

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS CITY HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, MARCH 4, 2026**

Mayor Russ Fortune called the meeting of the Twin Oaks Board of Aldermen to order at 6:30 p.m. Roll Call was taken:

In Attendance:

- Alderman Lisa Eisenhauer
- Alderman Joe Krewson
- Alderman Jim Crawford
- Alderman Tim Stoeckl
- Mayor Russ Fortune

Also Present:

- April Milne, Administrator/Clerk
- Paul Rost, City Attorney

Permanent records are kept of all minutes and ordinances. Each ordinance is read a minimum of two times by title, unless otherwise noted.

APPROVAL OF THE AGENDA

Mayor Fortune asked for a motion to approve the agenda.

- **Motion:** To approve the agenda.
- **Moved by:** Alderman Jim Crawford
- **Seconded by:** Alderman Tim Stoeckl
- **Vote:** Motion approved by a unanimous vote.

CITIZEN COMMENTS

Twin Oaks resident Alex Chereji addressed the Board regarding City office hours and the residential building permit process. He noted that the current office hours from 9:00 a.m. to 3:00 p.m. make it difficult for residents who work during the day to conduct in-person business. He also encouraged the City to consider ways to shorten the timeline for the residential building permit process.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked for a motion to approve the Consent Agenda consisting of the Regular Meeting Minutes from February 18, 2026, and the Bills List from February 14, 2026, to February 27, 2026

- **Motion:** To approve the consent agenda.
Moved by: Alderman Eisenhauer
Seconded by: Alderman Crawford
Vote: Motion approved by a unanimous vote.

REPORT OF COMMITTEES/COMMISSION/CONTRACTORS

Police Report: Officer John Wehner provided a summary of police activity for February, including radio calls, written reports, traffic stops, crimes, and motor vehicle accidents. He clarified to the Board that most accidents that occur at the intersection of 141/Big Bend Rd involved angle collisions between vehicles traveling in the same direction, typically due to failure to maintain lane.

OLD BUSINESS

Park Staff Project Approval – removal of the sand volleyball court: Administrator/Clerk April Milne presented a proposal for a long-discussed project to remove the sand volleyball court. Staff will handle the work in-house, filling the area with dirt and re-seeding or sodding. Ms. Milne requested Board approval to proceed with the project.

- **Motion:** To approve staff removal and reseeded of Twin Oaks Park volleyball court.
Moved by: Alderman Eisenhauer
Seconded by: Alderman Krewson
Vote: Motion approved by a unanimous vote.

Change Order Approval – Phase 2 Park Lighting Project: Administrator/Clerk April Milne presented the Board with a change order for the Park Lighting/Electrical Improvement project. She explained that the change order documents updates discussed at previous meeting to ensure clarity and accountability. Key items include switching the Wi-Fi provider from Consolidated Communications to Spectrum, with all costs covered by the contractor for five years and no expense to the City. The change also includes a new fiber optic boring. The project timeline remains 4–6 weeks from the start, with a target completion date before July 3, 2026, though a start date has not yet been set. Ms. Milne asked the Board for a motion to approve the change order.

- **Motion:** to approve change order for Phase 2 Park Lighting Project.
Moved by: Alderman Stoeckl
Seconded by: Alderman Krewson
Vote: Motion approved by a unanimous vote.

NEW BUSINESS

Resolution No. 2026-05 A Resolution of the Twin Oaks board of Aldermen Approving an Agreement with the Davey Tree Expert Company for the Treatment of Trees at the Intersection of Highway 141 and Big Bend Rd.

Mayor Fortune read Resolution No. 2026-05, noting that this contract authorizes Davey Tree Experts for care and maintenance of all trees at the 141/Big Bend Road intersection.

- **Motion:** to approve Resolution No. 2026-05.
Moved by: Alderman Krewson
Seconded by: Alderman Eisenhauer
Vote: Motion approved by a unanimous vote.

DISCUSSION ITEMS

No Discussion Items

ATTORNEY'S REPORT

No Attorney Report

ADMINISTRATOR/CLERK REPORT

Administrator/Clerk April Milne: Administrator/Clerk April Milne provided administrative updates and project status reports to the Board.

She reported that the SITE Investment in Infrastructure Expo was a success, allowing staff to meet with numerous contractors, engineering firms, and vendors.

Ms. Milne noted that Twin Oaks City Hall will not serve as a polling place for the April 7 election; the nearest polling location will be Grand Glaize Library.

She also announced that the part-time, seasonal Maintenance Worker position has been posted and will remain open until it is filled. Additionally, she shared that Assistant City Clerk Paula will attend the MoCCFOA Spring Institute in Columbia next week.

Regarding project updates, she reported that four engineering firms submitted Letters of Intent for the Meramec Station Sidewalk Connector (TAP Grant), with review planned in March and a recommendation for Board approval scheduled for the April 1 meeting.

MAYOR AND ALDERMEN COMMENTS

Mayor Fortune requested that City Hall Hours of Operation and Building Code changes be included on the agenda as discussion items for the next Board Meeting.

Aldermen Crawford remarked that additional office hours could be offered by appointment to accommodate residents and customers when needed.

FINAL CITIZEN COMMENTS

No Citizen Comments.

ADJOURNMENT

There being no further business, a motion was made to adjourn the regular meeting.

Motion: To adjourn the meeting

Moved by: Alderman Krewson

Seconded by: Alderman Stoeckl

Vote: Motion approved by a unanimous vote.

The regular meeting was adjourned at 6:54 p.m.

Drafted By: _____

Paula Dries
Assistant City Clerk

Date of Approval: _____

ATTEST:

April Milne
City Administrator/Clerk

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE WORK SESSION
TWIN OAKS TOWN HALL
CITY OF TWIN OAKS BOARD OF ALDERMEN,
WEDNESDAY, MARCH 04, 2026**

The Work Session was called to order by Mayor Russ Fortune at 6:00 p.m. pursuant to public notice and agenda.

In Attendance:

- Alderman Joe Krewson
- Alderman Lisa Eisenhauer
- Alderman Jim Crawford
- Alderman Tim Stoeckl
- Mayor Russ Fortune

Also Present:

- April Milne, City Clerk
- Tiffany Cambell, BFA

Park Access Pedestrian Improvement Project

Tiffany Campbell of BFA presented preliminary plans for the City's Park Access Pedestrian Improvement project. The presentation included updates on the project design, cost estimates, timeline, and coordination with utility providers.

Mrs. Campbell reported several refinements to the design that have reduced the estimated project cost. These adjustments included determining that a large retaining wall would not be necessary, resulting in material and construction savings, and identifying lower-than-anticipated stormwater infrastructure costs. She also confirmed that existing trees will be preserved and will not need to be removed as part of the project.

The project scope also includes discussion of replacing the existing gate with a new sliding gate, which may include automated functionality.

BFA anticipates advertising the project for bids on **June 9, 2026**, with efforts underway to expedite the timeline if possible.

Discussion followed regarding parking, pedestrian access, and safety considerations. The Board discussed whether the existing parking spaces are adequate in size and whether designated pedestrian access points should be created between parking spaces to improve safe access to the new sidewalk. The Board indicated a preference to monitor usage patterns after construction and determined at that time whether restriping or additional access points may be necessary.

Twin Oaks resident **Paul Brockmann** provided comments encouraging consideration of visual variation along the sidewalk to reduce the appearance of a long, continuous strip of concrete. He also suggested extending sidewalk improvements in front of the City-owned property.

The Board acknowledged these suggestions and noted that extending sidewalk improvements in front of the City-owned property would be part of a future phase of the overall walkability project.

ADJOURNMENT

There being no further business Mayor Fortune asked for a motion to adjourn the meeting.

Motion: To adjourn the meeting

Moved by: Alderman Joe Krewson

Seconded by: Alderman Lisa Eisenhauer

Vote: Motion approved by a unanimous vote.

The work session was adjourned at 6:21 p.m.

Drafted By: _____

Paula Dries
Assistant City Clerk

Date of Approval: _____

ATTEST:

April Milne
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

Credit Card List
February 1 to February 28, 2026

Date	Name	Memo/Description	Amount
2/1/2026	Quickbooks	Monthly Fee-recurring fee for accounting program	\$115.00
2/8/2026	Mail Chimp	monthly charge for services	\$13.00
1/30/2026	Intuit	1099 e-filing for 2025 tax year	\$361.73
	Paula Dries		
2/5/2026	Zoom	zoom workplace Pro Monthly	\$16.99
2/12/2026	Adobe	monthly charges for Adobe	\$12.99
2/8/2026	American Association of Notaries	renewal for notary	\$25.00
2/10/2026	Missouri Secretary of State	Notary Fee 2026	\$25.75
2/10/2026	Fish Window Cleaning	city hall window cleaning on 02-10-26	\$298.00
2/16/2026	Canva	annual renewal	\$300.00
2/11/2026	Canva	business card order	\$40.32
2/18/2026	Sam's Club	kitchen restock & Chingo	\$217.11
2/17/2026	Amazon	chili tasting cups	\$59.98
2/19/2026	Schnucks	items for Chingo	\$62.35
2/19/2026	1356 Public House	two \$25 gift cards	\$50.00
2/21/2026	Schnucks	buns	\$21.46
2/19/2026	USPS	100 stamps	\$80.75
2/18/2026	Sam's	weed control	\$113.76
2/23/2026	Marco	monthly contract rate for services from 2-25-26 to 3-24-26	\$97.64
	Jake Kemper		
1/29/2026	The Home Depot	primer, paint and joint compound	\$96.40
1/30/2026	K&K Supply	road salt-pallet-42 bags	\$323.40
1/30/2026	Harbor Freight	paint and sanding sponge	\$822.46
1/30/2026	The Home Depot	ceiling paint-Behr	\$33.76
2/4/2026	The Home Depot	paint and various parts for maintaining equipment	\$74.25
2/4/2026	Rocket	fuel for truck	\$43.68
2/5/2026	APR	poles and brackets for mobile radar signs	\$213.76
2/6/2026	Rocket	fuel for park equipment	\$23.05
2/6/2026	The Home Depot	various items for 50 Crescent	\$149.07
2/2/2026	Aldi	groceries	\$17.79
2/2/2026	Aldi	groceries refund	-\$19.19
2/10/2026	The Home Depot	painting supplies	\$108.85
2/10/2026	The Home Depot	painting supplies	\$29.96
2/10/2026	Amazon	batteries for radar signs	\$773.94
2/11/2026	Westlake Ace Hardware	bird seed for Bird of Twin Oaks & chain oil	\$41.98
2/11/2026	Arco Lawn Equipment	replacement gas cap	\$7.99
2/13/2026	Westlake Ace Hardware	paint for shed in back of 50 Crescent	\$55.95
2/17/2026	Westlake Ace Hardware	paint for shed in back of 50 Crescent	\$26.35
2/17/2026	Menards	items for 50 Crescent hail damage repairs	\$50.53
2/19/2026	The Home Depot	supplies for 50 Crescent repairs and updates	\$217.56
2/20/2026	Westlake Ace Hardware	extra surge protectors	\$28.99
2/20/2026	Amazon	steel brushes	\$11.49
2/26/2026	Amazon	tape	\$9.98
	April Milne		
2/13/2026	MML	municipal budget class	\$10.50
	Credit		
2/1/2026	Credit		-\$59.98
			\$5,004.35
		Alderman	

		Alderman	



FINANCIAL REPORT

FOR THE TWO MONTHS ENDING FEBRUARY 28, 2026

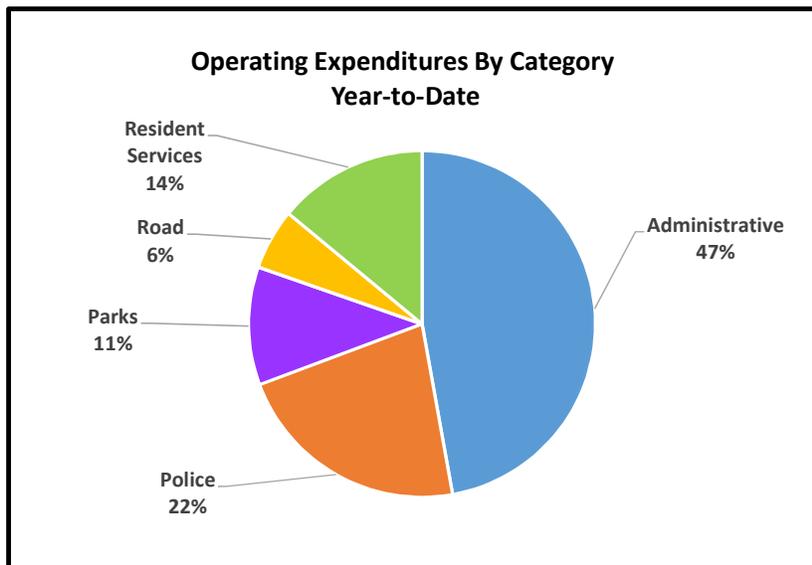
**CITY OF TWIN OAKS
COMBINED BALANCE SHEET
February 28, 2026**

<u>Assets</u>		
Cash	\$ 1,693,696	
Certificate of Deposit	628,031	
Other current assets	398,470	
Lease receivable	348,784	
TOTAL ASSETS	<u>3,068,981</u>	<u>\$ 3,068,981</u>
 <u>Liabilities</u>		
Payables and deferred	110,924	
Lease related	331,906	
TOTAL LIABILITIES	<u>442,830</u>	442,830
 <u>Fund Balances</u>		
Sewer Lateral	61,277	
Capital Improvements	443,652	
Road	10,553	
Park and Stormwater	567,219	
General	1,543,449	
TOTAL FUND BALANCES	<u>2,626,151</u>	<u>2,626,151</u>
TOTAL LIABILITIES AND FUND BALANCES		<u>\$ 3,068,981</u>

CITY OF TWIN OAKS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
TWO MONTHS ENDED, FEBRUARY 28, 2026

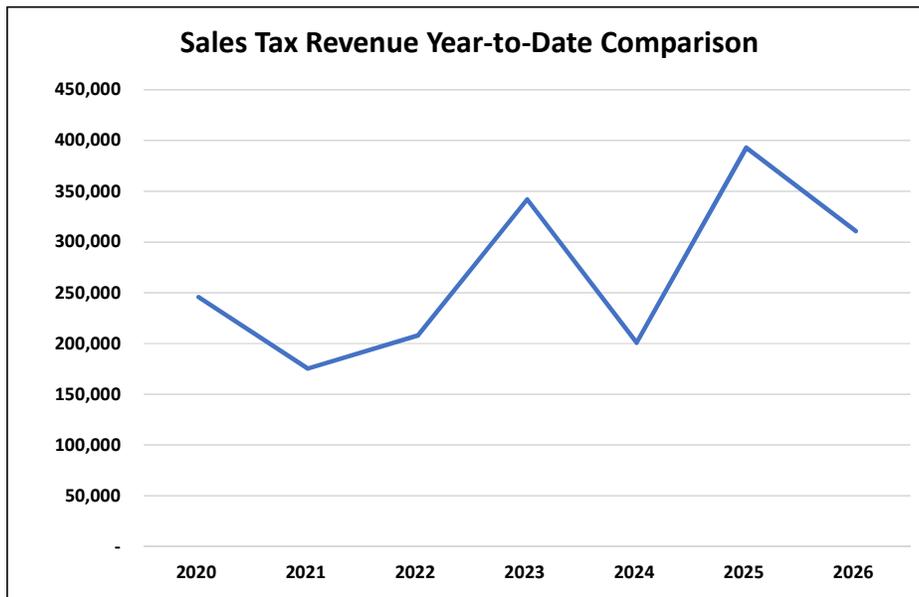
	Sewer	Cap Impr	Road	Park & Stormwater	General	Total-All Funds		Percent Change	Percent Budget
						2026	2025		
REVENUES									
Sales taxes	\$ -	\$ 62,680		\$ 73,741	\$ 174,222	\$ 310,644	\$ 393,048	-21.0%	22.6%
Property tax	-				32,240	32,240	10,271	213.9%	75.9%
Intergovernmental taxes	-		21,558		3,857	25,415	12,372	105.4%	41.7%
Licenses, permits, fees	3,163			1,360	5,312	9,836	7,759	26.8%	6.8%
Miscellaneous	-				274	274	77	255.3%	27.4%
Investment income	136				12,517	12,653	15,286	-17.2%	25.2%
Total	3,299	62,680	21,558	75,101	228,422	391,061	438,814	-10.9%	23.4%
EXPENDITURES									
Administrative					58,552	58,552	59,342	-1.3%	13.5%
Police					27,448	27,448	26,141	5.0%	17.5%
Parks				13,682		13,682	9,425	45.2%	9.9%
Road			7,055			7,055	5,591	26.2%	6.4%
Resident Services*			4,840	1,295	11,226	17,361	35,897	-51.6%	10.0%
Capital Improvements			552	17,895		18,447	8,955	106.0%	4.7%
Debt Service		71,394				71,394	71,393	0.0%	50.0%
Total	0	71,394	12,447	32,872	97,227	213,940	216,744	-1.3%	13.9%
Excess (deficiency) of revenues over (under) expenditures	3,299	(8,714)	9,111	42,229	131,196	177,122			
Other Sources (Uses)									
Transfers In		0	0				0		
Transfers (Out)	0	0	0	0	0	0	0		
Change in Fund Balance	3,299	(8,714)	9,111	42,229	131,196	177,122			
Fund Balance 1/1/2026	57,978	452,366	1,442	524,990	1,412,253	2,449,029			
Fund Balance 1/31/2026	\$ 61,277	\$ 443,652	\$ 10,553	\$ 567,219	\$ 1,543,449	\$ 2,626,150			

*Includes trash collection and recycling, leaf vacuuming, snow removal and salt application, mosquito control, sewer lateral program, community event space expenses and city events.



**CITY OF TWIN OAKS
SALES AND USE TAX REVENUES
TWO MONTHS ENDED FEBRUARY 28**

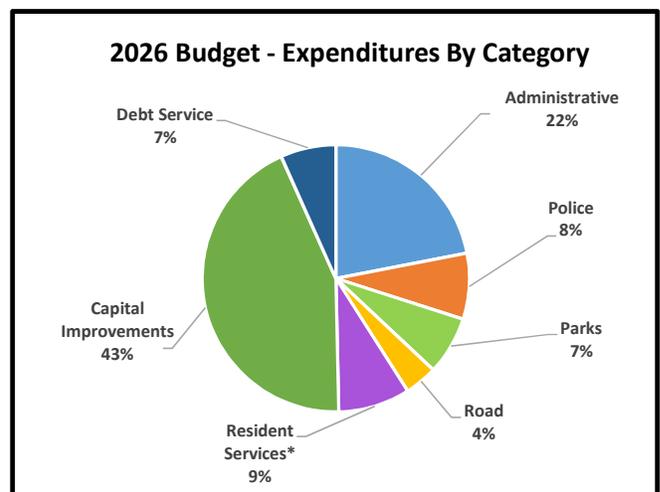
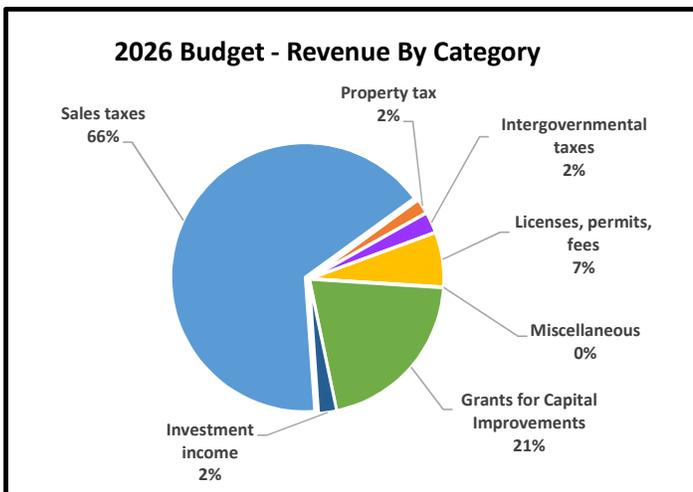
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	Budget 2026
Sales Tax (1%)	99,730	76,632	93,240	139,596	85,405	158,382	129,874	510,000
Local Option (.25 %)	26,943	19,274	20,512	35,047	18,725	40,917	30,765	182,000
STL County Public Safety	3,352	3,134	3,708	5,661	6,735	7,075	7,166	41,000
Use Tax	-	-	-	8,480	6,982	7,803	6,417	40,000
TOTAL GENERAL FUND	130,025	99,040	117,460	188,784	117,847	214,177	174,222	773,000
								22.54%
Stormwater/Parks Sales Tax 1/2 cent	62,578	44,401	48,839	82,820	44,786	96,688	73,741	380,000
								25.44%
Cap Impr Sales Tax (.50%)	53,192	31,870	41,513	70,397	38,068	82,184	62,680	320,000
								25.68%
TOTAL-ALL FUNDS	245,795	175,311	207,812	342,001	200,701	393,049	310,643	1,473,000
	104.31%	-28.68%	18.54%	64.57%	-41.32%	95.84%	-20.97%	26.68%



CITY OF TWIN OAKS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET-FISCAL YEAR 2026

REVENUES	Sewer	Cap Impr	Road	Park & Stormwater	General	Total-All Funds		Percent Budget
						2026 BUDGET	2/28/2026	
Sales taxes	\$ -	\$ 350,000		\$ 410,000	\$ 773,000	\$ 1,533,000	\$ 310,644	20.3%
Property tax					42,500	42,500	32,240	75.9%
Intergovernmental taxes			45,000		14,000	59,000	25,415	43.1%
Licenses, permits, fees	4,700			3,200	145,200	153,100	9,836	6.4%
Miscellaneous					1,000	1,000	274	27.4%
Grants for Capital Improvements			180,000	300,000		480,000	-	0.0%
Investment income	300				50,000	50,300	12,653	25.2%
Total	5,000	350,000	225,000	713,200	1,025,700	2,318,900	391,061	16.9%
EXPENDITURES								
Administrative					467,910	467,910	58,552	12.5%
Police					170,000	170,000	27,448	16.1%
Parks				150,500		150,500	13,682	9.1%
Road			84,500			84,500	7,055	8.3%
Resident Services*	5,000		30,000	69,300	80,500	184,800	17,361	9.4%
Capital Improvements		30,000	265,000	635,000		930,000	18,447	2.0%
Debt Service		142,801				142,801	71,394	50.0%
Total	5,000	172,801	379,500	854,800	718,410	2,130,511	213,940	10.0%
Excess (deficiency) of revenues over (under) expenditures	0	177,199	(154,500)	(141,600)	307,290	188,389		
Other Sources (Uses)								
Transfers In		85,700	154,500			240,200		
Transfers (Out)	0	(154,500)	0	0	(85,700)	(240,200)		
Change in Fund Balance	0	108,399	0	(141,600)	221,590	188,389		
Fund Balance 1/1/2026	57,978	452,366	1,442	524,990	1,412,253	2,449,029		
Fund Balance 12/31/2026	\$ 57,978	\$ 560,765	\$ 1,442	\$ 383,390	\$ 1,633,843	\$ 2,637,417		

*Includes trash collection and recycling, leaf vacuuming, snow removal and salt application, mosquito control, sewer lateral program, community event space expenses and city events.



AN ORDINANCE ADOPTING AND ENACTING A NEW CODE OF ORDINANCES OF THE City OF Twin Oaks, COUNTY OF St. Louis, STATE OF MISSOURI; ESTABLISHING THE SAME; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN, EXCEPT AS HEREIN EXPRESSLY PROVIDED; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE OF ORDINANCES; PROVIDING PENALTY FOR THE VIOLATION THEREOF; AND PROVIDING WHEN ORDINANCE SHALL BECOME EFFECTIVE

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. Approval, Adoption and Enactment of Code.

Pursuant to Section 71.943 of the Revised Statutes of Missouri, the codification of ordinances, as set out in Titles I through VI, each inclusive, of the "Code of Ordinances of the City of Twin Oaks, County of St. Louis, State of Missouri," is hereby adopted and enacted as the "Code of Ordinances of the City of Twin Oaks"; which shall supersede all other general and permanent ordinances of the City passed on or before January 21, 2026, to the extent provided in Section 3 hereof.

Section 2. When Code Provisions Effective.

All provisions of such Code shall be in full force and effect from and after the effective date of this ordinance as set forth herein.

Section 3. Repeal of Legislation Not Contained in Code; Legislation Saved From Repeal; Matters Not Affected By Repeal.

- A. All ordinances of a general and permanent nature of the City adopted on final passage on or before January 21, 2026, and not included in such Code or recognized and continued in force by reference therein, are hereby repealed from and after the effective date of this ordinance, except those which may be specifically excepted by separate ordinance, and except the following which are hereby continued in full force and effect, unless specifically repealed by separate ordinance:
1. Ordinances promising or guaranteeing the payment of money for the City, or authorizing the issuance of any bonds or notes of the City or any other evidence of the City's indebtedness, or authorizing any contract or obligation assumed by the City.
 2. Ordinances levying taxes or making special assessments.
 3. Ordinances appropriating funds or establishing salaries and compensation and providing for expenses.
 4. Ordinances granting franchises or rights to any person, firm or corporation.
 5. Ordinances relating to the dedication, opening, closing, naming, establishment of grades, improvement, altering, paving, widening or vacating of streets, alleys, sidewalks or public places.

6. Ordinances authorizing or relating to particular public improvements.
 7. Ordinances respecting the conveyances or acceptance of real property or easements in real property.
 8. Ordinances dedicating, accepting or vacating any plat or subdivision in the City or any part thereof, or providing regulations for the same.
 9. Ordinances annexing property to the City.
 10. All zoning and subdivision ordinances not specifically repealed and not included herein.
 11. Ordinances establishing TIF districts or redevelopment districts.
 12. Ordinances relating to traffic schedules (e.g., stop signs, parking limits, etc.).
 13. All ordinances relating to personnel regulations (e.g., pensions, retirement, job descriptions and insurance, etc.).
 14. Ordinances authorizing the establishment of industrial development corporations.
 15. Ordinances establishing tax rates for the City.
- B. The repeal provided for in this Section shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance which is repealed by this ordinance.
- C. The repeal provided for in this Section shall not affect any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance, nor shall it affect any prosecution, suit or proceeding pending or any judgment rendered prior to such date.

Section 4. Amendments To Code.

Any and all additions and amendments to such Code when passed in such form as to indicate the intention of the Board of Aldermen to make the same a part thereof shall be deemed to be incorporated in such Code so that reference to the "Code of Ordinances of the City of Twin Oaks" shall be understood and intended to include such additions and amendments.

Section 5. Violations and Penalties.

- A. Whenever in this Code or any other ordinance of the City, or in any rule, regulation, notice or order promulgated by any officer or agency of the City under authority duly vested in him/her or it, any act is prohibited or is declared to be unlawful or an offense, misdemeanor or ordinance violation or the doing of any act is required or the failure to do any act is declared to be unlawful or an offense, misdemeanor or ordinance violation, and no specific penalty is provided for the violation thereof, upon conviction of a violation of any such provision of this Code or of any such

ordinance, rule, regulation, notice or order, the violator shall be punished by a fine not exceeding one thousand dollars (\$1,000.00) or by imprisonment in the City or County Jail not exceeding three (3) months, or by both such fine and imprisonment; provided, that in any case wherein the penalty for an offense is fixed by a Statute of the State, the statutory penalty, and no other, shall be imposed for such offense, except that imprisonments may be in the City prison or workhouse instead of the County Jail.

- B. Every day any violation of this Code or any other ordinance or any such rule, regulation, notice or order shall continue shall constitute a separate offense.
- C. Whenever any act is prohibited by this Code, by an amendment thereof, or by any rule or regulation adopted thereunder, such prohibition shall extend to and include the causing, securing, aiding or abetting of another person to do said act. Whenever any act is prohibited by this Code, an attempt to do the act is likewise prohibited.
- D. Minor Traffic Violations as set out in City Code Section 100.220.
- E. Municipal Ordinance Violations as set out in City Code Section 100.220.

Section 6. Applicability of General Penalty.

In case of the amendment by the Board of Aldermen of any Section of such Code for which a penalty is not provided, the general penalty as provided in Section 5 of this ordinance shall apply to the Section as amended; or in case such amendment contains provisions for which a penalty other than the aforementioned general penalty is provided in another Section in the same Chapter, the penalty so provided in such other Section shall be held to relate to the Section so amended, unless such penalty is specifically repealed therein.

Section 7. Filing of Copy of Code; Codes To Be Kept Up To Date.

A copy of such Code shall be kept on file in the office of the City Clerk, preserved in loose-leaf form or in such other form as the City Clerk may consider most expedient. It shall be the express duty of the City Clerk, or someone authorized by said officer, to insert in their designated places all amendments and all ordinances or resolutions which indicate the intention of the Board of Aldermen to make the same part of such Code when the same have been printed or reprinted in page form and to extract from such Code all provisions which from time to time may be repealed by the Board of Aldermen. This copy of such Code shall be available for all persons desiring to examine the same.

Section 8. Altering or Tampering With Code; Violations and Penalties.

It shall be unlawful for any person to change or alter by additions or deletions any part or portion of such Code, or to insert or delete pages or portions thereof, or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Twin Oaks to be misrepresented thereby. Any person violating this Section shall be punished as provided in Section 5 of this ordinance.

Section 9. Severability.

It is hereby declared to be the intention of the Board of Aldermen that the Sections, paragraphs, sentences, clauses and phrases of this ordinance and the Code hereby adopted are severable, and if any phrase, clause, sentence, paragraph or Section of this ordinance or the Code hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and Sections of this ordinance or the Code hereby adopted.

Section 10. Effective Date. This ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, THIS 4th DAY OF MARCH 2026.

Russ Fortune, Mayor

Attest:

April Milne, City Administrator/Clerk

Journal of "ayes" and "nays"
Final Passage

Board Member	Votes	
	Aye	Nay
Alderman Eisenhower	_____	_____
Alderman Krewson	_____	_____
Alderman Stoeckl	_____	_____
Alderman Crawford	_____	_____

City of Twin Oaks
2025 Statutory Updates Incorporated During Supplement # 21

The Sections of the Code noted in the table below have been updated with the 2025 statutory material. The City’s attorney may want to review these changes to confirm these revisions are necessary. All revised Sections will be in effect following the City’s adoption of the Code.

Section/Subsection of the Code	Description of the Revision	Pursuant to RSMo. Section
115.025	We added a new Section regarding the appointment of non-elected board members by the Mayor of a <u>Fourth Class City</u> .	79.235
210.010	We added two new offenses regarding safety while traveling by bus to the definition of “dangerous felony.”	556.061
210.430	We added a new Section regarding the offense of obstructing government operations.	576.030
210.550	We revised this Section to indicate that the offense of tampering with a water supply can now be a felony under certain circumstances.	577.150
210.770	We added a new Section regarding the offense of interfering with a first responder.	574.207
210.1260	We added a new Section regarding the offense of <u>unlawfully gaining entry into</u> a motor vehicle.	569.175
300.010	We added a new definition of “cotton trailer.”	301.010
310.060	We revised Subsection (C) to include new provisions allowing emergency vehicles to avoid using audible or visual signals under certain circumstances.	304.022
340.160	We added a new Subsection (B) regarding stunt driving.	304.012
Chapter 342 Cross Reference	We revised the reference to Section 125.320(A)(10) to refer to Section 125.070.	N/A
370.150	We added a new Subsection (B) regarding cotton trailers. Former Subsection (B) is now Subsection (C).	307.010

AN ORDINANCE AMENDING THE TWIN OAKS PURCHASING POLICY, CHAPTER 145
OF THE TWIN OAKS MUNICIPAL CODE**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN
OAKS, MISSOURI, AS FOLLOWS:**

Section 1: Section 145.020, entitled “Purchasing Agent,” is hereby amended to add the following underlined text, and delete the ~~red~~ and ~~struckthrough~~ text, to read as follows:

Section 145.020 Purchasing Agent

- A. The City Administrator/Clerk ~~Mayor~~ shall act as the Purchasing Agent. The Purchasing Agent shall, in accordance with and subject to the rules, regulations and procedures in this Chapter and all applicable laws and ordinances:
1. Direct, supervise and be responsible for the procurement and acquisition of all materials, supplies and equipment, all contractual services and all insurance required by the City;
 2. Verify that all vendors and contractors of the City have the appropriate insurance coverage;
 3. Sell or dispose of all obsolete or unusable personal property of the City under five thousand dollars (\$5,000.00) depreciated value. A list shall be presented to the Board of Aldermen of all obsolete or unusable personal property of the City whose original value was greater than two hundred fifty dollars (\$250.00);
 4. Forward all purchases and contracts over five thousand dollars (\$5,000.00) to the Board of Aldermen for final approval.

Section 2: This ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,
THIS 18th DAY OF MARCH 2026.

Russ Fortune, Mayor

Attest:

April Milne, City Administrator/Clerk

Memo to: Board of Aldermen
From: April Milne, City Administrator
Subject: City Hall Public Hours
Date: March 18, 2026

BACKGROUND

Over the last 25 years, the City of Twin Oaks has had varied public hours, depending on the number and capacity of the current staff. One resident expressed concern at a recent meeting about the current hours and public access.

HISTORICAL PUBLIC HOURS*

2000 – 2008	Monday – Friday, 9 am to 4 pm
2008 – 2016	Monday – Friday, 8 am to 3 pm
2016 – 2023	Monday – Friday, 9 am to 5 pm
2024 – present	Monday – Friday, 9 am to 3 pm

*Public hours of City Hall do not reflect staff work hours, as many events and meetings take place in the evenings and on weekends. Full-time salaried staff are not additionally compensated for work outside of regular office hours.

NEIGHBORING CITIES PUBLIC HOURS

Manchester	74 full time employees	M-F, 8 am to 4:30 pm
Ballwin	140 full time employees	M-F, 8 am to 5 pm
Valley Park	5 full time employees	M-F, 8 am to 4:30 pm
Winchester	1 full time employee	M-F, 9 am to 4 pm
Clarkson Valley	2 full time employees	M-F, 9 am to 4:30 pm
Crystal Lake Park	2 full time employees	M, Tue & Th, 9 am to Noon
St. Louis County Government Offices		M-F, 8 am to 3:30 pm

Chapter 400. Zoning Regulations

Article IV. "A" Single-Family Dwelling District Regulations

Section 400.170. Site Development Plan Application And Approval Procedures.

[Ord. No. 20-21, 12-16-2020; Ord. No. 25-08, 8-6-2025]

- A. The owner or developer of any lot located within and which meets the requirements of an "A" Single-Family Dwelling District, prior to the new construction, erection, conversion, enlargement, reconstruction or structural alteration of any principal building on, or change of principal use of, such lot, shall file with the City Clerk an application for site development plan approval; provided, that this site development plan approval process shall not be required for the conversion, enlargement, rehabilitation or structural alteration of any existing single-family dwelling but shall be required for initial construction of any new single-family dwelling. The application shall be submitted on forms provided by the City and shall include a site development plan prepared by a licensed professional architect, engineer or land surveyor together containing support information satisfying the following requirements:
1. The name of the owner or developer and of the professional architect, engineer, planner, or land surveyor responsible for the preparation of the proposed site development plan.
 2. Existing and proposed site grades identifying all grade changes and areas of cut and fill at a minimum contour interval of two (2) feet, or one (1) foot in areas where average slopes are three percent (3%) or less.
 3. Existing landscape and natural features plan identifying specific location of all woodlands, trees, major vegetation areas, streams, watercourses and other natural resources and features and delineating specific provisions to be taken to preserve or to minimize impact on these natural features.
 4. All existing and proposed uses and buildings.
 5. Sidewalks and walkways, as required by Section **405.120** of the development regulations; however, where no connecting sidewalks exist on abutting property, the developer in lieu of installing public sidewalks may grant to the City a sidewalk easement or additional right-of-way sufficient to allow the City to install a sidewalk at a later date which dedication shall be no less than five (5) feet wide and include any necessary working room.
 6. Driveways, existing and proposed curb cuts, vehicle travel lanes and parking areas, as applicable in compliance with Section **400.390** (Residential Parking Requirements).
 7. Means for the provision of water, sanitary sewerage, storm drainage, electric and natural gas services, and telephone and telecommunications services including cable facilities.
 8. Existing and proposed easements and dedications.
 9. Building plans and elevations depicting exterior materials and treatments; height, bulk, and locational relationships.

10. Other information which the Planning and Zoning Commission or the Board of Aldermen may designate.
- B. Upon the receipt of filing of a complete application for site development plan approval, the City Clerk, after providing copies of the application to the Board of Aldermen, shall refer the application and support documentation first to the City's engineers for review for completeness of the application and comment. After the application has been determined to be complete in accordance with the requirements of this Section and the applicant has responded to all comments of the City, the City Clerk will place the matter on the Planning and Zoning Commission's next agenda for the Commission's review, study, and recommendation. The Planning and Zoning Commission shall review the application and shall report to the Board of Aldermen the Planning and Zoning Commission's recommendations for approval, disapproval, or modification of the proposed site development plan.
 - C. Upon receipt of the recommendation of the Planning and Zoning Commission, the Board of Aldermen shall schedule and conduct a public hearing on the proposed site development plan after publishing notice of the time, place, and purpose of the hearing in a newspaper of general circulation within the City at least fifteen (15) days prior to the date of the hearing. The Board of Aldermen may continue the hearing from time to time without further publication upon designation at the hearing of the time and place of the continuation and notation of such continuation in the minutes of the Board of Aldermen. Upon conclusion of the hearing, the Board of Aldermen may, in writing, approve, disapprove, or conditionally approve the site development plan. The Board of Aldermen shall promptly transmit a copy of the final action on the proposed site development plan to the applicable Code Enforcement Official(s).
 - D. Proposed construction or change of a principal use approved pursuant to this Section shall commence within six (6) months of the date of approval by the Board of Aldermen of the site development plan and application or the site development plan approval shall lapse and be void.
 - E. No building permit to erect, convert, enlarge, reconstruct or structurally alter any principal building (other than for conversion, enlargement, reconstruction or structural alteration of an existing single-family dwelling) and no approval to change a principal use shall issue until the Board of Aldermen has approved a site development plan in accordance with this Section; provided, that nothing in this Section shall be construed to prohibit issuance of a grading permit approved by the Board of Aldermen for such grading and site work as may be required to prepare a lot for development. Nothing herein authorizes a change of use to a use not permitted in the "A" Single-Family Dwelling District.



CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021
(636) 225-7873 • fax (636) 225-6547 • www.cityoftwinoaks.com

“A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT RESIDENTIAL SITE DEVELOPMENT PLAN PROCESS

Step 1

Applicant files 18 copies of complete* application for site development plan approval with City Administrator.

[*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application-See attached checklist.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

City Administrator provides copies to Board of Aldermen and refers application for site development plan approval to Planning and Zoning Commission at next available meeting for study, review and report.

Step 2

Planning and Zoning Commission within 60 days of receipt reviews application for site development plan approval and recommends to Board of Aldermen that:

1. Approval be granted;
2. Site development plan be modified; or
3. Application be denied

Board of Aldermen receives Planning and Zoning Commission recommendations (or after 60 days); reviews proposed site development plan

Step 3

City Administrator schedules public hearing and directs publication of notice

[minimum 15 days prior notice in newspaper]

Board of Aldermen conducts Public Hearing and receives comments on proposed site development plan

Step 4

Board of Aldermen, upon conclusion of public hearing, may in writing:

1. Approve the site development plan;
2. Require that the applicant modify the site development plan; or
3. Disapprove the site development plan

[if finally approved, construction or change of use must commence within 6 months of the date of approval]

Board of Aldermen transmits copy of final action on site development plan to Code Enforcement Official

REQUIRED FOR:

- Any erection, conversion, enlargement or structural alteration of a principal building (other than an existing single-family dwelling or single-family attached dwelling);
- Any change of principal use

SITE DEVELOPMENT PLAN INFORMATION SUBMITTAL REQUIREMENTS:

- Names of developer/owner and of professional engineer, architect or land surveyor responsible for plan preparation ;
- Existing and proposed grading at 2 foot contour interval (1 foot where average slopes are 3% or less);
- Existing landscape and natural features plan and proposed preservation methods;
- Existing and proposed uses, buildings, driveways and parking areas, curb cuts;
- Utility services (e.g. water, sanitary, storm, electric, natural gas, telephone, cable);
- Building plans and elevations;
- Existing and proposed easements and dedications

URBAN GUIDELINES

A. Architectural/Building Elements.

1. Residential and commercial architecture within the City should be designed to maintain traditional standards of construction methods, materials, masses and forms.
 2. All non-residential structures should be designed to create a strong physical and spatial relationship with either Big Bend Boulevard or Meramec Station Road frontage(s), as applicable.
 3. Each commercial structure should have a main entrance oriented toward the street side of the structure, connecting with a sidewalk. Additional, supplementary entrances may be provided and oriented toward parking Courts or pedestrian paths.
 4. Building materials, colors and Principal Building roof/parapet lines should be carefully selected to assure that adjacent structures relate to each other.
 5. Building construction should be of high quality and durable materials. Acceptable materials include:
 - Brick;
 - Stone;
 - Concrete with approved texturing, scoring and detailing;
 - Clear Glass;
 - Metals including copper, steel, aluminum, when used as roof or detail elements including awnings, door and window frames, or decorative applications.
- Unacceptable materials include:
- Stucco;
 - Mirrored or tinted glass;
 - Vinyl or plastic siding;
 - Metal siding;
 - Concrete block or masonry unit (exposed);
 - Canvas or other fabric.
7. Primary materials and colors should wrap all exposed facades of the building. A harmonious range of colors should be used emphasizing earth tones and natural colors. Bright colors intended to call attention to individual buildings should not be allowed.
 8. Individual property owners and developers should consult with adjacent owners to coordinate development activities and resources such as shared service alleys, etc.

B. Additional Architectural Guidelines.

1. Roof Forms and Materials:
 - a. All buildings should be designed with consistent roof pitches (all roofs on same building should be similar);
 - b. Use of roof pitches between and including 4:12 to 6:12 are recommended where possible.
2. Height, Scale:
 - a. The height of Principal Buildings should be limited to three (3) stories.
 - b. Buildings should be designed so that the building elements (canopies, bays, projections, etc.) will provide the scale of the building rather than applied details.
3. Entries:
 - a. Significant articulation or structural detailing should be provided at entry points.
 - b. Entries should be articulated with architectural canopies, overhangs, etc.
4. Facade Articulation:
 - a. Corners of buildings should include significant articulation through fenestration, building materials, and detailing.

- b. Window fenestration should be grouped or set in bands; window frame configurations should be limited to simple rectangular shapes with clear delineation of fixed and operational elements.
- c. Building projections should be maintained as consistent modules and random wall modulations or projections should be avoided.

C. Pedestrian Circulation.

1. All collector streets (i.e. Big Bend Boulevard, Meramec Station Road) should be provided with sidewalks on both sides. Sidewalks should be a minimum of four (4) feet in width. In addition, pedestrian designated circulation routes should be provided within commercial developments to connect adjacent parking areas, streets, buildings and neighborhoods.
2. Americans with Disabilities Act (ADA) requirements should be adhered to in all instances.
3. Special paving materials should be used to enhance primary pedestrian circulation routes and provide a clear designation from vehicular movement areas. Special paving materials include:
 - Colored and patterned or scored concrete
 - Concrete or asphalt unit pavers
 - Stone

D. Vehicle Access, Driveways, and Parking.

1. Vehicular access points (curb cuts) to individual non-residential parcels should be limited to one (1) per parcel, or no more than one (1) per three hundred (300) feet of frontage on Big Bend Boulevard or Meramec Station Road, as applicable, within a single parcel.
2. No through access should be allowed into commercial development parcels from neighborhood streets except for service drives signed as such.
3. To create simple, easily recognizable private entries, access points from Big Bend Boulevard and Meramec Station Road should be coordinated between adjacent parcels where possible. Driveways and parking areas should be designed to accommodate efficient vehicle stacking during peak periods, based on a site specific traffic analysis
4. Landscape buffering and screening of parked cars should be provided on each non-residential parcel; planting materials, fencing, walls and barriers should be coordinated to provide a continuous, harmonious screening effect.
5. Parking lots and service alleys should not dominate commercial street frontage. Building walls and entries, landscape conditions, and pedestrian areas should create the primary focus from such streets.
6. Service alleys and other service zones should not be located in areas that are visible from public roads or neighborhood entry throughways.

E. Additional Parking Area Landscaping, Buffering and Screening Requirements.

1. A fifty (50) foot wide landscape Buffer Strip should be implemented on all commercial parcels where such parcels abut residential or other uses.
2. A minimum of one (1) large canopy tree (minimum three (3) inch caliper measured three (3) feet above finished grade) should be planted within the boundary of the parking lot for every six (6) Parking Spaces developed, but the number of trees should not be less than two (2) in any case. Minimum spacing between each tree planted should be twenty (20) feet.
3. Tree species utilized in parking and landscaped areas should be indigenous to the region, or of a horticultural variety that is identified as a USDA Plant Zone 5 material.
4. Minimum six (6) feet wide landscape Buffer Strips or planting islands should be provided between each parking bay when there are fifty (50) or more Parking Spaces developed within a site. Where any landscape area exists adjacent to a Parking Space, screen planting

materials should be located to provide separation from the parking area edge of at least two (2) feet.

5. All parking areas should be screened. At maturity, screening should be a minimum of two (2) feet above the adjacent curb elevation of the Parking Spaces screened.

F. Service, Loading and Utilities.

1. All utility services including but not limited to meters, vaults, sprinkler risers, vacuum breakers, and trash containers, and service or loading areas should be screened by evergreen hedges or walls or by screens planted with evergreen vines. These screening devices should be of a minimum height to extend above and completely block the view of such areas or devices within one (1) year of the time of installation.
2. Loading areas should be accommodated entirely on-site for each parcel.
3. Parallel Parking Spaces for delivery vehicles should be provided along service drives or in specially designated Courts or loading areas.
4. Loading docks and trash storage should not be located along street frontages and should be screened from view with landscape or architectural elements designed as part of the building structure. Service elements such as loading doors should be integrated with the building elevation design so as to minimize the visual impact of such elements.
5. All new installations and replacement of existing exterior utilities such as water, gas, sewerage, electrical, and communication lines should be installed underground.
6. Where potentially visible from a public street, all mechanical equipment, utility meters, storage tanks, air conditioning equipment, and similar equipment should be screened from view by landscaping or architectural elements integrated into the structure.



CITY OF TWIN OAKS

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“A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT APPLICATION FOR RESIDENTIAL SITE DEVELOPMENT PLAN

*Site Development Plan Approval is required in situations outlined in §400.170.A (“A” Single-Family Dwelling District Regulations), 400.230.A (“B” Single-Family Attached Dwelling District Regulations) and 400.370.A (“D” Park District Regulations) of the City Zoning Code. **Eighteen (18) copies** of the Site Development Plan and any accompanying documents shall be submitted, and shall be in conformance with all general application requirements, including all application fees. (Please type or print in ink below)*

INFORMATION CONCERNING APPLICANT:

Applicant hereby submits the following information concerning the use or development proposed:

Site Location/Address: _____

Name of Applicant: _____

Represented by (if Applicant is a business entity): _____ Title: _____

Full Address: _____ Phone #: _____
_____ Fax #: _____

Name of Property Owner: _____

Full Address: _____ Phone #: _____
_____ Fax #: _____

Name of Developer: _____

Full Address: _____ Phone #: _____
_____ Fax #: _____

Name of Architect and/or Engineer: _____

Describe types of use(s) activities proposed (attach additional sheet, if required): _____

SITE DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:

- Site development plans(s) prepared by a licensed professional architect, engineer or land surveyor and containing or depicting:**
 - Existing and proposed site grades identifying grade changes and cut and fill areas at a minimum contour interval of two (2) feet or one (1) foot where average slopes are three percent (3%) or less
 - Existing landscape and natural features showing location of all woodlands, trees, major vegetation, streams and watercourses, as well as means to be taken to preserve or minimize impact on these areas
 - All existing and proposed uses and buildings
 - Sidewalks and walkways

- Driveways, existing and proposed curb cuts, vehicle lanes and parking areas
- Means for the provision of water, sanitary sewerage, storm drainage, electric and natural gas services, and telephone and telecommunications services including cable facilities
- Existing and proposed easements and dedications
- Building plans and elevations depicting exterior materials and treatments; height, bulk and locational relationships
- Other information as requested by the Planning and Zoning Commission or the Board of Trustees

2. **To facilitate review by the City, the applicant may also submit:**
(please check ✓ if applicable)

- Exterior building sketches and elevations** depicting the general style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan, such as apartments and commercial buildings, a separate sketch should be prepared for each type. Such sketches shall include elevation drawings, but detailed drawings and perspectives are not required.
- Schedules** indicating floor area, site area, coverage, parking spaces, proposed plant materials by type, size and quantity, land use intensity and other qualities specified in the applicable zoning district regulations.

Representations Concerning Compliance with Laws

I, the undersigned, have read this application in its entirety and the information contained herein is true, and correct and complete to the best of my knowledge, information and belief. I hereby represent that the property and the activities proposed to be conducted thereon do not and will not violate any ordinance of the City of Twin Oaks or the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this Application or failure to comply with all laws may result in revocation of relevant approvals or permits.

Signature of Applicant: _____ Date: _____
 Print Name: _____ Title: _____

Verification by Owner

If the application is submitted on behalf of an owner of property or by a tenant for property owned by a person or entity other than the tenant, the owner must verify that the owner has read the application and consents to its review and possible approval by the City.

The undersigned hereby acknowledges that she or he has read the application, understands that the application seeks approval of a site development plan for the property, and consents to its submission to City review and possible approval.

Signature of Owner: _____ Date: _____
 Print Name: _____ Title: _____

* * * * * **FOR OFFICE USE ONLY** * * * * *

Date of Board of Aldermen Decision: _____ Approved Disapproved

Amount Paid: \$ _____ Cash/Check #: _____ Date Rec'd: _____

ZONING REGULATIONS

400 Attachment 1

City of Twin Oaks

Appendix A

Urban Guidelines

[Ord. No. 20-21, 12-16-2020]

A. Architectural/Building Elements.

1. Residential and commercial architecture within the City should be designed to maintain traditional standards of construction methods, materials, masses and forms.
2. All non-residential structures should be designed to create a strong physical and spatial relationship with either Big Bend Boulevard or Meramec Station Road frontage(s), as applicable.
3. Each commercial structure should have a main entrance oriented toward the street side of the structure, connecting with a sidewalk. Additional, supplementary entrances may be provided and oriented toward parking courts or pedestrian paths.
4. Building materials, colors and principal building roof/parapet lines should be carefully selected to assure that adjacent structures relate to each other.
5. Building construction should be of high quality and durable materials.
Acceptable materials include:
 - Brick;
 - Stone;
 - Concrete with approved texturing, scoring and detailing;
 - Clear Glass;
 - Metals including copper, steel, aluminum, when used as roof or detail elements including awnings, door and window frames, or decorative applications;
 - Fiber cement panels and siding.

Unacceptable materials include:

- Stucco;
- Mirrored or tinted glass;

TWIN OAKS CITY CODE

- Vinyl or plastic siding;
 - Metal siding;
 - Concrete block or masonry unit (exposed);
 - Canvas or other fabric.
6. Primary materials and colors should wrap all exposed facades of the building. A harmonious range of colors should be used emphasizing earth tones and natural colors. Bright colors intended to call attention to individual buildings should not be allowed.
 7. Individual property owners and developers should consult with adjacent owners to coordinate development activities and resources such as shared service alleys, etc.
- B. Additional Architectural Guidelines.
1. Roof forms and materials:
 - a. All buildings should be designed with consistent roof pitches (all roofs on same building should be similar);
 - b. Use of roof pitches between and including 4:12 to 6:12 are recommended where possible.
 2. Height, scale:
 - a. The height of Principal Buildings should be limited to three (3) stories.
 - b. Buildings should be designed so that the building elements (canopies, bays, projections, etc.) will provide the scale of the building rather than applied details.
 3. Entries:
 - a. Significant articulation or structural detailing should be provided at entry points.
 - b. Entries should be articulated with architectural canopies, overhangs, etc.
 4. Facade articulation:
 - a. Corners of buildings should include significant articulation through fenestration, building materials, and detailing.

ZONING REGULATIONS

- b. Window fenestration should be grouped or set in bands; window frame configurations should be limited to simple rectangular shapes with clear delineation of fixed and operational elements.
- c. Building projections should be maintained as consistent modules and random wall modulations or projections should be avoided.

C. Pedestrian Circulation.

1. All collector streets (i.e., Big Bend Boulevard, Meramec Station Road) should be provided with sidewalks on both sides. Sidewalks should be a minimum of four (4) feet in width. In addition, pedestrian designated circulation routes should be provided within commercial developments to connect adjacent parking areas, streets, buildings and neighborhoods.
2. Americans with Disabilities Act (ADA) requirements should be adhered to in all instances.
3. Special paving materials should be used to enhance primary pedestrian circulation routes and provide a clear designation from vehicular movement areas. Special paving materials include:
 - Colored and patterned or scored concrete;
 - Concrete or asphalt unit pavers;
 - Stone.

D. Vehicle Access, Driveways, And Parking.

1. Vehicular access points (curb cuts) to individual non-residential parcels should be limited to one (1) per parcel, or no more than one (1) per three hundred (300) feet of frontage on Big Bend Boulevard or Meramec Station Road, as applicable, within a single parcel.
2. No through access should be allowed into commercial development parcels from neighborhood streets except for service drives signed as such.
3. To create simple, easily recognizable private entries, access points from Big Bend Boulevard and Meramec Station Road should be coordinated between adjacent parcels where possible. Driveways and parking areas should be designed to accommodate efficient vehicle stacking during peak periods, based on a site specific traffic analysis.
4. Landscape buffering and screening of parked cars should be provided on each non-residential parcel; planting materials, fencing, walls and barriers should be coordinated to provide a continuous, harmonious screening effect.

TWIN OAKS CITY CODE

5. Parking lots and service alleys should not dominate commercial street frontage. Building walls and entries, landscape conditions, and pedestrian areas should create the primary focus from such streets.
 6. Service alleys and other service zones should not be located in areas that are visible from public roads or neighborhood entry throughways.
- E. Additional Parking Area Landscaping, Buffering And Screening Requirements.
1. A fifty (50) feet wide landscape buffer strip should be implemented on all commercial parcels where such parcels abut residential or other uses.
 2. A minimum of one (1) large canopy tree (minimum three-inch caliper measured three (3) feet above finished grade) should be planted within the boundary of the parking lot for every six (6) parking spaces developed, but the number of trees should not be less than two (2) in any case. Minimum spacing between each tree planted should be twenty (20) feet.
 3. Tree species utilized in parking and landscaped areas should be indigenous to the region, or of a horticultural variety that is identified as a USDA Plant Zone 5 material.
 4. Minimum six (6) feet wide landscape buffer strips or planting islands should be provided between each parking bay when there are fifty (50) or more parking spaces developed within a site. Where any landscape area exists adjacent to a parking space, screen planting materials should be located to provide separation from the parking area edge of at least two (2) feet.
 5. All parking areas should be screened. At maturity, screening should be a minimum of two (2) feet above the adjacent curb elevation of the parking spaces screened.
- F. Service, Loading And Utilities.
1. All utility services including, but not limited to, meters, vaults, sprinkler risers, vacuum breakers, and trash containers, and service or loading areas should be screened by evergreen hedges or walls or by screens planted with evergreen vines. These screening devices should be of a minimum height to extend above and completely block the view of such areas or devices within one (1) year of the time of installation.
 2. Loading areas should be accommodated entirely on-site for each parcel.
 3. Parallel parking spaces for delivery vehicles should be provided along service drives or in specially designated courts or loading areas.
 4. Loading docks and trash storage should not be located along street frontages and should be screened from view with landscape or architectural elements designed as part of the

ZONING REGULATIONS

building structure. Service elements such as loading doors should be integrated with the building elevation design so as to minimize the visual impact of such elements.

5. All new installations and replacement of existing exterior utilities such as water, gas, sewerage, electrical, and communication lines should be installed underground.
6. Where potentially visible from a public street, all mechanical equipment, utility meters, storage tanks, air-conditioning equipment, and similar equipment should be screened from view by landscaping or architectural elements integrated into the structure.

Chapter 400. Zoning Regulations

Article XVII. Board of Adjustment

Section 400.580. Appeals To Board Of Adjustment.

[Ord. No. 20-21, 12-16-2020]

- A. Appeals to the Board of Adjustment may be taken by any person aggrieved, by any neighborhood organization as defined in Section **32.105**, RSMo., representing such person or by any officer, department, board, or bureau of the City affected by any final decision of the Code Enforcement Official or other official. Such appeal shall be taken within thirty (30) days of the decision appealed from, as shall be prescribed by the Board of Adjustment by general rule, by filing with the officer from whom the appeal is taken and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from is taken.
- B. An appeal shall stay all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Adjustment after the notice of appeal shall have been filed with the officer that by reason of the facts stated in the certificate a stay would, in that officer's opinion, cause immediate peril to life or property. In such a case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Adjustment, or by a court of record on application or notice to the officer from whom the appeal is taken and on due cause shown.
- C. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, give not less than fifteen (15) days' public notice thereof in a newspaper of general circulation in the City of Twin Oaks, as well as due notice to the parties in interest and decide the same within a reasonable time. Upon hearing, any party may appear in person or by agent or by attorney.

Section 400.590. Purpose And Powers Of The Board Of Adjustment.

[Ord. No. 20-21, 12-16-2020]

- A. Purpose. The purpose of the Board of Adjustment is to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the City zoning laws adopted pursuant to Sections **89.010** to **89.140**, RSMo., or of any ordinance adopted pursuant to such Sections. Subject only to the general or specific rules in this Article **XVII** or specific restrictions provided in State law (Sections **89.010** to **89.140**, RSMo.), the Board of Adjustment may determine and vary its approval, modification or overturning of a decision appealed from in harmony with its general purpose and intent and appeals therefrom shall be made to the Circuit Court of St. Louis County as hereinafter provided.
- B. Powers. The Board of Adjustment shall have the following powers:

1. To hear and decide all matters referred to it or upon which it is required to pass under such ordinance.
2. To permit the extension of a district where the boundary line of a district divides a lot held in a single ownership at the time of the passage of this Article.
3. To interpret the provisions of this Chapter in such a way as to carry out the intent and purpose of the Master Development Plan.
4. To permit the reconstruction of a non-conforming building which has been damaged by explosion, fire, act of God or public enemy, to the extent of more than fifty percent (50%) of its reasonable value, where the Board of Adjustment finds some compelling public necessity requiring a continuance of the non-conforming use and the primary purpose of continuing the non-conforming use is not to continue a monopoly.
5. To permit a variation in the yard requirements of any district where there are practical difficulties in carrying out these provisions due to an irregular shape of the lot, topographical or other conditions, provided such variation will not seriously affect any adjoining property or the general welfare. Before granting a requested variance and before making any finding in a specific case, the Board shall, as appropriate under the circumstances, determine that applicant has demonstrated that:
 - a. There are practical difficulties keeping the applicant from complying with the strict letter of the Zoning Code;
 - b. The alleged practical difficulty(ies) relied on by the applicant as a ground for a variance is/are unique to the property and different from that suffered throughout the zone or neighborhood;
 - c. The practical difficulty was not the result of the action of the applicant taken subsequent to the effective date of this Zoning Code;
 - d. The proposed variance will not have present and future negative effect on the subject property or neighboring property;
 - e. There will not be a substantial change in the character of the neighborhood if the proposed variance is granted;
 - f. The proposed variance will not cause a substantial detriment to the adjoining properties;
 - g. The proposed variance will not constitute any change in the Zoning Map, unless herein provided;
 - h. The difficulty cannot be avoided by any other method, feasible for the applicant to pursue, other than the variance;
 - i. In view of the manner in which the difficulty arose and considering all relevant circumstances, the interest of justice will be served by allowing the variance; and
 - j. The proposed variance will not impair an adequate supply of light and air to adjacent property; will not unreasonably increase the congestion in public streets; will not increase the public danger of fire and safety; will not diminish or impair established property values within the surrounding area; and will not in any other respect impair the public health, safety, comfort, morals, and welfare of the City.

Section 400.600. Decision Of Board Of Adjustment.

- A. In exercising the above-mentioned powers, such Board may, in conformity with the provisions of Sections **89.010** to **89.140**, RSMo., reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the officer from whom the appeal is taken. The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance or to affect any variation in such ordinance except as provided in Section **305.410**, RSMo.
- B. Every variation granted or denied by the Board of Adjustment shall be accompanied by a written finding of fact, based on testimony and evidence, and specifying the reason for granting or denying the variation.

Section 400.610. Appeals From Board Of Adjustment.

[Ord. No. 20-21, 12-16-2020]

Any person or persons jointly or severally aggrieved by any decision of the Board of Adjustment, any neighborhood organization as defined in Section **32.105**, RSMo., representing such person or persons or any officer, department, board, or bureau of the municipality may present to the Circuit Court of the County or City in which the property affected is located, a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the Board. Upon the presentation of such petition, the court may allow a certiorari directed to the Board of Adjustment to review such decision of the Board of Adjustment and shall prescribe therein the time within which to return thereto must be made and served upon the relator's attorney, which shall not be less than ten (10) days and may be extended by the court. The allowance of the writ shall not stay proceedings upon the decision appealed from, but the court may, on application, on notice to the Board and on due cause shown, grant a restraining order. The Board of Adjustment shall not be required to return the original papers acted upon by it, but it shall be sufficient to return certified or sworn copies thereof or of such portions thereof as may be called for by such writ. The return shall concisely set forth such other facts as may be pertinent and material to show the grounds of the decision appealed from and shall be verified. If, upon the hearing, it shall appear to the court that testimony is necessary for the proper disposition of the matter, it may take additional evidence or appoint a referee to take such evidence as it may direct and report the same to the court with the referee's findings of fact and conclusions of law, which shall constitute a part of the proceedings upon which a determination of the court shall be made. The court may reverse or affirm, wholly or partly, or may modify the decision brought up for review. Costs shall not be allowed against the Board unless it shall appear to the court that it acted with gross negligence, or in bad faith, or with malice in making the decision appealed from. All issues in any proceedings under Sections **89.080** to **89.110**, RSMo., shall have preference over all other civil actions and proceedings.

Public Works Supervisor Report
City of Twin Oaks, Board of Aldermen

March 18th 2026

Public Works/ Maintenance Up

- Took down deck at Bell house
- Met with Camera company for new cameras at the park and Bell House once we have wifi waiting on Bid
- Landscaped the Bell House added a couple trees and bushes.
- Weeded city Hall then used Preen for preventative maintenance
- Added Radar Sign to Big Bend Rd.
- Fixed Pothole on Meremec Station towards the library.
- 4" Carbon Steel Bollard – see display

Upcoming Projects

- We rented a skid steer to cover 28 yards of dirt for the Volleyball court. We decided to sod over the top, it is \$800 delivered. Isaiah and I will install the sod. We will install the sod next week
- I have been talking with Site One about getting two Oak trees for the intersection. I can get 2 4" Oak trees for the intersection for 1,300

City Administrator's Report
City of Twin Oaks, Board of Aldermen
March 18, 2026

Administrative Updates

- Bulk trash weekend scheduled for March 28-29
- Proposals for insurance were received - will have a recommendation at the next meeting
- Paula - recap of MoCCFOA

Project Status

Park Access Pedestrian Improvement Project (park grant)

- Well under budget
- Contacted Municipal League to discuss options for pursuing the second phase of the project (turnaround)

Park Lighting Upgrade Project

- Met with Voss and Brda on 3/12 to discuss boring location

Meramec Station Sidewalk Connector (TAP Grant)

- Russ and I reviewed the letters of intent and conducted initial scoring
- Will complete additional vetting via references
- Recommendation will be presented at the April 1 meeting