## 10. Unfinished Business

a. Bill 6277 – Final Reading: Temporarily suspending enforcement of Chapter 12, Section 12-117 – Adoption of Property Maintenance Code, Section 302.4 – Weeds and Chapter 54, Section 54-56 – Cutting Required of the Code of Ordinances relating to the growth of grass or weeds to promote “No Mow April” from April 1 - 30, 2025, 2026, and 2027 in support of pollinators and wildlife habitat

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Garcia

**Roll Call Vote:**

- Council Member Coriell – Yes
- Council Member Faulkingham – Yes
- Mayor Greenberg – Yes
- Council Member Garcia – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page – Yes

**Outcome:** Bill 6277 was approved as **Ordinance No. 6071**

## 11. New Business

a. **Approval of a Full and Sunday Liquor by the Drink License** for Sugar Fix 101 LLC at 7168 Manchester Road

**Motion to approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Roll Call vote:**

- Council Member Coriell – Yes
- Council Member Faulkingham – Yes
- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page – Yes

**Outcome:** The liquor license was approved

b. **Resolution 25-12:** Establishing preliminary 2025 tax rates for the City of Maplewood and the Maplewood Special Business District on all real, personal, tangible, and intangible property.

**Motion to approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Roll Call vote:**

- Council Member Coriell – Yes

- Council Member Faulkingham – Yes
- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page – Yes

**Outcome: R25-12 was approved**

## 12. Council and Staff Reports:

**Mayor’s Report:** Mayor Greenberg reports that he will be attending a senior resource fair at the JFK Community Center in Florissant to learn about their robust senior citizen services. He invited community members to attend with him and has reserved the PARC bus for transportation.

**Ward Reports:** The spring ward meetings for each ward were announced:

Ward 1: April 12 at 10 AM – Lindbergh Park

Ward 2: April 26 at 10 AM – Ryan Hummert Park

Ward 3: May 10 at 10 AM – Central Park

**City Attorney’s Report:** No report

### City Manager’s Report:

City Manager Withycombe provided the following updates:

- **Missouri Blue Shield Program:** City Manager Withycombe introduced this statewide initiative to the Council. Discussion ensued whether the initiative was in line with City's public safety goals and priorities. Chief Matt Nighbor stated he did not see any conflicts with existing policing initiatives.
- **A draft RFQ for city attorney legal services** is planned for an April 2 release with submissions due by April 29. The city’s current contract expires on June 30.
- **East Central Dispatch Center (ECDC)**, which provides police and fire dispatch services for Maplewood, is undergoing membership changes that may affect services. She will attend ECDC’s board meeting on March 26 to discuss the situation with other member cities. Fire Chief Pete Marsac discussed several frustrations with ECDC’s service for fire department dispatching that present life safety issues. Police Chief Nighbor stated that the service has been acceptable for the Police Department.

## 13. Public Comment:

- Marie Long of Ward 1 expressed gratitude for the community for being inclusive and welcoming

## 14. Motion to Hold a Closed Session Pursuant to RSMo § 610.021 to Discuss:

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)]
- b. Real estate matters [§ 610.021(2)]
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)]
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)]
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

**A Closed Session was not needed on this date.**

**15. Adjournment:**

**Motion to Adjourn:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Voice Vote:** Approved

With no remaining matters to discuss, the meeting adjourned at 8:00 PM.

**Certification:**

I certify that the above minutes are a true and accurate record of the City Council meeting held on **March 25, 2025**.

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

DRAFT



## PUBLIC HEARING NOTICE

### Conditional Use Permit

The Maplewood City Council will hold a Public Hearing on Tuesday, April 8, 2025, at 7 pm via Microsoft Teams. The purpose of this hearing is to allow all interested parties to be heard concerning the following:

**A request by Samantha Oberkrom to operate Krom Kollektive Salon in the MR Medium Density Residential District at 2867 Laclede Station Road (northwest corner of Laclede Station Road and Flora Avenue).**

This hearing was originally scheduled for March but had to be postponed until a survey of the property was completed.

The Maplewood Plan & Zoning Commission will meet on Monday, April 7, 2025, at 6 p.m. in City Council Chambers at 7601 Manchester Road regarding the same matter. The Maplewood Plan & Zoning Commission will vote on a recommendation to the City Council at this meeting.

Speakers at the April 8 City Council meeting can join the Teams meeting at

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NWNiZWNjNGMtZTY3YS00ODZmLTgxZGUtOTE3ZmEzMDQ4ZDA3%40thread.v2/0?context=%7b%22Tid%22%3a%224fc27e05-aa4d-43cf-8042-165213ed87a3%22%2c%22Oid%22%3a%22d78a66f6-6ce9-4e45-9a44-78f50d801e47%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWNiZWNjNGMtZTY3YS00ODZmLTgxZGUtOTE3ZmEzMDQ4ZDA3%40thread.v2/0?context=%7b%22Tid%22%3a%224fc27e05-aa4d-43cf-8042-165213ed87a3%22%2c%22Oid%22%3a%22d78a66f6-6ce9-4e45-9a44-78f50d801e47%22%7d)

They can indicate their desire to speak by entering a request in the Q&A function. Public comments may also be submitted to [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) by 12:00 pm (noon) the day of the meeting. All written comments will be shared with the City Council before the meeting and become part of the public record.

In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations will be provided upon request. To request an accommodation, please call City Hall at 314-645-3600 or use Relay Missouri at 1-800-736-2966 at least 48 hours before the meeting.

*Posted on April 4, 2025, at Maplewood City Hall and [maplewoodmo.gov](http://maplewoodmo.gov)*



# Maplewood Special Business District



## MISSION

The SBD mission is to ensure the long-term preservation and vitality of the Special Business District's economic, cultural, social, and environmental assets. We do this by attracting a diverse customer and business base, improving the physical appearance of the business district, organizing and promoting special events, providing business grants, and fostering a supportive business environment.



*Annual Events and Community Collaboration*



## FOCUS AREAS

- Event Planning & Evaluations
- Defining the Special Business District
- Community Improvement & Sustainability





# Grants

## FOCUS AREAS

- Business Support & Growth
- Economic Development & Grants
- Marketing & Business Engagement
- Future Initiatives and Community Engagement



## Marketing, Promotions, and Networking



Jane Cawthon  
Blissfully Popped



# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 3, 2025  
**Re:** **Missouri Blue Shield Program Application**

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As directed by City Council at the March 25 meeting, staff has prepared the attached resolution your consideration, which would authorize the City's application to the Missouri Blue Shield Program. This resolution demonstrates Maplewood's commitment to public safety and satisfies one of the key eligibility criteria for the program.

The Blue Shield Program recognizes communities that prioritize effective law enforcement and community safety. As outlined in my previous memorandum, communities that receive this designation will be eligible to apply for state grants for law enforcement training and equipment, contingent upon the General Assembly's approval of Governor Kehoe's budget proposal containing \$10 million in grant funding.

Upon passage of this resolution, staff will complete and submit the application materials to the Missouri Department of Public Safety (DPS) by June 1. DPS has indicated they will review applications and make determinations within two weeks of submission. If approved, Maplewood would be eligible to apply for grant funding beginning in July 2025.

Should the City receive the Blue Shield designation, we will need to maintain our commitments through annual reporting to DPS. We will also receive a public relations toolkit to showcase our community's commitment to public safety.

The enclosed resolution has been reviewed by Attorney Graves and Chief Nighbor.

Attachment  
Blue Shield Program Requirements



## Program Requirements

The below requirements must be met to be acknowledged as a Missouri Blue Shield Community. Required documentation for the application is noted below the requirement.

1. The local government's governing body shall adopt a resolution demonstrating its commitment to public safety, including a commitment to reduce violent crime within its jurisdiction.
  - Upload the local government's resolution document.
2. The local government has made extraordinary investments in public safety in the last 5 years or has included extraordinary funding for public safety in the current budget.
  - Upload a signed letter from the treasurer indicating increases in law enforcement personnel or budget.
3. The community has participated in policing initiatives.
  - Select from a list of community policing initiatives. See Exhibit 1.
4. The local government's law enforcement agency has a police officer recruitment and retention program.
  - Upload the policy.
5. The local government has partnered with local stakeholders in a joint effort to invest in and/or improve public safety in a significant way.
  - Describe the partnership or upload supporting documentation.
6. The local government has demonstrated effectiveness in reducing crime or created innovative programs that attempt to reduce crime.
  - Describe the program or upload supporting documentation.
7. The local government's law enforcement agency participates in regional anti-crime task forces, or has a demonstrated commitment to be a willing partner with them in the future.
  - Describe the law enforcement agency's participation or upload a letter in intent to participate in regional anti-crime task forces.
8. The local government's law enforcement agency is committed to proactive policing practices
  - Select from a list of proactive policing practices. See Exhibit 2.
9. The local government's law enforcement agency must be in compliance with at least the following statutes: sections 43.505, 43.544, 590.030, 590.650.3, 590.700, and 590.1265, RSMo.
  - Attest to compliance with the above statutes.
10. The local government should also include a summary of their law enforcement agency's recent accomplishments and goals for the coming year and next five years.
  - Describe the law enforcement agency's recent accomplishments.
  - Describe the local government's goals in supporting and investing in its local law enforcement agency.



Exhibit 1

Community Policing Initiatives

<input type="checkbox"/> Neighborhood Watch Programs	<input type="checkbox"/> Crisis Intervention Teams (CIT)
<input type="checkbox"/> Police Athletic Leagues (PAL)	<input type="checkbox"/> Community Cleanups
<input type="checkbox"/> Community-Oriented Police Stations	<input type="checkbox"/> Business Watch Programs
<input type="checkbox"/> Foot and Bike Patrols	<input type="checkbox"/> Faith-Based Outreach
<input type="checkbox"/> Citizen Police Academies	<input type="checkbox"/> Senior Safety Programs
<input type="checkbox"/> School Resource Officers (SROs)	<input type="checkbox"/> Reentry Support Programs
<input type="checkbox"/> Community Advisory Boards	<input type="checkbox"/> Child Development Project (CDP)
<input type="checkbox"/> Coffee with a Cop	<input type="checkbox"/> Rape Aggression Defense System (RAD)
<input type="checkbox"/> Violence Interruption Programs	<input type="checkbox"/> Mothers Against Drunk Driving (MADD)
<input type="checkbox"/> Homeless Outreach Teams	<input type="checkbox"/> Other (please list)



Exhibit 2 – Page 1 of 2

Proactive Policing Practices

Community Engagement & Prevention Strategies

<input type="checkbox"/> Community-Oriented Policing (COP)	<input type="checkbox"/> Business Crime Prevention Partnerships
<input type="checkbox"/> Neighborhood Watch Programs	<input type="checkbox"/> Police Athletic Leagues (PALs)
<input type="checkbox"/> School Resource Officers (SROs)	<input type="checkbox"/> Community Liaison Officers
<input type="checkbox"/> Crime Prevention Through Environmental Design (CPTED)	<input type="checkbox"/> Gang Prevention & Intervention Programs
<input type="checkbox"/> Public Awareness & Education Campaigns	<input type="checkbox"/> Other (please list)

Data-Driven Policing Strategies

<input type="checkbox"/> Predictive Policing	<input type="checkbox"/> Social Media Monitoring
<input type="checkbox"/> CompStat (Comparative Statistics)	<input type="checkbox"/> License Plate Readers (LPRs)
<input type="checkbox"/> Crime Mapping	<input type="checkbox"/> Real-Time Crime Centers (RTCCs)
<input type="checkbox"/> Hot Spots Policing	<input type="checkbox"/> Gunshot Detection Systems
<input type="checkbox"/> Intelligence-Led Policing (ILP)	<input type="checkbox"/> National Integrated Ballistic Information Network (NIBIN)
<input type="checkbox"/> Fusion Centers	<input type="checkbox"/> Other (please list)



Exhibit 2 – Page 2 of 2

Proactive Policing Practices

Targeted Enforcement & Patrol Strategies

<input type="checkbox"/> Directed Patrols	<input type="checkbox"/> Repeat Offender Programs (ROPs)
<input type="checkbox"/> Broken Windows Policing	<input type="checkbox"/> Parolee & Probation Checks
<input type="checkbox"/> Traffic Enforcement for Crime Prevention	<input type="checkbox"/> Vice & Human Trafficking Task Forces
<input type="checkbox"/> Gun Violence Reduction Strategies	<input type="checkbox"/> Other (please list)

Technology & Surveillance-Based Strategies

<input type="checkbox"/> Body-Worn Cameras (BWCs)	<input type="checkbox"/> Surveillance Camera Networks
<input type="checkbox"/> Predictive Analytics for Dispatching	<input type="checkbox"/> Enhanced Suspect Identification
<input type="checkbox"/> Electronic Monitoring of Offender	<input type="checkbox"/> Other (please list)
<input type="checkbox"/> Crime Analysis Units	

Collaborative & Specialized Units

<input type="checkbox"/> Violent Crime Task Forces	<input type="checkbox"/> Cybercrime Units
<input type="checkbox"/> Crisis Intervention Teams (CITs)	<input type="checkbox"/> Terrorism Early Warning Groups
<input type="checkbox"/> Domestic Violence Prevention Units	<input type="checkbox"/> Inter-Agency Collaboration Programs
<input type="checkbox"/> Nuisance Abatement Programs	<input type="checkbox"/> Alternative Crisis Response Teams
<input type="checkbox"/> Financial Crime & Fraud Prevention Units	<input type="checkbox"/> High Intensity Drug Trafficking Areas
<input type="checkbox"/> Human Trafficking Prevention Task Forces	<input type="checkbox"/> Other (please list)

## RESOLUTION

R25-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, DEMONSTRATING COMMITMENT TO PUBLIC SAFETY AND AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION FOR THE MISSOURI BLUE SHIELD PROGRAM

WHEREAS, Governor Mike Kehoe has announced the Missouri Blue Shield Program, which recognizes communities dedicated to effective law enforcement and community safety; and

WHEREAS, the Blue Shield Program is part of the Governor's Safer Missouri initiative established through Executive Order 25-03; and

WHEREAS, the City of Maplewood is committed to enhancing public safety, strengthening support for law enforcement, and building sustainable public safety partnerships; and

WHEREAS, local participation in widespread initiatives cultivates a sense of collective responsibility, trust, and ownership; and

WHEREAS, public safety is the responsibility of communities at large, not just sworn peace officers, and requires commitment from local leaders; and

WHEREAS, a local government's commitment to enhance public safety, foster law enforcement support, and encourage community partnerships related to public safety are worth encouraging, supporting, and recognizing; and

WHEREAS, the City of Maplewood City Council has consistently demonstrated through our actions that not only do we state public safety is important, but we have also made significant investments in our public safety infrastructure, including advanced training for officers, competitive compensation packages for police department personnel, the creation of a Community Resource Division, and acquisition of best-in-class technology and equipment; and

WHEREAS, the City of Maplewood Police Department maintains strong regional partnerships and participates in task forces to coordinate and enhance the effectiveness of law enforcement efforts; and

WHEREAS, the Police Department has an active recruitment and retention process to encourage people to enter and remain in the law enforcement profession; and

WHEREAS, the Police Department continues to implement and expand community policing initiatives and local partnerships to invest in and improve public safety; and

WHEREAS, the Police Department has demonstrated crime fighting efforts which have yielded success through programs aimed at crime reduction; and

WHEREAS, the Police Department has been accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 2014; and

WHEREAS, the City of Maplewood Police Department complies with Missouri Revised Statutes sections 43.505, 43.544, 590.030, 590.650.3, 590.700, and 590.1265, which are required to receive grants through the Missouri Department of Public Safety.

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

Section I. The City Council hereby affirms its commitment to public safety and to reducing violent crime within its jurisdiction, in alignment with the goals established in the Missouri Blue Shield Program.

Section II. The City Council hereby commits to continue its investments in public safety, maintain compliance with all applicable state statutes, and further enhance community policing efforts.

Section III. The City Council affirms the Police Department’s commitment to implementing proactive policing practices, including community engagement and prevention strategies, data-driven policing methods, targeted enforcement approaches, technology-enhanced public safety solutions, and collaborative specialized units, all of which contribute to more effective crime prevention and enhanced community safety.

Section IV. The City Council commits to supporting the Police Department’s goals for the coming year and next five years, which include continuing the enhancement of community policing initiatives, investing in officer training and development, expanding the use of data-driven approaches to address crime patterns, strengthening regional partnerships, and implementing innovative technologies to improve public safety outcomes.

Section V. The City Council authorizes the City Manager to submit an application for the Missouri Blue Shield designation and to provide all necessary supporting materials to the Missouri Department of Public Safety.

Passed this 8th day of April, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 8th day of April, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Amber Withycombe, City Manager  
**From:** Brian M. Herr, Building Official/Fire Marshal  
**Date:** March 14, 2025  
**Re:** Pole Sign for Kenrick Design Construction Services, Inc

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On March 13, 2025, the Design Review Board approved a modification to the existing pole sign at 7552 Manchester Road for Kenrick Construction.

The approved sign features internal illumination with a 10" deep aluminum cabinet. The sign dimensions are 8' wide by 4' high with a maximum height of 18'6", which does not exceed the building height. The sign will be installed on the existing pole previously used by Collision Express at the northeast corner of the property.

The proposed design and placement comply with all Maplewood sign code requirements.

Attachment

Design specifications for signage package



7552 Manchester Rd.  
 Maplewood, MO  
 63143

**Zoned:** Arterial Business  
**Parent Locator:** 21J231864

**Owner:** The Carriage Works Building LLC  
**Owner Address:**  
 700 Tuxedo Blvd.  
 St. Louis, MO 63119

**Wall Sign:**  
 Wall Sign Allows: Frontage x 2  
 Frontage: 45' x 2 = 90 sf Allowed  
 Used: 25.4 sf Used (total)

**Pole Sign:**  
 Pole Sign Allows: 1/2 Property Frontage  
 Frontage: 154' / 2 = 77 sf Allowed  
 Used: 64 sf Used (total)



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**CLIENT** | Kendrick Construction  
**CONTACT** | Bill Elliott  
**PHONE** | (314) 865-5200  
**EMAIL** | bill.elliott@kendrickdesign.com

**PROJECT** | Sign Package  
**SIGN TYPE** | Exterior  
**SIGN**

**JOB** | 17830  
**DATE** | 2.06.2025  
**PROOF** | a1v1  
**DESIGNER** | kenny  
**DATE**

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3051 Bartold Ave., St. Louis MO 63143  
 www.designery.com | 314.647.1700

DAY VIEW



NIGHT VIEW



### Construction:

**Size: 155.75 x 23.5"**

- Halo-Lit Reverse Channel Letters
- 5" Returns\_Polycarbonate Backs
- LED Illuminated\_3000k
- Color\_BLACK



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**CLIENT** | Kendrick Construction  
**CONTACT** | Bill Elliott  
**PHONE** | (314) 865-5200  
**EMAIL** | bill.elliott@kendrickdesign.com

**PROJECT** | Sign Package  
**SIGN TYPE** | Exterior

**SIGN**

**JOB** | 17830  
**PROOF** | a1v1  
**DATE** | 2.06.2025  
**DESIGNER** | kenny

**DATE**

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**Construction:**  
**Size: 48 X 96"**

- 3/16" Acrylic Face\_Sign White
- Digital Print with Logo
- Protective Overlaminates
- ( x2 ) Double - Sided



Concept Proof Production

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3051 Bartold Ave., St. Louis MO 63143  
 www.designery.com | 314.647.1700

**CLIENT** | Kendrick Construction  
**CONTACT** | Bill Elliott  
**PHONE** | (314) 865-5200  
**EMAIL** | bill.elliott@kendrickdesign.com

**PROJECT** | Sign Package  
**SIGN TYPE** | Exterior  
**SIGN**

<b>JOB</b>	17830	<b>DATE</b>	2.06.2025
<b>PROOF</b>	a2v1	<b>DESIGNER</b>	kenny
		<b>DATE</b>	

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12"  
4"  
**7552**

15.75"  
2.25"  
10.75"  
**KENRICK**  
**DESIGN/CONSTRUCTION**

**OFFICE HOURS:**  
M-F 8:00 AM - 4:30 PM

**Construction:**  
**Sizes: Various**

- Premium Black Vinyl



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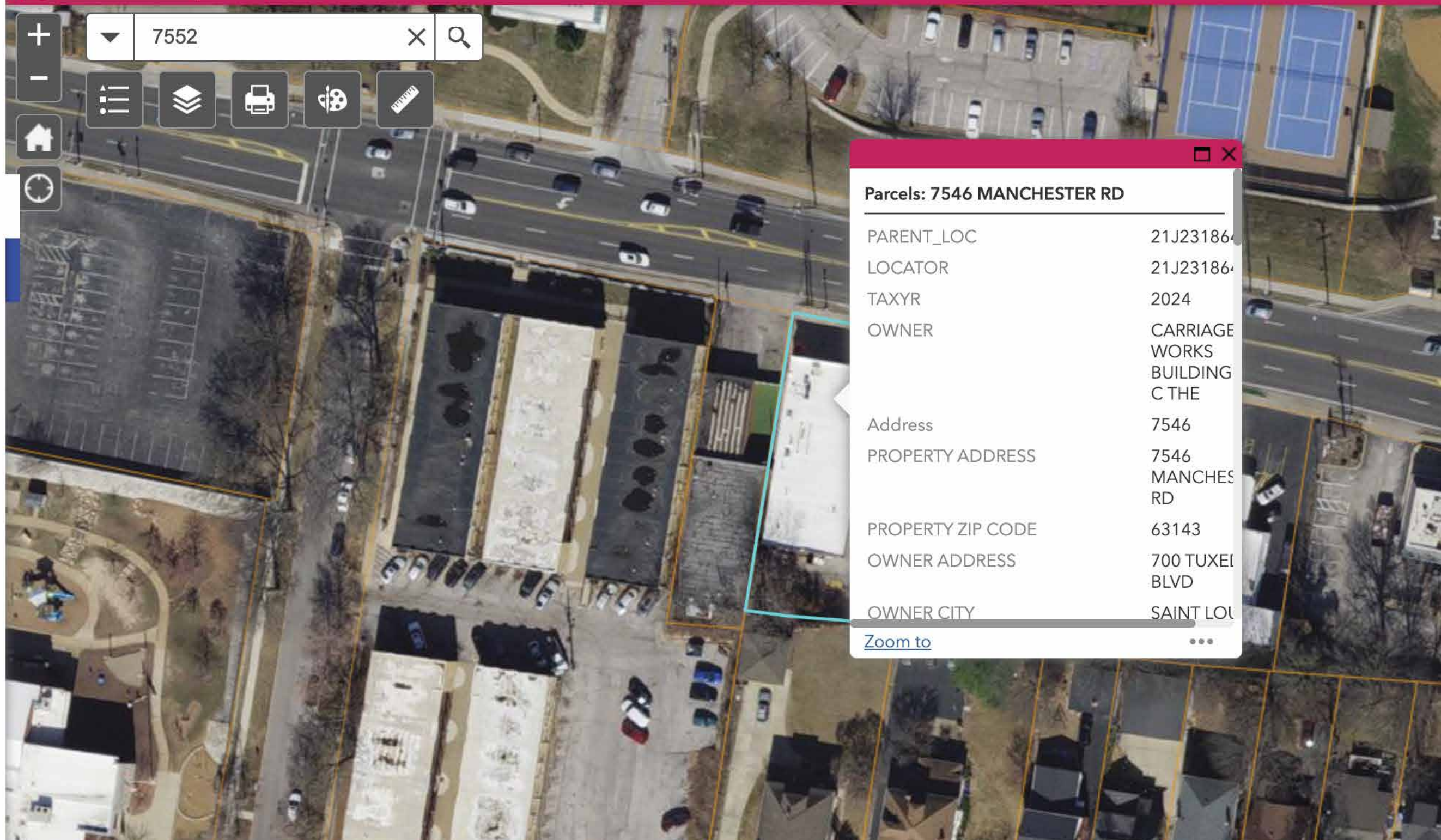


3051 Bartold Ave., St. Louis MO 63143  
www.designery.com | 314.647.1700

**CLIENT** | Kendrick Construction  
**CONTACT** | Bill Elliott  
**PHONE** | (314) 865-5200  
**EMAIL** | bill.elliott@kendrickdesign.com

**PROJECT** | Sign Package  
**SIGN TYPE** | Exterior  
**SIGN**

<b>JOB</b>	17830	<b>DATE</b>	2.06.2025
<b>PROOF</b>	a3v1	<b>DESIGNER</b>	kenny
		<b>DATE</b>	



**Parcels: 7546 MANCHESTER RD**

PARENT_LOC	21J231864
LOCATOR	21J231864
TAXYR	2024
OWNER	CARRIAGE WORKS BUILDING C THE
Address	7546
PROPERTY ADDRESS	7546 MANCHESTER RD
PROPERTY ZIP CODE	63143
OWNER ADDRESS	700 TUXELO BLVD
OWNER CITY	SAINT LOUIS

[Zoom to](#) ...

## GIS Website Address Discrepancy

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Concept Proof Production



3051 Bartold Ave., St. Louis MO 63143  
www.designery.com | 314.647.1700

**CLIENT** | Kendrick Construction  
**CONTACT** | Bill Elliott  
**PHONE** | (314) 865-5200  
**EMAIL** | bill.elliott@kendrickdesign.com

**PROJECT** | Sign Package  
**SIGN TYPE** | Exterior  
**SIGN**

**JOB** | 17830  
**PROOF** | a3v1  
**DATE** | 2.06.2025  
**DESIGNER** | kenny

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**RESOLUTION**

**R25-14**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, GRANTING A POLE SIGN FOR KENRICK DESIGN CONSTRUCTION SERVICES, INC AT 7552 MANCHESTER ROAD

WHEREAS, Kenrick Design Construction Services, Inc desires to modify a pole sign at 7552 Manchester Road; and

WHEREAS, the Design and Review Board approved the proposed pole sign design on March 13, 2025; and

WHEREAS, Chapter 6 - ADVERTISING, ARTICLE II. - SIGNS, DIVISION 2. - PERMITTED PERMANENT-TYPE SIGNS, Sec. 6-49. - Regulations, of the Code of Ordinances provides that the City Council can approve pole signs; and

WHEREAS, the proposed pole sign will not cause traffic hazards, diminish property values, adversely affect public welfare, or be injurious to the character of the neighborhood.

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

Section II. The City Council hereby approves the Kenrick Design Construction Services, Inc pole sign request at 7552 Manchester Road.

Passed this 8th day of April, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 8th day of April, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Anthony J. Traxler, Assistant City Manager & Director of Public Works  
**Date:** April 2, 2025  
**Re:** **Petition #2025-6 - Review and recommendation of a request for a conditional use permit to operate a hair salon in the MR Medium Density Residential District at 2867 Laclede Station Road – Krom Kollektive Salon**

---

## BACKGROUND

The subject property (site), 2867 Laclede Station Road, is zoned MR Medium Density Residential District and is located at the northwest corner of Laclede Station Road and Flora Avenue. The site is fully developed supporting a two-story brick building constructed in 1913.

The building is 1,170 square feet per level and contains a vacant second-floor apartment and street level property management office (Palcor property management company). Prior to Palcor locating in the street level suite, Personal Touch Hair & Nail Salon operated at this location for more than a decade. Commercial uses would not be permitted in the MR District, however, Section 56-1063 (1) of the Zoning Code states:

- I. Nonconforming Residential: Notwithstanding the provisions of 56-848 and subsections (h) and (i) of this section, upon the recommendation of the Plan and Zoning Commission, the Council may issue a conditional use permit for a nonconforming use of an existing structure, if, following a public hearing, the City Council shall determine that:
  - (1) The proposed use is consistent with the design, construction and original intended use of the structure; and
  - (2) The proposed use serves a community need, and no detrimental effect will be made upon the character of the zoning district in which the conditional use is proposed.

The Council may limit the term of the Conditional Use Permit. The granting of a Conditional Use Permit shall not be construed as continuing the nonconforming use beyond the term of the permit, nor extended to any other nonconforming use nor to any other occupant or use

## ZONING REQUEST

The petitioner, Samantha Oberkrom of Krom Kollektive Salon, is requesting a Conditional Use Permit to allow a hair salon at 2867 Laclede Station Road.

## PLAN & ZONING ISSUES

1. **Business Operations:** Please see the attached letter from the petitioner detailing the proposed business operations. The petitioner has indicated typical hours of operation for

the salon will be 9 a.m. to 5 p.m., holiday hours will be 8 a.m. to 8 p.m. (1 to 2 weeks per year). The petitioner plans on gradually increasing her business to reach a peak of 6 full-time employees that will include both stylists and support staff. The petitioner also references the potential for part-time employees, but this was not taken into account for the following impact analysis.

- 2. Parking:** The parking code does not specifically address parking needs for a salon. However, to determine parking needs for a salon at peak shift, feasible requirements would be 1 parking space per support staff employee and 2.5 parking spaces for every stylist present. The reason why a stylist should require greater parking needs is due to the potential for customers waiting for their upcoming appointment while the stylist is still servicing another customer. Using this formula, 1 parking space would be required for 1 support staff employee, and 12.5 parking spaces would be required for 5 stylists for a total of 14 off-street parking spaces. This calculation aligns with the petitioner's presumption that at peak shift there could be up to 6 employees on-site and 8-10 customers.

The site currently has 5 open parking spaces and 4 enclosed parking spaces (rear garage) for a total of 9 parking spaces, which is 5 parking spaces below what should ideally be provided. The petitioner mentions adding 4 additional parking spaces behind the existing garage. However, staff reviewed the attached site plan and believes there is only room to provide two additional parking spaces which would result in a total of 11 off-street parking spaces, 3 parking spaces below what should be provided.

- 3. Impact on Adjacent Properties:** The site is located within a residential neighborhood. To the north of the site is a 4-family apartment complex owned by the same property owner of 2867 Laclede Station Road, to the south of the site is a 10-unit apartment complex, to the east is a single-family residential property and to the west is the Metrolink right-of-way. This site is uniquely located adjacent to a dead-end portion of Flora Avenue which could provide on-street parking for 6 or 7 vehicles.

Staff drove by the site on numerous occasions and the dead-end Flora Avenue parking is repeatedly available. Staff would be more comfortable recommending approval of this petition if the proposed business had fewer employees. However, given the unique dead-end street adjacent to the site in question, and the fact that this site has historically supported the business operations of a similar salon for more than a decade, the proposed use should not meaningfully impact adjacent properties or the surrounding neighborhood.

### **CONDITIONAL USE PERMIT STANDARDS FOR APPROVAL**

In presenting any application for a Conditional Use Permit, the petitioner must demonstrate that the proposed conditional uses meet the "Standards for Approval" criteria set forth in Section 56-877., Procedures for a conditional use permit, of the Zoning Code (copy attached).

### **FINDING:**

Staff recommends approval of the conditional use permit based on the following findings:

1. The scale and intensity of the proposed salon could represent a noticeable change from the existing office use but should not meaningfully impact adjacent and surrounding properties.
2. The site has historically supported a variety of commercial uses including a salon for more than a decade.
3. The proposed conditional use permit, at the above location, will contribute and promote the welfare and convenience of the public by providing a salon facility to the surrounding area.



2867 Laclede Station Road

**Samantha Oberkrom**

8714 Florence Ave  
Brentwood, Mo. 63144  
Samanthaoberkrom1@gmail.com  
314-223-5818  
02-14-25

Anthony Traxler, Assistant City Manager  
City of Maplewood

**Subject: Conditional Use Permit Application for 2867 Laclede Station**

Dear Mr. Traxler and the City of Maplewood,

I am excited to submit my application for a Conditional Use Permit for 2867 Laclede Station, where I plan to open a salon. I appreciate the opportunity to share a little about myself and my vision for the space.

I have been a licensed stylist for 25 years and have dedicated my career to providing high-quality hair and beauty services. My goal is to create a welcoming and professional environment where clients feel comfortable and confident in the services they receive. I believe Maplewood is the perfect community for this business, and I look forward to contributing to the local economy and culture.

The salon will operate with a maximum of 6 full time employees in the main salon space at any given time, including stylists and support staff. The estimated maximum number of clients in the space at one time would be 8-10, the only exception for possibility would be during 1-2 weeks per year in the holiday season, ensuring a comfortable and efficient experience for everyone. Our planned business hours are 8am-8pm, and we are committed to complying with all city guidelines and regulations.

Some special notes to help accommodate for parking is my plan to remove the garage as is and do a carport structure. This would leave both side open and create 8 more spaces. Other notable points would be that I typically operate in traditional work hours(9-5) as do my current co-stylists. This is ideal because if there was the possibility of no parking in the allowed parking spaces, the neighborhood would not be bothered since it is when people are away for work themselves. Lastly, if possible and in the budget I will have plans to put a couple treatment rooms in the lower level. This may or may not come right away. It would depend on my budget. This would likely not impact the above mentioned numbers because most people work part time hours and I have never in my current salon environment, which is nearly identical, ever had the staff/ client occupy more than what is outlined above.

Thank you for your time and consideration. Please let me know if you need any additional information—I look forward to working with you and the city to bring this vision to life.

Sincerely,  
Samantha Oberkrom

# BOUNDARY AND IMPROVEMENT SURVEY

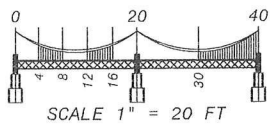
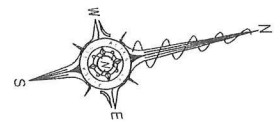
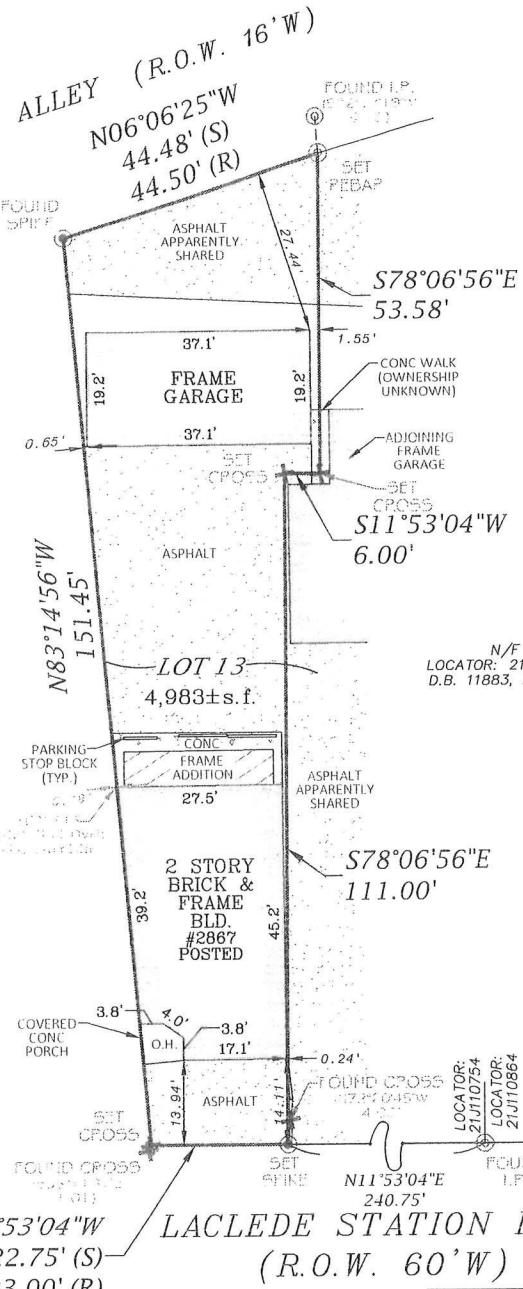
## 2867 LACLEDE STATION ROAD

THE SOUTH PART OF LOT 13 IN BLOCK 2 OF RE-SUBDIVISION  
OF BLOCKS 1, 2, 3, AND 4 OF MAPLEWOOD HEIGHTS  
PLAT BOOK: 7, PAGE: 9  
ST. LOUIS COUNTY, MISSOURI

### LEGAL DESCRIPTION

THE SOUTH PART OF LOT 13 IN BLOCK 2 OF RE-SUBDIVISION OF BLOCKS 1, 2, 3, AND 4 OF MAPLEWOOD HEIGHTS. A SUBDIVISION IN THE COUNTY OF SAINT LOUIS, MISSOURI, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 7, PAGE 9 OF THE SAINT LOUIS COUNTY RECORDS, BEGINNING AT THE INTERSECTION OF THE WEST LINE OF LACLEDE STATION ROAD WITH NORTH LINE OF GERARD AVENUE; THENCE NORTHWARDLY ALONG A POINT, DISTANT 50 FEET 9 INCHES SOUTH OF THE NORTHEAST CORNER OF SAID LOT; THENCE WESTWARDLY PARALLEL WITH THE NORTH LINE OF SAID LOT, A DISTANCE OF 111 FEET; THENCE NORTHWARDLY PARALLEL WITH THE WEST LINE OF LACLEDE STATION ROAD, A DISTANCE OF 6 FEET; THENCE WESTWARDLY ALONG A LINE PARALLEL WITH AND DISTANT 44 FEET 9 INCHES SOUTH OF THE NORTH LINE OF SAID LOT, A DISTANCE OF 53 FEET 7 INCHES TO THE EAST LINE OF AN ALLEY; THENCE SOUTHWARDLY ALONG THE EAST LINE OF SAID ALLEY, 44 FEET 6 INCHES TO THE NORTH LINE OF GERARD AVENUE; THENCE EASTWARDLY ALONG THE NORTH LINE OF GERARD AVENUE, 151 FEET 5-3/8 INCHES TO THE POINT OF BEGINNING, ACCORDING TO SURVEY BY MYERS, KELLER AND BYERS COMPANY, DATED JANUARY 25, 1945

FLORA AVENUE (R.O.W. 40' W)  
(FORMERLY GERARD AVENUE)



**BASIS OF BEARINGS**  
BASIS OF BEARINGS ARE GRID NORTH, DERIVED FROM TIES TO MISSOURI STATE PLANE COORDINATES USING GPS OBSERVATIONS REFERENCED TO MODOT VRS NETWORK ON FEBRUARY 21, 2025 WITH THE FOLLOWING PARAMETERS:  
ZONE: MISSOURI EAST 2401  
HORIZONTAL DATUM: NAD83  
VRS BASE STATION PRS150287182554 (CORS-ID MOB)  
N (Y) = 325298.422 (METERS)  
E (X) = 272023.946 (METERS)  
COMBINED FACTOR = 0.99991849  
VERTICAL DATUM: NAVD88 (GEOID12B)

1"=0.08'
2"=0.17'
3"=0.25'
4"=0.33'
5"=0.42'
6"=0.5'
7"=0.58'
8"=0.67'
9"=0.75'
10"=0.83'
11"=0.92'

**TITLE NOTES**  
FOR THE SOURCE OF PROPERTY DESCRIPTION, EASEMENTS, DEDICATIONS AND EXCEPTIONS, ALTEA, LLC, EXCLUSIVELY USED THE TITLE DOCUMENTS PROVIDED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY & TITLE PREMIER, LLC, FILE/COMMITMENT NUMBER 25-334466-DDP.

**NOTE:**  
DUE TO THE PRESENCE OF SNOW ON THE GROUND AT THE TIME OF SURVEY SOME IMPROVEMENTS TO THIS PROPERTY MAY NOT HAVE BEEN VISIBLE AND MAY NOT BE SHOWN HEREON.

**CONTROLLING CORNERS USED:**  
I.P. - NORTHEAST CORNER LOT 8 IN BLOCK 2

**LINE TYPES**

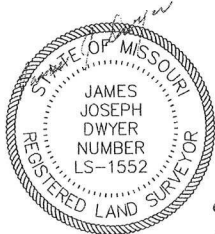
—○— CHAIN FENCE	—□— BOUNDARY LINE
— — — EASEMENT	—X— METAL FENCE
— — — SETBACK LINE	— — — WIRE FENCE
— — — PARCEL LINE	— — — BUILDING
	— — — FOOTPRINT
	— — — CENTERLINE

I.P.=IRON PIPE I.R.=IRON ROD (S)=SURVEYED (R)=RECORD NR=NON-RADIAL P.B.=PLAT BOOK PG.=PAGE D.B.=DEED BOOK S.F.=SQUARE FEET N/F=NOW OR FORMERLY C/L=CENTERLINE CONC=CONCRETE R.O.W.=RIGHT-OF-WAY

**SURVEYOR'S STATEMENT**

AT THE REQUEST OF KROM KOLLECTIVE LLC, TITLE PREMIER, LLC AND OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, ALTEA, LLC, HAS DURING THE MONTH OF FEBRUARY, 2025, EXECUTED A BOUNDARY RETRACEMENT SURVEY OF THE SOUTH PART OF LOT 13 IN BLOCK 2 OF RE-SUBDIVISION OF BLOCKS 1, 2, 3, AND 4 OF MAPLEWOOD HEIGHTS, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 7, PAGE 9 OF THE ST. LOUIS COUNTY, MISSOURI, RECORDS, TOGETHER WITH THE LOCATION OF OBSERVED IMPROVEMENTS THEREON, AND THAT THE RESULTS OF SAID SURVEY ARE IN MY PROFESSIONAL OPINION, CORRECTLY INDICATED ON THE ABOVE PLAT. THIS SURVEY WAS EXECUTED IN ACCORDANCE WITH THE CURRENT MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS FOR URBAN CLASS PROPERTY. BUILDING SETBACK INFORMATION DEPICTED HEREON IS FROM THE RECORD PLAT OR CITY BLOCK MAP (IF APPLICABLE). PLANNING AND ZONING RESTRICTIONS WERE NOT OBTAINED OR ADDRESSED AS A PART OF THIS SURVEY. DECLARATION IS MADE TO THE ORIGINAL PURCHASER OF THIS SURVEY ONLY AND IS NOT TRANSFERABLE. UTILITY LOCATES WERE NOT REQUESTED AND NO UTILITIES OR SEWERS WERE LOCATED IN CONJUNCTION WITH THIS SURVEY. THE OPINION OF THE ORIGIN OF THE FENCES SHOWN HEREON IS FROM EVIDENCE OBSERVED DURING THE COURSE OF THIS SURVEY, AND MAY INCLUDE: FENCE CONSTRUCTION, OCCUPANT TESTIMONY, OR OTHER AVAILABLE INFORMATION. NO GUARANTEE IS MADE OR CERTAINTY GIVEN AS TO THE ORIGIN OR OWNERSHIP OF FENCES. THIS BOUNDARY SURVEY IS NON-TRANSFERABLE. DUE TO EACH MUNICIPALITY HAVING DIFFERENT ZONING SETBACK REQUIREMENTS, OVERHANGS SHOWN ON THIS SURVEY MAY BE IN VIOLATIONS THAT THE SURVEYOR IS NOT AWARE OF AND MAKES NO WARRANTIES TO THIS AFFECT.

AS AGENT OF ALTEA, LLC  
DATE 2-25-25



**ALTEA, LLC**  
Consulting Land Surveyors

1505 S. OLD HWY 94 SUITE 500  
ST. CHARLES, MO 63304  
PHONE: (314) 475-9000  
FAX: (314) 888-0350  
WWW.ALTEA.LLC.COM  
© 2025 ALTEA, LLC

PROJECT NUMBER: **25-0316-O**

SHEET	FIELD CREW & FIELD DATE	RDM-2/21/25
1	DRAFTER	LD/CV
	DRAFTED ON	2/22/2025
	REVIEWER	BLH
	REVIEWED ON	2/24/2025

OF 1

## Sec. 56-877. - Procedures for conditional use permit.

(a) *Applications.* Applications for a conditional use permit shall include a site plan and necessary descriptive material relating to the intensity and extent of use and such other information as shall be required by the zoning administrator. An application for a conditional use permit may be filed only by the owner of the property in question or by a tenant, with the owner's permission.

(b) *Standards for conditional use permit approval.* The zoning administrator shall post the property and mail notices to inform the public of the date, time and place of the plan and zoning commission meeting at which the conditional use permit application shall be considered, and of the date, time and place of the public hearing on such application to be held by the city council pursuant to this division. The zoning administrator shall refer the application to the plan and zoning commission to investigate and make a report and recommendation as to whether the following criteria are true with respect to the proposed conditional use:

- (1) Complies with all applicable provisions of this chapter;
- (2) At the specific location will contribute to and promote the community welfare or convenience;
- (3) Will not cause substantial injury to the value of neighboring property;
- (4) Complies with the overall neighborhood development plan and existing zoning district provisions;
- (5) Will provide, if applicable, off-street parking and loading areas in accordance with the standards contained in this chapter;
- (6) Will not substantially increase traffic hazards;
- (7) Will not substantially increase fire hazards;
- (8) Will not overtax public utilities; and
- (9) Will not place an undue burden on municipal services.

(c) *Report and recommendation.* Without unreasonable delay, and in all cases within 40 days after the first meeting at which the proposed conditional use is considered, the plan and zoning commission shall render to the city council a written report and recommendation on the proposed conditional use.

(d) *Hearing.* Upon receipt of the report and the recommendation of the plan and zoning commission, the city council shall hold a public hearing on the application and shall give notice of the date, time and place thereof by causing a notice thereof to be published at least one time, 15 days before the date of the hearing, in a newspaper of general circulation in the city.

(e) *Authorization.* After such hearing, the city council shall, by majority vote, make a determination as to whether the proposed conditional use satisfies the criteria listed in subsection (b) of this section for the plan and zoning commission report and recommendation. If the city council makes an affirmative determination as to all of the criteria, a conditional use permit shall be granted. If the city council makes a negative determination as to any of the criteria, a conditional use permit shall not be granted.

(f) *Conditions.* The plan and zoning commission may recommend and the city council may provide such terms, conditions or restrictions upon the construction, location and operation of the conditional use, as the plan and zoning commission or the city council may determine in order to further the general objectives of this division and to minimize the possibility of injury to the value of property in the neighborhood.

(Ord. No. 4062, § 905.06(3), 10-14-1980; Ord. No. 4258, § 2, 6-10-1986; Ord. No. 4524, § 1, 3-24-1992; Ord. No. 4560, § 1, 11-10-1992; Ord. No. 4646, § 1, 5-24-1994)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, GRANTING A CONDITIONAL USE PERMIT TO SAMANTHA OBERKROM TO OPERATE A SALON IN THE MR MEDIUM DENSITY RESIDENTIAL DISTRICT AT 2867 LACLEDE STATION ROAD

WHEREAS, Samantha Oberkrom of Krom Collective Salon has applied to the City Council of the City of Maplewood, Missouri, for a Conditional Use Permit as provided in Section 56-1063 (l) of the Maplewood Code of Ordinances to operate a salon at 2867 Laclede Station Road; and

WHEREAS, the Plan and Zoning Commission recommended approval of this proposed Conditional Use Permit at their April 7, 2025, meeting by a vote of 7 ayes and 0 nays; and

WHEREAS, the City Council held a public hearing on this conditional use permit petition at its April 8, 2025, Council meeting.

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

Section I. Samantha Oberkrom of Krom Collective Salon is hereby granted a Conditional Use Permit to operate a salon at 2867 Laclede Station Road.

Section II. The Conditional Use Permit is granted subject to all rules and regulations and conditions set forth for the property described in Section I. as follows:

- (A) Permitted Use – Salon with a maximum of 6 full-time employees. The Zoning Administrator may authorize two additional part-time employees if no parking complaints for the salon are received by the City of Maplewood within a minimum of a six-month period of time in operation.
- (B) Architectural Standards/Sign Requirements - Any exterior changes or additions to the building or structures and/or signage must be approved by the Design and Review Board prior to the issuance of a building permit.
- (C) Exterior Storage of Materials: - No unenclosed outside storage of materials will be permitted.
- (D) Parking – A minimum of eleven off-street parking spaces must be provided.

Section III. This ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 22nd day of April, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Passed this 22nd day of April, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** April 3, 2025  
**Re:** City Manager's Report

---

## East Central Dispatch Center Update

As I previously reported to Council via email, the special ECDC Board meeting on March 26 covered several important topics:

1. **Rock Hill Departure:** Executive Director Wilson will freeze two unfilled dispatcher positions to offset most of the financial impact (saving \$123,554 against Rock Hill's \$137,412 contribution).
2. **Budget Adjustments:** The board discussed reducing the REJIS special projects budget by 50% (saving ~\$134,000); Maplewood's contribution is decreasing by 3.14% to \$299,655.88; using \$100,000 from ECDC reserves to offset member costs; and concerns about overtime costs, which are already \$99,000 over budget, with suggestions to increase the OT budget by \$80,000+.
3. **Service Level Concerns:** While Rock Hill represents only 4.9% of calls, staffing reductions may impact response times. Board members emphasized the need for "right-sizing" before finalizing the budget and requested transparency from member cities regarding future intentions.
4. **CAD System Assessment:** The board discussed a \$49,220 proposal from Mission Critical Partners to review the Motorola Premier One CAD system, address fire/EMS operations issues, and rebuild trust between ECDC, REJIS, and fire departments. Staff will develop an RFP for release before July 1.
5. **Webster Groves Decision:** Their upcoming Council vote was identified as a significant concern, with potential loss of \$516,506.98 in funding if they depart. Dr. Peoples expressed concerns about service costs and quality of fire dispatching.
6. **Bylaw Amendment Exploration:** The Board directed Executive Director Wilson to explore potential amendments that would allow cities to maintain membership without being obligated to use ECDC for both police and fire dispatching. This flexibility could potentially retain member cities that might otherwise leave entirely.

Following the ECDC Board meeting, I watched the April 1 Webster Groves City Council meeting, which is now available at <https://www.youtube.com/watch?v=m91gdI5GJI8> (discussion begins at 2:27:42). During the meeting, ECDC Executive Director Wilson provided information about the outcomes of the March 26 meeting. Fire Chief Ellis delivered a presentation detailing significant fire dispatch challenges affecting Webster Groves and all ECDC member cities.

Mayor Arnold reported that St. Louis County currently has 8 cities on their waiting list for police dispatching services. Following discussion, the Webster Groves City Council formally voted to

table the resolution regarding ECDC membership for six months. This action provides Mr. Wilson the opportunity to implement meaningful changes and address the concerns that were raised. The matter will return to the Webster Groves Council agenda in October/November 2025.

This formal tabling of the resolution provides more certainty about the timeline and expectations for addressing ECDC's operational challenges. There will be no immediate additional cost increases beyond those already identified after Rock Hill's departure. However, the fire dispatch issues raised by Fire Chief Ellis affect Maplewood as well and require attention.

As a member of the ECDC Board, I also serve on the subcommittee that will be exploring potential bylaw amendments. This position will allow me to directly represent Maplewood's interests as we consider changes that might permit more flexible service arrangements for member cities. I will be able to provide updates on this work and ensure our city's perspectives are fully considered in any recommendations made to the full board.

I recommend staff continue monitoring the Mission Critical Partners assessment of the CAD system and evaluate our own police and fire dispatch needs and satisfaction levels. With Council's permission, staff will also initiate conversations with other dispatch agencies about pricing and availability to absorb Maplewood.

Given my role on the bylaw subcommittee, I would appreciate Council's input regarding our position on allowing member cities to select either police or fire services rather than requiring both. This guidance will help inform my contributions to the subcommittee's work.

I will continue to keep Council informed as this situation develops, particularly following the upcoming ECDC Board meetings on April 16 and June 18, as well as through my participation on the subcommittee.

### **Fire Department Mutual Aid Response**

I want to commend our Fire Department for their exemplary service during the severe storms on April 2. Our rescue squad, UTV, and Assistant Chief were dispatched to assist Cape Girardeau with tornado response in the town of Delta. Our personnel responded as part of St. Louis County Strike Team 3, which was activated through State Mutual Aid.

Multiple units and personnel from St. Louis County traveled together to Cape Girardeau and were deployed to Delta for Search and Rescue operations. The Strike Team searched approximately 300 structures before all personnel and equipment returned to the St. Louis region around 4:00 am the following morning.

This deployment demonstrates our Fire Department's commitment to regional cooperation and their readiness to respond to emergencies beyond our city limits. Their professionalism and willingness to provide aid during disasters reflects the high standards maintained by our department and their dedication to public safety.

### **Review of Public Comment Procedures**

Following our March 25th work session and regular meeting public comment sessions regarding the transgender pride flag, a resident expressed significant concerns about our current practice of

requesting speakers' home addresses during public comment periods. The resident specifically noted that this practice may create safety risks when addresses are included in meeting videos posted to YouTube, particularly for vulnerable populations such as families with transgender children.

Attorney Graves has confirmed that while requesting addresses is a common municipal practice, it is not a legal requirement for public comment. She noted that this practice originated before meeting videos were routinely posted online and could be reconsidered given current digital realities.

Given the sensitive nature of the March 25th discussion and the legitimate privacy concerns raised, I reached out to all speakers from the meeting to determine their comfort with having their addresses included in the public record. They unanimously asked for the information to be removed. Staff made the March 25th meeting video private rather than attempting to the individual videos. The minutes for the March 25th meeting mention that individuals spoke in support of flying the transgender flag without personally identifying them.

I request that Council consider establishing guidelines that balance transparency with privacy concerns. Specifically, I ask that we address:

- **Public Comment Procedures:** Council may wish to examine our current practice of requesting full addresses during public comment and whether any modifications would be appropriate.
- **Video Recording Practices:** As our community continues to utilize online platforms for sharing meeting videos, Council may wish to establish parameters around when and how meeting recordings might be edited, if ever, and what processes should govern such decisions.

As part of this, we should consider the legitimate public interest in knowing if speakers are Maplewood residents or business owners, and the need for Council members to identify constituents from their wards. We must also weigh the permanent and searchable nature of online video records against potential safety implications. Additionally, we should distinguish between legal requirements for meeting records versus additional transparency measures.

I also ask that we consider a policy for approving and making public work session minutes. Historically, minutes have not been provided for these meetings because votes are not taken. However, given the substantive nature of Council's conversations during these meetings, staff is taking minutes and can implement a process to add those to the regular meeting agenda for approval and to post them to the city's website.

### **New Council Member Onboarding Materials and Proposed Retreat**

I am requesting that the Council review the attached updated Elected Officials Handbook prior to a new Ward 1 Council Member joining us on April 22. This update refreshes our onboarding materials to reflect current operations and circumstances.

The handbook represents a key resource for all Council Members, but particularly for those new to their role. I welcome any feedback Council Members wish to provide on the draft, especially regarding content areas that could be expanded or clarified based on your own experiences.

While staff has developed a basic onboarding process for new Council Members, we are open to suggestions for improvement and expansion. I would appreciate hearing from current Council Members about:

- What information was most valuable to you when you first joined the Council
- What you wish you had known sooner in your tenure
- Resources or experiences that would have made your transition smoother
- Specific topics that deserve greater emphasis during orientation

To further support our new Council Member and strengthen our collective governance, I propose scheduling a Council retreat within the next 10 weeks. This retreat would serve multiple purposes: helping onboard the new Ward 1 Council Member, renewing last year's discussion about Council norms and protocols, discussing the potential timeline for establishing a charter commission, and exploring other long-range planning needs, including an updated strategic plan.

The retreat would also provide dedicated time for relationship-building and establishing clear direction for your work in the coming year. Please share your availability and any specific topics you would like to see included on the retreat agenda.

Your input on these onboarding initiatives will help ensure we provide your newest colleague with the support needed for a successful transition while strengthening your effectiveness as a governing body.



**City of Maplewood**

**ELECTED OFFICIALS' HANDBOOK**

*2025 Edition*

## INTRODUCTION

Welcome to the Maplewood City Council. Your decision to serve as a council member shows your commitment to local government. Municipal officials play a crucial role in community governance. Cities need energetic people who actively participate in creating effective policies.

As an elected official, you get to take initiative on policy issues while encouraging community involvement. While public participation is valuable, your responsibility as an elected representative is to make informed decisions on behalf of your constituents.

This handbook serves as an introductory guide for new Council members. It outlines the governing structure, functions of boards and commissions, and the powers granted to the City of Maplewood. You'll also find information about department functions and city services. For any additional questions, please contact the city manager.

## THE ROLE OF COUNCIL MEMBERS

Council members take on many different activities based on their individual approach to the position. Some focus primarily on constituent services, acting as a link between residents and city administration. This representative role is especially important in our ward system.

The municipal code designates council members as policymakers. Together, the council determines the city's direction to achieve collective goals that evolve over time. The National League of Cities offers guidance for effective public service worth reviewing periodically:

1. Learn everything you can about city operations and financing. Do your homework and know the ordinances and codes.
2. Take budget preparation seriously, as it determines what the city can and cannot do in the coming year and influences future decisions.
3. Work as a team, not individually. Governing a city requires collaboration.
4. Make decisions based on public policy principles and apply them consistently in similar situations.
5. Consider decisions carefully without rushing. Strong demands from individual constituents or groups don't always represent the community's long-term interests.
6. Respect the system. With a city manager, Council members should focus on policy and avoid getting involved in day-to-day operations.
7. Avoid making promises you can't keep as an individual. Most decisions require majority approval from the entire governing body.
8. Always consider the community's long-term interests by avoiding unnecessary expenses and delays.
9. Set clear goals and objectives for yourself and the city for both the short and long term.
10. Remember you represent everyone in the community, not just your friends and neighbors.
11. Don't let others bypass established procedures—insist that vendors and salespeople work through staff first.

If you're new to the council, remember to view staff as your collaborators. City staff work in partnership with the governing body, providing essential information to help you make effective policies. The staff exists to support, not hinder, local government processes. If you have concerns, the city manager is there to ensure all departments operate efficiently.

## ESTABLISHING POLICY

New Council members often arrive with specific policy goals in mind. This enthusiasm is valuable but can lead to frustration when trying to advance ideas without understanding current policies. You don't need to know every policy from the start—no one expects that. However, you'll be more effective by learning as much as possible and consulting with the city manager to understand existing policies.

Policy development should be the council's top priority. It creates the framework for governance and determines service levels. Effective policy is both innovative and consistent with past practices.

To create good policy, Council members need to understand the local government process, including which levels of government handle different services. Familiarity with state statutes and the municipal code is also important. The city follows both formal and informal policies.

Formal policies include city ordinances and resolutions found in the [city code](#). The code incorporates building, plumbing, electrical, mechanical, housing, and fire codes. The personnel code governs employee conduct, and departments like police and fire have detailed procedural regulations.

No Council member knows all city policies, nor are they expected to. However, you can still effectively set formal policy based on your ideas and experiences. You might want to change, improve, or discontinue certain practices, or simply shift emphasis in certain areas.

While Council members create formal policies, informal policies typically involve day-to-day operations. If you have concerns about departmental or informal policies, discuss them with the city manager, who has the authority to implement changes.

To influence change, start by discussing your concerns with the city manager to understand current policy. If you think it should change, ask to place the item on a council agenda for discussion. If research is needed, the city manager will ask staff to prepare background information.

Remember, the city manager and staff are there to help. They offer professional knowledge and experience across various municipal areas. As professionals, they serve the entire City of Maplewood, not just specific groups. The best advice for new Council members is to spend time talking with the city manager to become comfortable and help them understand your concerns.

## STRUCTURE OF CITY GOVERNMENT

Maplewood operates as a Constitutional Charter City under Article 6, Section 19 of the Missouri State Constitution of 1945. In addition to powers granted by this constitutional provision, Maplewood enjoys powers granted under various State Statutes, particularly those in [Chapter 82](#).

### Home Rule

To become a Constitutional Charter City in Missouri, a city must have at least 10,000 residents when adopting the charter and must elect a charter commission to draft a home rule charter. Voters must then approve this charter.

Home rule powers apply to local affairs and government matters where no state statute exists where there is no prohibition against city ordinances on that topic. In these cases, the city council can act through ordinary ordinances. However, many state statutes do affect cities, and the constitution requires cities to follow these unless they specifically exempt themselves as permitted under home rule. Once designated as a Constitutional Charter City, a city maintains this status even if its population decreases.

### Powers of the Maplewood City Government

Maplewood has all powers the Missouri General Assembly can grant to any city, as long as these powers align with the state constitution and aren't limited by the city charter or state statute. The city has both home rule powers and all powers granted by law. The Maplewood charter specifically includes powers necessary to further the purposes of Chapter 82 of the Missouri Revised Statutes.

In 1945, Missouri added a Constitutional provision allowing cities with 10,000+ residents to adopt charter ordinances granting home rule rights. It also gave Third Class cities the option to adopt City manager governance. Maplewood uses both options. As a result, charter cities typically have well-managed governments with policymaking authority vested in a city council and administrative authority in a city manager serving at the council's discretion. This widely-adopted system promotes fair, nonpartisan service delivery.

## THE CITY COUNCIL

The city charter vests all city powers in the city council unless otherwise specified. The council ensures these powers are exercised properly and that all duties required by state or federal law are fulfilled.

The city council serves as the legislative (policymaking) body consisting of seven members: two representatives from each of three wards serving three-year terms, with elections staggered, plus one mayor elected at-large for a three-year term.

To qualify as a council members, candidates must be:

1. A registered voter of the city
2. A resident of the city for at least one year before the election

3. A resident of the ward they seek to represent

Council members receive a \$3,500 annual stipend paid over 26 pay periods, plus budgetary allocations for professional development and training.

### **Council member Restrictions**

The City Charter prohibits Council members from:

1. Holding another city office or employment during their term
2. Influencing the appointment or dismissal of any city administrative officer or employee under the city manager's authority
3. Interfering with city administration

### **Vacancy of Office**

A council position becomes vacant upon death, resignation, removal from office, or forfeiture of office. When a vacancy occurs, the remaining council members (including the mayor) fill the position by majority vote until the next regular election, unless that period exceeds 180 days. In that case, the council arranges a special election within 60 days to fill the unexpired term. Anyone appointed must meet the qualifications outlined in the city charter.

## **THE MAYOR & DEPUTY MAYOR**

The mayor is elected at-large by city voters for a three-year term, with a limit of three consecutive terms. The mayor receives a \$6,000 annual stipend paid over 26 pay periods.

The mayor presides at council meetings, votes on matters before the council, and serves as the official head of city government for legal and ceremonial purposes. The mayor can call special meetings as provided in the City Charter, ensures laws and council acts are executed, and discusses policy matters with the city manager.

The mayor must not interfere with day-to-day administration. The position has no veto power and only those administrative powers granted by the charter or state law.

The council elects a deputy mayor from among its members to act as mayor during the mayor's absence or disability. If the mayor's office becomes vacant, the deputy mayor serves until a new mayor is appointed or elected. While serving as mayor, the deputy mayor has the same powers and duties.

## **COUNCIL MEETINGS & RULES OF ORDER**

### **Meetings**

The City Council meets at least once monthly, typically on the second and fourth Tuesdays, except in June, July, August, November, and December, when meetings occur only on the second Tuesday.

Special meetings can be called by the mayor, must be called at the request of three Council members, and require at least three hours' notice to all members in the city. Special meetings may also be held at any time with the consent of all Council members, given either before or during the meeting.

Work sessions occur as needed at 6:00 or 6:30 pm before regular meetings.

### **Agenda Procedures**

According to a 2023 Council resolution, the mayor establishes Council meeting and work session agendas. The city manager provides agenda items regarding city administration to the mayor for inclusion. Council members may request the mayor add agenda items by submitting requests by noon on the Thursday before the meeting. If the mayor does not add a requested item, the council may vote during the meeting to amend the agenda to include it. The mayor and city council review the final agenda before it is published to the public.

Agendas are distributed to council members on the Thursday before each meeting.

### **Rules and Journals**

The Council determines its own rules and order of business, as authorized by City Charter Section 3.10(b). The deputy city clerk maintains a journal of all proceedings, which is open to public inspection.

### **Voting Procedures**

When the council votes on city business, roll call voting is used for everything except simple procedural matters. The deputy city clerk keeps track of how each member votes by recording all "yes" and "no" votes in the official journal. During roll calls, members' names are called in alphabetical order, but the starting point moves one name forward with each new vote to ensure fairness. For meetings to conduct official business, a majority of Council members must be present to form a quorum. If not enough members show up, those who are there can require absent members to attend. To pass most measures, at least four Council members (a majority of the entire Council) must vote in favor.

### **Conflicts of Interest**

When council members declare a conflict of interest before voting, they are excused from voting, and their abstention doesn't count for or against the proposition.

### **Zoning**

Zoning changes require five affirmative council votes when:

1. The Plan and Zoning Commission submits an adverse report, or
2. A protest is filed by owners of 10% or more of either the affected land area or land within 300 feet of the district boundary

Zoning changes with an affirmative recommendation from the Plan and Zoning Commission require four affirmative council votes.

## ORDINANCES AND RESOLUTIONS

The Council uses two main types of legislative tools: ordinances and resolutions. While they might seem similar, they serve different purposes and follow different procedures.

**Ordinances** are the local laws of Maplewood. When the Council wants to create permanent rules that apply throughout the city, it passes ordinances. These include zoning regulations, building codes, traffic rules, and public safety laws. Ordinances are enforceable through the legal system and carry penalties for violations. The process for passing ordinances is deliberately formal and thorough, requiring multiple readings, public inspection periods, and specific voting thresholds as described earlier.

The process for passing a regular ordinance takes time by design. Every proposed ordinance must be read aloud by title in an open meeting three separate times before final passage. While the first and second readings can happen during the same meeting, at least one week must pass between when an ordinance is introduced and when it receives final approval. During this time, the deputy city clerk keeps a copy available for public review. The Council must also give residents a chance to voice their opinions about the proposed ordinance. If the Council makes significant changes to an ordinance after introduction, the revised version must be available for public inspection for an additional week before final passage. The final vote on any ordinance can only take place during a regularly scheduled Council meeting.

Sometimes urgent circumstances require faster action. In these cases, the Council can pass an emergency ordinance on the same day it is introduced. These ordinances must include a clear explanation of the facts and reasons that make it an emergency. Emergency ordinances need stronger support to pass—at least five of the seven Council members must vote in favor. The Council cannot use emergency procedures for ordinances that grant, review, or extend franchises. Once passed, emergency ordinances can take effect immediately or on a specified date.

Regular ordinances become effective 15 days after they're adopted, unless the ordinance specifies a different date. For an ordinance to be official, both the mayor and deputy city clerk must sign it. The deputy city clerk keeps all ordinances organized in an indexed book and makes them available for review at City Hall.

**Resolutions** serve a different purpose. The Council uses resolutions to express official positions, establish temporary policies, or handle specific administrative matters. Examples include approving contracts, expressing support for community initiatives, acknowledging achievements, or establishing internal Council procedures. Resolutions aren't enforceable laws like ordinances, but they do guide city operations and express the Council's formal stance on issues. The process for passing resolutions is more streamlined, typically requiring just one reading and a simple majority vote.

Both ordinances and resolutions must be properly recorded by the deputy city clerk and signed by the mayor, but only ordinances become part of the city code. While ordinances create the

permanent legal framework for the city, resolutions help handle day-to-day governance and specific situations that don't require permanent legislation.

When you're considering whether an issue requires an ordinance or resolution, think about whether it establishes a permanent rule with enforcement provisions (ordinance) or addresses a specific matter or temporary policy (resolution).

## **BOARDS & COMMISSIONS**

Maplewood encourages residents to participate in municipal government by serving on boards and commissions. Every May, the Mayor and City Council review applications for board and commission seats. Most appointments are for three-year terms. Information about each board and commission, including current members, terms, requirements, and meeting dates, is available on the city website.

Maplewood's boards and commissions serve in an advisory capacity. Members serve terms as set in the charter and ordinances, except those filling vacancies or original members whose terms are set to provide for staggered future appointments.

### **Board of Adjustment**

This five-member board, appointed by the mayor with council approval, consists of resident serving five-year terms. It hears zoning matters, appeals of zoning administrator determinations, and can vary zoning provisions as prescribed in the Zoning Ordinance. All decisions are final and subject to judicial review according to Missouri law.

### **Civil Service Commission**

This five-member commission cannot include anyone holding a salaried public office, candidates for office, or relatives of city employees, officers, or elected officials. Members serve four-year terms, hearing employee appeals and recommending personnel code amendments.

### **Design & Review Board**

This five-member board includes three business community representatives, with at least three Maplewood citizens. Members serve three-year terms without compensation, reviewing building permits and plans for exterior alterations affecting building appearance.

### **Historic Preservation Commission**

Sharing membership with the Design & Review Board, this commission reviews demolition permits and alterations to historically designated buildings, recommending historic designation of properties as local landmarks. It uses the Secretary of Interior's Standards for Rehabilitation as a guide.

### **Human Services Commission**

Nine members, including at least three Maplewood residents, serve three-year terms. The commission advises the City Council on planning and contracting human service programs to meet citizen needs, especially for low and moderate-income residents.

### **Library Board**

This nine-member board operates independently from the city, setting its own tax rate, budget, and library policies.

### **Parks and Recreation Commission**

Seven Maplewood citizens serve three-year terms advising the City Council and Parks and Recreation/Public Works departments on:

1. Developing parks and recreational programs
2. Selecting lands for park purposes
3. Acquiring lands for parks and recreation
4. Managing city parks and recreational programs
5. Improving and maintaining city parks
6. Creating ordinances for park and recreation regulation

### **Plan and Zoning Commission**

Seven Maplewood residents serve four-year terms with powers to:

1. Prepare and submit a comprehensive plan
2. Make recommendations on rezoning, site plans, boundary adjustments, and conditional use permits
3. Submit annual activity reports to the City Council

### **Special Business District Tax Advisory Commission**

Seven members who own property or operate businesses within the special business district serve three-year terms, advising on district revenue use by:

1. Developing and maintaining an action plan
2. Creating and maintaining a line-item budget
3. Submitting annual activity reports by March 1

### **Sustainability Commission**

Seven members serve three-year terms, including five Maplewood residents and two business people working in Maplewood. The commission assists with creating a livable, safe, healthy city and promotes responsible energy use and natural resource conservation.

### **How to Serve**

Interested individuals are invited to submit applications online, by mail, or in person at City Hall. Current board and commission members are notified when terms expire. Applications are accepted year-round, though appointments typically occur in May.

### **Missouri Sunshine Law**

All meetings, records, votes, actions, and deliberations of public governmental bodies must be open to the public unless specifically exempted by law.

### **Code of Ethics**

In 2024, the City Council adopted a Code of Ethics for boards and commissions.

## THE CITY MANAGER

The city manager serves as chief administrative officer, appointed by and serving at the pleasure of the City Council. The position is filled based on executive and administrative qualifications. No elected city official can become city manager.

The city manager appoints all department heads and officers, along with other employees necessary for efficient operations. The manager can remove employees, who have the right to appeal terminations to the Civil Service Commission.

The city manager countersigns all checks. Expenditures are legal only when based on budget appropriations.

### **Duties and Functions**

The city manager:

1. Ensures all laws, charter provisions, and council acts are faithfully executed
2. Appoints, suspends, or removes city employees and administrative officers as needed for the good of the city
3. Directs and supervises all city departments
4. Prepares and submits the annual budget and capital program to the council
5. Keeps the council fully informed about the city's financial condition and future needs, submitting reports on finances and administrative activities
6. Attends all open council meetings with the right to participate in discussions but not vote, and receives notice of all special meetings
7. Performs other duties prescribed by the charter, ordinances, or law

## DEPARTMENTAL ORGANIZATION

The City of Maplewood administers municipal services under the direction of the city manager. Services are organized into the following departments:

### **Legislative Department**

The legislative department of the city consists of the mayor, city council, and various boards and commissions. As the governing body of the city, the city council is empowered to set policies and regulations regarding municipal affairs as granted by the Revised Statutes of Missouri. The mayor appoints members to various boards and commissions, subject to the approval of the city council. These bodies provide valuable input and expertise, helping to ensure that the city's policies and initiatives are well-informed and responsive to the diverse needs of the community.

### **Executive Department**

The executive department encompasses several key functions under the direction of the city manager, who serves as the chief administrative officer and personnel officer. The city manager implements council policies, provides crucial information to the council, and oversees all city departments, programs, and projects. This department includes finance, human resources, city

clerk, resource development, social services, and community development functions. The executive department also includes the city attorney.

The finance department provides effective oversight of Maplewood's finances and delivers relevant, transparent information to all stakeholders. It administers payroll and employee benefits accurately and maintains robust internal controls while supporting informed decision-making for the city's financial well-being.

The community development department fosters partnerships with residents, businesses, and organizations to enhance the quality of life in Maplewood. It strives to create an attractive environment for living, working, and doing business through strategic planning, sustainable development, and community engagement initiatives. The department manages special events such as Let Them Eat Art, Coffee Crawl, Sweet Tooth Tour, and Stringfest.

The resource development and public engagement manager manages business licensing, city grants, and seeks new funding opportunities. This position also coordinates public engagement initiatives and serves as the city's liaison to the Parks and Recreation Cooperative (PARC).

The city attorney provides legal counsel to the city council, city manager, and all appointed officials on municipal legal matters. The city attorney's primary responsibilities include ensuring that all city activities comply with the law and representing the city in litigation.

### **Legal Department**

The legal department comprises three key roles in the municipal court: the municipal judge, prosecuting attorney, and court administrator. This team operates the municipal court, which serves as the judicial arm of the city government. The court's primary functions include adjudicating alleged code violations, imposing and collecting fines, and assigning appropriate penalties when necessary.

### **Fire Department**

The Maplewood Fire Department protects the community's people, property, and environment through professional fire suppression and emergency medical services. It provides rapid, compassionate response to residents' needs, emphasizing excellence in emergency preparedness, prevention, and public education. All personnel are trained as EMTs or paramedics, offering specialized services including fire investigation, child safety seat installation, and CPR instruction. The department maintains a Class 2 ISO rating, resulting in reduced fire insurance costs for businesses and residents.

### **Police Department**

The Police Department is committed to fostering a safe, secure, and inclusive community through professional, courteous, and equitable law enforcement practices. Under the direction of the chief of police, the department comprises three divisions: field operations (including patrol, traffic, and bicycle officers), investigation (detectives and school resource officers), and support services (including CALEA Accreditation and community programs). The department provides comprehensive law enforcement and community safety services while building trust and promoting transparency through collaboration with the diverse community.

### **Public Works Department**

The public works department operates through three interconnected divisions, each serving crucial functions in maintaining and improving the city's infrastructure. The maintenance division oversees the upkeep of city assets, including streets, parks, sidewalks, bridges, parking lots, street lighting, traffic signals, city hall, and the public works garage. The building division ensures building code compliance for new construction and renovations, while also conducting annual rental property inspections and enforcing property maintenance codes. The administration division manages engineering projects, contracting, sewer lateral repair coordination, water and sewer loan processing, and issues building and occupancy permits.

### **Parks and Recreation Department**

Since 2002, Maplewood has partnered with Richmond Heights in an innovative shared services model for parks and recreation. Under this arrangement, Maplewood contracts Richmond Heights to manage all recreational programming, with Richmond Heights employing the entire department staff. This collaboration allows for expanded recreational offerings and operational efficiencies. Maplewood retains responsibility for maintaining its parks and the Maplewood Family Aquatic Center through its public works department.

## **BUDGETING**

The budget is the City of Maplewood's most important written communication prepared during the year. The budget expresses in dollar amounts the city's work programs for the fiscal year. When adopted, it becomes a major source of direction for department directors for the operation of various functions and activities. The city operates on a fiscal year which begins July 1st and ends June 30th the following calendar year (the "fiscal year").

According to the city charter, the budget is to be adopted by affirmative vote of a majority of the members of the council no later than three days prior to the end of the fiscal year, June 30th. Should the council fail to adopt the budget, amounts appropriated for current operations for the current fiscal year are deemed adopted for the ensuing fiscal year on a pro-rated month-to-month basis until the council adopts a budget. The council may by ordinance make supplemental appropriations if the city manager certifies that funds will be available for such expenditures.

If during the fiscal year it becomes apparent that insufficient funds have been budgeted in a certain area, the shortfall is reported to the city manager. After reviewing the total budget, recommendations are made to the city council and the budget is amended by city ordinance. The finance director prepares quarterly financial statements, which are reviewed by the city council and city manager, so that the economic and fiscal picture of the city may be presented to the community for monitoring.

The city council annually engages an independent certified public accountant for the purpose of performing an audit of the books of account, financial records, and transactions of the city. The audits are performed according to generally accepted auditing standards with financial statement

presentation according to standards established by the Governmental Accounting Standards Board (GASB).

### **City Finances**

The accounts of the City are organized into self-balancing sets of accounts called funds. Each fund generally has its own unique revenue sources and identifiable expenditures in addition to assets, liabilities, and deferred resources while attempting to maintain a healthy fund balance. The funds are established for specific purposes, generally focused on dedicated revenue sources, and their use is limited by Missouri law.

The major funds currently used by the City of Maplewood include:

- General Fund (11-0000)
- Special Business District Fund (15-0000)
- ½ Cent Capital Improvement Fund (24-0000)
- ½ Cent Parks Capital Improvement Fund (28-0000)
- Sewer Lateral Fund (29-0000)
- Fire Sales Tax Fund (32-0000)
- Solid Waste Fund (33-0000)

Special and tax increment financing (TIF) funds include:

- Hanley Road Special Allocation Fund (23-0000)
- Police Asset Sharing Fund (31-0000)
- Deer Creek Special Allocation Fund (38-0000)
- Firehouse Bonds Fund (39-0000)
- Proposition P Fund (40-0000)
- Proposition S Project Fund (43-0000)

All funds of the City are accounted for using the modified accrual basis of accounting in both the budget process and financial statements. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available and expenditures are recognized when the related fund liability is incurred.

### **The General Fund**

The General Fund is the primary operating fund of the city. It is funded through property tax, gross receipts, sales tax, license and permit fees, intergovernmental revenue, charges for services, recreation fees, and court fines and forfeitures. The general fund revenues support the daily operations of the following city departments: police, fire, public works, parks, sanitation, legal, legislative, and executive. The general fund periodically funds capital improvements and debt obligation payments.

### **Budget Process**

The finance director opens the budget software to department heads in February and works with the city manager to create a timeline for the budget process. The individual department heads

gather estimated expenses for the upcoming year and submit them to the city manager and finance director by the required date.

The city manager and finance director review departmental budgets, make revisions as needed, and estimate revenue for the upcoming fiscal year. Department heads then review the revised budgets and present them to the City Council for discussion according to the predetermined schedule.

A draft budget is sent to the mayor and council for review before a public hearing. Any changes made are highlighted for transparency. A budgetary public hearing is held for residents' and council's comments and questions. The draft budget is posted online and made available to the public for comment. A final budget workshop is held for additional comments and discussion. The final budget is passed and implemented before the beginning of each fiscal year.

The budget document must set forth a complete financial plan for the ensuing fiscal year and include:

1. A budget message describing the important features and major changes
2. Estimated revenues from all sources for the budget year, with comparative statements for previous years
3. Proposed expenditures for each department and function
4. The amount required for debt service
5. A general budget summary

### **Legal Budgetary Control**

Legal budgetary control is at the departmental level. The city manager is authorized to transfer budgeted amounts within any department; however, any transfers between departments, funds, or any alteration of the total expenditures of any fund must be approved by the city council. Budgeted amounts are as originally adopted or amended by the city council or city manager, as appropriate. Supplemental appropriations are made by the council to cover unanticipated items not included in the adopted budget.

Expenditures may not legally exceed budgeted appropriations at the department level unless the city manager first certifies that there is a sufficient unencumbered balance to cover the claim or meet the obligation. The legal level of budgetary control is at the fund level.

City ordinances assign the responsibility of the chief budget officer to the city manager. The city manager is assisted in this role by the director of finance and department heads of each department.

### **Capital Budgeting**

The city maintains a five-year capital improvement program (CIP) that lists each capital project, its estimated cost, description, method of financing, time schedules, and estimated annual cost of operating and maintaining the proposed facilities. The program is reviewed and extended each year.

Capital improvements are prioritized according to need and extended over a period of years. The CIP is incorporated into the annual budget process, with specific projects approved for the upcoming fiscal year.

**Purchasing**

The city manager, or a designated representative, serves as the purchasing agent for the city. The purchasing agent is responsible for the procurement and acquisition of all materials, supplies, and equipment, and all contractual services by any department, agency, or office of the city.

Formal competitive bidding is required for purchases exceeding \$10,000. For purchases between \$5,000 and \$10,000, written quotations from three or more vendors are required. Purchases under \$5,000 may be made on the open market based on sound procurement principles. In emergency situations, the city manager and department heads can authorize purchases up to \$10,000 without bidding if such goods and services are essential and delay might adversely affect the health, safety, or welfare of the city.

**Revenue and Tax Structure**

The City of Maplewood relies on several revenue sources to fund its operations. For the 2024-25 fiscal year, the primary revenue sources include:

**Property Taxes:** The 2025 tax levy within the City of Maplewood is as follows per one hundred dollars (\$100.00) assessed valuation:

	<b>Residential</b>	<b>Commercial</b>	<b>Personal Property</b>
General Fund	\$0.1200	\$0.5000	\$0.5670
Public Safety Pension Fund	\$0.2680	\$0.4130	\$0.4450
Solid Waste Fund	\$0.2160	\$0.2580	\$0.3180
Debt Service	\$0.2800	\$0.2800	\$0.2800
<b>Total Tax Rate</b>	<b>\$0.8840</b>	<b>\$1.4510</b>	<b>\$1.6100</b>

The Maplewood Special Business District also imposes an additional tax on property within its boundaries per one hundred dollars (\$100.00) assessed valuation:

	<b>Residential</b>	<b>Commercial</b>	<b>Personal Property</b>
General Fund	\$0.0730	\$0.2200	\$0

**Sales Taxes:** Sales taxes represent about 42% of total budgeted revenues when combined with TIF district economic activity taxes. The current sales tax breakdown is:

<b>Entity</b>	<b>Rate</b>
State of Missouri	4.225%
St. Louis County	3.513%
City of Maplewood	1.750%
<b>Total Sales Tax</b>	<b>9.488%</b>

The sales tax rate for Hanley Road and Deer Creek Shopping Centers is 10.488% due to special district taxes.

**Utility Gross Receipts & Franchise Tax:** The city levies a gross receipts tax on all utilities (gas, electric, water, cable, and telephone) service charges within the city. This tax is collected by the utility company and remitted to the city every quarter.

**License & Permit Fees:** The City collects various fees for occupancy permits, building permits, contractor licenses, business licenses, and liquor licenses.

The City's commitment to long-term financial planning is evident in its development of a 10-year revenue forecast and 5-year expenditure projections to ensure sustainable fiscal management and identify potential funding challenges in advance.

## STRATEGIC PLANNING AND INITIATIVES

Maplewood's current strategic plan, adopted in 2022, is centered around five key focus areas that guide city operations, policy development, and resource allocation:

### **Fiscal Sustainability**

Maplewood implements innovative and responsible policies to effectively manage fiscal and human resources. The city maintains a stable financial environment that is transparent and promotes an outstanding quality of life for the community. City practices are efficient, responsible, friendly, and ensure exceptional customer service to all stakeholders.

### **Safe, Healthy and Sustainable Community**

The city provides diverse programs, places, and events where the community can gather for learning and recreation. Community connectivity is cultivated through engagement, outstanding customer service, public safety, and accessible communication. Maplewood promotes a diverse, inclusive, and sustainable community.

### **Innovative and High-Performing Organization**

Maplewood fosters an "Employee First" culture with compensation and benefits that attract and retain a high-performing workforce committed to outstanding service and ongoing innovation.

### **Infrastructure**

Using technology and data-driven decisions, Maplewood strategically plans, implements, and maintains infrastructure and facilities to support the community's quality of life, economic viability, and environmental protection.

### **Economic Growth**

The quality of life in our community is fundamental to economic success. Business investment is sustained through streamlined processes, technology, infrastructure, safety, and an aesthetically attractive appearance. This is supported by building ongoing partnerships within the community and region.

## Welcome Maplewood Plan

In addition to these core strategic areas, Maplewood has developed a comprehensive five-year diversity, equity, inclusion, and belonging (DEIB) Strategic Plan with 37 specific goals across eight focus areas:

1. Training - Professional development and succession planning
2. Buildings - Creating accessible facilities
3. Human Services and Housing - Supporting housing affordability and aging in place
4. Communications and Events - Ensuring diverse representation and inclusive community events
5. Human Resources - Creating fair and inclusive hiring and employment practices
6. Structure/Implementation - Building teams to monitor and implement DEIB initiatives
7. Recruitment - Diversifying the city workforce and volunteer base
8. Scholarships - Supporting diverse educational opportunities

The city provides updates on progress toward these strategic goals as part of its commitment to transparency and accountability.

## ADDITIONAL RESOURCES FOR ELECTED OFFICIALS

### Essential Documents

All Council members have digital access to:

- **Annual Budget** - <https://www.maplewoodmo.gov/government/departments/finance/budget.php>
- **City Charter and Code of Ordinances** - [https://library.municode.com/mo/maplewood/codes/code\\_of\\_ordinances](https://library.municode.com/mo/maplewood/codes/code_of_ordinances)
- **Strategic Plan** - [https://www.maplewoodmo.gov/government/vision\\_mission\\_and\\_core\\_values.php](https://www.maplewoodmo.gov/government/vision_mission_and_core_values.php)
- **Welcome Maplewood Plan** - [https://www.maplewoodmo.gov/government/welcome\\_maplewood\\_diversity\\_equity\\_and\\_inclusion/index.php](https://www.maplewoodmo.gov/government/welcome_maplewood_diversity_equity_and_inclusion/index.php)
- **Comprehensive Plan** - [https://www.maplewoodmo.gov/government/comprehensive\\_plan.php](https://www.maplewoodmo.gov/government/comprehensive_plan.php)
- **Traffic Study (2022)** - [https://www.maplewoodmo.gov/community/traffic\\_study.php](https://www.maplewoodmo.gov/community/traffic_study.php)

These resources will answer many questions that arise during your service to Maplewood.

### Professional Development

The city encourages and supports ongoing education for elected officials through:

- Municipal League of Metro St. Louis - <https://stlmuni.org>
- Missouri Municipal League (MML) - <https://www.mocities.com>
- National League of Cities (NLC) - <https://www.nlc.org>
- UMSL - <https://www.umsl.edu/gradschool/ppa/noncredit-certificates/index.html>

### **Ethics and Sunshine Law Compliance**

All elected officials must adhere to Missouri's Sunshine Law, which requires governmental transparency in meetings, records, votes, actions, and deliberations. The city provides regular training on these requirements.

The City Council has adopted a Code of Ethics for all officials. Any questions about potential conflicts of interest should be directed to the City Attorney before meetings where such matters will be discussed.

### **Public Communication**

When speaking publicly, remember that your comments may be perceived as representing official city positions. To maintain clear communication with the public:

- Refer policy questions to the city's adopted positions
- Direct administrative questions to the City manager
- Identify personal opinions as distinct from council decisions

Effective communication with constituents is essential. The city can provide guidance on using social media appropriately.

[ADD CONCLUSION]