

MINUTES OF THE SPECIAL WORK SESSION  
OF THE BOARD OF ALDERMEN  
OF THE CITY OF SUNSET HILLS MISSOURI  
HELD ON FEBRUARY 22, 2022

BE IT REMEMBERED that that the Board of Aldermen of the City of Sunset Hills, Missouri met in special work session via Zoom on Tuesday February 22, 2022. The work session convened at 6:01 p.m.

The meeting began with the reciting of the Pledge of Allegiance.

**ROLL CALL:**

Patricia Fribis	-Mayor
Joe Stewart	-Alderman Ward I
Ann McMunn	-Alderman Ward I
Christine Lieber	-Alderman Ward II
Cathy Friedmann	-Alderman Ward III
Randal Epperson	-Alderman Ward III
Fred Daues	-Alderman Ward IV
Brittany Gillett	-City Administrator
Bryson Baker	-City Engineer
Lynn Sprick	-City Planner

Absent :	Casey Wong	-Alderman Ward II
	Thompson Price	-Alderman Ward IV

**APPROVAL OF THE AGENDA:**

Alderman Epperson made a motion to approve the agenda. Alderman Daues seconded the motion and it was unanimously approved.

**PUBLIC COMMENT:**

None

**UDO WORK SESSION:**

Mr. Baker explained the changes that were made to sections 1-13 and Appendix A. He also asked the Board if they were in agreement that the changes were made as previously requested. He then discussed the redline comments in the sign code.

Alderman Daues mentioned that the transparency portal was mentioned several times in the draft and asked if it could be made more visible on the website. Ms. Gillett stated they could place it on the home page of the website for easier accessibility.

Alderman Friedmann discussed section 1.5 being repealed and stated she felt the original Appendix A should also be repealed since it was covered in the new section 6. Alderman Friedmann also brought up the lighting ordinance and where it should be placed in the UDO. After a brief discussion it was decided to place it in Appendix C.

Alderman Friedmann also asked about Section 6 bonding requirements.

Alderman Friedmann made a motion to revise section 6.2.5 to delete the word “either” in the first sentence and then subsection 1 to read “complete the improvements in accordance with the approved improvement plans under the observation and inspection so that a land bond or escrow agreement is required”.

Alderman Daues seconded the motion and it was unanimously approved.

Aye: Alderman McMunn, Alderman Stewart, Alderman Lieber, Alderman Friedmann, Alderman Epperson, Alderman Daues  
Absent: Alderman Wong, Alderman Price

There was additional discussion on minor edits needed in section 6.2.5. Mr. Baker asked Alderman Friedmann to email the additional edits needed so he could make the changes.

Discussion was held on the types of permitted and prohibited Home Occupations.

Alderman Daues asked about accessory structure placement and uses in section 5.12.1. Ms. Sprick stated that if there were any issues with specific items, Mr. Baker should be contacted to address it.

### **UDO SIGN SECTION:**

Mr. Baker reviewed the changes made to the sign code and asked the Board for their input on each item.

- 6.1.4- Keep changes.
- 6. 2- Keep changes.
- 6.2.1- Keep changes.  
Section 4 – add verbiage “tenants only”.
- 6.2.2- Keep changes, and add in PD, Parks and Open spaces.  
Provisions section- add Architectural sheet metal to allowed materials.
- 6.2.3- Keep changes.
- 6.2.5- Keep changes.
- 6.2.6- Keep changes.
- 6.3- Keep changes.
- 6.5- Keep Changes- Alderman Friedmann asked that a procedure be lined out for seeking variances.
- 6.7- Make change to proposed edits. Keep restriction on pole and pylon signs, and add verbiage to the box sign restrictions to read “wall box signs”.

Alderman Epperson made a motion to leave the restriction on the pole and pylon signs as written per the ordinance and grandfathered in for the existing signs. Alderman Daues seconded the motion and it was unanimously approved.

Aye: Alderman McMunn, Alderman Stewart, Alderman Lieber, Alderman Friedmann, Alderman Epperson, Alderman Daues  
Absent: Alderman Wong, Alderman Price

There was lengthy discussion on the pole sign restrictions and the grandfathering in of existing signs. It was decided to place section 6.9 on the March 8 Board agenda for discussion.

- 6.8 - further discussion to be held March 8.
- 6.9 - further discussion to be held March 8.
- 6.10.2 further discussion to be held March 8.
- 6.10.3- further discussion to be held March 8.

Mayor Fribis asked staff to determine the percentage of changeable copy on the City’s electronic monument sign. Ms. Gillett stated she would place the sample signs from Mr. Behrens as well as the percentage of changeable copy in the March 8 BOA packet.

Alderman McMunn made a motion to adjourn. Alderman Daues seconded the motion.

Alderman Epperson stated he wanted to discuss meetings going back to in person.

Alderman Epperson made a motion to return to live meetings starting in March.

There was lengthy discussion on going back to meeting in person while waiting for the A/V equipment upgrade in the meeting chambers. Alderman Daues stated he felt it was a better idea to wait to discuss with the full Board present.

Alderman Lieber asked for an update on the new equipment. Ms. Gillett stated the vendor informed her they were approximately 30 weeks behind with delivery of the second piece of the system, but offered a more hands on operation until it was available. Ms. Gillett stated she felt confident the meetings could be operated as such and that the contact would get back with her to give a delivery estimate on the system installation.

**ADJOURNMENT:**

Alderman McMunn made a motion to adjourn the meeting. Alderman Daues seconded the motion and it was unanimously approved.

Meeting adjourned at 7:53 p.m.

Deputy City Clerk  
Lori Stone