

City of St. Ann

New Resident Packet



City Hall (314) 427-8009

VISIT THE CITY ONLINE AT: www.stannmo.org

Phone Numbers Mayor and Aldermen

MAYOR

Amy Poelker
517-2378



WARD 1

Kathi Asinger Campbell
604-0820
Jan Shy
426-2474



WARD 2

Jennie Marino
722-8983
William Croney
423-9737



WARD 3

Matthew Dirck
779-3737
Rebekah Jimenez
216-0876



WARD 4

Iven Sparks
739-7198
Daniel Murphy
267-4611



CHIEF OF POLICE

Aaron Jimenez
427-8000



CITY ADMINISTRATOR

Matt Conley
427-8009

POPULATION

13,020

AREA

3 square miles

GOVERNMENT

The city operates under a
Fourth Class City
Government with a
Mayor-
Board of Aldermen Form.

Dear New Resident:

Welcome to St. Ann, Missouri! New residents to our community quickly become aware that the quality of life here is unparalleled; which is one of the many reasons that more than 13,000 people have decided to call St. Ann home. To help you get settled and learn about your new community, we have prepared this guide which contains helpful information about St. Ann. Some of the information you will find includes a directory of services, a list of elected officials, city contact information, and history about the founding of our community.

Again, welcome to St. Ann. Should you have any questions not answered in this guide, please call City Hall at (314) 427-8009 or visit our Web site at: www.stannmo.org

Kindest Regards,

City of St. Ann Mayor, Board of Aldermen, and City Staff

Support Your Local Business

In today's economy a great deal of thought goes into how to maintain property values, grow community, and strengthen the local economy. It is the strength of the local economy that helps to provide the delivery of public services that residents have grown to expect and anticipate. One of the easiest ways to accomplish these things is to support those local backyard businesses in your neighborhood. Now that doesn't mean that when you look out the window you will literally see a business in your backyard, but in a community no larger than St. Ann, local businesses aren't much farther away than that. Local businesses and property owners are also doing their part to encourage people to support local businesses through improvements.

As local businesses continue to improve their facilities, they will attract additional businesses; which brings more opportunity for shopping and dining experiences. At the same time local support for these businesses grow; property values improve, a stronger sense of community is created, and stronger neighborhoods are realized with local businesses becoming a supporter of the neighborhoods as much as the neighborhood supports the businesses in their own backyard.

City Hall Hours: M-F 8:00 a.m. – 4:00 p.m.

VISIT THE CITY ONLINE AT: WWW.STANNMO.ORG

Helpful Services

Cable Television (800) 211-4450
Charter cablevision is the primary cable provider for the city. For service, billing questions and hook up.

Chamber of Commerce..... 291-2131
The North County Chamber of Commerce offers assistance to businesses and residents in the North County area.

Driver Licenses/Vehicle Registration 298-0127
The closest license bureau is located in Bridgeton.

Electrical Service 342-1000
Ameren UE provides electrical service for the city. For service, billing questions and hook-up.

Fire & Ambulance Protection
Community Fire District **428-1128**
West Overland Fire District..... **428-6069**

Gas Service 621-6960
Spire (formerly Laclede Gas) provides gas service for St. Ann. For service, billing questions and hook up.

Library 994-3300
The St. Louis County Rock Road branch library is located at 10267 St. Charles Rock Road.

Metropolitan Sewer District 768-6200
Metropolitan Sewer District provides service for the sewer system. For additional information on service, billing questions and hook up.

Post Office 428-5380
The United States Post Office located at 10401 International Plaza Dr.

School Registration
Ritenour School District **493-6010**
Pattonville School District **213-8001**

St. Louis County Government 615-5000

St. Louis County Public Works..... 615-4100
For re-occupancy inspections.

Telephone Installation (800) 464-7928
AT&T/SBC is the primary telephone service provider in the St. Ann area.

Trash Collection..... (636) 321-2100
Waste Connections is the contracted trash hauler for the City and each household is required to obtain trash service.

Voter Registration 615-1800
St. Louis County Voter Registration and address transfer postcards are available at the Administration Office at City Hall, and any St. Louis Library.

Water Service (866) 430-0820
Missouri American Water Company provides the cities water service. For service, billing questions and hook-up.

City Numbers

City Hall 427-8009
Community Center 429-4545
Golf Course 423-6400
Municipal Court..... 428-6811
Municipal Pool 423-6655
Police Department 427-8000
Public Services (Street Dept.)..... 423-2917

TRASH & RECYCLING PROVIDER

WASTE CONNECTIONS

Billing is arranged through Waste Connections. Call to set up this service **(636) 321-2100**.

PICKUP RULES and PROCEDURES

All trash containers, bulky items and recycling containers must be at the curb by 6:00 a.m. the day of pickup. Trash and recycling containers can be placed at the curb the night before pickup after 5:00 p.m. and must be removed from the curb by 8:00 p.m. the day of pickup. All trash must be contained in a trash container with a tight fitting lid.

BULKY ITEMS, such as household furniture, mattresses, etc. will be picked up by appointment. To schedule this pickup please call Waste Connections (636) 321-2100. **NO** building materials, concrete, asphalt, shingles, drywall or auto parts (other than tires) will be picked up.

WHITE GOODS, such as water heaters, stoves, washers, dryers, refrigerators, tires and batteries will be picked up by appointment. To schedule this pickup please call Waste Connections (636) 321-2100.

TRASH, BULKY ITEMS AND RECYCLING ITEMS WILL BE PICKED UP ONCE PER WEEK BY WARDS.

HOLIDAYS OBSERVED BY WASTE CONNECTIONS ARE:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If any of the holidays are on your scheduled day then the day and the days that proceed will roll to the following day. Example: The holiday is on a Wednesday, the Wednesday pickup goes to Thursday, Thursday goes to Friday and Friday goes to Saturday. Monday and Tuesday will be picked up as scheduled.

WASTE CONNECTIONS DISCOUNT

Waste Connections offers a 35% cost reduction for senior citizens 62 years of age and older. Must be residents. Contact Waste Connections (636) 321-2100 to sign up.

YARD WASTE SERVICE

The City of St. Ann provides weekly yard-waste collection to all single-family households:

- Loose yard-waste must be bagged in standard 30-gallon paper yard-waste bags or placed in designated 90-gallon cans or smaller.
- Resident owned containers should be marked with the letter "X" in a different color than the container and placed at the curb with the "X" visible from the street.
- Yard-Waste carts are to be used for yard waste **ONLY**.
- Yard-Waste will be serviced the same day as your regular trash day that you currently have.
- Yard-Waste with trash mixed in will **NOT** be collected.
- Yard-Waste in plastic bags or cardboard boxes will **NOT** be collected.
- Tree limbs and branches less than six inches (6") in diameter must be tied (with twine – **NO WIRE**) in bundles no larger than four feet (4') long by twenty four inches (24") in diameter; however, no bundle is to weigh more than fifty (50) pounds.
- Christmas Trees must be free of all decorations including tinsel, garland, ornaments and lights. The tree must also be cut shorter than four feet (4') in length.

Licensing of Vehicles

When a person becomes a resident of the State of Missouri, such person must register any motor vehicle they own and operate on public highways of the State of Missouri with the Missouri Department of Revenue within thirty days after becoming a resident of the State of Missouri.

Snow and Ice Removal

Whenever there is broadcasted, on any two (2) TV or radio stations, (1) A National Weather Service Winter Weather Advisory, or (2) A winter weather warning predicting snow accumulations of two (2) inches or more, or (3) A prediction of any ice accumulation, there shall be no parking on any part of any street within the City, unless such street has been deemed clear of snow, ice or freezing rain by the Director of Public Works or his designee or twelve (12) hours has elapsed since the end of the storm's accumulating precipitation.

Vehicles found parked in violation hereof may be towed in accordance with the provisions of Chapter 395 of the Municipal Code.

No person shall interfere with snow removal equipment while same is in operation.

Any person violating the provisions hereof shall be deemed guilty of a misdemeanor and, upon conviction thereof, be subject to penalties, provided that the fine for the first such offense shall be fifteen dollars (\$15.00) and the fine for each offense thereafter shall be twenty-five dollars (\$25.00).

Upon application to and approval by the Director of Public Works, a snow removal exemption certificate may be issued if the Director of Public Works is satisfied that on-site parking is not available because of the lack of a driveway or the insufficiency of driveway space. Such certificate shall be renewed annually.

GARAGE SALES - GENERAL RULES & REGULATIONS

A person conducting a garage sale at property located in the R-1, R-2, or R-3, residential zoning district shall be entitled to apply for two (2) garage sale licenses in a twelve month period, and each such license shall be valid for one (1) day only.

The applicant shall not place more than one (1) advertising sign on the property, which shall be limited to the day of the sale, and shall remove such sign at the end of the sale, and one (1) advertising sign off-premises, which shall be limited to the day of the sale, and shall be removed by 6:00 pm the day of the sale.

No off-premise sign shall be placed without the prior consent of the owner of such premises. Owner's authorization shall be shown on the back of such sign. Each such sign shall contain the number of the garage sale license authorizing the sale, the date of sale and shall not exceed three (3) feet in height.

"NO SIGN SHALL BE ATTACHED TO ANY UTILITY POLE, STREET SIGN, FENCE, GUARDRAIL OR OTHER STRUCTURE ON PUBLIC PROPERTY. SUCH SIGNS ARE SUBJECT TO REMOVAL BY THE CITY WITHOUT FURTHER NOTICE".

No other advertising shall be permitted on the property or within the city. This restriction shall not apply to newspaper advertisements or notices on bulletin boards located inside a business location. Violation of the advertising provision of this section shall automatically revoke the garage sale license issued and the violator shall be subject to the penalties provided for violation of city ordinances. Signs cannot be put on any public right-of-way. Residential garage or patio sale signs are not to exceed three (3) square feet and three (3) feet in height.

The fee for a GARAGE SALE PERMIT is \$ 5.00 per sale date (limit of two per year).

PETS IN THE CITY NEED TO BE LICENSED

The City of St. Ann provides a service for animal control to the community. In order for our community to have an effective animal control program, the City of St. Ann has an animal control officer and several animal ordinances. The ordinances are guidelines for the community to ensure that we provide a safe and healthy environment for our pets and loved ones.

One of the most important animal ordinances in the city of St. Ann is the requirement that all pets, cats and dogs, be licensed. The importance of this ordinance is without mention. It assists the animal control officer in identifying your pet if it were to get loose or escape from your residence. If your pet is found with a license tag, then it can be returned to you with minimal delay. If your pet is NOT licensed and the animal control officer finds it running at large, it can be mistaken as a stray where it would be taken to an animal shelter and put up for adoption. An animal license that identifies the proper owner can prevent this from happening. Another benefit of the animal licensing program is it assists the city in keeping record of the number of animals within our community, which provides us with the information we need to provide adequate service to the community.

The City of St. Ann has a limit of three (3) animals per household. Proof of rabies vaccination/certificate is required when applying for a St. Ann cat or dog license. The cost per license tag is \$10.00 for a spayed or neutered animal and \$50.00 for an unaltered animal. Pets are to be licensed at the beginning of each year and are considered late after April 30th each year.

In the month of April, a dog and cat inoculation clinic is offered to residents to vaccinate their animals at a discounted rate. A registered veterinarian performs all dog and cat inoculations. St. Ann tags are also available for purchase at this clinic or can be purchased at City Hall.

If you need any information regarding licensing your pet or animal control issues, please contact Animal Control (314) 427-8009.

MEETINGS HELD MONTHLY

Board of Aldermen

1st Monday of each month at 7:00 p.m.

Planning and Zoning Commission

2nd Monday of each month at 6:30 p.m.

As Needed.

Police Commissioners

2nd Monday of each month at 6:30 p.m.

As Needed.

Board of Adjustment

3rd Monday of each month at 6:30 p.m.

As Needed.

Park Board

3rd Monday of each month at 6:30 p.m. at the Community Center.

Building & Zoning Department

The Building & Zoning Department issues permits for driveways, new construction, additions, remodeling, sheds, garages, other structures, pools, and fences. This department also does the inspections associated with the construction and the minimum standards inspections, (required on change of ownership or occupancy of a dwelling).

Some common permit requests are listed below. If you are unsure whether a permit is required for a specific installation, it's best to call the Building Department at (314) 427-8009 before construction begins.

1. Driveways: Newly constructed driveways must be made of asphalt or concrete only. There is a width restriction in the front yard of 24'. Permit is required for replacement and/or overlay.

2. Sheds: Sheds up to 200 sq. ft. in area are permitted, in addition to other accessory structures. They may be of wood or metal and must be located on a concrete base or treated timbers. Shed replacement or new construction requires a permit.

3. Fences: A fence to be located within a side or rear yard shall be of the chain link type, wood picket, board-on-board or solid vinyl/vinyl covered fence material and shall not exceed a height of six (6) feet. If the fence is proposed to be less than six (6) feet high it shall be adjusted down in six (6) inch increments. All wood product fencing shall consist of minimum 1" x 4" nominal size vertical members and minimum 2" x 4" nominal size horizontal support members. Fences constructed of wood shall be of material pressure treated with an approved wood preservative or be of wood naturally resistant to rot and insect infestation such as redwood or cedar and provide a minimum airflow space of half (1/2) inch between vertical members for a picket design and four (4) inches of minimum space between vertical members for a shadow box or board-on-board design fence. Tight board wood fences such as a stockade design are prohibited. However, solid vinyl or vinyl covered fences may be constructed with zero clearance between fence members.

When a new fence is proposed along a property line that parallels an existing fence then either the existing fence, with fence owner's permission, shall be removed or; the proposed fence must be set back from the existing fence a minimum of three (3) feet.

It shall be the responsibility of the property owner to verify the property line location prior to erecting a fence or in authorizing another person to erect a fence. The owner of a fence is required to maintain the growth of weeds and grass between, beneath and adjacent to all fences to a height not exceeding nine (9) inches.

All fences shall be designed and constructed to withstand wind gusts of seventy (70) miles per hour and shall be continuously maintained in an upright manner, ninety (90) degrees vertical to the ground, free from defects and peeling paint, exposed wood and otherwise compromised finishes.

A fence to be located on an interior lot may not extend forward of the rear line of the main building except where there is a side entry to the building, in which case the fence may be located in front of said opening but behind the building line.

A fence to be located on a corner lot may extend to the front building line on each side that fronts a street. No fence shall be permitted within a front yard, however, landscaped borders of picket or other ornamental design shall be permitted in the front yard to a height of eighteen (18) inches.

Fences shall be erected so that exposed supporting fence members face the area to be enclosed or bordered except, in cases where the fence looks identical from either side, this provision shall not apply.

All fences and fence replacements require a permit.

4. Dish Antennas: Antennas smaller than 24" in diameter are exempt from a permit. Larger dishes require a permit and must be located 10' from property line, with a maximum height of 10', located in the rear yard only.

5. Front Porches: Porch roofs may project into the front yard a maximum of 6 feet. Porch floor, foundation, and steps must be of concrete or masonry only. All construction requires a permit.

6. Garages: Attached and detached garages are permitted on the basis of lot size, main structure size, set backs, and height limitations. In all instances a permit is required for a garage or carport.

7. Dog Kennel: A chain link dog kennel up to 100 sq. ft. in area is permitted in the rear yard. It must be located on a 3 inch concrete slab, at least 5 feet from property lines with a 6 foot maximum height limit. Construction Permit is required.

8. Open Burning: The open burning of wood is prohibited except where said burning is done in an appropriate container, appliance or fireplace structure that is designed and intended to be used for the purpose of wood burning, and has a base dimension no greater than sixteen (16) square feet. Check with the local Fire District for any necessary permits or restrictions.

9. Dumpsters/Storage Container: Permits are required and the cost is \$10.00 for (30) thirty days.

When Permits Are Not Required

At this time a permit is not required for the following installations. This information is subject to change without notice. **(Please call (314) 427-8009, for verification.)**

- Replacement of guttering and downspouts.
- The installation of residential insulation.
- Dish Antennas 24" or smaller in diameter. (placement restrictions).
- Exterior siding, soffit, and fascia coverings.
- Replacement doors and windows of the same size as existing. Larger or smaller installations do require a permit.

Common Ordinance Violations

The following are the most common ordinance violations.

- Construction without having obtained proper permits.
- Not having appropriate occupancy permit.
- Grass or weeds in excess of 8" in height.
- Parking of unlicensed, improperly licensed or derelict vehicles on private or public property.
- Minimum standard violations or inadequate property maintenance.
- Installation of sheds, fences, pools, decks, porches, or other structures without proper permits.
- Improper storage of firewood.
- Outside storage of equipment, material, appliances, or parts prohibited by zoning ordinance.
- Improper storage of trash containers or trash accumulation. **No trash service.**
- Home occupations or business without license.
- Parking of vehicles on unpaved surfaces.
- Improper yard signs.
- Violations of the zoning ordinance.
- Commercial vehicles or vehicles licensed at 18,000 lb. or more parked in residential district.
- Adverse water drainage onto adjoining property.

General Rule: A building permit is required any time a building is erected; enlarged; repaired; improved; converted; reconstructed; altered; moved; removed; demolished.

SEWER LATERAL REPAIR PROGRAM

Effective March 7, 2022

The City of St. Ann participates in the Sanitary Sewer Lateral Repair Program. Residential structures, including single-family detached homes and duplexes, are assessed an annual fee to their property taxes to help fund the repair program. Should you experience problems with your sewer lateral, please follow the steps below to ensure an expedient repair.

1. Call a plumber and have the sewer lateral cabled to clear any blockages or root infiltration, this may solve the problem. In areas with mature trees, such as St. Ann, roots are often the cause of sewer backups. **Substantially solid sewer lines that merely have a few roots in them will not be replaced. Cabling of such lines is the homeowner's responsibility.**

If the problem persists, continue below.

2. Submit a completed Sewer Lateral Repair Program Application Packet to the City of St. Ann. Include the following:

- Completed Application**
- Copy of a paid invoice for sewer lateral cabling, completed within the last 30 days**
- Proof of paid property tax**
- \$1,250.00 application fee/deposit**

This fee/deposit includes the camera fee; hydro flush; investigation, backfilling, seeding and straw, inspections. The fee/deposit is an estimated 25% of the average cost of a sewer lateral repair. If 25% of the repair cost is more than the deposit, a bill will be sent to the property owner, payment is due within 30 days of invoice date. If the cost is less than the deposit amount, a refund will be issued by the City to the property owner for the difference. The City of St. Ann pays 75% of the sewer lateral repair cost.

3. The City will schedule to have the sewer lateral camera inspected to investigate and determine the exact defect causing the sewer backup. The City will review the findings of the camera inspection and confirm the defect.
4. The City will schedule to have the sewer lateral defect corrected. The correction work is inspected by the City. The City pays the contractor for the work associated with the repair. A one (1) year warranty is provided for all sewer lateral repairs. Should you have additional problems related to the sewer lateral within one (1) year of the repair, contact the City immediately.

EFFECTIVE
MAY 1ST, 2023

The City of St. Ann has contracted with St. Louis County Public Works to perform the Residential Re Occupancy Permit Inspections.

Fee Schedule:

Single Family dwelling/duplexes (per side) (Includes 1 re-inspection)	\$95.50
3rd re-inspection	\$45.00
Multi-family units (per unit) (Includes 1 re-inspection)	\$75.00
3rd re-inspection	\$45.00

The St. Louis County Public Works Residential Re-occupancy Inspection Permit process:

1. St. Louis County has gone paperless and application should be done on line at stlouiscountymo.gov. After the page opens click on "Government" then click on "Transportation and Public Works" look for "Permitting Portal" and click to start the application. If you have questions concerning the on line application please call (314) 615-4100.
2. Once the application is received by St. Louis County, the resident/property manager will receive a telephone call to schedule a residential Re-occupancy Inspection and this will generally be made within 48 hours of receipt of application.
3. Inspections typically occur, depending on the current workload, within five days after the telephone call to schedule the inspection. Please allow for a seven day lead time to ensure the inspection passes before the tenant/occupant is scheduled for move in.
4. Inspection results (Failed/Passed) report will be emailed to the owner/property manager. All (Passed) reports will be emailed to the owner/property manager and the Municipality - City of St. Ann.

St. Louis County Representative for Re-occupancy Inspections (314) 615-4100

The City of St. Ann issues the Occupancy Permit to the tenant/occupant once the Inspection has passed by St. Louis County Inspector. The tenant/occupant will submit an application listing all occupants that will be residing at the property along with a valid government issued photo identification of anyone 16 years of age and older, this includes all children. This permit is required prior to moving in, the cost is \$30.00. For more information, contact the City of St. Ann (314) 427-8009.

City of St. Ann
10405 St. Charles Rock Rd.
St. Ann, Missouri 63074
(314) 427-8009

City Hall is located in the same lobby as the St. Ann Police Department. Our hours are **Monday thru Friday, 8:00 a.m. to 4:00 p.m.** The City does provide an afterhours drop box for your convenience. **All documentation and payment must be included** in order for your application to be processed.