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**AGENDA
CITY OF CREVE COEUR
CITY COUNCIL MEETING
300 N NEW BALLAS ROAD
Monday, January 14, 2013
7:00 PM**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

COMMENTS FROM THE GENERAL PUBLIC

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

ACCEPTANCE OF AGENDA

ANNOUNCEMENTS

The City Council meets the 2nd and 4th Monday of each month

6:00 p.m. – 7:00 p.m. – Work Session

7:00 p.m. – Regular Meeting of the City Council

Withdrawal Letter dated January 7, 2013 regarding Bill No. 5404 from Delmar Gardens.

1. CONSENT AGENDA

- a. Council Minutes dated December 10, 2012**

BILLS PAYABLE REPORT, FOR INFORMATION ONLY

For Information Only

Summary: A report of bills paid dated December 21, 2012 in the amount of \$1,129,776.13 has been provided for Council review. No vote is required.

For Information Only

Summary: A report of bills payable dated January 9, 2013 in the amount of \$245,577.95 has been provided for Council review. No vote is required.

UNFINISHED BUSINESS

- 2. Bill No. 5405 - An Ordinance Adding Section 210.205 To The Code Of Ordinances Regarding Disturbance Of Funeral And Burial Services. Final Reading and Passage**



CITY OF CREVE COEUR – AGENDA
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Summary: The proposed ordinance will protect the peace and privacy of mourners from disruption and disturbance for a short time and in the limited area immediately around funeral and burial services. Previously discussed at the November 12, 2012 meeting.

3. Bill No. 5406 - An Ordinance Accepting Dedication Of Warson Downs Road As A Public Street. Final Reading and Passage

Summary: Approval of this Ordinance will accept the dedication of Warson Downs Road as a Public Street. In addition the city will assume the cost of power and maintenance of the street light in the cul-de-sac island. Planning and Zoning Commission recommended approval on November 5, 2012.

4. Bill No. 5409 - An Ordinance Amending the Adopted 2012-2013 General Fund, Enterprise Fund and Capital Fund Budgets of the City of Creve Coeur by Authorizing Additional Appropriations and Unappropriations form Operating Departments. Final Reading and Passage

Summary: An Ordinance Amending the Adopted 2012-2013 General Fund, Enterprise Fund and Capital Fund Budgets of the City of Creve Coeur by Authorizing Additional Appropriations and Unappropriations form Operating Departments. A substitute bill including additional amendment is proposed. Staff reports supporting the changes is included in the packet.

NEW BUSINESS

5. Bill No. 5410 - An Ordinance Amending Sections 355.100 And 385.070 Of The Creve Coeur Code Of Ordinances Regarding Motor Vehicle License Plates. First Reading

Summary: The Police Department is requesting an edit to the existing Ordinance #355.100; which would include the authority to issue citations for parking on private property open to the public.

6. Bill No. 5411 - An Ordinance To Authorize A Residential Designed Development (RDD) With Accompanying Preliminary Subdivision Plat And Site Development Plan For The Proposed Villas At Mosley Subdivision, On Four Acres Of Land Located South Of Olive Boulevard And East Of Mosley Road. First Reading



CITY OF CREVE COEUR – AGENDA
CITY COUNCIL MEETING
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Summary: William Levinson, of Benton Homebuilders, has submitted an application for the preliminary plat approval for the subdivision of four acres that is part of 842, 834, and 828 Mosley Road, zoned “C” Single Family Residential District. In accordance with Sections 405.270, 405.450(C), and 405.1080 of the Zoning Ordinance, the applicant has submitted a Site Development Plan and Preliminary Plat to the Department of Planning for the Villas at Mosley subdivision, including 10 lots on the 4 acres, with residential designed development (RDD). On December 17, 2012, Planning and Zoning Commission voted 3 to 3 on this application.

7. Resolution No. 1035 - A Resolution Approving A Building Plan And Site/ Grading Improvement Plans For The Northwest Corner Of The Building Located At 11733 Olive Boulevard.

Summary: An application was submitted by John Lark of John Lark and Associates, on behalf of Mid-County Real Estate, LLC., for approval of a minor site development plan for parking lot improvements and building façade changes that create new tenant space on the northwest corner of the building, including regrading of the parking lot to bring the area up to the building floor level to allow for ADA access to the new tenant space. Section 405.370 (G)(1) of the Municipal Code states that any development and/or redevelopment plans for properties within the area bounded by the City limit on the north, Olive Blvd, on the south, Craig Rd. on the east and I-270 on the west, requires Planning and Zoning Commission and City Council review and approval.

8. Resolution No. 1036 - A Resolution Authorizing The City Administrator Of The City Of Creve Coeur To Enter Into An Agreement With E-Z-Go For The 36-Month Lease Of Thirty-Two (32) 2013 TXT 48 Electric Golf Carts In The Amount Of \$43,645.

Summary: It has been determined that the long-term savings and benefits of leasing golf carts outweighs the annual cost of replacing and repairing the current fleet of thirty-two (32) older carts at the Creve Coeur Golf Course.

APPOINTMENTS

9. Olive Graeser TDD Board Appointment

Summary: The City Council makes appointments to the OGTDD Board of Directors pursuant to the District Development Agreement. First



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Community Credit Union is requesting Steve Heitz of Pace Properties be reappointed as their representative on the OGTDD Board of Directors, for a 3 year term. Mr. Heitz' term expired on December 17, 2012. Stacy Manolakas has indicated her desire to continue serving on the OGTDD Board of Directors and is also eligible for reappointment for a three-year term.

BUSINESS FROM THE MAYOR and CITY COUNCIL

BUSINESS FROM CITY ADMINISTRATOR

10. Non-Profit Organization Formation

Summary: City Council asked the staff to research the prospect of forming a community foundation. Staff has contacted the City of Clayton to learn about their experience in forming a foundation; the basic steps to forming a 501(c) (3) organization are outlined as well.

11. Resident Newsletter

Summary: Staff will discuss moving to a four-color format as well as providing residents with the ability to 'opt out' of receiving a copy by mail since the newsletter is available electronically.

12. Community Workshop / Sponsorships

Summary: The City has received a proposal for a community engagement workshop from Peter Kageyama. If the City Council would like to pursue this workshop, then staff will request authorization to solicit sponsorships to cover up to one-half of the cost of the workshop. Staff is also seeking authorization to seek sponsorships for park programs per our recently approved park sponsorship program.

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted: _____ posted 1/10/13
Deborah Ryan, MRCC
City Clerk

DELMAR GARDENS[®]

ENTERPRISES

HOME OFFICE

Suite 300
14805 N. Outer 40 Rd.
Chesterfield, MO
63017-2026
PH 636/733-7000
FAX 636/733-7010
delmargardens.com

January 7, 2013

Honorable Barry Glantz
Mayor, City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141

Creve Coeur City Council
300 N. New Ballas Road
Creve Coeur, MO 63141

Re: Delmar Gardens Creve Coeur Renaissance LLC

Dear Mayor Glantz and City Council Members:

Delmar Gardens of Creve Coeur Renaissance, LLC respectfully withdraws its application to the City Council for the rezoning of our property on Ladue Road.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Howard M. Oppenheimer
Executive Vice President

HMO:sd 

cc: Gabe Grossberg
Dan Lang, Lang Gang
Carl J. Lumley, City Attorney
Paul Langdon



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL MEETING
300 N NEW BALLAS ROAD
Monday, December 10, 2012
7:00 PM**

CALL MEETING TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Council President Hoffman at the Creve Coeur Government Center, 300 N New Ballas Road on Monday, December 10, 2012.

PLEDGE OF ALLEGIANCE

Council President Hoffman led the Pledge of Allegiance.

INVOCATION

Council President Hoffman gave the invocation.

ROLL CALL

Mr. Kreuter	Council Member Ward I
Ms. Kistner	Council Member Ward I
Mrs. Nealey	Council Member Ward II
Mr. Wang	Council Member Ward II
Mr. Hoffman	Council Member Ward III
Mrs. D'Alfonso	Council Member Ward III
Mr. Saunders	Council Member Ward IV

* - Mayor Glantz and Council Member Rhoades were absent.

COMMENTS FROM THE GENERAL PUBLIC

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

None

ACCEPTANCE OF AGENDA

Council Member Wang moved, seconded by Council Member D'Alfonso to accept the agenda as presented.

Council Member Saunders moved, seconded by Council Member Kreuter that Items 8 and 9 be moved up before New Business, Item 5 and approve the agenda as amended, with the vote upon such motion being as follows, to-wit:

Council Member Kreuter – Aye

Council Member Wang – Aye



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Council Member D'Alfonso – Aye
Council Member Saunders – Aye
Council Member Nealey – Aye
Council Member Kistner – Aye
Council Member Hoffman - Aye

The vote on the motion being 7 ayes and 0 nays, motion carried.

ANNOUNCEMENTS

The City Council meets the 2nd and 4th Monday of each month

6:00 p.m. – 7:00 p.m. – Work Session

7:00 p.m. – Regular Meeting of the City Council

However, the regularly scheduled meeting for December 24th has been cancelled and a worksession has been scheduled for Tuesday, December 18th to discuss strategic planning.

1. CONSENT ORDINANCE READINGS

- a. Bill No. 5402 - An Ordinance Authorizing The Execution Of An Agreement Between The City Of Creve Coeur And The City Of University City Authorizing Reciprocal Resident Rates For The Creve Coeur And University City Golf Courses. Final Reading**

City Clerk read Bill No. 5402 for the final time.

2. CONSENT AGENDA

Council Member Wang moved, seconded by Council Member Nealey to approve the consent agenda as presented.

- a. Council minutes dated November 26, 2012**
- b. Resolution No. 1032 - A Resolution authorizing the City Administrator, and the Creve Coeur Police Department to participate in the Missouri Highway Safety Program, Occupant Safety Grant.**
- c. Resolution No. 1033 – A Resolution Approving A Parks Sponsorship Program**
- d. Bill No. 5402 - An Ordinance Authorizing The Execution Of An Agreement Between The City Of Creve Coeur And The City Of University City Authorizing Reciprocal Resident Rates For The Creve Coeur And University City Golf Courses. Final Passage**

Council Member Hoffman called the question to approve the consent agenda as presented, with the vote upon such motion being as follows, to-wit:



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Council Member Kistner – Aye
Council Member Nealey – Aye
Council Member Saunders – Aye
Council Member D'Alfonso – Aye
Council Member Wang – Aye
Council Member Kreuter – Aye
Council Member Hoffman – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5402 becomes Ordinance No. 5285.

BILLS PAYABLE REPORT

For Information Only

Summary: A report of bills payable dated December 3, 2012 in the amount of \$597,253.20 has been provided for Council review. No vote is required.

UNFINISHED BUSINESS

3. Bill No. 5401 - An Ordinance Establishing The Time For Use Of Escrowed Funds For Construction Of A Bus Shelter In Connection With The CVS Pharmacy Conditional Use Permit And Site Development Plan Approved By Ordinance No. 5105. Final Reading and Passage

City Clerk read Bill No. 5401 for the final time.

Council Member Nealey moved, seconded by Council Member Wang to approve Bill No. 5401, with the vote upon such motion being as follows, to-wit:

Council Member Kistner – Aye
Council Member Nealey – Aye
Council Member Saunders – Aye
Council Member D'Alfonso – Aye
Council Member Wang – Aye
Council Member Kreuter – Aye
Council Member Hoffman – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5401 becomes Ordinance No. 5286.



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**4. Bill No. 5403 - An Ordinance Amending Sections 240.020, 240.030
And 240.040 Of The Creve Coeur Code Of Ordinances Pertaining To
Miscellaneous Recreational Fees. Final Reading and Passage**

City Clerk read Bill No. 5403 for the final time.

Council Member Saunders moved, seconded by Council Member Kistner to approve Bill No. 5403.

June Jeffries resident of 10327 N. Sunswept Drive read and presented a statement for the record. (Exhibit A)

Mark Perkins stated the current rates will stay the same for contracted parties through June 30, 2013 so regular renters will have six months to work with the coming changes. He explained staff's concerns about offering time slots of less than four hours.

Council Member D'Alfonso asked when we were comparing was a 2 hour slot offered by other cities.

Mark Perkins stated yes.

Council Member Nealey asked that we give sufficient notice to our regular users.

Council Member D'Alfonso thanked Ms. Jeffries for her coming to speak to the Council and offering solutions.

Council Member Hoffman called the question to approve Bill No. 5403, with the vote upon such motion being as follows, to-wit:

Council Member Kreuter – Aye
Council Member Wang – Aye
Council Member D'Alfonso – Aye
Council Member Saunders – Aye
Council Member Nealey – Aye
Council Member Kistner – Aye
Council Member Hoffman - Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5403 becomes Ordinance No. 5287.

**8. Bill No. 5407 - An Ordinance Repealing Conditional Use Permit
Ordinance 1470 And Authorizing The Issuance Of A New Conditional
Use Permit For A 2,368 Square-Foot Eating And Drinking**



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Monday, December 10, 2012
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**Establishment Located At 12637 Olive Boulevard Within The West
Park Center, And Containing An Emergency Clause. First Reading**

City Clerk read Bill No. 5407 for the first time.

Anitha Koppara applicant for Anis Hyderabad House Indian Restaurant gave a brief presentation on the proposed restaurant.

Council Member Kistner explained that she supported emergency approval for this item and the next due to adverse impact of delays that would otherwise result from the cancellation of the next council meeting.

Council Member Kistner moved, seconded by Council Member D'Alfonso for the second reading of Bill No. 5407, with the vote upon such motion being as follows, to-wit:

Council Member Kreuter – Aye
Council Member Wang – Aye
Council Member D'Alfonso – Aye
Council Member Saunders – Aye
Council Member Nealey – Aye
Council Member Kistner – Aye
Council Member Hoffman - Aye

The vote on the motion being 7 ayes and 0 nays, motion carried.

City Clerk read Bill No. 5407 for the final time.

Council Member Wang moved, seconded by Council Member Saunders to approve Bill No. 5407, with the vote upon such motion being as follows, to-wit:

Council Member Kistner – Aye
Council Member Nealey – Aye
Council Member Saunders – Aye
Council Member D'Alfonso – Aye
Council Member Wang – Aye
Council Member Kreuter – Aye
Council Member Hoffman – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5407 becomes Ordinance No. 5288.

**9. Bill No. 5408 - An Ordinance Repealing Conditional Use Permit
Ordinances Number 928 And 1727 And Authorizing The Issuance Of
A New Conditional Use Permit For A 2,050 Square-Foot Eating And**



CITY OF CREVE COEUR – MINUTES
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**Drinking Establishment Located At 11921 Olive Boulevard Within
The Creve Coeur Shopping Center, And Containing An Emergency
Clause. First Reading**

City Clerk read Bill No. 5408 for the first time.

Mark Lucas and Paul Langdon each gave a brief presentation on the application.

Council Member D'Alfonso asked if there will be outdoor music where the outdoor seating will be.

Paul Langdon stated there is no prohibition against it.

Council Member Kistner moved, seconded by Council Member Wang for the second reading of Bill No. 5408, with the vote upon such motion being as follows, to-wit:

Council Member Kreuter – Aye
Council Member Wang – Aye
Council Member D'Alfonso – Aye
Council Member Saunders – Aye
Council Member Nealey – Aye
Council Member Kistner – Aye
Council Member Hoffman - Aye

The vote on the motion being 7 ayes and 0 nays, motion carried.

Council Member Kistner moved, seconded by Council Member Nealey to approve Bill No. 5408, with the vote upon such motion being as follows, to-wit:

Council Member Kistner – Aye
Council Member Nealey – Aye
Council Member Saunders – Aye
Council Member D'Alfonso – Aye
Council Member Wang – Aye
Council Member Kreuter – Aye
Council Member Hoffman – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5408 becomes Ordinance No. 5289.

NEW BUSINESS

- 5. Bill No. 5404 - An Ordinance Authorizing A Change Of Zoning From
“A” Single-Family Residential To “PRD” Planned Residential
Development And Approving A Site Development Plan For 28.6**



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**Acres Located On Ladue Road West Of Interstate 270 At The Former
Belle Maison Subdivision. First Reading**

City Clerk read Bill No. 5404 for the first time.

Dan Lang, President of Lang Gang stated he was present for the applicant and they have requested to table for three month period due to the number of comments at the public hearing held at the Planning and Zoning meeting. Delmar Gardens would like time to research to respond to the comments.

Council Member D'Alfonso stated she attended the subdivision meetings that Delmar Gardens had with residents before the application was brought before the City. Council Member D'Alfonso stated she attended the Planning and Zoning meetings and didn't hear any new questions there that weren't expressed at the subdivision meetings. Council Member D'Alfonso stated she doesn't understand which specific comments were new that Delmar Gardens feels like they need to do additional research.

Dan Lang stated as one example there was a question at the public hearing about the need for senior housing in the Creve Coeur community as well as the region. Delmar Gardens has some interest in studying that issue further so additional information can be presented to the Council.

Council Member Saunders stated he is questioning the request for additional time from the applicant since there will have been 65 days that passed between the last Planning and Zoning meeting and the scheduled January 14, 2013 Council meeting.

Dan Lang stated he cannot respond directly on the request by the applicant.

Council Member D'Alfonso stated she is surprised that the applicant is not present at the meeting this evening with so many residents willing to address the issue.

Dan Lang stated he is hoping that he can adequately relay the information from this meeting and the meeting minutes and recording will be available for the applicant to review.

The following residents spoke in opposition of the application for the reasons of: Comprehensive Plan, traffic, residential preservation, senior living, day care, protest petition, continuance request, commercial not a good neighbor.

- Ted Thomas – 153 Ladue Oaks Drive
- Judy Wasserman – 272 Prince Towne Drive
- Gary Ratkin – 12217 Kingshill Drive
- Audrey Stefanik – 12202 Kingshill Drive
- Margie Jaffe 0 12173 Winrock
- Judy Campbell – 314 Lyonnais Drive
- Steve Wasserman – 272 Prince Towne Drive
- Jeffrey Igou – 12225 Kingshill



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Council Member Hoffman read sections of the Comprehensive Plan into the record. (Exhibit B)

Carl Lumley stated he would like to call the Council's attention to the detailed findings in the proposed ordinance and if this application goes forward then the Council will need to pay attention to the site development plan if it comes forward.

Council Member Kistner stated the applicant has a substantial hurdle to overcome due to the Planning and Zoning negative recommendation and the protest petition, which will require a super majority vote by the Council. Council Member Kistner stated she is in support of the applicant's request to table.

Council Member Kistner moved, seconded by Council Member Wang to approve the applicants request to table application for 90 days.

Council Member Nealey stated she agrees with some of the comments made by Council Member Kistner but also is not convinced with the information that has been provided that Delmar Gardens didn't have or be able to anticipate that they would have to address all of the questions raised. Council Member Nealey stated for those reasons she would be voting nay on the tabling.

Council Member Saunders stated he attended all the meetings on this issue and there have been several delays along the way and stated he is disinclined for a deferral.

Council Member Wang stated he doesn't remember ever denying a tabling request by an applicant and would like to gauge a project on its merits. But feels this application has had plenty of time to respond to resident comments.

Council Member D'Alfonso read a statement and submitted it for the record. (Exhibit C)

Council Member Hoffman called the question to approve the request by applicant to table for 90 days, with the vote upon such motion being as follows, to-wit:

Council Member Kreuter – Nay
Council Member Wang – Nay
Council Member D'Alfonso – Nay
Council Member Saunders – Nay
Council Member Nealey – Nay
Council Member Kistner – Aye
Council Member Hoffman - Nay

The vote on the motion being 1 aye and 6 nays, motion failed.



CITY OF CREVE COEUR – MINUTES
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6. Bill No. 5405 - An Ordinance Adding Section 210.205 To The Code Of Ordinances Regarding Disturbance Of Funeral And Burial Services. First Reading

City Clerk read Bill No. 5405 for the first time.

Council Member Nealey stated this is a modest ordinance and a nice balance of first amendment rights and the rights of privacy for the individuals attending these services. Passing an ordinance doesn't preclude citizens from organizing efforts to respond to the types of individuals that protest at funerals.

Council Member D'Alfonso asked what happens when the ordinance is violated.

Mark Perkins stated the police department would handle enforcement of that and under penalty of Section B and general penalty provisions of the city's code of ordinances. The police department would handle as they would with any other enforcements matters in the city.

Carl Lumley stated they could be fined and could be cited in municipal court and the judge would decide the fines or jail time.

7. Bill No. 5406 - An Ordinance Accepting Dedication Of Warson Downs Road As A Public Street. First Reading

City Clerk read Bill No. 5406 for the first time.

8. Bill No. 5407 - An Ordinance Repealing Conditional Use Permit Ordinance 1470 And Authorizing The Issuance Of A New Conditional Use Permit For A 2,368 Square-Foot Eating And Drinking Establishment Located At 12637 Olive Boulevard Within The West Park Center, And Containing An Emergency Clause. First Reading

Previously approved.

9. Bill No. 5408 - An Ordinance Repealing Conditional Use Permit Ordinances Number 928 And 1727 And Authorizing The Issuance Of A New Conditional Use Permit For A 2,050 Square-Foot Eating And Drinking Establishment Located At 11921 Olive Boulevard Within The Creve Coeur Shopping Center, And Containing An Emergency Clause. First Reading

Previously approved.

10. Bill No. 5409 - An Ordinance Amending the Adopted 2012-2013 General Fund, Enterprise Fund and Capital Fund Budgets of the City of Creve Coeur by Authorizing Additional Appropriations and Unappropriations form Operating Departments. First Reading



CITY OF CREVE COEUR – MINUTES
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City Clerk read Bill No. 5409 for the first time.

Mark Perkins stated the City amends its budget from time to time. There was some unintended work for the city's HVAC system as well as some additional costs for temporary employees in our streets, final costs to our GIS system as well as some of our Capital costs including the Conway Road improvements which were budgeted entirely last year. There was also a piece of equipment that fell into that category. Staff made an adjustment in response to the reduction of the property tax rate on the revenue side.

11. Resolution No. 1034 - A Resolution Of The City Council Of The City Of Creve Coeur, Missouri Adopting The Watershed Management Plan Update Report As An Update To The City's Stormwater Master Plan.

City Clerk read Resolution No. 1034.

Council Member Wang moved, seconded by Council Member Saunders to approve Resolution No. 1034.

Mark Perkins stated at the last work session, staff provided a fairly detailed review of the Stormwater Master Plan.

David Caldwell resident of 257 Brooktrail Court stated he was unable to locate the full plan on the city's website and feels there should be a summary report with the ranking of the projects on the website. Information should be communicated to those properties listed in the plan.

Mark Perkins stated the plan was posted on the city's website last week.

Jim Heines stated the draft report has been posted on the city's website under stormwater committee for the past six months.

Council Member Nealey asked if there was any specific notification to residents whose property is directly identified.

Jim Heines stated there were requests on the city's website and in the newsletter over a year ago trying to get input from the public. Staff received 34 new issues as well as all of the old issues from the 1999 update that staff have been working on.

Council Member Nealey asked has the city expressly communicated with those residents listed in the report.

Mark Perkins stated the plan is on the city's website but there is no urgency for the Council to approve this tonight.

Council Member Saunders stated the plan should be more readily available for residents to review. Council Member Saunders stated part of the criterion was very objective in analyzing



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7:00 PM

what the priorities of projects were. Council Member Saunders stated he isn't sure what type of community input is being asked for before this is approved because the priorities are not going to change based on who lobbies for one project or another.

David Caldwell stated he recommends approving the report but feels it should be specifically communicated to those residents who addresses are listed in the report.

Robert Fry resident of 805 Country Manor Lane stated there are many older residents in Creve Coeur that don't own a computer and don't use the internet and feels the city should send a mailing.

Council Member Kistner asked if Council could still pass this resolution and staff also send out notification to those specific residents that could be affected.

Mark Perkins stated yes.

Council Member Hoffman called the question to approve Resolution No. 1034 as presented, with the vote upon such motion being as follows, to-wit:

Council Member Kreuter – Aye
Council Member Wang – Aye
Council Member D'Alfonso – Aye
Council Member Saunders – Aye
Council Member Nealey – Aye
Council Member Kistner – Aye
Council Member Hoffman - Aye

The vote on the motion being 7 ayes and 0 nays, motion carried.

BUSINESS FROM THE MAYOR and CITY COUNCIL

None

BUSINESS FROM CITY ADMINISTRATOR

None

Council Member Nealey moved, seconded by Council Member Hoffman to adjourn at 9:16 p.m., with the vote upon such motion being as follows, to-wit:

Council Member D'Alfonso – Aye
Council Member Wang – Aye
Council Member Kreuter – Aye
Council Member Kistner - Aye



CITY OF CREVE COEUR – MINUTES
CITY COUNCIL MEETING
Monday, December 10, 2012
7:00 PM

Council Member Nealey – Aye
Council Member Saunders – Aye
Council Member Hoffman – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried.

Submitted by:

Deborah Ryan
City Clerk

Robert Hoffman
Council President



City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, Missouri 63141
(314) 432-6000
www.creve-coeur.org

DATE: December 21, 2012

TO: Mark Perkins, City Administrator

FROM: Daniel Smith, Director of Finance

SUBJECT: Bills Payable

For your information and transmittal to the City Council, is a list of bills payable dated December 21, 2012 in the amount of \$1,129,776.13.



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

NO DEPT - NO DIV

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
01861	0		121012	10-Dec-12	C-EDGE SOFTWARE CONSULTANTS LLC	OVERPAYMENT BUSINESS LICENSE	01-00-00-4402	30.00	
00080	0		73661855	13-Dec-12	DIERBERGS	PRISONER MEALS	01-00-00-2410	14.32	
01862	0		121012	10-Dec-12	FIVE GUYS BURGERS AND FRIES	OVERPAYMENT BUSINESS LICENSE	01-00-00-4402	880.00	
01874	0		121212	12-Dec-12	SMITH, JULIE	SEWER LATERAL REPAIR REIMB	02-00-00-1901	2,120.00	
01873	0		120412	04-Dec-12	TUCKER, JEFF	SEWER LATERAL REPAIR REIMB	02-00-00-1901	2,012.00	
Sum of Invoices									5,056.32



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

LEGISLATIVE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01865	0		1597514-OAF	29-Nov-12	ARMSTRONG TEASDALE LLP	SPEC CNSL OLIVE/GRAESER NOTES	01-11-12-6201	3,500.00
00137	0		101012	10-Oct-12	CREVE COEUR PARKS & REC	ITEMS 2012 C/C GOLF TOURN.	01-11-12-7315	434.42
00080	0		23071845	10-Dec-12	DIERBERGS	FOOD FOR STAFF & COUNCIL	01-11-12-6264	19.40
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-11-12-5243	45.64
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-11-13-5243	<u>62.38</u>
Sum of Invoices								4,061.84



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

Administration

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00005	0		1661823	11-Dec-12	AMERICAN STAMP	NAME BADGE	01-12-11-6202	16.49
01120	0		113012	30-Nov-12	ASI	ADMIN FEES FOR NOV 2012	01-12-11-6203	100.00
01120	0		113012	30-Nov-12	ASI	ADMIN FEES FOR NOV 2012	01-12-11-6203	71.30
00418	0		1835	03-Dec-12	CITYTECH USA, INC.	ANNUAL MEMBERSHIP 2013	01-12-11-6203	390.00
01447	0	P001473	18913	11-Dec-12	DIVERSIFIED PRINTING INC	DECEMBER 2012 NEWSLETTER	01-12-11-6203	898.00
00053	0		37720	03-Dec-12	MERCY CORPORATE HEALTH	DOT TESTING	01-12-11-6271	90.00
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-12-11-5243	335.78
01262	0	P001456	27285	30-Nov-12	SPECIALTY MAILING	MAILING OF DEC 2012 NEWSLETTER	01-12-11-6203	225.26
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-12-11-6253	52.13
Sum of Invoices								2,178.96



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

IT

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-12-51-5243	123.93	
00073	0	P001553	T819330	30-Nov-12	CDW-G	PATCH MANAGEMENT SOFTWARE	01-12-51-7332	<u>2,312.40</u>	
							Sum of Invoices		2,436.33



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

FINANCE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-13-11-5243	284.28
00309	0		11553	01-Dec-12	ST LOUIS AREA MAPS, INC.	2013 STREET GUIDE	01-13-11-6202	18.10
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-13-11-6253	<u>52.13</u>
Sum of Invoices								354.51



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

MUNICIPAL COURT

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
00005	0		1661858	11-Dec-12	AMERICAN STAMP	SECURITY STAMPS	01-13-14-7304	62.60	
00779	0	P001467	INV00010366	30-Sep-12	AMERICAN TRAFFIC SOLUTIONS	CAMERA FEES-SEPT 2012	01-13-14-6248	45,028.55	
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-13-14-5243	<u>198.87</u>	
							Sum of Invoices		45,290.02



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

INTERDEPARTMENTAL

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00249	0		43751	06-Dec-12	AMERICAN CARNIVAL MART	ITEMS FOR EMP REC LUNCH	01-13-15-6272	8.82
00014	0		12/12	06-Dec-12	CHARTER COMMUNICATIONS	SERVICE @ CITY HALL	01-13-15-6255	82.35
00045	0		01	28-Nov-12	OFFICE DEPOT	REPLACEMENT STAMP PADS	01-13-15-7312	14.58
00045	0		1	30-Nov-12	OFFICE DEPOT	MEMORY CARD	01-13-15-7312	56.15
00045	0		01	03-Dec-12	OFFICE DEPOT	CARTRIDGE	01-13-15-7312	78.76
00045	0		01	26-Nov-12	OFFICE DEPOT	INKJET CARTRIDGES	01-13-15-7312	69.27
00166	0		878615	26-Nov-12	OFFICEMAX	PENS, FOLDERS	01-13-15-7312	55.68
00076	0		36522955	14-Dec-12	PEPSI-COLA	SODA FOR VENDING MACHINES	01-13-15-7304	191.93
00077	0		7594734	30-Nov-12	QUILL	TONER CARTRIDGE	01-13-15-7312	263.49
00340	0		1309	03-Dec-12	SLAIT	LIABILITY INSURANCE	01-13-15-6220	43,088.00
00354	0		5652	07-Dec-12	ST LOUIS LASER, INC.	EMPLOYEE OF YEAR PLAQUE	01-13-15-6272	50.25
01169	0		3187434509	01-Dec-12	STAPLES ADVANTAGE	FILE FOLDERS, ENVELOPES	01-13-15-7312	61.57
01169	0		3184027248	13-Oct-12	STAPLES ADVANTAGE	TONER CARTRIDGES	01-13-15-7312	858.70
01169	0		3184027249	13-Oct-12	STAPLES ADVANTAGE	TONER CARTRIDGES	01-13-15-7312	680.71
01169	0		3183660725	06-Oct-12	STAPLES ADVANTAGE	PANEL CLIPS, FILE FOLDERS	01-13-15-7312	61.28
01169	0		3183660724	06-Oct-12	STAPLES ADVANTAGE	D-CELL BATTERIES	01-13-15-7312	10.56
01169	0		3184027250	13-Oct-12	STAPLES ADVANTAGE	9X12 ENVELOPES	01-13-15-7312	53.90
01169	0		3183660722	06-Oct-12	STAPLES ADVANTAGE	RUBBERBANDS,FILE JACKETS	01-13-15-7312	28.96
01169	0		3183660723	06-Oct-12	STAPLES ADVANTAGE	CREDIT MEMO	01-13-15-7312	-10.56
00402	0		2693	17-Dec-12	UNITED STATES POSTAL SERVICE	BULK MAIL PERMIT RENEWAL	01-13-15-6269	190.00
Sum of Invoices								45,894.40



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

COMMUNITY SERVICES

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00080	0		1341-126-5	08-Dec-12	DIERBERGS	SUPPLIES FOR GINGERBREAD EVENT	01-14-11-7304	21.70
00116	0		1399-1	07-Dec-12	SAM'S CLUB	GINGERBREAD HOUSE SUPPLIES	01-14-11-7304	9.98
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-14-11-5243	<u>32.24</u>
Sum of Invoices								63.92



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

ICE ARENA

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00722	0		8360	30-Nov-12	ACCUTIME LLC	TIME CARDS	06-14-31-6213	30.00
00195	0		R3675	07-Nov-12	ALARM 24, INC.	ALARM MONITORING SERVICE	06-14-31-6212	90.00
01550	0		452-5468776	04-Dec-12	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (120412)	06-14-31-7301	0.88
01550	0		452-5495020	11-Dec-12	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (121112)	06-14-31-7301	0.88
01550	0		452-5468776	04-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORMS (120412)	06-14-31-7308	3.96
01550	0		452-5495020	11-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORMS (121112)	06-14-31-7308	3.96
00948	0		114921	01-Nov-12	C&R MECHANICAL	MAINTENANCE AGREEMENT	06-14-31-6211	1,686.00
00080	0		1930-174-5	08-Dec-12	DIERBERGS	BIRTHDAY CAKES	06-14-31-7304	51.98
00080	0		4675-186-5	02-Dec-12	DIERBERGS	BIRTHDAY CAKE	06-14-31-7304	29.99
00081	0		9007332928	29-Nov-12	GRAINGER	LOCK FOR LOCKER ROOM RESTROOM	06-14-31-6212	79.92
00081	0		9007332936	29-Nov-12	GRAINGER	CLEANING SUPPLIES	06-14-31-7301	7.38
00081	0		9004949203	27-Nov-12	GRAINGER	HEATER	06-14-31-6212	78.20
00081	0		9004949203	27-Nov-12	GRAINGER	BELTS/PINS	06-14-31-6211	18.42
00081	0		9004949203	27-Nov-12	GRAINGER	SCREWS	06-14-31-7302	24.94
00082	0		0647921	04-Dec-12	METROLIFT PROPANE	PROPANE FOR OLYMPIA	06-14-31-7307	120.11
00340	0		1309.1	03-Dec-12	SLAIT	WORK COMP (7/1/12-7/1/13)	06-14-31-5243	3,430.66
00711	0		320225686	14-Nov-12	TERMINIX	PEST CONTROL	06-14-31-6212	34.00
01048	0		2836986874.	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	06-14-31-6253	52.13
Sum of Invoices								5,743.41



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

GOLF MAINTENANCE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
00040	0		795824	30-Oct-12	MILBRADT	VACUUM TUBE & CHOKE SHAFT	06-14-32-6211	18.91	
00175	0		872631-0	12-Sep-12	MTI DISTRIBUTING, INC.	TINES	06-14-32-6211	29.40	
00340	0		1309.1	03-Dec-12	SLAIT	WORK COMP (7/1/12-7/1/13)	06-14-32-5243	<u>801.77</u>	
							Sum of Invoices		850.08



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

PRO SHOP

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00722	0		8360	30-Nov-12	ACCUTIME LLC	TIME CARDS	06-14-33-7304	30.00
00195	0		R3675	07-Nov-12	ALARM 24, INC.	ALARM MONITORING SERVICE	06-14-33-6212	90.00
00948	0		114921	01-Nov-12	C&R MECHANICAL	MAINTENANCE AGREEMENT	06-14-33-6211	562.00
00340	0		1309.1	03-Dec-12	SLAIT	WORK COMP (7/1/12-7/1/13)	06-14-33-5243	522.93
00711	0		320225686	14-Nov-12	TERMINIX	PEST CONTROL	06-14-33-6212	34.00
Sum of Invoices								1,204.93



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

SNACK BAR

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
01550	0		452-5468776	04-Dec-12	ARAMARK UNIFORM SERVICES	WIPING TOWELS (120412)	06-14-34-7301	3.58	
01550	0		452-5495020	11-Dec-12	ARAMARK UNIFORM SERVICES	WIPING TOWELS (121112)	06-14-34-7301	3.58	
01072	0		607205	07-Dec-12	C.R. FRANK POPCORN AND SUPPLY CO.	SNACKS FOR RESALE	06-14-34-8319	76.69	
00084	0	P001476	3878311405	04-Dec-12	COCA-COLA	SODA FOR RESALE (12/24/12)	06-14-34-8317	574.92	
00084	0		3817376306	12-Jun-12	COCA-COLA	CREDIT MEMO	06-14-34-8317	-120.00	
01304	0		0960893	20-Nov-12	LANDSHIRE, INC.	SANDWICHES FOR RESALE	06-14-34-8315	63.07	
01471	0		89067	29-Nov-12	RL MUELLER NATIONAL DIST., INC.	SNACKS FOR RESALE	06-14-34-8319	247.10	
01471	0		89067	29-Nov-12	RL MUELLER NATIONAL DIST., INC.	MISCELLANEOUS	06-14-34-8321	14.13	
00340	0		1309.1	03-Dec-12	SLAIT	WORK COMP (7/1/12-7/1/13)	06-14-34-5243	64.06	
Sum of Invoices									927.13



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

BUILDING MAINTENANCE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01550	0		452-5442430	27-Nov-12	ARAMARK UNIFORM SERVICES	CH UNIFORM RENTAL (11/27/12)	01-16-11-7308	135.96
01550	0		452-5468775	04-Dec-12	ARAMARK UNIFORM SERVICES	CH UNIFORM RENTAL (12/4/12)	01-16-11-7308	59.37
01550	0		452-5495019	11-Dec-12	ARAMARK UNIFORM SERVICES	CH UNIFORMS (12/11/12)	01-16-11-7308	7.92
01867	0		14683	03-Dec-12	AUTHORIZED ELEVATOR	CONTRACT MAINT DEC12-FEB 13	01-16-11-6211	125.00
00117	0		4013989	11-Dec-12	HOME DEPOT	MTRLS-INSTALL TV IN GYM	01-16-11-6212	282.87
00039	0		808463	07-Dec-12	INDUSTRIAL SOAP	TOWELS FOR CITY HALL	01-16-11-6212	382.50
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-16-11-5243	943.70
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-16-11-6253	32.41
00054	0		01939929	04-Dec-12	WALTER KNOLL FLORIST	MONTHLY PLANT MAINT-JAN 2013	01-16-11-6212	80.00
00007	0		379-613927	29-Nov-12	BATTERIES PLUS	BATTERIES FOR PANIC ALARMS	01-16-11-6212	13.45
Sum of Invoices								2,063.18



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

POLICE-ADMIN

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00640	0		246798	26-Nov-12	BOB BARKER CO	(9) BOXES OF LATEX GLOVES	01-21-11-6271	111.98
00285	0		112712	27-Nov-12	EIDMAN, GLENN	MONTHLY FBINAA MEETING FEES	01-21-11-6264	18.00
00125	0	P001529	279414.1	15-Nov-12	LEON UNIFORM	4 EA 36200 DRESS PANTS	01-21-11-5107	191.80
00125	0	P001529	279414.1	15-Nov-12	LEON UNIFORM	4 EA 314-3 LONG SLEEVE SHIRT W	01-21-11-5107	163.94
00125	0	P001529	279414.1	15-Nov-12	LEON UNIFORM	2 EA V47680 CARGO PANTS	01-21-11-5107	145.00
00125	0		279414.2	15-Nov-12	LEON UNIFORM	PO #01529 OVERAGE	01-21-11-5107	82.00
00053	0		37675	03-Dec-12	MERCY CORPORATE HEALTH	3RD DOSE OF HEP B FOR OFFICER	01-21-11-6271	68.00
00852	0		112712	27-Nov-12	ROMAS, JON	FBINAA MONTHLY MEETING FEES	01-21-11-6264	18.00
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-21-11-5243	4,791.79
00092	0	P001454	43949	15-Nov-12	ST LOUIS COUNTY	DEC 2012 CARE CONTRACT	01-21-11-6202	23.91
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-21-11-6253	84.54
00091	0		204612	27-Nov-12	WIRELESS USA	CAR 2426 INSTALL NEW ANTENNA	01-21-11-6211	141.62
Sum of Invoices								5,840.58



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

POLICE-INVESTIGATIONS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00095	0		233781	10-Dec-12	DOBBS TIRE & AUTO	2 GOODYEAR IMPALA TIRES	01-21-21-6210	180.00
00094	0		157750	12-Dec-12	FIRESTONE	CAR 2426 2 TIRES + INSTALL	01-21-21-6210	236.85
00094	0		157789	13-Dec-12	FIRESTONE	CAR 2423 3000 MILE SERVICE	01-21-21-6210	22.99
00094	0		157766	12-Dec-12	FIRESTONE	INSTALL TWO TIRES ON CAR 2423	01-21-21-6210	41.60
00125	0	P001530	279414.	15-Nov-12	LEON UNIFORM	6 EA V47680 CARGO PANTS	01-21-21-5107	435.00
00125	0	P001530	279414.	15-Nov-12	LEON UNIFORM	2 EA 314-3 LONG SLEEVE SHIRT W	01-21-21-5107	81.98
00125	0	P001530	279414.	15-Nov-12	LEON UNIFORM	4 EA Z314-3 LONG SLEEVE W/ZIP	01-21-21-5107	203.96
00125	0	P001530	279414.	15-Nov-12	LEON UNIFORM	2 EA Z314-3-OS1 OVER-SIZED LON	01-21-21-5107	107.98
00125	0	P001530	279414.	15-Nov-12	LEON UNIFORM	2 EA 36200 DRESS PANTS	01-21-21-5107	95.90
00125	0	P001530	279404A	15-Nov-12	LEON UNIFORM	2 EA Z9314-3 WOMEN'S LONG SLE	01-21-21-5107	101.98
00125	0	P001530	279404A	15-Nov-12	LEON UNIFORM	2 EA V47690 WOMEN'S CARGO PANT	01-21-21-5107	145.00
01228	0		1432814-20121130	30-Nov-12	LEXISNEXIS	NOVEMBER USER FEES	01-21-21-6202	180.25
00298	0		0103131-IN	29-Nov-12	SIRCHIE	ITEMS FOR INVESTIGATIONS UNIT	01-21-21-7304	160.00
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-21-21-5243	5,823.42
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-21-21-6253	194.46
Sum of Invoices								8,011.37



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

POLICE-PATROL

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00007	0		379-612989	01-Nov-12	BATTERIES PLUS - 270	BATTERY FOR MOTORCYCLE 2421	01-21-22-6210	115.29
00681	0		21135	27-Nov-12	DATA911	CPU MOUNT CONVERSION KIT-2419	01-21-22-6210	246.00
00234	0		379053	11-Dec-12	ED. ROEHR SAFETY PRODUCTS	INNER BELT FOR RES OFF. FEDDER	01-21-22-5107	14.62
00234	0	P001541	379090	11-Dec-12	ED. ROEHR SAFETY PRODUCTS	4 EA C3XT6RB LED C3 LIGHT HEAD	01-21-22-6210	214.00
00234	0	P001541	379090	11-Dec-12	ED. ROEHR SAFETY PRODUCTS	SHIPPING	01-21-22-6210	250.00
00234	0	P001541	379090	11-Dec-12	ED. ROEHR SAFETY PRODUCTS	1 EACH SDETFBSSN-P FLASHBACK S	01-21-22-6210	50.00
00234	0	P001541	379090	11-Dec-12	ED. ROEHR SAFETY PRODUCTS	2 EA C3HB915B LED C3 HIDE-A-B	01-21-22-6210	142.03
00234	0	P001541	379090	11-Dec-12	ED. ROEHR SAFETY PRODUCTS	2 EA C3HB6PAK-RB LED C3	01-21-22-6210	130.00
00234	0		378784	06-Dec-12	ED. ROEHR SAFETY PRODUCTS	CODE 3 LIGHT, 2 BRACKETS	01-21-22-6210	125.88
00234	0		378785	06-Dec-12	ED. ROEHR SAFETY PRODUCTS	CREDIT FOR CODE 3 LIGHT RETURN	01-21-22-6210	-116.00
00094	0		157273	29-Nov-12	FIRESTONE	CAR 2405 3000 MILE + CABIN FIL	01-21-22-6210	56.98
00094	0		157276	29-Nov-12	FIRESTONE	CAR 2404 ROTATE TIRES, CK ALIG	01-21-22-6210	18.69
00094	0		157370	01-Dec-12	FIRESTONE	CAR 2404 REPLACE 2 BULBS	01-21-22-6210	25.48
00094	0		157582	07-Dec-12	FIRESTONE	CAR 2413 3000 MILE, FUEL FILTE	01-21-22-6210	110.87
00094	0		157477	04-Dec-12	FIRESTONE	CAR 2407 3000 MILE SERVICE	01-21-22-6210	22.99
00094	0		157802	13-Dec-12	FIRESTONE	INSTALL TIRE ON CAR 2424	01-21-22-6210	13.17
00125	0	P001554	281417-01	29-Nov-12	LEON UNIFORM	UNIFORM SUPPLIES FOR OFFICER	01-21-22-5107	815.16
00125	0	P001535	279414	15-Nov-12	LEON UNIFORM	VARIOUS UNIFORM ITEMS FOR THE	01-21-22-5107	6,837.02
00125	0	P001535	279403	15-Nov-12	LEON UNIFORM	VARIOUS UNIFORM ITEMS FOR THE	01-21-22-5107	500.76
00125	0		265599	03-Apr-12	LEON UNIFORM	CRED FOR RETRN OFFICER TROUSER	01-21-22-5107	-24.55
00125	0	P001535	279404	15-Nov-12	LEON UNIFORM	VARIOUS ITEMS FOR FALL ORDER 2	01-21-22-5107	924.82
00608	0		75948	16-Oct-12	NORTHWEST TIRE & AUTO	WIRE TRAILER HITCH FOR LIGHTS	01-21-22-6210	48.91
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-21-22-5243	32,307.06
00266	0		243101	12-Dec-12	SUNTRUP	CAR 2406 REPLACE AIRBAG SWITCH	01-21-22-6210	184.83
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-21-22-6253	354.57
00311	0		557960	28-Nov-12	WEBER CHEVROLET	CAR 2411 REPLACE BELT TNSIONER	01-21-22-6210	192.83
Sum of Invoices								43,561.41



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

PUBLIC WORKS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-31-11-5243	3,271.15
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-31-11-6253	171.31
Sum of Invoices								3,442.46



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

STREETS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00131	0		9906050783	30-Nov-12	AIRGAS	GAS RENTAL FOR SHOP	01-31-41-7307	45.29
01550	0		452-5495016	11-Dec-12	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (12/11/12)	01-31-41-6212	8.91
01550	0		452-5468773	04-Dec-12	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (12/4/12)	01-31-41-6212	8.91
01550	0		452-5442427	27-Nov-12	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (11/27/12)	01-31-41-6212	8.91
01550	0		452-5495016	11-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (12/11/12)	01-31-41-7308	63.06
01550	0		452-5468773	04-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (12/4/12)	01-31-41-7308	45.10
01550	0		452-5442427	27-Nov-12	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (11/27/12)	01-31-41-7308	41.30
00010	0		918430	04-Dec-12	BRANNEKY HARDWARE	TARPS FOR SALT SPREADER	01-31-41-6212	179.98
00010	0		919104	12-Dec-12	BRANNEKY HARDWARE	OFFICE ITEMS	01-31-41-7304	2.29
00010	0		918420	03-Dec-12	BRANNEKY HARDWARE	SHOP SUPPLIES	01-31-41-7304	99.93
00010	0		919104	12-Dec-12	BRANNEKY HARDWARE	MAINTENANCE ITEMS	01-31-41-7305	5.76
00010	0		917815	17-Nov-12	BRANNEKY HARDWARE	BINDERS FOR SALT SPREADER	01-31-41-7310	83.96
00010	0		918430	04-Dec-12	BRANNEKY HARDWARE	SPRINGS FOR SALT SPREADER	01-31-41-7310	2.76
00010	0		917815	17-Nov-12	BRANNEKY HARDWARE	CALCULATOR (H&W)	01-31-41-7311	4.99
00013	0		1763-203110	05-Dec-12	CARQUEST AUTO PARTS	OIL FILTERS FOR (1) TON	01-31-41-6210	13.65
00013	0		1763-202910	30-Nov-12	CARQUEST AUTO PARTS	CARB CLEANER FOR VEHICLES	01-31-41-6210	38.52
00013	0		1763-203155	06-Dec-12	CARQUEST AUTO PARTS	WINDSHIELD WIPERS-TRUCKS	01-31-41-6210	191.64
00013	0		1763-203015	03-Dec-12	CARQUEST AUTO PARTS	FUEL FILTERS FOR LEAF VACS	01-31-41-6211	14.28
00099	0		1286042	31-Oct-12	CEEKAY SUPPLY	GAS RENTAL FOR SHOP	01-31-41-7307	64.08
00099	0		1288671	30-Nov-12	CEEKAY SUPPLY	GAS RENTAL FOR GARAGE	01-31-41-7307	62.10
01466	0		140040458	11-Dec-12	CROSS MIDWEST TIRE	TIRES FOR TRUCK #206	01-31-41-6210	444.04
00049	0		35418	04-Dec-12	EMPLOYEE STAFFING GROUP	TEMP HELP W/O 11/26/12	01-31-41-6207	4,887.00
00049	0		35433	11-Dec-12	EMPLOYEE STAFFING GROUP	TEMP HELP W/O 12/3/12	01-31-41-6207	4,428.00
00413	0		X-24210	27-Nov-12	FASTSIGNS	SIGNS-CONWAY PARK BACKGATE	01-31-41-7311	77.62
00413	0		X-24340	11-Dec-12	FASTSIGNS	STAKES,WIRE FOR SIGNS	01-31-41-7311	159.00
00128	0		S3177466.001	26-Nov-12	FROST ELECTRIC	MTRLS-BREAKER ROOM LIGHTS	01-31-41-6212	167.17
00128	0		S3175302.001	16-Nov-12	FROST ELECTRIC	LIGHTS FOR OLIVE ST LIGHTING	01-31-41-6251	75.52
00128	0		S3175336.001	16-Nov-12	FROST ELECTRIC	SCREW DRIVER REPLACEMENT	01-31-41-7302	38.00
01292	0		034107100	05-Dec-12	HOLT ELECTRICAL SUPPLIES	OLIVE LIGHTING SUPPLIES	01-31-41-6251	538.38
01636	0		0347-000151807	30-Nov-12	JOHNNY ON THE SPOT	RENTAL OF TWO UNITS	01-31-41-6266	164.22
00789	0		398456	11-Dec-12	K&K SUPPLY	TARPS FOR LEAF VAC	01-31-41-6211	90.00
00156	0		0053891	30-Nov-12	L & C TRUCK REPAIR, INC.	REPAIR TRUCK #309	01-31-41-6210	1,105.35



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

STREETS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00156	0		0053942	03-Dec-12	L & C TRUCK REPAIR, INC.	DRAIN VALVE FOR TRUCK	01-31-41-6210	11.44
00103	0		464461	05-Dec-12	MIDWESTERN PEST CONTROL	PEST CONTROL SVC @ GARAGE	01-31-41-7301	47.50
00040	0		797340	28-Nov-12	MILBRADT	AIR CLEANER,PLUG FOR ROLLER	01-31-41-6211	41.38
00411	0		103547	30-Nov-12	N.B. WEST CONTRACTING CO.	COLD PATCHING MTRLS-STREETS	01-31-41-7305	130.00
00047	0		P96883	16-Nov-12	PAT KELLY EQUIPMENT	FENCING & POSTS-STREETS	01-31-41-7308	295.10
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-31-41-5243	15,839.92
00309	0		11592	04-Dec-12	ST LOUIS AREA MAPS, INC.	STREET GUIDES	01-31-41-7304	60.54
00270	0		83109	27-Nov-12	TERMINAL SUPPLY CO.	SHOP SUPPLIES	01-31-41-6212	93.99
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-31-41-6253	122.33
Sum of Invoices								29,801.92



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

HEALTH & WELFARE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01836	0		77438	07-Dec-12	CRITTER CONTROL	DEER REMOVAL	01-31-42-6214	450.00
01480	0		2110802253	30-Nov-12	IESI MO - CHAMP LANDFILL LLC	DEER REMOVAL-S MASON	01-31-42-6214	51.13
01726	0		7366	30-Nov-12	ST LOUIS COUNTY DOH	MOSQUITO CONTROL-2012	01-31-42-6216	3,514.50
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-31-42-6253	32.41
Sum of Invoices								4,048.04



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

PARKS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01550	0		452-5495016	11-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (12/11/12)	01-31-43-7308	63.05
01550	0		452-5468773	04-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (12/4/12)	01-31-43-7308	45.09
01550	0		452-5442427	27-Nov-12	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (11/27/12)	01-31-43-7308	41.30
00010	0		918420	03-Dec-12	BRANNEY HARDWARE	PARKS PRUNING EQUIPMENT	01-31-43-7302	124.95
00128	0		S3180215.001	03-Dec-12	FROST ELECTRIC	ELEC JUNCTION BOX-CONWAY PK	01-31-43-6212	525.59
01872	0		7346	29-Nov-12	GRUBER SYSTEMS, INC.	HAND LOTION - PARKS	01-31-43-6212	50.76
00558	0		5843159	28-Nov-12	HD SUPPLY-WATERWORKS	DRAIN SUPPLIES-PARKS	01-31-43-6212	43.50
00103	0		464461	05-Dec-12	MIDWESTERN PEST CONTROL	PEST CONTROL SVC @ GARAGE	01-31-43-7301	47.50
00040	0		797545	03-Dec-12	MILBRADT	2 CYCLE OIL-SHOP EQUIP	01-31-43-6211	63.75
00040	0		797396	29-Nov-12	MILBRADT	FUEL PUMP FOR CONCRETE SAW	01-31-43-6211	47.44
00040	0		797635	04-Dec-12	MILBRADT	SPARK PLUGS-SHOP SUPPLIES	01-31-43-6211	18.90
00040	0		797374	29-Nov-12	MILBRADT	SPARK PLUGS-STREET SAWS	01-31-43-6211	7.66
00865	0		234485	01-Dec-12	OUTDOOR SOLUTIONS	MOWING	01-31-43-6212	951.83
00968	0		68680493	14-Nov-12	SIMPLEX GRINNELL	BATTERY REPLACEMENT IN PANEL	01-31-43-6212	625.66
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-31-43-5243	2,804.74
00557	0		32240	30-Nov-12	STANDARD REFRIGERATION	PLUMBING SUPPLIES-MILL PARK	01-31-43-6212	673.83
01483	0		2952	27-Nov-12	TURFGRASS PROFESSIONALS	PARKS MOWING-NOV 2012	01-31-43-6212	981.00
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-31-43-6253	37.79
Sum of Invoices								7,154.34



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

COMMUNITY DEVELOPMENT - PLANNING

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00213	0		120312-1	03-Dec-12	MCLAUGHLIN COURT REPORTING SERVICES	COURT RPT P/Z MTG 120312	01-32-11-6202	87.00
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-32-11-5243	236.55
00309	0		11592	04-Dec-12	ST LOUIS AREA MAPS, INC.	STREET GUIDES	01-32-11-7304	20.18
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-32-11-6253	<u>149.45</u>
Sum of Invoices								493.18



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

COMMUNITY DEVELOPMENT - BUILDING

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00574	0		19198	19-Nov-12	BUNDLE BAND INDUSTRIES, INC.	ARCHIVING TAGS & CLIPS	01-32-61-7304	74.95
01822	0		2921681	04-Dec-12	INTERNATIONAL CODE COUNCIL	MEMBERSHIP DUES 2013-S UNSER	01-32-61-6262	125.00
01751	0		INV0222428	26-Nov-12	INTERNATIONAL CODE COUNCIL, INC	IBC,IRC,IECC PLAN REVIEW	01-32-61-7304	89.50
01770	0		2012-016	01-Dec-12	SLACE	MEMBERSHIP DUES 2013-BOLLS	01-32-61-6262	35.00
00340	0		1309.	30-Nov-12	SLAIT	WORK COMP (7/1/12 - 7/1/13)	01-32-61-5243	7,946.13
00309	0		11592	04-Dec-12	ST LOUIS AREA MAPS, INC.	STREET GUIDES	01-32-61-7304	40.38
01048	0		2836986874	01-Dec-12	VERIZON WIRELESS	CELL PHONE USAGE	01-32-61-6253	194.46
01048	0		2838863826	04-Dec-12	VERIZON WIRELESS	INSPECTORS TABLETS	01-32-61-6253	150.00
Sum of Invoices								8,655.42



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

12/21/2012

CAPITAL IMPROVEMENTS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
00253	0		12/12	16-Nov-12	FIRST BANK OF MISSOURI	BOND PAYMENT-MILLENNIUM PARK	02-61-71-9514-13301	901,896.88	
00269	0		T365943	03-Dec-12	TERRACON	2012 ASPHALT TESTING	02-61-71-9510-13601	<u>745.50</u>	
							Sum of Invoices		902,642.38
GRAND TOTAL OF ALL INVOICES									1,129,776.13



City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, Missouri 63141
(314) 432-6000
www.creve-coeur.org

DATE: January 9, 2013

TO: Mark Perkins, City Administrator

FROM: Daniel Smith, Director of Finance

SUBJECT: Bills Payable

For your information and transmittal to the City Council, is a list of bills payable dated January 9, 2013 in the amount of \$245,577.95.



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

NO DEPT - NO DIV

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01886	0		123112	31-Dec-12	HOCH, CHARLOTTE	SEWER LATERAL REIMBURSEMENT	02-00-00-1901	1,870.40
01881	0		010313	03-Jan-13	LION'S CHOICE	OVERPAYMENT-2013 BUS LICENSE	01-00-00-4402	756.00
01884	0		010313	03-Jan-13	MCNEW, WILLIAM	SEWER LATERAL REIMBURSEMENT	02-00-00-1901	2,220.00
01885	0		010313	03-Jan-13	PLAGEMANN, FRANCIS	SEWER LATERAL REIMBURSEMENT	02-00-00-1901	2,360.00
00116	0		3365	18-Dec-12	SAM'S CLUB	PRISONER MEALS	01-00-00-2410	81.26
01342	0	P001570	73	04-Dec-12	ST LOUIS COUNTY DEPARTMENT OF JUSTICE SERVICE	CHARGES FOR ST LOUIS COUNTY ME	01-00-00-2410	900.00
00877	0		121812	18-Dec-12	WESTGATE RESEARCH	OVERPAYMENT-2013 BUS LICENSE	01-00-00-4402	67.50
Sum of Invoices								8,255.16



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

LEGISLATIVE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00080	0		2307-184-5	10-Dec-12	DIERBERGS	FOOD FOR STAFF MEETING	01-11-12-6264	19.40
00378	0		300000163	03-Jan-13	MISSOURI MUNICIPAL LEAGUE	DUES FOR 2013	01-11-12-6262	<u>1,969.14</u>
							Sum of Invoices	1,988.54



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

ADMINISTRATION

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00304	0		121312	13-Dec-12	SLACMA	12/12 SLACMA MTG-M PERKINS	01-12-11-6264	40.00
00304	0		121312.	13-Dec-12	SLACMA	12/12 SLACMA MTG-S STOTT	01-12-11-6264	<u>40.00</u>
Sum of Invoices								80.00



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

IT

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00045	0		636472034001	12-Dec-12	OFFICE DEPOT	KEYBOARD & MDSE	01-12-51-6213	57.05
01169	0		3188640938	22-Dec-12	STAPLES ADVANTAGE	KEYBOARD REPLACEMENT	01-12-51-6213	39.19
01169	0		3188640939	22-Dec-12	STAPLES ADVANTAGE	TONER COLLECTION UNIT	01-12-51-6213	12.99
00050	0		INV0026280	15-Dec-12	REJIS	PIX FIREWALL MAINTENANCE	01-12-51-6213	<u>21.24</u>
							Sum of Invoices	130.47



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

FINANCE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00016	0		121412	14-Dec-12	COLLECTOR OF REVENUE	SALES TAX RPT-DEC 2012	01-13-11-6202	20.00
00145	0	P001465	49280	30-Nov-12	HOCHSCHILD, BLOOM & COMPANY LLP	FINAL PAYMENT FY12 AUDIT	01-13-11-6209	3,450.00
01169	0		3188238356	15-Dec-12	STAPLES ADVANTAGE	DUSTERS	01-13-11-7304	<u>8.99</u>
Sum of Invoices								3,478.99



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

INTERDEPARTMENTAL

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00014	0	P001494	0215116 1/13	06-Dec-12	CHARTER COMMUNICATIONS	JAN 13 TV SERVICE FOR GARAGE	01-13-15-6255	67.47
00955	0		12/11/12	11-Dec-12	HUNTER-MANNING, PAMELA	CANDY FOR EMPLOYEE PARTY	01-13-15-6272	43.82
00154	0		223145856	18-Dec-12	KONICA MINOLTA BUSINESS SOLUTIONS	MONTHLY SVC FEE	01-13-15-6213	393.29
00045	0		637836485001	20-Dec-12	OFFICE DEPOT	LABELS, ENVELOPES	01-13-15-7312	81.59
00045	0		637839559001	20-Dec-12	OFFICE DEPOT	FILE FOLDER LABELS	01-13-15-7312	16.31
00045	0		636472034001	12-Dec-12	OFFICE DEPOT	WINDOW ENVELOPES	01-13-15-7312	32.04
00045	0		1533036371	13-Dec-12	OFFICE DEPOT	CARDSTOCK FOR CAFR	01-13-15-7312	7.01
00045	0		636250373001	11-Dec-12	OFFICE DEPOT	PAPER	01-13-15-7312	35.22
00166	0		268818	11-Dec-12	OFFICEMAX	WRIST REST, TONER	01-13-15-7312	91.95
01169	0		3188640938	22-Dec-12	STAPLES ADVANTAGE	BATTERIES, TONER	01-13-15-7312	159.33
01169	0		3188238356	15-Dec-12	STAPLES ADVANTAGE	ENVELOPES	01-13-15-7312	36.11
Sum of Invoices								964.14



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

ICE ARENA

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01550	0		452-5521282	18-Dec-12	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (121812)	06-14-31-7301	0.88
01550	0		4525573450	01-Jan-13	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (010113)	06-14-31-7301	0.88
01550	0		452-5521282	18-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORMS (121812)	06-14-31-7308	3.96
01550	0		4525573450	01-Jan-13	ARAMARK UNIFORM SERVICES	UNIFORMS (010113)	06-14-31-7308	3.96
00080	0		7329-110-5	15-Dec-12	DIERBERGS	BIRTHDAY CAKE	06-14-31-7304	27.99
00080	0		5933-117-5	30-Dec-12	DIERBERGS	BIRTHDAY CAKE	06-14-31-7304	21.99
00082	0		0655003	26-Dec-12	METROLIFT PROPANE	PROPANE FOR OLYMPIA	06-14-31-7307	91.89
00082	0		0653094	18-Dec-12	METROLIFT PROPANE	PROPANE FOR OLYMPIA	06-14-31-7307	231.89
00164	0		030491	20-Dec-12	NEW SYSTEM CARPET & BUILDING CARE LTD.	VACUUM CLEANER BAGS	06-14-31-7301	43.68
00048	0		198617	11-Dec-12	PAVYER	BLADE SHARPENING FOR OLYMPIA	06-14-31-6211	80.95
00383	0		3595617	01-Jan-13	SESAC	MUSIC LICENSING	06-14-31-6262	327.00
Sum of Invoices								835.07



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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GOLF MAINTENANCE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00040	0		797822	07-Dec-12	MILBRADT	STARTER SPRING HOUSING	06-14-32-6211	35.29
00175	0		883822-00	17-Dec-12	MTI DISTRIBUTING, INC.	O-RING FOR HR5111	06-14-32-6211	<u>11.96</u>
							Sum of Invoices	47.25



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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SNACK BAR

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01550	0		452-5521282	18-Dec-12	ARAMARK UNIFORM SERVICES	WIPING TOWELS (121812)	06-14-34-7301	3.58
01550	0		4525573450	01-Jan-13	ARAMARK UNIFORM SERVICES	WIPING TOWELS (010113)	06-14-34-7301	3.58
01072	0		608794	21-Dec-12	C.R. FRANK POPCORN AND SUPPLY CO.	FOOD FOR RESALE	06-14-34-8315	57.10
01072	0		608794	21-Dec-12	C.R. FRANK POPCORN AND SUPPLY CO.	SNACKS FOR RESALE	06-14-34-8319	23.85
00084	0	P001476	3898223203	18-Dec-12	COCA-COLA	SODA FOR RESALE (12/18/12)	06-14-34-8317	353.20
01750	0		7403929	08-Nov-12	HOME DEPOT CREDIT SERVICES	FLUORESCENT BULT FOR COKE COOL	06-14-34-6211	9.47
01471	0		89160	13-Dec-12	RL MUELLER NATIONAL DIST., INC.	DRINKS FOR RESALE	06-14-34-8317	76.90
01471	0		89160	13-Dec-12	RL MUELLER NATIONAL DIST., INC.	SNACKS FOR RESALE	06-14-34-8319	229.39
00116	0	P001478	3489	21-Dec-12	SAM'S CLUB	FOOD FOR RESALE (12/21/12)	06-14-34-8315	17.36
00116	0	P001478	3489	21-Dec-12	SAM'S CLUB	SNACKS FOR RESALE (12/21/12)	06-14-34-8319	63.06
Sum of Invoices								837.49



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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BUILDING MAINTENANCE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01650	0		384211	09-Nov-12	AMERICAN BOILER & MECHANICAL	VALVE REPLACEMENT	01-16-11-6212	664.40
01650	0	P001560	385811	15-Dec-12	AMERICAN BOILER & MECHANICAL	REPLACE 3 WAY VALVE AND ACCUAT	01-16-11-6212	2,943.00
01550	0		452-5573449	01-Jan-13	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (1/1/13)	01-16-11-7308	7.92
01550	0		452-5521281	18-Dec-12	ARAMARK UNIFORM SERVICES	UNIFORM RENATL (12/18/12)	01-16-11-7308	7.92
01448	0	P001474	692066	01-Jan-13	BUILDINGSTARS	CLEANING SVC CH - JAN 2013	01-16-11-6212	1,420.00
01448	0	P001474	692066	01-Jan-13	BUILDINGSTARS	CLEANING SVC PD - JAN 2013	01-16-11-6212	1,350.00
01448	0	P001474	690574	01-Dec-12	BUILDINGSTARS	CLEANING SVD PD - DEC 2012	01-16-11-6212	1,350.00
01448	0	P001474	690574	01-Dec-12	BUILDINGSTARS	CLEANING SVC CH - DEC 2012	01-16-11-6212	1,420.00
00116	0		3364	18-Dec-12	SAM'S CLUB	LUNCHROOM SUPPLIES-CITY HALL	01-16-11-6212	<u>481.43</u>
Sum of Invoices								9,644.67



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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POLICE-ADMIN

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00385	0		1001062498	11-Dec-12	IACP POLICY CENTER	MODEL POLICY SUBSCRIPTION	01-21-11-6262	30.00
00153	0		12182012	18-Dec-12	KOBYLAREK, JUDY	2 EXTRA KEYS FOR 2013 EXPLORER	01-21-11-7302	6.46
00153	0		12/28/12	28-Dec-12	KOBYLAREK, JUDY	POSTER BOARD APPLY CCPD LOGO	01-21-11-7304	21.99
00125	0		281813	28-Dec-12	LEON UNIFORM	NAMPLATE FOR RESERVE OFFICER	01-21-11-7308	28.95
00125	0		281815	26-Dec-12	LEON UNIFORM	BADGE FOR RESERVE OFFICER	01-21-11-7308	96.00
01057	0		121112	11-Dec-12	LIVELY, GARY	LEO MEMBERSHIP DUES	01-21-11-6264	10.00
00053	0		38924	17-Dec-12	MERCY CORPORATE HEALTH	HEP A & B VAC FOR RESV OFFICER	01-21-11-6271	143.00
00306	0		112812	28-Nov-12	MISSOURI PEACE OFFICERS ASSOCIATION	ANNUAL MEMBERSHIP FEES	01-21-11-6262	15.00
00479	0		001200	11-Dec-12	MISSOURI POLICE CHIEF ASSOCIATION	RENEWAL FEES CHIEF OF POLICE	01-21-11-6262	200.00
00050	0		INV0026280	15-Dec-12	REJIS	IMDS ORACLE DB MAINT	01-21-11-6202	21.00
00050	0		INV0026280	15-Dec-12	REJIS	LIVESCAN CONNECTION	01-21-11-6202	50.00
00050	0	P001462	INV0026280.1	15-Dec-12	REJIS	SUBSCRIPTION FEE DEC 2012	01-21-11-6202	4,030.39
00050	0	P001497	INV0026280.2	15-Dec-12	REJIS	CHARTER CON,ROUTER MAINT DEC 1	01-21-11-6202	855.00
00050	0	P001498	INV0026281	19-Dec-12	REJIS	FRID BADGE D FEDDER	01-21-11-6213	7.50
00050	0	P001498	INV0026280.	15-Dec-12	REJIS	12 (14) GLOBAL SOFTWARE-CAD MO	01-21-11-6213	162.78
00050	0	P001498	INV0026280.	15-Dec-12	REJIS	12 (5) GLOBAL SOFTWARE-WEB	01-21-11-6213	551.22
00050	0	P001498	INV0026280.	15-Dec-12	REJIS	12 (2) GLOBAL CAD RESTRICTED	01-21-11-6213	388.50
01048	0		285787742-00001	18-Dec-12	VERIZON WIRELESS	MONTHLY CHARGE FOR AIRCARD	01-21-11-6253	40.01
Sum of Invoices								6,657.80



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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POLICE-INVESTIGATIONS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00273	0		T1311016	04-Dec-12	ST LOUIS UNIVERSITY	TOXICOLOGY LAB FEES	01-21-21-6202	178.00
00050	0		INV0026280	15-Dec-12	REJIS	IMDS ORACLE DB MAINT	01-21-21-6202	10.50
01545	0		11448	19-Dec-12	OFFICE FURNITURE GROUP, LLC	(2) CHAIRS FOR INVESTIGATION	01-21-21-9504	<u>200.00</u>
Sum of Invoices								388.50



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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POLICE-PATROL

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01821	0		DOCS296931	27-Dec-12	ALL STAR DODGE CHRYSLER JEEP	CAR 2405 FRONT & REAR BRAKES	01-21-22-6210	945.84
00669	0		228613	03-Dec-12	APPLIED CONCEPTS-STALKER RADAR	RADAR REPAIRS	01-21-22-6211	60.00
00669	0	P001551	229319	19-Dec-12	APPLIED CONCEPTS-STALKER RADAR	SHIPPING	01-21-22-9503	17.50
00669	0	P001551	229319	19-Dec-12	APPLIED CONCEPTS-STALKER RADAR	1 STALKER II SDR HAND HELD	01-21-22-9503	1,695.00
00007	0		379-614633	18-Dec-12	BATTERIES PLUS - 270	(1) MOTOROLA WALKIE BATTERY	01-21-22-6211	49.99
00681	0	P001559	INV-21187	07-Dec-12	DATA911	4 EA D9-02-M6-1210CL IN CAR	01-21-22-6210	5,980.00
00681	0	P001559	INV-21187	07-Dec-12	DATA911	SHIPPING	01-21-22-6210	76.00
00080	0		94591175	18-Dec-12	DIERBERGS	RUBBER SHELF LINER	01-21-22-7302	2.99
00095	0		234621	04-Jan-13	DOBBS TIRE & AUTO	(5) TIRES	01-21-22-6210	588.80
00234	0		379941	28-Dec-12	ED. ROEHR SAFETY PRODUCTS	CREDIT FOR RETURNED PART	01-21-22-6210	-21.73
00234	0		378697	04-Dec-12	ED. ROEHR SAFETY PRODUCTS	(1) LED HIDE-A-BLAST LIGHT	01-21-22-6210	58.83
00234	0		373221	28-Aug-12	ED. ROEHR SAFETY PRODUCTS	ARMORSKIN POLY VEST FOR OFFICR	01-21-22-9503	66.88
00096	0	P001565	125397	11-Dec-12	EVS	REMOVE/INSTALL EQUIPMENT IN 20	01-21-22-6210	306.56
00096	0	P001565	125396	11-Dec-12	EVS	1 INSTALL EQUIPMENT IN 2013	01-21-22-6210	1,706.55
00094	0		158431	31-Dec-12	FIRESTONE	CAR 2410 BULB & WIPER BLADES	01-21-22-6210	34.82
00094	0		155592	19-Oct-12	FIRESTONE	REAR BRAKES FOR OLD 2422	01-21-22-6210	314.47
00094	0		158460	02-Jan-13	FIRESTONE	CAR 2404 3000 MILE SVS	01-21-22-6210	22.99
00094	0		157951	17-Dec-12	FIRESTONE	CAR 2410 3000 MILE SERVICE	01-21-22-6210	22.99
00094	0		158279	27-Dec-12	FIRESTONE	CAR 2410 REPL LR TRN SGNL BLB	01-21-22-6210	12.74
00094	0		158519	03-Jan-13	FIRESTONE	CAR 2406 3000 MILE SVS, BULB,	01-21-22-6210	48.47
00125	0		283409	11-Dec-12	LEON UNIFORM	UNIFORM FOR RESERVE OFFICER	01-21-22-5107	327.18
00125	0		279414-01	11-Dec-12	LEON UNIFORM	FALL UNIFORM ITEMS FOR OFCRS	01-21-22-5107	50.99
00125	0		283409-01	21-Dec-12	LEON UNIFORM	UNIFORM ITEMS FOR RES OFFICER	01-21-22-5107	44.90
00970	0		1852-339309	18-Dec-12	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE ITEMS	01-21-22-6210	61.56
00050	0		INV0026280	15-Dec-12	REJIS	14 VERIZON DATA LINES	01-21-22-6253	672.00
00266	0		243468	28-Dec-12	SUNTRUP	CAR 2407 DIAGNOSE SEAT PROBLEM	01-21-22-6210	50.00
00178	0		203017	13-Dec-12	WARNER COMMUNICATIONS CORP.	DIAGNOSE & REPAIR WALKIE TALKI	01-21-22-6211	67.50

Sum of Invoices

13,263.82



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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PUBLIC WORKS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01860	0		11523	12-Nov-12	REITZ & JENS, INC.	ASSESS MOSLEY WATER ISSUE	01-31-11-6203	742.50
00126	0		INV0192239	10-Dec-12	ROTOLITE	INK JET COLOR PAPER	01-31-11-6213	13.30
01048	0		2843434989	13-Dec-12	VERIZON WIRELESS	AIR CARD CHARGE	01-31-11-6253	40.05
00423	0		2014	03-Jan-12	AMERICAN PUBLIC WORKS ASSOCIATION	2013 APWA MEMBER-BILL KELLY	01-31-11-6261	85.00
01305	0		PPM200112712	21-Dec-12	MISSOURI-LTAP	SEMINAR-PW ENGINEERS	01-31-11-6261	120.00
Sum of Invoices								1,000.85



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ACCOUNTS PAYABLE LISTING

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STREETS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01295	0		112-2186	10-Dec-12	ALL TYPE COMPRESSOR	ELECTRONIC AUTO DRAIN	01-31-41-6212	158.78
01611	0		979	25-Sep-12	AMERICAN CLASSICS	REPAIR STORM GRATE-CONWAY RD	01-31-41-7305	760.00
01550	0		452-5573447	01-Jan-13	ARAMARK UNIFORM SERVICES	CLEANING SUPPLIES (1/1/13)	01-31-41-6212	8.91
01550	0		452-5573447	01-Jan-13	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (1/1/13)	01-31-41-7308	44.08
01793	0	P001516	310183	13-Dec-12	BEELMAN LOGISTICS, LLC	SALT PURCHASE FY 13	01-31-41-7310	3,966.97
00102	0		741618	07-Dec-12	BEYERS LUMBER	WALL MTD PHONE JACK-PD	01-31-41-6212	5.99
00102	0		742581	26-Dec-12	BEYERS LUMBER	STOP SIGH POSTS	01-31-41-7311	55.44
00010	0		919905	03-Jan-13	BRANNEKY HARDWARE	CLEANING SUPPLIES	01-31-41-7301	33.96
00013	0		1763-203454	13-Dec-12	CARQUEST AUTO PARTS	LAMP LENS-TRUCKS/SPREADERS	01-31-41-6210	119.50
00013	0		1763-203348	10-Dec-12	CARQUEST AUTO PARTS	CREDIT-OIL FILTER RETURNS	01-31-41-6210	-117.85
00013	0		1763-203777	20-Dec-12	CARQUEST AUTO PARTS	AIR FILTERS FOR TRUCKS	01-31-41-6210	86.36
00013	0		1763-203672	18-Dec-12	CARQUEST AUTO PARTS	FUEL SUPPLEMENTS,LIGHTS	01-31-41-6210	56.52
00394	0		11-3269	17-Dec-12	CHUCK'S BOOTS	BOOTS FOR TRAVIS WINTERS	01-31-41-7308	274.98
00080	0		69101145	24-Dec-12	DIERBERGS	FOOD FOR SNOW PLOWERS	01-31-41-7310	153.03
00049	0		35447	18-Dec-12	EMPLOYEE STAFFING GROUP	TEMP HELP W/O 12/10/12	01-31-41-6207	2,916.00
00128	0		S3185683.001	14-Dec-12	FROST ELECTRIC	CREDIT TO #S3185183.001	01-31-41-6212	-14.55
00128	0		S3185751.001	14-Dec-12	FROST ELECTRIC	OUTSIDE LIGHTING-SHOP	01-31-41-6212	10.73
00128	0		S3185183.001	14-Dec-12	FROST ELECTRIC	OUTSIDE LIGHTING-SHOP	01-31-41-6212	237.88
00128	0		S3185684.001	14-Dec-12	FROST ELECTRIC	OUTSIDE LIGHTING-SHOP	01-31-41-6212	135.97
01292	0	P001512	034022101	20-Dec-12	HOLT ELECTRICAL SUPPLIES	17 INDUCTIVE LIGHTING RETROFIT	01-31-41-6251	4,576.23
01292	0		034022101.	20-Dec-12	HOLT ELECTRICAL SUPPLIES	PO OVERAGE FOR FREIGHT	01-31-41-6251	74.80
00240	0		138307	20-Dec-12	KEY EQUIPMENT & SUPPLY CO	REPAIR LEAF VAC	01-31-41-6211	895.09
01134	0		2765118	28-Dec-12	KIMBALL MIDWEST	HEX NUTS,SCREWS FOR STOCK	01-31-41-6210	87.85
00819	0		SLS32023	18-Dec-12	KNAPHEIDE TRUCK EQ CENTER	SWING ARM FOR TARP-#315	01-31-41-6210	121.02
00819	0		SLS31983	13-Dec-12	KNAPHEIDE TRUCK EQ CENTER	PARTS FOR SNOW PLOWS	01-31-41-7310	348.45
00156	0		0054188	24-Dec-12	L & C TRUCK REPAIR, INC.	REPAIR TRUCK #309	01-31-41-6210	808.02
00156	0		0054271	28-Dec-12	L & C TRUCK REPAIR, INC.	REPAIR TRUCK #205	01-31-41-6210	337.67
00156	0		0054029	10-Dec-12	L & C TRUCK REPAIR, INC.	DRAIN VALVE TRUCK #311	01-31-41-6210	59.32



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

STREETS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00156	0		0054106	13-Dec-12	L & C TRUCK REPAIR, INC.	OIL FILTERS-TRUCKS	01-31-41-6210	90.24
00156	0		0054118	14-Dec-12	L & C TRUCK REPAIR, INC.	OIL FILTERS FOR TRUCKS	01-31-41-6210	249.05
00103	0		46520	02-Jan-13	MIDWESTERN PEST CONTROL	PEST CONTROL JAN 2013	01-31-41-7301	47.50
00164	0		030356	19-Dec-12	NEW SYSTEM CARPET & BUILDING CARE LTD.	LINERS, TISSUE, CLEANER-CH	01-31-41-6212	716.56
00608	0		77247	28-Dec-12	NORTHWEST TIRE & AUTO	SALT SPREADER STRAP #318	01-31-41-7310	49.90
00970	0		1852-339542	20-Dec-12	O'REILLY AUTO PARTS	SIPHON PUMPS-STOCK	01-31-41-6210	6.78
00110	0		313402	27-Dec-12	RICMAR INDUSTRIES	PENETRATION OIL-TRUCKS	01-31-41-6210	190.56
00110	0		313378	20-Dec-12	RICMAR INDUSTRIES	SALT AWAY	01-31-41-6210	170.93
00110	0		313350	18-Dec-12	RICMAR INDUSTRIES	DISINFECTANT	01-31-41-7301	56.41
00092	0		44314	13-Dec-12	ST LOUIS COUNTY	TRAFFIC SIGNAL MAINTENANCE	01-31-41-6251	1,981.49
00270	0		88163-00	19-Dec-12	TERMINAL SUPPLY CO.	PIG TAILS FOR TRUCK LIGHTS	01-31-41-6210	15.96
00270	0		86809-00	13-Dec-12	TERMINAL SUPPLY CO.	HALOGEN LIGHTS-BACKHOE	01-31-41-6211	7.56
01834	0	P001538	3239	07-Nov-12	TOTAL COMFORT	NEW FURNACE UNIT ROOF TOP WITH	01-31-41-9503	4,162.50
00562	0		21202	26-Nov-12	TRAFFIC CONTROL COMPANY	TO RENT "ROAD CLOSED SIGNS"	01-31-41-7305	744.00
00562	0		21258	26-Dec-12	TRAFFIC CONTROL COMPANY	TO RENT "ROAD CLOSED" SIGNS	01-31-41-7305	720.00
00206	0		01-39214	03-Jan-13	U.S. WIPING MATERIALS, INC.	FLANNEL WIPES-SHOP	01-31-41-6212	140.15
01882	0		603769	19-Dec-12	VANGUARD TRUCK CENTER	PARTS FOR TRUCK 313	01-31-41-6210	124.44
Sum of Invoices								25,675.18

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HEALTH & WELFARE

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00105	0	P001464	0346-014990722	15-Dec-12	ALLIED WASTE	RECYCLING SERVICE-DEC 2012	01-31-42-6217	23,443.40
105	0	P001463	0346-014990722	15-Dec-12	ALLIED WASTE	RESIDENTIAL SERVICE-DEC 2012	01-31-42-6218	80,972.60
Sum of Invoices								104,416.00



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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PARKS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
01550	0		452-5573447	01-Jan-13	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (1/1/13)	01-31-43-7308	44.08
00010	0		918770	10-Dec-12	BRANNEKY HARDWARE	BRUSHES,PAINTS-LAVERN COLLIN P	01-31-43-6212	8.66
00010	0		919905	03-Jan-13	BRANNEKY HARDWARE	CLEANING SUPPLIES	01-31-43-7301	33.95
00103	0		46520	02-Jan-13	MIDWESTERN PEST CONTROL	PEST CONTROL JAN 2013	01-31-43-7301	47.50
00110	0		313350	18-Dec-12	RICMAR INDUSTRIES	DISINFECTANT	01-31-43-7301	56.42
00968	0	P001534	75748712	27-Nov-12	SIMPLEX GRINNELL	ANNUAL FIRE ALARM/SPRINKLER TE	01-31-43-6212	1,296.00
01834	0	P001539	3239.	07-Nov-12	TOTAL COMFORT	NEW FURNACE UNIT ROOF TOP	01-31-43-9503	<u>4,162.50</u>
Sum of Invoices								5,649.11



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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COMMUNITY DEVELOPMENT - PLANNING

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00126	0		INV0192239	10-Dec-12	ROTOLITE	INK JET COLOR PAPER	01-32-11-6213	13.30
Sum of Invoices								13.30



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

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COMMUNITY DEVELOPMENT - BUILDING

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount
00126	0		INV0192239	10-Dec-12	ROTOLITE	INK JET COLOR PAPER	01-32-61-6213	<u>13.30</u>
Sum of Invoices								13.30



CITY OF CREVE COEUR
ACCOUNTS PAYABLE LISTING

1/9/2013

CAPITAL IMPROVEMENTS

Vendor Number	Address Number	Purchase Order	Invoice Number	Invoice Date	Vendor Name	Description	GL Account	Invoice Amount	
00606	0	P001296	43105	04-Dec-12	HORNER & SHIFRIN INC	STORMWATER MASTER PLAN THRU 11/30/12	02-61-71-9509-12521	280.00	
00880	0	P001433	PAY #7	06-Dec-12	INTUITION & LOGIC	DESIGN SVCS-MIDDLEBROOK/CHILTON	02-61-71-9509-12522	5,053.44	
01847	0	P001557	14794	14-Dec-12	LIFT RITE, INC.	LIFT CONCRETE SLAB-BELLERIVE MANOR TO LEVEL	02-61-71-9510-13602	2,250.00	
01333	0	P001492	PAY #3	19-Dec-12	M & H CONCRETE	2012 CONCRETE PAVEMENT PROJECT-PAY #3	02-61-71-9510-13602	46,240.92	
00303	0		10196841	06-Dec-12	MISSOURI LAWYERS MEDIA	REQUEST FOR BIDS-GRAESER RD. RESURFACING	02-61-71-9510-13707	1,159.20	
01860	0	P001564	PAY #1	15-Dec-12	REITZ & JENS, INC.	PAY #1 - MOSLEY RD SIDEWALK UNDERDRAIN-DESIGN	02-61-71-9510-13601	5,400.00	
00269	0		T358665	05-Nov-12	TERRACON	ASPHALT TESTING-VARIOUS LOCATIONS-OCT 2012	02-61-71-9510-13601	1,854.75	
Sum of Invoices									62,238.31
GRAND TOTAL OF ALL INVOICES									245,577.95

**AN ORDINANCE ADDING SECTION 210.205 TO THE CODE OF ORDINANCES
REGARDING DISTURBANCE OF FUNERAL AND BURIAL SERVICES.**

WHEREAS, every citizen may freely speak, write and publish their sentiments on all subjects, but should not abuse such rights by imposing their sentiments on others and thereby disrupt or disturb funeral or burial services; and

WHEREAS, a significant governmental interest exists in protecting the peace and privacy of mourners accessing and participating in a funeral or burial service; and

WHEREAS, the City Council has determined that the City should protect the peace and privacy of mourners from disruption and disturbance for a short time and in the limited area immediately around such services, without limiting alternative channels for communication;

WHEREAS, a copy of this ordinance has been made available for public inspection prior to its adoption by the City Council and this bill having been read by title in open meeting two times before final passage;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI THAT:

SECTION 1. A new Section 210.205 entitled "Disturbance of Funeral and Burial Services" is hereby added to the Code of Ordinances, to read as follows:

A. No person shall knowingly picket or engage in other protest activities, nor shall any association or corporation knowingly cause picketing or other protest activities to occur, within three hundred (300) feet of any residence, cemetery, funeral home, church, synagogue, or other establishment or location during or within one (1) hour before or one (1) hour after any actual funeral or burial service at that place.

BILL NO. 5405

ORDINANCE No. _____

B. As used in this Section, "other protest activities" means any action that is disruptive or undertaken to disrupt or disturb a funeral or burial service.

C. As used in this Section, "funeral" and "burial" services mean the ceremonies and memorial services held in conjunction with the burial or cremation of the dead, but this Section does not apply to processions while they are in transit beyond any three hundred (300) foot zone that is established under Subsection (A) above.

SECTION 2. This ordinance shall take effect in accordance with the provisions of section 3.11(g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2012.

ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2012.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK

AN ORDINANCE ACCEPTING DEDICATION OF WARSON DOWNS ROAD AS A PUBLIC STREET.

WHEREAS, Warson Downs Road was platted as a private street on subdivision plat recorded in Plat Book 353, Page 52, of the St. Louis County Records; and

WHEREAS, the property owners of Warson Downs subdivision have requested that the City accept the dedication of the Warson Downs Road right-of-way and improvements, including pavement and street lighting, as a public street; and

WHEREAS, the Public Works Department has determined that the street has been improved to City standards and recommends acceptance of the proposed dedication for the benefit of the traveling public; and

WHEREAS, acceptance of this dedication was recommended by the Planning & Zoning Commission at their meeting held on November 5, 2012; and

WHEREAS, a copy of this ordinance has been made available for public inspection prior to its adoption by the City Council and this bill having been read by title in open meeting two times before final passage;

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

SECTION 1: Acceptance of the proposed dedication of Warson Downs Road as a public street pursuant to Deed of Dedication in the form attached hereto as "Exhibit A" is hereby approved and the City Administrator is authorized to execute Exhibit A on behalf of the City and the City Clerk is authorized and directed to attest thereto. The final dedication document as executed shall be in substantially the form of Exhibit A, with such changes therein as shall be approved by the officers of the City executing same, 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 Administrator and his designated representatives 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, and the matters herein authorized.

SECTION 2: This ordinance shall become effective pursuant to Section 3.11(g) of the City Charter.

Passed this ____ day of _____ 2012.

Robert Hoffman
President of City Council

Approved this ____ day of _____ 2012.

Barry Glantz
Mayor

Attest:

Deborah Ryan, City Clerk



DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

DATE: December 4, 2012

TO: Mark Perkins, City Administrator

FROM: Jim Heines, Director of Public Works

SUBJECT: Approval of Dedication Request for Warson Downs Subdivision

Warson Downs Subdivision was approved by P&Z and City Council as a private subdivision in June of 2004. Over the next several years, the construction efforts on this project were able to complete the site grading, storm water systems, detention area, curbs and most of the road pavement. In addition, a number of housing units were also constructed and sold.

Due to the downturn in the housing market, the developer went bankrupt leaving a number of smaller items for the Warson Downs Homeowners Association to complete. City staff was contacted by one of the Warson Downs Trustees in the spring of 2011 to inspect the site and let them know what items required repairs or completion to pursue becoming a public street.

Over the past year the trustees have repaired the deficiencies and applied the final asphalt lift on the road surface. They also installed an Ameren U.E. street light in the cul-de-sac island which they have also requested the city to accept the maintenance costs. Public works staff witnessed the placement of these final improvements and confirms that they meet our standard road specifications.

Most recently, city staff has been working with the trustees to prepare and execute the appropriate paperwork to transfer the ownership of the right-of-way (ROW) to the city as well as maintenance responsibilities of the street curb and pavement and the maintenance and energy cost of the street light to the city. Responsibility of the storm inlets and pipe system will still belong to MSD, however responsibilities related to the detention area and landscaping/lawn maintenance of the ROW and cul-de-sac island will remain with the Warson Downs Homeowners Association.

We must also make mention that during the original P&Z discussions about this private subdivision there was interest in installing a gate at the Warson Rd. intersection. If this street is accepted as a public street the property owners have been notified that a gate will not be allowed on a public street.

Staff presented the dedication and acceptance of Warson Downs subdivision to the Planning and Zoning Commission at their meeting on November 5, 2012. The commission recommended for Council to accept this street and ROW as a public street as well as the maintenance of the street light in the cul-de-sac island.

Recommendation

All of the final paperwork has been received by staff and the Public Works department recommends that Council accept Warson Downs Rd. and ROW as a public street. In addition we recommend that the city accepts the paying the cost of power and maintenance for street light in the cul-de-sac island.

Space Above for Recorder's Use Only

DOCUMENT COVER SHEET

TITLE OF DOCUMENT: DEED OF DEDICATION
(Warson Downs Subdivision)

DATE OF DOCUMENT: OCTOBER 17, 2012

GRANTORS: JOSEPH AND GENEVIEVE BIANCO;
BRIAN AND RENAI LOWRY;
DOUGLAS MILLER;
LORELEI ZAVAGLIA TRUSTEE OF THE
LORELEI P. ZAVAGLIA LIVING TRUST
U/A DDT 12/29/95;
MARY JO WILSON TRUSTEE OF THE
REVOCABLE LIVING TRUST OF MARY
JO WILSON DATED JUNE 1, 1987;
UNION REALTY & SECURITIES CO.;
JOSEPH AND PHYLLIS FRESTA;
RBRE, INC.;
CAROLE L. BUCK, TRUSTEE OF THE
BUCK FAMILY RESIDENCE TRUST
DATED DECEMBER 7, 2000;
CAROLE L. BUCK;

Mailing Address: c/o BRIAN LOWRY
3 WARSON DOWNS
ST. LOUIS, MISSOURI 63141

GRANTEE: CITY OF CREVE COEUR

Mailing Address: 300 N. NEW BALLAS ROAD
CREVE COEUR, MISSOURI 63141

LEGAL DESCRIPTION: All Lots in the Warson Downs Subdivision per
Plat recorded in Plat Book 353 Page 52

REFERENCE BOOK & PAGE: PLAT BOOK 353, PAGE 52

DEED OF DEDICATION
(Warson Downs Subdivision)

THIS DEED, made and entered into as of the 17th day of October, 2012, by and between Joseph Bianco and Genevieve Bianco, Brian Lowry and Renai Lowry, Douglas Miller and Nancy Miller, Lorelei Zavaglia Trustee of the Lorelei P. Zavaglia Living Trust U/A DDT 12/29/95, Mary Jo Wilson Trustee of the Revocable Living Trust of Mary Jo Wilson dated June 1, 1987, Union Realty & Securities Co., Joseph Fresta and Phyllis Fresta, RBRE, Inc., Carole L. Buck, Trustee of the Buck Family Residence Trust dated December 7, 2000, and Carole L. Buck, being the owners of all lots of Warson Downs Subdivision, a residential subdivision located in the City of Creve Coeur, St. Louis County, Missouri, as reflected in the subdivision plat recorded in Plat Book 353, Page 52, in the Office of the Recorder of Deeds of St. Louis County, Missouri, and whose address is c/o Brian Lowry, 3 Warson Downs, St. Louis, Missouri, 63141, hereinafter Grantors, and the City of Creve Coeur, Missouri, a municipal corporation, of the County of St. Louis, State of Missouri, hereinafter Grantee, whose address is Attn City Clerk, 300 N. New Ballas Road, Creve Coeur, Missouri 63141.

WITNESSETH, that the said Grantors, for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration paid to them by Grantee, the receipt and sufficiency of which are hereby acknowledged by Grantors, do by these presents *Dedicate, Grant, Bargain and Sell, Convey and Confirm*, unto the Grantee, the following described real estate, situated in the County of St. Louis, State of Missouri, to-wit: the real estate and improvements, including pavement and street lighting, consisting of Warson Downs Road as reflected in the subdivision plat recorded in Plat Book 353, Page 52, in the Office of the Recorder of Deeds of St. Louis County, Missouri,

TO HAVE AND TO HOLD the same, together with all rights and appurtenances to the same belonging, unto the said Grantee, and its successors and assigns, for public roadway use forever, subject to the full authority of the City over the maintenance and use thereof,

The said Grantors hereby covenanting that said Grantors and the heirs, executors, administrators, and assigns of such Grantors, shall and will **WARRANT AND DEFEND** the title to the aforesaid property unto the said Grantee, and to the successors and assigns of such Grantee forever, against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the said Grantors have executed these presents the day and year first above written.

OWNERS OF WARSON DOWNS SUBDIVISION

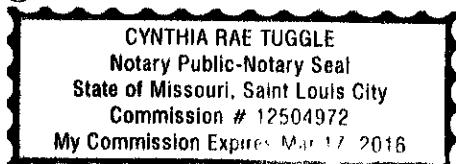
Joseph B. Bianco
Joseph Bianco

Genevieve Bianco
Genevieve Bianco

STATE OF MISSOURI)
City OF ST. LOUIS) SS

On this day of 10/18, 2012, before me appeared Joseph Bianco, to me personally known, who, being by me duly sworn, did say that he executed the foregoing instrument and acknowledged said instrument to be his free act and deed.

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



Cynthia Rae Tuggle
Notary Public

My commission expires:

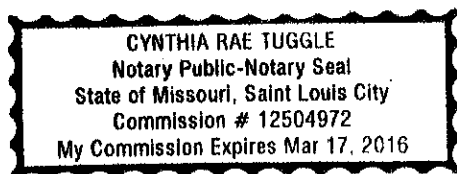
STATE OF MISSOURI)
City OF ST. LOUIS) SS

On this day of 10/18, 2012, before me appeared Genevieve Bianco, to me personally known, who, being by me duly sworn, did say that she executed the foregoing instrument and acknowledged said instrument to be her free act and deed.

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

Cynthia Rae Tuggle
Notary Public

My commission expires:



Brian Lowry
Brian Lowry

Renai Lowry
Renai Lowry

STATE OF MISSOURI)
) SS
County OF ST. LOUIS)

On this day of July, 2012, before me appeared Brian Lowry, to me personally known, who, being by me duly sworn, did say that he executed the foregoing instrument and acknowledged said instrument to be his free act and deed.

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


JUDY WARDLOW
My Commission Expires
May 14, 2016
St. Louis County
Commission #12504926

Judy Wardlow
Notary Public

STATE OF MISSOURI)
) SS
County OF ST. LOUIS)

On this day of July, 2012, before me appeared Renai Lowry, to me personally known, who, being by me duly sworn, did say that she executed the foregoing instrument and acknowledged said instrument to be her free act and deed.

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

Judy Wardlow
Notary Public

My commission expires:


JUDY WARDLOW
My Commission Expires
May 14, 2016
St. Louis County
Commission #12504926

Douglas Miller
Douglas Miller

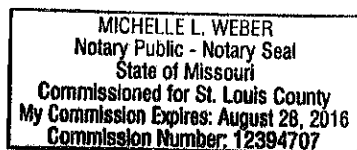
STATE OF MISSOURI)
) SS
County OF ST. LOUIS)

On this ^{6th} day of Nov, 2012, before me appeared Douglas Miller, to me personally known, who, being by me duly sworn, did say that he executed the foregoing instrument and acknowledged said instrument to be his free act and deed.

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

Michelle L. Weber
Notary Public

My commission expires: 8/28/2016

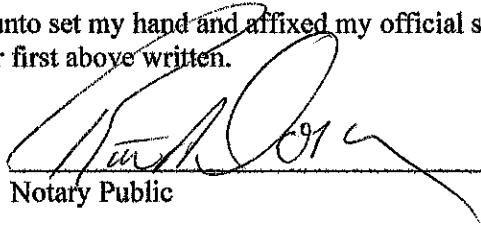


Lorelei Zavaglia, Trustee of the Lorelei P. Zavaglia Living Trust
Lorelei Zavaglia, Trustee of the Lorelei P. Zavaglia
Living Trust U/A DDT 12/29/95

STATE OF MISSOURI)
) SS
County OF ST. LOUIS)

On this 2 day of October 2012, before me appeared Lorelei Zavaglia, to me personally known, who, being by me duly sworn, did say that she is Trustee of the Lorelei P. Zavaglia Living Trust U/A DDT 12/29/95, and that she executed the foregoing instrument by authority of said trust; and that she acknowledged said instrument to be her free act and deed, as Trustee.

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



Notary Public

My commission expires:

RITA A. DORSAM
Notary Public - Notary Seal
State of Missouri, St. Charles County
My Commission Expires July 7, 2015
Commission #11451106

Mary Jo Wilson, Trustee
Mary Jo Wilson, Trustee of the Revocable Living Trust
of Mary Jo Wilson dated June 1, 1987.

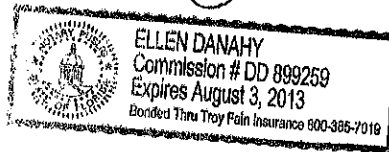
Florida
STATE OF MISSOURI)
County of Lee) SS
OF ST. LOUIS)

On this ^{19th} day of oct, 2012, before me appeared Mary Jo Wilson, to me personally known, who, being by me duly sworn, did say that she is Trustee of the Revocable Living Trust of Mary Jo Wilson dated June 1, 1987, and that she executed the foregoing instrument by authority of said trust; and that she acknowledged said instrument to be her free act and deed, as Trustee.

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

Ellen Danahy
Notary Public

My commission expires:



Union Realty & Securities Co.

By:

Title:

Janet Keefe
PRESIDENT

STATE OF MISSOURI)

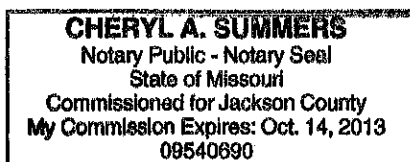
County OF JACKSON) SS

On this day of 20 Nov 2012, before me appeared JANET Keefe, to me personally known, who, being by me duly sworn, did say that he/she is PRESIDENT of Union Realty & Securities Co., and that he/she executed the foregoing instrument by authority of said corporation; and that he/she acknowledged said instrument to be her free act and deed, as PRESIDENT.

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

Cheryl A. Summers
Notary Public

My commission expires:



Joseph Fresta
Joseph Fresta

Phyllis Fresta
Phyllis Fresta

STATE OF MISSOURI)
) SS
City OF ST. LOUIS)

On this day of 10/18, 2012, before me appeared Joseph Fresta, to me personally known, who, being by me duly sworn, did say that he executed the foregoing instrument and acknowledged said instrument to be his free act and deed.

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

Fran M. Pulizzo
Notary Public

My commission expires:

1/20/2014



FRAN M. PULIZZO
My Commission Expires
January 20, 2014
St. Louis County
Commission #09440377

STATE OF MISSOURI)
) SS
City OF ST. LOUIS)

On this day of 10/18, 2012, before me appeared Phyllis Fresta, to me personally known, who, being by me duly sworn, did say that she executed the foregoing instrument and acknowledged said instrument to be his free act and deed.

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

Fran M. Pulizzo
Notary Public

My commission expires:

1/20/2014



FRAN M. PULIZZO
My Commission Expires
January 20, 2014
St. Louis County
Commission #09440377

RBRE, Inc.

By: _____

Title: _____

[Signature]
CVP

STATE OF MISSOURI)

County OF ST. LOUIS)

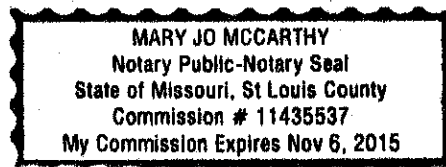
) SS

On this ^{17th} day of October 2012, before me appeared Mitchell P. Baden to me personally known, who, being by me duly sworn, did say that he/she is E.V.P. of RBRE, Inc., and that he/she executed the foregoing instrument by authority of said corporation; and that he/she acknowledged said instrument to be her free act and deed, as E.V.P.

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

[Signature]
Notary Public

My commission expires: 11/6/15



Carole L. Buck

Carole L. Buck, Trustee of the Buck Family
Residence Trust dated December 7, 2000

Carole L. Buck

Carole L. Buck

STATE OF MISSOURI)

County OF ST. LOUIS)

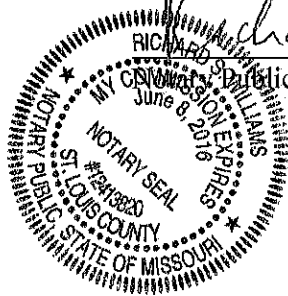
) SS

On this day of 13, 2012, before me appeared Carole L. Buck, to me personally known, who, being by me duly sworn, did say that she is Trustee of the Buck Family Residence Trust dated December 7, 2000, and that she executed the foregoing instrument by authority of said trust; and that she acknowledged said instrument to be her free act and deed, as Trustee.

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

My commission expires:

6/18/2016



STATE OF MISSOURI)

County OF ST. LOUIS)

) SS

On this day of 11/13/12, 2012, before me appeared Carole L. Buck, to me personally known, who, being by me duly sworn, did say that he executed the foregoing instrument and acknowledged said instrument to be his free act and deed.

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

Richard S. Williams
Notary Public

My commission expires:

6/18/2016



Acknowledgement of Political Subdivision:

I hereby acknowledge, on behalf of the City of Creve Coeur, Missouri, the dedication of right-of-way and street improvements as reflected in the above Deed of Dedication and further acknowledge that the governing body of the City has taken action to accept such deed and dedication of right-of-way and street improvements, including pavement and street lighting, for public roadway purposes subject to full authority of the City over maintenance and use thereof, which acceptance, however, expressly does not include the cul-de-sac island within the right-of-way or any landscaping, any storm water facilities, or any liability for any claim which arose prior to the date of this acceptance.

By: Mark Perkins
Title: City Administrator

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

Now on this _____ day of _____, 2012 appeared before me, Mark Perkins, who stated that he is the City Administrator of the City of Creve Coeur, Missouri, and that he executed the foregoing Acknowledgement on behalf of the City as authorized by the City's governing body.

IN WITNESS WHEREOF, I have placed my hand and my official seal on the day and year first above written.

My commission expires: _____
Notary Public

BILL NO. 5409

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ADOPTED 2012-2013 GENERAL FUND, ENTERPRISE FUND AND CAPITAL FUND
BUDGETS OF THE CITY OF CREVE COEUR BY AUTHORIZING ADDITIONAL APPROPRIATIONS
AND UNAPPROPRIATIONS FROM OPERATING DEPARTMENTS

WHEREAS, REVENUES WERE ESTIMATED AND APPROPRIATIONS WERE AUTHORIZED IN THE ANNUAL CITY BUDGET
ADOPTED ON JUNE 25, 2012 BY ORDINANCE NO. 5259.

WHEREAS, IT IS IN THE INTEREST OF THE CITY OF CREVE COEUR TO AUTHORIZE ADDITIONAL APPROPRIATIONS TO
PAY FOR UNBUDGETED AND UNANTICIPATED EXPENDITURES AND TO UNAPPROPRIATE ITEMS BUDGETED BUT
NOT COMPLETED IN VARIOUS CATEGORIES AS PROVIDED IN THE CITY CHARTER AND THE CITY CODE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR AS FOLLOWS:

SECTION 1. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL, ENTERPRISE AND CAPITAL FUNDS
FOR THE 2012-2013 FISCAL YEAR AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING ADDITIONAL APPROPRIATIONS
IN THE AMOUNT OF \$335,523 IN THE FOLLOWING DEPARTMENTS:

GENERAL FUND

CITY CLERK	6,600
NON-DEPARTMENTAL	14,500
COMMUNITY SERVICES	5,500
BUILDING MAINTENANCE	9,200
POLICE - ADMIN	850
POLICE - INVESTIGATIONS	9,600
POLICE - PATROL	119,428
PUBLIC WORKS - STREETS	35,000
PUBLIC WORKS - HEALTH & SAFETY	4,000
COMMUNITY DEVELOPMENT - ADMINISTRATION	12,000
BUILDING INSPECTION	2,000
TOTAL ADDITIONAL APPROPRIATIONS-GENERAL FUND	<u>\$ 218,678</u>

ENTERPRISE FUND

ICE ARENA	9,100
GOLF MAINTENANCE	9,000
PRO SHOP	11,000
TOTAL ADDITIONAL APPROPRIATIONS-ENTERPRISE FUND	<u>\$ 29,100</u>

CAPITAL FUND

STORM WATER MASTER PLAN	\$ 5,850
CONWAY ROAD IMPROVEMENTS	44,200
CAPITAL EQUIPMENT	37,695
TOTAL ADDITIONAL APPROPRIATIONS-CAPITAL FUND	<u>\$ 87,745</u>

TOTAL ALL ADDITIONAL APPROPRIATIONS	<u><u>\$ 335,523</u></u>
-------------------------------------	--------------------------

BILL NO. 5409

ORDINANCE NO. _____

SECTION 2. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL FUND AND ENTERPRISE FUND FOR THE 2012-2013 FISCAL YEAR AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING ADDITIONAL UNAPPROPRIATIONS IN THE AMOUNT OF \$228,730.

GENERAL FUND	
COMMUNITY SERVICES	\$ 4,000
POLICE-ADMIN	105,478
POLICE-INVESTIGATIONS	58,464
POLICE-PATROL	12,000
PUBLIC WORKS-STREETS	30,000
PUBLIC WORKS-PARKS	5,000
BUILDING INSPECTIONS	2,788
TOTAL UNAPPROPRIATIONS-GENERAL FUND	<u>\$ 217,730</u>
ENTERPRISE FUND	
ICE ARENA	\$ 9,000
GOLF MAINTENANCE	-
GOLF PROSHOP	2,000
TOTAL UNAPPROPRIATIONS-ENTERPRISE FUND	<u>\$ 11,000</u>
TOTAL ALL ADDITIONAL UNAPPROPRIATIONS	<u><u>\$ 228,730</u></u>

SECTION 3. THE ANNUAL GENERAL FUND OPERATING BUDGET FOR FISCAL YEAR 2011-2012 AS ADOPTED, IS HEREBY AMENDED BY THE FOLLOWING INCREASES OR (DECREASES) IN BUDGETED REVENUES:

ACCOUNT	AMOUNT
PROPERTY TAX	<u>\$ (120,000)</u>
TOTAL GENERAL FUND REVENUES	<u>\$ (120,000)</u>

SECTION 4. THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

ADOPTED THIS _____ DAY OF _____ 2012.

APPROVED THIS _____ DAY OF _____ 2012.

ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

ATTEST:

BARRY GLANTZ
MAYOR

DEBORAH RYAN, MPCC
CITY CLERK

AN ORDINANCE AMENDING THE ADOPTED 2012-2013 GENERAL FUND, ENTERPRISE FUND AND CAPITAL FUND
BUDGETS OF THE CITY OF CREVE COEUR BY AUTHORIZING ADDITIONAL APPROPRIATIONS
AND UNAPPROPRIATIONS FROM OPERATING DEPARTMENTS

WHEREAS, REVENUES WERE ESTIMATED AND APPROPRIATIONS WERE AUTHORIZED IN THE ANNUAL CITY BUDGET ADOPTED ON JUNE 25, 2012 BY ORDINANCE NO. 5259.

WHEREAS, IT IS IN THE INTEREST OF THE CITY OF CREVE COEUR TO AUTHORIZE ADDITIONAL APPROPRIATIONS TO PAY FOR UNBUDGETED AND UNANTICIPATED EXPENDITURES AND TO UNAPPROPRIATE ITEMS BUDGETED BUT NOT COMPLETED IN VARIOUS CATEGORIES AS PROVIDED IN THE CITY CHARTER AND THE CITY CODE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR AS FOLLOWS:

SECTION 1. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL, ENTERPRISE AND CAPITAL FUNDS FOR THE 2012-2013 FISCAL YEAR AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING ADDITIONAL APPROPRIATIONS IN THE AMOUNT OF ~~\$335,523~~ \$389,523 IN THE FOLLOWING DEPARTMENTS:

GENERAL FUND

CITY CLERK	6,600	
FINANCE	0	24,000
NON-DEPARTMENTAL	14,500	
COMMUNITY SERVICES	5,500	
BUILDING MAINTENANCE	9,200	
POLICE - ADMIN	850	
POLICE - INVESTIGATIONS	9,600	
POLICE - PATROL	119,428	129,428
PUBLIC WORKS - STREETS	35,000	
PUBLIC WORKS - HEALTH & SAFETY	4,000	
COMMUNITY DEVELOPMENT - ADMINISTRATION	12,000	
BUILDING INSPECTION	2,000	
TOTAL ADDITIONAL APPROPRIATIONS-GENERAL FUND	\$ 218,678	252,678

ENTERPRISE FUND

ICE ARENA	9,100	
GOLF MAINTENANCE	9,000	
PRO SHOP	11,000	
TOTAL ADDITIONAL APPROPRIATIONS-ENTERPRISE FUND	\$ 29,100	

CAPITAL FUND

PAINT TAPPMAYER HOUSE	0	20,000
STORM WATER MASTER PLAN	\$ 5,850	
CONWAY ROAD IMPROVEMENTS	44,200	
CAPITAL EQUIPMENT	37,695	
TOTAL ADDITIONAL APPROPRIATIONS-CAPITAL FUND	\$ 87,745	107,745

TOTAL ALL ADDITIONAL APPROPRIATIONS

~~\$ 335,523~~ 389,523

SECTION 2. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL FUND AND ENTERPRISE FUND FOR THE 2012-2013 FISCAL YEAR AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING ADDITIONAL UNAPPROPRIATIONS IN THE AMOUNT OF ~~\$228,730-\$274,230.~~

GENERAL FUND

FINANCE	0	7,000
COMMUNITY SERVICES	4,000	
POLICE-ADMIN	105,478	
POLICE-INVESTIGATIONS	58,464	
POLICE-PATROL	12,000	30,500
PUBLIC WORKS-STREETS	30,000	
PUBLIC WORKS-PARKS	5,000	
BUILDING INSPECTIONS	2,788	
TOTAL UNAPPROPRIATIONS-GENERAL FUND	\$ 217,730	243,230

CAPITAL FUND

GOLF COURSE BRIDGE REPLACEMENT	0	20,000
TOTAL UNAPPROPRIATIONS - CAPITAL FUND	\$	20,000

ENTERPRISE FUND

ICE ARENA	\$ 9,000	
GOLF MAINTENANCE	-	
GOLF PROSHOP	2,000	
TOTAL UNAPPROPRIATIONS-ENTERPRISE FUND	\$ 11,000	
TOTAL ALL ADDITIONAL UNAPPROPRIATIONS	<u><u>\$ 228,730</u></u>	274,230

SECTION 3. THE ANNUAL GENERAL FUND OPERATING BUDGET FOR FISCAL YEAR 2011-2012 AS ADOPTED, IS HEREBY AMENDED BY THE FOLLOWING INCREASES OR (DECREASES) IN BUDGETED REVENUES:

ACCOUNT	AMOUNT
PROPERTY TAX	\$ (120,000)
TOTAL GENERAL FUND REVENUES	<u>\$ (120,000)</u>

SECTION 4. THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

ADOPTED THIS _____ DAY OF _____ 2012.

ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____ 2012.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK



MEMORANDUM

DATE: January 10, 2013

TO: Mark Perkins, City Administrator

FROM: Daniel Smith, Director of Finance

SUBJECT: Amendment to Proposed Budget Amendment Ordinance

Bill Number 5409 to amend the 2013FY Budget was given first reading at the last City Council meeting. Since that meeting some adjustments of those amendments is required. These are as follows:

1. **Amend the Finance Department Budget** - Staff is proposing filling the staff position of accountant in the Finance Department. Filling this position would require an increase in appropriation of \$24,000 for 2013. This increase is partially offset by a decrease in part time salary of \$7,000. Please see the attached memo concerning this action.
2. **Tappmeyer House Painting** – The Tappmeyer House is badly in need of painting. The maintenance of the property is the responsibility of the City. Staff proposes appropriating \$20,000 for the painting and other work. This money will be offset by reducing the budget for replacing the bridge at the golf course by \$20,000. It appears less work on the bridge is needed at this time. Please see the attached memo concerning this project.
3. **Police Department adjustments** – It appears that the cost of the patrol cars budgeted for purchase in FY2013 will be \$18,500 less than anticipated. As a result, this money is being unappropriated. Approximately \$10,000 of this money is needed to supplement other areas of Police Patrol due to unanticipated expenditures. One of the areas includes the Standard Fitness Program being developed by the police department.

Since these amendments do not materially offset the current legislation, it is anticipated the current bill can be amended and approved on January 14, 2013.

I would be pleased to respond to any questions.



MEMORANDUM

DATE: January 10, 2013

TO: Mark Perkins, City Administrator

FROM: Daniel Smith, Director of Finance

SUBJECT: Assistant Finance Director/Accountant Position in Finance

In 2002 the City budgeted a position for an accountant. Due to financial issues and other reasons a decision was made to eliminate that position. In place of the position we have been able to substitute the purchase of professional services from Muni Financial (primarily for the audit) and a part-time position (averages around 20 hours per week) utilizing the talents of Alice Young, the retired finance director of Olivette. However, in order to spend more time with her family Alice will be spending 4 to 6 months annually out of the area.

This arrangement has worked well over the past 4-5 years. However it has become increasingly apparent to me that the current responsibilities and increased workload for the finance department require reinstatement of the assistant finance director/accountant position. Some examples include the following:

1. I currently spend around 50% or more on accounting and clerical-type duties. These mainly relate to increased internal controls suggested or required by the auditors and my inability to delegate some responsibilities to other staff due to their increased workload.
2. I need to devote more time to the management aspect of my position such as:
 - a. Investments – The downturn in the market has substantially increased the work required to obtain a reasonable yield. We currently have 2 to 3 times more investment instruments than we had previously. We have an investment advisor but his duties are limited to recommending investments and assisting with investment strategy. The increase in the number of investments requires significantly more monitoring and oversight to assure safety, liquidity and yield. Currently, I feel the investment duties are not receiving the attention they should.
 - b. Pension Activities – Up until approximately 2008 the Pension Board met quarterly. They now meet monthly. Due to the downturn in the Market the Board has become much more active and the pension fund requires closer monitoring and attention. This is an area I also feel is currently lacking the attention it needs given the importance.

- c. Budgeting – Although budgets are always done in a timely manner this area should receive more attention. As you recall prior to Kathleen Mansfield leaving the City, the HR person did all the salary and benefit calculations for the annual budget. Those are now done by me. As a result I find myself become more mired down in actual numbers production and spending less time on budget analysis for the future.
- d. Financial Planning for Creve Coeur's Future – Due to time constraints I am able to spend almost no time on financial planning or analysis for the future.

These are only a few examples of the effect of not having filled that position. In summary I found that my job duties seem to be increasingly clerical in nature and the management end suffers significantly. I believe that the addition of this position will be a benefit to the City of Creve Coeur especially in the area of financial management. For your information the cities of Clayton, Des Peres, Maryland Heights, Webster Groves, Kirkwood, Chesterfield, Hazelwood and Florissant all have the equivalent of this position. It should also be noted that the City's auditors have recommended filling this position for a number of years.

It is estimated that the position will cost the City approximately \$70,000 to \$75,000 annually including benefits. This additional cost will be somewhat offset primarily in 3 areas. These are as follows:

- 1. Reduction in part-time assistance. Approximately \$22,000 will be saved by the elimination of the part-time accountant's position.
- 2. Investment advisor. We have discontinued use of an investment advisor at a savings of \$10,000 annually. Due to the downturn in the investment market it does not appear that the investment advisory services are generating enough additional yield to justify continuation. With a full-time assistant/accountant I will be able to devote more time to investment strategy and selection.
- 3. Audit assistance. With a full-time accountant/assistant we will be able to reduce the professional services required for audit assistance by at least \$5,000 or more.

Therefore it appears that the increased cost will be offset at least 50% by savings in these areas. The budget amendment currently under consideration by City Council has been further amended to include this additional position. I would be more than pleased to discuss this matter in more detail or respond to any questions.



INTEROFFICE MEMORANDUM

Date: January 14, 2013

To: Mark Perkins, City Administrator
From: Jaysen Christensen, Assistant to the City Administrator
Subject: Tappmeyer House Budget Adjustment

At its meeting on November 14th, the Historic Preservation Committee made a formal recommendation that the City amend the FY13 budget by increasing the building and grounds maintenance account by \$20,000 in order to paint the exterior of the Tappmeyer House in the spring of 2013 (see attached 11/14/2012 HPC Meeting Summary).

The Tappmeyer House was last painted approximately 10 years ago when it was moved from Olive Blvd. to its current location in Millennium Park. As shown in the attached pictures, the paint is now peeling on several sections of the exterior including the wood siding, dormers, soffits, fascia, and porch floors and ceilings. The HPC is concerned about weather exposure and rot in the wood exterior that will be accelerated by peeling paint. Additionally, the HPC is planning to host a public tour of the Tappmeyer House and other historic and architecturally significant buildings in Creve Coeur on May 11, 2013. The tour will begin and end at the Tappmeyer House.

Quotes have been obtained from painters who are familiar with painting historic structures, and it is projected that \$20,000 would cover the cost of replacing areas of the exterior that have experienced dry rot and preparing and painting the entire exterior.

To offset this cost, it is proposed that \$25,000 that was originally allocated in the current year's capital fund for the replacing one golf course bridge, be deferred to a future year. Although narrow and in need of reinforced railings, the bridge is structurally sound. The railings will be made higher and reinforced to address the primary and immediate concern.

Attachments:

- Historic Preservation Committee Meeting Summary November 14, 2012
- Pictures of Tappmeyer House



Meeting Summary
Historic Preservation Committee
Government Center
Mayor's Conference Room
November 14, 2012
4:30 p.m.

In attendance: Historic Preservation Committee Members: Carole Levin (chair), Ray Dobinsky, Laura Dierberg Ayers, John Headrick, Larry Rosen, Kelly Hackman, Evelyn Tischler, Oliver Stevenson, Rupj Pujji, Herb Lesser, and Christopher Valeriote.

Staff present: Assistant to the City Administrator, Jaysen Christensen

HPC Chair, Carole Levin, called the meeting to order at 4:35 p.m.

Introductions

Ms. Levin invited everyone in attendance to introduce themselves, including the newer Committee members and the City's new Recreation Director, Kirsten Barnes.

Work Meetings at Tappmeyer House

It was discussed that the Committee would try to schedule working meetings at the Tappmeyer House to begin organizing the archives currently being stored in the Tappmeyer House basement. The meetings would begin at 3:30 p.m. The dates of January 9 and February 13 were discussed as possibilities. Mr. Christensen stated that he would email Committee members to confirm dates and schedule meetings.

Tappmeyer House painting

The Committee discussed that the house was last painted approximately 8 years ago and that the paint is severely peeling in several areas. Laura Ayers stated that the Tappmeyer Foundation has spent approximately \$550,000 on restoring the house to date and that she would be in favor of requesting the City to cover the maintenance expenditures to repaint the house. Mr. Christensen stated that the City had obtained a quote from Morie and Willems to sand, scrape, prime, and paint the entire exterior of the house with the exception of the porch floors, which may be able to be painted by staff, for \$14,460. This also does not include the cost of replacing the newel posts on the side porch on the south which have been damaged by dry rot and will need to be replaced prior to painting. It was discussed that the house should be painted during the current fiscal year to mitigate any permanent damage that may occur to the subsurface of the exterior resulting from the peeling paint as well as to get the house ready for the public tour of the community's historic buildings that is being planned for May 11, 2013.

Action - Ray Dobinsky motioned to request a budget amendment by the City Council appropriate \$20,000 to prepare and paint the house as indicated above during the current fiscal year. Evelyn Tischler seconded the motion. The motion carried unanimously.

Public tour of Creve Coeur's historic structures

It was discussed that a City-sponsored public tour of the historically and architecturally significant buildings throughout the community was being planned for Saturday, May 11, 2013. It was discussed that the tour would have to be approximately three hours long to be able to stop at or drive by the 10 to 12 locations that had been identified such as Temple Emanuel, Monsanto's cafeteria K, Priory's chapel, Ladue Estates, the Tappmeyer House, etc.

Action - John Headrick motioned that the Committee formally endorse the tour and the date of May 11, 2013. Laura Ayers seconded the motion. The motion carried unanimously.

Display case and Reuther's donation

It was discussed that the City should include a blurb in the newsletter and on the website about the new items in the display case in the Government Center lobby. It was also discussed that the next items to highlight in the display case may include some of the items that were recently donated to the City by Reuther's Automotive, which recently closed after several decades of doing business in Creve Coeur. Ms. Levin stated that she was looking for a Jeep Willy model to include as that was one of the vehicles sold at the dealership when it originally opened.

Adjournment

Meeting adjourned at 6:00 p.m.

Submitted by Jaysen Christensen
Assistant to the City Administrator





MEMORANDUM

DATE: December 6, 2012

TO: Mark Perkins, City Administrator

FROM: Daniel Smith, Director of Finance

SUBJECT: Budget Adjustments Fiscal Year 2013

During the year, the finance department reviews budget appropriations to actual activity and recommends adjustments based upon the actual operating results. Some additional items have been approved by City Council or were unforeseen during the budget process. Conversely some budgeted items have not been completed due to various reasons and are adjusted to reflect actual activity.

Section 1 of the attached ordinance shows the requested additional appropriations for the operating budget. These are primarily due to unforeseen circumstances or additional activity related expense. Additional appropriations include:

1. General Fund
 - a. Non-departmental - Health Insurance cost for Retirees is higher than anticipated.
 - b. Maintenance - Unanticipated repair work related to the Government Center HVAC system.
 - c. Police-Patrol - Additional costs will be incurred due to a change in allocation of manpower to patrol from administrative and investigations. Savings will be seen in these areas.
 - d. Public Works - Streets - Additional cost in temporary employees due to various vacancies among permanent employees. Also, additional water and sewer cost due to increased irrigation.
 - e. Community Development Administration - The final GIS costs were not paid until FY 2013 therefore additional funds are required.
2. Enterprise
 - a. Water and Sewer – Golf Maintenance – A hot dry summer has resulted in higher water usage at the Golf Course.
 - b. Vehicle Maintenance-Pro Shop – Replacement batteries for golf cars were not budgeted.
3. Capital Fund – Three 2012 projects were largely completed in FY 2012 but certain costs were incurred in FY 2013:
 - a. Storm Water Master Plan
 - b. Conway Road Improvements
 - c. Purchase of a leaf vacuum in the capital equipment account

Section 2 of the attached ordinance shows the requested unappropriations. Major un-appropriations include:

1. General Fund
 - a. Police - Admin – Originally seven positions were budgeted in Administration for FY2013. Only six positions will be filled. The extra position was moved to patrol.
 - b. Police - Investigations – Savings due to only five positions being filled for the first six months of FY2013. During the second six months, a supervisor position will be filled. There is no change in the number of positions budgeted in Police for FY2013.
 - c. Public Works - Streets – There were vacancies in certain full-time positions that resulted in savings for FY2013. However, such vacancies resulted in the need for additional temporary personnel.
2. Enterprise
 - a. Ice Arena – The Director position was not filled until late August. Therefore, savings were generated in this area.

Section 3 of the attached ordinance relates to requested revenue adjustments in the General Fund. The only adjustment required at this time is in property taxes, which were reduced as a result of lowering of the tax levy in September.

I would be pleased to respond to any questions.

Salaries-Perm-Ice Arena	06-14-31-5101	Vacancy in Director's position	-7000	
Technical and Professional Services-Ice Arena	06-14-31-6202	Web-site not updated this year	-2000	
Professional services- Ice Arena	06-14-31-6203	Consulting on Rink Maintenance service RFP required	2400	
Wearing Apparel- Ice Arena	06-14-31-7309	Staff tee shirts needed and Hockey Jerseys for summer leagues (covered by additional revenues)	3200	
Water and Sewer- Ice Arena	06-14-31-6254	Higher cost than anticipated	3500	100
Building and Grounds Maintenance- Golf Maintenance	06-14-32-6212	Repairs to roof and Garage Door unanticipated	2000	
Water and Sewer- Golf Maintenance	06-14-32-6254	Hotel, summer required more water usage on Golf Course	7000	9000
Professional and Technical Services-Pro Shop	06-14-33-6202	Website not updated this year	-2000	
Vehicle Maintenance-Pro Shop	06-14-33-6210	Replacement Batteries for Golf Carts not Budgeted	10100	
Equipment Rental-Pro Shop	06-14-33-6266	Chill Bowl Carts needed for April and June Tournaments	900	9000
TOTAL ENTERPRISE FUND EXPENDITURE ADJUSTMENTS			18100	18100
TOTAL CAPITAL FUND REVENUE ADJUSTMENTS			0	
		CAPITAL FUND EXPENDITURES		
Storm Water Master Plan	02-61-71-9509-12521	Project was finished in FY 2013 but Budgeted in FY 2012	5850	
Conway Road Improvements	02-61-71-9510-12603	Project was finished in FY 2013 but Budgeted in FY 2012	44200	
Capital Equipment	02-61-71-9516	Budgeted and encumbered in 2012 but paid for in 2013	37695	
GENERAL FUND ADDITIONAL APPROPRIATIONS			218 678	
GENERAL FUND UNAPPROPRIATIONS			(217,730)	
ENTERPRISE FUND ADDITIONAL APPROPRIATIONS			29100	
ENTERPRISE FUND UNAPPROPRIATIONS			-11000	
NET INCREASE/DECREASE IN ENTERPRISE FUND APPROPRIATIONS			18100	
CAPITAL FUND ADDITIONAL APPROPRIATIONS			87745	
CAPITAL FUND UNAPPROPRIATIONS				
NET INCREASE/DECREASE IN CAPITAL FUND APPROPRIATIONS			87745	
TOTAL ADDITIONAL APPROPRIATIONS ALL FUNDS			336 523	
TOTAL UNAPPROPRIATIONS ALL FUNDS			(228,730)	
		REVENUE SUMMARY		
GENERAL FUND ADDITIONAL REVENUES			0	
GENERAL FUND REDUCTION IN REVENUES			-125000	
ENTERPRISE FUND ADDITIONAL REVENUES			0	
ENTERPRISE FUND REDUCTION IN REVENUES			0	
CAPITAL FUND ADDITIONAL REVENUES			0	
CAPITAL FUND REDUCTION IN REVENUES			0	

AN ORDINANCE AMENDING SECTIONS 355.100 AND 385.070 OF THE CREVE COEUR CODE OF ORDINANCES REGARDING MOTOR VEHICLE LICENSE PLATES.

WHEREAS, the City Council has determined it to be in the best interests of the citizens of the City of Creve Coeur to update Sections 355.100 and 385.070 of the Code of Ordinances of the City of Creve Coeur, regarding motor vehicle license plates; and

WHEREAS, a copy of this ordinance has been made available for public inspection prior to its adoption by the City Council and this bill having been read by title in open meeting two times before final passage:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI THAT:

SECTION 1. Section 355.100 is revised to read as follows:

SECTION 355.100: PARKING WITHOUT LICENSE PLATE, SAFETY INSPECTION CERTIFICATE

No person shall park upon any street or upon any public property or private property open to public use any motor vehicle not bearing or displaying a current license plate specifically issued for such motor vehicle and a current safety inspection sticker, except as may be authorized by law or regulation of any duly authorized governmental agency issuing such license plates. (R.O. 2008 §16-345; Ord. No. 977 §1(13.12), 1-5-81).

SECTION 2. Section 385.070 is revised to read as follows:

SECTION 385.070: UNAUTHORIZED PLATES, TAGS, STICKERS, SIGNS

No person shall operate a motor vehicle or trailer, or park it upon any public property or private property open to public use, on which there is displayed on the front or rear thereof any other plate, tag or placard bearing any number except the plate furnished by the Director of Revenue or other plate as may be authorized by law or regulation of any other duly authorized governmental agency issuing such license plates, nor shall there be displayed on any motor vehicle or trailer a placard, sign or tag bearing the words "license lost", "license applied for" or words of similar import as a substitute for such number plates

BILL NO. 5410

ORDINANCE No. _____

SECTION 3. This ordinance shall take effect in accordance with the provisions of section 3.11(g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2013.

ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2013.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK



CREVE COEUR POLICE DEPARTMENT INTEROFFICE MEMO

DATE: 12/28/12

TO: Mark Perkins, City Administrator

FROM: Glenn Eidman, Chief of Police

SUBJECT: Parking Without License Plate, Safety Inspection Certificate Ordinance 355.100

On Thursday December 13, 2012 Officer Schultz DSN 857 requested information regarding the authority of the Police department to issue officers to write parking tickets to motor vehicles parked on private parking lots with expired license plates. Officer Schultz stated that other officers were issuing these citations and he was not sure if it was within the power of officers in regards to a specific ordinance number.

Officer Schultz and Vaclavik researched the City's current parking ordinances and were unable to find one that validates a written citation. We were able to find Section 355.100 which states the following:

SECTION 355.100: PARKING WITHOUT LICENSE PLATE, SAFETY INSPECTION CERTIFICATE

No person shall park upon any street or upon any public property any motor vehicle not bearing or displaying a current license plate specifically issued for such motor vehicle and a current safety inspection sticker, except as may be authorized by law or regulation of any duly authorized governmental agency issuing such license plates. (R.O. 2008 §16-345; Ord. No. 977 §1(13.12), 1-5-81)

This ordinance does not authorize the Police department to issue a citation on private property that is open to public use. City Ordinance 385.060 & 385.070 mentions license plates in other forms but did not cover the exact issue at hand.

The Police department is requesting an edit to the existing Ordinance #355.100; which would include the authority to issue citations for parking on private property open to the public in its current version that would be in violation of the City Ordinance.

With this amendment to the ordinances it would enable officers to issue a parking citation for vehicles that are parked (with expired license plates and/or no current inspection sticker) on private parking lots open to the public. This would include all of the parking lots belonging to private business in the City.

Recommended Revisions:

SECTION 1. Section 355.100 is revised to read as follows:

SECTION 355.100: PARKING WITHOUT LICENSE PLATE, SAFETY INSPECTION CERTIFICATE

No person shall park upon any street or upon any public property or private property open to public use any motor vehicle not bearing or displaying a current license plate specifically issued for such motor vehicle and a current safety inspection sticker, except as may be authorized by law or regulation of any duly authorized governmental agency issuing such license plates. (R.O. 2008 §16-345; Ord. No. 977 §1(13.12), 1-5-81).

SECTION 2. Section 385.070 is revised to read as follows:

SECTION 385.070: UNAUTHORIZED PLATES, TAGS, STICKERS, SIGNS

No person shall operate a motor vehicle or trailer, or park it upon any public property or private property open to public use, on which there is displayed on the front or rear thereof any other plate, tag or placard bearing any number except the plate furnished by the Director of Revenue or other plate as may be authorized by law or regulation of any other duly authorized governmental agency issuing such license plates, nor shall there be displayed on any motor vehicle or trailer a placard, sign or tag bearing the words "license lost", "license applied for" or words of similar import as a substitute for such number plates

Chief Glenn Eidman

**AN ORDINANCE TO AUTHORIZE A RESIDENTIAL DESIGNED
DEVELOPMENT (RDD) WITH ACCOMPANYING PRELIMINARY SUBDIVISION
PLAT AND SITE DEVELOPMENT PLAN FOR THE PROPOSED VILLAS AT
MOSLEY SUBDIVISION, ON 4 ACRES OF LAND LOCATED SOUTH OF OLIVE
BOULEVARD AND EAST OF MOSLEY ROAD.**

WHEREAS, William Levinson, of Benton Homebuilders, has submitted an application for the preliminary plat approval for the subdivision of four acres that is part of 842, 834, and 828 Mosley Road, zoned "C" Single Family Residential District, and

WHEREAS, in accordance with Sections 405.270, 405.450(C), and 405.1080 of the Zoning Ordinance, the applicant has submitted a Site Development Plan and Preliminary Plat to the Department of Planning for the Villas at Mosley subdivision, including 10 lots on the 4 acres, with residential designed development (RDD), and

WHEREAS, On November 19 and December 17, 2012, the Planning and Zoning Commission reviewed the RDD request and accompanying Preliminary Plat and by 3-3 vote, absent a majority vote, this a procedural denial thereof on the condition that the property be developed in accordance with the Site Development Plan/Preliminary Plat, received December 5, 2012, by the Department of Planning or as further revised as required by the City of Creve Coeur and on other conditions, and

WHEREAS, all persons who presented themselves and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance has been made available for public inspection prior to its consideration by the City Council; and this Bill having been read by title in open meeting two times before final passage by the City Council, and

WHEREAS, the City Council finds that the Residential Designed Development proposal, as submitted on December 5, 2012, is consistent with good planning practice, consistent with good site landscape planning, is not detrimental to the existing and permitted uses in the surrounding area, is deemed desirable to provide the purpose of Section 405.450 of the Zoning Code and is in accordance with the criteria of Section 405.450(C)(1-3) of the Zoning Code regarding minimum project area, gross acreage, yards, and site and building coverage.

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, St. Louis County, Missouri, as follows:

SECTION 1: A residential designed development permit is hereby granted for the Villas at Mosley Subdivision, approximately 4 acres of land located south of Olive Boulevard and east of Mosley Road and legally described as follows:

A tract of land being Lot 3 and part of Lots 1 and 2 of "Kraemer Acres", a Subdivision according to the plat thereof recorded in Plat Book 87, Page 20 of the St. Louis County Records and part of U.S. Survey 1962 and Fractional Section 2, Township 45 North, Range 5 East, in the City of Creve Coeur, St. Louis County, Missouri, being more particularly described as follows:

Beginning at a point on the Southeastern right-of-way line of Olive Street Road, 90 feet wide, at its intersection with the Western line of Lot 1 of "Wir-Don Meadows" a Subdivision, according to the plat thereof recorded in Plat Book 69, Page 21 of the St. Louis County Records, thence Southwardly, along the Western line of said Lot 1 and the

Western line of Lots 2 through 10 of said Wir-Don Meadows, South 25 degrees 41 minutes 00 seconds East 362.25 feet to a point; thence South 02 degrees 06 minutes 00 seconds West 117.70 feet to a point; thence South 18 degrees 08 minutes 30 seconds East 127.13 feet to a point; thence South 00 degrees 58 minutes 00 seconds West 152.83 feet to the Southeastern corner of property conveyed to Daniel T. and Diane R. Sims by deed recorded in Deed Book 12704, Page 2165, of the St. Louis County Records; thence Westwardly, along the Southern line thereof, North 89 degrees 02 minutes 00 seconds West 439.93 feet to its intersection with the Eastern right-of-way line of Mosley Road, variable width; thence Northwardly, along the Eastern right-of-way line thereof, North 10 degrees 14 minutes 00 seconds East 165.30 feet to a point; thence Northwesterly, continuing along the Eastern right-of-way line of said Mosley Road, North 29 degrees 52 minutes 00 seconds West 89.62 feet to a point; thence North 86 degrees 28 minutes 00 seconds East 5.58 feet to the most Southern corner of said Lot 3 of Kraemer Acres, as aforementioned; thence Northwesterly, continuing along the Eastern right-of-way line of said Mosley Road, North 29 degrees 52 minutes 00 seconds West 85.44 feet to the most Western corner of said Lot 3; thence Northeasterly, along the Northwestern line of said Lot 3, North 59 degrees 14 minutes 00 seconds East 205.64 feet to its intersection with the Southwestern line of said Lot 2 of Kraemer Acres, as aforementioned; thence Northwesterly, along the Southwestern line of said Lot 2; North 25 degrees 41 minutes 00 seconds West 186.05 feet to its intersection with the Southeastern right-of-way line of Olive Street Road, as aforementioned; thence Northeasterly, along the Southeastern right-of-way line thereof, North 59 degrees 17 minutes 00 seconds East 5.400 acres, more or less.

Excepting therefrom the following:

A tract of land being part of Lots 1, 2 and 3 of "Kraemer Acres", a subdivision according to the plat thereof recorded in Plat Book 87 page 20 of the St. Louis County Records, in U.S. Survey 1962, Township 45 North - Range 5 East, City of Creve Coeur, St. Louis County, Missouri and being more particularly described as:

Beginning at the intersection of the Southeast right-of-way line of Olive Street Road, 90 feet wide, and the West line of Lot 1 of "Wir-Don Meadows", a subdivision according to the plat thereof recorded in Plat Book 69 page 21 of the St. Louis County Records; thence Southwardly along said West line of Lot 1 and the West line of Lots 2 and 3 of said "Wir-Don Meadows" South 25 degrees 41 minutes 00 seconds East 222.98 feet to a point; thence South 59 degrees 14 minutes 00 seconds West 442.97 feet to a point in the East line of Mosley Road, variable width; thence Northwardly along said East line of Mosley Road, variable width, North 29 degrees 52 minutes 00 seconds West 37.00 feet to the Westernmost corner of aforesaid Lot 3 of "Kraemer Acres"; thence Northeastwardly along the Northwest line of said Lot 3 North 59 degrees 14 minutes 00 seconds East 205.64 feet to a point in the West line of aforesaid Lot 2 of "Kraemer Acres"; thence Northwardly along said West line of Lot 2 North 25 degrees 41 minutes 00 seconds West 186.05 feet to a point in the aforesaid Southeast right-of-way line of Olive Street Road; thence Northeastwardly along said Southeast right-of-way line North 59 degrees 17 minutes 00 seconds East 240.02 feet to the point of beginning and containing 1.398 acres according to a survey by Volz Incorporated.

The above-described property contains 4.002 acres according to calculations by Volz Incorporated on September 21, 2012.

SECTION 2: The Villas at Mosley RDD shall conform to the Site Development Plan/Preliminary Plat and Landscape Plan, received December 5, 2012, by the Department of Planning or as further revised as required and approved by the City of Creve Coeur, and are further subject to the following conditions:

1. Individual homes shall not be constructed with more than 10% vinyl siding on all elevations. Other forms of siding, such as "Hardi-plank" may be permissible with the Zoning Administrator's approval.
2. The Final Subdivision Plat shall be revised to indicate that approaches to intersections shall have a grade not exceeding three percent (3%) for a distance of not less than one hundred fifty (150) feet measured from the centerline of the intersecting street as required by Section 410.240.F.5.
3. The Final Subdivision Plat shall be revised to indicate that the properties along the south boundary shall have a rear setback of 30 feet
4. The applicant shall provide a six-foot high wooden fence along the southern and eastern boundaries of the development at such locations approved by the Director of Community Development and residents.
5. The final Subdivision Plat shall be revised indicating that the walkway and reading garden be deleted and the greenspace remains.
6. Prior to issuance of any building permits, the applicant shall prepare and record the final subdivision plat as approved by the City Council and indentures requiring public access, maintenance, insurance, funding, maintenance of the stormwater basin, and common ground area , as approved by the City Attorney.

SECTION 3: As set forth in Section 405.1080 of the Zoning Ordinance of the City of Creve Coeur, Site Development Plans approved by the City of Creve Coeur shall be valid for a period of up to one (1) year from the date it is approved. After one year, a Site Development Plan will no longer be valid unless an extension is granted. The City of Creve Coeur may grant one, one (1) year extension prior to the expiration of the Site Development Plan upon written request of the applicant submitted to the City at least 180 days prior to the expiration date and granted prior to the expiration date.

SECTION 4: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS _____ DAY OF _____, 2013

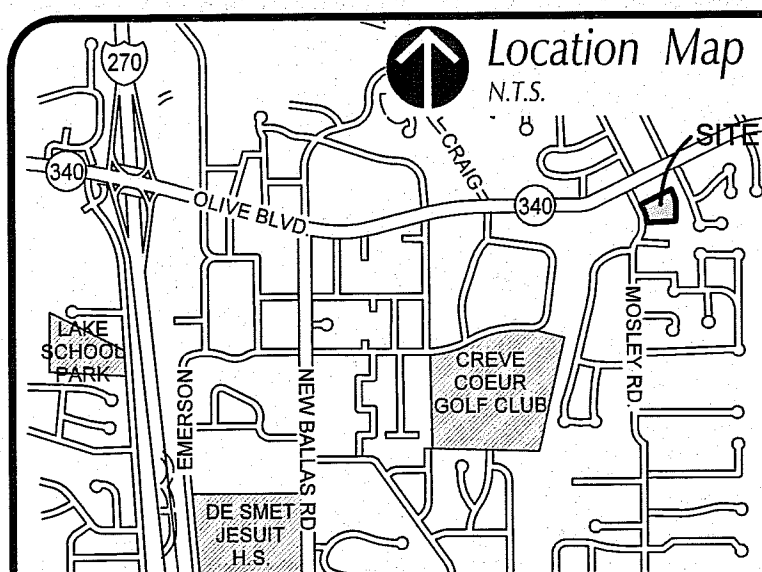
ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2013

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK



SYMBOL	DESCRIPTION	Legend
	BUILDING LINE	
	EXISTING SANITARY SEWER	
	PROPOSED SANITARY SEWER	
	EXISTING STORM SEWER	
	PROPOSED STORM SEWER	
	EXISTING CONTOUR	
	PROPOSED CONTOUR	
	EXISTING TREE LINE	
	PROPOSED TREE LINE	
	TREES TO REMAIN	

Typical Lot

30' REAR YARD SOUTH LOTS	22.5' REAR YARD NORTH LOTS
10,500 sf MINIMUM INDIVIDUALLY	11,760 SF +/- AVG FOR ALL 10 LOTS
9' SIDE YARD	9' SIDE YARD
20' BUILDING LINE	60' MINIMUM
50' ROW	5' SIDEWALK (typ.)
26' P.V.M.T.	

TOTAL SITE AREA	4.0 ACRES = (174,327 SF)
AVERAGE LOT SIZE	11,760 SF
AVERAGE LOT IMPERVIOUS AREA	5,000 SF
AVERAGE LOT COVERAGE	5,000 SF 43% MAXIMUM LOT COVERAGE
TOTAL SITE COVERAGE	11,760 SF
AVERAGE LOT IMPERVIOUS AREA	5,000 SF X 10 LOTS = 50,000 SF
PAVEMENT & WALK IMPERVIOUS AREA	19,587 SF
TOTAL IMPERVIOUS AREA	69,587 SF
TOTAL SITE COVERAGE	69,587 SF 40 % TOTAL SITE COVERAGE
	174,327 SF

PROPERTY DESCRIPTION - 4 ACRE TRACT

A TRACT OF LAND BEING LOT 3 AND PART OF LOTS 1 AND 2 OF "KRAEMER ACRES", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 87, PAGE 20 OF THE ST. LOUIS COUNTY RECORDS AND PART OF U.S. SURVEY 1962 AND FRACTIONAL SECTION 2, TOWNSHIP 45 NORTH, RANGE 5 EAST, IN THE CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

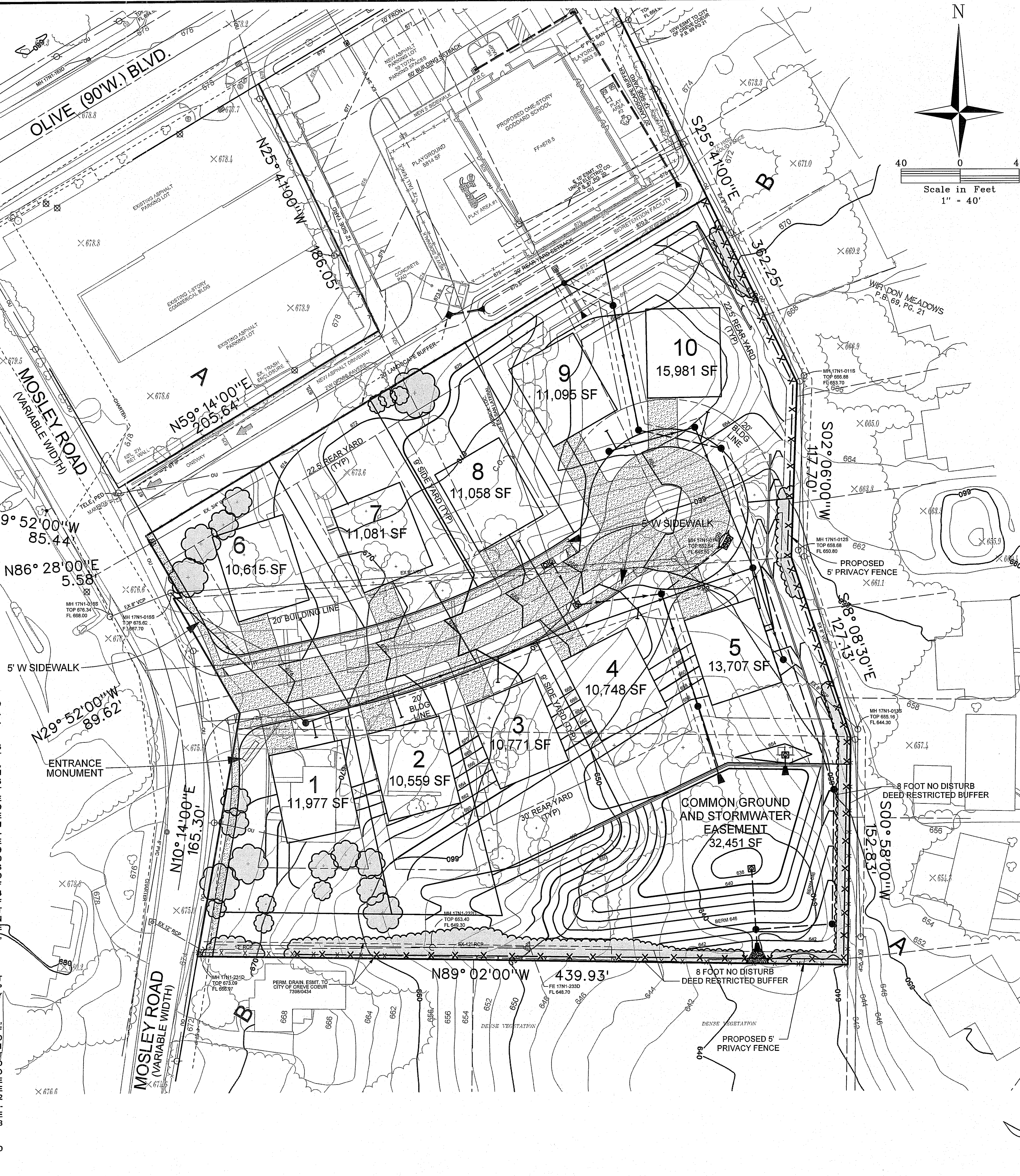
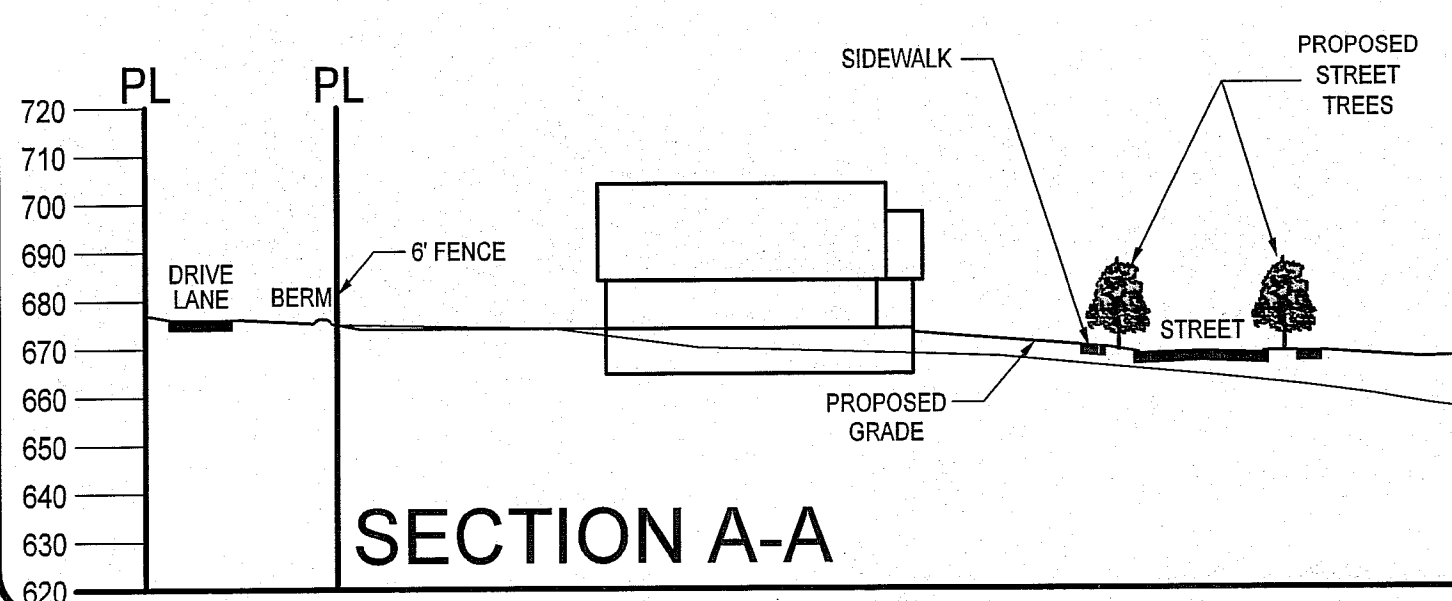
BEGINNING AT A POINT ON THE SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, 90 FEET WIDE, AT ITS INTERSECTION WITH THE WESTERN LINE OF LOT 1 OF "WIR-DON MEADOWS", A SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 69, PAGE 21 OF THE ST. LOUIS COUNTY RECORDS, THENCE SOUTHWARDLY, ALONG THE WESTERN LINE OF SAID LOT 1 AND THE WESTERN LINE OF LOTS 2 THROUGH 10 OF SAID WIR-DON MEADOWS, SOUTH 25 DEGREES 41 MINUTES 00 SECONDS EAST 362.25 FEET TO A POINT; THENCE SOUTH 02 DEGREES 06 MINUTES 00 SECONDS WEST 117.70 FEET TO A POINT; THENCE SOUTH 18 DEGREES 08 MINUTES 30 SECONDS EAST 127.13 FEET TO A POINT; THENCE SOUTH 00 DEGREES 58 MINUTES 00 SECONDS WEST 152.83 FEET TO THE SOUTHEASTERN CORNER OF PROPERTY CONVEYED TO DANIEL T. AND DIANE R. SIMS BY DEED RECORDED IN DEED BOOK 12704, PAGE 2168, OF THE ST. LOUIS COUNTY RECORDS; THENCE WESTWARDLY, ALONG THE SOUTHERN LINE THEREOF, NORTH 89 DEGREES 02 MINUTES 00 SECONDS WEST 439.93 FEET TO ITS INTERSECTION WITH THE EASTERN RIGHT-OF-WAY LINE OF MOSLEY ROAD, VARIABLE WIDTH; THENCE NORTHWARDLY, ALONG THE EASTERN RIGHT-OF-WAY LINE OF SAID MOSLEY ROAD, NORTH 10 DEGREES 14 MINUTES 00 SECONDS WEST 165.30 FEET TO A POINT; THENCE NORTHWESTERLY, CONTINUING ALONG THE EASTERN RIGHT-OF-WAY LINE OF SAID MOSLEY ROAD, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 89.62 FEET TO A POINT; THENCE NORTH 86 DEGREES 28 MINUTES 00 SECONDS EAST 5.58 FEET TO THE MOST SOUTHERN CORNER OF SAID LOT 3 OF KRAEMER ACRES, AS AFOREMENTIONED; THENCE NORTHWESTERLY, ALONG THE SOUTHWESTERN LINE OF SAID LOT 2; NORTH 25 DEGREES 41 MINUTES 00 SECONDS WEST 166.06 FEET TO A POINT IN THE AFORESAID SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, AS AFOREMENTIONED; THENCE NORTHEASTERLY, ALONG THE SOUTHEASTERN RIGHT-OF-WAY LINE THEREOF, NORTH 59 DEGREES 17 MINUTES 00 SECONDS EAST 5.400 ACRES, MORE OR LESS.

EXCEPTING THEREFROM THE FOLLOWING:

A TRACT OF LAND BEING PART OF LOTS 1, 2 AND 3 OF "KRAEMER ACRES", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 87 PAGE 20 OF THE ST. LOUIS COUNTY RECORDS, IN U.S. SURVEY 1962, TOWNSHIP 45 NORTH - RANGE 5 EAST, CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE INTERSECTION OF THE SOUTHEAST RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, 90 FEET WIDE, AND THE WEST LINE OF LOT 1 OF "WIR-DON MEADOWS", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 69 PAGE 21 OF THE ST. LOUIS COUNTY RECORDS; THENCE SOUTHWARDLY ALONG SAID WEST LINE OF LOT 1 AND THE WEST LINE OF LOTS 2 AND 3 OF SAID "WIR-DON MEADOWS" SOUTH 25 DEGREES 41 MINUTES 00 SECONDS EAST 222.98 FEET TO A POINT; THENCE SOUTH 59 DEGREES 14 MINUTES 00 SECONDS WEST 442.97 FEET TO A POINT IN THE EAST LINE OF MOSLEY ROAD, VARIABLE WIDTH; THENCE NORTHWARDLY ALONG SAID EAST LINE OF MOSLEY ROAD, VARIABLE WIDTH, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 37.00 FEET TO THE WESTERNMOST CORNER OF AFORESAID LOT 3 OF "KRAEMER ACRES"; THENCE NORTHEASTWARDLY ALONG THE NORTHWEST LINE OF SAID LOT 3 NORTH 59 DEGREES 14 MINUTES 00 SECONDS EAST 205.64 FEET TO A POINT IN THE WEST LINE OF AFORESAID LOT 2 OF "KRAEMER ACRES"; THENCE NORTHWARDLY ALONG SAID WEST LINE OF LOT 2 NORTH 25 DEGREES 41 MINUTES 00 SECONDS WEST 166.06 FEET TO A POINT IN THE AFORESAID SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD; THENCE NORTHEASTWARDLY ALONG SAID SOUTHEASTERN RIGHT-OF-WAY LINE NORTH 59 DEGREES 17 MINUTES 00 SECONDS EAST 240.02 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.388 ACRES ACCORDING TO A SURVEY BY VOLZ INCORPORATED.

THE ABOVE-DESCRIBED PROPERTY CONTAINS 4.002 ACRES ACCORDING TO CALCULATIONS BY VOLZ INCORPORATED ON SEPTEMBER 21, 2012.



PROJECT NOTES:	
LOCATOR NUMBERS AND ADDRESSES:	17N 51 0654 - 842 N. MOSLEY ROAD 17N 51 0289 - 834 N. MOSLEY ROAD 17N 51 0182 - 828 N. MOSLEY ROAD
OWNER OF RECORD:	DANIEL T. & DIANE R. SIMS 12564 CLARK MANOR CIRCLE, ST. LOUIS, MISSOURI 63141
PREPARED BY:	VOLZ INCORPORATED 10849 INDIAN HEAD IND'L BLVD. ST. LOUIS, MISSOURI 63132
PREPARED FOR:	BENTON HOMEBUILDERS 1000 EXECUTIVE PARKWAY, SUITE 106, ST. LOUIS, MO 63141
AREA OF SITE:	4.0 ACRES
EXISTING ZONING:	C - SINGLE FAMILY RESIDENTIAL DISTRICT
PROPOSED ZONING:	C - RDD (RESIDENTIAL DESIGN DEVELOPMENT PROCEDURE)
PROPOSED USES:	RESIDENTIAL
DENSITY CALCULATIONS:	AREA OF SITE: 174,314 S.F. R.O.W.: 24,263 S.F. NET AREA: 150,051 S.F.
	150,051 S.F. (NET AREA) 10 LOTS (10 LOTS PROPOSED) 15,000 S.F.
STORMWATER MANAGEMENT CALCULATIONS:	TOTAL ACRES: 4.0 ACRES EXISTING IMPERVIOUS: +/- 14% = 1.87 PI PROPOSED IMPERVIOUS: +/- 35% = 2.28 PI DIFFERENTIAL RUNOFF: 4.0 ACRES (2.28 - 1.87) = 1.64 CFS
	WATER QUALITY (WQV): SITE DISTURBANCE = 3.5 ACRES REQUIRED DUE TO MORE THAN 1.0 ACRE CHANNEL PROT. (CPV): SITE LESS THAN 5 ACRES - NOT REQUIRED FLOOD PROTECTION (GP): DIFFERENTIAL RUNOFF OF 1.64 CFS IS LESS THAN 2.0 CFS - NOT REQUIRED
PARKING CALCULATIONS:	2 SPACES PER LOT AT 10 LOTS = 20 SPACES
GREEN SPACE:	AREA OF SITE: 4.0 ACRES = 174,314 S.F. IMPERVIOUS AREA: 1.40 ACRES = 60,984 S.F. GREEN SPACE: 2.60 ACRES = 113,330 S.F.
	113,330 S.F. 174,314 S.F. = 65% GREEN SPACE
AVERAGE UNIT SIZE:	2500 S.F. TO 3500 S.F.
AVERAGE LOT SIZE:	117,600 S.F. / 10 LOTS = 11,760 S.F.
TREE PRESERVATION:	EX. TREES MASS 0.696 ACRES = 25,973 S.F. 25,973 S.F. X 0.25 = 6,493 S.F. REQUIRED TO REMAIN PROPOSED TREE MASS TO REMAIN = 8,349 S.F. (32%) INDIVIDUAL 8" TREES EXISTING = 83 TREES 83 X 0.25 = 21 TREES ARE REQUIRED TO REMAIN PROPOSED INDIVIDUAL TREES TO REMAIN = 21 TREES
BENCHMARK:	ST. LOUIS COUNTY BENCHMARK 13-197, "LY" ON SIDEWALK AT THE NORTHWESTERN CORNER OF A ONE STORY BRICK BUILDING 70' EAST OF MOSLEY ROAD AND 100' SOUTH OF OLIVE STREET ROAD. ELEVATION = 679.36" (NGVD '29)

GENERAL NOTES:

- SANITARY SEWER CONNECTIONS SHALL BE AS APPROVED BY THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
- STORMWATER MANAGEMENT SHALL BE DESIGNED PURSUANT TO THE CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS AND DISCHARGE AT AN ADEQUATE NATURAL DISCHARGE POINT. SINKHOLES ARE NOT ADEQUATE NATURAL DISCHARGE POINTS.
- THE LOCATION OF STORM AND SANITARY SEWER IMPROVEMENTS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS SHALL BE DETERMINED BY FIELD CONDITIONS AND SHALL BE INDICATED ON THE IMPROVEMENT PLANS.
- GRADING AND DRAINAGE SHALL BE PER CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS.
- LANDSCAPING WILL BE PROVIDED AS REQUIRED BY CITY OF CREVE COEUR.
- SLOPE SHALL NOT EXCEED 3 (HORIZONTAL) : 1 (VERTICAL), UNLESS SUPPORTED BY GEOTECHNICAL REPORT AND APPROVED BY THE CITY OF CREVE COEUR STANDARDS.
- SETBACKS FOR RDD REQUIREMENTS TAKE PRECEDENCE OVER "SPECIAL USE" SETBACK REQUIREMENTS.
- THE PROPOSED LIGHT STANDARDS SHALL BE IN COMPLIANCE TO THE CITY OF CREVE COEUR'S LIGHTING CODE.
- THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER OR LOCATION OF THESE OR OTHER UTILITIES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES SHOWN OR NOT SHOWN AND SHALL BE LOCATED IN EXCAVATION OR CONSTRUCTION OF IMPROVEMENTS IN THE FIELD PRIOR TO ANY GRADING. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

DISTRICTS:

METROPOLITAN ST. LOUIS SEWER DISTRICT
CREVE COEUR FIRE PROTECTION DISTRICT
PARKWAY SCHOOL DISTRICT
CREVE COEUR CREEK WATERSHED

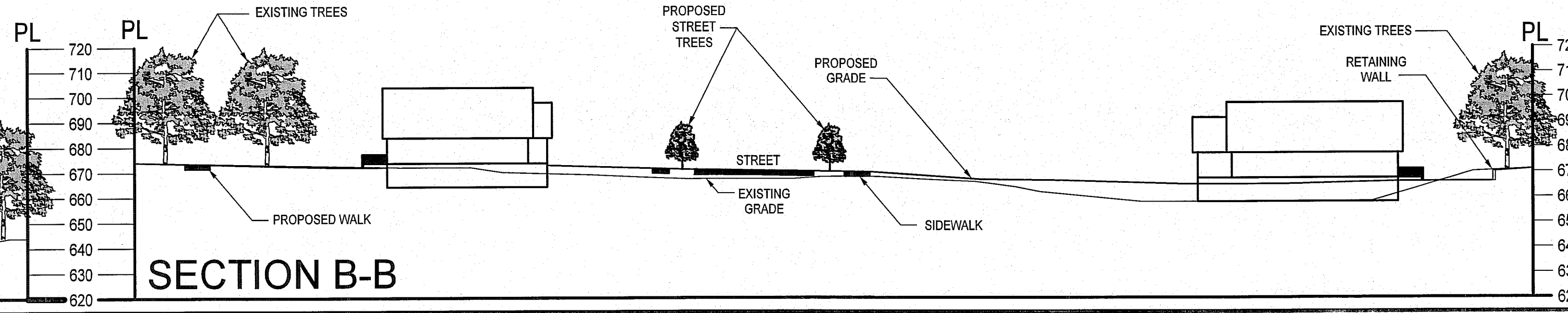
UTILITY SERVICE AREAS:

AMEREN UE
LACLEDE GAS COMPANY
MISSOURI AMERICAN WATER COMPANY
CHARTER COMMUNICATIONS (CABLE TV)
AT&T TELEPHONE COMPANY

BY ORDER OF BENTON HOMEBUILDERS, WE HAVE PREPARED A PRELIMINARY PLAT, THE RESULTS OF WHICH ARE CURRENTLY REPRESENTED ON THIS DRAWING, WHICH IS A PRELIMINARY PLAT - NOT FOR CONSTRUCTION - AND WAS PREPARED FOR THE SOLE LIMITED PURPOSE OF PROVIDING A CONCEPT FOR THE PROPOSED DEVELOPMENT OF THE TRACT AND IS INTENDED ONLY FOR THE PRELIMINARY USE OF GOVERNMENTAL REVIEWING AUTHORITIES FOR THE PURPOSE OF OBTAINING APPROVAL OF A CONCEPT AND IS SUBJECT TO SUCH COMMENTS, RECOMMENDATIONS OR REVISIONS AS MAY BE DEEMED NECESSARY OR APPROPRIATE IN FURTHERANCE OF SUCH PURPOSES.

TIMOTHY J. MEYER
PROFESSIONAL ENGINEER
PE-24665
ERIC J. KIRBY, P.L.S.
Professional Land Surveyor
MO P.L.S. #2005000074

SECTION B-B



Benton Homebuilders
1000 Executive Parkway
Suite 106
St. Louis, MO 63141
314-336-5555

ENGINEERS
LAND PLANNING
LAND SURVEYING
TRANSPORTATION
CONST. MANAGEMENT

VOLZ
INCORPORATED

VILLAS AT MOSLEY

SITE DEVELOPMENT PLAN/
PRELIMINARY PLAT

11166-0

10-15-2012 CITY COMMENTS
12-21-2012 REVISED

1



NORTH

0

30

60

90

feet

SCALE: 1" = 30'

REVISIONS BY	
11/30/12	RMM

landscape
TECHNOLOGIES

411 East Capitol Drive
St. Charles, Missouri 63304
Tel: (636) 422-1453
Fax: (636) 422-1453
MO Landscape Architectural Corporation #2008009762

STATE OF MISSOURI
JAN 11 2013
REGISTERED
LANDSCAPE ARCHITECT
RANDALL W. HARDS
NUMBER 018

DATE: 11/30/12

PLANTING PLAN FOR THE PROPOSED
Villas at Mosley
CREVE COEUR, MISSOURI

DRAWN
R. HARDS

CHECKED
RMM

DATE
10/17/12

SCALE
1"=30'-0"

JOB NO.
2012-164

SHEET
L-1

OF TWO SHEETS

109



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

APPLICATION TO PLANNING AND ZONING COMMISSION #12-033 FOR APPROVAL FOR THE PRELIMINARY PLAT FOR VILLAS AT MOSLEY WITH RESIDENTIAL DESIGN DEVELOPMENT DESIGNATION

FOR THE MEETING OF: December 17, 2012

LOCATION: 842, 834 and 828 Mosley Road

REQUEST: William Levinson, of Benton Homebuilders, has submitted an application for the preliminary plat approval for the subdivision of four acres that is part of 842, 834, and 828 Mosley Road. The proposal includes the development of ten single family homes with a "RDD" Residential Design Development designation.

ADDITIONAL INFORMATION: Residential Design Development designation allows for greater flexibility in the size and configuration of lots without altering the allowable residential density. The properties are zoned "C" Single Family Residential. The applicants have revised the Site Development Plan to increase the lot size to a minimum of 10,559 sq. ft. and an average lot size of 11,760 sq. ft.

APPLICANTS: William Levinson
Benton Homebuilders
1000 Executive Parkway, Suite 106
Saint Louis, MO 63141

OWNER: Benton Homebuilders
1000 Executive Parkway,
Suite 106
Saint Louis, MO 63141

Key Issues:

- Do the lots substantially meet all land development standards of this Chapter and those of any other applicable City regulations?

Subdivision Code References

- Chapter 410: Subdivision and Development of Land

Zoning Code References

- Section 405.270: "C" Single Family Residential
- Section 405.450.C: Residential Designed Development Procedure



REPORT PREPARED BY:

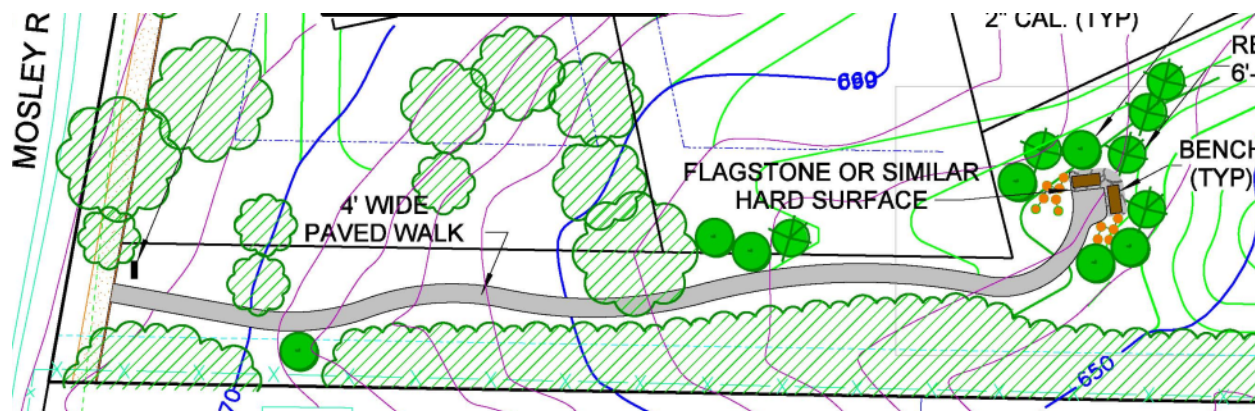
Whitney Kelly
Whitney Kelly, AICP, City Planner

12/14/2012
Date

ATTACHMENTS: Draft Ordinance
Applicant's revised Materials received December 5, 2012
Public Comment received by December 14, 2012
November 19, 2012 Staff Report

UPDATED INFORMATION

The applicant has submitted a site development plan revising the lot layouts with 20 foot front yards, nine-foot side yards, and 22.5-foot rear yards, while maintaining 10 lots. The lot sizes have been increased to a lot minimum of 10,559 with an average lot size of 11,760 square feet. The Landscape Plan has been revised to include street trees along the new cul-de-sac road. The common ground has been increased to 32,451 sq. ft.(or 0.74 acre) to include a walking path and reading garden area next to the landscaped, stormwater basin as a public benefit.



LAND USE AND ZONING OF SURROUNDING PROPERTIES

The adjacent zoning and land uses are as follows:

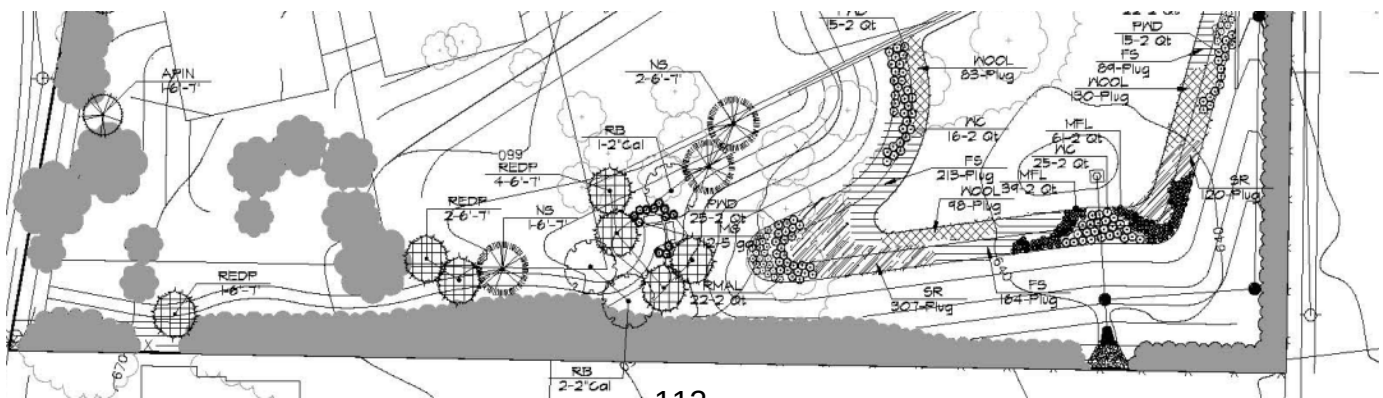
DIRECTION	USE	ZONED	SEPARATED BY
North	Retail strip center and Future Goddard School	"GC" General Commercial	NA
South	Single-family detached residences	"C" Single-family Residential	N/A
East	Single-family detached residences	"C" Single-family Residential	N/A
West	Office building and single-family detached residences	"CB" Core Business and "B" Single-family Residential	Mosley Rd.

DEVELOPMENT STATISTICS & COMPARISON CHART

The following are statistics for subdivisions that are adjacent to the proposed Mosley Manor subdivision:

	Villas at Mosley	Fairways (zoned "B")	Wir-Don Meadows	Generic "C" Zoning District
Acres	4 ac.	18 ac. (approx.)	18 ac. (approx.)	varies
Area of proposed ROW	24,263 sq. ft.	0	0	NA
Net area	150,051sq. ft.			
No. of Units	10 d.u.	29 d.u.	41 d.u.	varies
Units / Acre (excluding ROW)	2.9	1.6 (approx.)	2.3 (approx.)	2.9
Lot Size (sq.ft.)	10,559 (min.) 11,760 average	20,000+	12,000+.	15,000 (min.)
Common Ground / Open	0.74 ac.	0	0	varies

Space				
Lot Frontage	60 ft. (min.)	120 ft. (min.)	50 ft. (min.) (excluding cul-de-sac lots; non-conforming)	75 ft. (min.)
Front Yard Setback	20 ft.	45 ft.	40 ft. (non-conforming)	45 ft.
Side Yard Setback	9 ft.	15 ft.	12 ft.	12 ft.
Rear Yard Setback	22.5 ft. (min.)	30 ft.	30 ft.	30 ft.
Yr. Platted	N/A	1958	1955	N/A



In walking the site, there is evidence that the proposed location of the stormwater basin was once a pond and that the current water patterns flow to this area. The rehabilitation of this natural feature along with the proposed trail would provide a unique natural area for the surrounding community. However, Staff is aware that the neighbors directly to the south do not wish to have the walking path so close to their homes, and have suggested that the walking path extends from the new cul-de-sac between the homes instead. However, this would limit the public benefit of the feature. Further, the drawings indicate that the path would not meet with the American's with Disability Act (ADA) due to the slope of the grade, and any project approved by the City has to comply with access requirements.

Again, as stated in the prior discussion, the key question is whether or not the proposal serves as a valuable point of transition between the larger lot subdivisions and the commercial development along Olive Boulevard that is appropriate in its context and whether or not this makes it "compatible" with the residences around it.

The neighbors have also asked that the developer provide a wooden, sight proof fence along the southern boundary that would further separate the new development from the surrounding properties. A conditional to this effect has been added to the draft ordinance. The applicant has indicated on the drawings that a fence is existing, but as shown in the attached photos, it is open wire and virtually nonexistent.

ZONING ANALYSIS

The applicant has requested building setback requirements different from the "C" District regulations, and lot coverage and FAR requirements be applied over the entire development, rather than on individual lots. The maximum lot coverage will be 43%, with total site coverage for the development of 40%. This is permitted through the RDD procedure, as approved by the City Council and set out on the Preliminary Subdivision Plat.

The proposed subdivision is generally in keeping with the prior history and council actions on these properties. While Staff has questioned the reasoning for the "RDD" designation, the common area and stormwater facility does provide for a large amount of greenspace and greater public amenity to the surrounding community. The proposed path might add an amenity for the greater public, but creates a concern for the neighbors to the south. If the Commission believes that public space is needed to better justify the RDD, they should consider either allowing the path, or directing the applicant to amend the plan with the path in a different location or provide greenspace in place of a residential lot. In Staff's opinion, accepting the transition between the commercial development to the north and the lower residential density to the south as a sufficient public benefit, or the conversion of one lot to green space are the preferred outcomes. Staff doubts that any path location can meet ADA requirements.

ACTION

If the Planning and Zoning Commission finds that the proposed development meets with the requirements of the RDD and finds that the Preliminary Plat draft ordinance and site development plan are in substantial conformance with the purposes and regulations of the Comprehensive Plan, Zoning Code, and Subdivision Code, it may vote on a recommendation to the City Council.

Staff recommends that conditions of approval include the following, and are incorporated in the draft ordinance:

- A condition shall be included that individual homes shall not be constructed with more than 10% vinyl siding on all elevations. Other forms of siding, such as “Hardi-plank,” may be permissible with the Zoning Administrator’s approval.
- The Final Subdivision Plat shall be revised to indicate that approaches to intersections shall have a grade not exceeding three percent (3%) for a distance of not less than one hundred fifty (150) feet measured from the centerline of the intersecting street as required by Section 410.240.F.5.
- The applicant shall provide a six-foot high wooden fence along the southern and eastern boundaries of the development.
- The development of the trail shall be built to the recommended guidelines by the Americans with Disabilities Act and remain open to the public.
- Prior to issuance of any building permits, the applicant shall prepare and record the final subdivision plat as approved by the City Council and indentures requiring public access, maintenance, insurance, funding, maintenance of the stormwater basin, and common ground area, as approved by the City Attorney, as required by Section 410.310.

If not, the Commission Members should provide specific direction to the applicant regarding revisions needed and continue the item until the next meeting. Any changes to the draft ordinance should be discussed and made by separate actions.

MOTION

The following are examples of motions for this application:

- 1) “I move to recommend approval of the Preliminary Plat for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of December 17, 2012” (conditions may be added, eliminated, altered, and modified).
- 2) “I move to recommend approval of the Residential Designed Development for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of December 17, 2012” (conditions may be added, eliminated, altered, and modified).
- 3) “I move to recommend approval of the Site Development Plan for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of December 17, 2012” (conditions may be added, eliminated, altered, and modified).

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

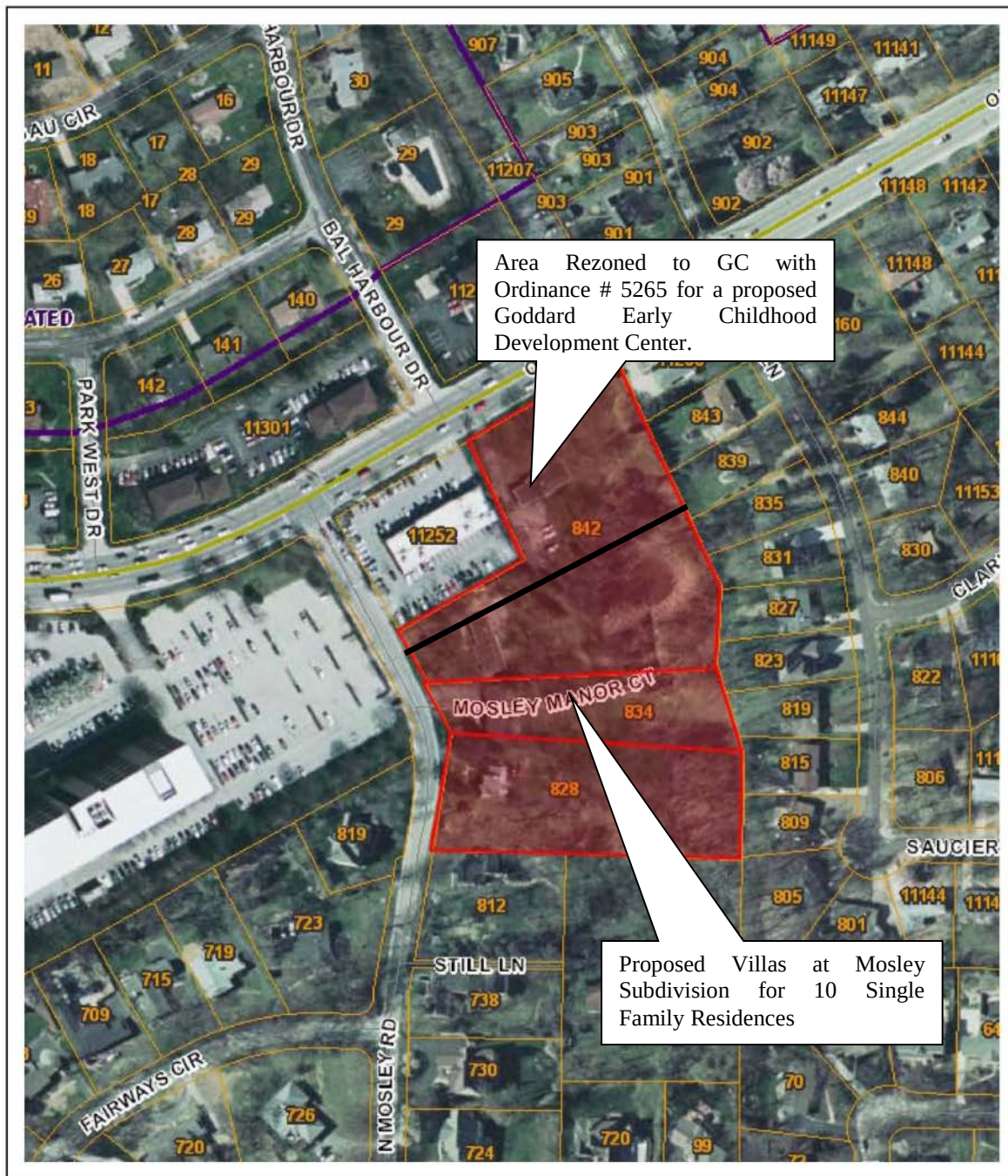
APPENDIX 2: ZONING CODE (CHAPTER 405 OF THE CREVE COEUR MUNICIPAL CODE)

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 3: CREVE COEUR SUBDIVISION AND LAND DEVELOPMENT REGULATIONS (CHAPTER 410 OF THE CREVE COEUR MUNICIPAL CODE)

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 4: AERIAL MAP



St. Louis County Property Viewer



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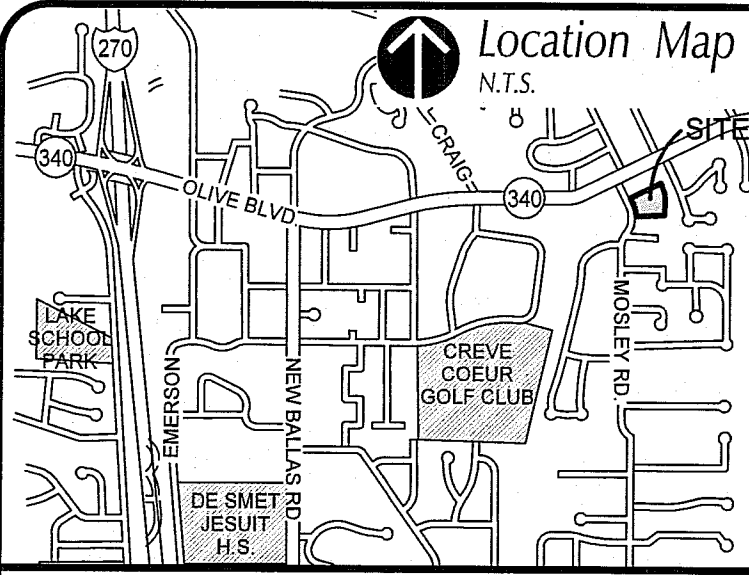
APPENDIX 4: SITE PHOTOGRAPHS	Photo Date: 12/15/2012
	Description: Picture of the existing fence along the southwest corner of the lot.
	Description: View of the area of the proposed location of the storm water that the current runoff flows and is naturally wet. The neighbor believes that it was once a pond, prior to the current development.
	Description: View of the property looking east at the house at 834 Mosley where the new road would be generally located.



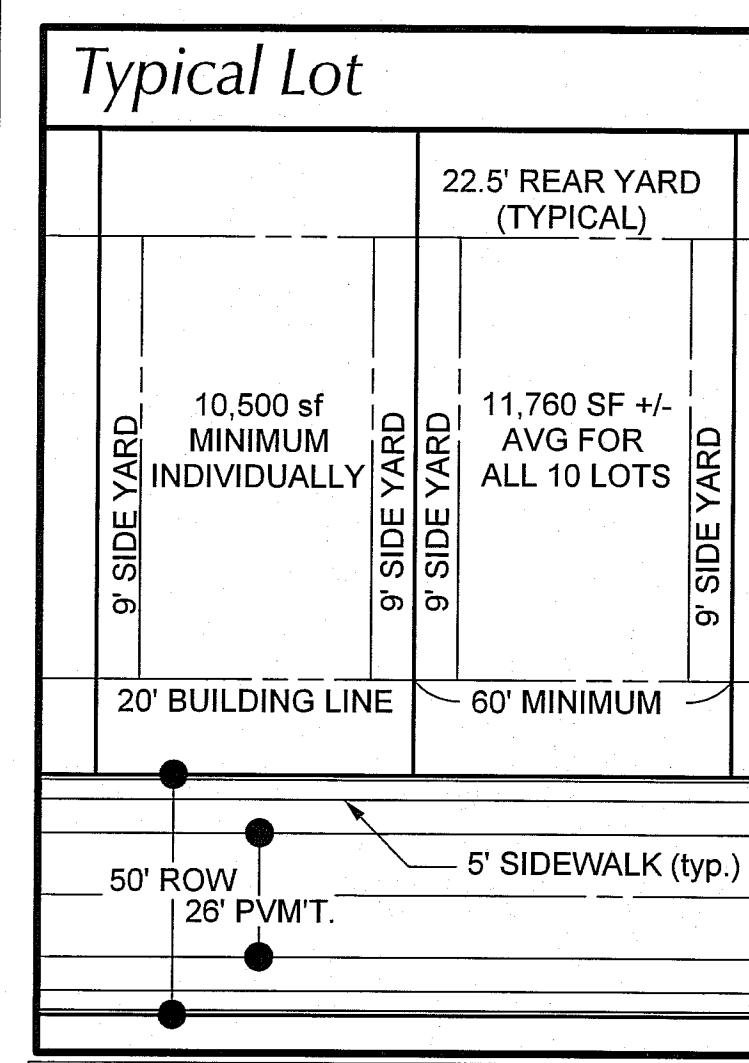
Description: View area designated for the trail next to the residence at 812 Mosley Road.



Description: View of the existing basin that is located at the northeastern corner of the property.



SYMBOL	DESCRIPTION
	BUILDING LINE
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING TREE LINE
	PROPOSED TREE LINE
	TREES TO REMAIN



TOTAL SITE AREA	4.0 ACRES - (174,327 SF)
AVERAGE LOT SIZE	11,760 SF
AVERAGE LOT IMPERVIOUS AREA	5,000 SF
AVERAGE LOT COVERAGE	5,000 SF 43% MAXIMUM LOT COVERAGE
TOTAL SITE COVERAGE	
AVERAGE LOT IMPERVIOUS AREA	5,000 SF x 10 LOTS = 50,000 SF
PAVEMENT & WALK IMPERVIOUS AREA	19,587 SF
TOTAL IMPERVIOUS AREA	69,587 SF
TOTAL SITE COVERAGE	69,587 SF 40% TOTAL SITE COVERAGE

PROPERTY DESCRIPTION - 4 ACRE TRACT

A TRACT OF LAND BEING LOT 3 AND PART OF LOTS 1 AND 2 OF "KRAEMER ACRES", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 87, PAGE 20 OF THE ST. LOUIS COUNTY RECORDS AND PART OF U.S. SURVEY 1962 AND FRACTIONAL SECTION 2, TOWNSHIP 45 NORTH, RANGE 5 EAST, IN THE CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

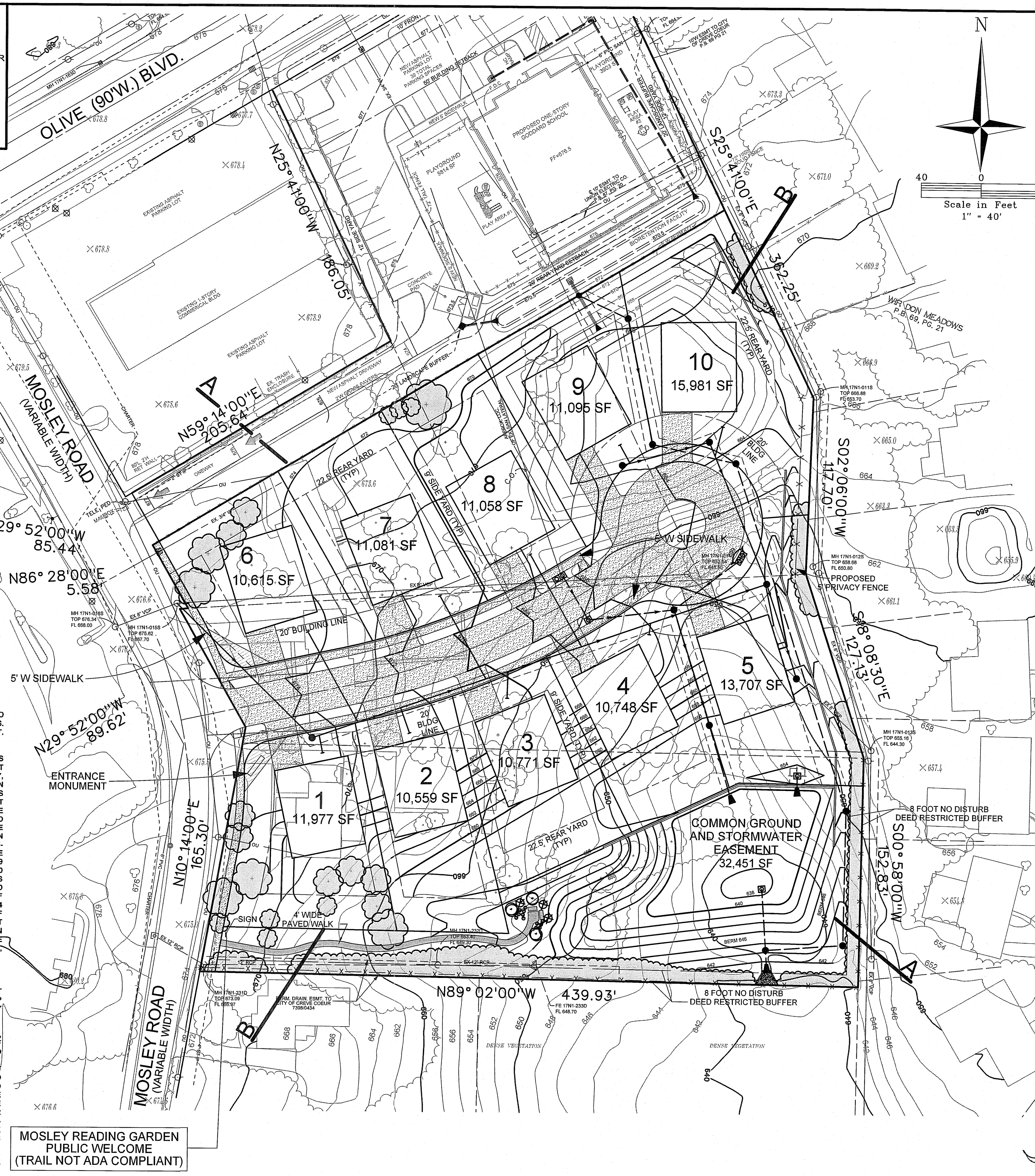
BEGINNING AT A POINT ON THE SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, 90 FEET WIDE, AT ITS INTERSECTION WITH THE WESTERN LINE OF LOT 1 OF "WIR-DON MEADOWS" A SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 89, PAGE 21 OF THE ST. LOUIS COUNTY RECORDS, THENCE SOUTHWARDLY, ALONG THE WESTERN LINE OF SAID LOT 1 AND THE WESTERN LINE OF LOTS 2 THROUGH 10 OF SAID WIR-DON MEADOWS, SOUTH 25 DEGREES 41 MINUTES 00 SECONDS EAST 382.25 FEET TO A POINT; THENCE SOUTH 02 DEGREES 06 MINUTES 00 SECONDS WEST 117.70 FEET TO A POINT; THENCE SOUTH 18 DEGREES 08 MINUTES 30 SECONDS EAST 127.13 FEET TO A POINT; THENCE SOUTH 00 DEGREES 58 MINUTES 00 SECONDS WEST 152.83 FEET TO THE SOUTHEASTERN CORNER OF PROPERTY CONVEYED TO DANIEL T. AND DIANE R. SIMS BY DEED RECORDED IN DEED BOOK 12704, PAGE 2165, OF THE ST. LOUIS COUNTY RECORDS; THENCE WESTWARDLY, ALONG THE SOUTHERN LINE THEREOF, NORTH 89 DEGREES 02 MINUTES 00 SECONDS WEST 439.93 FEET TO ITS INTERSECTION WITH THE EASTERN RIGHT-OF-WAY LINE OF MOSLEY ROAD, VARIABLE WIDTH; THENCE NORTHWARDLY, ALONG THE EASTERN RIGHT-OF-WAY LINE THEREOF, NORTH 10 DEGREES 14 MINUTES 00 SECONDS EAST 165.30 FEET TO A POINT; THENCE NORTHWESTERLY, CONTINUING ALONG THE EASTERN RIGHT-OF-WAY LINE OF SAID MOSLEY ROAD, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 89.62 FEET TO A POINT; THENCE NORTH 86 DEGREES 28 MINUTES 00 SECONDS EAST 5.58 FEET TO THE MOST SOUTHERN CORNER OF SAID LOT 3 OF KRAEMER ACRES, AS AFOREMENTIONED; THENCE NORTHWESTERLY, CONTINUING ALONG THE EASTERN RIGHT-OF-WAY LINE OF SAID MOSLEY ROAD, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 186.05 FEET TO ITS INTERSECTION WITH THE SOUTHWESTERN LINE OF SAID LOT 3; THENCE NORTHEASTERLY, ALONG THE NORTHWESTERN LINE OF SAID LOT 3, NORTH 59 DEGREES 14 MINUTES 00 SECONDS EAST 205.64 FEET TO ITS INTERSECTION WITH THE SOUTHWESTERN LINE OF SAID LOT 2 OF KRAEMER ACRES, AS AFOREMENTIONED; THENCE NORTHWESTERLY, ALONG THE SOUTHWESTERN LINE OF SAID LOT 2, NORTH 25 DEGREES 41 MINUTES 00 SECONDS WEST 186.05 FEET TO ITS INTERSECTION WITH THE SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, AS AFOREMENTIONED; THENCE NORTHEASTERLY, ALONG THE SOUTHEASTERN RIGHT-OF-WAY LINE THEREOF, NORTH 59 DEGREES 17 MINUTES 00 SECONDS EAST 5.400 ACRES, MORE OR LESS.

EXCEPTING THEREFROM THE FOLLOWING:

A TRACT OF LAND BEING PART OF LOTS 1, 2 AND 3 OF "KRAEMER ACRES", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 87 PAGE 20 OF THE ST. LOUIS COUNTY RECORDS, IN U.S. SURVEY 1962, TOWNSHIP 45 NORTH - RANGE 5 EAST, CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE INTERSECTION OF THE SOUTHEAST RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, 90 FEET WIDE, AND THE WEST LINE OF LOT 1 OF "WIR-DON MEADOWS", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 89 PAGE 21 OF THE ST. LOUIS COUNTY RECORDS; THENCE SOUTHWARDLY ALONG SAID WEST LINE OF LOT 1 AND THE WEST LINE OF LOTS 2 AND 3 OF SAID "WIR-DON MEADOWS" SOUTH 25 DEGREES 41 MINUTES 00 SECONDS EAST 222.98 FEET TO A POINT; THENCE SOUTH 59 DEGREES 14 MINUTES 00 SECONDS WEST 442.97 FEET TO A POINT ON THE EAST LINE OF MOSLEY ROAD, VARIABLE WIDTH; THENCE NORTHWARDLY ALONG SAID EAST LINE OF MOSLEY ROAD, VARIABLE WIDTH, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 37.00 FEET TO THE WESTERNMOST CORNER OF AFORESAID LOT 3 OF "KRAEMER ACRES"; THENCE NORTHEASTERLY ALONG THE NORTHWEST LINE OF SAID LOT 3 NORTH 59 DEGREES 14 MINUTES 00 SECONDS EAST 205.64 FEET TO A POINT IN THE WEST LINE OF AFORESAID LOT 2 OF "KRAEMER ACRES"; THENCE NORTHWARDLY ALONG SAID WEST LINE OF LOT 2 NORTH 25 DEGREES 41 MINUTES 00 SECONDS WEST 186.05 FEET TO A POINT IN THE AFORESAID SOUTHEAST RIGHT-OF-WAY LINE OF OLIVE STREET ROAD; THENCE NORTHEASTERLY ALONG SAID SOUTHEAST RIGHT-OF-WAY LINE NORTH 59 DEGREES 17 MINUTES 00 SECONDS EAST 240.02 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.398 ACRES ACCORDING TO A SURVEY BY VOLZ INCORPORATED.

THE ABOVE-DESCRIBED PROPERTY CONTAINS 4.002 ACRES ACCORDING TO CALCULATIONS BY VOLZ INCORPORATED ON SEPTEMBER 21, 2012.



MOSLEY READING GARDEN
PUBLIC WELCOME
(TRAIL NOT ADA COMPLIANT)

PROJECT NOTES:	
LOCATOR NUMBERS AND ADDRESSES:	17N 51 0654 - 842 N. MOSLEY ROAD 17N 51 0269 - 834 N. MOSLEY ROAD 17N 51 0182 - 828 N. MOSLEY ROAD
OWNER OF RECORD:	DANIEL T. & DIANE R. SIMS 12654 CLARK MANOR CIRCLE, ST. LOUIS, MISSOURI 63141
PREPARED BY:	VOLZ INCORPORATED 10849 INDIAN HEAD IND'L BLVD. ST. LOUIS, MISSOURI 63132
PREPARED FOR:	BENTON HOMEBUILDERS 1000 EXECUTIVE PARKWAY, SUITE 106, ST. LOUIS, MO 63141
AREA OF SITE:	4.0 ACRES
EXISTING ZONING:	C - SINGLE FAMILY RESIDENTIAL DISTRICT
PROPOSED ZONING:	C - RDD (RESIDENTIAL DESIGN DEVELOPMENT PROCEDURE)
PROPOSED USES:	RESIDENTIAL
DENSITY CALCULATIONS:	AREA OF SITE: 174,314 S.F. R.O.W.: 24,263 S.F. NET AREA: 150,051 S.F.
	150,051 S.F. (NET AREA) 10 LOTS (10 LOTS PROPOSED) 15,000 S.F.
STORMWATER MANAGEMENT CALCULATIONS:	TOTAL ACRES: 4.0 ACRES EXISTING IMPERVIOUS: +/- 14% = 1.87 PI PROPOSED IMPERVIOUS: +/- 35% = 2.28 PI DIFFERENTIAL RUNOFF: 4.0 ACRES (2.28 - 1.87) = 1.64 CFS
	WATER QUALITY (WQV): SITE DISTURBANCE = 3.5 ACRES REQUIRED DUE TO MORE THAN 1.0 ACRE CHANNEL PROT. (CPV): SITE LESS THAN 5 ACRES - NOT REQUIRED FLOOD PROTECTION (OP): DIFFERENTIAL RUNOFF OF 1.64 CFS IS LESS THAN 2.0 CFS - NOT REQUIRED
PARKING CALCULATIONS:	2 SPACES PER LOT AT 10 LOTS = 20 SPACES
GREEN SPACE:	AREA OF SITE: 4.0 ACRES = 174,314 S.F. IMPERVIOUS AREA: 1.40 ACRES = 60,984 S.F. GREEN SPACE: 2.60 ACRES = 113,330 S.F.
	113,330 S.F. 174,314 S.F. = 65% GREEN SPACE
AVERAGE UNIT SIZE:	2500 S.F. TO 3500 S.F.
AVERAGE LOT SIZE:	117,600 S.F. / 10 LOTS = 11,760 S.F.
TREE PRESERVATION:	EX. TREES MASS 0.596 ACRES = 25,973 S.F. 25,973 S.F. X 0.25 = 6,493 S.F. REQUIRED TO REMAIN PROPOSED TREE MASS TO REMAIN = 8,349 S.F. (32%) INDIVIDUAL 8" TREES EXISTING = 83 TREES 83 X 0.25 = 21 TREES ARE REQUIRED TO REMAIN PROPOSED INDIVIDUAL TREES TO REMAIN = 21 TREES
BENCHMARK:	ST. LOUIS COUNTY BENCHMARK 13-197, "L" ON SIDEWALK AT THE NORTHWESTERN CORNER OF A ONE STORY BRICK BUILDING 70' EAST OF MOSLEY ROAD AND 100' SOUTH OF OLIVE STREET ROAD. ELEVATION = 679.36' (NGVD '29)

GENERAL NOTES:

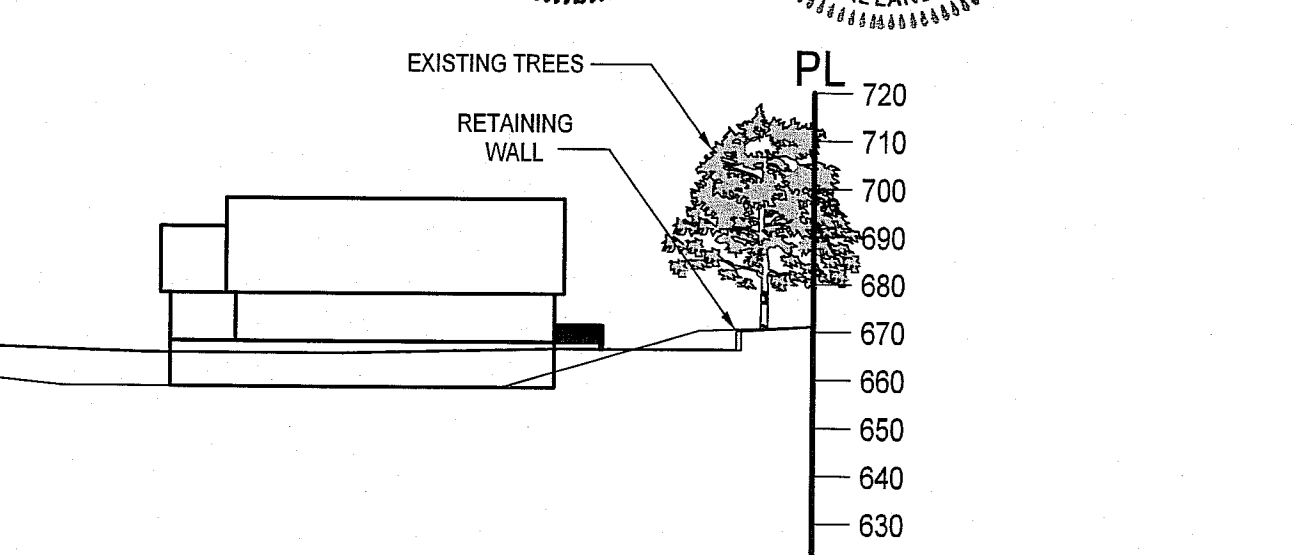
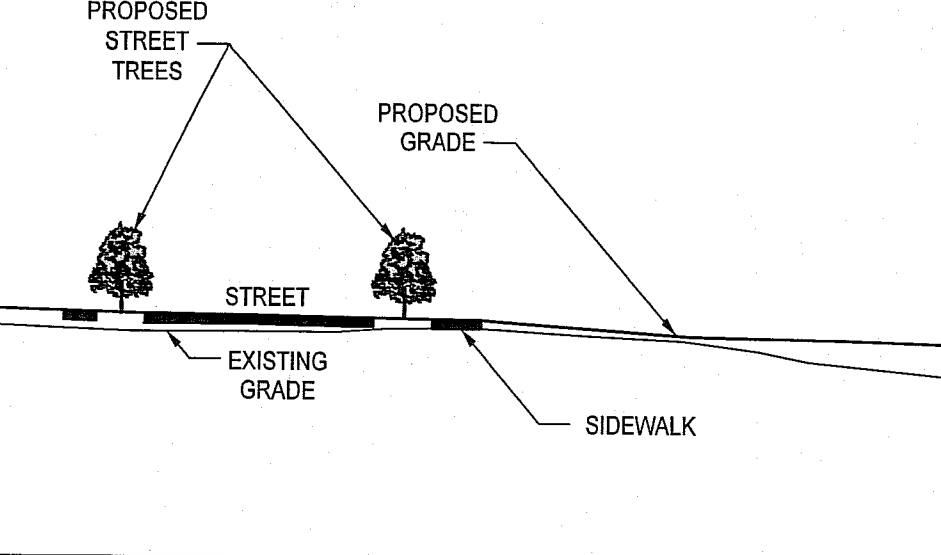
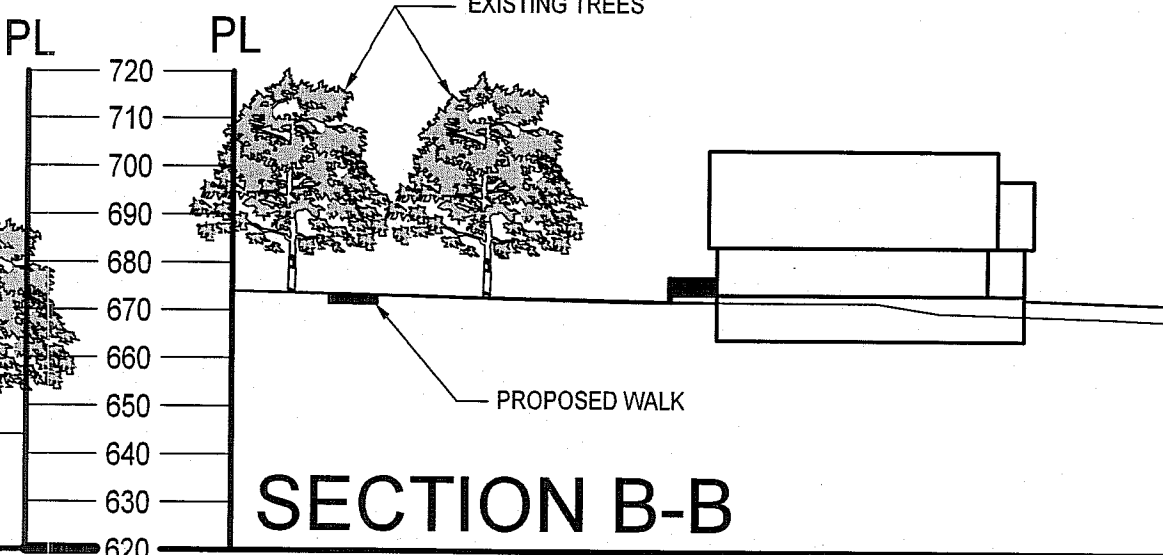
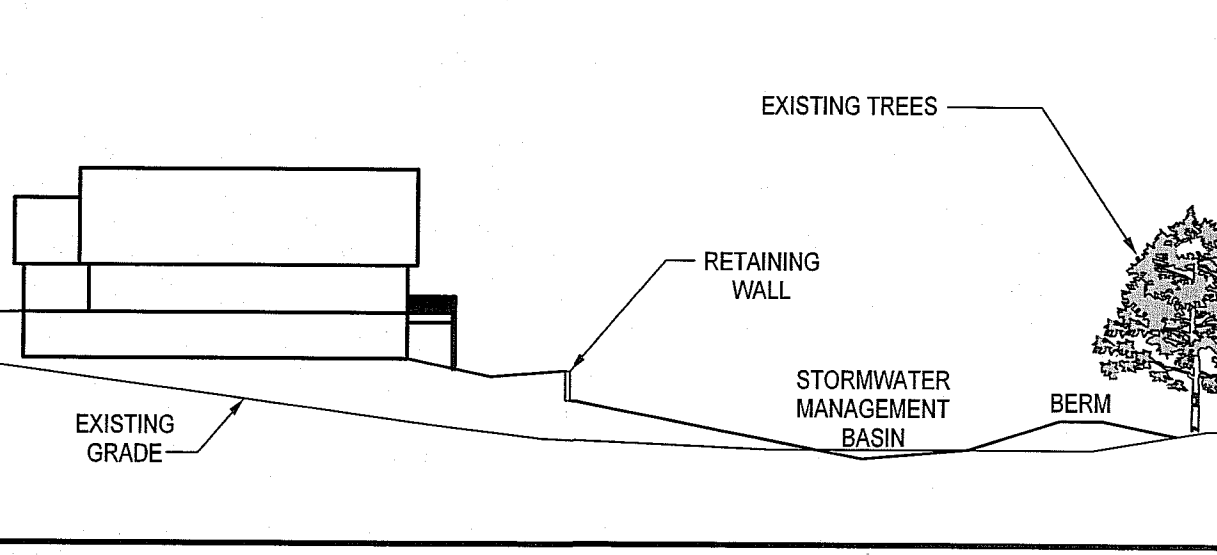
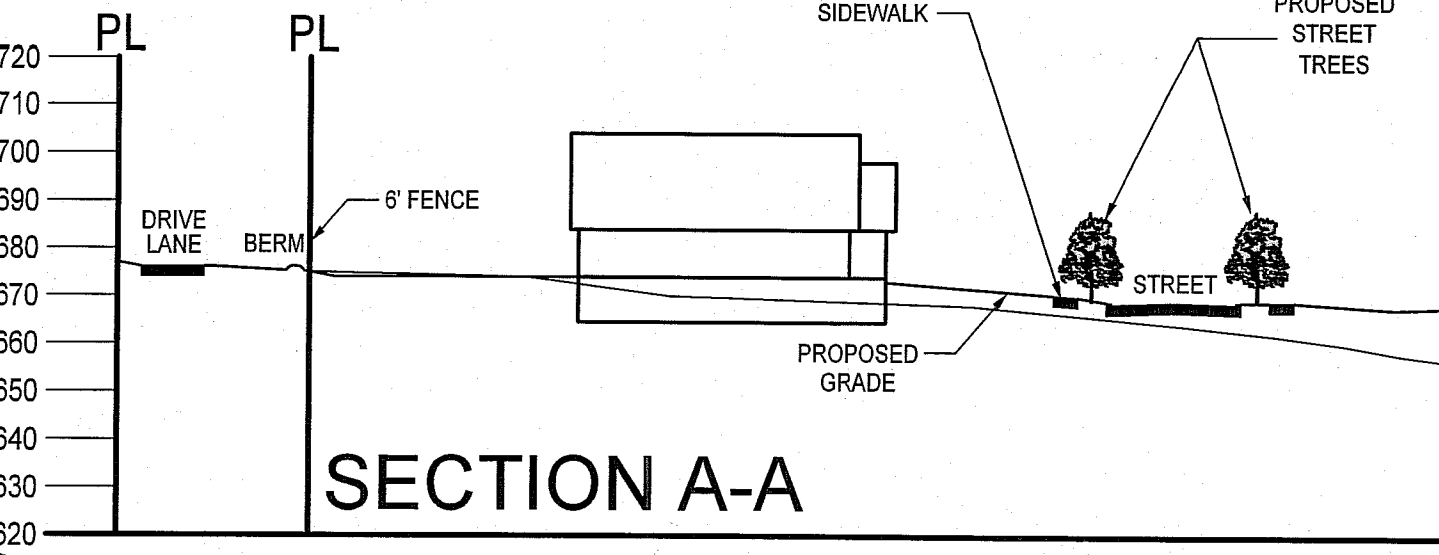
- SANITARY SEWER CONNECTIONS SHALL BE AS APPROVED BY THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
- STORMWATER MANAGEMENT SHALL BE DESIGNED PURSUANT TO THE CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS AND DISCHARGE AT AN ADEQUATE NATURAL DISCHARGE POINT. SINKHOLES ARE NOT ADEQUATE NATURAL DISCHARGE POINTS.
- THE LOCATION OF STORM AND SANITARY SEWER IMPROVEMENTS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS SHALL BE DETERMINED BY FIELD CONDITIONS AND SHALL BE INDICATED ON THE IMPROVEMENT PLANS.
- GRADING AND DRAINAGE SHALL BE PER CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS.
- LANDSCAPING WILL BE PROVIDED AS REQUIRED BY CITY OF CREVE COEUR.
- SLOPE SHALL NOT EXCEED 3 (HORIZONTAL) : 1 (VERTICAL), UNLESS SUPPORTED BY GEOTECHNICAL REPORT AND APPROVED BY THE CITY OF CREVE COEUR STANDARDS.
- SETBACKS FOR RDD REQUIREMENTS TAKE PRECEDENCE OVER "SPECIAL USE" SETBACK REQUIREMENTS.
- THE PROPOSED LIGHT STANDARDS SHALL BE IN COMPLIANCE TO THE CITY OF CREVE COEUR'S LIGHTING CODE.
- THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER OR LOCATION OF THESE OR OTHER UTILITIES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES SHOWN OR NOT SHOWN AND SHALL BE LOCATED IN EXAVATION OR CONSTRUCTION OF IMPROVEMENTS IN THE FIELD PRIOR TO ANY GRADING. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

DISTRICTS:	UTILITY SERVICE AREAS:
METROPOLITAN ST. LOUIS SEWER DISTRICT	AMEREN USE
CREVE COEUR FIRE PROTECTION DISTRICT	LACLEDE GAS COMPANY
PARKWAY SCHOOL DISTRICT	MISSOURI AMERICAN WATER COMPANY
CREVE COEUR CREEK WATERSHED	CHARTER COMMUNICATIONS (CABLE TV)
	AT&T TELEPHONE COMPANY

BY ORDER OF BENTON HOMEBUILDERS, WE HAVE PREPARED A PRELIMINARY PLAT, THE RESULTS OF WHICH ARE CURRENTLY REPRESENTED ON THIS DRAWING, WHICH IS A PRELIMINARY PLAT - NOT FOR CONSTRUCTION - AND WAS PREPARED FOR THE SOLE LIMITED PURPOSE OF PROVIDING A CONCEPT FOR THE PROPOSED DEVELOPMENT OF THE TRACT AND IS INTENDED ONLY FOR THE PRELIMINARY USE OF GOVERNMENTAL REVIEWING AUTHORITIES FOR THE PURPOSE OF OBTAINING APPROVAL OF A CONCEPT AND IS SUBJECT TO SUCH COMMENTS, RECOMMENDATIONS OR REVISIONS AS MAY BE DEEMED NECESSARY OR APPROPRIATE IN FURTHERANCE OF SAID PURPOSES.

Timothy A. Meyer
TIMOTHY J. MEYER
PROFESSIONAL ENGINEER
PE-24665

Eric J. Kirby
ERIC J. KIRBY, P.L.S.
NUMBER E-24665
Professional Land Surveyor
12/5/12
STATE OF MISSOURI
12/5/12
STATE OF MISSOURI
12/5/12



VILLAS AT MOSLEY

11166-0

10-15-2012

REVISIONS

1

ENGINEERS
LAND PLANNING
LAND SURVEYING
TRANSPORTATION
CONST. MANAGEMENT

VOLZ
Incorporated

10849 Indian Head Blvd., Suite 106
St. Louis, Missouri 63132
314.426.6212 Main
314.890.1260 Fax
www.volzinc.com

Benton Homebuilders
1000 Executive Parkway
Suite 106
St. Louis, MO 63141
314-336-5555

SITE DEVELOPMENT PLAN/
PRELIMINARY PLAT

10-15-2012 CITY COMMENTS



NORTH

030

0

30

60

90

feet

SCALE: 1" = 30'

REVISIONS BY	
11/30/12	RMM

landscape
TECHNOLOGIES

411 South Central Expressway
St. Charles, Missouri 63304
Tel: (636) 422-1453
Fax: (636) 422-1453
MO Landscape Architectural Corporation #2008009762

STATE OF MISSOURI
JAN 11 2013
REGISTERED
LANDSCAPE ARCHITECT
NUMBER 018
DATE 11/30/12

RANDALL W. HARDS
MISSOURI LANDSCAPE ARCHITECT #000018
DATE 11/30/12

PLANTING PLAN FOR THE PROPOSED

Villas at Mosley

CREVE COEUR, MISSOURI

DRAWN
R. HARDS

CHECKED
RMM

DATE
10/17/12

SCALE
1"=30'-0"

JOB NO.
2012-164

SHEET

L-1

OF TWO SHEETS

LANDSCAPE GUIDELINE SPECS:

GENERAL:

- 1.) All natural vegetation shall be maintained where it does not interfere with construction or the permanent plan of operation. Every effort possible shall be made to protect existing structures or vegetation from damage due to equipment usage. Contractor shall at all times protect all materials and work against injury to public.
- 2.) The landscape contractor shall be responsible for any coordination with other site related work being performed by other contractors. Refer to architectural drawings for further coordination of work to be done.
- 3.) Underground facilities, structures and utilities must be considered approximate only. There may be others not presently known or shown. It shall be the landscape contractor's responsibility to determine or verify the existence of and exact location of the above (Call 1-800-DIG-RITE).
- 4.) Plant material are to be planted in the same relationship to grade as was grown in nursery conditions. All planting beds shall be cultivated to 6" depth minimum and graded smooth immediately before planting of plants. Plant groundcover to within 12" of trunk of trees or shrubs planted within the area.
- 5.) It shall be the landscape contractor's responsibility to:
- A.) Verify all existing and proposed features shown on the drawings prior to commencement of work.
- B.) Report all discrepancies found with regard to existing conditions or proposed design to the landscape architect immediately for a decision.
- C.) Stake the locations of all proposed plant material and obtain the approval of the owner's representative or landscape architect prior to installation.
- 6.) Items shown on this drawing take precedence over the material list. It shall be the landscape contractor's responsibility to verify all quantities and conditions prior to implementation of this plan. No substitutions of types or size of plant materials will be accepted without written approval from the landscape architect.
- 7.) Provide single-stem trees unless otherwise noted in plant schedule.
- 8.) All plant material shall comply with the recommendations and requirements of ANSI Z60.1 "American Standards for Nursery Stock".
- 9.) It shall be the contractor's responsibility to provide for inspection of the plant material by the Landscape Architect prior to acceptance. Plants not conforming exactly to the plant list will not be accepted and shall be replaced at the landscape contractor's expense.
- 10.) All bids are to have unit prices listed. The Owner has the option to delete any portion of the contract prior to signing the contract or beginning work. This will be a unit price contract.
- 11.) All plant material to be transplanted shall be transplanted according to guidelines set by AAN standards. Transplanted material will not be guaranteed by the landscape contractor.

INSURANCE:

- 1.) The landscape contractor shall submit certificates of insurance for workman's compensation and general liability.

MULCH:

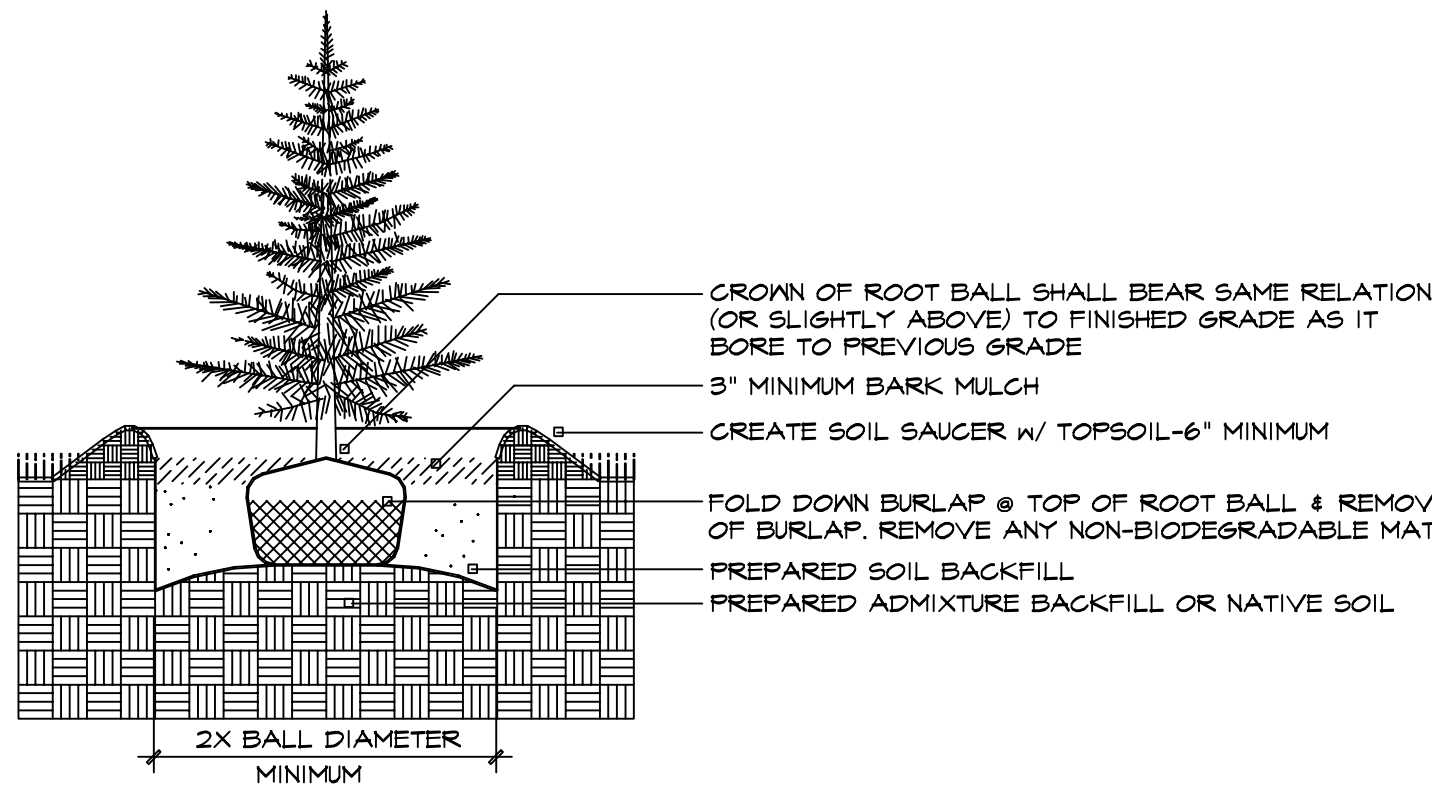
- 1.) All mulch to be shredded oak bark mulch at 3" depth (after compaction) unless otherwise noted. Mulch shall be clean and free of all foreign materials, including weeds, mold, deleterious materials, etc.
- 2.) No plastic sheeting or filter fabric shall be placed beneath shredded bark mulch beds. Mirafi fabric shall be used beneath all gravel mulch beds.
- 3.) Edge all beds with spade-cut edge unless otherwise noted.

MAINTENANCE:

- 1.) Landscape Contractor shall provide a separate proposal to maintain all plants, shrubs, groundcover, perennials and annuals for a period of 12 months after acceptance.
- 2.) Contractor shall ensure that only competent and trained personnel shall provide such services and that such services be provided in a timely manner.

SIGHT TRIANGLES:

- 1.) No landscape material or other obstructions shall be placed or be maintained within the sight distance area so as not to impeded the vision between a height of thirty inches (30") and ten feet (10') above the adjacent street or paving surfaces.
- 2.) The triangle adjacent to street intersections shall be formed by measuring from the point of intersection of the front and side lot lines a distance of 40' minimum along said front and side lot lines and connecting the points so established to form the sight triangle area.
- 3.) Sight triangles at the intersection of a public street and a private access way (except for single family residences) shall also be formed as outlined in Note #2 above by measuring from the point of intersection of the street frontage curbs and the entrance curb lines a distance of 25' and connecting the points so established to form the sight triangle area.



EVERGREEN TREE PLANTING

N.T.S.

TOPSOIL:

- 1.) Topsoil mix for all proposed landscape plantings shall be five (5) parts well-drained screened organic topsoil to one (1) part Canadian sphagnum peat moss as per planting details. Roto-till topsoil mix to a depth of 6" minimum and grade smooth.
- 2.) Provide a soil analysis, as requested, made by an independent soil-testing agency outlining the % of organic matter, inorganic matter, deleterious material, pH and mineral content.
- 3.) Any foreign topsoil used shall be free of roots, stumps, weeds, brush, stones (larger than 1"), litter or any other extraneous or toxic material.
- 4.) Landscape contractor to apply pre-emergent herbicide to all planting beds upon completion of planting operations and before application of shredded bark mulch.

MISC. MATERIAL:

- 1.) Provide stakes and deadmen of sound, new hardwood, free of knotholes and defects.
- 2.) Tree wrap tape shall be 4" minimum, designed to prevent borer damage and winter freezing. Additionally, only 3-ply tying material shall be used.

TURF:

- 1.) All disturbed lawn areas to be seeded with a mixture of Turf-Type fescue (300# per acre) and bluegrass (18# per acre). Lawn areas shall be unconditionally warranted for a period of 90 days from date of final acceptance. Bare areas more than one square foot per any 50 square feet shall be replaced.
- 2.) Landscape contractor shall offer an alternate price for sod in lieu of seed. Sod shall be cut at a uniform thickness of 3/4". No broken pieces, irregular pieces or torn pieces will be accepted. Any points carrying concentrated water loads and all slopes of 15% or greater shall be sodded.
- 3.) All sod shall be placed a maximum of 24 hours after harvesting.
- 4.) Recondition existing lawn areas damaged by Contractor's operations including equipment/material storage and movement of vehicles.
- 5.) Sod Contractor to ensure sod is placed below sidewalk and all paved area elevations to allow for proper drainage.

EROSION CONTROL BLANKET (Where applicable):

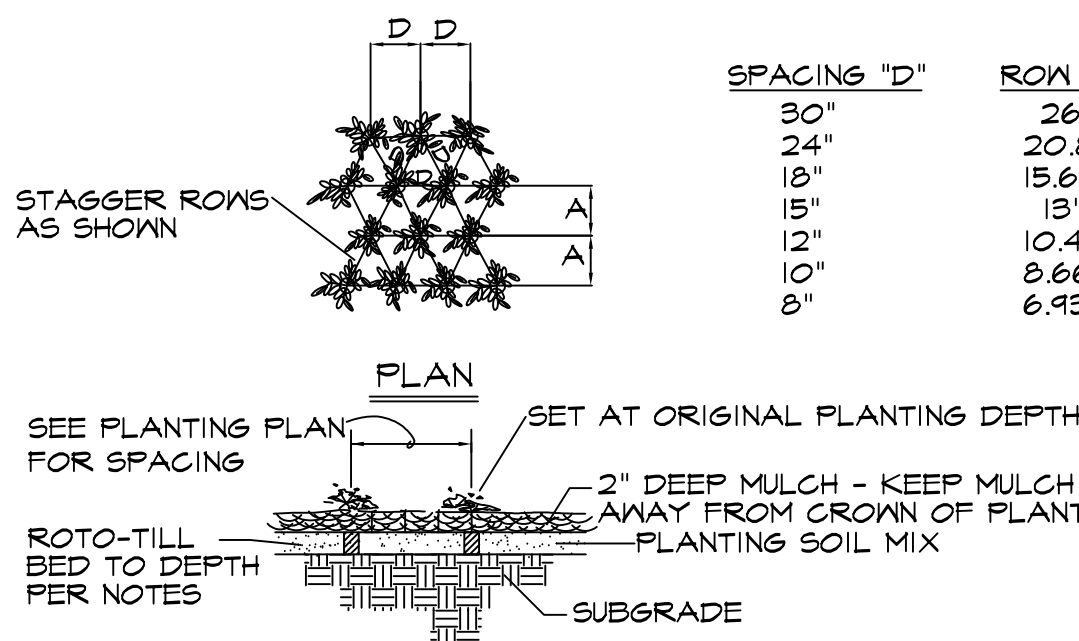
- 1.) All seeded areas shall receive an erosion control blanket which shall consist of loose straw mat and anchor pins as manufactured by: North American Green, DS T5 or approved equal. Install per manufacturer's recommendations.

PLUG PLANTING NOTES:

- 1.) All plugs to be 4-1/2" deep X 2" diameter minimum.
- 2.) Plugs are to be planted in a hole dug with a trowel, spade or planting bar such that the hole is of a minimum diameter and depth to accommodate the plug and its roots, without damage.
- 3.) Plugs shall be spaced in a triangulated layout approximately 24" on center. Plugs shall be planted through erosion control blanket where appropriate.
- 4.) Obtain plugs from a reputable nursery.
- 5.) Water plugs upon completion of planting so that soil is moist but not saturated.
- 6.) If planting is delayed more than six hours after delivery, store plugs in the shade, protect from weather and mechanical damage and keep them moist and cool. All plugs shall be planted within 24 hours after delivery.

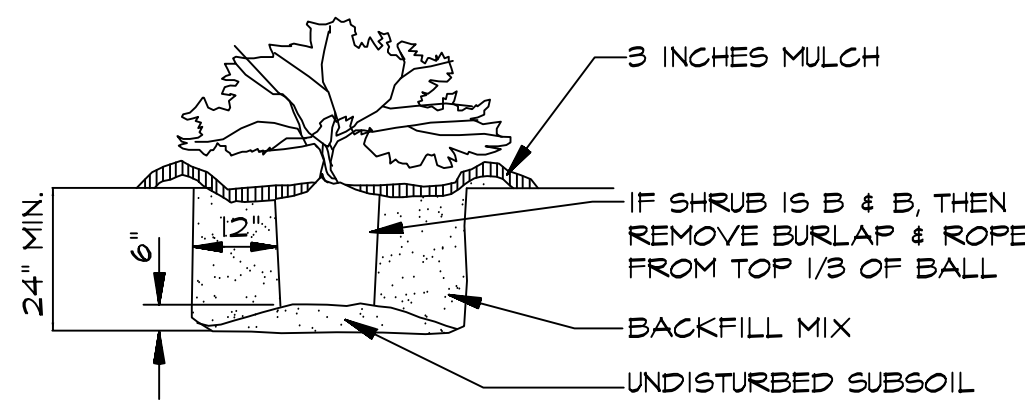
WARRANTY:

- 1.) All plant material (excluding ground cover, perennials and annuals) are to be warranted for a period of 12 months after installation at 100% of the installed price.
- 2.) Any plant material found to be defective shall be removed and replaced within 30 days of notification or in growth season determined to be best for that plant.
- 3.) Only one replacement per tree or shrub shall be required at the end of the warranty period, unless loss is due to failure to comply with warranty.
- 4.) Lawn establishment period will be in effect once the lawn has been mowed three times. Plant establishment period shall commence on the date of acceptance and 100% completion.



FORB/GRASS PLANTING DETAIL

N.T.S.



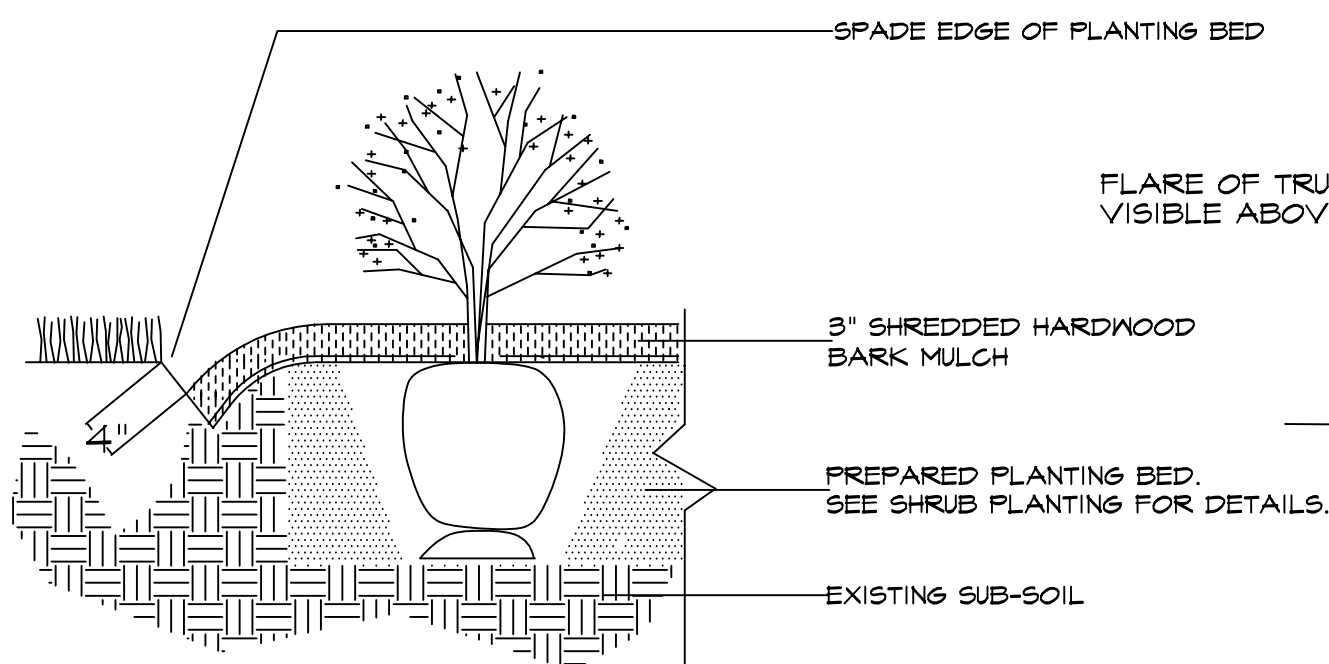
SHRUB PLANTING

N.T.S.

OF PLANTS PER SQ. FT.
0.16
0.25
0.45
0.64
1.00
1.44
2.25

PERENNIAL / ANNUAL PLANTING

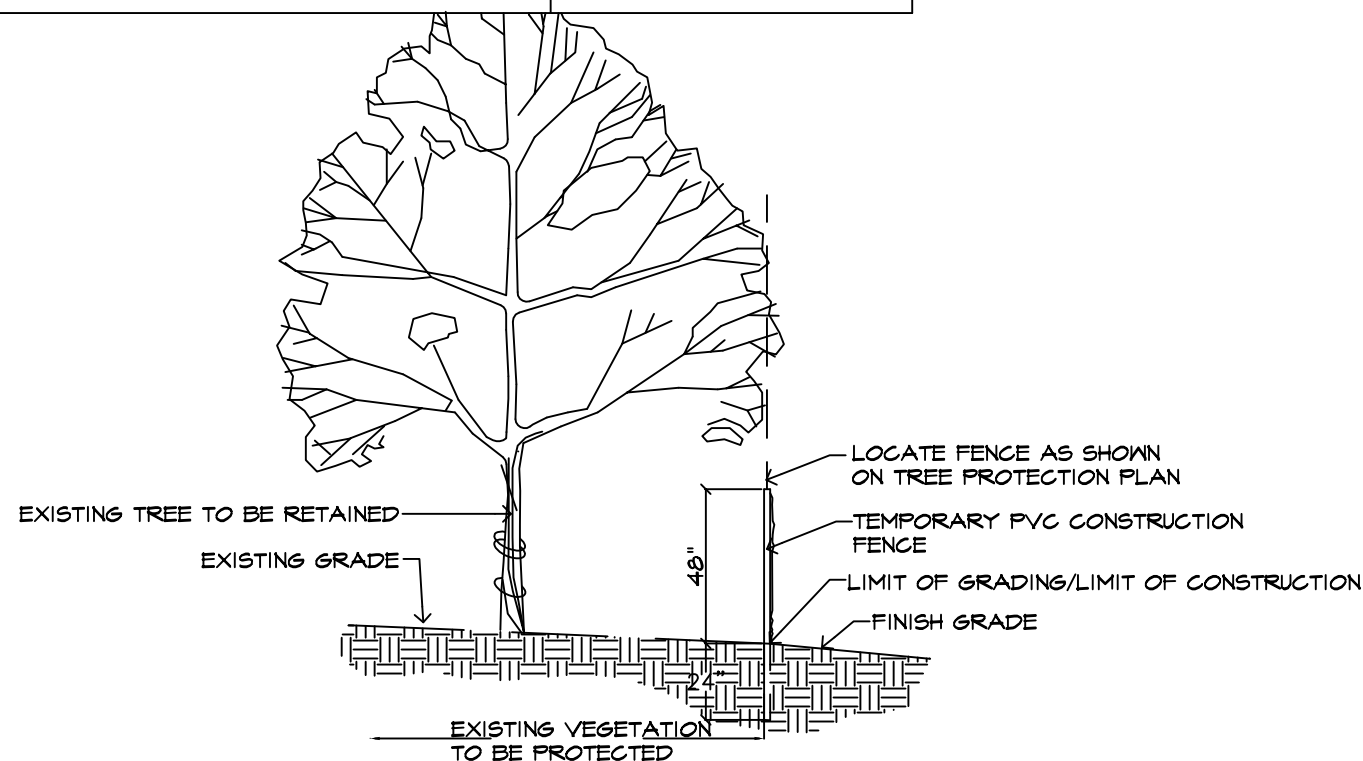
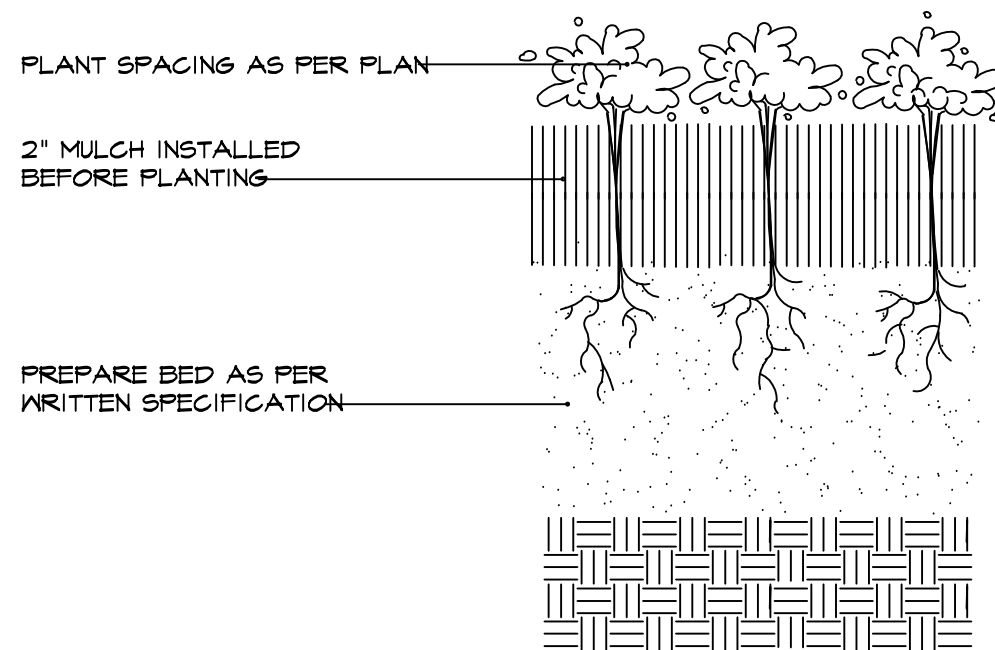
N.T.S.



SPADE-CUT EDGE DETAIL

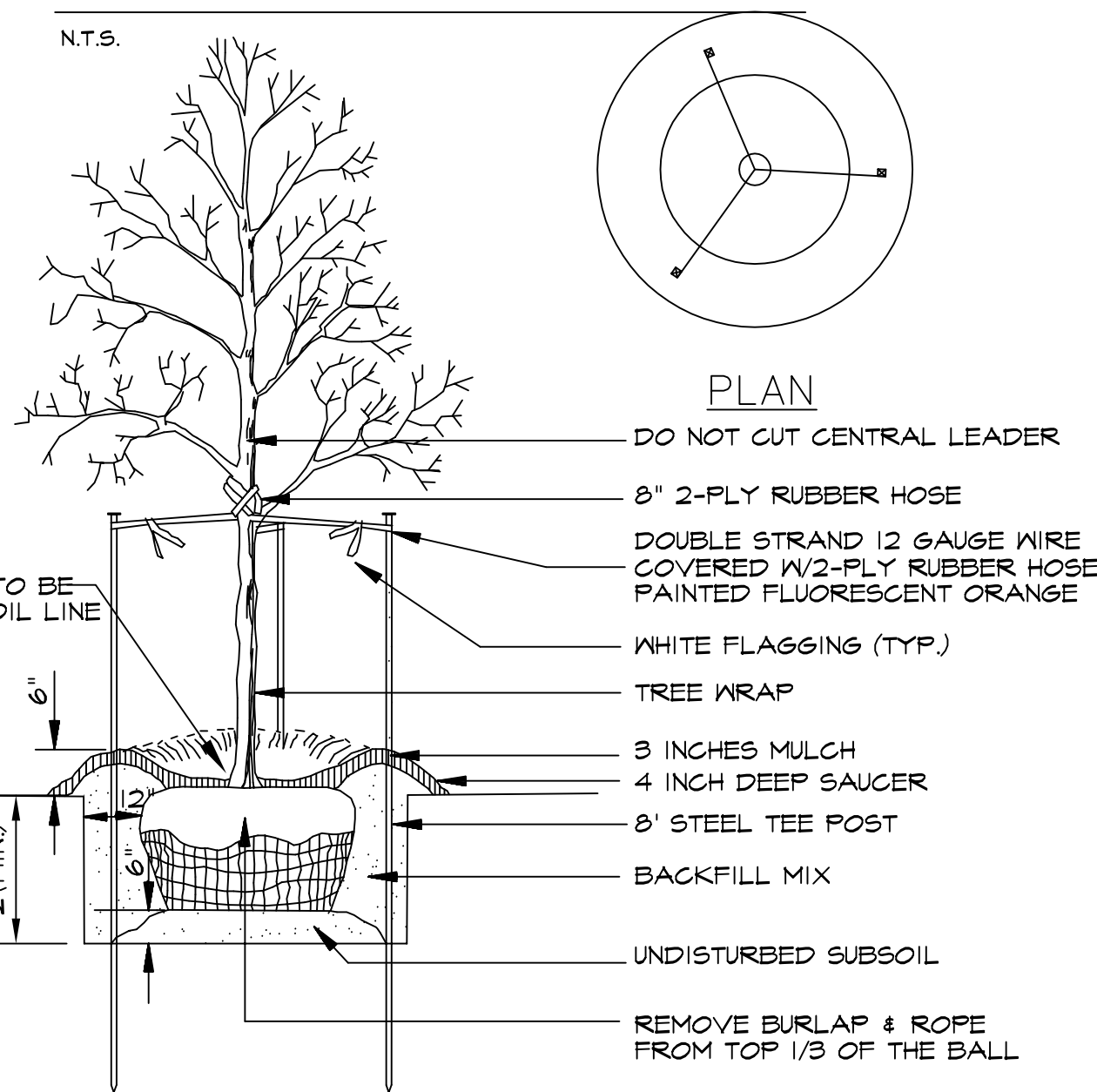
N.T.S.

PLANT SCHEDULE			
TREES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
CRB	4	Heritage River Birch / Betula nigra 'Cully'	10'-12'
RSM	2	'Red Sunset' Maple / Acer rubrum 'Franksred'	2.5' Cal
EVERGREEN TREES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
APIN	5	Austrian Pine / Pinus nigra	6'-7'
NS	6	Norway Spruce / Picea abies	6'-7'
REDP	10	Red Pine / Pinus resinosa	6'-7'
FLOWERING TREES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
RB	5	Redbud / Cercis canadensis	2' Cal
FORBS	QTY	COMMON NAME / BOTANICAL NAME	SIZE
MFL	100	Monkeyflower / Mimulus ringens	2 Qt
PWD	55	Pickereel Weed / Pontederia cordata	2 Qt
RMAL	44	Rose Mallow / Hibiscus lasiocarpus	2 Qt
WC	41	Wild Canna / Thalia dealbata	2 Qt
GRASSES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
MG	12	Maiden Grass / Miscanthus sinensis 'Gracillimus'	5 gal
NATIVE GRASSES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
	1,005 sf	Fringed Sedge / Carex crinita	Plug @ 18" oc
	924 sf	Soft Rush / Juncus effusus	Plug @ 18" oc
	671 sf	Wool Grass / Scirpus cyperinus	Plug @ 18" oc



TREE PROTECTION DETAIL

N.T.S.



NOTE: USE SHREDDED BARK MULCH ONLY

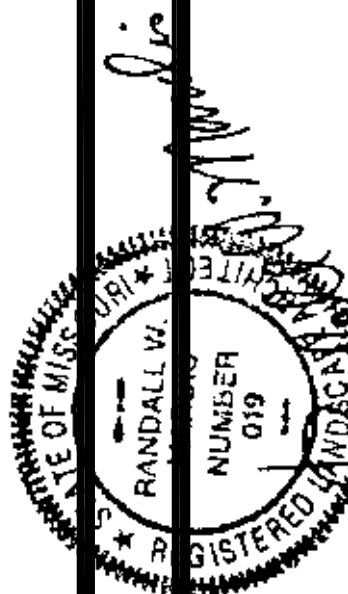
DECIDUOUS TREE PLANTING

N.T.S.

REVISIONS	BY
11/30/12	RYM

landscape TECHNOLOGIES

441 South Central Expressway
St. Charles, Missouri 63304
Tel: (636) 422-4455
Fax: (636) 422-4455
MO Landscape Architectural Corporation #2000009762

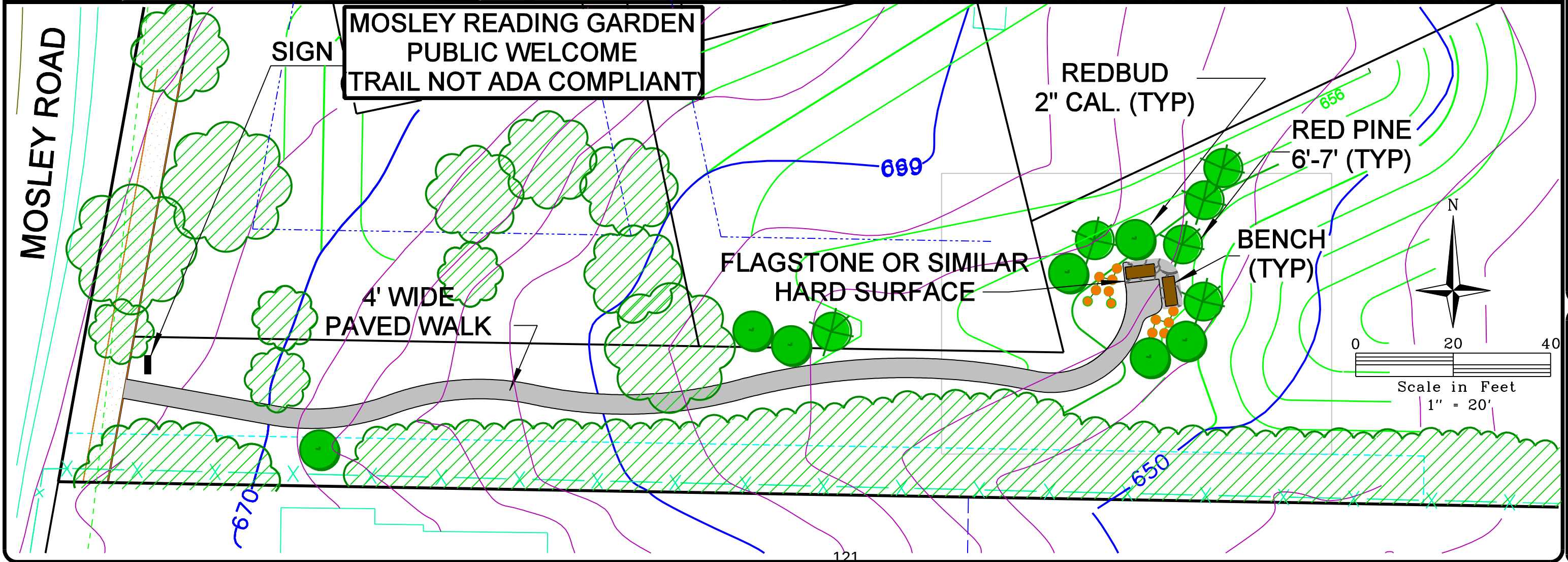
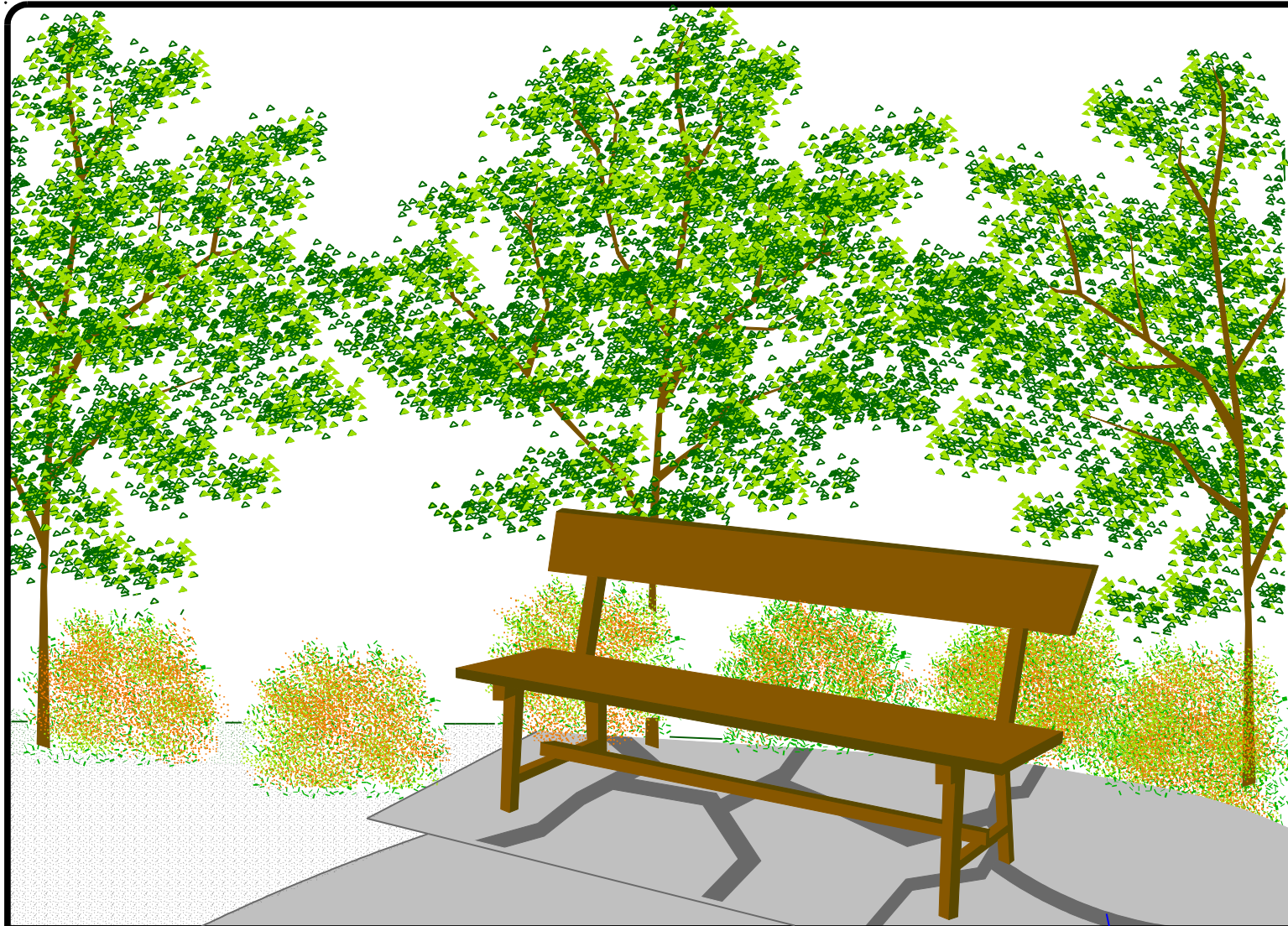


PLANTING PLAN FOR THE PROPOSED
Villas at Mosley
CREVE COEUR, MISSOURI

DRAWN R. HARDS
CHECKED RYM
DATE 10/17/12
SCALE N/A
JOB No. 2012-164
SHEET

L-2

OF TWO SHEETS



Benton Homebuilders
1000 Executive Parkway
Suite 106
St. Louis, MO 63141
314-336-5555

VOLZ
INCORPORATED
ENGINEERS
LAND PLANNING
LAND SURVEYING
TRANSPORTATION
CONSTRUCTION MANAGEMENT
10849 Indian Head Trl., Blvd.
St. Louis, Missouri 63132
314-880-1250 FAX
www.volzinc.com

VILLAS AT MOSLEY

READING GARDEN

11166-0

REVISIONS
10-15-2012
2

From: [Currencyex](#)
To: [Kelly. Whitney](#)
Subject: Benton Homebuilders
Date: Friday, December 14, 2012 4:53:11 PM

To whom it may concern,

I am writing this letter of support for the Benton Homebuilders proposal off Mosley Road. I have lived in Creve Coeur for over 30 years and would very much like to stay in Creve Coeur. I am a 66 year old single father who has raised my daughter in this community. She will likely raise a family here as well. I currently live off Mosley and at some point will be looking to downsize and simplify my lifestyle.

My understanding is that Benton Homebuilders is proposing 10 detached villa homes on lots that average 11,250 sq. ft., with common maintenance. I am in favor of replacing the existing rental homes with a well maintained community. I would love to see beautiful homes, with common maintenance that will appeal to “empty nesters” like me. I believe there are others in similar situations, who want to stay in Creve Coeur but find limited options.

Please vote in favor of this project.

Sincerely,

Al Leving
11315 Mosley Forest Dr.
Creve Coeur, MO 63141

From: [Frank Sprich](#)
To: [Kelly Whitney](#)
Subject: Mosley/ Leveinson development
Date: Saturday, December 08, 2012 3:53:18 PM

To Whom It May Concern,

We are opposed to the density proposed for the Levinson/Benton Homebuilders development. The proposal is not in character with the surrounding neighborhood homes which are on larger lots. Building small homes on less than quarter acre lots will only add to traffic congestion and city services. Most of us moved into this neighborhood because of the zoning that was in place. It gives peace of mind that our property values will remain high.

The Goddard school should have never been allowed to access Mosley Road, which is a neighborhood street, not commercial access like Olive. The Mosley to Olive stoplight is timed so that very few cars can access Olive, and it is virtually impossible to get onto Olive during rush hours and lunch hours as the intersection gets blocked by east/west traveling cars. Please reconsider for the sake and property values of the residents.

Thank you,

Diana & Frank Sprich
417 N Mosley Rd

From: [Carol M. Alexander](#)
To: [Kelly Whitney](#)
Subject: Villas on Mosley
Date: Thursday, December 13, 2012 5:19:04 PM

To Whom It May Concern:

We are in favor of the Benton Homebuilders proposal off Mosley Road. Creve Coeur would benefit from beautifully appointed homes in a common maintenance community. Many baby boomers will be looking to downsize and would like to stay in Creve Coeur. We want nice curb appeal, great interior features, and a maintenance free lifestyle. I see no detriment to the existing residents or the surrounding area.

Please vote in favor of this project, and give Creve Coeur residents a housing option that will allow us to stay in the City we love.

Carol and Hank Alexander
345 N. Mosley Rd.
Creve Coeur, Mo. 63141



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

APPLICATION TO PLANNING AND ZONING COMMISSION #12-033 FOR APPROVAL FOR THE PRELIMINARY PLAT FOR VILLAS AT MOSLEY WITH RESIDENTIAL DESIGN DEVELOPMENT DESIGNATION

FOR THE MEETING OF: November 19, 2012

LOCATION: 842, 834 and 828 Mosley Road

REQUEST: William Levinson, of Benton Homebuilders has submitted an application for the preliminary plat approval for the subdivision of four acres that is part of 842, 834, and 828 Mosley Road. The proposal includes the development of ten single family homes with a "RDD" Residential Design Development designation.

ADDITIONAL INFORMATION: Residential Design Development designation allows for greater flexibility in the size and configuration of lots without altering the allowable residential density. The properties are zoned "C" Single Family Residential.

Key Issues:

- Do the lots substantially meet all land development standards of this Chapter and those of any other applicable City regulations?

Subdivision Code References

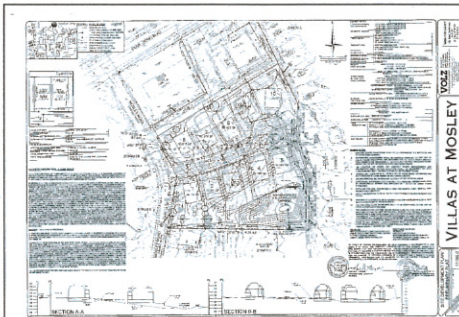
- Chapter 410: Subdivision and Development of Land

Zoning Code References

- Section 405.270: "C" Single Family Residential
- Section 405.450.C: Residential Designed Development Procedure

APPLICANTS: William Levinson
Benton Homebuilders
1000 Executive Parkway, Suite 106
Saint Louis, MO 63141

OWNER: Benton Homebuilders
1000 Executive Parkway,
Suite 106
Saint Louis, MO 63141



REPORT PREPARED BY:

Whitney Kelly, AICP, City Planner

11/16/2012
Date

ATTACHMENTS: Draft Ordinance
Applicant's Materials submitted October 19, 2012 and revised Site Development Plan received November 16, 2012

BACKGROUND

In April 2008, the City Council authorized a residential designed development (RDD) for the preliminary subdivision plat for the prior proposed subdivision of the 5.4 acres (Ordinance 5035). The RDD allowed for the development of 12 single family homes. The 12th lot was located along Olive Boulevard east of the Mosley Square Shopping Center. That project was ultimately abandoned and the approval lapsed.

On August 28, 2012, the City Council approved of the rezoning of 1.4 acres along Olive Boulevard to "GC" General Commercial for the development of the Goddard School for Early Childhood Development Center. This rezoning also repealed the prior RDD designation for the 5.4 acres with the remaining four acres zoned "C" Single Family Residential. The three lots have been developed with single-family houses that front Mosley Road and are under common ownership. Although there are some new houses in the area (so-called "teardowns"), the majority were built in the 1950s and 1960s. Lot sizes generally conform to the respective districts and none of the adjacent subdivisions are under an RDD overlay.

LAND USE AND ZONING OF SURROUNDING PROPERTIES

The adjacent zoning and land uses are as follows:

DIRECTION	USE	ZONED	SEPARATED BY
North	Retail strip center and Fire District Admin. Bldg.	"GC" General Commercial and "CB" Core Business	Olive Blvd. (partial)
South	Single-family detached residences	"C" Single-family Residential	N/A
East	Single-family detached residences	"C" Single-family Residential	N/A
West	Office building and single-family detached residences	"CB" Core Business and "B" Single-family Residential	Mosley Rd.

DEVELOPMENT STATISTICS & COMPARISON CHART

The following are statistics for subdivisions that are adjacent to the proposed Mosley Manor subdivision:

	Villas at Mosley	Fairways (zoned "B")	Wir-Don Meadows	Generic "C" Zoning District
Acres	4 ac.	18 ac. (approx.)	18 ac. (approx.)	varies
Area of proposed ROW	24,263 sq. ft.	0	0	NA
Net area	150,051 sq. ft.			
No. of Units	10 d.u.	29 d.u.	41 d.u.	varies
Units / Acre (excluding ROW)	2.9	1.6 (approx.)	2.3 (approx.)	2.9
Lot Size (sq.ft.)	10,000 (min.) 11,250 average	20,000+	12,000+.	15,000 (min.)
Common Ground / Open Space	0.63 ac.	0	0	varies
Lot Frontage	60 ft. (min.)	120 ft. (min.)	50 ft. (min.) (excluding cul-de-sac lots; non-conforming)	75 ft. (min.)
Front Yard	15 ft.	45 ft.	40 ft. (non-conforming)	45 ft.

Setback				
Side Yard Setback	5 ft.	15 ft.	12 ft.	12 ft.
Rear Yard Setback	30 ft. (min.)	30 ft.	30 ft.	30 ft.
Yr. Platted	N/A	1958	1955	N/A

COMPREHENSIVE PLAN ANALYSIS

Goals and Strategies

Under the overall Goals and Strategies of the Comprehensive Plan, the section titled “Community Image and Identity” states:

4. *Maintain the City’s strong low-density residential image and character (p. 23).*

Given that the application represents no increase in density over the existing zoning of the property, the proposal appears to be meeting this goal. In addition, the section titled Residential Preservation and Economic Development states:

4. *Protect residential areas from encroachment of non-residential uses (p.21).*

This project would result in the development of several acres that are largely greenspace, are adjacent to an existing commercial corner plaza and which already contain one commercial building, and the future Goddard School along Olive Boulevard. If constructed, this project would clearly define the residential area along Mosley, rather than leaving the area available for a future effort to expand the commercial corner. It is common practice in land use planning to separate low-density residential development from commercial development with institutional land uses or medium to high density residential with smaller lots. While the density will not be increased, the lot clustering allowed within an RDD overlay offers smaller lots. As such, this proposal may represent a transitional land use that may not be the same as what is around it, but is an asset to those developments by effectively separating them from each other.

Transportation Improvements

This subdivision benefits from direct access off one of the key north-south collectors: Mosley Road. As such, there is no concern for providing additional north-south connections to adjacent subdivisions. In fact, the section titled “Transportation Improvements” states:

- *Explore opportunities to connect residential streets, where appropriate, to collectors in order to improve traffic flow on major arterials such as Olive and Lindbergh Boulevards (p.29).*

The proposal will relocate the two existing drive-way entrances on Mosley, into a single subdivision entrance where traffic will be directed to the existing collector street which has a traffic signal at Olive Boulevard and at Ladue Road. Any other connections to the east or south are impractical given the size of the development and the pre-existing subdivisions.

Residential Neighborhoods

The section titled “Residential Preservation and Economic Development,” within the chapter on Residential Neighborhoods, contains the following goals:

3. *When lots are consolidated and re-subdivided for residential uses, the gross density permitted by existing zoning should not be exceeded. However, smaller individual lots could be considered, provided that they are no smaller than 75% of the area required under zoning. The remaining land should be preserved as open space, either as a buffer to surrounding areas or as part of a greenway system or stream corridor that connects to adjacent greenways or pedestrian facilities (p.44).*
6. *Require that new development or redevelopment be compatible with the character of the surrounding neighborhood with regard to lot frontage, building setbacks, building lines, building scale, and lot coverage (p.45).*

As identified in the Development Statistics and Comparison chart above, the proposed lots in the plan range from 10,192 square feet to 17,735 square feet. The common ground and stormwater easement area is 27,429 square feet. 75% of the lot standard for "C" Single Family Residential zoning district would be 11,250 square feet. The average of the lot sizes proposed is 11,250 square feet. However five of the 10 lots have a square footage of less than the recommended allowance. According to the Comprehensive Plan, the property should be developed with individual lots not smaller than 11,250 square feet, and the remaining property set aside as open space. Given the shape of the property and the required size of the stormwater detention area, it may be economically difficult to follow the Comprehensive Plan because it will significantly reduce the yield.

With regard to goal #6, the proposed project has some similarities to the surrounding subdivisions, with the specific exceptions of minimum lot size and front and side building setbacks. The key question, as stated earlier, is whether or not the proposal serves as a valuable point of transition between the larger lot subdivisions and the commercial development along Olive Boulevard that is appropriate in its context and whether or not this makes it "compatible" with the residences around it.

ZONING ANALYSIS

The applicant has proposed utilizing the existing "C" Single-Family Residential District with a Residential Designed Development (RDD) procedure. This procedure effectively creates an overlay wherein the City Council, on the recommendation of the Planning and Zoning Commission, may modify the lot and density standards, subject to certain provisions.

In determining conformance with the RDD, the critical questions for this project are fulfillment of the purpose of the RDD and tree preservation. With regard to the former, the Zoning Code states:

SECTION 405.450: PERMITTED USES

C. *Residential Designed Development Procedure. The purpose of this Section is to provide a permissive, voluntary and alternate zoning procedure in the "A", "B", "C" and "D" single-family residential and "AR" attached residential zoning districts in order to permit greater flexibility in the size and configuration of lots without altering the allowable residential density in these districts and to provide thereby for desirable and proper common open space, tree cover, recreation areas, parks or scenic vistas and the preservation of the natural beauty of the City.*

1. *Variation in number, size of lots. The City Council may by ordinance grant a residential designed development permit upon recommendation of the Planning and Zoning Commission, when it finds that the residential designed development proposal is*

consistent with good planning practice, consistent with good site landscape planning, is not detrimental to the existing and permitted uses in the surrounding area, is deemed desirable to promote the purposes of this Section and is in accordance with the following criteria.

- a. *Minimum project area. No residential designed development permit shall be granted for any area of less than four (4) acres.*
 - b. *Gross acreage. The lot sizes within the subdivision may vary from those required by the regulations for the single-family residential zoning district within which the site is located. The maximum number of lots that may be approved shall be computed by including only common area and lot acreage in gross acreage and dividing the gross acreage by the minimum lot area requirements of the district.*
 - c. *Yards. The minimum front yard and side yard requirements for each lot as set out in the regulations for the single-family residential zoning district within which the site is located may be reduced by the City Council and, if so reduced, shall be set out on the preliminary subdivision plan to be submitted in accordance with Chapter 410, Subdivision and Development of Land.*
 - d. *Site and building coverages. The maximum site and building coverage requirements for each lot, as set out in the regulations for the single-family residential zoning district within which the site is located, may be increased by the City Council and, if so increased, shall be set out on the preliminary subdivision plan to be submitted in accordance with Chapter 410, Subdivision and Development of Land.*
2. *Common areas. As part of the residential designed development plan, common land for open space of recreational use shall be reserved for common use by all the owners of the residential lots and the subdivision and such common land may be included in the total gross acreage used for determining the number of lots permitted under the minimum lot size provisions of the residential zoning district within which it is located, subject to the following standards and conditions: ...*
 4. *Tree conservation. Any development proposed as a residential designed development shall provide for the conservation of existing trees and existing tree masses on the site. The percentage of trees and tree masses preserved during development shall exceed the minimum standards of the subdivision regulations (shall exceed twenty-five percent (25%) of the existing trees and twenty-five percent (25%) of the existing tree mass areas).*

It is a mistake to read the provisions for flexibility in lot size and configuration without also realizing that the trade-off for this flexibility is the protection and/or provision of some natural quality of the site and City that is worth preserving. In other words, this process is not simply a way to avoid seeking variances before the Board of Adjustment. The maintenance and protection of the stormwater facilities does not seem to qualify as a natural quality of the site, as it is being relocated from the northeast corner to the southeast corner and is required to allow for the development. The development does not offer the protection, nor provision of a natural resource worth preserving although the common ground does create a comparably large greenspace.

The applicant has requested building setback requirements different from the "C" District regulations, and lot coverage and FAR requirements be applied over the entire development, rather than on individual lots. The average lot will have coverage of 44%, with total site coverage for the development of 40%. This is permitted through the RDD procedure, as

approved by the City Council and set out on the Preliminary Subdivision Plat. If approved, a condition should be put in place to require that all other standards not specifically approved by the City Council should be in conformance with the Section 405.270, "C" Single-Family Residential District of the Zoning Code.

The property has approximately 0.7 acres of tree cover and, if approved, 68% of this mass will be eliminated. The minimum standard is 25% preserved. Therefore at 32% preservation, the applicant exceeds the minimum standards, although it should be noted that allowing the flexibility to reduce the lot sizes has not yielded any great measure of additional tree cover.

ARCHITECTURE AND DESIGN

The proposed homes consist of ranch and 2-story models ranging from 2,500 square feet to 3,500 square feet in size, including lower level finish. The example front elevation submitted is largely stone with wood accents and show rooflines with multiple peaks and will be covered with asphalt shingle. Elevations for all types of the homes were not included in the application and the side and rear elevations were not provided.



Staff recommends a condition that individual homes shall not be constructed with more than 10% vinyl siding on all elevations. Other forms of siding, such as "Hardi-plank" would be permissible. Garage entrances are shown on the plan as front-entry.

DEVELOPMENT CHARACTERISTICS

- *Traffic*
A traffic study was not submitted by the applicant. With the proposed 10 homes, it appears the development will generate an amount of traffic that is appropriate for the size of the tract and it is not expected to change or to have an adverse impact on traffic flow. The current proposal will eliminate two driveway entrances on Mosley Road.
- *Sidewalks*
As required by code, five-foot wide sidewalks are provided along both sides of the street. Construction of a minimum five-foot wide sidewalk along Mosley Road was required with the previous plan and that condition is carried over with the current submittal.

- *Landscaping and Amenities*

The applicant is providing an eight-foot wide undisturbed buffer along the eastern and southern boundaries of the property in addition to the stormwater detention basin at the southeast corner. The proposed landscaping is limited to the boundary of the development. There are sections of this buffer where no trees currently exist, and the applicant has proposed adding trees to fill in these areas. The applicant is not proposing adding any street trees along the proposed cul-de-sac for the subdivision. Staff recommends that a condition of approval include adding a minimum of one street tree for every 30 lineal feet or part thereof of street frontage, as required in Section 410.300 of the Subdivision and Development of Land

The site development plan and preliminary plat indicates a subdivision entrance sign at the southern entrance area. Signs for residential developments are permitted by site development plan approval per Section 405.940 Signs in Residential districts, as follows:

SECTION 405.940: SIGNS IN RESIDENTIAL DISTRICTS

B. Residential Development Signs. Permanent signs designating a subdivision, neighborhood or multi-family development for traffic efficiency and safety shall be approved by the Planning and Zoning Commission through the site development plan approval process as defined in [Section 405.1080](#). Such signs shall be limited to twelve (12) square feet per sign face with a maximum of two (2) sign faces.

- *Tree Coverage*

The Tree Preservation Plan submitted indicates that the property has approximately 0.7 acres of tree cover and, if approved, 68% of this mass will be eliminated. The minimum standard is 25% preserved. Therefore at 32% preservation, the applicant exceeds the minimum standards, although it should be noted that allowing the flexibility to reduce the lot sizes has not yielded any great measure of additional tree cover.

- *Site Grading*

A large part of the existing land will be disturbed with some significant "cut and fill" effort. Most of the significant grading will be undertaken for the proposed detention pond and roadway locations. The applicant has indicated that the street platform is to be 3% maximum for a minimum distance of 60 feet before continuing at a steeper grade. Section 410.240.F.5 requires that approaches to intersections shall have a grade not exceeding three percent (3%) for a distance of not less than 150 feet measured from the centerline of the intersecting street, so the final subdivision improvements drawings will have to be corrected accordingly.

- *Stormwater Control*

The applicant proposes to construct a detention area at the southeast portion of the property. The detention area will collect water from the proposed homes and the street and be metered-out into the stormwater system. With the size and a complete redevelopment of the site, the Missouri Department of Natural Resources will review it for a State Grading Permit which would include the runoff and the water quality, followed by a review by MSD who would not issue approval without the State's prior approval.

SUMMARY AND ACTION

The proposed subdivision is generally in keeping with the prior history and council actions on these properties. While Staff has questioned the reasoning for the "RDD" designation, the common area and stormwater facility does provide for a large amount of greenspace. If the Planning and Zoning Commission finds that the proposed development meets with the requirements of the RDD and finds that the Preliminary Plat draft ordinance and site development plan are in substantial conformance with the purposes and regulations of the Comprehensive Plan, Zoning Code, and Subdivision Code, it may vote on a recommendation to the City Council. Staff recommended conditions of approval discussed above, and included in the draft ordinance, are:

- A condition shall be included that individual homes shall not be constructed with more than 10% vinyl siding on all elevations. Other forms of siding, such as "Hardi-plank" may be permissible with the Zoning Administrator's approval.
- The Landscape Plan shall be revised to include adding a minimum of one street tree for every 30 lineal feet or part thereof of street frontage, as required in Section 410.300 of the Subdivision and Development of Land.
- The Final Subdivision Plat shall be revised to indicate that approaches to intersections shall have a grade not exceeding three percent (3%) for a distance of not less than one hundred fifty (150) feet measured from the centerline of the intersecting street as required by Section 410.240.F.5.

If not, the Commission Members should provide specific direction to the applicant regarding revisions needed and continue the item until the next meeting.

Any changes to the draft ordinance should be discussed and made by separate actions.

MOTION

The following are examples of motions for this application:

- 1) "I move to recommend approval of the Preliminary Plat for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of November 19, 2012" (conditions may be added, eliminated, altered, and modified).
- 2) "I move to recommend approval of the Residential Designed Development for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of November 19, 2012" (conditions may be added, eliminated, altered, and modified).
- 3) "I move to recommend approval of the Site Development Plan for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of November 19, 2012" (conditions may be added, eliminated, altered, and modified).

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE (CHAPTER 405 OF THE CREVE COEUR MUNICIPAL CODE)

Included and attached by reference. See body of report for specific excerpts.

**APPENDIX 3: CREVE COEUR SUBDIVISION AND LAND DEVELOPMENT REGULATIONS
(CHAPTER 410 OF THE CREVE COEUR MUNICIPAL CODE)**

Included and attached by reference. See body of report for specific excerpts.

Area Rezoned to GC with Ordinance # 5265 for a proposed Goddard Early Childhood Development Center.

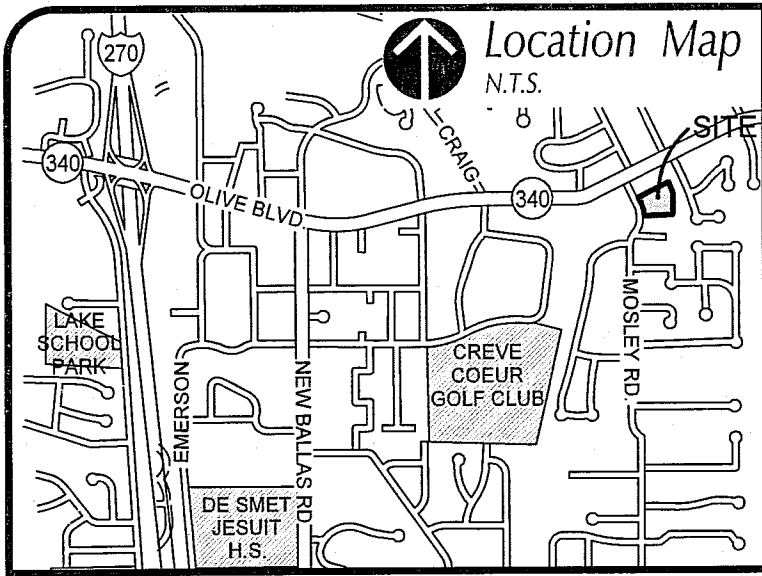
Proposed Villas at Mosley Subdivision for 10 Single Family Residences



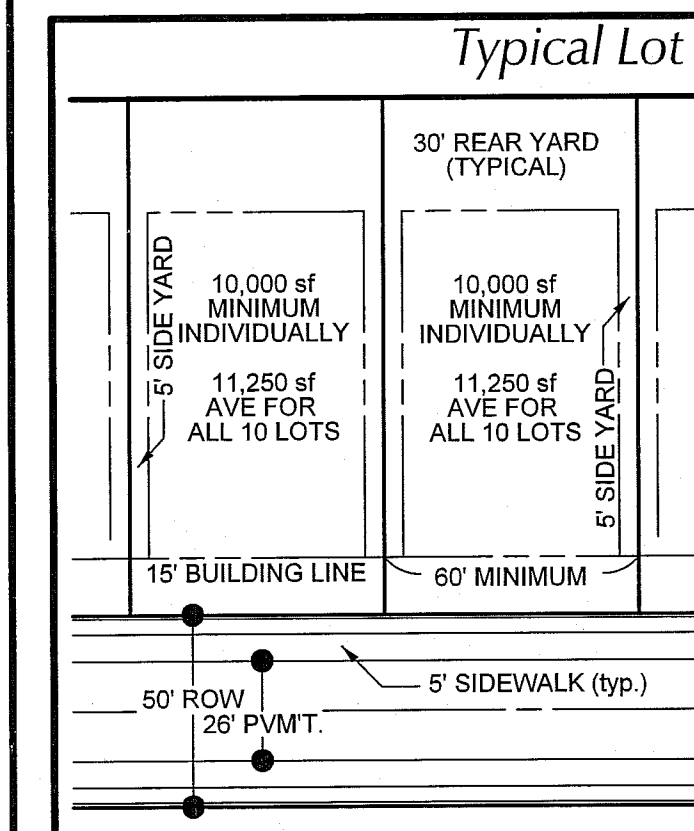
Saint Louis
COUNTY

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APPENDIX 4: SITE PHOTOGRAPHS	Photo Date: 11/07/2012
	Description: View looking east from across Mosley Road at the existing home at 842 Mosley Road.
	Description: View looking east from across Mosley Road at the existing home at 834 Mosley Road.
	Description: View looking southeast from across Mosley Road at the existing home at 828 Mosley Road.



SYMBOL	DESCRIPTION
	BUILDING LINE
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING TREE LINE
	PROPOSED TREE LINE
	TREES TO REMAIN



TOTAL SITE AREA	4.0 ACRES = (174,327 SF)
AVERAGE LOT SIZE	11,250 SF
AVERAGE LOT IMPERVIOUS AREA	5,000 SF
AVERAGE LOT COVERAGE	5,000 SF 44% AVERAGE LOT COVERAGE
TOTAL SITE COVERAGE	
AVERAGE LOT IMPERVIOUS AREA	5,000 SF x 10 LOTS = 50,000 SF
PAVEMENT & WALK IMPERVIOUS AREA	19,587 SF
TOTAL IMPERVIOUS AREA	69,587 SF
TOTAL SITE COVERAGE	69,587 SF 40 % TOTAL SITE COVERAGE

PROPERTY DESCRIPTION - 4 ACRE TRACT

A TRACT OF LAND BEING LOT 3 AND PART OF LOTS 1 AND 2 OF "KRAEMER ACRES", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 87, PAGE 20 OF THE ST. LOUIS COUNTY RECORDS, AND PART OF U.S. SURVEY 1982 AND FRACTIONAL SECTION 2, TOWNSHIP 45 NORTH, RANGE 5 EAST, IN THE CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

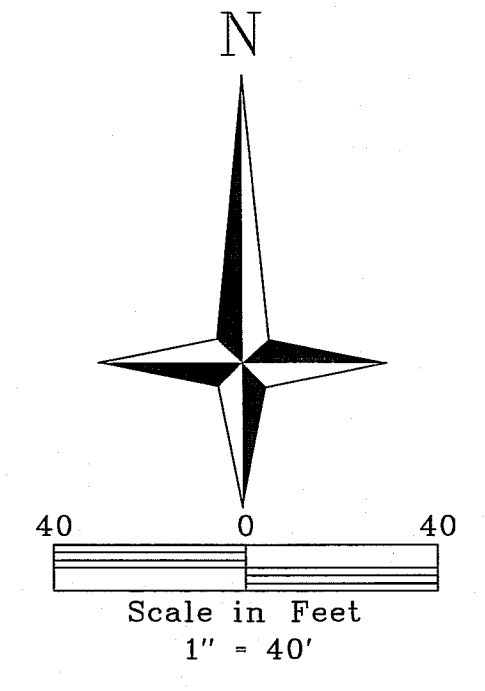
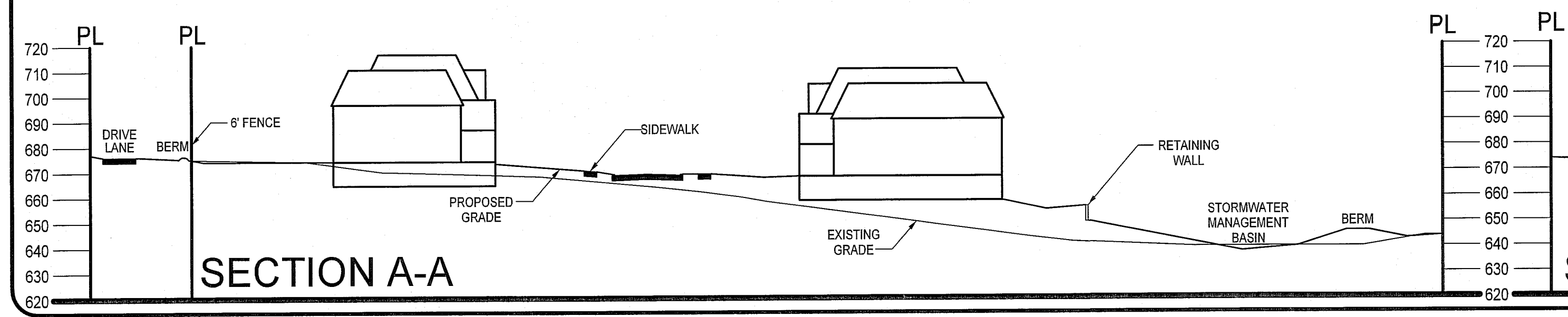
BEGINNING AT A POINT ON THE SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, 90 FEET WIDE, AT ITS INTERSECTION WITH THE WESTERN LINE OF LOT 1 OF "WIR-DON MEADOWS", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 89, PAGE 21 OF THE ST. LOUIS COUNTY RECORDS, THENCE SOUTHWARDLY, ALONG THE WESTERN LINE OF SAID LOT 1 AND THE WESTERN LINE OF LOTS 2 THROUGH 10 OF SAID WIR-DON MEADOWS, SOUTH 25 DEGREES 41 MINUTES 00 SECONDS EAST 352.25 FEET TO A POINT; THENCE SOUTH 02 DEGREES 08 MINUTES 00 SECONDS WEST 117.70 FEET TO A POINT; THENCE SOUTH 18 DEGREES 08 MINUTES 30 SECONDS EAST 127.43 FEET TO A POINT; THENCE SOUTH 00 DEGREES 58 MINUTES 00 SECONDS WEST 152.83 FEET TO THE SOUTHEASTERN CORNER OF PROPERTY CONVEYED TO DANIEL T. AND DIANE R. SIMS BY DEED RECORDED IN DEED BOOK 12704, PAGE 2165, OF THE ST. LOUIS COUNTY RECORDS; THENCE WESTWARDLY, ALONG THE SOUTHERN LINE THEREOF, NORTH 89 DEGREES 02 MINUTES 00 SECONDS WEST 439.93 FEET TO ITS INTERSECTION WITH THE EASTERN RIGHT-OF-WAY LINE OF MOSLEY ROAD, VARIABLE WIDTH; THENCE NORTHWARDLY, ALONG THE EASTERN RIGHT-OF-WAY LINE THEREOF, NORTH 10 DEGREES 14 MINUTES 00 SECONDS EAST 165.30 FEET TO A POINT; THENCE NORTHWESTERLY, CONTINUING ALONG THE EASTERN RIGHT-OF-WAY LINE OF SAID MOSLEY ROAD, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 85.44 FEET TO THE MOST WESTERN CORNER OF SAID LOT 3; THENCE NORTHEASTERLY, ALONG THE NORTHWESTERN LINE OF SAID LOT 3, NORTH 59 DEGREES 14 MINUTES 00 SECONDS EAST 205.64 FEET TO ITS INTERSECTION WITH THE SOUTHWESTERN LINE OF SAID LOT 2 OF KRAEMER ACRES, AS AFOREMENTIONED; THENCE NORTHWESTERLY, ALONG THE SOUTHWESTERN LINE OF SAID LOT 2, NORTH 25 DEGREES 41 MINUTES 00 SECONDS WEST 186.05 FEET TO ITS INTERSECTION WITH THE SOUTHEASTERN RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, AS AFOREMENTIONED; THENCE NORTHEASTERLY, ALONG THE SOUTHEASTERN RIGHT-OF-WAY LINE THEREOF, NORTH 59 DEGREES 17 MINUTES 00 SECONDS EAST 5.400 ACRES, MORE OR LESS.

EXCEPTING THEREFROM THE FOLLOWING:

A TRACT OF LAND BEING PART OF LOTS 1, 2 AND 3 OF "KRAEMER ACRES", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 87, PAGE 20 OF THE ST. LOUIS COUNTY RECORDS, IN U.S. SURVEY 1982, TOWNSHIP 45 NORTH - RANGE 5 EAST, CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE INTERSECTION OF THE SOUTHEAST RIGHT-OF-WAY LINE OF OLIVE STREET ROAD, 90 FEET WIDE, AND THE WEST LINE OF LOT 1 OF "WIR-DON MEADOWS", A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 89, PAGE 21 OF THE ST. LOUIS COUNTY RECORDS; THENCE SOUTHWARDLY ALONG SAID WEST LINE OF LOT 1 AND THE WEST LINE OF LOTS 2 AND 3 OF SAID "WIR-DON MEADOWS" SOUTH 25 DEGREES 41 MINUTES 00 SECONDS EAST 222.98 FEET TO A POINT; THENCE SOUTH 59 DEGREES 14 MINUTES 00 SECONDS WEST 142.97 FEET TO A POINT; THENCE NORTH 10 DEGREES 14 MINUTES 00 SECONDS EAST 165.30 FEET TO THE EAST LINE OF MOSLEY ROAD, VARIABLE WIDTH; THENCE NORTHWARDLY ALONG SAID EAST LINE OF MOSLEY ROAD, NORTH 29 DEGREES 52 MINUTES 00 SECONDS WEST 37.00 FEET TO THE WESTERNMOST CORNER OF AFORESAID LOT 3 OF "KRAEMER ACRES"; THENCE NORTHEASTERLY ALONG THE NORTHWEST LINE OF SAID LOT 3 NORTH 59 DEGREES 14 MINUTES 00 SECONDS EAST 205.64 FEET TO A POINT IN THE WEST LINE OF AFORESAID LOT 2 OF "KRAEMER ACRES"; THENCE NORTHWARDLY ALONG SAID WEST LINE OF LOT 2 NORTH 25 DEGREES 41 MINUTES 00 SECONDS WEST 186.05 FEET TO A POINT IN THE AFORESAID SOUTHEAST RIGHT-OF-WAY LINE OF OLIVE STREET ROAD; THENCE NORTHEASTERLY ALONG SAID SOUTHEAST RIGHT-OF-WAY LINE NORTH 59 DEGREES 17 MINUTES 00 SECONDS EAST 240.02 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.398 ACRES ACCORDING TO A SURVEY BY VOLZ INCORPORATED.

THE ABOVE-DESCRIBED PROPERTY CONTAINS 4.002 ACRES ACCORDING TO CALCULATIONS BY VOLZ INCORPORATED ON SEPTEMBER 21, 2012.

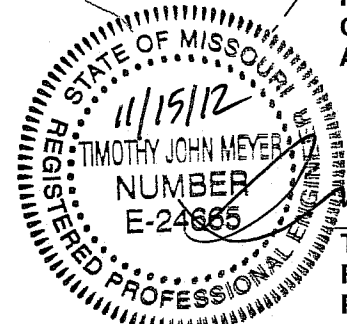


PROJECT NOTES:	
LOCATOR NUMBERS AND ADDRESSES:	17N 51 0654 - 842 N. MOSLEY ROAD 17N 51 0269 - 834 N. MOSLEY ROAD 17N 51 0182 - 828 N. MOSLEY ROAD
OWNER OF RECORD:	DANIEL T. & DIANE R. SIMS 12554 CLARK MANOR CIRCLE, ST. LOUIS, MISSOURI 63141
PREPARED BY:	VOLZ INCORPORATED 10849 INDIAN HEAD IND'L BLVD. ST. LOUIS, MISSOURI 63132
PREPARED FOR:	BENTON HOMEBUILDERS 1000 EXECUTIVE PARKWAY, SUITE 106, ST. LOUIS, MO 63141
AREA OF SITE:	4.0 ACRES
EXISTING ZONING:	C - SINGLE FAMILY RESIDENTIAL DISTRICT
PROPOSED ZONING:	C - RDD (RESIDENTIAL DESIGN DEVELOPMENT PROCEDURE)
PROPOSED USES:	RESIDENTIAL
DENSITY CALCULATIONS:	AREA OF SITE: 174,314 S.F. R.O.W.: 24,263 S.F. NET AREA: 150,051 S.F.
	150,051 S.F. (NET AREA) 10 LOTS (10 LOTS PROPOSED) 15,000 S.F.
STORMWATER MANAGEMENT CALCULATIONS:	TOTAL ACRES: 4.0 ACRES EXISTING IMPERVIOUS: +/- 14% = 1.87 PI PROPOSED IMPERVIOUS: +/- 35% = 2.28 PI DIFFERENTIAL RUNOFF: 4.0 ACRES (2.28 - 1.87) = 1.64 CFS
	WATER QUALITY (WQV): SITE DISTURBANCE = 3.5 ACRES REQUIRED DUE TO MORE THAN 1.0 ACRE CHANNEL PROT. (CPV): SITE LESS THAN 5 ACRES - NOT REQUIRED FLOOD PROTECTION (QP): DIFFERENTIAL RUNOFF OF 1.64 CFS IS LESS THAN 2.0 CFS - NOT REQUIRED
PARKING CALCULATIONS:	2 SPACES PER LOT AT 10 LOTS = 20 SPACES
GREEN SPACE:	AREA OF SITE: 4.0 ACRES = 174,314 S.F. IMPERVIOUS AREA: 1.40 ACRES = 60,984 S.F. GREEN SPACE: 2.60 ACRES = 113,330 S.F. 113,330 S.F. 174,314 S.F. = 65% GREEN SPACE
AVERAGE UNIT SIZE:	2500 S.F. TO 3500 S.F.
AVERAGE LOT SIZE:	121,818 S.F. / 10 LOTS = 12,182 S.F.
TREE PRESERVATION:	EX. TREES MASS 0.596 ACRES = 25,973 S.F. 25,973 S.F. X 0.25 = 6,493 S.F. REQUIRED TO REMAIN PROPOSED TREE MASS TO REMAIN = 8,349 S.F. (32%) INDIVIDUAL 8" TREES EXISTING = 83 TREES 83 X 0.25 = 21 TREES ARE REQUIRED TO REMAIN PROPOSED INDIVIDUAL TREES TO REMAIN = 21 TREES
BENCHMARK:	ST. LOUIS COUNTY BENCHMARK 13-197, "L" ON SIDEWALK AT THE NORTHWESTERN CORNER OF A ONE STORY BRICK BUILDING 70' EAST OF MOSLEY ROAD AND 100' SOUTH OF OLIVE STREET ROAD. ELEVATION = 679.36' (NGVD '29)

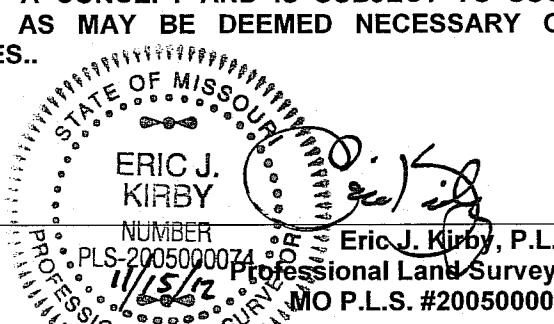
GENERAL NOTES:

- SANITARY SEWER CONNECTIONS SHALL BE AS APPROVED BY THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
 - STORMWATER MANAGEMENT SHALL BE DESIGNED PURSUANT TO THE CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS AND DISCHARGE AT AN ADEQUATE NATURAL DISCHARGE POINT. SINKHOLES ARE NOT ADEQUATE NATURAL DISCHARGE POINTS.
 - THE LOCATION OF STORM AND SANITARY SEWER IMPROVEMENTS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS SHALL BE DETERMINED BY FIELD CONDITIONS AND SHALL BE INDICATED ON THE IMPROVEMENT PLANS.
 - GRADING AND DRAINAGE SHALL BE PER CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS.
 - LANDSCAPING WILL BE PROVIDED AS REQUIRED BY CITY OF CREVE COEUR.
 - SLOPE SHALL NOT EXCEED 3 (HORIZONTAL) : 1 (VERTICAL), UNLESS SUPPORTED BY GEOTECHNICAL REPORT AND APPROVED BY THE CITY OF CREVE COEUR STANDARDS.
 - SETBACKS FOR RDD REQUIREMENTS TAKE PRECEDENCE OVER "SPECIAL USE" SETBACK REQUIREMENTS.
 - DECK CONSTRUCTION TO BE ALLOWED 7 FOOT BEYOND STANDARD SETBACK FOR DECKS.
 - NEW STREET PLATFORM TO BE 3% MAXIMUM FOR A MINIMUM DISTANCE OF 60 FEET BEFORE CONTINUING AT STEEPER GRADE.
 - THE PROPOSED LIGHT STANDARDS SHALL BE IN COMPLIANCE TO THE CITY OF CREVE COEUR'S LIGHTING CODE.
 - THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER OR LOCATION OF THESE OR OTHER UTILITIES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES SHOWN OR NOT SHOWN AND SHALL BE LOCATED IN EXCAVATION OR CONSTRUCTION OF IMPROVEMENTS IN THE FIELD PRIOR TO ANY GRADING. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.
- DISTRICTS:
METROPOLITAN ST. LOUIS SEWER DISTRICT
CREVE COEUR FIRE PROTECTION DISTRICT
PARKWAY SCHOOL DISTRICT
CREVE COEUR CREEK WATERSHED
- UTILITY SERVICE AREAS:
AMEREN UE
LACLEDE GAS COMPANY
MISSOURI AMERICAN WATER COMPANY
CHARTER COMMUNICATIONS (CABLE TV)
AT&T TELEPHONE COMPANY

BY ORDER OF BENTON HOMEBUILDERS, WE HAVE PREPARED A PRELIMINARY PLAT, THE RESULTS OF WHICH ARE CURRENTLY REPRESENTED ON THIS DRAWING, WHICH IS A PRELIMINARY PLAT - NOT FOR CONSTRUCTION - AND WAS PREPARED FOR THE SOLE LIMITED PURPOSE OF PROVIDING A CONCEPT FOR THE PROPOSED DEVELOPMENT OF THE TRACT AND IS INTENDED ONLY FOR THE PRELIMINARY USE OF GOVERNMENTAL REVIEWING AUTHORITIES FOR THE PURPOSE OF OBTAINING APPROVAL OF A CONCEPT AND IS SUBJECT TO SUCH COMMENTS, RECOMMENDATIONS OR REVISIONS AS MAY BE DEEMED NECESSARY OR APPROPRIATE IN FURTHERANCE OF SUCH PURPOSES.



TIMOTHY J. MEYER
PROFESSIONAL ENGINEER
PE-24865



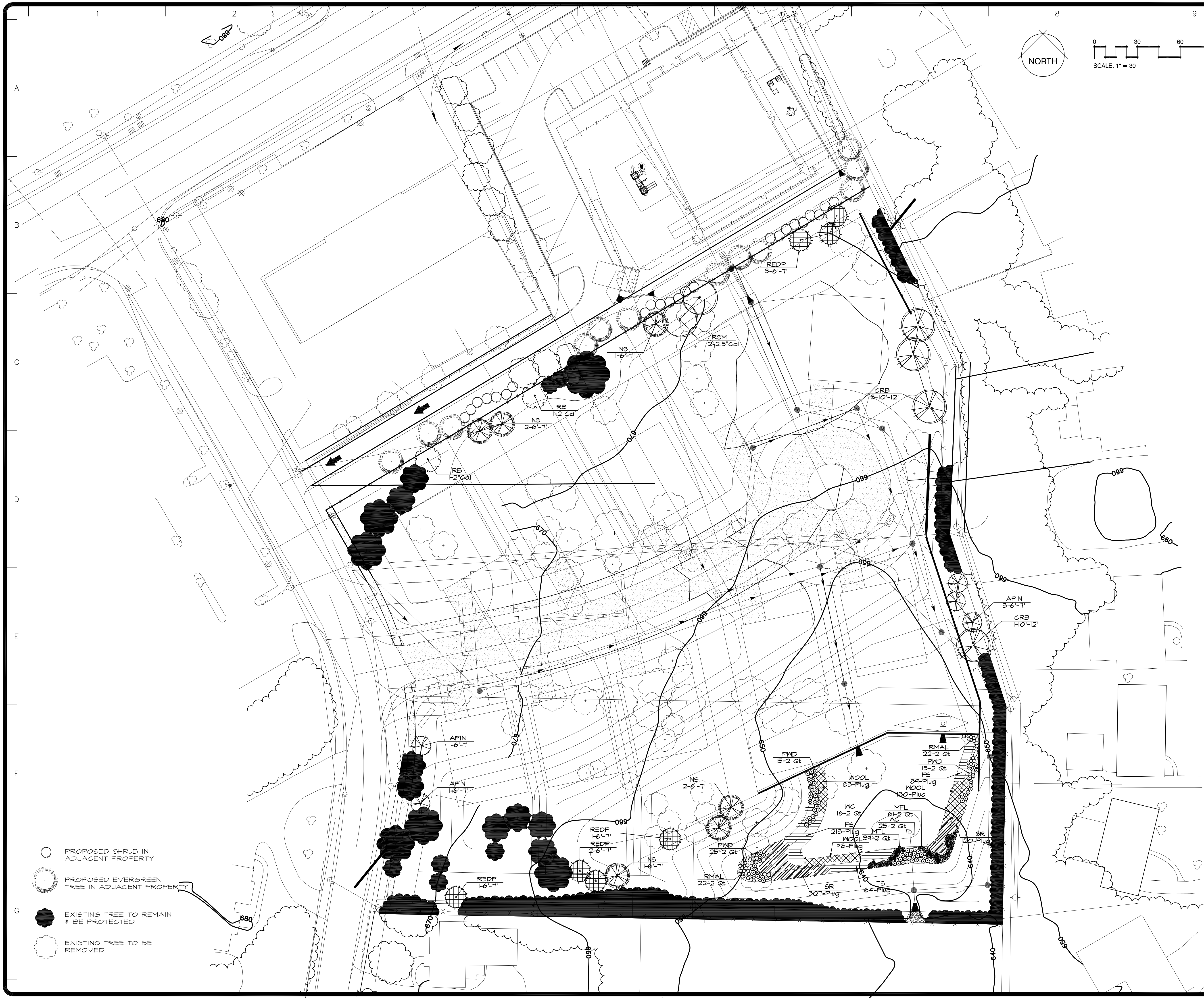
ERIC J. KIRBY, P.L.S.
PROFESSIONAL LAND SURVEYOR
PLS-2005000074
NO P.L.S. #2005000074

VOLZ
INCORPORATED
10849 Indian Head Ind'l. Blvd.
St. Louis, MO 63141
314.426.6212 Main
314.890.1250 Fax
www.volzinc.com

VILLAS AT MOSLEY

**SITE DEVELOPMENT PLAN/
PRELIMINARY PLAT**
10-15-2012
10-15-2012 CITY COMMENTS
REVISIONS
1

11166-0



- PROPOSED SHRUB IN ADJACENT PROPERTY
- ⊙ PROPOSED EVERGREEN TREE IN ADJACENT PROPERTY
- EXISTING TREE TO REMAIN & BE PROTECTED
- ⊙ EXISTING TREE TO BE REMOVED

REVISIONS	BY

landscape
TECHNOLOGIES

(636) 428-1250
67 Jacobs Creek Drive
St. Louis, MO 63114
NO Landscape Architectural Corporation 1202000182

STATE OF MISSOURI
REGISTERED LANDSCAPE ARCHITECT

RANDALL W. MARDIS
NUMBER 019
DATE 10/17/12

PLANTING PLAN FOR THE PROPOSED
Villas at Moseley
CREVE COEUR, MISSOURI

DRAWN R. MARDIS
CHECKED RJM
DATE 10/17/12
SCALE 1"=30'-0"
JOB No. 2012-164
SHEET L-1

OF TWO SHEETS

LANDSCAPE GUIDELINE SPECS:

GENERAL:

- 1.) All natural vegetation shall be maintained where it does not interfere with construction or the permanent plan of operation. Every effort possible shall be made to protect existing structures or vegetation from damage due to equipment usage. Contractor shall at all times protect all materials and work against injury to public.
- 2.) The landscape contractor shall be responsible for any coordination with other site related work being performed by other contractors. Refer to architectural drawings for further coordination of work to be done.
- 3.) Underground facilities, structures and utilities must be considered approximate only. There may be others not presently known or shown. It shall be the landscape contractor's responsibility to determine or verify the existence of and exact location of the above (Call 1-800-DIG-RIE).
- 4.) Plant material are to be planted in the same relationship to grade as was grown in nursery conditions. All planting beds shall be cultivated to 6" depth minimum and graded smooth immediately before planting of plants. Plant groundcover to within 12" of trunk of trees or shrubs planted within the area.
- 5.) It shall be the landscape contractor's responsibility to:
 - A.) Verify all existing and proposed features shown on the drawings prior to commencement of work.
 - B.) Report all discrepancies found with regard to existing conditions or proposed design to the landscape architect immediately for a decision.
 - C.) Stake the locations of all proposed plant material and obtain the approval of the owner's representative or landscape architect prior to installation.
- 6.) Items shown on this drawing take precedence over the material list. It shall be the landscape contractor's responsibility to verify all quantities and conditions prior to implementation of this plan. No substitutions of types or size of plant materials will be accepted without written approval from the landscape architect.
- 7.) Provide single-stem trees unless otherwise noted in plant schedule.
- 8.) All plant material shall comply with the recommendations and requirements of ANSI Z60.1 "American Standards for Nursery Stock".
- 9.) It shall be the contractor's responsibility to provide for inspection of the plant material by the Landscape Architect prior to acceptance. Plants not conforming exactly to the plant list will not be accepted and shall be replaced at the landscape contractor's expense.
- 10.) All bids are to have unit prices listed. The Owner has the option to delete any portion of the contract prior to signing the contract or beginning work. This will be a unit price contract.
- 11.) All plant material to be transplanted shall be transplanted according to guidelines set by AAN standards. Transplanted material will not be guaranteed by the landscape contractor.

INSURANCE:

- 1.) The landscape contractor shall submit certificates of insurance for workman's compensation and general liability.

MULCH:

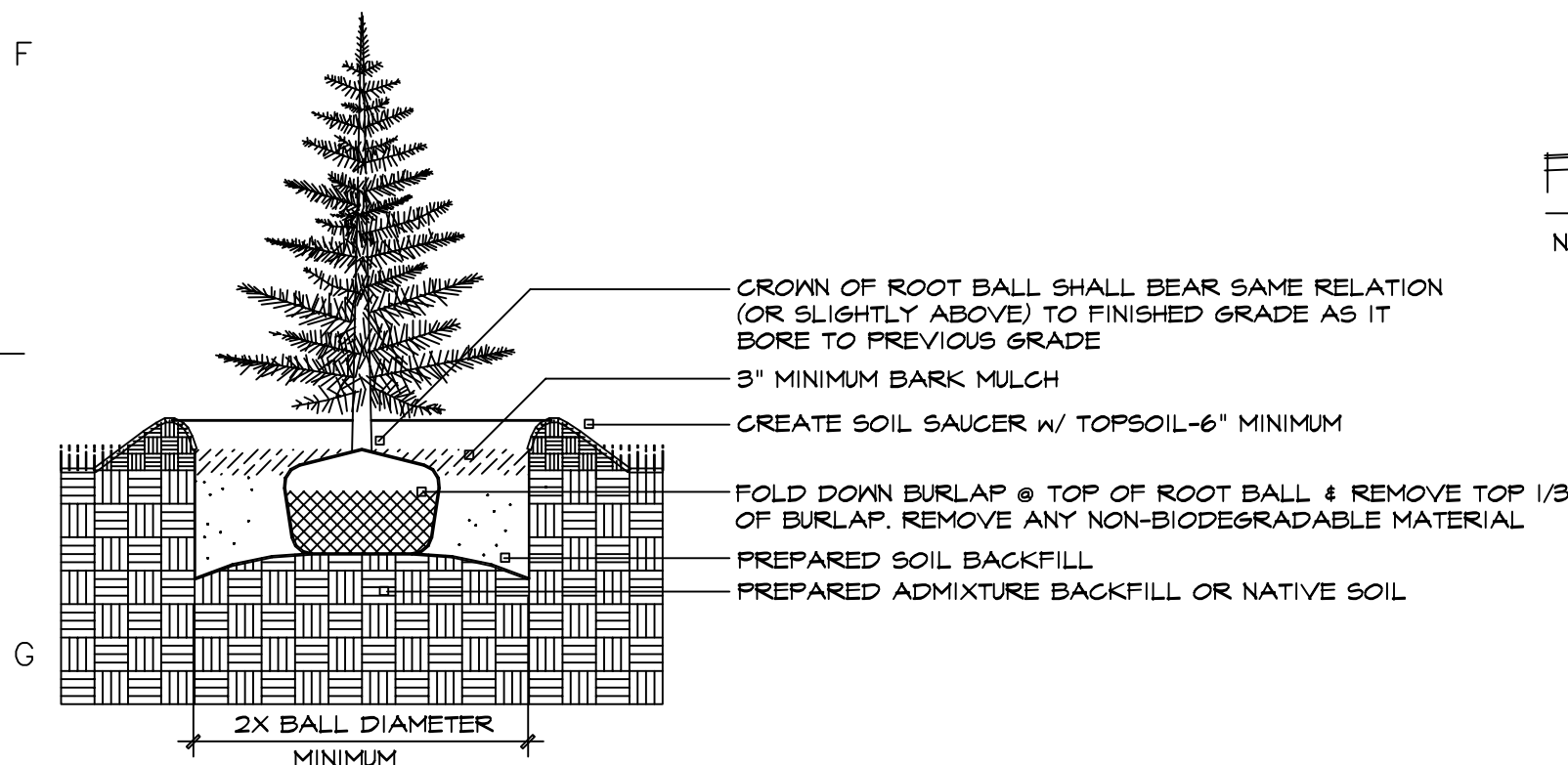
- 1.) All mulch to be shredded oak bark mulch at 3" depth (after compaction) unless otherwise noted. Mulch shall be clean and free of all foreign materials, including weeds, mold, deleterious materials, etc.
- 2.) No plastic sheeting or filter fabric shall be placed beneath shredded bark mulch beds. Mirafi fabric shall be used beneath all gravel mulch beds.
- 3.) Edge all beds with spade-cut edge unless otherwise noted.

MAINTENANCE:

- 1.) Landscape Contractor shall provide a separate proposal to maintain all plants, shrubs, groundcover, perennials and annuals for a period of 12 months after acceptance.
- 2.) Contractor shall ensure that only competent and trained personnel shall provide such services and that such services be provided in a timely manner.

SIGHT TRIANGLES:

- 1.) No landscape material or other obstructions shall be placed or be maintained within the sight distance area so as not to impeded the vision between a height of thirty inches (30") and ten feet (10') above the adjacent street or paving surfaces.
- 2.) The triangle adjacent to street intersections shall be formed by measuring from the point of intersection of the front and side lot lines a distance of 40' minimum along said front and side lot lines and connecting the points so established to form the sight triangle area.
- 3.) Sight triangles at the intersection of a public street and a private access way (except for single family residences) shall also be formed as outlined in Note #2 above by measuring from the point of intersection of the street frontage curbs and the entrance curb lines a distance of 25' and connecting the points so established to form the sight triangle area.



EVERGREEN TREE PLANTING

N.T.S.

TOPSOIL:

- 1.) Topsoil mix for all proposed landscape plantings shall be five (5) parts well-drained screened organic topsoil to one (1) part Canadian sphagnum peat moss as per planting details. Roto-till topsoil mix to a depth of 6" minimum and grade smooth.
- 2.) Provide a soil analysis, as requested, made by an independent soil-testing agency outlining the % of organic matter, inorganic matter, deleterious material, pH and mineral content.
- 3.) Any foreign topsoil used shall be free of roots, stumps, weeds, brush, stones (larger than 1"), litter or any other extraneous or toxic material.
- 4.) Landscape contractor to apply pre-emergent herbicide to all planting beds upon completion of planting operations and before application of shredded bark mulch.

MISC. MATERIAL:

- 1.) Provide stakes and deadmen of sound, new hardwood, free of knotholes and defects.
- 2.) Tree wrap tape shall be 4" minimum, designed to prevent borer damage and winter freezing. Additionally, only 3-ply tying material shall be used.

TURF:

- 1.) All disturbed lawn areas to be seeded with a mixture of Turf-Type fescue (300# per acre) and bluegrass (18# per acre). Lawn areas shall be unconditionally warranted for a period of 90 days from date of final acceptance. Bare areas more than one square foot per any 50 square feet shall be replaced.
- 2.) Landscape contractor shall offer an alternate price for sod in lieu of seed. Sod shall be cut at a uniform thickness of 3/4". No broken pieces, irregular pieces or torn pieces will be accepted. Any points carrying concentrated water loads and all slopes of 15% or greater shall be sodded.
- 4.) All sod shall be placed a maximum of 24 hours after harvesting.
- 5.) Recondition existing lawn areas damaged by Contractor's operations including equipment/material storage and movement of vehicles.
- 6.) Sod Contractor to ensure sod is placed below sidewalk and all paved area elevations to allow for proper drainage.

EROSION CONTROL BLANKET (Where applicable):

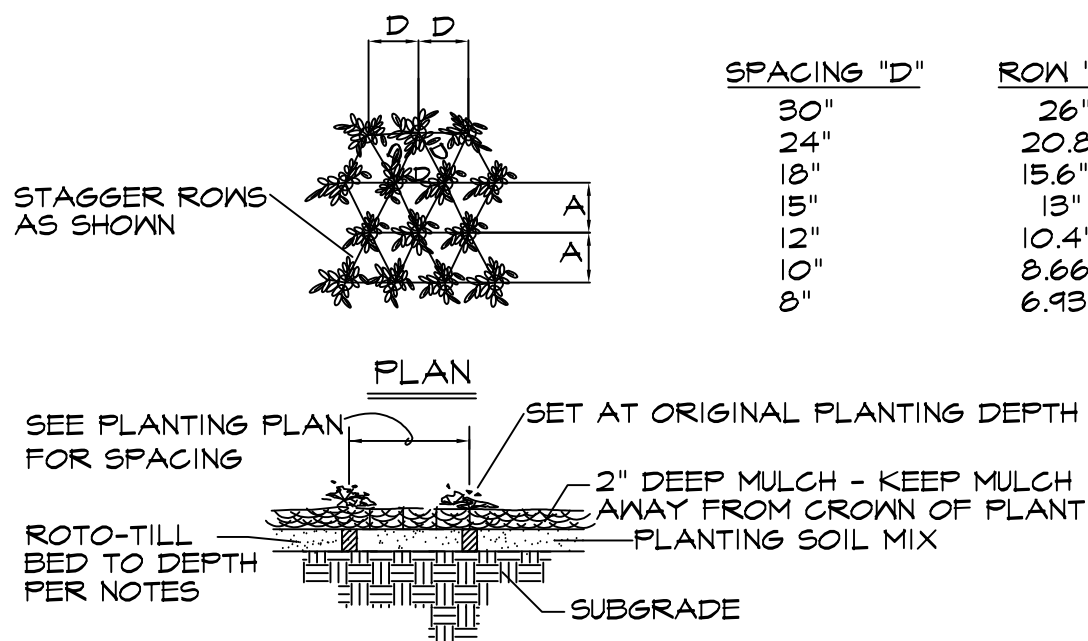
- 1.) All seeded areas shall receive an erosion control blanket which shall consist of loose straw mat and anchor pins as manufactured by: North American Green, D5 T5 or approved equal. Install per manufacturer's recommendations.

PLUG PLANTING NOTES:

- 1.) All plugs to be 4-1/2" deep X 2" diameter minimum.
- 2.) Plugs are to be planted in a hole dug with a trowel, spade or planting bar such that the hole is of a minimum diameter and depth to accommodate the plug and its roots, without damage.
- 3.) Plugs shall be spaced in a triangulated layout approximately 24" on center.
- 4.) Plugs shall be planted through erosion control blanket where appropriate.
- 5.) Obtain plugs from a reputable nursery.
- 6.) Water plugs upon completion of planting so that soil is moist but not saturated.
- 6.) If planting is delayed more than six hours after delivery, store plugs in the shade, protect from weather and mechanical damage and keep them moist and cool. All plugs shall be planted within 24 hours after delivery.

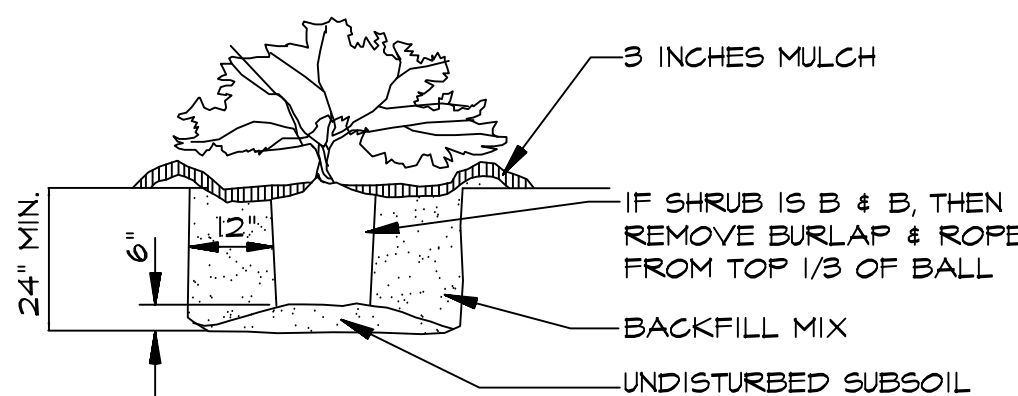
WARRANTY:

- 1.) All plant material (excluding ground cover, perennials and annuals) are to be warranted for a period of 12 months after installation at 100% of the installed price.
- 2.) Any plant material found to be defective shall be removed and replaced within 30 days of notification or in growth season determined to be best for that plant.
- 3.) Only one replacement per tree or shrub shall be required at the end of the warranty period, unless loss is due to failure to comply with warranty.
- 4.) Lawn establishment period will be in effect once the lawn has been mowed three times. Plant establishment period shall commence on the date of acceptance and 100% completion.



FORB/GRASS PLANTING DETAIL

N.T.S.

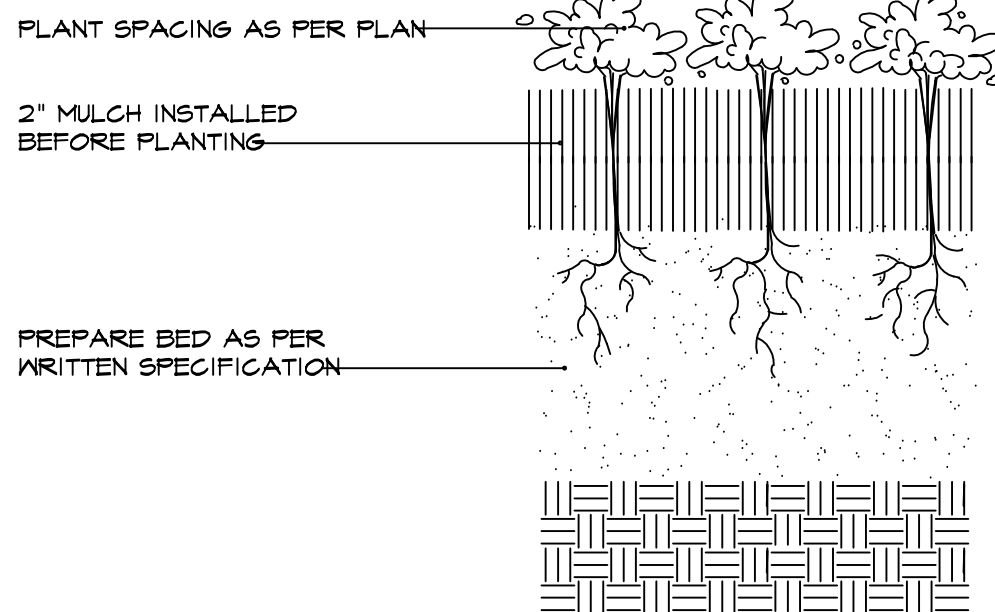


SHRUB PLANTING

N.T.S.

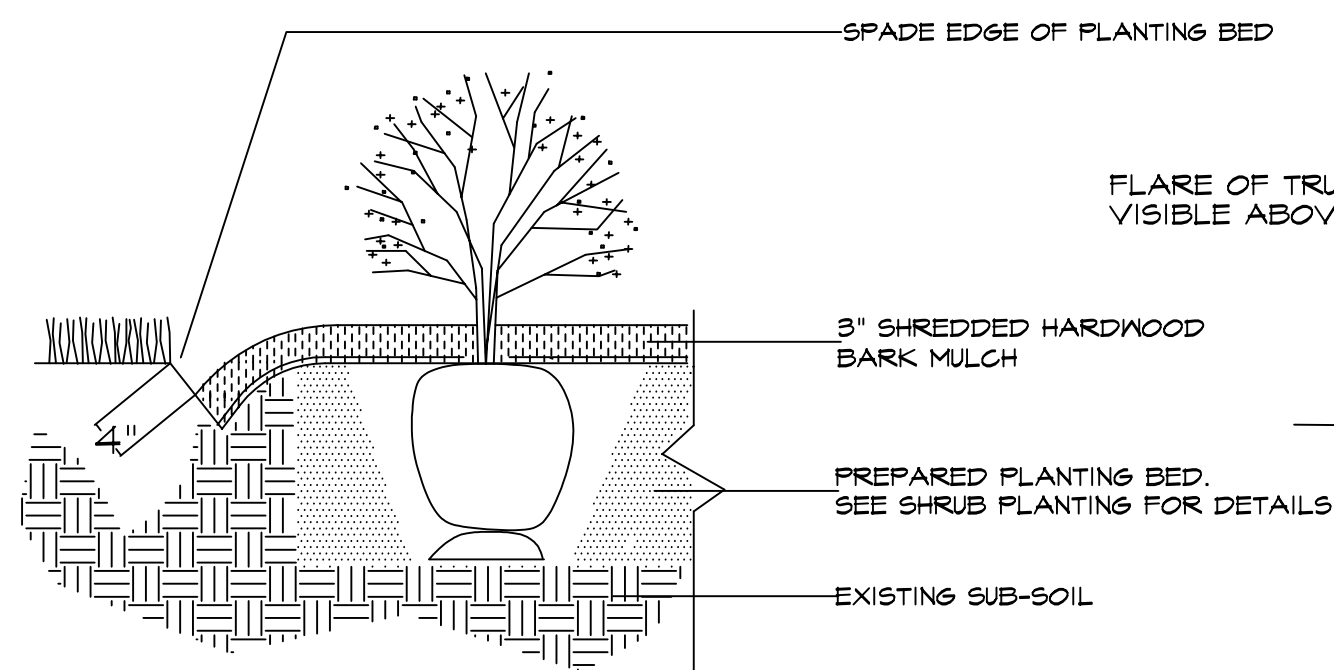
PLANT SCHEDULE

TREES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
CRB	4	Heritage River Birch / Betula nigra 'Cully'	10'-12'
RSM	2	'Red Sunset' Maple / Acer rubrum 'Franksred'	2.5" Cal
EVERGREEN TREES			
APIN	5	Austrian Pine / Pinus nigra	6'-7'
NS	6	Norway Spruce / Picea abies	6'-7'
REDP	7	Red Pine / Pinus resinosa	6'-7'
FLOWERING TREES			
RB	2	Redbud / Cercis canadensis	2" Cal
FORBS			
MFL	100	Monkeyflower / Mimulus ringens	2 Qt
PWD	55	Pickering Weed / Pontederia cordata	2 Qt
RMAL	44	Rose Mallow / Hibiscus lasiocarpus	2 Qt
WC	41	Wild Canna / Thalia dealbata	2 Qt
NATIVE GRASSES			
	1,005 sf	Fringed Sedge / Carex crinita	Plug @ 18" oc
	924 sf	Soft Rush / Juncus effusus	Plug @ 18" oc
	671 sf	Wool Grass / Scirpus cyperinus	Plug @ 18" oc



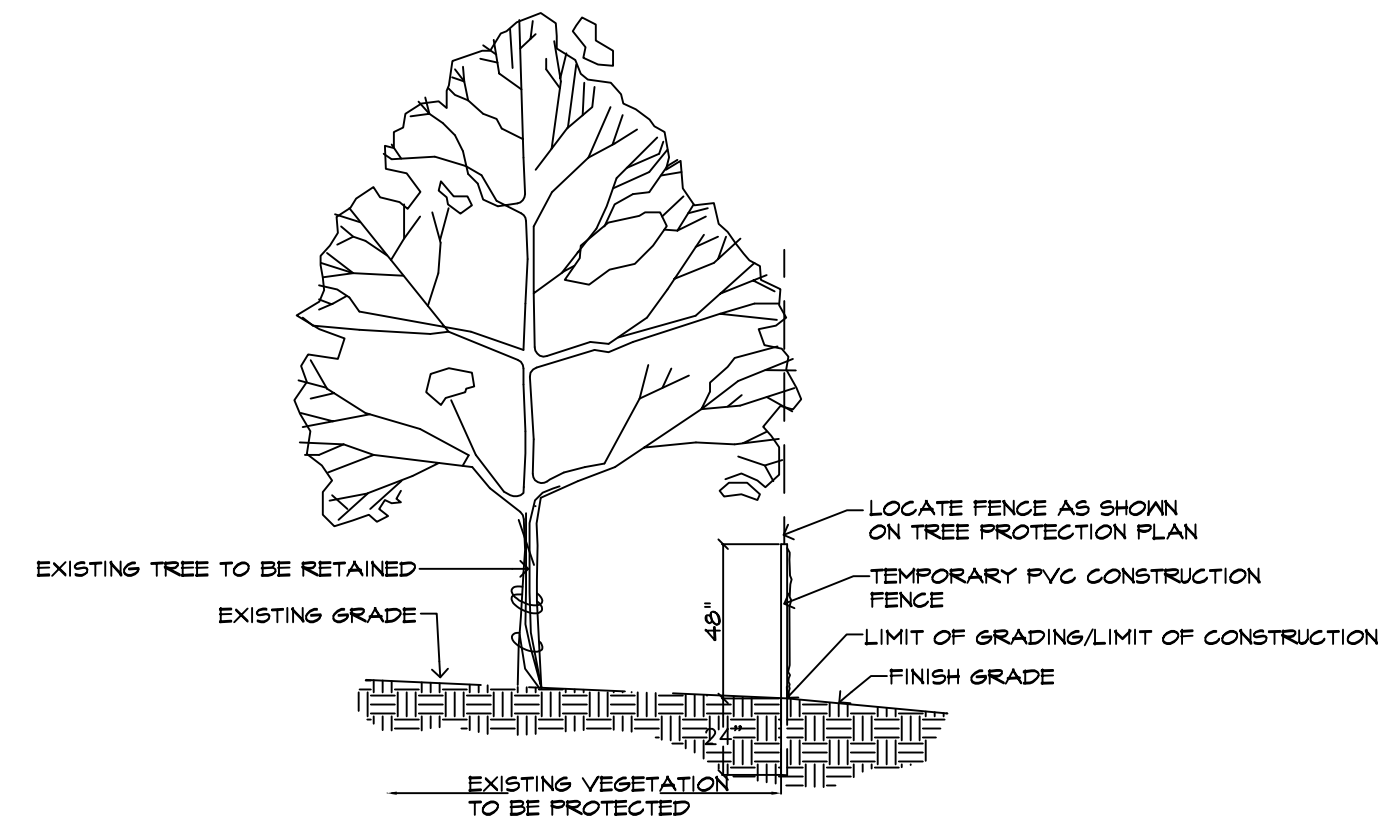
PERENNIAL / ANNUAL PLANTING

N.T.S.



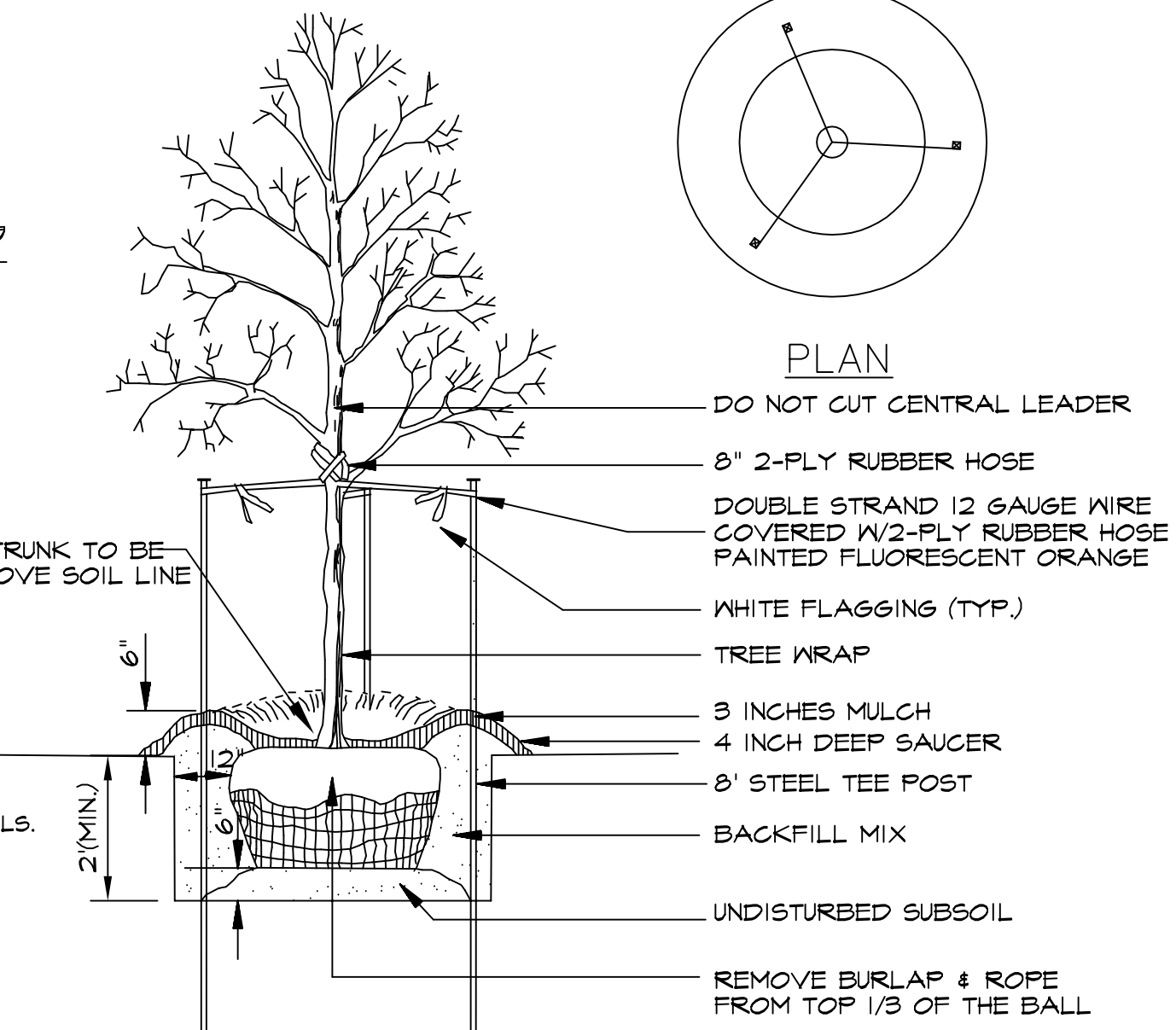
SPADE-CUT EDGE DETAIL

N.T.S.



TREE PROTECTION DETAIL

N.T.S.



NOTE: USE SHREDDED BARK MULCH ONLY

DECIDUOUS TREE PLANTING

N.T.S.

REVISIONS	BY

landscape
TECHNOLOGIES

671 Jacobs Creek Drive
St. Louis, MO 63114
Tel: 314.433.1250
Fax: 314.433.1251
MO Landscape Architectural Corporation 14202001782



PLANTING PLAN FOR THE PROPOSED
Villas at Moseley
CREVE COEUR, MISSOURI

DRAWN
R. MARDIS
CHECKED
RHM
DATE
10/11/12
SCALE
N.A.
JOB No.
2012-164
SHEET

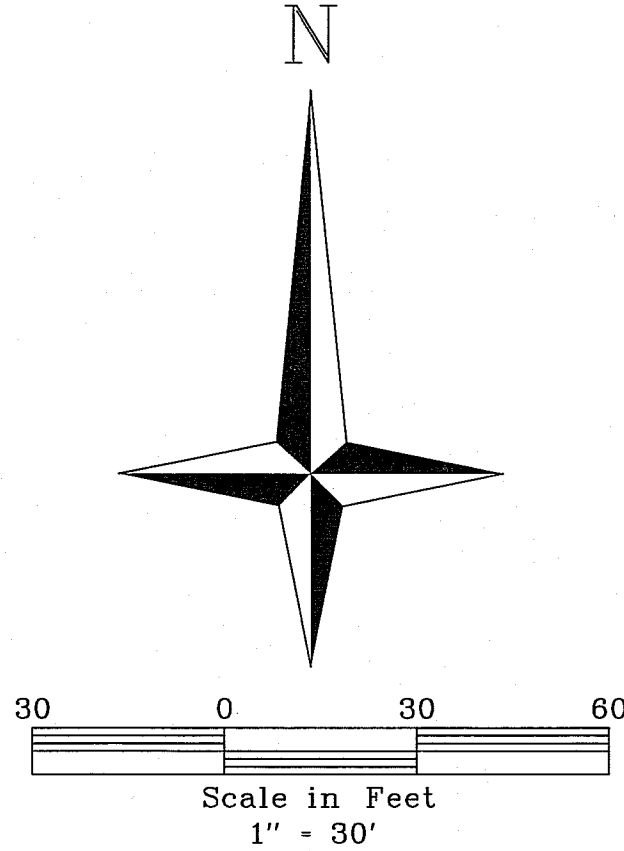
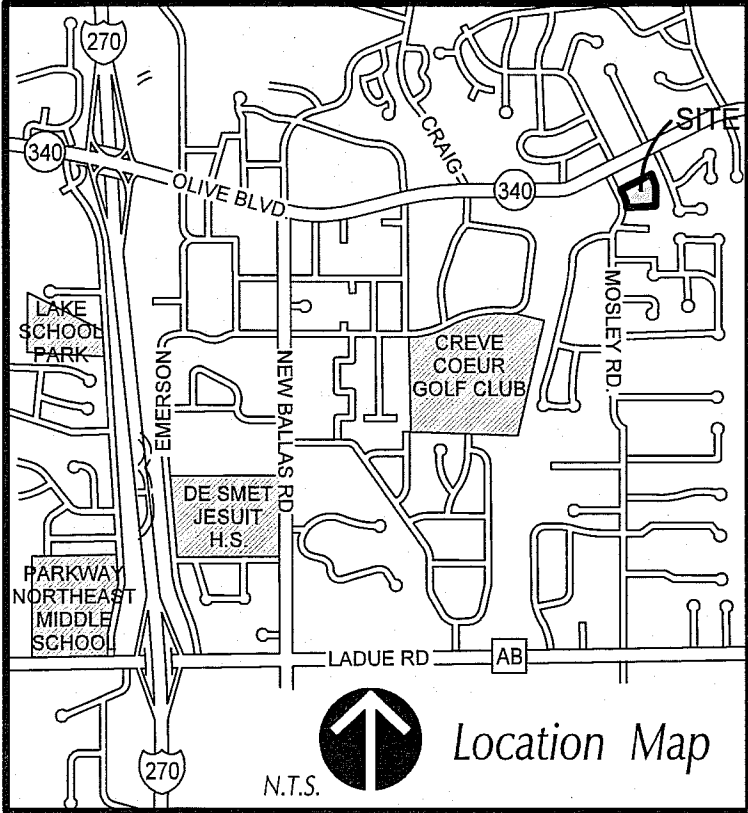
L-2

OF TWO SHEETS

TREE CENSUS - APPROXIMATE COUNT ON 10/03/2012

NOTE: ALL TREES 8" AND LARGER WERE TABULATED. LOW LYING VEGETATION AND BRUSH (EX - HONEYSUCKLE) EXIST THROUGHOUT THE PROPERTY AND ARE NOT INCLUDED IN THE COUNT.

TREE CENSUS			LEGEND	REQUIRED TO SAVE	SAVED	LEGEND
EXISTING TREE MASS:	0.596 ACRES	25,973 SF		25% = 6,493 SF	8,349 SF	
INDIVIDUAL TREES: 8" DIA. OR MORE	83 TREES			25% = 21 TREES	21 TREES	



ENGINEERS
LAND PLANNING
LAND SURVEYING
CONSULTANTS
CONST. MANAGEMENT

VOLZ
Incorporated

10649 Indian Hills Dr., Suite 100
St. Louis, Missouri 63132
314.860.1250 Fax
www.volzinc.com

TREE CENSUS
TREE PRESERVATION PLAN

11166-0

REVISIONS
10-15-2012
1

Benton Homebuilders
1000 Executive Parkway
Suite 106 63141
St. Louis, MO 63141
314-336-5555

VILLAS AT MOSLEY



Langdon. Paul

From: yvonne darrow [ydarrow@gmail.com]
Sent: Sunday, December 16, 2012 10:37 PM
To: Langdon. Paul
Subject: Fwd: Villas at Mosley

Mr. Langdon and Commission Members,

We have every intention of being at the meeting Monday, Dec. 17, 2012 at 7:00 pm but we have a 6 pm appointment in Clayton. If we are not in attendance when this issue is called, please read this into the meeting minutes.

We are well acquainted with the proposal (Villas at Mosley) for 10 detached homes on the 3 lots between our property and the Mosley Square Shopping Center. We have the following concerns:

1. Density

The proposal for 10 homes is stretching the limits (lot sizes and setbacks) for a RDD Project. We believe 8 homes would be more acceptable.

2. Privacy Fence

Per staff recommendation a sight-proof fence on the southern and eastern borders is essential to the existing homeowners and the new owners of the villa homes. We prefer a natural material (i.e. cedar) instead of synthetic as the former will blend in with the significant vegetation on both boundary lines.

3. Relocation of Path

We are avid walkers of this area and enjoy the various areas offered by Creve Coeur. The current proposed path is located less than 20 feet

from the northern edge of our house and passes just outside our dining room, family room and master bedroom. The noise from the

conversations of the foot traffic by daily exercisers such as walkers from businesses such as the HBE building, as well as other businesses in

the area will be quite disturbing. There is also the noise from the many barking dogs. We also believe that this path and area could be very

attractive for underage drinking as well as a gathering place away from public and police view. The security of this area is of great concern.

However, with some creativity, this path could go down the proposed street and then a short path developed to the public area. Better yet,

eliminate this public area and convert it to green space.

Sincerely,

Richard and

Yvonne Darrow

812 N. Mosley

Rd.



**CITY OF CREVE COEUR - MINUTES
PLANNING AND ZONING COMMISSION MEETING
MONDAY, DECEMBER 17, 2012
7:00 P.M.**

A public hearing and regular meeting of the Planning and Zoning Commission of the City of Creve Coeur, Missouri was held on Monday, December 17, 2012, at the Creve Coeur Government Center, 300 North New Ballas Road. Chair Tim Madden called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: *Mr. Tim Madden, Chair*
 Dr. Michael Barton
 Mr. Gary Eberhardt
 Mr. James Faron
 Mr. Ken Howard
 Ms. Cynthia Kramer

OTHERS PRESENT: *Mr. Carl Lumley, City Attorney*
 Mr. Paul Langdon, Director of Community Development
 Ms. Whitney Kelly, AICP, City Planner
 Ms. Julie Lowery, Recording Secretary

2. UNFINISHED BUSINESS

A. Application #12-033: A request for approval of the preliminary plat for 10 single family homes on four acres for the Villas at Mosley Subdivision with Residential Design Development (RDD) Designation

Applicant: William Levinson
 Benton Homebuilders
 1000 Executive Parkway, Suite 106
 Saint Louis, MO 63141

Mr. William Levinson, 42 Ladue Estates Drive, explained the concept of the project. Mr. Levinson explained the changes made to the application since the last Planning and Zoning meeting, stating the lot sizes, side-yard setbacks, and common ground size had all been made larger. Mr. Levinson also stated what public benefit he thought the project brought to Creve Coeur, including: a new housing option for residents wanting to downsize but remain in Creve Coeur; extensive common ground, including a reading garden; and a defined edge to the residential area along Mosley Road. Mr. Levinson believes the site is a good transition from commercial to residential. Mr. Levinson also addressed the concerns of the density issue, brought up by residents, stating fewer lots would not improve the view from Mosley Road since many of the lots would not be visible regardless of the total number. Mr. Levinson said the previous applicant received approval for 11 lots and that his proposal is for 10 lots, which is less dense than what was previously approved.

Mr. Rowdy Montgomery, Cadre Development, 10560 Old Olive Street Road, explained the property's history, as the representative of the land owner The Simms. Mr. Montgomery also represented the Simms with the Goddard School project. The Simms support the project because it seems achievable and they believe it is a sustainable use.

Mr. Richard Darrow, 812 N. Mosley Road, spoke neutrally about the project, however, he asked if the number of lots could be reduced to eight, if the privacy fencing could be cedar or something natural looking, and he expressed concerns with noises for the proposed walking pathway.

Ms. Ellen Lawrence, 501 N Mosley Road, spoke in opposition of the project and also submitted a signed and notarized petition for the record. Ms. Lawrence did state she believes the project does not fit the character of the neighborhood.

Mr. Mitch Waks, 429 N Mosley Road, spoke in opposition of the project and believes the proposal is too dense for the neighborhood.

Mr. Richard Meyer, 11210 Still Lane, spoke in opposition of the project. Mr. Meyer pointed out the previously approved project was for a larger parcel of land and the proposed project is too dense for the neighborhood. However, Mr. Meyer stated if the project is approved, he would like to see a site-proof fence installed. While Mr. Meyer believes RDD is a good concept for the city, he believes it is being stretched for this site.

Mr. David Caldwell, 257 Brooktrail Court, wanted to know since the previously approved project, if the lots sizes and common ground got bigger, what got smaller. Mr. Tim Meyer, Volz, Inc., stated the lots got bigger because common ground access was eliminated off the cul-de-sac. Mr. Tim Meyer does not believe the common ground area got bigger. Mr. Paul Langdon, Director of Community Development, City of Creve Coeur, stated there was some shifting of the common ground so the area along the south edge became common ground when it was previously private lots, and some of the larger lots lost ground to the small lots, but there was still the same amount of common ground.

Mr. Langdon addressed a couple of items, first the notion of a public amenity. Mr. Langdon stated that there is a requirement in the zoning code that states that, in a RDD, you must have a reason for doing it and the reasoning must go to a larger purpose/public purpose. Mr. Langdon also addressed how a development can be a transition and how this proposal does represent one between the large residential lots to the south and the general commercial development to the north. Mr. Langdon gave some background and explained some scenarios.

Chairman Madden suggested taking the pathway out, adding more landscaping along Mosley Road, and installing a natural looking fence.

Dr. Barton asked about the forward facing garages and how it applies to this project and, also, if there was a creative way to not have so many forward facing garages. Mr. Langdon stated the design guidelines encourage rear or side facing garages, however, design guidelines are just guidelines there is no formal design review for residences in the city.

Chairman Madden asked if the Commission can tell them what material to use for the garages, and Mr. Langdon replied that the Commission could, but it can get overly prescriptive and then the garage door is driving the design of the house.

Mr. Eberhardt stated he does not believe the Commission should be telling builders what type of home to build. Mr. Eberhardt also said, in his opinion, if it is nine or 10 lots, it does not make a difference, the homes are fine quality. Mr. Eberhardt would like to see the pathway eliminated but to leave the greenspace as it still provides public benefit.

Mr. Faron asked if a reduction in homes was an option and to explain some similar developments in the city to compare. Mr. Langdon compared this situation to the Winfield Pointe subdivision.

Ms. Kramer asked Mr. Levinson to elaborate on the high quality standards. Mr. Levinson replied the designs are preliminary, but they are 2500-3500 square foot homes with brick exteriors, and prices ranging from a low of \$600,000 to mid \$700,000.

Chairman Madden asked about the fence type and Mr. Levinson asked the neighbors if they would want a fence or not if the path was eliminated. Mr. Darrow replied, yes they want a fence, as opposed to seeing other houses. Mr. Richard Meyer agreed. Mr. Levinson stated the homes on the lots will not be any closer than what exists but they will comply with the neighbors request for fencing. The Commission, staff and Mr. Levinson had several more minutes of discussion around the fence with the general conclusion that wood fencing would be installed along the south and west edges of the subdivision.

Ms. Kramer asked if there would be something around the basin to prevent any accidents from happening. Mr. Levinson replied the basin would not retain water more than a couple of days and that it would be built to MSD requirements, whatever they end up being.

The Commission and residents had more discussion around the fencing issue.

Mr. Scott McKenna, 805 Renee Lane, stated he was not opposed to the project; however, he is concerned about the basin and drainage issues. Mr. McKenna stated his backyard is a “gully” where the water runs to and sits. Chairman Madden replied that MSD has to approve the plans.

The Commission members discussed what they like and dislike about the project. In discussion, Mr. Levinson was asked if fewer homes would work. Mr. Levinson responded the project does not work for less than 10 homes. Mr. Langdon asked the Commission to be clear about the number of homes and greenspace area in their motion.

There being no more discussion, Mr. Eberhardt motioned to recommend approval of the Preliminary Plat for the Villas at Mosley subdivision submitted with Application #12-033, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of December 17, 2012, with the following additional conditions: 1) that the setbacks on the south side be moved to 30 feet on the rear setback, 2) that a wooden fence be constructed along the southern and eastern boundaries at such locations approved by the Director of Community Development and residents, and 3) that the walkway and garden be

deleted and the greenspace remains. Mr. Faron seconded the motion with the resultant vote as follows:

Mr. Faron - aye	Dr. Barton – nay	Mr. Howard - nay
Mr. Eberhardt – aye	Chair – aye	Ms. Kramer – nay

Mr. Langdon explained the applicant will go before City Council on January 14, 2013, and that the denial vote from Planning and Zoning does not affect the voting rules for the Council.

3. **ADJOURNMENT**

There being no further business to come before the Planning and Zoning Commission, upon motion being made and duly seconded, the meeting was adjourned at 9:05 p.m.

Timothy Madden, Chair

Julie Lowery, Recording Secretary



**CITY OF CREVE COEUR - MINUTES
PLANNING AND ZONING COMMISSION MEETING
MONDAY, NOVEMBER 19, 2012
7:00 P.M.**

A public hearing and regular meeting of the Planning and Zoning Commission of the City of Creve Coeur, Missouri was held on Monday, November 19, 2012, at the Creve Coeur Government Center, 300 North New Ballas Road. Chair Tim Madden called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: *Mr. Tim Madden, Chair*
 Mr. Gary Eberhardt
 Mr. James Faron
 Mr. Ken Howard
 Ms. Cynthia Kramer

OTHERS PRESENT: *Mr. Carl Lumley, City Attorney*
 Mr. Paul Langdon, Director of Community Development
 Ms. Whitney Kelly, AICP, City Planner
 Ms. Julie Lowery, Recording Secretary

2. NEW BUSINESS

A. Application #12-033: Approval for the preliminary plan for 10 single family homes on four acres for the Villas at Mosley Subdivision with Residential Design Development (RDD) Designation.

Applicant: William Levinson
 Benton Homebuilders
 1000 Executive Parkway, Suite 106
 Saint Louis, MO 63141

Mr. Tim Meyer, Volz, Inc. explained to the Commission the previously approved project (2008) for 11 lots and stated the new proposal is for 10 lots. Mr. Meyer pointed out the elements from the previously approved plan that were important to the residents/neighbors, which include, an 8-foot no disturb buffer (east and south side of the property) and a 5-foot high privacy fence at the end of cul-de-sac. Mr. Meyer said the lots will consist of standard single family homes (2,500-3,500 square feet), ranging from \$600k-\$750k, with at-grade lots and walk-out lots. Mr. Meyer stated detention plans have been submitted to MSD and will meet all standards MSD requires. Mr. Meyer said there are 3 items/conditions that need to be incorporated, per staff review, and Benton Homes agrees to all the conditions.

Mr. Eberhardt asked about the site grading and the staff report points out the large portion of land that will have significant cut and fill, and asked if that was because of the walk-outs. Mr.

Meyer stated there is not much cut; it is almost all fill material because the property falls so much from North to South.

Ms. Kramer inquired about drainage issues, and Mr. Meyer stated the water will drain to the detention basin to the southeast, and currently, the existing pond that was there drained to the southeast as well. It is Mr. Meyer's belief the drainage did not affect the properties to the east, but he will look into it. Ms. Kramer also wanted to know about the view and visibility into neighbor's homes from the proposed homes and if there were plans to add more buffering. Mr. Meyer showed the buffering along the line that is already in place. Ms. Kramer stated she was talking more along the lines of a visibility barrier.

Mr. William Levinson, 42 Ladue Estates, Benton Home Builders, explained the homes will be primarily ranch homes with finished lower levels and possibly a 1-½ story plan, but there were no plans for two-story homes. Ms. Kramer expressed concern for the homes with higher elevation and the neighbors' houses in Wiron Meadows being seen. Mr. Meyer disagreed and said the homes are not going to be sitting above the homes to the east; the grade is about the same. Mr. Levinson stated the site is only being filled to meet street elevation requirements. Mr. Faron asked if the honeysuckle could be replaced with more trees, for a better buffer/barrier. Chairman Madden asked Mr. Langdon what the landscape requirements from the previously approved project were, and Mr. Langdon responded it was a tree line on the east side. Mr. Langdon pointed out the subdivision code requires preservation of a certain percentage of existing trees and if the east side is cleared out then a tree preservation problem arises. Mr. Langdon said some of the existing trees have to remain, but there is room to accomplish more plantings.

Mr. Langdon, in follow-up to the grading discussion, stated in going from east to west, the proposed houses are within a couple of feet of the existing houses to the east and the yard elevations are almost the same.

Mr. David Caldwell, 257 Brooktrail Court, asked if there was a policy on honeysuckle. Chairman Madden responded the Beautification Committee has requested that it no longer be planted.

Ms. Kramer asked Mr. Langdon to clarify that if there were any unintended consequences with regard to drainage, how would that be remedied? Mr. Langdon responded the problem would be identified and the builder would be required to fix it before moving forward.

Ms. Ellen Lawrence, 501 N Mosley Road, spoke in opposition to the project. Ms. Lawrence stated that Mosley Road has always been large single family homes and she does not believe this project fits in this area. Ms. Lawrence stated she does not have an issue with the existing homes being torn down and new homes being built, but she would like to see it considerably less dense: instead of 10 homes, maybe four homes.

Mr. Langdon asked the applicant to describe the changes (lot bulk standards, setbacks, lot coverage, and lot size) and what the RDD accomplishes. Mr. Meyer explained the lot sizes, setbacks, site coverage, and lot coverage. Mr. Langdon explained what the RDD allows and lets someone do.

Mr. Scott McKenna, 805 Renee Lane, stated he was not aware of any neighbors that were in favor of this project the first time around and he believes there are a lot of drainage issues. Mr. McKenna also said he has never been contacted about the current proposed project.

Mr. Levinson explained the project that was previously approved and how they used that as a starting point as well as keeping in mind what was important to the neighbors.

Mr. Faron asked for examples of RDD in the city. Mr. Langdon gave some examples and said it is generally used where there is difficult ground to build on.

Ms. Kramer asked Mr. Levinson if he had made any effort to contact the neighbors in the Wirdon Subdivision. Mr. Levinson responded that they had only contact Mr. Richard Meyer to the south and not the subdivision to the east. Mr. Kramer stated that she thought they should do that before the project moves forward.

Mr. Faron motioned to continue Application #12-033 to the next meeting of December 3, 2012. Ms. Kramer seconded the motion with the resultant vote as follows:

Mr. Faron – aye

Ms. Kramer – aye

Mr. Howard – aye

Mr. Eberhardt – aye

Chair - aye

3. **ADJOURNMENT**

There being no further business to come before the Planning and Zoning Commission, upon motion being made and duly seconded, the meeting was adjourned at 10:36 p.m.

Timothy Madden, Chair

Julie Lowery, Recording Secretary

RESOLUTION NO. 1035

A RESOLUTION APPROVING A BUILDING PLAN AND SITE/ GRADING IMPROVEMENT PLANS FOR THE NORTHWEST CORNER OF THE BUILDING LOCATED AT 11733 OLIVE BOULEVARD

WHEREAS, Section 405.370 (G)(1) of the Municipal Code states that any development and/or redevelopment plans for properties within the area bounded by the City limit on the north, Olive Blvd, on the south, Craig Rd. on the east and I-270 on the west, requires Planning and Zoning Commission and City Council review and approval; and

WHEREAS, an application was submitted by John Lark of John Lark and Associates, on behalf of Mid-County Real Estate, LLC., for approval of a minor site development plan for parking lot improvements and building façade changes that create new tenant space on the northwest corner of the building, including regrading of the parking lot to bring the area up to the building floor level to allow for ADA access to the new tenant space; and

WHEREAS, the Planning and Zoning Commission reviewed and, by a 6-0 vote, recommended approval of the request, subject to the conditions contained herein, at its meeting on January 7, 2013; and

WHEREAS, all parties desiring to be heard, either for or against said application, were given an opportunity to be heard, and a copy of the proposed resolution has been made available for public inspection prior to its consideration by the Council; and

WHEREAS, the City Council finds that the application and evidence presented clearly indicate that the proposed Site Development Plan, when subject to certain conditions set forth herein:

1. Complies with all other applicable provisions of this Chapter including environmental performance standards presented in Section 405.550, the criteria in Section 405.470 and the standards of this Chapter in regard to yard and setback, parking and loading areas, screening and buffering, refuse, storage and service areas and signs.
2. Will contribute to and promote the community welfare and convenience at the specific location.
3. Will not cause substantial injury to the value of neighboring property.
4. Meets the applicable provisions of the City's Comprehensive Plan and any applicable neighborhood or sector plans and complies with other applicable zoning district regulations and provisions of this Chapter, unless good cause exists for deviation there from.
5. Will provide, if applicable, erosion control and on-site stormwater detention in accordance with the standards contained in this Chapter.
6. Will be compatible with the surrounding area and thus will not impose an excessive burden or have a substantial negative impact on surrounding or adjacent users or on community facilities or services.

NOW, THEREFORE, be it resolved by the City Council of the City of Creve Coeur, St. Louis County, Missouri, as follows:

Section 1: The Site Development Plan is approved subject to the following conditions:

1. The applicant is required to submit a Site Improvement Permit application, showing all exterior improvements, as required by Section 420.070 of the Land Disturbance Code.

RESOLUTION NO. 1035

The permit application shall be in substantial conformance with the "Site/Grading Plan & Details" received January 3, 2013, as bound together and submitted in conjunction with Application #12-044 by Robert Hembrock, of GPS, Glasper Professional Services Engineers/Surveyors.

2. The Applicant is required to submit a Building Permit application, as required by Article II of the Building Code. Exterior elevations shall be in substantial conformance with the "Exterior Elevations" dated December 14, 2012 and the revised North Elevation received January 3, 2012, as bound together and submitted in conjunction with Application #12-044 by John Lark, of John Lark and Associates architects and Planners.
3. The Applicant shall submit a landscape plan to meet with the requirements of Section 405.810(5) Screening and Landscaping of Article VII Off-Street Parking and Loading Regulations and Section 405.540 Landscaping for the Zoning Administrator's approval.
4. The applicant shall provide an easement to AmerenUE along the north property line sufficient for future undergrounding of utilities prior to issuance of building permits to applicant.
5. Grading and construction shall not commence until all required approvals and permits have been obtained.

Section 2: This resolution shall become effective upon approval.

ADOPTED THIS ____ DAY OF _____, 2013.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

APPLICATION TO PLANNING AND ZONING COMMISSION #12-044 APPROVAL FOR A MINOR SITE DEVELOPMENT PLAN FOR 11733 OLIVE BOULEVARD

FOR THE MEETING OF: January 7, 2013

LOCATION: 11733 Olive Boulevard

REQUEST: Approval of a minor site development plan for parking lot improvements and building façade changes that create a new tenant space on the northwest corner of the building. The proposed changes include regrading the parking lot to bring the area up to the building floor level to allow for ADA access to the new tenant space.

ADDITIONAL INFORMATION: The property is located at the northeast corner of Olive Blvd and N. New Ballas Rd. and is zoned "CB" Core Business District. Section 405.370 (G)(1) states that any development and/or redevelopment plans for properties within the area bounded by the City limit on the north, Olive Blvd, on the south, Craig Rd. on the east and I-270 on the west, requires Planning and Zoning Commission and City Council review and approval.

Key Issues:

- Does the request further the goals and/or implement the Comprehensive Plan?
- Does the request follow the Design Guidelines?

Comp. Plan References

- Central Business District Action Area
- Design Guidelines

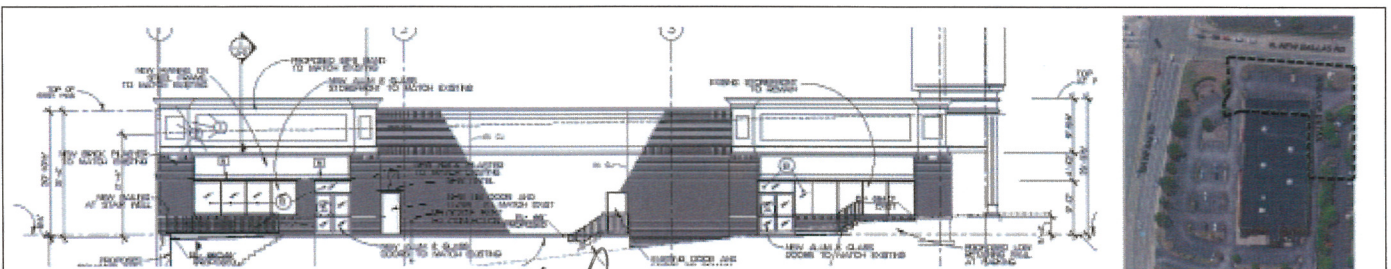
Zoning Code References

- Section 405.370: "CB" Core Business District
- Section 405.1080: Site Concept, Site Development, and Minor Site Plan Approval

APPLICANT: Nick Sepac
Mid-County Real Estate, LLC
12370 Olive Blvd
Creve Coeur, MO 63141

**APPLICANT'S
REPRESENTATIVE:**

John Lark
John Lark and Associates
8739 Big Bend Blvd
St. Louis, MO 63119



REPORT PREPARED BY:

Whitney Kelly
Whitney Kelly, AICP, City Planner

1/4/2013
Date

ATTACHMENTS: Draft Resolution
Applicant's Site and Grading Plan submitted January 3, 2013
Elevation submitted December 14, 2012
Revised North Elevation submitted January 3, 2012

The property was originally developed in 1996 as a Borders Bookstore and has legally pre-existing non-conformities in regard to site coverage. Aldi Foods has leased the majority of the previous Border's space, and the applicant is seeking to create additional tenant spaces within the remaining space on the western end of the building.

Below is a close up of the existing grade and the proposed changes:



The drawing shows a cross-section of the building's western façade. It includes various annotations such as "PROPOSED NEW TREATMENT", "EXISTING FAÇADE TREATMENT", "NEW ALUM & GLASS DOORS TO MATCH EXISTING", and "NEW ALUM & GLASS DOORS TO MATCH EXISTING". It also shows dimensions like "5'-0\"/>

The adjacent zoning and land uses are as follows:

DIRECTION	USE	ZONED	SEPARATED BY
North	Hotel	“CB” Core Business District	NA
South	Retail Shopping Center	“CB” Core Business District	Olive Boulevard
East	City Place, Office, Retail	“CB” Core Business District	NA
West	Restaurant, Condo	“CB” Core Business District	N. New Ballas Road

The subject property is located in the Central Business District Action Area that encourages a mix of land uses and, in the area north of Olive Boulevard, encourages a continuation of the master-planned CityPlace Development. Adjacent developments should incorporate design elements, cross-access easements, pedestrian connections, and mixed uses. The addition of new tenants to the building and adding design elements and creating interest to what was a blank wall is consistent with this recommendation.

The Design Guidelines provide specific direction for the redevelopment of properties:

C. Design

3. *The Primary building entrance should be clearly defined and provide a sense of entry. It should be oriented to the street and provide protection from the elements, such as recesses, roof overhangs, projecting canopies or other similar features.*
9. *Building elements, such as parapet walls, penthouses or screen walls should be treated as an integral part of the architecture, incorporating similar design, detail and materials as the primary structure. All rooftop equipment, including, but not limited to, satellite and other telecommunication equipment, air handling units, elevator equipment, cooling towers and exhaust fans are to be screened from view. Building screens should be part of the architectural design with similar detailing and materials and not appear as add-ons.*

E. Materials/Colors

- 1. Materials should have good architectural character, be durable, and be selected for their compatibility with adjoining building and properties. Natural, traditional building materials are encouraged. A preference should be given toward “green” building materials that can be recycled. Highly reflective and/or synthetic materials are discouraged.*
- 2. Exterior materials should be selected based on their durability and appropriateness for their intended function. Special attention should be given to the durability of materials used around the ground floor of the building. Preferred building materials include stone, brick, architectural precast concrete, aluminum and glass. The materials selected should require minimal maintenance. Their color should be integral to the materials and not be painted on.*
- 3. Exterior insulating finishing systems (EIFS) and concrete masonry should not be the predominant building materials. EIFS should be used as a way to accentuate an architectural element and should be limited to area not subject to damage or abuse. Concrete masonry should be limited to split face or burnished units.*

The design character of the building is pre-existing with the current EIFS detailing along the south and southwest corner of the building. The addition of more EIFS would, in general, not meet with the Design Guidelines. However, the overall intent is met by adding detail that matches the existing to the northwest corner of the building and creating the interest along the façade and wrapping around the building corner.

ZONING CODE REVIEW

Staff has reviewed the grading plan with the Director of Public Works and the City Engineer and, while the grading of the new parking area is not optimal, Staff is satisfied that it is the best grading option of this area, and will meet with ADA guidelines for access to the new tenant space. However, raising the parking lot will largely eliminate the screening of the parking from N. New Ballas Road. A condition of approval includes that a landscape plan be submitted to meet with the requirements of Section 405.810(5) Screening and Landscaping of Article VII Off-Street Parking and Loading Regulations below:

SECTION 405.810: DESIGN AND MAINTENANCE STANDARDS

- 5. Screening and landscaping.**
 - a. All parking and loading areas shall be landscaped and provide screening in accordance with all applicable requirements of Section 405.540, Landscaping.*
 - b. All parking adjoining a residential use or public right-of-way, except for those associated with single-family and two-family residences, shall be screened from view by an earth berm, a solid wall, decorative fence, evergreen planting of equivalent visual density or other effective means. Such fence or berm and associated landscaping shall be a minimum of eighteen (18) inches in height and an average of three (3) feet in height at the time of planting. Screening shall be a minimum of six (6) feet in height between the parking lot and any other abutting residential property line. The Planning and Zoning Commission may require greater screening requirements for parking of large trucks, the screening of large equipment and utility structures and for screening overhead doors and truck loading areas and docks.*

RECOMMENDED CONDITION OF APPROVAL

If Commission members generally support the request, staff recommends the following conditions for approval:

- The applicant is required to submit a Site Improvement Permit application, showing all exterior improvements, as required by Section 420.070 of the Land Disturbance Code. The permit application shall be in substantial conformance with the “Site/Grading Plan & Details” received January 3, 2013, as bound together and submitted in conjunction with Application #12-044 by Robert Hembrook, of GPS, Glasper Professional Services Engineers/Surveyors.
- The Applicant is required to submit a Building Permit application, as required by Article II of the Building Code. Exterior elevations shall be in substantial conformance with the “Exterior Elevations” dated December 14, 2012 and the revised North Elevation received January 3, 2012, as bound together and submitted in conjunction with Application #12-044 by John Lark, of John Lark and Associates architects and Planners.
- The Applicant shall submit a landscape plan to meet with the requirements of Section 405.810(5) Screening and Landscaping of Article VII Off-Street Parking and Loading Regulations and Section 405.540 Landscaping for the Zoning Administrator’s approval.

ACTION AND MOTION

The motion to approve site development plans and landscape plans as shown in the Applicant’s materials will be in the form of approval, approval with conditions, denial or deferral. Section 405.370 (G)(1) states that any development and/or redevelopment plans for properties within the area bounded by the City limit on the north, Olive Blvd, on the south, Craig Rd. on the east and I-270 on the west, requires Planning and Zoning Commission and City Council review and approval. The following is an example of an appropriate motion for this application:

“I move to recommend approval for the site plan and elevations for the renovation of the west parking area and northwest corner of the building at 11733 Olive Boulevard submitted with Application #12-044, as presented to the Planning and Zoning Commission and according to the draft resolution attached to the staff report prepared for the meeting of January 7, 2013” (if so desired; conditions may be added by separate motion).

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.

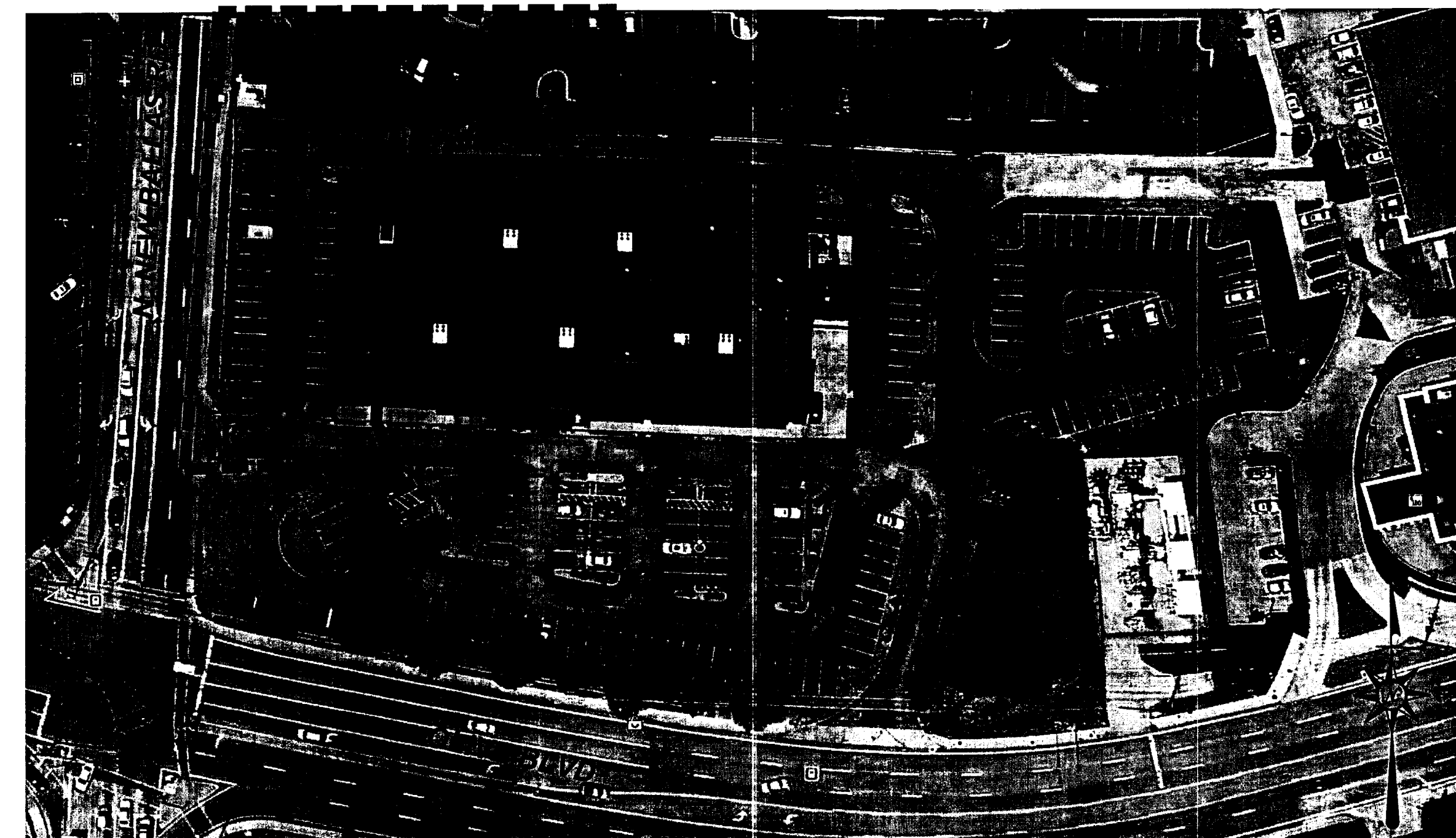
APPENDIX 3: AERIAL MAP



APPENDIX 4: SITE PHOTOGRAPHS	Photo Date: 01/04/2013
	Description: View looking northeast from the corner of Olive Boulevard and N. New Ballas Rd.
	Description: View looking east from N. New Ballas Rd. at the existing façade treatment. A new storefront door is being proposed within the area of the existing windows.
	Description: View of the building looking east from across N. New Ballas Rd.

	Description: View of the building looking south from the northern drive entrance along N. New Ballas Rd.
--	---

CREVE COEUR, MISSOURI 63011



OVERALL SITE AERIAL

**CREVE COEUR
MISSOURI**

PREPARED FOR:

MID-COUNTY REAL ESTATE, LLC
Contact: Nick Sepac
12370 Olive Blvd
St. Louis, Missouri 63141
314-744-4400

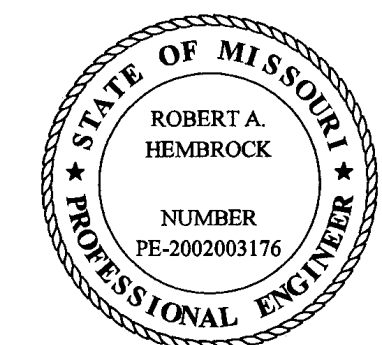
PREPARED BY:



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p: 314-966-9987 | f: 314-966-0329
<http://www.glasperps.com>

Missouri Engineering Corporation
Certificate of Authority No.: 2011027007

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Robert A. Hembroach
SIGNATURE
January 3, 2013
DATE

ROBERT A. HEMBROCK
MISSOURI LICENSE: E - 2002003176

THE SEAL AND SIGNATURE APPLY ONLY TO THE DOCUMENT TO WHICH THEY ARE AFFIXED. THE SIGNER OF THIS DOCUMENT EXPRESSLY DISCLAIMS ANY AND ALL RESPONSIBILITY FOR DOCUMENTS THAT DO NOT BEAR HIS SEAL AND SIGNATURE INCLUDING, BUT NOT NECESSARILY LIMITED TO, DRAWINGS, SPECIFICATIONS, ESTIMATES, REPORTS AND OTHER SIMILAR INSTRUMENTS OF SERVICES INTENDED TO BE USED FOR THIS PROJECT.

[illegible]

DRAWN BY RAH

CHECKED BY RAH

PROJECT NO.	12-190
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MSD P - NUMBER ----

MSD BASE MAP 1702

ST. LOUIS COUNTY NO. ---

ZIP CODE 63141

SHEET TITLE

EXISTING

CONDITIONS & RESOLUTION PLAN

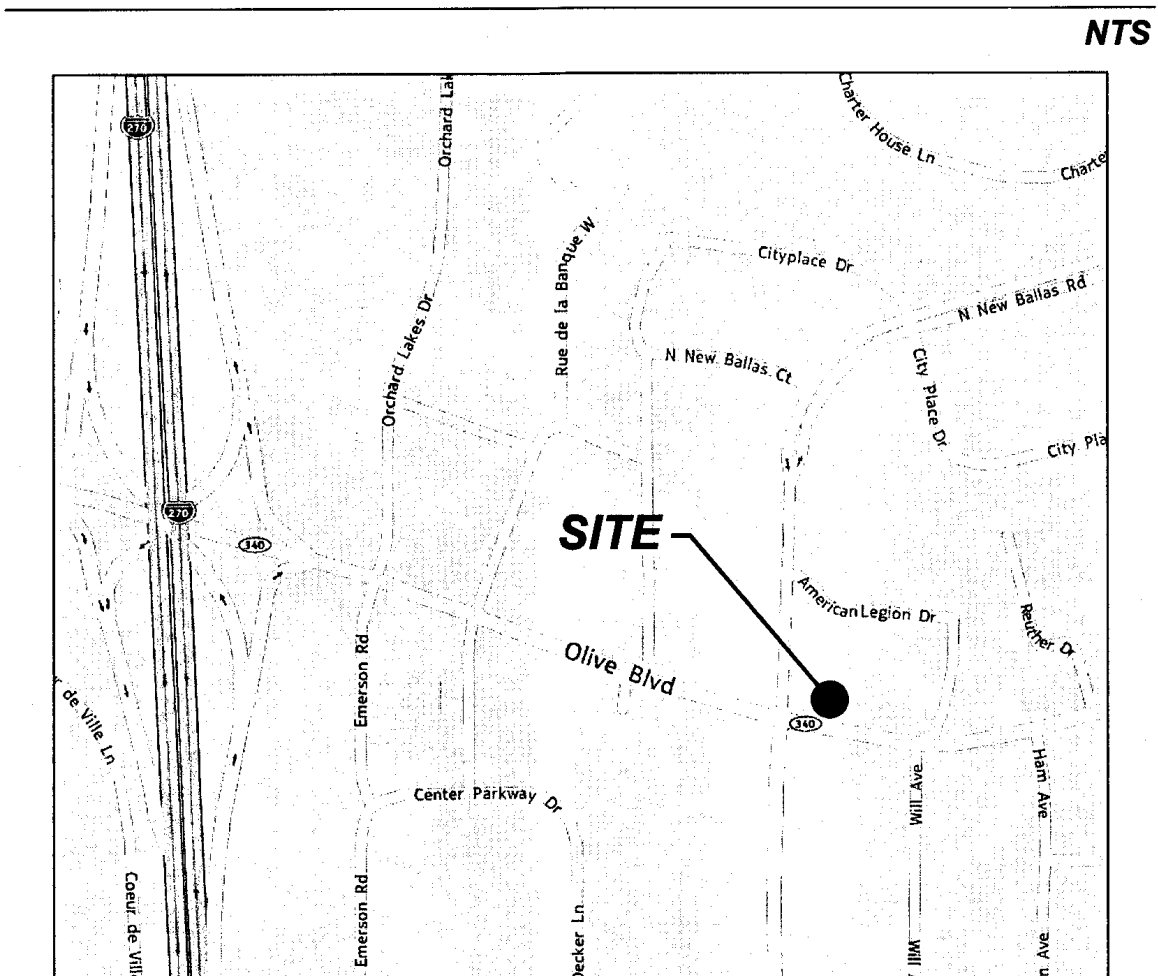
DEMOLITION PLAN

STREET
010

C1.0

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LOCATION MAP



WUNNENBER'S PAGE 23, GRID V-17

INDEX OF SHEETS

EXISTING CONDITIONS/DEMOLITION	C1.0
SITE & GRADING PLANS	C2.0
DETAILS	C3.0

SITE INFORMATION

PROPERTY OWNER: MID COUNTY REAL ESTATE, LLC
11733 OLIVE BLVD
ZIP CODE: 63141
PARCEL NUMBER(S): LOC#170-62-0914
TOTAL AREA: 2.46 ACRES M.O.L.
COUNTY COUNCIL DISTRICT: 2
EXISTING ZONING: CORE BUSINESS DISTRICT
EXISTING USE: COMMERCIAL
ADDRESS: COMMERCIAL
PROPOSED USE:
FEMA MAP: DR90C00162 H, DATED AUGUST 2, 1995 (ZONE X)
MSD WATERSHED: OREIVE COEUR CREEK

GENERAL NOTES

1. SHOP DRAWINGS ARE REQUIRED FOR THE CONSTRUCTION OF NON-STANDARD REINFORCED CONCRETE STRUCTURES.
2. CONSTRUCTION STAKING IS THE RESPONSIBILITY OF THE CONTRACTOR.
3. USE OF EXPLOSIVES AND BURNING ON THE SITE IS NOT PERMITTED.
4. ALL CONSTRUCTION METHODS, MATERIALS AND PRACTICES SHALL CONFORM TO ALL CURRENT APPLICABLE SPECIFICATIONS OF THE GOVERNING AGENCIES.
5. ANY DESTRUCTION OF EXISTING IMPROVEMENTS OR FEATURES THAT ARE TO REMAIN BY THE CONTRACTOR SHALL BE REPAIRED OR REPLACED IN KIND BY THE CONTRACTOR AND SHALL REMAIN THE CONTRACTOR'S RESPONSIBILITY.
6. IT SHALL BE DISTINCTLY UNDERSTOOD THAT FAILURE TO MENTION SPECIFICALLY ANY WORK WHICH WOULD NORMALLY BE REQUIRED TO COMPLETE THE PROJECT SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO PERFORM SUCH WORK.
7. ALL OFFSITE PROPERTY OWNERS SHALL BE GIVEN NOTICE 48 HOURS IN ADVANCE OF ANY TO BE COMPLETED ON THEIR PROPERTY.
8. ALL WORK WITHIN THE CITY OF CREVE COEUR, ST. LOUIS COUNTY OR MODOT RIGHT OF WAY SHALL BE COMPLETED TO THE GOVERNING AUTHORITY'S STANDARDS.
9. THE DEVELOPER IS ADVISED THAT UTILITY COMPANIES WILL REQUIRE COMPENSATION FOR RELOCATION OF THEIR FACILITIES WITHIN THE PUBLIC RIGHT OF WAY. UTILITY RELOCATION COST SHALL BE CONSIDERED THE DEVELOPER'S RESPONSIBILITY. THE DEVELOPER SHOULD ALSO BE AWARE OF EXTENSIVE DELAYS IN UTILITY COMPANY RELOCATION AND ADJUSTMENTS. SUCH DELAYS WILL NOT CONSTITUTE A CAUSE TO SUSPEND OCCUPANCY OR COMPLETION OF THE IMPROVEMENTS.
10. ALL PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED TO THE CITY OF CREVE COEUR STANDARDS.
11. ALL GRADING AND DRAINAGE SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF ST. LOUIS AND THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
12. ALL EXISTING IMPROVEMENTS ON-SITE TO BE REMOVED AND DISPOSED OF OFF-SITE, UNLESS NOTED OTHERWISE.
13. DISPOSAL OF DEMOLISHED IMPROVEMENTS SHALL BE IN A LEGAL MANNER.
14. CONTRACTOR TO COORDINATE WITH UTILITY COMPANIES FOR SERVICE TERMINATION OR RELOCATION/ADJUSTMENT PRIOR TO THE COMMENCEMENT OF WORK.

UTILITY & SERVICE PROVIDERS

WATER	SANITARY SEWER
MISSOURI AMERICAN WATER COMPANY	METROPOLITAN ST. LOUIS SEWER DISTRICT
727 CRAIG ROAD	2350 MARKET STREET
ST. LOUIS, MISSOURI 63141	ST. LOUIS, MISSOURI 63103
314-991-3424	314-768-6200
ELECTRIC	GAS
AMEREN MISSOURI	LA CLEDE GAS
12121 DORSETT ROAD	3950 FOREST PARK
MARYLAND HEIGHTS, MISSOURI 63043	ST. LOUIS, MISSOURI 63108
314-344-9575	314-658-5417
TELEPHONE	CABLE TV
AT&T	CHARTER COMMUNICATIONS
13075 MANCHESTER ROAD, 3RD FLOOR	941 CHARTER COMMONS DRIVE
DES PERES, MISSOURI 63131	TOWN & COUNTRY, MISSOURI 63017
	636-220-2175
FIRE PROTECTION	SCHOOL DISTRICT
CREVE COEUR FIRE PROTECTION DISTRICT	PARKWAY SCHOOL DISTRICT
11221 OLIVE BLVD	455 N. WOODS MILL ROAD
ST. LOUIS, MISSOURI 63141	CHESTERFIELD, MISSOURI 63017
314-432-5570	314-415-8100

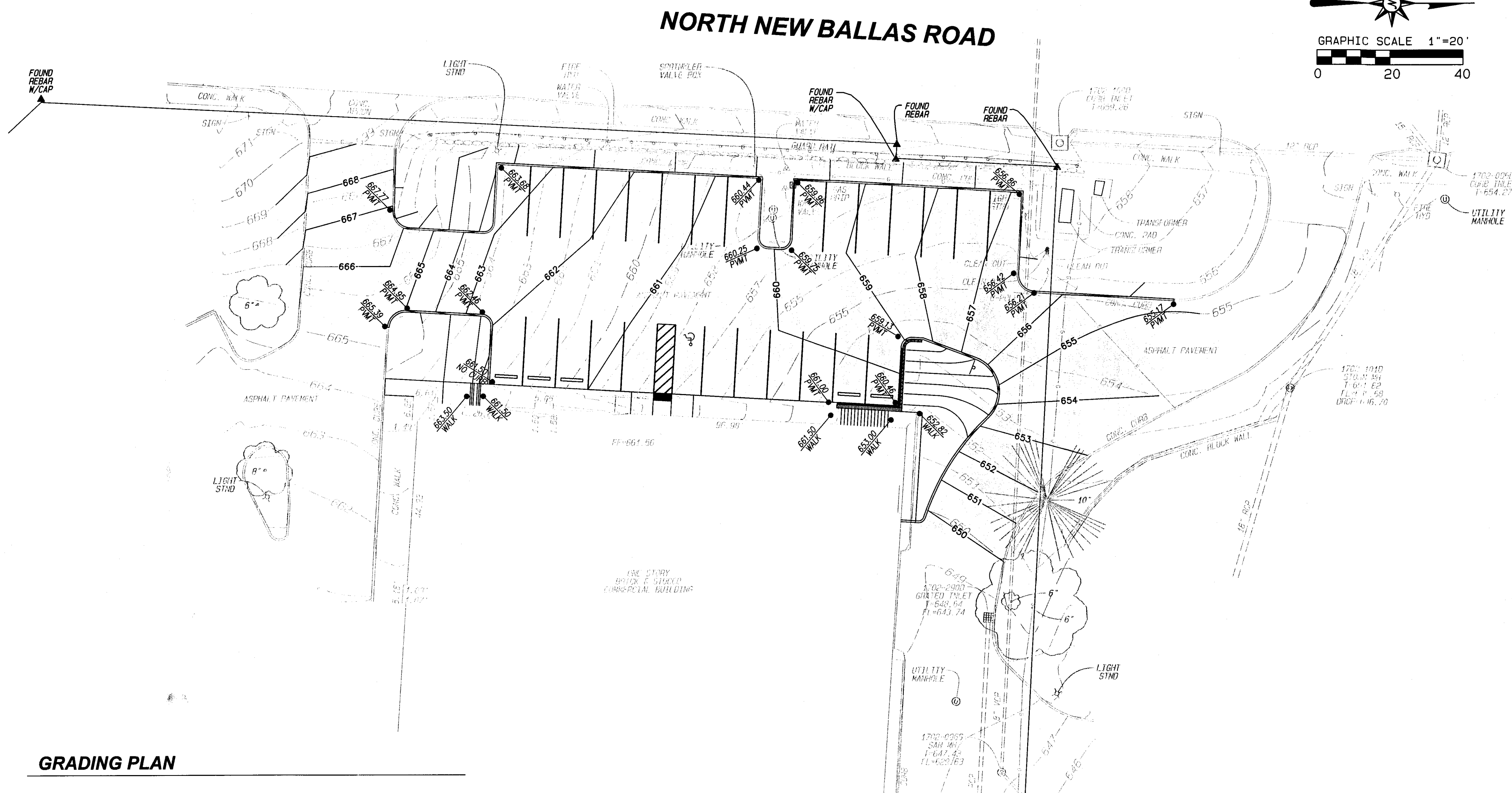
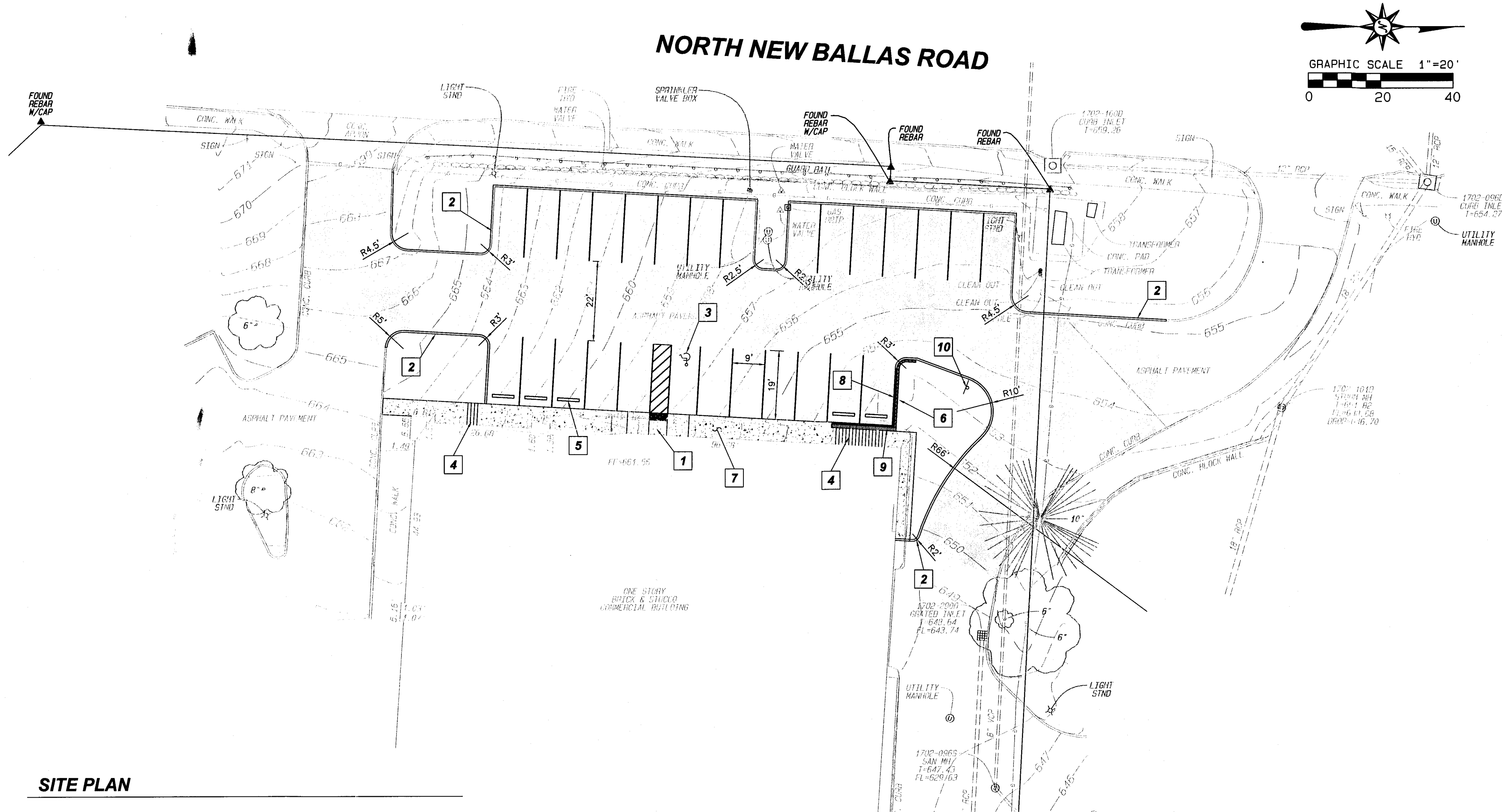
UTILITY NOTE

THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER OR LOCATION OF THESE OR OTHER UTILITIES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION IN THE FIELD PRIOR TO ANY GRADING, EXCAVATION, OR CONSTRUCTION OF ANY IMPROVEMENTS. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY AND SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.



1 Know what's **below**.
Call before you dig.

MISSOURI LAW REQUIRES THAT A LOCATE REQUEST BE PLACED BEFORE BEGINNING ANY EXCAVATION. CALL 811 OR 1-800-DIG-RITE (800-344-7483) OR PLACE A REQUEST ONLINE BY CLICKING AT WWW.MO1CALL.COM.



GENERAL NOTES

- EXISTING BUILDINGS AND FACILITIES ARE NOT TO BE DISTURBED UNLESS NOTED.
- SEE SHEET C1.0 FOR GENERAL NOTES, ABBREVIATIONS AND LEGEND.
- MAXIMUM SLOPE PERMITTED ON PROJECT IS 3:1.
- EXISTING ELEVATIONS SHOWN ARE APPROXIMATE AND SHALL BE CONFIRMED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
- EARTHWORK:

SOIL COMPACTION SHALL BE ACHIEVED BY EQUIPMENT APPROVED BY AMEREN. SOIL MATERIALS SHALL BE MOISTENED OR AERATED AS NECESSARY TO PROVIDE THE MOISTURE CONTENT THAT SHALL READILY FACILITATE OBTAINING THE COMPACTION SPECIFIED WITH THE COMPACTION EQUIPMENT USED. EACH LAYER OF STRUCTURAL FILL AND SUB GRADES SHALL BE COMPACTED TO THE FOLLOWING MINIMUM PERCENT OF THE MODIFIED PROCTOR MAXIMUM DENSITY, DETERMINED IN ACCORDANCE WITH ASTM D1557 UNLESS INDICATED OTHERWISE BY THE GEOTECHNICAL REPORT.

DESCRIPTION	PERCENT
BENEATH STREETS AND PAVED AREAS, EXCEPT TOP 12 INCHES IN FILL AND TOP 8 INCHES IN NATIVE SOIL	90%
BENEATH STREETS AND PAVED AREAS, TOP 12 INCHES IN FILL AND TOP 8 INCHES IN NATIVE SOIL	95%
BENEATH SIDEWALKS AND LANDSCAPED AREAS	90%
BASE COURSE UNDER PAVED AREAS	100%
- THE CONTRACTOR IS RESPONSIBLE FOR CHECKING GRADES TO ENSURE THE SITE GRADING AROUND THE ENTIRE PERIMETER OF THE FACILITIES IS PERFORMED TO PROVIDE POSITIVE DRAINAGE AWAY FROM THE STRUCTURE. THE CONTRACTOR SHALL ENSURE THAT GRADING OPERATIONS WILL NOT CAUSE STORM WATER TO DRAIN TOWARD EXISTING OR PROPOSED STRUCTURES. THE CONTRACTOR SHALL ENSURE THAT DRAINAGE FROM DOWNSPOUTS WILL DRAIN AWAY FROM THE PROPOSED IN-FILL AND EXISTING STRUCTURES.

PARKING CALCULATION

PROPOSED USE:	GENERAL RETAIL	
PARKING REQUIREMENT:	GENERAL RETAIL	= 4 SPCS / 1,000 SQ. FT.
PARKING REQUIRED:	GENERAL RETAIL	= 4 SPCS / 1,000 SQ. FT. * 35,000 SQ. FT.
	TOTAL	= 140 SPCS
PARKING PROVIDED:		= 188 SPCS
ACCESSIBLE SPACES:		
TOTAL REQUIRED:	151 TO 200 TOTAL SPACES, 6 ACCESSIBLE SPACES REQUIRED	
PROVIDED:		= 7 ACCESSIBLE SPACES
VAN ACCESSIBLE REQUIRED:	1 IN 4 ACCESSIBLE SPACES, 1 MINIMUM	
PROVIDED:		= 2 ACCESSIBLE SPACES

KEY NOTES

- INSTALL CURB RAMP TYPE 3, SEE DETAIL ON SHEET C3.0.
- INSTALL 6" VERTICAL CURB, SEE DETAIL ON SHEET C3.0.
- STIPE ACCESSIBLE PARKING SPACE WITH 5' ACCESS ISLE AND INTERNATIONAL SYMBOL OF ACCESSIBILITY, SEE DETAILS ON SHEET C3.0.
- INSTALL STAIRS, SEE DETAIL ON SHEET C3.0.
- INSTALL PRECAST CONCRETE WHEEL STOP, SEE DETAIL ON SHEET C3.0.
- INSTALL VERS-A-LOK RETAINING WALL, SEE DETAIL ON SHEET C3.0.
- INSTALL 6" VERTICAL CONCRETE CURB WITH SIDEWALK, SEE DETAIL ON SHEET C3.0.
- INSTALL 48" HIGH ORNAMENTAL FENCE, SEE DETAIL ON SHEET C3.0.
- INSTALL REINFORCED CONCRETE RETAINING WALL, SEE DETAIL ON SHEET C3.0.
- INSTALL STOP SIGN, SEE DETAIL ON SHEET C3.0.

UTILITY NOTE

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**11733 OLIVE BLVD
PARKING LOT**

**CREVE COEUR
MISSOURI**

PREPARED FOR:

MID-COUNTY REAL ESTATE, LLC
Contact: Nick Sepac
12370 Olive Blvd
St. Louis, Missouri 63141
314-744-4400

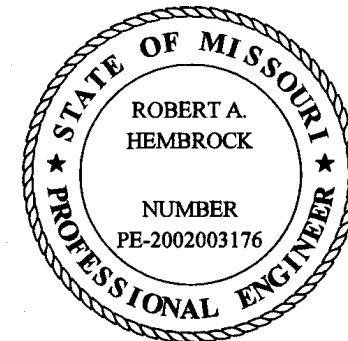
PREPARED BY:



2705 Dougherty Ferry Road | Suite 100
St. Louis, Missouri 63122
p: 314-988-9987 | f: 314-988-0329
http://www.glasperps.com

Missouri Engineering Corporation
Certificate of Authority No.: 2011027007

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Robert A. Hembrock
SIGNATURE
January 3, 2013
DATE

ROBERT A. HEMBROCK
MISSOURI LICENSE: E-2002003176

THE SEAL AND SIGNATURE APPLY ONLY TO THE DOCUMENT TO WHICH THEY ARE AFFIXED. THE SIGNER OF THIS DOCUMENT EXPRESSLY DISCLAIMS ANY AND ALL RESPONSIBILITY FOR DOCUMENTS THAT DO NOT BEAR HIS SEAL AND SIGNATURE INCLUDING, BUT NOT NECESSARILY LIMITED TO, DRAWINGS, SPECIFICATIONS, ESTIMATES, REPORTS AND OTHER SIMILAR INSTRUMENTS OF SERVICES INTENDED TO BE USED FOR THIS PROJECT.

DRAWING ISSUE		
NO. 1	DATE 10-24-2012	
ISSUED TO CLIENT FOR REVIEW		
NO. 2	DATE 01-03-2013	
CITY COMMENTS		
NO. .	DATE .	
NO. .	DATE .	
NO. .	DATE .	
NO. .	DATE .	
NO. .	DATE .	
NO. .	DATE .	

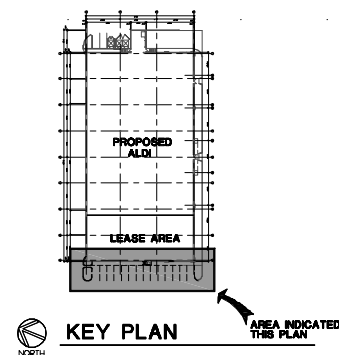
DRAWN BY	RAH
CHECKED BY	RAH
PROJECT NO.	12-190
MSD P - NUMBER	---
MSD BASE MAP	1702
ST. LOUIS COUNTY NO.	---
ZIP CODE	63141

SHEET TITLE
**SITE/GRADING PLAN
& DETAILS**

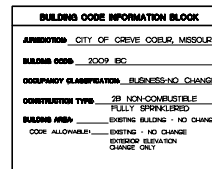
SHEET
C2.0
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© Glaspur Professional Services, Inc. 2012



SCALE: 1/8" = 1'-0"



SCALE: 1/8" = 1'-0"

EXTERIOR FINISH SCHEDULE	
ALUMINUM AND GLASS	ALL ALUMINUM AND GLASS STOREFRONTS AND ALUMINUM DOORS SHALL MATCH EXISTING. GLASS TYPES (A) 1 CLEAR TEMPERED INSULATED GLASS (B) 2 CLEAR INSULATED GLASS
FACE BRICK	EXTERIOR FACE BRICK AND MORTAR SHALL BE BASED ON MATERIAL TO MATCH EXISTING.
TYPE EXTERIOR INSULATION SYSTEM AND FINISH	EXTERIOR INSULATION SYSTEMS SHALL BE "STO" OR "DRYVIT". ALL COLORS SHALL BE BASED ON STO COLOR NUMBERS AS SELECTED BY THE ARCHITECT. SUBMIT SAMPLES, FINISH STOUTS OR QUATPLOT. ALL EPS COULDS TO MATCH EXISTING: COLOR ① PASCIA FINE COLOR - STO #MATCH EXIST COLOR ② PASCIA ACCENT COLOR BAND - STO #MATCH EXIST COLOR ③ CORNICE COLOR BAND AND PEDIMENT AT CANOPY - STO #MATCH EXIST
ARCHITECTURAL SHEET METAL	ALL EXTERIOR ARCHITECTURAL METALS SHALL BE 24 GA GALV IRON WITH PREFINISHED KYNAR 500 OF FLUOROPOL FINISH OR EQUAL ALUMINUM.
EXTERIOR AWINGS	SOLID COLOR FABRIC AWINGS ON STEEL FRAMES SUPPLIED AND INSTALLED BY AWNING MANUFACT. PROVIDE SUBMITTALS PERMANENTLY FABRIC AWING COLOR TO MATCH EXISTING. SUBMIT SAMPLES FOR APPROVAL.

REVISIONS
1
2
3
4
5
6
7



john lark and associates
architects and planners
3730 big bend Blvd
St. Louis, Missouri 63106
Telephone: (314) 566-3000

MID COUNTY REAL ESTATE, LLC
RENOVATIONS TO WEST FACADE AND PARKING
11745 OLIVE STREET ROAD
CITY OF CREVE COEUR, MISSOURI

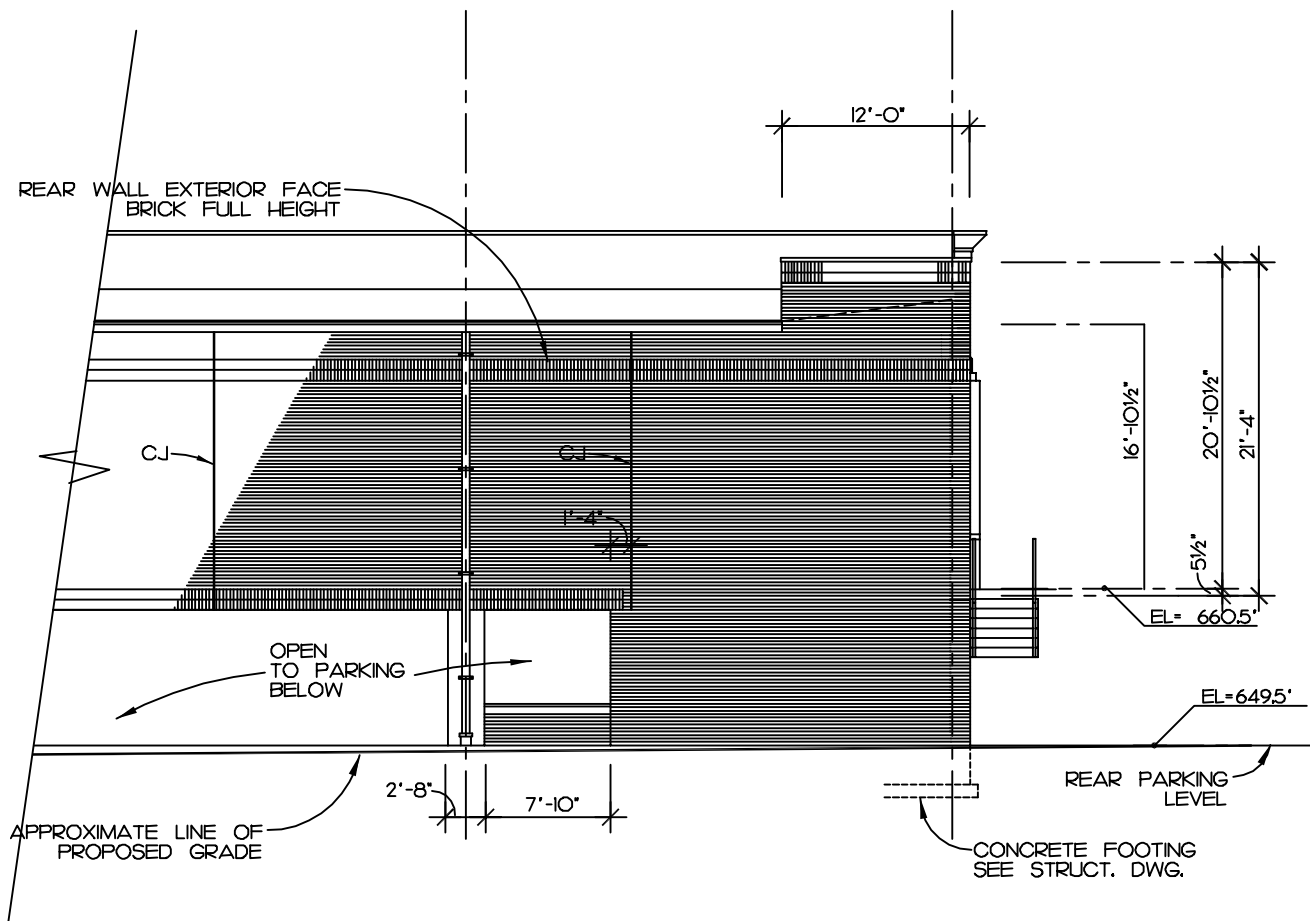
DRAWING INFORMATION
ISSUE DATES
NOV. 29, 2012
APPROVED
CHECKED
DRAWN

THE PERSONA, SEAL, AFFIXED TO THIS SHEET INDICATES THAT THE PROFESSIONAL ARCHITECT WHOSE NAME APPEARS THEREON HAS PREPARED OR HAS DIRECTED THE PREPARATION OF THE MATERIAL SHOWN ON THIS SHEET. OTHER DRAWINGS AND DOCUMENTS, NOT ENDORSED BY THIS SEAL, SHALL NOT BE CONSIDERED INSPIRED BY OR BE THE RESPONSIBILITY OF THE ABOVE SIGNED

SHEET NO.

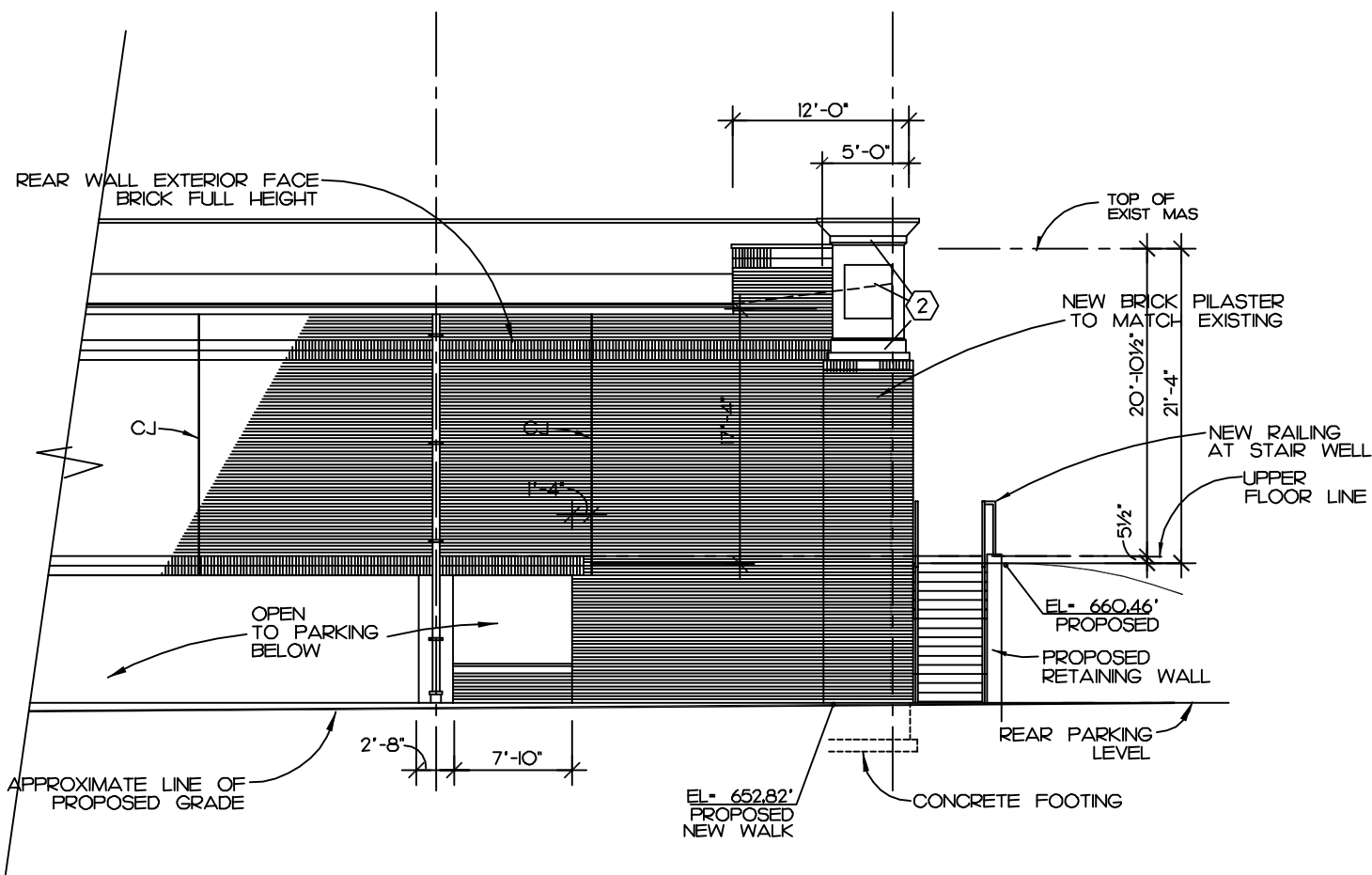
A-1

SHEET 1 OF 2



EXIST NW CORNER ELEV

SCALE: 3/32" = 1'-0"



PROPOSED NW CORNER ELEV

SCALE: 3/32" = 1'-0"



**CITY OF CREVE COEUR - MINUTES
PLANNING AND ZONING COMMISSION MEETING
MONDAY, JANUARY 7, 2013
7:00 P.M.**

A public hearing and regular meeting of the Planning and Zoning Commission of the City of Creve Coeur, Missouri was held on Monday, January 7, 2013, at the Creve Coeur Government Center, 300 North New Ballas Road. Chair Tim Madden called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: *Mr. Tim Madden, Chair*
 Mr. Gary Eberhardt
 Mr. James Faron
 Mr. Ken Howard
 Ms. Cynthia Kramer
 Mr. Jim Schnarr

OTHERS PRESENT: *Mr. Carl Lumley, City Attorney*
 Mr. Paul Langdon, Director of Community Development
 Ms. Whitney Kelly, AICP, City Planner
 Ms. Julie Lowery, Recording Secretary

6. NEW BUSINESS

A. Application #12-044 for approval if a minor site development plan for parking lot improvements and building façade changes that create a new tenant space on the northwest corner of the building located at 11733 Olive Boulevard.

Applicant/Agent: Nick Sepac
Mid-County Real Estate, LLC
12370 Olive Boulevard
Creve Coeur, MO 63141

Applicant's John Lark
Representative: John Lark and Associates
 8739 Big Bend Boulevard
 St. Louis, MO 63119

Mr. John Lark, Architect for Mid-County Real Estate, 8739 Big Bend Boulevard, presented the site plan change to serve 10,000 square feet of vacant space, located on the west end of the building at 11733 Olive Boulevard. Mr. Lark explained the proposal includes developing new elevations on the west side of the building and severe re-grading. The lot is currently sloped at about 10 percent, from front to back. Mr. Lark shared that FedEx has expressed interest in becoming a tenant in the 7,500 square foot of space, which would only leave 2,500 square feet unoccupied. However, FedEx is requiring the building become ADA compliant, which meant

getting the parking lot to floor line elevation. This work has prompted the site plan application.

Mr. Faron asked about the EIFS (Exterior Insulated Finish System) and Mr. Lark replied that, in the upper portion of the wall, EIFS would be used and there is also brick from the lower level.

Mr. David Caldwell, 257 Brooktrail Court, asked how the new signage rules apply to this site. Mr. Langdon responded they would be permitted one sign for their frontage on North New Ballas Road and permitted a second sign if they are the corner tenant in the building because it also faces Olive Boulevard. The signs are limited to 1 square foot per linear foot; minimum 25 square feet, up to 50 square feet.

Mr. Eberhardt asked about the slopes from the front of the building and towards the back of the building on the west side, being they are very steep, especially, how ice removal will be taken care of. Mr. Lark replied the slope on the south end will remain the same just extended slightly further, but in the back end it will be slightly steeper. Mr. Lark stated there have been no indications that snow and ice are a problem now, so there are no current plans for planning around inclement weather.

Mr. Faron asked if staff had any issues with the design guidelines or the use of EIFS.

Ms. Kelly, City Planner, presented the staff report, stating Staff finds the creation of additional tenant space does further the Comprehensive Plan and design guidelines. Ms. Kelly stated that, generally, EIFS is not preferred, but the character of the building is already established with the current design that includes the same EIFS arrangement. Ms. Kelly stated there are conditions of approval Staff is seeking including a landscape plan approved by the Zoning Administrator and that a utility easement is provided along the back, so in the future Ameren would be able to underground the utilities. The area is located in “CB” District, but also in an area that requires City Council approval, as well.

Mr. Lumley asked Staff if there should be a condition about the easement added to the motion. Mr. Langdon replied if it was resolved now, it would be preferable.

Mr. Eberhardt motioned to recommend approval for the site plan and elevations for the renovation of the west parking area and northwest corner of the building at 11733 Olive Boulevard submitted with Application #12-044, as presented to the Planning and Zoning Commission and according to the draft resolution attached to the staff report prepared for the meeting of January 7, 2013, with added condition that there be a provision required of the owner to permit an easement in the rear of the building to Ameren for subsequent or later installation of underground utilities. Mr. Schnarr seconded the motion with the resultant vote as follows:

Mr. Faron – aye

Mr. Eberhardt – aye

Ms. Kramer – aye

Mr. Howard – aye

Mr. Schnarr – aye

Chair - aye

9. ADJOURNMENT

There being no further business to come before the Planning and Zoning Commission, upon motion being made and duly seconded, the meeting was adjourned at 7:30 p.m.

Timothy Madden, Chair

Julie Lowery, Recording Secretary



city
of

CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

January 10, 2013

Mr. John Lark
John Lark and Associates
8739 Big Bend Blvd
St. Louis, MO 63119

Re: Application #12-044: Minor Site Development Plan
11733 Olive Boulevard

Mr. Lark:

The Planning and Zoning Commission, at its meeting of January 7, 2013, reviewed your request for approval of a minor site plan development for 11733 Olive Boulevard.

By unanimous vote, the Planning Commission recommends approval of the minor site development plan, subject to the conditions contained in the draft resolution (see attached). The reading of the draft resolution by the City Council is scheduled for Monday, January 14, 2013. You or a representative should plan to be in attendance to speak for the request.

If you have any questions, please contact the Planning Division staff (872-2501) as soon as possible. Note that significant changes to the draft site plan at this stage might require that the matter be returned to the Planning and Zoning Commission prior to City Council approval.

Sincerely,

CITY OF CREVE COEUR

Timothy Madden, Chairman
Planning & Zoning Commission

TM:jl

Cc: M.C. Perkins, City Administrator
J. Heines, Director of Public Works
G. Eidman, Chief of Police
S. Unser, Chief Building Official

RESOLUTION NO. 1036

A RESOLUTION AUTHORIZING THE CITY OF CREVE COEUR TO ENTER INTO AN AGREEMENT WITH E-Z-GO FOR THE 36-MONTH LEASE OF THIRTY-TWO (32) 2013 TXT 48 ELECTIC GOLF CARTS IN THE AMOUNT OF \$43,645

WHEREAS, it has been determined that the long-term savings and benefits of leasing golf carts outweighs the annual cost of replacing and repairing the current fleet of thirty-two (32) older carts at the Creve Coeur Golf Course; and,

WHEREAS, an amount of \$21,500 has been approved for the purchase of golf carts in the FY 2013 Annual Budget; and,

WHEREAS, the City received three (3) bids; and,

WHEREAS, E-Z-GO submitted a bid in the amount of \$43,645 payable in eighteen (18) equal installments of \$2,424.64 each totaling \$4849 in FY2013, \$14,548 in FY2014, \$14,548 in FY2015 and \$9,699 in FY2016 including a trade-in for the thirty-two (2) City-owned used carts, and is recommended as the lowest and best bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

SECTION 1. The City Administrator is hereby authorized to execute on behalf of the City an agreement with E-Z-Go for the thirty-six (36) month lease of thirty-two (32) 2013 TXT 48 Electric Golf Carts at a total cost of \$43,645 including the trade-in value of thirty-two (32) used golf carts payable in eighteen (18) monthly installments.

SECTION 2. This resolution shall become effective upon its passage.

Adopted this 14th day of January, 2013.

Barry Glantz, Mayor

ATTEST:

Deborah Ryan, City Clerk



INTEROFFICE MEMORANDUM

Date: January 8, 2013

To: Mark Perkins, City Administrator
From: Kirsten Barnes, Director of Recreation
Subject: Golf Cart Lease Proposal

Currently, the City's fleet of thirty-two (32) golf carts between one (1) and seven (7) years old. Each budget year, the City has included in the annual enterprise fund operating budget the purchase of replacement golf carts and the costs to repair carts. Moving forward, the goal would be to get on a cycle where no carts run more than five (5) seasons, and six (6) to seven (7) carts are replaced annually. *It is estimated the base cost to replace batteries in carts running five or more seasons and replace aging carts through FY2020 will exceed \$250,000.*

As City Staff began collecting bids for the purchase of six (6) new carts for this budget year, we also began exploring the possibility of leasing carts. Moving to a three-year lease term would insure that the entire fleet of carts would service a maximum of three (3) seasons and limit the labor and cost of maintenance including replacement batteries. While leasing will not completely eliminate the need for some minor maintenance costs for items such as flat tires and broken battery terminals, it will significantly minimize these costs as well as the labor hours associated with maintaining older carts. Based on the information gathered, *leasing through FY2020 would save approximately \$109,000 in cart and battery replacement costs alone.*

Upon soliciting three (3) bids for a 36-month lease, we received the following:

Manufacturer & Model	Total Lease Price	18 Equal Payments
E-Z-GO, 2013 TXT	\$43,644	\$2,424.64
Yamaha, 2013 YDRE	\$50,846	\$2,824.83
Club Car, 2013 Precedent	\$53,234	\$2,957.44

Therefore, it is staff's recommendation that the City enter into a 36-month lease agreement with E-Z-GO to trade in the current City-owned fleet of 32 carts and replace them with 32 2013 carts effective March 15, 2013.

The attached spreadsheet compares the ongoing cost of maintaining a City-owned fleet of 32 carts with leasing 32 carts. Note that the first lease cycle includes the trade-in value of the current fleet resulting in higher lease payments for subsequent lease cycles.

Attachment:

- Purchase v Lease with Ownership Cost & Value of Fleet – Two Lease Cycles

Golf Car Replacement Plan - Own v. Lease

Ownership

Leasing

FY13

Trade in/Purchase 6 New Cars As of 12/31/12						Trade in 32 Cars/Months 1 - 3 of Lease As of 12/31/12		
Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement	Model Year	# in Stock	Seasons
2006	5	7	\$850	\$4,250		2006	5	7
2007	10	6	\$950	\$9,500	-\$9,000	2007	10	6
2008	0	5				2008	0	5
2009	8	4	\$1,500	\$12,000		2009	8	4
2010	4	3	\$1,850	\$7,400		2010	4	3
2011	0	2				2011	0	2
2012	5	1	\$2,050	\$10,250		2012	5	1
Total	32			\$43,400	-\$9,000	Total	32	
Capital Outlay in FY13			Battery Replacement FY13			Capital Lease in FY13		
\$21,500			\$9,000			\$4,849		

Total Savings FY13: \$25,651

OR Total Estimated Value of City-Owned Fleet: \$43,400

Notes: This lease cycle includes trade-in credits, and only the first two (2) lease payments fall in FY13.

FY14

Trade in/Purchase 9 New Cars As of 12/31/13						Months 4 - 16 of Lease As of 12/31/13		
Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement	Model Year	# in Stock	Seasons
2006	Trade-Ins					2006	Trade-Ins	
2007	9	7	\$850	\$7,650		2007	Trade-Ins	
2008	0	6				2008	Trade-Ins	
2009	8	5	\$1,175	\$9,400	-\$7,200	2009	Trade-Ins	
2010	4	4	\$1,500	\$6,000	-\$900	2010	Trade-Ins	
2011	0	3				2011	Trade-Ins	
2012	5	2	\$1,950	\$9,750		2012	Trade-Ins	
2013	6	1	\$2,050	\$12,300		2013	32	1
Total	32			\$45,100	-\$8,100	Total	32	
Capital Outlay in FY14			Battery Replacement FY14			Total Lease in FY14		
\$33,056			\$8,100			\$14,548		

Total Savings FY14: \$26,608

OR Total Estimated Value of Fleet: \$45,100

FY15

Trade in/Purchase 8 New Cars

As of 12/31/14

Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement
2007	Trade-Ins				
2008	0	7			
2009	8	6	\$950	\$7,600	
2010	4	5	\$1,175	\$4,700	-\$3,600
2011	0	4			
2012	5	3	\$1,850	\$9,250	
2013	6	2	\$1,950	\$11,700	
2014	9	1	\$2,050	\$18,450	
Total	32			\$51,700	-\$3,600

Capital Outlay in FY15
\$30,118

Battery Replacement FY15
\$3,600

Months 17 - 29 of Lease

As of 12/31/14

Model Year	# in Stock	Seasons
2013	32	2
2014		
Total	32	

Total Lease in FY15
\$14,548

Total Savings FY15: \$19,170
Total Estimated Value of Fleet: \$51,700

FY16

Trade in/Purchase 6 New Cars

As of 12/31/15

Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement
2009	Trade-Ins				
2010	4	6	\$950	\$3,800	
2011	0	5			
2012	5	4	\$1,500	\$7,500	-\$900
2013	6	3	\$1,850	\$11,100	
2014	9	2	\$1,950	\$17,550	
2015	8	1	\$2,050	\$16,400	
Total	32			\$56,350	-\$900

Capital Outlay in FY16
\$23,153

Battery Replacement FY16
\$900

Months 30 - 36/1 - 3 of Lease

As of 12/31/15

Model Year	# in Stock	Seasons
2013	32	3
2014		
2015		
Total	32	

Total Lease in FY16
\$17,314

Total Savings FY16: \$6,739
Total Estimated Value of Fleet: \$56,350

Notes: FY16 includes 4 payments from first lease cycle. Payments increase for the next lease cycle because the City receives no trade-in credits as were received in first lease cycle.

FY17

Trade in/Purchase 6 New Cars

As of 12/31/16

Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement
2010	Trade-Ins				
2011	0				
2012	3	5	\$1,175	\$3,525	-\$2,700
2013	6	4	\$1,500	\$9,000	-\$900
2014	9	3	\$1,850	\$16,650	
2015	8	2	\$1,950	\$15,600	
2016	6	1	\$2,050	\$12,300	
Total	32			\$57,075	-\$3,600

Capital Outlay in FY17
\$23,732

Battery Replacement FY17
\$3,600

Months 4 - 16 of Lease

As of 12/31/16

Model Year	# in Stock	Seasons
2013	Trade-Ins	
2014		
2015		
2016	32	1
Total	32	

Total Lease in FY17
\$23,077

Total Savings FY17: \$4,255

Total Estimated Value of Fleet: \$57,075

FY18

Trade in/Purchase 7 New Cars

As of 12/31/17

Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement
2012	Trade-Ins				
2013	3	5	\$1,175	\$3,525	-\$2,700
2014	9	4	\$1,500	\$13,500	-\$900
2015	8	3	\$1,850	\$14,800	
2016	6	2	\$1,950	\$11,700	
2017	6	1	\$2,050	\$12,300	
Total	32			\$55,825	-\$3,600

Capital Outlay in FY168
\$28,379

Battery Replacement FY18
\$3,600

Months 17 - 29

As of 12/31/17

Model Year	# in Stock	Seasons
2016	32	2
2017		
Total	32	

Total Lease in FY18
\$23,077

Total Savings FY18: \$8,903

Total Estimated Value of Fleet: \$55,825

FY19

Trade in/Purchase 7 New Cars

As of 12/31/18

Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement
2013	Trade-Ins				
2014	5	5	\$1,175	\$5,875	-\$4,500
2015	8	4	\$1,500	\$12,000	-\$900
2016	6	3	\$1,850	\$11,100	
2017	6	2	\$1,950	\$11,700	
2018	7	1	\$2,050	\$14,350	
Total	32			\$55,025	-\$5,400

Capital Outlay in FY16
\$29,089

Battery Replacement FY16
\$5,400

Months 30 - 36/1 - 3 of Lease

As of 12/31/18

Model Year	# in Stock	Seasons
2016	32	3
2017		
2018		
Total	32	

Total Lease in FY16
\$23,654

Total Savings FY19: \$10,835
Total Estimated Value of Fleet: \$55,025

FY20

Trade in/Purchase 6 New Cars

As of 12/31/19

Model Year	# in Stock	Seasons	Trade-In Value, Each	Total Trade-In Value	Battery Replacement
2014	Trade-ins				
2015	6	5	\$1,175	\$7,050	-\$5,400
2016	6	4	\$1,500	\$9,000	-\$900
2017	6	3	\$1,850	\$11,100	
2018	7	2	\$1,950	\$13,650	
2019	7	1	\$2,050	\$14,350	
Total	32			\$55,150	-\$6,300

Capital Outlay in FY16
\$25,557

Battery Replacement FY16
\$6,300

Months 4 - 16 of Lease

As of 12/31/19

Model Year	# in Stock	Seasons
2016	Trade-Ins	
2017		
2018		
2019	32	1
Total	32	

Total Lease in FY16
\$24,807

Total Savings FY20: \$7,049
Total Estimated Value of Fleet: \$55,150

Total Estimated Savings, FY13 - FY20: \$109,211

From: Steve Heitz [mailto:SHeitz@paceproperties.com]
Sent: Monday, December 10, 2012 1:57 PM
To: Perkins, Mark C.
Cc: Jennifer Beasley
Subject: FW: Olive-Graeser TDD

Mark, as requested, below is an email from Tom Ream at First Community Credit Union requesting that I serve on the board on their behalf.



Steven F. Heitz
Vice President-Development
1401 South Brentwood Boulevard, Suite 900
St. Louis, Missouri 63144
Phone: 314.968.9898
Direct: 314.785.7645
Fax: 314.968.5050
E-mail: sheitz@paceproperties.com
Web: www.paceproperties.com

From: Ream, Thomas [mailto:tream@firstcommunity.com]
Sent: Friday, December 07, 2012 2:16 PM
To: Steve Heitz
Subject: Olive-Graeser TDD



To Whom It May Concern

First Community Credit Union wishes to have Steve Heitz as our representative on the board for the Olive-Graeser TDD district.

Thank you.

*Tom Ream
Facilities/General Services Manager
First Community Credit Union
17151 Chesterfield Airport Road
Chesterfield MO 63005
636-537-4470
636-537-4484 fax*

OLIVE/GRAESER TRANSPORTATION DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
AS OF NOVEMBER 8, 2012

Director Steve Heitz (term expires December 16, 2012)

Chair and Executive Director

Pace Properties Incorporated
1401 S. Brentwood Blvd., Suite 900
St. Louis, MO 63144
Phone: (314) 968-9898
Fax: (314) 968-5050
Email: sheitz@paceproperties.com

Director Stacy Manolakas (term expires December 16, 2012)

7 Winfield Pointe Lane
St. Louis, Missouri 63141
Phone: (314) 993-6024
Alternate Phone: (314) 496-8310
stacymanolakas@hotmail.com

Director David Hutkin (term expires December 16, 2012)

Hutkin Development Company
10829 Olive Blvd., Suite 200
St. Louis, Missouri 63141
Phone: (314) 872-9140
Fax: (314) 872-9001
dhutkin@hutkin.com

Director Bill Biermann (term expires December 16, 2013)

William Biermann Company
1795 Clarkson Rd., Suite 190
Chesterfield, MO 63017
Phone: (314) 517 - 4348
bill@wmbiermannco.com

Director Jeffrey Gershman (term expires December 16, 2013)

Stone, Leyton, Gershman
A Professional Corporation
7733 Forsyth Blvd., Suite 500
St. Louis, MO 63144
jgershman@stoneleyton.com

Director Garry Earls (term expires December 16, 2014)

St. Louis County Chief Operating Officer
41 S. Central Ave
Clayton, MO 63105

(314) 615-5000

GEarls@stlouisco.com

Director Denise Chomicki (term expires December 16, 2014)

Pace Properties Incorporated

1401 S. Brentwood Blvd., Suite 900

St. Louis, MO 63144

Phone: (314) 968-9898

Fax: (314) 968-5050

dchomicki@paceproperties.com

Director Rick Matejka (term expires December 16, 2014)

Pace Properties Incorporated

1401 S. Brentwood Blvd., Suite 900

St. Louis, MO 63144

Phone: (314) 968-9898

Fax: (314) 968-5050

rmatejka@paceproperties.com

Director Les Steinberg (term expires January 13, 2014)

Steinberg & Steinberg, L.L.C.

655 Craig Road, Suite 338

St. Louis, MO 63141

Phone: (314) 994-9400

Fax: (314) 994-0003

les@steinberglaw.com

Advisory Director Mark Perkins (appointed by City of Creve Coeur)

City of Creve Coeur

300 N. New Ballas Rd.

Creve Coeur, Missouri 63141

Phone: (314) 872-2511

mperkins@ci.creve-coeur.mo.us

Advisory Director Dan Smith (appointed by City of Creve Coeur)

Treasurer

City of Creve Coeur

300 N. New Ballas Rd.

Creve Coeur, Missouri 63141

Phone: (314) 872-2519

dsmith@ci.creve-coeur.mo.us

Advisory Director Mel Klearman (appointed by City of Creve Coeur)

739 Bergerac Drive

Creve Coeur, MO 63141-6107

Phone: (314) 434-4715

melklearman@att.net

Advisory Director Michelle Voegele (appointed by Missouri Highways and Transportation Commission)

Area Engineer, Southwest St. Louis County

Missouri Department of Transportation

1590 Woodlake Drive

Chesterfield, MO 63017

Phone: (314) 340-4356

Michelle.Voegele@modot.mo.gov

Other officers:

Stephen L. Kling, Jr., Esq.

Secretary

Jennifer E. Beasley, Esq.

Assistant Secretary

Jenkins & Kling, P.C.

150 N. Meramec Ave., Suite 400

St. Louis, MO 63105

Phone: (314) 721-2525

Fax: (314) 721-5525

skling@jenkinskling.com

jbeasley@jenkinskling.com



Memorandum

DATE: January 8, 2013
TO: Mark Perkins, City Administrator
FROM: Sharon Stott, Public Information Officer & Management Analyst
RE: Non-Profit Organization Formation Discussion

Per your request, I researched the steps necessary to form a 501(c)(3) organization. I also contacted the City of Clayton to find out about the Clayton Century Foundation (CCF) – the non-profit it created. I spoke with Patty DeForrest, Director of Parks and Recreation, and Sarah Umlauf, Community Resource Coordinator, who is one of the city's staff liaisons to the CCF. Following is a recap of my research and those discussions.

Background

In 1993, the City of Clayton created a 501(c)(3) - the Clayton Parks Foundation. Originally, the organizational responsibilities rested entirely with volunteers. However, due to a lapse in annual report filing with the state, the non-profit status was temporarily revoked. As a result Clayton city staff assumed some responsibilities. In August 2008, the name and scope of the organization was amended and reinstated as the Clayton Century Foundation. An amended-and-reinstated-purpose approach would be similar to the City of Creve Coeur redefining the scope and name of the Tappmeyer Foundation if that was a consideration.

The primary reason the City of Clayton redefined the scope to form CCF was to create a broad base venue for funding – not specifically driven by individual projects or limited to park activities or improvements as was the purpose of the Clayton Parks Foundation. The purpose of CCF is to fund cultural initiatives for the Clayton area and promote local arts, history, parks and sustainability. CCF provides citizens an opportunity to invest in the community without making contributions directly to the City of Clayton – to which some taxpayers may have an aversion. Contributions to a 501(c)(3) or a government entity are generally tax deductible.

The CCF has four primary funds: Parks, Sustainability, History and Arts. These initiatives were chosen based on research and analysis conducted by the City of Clayton in the form of surveys, task forces and consultant work. The City of Clayton determines the projects for which the CCF can solicit funds on the city's behalf.

Basic Steps to Forming a 501(c)(3)

The process to re-establishing the scope of Clayton Parks Foundation to form the CCF, and the development of new bylaws, filing necessary federal and state paperwork, etc., took approximately one year to complete. This timeframe is comparable to forming a new non-profit based on my experience with a former employer when it went through the same process.

Some of the steps to forming a non-profit organization include:

- Choosing a board of directors (a minimum of three is required)
- Choosing an organization name
- Preparing/filing Nonprofit Article of Incorporation with the Missouri Secretary of State
 - o Includes name, statement of purposes, certain provisions, and registered agent – person to whom legal notices should be sent
 - o Application fee -\$25
- Creating Bylaws
 - o Bylaws can include indemnification, members, minimum and maximum number of board members, quorum, terms and term limits, titles of officers, procedure for

removing board members, conflict of interest policy, minimum number of board meetings per year)

- Holding a Meeting of the Board of Directors
 - o Approve bylaws, appoint officers, set accounting period and tax year, approve initial transactions of corporation such as opening a corporate bank account
- Creating a Corporate Records Binder
 - o Includes articles of incorporation, IRS Determination Letter, State Tax Exemption Letter, Charter number, bylaws, meeting minutes, resolutions
- Filing IRS Form 1023 Application for Recognition of Exemption (federal tax exemption application)
 - o Requires organization information such as history, finances, organizational structure, governance policies, operations, etc.)
 - o Application fee - \$400-\$850 (based on average gross receipts anticipated over a period of time)(2012 fees, subject to increase)
- Filing Missouri State Form 1746 Sales and Use Tax Exemption Application
 - o No application fee
- Obtaining Directors and Officers Insurance
 - o Annual expense \$1000-\$2000 (fee varies with amount of coverage)
- Annual Filing of IRS Form 990
 - o No filing fee (form is due no later than the 15th day of the 5th month following tax year closing)
- Annual or Biennial Filing of Missouri State Registration Report
 - o Application fee - \$15-\$20 (fee depends on type of filing - due by August 31)
- Establishing Start-Up Funds
- Designating Financial Agent/Check Signers
- Designating Support Staff
- Creating Other Documents/Policies
 - o (e.g., budget; conflict of interest policy; fundraising/solicitation guidelines and strategies with timetable; create branding/marketing collateral and key messages; donation policy, naming policy, board of director financial contribution commitments and membership requirements)
- Forming BOD Sub-Committees and Ad Hoc Committees
 - o (e.g., executive, finance, development, nominating, special events, etc.)

Appendix I (attached) includes samples of required federal and state applications including: Missouri State Nonprofit Article of Incorporation Form, Internal Revenue Service Form 1023 Application for Recognition of Exemption, Missouri State Form 1746 Tax Exemption Application, IRS Form 990, Biennial Registration Report (e.g., CCF).

Start-Up Costs

CCF had \$20,000 in start-up funds. The City of Clayton contributed \$5000; the Clayton Parks Foundation contributed \$5000; the remainder came from individual donations, corporate gifts and the board of directors.

Most of the start-up funds were utilized for filing federal/state documents, developing marketing collateral and contractor fees including: 1) an attorney to create and file legal documents; 2) The Rome Group to develop a fundraising/marketing plan; and 3) Kuhlmann-Leavitt to create a logo and tagline.

Leadership

Oversight of a non-profit is provided by a board of directors (BOD). Originally, CCF had eight BOD in the beginning; the number has increased to 29 directors today. Their BOD consists of members of the

community including two elected officials from the City of Clayton. While the elected officials are non-voting directors, they serve to provide communication of CCF activities to the Clayton Board of Aldermen.

One reason some non-profits have a large BOD is to have enough people with a variety of skills and experience to form subcommittees for the delegation of responsibilities; this is especially critical if the non-profit doesn't have paid staff. A BOD provides oversight, accepts fiduciary responsibility and assists with the overall success of the organization. The BOD is the primary source of solicitation for donations from the business community.

In the case of CCF, elected officials from the City of Clayton determine the scope and projects for which funds can be solicited by CCF on behalf of the City – most of these come from the city's master plan. If donations are used for projects requiring ongoing maintenance by the city, maintenance agreements are established between the City of Clayton and CCF.

In most cases, individuals serving as directors on non-profits are expected to be active and ongoing contributors to the organization as a show of support. CCF asks each director to contribute \$500 annually; they have approximately 80 percent success rate of giving directors.

The CCF BOD meets quarterly. The CCF BOD is currently divided into three subcommittees which meet monthly.

Staff Support

CCF hopes to be self-sustaining at some point in the future. This would include hiring an executive director and additional staff which would be supported by the income from the organization. The CCF recently began paying for the salary of one part-time development specialist (20 hours per week). It should be noted that many donors monitor the percentage of donations used for internal administration expense.

In addition to the part-time development specialist paid for by the non-profit, the City of Clayton allocates 50% of one full-time community resource coordinator (Sarah Umlauf) to support the CCF. Her salary and benefits are supported by the City of Clayton Parks and Recreation Department budget.

The primary responsibilities of the development specialist and the community resource coordinator include: attending foundation meetings, preparing agendas and minutes, planning and implementation of fundraising events (with assistance from the BOD); solicitation of funds, maintaining the donor database and other marketing efforts.

Other Clayton city staff support the CCF in various capacities and their salaries and benefits are paid for entirely by various city department budgets. Assistance to CCF comes from the finance, parks and recreation and marketing departments. The average amount of time invested combined for these staff is approximately 10 hours per week; the amount of time donated increases if grant writing is necessary.

For example, the City of Clayton is the financial agent for the CCF and staff from the Finance Department process checks and assist with filing the annual reports. The Parks and Recreation Superintendent creates the financial statements, provides CCF activity reports to the Board of Aldermen and deposits donations. Marketing Department personnel assist with creating some marketing materials, website content, etc.

Clayton city staff estimate the value of staff time dedicated to providing support to CCF to be approximately \$40,000 annually (2010 and 2011).

Direct Support

The City of Clayton donates office space to the CCF which includes phone, utilities, some office supplies and postage, etc. Clayton city staff estimate the value of this direct support (not including staff support) to be approximately \$14,500 annually (2010 and 2011).

Summary

Should the City of Creve Coeur decide to move forward with forming a non-profit organization to provide a venue to solicit private donations, it may be beneficial to form a volunteer committee to do so. If the purpose is to develop an organization benefitting the Creve Coeur community, citizens should be invested in developing the mission and scope from the beginning.

Based on Clayton's timetable and my previous experience with a former employer, the process could take approximately one year to complete if participants stay on task. Clayton city staff estimate their total investment in staff support and direct support to CCF to be approximately \$55,000 annually.

Things to consider:

- Start-up funds will be necessary to pay for marketing collaterals, postage, insurance and attorney and audit fees, if applicable.
- Any successful non-profit requires a commitment of ongoing human resources – regardless of whether it is supported entirely through the efforts of volunteers or paid staff.
- Developing a vibrant and active board of directors is critical in representing the interests of the community and identifying funding sources/prospects.
- If the city elects to do a similar model as Clayton, the city will need to investigate whether or not it will reallocate staff or hire additional staff to provide development expertise and a variety of administrative support.

In closing, I have 12 years of experience working in non-profit organizations – initially as a program coordinator and later as an executive director. While I chose to take a different career path, I have many impressionable take aways from my experience. A well-managed non-profit organization earns public trust, develops a positive reputation and eventually receives donations. People give money to people, not to organizations. Donor relationships should be nurtured by the board of directors and go beyond the request for funding. It takes time, talent and human and financial resources to have a successful non-profit. If the city elects to create a non-profit organization, I recommend it give thoughtful consideration to investing in the resources necessary to make it successful.



JAMES C. KIRKPATRICK
STATE INFORMATION CENTER
(573) 751-4936

ROBIN CARNAHAN
SECRETARY OF STATE
STATE OF MISSOURI

CORPORATIONS
(573) 751-4153

DOMESTIC NONPROFIT INSTRUCTION SHEET

We hope the following information will be helpful when you organize a Nonprofit Corporation under Chapter 355 RSMo. DO NOT confuse this type of corporation with the Pro Forma Corporation or Benevolent Associations formed through the Circuit Courts under Chapter 352, RSMo.

- The purposes for which a Nonprofit corporation may be organized are in section 355.025 RSMo.
- Each corporation may have a president and/or chairman, secretary and treasurer. The same individual may simultaneously hold more than one office. At least three directors are required.
- All Nonprofit corporations must file an annual report each year listing their officers and directors. This report is due by August 31st. The corporation will not remain in good standing if the report is not filed.
- These forms must be submitted, with **original** signatures.

The following instructions are for use with our forms. If the requirements of the law are not met, or if any blanks are not completed, it may be necessary for us to return the forms for correction.

Article 1: The name of the corporation must be distinguishable upon the records of the Secretary of State from any other domestic/foreign corporation, domestic/foreign limited partnership, limited liability partnership, limited liability limited partnership, name reservation or domestic/foreign limited liability company registered to do business in the state of Missouri.

Article 2: Indicate whether the corporation is a public or mutual benefit corporation, pursuant to Section 355.881, RSMo. This designation can be determined as follows:

- A. Any corporation which is designated (public benefit or mutual benefit) by statute is that type of corporation.
- B. Any corporation organized primarily or exclusively for religious purposes is a public benefit corporation, unless a statute designates otherwise.
- C. Any corporation which does not come within A or B above, but which is recognized as exempt under section 501(c)(3) of the Internal Revenue Code is a public benefit corporation.
- D. Any corporation which does not come within A, B or C above, but which is organized for public or charitable purposes which upon dissolution must distribute its assets to:
 - (1) A public benefit corporation, or
 - (2) The United States, or
 - (3) A state, or
 - (4) A person that is exempt under 501(c)(3),
is a public benefit corporation.
- E. If the corporation does not come under sections A,B,C, or D above, is a mutual benefit corporation.

Article 3: The duration or life of the corporation will be perpetual, unless otherwise stated.

Article 4: Each corporation must appoint and maintain a registered agent and address in Missouri. The registered address must include a physical address such as a street, route or highway number. A post office box alone is not acceptable.

Article 5: The law requires a minimum of one (1) incorporator, who must be a natural person of age 18 or older.

Article 6: Indicate whether or not the corporation will have members.

Article 7: The corporation must provide for the distribution of its assets upon dissolution according to sections 355.661 through 355.746.

Article 8: State the purpose for the corporation.

Article 9: State the effective date of the filing if other than the date filed; the date filed will be the default date.

The incorporation fee is \$25.00 with a check made payable to the “Director of Revenue.” Necessary papers and fee should be mailed to:

Secretary of State
Corporation Division
PO Box 778
Jefferson City, MO 65102

If we may be of assistance, please feel free to contact us toll-free at (866) 223-6535.

Sincerely,

Robin Carnahan
Secretary of State

MISSOURI NONPROFIT CORPORATIONS

If you wish to obtain a 501 (c) (3) tax-exempt status from the Internal Revenue Service, please review the following instructions:

INSTRUCTIONS

In order to come within the purview of Section 501 (c) (3) of the Internal Revenue Code, you must include the statements below in your Articles of Incorporation as filed with the Secretary of State. After the Secretary of State has returned the articles to you, furnish a copy to the IRS when applying for the tax-exempt status.

PURPOSE: The corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

INUREMENT OF INCOME: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

LEGISLATIVE OR POLITICAL ACTIVITIES: No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the incorporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

OPERATIONAL LIMITATIONS: Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

DISSOLUTION CLAUSE: Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or the such organization or organizations organized and the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



State of Missouri

Robin Carnahan, Secretary of State

Corporations Division
PO Box 778 / 600 W. Main St., Rm. 322
Jefferson City, MO 65102

Articles of Incorporation of a Nonprofit Corporation

(Submit with a filing fee of \$25.00)

The undersigned natural person(s) of the age of eighteen years or more for the purpose of forming a corporation under the Missouri Nonprofit Corporation Act adopt the following Articles of Incorporation:

1. The name of the corporation is _____

2. This corporation is a _____ Benefit Corporation.
Public or Mutual

3. The period of duration of the corporation is _____
"Perpetual" unless stated otherwise

4. The name and street address of the Registered Agent and Registered Office in Missouri is:

Name

Address

City/State/Zip

5. The name(s) and address(es) of each incorporator:

6. Will the corporation have members? _____ YES _____ NO

7. The assets of the corporation will be distributed on dissolution as follows: _____

8. The corporation is formed for the following purpose(s): _____

9. The effective date of this document is the date it is filed by the Secretary of State of Missouri unless a future date is otherwise indicated: _____

(Date may not be more than 90 days after the filing date in this Office)

(Please see next page)

Name and address to return filed document:

Name: _____

Address: _____

City, State, and Zip Code: _____

In Affirmation thereof, the facts stated above are true and correct:

(The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo)

Must be signed by all Incorporator(s):

Signature

Printed Name

Date Signed



Department of the Treasury Internal Revenue Service

Notice 1382

(Rev. October 2012)

Changes for Form 1023

- Mailing address
- Parts IX, X and XI

Reminder: Do Not Include Social Security Numbers on Publicly Disclosed Forms

Because the IRS is required to disclose approved exemption applications and information returns, exempt organizations shouldn't include social security or bank account numbers on these forms. By law, with limited exceptions, the IRS has no authority to remove that information before making the forms publicly available. Documents subject to disclosure include supporting documents filed with the form, and correspondence with the IRS about the filing.

Changes for Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

Change of Mailing Address

The mailing address shown on Form 1023 Checklist, page 28, the first address under the last checkbox; and in the Instructions for Form 1023, page 4 under *Where to File*, has been changed to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

To file using a private delivery service, mail to:

201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011

Changes for Parts IX and X

Changes to Parts IX and X are necessary to comply with new regulations that eliminated the advance ruling process. Until Form 1023 is revised to reflect this change, please follow the directions on this notice when completing Part IX and Part X of Form 1023. For more information about the elimination of the advance ruling process, visit us at IRS.gov. In the top right "Search" box, type "Elimination of the Advance Ruling Process" (exactly as written) and select "Search."

Part IX. Financial Data

The instructions at the top of Part IX on page 9 of Form 1023 are now as follows. For purposes of this schedule, years in existence refer to completed tax years.

1. If in existence less than 5 years, complete the statement for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of:
 - a. Three years of financial information if you have not completed one tax year, or
 - b. Four years of financial information if you have completed one tax year.

(Continued)

2. If in existence 5 or more years, complete the schedule for the most recent 5 tax years. You will need to provide a separate statement that includes information about the most recent 5 tax years because the data table in Part IX has not been updated to provide for a 5th year.

Part X. Public Charity Status

Do not complete line 6a on page 11 of Form 1023, and do not sign the form under the heading “Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code.”

Only complete line 6b and line 7 on page 11 of Form 1023, if in existence 5 or more tax years.

Part XI. Increase in User Fees

User fee increases are effective for all applications post marked after January 3, 2010.

1. \$400 for organizations whose gross receipts do not exceed \$10,000 or less annually over a 4-year period.
2. \$850 for organizations whose gross receipts exceed \$10,000 annually over a 4-year period.

For the current user fee amounts, go to IRS.gov and in the “Search” box type “Where Is My Exemption Application,” click on the link for that page, and in the second paragraph click on “user fee.” Alternatively, you can do a search for “user fees” with the applicable year in the “Search” box in the top right. Finally, you can also call 1-877-829-5500.

Application for reinstatement and retroactive reinstatement. After your organization’s tax-exempt status was automatically revoked for failing to file a return or notice for three consecutive years, your organization must apply to have its tax-exempt status reinstated. You must file a Form 1023 if applying under section 501(c)(3) or Form 1024 if applying under a different Code section, pay the appropriate user fee, and write “Automatically Revoked” at the top of your application and the mailing envelope. If approved, the date of reinstatement will be the date of the application. See Notice 2011-44, 2011-25 I.R.B. 883, at http://www.irs.gov/irb/2011-25_IRB/ar10.html, for details.

Transitional relief scheduled to end December 31, 2012. Smaller organizations — defined as having annual gross receipts of \$50,000 or less, in its most recently completed tax year — that have lost their tax-exempt status because of failure to file a required electronic notice (Form 990-N e-Postcard) may be eligible for transitional relief, including retroactive reinstatement and a reduced user fee of \$100. See Notice 2011-43, 2011-25 I.R.B. 882, at http://www.irs.gov/irb/2011-25_IRB/ar09.html, for details.

Changes for the Instructions for Form 1023

- Change to Part III. Required Provisions in Your Organizing Documents
- Clarification to Appendix A. Sample Conflict of Interest Policy

(Continued)

Changes to Instructions for Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code (Rev. June 2006)

Part III. Required Provisions in Your Organizing Document

Changes are necessary to comply with Rev. Proc. 82-2, 1982-1 C.B. 367, to incorporate the state of New York as jurisdiction that complies with the *cy pres* doctrine to keep a charitable testamentary trust from failing the requirement for a dissolution clause under Regulation sections 1.501(c)(3)-1(b)(4), when the language of the trust instrument demonstrates a general intent to benefit charity. Therefore, the instructions on page 8, line 2c, after the third paragraph now includes the state of New York in the state listing as an authorized state. Since the state of New York allows testamentary charitable trusts formed in that state and the language in the trust instruments provides for a general intent to benefit charity, you do not need a specific provision in your trust agreement or declaration of trust providing for the distribution of assets upon dissolution.

Appendix A. Sample Conflict of Interest Policy

Appendix A, Sample Conflict of Interest Policy, is only intended to provide an example of a conflict of interest policy for organizations. The sample conflict of interest policy does not prescribe any specific requirements. Therefore, organizations should use a conflict of interest policy that best fits their organization.

**Application for Recognition of Exemption
Under Section 501(c)(3) of the Internal Revenue Code**

OMB No. 1545-0056

Note: If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at **www.irs.gov** for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document)		2 c/o Name (if applicable)	
3 Mailing address (Number and street) (see instructions)	Room/Suite	4 Employer Identification Number (EIN)	
City or town, state or country, and ZIP + 4		5 Month the annual accounting period ends (01 - 12)	
6 Primary contact (officer, director, trustee, or authorized representative) a Name:		b Phone:	
		c Fax: (optional)	
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		☐ Yes ☐ No	
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		☐ Yes ☐ No	
9a Organization's website:			
b Organization's email: (optional)			
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		☐ Yes ☐ No	
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY) / /			
12 Were you formed under the laws of a foreign country ? If "Yes," state the country.		☐ Yes ☐ No	

For Paperwork Reduction Act Notice, see page 24 of the instructions.

Cat. No. 17133K

Form **1023** (Rev. 6-2006)

Part II Organizational Structure

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. ☐ **Yes** ☐ **No**
- 2** Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. ☐ **Yes** ☐ **No**
- 3** Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. ☐ **Yes** ☐ **No**
- 4a** Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. ☐ **Yes** ☐ **No**
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. ☐ **Yes** ☐ **No**
- 5** Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. ☐ **Yes** ☐ **No**

Part III Required Provisions in Your Organizing Document

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): ☐
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c. ☐
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. _____
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: ☐

Part IV Narrative Description of Your Activities

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
			
			
			
			
			

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- b** List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

- c** List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

2a Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☐ **No**

b Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. ☐ **Yes** ☐ **No**

c Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☐ **No**

3a For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

b Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. ☐ **Yes** ☐ **No**

4 In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

a Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? ☐ **Yes** ☐ **No**
b Do you or will you approve compensation arrangements in advance of paying compensation? ☐ **Yes** ☐ **No**
c Do you or will you document in writing the date and terms of approved compensation arrangements? ☐ **Yes** ☐ **No**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? ☐ **Yes** ☐ **No**
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☐ **No**
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? ☐ **Yes** ☐ **No**
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.
-
- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. ☐ **Yes** ☐ **No**
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.
-
- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☐ **No**
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☐ **No**
-
- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. ☐ **Yes** ☐ **No**
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. ☐ **Yes** ☐ **No**
-
- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. ☐ **Yes** ☐ **No**
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.
-
- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. ☐ **Yes** ☐ **No**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- b** Describe any written or oral arrangements you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f** Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1a** In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. ☐ **Yes** ☐ **No**
- b** In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. ☐ **Yes** ☐ **No**
- 2** Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. ☐ **Yes** ☐ **No**
- 3** Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. ☐ **Yes** ☐ **No**

Part VII Your History

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1** Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. ☐ **Yes** ☐ **No**
- 2** Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. ☐ **Yes** ☐ **No**

Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1** Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. ☐ **Yes** ☐ **No**
- 2a** Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. ☐ **Yes** ☐ **No**
- b** Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. ☐ **Yes** ☐ **No**
- 3a** Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. ☐ **Yes** ☐ **No**
- b** Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. ☐ **Yes** ☐ **No**
- c** List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Part VIII Your Specific Activities (Continued)

4a Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☐ **Yes** ☐ **No**

- | | |
|---|--|
| ☐ mail solicitations | ☐ phone solicitations |
| ☐ email solicitations | ☐ accept donations on your website |
| ☐ personal solicitations | ☐ receive donations from another organization's website |
| ☐ vehicle, boat, plane, or similar donations | ☐ government grant solicitations |
| ☐ foundation grant solicitations | ☐ Other |

Attach a description of each fundraising program.

b Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. ☐ **Yes** ☐ **No**

c Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. ☐ **Yes** ☐ **No**

d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

e Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. ☐ **Yes** ☐ **No**

5 Are you **affiliated** with a governmental unit? If "Yes," explain. ☐ **Yes** ☐ **No**

6a Do you or will you engage in **economic development**? If "Yes," describe your program. ☐ **Yes** ☐ **No**

b Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

7a Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. ☐ **Yes** ☐ **No**

b Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. ☐ **Yes** ☐ **No**

c If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

8 Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. ☐ **Yes** ☐ **No**

9a Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. ☐ **Yes** ☐ **No**

b Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

c Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

d Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

10 Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. ☐ **Yes** ☐ **No**

Part VIII Your Specific Activities (Continued)

11	Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution.	☐ Yes ☐ No
12a	Do you or will you operate in a foreign country or countries ? If "Yes," answer lines 12b through 12d. If "No," go to line 13a.	☐ Yes ☐ No
	b Name the foreign countries and regions within the countries in which you operate.	
	c Describe your operations in each country and region in which you operate.	
	d Describe how your operations in each country and region further your exempt purposes.	
13a	Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a.	☐ Yes ☐ No
	b Describe how your grants, loans, or other distributions to organizations further your exempt purposes.	
	c Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract.	☐ Yes ☐ No
	d Identify each recipient organization and any relationship between you and the recipient organization.	
	e Describe the records you keep with respect to the grants, loans, or other distributions you make.	
	f Describe your selection process, including whether you do any of the following:	
	(i) Do you require an application form? If "Yes," attach a copy of the form.	☐ Yes ☐ No
	(ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused.	☐ Yes ☐ No
	g Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.	
14a	Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15.	☐ Yes ☐ No
	b Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.	
	c Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries.	☐ Yes ☐ No
	d Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors.	☐ Yes ☐ No
	e Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information.	☐ Yes ☐ No
	f Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately.	☐ Yes ☐ No

Part VIII Your Specific Activities *(Continued)*

- | | | | |
|-----------|--|-------------------------------------|------------------------------------|
| 15 | Do you have a close connection with any organizations? If "Yes," explain. | ☐ Yes | ☐ No |
| 16 | Are you applying for exemption as a cooperative hospital service organization under section 501(e)? If "Yes," explain. | ☐ Yes | ☐ No |
| 17 | Are you applying for exemption as a cooperative service organization of operating educational organizations under section 501(f)? If "Yes," explain. | ☐ Yes | ☐ No |
| 18 | Are you applying for exemption as a charitable risk pool under section 501(n)? If "Yes," explain. | ☐ Yes | ☐ No |
| 19 | Do you or will you operate a school ? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity. | ☐ Yes | ☐ No |
| 20 | Is your main function to provide hospital or medical care ? If "Yes," complete Schedule C. | ☐ Yes | ☐ No |
| 21 | Do you or will you provide low-income housing or housing for the elderly or handicapped ? If "Yes," complete Schedule F. | ☐ Yes | ☐ No |
| 22 | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | ☐ Yes | ☐ No |

Note: **Private foundations** may use Schedule H to request advance approval of individual grant procedures.

Part IX Financial Data

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses

	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		(a) From To	(b) From To	(c) From To	(d) From To		
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)						
	2 Membership fees received						
	3 Gross investment income						
	4 Net unrelated business income						
	5 Taxes levied for your benefit						
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)						
	7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)						
	8 Total of lines 1 through 7						
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)						
	10 Total of lines 8 and 9						
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)						
	12 Unusual grants						
	13 Total Revenue Add lines 10 through 12						
Expenses	14 Fundraising expenses						
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)						
	16 Disbursements to or for the benefit of members (attach an itemized list)						
	17 Compensation of officers, directors, and trustees						
	18 Other salaries and wages						
	19 Interest expense						
	20 Occupancy (rent, utilities, etc.)						
	21 Depreciation and depletion						
	22 Professional fees						
	23 Any expense not otherwise classified, such as program services (attach itemized list)						
	24 Total Expenses Add lines 14 through 23						

Part IX Financial Data (Continued)**B. Balance Sheet (for your most recently completed tax year)**

Year End:

(Whole dollars)

Assets		
1	Cash	1
2	Accounts receivable, net	2
3	Inventories	3
4	Bonds and notes receivable (attach an itemized list)	4
5	Corporate stocks (attach an itemized list)	5
6	Loans receivable (attach an itemized list)	6
7	Other investments (attach an itemized list)	7
8	Depreciable and depletable assets (attach an itemized list)	8
9	Land	9
10	Other assets (attach an itemized list)	10
11	Total Assets (add lines 1 through 10)	11
Liabilities		
12	Accounts payable	12
13	Contributions, gifts, grants, etc. payable	13
14	Mortgages and notes payable (attach an itemized list)	14
15	Other liabilities (attach an itemized list)	15
16	Total Liabilities (add lines 12 through 15)	16
Fund Balances or Net Assets		
17	Total fund balances or net assets	17
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)	18
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. ☐ Yes ☐ No	

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

1a	Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. If you are unsure, see the instructions.	☐ Yes ☐ No
b	As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2.	☐
2	Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI.	☐ Yes ☐ No
3	Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4.	☐ Yes ☐ No
4	Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation?	☐ Yes ☐ No
5	If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.	
	The organization is not a private foundation because it is:	
a	509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A.	☐
b	509(a)(1) and 170(b)(1)(A)(ii)—a school . Complete and attach Schedule B.	☐
c	509(a)(1) and 170(b)(1)(A)(iii)—a hospital , a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C.	☐
d	509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D.	☐

Part X Public Charity Status (Continued)

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☐

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

.....
(Signature of Officer, Director, Trustee, or other
authorized official)

.....
(Type or print name of signer)

.....
(Date)

.....
(Type or print title or authority of signer)

For IRS Use Only

.....
IRS Director, Exempt Organizations

.....
(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐

- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ **Yes** ☐ **No**

Part XI User Fee Information

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at www.irs.gov and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1** Have your annual gross receipts averaged or are they expected to average not more than \$10,000? ☐ **Yes** ☐ **No**
 If "Yes," check the box on line 2 and enclose a user fee payment of \$300 (Subject to change—see above).
 If "No," check the box on line 3 and enclose a user fee payment of \$750 (Subject to change—see above).
- 2** Check the box if you have enclosed the reduced user fee payment of \$300 (Subject to change). ☐
- 3** Check the box if you have enclosed the user fee payment of \$750 (Subject to change). ☐

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**Please
Sign
Here**

(Signature of Officer, Director, Trustee, or other
authorized official)

(Type or print name of signer)

(Date)

(Type or print title or authority of signer)

Reminder: Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 6-2006)

Schedule A. Churches

1a	Do you have a written creed, statement of faith, or summary of beliefs? If "Yes," attach copies of relevant documents.	☐ Yes	☐ No
b	Do you have a form of worship? If "Yes," describe your form of worship.	☐ Yes	☐ No
2a	Do you have a formal code of doctrine and discipline? If "Yes," describe your code of doctrine and discipline.	☐ Yes	☐ No
b	Do you have a distinct religious history? If "Yes," describe your religious history.	☐ Yes	☐ No
c	Do you have a literature of your own? If "Yes," describe your literature.	☐ Yes	☐ No
3	Describe the organization's religious hierarchy or ecclesiastical government.		
4a	Do you have regularly scheduled religious services? If "Yes," describe the nature of the services and provide representative copies of relevant literature such as church bulletins.	☐ Yes	☐ No
b	What is the average attendance at your regularly scheduled religious services?	_____	
5a	Do you have an established place of worship? If "Yes," refer to the instructions for the information required.	☐ Yes	☐ No
b	Do you own the property where you have an established place of worship?	☐ Yes	☐ No
6	Do you have an established congregation or other regular membership group? If "No," refer to the instructions.	☐ Yes	☐ No
7	How many members do you have? _____		
8a	Do you have a process by which an individual becomes a member? If "Yes," describe the process and complete lines 8b–8d, below.	☐ Yes	☐ No
b	If you have members, do your members have voting rights, rights to participate in religious functions, or other rights? If "Yes," describe the rights your members have.	☐ Yes	☐ No
c	May your members be associated with another denomination or church?	☐ Yes	☐ No
d	Are all of your members part of the same family ?	☐ Yes	☐ No
9	Do you conduct baptisms, weddings, funerals, etc.?	☐ Yes	☐ No
10	Do you have a school for the religious instruction of the young?	☐ Yes	☐ No
11a	Do you have a minister or religious leader? If "Yes," describe this person's role and explain whether the minister or religious leader was ordained, commissioned, or licensed after a prescribed course of study.	☐ Yes	☐ No
b	Do you have schools for the preparation of your ordained ministers or religious leaders?	☐ Yes	☐ No
12	Is your minister or religious leader also one of your officers, directors, or trustees?	☐ Yes	☐ No
13	Do you ordain, commission, or license ministers or religious leaders? If "Yes," describe the requirements for ordination, commission, or licensure.	☐ Yes	☐ No
14	Are you part of a group of churches with similar beliefs and structures? If "Yes," explain. Include the name of the group of churches.	☐ Yes	☐ No
15	Do you issue church charters? If "Yes," describe the requirements for issuing a charter.	☐ Yes	☐ No
16	Did you pay a fee for a church charter? If "Yes," attach a copy of the charter.	☐ Yes	☐ No
17	Do you have other information you believe should be considered regarding your status as a church? If "Yes," explain.	☐ Yes	☐ No

Schedule B. Schools, Colleges, and Universities

If you operate a school as an activity, complete Schedule B

Section I Operational Information

- 1a** Do you normally have a regularly scheduled curriculum, a regular faculty of qualified teachers, a regularly enrolled student body, and facilities where your educational activities are regularly carried on? If "No," do not complete the remainder of Schedule B. ☐ **Yes** ☐ **No**
- b** Is the primary function of your school the presentation of formal instruction? If "Yes," describe your school in terms of whether it is an elementary, secondary, college, technical, or other type of school. If "No," do not complete the remainder of Schedule B. ☐ **Yes** ☐ **No**
- 2a** Are you a public school because you are operated by a state or subdivision of a state? If "Yes," explain how you are operated by a state or subdivision of a state. Do not complete the remainder of Schedule B. ☐ **Yes** ☐ **No**
- b** Are you a public school because you are operated wholly or predominantly from government funds or property? If "Yes," explain how you are operated wholly or predominantly from government funds or property. Submit a copy of your funding agreement regarding government funding. Do not complete the remainder of Schedule B. ☐ **Yes** ☐ **No**
- 3** In what public school district, county, and state are you located?
- 4** Were you formed or substantially expanded at the time of public school desegregation in the above school district or county? ☐ **Yes** ☐ **No**
- 5** Has a state or federal administrative agency or judicial body ever determined that you are racially discriminatory? If "Yes," explain. ☐ **Yes** ☐ **No**
- 6** Has your right to receive financial aid or assistance from a governmental agency ever been revoked or suspended? If "Yes," explain. ☐ **Yes** ☐ **No**
- 7** Do you or will you contract with another organization to develop, build, market, or finance your facilities? If "Yes," explain how that entity is selected, explain how the terms of any contracts or other agreements were negotiated at arm's length, and explain how you determine that you will pay no more than fair market value for services. ☐ **Yes** ☐ **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

- 8** Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. ☐ **Yes** ☐ **No**

Note. Answer "Yes" if you manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

Section II Establishment of Racially Nondiscriminatory PolicyInformation required by **Revenue Procedure 75-50.**

- 1** Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body? If "Yes," state where the policy can be found or supply a copy of the policy. If "No," you must adopt a nondiscriminatory policy as to students before submitting this application. See Publication 557. ☐ **Yes** ☐ **No**
- 2** Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy? ☐ **Yes** ☐ **No**
- a** If "Yes," attach a representative sample of each document.
- b** If "No," by checking the box to the right you agree that all future printed materials, including website content, will contain the required nondiscriminatory policy statement. ☐
- 3** Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community? (See the instructions for specific requirements.) If "No," explain. ☐ **Yes** ☐ **No**
- 4** Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to admissions; use of facilities or exercise of student privileges; faculty or administrative staff; or scholarship or loan programs? If "Yes," for any of the above, explain fully. ☐ **Yes** ☐ **No**

Schedule B. Schools, Colleges, and Universities *(Continued)*

- 5** Complete the table below to show the racial composition for the current academic year and projected for the next academic year, of: (a) the student body, (b) the faculty, and (c) the administrative staff. Provide actual numbers rather than percentages for each racial category.

If you are not operational, submit an estimate based on the best information available (such as the racial composition of the community served).

Racial Category	(a) Student Body		(b) Faculty		(c) Administrative Staff	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total						

- 6** In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

Racial Category	Number of Loans		Amount of Loans		Number of Scholarships		Amount of Scholarships	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total								

- 7a** Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

- b** Do any of these individuals or organizations have an objective to maintain segregated public or private school education? If "Yes," explain.

☐ **Yes** ☐ **No**

- 8** Will you maintain records according to the non-discrimination provisions contained in Revenue Procedure 75-50? If "No," explain. (See instructions.)

☐ **Yes** ☐ **No**

Schedule C. Hospitals and Medical Research Organizations

Check the box if you are a **hospital**. See the instructions for a definition of the term “hospital,” which includes an organization whose principal purpose or function is providing **hospital or medical care**. Complete Section I below. ☐

Check the box if you are a **medical research organization** operated in conjunction with a hospital. See the instructions for a definition of the term “medical research organization,” which refers to an organization whose principal purpose or function is medical research and which is directly engaged in the continuous active conduct of medical research in conjunction with a hospital. Complete Section II. ☐

Section I Hospitals

- | | |
|---|--|
| 1a Are all the doctors in the community eligible for staff privileges? If “No,” give the reasons why and explain how the medical staff is selected. | ☐ Yes ☐ No |
| 2a Do you or will you provide medical services to all individuals in your community who can pay for themselves or have private health insurance? If “No,” explain. | ☐ Yes ☐ No |
| b Do you or will you provide medical services to all individuals in your community who participate in Medicare? If “No,” explain. | ☐ Yes ☐ No |
| c Do you or will you provide medical services to all individuals in your community who participate in Medicaid? If “No,” explain. | ☐ Yes ☐ No |
| 3a Do you or will you require persons covered by Medicare or Medicaid to pay a deposit before receiving services? If “Yes,” explain. | ☐ Yes ☐ No |
| b Does the same deposit requirement, if any, apply to all other patients? If “No,” explain. | ☐ Yes ☐ No |
| 4a Do you or will you maintain a full-time emergency room? If “No,” explain why you do not maintain a full-time emergency room. Also, describe any emergency services that you provide. | ☐ Yes ☐ No |
| b Do you have a policy on providing emergency services to persons without apparent means to pay? If “Yes,” provide a copy of the policy. | ☐ Yes ☐ No |
| c Do you have any arrangements with police, fire, and voluntary ambulance services for the delivery or admission of emergency cases? If “Yes,” describe the arrangements, including whether they are written or oral agreements. If written, submit copies of all such agreements. | ☐ Yes ☐ No |
| 5a Do you provide for a portion of your services and facilities to be used for charity patients? If “Yes,” answer 5b through 5e. | ☐ Yes ☐ No |
| b Explain your policy regarding charity cases, including how you distinguish between charity care and bad debts. Submit a copy of your written policy. | |
| c Provide data on your past experience in admitting charity patients, including amounts you expend for treating charity care patients and types of services you provide to charity care patients. | |
| d Describe any arrangements you have with federal, state, or local governments or government agencies for paying for the cost of treating charity care patients. Submit copies of any written agreements. | |
| e Do you provide services on a sliding fee schedule depending on financial ability to pay? If “Yes,” submit your sliding fee schedule. | ☐ Yes ☐ No |
| 6a Do you or will you carry on a formal program of medical training or medical research? If “Yes,” describe such programs, including the type of programs offered, the scope of such programs, and affiliations with other hospitals or medical care providers with which you carry on the medical training or research programs. | ☐ Yes ☐ No |
| b Do you or will you carry on a formal program of community education? If “Yes,” describe such programs, including the type of programs offered, the scope of such programs, and affiliation with other hospitals or medical care providers with which you offer community education programs. | ☐ Yes ☐ No |
| 7 Do you or will you provide office space to physicians carrying on their own medical practices? If “Yes,” describe the criteria for who may use the space, explain the means used to determine that you are paid at least fair market value, and submit representative lease agreements. | ☐ Yes ☐ No |
| 8 Is your board of directors comprised of a majority of individuals who are representative of the community you serve? Include a list of each board member’s name and business, financial, or professional relationship with the hospital. Also, identify each board member who is representative of the community and describe how that individual is a community representative. | ☐ Yes ☐ No |
| 9 Do you participate in any joint ventures? If “Yes,” state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all agreements. | ☐ Yes ☐ No |

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

Schedule C. Hospitals and Medical Research Organizations (Continued)**Section I Hospitals** (Continued)

- 10** Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services.
- Note.** Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.
- ☐ **Yes** ☐ **No**
-
- 11** Do you or will you offer recruitment incentives to physicians? If "Yes," describe your recruitment incentives and attach copies of all written recruitment incentive policies.
- ☐ **Yes** ☐ **No**
-
- 12** Do you or will you lease equipment, assets, or office space from physicians who have a financial or professional relationship with you? If "Yes," explain how you establish a fair market value for the lease.
- ☐ **Yes** ☐ **No**
-
- 13** Have you purchased medical practices, ambulatory surgery centers, or other business assets from physicians or other persons with whom you have a business relationship, aside from the purchase? If "Yes," submit a copy of each purchase and sales contract and describe how you arrived at fair market value, including copies of appraisals.
- ☐ **Yes** ☐ **No**
-
- 14** Have you adopted a **conflict of interest policy** consistent with the sample health care organization conflict of interest policy in Appendix A of the instructions? If "Yes," submit a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," explain how you will avoid any conflicts of interest in your business dealings.
- ☐ **Yes** ☐ **No**

Section II Medical Research Organizations

- 1** Name the hospitals with which you have a relationship and describe the relationship. Attach copies of written agreements with each hospital that demonstrate continuing relationships between you and the hospital(s).
-
- 2** Attach a schedule describing your present and proposed activities for the direct conduct of medical research; describe the nature of the activities, and the amount of money that has been or will be spent in carrying them out.
-
- 3** Attach a schedule of assets showing their fair market value and the portion of your assets directly devoted to medical research.
-

Schedule D. Section 509(a)(3) Supporting Organizations**Section I Identifying Information About the Supported Organization(s)**

- 1** State the names, addresses, and EINs of the supported organizations. If additional space is needed, attach a separate sheet.

Name	Address	EIN
		—
		—

- 2** Are all supported organizations listed in line 1 public charities under section 509(a)(1) or (2)? If "Yes," go to Section II. If "No," go to line 3. ☐ **Yes** ☐ **No**

- 3** Do the supported organizations have tax-exempt status under section 501(c)(4), 501(c)(5), or 501(c)(6)? ☐ **Yes** ☐ **No**

If "Yes," for each 501(c)(4), (5), or (6) organization supported, provide the following financial information:

- Part IX-A. Statement of Revenues and Expenses, lines 1–13 and
- Part X, lines 6b(ii)(a), 6b(ii)(b), and 7.

If "No," attach a statement describing how each organization you support is a public charity under section 509(a)(1) or (2).

Section II Relationship with Supported Organization(s)—Three Tests

To be classified as a supporting organization, an organization must meet one of three relationship tests:

Test 1: "Operated, supervised, or controlled by" one or more publicly supported organizations, or

Test 2: "Supervised or controlled in connection with" one or more publicly supported organizations, or

Test 3: "Operated in connection with" one or more publicly supported organizations.

- 1** Information to establish the "operated, supervised, or controlled by" relationship (Test 1)
Is a majority of your governing board or officers elected or appointed by the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," continue to line 2. ☐ **Yes** ☐ **No**

- 2** Information to establish the "supervised or controlled in connection with" relationship (Test 2)
Does a majority of your governing board consist of individuals who also serve on the governing board of the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," go to line 3. ☐ **Yes** ☐ **No**

- 3** Information to establish the "operated in connection with" responsiveness test (Test 3)
Are you a trust from which the named supported organization(s) can enforce and compel an accounting under state law? If "Yes," explain whether you advised the supported organization(s) in writing of these rights and provide a copy of the written communication documenting this; go to Section II, line 5. If "No," go to line 4a. ☐ **Yes** ☐ **No**

- 4** Information to establish the alternative "operated in connection with" responsiveness test (Test 3)
- a** Do the officers, directors, trustees, or members of the supported organization(s) elect or appoint one or more of your officers, directors, or trustees? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4b. ☐ **Yes** ☐ **No**
- b** Do one or more members of the governing body of the supported organization(s) also serve as your officers, directors, or trustees or hold other important offices with respect to you? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4c. ☐ **Yes** ☐ **No**
- c** Do your officers, directors, or trustees maintain a close and continuous working relationship with the officers, directors, or trustees of the supported organization(s)? If "Yes," explain and provide documentation. ☐ **Yes** ☐ **No**
- d** Do the supported organization(s) have a significant voice in your investment policies, in the making and timing of grants, and in otherwise directing the use of your income or assets? If "Yes," explain and provide documentation. ☐ **Yes** ☐ **No**
- e** Describe and provide copies of written communications documenting how you made the supported organization(s) aware of your supporting activities.

Schedule D. Section 509(a)(3) Supporting Organizations (Continued)**Section II Relationship with Supported Organization(s)—Three Tests (Continued)****5** Information to establish the “operated in connection with” integral part test (Test 3)

Do you conduct activities that would otherwise be carried out by the supported organization(s)? If “Yes,” explain and go to Section III. If “No,” continue to line 6a.

☐ **Yes**☐ **No****6** Information to establish the alternative “operated in connection with” integral part test (Test 3)**a** Do you distribute at least 85% of your annual **net income** to the supported organization(s)? If “Yes,” go to line 6b. (See instructions.)☐ **Yes**☐ **No**

If “No,” state the percentage of your income that you distribute to each supported organization. Also explain how you ensure that the supported organization(s) are attentive to your operations.

b How much do you contribute annually to each supported organization? Attach a schedule.**c** What is the total annual revenue of each supported organization? If you need additional space, attach a list.**d** Do you or the supported organization(s) **earmark** your funds for support of a particular program or activity? If “Yes,” explain.☐ **Yes**☐ **No****7a** Does your organizing document specify the supported organization(s) by name? If “Yes,” state the article and paragraph number and go to Section III. If “No,” answer line 7b.☐ **Yes**☐ **No****b** Attach a statement describing whether there has been an historic and continuing relationship between you and the supported organization(s).**Section III Organizational Test****1a** If you met relationship Test 1 or Test 2 in Section II, your organizing document must specify the supported organization(s) by name, or by naming a similar purpose or charitable class of beneficiaries. If your organizing document complies with this requirement, answer “Yes.” If your organizing document does not comply with this requirement, answer “No,” and see the instructions.☐ **Yes**☐ **No****b** If you met relationship Test 3 in Section II, your organizing document must generally specify the supported organization(s) by name. If your organizing document complies with this requirement, answer “Yes,” and go to Section IV. If your organizing document does not comply with this requirement, answer “No,” and see the instructions.☐ **Yes**☐ **No****Section IV Disqualified Person Test**You do not qualify as a supporting organization if you are **controlled** directly or indirectly by one or more **disqualified persons** (as defined in section 4946) other than **foundation managers** or one or more organizations that you support. Foundation managers who are also disqualified persons for another reason are disqualified persons with respect to you.**1a** Do any persons who are disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If “Yes,” (1) describe the process by which disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons and the foundation managers they appoint, and (3) explain how control is vested over your operations (including assets and activities) by persons other than disqualified persons.☐ **Yes**☐ **No****b** Do any persons who have a family or business relationship with any disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If “Yes,” (1) describe the process by which individuals with a family or business relationship with disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons, the individuals with a family or business relationship with disqualified persons, and the foundation managers appointed, and (3) explain how control is vested over your operations (including assets and activities) in individuals other than disqualified persons.☐ **Yes**☐ **No****c** Do any persons who are disqualified persons, (except individuals who are disqualified persons only because they are foundation managers), have any influence regarding your operations, including your assets or activities? If “Yes,” (1) provide the names of these disqualified persons, (2) explain how influence is exerted over your operations (including assets and activities), and (3) explain how control is vested over your operations (including assets and activities) by individuals other than disqualified persons.☐ **Yes**☐ **No**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation

Schedule E is intended to determine whether you are eligible for tax exemption under section 501(c)(3) from the postmark date of your application or from your date of incorporation or formation, whichever is earlier. If you are not eligible for tax exemption under section 501(c)(3) from your date of incorporation or formation, Schedule E is also intended to determine whether you are eligible for tax exemption under section 501(c)(4) for the period between your date of incorporation or formation and the postmark date of your application.

1	Are you a church, association of churches, or integrated auxiliary of a church? If "Yes," complete Schedule A and stop here. Do not complete the remainder of Schedule E.	☐ Yes ☐ No
2a	Are you a public charity with annual gross receipts that are normally \$5,000 or less? If "Yes," stop here. Answer "No" if you are a private foundation, regardless of your gross receipts.	☐ Yes ☐ No
b	If your gross receipts were normally more than \$5,000, are you filing this application within 90 days from the end of the tax year in which your gross receipts were normally more than \$5,000? If "Yes," stop here.	☐ Yes ☐ No
3a	Were you included as a subordinate in a group exemption application or letter? If "No," go to line 4.	☐ Yes ☐ No
b	If you were included as a subordinate in a group exemption letter, are you filing this application within 27 months from the date you were notified by the organization holding the group exemption letter or the Internal Revenue Service that you cease to be covered by the group exemption letter? If "Yes," stop here.	☐ Yes ☐ No
c	If you were included as a subordinate in a timely filed group exemption request that was denied, are you filing this application within 27 months from the postmark date of the Internal Revenue Service final adverse ruling letter? If "Yes," stop here.	☐ Yes ☐ No
4	Were you created on or before October 9, 1969? If "Yes," stop here. Do not complete the remainder of this schedule.	☐ Yes ☐ No
5	If you answered "No" to lines 1 through 4, we cannot recognize you as tax exempt from your date of formation unless you qualify for an extension of time to apply for exemption. Do you wish to request an extension of time to apply to be recognized as exempt from the date you were formed? If "Yes," attach a statement explaining why you did not file this application within the 27-month period. Do not answer lines 6, 7, or 8. If "No," go to line 6a.	☐ Yes ☐ No
6a	If you answered "No" to line 5, you can only be exempt under section 501(c)(3) from the postmark date of this application. Therefore, do you want us to treat this application as a request for tax exemption from the postmark date? If "Yes," you are eligible for an advance ruling. Complete Part X, line 6a. If "No," you will be treated as a private foundation.	☐ Yes ☐ No
Note. Be sure your ruling eligibility agrees with your answer to Part X, line 6.		
b	Do you anticipate significant changes in your sources of support in the future? If "Yes," complete line 7 below.	☐ Yes ☐ No

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation *(Continued)*

- 7** Complete this item only if you answered "Yes" to line 6b. Include projected revenue for the first two full years following the current tax year.

Type of Revenue	Projected revenue for 2 years following current tax year		
	(a) From To	(b) From To	(c) Total
1 Gifts, grants, and contributions received (do not include unusual grants)			
2 Membership fees received			
3 Gross investment income			
4 Net unrelated business income			
5 Taxes levied for your benefit			
6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)			
7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)			
8 Total of lines 1 through 7			
9 Gross receipts from admissions, merchandise sold, or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)			
10 Total of lines 8 and 9			
11 Net gain or loss on sale of capital assets (attach an itemized list)			
12 Unusual grants			
13 Total revenue. Add lines 10 through 12			

- 8** According to your answers, you are only eligible for tax exemption under section 501(c)(3) from the postmark date of your application. However, you may be eligible for tax exemption under section 501(c)(4) from your date of formation to the postmark date of the Form 1023. Tax exemption under section 501(c)(4) allows exemption from federal income tax, but generally not deductibility of contributions under Code section 170. Check the box at right if you want us to treat this as a request for exemption under 501(c)(4) from your date of formation to the postmark date.



Attach a completed Page 1 of Form 1024, Application for Recognition of Exemption Under Section 501(a), to this application.

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing**Section I General Information About Your Housing**

1 Describe the type of housing you provide.

2 Provide copies of any application forms you use for admission.

3 Explain how the public is made aware of your facility.

4a Provide a description of each facility.

b What is the total number of residents each facility can accommodate?

c What is your current number of residents in each facility?

d Describe each facility in terms of whether residents rent or purchase housing from you.

5 Attach a sample copy of your residency or homeownership contract or agreement.

6 Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all joint venture agreements. ☐ **Yes** ☐ **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

7 Do you or will you contract with another organization to develop, build, market, or finance your housing? If "Yes," explain how that entity is selected, explain how the terms of any contract(s) are negotiated at arm's length, and explain how you determine you will pay no more than fair market value for services. ☐ **Yes** ☐ **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

8 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. ☐ **Yes** ☐ **No**

Note. Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

9 Do you participate in any government housing programs? If "Yes," describe these programs. ☐ **Yes** ☐ **No**

10a Do you own the facility? If "No," describe any enforceable rights you possess to purchase the facility in the future; go to line 10c. If "Yes," answer line 10b. ☐ **Yes** ☐ **No**

b How did you acquire the facility? For example, did you develop it yourself, purchase a project, etc. Attach all contracts, transfer agreements, or other documents connected with the acquisition of the facility.

c Do you lease the facility or the land on which it is located? If "Yes," describe the parties to the lease(s) and provide copies of all leases. ☐ **Yes** ☐ **No**

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing (Continued)**Section II Homes for the Elderly or Handicapped**

- 1a** Do you provide housing for the elderly? If "Yes," describe who qualifies for your housing in terms of age, infirmity, or other criteria and explain how you select persons for your housing. ☐ **Yes** ☐ **No**
- b** Do you provide housing for the handicapped? If "Yes," describe who qualifies for your housing in terms of disability, income levels, or other criteria and explain how you select persons for your housing. ☐ **Yes** ☐ **No**
-
- 2a** Do you charge an entrance or founder's fee? If "Yes," describe what this charge covers, whether it is a one-time fee, how the fee is determined, whether it is payable in a lump sum or on an installment basis, whether it is refundable, and the circumstances, if any, under which it may be waived. ☐ **Yes** ☐ **No**
- b** Do you charge periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. ☐ **Yes** ☐ **No**
- c** Is your housing affordable to a significant segment of the elderly or handicapped persons in the community? Identify your **community**. Also, if "Yes," explain how you determine your housing is affordable. ☐ **Yes** ☐ **No**
-
- 3a** Do you have an established policy concerning residents who become unable to pay their regular charges? If "Yes," describe your established policy. ☐ **Yes** ☐ **No**
- b** Do you have any arrangements with government welfare agencies or others to absorb all or part of the cost of maintaining residents who become unable to pay their regular charges? If "Yes," describe these arrangements. ☐ **Yes** ☐ **No**
-
- 4** Do you have arrangements for the healthcare needs of your residents? If "Yes," describe these arrangements. ☐ **Yes** ☐ **No**
-
- 5** Are your facilities designed to meet the physical, emotional, recreational, social, religious, and/or other similar needs of the elderly or handicapped? If "Yes," describe these design features. ☐ **Yes** ☐ **No**

Section III Low-Income Housing

- 1** Do you provide low-income housing? If "Yes," describe who qualifies for your housing in terms of income levels or other criteria, and describe how you select persons for your housing. ☐ **Yes** ☐ **No**
-
- 2** In addition to rent or mortgage payments, do residents pay periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. ☐ **Yes** ☐ **No**
-
- 3a** Is your housing affordable to low income residents? If "Yes," describe how your housing is made affordable to low-income residents. ☐ **Yes** ☐ **No**
- Note.** Revenue Procedure 96-32, 1996-1 C.B. 717, provides guidelines for providing low-income housing that will be treated as charitable. (At least 75% of the units are occupied by low-income tenants or 40% are occupied by tenants earning not more than 120% of the very low-income levels for the area.)
- b** Do you impose any restrictions to make sure that your housing remains affordable to low-income residents? If "Yes," describe these restrictions. ☐ **Yes** ☐ **No**
-
- 4** Do you provide social services to residents? If "Yes," describe these services. ☐ **Yes** ☐ **No**

Schedule G. Successors to Other Organizations

1a Are you a **successor** to a **for-profit organization**? If "Yes," explain the relationship with the **predecessor** organization that resulted in your creation and complete line 1b. ☐ **Yes** ☐ **No**

b Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.

2a Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. ☐ **Yes** ☐ **No**

b Provide the tax status of the predecessor organization.

c Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. ☐ **Yes** ☐ **No**

d Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. ☐ **Yes** ☐ **No**

e Explain why you took over the activities or assets of another organization.

3 Provide the name, last address, and EIN of the predecessor organization and describe its activities.

Name: _____ **EIN:** _____

Address: _____

4 List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (If a for-profit)

5 Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. ☐ **Yes** ☐ **No**

6a Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. ☐ **Yes** ☐ **No**

b Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. ☐ **Yes** ☐ **No**

c Provide a copy of the agreement(s) of sale or transfer.

7 Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. ☐ **Yes** ☐ **No**

8 Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. ☐ **Yes** ☐ **No**

9 Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. ☐ **Yes** ☐ **No**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures
Section I *Names of individual recipients are not required to be listed in Schedule H.*

Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.

- 1a** Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.
- b** Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.
- c** If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).
- d** Specify how your program is publicized.
- e** Provide copies of any solicitation or announcement materials.
- f** Provide a sample copy of the application used.
-
- 2** Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. ☐ **Yes** ☐ **No**
-
- 3** Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)
-
- 4a** Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)
- b** Describe how you determine the number of grants that will be made annually.
- c** Describe how you determine the amount of each of your grants.
- d** Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)
-
- 5** Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.
-
- 6** Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?
-
- 7** Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? ☐ **Yes** ☐ **No**
- Note.** If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

Section II **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.**

- 1a** If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? ☐ **Yes** ☐ **No** ☐ **N/A**
- b** For which section(s) do you wish to be considered?
- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution ☐
 - 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product ☐
-
- 2** Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? ☐ **Yes** ☐ **No**
-
- 3** Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? ☐ **Yes** ☐ **No**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures
(Continued)

Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section. (Continued)

- 4a** Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. ☐ **Yes** ☐ **No**
- b** Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) ☐ **Yes** ☐ **No**
- c** Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? ☐ **Yes** ☐ **No** ☐ **N/A**
If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? ☐ **Yes** ☐ **No**
- d** Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? ☐ **Yes** ☐ **No** ☐ **N/A**
If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. ☐ **Yes** ☐ **No**
- e** If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? ☐ **Yes** ☐ **No** ☐ **N/A**

If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f.
- Note.** Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.
- f** If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e. ☐ **Yes** ☐ **No**

Form 1023 Checklist

(Revised June 2006)

Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

Note. Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.

- ☐ Assemble the application and materials in this order:
- Form 1023 Checklist
 - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
 - Form 8821, *Tax Information Authorization* (if filing)
 - Expedite request (if requesting)
 - Application (Form 1023 and Schedules A through H, as required)
 - Articles of organization
 - Amendments to articles of organization in chronological order
 - Bylaws or other rules of operation and amendments
 - Documentation of nondiscriminatory policy for schools, as required by Schedule B
 - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
 - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- ☐ User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- ☐ Employer Identification Number (EIN)
- ☐ Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
 - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
 - Describe your purposes and proposed activities in specific easily understood terms.
 - Financial information should correspond with proposed activities.
- ☐ Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- | | | | |
|------------|------------------|------------|------------------|
| Schedule A | Yes ____ No ____ | Schedule E | Yes ____ No ____ |
| Schedule B | Yes ____ No ____ | Schedule F | Yes ____ No ____ |
| Schedule C | Yes ____ No ____ | Schedule G | Yes ____ No ____ |
| Schedule D | Yes ____ No ____ | Schedule H | Yes ____ No ____ |

- ☐ An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) _____
 - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law _____
- ☐ Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- ☐ Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service
201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011



Printed on recycled paper



MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION
P.O. BOX 358
JEFFERSON CITY, MISSOURI 65105-0358
**MISSOURI SALES/USE TAX
EXEMPTION APPLICATION**
(573) 751-2836 FAX: (573) 751-9409
salestaxexemptions@dor.mo.gov

FORM
1746
(REV. 09-2011)

ATTACHMENTS / CHECKLIST

INCLUDE THIS CHECKLIST WITH YOUR APPLICATION

Use this checklist to ensure you include all required documentation. If you do not provide the requested attachments, it will result in delay or denial of your exemption letter. Federal or Missouri state agencies, Missouri political subdivisions, elementary and secondary schools operated at public expense, or schools of higher education are not required to furnish the documents below. See instructions on the reverse side.

- ☐ **Fully completed application.** Complete all sections of the application.

- ☐ **ATTACH a copy of IRS determination of exemption** federal Form 501(c)(Federal, State, Missouri Political Subdivisions or agencies, public elementary, secondary, or higher education schools or universities are not required to submit this.)

- ☐ **ATTACH a copy of the Certificate** of Incorporation or Registration issued by the Missouri Secretary of State, IF REGISTERED OR INCORPORATED.

- ☐ **ATTACH a copy of the organization's bylaws**, if the organization is not incorporated.

- ☐ **Three year financial statement** (or number of years in existence if less than three) providing sources and amounts of income with a breakdown of expenses. If just starting the organization, attach an estimated budget for one year.

- ☐ **If you are a COOPERATIVE MARKETING ASSOCIATION, ATTACH documentation** verifying your payment of the annual registration fee and attach a copy of the most recent annual report filed with the Missouri Secretary of State.

- ☐ **If you are a COOPERATIVE MARKETING ASSOCIATION, ATTACH a copy of the articles of incorporation** that details that the corporation is organized as a nonprofit, non-stock corporation under Section 274.030 RSMo.

MISSOURI SALES/USE TAX EXEMPTION APPLICATION

INSTRUCTIONS FOR COMPLETING THE MISSOURI SALES/USE TAX EXEMPTION APPLICATION

Missouri Tax I.D. Number

If you have been issued a Missouri Tax I.D. Number by the Missouri Department of Revenue, enter that number in the space provided. Providing your Missouri Tax I.D. Number will ensure the Department of Revenue registers your organization accurately.

Organization Name and Location

Provide the name and street address of your organization.

Incorporated Organizations

If you are incorporated in Missouri, check "Missouri Corporation" and provide the required information.

If you are an out-of-state corporation, and own property in Missouri, check the "Out-of-State Corporation" box and provide the required information.

Mailing Address

If correspondence should be mailed to an address other than the address of the organization or agency, provide the address to be used for mailing purposes (i.e., officer's, accountant's, or lawyer's address, etc.) P.O. Box may be used.

Record Storage

If the books and records are kept at an address (location) other than that of the organization, agency, or mailing address, provide the address here.

Organization or Agency Officers

Provide all of the requested information for one or two of the organization's or agency's officers.

Description of Organization

Summarize the primary organizational purpose in one or two brief statements. List the main activities of the organization or agency.

Signature

This application must be signed by an officer or responsible person of the organization in order for the exemption letter to be issued.

Attachments

The attachments are used to determine whether an organization is exempt under Missouri law. Please remember to include all attachments pertaining to your organization. If you do not include all required attachments, it could result in a delay in issuing your exemption letter or a denial of your application.

IRS EXEMPTION RULING

If you are registered with the Internal Revenue Service (IRS) and have received a 501c letter, you must attach a copy of the most current letter of exemption issued to you by the IRS.

If you have not received an exemption letter from the IRS, you can obtain Form 1023, Application for Recognition of Exemption by visiting their web site at www.irs.gov or call (877) 829-5500.



MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION
P.O. BOX 358
JEFFERSON CITY, MISSOURI 65105-0358
**MISSOURI SALES/USE TAX
EXEMPTION APPLICATION**
(573) 751-2836 FAX: (573) 751-9409
salestaxexemptions@dor.mo.gov

FORM
1746
(REV. 03-2011)

TYPE OF EXEMPTION

1. QUALIFYING FOR EXEMPTION AS: (CHECK ONE)

- | | |
|---|---|
| ☐ CHARITABLE (Benefits the common good and welfare of the community, not only within the organization, while relieving government of a financial burden that it would otherwise be required to meet) | ☐ PUBLIC ELEMENTARY OR SECONDARY EDUCATION |
| ☐ RELIGIOUS (Churches, ministries, and religious groups. Exemption applies to sales and purchases only if within the organization's religious, charitable, or educational functions) | ☐ PRIVATE NOT-FOR-PROFIT ELEMENTARY AND SECONDARY EDUCATION (Must have received accreditation) |
| ☐ NOT-FOR-PROFIT CIVIC (Benefiting the citizenry at large on an unrestricted basis. Exemption applies only if the sale or purchase is made for the organization's civic or charitable functions and activities) | ☐ HIGHER EDUCATION (Must have received accreditation) |
| ☐ NOT-FOR-PROFIT SOCIAL, SERVICE, FRATERNAL (Exemption applies only if the sale or purchase is made for the organization's civic or charitable functions and activities, and not general operations of the organization) | ☐ MISSOURI POLITICAL SUBDIVISION (Out-of-state political subdivisions do not qualify) |
| | ☐ FEDERAL OR MISSOURI STATE AGENCY |
| | ☐ MISSOURI COOPERATIVE MARKETING ASSOCIATION (Exemption applies to purchases and only exempts state sales tax. All purchases remain subject to local sales tax and all use taxes). By checking this box you are affirming that the association does at least 25% of its business with its members. |

NOTE: Unions, political organizations, and home owner associations do not qualify for a Missouri sales/use tax exemption.

2. IF YOU HAVE EVER BEEN ISSUED A MISSOURI TAX I.D. NUMBER BY THE DEPARTMENT OF REVENUE, ENTER BELOW

FEIN

CODE (DOR ONLY)

INCORPORATED ORGANIZATIONS

☐ MISSOURI CORPORATION

MISSOURI CHARTER NUMBER

DATE INCORPORATED M M D D Y Y Y Y

☐ OUT-OF-STATE CORPORATION

MISSOURI CERTIFICATE OF AUTHORITY NO.

DATE REGISTERED IN MISSOURI
M M D D Y Y Y Y

STATE OF INCORPORATION

ORGANIZATION NAME AND LOCATION

3. ORGANIZATION NAME

STREET ADDRESS — DO NOT USE P.O. BOX OR RURAL ROUTE

PHONE

() - - - - -

CITY

STATE

ZIP CODE

COUNTY

WEB SITE ADDRESS

E-MAIL ADDRESS

4. IS YOUR ORGANIZATION EXEMPT FROM PROPERTY TAX? ☐ YES ☐ NO DATE ORGANIZATION ORIGINATED:

5. DOES YOUR ORGANIZATION MAKE RETAIL SALES? ☐ YES ☐ NO IF YOU ANSWERED "YES", DESCRIBE THE FREQUENCY AND TYPE OF SALES YOU MAKE.

MAILING ADDRESS

6. MAILING ADDRESS (IF DIFFERENT THAN ORGANIZATION ADDRESS)

STREET ADDRESS OR P.O. BOX

CITY

STATE

ZIP CODE

COUNTY

RECORD STORAGE

7. RECORD STORAGE ADDRESS (PLEASE DO NOT USE P.O. BOX OR RURAL ROUTE)

STREET ADDRESS — DO NOT USE P.O. BOX OR RURAL ROUTE

CITY

STATE

ZIP CODE

COUNTY

ORGANIZATION OR AGENCY OFFICERS

8. NAME (LAST, FIRST, MIDDLE INITIAL)	TITLE	SOCIAL SECURITY NUMBER ____ - ____ - ____	BIRTHDATE __ / __ / ____	
STREET ADDRESS	CITY		STATE	ZIP CODE ____
NAME (LAST, FIRST, MIDDLE INITIAL)	TITLE	SOCIAL SECURITY NUMBER ____ - ____ - ____	BIRTHDATE __ / __ / ____	
STREET ADDRESS	CITY		STATE	ZIP CODE ____

DESCRIPTION OF ORGANIZATION

9. Brief statement of organizational purpose, its past, present, and proposed activities, and the intended use of the exemption letter.

SIGNATURE

10. I declare under penalties of perjury that the information reported in this form and any attached supplements is true and correct as to every material matter; that the present nature, purpose and activities of the above-named organization or agency are the same as they were when the attached documents were issued and will continue to remain the same; that I will remain knowledgeable of the statutes and regulations governing sales/use tax exemptions and that I will immediately notify the Missouri Department of Revenue, of any change in circumstances which could reasonably lead me to believe that the above-named organization or agency would no longer qualify as exempt, either because of a change in the law or because of a material change in the organization's or agency's nature, purpose or activities.

It is understood that any misrepresentation contained herein or failure on my part to fulfill the promises entered into here will result in the immediate revocation of any exemption letter issued to this organization or agency.

I also declare under penalties of perjury that I employ no illegal or unauthorized aliens as defined under federal law and that I am not eligible for any tax exemption, credit or abatement if I employ such aliens.

SIGNATURE OF OFFICER OR RESPONSIBLE PERSON	TITLE	DATE __ / __ / ____
PRINT NAME	E-MAIL ADDRESS	

Robin Carnahan Secretary of State
2011-2012 BIENNIAL REGISTRATION REPORT
NONPROFIT

File Number: 201120881047

N00047767

Date Filed: 07/27/2011

Robin Carnahan

Secretary of State

☒ I ELECT TO FILE A BIENNIAL REGISTRATION REPORT

REPORT DUE BY: 08/31/2011

N00047767

Clayton Century Foundation

FRED COTSWORTH

10 N. Bemiston Ave.

Clayton, MO 63105

ORGANIZED UNDER THE LAWS OF:

Missouri

PRINCIPAL PLACE OF BUSINESS OR
CORPORATE HEADQUARTERS:

10 N. Bemiston Ave.

STREET

Clayton, MO

63105

CITY/STATE

ZIP

If changing the registered agent and/or registered office address, please check the appropriate box(es) and fill in the necessary information.

☐

The new registered agent

IF CHANGING THE REGISTERED AGENT, AN ORIGINAL WRITTEN CONSENT FROM THE NEW
REGISTERED AGENT MUST BE ATTACHED AND FILED WITH THIS REGISTRATION REPORT.

☐

The new registered office address

Must be a Missouri address, PO Box alone is not acceptable. This section is not applicable for Banks, Trusts and Foreign Insurance.

OFFICERS

NAME AND PHYSICAL ADDRESS (P.O. BOX ALONE NOT
ACCEPTABLE). MUST LIST AT LEAST ONE OFFICER BELOW.

PRES Gary Feder

STREET/RT 623 S. Central Ave.

CITY/STATE/ZIP Clayton, MO 63105

V-PRES Sally Cohn

STREET/RT 6464 Ellenwood

CITY/STATE/ZIP Clayton, MO 63105

SECY Scot Boulton

STREET/RT 6416 Cecil

CITY/STATE/ZIP Clayton, MO 63105

TREAS Gary Krosch

STREET/RT 15 Southmoor Dr.

CITY/STATE/ZIP Clayton, MO 63105

NAMES AND ADDRESSES OF ALL OTHER OFFICERS AND DIRECTORS ARE ATTACHED

BOARD OF DIRECTORS

NAME AND PHYSICAL ADDRESS (P.O. BOX ALONE NOT
ACCEPTABLE). MUST LIST AT LEAST THREE DIRECTORS BELOW.

NAME Lotta Fox

STREET/RT 26 W. Brentmoor

CITY/STATE/ZIP Clayton, MO 63105

NAME Janet Rodgers

STREET/RT 28 W. Brentmoor

CITY/STATE/ZIP Clayton, MO 63105

NAME Ken Goldman

STREET/RT 650 W. Polo

CITY/STATE/ZIP Clayton, MO 63105

NAME Sally Cohn

STREET/RT 6464 Ellenwood

CITY/STATE/ZIP Clayton, MO 63105

The undersigned understands that false statements made in this report are punishable for the crime of making a false
declaration under Section 575.060 RSMo. Photocopy or stamped signature not acceptable.

Authorized party or officer sign here

Sarah Jane Umlauf

(Required)

Please print name and title of signer:

Sarah Jane Umlauf

Community Resource Coordinator

NAME

TITLE

REGISTRATION REPORT FEE IS:

____ \$20.00 If filed on or before 8/31

____ \$25.00 If filed after 8/31

Corporation will be administratively dissolved if report is not
filed by November 30.

WHEN THIS FORM IS ACCEPTED BY THE SECRETARY OF STATE,
BY LAW IT WILL BECOME A PUBLIC DOCUMENT AND ALL
INFORMATION PROVIDED IS SUBJECT TO PUBLIC DISCLOSURE

E-MAIL ADDRESS (OPTIONAL) _____

REQUIRED INFORMATION MUST BE COMPLETE OR THE REGISTRATION REPORT WILL BE REJECTED

MAKE CHECK PAYABLE TO DIRECTOR OF REVENUE

RETURN COMPLETED REGISTRATION REPORT AND PAYMENT TO: Secretary of State, P.O. Box 1366, Jefferson City, MO 65102

Robin Carnahan Secretary of State

2011-2012 BIENNIAL REGISTRATION REPORT

NAMES AND ADDRESSES OF ALL OTHER OFFICERS AND DIRECTORS:

DIRECTOR

JILL FISHER
7409 WELLINGTON WAY
CLAYTON, MO 63105

DIRECTOR

GARY KROSCHE
15 SOUTHMOOR DR.
CLAYTON, MO 63105

DIRECTOR

SCOT BOULTON
6416 CECIL AVE.
CLAYTON, MO 63105

DIRECTOR

JAMES SHERBY
47 CRESTWOOD DR.
CLAYTON, MO 63105

DIRECTOR

CINDY RAPPONOTTI
6330 FORSYTH
CLAYTON, MO 63105

DIRECTOR

DAN HUMAN
500 E. POLO
CLAYTON, MO 63105

DIRECTOR

CINDY BERGER
8025 VENETIAN
CLAYTON, MO 63105

DIRECTOR

JOHN MCCORMICK
818 AUDUBON
CLAYTON, MO 63105

DIRECTOR

BEVERLY WAGNER
8025 MARYLAND AVENUE, 11C
CLAYTON, MO 63105

DIRECTOR

BEN UCHITELLE
41 CRESTWOOD
CLAYTON, MO 63105

DIRECTOR

LEE HANSON
220 N. FORSYTH
CLAYTON, MO 63105

Robin Carnahan Secretary of State

2011-2012 BIENNIAL REGISTRATION REPORT

NAMES AND ADDRESSES OF ALL OTHER OFFICERS AND DIRECTORS:

DIRECTOR

ELIZABETH ROBB
108 ABERDEEN PL.
CLAYTON, MO 63105

DIRECTOR

JUDY GOODMAN
17 WYDOWN TERRACE
CLAYTON, MO 63105

DIRECTOR

MONT LEVY
224 LANCASTER DR.
CLAYTON, MO 63105

DIRECTOR

HUGH SCOTT, III
150 CARONDELET PLAZA, #1403
CLAYTON, MO 63105

DIRECTOR

CYNTHIA GARNHOLZ
7429 BYRON PL.
CLAYTON, MO 63105

DIRECTOR

GARY FEDER
623 S. CENTRAL AVE.
CLAYTON, MO 63105

DIRECTOR

PETER EDISON
2815 SCOTT AVE.
ST. LOUIS, MO 63103

DIRECTOR

STEVEN ROSENBLUM
7501 WESTMORELAND AVE.
CLAYTON, MO 63105

DIRECTOR

MARC LOPATA
52 ARUNDEL PL.
CLAYTON, MO 63105



Memorandum

DATE: December 28, 2012
TO: Mark Perkins, City Administrator
FROM: Sharon Stott, Public Information Officer & Management Analyst
RE: Creve Coeur Resident Newsletter

Printing & Pre-Sort/Mailing Services

In November 2012, the City of Creve Coeur requested quotes for the printing and handling services for the Resident Newsletter for a 12-month contract. As I mentioned in my memorandum last year following the quote process, the option to submit quotes for 2014 and 2015 were included in the event the city would like to renew the contract annually up to three (3) 12-month contracts.

The request for quotes included two (2) Quote Options: 1) Printing of the Creve Coeur Resident Newsletter which includes: Option 1(A) 2-color process; Option1(B) 4-color process; and 2) Mailing Services. All quotes received include pricing for 2013, 2014 and 2015 allowing the city the option of taking advantage of reduced pricing over an extended period of time. The city reserves the right to cancel the contract at any time with a 30-day written notice.

The quote process closed on December 17, 2012. Seven (7) companies submitted proposals for printing and handling services for the newsletter; three (3) companies submitted a proposal for handling/mailing services only. Attached is a spreadsheet of all the bids received.

The lowest quote received for printing services was submitted by Diversified Printing of St. Charles, Mo. The lowest quote for handling services was submitted by Specialty Handling, St. Louis, Mo. These are the same companies that were awarded the printing and handling contracts in 2010 and 2011 because of their competitive pricing. In addition, the quotes they submitted for 2014 and 2015 were also the lowest among those received.

Based on cost and previous positive experience, I recommend awarding the printing contract to Diversified Printing and the handling/mailing contract to Specialty Handling.

2-Color versus 4-Color Printing

In the event the city would ever consider changing from a 2-color to a 4-color newsletter, the additional cost would be approximately \$2,086 annually. The cost difference between a 2-color versus 4-color process has decreased significantly over the years primarily because of increased efficiency in the printing process. Use of a 4-color process adds visual appeal and creates a branding look more consistent with the city website. A 4-color newsletter can also be used to differentiate details such as those seen in pie charts, graphs and photographs as seen in the January 2013 newsletter containing the Popular Annual Financial Report.

The FY2013 newsletter budget has sufficient funds to print a 4-color newsletter if the city elects to provide it to residents. Below is the 2013 cost breakdown for a 2-color versus 4-color newsletter based on current bid prices:

Newsletter Costs	2-Color	4-Color
Printing ¹	\$11,574	\$13,660
Handling	\$2,949	\$2,949
Postage ²	\$19,920	\$19,920
Total Annual	\$34,443	\$36,529

¹Includes print qty. of 8,500/month for (10) 8-page newsletters and (2) 12-page newsletters

²*Includes postage to mail 8,300/month at \$0.20/each for (12) newsletters*

Opt-Out Service

Should the city elect to go with a 4-color process, the slight cost increase could be offset by allowing residents to “opt-out” of receiving the mailed copies of the newsletter and elect, instead, to be notified when the online version is available. The city could see a cost reduction (primarily in postage) and it would provide an environmentally friendly option to residents. Occasional reminders to residents of the opt-out option would be included the newsletter as space allows or, at a minimum, on a quarterly basis.

The opt-out would be managed via an e-unsubscribe option on the website under Email News & Notices. Those residents opting out would provide their name and complete mailing address. They would then be added to the Notify Me > Creve Coeur Resident Newsletter module alerting them when the new monthly newsletter is available online.

The opt-out service would require the Public Information Officer (PIO)/Management Analyst to be notified when residents have moved from their residence in order for the address to be re-added to the newsletter mailing list. This would ensure the new occupant would receive the printed newsletter; they could opt-out later if they choose to do so.

A list of all new electric service connections within the city is available through the Building Division. The Building Division purchases the list from Ameren Missouri at a cost of \$150/annually. The monthly report (approximately 12 pages) contains all new connects in Creve Coeur including business and residential properties. The PIO would compare the Ameren list and the opt-out list to find exact address matches. Matching addresses would then be re-added to the residential newsletter mailing list for new residents.

If the city should adopt a comprehensive re-occupancy program for all residential homes including single-family, condos and apartments, a similar process (and shorter list) could be used. Monthly reports of final inspections could be supplied by the Building Department to the PIO. The PIO would then perform the list comparison mentioned above.

Please let me know how the city would like to proceed: 1) contracting with Diversified Printing and Specialty Mailing for the printing and handling of the newsletter; 2) using a 2-color or 4-color printing process; 3) offering the opt-out option to residents.

City of Creve Coeur Resident Newsletter Quotes
Printing and Presort/Mailing Services
(For Years 2013, 2014 and 2015)

COMPANY	2-C 8-PAGE 2013 monthly	2-C ADD'L PAGE 2013 monthly	2-C 8-PAGE 2014 monthly	2-C ADD'L PAGE 2014 monthly	2-C 8-PAGE 2015 monthly	2-C ADD'L PAGE 2015 monthly	4-C 8-PAGE 2013 monthly	4-C ADD'L PAGE 2013 monthly	4-C 8-PAGE 2014 monthly	4-C ADD'L PAGE 2014 monthly	4-C 8-PAGE 2015 monthly	4-C ADD'L PAGE 2015 monthly	HANDLING MAILING 2013 monthly	HANDLING MAILING 2014 monthly	HANDLING MAILING 2015 monthly	ALT QUOTE 2013	ALT QUOTE 2014	ALT QUOTE 2015	MP / DYLUX PROOFS	CHANGES / ADD'L CHARGES
Diversified Printing	\$898	\$399	\$925	\$411	\$950	\$423	\$1,058	\$482	\$1,090	\$497	\$1,122	\$511	\$415	\$415	\$415	N/A	N/A	N/A	\$0	>30 MIN \$0 \$35/HR
Messenger Printing	\$1,190	\$799	\$1,190	\$799	\$1,190	\$799	\$1,988	\$739	\$1,988	\$739	\$1,988	\$739	N/A	N/A	N/A	N/A	N/A	N/A	\$0	\$30/PAGE
Swift Printing	\$1,354	\$1,205	\$1,354	\$1,205	\$1,354	\$1,205	\$1,694	\$1,096	\$1,694	\$1,096	\$1,694	\$1,096	\$484	\$484	\$484	N/A	N/A	N/A	\$0	\$35
Garlich Printing	\$1,633	\$972	\$1,666	\$992	\$1,699	\$1,012	\$1,400	\$1,125	\$1,428	\$1,148	\$1,457	\$1,171	\$769	\$785	\$801	N/A	N/A	N/A	\$90	\$65/HR
Eazy Business Mailers	\$1,650	\$614	\$1,734	\$629	\$1,805	\$659	\$2,165	\$1,089	\$2,290	\$1,015	\$2,385	\$1,060	\$432	\$432	\$432	N/A	N/A	N/A	\$35	\$15
A Graphic Resource	\$1,805	\$646	\$1,850	\$659	\$1,890	\$672	\$2,178	\$732	\$2,222	\$747	\$2,266	\$762	\$672	\$689	\$706	\$1,974	\$2,014	\$2,054	\$0	\$25/PAGE
Horizon Concepts	\$1,990	\$782	\$2,090	\$804	\$2,190	\$824	\$2,166	\$892	\$2,296	\$915	\$2,420	\$945	\$540	\$623	\$664	N/A	N/A	N/A	\$0	\$35
Speciality Mailing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$232	\$237	\$241	N/A	N/A	N/A	N/A	\$55
MailWorks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$285*	\$285*	\$285*	\$285*	\$285*	\$285*	N/A	N/A
St. Louis Pre-Sort	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$403	\$403	\$403	N/A	N/A	N/A	N/A	N/A



January 8, 2013

To: Mayor and City Council

Re: Community Workshop / Sponsorship Solicitation

Several members of the City Council and I attended a seminar lead by Peter Kageyama at the Missouri Municipal League conference in September. Mayor Glantz and Council Members Scott Saunders and Bob Hoffman and I were very impressed with his ideas on public engagement.

Mr. Kageyama provides a half-day (or evening) workshop to essentially help communities tap into their creative and entrepreneurial capacities, and building upon our citizens' connection to Creve Coeur. I have attached a proposal from Mr. Kageyama, you may also visit his web site at <http://forthe love of cities.com/>. You can get a sense of Mr. Kageyama's presentation and approach on this YouTube video, <http://www.youtube.com/watch?v=ijA6WkM8UDE&feature=youtu.be>.

We would tentatively plan to hold the workshop on either a weekday evening or a Saturday morning, preferably in May 2013.

Considering the cost of approximately \$8,000, I would propose that the city seek corporate sponsorships to offset one-half of the cost. The city's share of \$4,000 can be covered by our strategic planning budget of \$20,000. We anticipate our expenses to Shockey and Associates to be \$15,000.

Solicitation for Sponsorships

If the Council would like to pursue this community workshop concept, then Council approval of soliciting certain businesses for contributions in excess of \$1,000 is requested pursuant to the city's solicitation policy. These businesses will also be solicited for the city's parks sponsorship program, which was recently approved by the City Council:

- BRDG Park/Wexford
- Cejka Search
- CSI Leasing
- Drury Hotels
- Enterprise Bank
- HBE Corporation
- Isle of Capri
- Mercy Hospital
- Monsanto
- Plaza Motors



I look forward to discussing this proposal as well as the sponsorship solicitation further with the City Council.

Sincerely,

Mark Perkins

City Administrator

For the Love of Creve Coeur

Part One: Session with Council & Community Leadership

Format: I would participate in an in depth session with your council. This would include my main talk about the important of emotional engagement with our cities. Following that we would engage in Q&A with council. Then I would look to discuss with them some key points on how to create more emotional engagement with their citizens and how to turn that engagement into action for the benefit of the city. This addresses some of the key themes in my book about how to engage these “co-creators” and turn them into a development resource in a time when traditional budgets are very tight. The action portion of the discussion would focus on how community leadership can engage these “unofficial” actors in their midst and turn them into develop resources for the community. Overall I would look to give council some new tools and insights on how to engage their citizens and how to create big impacts without big budgets.

This would be approximately 2-3 hours held on the evening of April 30th.

Topic: The topic would be based on my community development work and my book, *For the Love of Cities* and uses that as a framework for developing community action.

My central premise is that emotional connections, “love” for lack of a better word, is a key natural resource for communities. The presentation discusses how to grow and expand that love, how it manifests in community action and how it can be the key ingredient in a community based approach to social and economic development.

Who Attends: This would be geared towards council and staff.

Part Two: Workshop with the broad community (May 1st)

Format: The heart of the engagement is a half-day workshop (For the Love of Creve Coeur) that would allow for a meaningful engagement with a large group of participant (100 – 150 participants). Ideally this event should be free to participants.

Graphic Recording Option: A key aspect of the process is the “graphic recording” element we provide as part of the workshop. During the session we create a large scale mural that graphically captures all of the ideas that are

generated that day. This eliminates the need for participants to take notes themselves and creates an easily understandable and sharable “artifact” that survives the day.

Example from Akron



My partner, Michelle Royal provides the graphic recording services for the community based workshop. Costs to include this option are \$1500 fee plus travel & supplies. Total should be in the \$2000 range and highly recommended as people love the finished product and you can point to it as the work done during the day.

Objective: The central element of the workshop is to get people to examine and discuss what they love about their city and how we can increase that emotional engagement. We will get them to think creatively about what they can do to increase the love of Creve Coeur and hopefully spur some of them to take action.

Most members of their communities have an attitude where they passively receive from the city and government. We would look to use this engagement as a jumpstart towards a more “activist” citizenry, who takes more ownership and responsibility for making Creve Coeur a great community.

Who Attends: This target audience is more of the practitioners and doers in the community. The CEOs, organizational leaders and elected officials are less likely to attend a half-day event but they can send their staff and key people. Additionally we would hope to attract those activist citizens throughout the community and network them together. This would be an ideal event for young

professionals and up and coming leaders of the community to participate in, as they will be the ones that ultimately build what we discuss.

One element I stress is the need to target select communities of interest who may feel disenfranchised or neglected in the city making process. With your help, we will make specific outreach to those groups to get them to participate.

Why This Is Different: Most community workshops deal with technical or overtly political issues that many people feel unqualified to speak upon. Because our event deals with the things that people love, hate and engage with in their respective communities, the subject matter is not intimidating and promotes broader participation. And because of the inclusive approach we use to get people into the workshop, we usually have a highly representative mix of community members.

\$500 Impact: The last exercise of the workshop is called the “\$500 Project” and it brainstorms how you can make your city a better, more lovable community with a budget of just \$500. We have seen some amazingly creative ideas flow out of this process and a great way to sustain and continue the engagement would be to secure \$500 (or more) to actually fund one of the projects that is created. The participants would vote on the winner and assign champions to move the project forward. This small investment would encourage and empower citizens to take their own actions and be less dependent on official funders such as the city or the community foundation.

Outcomes: In other communities we have seen new coalitions form around the ideas generated at the workshop. We have seen local philanthropic organizations change their funding programs to accommodate “micro financing” needs within their communities. We have seen new businesses start. We have seen private funding emerge to fund projects generated at the event. We have seen more people “get in the game” and become part of their community’s solution to being a better city.

Common Questions

Why does this matter to my community?

Many people feel ill-equipped to comment on or engage with matters such as economic development, cultural planning or environmental sustainability. But by turning this conversation into emotionally relatable terms, we bring many more people into the community building process. People feel that they have a say and therefore a stake in the development process and they take ownership of at least part of the solution for their city.

In the current economic climate, communities need the support of the grassroots citizens in order to create any kind of sustained action. With limited top down budgets, we need the excitement and energy that engaged citizens bring in order to create momentum for any future efforts.

Are there economic benefits to “lovable cities”?

In their massive three-year study called The Soul of the Community (2008-2010), Gallup found significant correlations between the levels of emotional connections people have with their places and the overall economic vitality of the community. Simply put, they found that places with the highest levels of passion and loyalty had the highest local GDP. They would not go so far as say they were causal, but they clearly moved together and therefore bear consideration in our evaluation of our cities.

What kind of benefits can I expect in Creve Coeur?

One key point to consider for Creve Coeur (and all cities) is the fact that traditional resources from government, business and the philanthropic sectors have become very scarce. In order for communities to survive and move forward it is critical to find new sources for community development and I believe that the love, passion and engagement of committed citizens is an extraordinary source of opportunity for those cities. If you are able to tap into the creative and entrepreneurial capacity of your engaged citizens, they will do amazing things for their cities; things that cities would otherwise not be able to afford or organize. Building this “emotional capital” in our communities will pay immense dividends to our cash strapped cities and provide fuel for future grassroots efforts.

What Does This Cost?

Description	Fee
Work with Council & Community	\$5000
Graphic Recording	\$1500
Supplies – paper, markers, post its, etc.	\$150 (Estimated)
Travel expenses (economy class + hotel)	\$1000 (Estimated)
Total	\$7,750.00

Other Possible Expenses

- Facility rental (ideally donated as part of the venue's support of program and listing as a sponsor)
- Technology and AV rental (if venue does not have equipment)
- Food and beverage for the two sessions. Keep it simple.
- Suggest a small amount of project funding for the workshop which will include the \$500 Project.

Note about books: If you would like to provide copies of *For the Love of Cities* to attendees of either session, I can provide a significant bulk rate on orders of 100 or more books.



Creve Coeur Parks & Recreation
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Creve Coeur, MO 63141
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Fax 314-872-2580
www.creve-coeur.org

PARKS SPONSOR PROGRAM

COMMUNITY INVOLVEMENT OPPORTUNITIES

CREVE COEUR, MISSOURI

THE HEART OF COMMUNITY & COMMERCE

City of Creve Coeur Parks & Recreation

CREVE COEUR PARKS & RECREATION MISSION

Better health, community connections and fun are just a few examples of how Creve Coeur residents benefit from Parks & Recreation services. Our mission is to deliver a variety of recreation programs and services that encourage health, fitness, relaxation and citizen involvement while promoting a strong sense of community for residents of Creve Coeur.

SERVING 18,000 CREVE COEUR RESIDENTS THROUGH QUALITY PROGRAMS & EVENTS

Each year, fees and taxes fund operational expenses required to make programs, parks & facilities succeed. Additional support from our business community will allow our offerings to be even better. By partnering with Creve Coeur Parks and Recreation, you will help provide additional events to the community, enhance current programs, fuel an active and healthy community, and enrich the lives of our residents.

WITH PARKS AND RECREATION, THE BENEFITS ARE ENDLESS

Your partnership with Creve Coeur Parks & Recreation will enhance the lives of our residents and their guests, and demonstrate positive corporate citizenships, and increasing your visibility in the community.

ACT TODAY TO STRENGTHEN TOMORROW

Take advantage of our first partnership opportunities to get fresh exposure to your customers while building a stronger, healthier more active community. Contact me today to secure your partnership.

Kirsten Barnes
Director of Parks and Recreation
314-872-2570
kbarnes@ci.creve-coeur.mo.us

CREVE COEUR PARKS & RECREATION

SPONSOR PROGRAM GUIDELINES

The following community activities and events are available for sponsorship:

HEART TO HEART 5K/10K RUN

The biggest event of the year, this event plays host to approximately 300 runners and walkers and is a fundamental part of program development for Creve Coeur Parks & Recreation.

Service Sponsor – 6-8 Event Volunteers: Schools & service organizations are invited to take part through our Service Sponsor. Organization name included on signage at event and on event t-shirts, and recognition during event announcements.

Contributing Sponsor - \$300: Organization name included on printed promotional material and signage at event and on event t-shirts, and recognition during event announcements.

Assisting Sponsor - \$500: All Contributing Sponsor benefits PLUS company logo on printed materials & t-shirts and display of banner (up to 4' x 6') provided by company at event and promotional material or coupons in race packets.

Uplifting Sponsor - \$750: All Assisting Sponsor benefits PLUS VIP tent and table at event and logo on race packets.

Helping Hand Sponsor - \$1,500: All Uplifting sponsor benefits PLUS logo on staff & volunteer t-shirts and logo used on website.

Heart to Heart Sponsor - \$3,000: All Helping Hand Sponsor benefits (logo on front of t-shirt with event logo) PLUS logo on all promotional material, logo and link on website and recognition as Heart to Heart Sponsor on webpage.

HOLIDAYS ON ICE – FREE COMMUNITY SKATING SESSIONS

Held each year over the winter school break, these three (3) free community ice skating sessions are a great chance for area residents to enjoy safe, family-oriented fun. Sponsorship of this event includes all three (3) sessions.

Hot Chocolate Sponsor - \$150: Company name on signage and recognition at event.

Peppermint Sponsor - \$300: All Hot Chocolate Sponsor benefits PLUS company logo on printed promotional material and display of banner (up to 4' x 6') provided by your company at the event.

Sugarplum Sponsor - \$500: All Peppermint Sponsor benefits PLUS recognition on website and promotional table staffed by your company at the event.

Snow Sponsor - \$1800: Purchase the sole sponsorship of the Holidays on Ice events through this sponsorship opportunity.

CREVE COEUR PARKS & RECREATION

SPONSORSHIP OPPORTUNITIES

FLICKS ON THE FAIRWAY & MOVIES IN THE PARK (SUMMER)

Family-oriented movies are shown throughout the summer at dusk and appeal to both Creve Coeur residents and our neighbors as well. Sponsorship below is for one (1) movie.

Popcorn Sponsor - \$75: Company name on signage at event.

Box Office Sponsor - \$100: Company logo on signage at event.

Indie Sponsor - \$250: Company logo on printed promotional material and display of banner (up to 4' x 6') provided by your company at the event.

Blockbuster Sponsor - \$500: All Indie Sponsor benefits PLUS recognition on Creve Coeur Parks & Recreation website, and recognition before and after the movie and promotional table staffed by your company at the event.

Oscar Sponsor - \$800: All Blockbuster Sponsor benefits PLUS your company will be the sole sponsor of your movie and receive a VIP viewing area!

SUMMER CONCERT SERIES

New in 2013, two concerts in Creve Coeur parks will delight families and offer an alternative evening out. Sponsorship below is for one (1) concert.

Top-20 Sponsor - \$100: Company name on signage at event and recognition at event.

Chart-Topper Sponsor - \$250: All Top-20 Sponsor benefits PLUS company logo on printed promotional material and display of banner (up to 4' x 6') provided by your company at the event.

Gold Sponsor - \$500: All Chart-Topper Sponsor benefits PLUS recognition on website and promotional table staffed by your company at the event.

Platinum Sponsor - \$1500: All Gold Sponsor benefits PLUS VIP tent with drinks and light snacks at event, logo on staff event t-shirts, and links to your website on event webpage.

PASSPORT TO PLAY PLAYGROUND PROGRAM

Three annual events are designed to get kids from Kindergarten to Seventh Grade active in Creve Coeur Parks. Traditional activities get kids up and moving in a safe environment just like when you were a kid!

Presenting Sponsor - \$500: This sponsorship is the sole sponsor for one (1) of the three events and includes logo recognition on promotional materials, logo on staff t-shirts and recognition at event.

CREVE COEUR PARKS & RECREATION

SPONSORSHIP OPPORTUNITIES

ARBOR DAY EVENTS

Recognizing the importance of our environment, Creve Coeur is proud to sponsor an annual event to celebrate Arbor Day with activities for the entire family.

Children's Activity Sponsor - \$100: Promotional table on day of event, recognition on promotional materials and at event.

Entertainment Sponsor - \$300: Includes Children's Activity Sponsor benefits PLUS display of banner (up to 4' x 6') provided by company at event.

Presenting Sponsor - \$500: Includes Entertainment Sponsor benefits PLUS logo and webpage link used on website.

SPRING STARGAZER EVENT

New in 2013, this family event will play host to the St. Louis Astronomical Society and offer residents an opportunity to see some of the most beautiful celestial sights in the sky.

Stargazer Sponsor - \$150: This sponsorship is the sole sponsor and includes logo recognition on promotional materials and banner (up to 4' x 6') provided by your company placed at event.

MASTERS MAYHEM GOLF TOURNAMENT

Join the Masters fun as we create mayhem throughout the course with extended fairways and challenging greens! Participants play our 9-hole course in two-man scramble format followed by box lunch and awards!

Hole Sponsor - \$60: Hole sponsorship sign at designated tee box.

Leader Board Sponsor - \$125: Includes one (1) player fee, sign at designated hole, give-away items in player packages, and mention on in-cart signage.

Fairway Sponsor - \$200: Includes all Leader Board Sponsor benefits PLUS one (1) additional player fee (total of two), recognition at dinner & awards ceremony and display of banner (up to 4' x 6') provided by company.

Green Jacket Sponsor - \$400: Includes all Fairway Sponsor benefits PLUS two (2) additional player fees (total of four), logo on in-cart signage and name listed on all printed promotional material.

Beverage Cart Sponsor \$600: Includes all Green Jacket Sponsor benefits PLUS signage on beverage cart with your company's representative riding on cart to meet and greet players.

Augusta Sponsor - \$900: Includes all Chardonnay Sponsor benefits PLUS your logo embroidered on left sleeve of polo,, company logo on all promotional material, promotional table at event, and logo on Creve Coeur Golf Course website as Vintage Sponsor.

CREVE COEUR PARKS & RECREATION

SPONSORSHIP OPPORTUNITIES

CREVE COEUR DAYS GOLF TOURNAMENT

Held every year in May, this four person scramble includes awards going to the winners in two different flights. An 18-hole event with closest-to-pin, long drive, and other contests! After the event, join us for dinner, awards, and prizes.

Hole Sponsor - \$80: Hole sponsorship sign at designated tee box.

Par Sponsor - \$150: Includes one (1) player fee, sign at designated hole, give-away items in player packages, and mention on in-cart signage.

Birdie Sponsor - \$250: Includes all Par Sponsor benefits PLUS one (1) additional player fee (total of two), recognition at dinner & awards ceremony and display of banner (up to 4' x 6') provided by company.

Eagle Sponsor - \$500: Includes all Birdie Sponsor benefits PLUS two (2) additional player fees (total of four), your logo on a golfer gift package, logo on in-cart signage and name listed on all printed promotional material.

Beverage Cart Sponsor \$700: Includes all Birdie Sponsor benefits PLUS signage on beverage cart with your company's representative riding on cart to meet and greet players.

Ace Sponsor - \$1,200: Includes all Eagle Sponsor benefits PLUS company logo on all promotional material, promotional table at event, and logo on Creve Coeur Golf Course website as Ace Sponsor.

CHILI BOWL GOLF TOURNAMENT

This end-of-year, four-person scramble is a bowl of laughs! A mid-November event Shotgun start, 18-holes, beverages and chili dinner make a great end to the traditional golf season.

Hole Sponsor - \$60: Hole sponsorship sign at designated tee box.

Green Chili Sponsor - \$125: Includes one (1) player fee, sign at designated hole, give-away items in player packages, and mention on in-cart signage.

Jalapeno Sponsor - \$175: Includes Green Chili Sponsor benefits PLUS logo on one (1) player cart.

Serrano Sponsor - \$250: Includes all Jalapeno Sponsor benefits PLUS one (1) additional player fee (total of two), recognition at dinner & awards ceremony and display of banner (up to 4' x 6') provided by company.

Cayenne Sponsor - \$450: Includes all Serrano Sponsor benefits PLUS two (2) additional player fees (total of four), your logo on tees/balls in players package, logo on in-cart signage and name listed on all printed promotional material.

Beverage Cart Sponsor \$600: Includes all Serrano Sponsor benefits PLUS signage on beverage cart with your company's representative riding on cart to meet and greet players.

CREVE COEUR PARKS & RECREATION SPONSORSHIP OPPORTUNITIES

Habanero Sponsor - \$750: Includes all Serrano Sponsor benefits PLUS company logo on all promotional material, promotional table at event, and logo on Creve Coeur Golf Course website as Habanero Sponsor and company logo on event t-shirt.

BROKEN HEART HUNT

A great way to introduce our residents and neighbors to all that Creve Coeur Parks and Recreation has to offer, this city-wide scavenger hunt ends with \$1000 in gift certificates to local businesses being awarded.

Only 10 Sponsorships Available – No Cash Cost! Each sponsor must provide two (2) \$50 gift certificates for the winning prize package. Each sponsor will receive logo recognition in promotional materials and on website, daily clues to display at your location & recognition in post-event press releases.

CREVE COEUR PARKS & RECREATION

SPONSOR PROGRAM GUIDELINES

Parks Sponsor Program Guidelines

Creve Coeur Parks & Recreation (CCPR) has designed a sponsor program that will enhance our ability to deliver parks and recreation services by seeking partners whose products and businesses are consistent with and appropriate to CCPR mission and lines of business.

These guidelines are designed for businesses entering into sponsor agreements. Sponsorships are not to be confused with corporate donations or gifts for which there is no recognition or compensation. These guidelines are not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the corporation and where no business relationship exists. These guidelines are designed to provide a benefit to everyone in our community without diminishing the public image of CCPR facilities and programs.

In addition to supplementing City Ordinance Section 130.070, the purposes of this guideline is to:

- (1) Clearly state that these partnerships do not constitute a public forum for communication and debate. The rights granted by the partnerships are established and retained at CCPR discretion. CCPR reserves the right to amend these policies and standards at any time. Any revisions or amendments to this policy will be in writing and supplied to all advertising contractors;
- (2) To outline the guidelines and procedures for entering into partnership agreements consistent with CCPR's mission;
- (3) To recognize that partnerships provide an effective means of generating new revenues and alternative resources to support CCPR facilities and programs.

DEFINITIONS

- A. "City" means City of Creve Coeur, a political subdivision of the State of Missouri.
- B. "Director" is the Director of the Creve Coeur Parks and Recreation Department, or his or her designee.
- C. "Partnership Packages" Partnership packages have been created for purposes of providing guidance and direction for potential sponsors and the City. It is understood and expected that minor adjustments may be made as necessary to meet City's and Sponsor's specific needs subject to conformity with restrictions, standards and guidelines set forth in this policy.

POLICY

CREVE COEUR PARKS & RECREATION

SPONSOR PROGRAM GUIDELINES

- A. **Intent.** It is the intent of CCPR to encourage sponsorships that foster a family friendly image/environment. It is the policy of CCPR that sponsorship agreements will exist in accordance with guidelines, criteria and procedures set forth in this policy.
- B. **Sponsorship Restrictions, Standards and Guidelines.** Sponsorships are accepted on a first-come, first-served basis. In addition to the terms and conditions set forth in each Sponsorship Package, the following restrictions, standards and guidelines shall apply:
 - a. **Prohibited Industries and Products.** In general, the following industries and products are not eligible for sponsorships with CCPR: Police-regulated businesses; companies whose business is substantially derived from the sale of alcohol, tobacco, firearms or pornography; adult night club sponsors; political organizations;
 - b. **Message Content.** Sponsorships on City property are maintained as a nonpublic forum. The City intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of sponsorship affiliations and messages. The City may make distinctions on the appropriateness of sponsors on the basis of subject matter of a potential sponsorship recognition message. The City will not deny sponsorship opportunities on the basis of the potential sponsor's viewpoint. Advertisers and advertising agencies are liable for all contents of advertisements including copy, representation and illustrations.
- C. **Sponsorship Criteria.** At a minimum, City Ordinance Section 130.070, Subsection(C)(3) and the following criteria will be taken into consideration when evaluating compatibility of a sponsorship proposal; in all cases, the Director, City Administrator and/or the City Council as outlined herein will have the prerogative to accept or reject a proposal:
 - a. The compatibility of the corporation's products, customers and promotional goals with CCPR Mission;
 - b. The desirability of association with the image;
 - c. The actual value in cash, or in-kind goods or services, of the proposal in relation to the benefit to the corporation;
 - d. Community support for, or opposition to, the proposal;
 - e. The operating and maintenance costs associated with the proposal.
- D. **Process of Selling Sponsorships.** The following process shall be followed in selling sponsorships:
 - a. All solicitations will occur in accordance with City Ordinance Section 130.070, Subsection (C)(4);
 - b. The cost of each Sponsorship Package will be based on the value of the exposure and the amount of benefits that are received by the potential sponsor for each sponsorship (see proposed sponsorship packages);

CREVE COEUR PARKS & RECREATION

SPONSOR PROGRAM GUIDELINES

- c. All details involved with a Sponsorship Package will be approved by the Director and others as outlined herein;
- d. The City reserves the right to revise Sponsorship rates. However, this will not affect existing signed and written Sponsorship agreements. All Sponsorship placed without a signed agreement is subject to rates that apply at the time of publication.
- e. All billing for the sponsorship fees will be processed through CCPR.

E. **Sponsorship Program and Administration.**

- a. **Administration.** CCPR Director shall be responsible for the daily administration of CCPR sponsorship program, in a manner consistent with these guidelines.
- b. **Procedure.** The Director shall review each potential sponsor to determine whether the Sponsor falls within the adopted standards and guidelines. Depending upon the annual value of the sponsorship, the following steps shall then commence:
 - i. Single Sponsor seeking to enter into agreement for sponsorship(s) with an individual or accumulative annual value of not more than \$999 shall commence as follows in accordance with City Ordinance Section 130.070, Subsection (C)(1):
 - 1. The Director shall make recommendation to the City Administrator for approval based on compatibility with the adopted restrictions, standards and guidelines set forth in this policy.
 - 2. The City Administrator will review the sponsorship proposal to confirm/determine whether the Sponsor meets the adopted restrictions, standards and guidelines set forth in this policy.
 - 3. Ultimately, both the Director and the City Administrator shall each render a final decision to deny or approve the sponsor providing a brief statement of finding(s) in support of decision rendered. The Sponsorship shall not commence in the event that either the Director or the City Administrator deny the sponsorship.
 - ii. Single Sponsor seeking to enter into agreement for sponsorship(s) with an individual or accumulative annual value of \$1,000 or greater shall commence as outlined in above Section E (2) and are subject to approval of the City Council as outlined in Section F **Approval, City Council** as follows in accordance with City Ordinance Section 130.070, Subsection (C)(2):

- F. **Approval, City Council.** Upon joint review and compatibility approval of both the Director and the City Administrator, the Director shall prepare and present said findings in the form of a recommendation to the City Council for consideration. Specifically, the Director shall seek authorization/approval by resolution of the City Council to enter into said sponsorship

CREVE COEUR PARKS & RECREATION

SPONSOR PROGRAM GUIDELINES

agreement on behalf of the City. Upon the approval of the City Council, the Director shall commence with entering into a formal agreement with the sponsor, consistent with the Sponsorship Program, Creve Coeur City Ordinances as specified, on behalf of City of Creve Coeur.



Creve Coeur Parks & Recreation SPONSOR AGREEMENT

Contact Person

Title

Sponsor Name (as you would like it displayed)

Address

City

State

ZIP

Phone #

Email

Website Address

Facebook Page

Event	Sponsor Level

The advertiser represents that they are fully authorized & licensed to use:

- The names, portraits and/or pictures of persons;
- Any copyrighted or trademarked materials;
- Any testimonials contained in any advertisement submitted by or on behalf of the advertiser and published in any City publications and that such advertisement is neither libelous or defamatory, an invasion of privacy or otherwise unlawful to any third party.

Hold Harmless. The advertiser agrees to indemnify and hold harmless the City, its Parks and Recreation Department, its Council Members & employees from and against all claims, losses,

liability, damage and/or expenses arising from sponsorship agreements and advertising except to the extent arising from the City's break of contract or negligence.

This Agreement is subject to the terms and conditions of the Creve Coeur Parks Sponsor Program, receipt of which is hereby acknowledged. This Agreement is not valid unless signed by both the Sponsor and the City. This Agreement shall be void unless funds are received by the due date indicated below. Sponsor solely responsible for delivery of all materials in a timely manner.

Name	Title
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Signature	Date
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Approved for the City of Creve Coeur subject to receipt of applicable funds by
_____ (insert due date).

Name	Title
------	-------

Signature	Date
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