



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

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

**Tuesday, March 24, 2026
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 Minutes:
 - a. March 10, 2026, City Council regular meeting minutes
6. Public Hearing:
 - a. Request by Natthinee Hughes of Thai Table for Full and Sunday Liquor Licenses at 7403 Manchester Road
7. Public Comment
8. Announcements
9. Unfinished Business:
 - a. Bill 6313 – Final Reading: Approving a minor subdivision plat for property located at 2812 Laclede Station Road
10. New Business:
 - a. Application for Full and Sunday Liquor Licenses for Thai Table at 7403 Manchester Road
 - b. Resolution 26-11: Authorizing the annual display of the Transgender Pride Flag at City Hall on Transgender Day of Visibility
 - c. Resolution 26-12: Removing Brad Jackson from the Plan and Zoning Commission

- d. Bill 6314 – First and Second Reading: Amending the Code of Ordinances, Chapter 56 — Zoning, Section 56-359(10) — conditional uses in PA Public Activity District, and Section 56-232(31) — conditional uses in AB Arterial Business District, to permit emergency overnight shelters
- e. Bill 6315 – First and Second Reading: Executing an intergovernmental agreement with the City of Clayton, Missouri, for a fire authority feasibility study
- f. Bill 6316 – First and Second Reading: Executing an intergovernmental cooperation agreement with the City of Clayton, Missouri, for the provision of technology services and support

11. Appeal Hearing

- a. Public hearing regarding appeal by Nathan Fasnacht/Tailored Properties of Historic Preservation Commission decision regarding Certificate of Appropriateness for demolition at 3432 Commonwealth Avenue
- b. Council action regarding appeal of Historic Preservation Commission decision regarding Certificate of Appropriateness for demolition at 3432 Commonwealth Avenue

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. Adjournment

Addressing the Council

Individuals wishing to speak during Public Hearings or Public Comment must sign in before the meeting. Each speaker has a three-minute limit. Written comments may be emailed to cityclerk@maplewoodmo.gov by noon on the meeting day and will be provided to Council but not read aloud.

Accessibility Notice

The City of Maplewood is committed to making public meetings accessible. Accommodation requests should be made at least 48 hours before the meeting by contacting the Deputy City Clerk at cityclerk@maplewoodmo.gov or 314-646-3602, or Relay Missouri at 800-736-2966 (TTY).

Virtual Access

Watch this meeting live or view previous meetings at www.youtube.com/@cityofmaplewood8819

Posted on March 20, 2026, at Maplewood City Hall and maplewoodmo.gov



RECORD OF PROCEEDINGS

Regular Meeting of The City Council City of Maplewood, Missouri

**Tuesday, February 10, 2026
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 Council Members were present:

- Council Member Garcia
- Mayor Greenberg
- Council Member Homa
- Council Member Mattox
- Council Member Page
- Council Member Wiley

A quorum was present.

4. Motion to Excuse Council Member Faulkingham

Motioned by: Council Member Homa

Seconded by: Council Member Garcia

Outcome: Approved unanimously by voice vote.

5. Approval of Minutes:

a. February 24, 2026. City Council regular meeting minutes

b. February 24, 2026, City Council closed session minutes

Motioned by: Council Member Homa

Seconded by: Council Member Wiley

Outcome: Approved unanimously by voice vote.

6. Public Hearings: Mayor Greenberg opened the following public hearings:

a. Request by Henry Arciniega of Gamlin's for Sunday Liquor by the Drink, Packaged Intoxicating Liquor, and Sunday Packaged Intoxicating Liquor Licenses at 2704 Sutton Boulevard

- Mayor Greenberg opened the public hearing
- No public comment was received
- Mayor Greenberg closed the public hearing

b. Request by Julius Phillips of Vintage Gold 88 for a Full and Sunday Liquor License at 7170 Manchester Rd, Suite A

- Mayor Greenberg opened the public hearing
- No public comment was received
- Mayor Greenberg closed the public hearing

c. **Request by the Maplewood Richmond Heights School District for a minor subdivision at 2812 Laclede Station Road**

- Mayor Greenberg opened the public hearing
- Dave Welton with Frontenac Engineering and Pitzman’s Surveyors was present to explain the request. The firm was hired by the MRH school district to create a two-lot subdivision, which was approved by the Plan and Zoning commission. Both lots may be rezoned if so desired by the petitioner following approval of the subdivision.
- There being no further public comment, Mayor Greenberg closed the public hearing

7. Public Comment:

- Dr. Meredith Kelling, Ward One resident, addressed the Council regarding Proposition M. She expressed opposition to the proposed expansion of police facilities at this time due to uncertain economic conditions and potential impacts of law enforcement policy at the federal and state levels.

8. Announcements: Council Member Garcia announced the following upcoming events:

- Friday, March 13 is the PARC Passport movie night at the Yale Green Space. Everyone is invited and snacks will be available.
- The City’s annual Coffee Crawl will be held on March 21
- The next facility tour to provide information about Proposition M will take place at 6:00 pm on March 23 at City Hall.

9. Presentations:

- a. Mayor Greenberg presented completion certificates to the 2026 Maplewood 101 participants.
- b. Police Chief Matt Nighbor presented the Police Department’s 2025 annual report, highlighting the following:
 - Decreases in several categories of crime and traffic incidents, including motor vehicle thefts, vehicle break-ins, and crashes, with no fatal crashes or homicides reported in 2025.
 - Community policing initiatives, traffic safety efforts, and the work of the Criminal Investigations Division.
 - Chief Nighbor noted that the department received its fourth accreditation award from CALEA
 - The Police Advisory Board has been established to give community feedback regarding police initiatives.

Council members asked questions regarding accreditation, community engagement initiatives, and traffic safety.

10. Unfinished Business:

- a. **Bill 6312** –Amending the Maplewood Code of Ordinances, Chapter 50 — Traffic and Motor Vehicles, Section 50-119 — Streets Closed to Commercial Vehicles, to add Folk Avenue was given its final reading

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: None

Roll Call Vote:

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

Outcome: Bill 6312 was approved as Ordinance 6106

11. New Business

- a. **Application for Sunday Liquor by the Drink, Packaged Intoxicating Liquor, and Sunday Packaged Intoxicating Liquor Licenses for Gamlin’s at 2704 Sutton Boulevard**

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: None

Roll Call Vote:

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

Outcome: The liquor license was approved.

- b. **Application for a Full and Sunday Liquor License for Vintage Gold 88 at 7170 Manchester Rd, Suite A**

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: None

Roll Call Vote:

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

Outcome: The liquor license was approved.

- c. **Resolution 26-10: Authorizing the City Manager to enter into a five-year contract with Carahsoft Technology Corp for Citian ADAPT ADA planning software**

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: The City Manager reported that the previously approved preliminary contract for an ADA transition study was significantly higher than the amount budgeted and focused primarily on physical facilities already being addressed through other initiatives. Staff is recommending a software-based approach that uses LiDAR scanning to assess streets, sidewalks, and intersections and develop a prioritized capital improvement plan for ADA compliance. The total cost of the proposed five-year contract would be less than the amount

originally budgeted for the ADA transition study in the current fiscal year. Council members asked clarifying questions regarding the payment structure.

Roll Call Vote:

- Council Member Garcia - Yes
- Mayor Greenberg - Yes
- Council Member Homa - Yes
- Council Member Mattox -Yes
- Council Member Page - Yes
- Council Member Wiley - Yes

Outcome: Resolution 26-10 was approved

d. Bill 6313 – Approving a minor subdivision plat for property located at 2812 Laclede Station

Road was given its first and second readings

Motion to read the bill: Council Member Homa

Seconded by: Council Member Garcia

Discussion: None

Voice vote: All in favor

Bill 6313 was given its first reading.

Motion for the Second reading: Council Member Homa

Seconded by: Council Member Garcia

Voice Vote: All in favor

Bill 6313 was given its second reading.

The third and final reading will take place at the next Council meeting

12. Council and Staff Reports:

- **Mayor’s Report:** The mayor attended a meeting with MRH elementary school children this morning. He also met with Lowe’s to discuss community support for Joe’s Place.
- **Ward 1 Report:** Council Member Wiley announced the upcoming protest for transgender rights from 4:30-6:00 PM on March 23rd at the intersection of Manchester and Big Bend.
- **Ward 2 Report:** Council Member Mattox reminded the public about movie night at the Yale Green Space on Friday, March 13, beginning at 7:00 PM.
- **Ward 3 Report:** Council Member Homa wished to thank the second grade “Dazzle Dragons” and other classes who met with city leaders this morning.
- **City Attorney’s Report:** No report
- **City Manager’s Report:** City Manager Withycombe provided the following updates:

An update will be sent to stakeholders who attended the Yale/Manchester neighborhood meetings held in December. Two additional meetings are scheduled for March 25 and March 30 at Artist’s First to provide updates and gather additional feedback from the community. The meetings are open to the public.

Additional tours of the facility related to Proposition M are scheduled for Monday, March 23 at 6:00 pm and March 28 at 10:00 am. Informational materials regarding the ballot measure have been distributed through the Maple Leaf newsletter, mailed postcards, and updates to the city’s website. It was noted that passage of the general obligation bond would require a four-sevenths (57.2%) vote. Council members asked brief clarifying questions.

11. Public Comment: No speakers

12. Adjournment:

Motion to Adjourn: Council Member Homa

Seconded by: Council Member Garcia

Outcome: Unanimously approved by voice vote. With no remaining matters to be discussed, the meeting adjourned at 7:42 PM.

Certification:

I certify that the above minutes are a true and accurate record of the City Council meeting held on **March 10, 2026**.

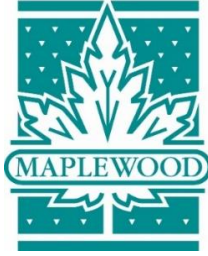
Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Date Approved: March 24, 2026

DRAFT



PUBLIC HEARING NOTICE

LIQUOR LICENSE

The Maplewood City Council will hold a Public Hearing on Tuesday, March 24, 2026, at 7 pm in Council Chambers of City Hall at 7601 Manchester Road. The purpose of this hearing is to allow all interested parties to be heard concerning the following:

A request by Natthinee Hughes for Full and Sunday Liquor Licenses for Thai Table at 7403 Manchester Rd, Suite B.

Speakers must attend in person and sign in to address the City Council. The public can watch live at youtube.com/@cityofmaplewood8819. Public comments may also be submitted to 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 March 6, 2026, at Maplewood City Hall and maplewoodmo.gov
Published in The Countian on March 6, 2026*

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Final Reading: Bill 6313 — Minor Subdivision Plat for 2812 Laclede Station Road**

Bill 6313 approves a minor subdivision plat for the MRH-owned property located at 2812 Laclede Station Road, subdividing the existing parcel into two lots designated as Lot A (9,245 square feet) and Lot B (5,830 square feet). Full details are available in the [March 10, 2026, meeting packet](#).

- First Reading: March 10, 2026 — Motion to read approved unanimously
- Second Reading: March 10, 2026 — Motion to read approved unanimously

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, APPROVING A MINOR SUBDIVISION PLAT FOR PROPERTY LOCATED AT 2812 LACLEDE STATION ROAD

WHEREAS, the Maplewood-Richmond Heights School District has submitted a minor subdivision plat to subdivide property located at 2812 Laclede Station Road, creating two lots from the existing parcel; and

WHEREAS, the proposed subdivision qualifies as a minor subdivision under Chapter 44, Section 44-3 of the City Code because it creates four or fewer lots and does not require new public improvements; and

WHEREAS, the Plan and Zoning Commission reviewed the minor subdivision plat at their March 2, 2026, meeting and recommended approval by a vote of 5 ayes, 0 nays, 2 absent; and

WHEREAS, the City Council finds that the proposed subdivision complies with all applicable requirements of Chapter 44 (Subdivisions) and Chapter 56 (Zoning) of the City Code; and

WHEREAS, both proposed lots meet or exceed the minimum dimensional requirements for the PA Public Activity as set forth in Section 56-360; and

WHEREAS, the plat is properly prepared with appropriate technical documentation, lot dimensions, setback lines, and easements clearly identified; and

WHEREAS, future development on either lot will be subject to all applicable zoning regulations, building codes, and design review requirements.

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

Section I. The City Council of the City of Maplewood, Missouri, hereby approves the minor subdivision plat for property located at 2812 Laclede Station Road, subdividing the property into two lots designated as LOT A (9,245 square feet) and LOT B (5,830 square feet), as prepared by Pitzman’s Company and dated November 7, 2025, attached.

Section II. The approved plat shall be recorded with the St. Louis County Recorder of Deeds within sixty (60) days of passage of this ordinance as required by Section 44-9 of the City Code.

Section III. All future development and use of the subdivided lots shall comply with the regulations, standards, and requirements applicable to the PA Public Activity District as set forth in Chapter 56 of the Maplewood Code of Ordinances and all other applicable provisions of the City Code.

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

Passed this 24th day of March, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 24th day of March, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Tiffany Hyde, Resource Development and Public Engagement Manager
Date: March 18, 2026
Re: **Request for Full & Sunday Liquor Licenses for Thai Table at 7403 Manchester Rd, Suite B**

Thai Table, located at 7403 Manchester Road, Suite B, has submitted a liquor license application for its existing location in Maplewood. The new application is for Full and Sunday Liquor Licenses.

Please contact me with any questions, comments, or concerns regarding this matter.

PETITION FOR LIQUOR LICENSE
CITY OF MAPLEWOOD
7601 Manchester Road
Maplewood, MO 63143
(314) 645-3600

SECTION 1

DATE: 2/23/2026

1. NAME OF ESTABLISHMENT: Thai table

2. ADDRESS OF ESTABLISHMENT: 7403 suit B Manchester Rd.

Maplewood Mo 63143 314 449 6919
(CITY) (STATE) (ZIP) (PHONE)

3. Is ownership a corporation or partnership? If so, list names and addresses of individuals and their title(s):
 A corporation

Natthinee Hughes 6915 Arthur ave. St. Louis MO 63139 (Owner)

4. NAME OF OWNER OR MANAGING OFFICER: Natthinee Hughes

5. Type of license requested - separate license shall be obtained for each of the following classes of sales: (Please check each classification that applies)

<u>Indicate Type of License Applied For:</u>	<u>Fee</u>
A. <u>STORAGE OF NON-INTOXICATING BEER</u> _____ For beer depot or store room, handling, selling or storing non-intoxicating beer.	\$75.00
B. <input checked="" type="checkbox"/> <u>FULL LIQUOR LICENSE</u> _____ To sell intoxicating liquor in excess of 5% by weight, by the drink at retail for consumption on the premises where sold.	\$450.00
C. <u>PACKAGED INTOXICATING LIQUOR</u> _____ To sell intoxicating liquor in the original package at retail only, and not for consumption on the premises where sold.	\$150.00
D. <u>SUNDAY PACKAGE LIQUOR LICENSE</u> _____ To sell intoxicating liquor in the original package at retail only, and not by the drink, not for consumption on the premises (which shall include the right to sell non-intoxicating beer at retail in the original package) on Sundays between the hours of 9:00 a.m. and 12:00 midnight.	\$300.00

received
2/25/26

- E. MALT LIQUOR BY THE DRINK - 5% OR WINES NOT IN EXCESS OF 14% ALCOHOL BY WEIGHT
 _____ To sell malt liquor containing alcohol over 3.2% but not more than 5% by weight at retail by the drink for consumption on the premises, where sold (includes light wines. \$ 52.50

- F. PACKAGED MALT LIQUOR OR LIGHT WINES (5% MALT LIQUOR)
 _____ To sell malt liquor containing over 3.2% but not more than 5% by weight in the original package at retail only, and not for consumption on the premises, where sold. \$ 22.50

- G. ✓ SUNDAY LIQUOR BY THE DRINK
 _____ To sell intoxicating liquor in excess of 5% percent by weight by the drink at retail for consumption on the premises (which shall include the right to sell non-intoxicating beer at retail by the drink for consumption on the premises) on Sundays between the hours of 9:00 a.m. and 12:00 midnight provided all requirements of state law are complied with. \$300.00

- H. MANUFACTURER SOLICITOR'S LICENSE
 _____ To sell intoxicating liquor containing not in excess of twenty-two percent (22%) of alcohol by weight and the privilege of selling to duly licensed wholesalers and soliciting orders for sale of intoxicating liquor containing not in excess of twenty-two percent of alcohol by weight, to, by or through a duly licensed wholesaler on the premises where sold. \$250.00

- I. ORIGINAL PACKAGE TASTING
 _____ To conduct wine, malt beverage and distilled spirit tasting on the licensed premises upon receipt of a special permit. \$ 25.00

Applicant hereby agrees that if a license is granted upon this petition, that applicant or any officer, agent, employee, or servant of applicant will not violate any provision of said Ordinance No. 4121 or of any amendments hereafter made to said ordinance, or any law of the State of Missouri or other ordinance of the City of Maplewood while in and upon the premises of the applicant herein described or knowingly allow any other person so to do.

Natthinee Hughes
 Printed Name of Applicant
At WA
 Signature
2/23/2026
 Date

SECTION III - GENERAL INFORMATION

1. Do you own, or rent, the premises for which you seek a license? Rent

2. What interest, if any, does the landlord have, directly or indirectly, in the business in which you intend to engage, if the license is granted? Explain:
None

3. Have you ever been employed by any person, partnership, or corporation that has a license suspended or revoked by the Supervisor of Liquor Control of the State of Missouri?
No

If so, give details: _____

4. Has any license heretofore issued by the Supervisor of Liquor Control for the premises for which you seek a license ever been suspended or revoked by the Supervisor of Liquor Control?
No

If so, give details: _____

5. Is there now employed, or do you expect to employ in the business to be licensed hereunder, any person who has been convicted of any crime?
No

If so, give details: _____

6. Has there been issued to you within the past year a Retail Liquor Dealer's Federal Tax Stamp (RLD \$50.00) designating you or the premises for which you seek a license as a person or place for dealing in intoxicating liquor other than malt liquors?
No

7. Has there been issued to any other person within the past year a Retail Liquor Dealer's Federal Tax Stamp (RLD \$50.00) describing the place for which you seek a license as a place for dealing in intoxicating liquor other than malt liquors?
No

8. Have you or any member of your household or immediate family ever had any license issued by the Supervisor of Liquor Control for the State of Missouri or by the licensing authority of any other state or city, suspended or revoked?
No

9. Is there now employed or do you expect to employ in the business to be licensed hereunder any person who has at any time had a license from the Supervisor of Liquor revoked or suspended?
No

If so, give details: _____

10. Have you or any member of your household or immediate family ever made application for a license from the Supervisor of Liquor Control which was denied?

No

If so, name the applicant, approximate date of denial, and details regarding same

11. Does your landlord now hold or has he ever held a license of any kind issued by the Supervisor of Liquor Control? No

12. Does the former owner of the business have any interest, either directly or indirectly in the business for which you seek a license? NA

If so, give details:

13. State names of any person, firm or corporation that has advanced or will advance any money to you to purchase or operate the business for which you seek a license

NA

14. Have you any interest, directly or indirectly, in any brewery, winery, distillery, rectifying or blending plant, or wholesale liquor concentrate either as part owner, stockholder, agent or employee? NA

If so, give details:

15. State the name and address of any distiller, wholesaler, winemaker, brewer, or any other employee, officer or agent thereof who has or will have any financial interest, directly or indirectly, in the business for which you seek a license NA

16. State the name of any distillery, wholesaler, winemaker, brewer, or any employee, officer or agent thereof who has loaned or who will, directly or indirectly, loan, give away, or furnish equipment, money, credit, or property of any kind to you, except ordinary commercial services, if any, as are permitted by the regulations of the Supervisor of Liquor Control:

NA

17. State the name and residence of any person, firm or corporation, if any, who is interested or who will become interested, directly or indirectly, other than hereinabove set out, in the business for which you seek a license and the nature of such interest

NA.

RECORD OF ARREST

A. Have you ever been arrested or indicted for the violation of any Federal, State, or City Laws?

No

If so, give details: _____

B. Have you ever been convicted for the violation of any city ordinance, State or Federal Laws relating to liquor, gambling, immorality, peace disturbance?

No

If so, give details: _____

I, Natthinee Hughes, hereby authorize the City of Maplewood Police Department to perform a police check on the information I have submitted. And I am willing to submit to fingerprinting and photographing, if requested.

Date: 02/23/2026 Signature of Applicant: 

Results of Police Check:

Signature: Chief of Police

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Transgender Pride Flag Display on Transgender Day of Visibility**

On March 22, 2022, the City Council adopted Resolution R22-22 declaring March 31 as Transgender Day of Visibility in Maplewood, consistent with international observation of the celebration. On March 31, 2025, the Transgender Pride Flag was flown at City Hall by administrative directive, as the City's Flag Display Policy had not yet been established. The attached resolution formalizes this practice under the Flag Display Policy adopted by the Council in December 2025 (R25-55), ensuring that future displays are properly authorized in accordance with that policy.

Under the Flag Display Policy, Commemorative Flags must be authorized by Council resolution specifying the flag to be displayed, its location, duration, and any applicable protocols. The transgender pride flag would be flown on the secondary flagpole at City Hall on March 31 of each year. As required by the policy, it will not be flown above any Primary Flag.

RESOLUTION

R22-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, DECLARING MARCH 31ST AS THE INTERNATIONAL TRANSGENDER DAY OF VISIBILITY.

WHEREAS, Maplewood will help to lead the way in extending nondiscrimination protections and equal benefits to Trans and non-binary people, including Trans youth throughout our community and in our Maplewood Richmond Heights School District, and we recognize that we must advocate with and for our Trans community to ensure their civil rights and voices are protected and heard; and

WHEREAS, in Maplewood, we believe in the inherent value of each and every resident of our city, including our Trans and non-binary residents and community members, without exception; and

WHEREAS, 1.4 million Americans are transgender and have bravely overcome serious hardships to create and build thriving communities in the face of systemic violence, prejudice and discrimination; and

WHEREAS, while we celebrate visibility, we must also acknowledge the epidemic of violence against Trans people, in particular Black Trans women, and that we, as a community, must work together to end this epidemic and for each Trans person killed or lost this year and in years past we mourn, and we honor their lives, their names and their legacy of bravery; and

WHEREAS, Trans women activists and icons Storme' DeLarverie, Marsha P. Johnson, Miss Major and Syliva Rivera were instrumental in the creation of modern gay rights movement in the United States with the Stonewall Inn Uprising in 1969; and

WHEREAS, Trans and non-binary Americans have made profound strides challenging and persevering social and political norms that had forced many to live in secrecy regarding their gender identity; and

WHEREAS, legal victories won by Trans activists have expanded judicial recognition of constitutional protections for gender identity and expression, and provided a greater number of people with the basic protections needed to ensure human dignity and self-determination, but these rights are still not universally guaranteed, with regressive measures still being pursued by the Missouri General Assembly; and

WHEREAS, because of the determined activism and advocacy of Trans people, they are now able to be their true self while serving as religious and educational leaders, participating in athletic competitions, star in film and television, and serve in prominent government positions, countering decades of harmful exclusion.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS: The City of Maplewood declares March 31st as Transgender Day of Visibility.

Passed this 22nd day of March, 2022

Shawn Faulkingham, Presiding Councilmember

Attest:

Karen Scheidt, Deputy City Clerk

Approved this 22nd day of March, 2022

Shawn Faulkingham, Presiding Councilmember

Attest:

Karen Scheidt, Deputy City Clerk

COPY

RESOLUTION

R26-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE ANNUAL DISPLAY OF THE TRANSGENDER PRIDE FLAG AT CITY HALL ON TRANSGENDER DAY OF VISIBILITY

WHEREAS, the City Council adopted Resolution R22-22 on March 22, 2022, declaring March 31 as Transgender Day of Visibility in the City of Maplewood, affirming the City’s commitment to the dignity, visibility, and civil rights of transgender and non-binary residents and community members; and

WHEREAS, the City Council adopted Resolution R25-55 on December 9, 2025, establishing a Flag Display Policy governing the display of Commemorative Flags on City-owned or City-controlled property; and

WHEREAS, the Flag Display Policy provides that Commemorative Flags may be displayed as an expression of the City’s official sentiments, and that such displays must be authorized by resolution of the City Council specifying the flag to be displayed, its location, duration, and any applicable protocols; and

WHEREAS, the City Council finds that the annual display of the transgender pride flag on Transgender Day of Visibility is consistent with the values expressed in Resolution R22-22 and with the City’s commitment to equity and inclusion.

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

Section I. The transgender pride flag shall be displayed annually on March 31, Transgender Day of Visibility, at City Hall on the secondary flagpole in accordance with the City of Maplewood Flag Display Policy.

Section II. The transgender pride flag shall not be flown above any Primary Flag, and its display shall otherwise comply with all provisions of the Flag Display Policy adopted pursuant to Resolution R25-55.

Section III. The City Manager is authorized and directed to implement this display in accordance with the Flag Display Policy and to include March 31 on the City’s annual Commemorative Flag display calendar.

Section IV. This Resolution shall take effect immediately upon its adoption.

Passed this 24th day of March, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 24th day of March, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Removal of Plan and Zoning Commission Member for Non-Attendance**

In September 2025, City Council adopted standardized attendance requirements for all boards and commissions. Under these requirements, members who are absent from 50 percent of regular meetings held in a calendar year automatically forfeit their office. Additionally, members with unexcused absences for three consecutive regular meetings automatically forfeit their office.

Brad Jackson, a member of the Plan and Zoning Commission, has had unexcused absences from three consecutive regular meetings: January 5, 2026, February 2, 2026, and March 2, 2026. His attendance record falls below the standards established for board and commission members. Additionally, although the attendance requirement did not take effect until last September, staff has calculated that Mr. Jackson has been absent from approximately 50% of commission meetings since he was appointed.

Before removing any member for non-attendance, City Council must provide the member with written notice of the proposed removal and an opportunity to be heard at a Council meeting. Staff provided Mr. Jackson with written notice on March 18, 2026, of tonight's proposed removal action.

The enclosed resolution removes Mr. Jackson from the Plan and Zoning Commission. The remainder of his term will be fulfilled by another appointed member. Staff will advertise the vacancy in the coming weeks.

RESOLUTION

R26-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, REMOVING BRAD JACKSON FROM THE PLAN AND ZONING COMMISSION

WHEREAS, Brad Jackson was appointed as a member of the Plan and Zoning Commission on May 23, 2023; and

WHEREAS, Mr. Jackson had unexcused absences from Plan and Zoning Commission meetings on January 5, 2026, February 2, 2026, and March 2, 2026; and

WHEREAS, the board and commission attendance requirements adopted in September 2025 provide that members with unexcused absences for three consecutive regular meetings automatically forfeit their office; and

WHEREAS, Mr. Jackson has been provided written notice and an opportunity to be heard before City Council.

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

Section I. Brad Jackson is hereby removed from his position as a member of the Plan and Zoning Commission.

Section II. This Resolution shall take effect immediately upon its adoption.

Passed this 24th day of March, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 24th day of March, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Emergency Overnight Shelter Text Amendment**

The Plan and Zoning Commission recommended approval of the proposed conditional use permit text amendments at its March 2, 2026 meeting by a vote of 5 ayes, 0 nays, 2 absent. The ordinance and operations plan guidelines presented for Council consideration reflect some minor revisions made after P&Z approval based on discussions at that meeting.

In the ordinance, the social services coordinator was added to the list of city officials to whom the operations plan must be made available, alongside the building official, fire marshal, and police chief. This addition reflects the coordinator's role in connecting shelter guests with community resources.

In the operations plan guidelines, the annual compliance review requirement was clarified to specify that permit holders must submit a current draft of their operations plan to the Public Works and Planning Director each year. Also, a statement was added to the building and fire code compliance section confirming that all shelter facilities are subject to annual building inspection.

Finally, the pre-operational building and fire code compliance checklist was removed from this section because requiring permit holders to affirmatively demonstrate compliance before commencing operations is not a standard condition in other conditional use permits. Adherence to applicable building and fire codes applies to all uses and is enforced through the normal permitting and inspection process rather than as a CUP condition.

None of these changes alter the substantive scope or structure of the amendment as recommended by P&Z.

Memorandum



To: Plan and Zoning Commission
From: Amber Withycombe, City Manager
Date: February 26, 2026
Re: **Petition 2026-10 — Request to Amend Conditional Uses in PA Public Activity and AB Arterial Business Districts to Permit Emergency Overnight Shelters**

As the Commission prepares to review the proposed text amendment to permit emergency overnight shelters as a conditional use, I want to inform you of two key staff recommendations that have been developed as a result of the Commission’s February 2 meeting discussion. These recommendations address the scope of zoning districts where shelters should be permitted and the framework for establishing operations plan requirements.

Recommendation 1: Permit Emergency Shelters in PA Public Activity and AB Arterial Business Districts

Staff recommends that emergency overnight shelters be permitted as a conditional use in the PA Public Activity District and the AB Arterial Business District.

PA Public Activity District

The PA district is appropriate because its stated intent and purpose is “to accommodate those uses and groupings of uses which have a distinctly public rather than private character.” Emergency shelters serving individuals experiencing homelessness are fundamentally public-serving uses that align with the PA district’s existing permitted and conditional uses such as schools, parks, churches, community centers, and other institutions of a religious, educational, or charitable nature. The institutions most likely to operate emergency shelters - churches, community centers, and other nonprofit organizations - are predominantly located in the PA district.

AB Arterial Business District

The AB district is appropriate for several important reasons. First, AB already permits hotels and motels as uses in the district. Hotels and emergency shelters are both forms of temporary overnight accommodation, the primary difference being that hotels operate commercially for travelers while shelters operate charitably for individuals experiencing homelessness. Treating these similar overnight accommodation uses consistently strengthens the legal defensibility of our zoning regulations under federal religious freedom law.

Second, AB districts are located along major arterial corridors including Manchester Road and Big Bend Boulevard, which provide access to public transportation including Metro bus routes and MetroLink stations. Individuals experiencing homelessness rely heavily on public transportation to access employment, services, healthcare, and other essential destinations. Permitting emergency shelters in districts with strong transit connectivity serves the actual needs of the population these facilities are designed to help.

Third, AB districts have a commercial character that can accommodate overnight uses without the residential neighborhood compatibility concerns that would arise in NB Neighborhood Business or residential districts. AB already includes as conditional uses health care delivery services and day care centers, demonstrating that the district can accommodate human service facilities alongside commercial uses.

Recommendation 2: Establish Operations Plan Requirements through Administrative Directive

Staff recommends that the ordinance authorize the Public Works and Planning Director to establish operations plan requirements by administrative directive rather than codifying detailed requirements in the ordinance text itself. This approach is consistent with how the city manages other conditional use permit applications, with the Public Works and Planning Director's office accepting and reviewing all CUP applications.

This approach maintains flexibility to adjust requirements based on operational experience and evolving best practices in emergency shelter management. Our city attorney has advised that even individually reasonable requirements can collectively create legal vulnerability if they prove unnecessarily burdensome in practice. By establishing requirements administratively rather than legislatively, we can respond more quickly if adjustments are needed without requiring a full ordinance amendment process.

Additionally, administrative flexibility allows staff to scale operations plan requirements appropriately to the size and complexity of individual shelter proposals. A small seasonal weather-triggered shelter with 10 beds operated by volunteers requires different planning detail than a larger year-round facility with professional staff and supportive services. Administrative guidelines can accommodate this variability while codified ordinance requirements would apply uniformly regardless of appropriateness.

Also, this structure maintains strong enforcement mechanisms while providing operational flexibility. When the Planning & Zoning Commission and City Council approve a conditional use permit for an emergency shelter, the CUP conditions will incorporate the approved operations plan as a binding requirement. Section 56-883 of the zoning code provides full authority to revoke conditional use permits for violations of terms and conditions, ensuring accountability throughout the life of shelter operations.

Finally, this approach treats emergency shelters comparably to other conditional uses in PA and AB districts rather than singling them out for unusually burdensome documentation requirements. Hotels and motels in AB require conditional use permit approval with basic operational information. Day care centers, health care facilities, and other human service uses require CUP approval without extensive operations manuals. Emergency shelters should be held to similar standards - sufficient information for the Planning & Zoning Commission and City Council to evaluate the application against the nine approval criteria in Section 56-877(b), without requiring documentation far exceeding what other overnight accommodation uses must provide.

The proposed ordinance language authorizes the Public Works and Planning Director to establish operations plan requirements and specifies that those requirements shall address at minimum: facility contact information and organizational background; operational schedule and capacity;

services and staffing; safety protocols; and coordination with city services and community impact mitigation. This provides clear direction while preserving administrative flexibility and treating shelters comparably to other conditional uses.

Staff has prepared draft operations plan guidelines that the Public Works and Planning Director will make available to potential applicants as part of the conditional use permit application materials. These guidelines establish clear expectations for applicants while maintaining proportionality with requirements for other conditional uses and allowing the city to refine requirements based on experience.

Conclusion

These recommendations balance legal compliance, operational flexibility, and community compatibility. Permitting emergency shelters in PA and AB districts provides geographic distribution and transit access while maintaining coherent zoning purposes. The PA district accommodates the institutional and faith-based organizations most likely to operate shelters, while the AB district provides transit-accessible locations along arterial corridors and treats temporary overnight accommodations (hotels and shelters) consistently. Establishing operations plan requirements administratively through the Public Works and Planning Director's office ensures consistency with how the city processes other conditional use permit applications while maintaining proportionality with documentation requirements for comparable uses.

Staff is prepared to discuss these recommendations and answer any questions at your March 2 meeting.

Attachments

Code Mark-Ups for Division 8 – AB Arterial Business District and Division 12 – PA Public Activity District
Draft Operations Plan Guidelines
Ordinance amending Division 8 – AB Arterial Business District and Division 12 – PA Public Activity District

DIVISION 12. PA PUBLIC ACTIVITY DISTRICT

Sec. 56-358. Intent and purpose.

The PA district is intended to accommodate those uses and groupings of uses which have a distinctly public rather than private character and to encourage the retention of certain properties in a relatively undeveloped state, such as a public or private recreation use or a private cemetery.

(Ord. No. 4062, § 903.12(1), 10-14-1980; Ord. No. 4647, § 3, 4-24-1994; Ord. No. 4965, § I, 10-24-2000)

Sec. 56-359. Permitted uses.

The following uses shall be permitted in any location within the PA district:

- (1) Public parks, playgrounds, recreational grounds, including golf courses.
- (2) Semipublic or private parks and recreational areas when owned and operated by a nonprofit organization.
- (3) Public buildings and properties of a cultural, recreational, administrative or service type, including libraries, but not including repair yards or garages, storage or warehouses.
- (4) Private, noncommercial recreational areas and facilities, including swimming pools.
- (5) Cemeteries.
- (6) Churches and other places of worship and associated administrative, teaching, or school buildings may be permitted by site plan review as provided in article IV, division 8 of this chapter.
- (7) Public or private schools, including university-level institutional administrative and research facilities, may be permitted by site plan review as provided in article IV, division 8 of this chapter.
- (8) Public or private wildlife preservations and conservation areas, including stream valley drainage easements or floodplains.
- (9) Accessory uses as provided in article III, division 4 of this chapter.
- (10) Conditional uses. The following uses shall be allowed as conditional uses in accordance with the procedures provided in article IV, division 6 of this chapter:
 - a. Hospitals and other institutions of a religious, educational, or charitable, or philanthropic nature, provided that such buildings shall not be located upon sites containing less than one acre.
 - b. Public utilities and services, including substations, special rights-of-way and easements, provided that the exterior appearance of any building so permitted shall be in keeping with the character of the neighborhood in which it is so located.
 - c. Child day-care center or day nursery.
 - d. Communication towers constructed and operated in compliance with article III, division 8 of this chapter.

e. Kitchen commissary for food trucks.

f. Emergency overnight shelters for individuals and families experiencing homelessness, subject to the following requirements:

i. Operations plan. The applicant shall submit an operations plan meeting requirements established by administrative directive of the public works and planning director or designee. The operations plan shall be made available to the plan and zoning commission, city council, building official, social services coordinator, fire marshal, police chief, and any other city department where appropriate, and shall be available for public inspection as part of the conditional use permit application materials.

ii. Annual review. All emergency overnight shelters shall be subject to annual review by the building official and fire marshal to ensure ongoing compliance with building and fire code requirements. The conditional use permit holder shall pay annual inspection fees as established by the city council.

iii. Site requirements. Emergency overnight shelters shall not be subject to the one-acre minimum site requirement specified in subsection (a) of this section. Emergency overnight shelters shall be subject to all other applicable lot area, height, and yard and setback requirements established for the PA district in Section 56-360.

iv. Conditional use permit standards. In reviewing applications for emergency overnight shelter conditional use permits, the plan and zoning commission and city council shall apply the standards set forth in section 56-877(b) and may impose such additional terms, conditions, or restrictions as authorized by section 56-877(f) to ensure compliance with operational requirements and to minimize impacts on neighboring properties.

(Ord. No. 4062, § 903.12(2), 10-14-1980; Ord. No. 4647, § 3, 4-24-1994; Ord. No. 4965, § I, 10-24-2000; Ord. No. 5825, § I, 9-13-2016)

Sec. 56-360. Use regulations.

(a) *Lot area.* No minimum lot area required.

(b) *Height.* No building or structure shall exceed 35 feet in height except as permitted by site plan review as provided in article IV, division 8 of this chapter.

(c) *Yard and setback requirements.*

(1) Minimum right-of-way setback: 15 feet.

(2) Minimum side or rear yard: None required, except when such a lot line abuts a residential use located within the same or within a different use district. In such case, side or rear yards shall be provided in accordance with the regulations for transitional yards established in section 56-181(d).

(Ord. No. 4062, § 903.12(3), 10-14-1980; Ord. No. 4647, § 3, 4-24-1994; Ord. No. 4965, § I, 10-24-2000)

Sec. 56-361. Use limitations.

(a) Parking for any use established in this district shall be provided in accordance with article III, division 2 of this chapter.

- (b) The extension of any conforming public or semiprivate use into portions of any PA district occupied predominantly within a predominantly residential use shall occur contiguous to any such previously existing public or semipublic use.

(Ord. No. 4062, § 903.12(4), 10-14-1980; Ord. No. 4647, § 3, 4-24-1994; Ord. No. 4965, § I, 10-24-2000)

Secs. 56-362—56-380. Reserved.

DIVISION 8. AB ARTERIAL BUSINESS DISTRICT

Sec. 56-231. Intent and purpose.

- (a) The AB district is intended to accommodate and regulate those business and commercial uses which draw customers primarily from motorists passing on the street or for whom a location on a highway or arterial street is especially useful or necessary. Such uses function relatively independent of intensive pedestrian traffic and proximity of other businesses.
- (b) Because they typically require direct access to automobile traffic and visibility from the street, careful consideration must be given to their effect on the efficiency and safety of traffic movement, as well as to their impact on adjacent areas and residences.
- (c) The uses permitted in this district consist primarily of ones which do not ordinarily seek locations in nucleated shopping centers and which therefore must be provided for at independent locations. Although some typical retail uses are permitted in the AB district, most of the uses permitted do not blend well into other retail shopping areas.

(Ord. No. 4062, § 903.08(1), 10-14-1980; Ord. No. 4222, § 1, 8-13-1985; Ord. No. 4615, § 1, 7-27-1993; Ord. No. 4647, § 2, 5-24-1994; Ord. No. 4670, § 1, 11-8-1994; Ord. No. 4721, § 3, 3-12-1996; Ord. No. 4735, § 1, 6-25-1996; Ord. No. 4953, § III, 8-8-2000; Ord. No. 4968, § I, 11-28-2000; Ord. No. 5019, § I, 10-23-2001; Ord. No. 5187, § I, 7-13-2004; Ord. No. 5451, § III, 1-22-2008; Ord. No. 5929, § I, 1-28-2020)

Sec. 56-232. Permitted uses.

The following uses shall be permitted in any location within the AB district:

- (1) Caterers.
- (2) Liquor stores.
- (3) Restaurants, except for drive-in establishments offering beverages or food to consumers for consumption on the premises or in parked automobiles.
- (4) Taverns.
- (5) Home and office furniture stores (except for the sale of used merchandise).
- (6) Floor covering stores (except those with a primary emphasis on the sale of remnants).
- (7) Interior decoration stores (including drapery and upholstery).
- (8) Barber and hair salons.
- (9) Household appliance sales and repair shops (except for the sale of used merchandise).
- (10) Electronic equipment sales and repair shops (except for the sale of used merchandise).
- (11) Printing, lithography and publishing (including office duplicating).
- (12) Pet shops, pet sales, food and supplies.
- (13) Garden supplies.

- (14) Health and sports clubs.
- (15) Animal hospitals, veterinarian office.
- (16) Indoor commercial amusements, such as bowling alleys, billiard halls and swimming pools.
- (17) Indoor theaters and cinemas.
- (18) Business, technical or trade schools.
- (19) Automotive parts and accessories.
- (20) Hardware, paint, glass or wallpaper sales.
- (21) Building materials equipment sales with storage inside.
- (22) Tombstone and monument sales, provided that all ss displays are fully enclosed.
- (23) Exterminators.
- (24) Carpenter, cabinet, furniture refinishing or upholstery shops.
- (25) Public off-street parking as a principal use.
- (26) Food stores, including grocery stores, meat markets, delicatessens, ice cream stores and bakeries.
- (27) Antique, vintage and collectible stores, except as prohibited by section 56-211, (e) (9).
- (28) Business and professional offices.
- (29) Residential uses that are located at a non-street level location where the floor is situated more than eight feet above grade level at all entrances.
- (30) Any use which in the judgment of the zoning administrator is identical or similar to one or more of the above listed uses and which conforms with the intent and purpose, use regulations and limitations. The zoning administrator may also request a plan and zoning commission review if the use which, in the judgment of the plan and zoning commission, is similar to one or more of the above listed uses and which conforms with the intent and purposes of this chapter and which conforms with the use regulations, use limitations and performance standards for this chapter.
- (31) Conditional uses. The following uses shall be allowed as conditional uses in accordance with the procedures provided in article IV, division 6 of this chapter:
 - a. Mortuary or funeral home, provided that adequate provision is made for the on-site formation of a cortege consisting of one car for each ten chapel or parlor seats.
 - b. Carwash, provided that adequate standing or queuing spaces for waiting vehicles are available on site for each wash rack or lane. Adequate standing or queuing shall be determined by site plan review.
 - c. Utility substations.
 - d. Outdoor commercial amusements, such as a swimming pool, skating rink, ice skating or miniature golf.
 - e. Automobile filling stations and service stations, and automobile, motorcycle or truck repair shops.
 - f. Drive-in or carryout restaurants serving prepared food or beverages to customers for consumption on premises in parked motor vehicles or for consumption off- premises.
 - g. Sales, leasing and rental of motor vehicles and trailers, provided that all repairs and painting operations are fully enclosed and comply with the performance standards of section 56-41.

- h. Consignment shops that sell high quality, pre-owned apparel and clothing accessories.
- i. Communication towers constructed and operated in compliance with article III, division 8 of this chapter.
- j. Auto body shops.
- k. Health care delivery services such as clinics, urgent care centers or laboratories.
- l. Day care centers.
- m. Tattoo and piercing studio.
- n. Medicinal marijuana facilities.
- o. Self-service laundry and dry-cleaning stores.
- p. Laundry and dry-cleaning establishments (including pickup stations, package plant and plant type operations).
- q. Residential uses that are located at street level.
- r. Medical or dental clinic or laboratory.
- s. Hotels or motels.
- t. Rooftop communications antennas, constructed and operated in compliance with article III, division 9 of this chapter.
- u. **Emergency overnight shelters for individuals and families experiencing homelessness, subject to the following requirements:**
 - i. **Operations plan.** The applicant shall submit an operations plan meeting requirements established by administrative directive of the public works and planning director or designee. The operations plan shall be made available to the plan and zoning commission, city council, building official, social services coordinator, fire marshal, police chief, and any other city department where appropriate, and shall be available for public inspection as part of the conditional use permit application materials.
 - ii. **Annual review.** All emergency overnight shelters shall be subject to annual review by the building official and fire marshal to ensure ongoing compliance with building and fire code requirements. The conditional use permit holder shall pay annual inspection fees as established by the city council.
 - iii. **Site requirements.** Emergency overnight shelters shall be subject to all applicable lot area, height, yard and setback requirements established for the AB district in section 56-233.
 - iv. **Conditional use permit standards.** In reviewing applications for emergency overnight shelter conditional use permits, the plan and zoning commission and city council shall apply the standards set forth in section 56-877(b) and may impose such additional terms, conditions, or restrictions as authorized by section 56-877(f) to ensure compliance with operational requirements and to minimize impacts on neighboring properties.

(Ord. No. 4062, § 903.08(2), 10-14-1980; Ord. No. 4222, § 1, 8-13-1985; Ord. No. 4615, § 1, 7-27-1993; Ord. No. 4647, § 2, 5-24-1994; Ord. No. 4670, § 1, 11-8-1994; Ord. No. 4721, § 3, 3-12-1996; Ord. No. 4735, § 1, 6-25-1996; Ord. No. 4953, § III, 8-8-2000; Ord. No. 4968, § I, 11-28-2000; Ord. No. 5019, § I, 10-23-2001; Ord. No. 5187, § I, 7-13-2004; Ord. No. 5451, § III, 1-22-2008; Ord. No. 5723, § I, 1-14-2014; Ord. No. 5802, § I, 1-26-2016; Ord. No. 5929, § I, 1-28-2020; Ord. No. 6084, § II, 9-9-2025)

Sec. 56-233. Use regulations.

(a) *Lot size requirements.*

- (1) Minimum lot area: 10,000 square feet.
- (2) Minimum lot width: 60 feet, except that automobile or service stations and drive-in restaurants shall have a minimum lot width of 150 feet.
- (3) Minimum lot depth: 130 feet.

(b) *Bulk regulations.*

- (1) Maximum structure height: 35 feet.
- (2) Maximum building coverage: None.
- (3) Maximum floor area ratio: 1.50.

(c) *Yard and setback requirements.*

- (1) Minimum right-of-way setback: 20 feet, except that if automobile parking space or driveways are not located between the public right-of-way and any principal or accessory buildings, the minimum required setback (right-of-way) may be reduced to 15 feet. Gasoline pumps, air and water service and other fixtures used in connection with automobile service stations and any motor vehicle, mobile homes, trailers, equipment and boats stored or parked in the open shall be located not less than ten feet from any public right-of-way.
- (2) Minimum side or rear yard: None required, but if a side or rear yard is provided, no such yard shall be less than five feet in width.

(d) *Transitional yard.* All structures shall be located so as to maintain transitional yards of the same width and, with the same screening and fencing as are required in section 56-181 (d).

(Ord. No. 4062, § 903.08(3), 10-14-1980; Ord. No. 4222, § 1, 8-13-1985; Ord. No. 4615, § 1, 7-27-1993; Ord. No. 4647, § 2, 5-24-1994; Ord. No. 4670, § 1, 11-8-1994; Ord. No. 4721, § 3, 3-12-1996; Ord. No. 4735, § 1, 6-25-1996; Ord. No. 4953, § III, 8-8-2000; Ord. No. 4968, § I, 11-28-2000; Ord. No. 5019, § I, 10-23-2001; Ord. No. 5187, § I, 7-13-2004; Ord. No. 5451, § III, 1-22-2008; Ord. No. 5929, § I, 1-28-2020)

Sec. 56-234. Use limitations.

- (a) No structure shall be used for residential purposes except for the use of the owner or operator of the business located on the premises and except that accommodations may be offered to the transient public by motels and hotels.
- (b) All outdoor storage, except the storage of automobiles and other motor vehicles in operating condition and off-street parking and loading spaces, shall be enclosed by screening.
- (c) All repair processing or fabrication of goods and all maintenance service provided shall be conducted wholly enclosed within a building. This provision would include the repair or washing of automobiles.
- (d) Exterior lighting fixtures shall be shaded wherever necessary to avoid casting direct light upon any property located in a residence district.
- (e) All structures and uses shall comply with the performance standards provided in section 56-41.

(Ord. No. 4062, § 903.08(4), 10-14-1980; Ord. No. 4222, § 1, 8-13-1985; Ord. No. 4615, § 1, 7-27-1993; Ord. No. 4647, § 2, 5-24-1994; Ord. No. 4670, § 1, 11-8-1994; Ord. No. 4721, § 3, 3-12-1996; Ord. No. 4735, § 1, 6-25-1996;

Ord. No. 4953, § III, 8-8-2000; Ord. No. 4968, § I, 11-28-2000; Ord. No. 5019, § I, 10-23-2001; Ord. No. 5187, § I, 7-13-2004; Ord. No. 5451, § III, 1-22-2008; Ord. No. 5929, § I, 1-28-2020)

Secs. 56-235—56-261. Reserved.



EMERGENCY OVERNIGHT SHELTER OPERATIONS PLAN GUIDELINES

Supplement to Conditional Use Permit Application

PURPOSE

This operations plan provides the Plan and Zoning Commission and City Council with information to evaluate your proposed emergency shelter against the conditional use permit approval standards in Section 56-877(b) of the Maplewood Code of Ordinances. The approved operations plan becomes part of the binding conditions of your conditional use permit. All shelter operations must comply with the approved operations plan.

Submit your completed operations plan to the Public Works and Planning Director as part of your conditional use permit application. The Public Works and Planning Director's office accepts and reviews all conditional use permit applications and will work with you to ensure your operations plan addresses the required elements.

To ensure continued compliance with your conditional use permit and applicable building safety requirements, you are required to submit a current draft of your operations plan annually for review by the Public Works and Planning Director.

REQUIRED PLAN ELEMENTS

1. Facility Contact and Organizational Information

Provide the name, phone number, and email address of the person who will be available 24 hours per day, seven days per week during shelter operations to address emergencies or concerns from city staff, emergency responders, or neighbors. This contact information will be provided to the Maplewood Police Department, Fire Department, and Social Services Coordinator.

Provide a brief description of your organization, including any experience operating emergency shelters or similar facilities serving vulnerable populations.

2. Operational Schedule and Capacity

Describe when and how the shelter will operate:

- **Schedule:** Will the shelter operate seasonally (specify months), year-round, or on a weather-triggered basis (specify temperature thresholds or weather conditions)? Which days of the week?
- **Hours:** What are the hours of operation, including intake time, overnight hours, and morning departure time?
- **Capacity:** What is the maximum number of overnight guests? (This number must not exceed building code occupancy limits for your facility.)
- **Population:** Describe who the shelter is designed to serve (such as single adults, families with children, women and children, or other specific population focus).
- **Length of stay:** Will guests stay for one night only, or are longer stays permitted? If longer stays are permitted, under what circumstances and for how long?

3. Services and Staffing

Describe what services you will provide to shelter guests and how the facility will be staffed:

- Services: What will you provide? (Examples: sleeping accommodations such as cots/mats/bedding, meals, hygiene facilities such as showers/restrooms, case management, healthcare coordination, transportation assistance, other supportive services)
- Staffing: How will the facility be staffed during overnight hours? Will you have paid staff, trained volunteers, or a combination? Approximately how many staff or volunteers will be present during the largest shift?

4. Safety Protocols

Describe how you will ensure the safety of shelter guests, staff, volunteers, and the surrounding neighborhood:

- Emergency procedures: How will you respond to fire emergencies, medical emergencies, and severe weather events?
- Safety threats: What is your protocol for addressing situations where an individual poses an immediate threat to the health or safety of themselves or others and requires removal from the facility?
- Overnight security: What security measures will be in place during overnight operations?

5. Coordination and Community Impact

Describe how you will coordinate with city services and minimize impacts on the surrounding neighborhood:

- City coordination: How will you coordinate with the Maplewood Police Department, Fire Department, and Social Services Coordinator? Will you notify these departments when the shelter is activated or operating?
- Neighborhood concerns: How will neighbors contact you with concerns or complaints? Who will respond to those concerns?
- Noise and lighting: What measures will you take to minimize noise during late evening and early morning hours? How will you provide adequate lighting for safety while avoiding disruption to neighbors?
- Other impacts: Describe any other measures you will take to minimize impacts on surrounding properties.

BUILDING AND FIRE CODE COMPLIANCE

In addition to the operations plan, you must demonstrate compliance with all applicable International Building Code and International Fire Code requirements for overnight occupancy before beginning shelter operations.

No emergency overnight shelter operations may commence until you have:

- Obtained all required building permits for necessary improvements;
- Passed all required inspections by the Building Official and Fire Marshal;
- Received a certificate of occupancy for the appropriate use classification; and
- Provided evidence of correction of all code violations identified by city inspectors.

All facilities that are used as an emergency shelter for overnight occupancy shall be subject to an annual building inspection

QUESTIONS?

Contact Todd Hughes, Director of Public Works and Planning, at (314) 646-3635 or thughes@maplewoodmo.gov for assistance with your conditional use permit application and operations plan.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 56 — ZONING, SECTION 56-359(10) — CONDITIONAL USES IN PA PUBLIC ACTIVITY DISTRICT, AND SECTION 56-232(31) — CONDITIONAL USES IN AB ARTERIAL BUSINESS DISTRICT, TO PERMIT EMERGENCY OVERNIGHT SHELTERS

WHEREAS, the City of Maplewood is committed to addressing the needs of individuals and families experiencing homelessness in our community with compassion while maintaining appropriate health, safety, and community compatibility standards; and

WHEREAS, emergency overnight shelters are not currently permitted in any zoning district in the City of Maplewood; and

WHEREAS, the PA Public Activity District is appropriate for emergency shelters because it is intended to accommodate uses with a distinctly public character, including schools, community centers, and institutions of an educational or charitable nature that may operate emergency shelters; and

WHEREAS, the AB Arterial Business District is appropriate for emergency shelters because it already permits hotels and motels as temporary overnight accommodations, is located along major transit corridors that provide access to public transportation, and has a commercial character that can accommodate overnight uses; and

WHEREAS, the city’s existing conditional use permit procedures in Sections 56-877 through 56-883 provide appropriate standards and processes for reviewing emergency shelter applications, including requirements for Plan and Zoning Commission and City Council review, public hearings, and the authority to impose conditions tailored to individual applications; and

WHEREAS, requiring emergency shelters to comply with International Building Code and International Fire Code requirements for overnight occupancy protects the individuals being served, volunteers, and shelter operators; and

WHEREAS, the Plan and Zoning Commission reviewed the proposed text amendments at their March 2, 2026, meeting and recommended approval by a vote of 5 ayes, 0 nays, 2 absent; and

WHEREAS, the City Council of the City of Maplewood, Missouri, determines that permitting emergency overnight shelters as a conditional use in the PA and AB zoning districts is in the best interests of the City and its residents.

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

Section I. Section 56-359(10) of the Maplewood Code of Ordinances is hereby amended to add the following subsection (f) to the list of conditional uses in the PA Public Activity District:

- f. Emergency overnight shelters for individuals and families experiencing homelessness, subject to the following requirements:

i. Operations plan. The applicant shall submit an operations plan meeting requirements established by administrative directive of the public works and planning director or designee. The operations plan shall be made available to the plan and zoning commission, city council, building official, social services coordinator, fire marshal, police chief, and any other city department where appropriate, and shall be available for public inspection as part of the conditional use permit application materials.

ii. Annual review. All emergency overnight shelters shall be subject to annual review by the building official and fire marshal to ensure ongoing compliance with building and fire code requirements. The conditional use permit holder shall pay annual inspection fees as established by the city council.

iii. Site requirements. Emergency overnight shelters shall not be subject to the one-acre minimum site requirement specified in subsection (a) of this section. Emergency overnight shelters shall be subject to all other applicable lot area, height, and yard and setback requirements established for the PA district in Section 56-360.

iv. Conditional use permit standards. In reviewing applications for emergency overnight shelter conditional use permits, the plan and zoning commission and city council shall apply the standards set forth in section 56-877(b) and may impose such additional terms, conditions, or restrictions as authorized by section 56-877(f) to ensure compliance with operational requirements and to minimize impacts on neighboring properties.

Section II. Section 56-232(31) of the Maplewood Code of Ordinances is hereby amended to add the following subsection (u) to the list of conditional uses in the AB Arterial Business District:

u. Emergency overnight shelters for individuals and families experiencing homelessness, subject to the following requirements:

i. Operations plan. The applicant shall submit an operations plan meeting requirements established by administrative directive of the public works and planning director or designee. The operations plan shall be made available to the plan and zoning commission, city council, building official, social services coordinator, fire marshal, police chief, and any other city department where appropriate, and shall be available for public inspection as part of the conditional use permit application materials.

ii. Annual review. All emergency overnight shelters shall be subject to annual review by the building official and fire marshal to ensure ongoing compliance with building and fire code requirements. The conditional use permit holder shall pay annual inspection fees as established by the city council.

iii. Site requirements. Emergency overnight shelters shall be subject to all applicable lot area, height, yard and setback requirements established for the AB district in section 56-233.

iv. Conditional use permit standards. In reviewing applications for emergency overnight shelter conditional use permits, the plan and zoning commission and city council shall apply the standards set forth in section 56-877(b) and may impose such additional terms, conditions, or restrictions as authorized by section 56-877(f) to ensure compliance with

operational requirements and to minimize impacts on neighboring properties.

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

Passed this 14th day of April, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of April, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Intergovernmental Cooperation Agreement with the City of Clayton for Fire Authority Feasibility Study**

Municipal fire departments across the St. Louis region continue to face mounting cost pressures from rising equipment costs, increasing personnel and benefit obligations, and the challenges of maintaining modern apparatus and competitive recruitment and retention in a complex service environment. A coalition of St. Louis County municipalities has been exploring whether a consolidated regional fire authority could address these pressures while maintaining or improving service levels.

A fire authority is an independent governmental entity, separate from any individual member city, that provides fire and emergency medical services to all participating jurisdictions under a unified command structure, shared staffing model, and consolidated budget. Member cities contribute to the authority through a user-fee structure based on factors such as population, call volume, or service level, and in return receive fire and EMS services without maintaining independent departments. This model can eliminate redundant administrative functions, standardize equipment and training, allow apparatus to be deployed based on geography and response efficiency rather than municipal boundaries, and improve recruitment and retention by creating a larger, more competitive employer. The feasibility study proposed here would assess whether this model is viable and cost-effective for the participating municipalities, with a projected authority effective date of January 1, 2028 if the study concludes it is.

All 18 St. Louis County municipalities with independent fire departments have been invited to participate in a study: Berkeley, Brentwood, Clayton, Crestwood, Des Peres, Ferguson, Frontenac, Glendale, Hazelwood, Kirkwood, Ladue, Maplewood, Olivette, Richmond Heights, Rock Hill, Shrewsbury, University City, and Webster Groves. Maplewood has been actively participating in discussions with other ECDC member cities about the opportunities inherent in a consolidated service model, and staff recommends that the City formally join the study.

The City of Clayton will serve as the lead agency, issuing the Request for Proposals, selecting a consultant through a Steering Committee process, and administering the study on behalf of all participating cities. A ten-member Steering Committee — comprised of two elected officials, two IAFF Local 2665 representatives, two city managers or administrators, two finance directors, and two fire chiefs selected from among the participating cities — will guide the consultant selection and study process.

The feasibility study will evaluate current revenues, expenditures, staffing, apparatus, facilities, and pension obligations across participating cities to assess the costs and operational structure of a consolidated fire authority with a projected effective date of January 1, 2028. The study will assume that existing personnel, equipment, and facilities would transfer to the authority, with

staffing adjustments addressed through natural attrition rather than immediate reductions, and will evaluate dispatch based on geography and response efficiency rather than jurisdictional boundaries.

Each participating city's cost share is calculated by dividing the total consultant cost equally among participating cities, with a cap of \$40,000 per city unless the City Manager agrees in writing to a higher amount. Payment is due within 45 days of invoice from Clayton. The agreement is effective June 1, 2026, and continues until the study is concluded. Either party may terminate with 120 days' written notice. Funds for Maplewood's participation are budgeted in the Fire Department's professional services budget for FY27.

The equal cost-sharing structure of the proposed study reflects the nature of the study itself rather than the size or resources of each participating city. While a future consolidated fire authority would likely base each member city's contribution on factors such as population, budget, or service level desired, the feasibility study requires the collection and analysis of data from each participating city regardless of its size. The inputs vary considerably — some cities operate under collective bargaining agreements, some participate in LAGERS while others maintain public safety pension funds supported by a dedicated sales tax, and some have existing operational agreements with neighboring municipalities — but each city's data must be gathered, analyzed, and incorporated into the study's findings on its own terms. The complexity of the data collection is not proportional to headcount or budget; it reflects the unique operational and financial structure of each department. Equal cost-sharing therefore accurately reflects equal participation in the study process, distinct from how membership costs in any resulting authority might ultimately be calculated.

The deadline to commit to participation is May 1, 2026. The Steering Committee is expected to be established in May 2026, with the study underway by July 2026.

Centralized Fire Authority Study

St. Louis County, Missouri

Municipal fire departments in the St. Louis region currently face mounting cost pressures from skyrocketing equipment prices, increasing personnel salaries and obligations, and the high cost of maintaining modern apparatus. Furthermore, service fragmentation can lead to inefficient operations. By establishing a regional fire authority (RFA), municipalities may be able to eliminate redundant administrative functions, standardize equipment, thoughtfully deploy apparatus throughout the service area, and enhance our market position resulting in improved firefighter/paramedic recruitment and retention, while leveraging economies of scale for large-scale purchasing. Most importantly, this model implements borderless response and training systems with improved response times, standardized training, and consistent standards and leadership.

The attached scope of services outlines a comprehensive feasibility assessment for a proposed partnership between IAFF Local 2665 and participating cities to create a user-fee-based consolidated fire authority with a projected start date of January 1, 2028. The study is intended to evaluate current individual and combined revenues and expenses to establish the estimated costs of operating a centralized entity, while maintaining or enhancing existing service levels. The assessment assumes that all existing facilities, equipment, and personnel in participating cities would be transferred to the authority, with a specific focus on evaluating staffing needs through natural attrition rather than immediate reductions. Ultimately, the analysis will provide a detailed roadmap for the transition, including reviews of standards of cover, pension benefit alignment, and the implementation of a dispatch system based on geography and response efficiency rather than jurisdictional boundaries.

Next Steps

- Informational meeting for Mayors & City Managers/Administrators – late February/early March 2026
- Deadline to participate in the initial feasibility study – May 1, 2026
- Establish Steering Committee – May 2026
 - Consists of:
 - 2 Elected Officials
 - 2 IAFF Local 2665 Representatives
 - 2 City Managers/Administrators
 - 2 Finance Directors
 - 2 Fire Chiefs
 - Charged with:
 - Consultant selection & general guidance
 - Develop governance structure
- Feasibility study underway – July 2026

Introduction & Background

A partnership of the IAFF Local 2665 and the Missouri Cities of Clayton, XXX, XXX, XXX, and XXX (Partnership) is requesting proposals from qualified vendors to provide an assessment of existing Fire/EMS services provided in participating cities and the feasibility of the creation of a user-fee based consolidated fire authority (department). The partnership seeks to understand the staffing and resources required to maintain current levels of service through a consolidated fire authority, and the cost associated with the provision of those services. The feasibility assessment should be based on a projected effective date January 1, 2028.

Scope of Services

The selected vendor will be responsible for the preparation of an analysis to determine the current individual and combined revenues and expenses related to fire/EMS service in the participating cities and establish the estimated costs to operate a consolidated fire/EMS authority providing the same level of service to member communities. It should be assumed that existing facilities, equipment, and personnel would be transferred to a consolidated authority upon establishment. The study should not anticipate any immediate reductions in staffing levels but should include recommended staff reductions through natural attrition (retirements, etc.) over time.

The study should include the following information related to current Fire/EMS operations in the participating communities:

- Standards of Cover
 - Staffing Levels
 - Command Structure
 - Call volume at existing stations
 - Existing Assets (with anticipated useful life)
 - Fleet (apparatus and staff vehicles)
 - Critical equipment (SCBAs, turnout gear, specialty tools)
 - Facility locations and current condition
- Revenue
 - Revenue budgeted in each city (FY26)
 - Revenue sources for each city (FY26)
 - Grants
 - Fire Sales Tax
 - General Revenue
 - Ambulance billing
 - Other sources
- Expenditure
 - Operating expenses for each city (FY26)
 - Future obligations for personnel expenses in existing CBA/MOU
 - Administrative costs
 - Contractual service costs
 - Cost of goods and supplies
 - Capital expenses for each city (FY26)
 - Five-Year Capital Improvement Plan
 - Revolving and Equipment Replacement Funds

- Fire/EMS related outstanding debt obligations
- **Benefits**
 - Comparison of pension benefit level and administration for each city
 - Pension contributions for each city (FY26)
 - Employee pension contributions for each city
 - List of benefits for each city, including specialty benefits (critical illness pool, etc.)

The final report should include the following information:

- Evaluation of existing services and associated revenue/expenditures in consolidated service area
- Sustainability of current model
- Potential cost savings of standardized fleet, consolidation of reserve apparatus and vehicle, and fire apparatus maintenance
- Recommended capital purchases/sales to align capital equipment and facilities with standards of cover
- Recommendations for member city transition to a fire authority pension.
- Evaluation of call volume and recommended adjustments to balance call volume across the existing stations to ensure that the closest appropriate resource is dispatched—based on geography and response efficiency rather than jurisdictional boundaries.
- Estimated expenses to operate and supply consolidated fire/EMS services
 - Include alternatives related to staffing and benefit levels
- Total estimated costs and user-fee scenarios for member cities

Proposal Requirements

All proposals must include the following sections:

- Cover Letter
- Company Background & Qualifications
- Relevant Project Experience (especially with municipalities or public pension systems)
- Analysis Plan and Timeline
- Pricing (Breakdown of software, implementation, licensing, maintenance)
- References (3 minimum, preferably public sector)

Timeline (Subject to Change)

Milestone	Date
RFP Issued	May 4, 2026
Questions Due	May 20, 2026
Answers Published	May 27, 2026
Proposals Due	June 4, 2026
Vendor Interviews (if needed)	June, 2026
Contract Start	July, 2026

Evaluation Criteria

Proposals will be evaluated based on the following:

- Functionality and responsiveness to scope (30%)
- Vendor qualifications and experience (25%)
- Cost effectiveness and value (20%)
- Implementation plan and timeline (15%)
- Client references and satisfaction (10%)

Submission Instructions

Submit one (1) electronic copy (PDF) and 5 hard copies to:

XXX
XXX
XXX
XXX

Proposals must be received **no later than 5 pm on June 4, 2026**. Late proposals will not be considered.

Questions & Clarifications

Submit all questions in writing to XXX at XXX.XXX by May 20, 2026. Answers will be distributed to all interested vendors.

Terms & Conditions

The Partnership reserves the right to reject any or all proposals.

This RFP does not commit the Partnership to award a contract or pay any costs incurred in the preparation of a proposal.

Final award is contingent upon approval and contract negotiation.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF CLAYTON, MISSOURI, FOR A FIRE AUTHORITY FEASIBILITY STUDY

WHEREAS, several cities in St. Louis County wish to study the feasibility of providing fire and emergency medical services through a consolidated fire authority; and

WHEREAS, the City of Clayton has agreed to (a) be responsible for initiating the study process; and (b) administer the consultant selection and contacting process; and (c) manage the study process with the help of a Steering Committee, and (d) disseminate the resulting information and study results/reports to all Participating Cities; and

WHEREAS, the City of Maplewood believes it is in the best interest of our community to participate in such a fire authority feasibility study and have the benefit of study results; and

WHEREAS, the provision of fire prevention and suppression and emergency medical services is within the scope of the powers of both parties to this Agreement and both parties are authorized by Sec. 70.210, et seq., RSMo., to contract for planning for public improvements or facilities and common services within the scope of the contracting parties;

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

Section I. The Intergovernmental Cooperation Agreement for Technology Services between the City of Maplewood, Missouri, and the City of Clayton, Missouri, attached hereto as Exhibit A, is hereby approved.

Section II. The City Manager is hereby authorized and directed to execute the Intergovernmental Cooperation Agreement on behalf of the City of Maplewood with the City of Clayton, Missouri, for a Fire Authority Feasibility Study Cost Participation Agreement in substantial conformity with the terms shown on Exhibit A attached hereto and incorporated herein by this reference as if set out here in full, together with such document changes as shall be approved by the officers of the City executing same which are consistent with the provisions and intent of this legislation and necessary, desirable, convenient or proper in order to carry out the matters herein authorized. The appropriate City officials are hereby authorized to execute the Agreement and such additional documents and take any and all actions necessary, desirable, convenient or prudent in order to carry out the intent of this legislation.

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

Passed this 14th day of April, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of April, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

EXHIBIT A

Fire Authority Feasibility Study Cost Participation Agreement

This agreement made and entered into this ___ day of May 2026, by and between the City of Clayton, Missouri (“Clayton”), and the City of Maplewood, (“Participating City”).

WHEREAS, several cities in St. Louis County wish to study the feasibility of providing fire and emergency medical services through a consolidated fire authority (“Participating Cities”); and

WHEREAS, Clayton has agreed to be one of the Participating Cities and (a) be responsible for initiating the study process; and (b) administering the consultant selection and contacting process; and (c) managing the study process with the Steering Committee, and (d) disseminating the resulting information and study results/reports to all Participating Cities as hereinafter provided; and

WHEREAS, the Participating City wishes to participate in such a fire authority feasibility study and have the benefit of study results; and

WHEREAS, the provision of fire prevention and suppression and emergency medical services is within the scope of the powers of both Clayton and Participating City, and Clayton and Participating City are authorized by Sec. 70.210, et seq., RSMo., to contract for planning for public improvements or facilities and common services within the scope of the contracting parties;

NOW, THEREFORE, for and in consideration of the opportunity for Participating City to participate in the feasibility study and share access to the results thereof, and the mutual covenants and promises hereinafter set forth and the sums of money to be paid as hereinafter provided, the adequacy and sufficiency of which consideration is hereby acknowledged by both parties, Clayton and Participating City agree as follows:

1. Clayton will issue a Request for Proposals (RFP) substantially in the form of Exhibit A attached hereto and incorporated herein by this reference, to solicit independent and qualified consultant(s) to perform a feasibility study for a consolidated fire authority serving participating political subdivisions in St. Louis County.
2. A Steering Committee shall be established to select the consulting firm(s), and oversee the study process, and assist in collecting and organizing relevant information and data. The Steering Committee will be comprised of ten (10) members, made up of the following stakeholders:
 1. Two (2) Elected Officials selected by the chief elected officials of Participating Cities
 2. Two (2) IAFF representatives selected by IAFF Local 2662
 3. Two (2) City Managers/City Administrators selected by the city managers/administrators of Participating Cities
 4. Two (2) fire chiefs of Participating Cities selected by the fire chiefs of Participating Cities
 5. Two (2) Finance Directors selected by the finance directors of participating Cities

No one Participating City shall have more than one (1) representative on the Steering Committee unless there are fewer than eight (8) Participating Cities.

3. Clayton will serve as contracting party with the consulting firm(s) selected by the Steering Committee and pay to the selected consultant(s) agreed fees and expenses associated with the feasibility study on behalf of the Participating Cities.
4. Participating City agrees to reimburse Clayton for a proportionate share of any and all fees and expenses paid by Clayton (“Total Cost”) on behalf of the Participating Cities within forty-five (45) days of receipt of invoice for same. Each Participating City’s share of the cost shall be determined by dividing the Total Cost by the total number of Participating Cities; providing, however, that no Participating City’s share of Total Cost shall exceed Forty Thousand Dollars (\$40,000) unless the chief executive officer of that Participating City agrees in writing on behalf of that Participating City to payment of a higher amount.
5. Participating City agrees to cooperate with the consulting firm(s), provide any requested information and data in a thorough and timely manner and allow the Steering Committee or its member and consulting firm(s) and representative access to facilities and records of Participating City for purposes of the study process.
6. Participating City will have access to all reports and deliverables provided by the consulting firm(s) on an equal basis with all other Participating Cities.
7. This Agreement may not be further amended except by written amendment authorized as provided by law.
8. This Cost Participation Agreement shall be effective June 1, 2026, and shall continue in effect until the feasibility study referenced herein is concluded, unless earlier terminated or renegotiated by the parties.
9. Either party may terminate this Agreement, with or without cause and for its own convenience, upon 120 days written notice to the other party. In the event this Agreement is terminated, Participating City shall pay all costs related to the services performed under this Agreement up through the effective date of the termination.
10. Authorization. Prior to execution of this Agreement, each participating municipality shall deliver to the other a certified copy of legislation authorizing the execution of this Agreement.

IN WITNESS WHEREOF, the undersigned have set their signatures on the respective dates set forth below. This document may be signed in duplicate originals.

CITY OF CLAYTON, MISSOURI

Attest:

By: _____

Date: _____

City Clerk

CITY OF MAPLEWOOD, MISSOURI

Attest:

By: _____

Date: _____

City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Intergovernmental Cooperation Agreement with the City of Clayton for Technology Services**

The City has contracted with a managed service provider (MSP) for managed IT services since October 2021, when the firm was retained on an emergency basis following a significant email system failure by the City's prior provider. The MSP agreement provides a fixed-cost arrangement covering server and network management, firewall and switch management, Wi-Fi access points, email and Office 365 support, antivirus monitoring, helpdesk, data backup management, security updates and patch management, VPN and remote access, and off-hours planned maintenance. The current annual cost is approximately \$100,000, exclusive of hardware and software licensing costs.

The City's MSP has provided friendly, accurate service and has been responsive in emergency situations. However, the arrangement does not include dedicated on-site support, end-user training, or proactive day-to-day maintenance. The vendor has not reliably maintained a current, accurate inventory of IT equipment assets, and its response time to new implementations is generally slow. As Maplewood's technology environment has grown in complexity — encompassing multiple software platforms, body-worn camera and public safety camera systems, mobile data terminals, data storage and archiving requirements, cybersecurity compliance obligations, and an expanding base of end users — the limitations of a managed service provider model have become increasingly apparent. A municipality of Maplewood's operational complexity requires dedicated personnel with the capacity to manage competing technology priorities simultaneously and the expertise to plan proactively rather than respond reactively.

In 2021, staff explored the Clayton IT Cooperative as an alternative, but the model was deemed too costly at that time. The Cities of Brentwood and Richmond Heights have participated in the cooperative for several years. In early 2024, I signaled Maplewood's interest in resuming conversations with Clayton, and those discussions accelerated last fall as the Central Core cities began to explore new collaboration opportunities. I met with Clayton's City Manager and IT Director in October to learn more about their service model. The attached IGA is substantially similar to those signed by Brentwood and Richmond Heights, with a three-year projected cost structure that assumes an annual 5% increase.

Under the agreement, Clayton will provide Maplewood with a dedicated, full-time on-site IT staff member during normal business hours, with additional Clayton IT personnel available remotely or on-site as needed. Services include comprehensive IT strategy development and implementation, network systems management, helpdesk support, cybersecurity oversight, disaster recovery planning, end-user training, hardware and software contract administration, and preparation of an annual technology budget and five-year capital plan. The agreement also includes shared infrastructure and tools already in use by the cooperative — including helpdesk,

network monitoring, event logging, switch backups, network inventory, password management, time tracking, and a remote support platform — at no additional cost beyond the base agreement.

The IGA's initial term runs 37 months from June 1, 2026 through June 30, 2029, and automatically renews in three-year terms thereafter unless either party provides 120 days' written notice of nonrenewal. Annual base costs are billed monthly at one-thirteenth of the annual amount in the first year and one-twelfth thereafter. Staff proposes to begin the agreement on June 1, prior to the anticipated conclusion of MSP services on June 30, to ensure a smooth vendor transition.

In addition to the base IGA cost, the following costs are anticipated on a less frequent basis:

- Third-party network security audit: \$10,000 every three years
- Site-to-site VPN hardware (Clayton to Maplewood): \$2,000 every five years
- Initial IT tools and equipment (one-time): \$5,000

Quantities for user- and device-based services are estimated pending discovery following transition. Annual software and hardware maintenance costs for existing City systems will be identified during that process, and costs for anticipated software subscriptions will be included in the FY27 budget.

The base IGA cost for the first period (June 1, 2026 through June 30, 2027) is \$264,895, with a not-to-exceed amount of \$270,193 including contingency. Annualized, the base cost of approximately \$244,500 represents an increase of roughly \$144,000 over the current MSP contract, a meaningful difference that reflects a fundamental change in the nature of the service being purchased. Where an MSP provides remote managed services with limited on-site presence and no dedicated staff, the Clayton cooperative provides a full-time municipal IT employee backed by the institutional knowledge and technical depth of a larger department.

Brentwood and Richmond Heights report that the service level justifies the cost, and both municipalities pay more than Maplewood would given their larger headcounts. Staff believes the cost differential is justified by the City's current and growing technology needs and the organizational risk of continuing with an arrangement that has reached the limits of its capacity to adequately serve the organization.

Scope of Services

PURPOSE: The Clayton IT Department will perform a variety of complex supervisory, administrative and technical work and provide vision and leadership to develop, implement and maintain city-wide technology initiatives. We will work closely with each department to analyze user needs and system functionality to determine cost-effective technology solutions. We are responsible for researching new developments in technology, managing and implementing all current and new technologies, and providing help desk support to all end users in the City.

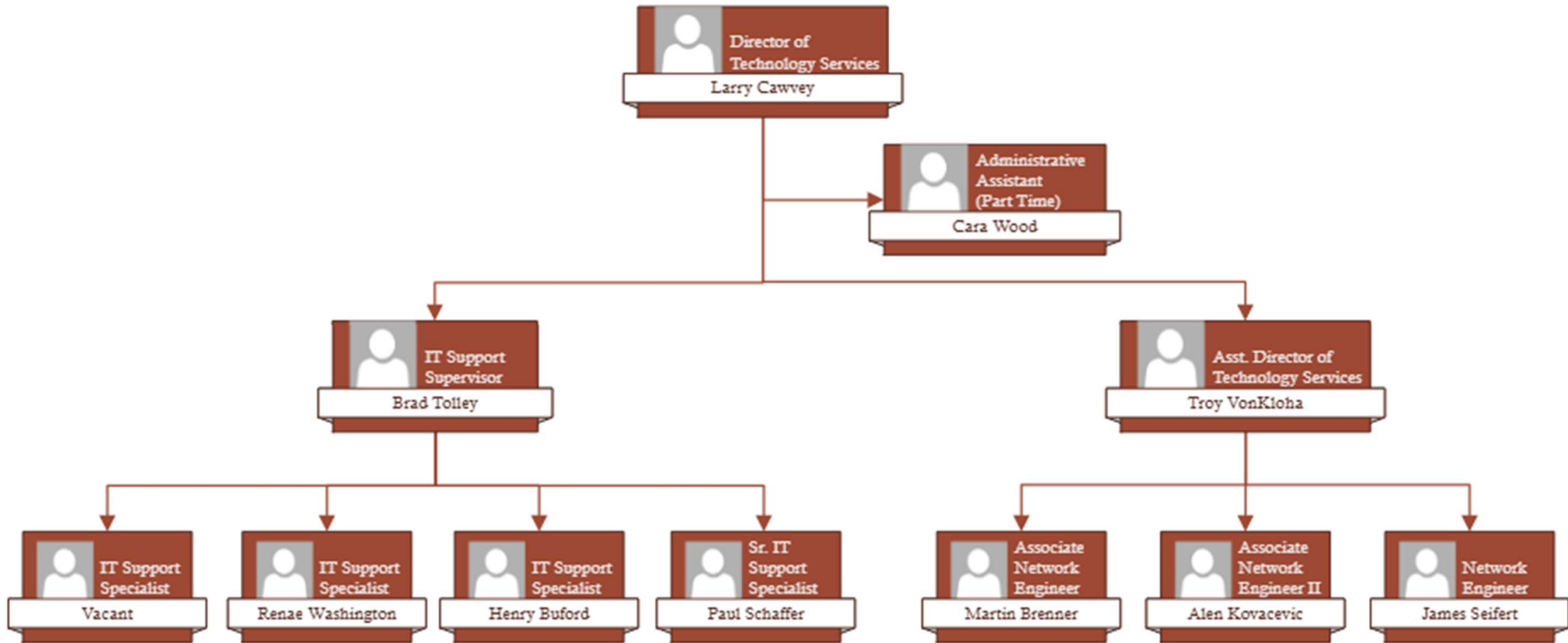
SERVICES:

1. Develop, manage and modify the organization's overall IT strategy to align with city-wide business objectives and any performance measures.
2. Prepare 5-year operational budget and a 5-year capital plan and update as needed; monitors budget and performs cost control activities to assure assigned areas of responsibility make effective and efficient use of budgeted funds, materials, and staff time.
3. Manage all IT employees and vendors to achieve stated goals; plans and organizes workloads and staff assignments; analyzes and meets staff training needs; motivate and evaluate employees and review progress to direct change when needed.
4. Determine the organization's overall technology standards and practices; establish work procedures and technology checklists; prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
5. Consult with departmental management to determine technology requirements with an understanding of mission-critical business operations to translate departmental goals into priorities and projects for system improvements. Assist departments with planning, evaluation and implementation of new systems.
6. Prepare project feasibility studies and plan, execute, and finalize projects according to deadlines and within budget. This includes acquiring resources, coordinating efforts of team members and third-party vendors to deliver projects according to plan. Communicates project status and goal deviation to departmental liaisons.
7. Design, implement and manage network systems, data centers, data storage, servers, back-up systems, email, phone, video, mobile devices and wireless network services organization-wide. This includes designing disaster recovery processes and business continuity procedures for re-establishing technology operations in the event of a disruption, both minor and catastrophic. Also responsible for the discovery, mitigation and documentation of technology risks.
8. Responsible for all staff related Help Desk issues and requests for IT Support Services. This includes troubleshooting and analyzing technical issues and service requests and providing timely solutions to all City departments. Responsible for desktop hardware, productivity software and interfaces with various applications; Windows operating systems; mobile device configuration; and, end user education.
9. Pro-actively monitor all connected City assets to ensure maximum uptime with minimum end user impact.
10. Administers contracts for hardware, software and technology services ensuring compliance with all licensing agreements. Prepares and solicits proposals to include analyzing technology

requirements, developing functional specifications, executing competitive bid procedures per city purchasing guidelines, and performing comparative analysis of proposals.

11. Analyze and meet end user training needs on various types of software programs to efficiently and effectively support business objectives.
12. Develop and maintain an excellent working relationship with supervisor, keeping supervisor well-informed of activities and projects status, recommending corrective action when problems arise.
13. Provide exceptional customer service to departments and continually seek opportunities to increase customer satisfaction and foster positive relationships.
14. Periodically perform maintenance work outside of normal working hours to allow for the continuation of business operations and responds to technology emergencies after hours, as needed.

City of Clayton Technology Services Department



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE CITY OF CLAYTON, MISSOURI, FOR THE PROVISION OF TECHNOLOGY SERVICES AND SUPPORT

WHEREAS, the City of Maplewood’s technology, training, and security needs and the complexity of its systems and infrastructure have grown to a degree that exceeds the capacity of its current managed service provider to serve the city in a comprehensive manner; and

WHEREAS, the Cities of Brentwood and Richmond Heights currently participate in a cooperative technology services arrangement with the City of Clayton, and the City of Maplewood wishes to join that cooperative; and

WHEREAS, the City of Maplewood and the City of Clayton have determined that a cooperative arrangement is an efficient means for establishing and maintaining systems for information sharing, public access and transparency, data storage, efficient governmental operations, cybersecurity, and other functions; and

WHEREAS, although the cooperative arrangement entails a greater cost than a managed service provider, it provides dedicated, on-site technology personnel with comprehensive knowledge of the city’s systems and infrastructure, continuity of service, end-user software and security training, and a higher level of expertise than is otherwise available to a municipality of Maplewood’s size; and

WHEREAS, Chapter 70 of the Revised Statutes of Missouri authorizes the joint exercise by two or more local governments of any power common to them; and

WHEREAS, the City Council has determined that it is in the best interests of the City of Maplewood and its residents to enter into the Intergovernmental Cooperation Agreement with the City of Clayton for the provision of technology services and support.

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

Section I. The Intergovernmental Cooperation Agreement for Technology Services between the City of Maplewood, Missouri, and the City of Clayton, Missouri, attached hereto as Exhibit A, is hereby approved.

Section II. The City Manager is hereby authorized and directed to execute the Intergovernmental Cooperation Agreement on behalf of the City of Maplewood, and the City Clerk is authorized and directed to attest thereto. The Agreement as executed shall be in substantially the form of Exhibit A, with such changes therein as shall be approved by the City Manager, consistent with the provisions and intent of this Ordinance and necessary, desirable, convenient, or proper in order to carry out the matters herein authorized. The City Manager and her designees are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Ordinance, the matters herein authorized, and the rights and duties of the City under the Agreement.

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

Passed this 14th day of April, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 14th day of April, 2026

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

EXHIBIT A

**INTERGOVERNMENTAL COOPERATION AGREEMENT
TECHNOLOGY SERVICES**

THIS AGREEMENT, entered into on the effective date hereinafter set forth, by and between the City of Maplewood, Missouri (“Maplewood”) and the City of Clayton, Missouri (“Clayton”):

WITNESSETH

WHEREAS, technological advances have changed many operations and aspects of businesses both private and public; and

WHEREAS, because of increased demands for technology use and legal requirements, cities must engage highly-skilled employees or consultants to perform technology services; and

WHEREAS, it is challenging for individual municipal governments to obtain the most skilled technology personnel at reasonable cost and maintain stability of services; and

WHEREAS, the municipalities participating in this Agreement have determined that a cooperative arrangement is an efficient means for establishing and maintaining systems for information sharing, public access and transparency, data storage, efficient governmental operations and other functions; and

WHEREAS, Chapter 70 of the Revised Statutes of Missouri authorizes joint exercise by two or more local governments of any power common to them.

NOW, THEREFORE, for and in consideration of the premises, the mutual advantages to be derived therefrom and in consideration of the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. Cooperative Agreement Established. Pursuant to the joint powers authorization of Chapter 70 of the Revised Statutes of Missouri, the Cities of Clayton and Maplewood, Missouri, do hereby enter into a cooperative agreement for the provision of technology services to Maplewood by Clayton.

2. Obligations of the City of Clayton. The City of Clayton will perform technology support services for the City of Maplewood by performing a variety of complex administrative and technical work as follows:

- a. Develop Maplewood’s overall technology strategy to align with city-wide business and service objectives; and analyze and update Maplewood’s technology standards, practices and policies to improve efficiency and effectiveness of operations;
- b. Communicate frequently with the Maplewood City Manager, or other designee, on the status of all technology projects, budget and long-term planning;
- c. Design, implement and manage network systems, data centers, data storage, servers, back-up systems, email, phone, and desktop, portable and mobile devices and

wireless network services organization-wide; proactively monitor all connected technology assets to ensure maximum up-time with minimum end user impact; discover, mitigate and document technology risks; and maintain inventory of all technology assets;

- d. Administer contracts for hardware, software and technology services ensuring compliance with all licensing agreements and to achieve stated goals; and prepare and solicit proposals including analyzing technology requirements, developing functional specifications, executing competitive bid procedures, and performing comparative analysis of proposals;
- e. Clayton will at all times have available staff with a variety of technical knowledge, skills and experience. Clayton will assign at least one full-time staff member to be on-site at Maplewood during normal business hours, excluding periodic meeting attendance, and all other Clayton staff members will perform Maplewood tasks or projects as needed either on-site at Maplewood or remotely, with an emphasis on desktop support;
- f. Research new developments in technology to determine cost-effective technology solutions;
- g. Prepare annual technology operational budget and five-year capital plan and update as needed; and monitor approved budget and perform cost control activities to assure effective and efficient use of budgeted funds and other resources;
- h. Assist departments with planning, evaluation and implementation of new systems and technology solutions; and consult with departmental management to analyze technology requirements with an understanding of mission-critical business operations to translate departmental goals into priorities and projects for system improvements;
- i. Prepare project feasibility studies and plan and execute projects according to deadlines and within budget; and acquire and coordinate resources and vendors to deliver projects according to plan;
- j. Manage all Help Desk issues and requests for services from Maplewood personnel and provide timely solutions; and be responsible to ensure the proper functioning of desktop hardware, productivity software and interfaces with various applications, Windows operating systems, and mobile device configuration;
- k. Design disaster recovery processes and business continuity procedures for re-establishing technology operations in the event of a disruption, both minor and catastrophic;
- l. Analyze and meet end user training needs on various types of software programs to efficiently and effectively support business objectives;

- m. Perform work outside of normal working hours to allow for the continuation of business operations to perform maintenance work or respond to technology emergencies, as needed; and
- n. Provide timely and comprehensive customer service to departments and continually seek opportunities to enhance customer satisfaction and foster positive relationships.

3. Obligations of the City of Maplewood. Maplewood agrees to pay to Clayton an amount representing Clayton’s anticipated annual costs for the salary, benefits, training, and supplies for the personnel required to provide the necessary staffing and the other services listed in Section 2; an overhead cost of three-percent, and a two-percent contingency for unforeseen or extraordinary services required by Maplewood.

Maplewood’s annual cost for receiving the services outlined in Section 2 above shall not exceed the amounts below:

	6/1/26 – 6/30/27	7/1/27 – 6/30/28	7/1/28 – 6/30/29
Salary, Benefits, Training	\$243,327	\$235,578	\$247,356
Phones, Computers, Vehicles, Mileage	5,099	4,941	5,188
Shared Systems	8,754	8,484	8909
Overhead Costs (3%)	<u>7,715</u>	<u>7,470</u>	<u>7844</u>
Base Cost	\$264,895	\$256,473	\$269,297
Contingency (2%)	<u>2,298</u>	<u>5,129</u>	<u>5,386</u>
Not to Exceed Cost	\$270,193	\$261,602	\$274,683

Clayton shall bill Maplewood prior to the beginning of each month for one-thirteenth (1/13) of the Base Cost for the first year of the agreement, and then one-twelfth (1/12) of the Base Cost for each calendar year thereafter, with payment due from Maplewood by the fifteenth day of each month.

Maplewood shall provide sufficient office space and office furniture and fixtures for use by the technology personnel performing the services in Maplewood under this Agreement.

Prior to billing any Contingency Costs, Clayton will notify Maplewood in writing of the need for the use of those funds so that Maplewood can adjust its monthly payment amount for that year.

Maplewood shall provide, at its cost, all hardware, software, licensing, and equipment necessary for Maplewood’s network systems, data centers, data storage, servers, back-up systems, email, phone, mobile devices and wireless networks.

4. Accountability and Oversight. All personnel providing services under this Agreement shall be and at all times remain employees of the City of Clayton while providing services hereunder. Clayton shall provide supervision of all personnel performing the technology services under this Agreement and direct their activities. This oversight shall include decision-making regarding allocation of efforts to Maplewood in accordance with this Agreement. To ensure that Maplewood is receiving the agreed upon level of service, either party may request that the technology staff submit a periodic report to the Clayton City Manager and the Maplewood City Manager, or other designee, and make available supporting time logs, project status reports, etc.

5. Personnel Rules and Regulations. All technology personnel performing services under this Agreement shall operate under and in accordance with Clayton’s Personnel Rules and Regulations.

Such personnel shall be hired, assigned, and disciplined, if necessary, in the sole discretion of the City of Clayton and in accordance with Clayton’s Personnel Rules and Regulations.

6. Amendments. This Agreement may not be further amended, except by written amendment and authorizing legislation of the parties to it. However, the Clayton City Manager and the Maplewood City Manager are authorized to approve supplemental binding policies and procedures that will provide for more detailed administration of the cooperative services. Said policies and procedures may be adopted and amended from time to time provided that such policies and procedures do not conflict with the terms set forth in this Agreement.

7. Effective Date and Duration. This Agreement shall be effective June 1, 2026 and shall continue in effect for a duration of 37 months terminating on June 30, 2029 (“Initial Term”), unless earlier terminated or renegotiated by the parties. Upon expiration of the Initial Term, this Agreement shall automatically renew for an additional three-year term[s] beginning on July 1 and ending on June 30 of the third year thereafter, unless either Party provides written notice of nonrenewal at least 120 days prior to the end of the then-current term (each a “Renewal Term” and together with the Initial Term, the “Term”), or unless sooner terminated as provided in this Section. If the Term is renewed for any Renewal Term(s) pursuant to this Section, the terms and conditions of this Agreement during each such Renewal Term shall be the same as the terms and conditions in effect immediately prior to such renewal, subject to any change in the fees/amounts payable hereunder by Maplewood during the applicable Renewal Term as agreed to by the City Manager of Maplewood and the City Manager of Clayton from time to time, beginning with services to be renewed on and after July 1, 2029. If either Party provides timely notice of its intent not to renew this Agreement, then, unless otherwise sooner terminated in accordance with its terms, this Agreement shall terminate on the expiration of the then-current Term.

Either party may request renegotiation of this Agreement at any time.

Either party may terminate this Agreement, with or without cause and for its own convenience, upon 120 days written notice to the other party. In the event that this Agreement is terminated, Maplewood shall pay all costs related to the services performed under this Agreement up through the effective date of the termination.

8. Authorization. Prior to execution of this Agreement, each participating municipality shall deliver to the other a certified copy of legislation authorizing the execution of this Agreement.

IN WITNESS WHEREOF, the undersigned have set their signatures on the respective dates set forth below. This document may be signed in duplicate originals.

CITY OF MAPLEWOOD, MISSOURI

Attest:

By: _____
Date: _____

City Clerk

CITY OF CLAYTON, MISSOURI

Attest:

By: _____

Date: _____

City Clerk



PUBLIC HEARING NOTICE

Appeal of Historic Preservation Commission Decision

The Maplewood City Council will hold a public hearing on Tuesday, March 24, 2026, at 7:00 p.m. in the Council Chambers at City Hall, 7601 Manchester Road, to allow all interested parties to be heard concerning the following:

**An appeal by Nathan Fasnacht / Tailored Properties of the
Historic Preservation Commission's February 12, 2026, denial of a
certificate of appropriateness for demolition of a single-family
residence at 3432 Commonwealth Avenue**

At the City Council public hearing, the Council will hear from all interested parties before making a final decision on the appeal. The Council may reverse, modify, or affirm the Historic Preservation Commission's decision using the same standards of consideration set forth in the City Code.

Speakers must attend in person and sign in to address the City Council. The public can watch live at youtube.com/@cityofmaplewood8819. Public comments may also be submitted to 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.

For more information, contact City Manager Amber Withycombe at 314-646-3603 or awithycombe@maplewoodmo.gov.

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 March 5, 2026, at Maplewood City Hall and maplewoodmo.gov

Published on March 6, 2026, in the St. Louis Countian

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 19, 2026
Re: **Appeal of Historic Preservation Commission decision regarding Certificate of Appropriateness for demolition at 3432 Commonwealth Avenue**

PURPOSE

The City Council will conduct an appeal hearing pursuant to Sec. 28-8 of the City Code on the appeal filed by Nathan Fasnacht/Tailored Properties of the Historic Preservation Commission's decision to deny a certificate of appropriateness for demolition of the single-family residential structure at 3432 Commonwealth Avenue. The hearing will be held during the March 24, 2026, regular meeting. Following the public hearing, the Council will consider a motion to reverse, modify, or affirm the decision using the same standards of consideration set forth in the City Code.

BACKGROUND

Demolition Application

Nathan Fasnacht, property owner and principal of Tailored Properties, applied for a certificate of appropriateness for demolition of the single-family residential structure at 3432 Commonwealth Avenue. Staff reviewed the application and determined that the proposed demolition complied with the City Code. The application was forwarded to the Historic Preservation Commission for review and recommendation per Sec. 28-6.

Historic Preservation Commission Review, February 12, 2026

The Historic Preservation Commission met on February 12, 2026. Notice of the meeting was posted on February 9, 2026, at City Hall and on maplewoodmo.gov. The applicant did not attend the meeting.

Two members of the public spoke in opposition to the demolition request, citing the scale and character of homes along Commonwealth Avenue.

Commission Member Ray Crader read aloud the factors the Board is required to consider under the City Code when reviewing a demolition application. Mr. Crader noted that the St. Louis County Assessor's Office data on the purchase price and assessed value of the property would warrant rehabilitation of the existing house, and that a room addition could be constructed under the City Code to improve the livability of the structure.

The Commission voted 4-0 (Member Sean O'Gorman abstaining) to deny the application. No written recommendation or findings were issued following the meeting.

Applicable Code Standards

Under Sec. 28-6(c), the commission is to consider the following when reviewing a demolition application:

- (1) The criteria in Sec. 28-4(b)(1)(a–h), which address historic, architectural, and cultural significance; and
- (2) The state of deterioration, disrepair, or structural unsoundness; the practicability of rehabilitation; and whether the property can be rehabilitated with a reasonable economic return to the owner.

The City Attorney has confirmed that: (a) no public hearing is required at the commission level for demolition reviews; (b) there is no requirement that a structure be formally designated as a landmark or within a historic district before the commission may deny a demolition application; and (c) the commission is not required to issue written findings of fact to support its recommendation.

Appeal Filed – February 25, 2026

On February 25, 2026, Attorney Michael J. Doster of Doster Nations Ullom & Boyle, LLC filed a written appeal on behalf of Mr. Fasnacht and Tailored Properties. The appeal was filed within the 30-day window required by Sec. 28-8. The appeal letter raises the following arguments:

1. No written recommendation or written decision was issued by the commission, and no record reflects that the commission made the required findings under the City Code.
2. The subject dwelling has never been declared a historic landmark and is not located within a designated historic district.
3. Granting the demolition permit and allowing new construction would promote the interests and welfare of the community.

The City Attorney has confirmed that neither the absence of a written decision nor the lack of formal historic designation is procedurally fatal to the commission’s denial.

COUNCIL ACTION

Following the public hearing, the City Council may, pursuant to Sec. 28-8:

- Reverse the commission’s denial and approve the certificate of appropriateness for demolition;
- Modify the commission’s decision; or
- Affirm the commission’s denial.

Council’s decision should be made using the same standards of consideration set forth in Sec. 28-6(c).

Attachments

1. Historic Preservation Commission Meeting Packet from February 12, 2026
2. Historic Preservation Commission Meeting Minutes from February 12, 2026
3. Appeal Letter from Doster Nations Ullom & Boyle, LLC dated February 25, 2026
4. Sec. 28-6. - Certificate of appropriateness applications for demolition.
5. Sec. 28-4. - Designation of historic districts and landmarks.
6. Sec. 28-8. - Appeal provision.



**Historic Preservation Commission
City of Maplewood, Missouri**

**City Hall
7601 Manchester Road, Maplewood, MO 63143**

**Thursday February 12, 2026
6:00 PM**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the Meeting Minutes from October 9, 2025.
4. Public Comment
5. Review and recommendations for the following applications:
 - I. 3432 Commonwealth Ave. – demolition of a single-family residential structure
6. Adjournment

Addressing the Board

Individuals wishing to speak during Public Comment periods must sign in before the meeting and will be called to the podium when it is their turn. Each speaker has a three-minute time limit. Written comments may be emailed to bherr@maplewoodmo.gov by 12:00 PM (noon) on the meeting day.

Accessibility Notice

The City of Maplewood is committed to making public meetings accessible to all residents. To request accommodations or assistance, please contact Brian Herr the staff liaison at bherr@maplewoodmo.gov or 314-646-3634, 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 February 9, 2026, at Maplewood City Hall and maplewoodmo.gov

**Historic Preservation Commission
Meeting Minutes
Thursday, October 9, 2025**

Call to Order/Roll Call: The meeting was called to order at 7:00 p.m. Present where Sean O’Gorman, Ray Crader, DJ Howard, Nikki Bisel members excused, Dana Valenti. Staff present: Brian Herr.

Approval of the minutes from the May 8, 2025, meeting:

1. Review and recommendation for the following application:
 - I. **2018 Bredell Ave.:** Michael Powers presented plans of the proposed houses after completion of the demolition. Member Ray Crader made a motion to approve the demolition request with the stipulation that the demolition cannot be started until approval of the new elevations are completed. Member Sean O’Gorman seconded the motion, all were in favor, motion passed.
2. Other Business: None.
3. Adjournment

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal

Demolition of a single-family residential building located at 3432 Commonwealth Ave.

Applicant: Nathan Fasnacht property owner

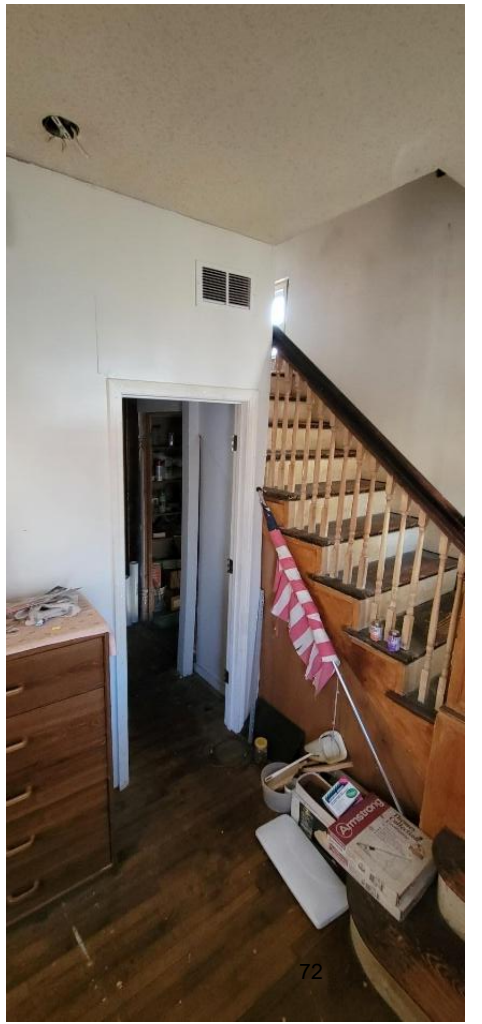
Building Description: residential

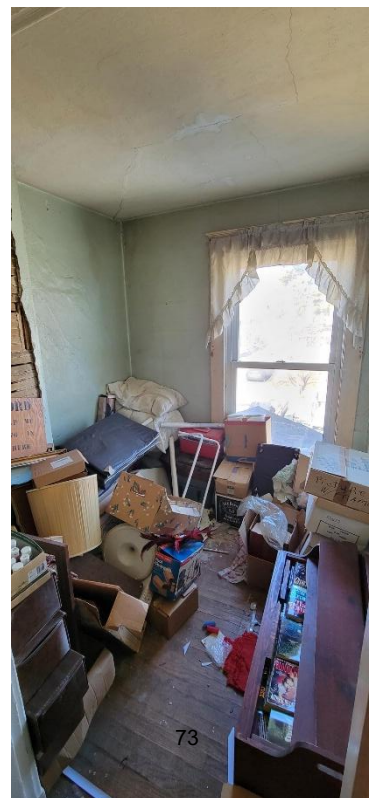
Project Description: The applicant is seeking approval of demolition of a single-family residential building.

Staff Recommendation: The Staff has reviewed the application and determined that the proposed demolition complies with the city ordinance.

Attachments: Photos and specifications







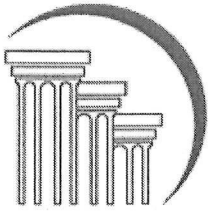




**Historic Preservation Commission
Meeting Minutes
Thursday, February 12th, 2026**

1. Call to Order
2. Roll Call: The meeting was called to order at 6:15 p.m. Present were Sean O’Gorman, Nikki Bisel, Dana Valenti, Ray Crader, DJ Howard. Staff present: Brian Herr.
3. Approval of the meeting minutes from October 9, 2025: Member DJ Howard made a motion to approve the minutes as presented, seconded by member Ray Crader and all approved.
4. Public comment: Resident Matt Coriell spoke in opposition to the request for demolition of the house at 3432 Commonwealth Ave. and the sizes of the houses in the area. Resident Nick Homa spoke in opposition to the request for demolition of the house at 3432 Commonwealth Ave. and the nature of the houses on Commonwealth.
5. Review and recommendations for the following applications:
 1. **3432 Commonwealth Ave.** – No one was present to present the request for demolition. Member Ray Crader spoke about the purpose of the Historic Preservation Commission. Ray also read the requirements from the city ordinances specifically the items the Board should consider when reviewing an application for demolition. Ray also mentioned that the St. Louis County Assessor’s Office indicated that the purchase price and the assessed value would warrant the rehab of the property. Ray also indicated that the owner could construct a room addition onto the existing house to increase the overall square footage of the house. Member Ray Crader made a motion to reject the application; motion was seconded by Member DJ Howard. Members Nikki Bisel, Dana Valenti, Ray Crader and DJ Howard were in favor, Member Sean O’Gorman abstained, motion passed.
6. Adjournment: Member Sean O’Gorman made a motion to adjourn, seconded by Member Ray Crader and all approved. The meeting adjourned at 6:30 p.m.

Respectfully submitted,
Brian Herr
Building Official/Fire Marshal



**DOSTER NATIONS
ULLOM & BOYLE, LLC**
ATTORNEYS AT LAW

16150 Main Circle Drive
Suite 250
Chesterfield, MO 63017
(636) 532-0042
(636) 532.1082 Fax

Michael J. Doster
mdoster@dubllc.com

February 25, 2026

Sent via Email

awithycombe@maplewoodmo.gov
Amber Withycombe, City Manager
7601 Manchester Road
Maplewood, MO 63143

Re: Building Permit Application(the "Application") for demolition of a single-family residential building located at 3432 Commonwealth Ave
Nathan Fasnacht, Tailored Properties (the "Applicant")

To Whom It May Concern:

The undersigned and this firm have been engaged to file an appeal (the "Appeal") on behalf of the Applicant from a purported decision to deny the Application based upon the recommendation of the Historic Preservation Commission on or after February 12, 2026. No written recommendation and no written decision have been issued, and there is no record that the Commission made the findings required by the City Code.

Further, the subject dwelling has never been declared a historic landmark, and it is not located in an area declared to be a historic district.

Applicant believes that granting the permit and allowing a new residence to be constructed on the subject property will promote the interests and welfare of the community and the City by providing a new and more appealing residence in place of the existing residence that is outdated and in poor condition.

Thank you for accepting this Appeal and granting the Applicant an opportunity to be heard.

Very truly yours,

Doster Nations Ullom & Boyle, LLC

By: Michael J. Doster

MJD/ed

cc: James C. Hetlage, City Attorney

Sec. 28-6. Certificate of appropriateness applications for demolition.

- (a) *Approval of demolition of any structure in the city.* A certificate of appropriateness for demolition for any building or structure in the city, except single-story residential garages and residential storage sheds of less than 300 square feet of floor area, must be applied for pursuant to this section, prior to any demolition occurring.
- (b) *Review standards.* The commission shall review every application for a certificate of appropriateness for demolition and shall recommend approval or disapproval to the director of public works.
- (c) *Standards for demolition.* The commission shall determine whether to recommend approval or disapproval for a certificate of appropriateness for demolition by considering:
 - (1) The criteria listed in section 28-4(b)(1)a—h; and
 - (2) The state of deterioration or disrepair or structural unsoundness of the building or structure, the practicability of rehabilitation, and whether the property can be rehabilitated or restored with a reasonable economic return to the owner.
- (d) *Procedure for approval or disapproval.* After receiving a recommendation to approve or disapprove the application for a certificate of appropriateness for demolition, the director of public works shall then approve or disapprove the application. In making this decision, the same standards that guided the commission in subsections (c)(1) and (2) of this section shall guide the director of public works.

(Code 1982, § 15.5-6; Ord. No. 4978, § I, 2-27-2001; Ord. No. 5108, § I, 5-27-2003)

Sec. 28-4. Designation of historic districts and landmarks.

- (a) *Recommendations.* The commission shall recommend to the city council the adoption of ordinances designating single structures or sites, portions of structures, groups of structures, landscape elements, works of art, or integrated combinations thereof having a special historical or architectural interest or value as landmarks or historic districts. Such recommendations shall be accompanied by written reports describing the character and significance of the proposed landmark or historic district, outlining its proposed boundaries, and recommending appropriate guidelines to preserve its significance. Recommendations should also consider any master plan, zoning requirements, projected public improvements and existing and proposed renewal and development plans applicable to the area to be affected by designation.
- (b) *Designation.*
- (1) *Standards for designation.* A structure or site, portion of a structure, group of structures, landscape element, work of art or integrated combination thereof may be designated for preservation if it:
 - a. Has significant character, interest or value as part of the development, heritage, or cultural characteristics of the city, state, or nation by reason of age or by reason of association with important figures or events;
 - b. Exemplifies the cultural, political, economic, social, or historic heritage of the community;
 - c. Portrays the environment in an era of history characterized by a distinct architectural style;
 - d. Embodies those distinguishing characteristics of an architectural type or engineering specimen;
 - e. Is the work of a designer whose individual work has significantly influenced the development of the community;
 - f. Contains elements of a design, detail, materials or craftsmanship which represent a significant innovation;
 - g. By being part of or related to a square, park or other distinctive area, should be developed or preserved according to a plan based on a historic, cultural or architectural motif; or
 - h. Owing to its unique location or singular physical characteristic, represents an established and familiar visual feature of the neighborhood, community or city.
 - (2) *Notification of property owners of proposed designation.* Notice of a proposed designation shall be hand delivered or sent by first class mail to the owners, as listed in the property tax records of the county, of property proposed for landmark or historic district designation. The notice shall briefly describe the proposed designation and state the time and place of the public hearing.
 - (3) *Public hearing.* The commission shall conduct a public hearing on each proposed designation of a landmark or historic district in order to obtain the viewpoints of affected property owners, residents, and other interested parties.
 - (4) *Commission recommendation.* The commission shall make a recommendation with respect to the proposed designation to the city council.
 - (5) *City council approval.* Upon receipt of the recommendations of the commission, the city council shall hold a public hearing on the application. Following the public hearing, the council may approve or disapprove the commission's recommendations, which shall not be binding on the council. The council shall cause notice of the time and place of its public hearing to be published.
 - (6) *Notification of designation.* After approval by the city council of the ordinance designating property as a landmark or historic district, the council shall send to the owner, as listed in the property tax records

of the county, of each property so designated or each property within the designated district, by hand delivery or first class mail, a copy of the ordinance.

- (7) *Support of listing of properties on the national register.* The commission may support the nomination to the National Register of Historic Places of local historic landmarks and districts that the commission judges have contributed to the history, architecture, and culture of the city.

(Code 1982, § 15.5-4; Ord. No. 4978, § I, 2-27-2001)

Sec. 28-8. Appeal provision.

Any person aggrieved by any decision pursuant to this Code may, within 30 days thereafter, apply to the city council for review of the decision. Written requests for review of said decision shall be filed with the city manager. The city council may, after a public hearing, reverse, modify, or affirm any decision pursuant to this code using the same respective standards of consideration stated in this Code.

(Code 1982, § 15.5-8; Ord. No. 4978, § 1, 2-27-2001)

Memorandum



To: Mayor and City Council

From: Amber Withycombe, City Manager

Date: March 20, 2026

Re: **Appellant Exhibits for Certificate of Appropriateness for Demolition at 3432 Commonwealth Avenue Hearing**

Enclosed are the exhibits submitted by the appellant in connection with the appeal of the Historic Preservation Commission's denial of a Certificate of Appropriateness for demolition at 3432 Commonwealth Avenue. These materials are provided for Council's review in advance of the public hearing and action scheduled for the March 24, 2026, City Council meeting.

From: tailoredproperties@yahoo.com
To: [Amber Withycombe](#); [Hetlage, James C.](#); [Doster Mike](#)
Subject: Fw: Maplewood - Appeal of Denial of Demolition Permit - 3432 Commonwealth
Date: Friday, March 20, 2026 3:01:23 PM
Attachments: [Commonwealth CMA .pdf](#)

----- Forwarded Message -----

From: tailoredproperties@yahoo.com <tailoredproperties@yahoo.com>
To: Doster Mike <mdoster@dublcc.com>
Sent: Friday, March 20, 2026 at 02:59:25 PM CDT
Subject: Re: Maplewood - Appeal of Denial of Demolition Permit - 3432 Commonwealth

There is also a link included for pictures from the Commonwealth property

3432 Commonwealth Rehab Project Budget

Item Cost (\$)

Demo / Interior 8,000
Permits & Inspections 1,500
Site Clear / Up 3,000
Site Finish Grade 1,500
Landscaping 4,000
Foundation Repair 30,000
Flatwork / Driveway 14,000
Electrical 15,200
Electrical Fixtures 2,800
Plumbing 17,600
Plumbing Fixtures 2,500
HVAC 14,300
Framing Material 6,500
Framing Labor 12,000
Roof Shingles 8,200
Roof Labor 4,600
Windows 5,000
Exterior Doors 5,800
Kitchen Cabinets 12,800
Appliances 8,500
Kitchen Backsplash 1,500
Trim Material / Interior Doors 11,665
Finish Carpentry 9,330
Siding repair 4,000
Exterior Painting 3,000
Insulation 7,200
Drywall 12,375
Interior Painting 14,240
Flooring Material 6,700
Flooring Labor 4,400

Hardware Parts 1,700
Closet Shelves 1,430
Bath Vanities 2,600
Bath Tile Labor & Material 4,780
Bath Shower Doors 1,700
Gutters 4,300
Dumpster Fees 3,300
Jobsite Bathroom 900
Final Cleaning 750
Misc 11,000
Total Project Cost: \$284,670

[iCloud Photos - Apple iCloud](#)

iCloud Photos - Apple iCloud

View, organize, and share photos and videos with iCloud Photos on the web. Changes will sync across your devices...

On Friday, March 20, 2026 at 01:59:19 PM CDT, Tailored Properties Fasnacht <tailoredproperties@yahoo.com> wrote:

Mike

Can you see if we can submit first thing Monday morning? Otherwise what options do we have?
Ed Fasnacht
636-262-0228

On Mar 20, 2026, at 1:34 PM, Mike Doster <Mdoster@dubllc.com> wrote:

Ed, see the City Attorney's message below. Please include me on the Exhibits. Label the Exhibits for Identification purposes.

Thank you.

Mike

From: Hetlage, James C. <jhetlage@lashlybaer.com>

Sent: Friday, March 20, 2026 12:08 PM

To: Mike Doster <mdoster@dubllc.com>

Cc: Amber Withycombe <awithycombe@maplewoodmo.gov>

Subject: Maplewood - Appeal of Denial of Demolition Permit - 3432 Commonwealth

Mike:

If you can email your exhibits to Amber Withycombe, copied above, and me by 3:00 today, she will include them in the agenda packet.

Jim

<image001.jpg>

[<image003.jpg><image004.jpg><image005.jpg><image006.jpg><image002.png>](#)

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FRONT ELEVATION
1/4" SCALE



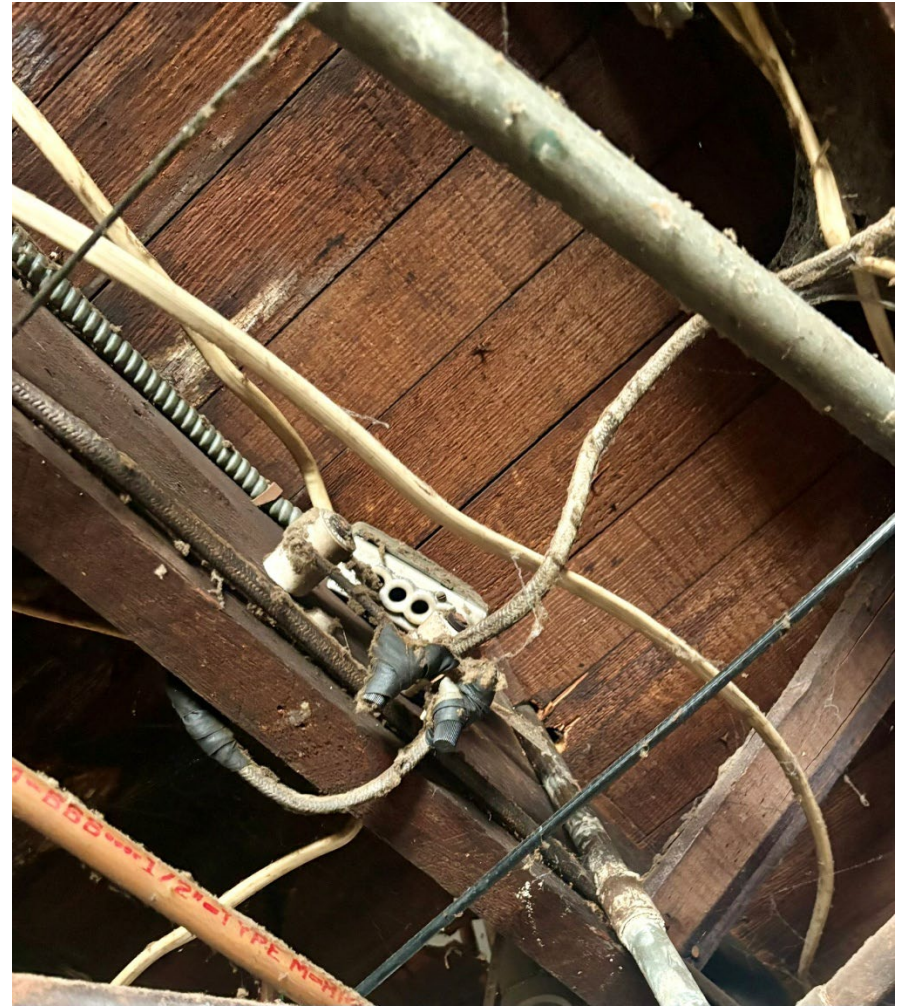
BACK ELEVATION
1/4" SCALE

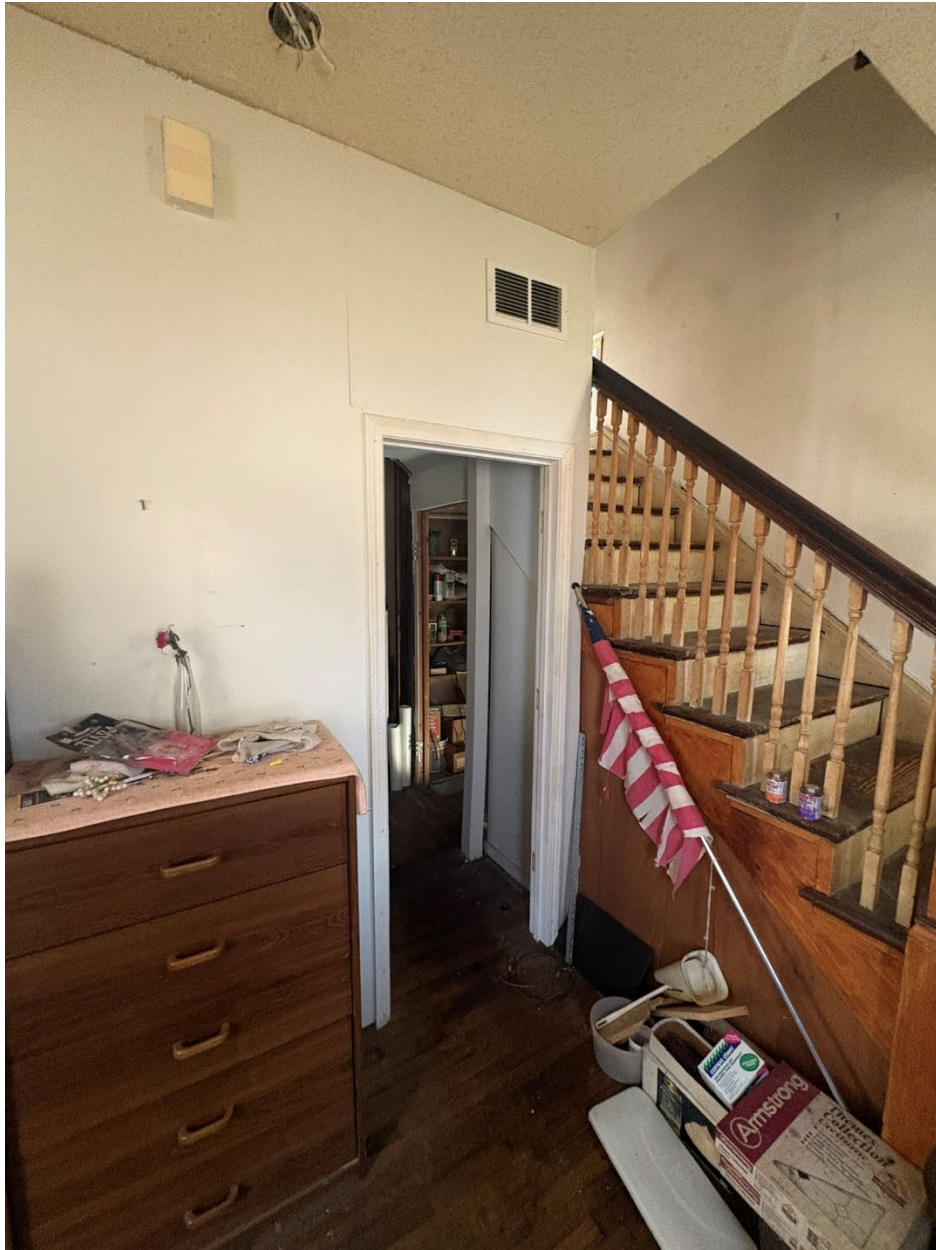






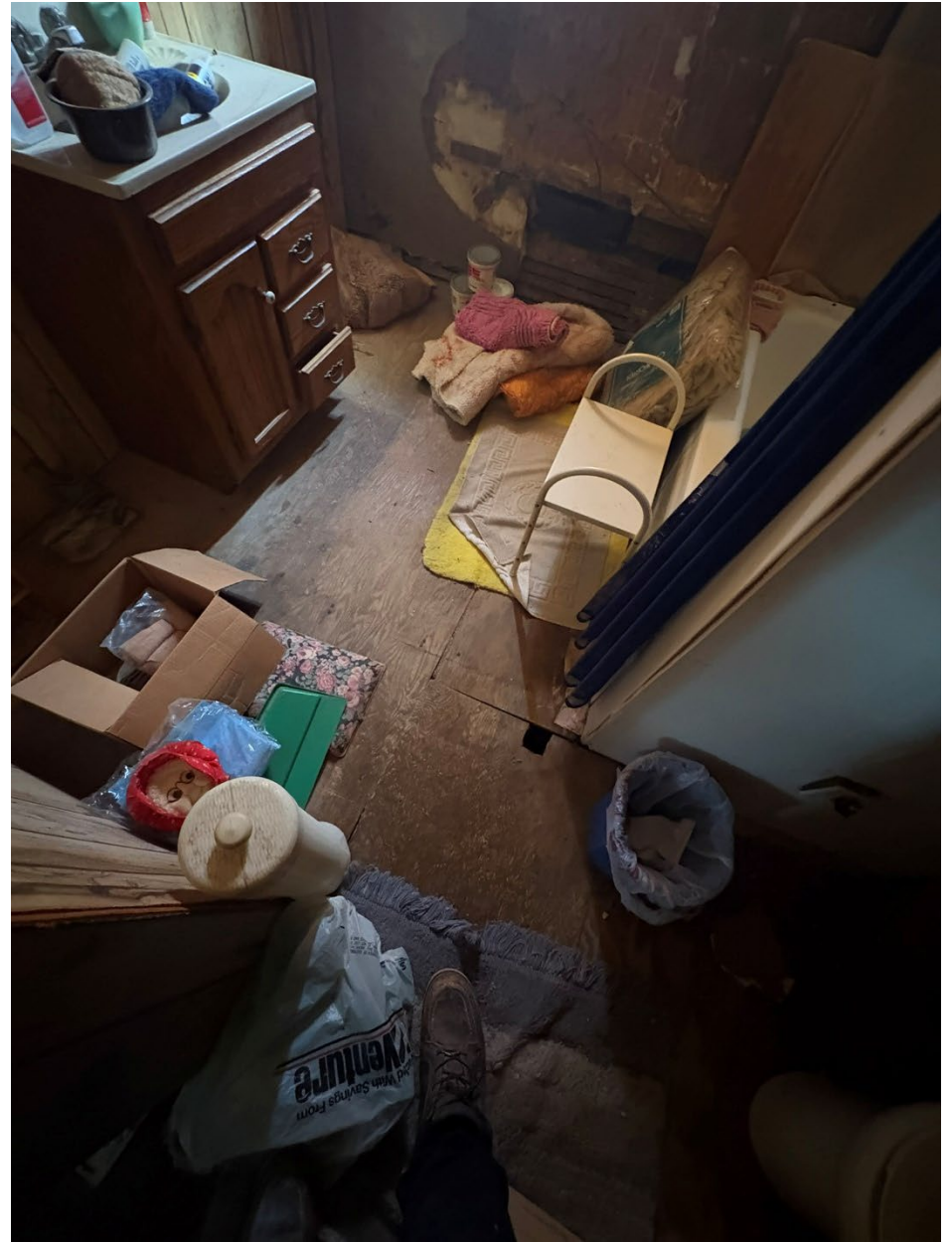
















CMA 1 Line (Portrait)

Property Type: Residential

Property Type is 'Residential' Mls Status is 'Closed' 03/20/2026 to 03/20/2025 Mls Status is 'Active' State Or Province is 'Missouri' Latitude, Longitude is within 0.41 mi of 3442 Commonwealth Ave, Maplewood, MO 63143, USA

Residential

Closed Properties

Address	Area	YB/Age	Bd	Bth	SqFt	Liv Ar	Lot Sz	Date	\$/SqFt	CDOM	Orig Price	List Price	Sold Price	SP%LP
7217 Picadilly Avenue	3 - South	1906/120	2	2 (2 0)	1,100	1,100		08/15/25	\$181.82	12	\$199,900	\$199,900	\$200,000	100.05
3363 Oxford Boulevard	241 - Ma	1903/123	3	2 (1 1)	1,439	1,439	0.186	03/17/26	\$173.66	18	\$249,900	\$249,900	\$249,900	100.00
3219 Byron Place	3 - South	1961/65	3	1 (1 0)	1,107			07/18/25	\$225.84	6		\$209,000	\$250,000	119.62
7163 Wellington	3 - South	1903/123	3	2 (1 1)	1,602	1,602	0.246	05/15/25	\$162.23	3	\$259,900	\$259,900	\$259,900	100.00
7211 Kensington Avenue	241 - Ma	1920/106	2	2 (2 0)	1,389	1,607	0.064	07/11/25	\$215.62	294	\$299,000	\$315,000	\$299,500	100.17

Closed Totals

Listing Count :	5	Averages:		1,327	1,437	0.140		\$191.83	67	\$252,175	\$246,740	\$251,860	103.97
		Price :		High	\$299,500	Low	\$200,000	Median	\$250,000				

Grand Totals

Count :	5	Averages:	\$/SqFt: \$191.83	\$/Ac: \$2,536,484	CDOM: 67	OP: \$252,175	LP: \$246,740	SP: \$251,860
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Presented By: Peter Klopstein Phone: 314-323-5452

Featured properties may not be listed by the office/agent presenting the brochure.

All information herein has not been verified and is not guaranteed.

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