



City of Olivette Public Services
Department of Planning & Community Development
1200 North Price Road
Olivette, MO 63132
(314) 993-0252 (Office)
www.olivettemo.com

Carlos Trejo, AICP
Director

CITY OF OLIVETTE COMMUNITY DESIGN REVIEW INFORMATION PACKET

THE FOLLOWING PACKET CONTAINS:

PETITION APPLICATION FOR
SINGLE FAMILY AND ATTACHED SINGLE FAMILY
CONSTRUCTION OF A NEW HOME, ADDITION, OR EXTERIOR ALTERATION

SCHEDULE OF DATES

SUBMISSION LIST

SR SINGLE FAMILY RESIDENTIAL DISTRICT REGULATIONS

COMMUNITY DESIGN REVIEW REGULATIONS



CITY OF OLIVETTE
PETITION FOR
COMMUNITY DESIGN REVIEW
(RESIDENTIAL)

City of Olivette Public Services
Department of Planning &
Community Development
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APPLICANT

All correspondence prepared by staff shall be forwarded to the Applicant. The Applicant is responsible to distribute and forward this information to any other involved parties.

Name and Title: _____

Company Name: _____

Address: _____ City: _____ Zip Code: _____

E-mail Address: _____ Phone Number: _____ () _____

As the applicant, which of the following apply:

- Developer Contractor Owner
Registered Engineer Registered Architect Licensed Surveyor

This petition is for which of the following (Petitions may be for more than one of the items noted below):

- New Single Family Residential Construction Major Residential Addition and/or exterior modification
Accessory Structure Other (Site Plan Review)

PROPERTY INFORMATION

Address of Property: _____

St. Louis County Tax ID No. _____

Legal Description of Property: _____

OWNERSHIP (If applicant is not the owner):

Name of Owner: _____

Mailing Address: _____ City: _____ Zip Code: _____

Phone Number: _____ () _____ E-mail: _____

The petition application, three (3) sets of plans containing all the attached submission standards, PDF files of all the documents submitted, and a fee of \$150 must be submitted to the Department of Public Services thirty (30) days before a scheduled meeting.

Staff will review the Petition for compliance within 10 working days. Completed petitions shall be provided staff remarks and recommendations. The applicant will have 10 days to revise the application and submit any requested revised site plan, site section, building plans and project reports for Planning and Community Design Commission (PCDC) review. By Ordinance, the PCDC must take action on the Petition within 60 days, unless the applicant submits a written request for an extension.

An incomplete petition shall be returned to the applicant. The applicant may resubmit for the next scheduled meeting.

To insure that the applicant has read and understands the Petition and submission standards, described herein, please sign the following:

Name of applicant

Date



PLANNING AND COMMUNITY DESIGN COMMISSION
2015-2016 CALENDAR YEAR SCHEDULE OF DATES

The Planning and Community Design Commission conducts meeting on the 1st and 3rd Thursday of the month.

Section 425.040 of the Olivette Municipal Code:

- Petitions for Community Design Review for a single family additions and exterior alteration or an accessory structure must be submitted at least 15-days prior to a scheduled meeting date.
- Petitions for Community Design Review, Site Plan Review, and Special Permit Use are reviewed on the 2nd scheduled meeting of the month and must be submitted at least 30-days prior to a scheduled meeting date.

PLANNING AND COMMUNITY DESIGN COMMISSION
2015-2016 CALENDAR YEAR SCHEDULE OF DATES

MEETING DATES	30-Day Deadline (New Single Family Homes and non-residential petitions)
June 4, 2015	Work Session Only
June 18, 2015	May 19, 2015
July 2, 2015	Work Session Only
July 16, 2015	June 16, 2015
August 6, 2015	Work Session Only
August 20, 2015	July 21, 2015
September 3, 2015	Work Session Only
September 17, 2015	August 18, 2015
October 1, 2015	Work Session Only
October 15, 2015	September 15, 2015
November 5, 2015	Work Session Only
November 19, 2015	October 20, 2015
December 3, 2015	Work Session Only
December 17, 2015	November 17, 2015
January 7, 2016	Work Session Only
January 21, 2016	December 22, 2015
February 4, 2016	Work Session Only
February 18, 2016	January 19, 2016
March 3, 2016	Work Session Only
March 17, 2016	February 16, 2016
April 7, 2016	Work Session Only
April 21, 2016	March 22, 2016
May 5, 2016	Work Session Only
May 19, 2016	April 19, 2016
June 2, 2016	Work Session Only
June 16, 2016	May 17, 2016
July 7, 2016	Work Session Only
July 21, 2016	June 21, 2016
August 4, 2016	Work Session Only
August 18, 2016	July 19, 2016

**SUBMISSION LIST FOR
 RESIDENTIAL COMMUNITY DESIGN REVIEW
 (as revised on June 18, 2015)**

At the time of petition, the following minimum submission standards must be provided. A petition failing to provide the following will not be reviewed and shall be returned.

SITE PLAN

The Petitioner must provide at a Site Plan signed and sealed by a Professional Engineer or Registered Land Surveyor of the State of Missouri. Said Site Plan shall be at a scale no greater than one inch equals twenty feet (1" = 20') and shall be provided on a minimum eleven inch by eighteen inch (11" X 18") sheet of paper. The Site Plan must include the following information:

Site data:

The site plan submitted for new single family construction and any residential addition must include the following data in the format provided below:

- Legal description of the property, including Lot Nos., Block data, and Subdivision name.
- Lot information in the following format:

LOT DATA AND ZONING REGULATIONS	
Lot Area:	XX,XXX sf.
Permitted Site Coverage:	XX,XXX sf.
Permitted Residential Floor Area:	XX,XXX sf.
Lot Width	XX ft.
Lot Depth	XX ft.
Front Yard Setback (per subdivision plat)	XX ft.
Side Yard Setback (as per XX% of Lot Width)	XX ft.
Rear Yard Setback (as per 20% of Lot Depth)	XX ft.

- A table similar to the one below showing the calculated site coverage of each of the following existing improvements:

building footprint	X,XXX sf.
driveway/turnaround/sidewalks	X,XXX sf.
Other hard surface areas (decks/pools/etc.)	X,XXX sf.
TOTAL EXISTING IMPERVIOUS AREAS	X,XXX sf.

- A table similar to the one below showing the calculated site coverage of each of the following proposed improvements:

building footprint	X,XXX sf.
driveway/turnaround/sidewalks	X,XXX sf.
Other hard surface areas (decks/pools/etc.)	X,XXX sf.
TOTAL PROPOSED IMPERVIOUS AREAS	X,XXX sf.

Existing Site Conditions:

- Location and the elevation of the benchmark used to establish grade elevations of the subject property.
- All existing contours on said property. All contours shall be at a minimum of one (1) foot and shall extend 50-feet beyond the subject property boundaries.
- All proposed contours on said property. All contours shall be at a minimum of one (1) foot and shall extend 50-feet beyond the subject property boundaries.
- Existing grade elevation at all corners of the lot.
- All existing drainage patterns on the site.
- Location and identification of all utilities and easements servicing the site, including, but not limited to, private water and sewer laterals, water mains, sewer mains, storm sewer mains, and electrical service.
- Location of the existing home, driveway and any other site improvements on the property grounds. Identify which improvements are proposed to be removed.
- The minimum measured distance of the existing home from the front, rear and side lot lines.
- Existing first floor grade elevation and the existing top of foundation grade elevation.

- Location and name of species of all existing trees over four (4) inch caliper.
- The drip line of each tree identified above and a designation of those trees to be retained.
- Location or indication of the nearest downstream storm sewer inlet to the subject property.
- Location and height of all existing and proposed retaining walls, fences (including privacy fences around patios, etc.) and the materials of which they are made of (Provide indication of which are planned to be removed).
- Location and height of any earth berms (Provide indication of which are planned to be removed).

Proposed Improvements:

The Site Plan submitted for all new single family construction must include the following site information:

- Location and general design (width and material) of all driveways, curb cuts and sidewalks, including connections to building entrances.
- Location, size and height of the proposed structures on the site.
- The minimum measured distance of the proposed home from the front, rear and side lot lines.
- Proposed elevation of the top of foundation wall.
- Proposed elevation of the top of garage floor slab.
- Existing grade elevations at each major corner of the proposed house.
- Proposed finish grade elevation at each major corner of the proposed house.
- Identification of all alterations to the existing drainage patterns proposed on the site.
- Additional landscaping to be provided on the lot.

Adjacent property information:

The site plan submitted for all new single family construction must include the following site information:

- All contours at a minimum of one (1) foot intervals, extended fifty (50) feet from the adjacent property line.
- Location of all driveways, sidewalks, patios, etc., within 50 feet of adjacent properties.
- Location and height of all retaining walls, fences (including privacy fences around patios, etc.) and the materials used within fifty (50) feet.
- Grade elevation of the two nearest corner grades of the footprint of the adjacent residence.
- Grade elevation of the top of foundation wall of adjacent residence.
- Number of stories of the adjacent residence.
- The minimum measured distance of the neighboring home from the side lot line nearest the proposed home.

STORMWATER MANAGEMENT PLAN

The petitioner must provide a Concept Stormwater Management Plan intended to ensure the adequate review and consideration of potential stormwater management impacts of proposed site alterations upon the surrounding uses, activities, properties, the existing stormwater infrastructure, and the watershed, and that the site alterations adhere to the principles and acceptable practices outlined in Section 422.060 of the Olivette Municipal Code.

Drainage Area Map:

- Provide an illustration of the lot grounds showing the lot zoned into drainage areas. The drainage area is a boundary in which theoretically any drop of stormwater that falls will eventually make its way to a single known point. Each drainage basin is separated topographically from adjacent basins by a perimeter.
- For each drainage area zone, note the land area within the zone.
- For each drainage area zone, note the amount of existing impervious area within the zone.
- For each drainage area zone, note the amount of proposed impervious area within the zone.
- Provide both the existing and proposed site conditions identified in the Site Plan.
- For each drainage area zone, provide differential run-off calculations of each drainage area based on a 15-year 20-minute storm.
- Provide details and specifications of all proposed acceptable Urban post-construction stormwater BMPs.

SITE CROSS SECTIONS

The petitioner must provide at a minimum two (2) site cross sections of the site, perpendicular to one another, signed and sealed by a Professional Engineer or Registered Land Surveyor of the State of Missouri. Said Site Sections shall be scaled no less than one eighth of an inch equals one foot (1/8" = 1'). The Site Sections shall show the following:

- Existing and proposed contours.
- Location of the new residential structure on the site, showing basement floor, first floor, second floor, and proposed roof structure.
- Amount of foundation wall that will be exposed above the existing and finished grade of the proposed detached single family residence on the site.

STREETSCAPE ELEVATION

The petitioner must provide a pictorial elevation of the streetscape. The Streetscape Elevation shall show the following:

- Front elevation of the proposed house.
- Front elevation of at least two homes on each side of the proposed house.
- Existing topography and grades along the street and front of each home illustrated.

BUILDING PLANS

The petitioner must provide building construction plans prepared and sealed by a Registered Architect. Said plans shall be scaled no less than one quarter of an inch equals one foot (1/4" = 1') and include a separate sheet for each of the following:

- Linear dimensions of all exterior walls.
- A basement floor plan, including all areas that are proposed to be finished.
- A first floor plan.
- A floor plan of any additional floors.
- Typical elevations of each side of the proposed building, depicting the following:
 - building style, height and mass,
 - type, color and texture of materials,
 - amount of foundation exposure on each side of the house,
 - ornamental features, and
 - other significant factors affecting appearance and design.

PROJECT REPORT

The petitioner must provide a brief project report addressing each of the following questions:

- An explanation on how the mass, size and bulk of the new home is compatible with the prevailing mass, size and bulk of adjacent and surround detached residences.
- An explanation on how the height of the new home is compatible with the prevailing height of adjacent and surrounding detached residences.
- An explanation on what architectural features of the new home are intended to compliment the architectural characteristics of adjacent and surround detached residences.
- An explanation on the efforts that will be incorporated on the site development to eliminate any adverse affect on grading and stormwater drainage on the adjacent and surrounding properties.



**SUBMISSION LIST FOR
RESIDENTIAL COMMUNITY DESIGN
REVIEW
(as revised on January 14, 2013)
Continued**

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CHAPTER 400 ZONING REGULATIONS
ARTICLE IV.
'SR' SINGLE FAMILY RESIDENTIAL DISTRICT

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The City's primary single family zoning district is the SR, Single Family Residential District. The SR District regulations can be accessed through the City's website at www.olivettemo.com. A summary of regulations is provided below for your convenience.

400.120. Intent and Purpose.

The purpose of the SR District is to provide for the construction of new detached single-family residences. The regulations of this district are intended to protect and conserve existing areas of predominately single-family detached dwellings, while allowing the construction of new units which are in substantial conformance with the lot sizes and character of the surrounding and adjacent residences.

400.250. Height and Bulk Standards.

- A. Residential floor area ratio. In no case shall a single-family detached residence exceed a residential floor area ratio of:
(1) For lots six thousand (6,000) square feet or less in area, 0.50;
(2) For lots greater than six thousand (6,000) square feet in area but less than twenty thousand (20,000) square feet, 0.30 or three thousand five hundred (3,500) square feet, whichever is greater; and
(3) For lots twenty thousand (20,000) square feet or greater in area, 0.25 or six thousand (6,000) square feet, whichever is greater.

(HOW TO MEASURE RESIDENTIAL FLOOR AREA RATIO: The sum of the horizontal surfaces of the habitable and heated floor areas of a residential building, excluding basements, carports and enclosed garages, as measured from the exterior limits of the faces of the building and including any upper floor areas open to the floor below, divided by the total lot area.

- B. Lot coverage: In no case shall the lot coverage of a single-family detached residential lot exceed:
(1) For lots six thousand (6,000) square feet or less in area, forty percent (40%);
(2) For lots greater than six thousand (6,000) square feet in area but less than twenty thousand (20,000) square feet, twenty-five percent (25%) or two thousand five hundred square feet, whichever is greater; and
(3) For lots twenty thousand (20,000) square feet or greater in area, twenty percent (20%) or five thousand (5,000) square feet, whichever is greater.
C. Residential building height. In no case shall the residential building height of a single-family detached residence exceed thirty-five (35) feet.

(HOW TO MEASURE RESIDENTIAL BUILDING HEIGHT: The vertical distance measured from the average elevation of the lot grades for the pre-existing residential lot use at each corner of each building facade along a street side of a lot to the highest portion of the roof. On corner lots, the height of residential building shall be measured along each street side.)

400.260. Yard and Setback Requirements.

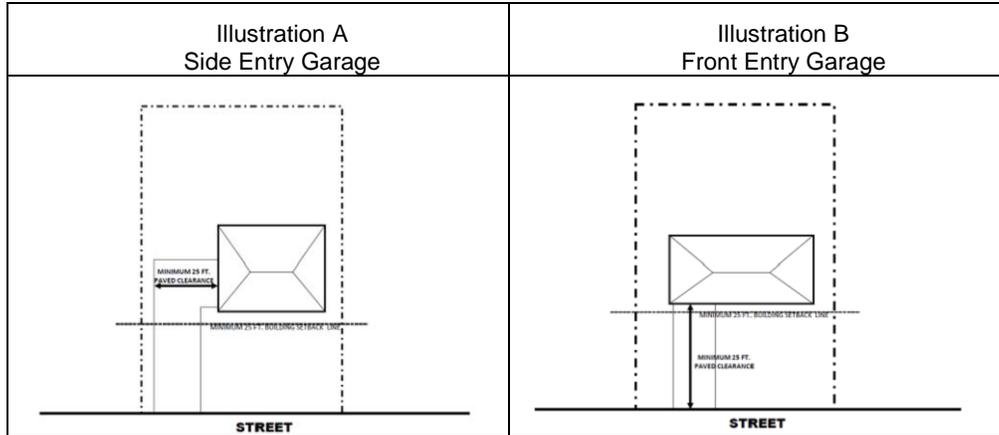
- A. Minimum front yard setback. The minimum front yard setback shall equal the front yard setback of the legal lot of record as set out on the plat thereof. In no event shall the front yard setback be less than twenty-five (25) feet.
B. Minimum side yard setback. The minimum side yard setback for each side yard shall be as follows:
Lots greater than sixty (60) feet in width: Twelve (12) percent of the lot width;
Lots sixty (60) feet or less in width: Ten (10) percent of the lot width;
In no event shall a side yard setback be less than five (5') feet.
C. Rear yard setback. Each interior lot shall provide a minimum rear yard setback of twenty (20) percent of the lot depth. No lot shall provide a rear yard setback less than twenty (20) feet.

(Residential Driveways) Section 400.1410 Minimum Standards for Off-Street Parking Areas.

2.(1.b) Driveways shall:

- (i) provide a minimum of ten (10) feet in paved width;
(ii) provide a minimum of twenty-five (25) feet of paved clearance from any vehicle exit door (see Illustrations A and B below);

CHAPTER 400 ZONING REGULATIONS
ARTICLE IV.
“SR” SINGLE FAMILY RESIDENTIAL DISTRICT



- (iii) openings shall be located no closer than thirty feet (30') to any intersecting street right-of-way;
- (iv) All paved driveway and turnaround areas shall be located at least five (5) feet from any adjacent property line; and
- (v) width of a driveway opening shall not be less than sixteen (16) feet measured along the intersection with the adjacent street pavement

425.010. Definitions. As used in this Article, the terms below shall have the following respective meanings:

Acceptable material finishes. The City of Olivette has determined that the following exterior finishes for a single family home can be approved administratively: standard brick or stone veneer, hardboard siding, fiber cement, stucco, drivit or EIFS, horizontal aluminum siding, vertical and horizontal vinyl siding, and any hard wood based siding, excluding plywood and soft woods such as cedar.

Exterior structural alteration. Any change in the supporting members of a building or structure, such as bearing walls or partitions, columns, beams, or girders which is visible from the exterior of a building or structure, or any substantial change in the roof or in exterior walls of a building or structure.

Gross floor area. The area described by the sum of the horizontal surfaces of the floors of a building or structure measured from the exterior faces of the exterior walls.

425.020. Review and Approval Required. Except as provided in this Article, the review and approval of the Planning and Community Design Commission (the Commission) shall be required prior to the issuance of any permit for the erection, construction, conversion, relocation, or enlargement of or for any exterior structural alteration to any of the following:

- (a) Detached and attached single family dwellings, excluding building additions less than 150 square feet;
- (b) Any material finish proposed for the building exterior that is not listed as an acceptable material finishes.
- (c) Accessory structures consisting of 250 square feet or more; or
- (d) Commercial, industrial, institutional, or other nonresidential uses; or
- (e) Attached single-family dwellings and multifamily dwellings containing four (4) or less units; or
- (f) Billboards as defined by Section 225.020(m).

425.030. Exceptions to Requirement of Review and Approval. Unless the Building Commissioner determines otherwise, the following items shall not require approval of the Commission under this article:

- (a) Decks;
- (b) Above and below ground swimming pools;
- (c) Conversion of carports;
- (d) Screened porches;
- (e) Satellite dishes;
- (f) Ornamental fences which comply with requirements of Section 40.440 of the Municipal Code;
- (g) Additions to commercial or industrial buildings which comply with requirements of the zoning ordinance and which do not require provision of additional parking or loading spaces; and
- (h) Accessory structures containing less than two hundred fifty (250) square feet.

425.040. Submittal Requirements. Application for review and approval under this Article shall be made to the Building Commissioner at least fifteen days (15) for single family residential additions, exterior alterations, and residential accessory structures and thirty (30) days for all other permits prior to a regularly scheduled meeting of the Commission on forms prescribed by the City and shall be accompanied by a filing fee designated by the City and three (3) copies of the following supporting documents for staff review:

- (a) A plot plan drawn to an appropriate scale identifying the location of the site and depicting the location of structures and improvements and required off-street parking and loading areas;
- (b) Typical elevations of proposed buildings or structures depicting height and mass, style, color, texture, and materials;
- (c) Signage and lighting plans and details, if new or altered signage or lighting is proposed; and
- (d) A planting and landscaping plan depicting location, type, and size of proposed plant materials, ground cover, and site amenities.

425.050. Review Procedure, Single-Family Residential.

- (a) The Commission shall prepare and apply design review guidelines for single-family residential buildings and structures, which said guidelines shall be approved by the Council and which may be amended from time to time. The guidelines shall be maintained by the planning and zoning administrator, who shall distribute same without charge on request to any applicant or other interested person.
- (b) On receipt of an application under this section, the planning and zoning administrator, within ten (10) business days, shall review the application and inform the applicant of any filing deficiencies. The applicant shall then submit a total of fifteen (15) copies of the complete application. Within ten (10) business days of receipt of same the planning and zoning administrator shall evaluate the application using the Commission's design review guidelines. The administrator shall then take one (1) of the following actions:
 - 1. If the administrator finds that the application meets the guidelines, the administrator shall forward the application to the Commission for consent agenda consideration as provided in subsection (c)1.a hereof.
 - 2. If the administrator finds that the application does not meet the guidelines, the administrator shall inform the applicant of any perceived design deficiencies.
 - a. If the applicant disagrees with the administrator's evaluation, the applicant may request that the application be forwarded to the



CHAPTER 425
ARTICLE I. COMMUNITY DESIGN REGULATIONS
(Continued)

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Commission for consideration as provided in subsection (c)1.b hereof.

- b. In the alternative, the applicant may revise the application, after which the administrator shall have ten (10) business days to evaluate same and to forward the revised application to the Commission either for consent agenda consideration as provided in subsection (c)1.a hereof or for consideration as provided in subsection (c)1.b hereof.
(c) The planning and zoning administrator shall forward the application to the Commission along with a written evaluation thereof, including such recommendations as the administrator deems appropriate.
1. On receipt of an application and evaluation from the administrator:
a. If the administrator has found that the application meets the guidelines, the Commission shall place the application on a consent agenda, by which the Commission may approve the application, either alone or together with similarly-situated applications. Any member of the Commission may move for the removal of an application from the consent agenda by specifying any characteristic of the application that the member believes does not comply with one (1) or more of the guidelines. If the motion to remove passes, the application shall be removed from the consent agenda and shall be considered as provided in subsection (c)1.b hereof.
b. If the administrator has found that the application does not meet the guidelines, or if the application has been removed from the consent agenda, the Commission shall review the application by considering the guidelines, the application, the administrator's evaluation, the applicant's response, and any allowed public comment.
2. After its review the Commission shall approve or deny the application. In approving an application the Commission may impose conditions and restrictions on the approval, which shall be enforced by the administrator.
3. Unless an extension of the time for review is requested in writing by the applicant, failure of the Commission to act within sixty (60) days of the date of the meeting at which the application is first considered shall constitute approval.

425.060. Review Procedure, All Other Structures.

- (a) On receipt of an application under this section, the planning and zoning administrator shall promptly review the application for completeness in accordance with the requirements of this section and within ten (10) business days of such receipt shall advise the application of any deficiencies. Following receipt of a complete application, which shall include submittal by the applicant of an additional fifteen (15) copies of the application and plans addressing any comments of the administrator, the Commission shall review the application submitted in accordance with this section at the Commission's next regularly scheduled meeting. Unless an extension of the time for review is requested in writing by the applicant, failure of the Commission to act within sixty (60) days of the date of said meeting shall constitute approval.
(b) With respect to the erection, improvement, or alteration of commercial, industrial, institutional or multiple dwelling buildings and structures, the design thereof shall be in the interest of the public health, welfare, safety and morals, and harmonious and consistent with the property in the surrounding area, with respect to the following factors:
1. Use of space.
a. Ratio of structure(s) to the building site.
b. Position of structure(s) and other improvements on the site.
c. Relation of structure(s) and other improvements to adjoining properties and streets.
d. Landscaping.
e. Effective screening, such as fences, walls and/or landscaping.
f. All other factors contributing to the most desirable use of space.
g. Parking facilities.
2. Design.
a. Plans and elevations.
b. Style, color, material and texture.
c. Relation to the site and to adjoining properties.
d. Signs as related to proposed structure(s) and adjoining properties.
e. Landscaping, fences, garden walls and entrances.
f. Other factors pertaining to overall design and appearance.
3. Future development.
a. Proposed highways.
b. Street widening(s).
c. Public buildings, schools and churches.
d. Parks, parkways and other proposed or contemplated developments.
(c) The Commission shall approve or deny an application under this section. In approving an application the Commission may impose conditions and restrictions on the approval so long as the Commission finds that the conditions set forth in this section have been satisfied.

425.070. Reserved.



CHAPTER 425
ARTICLE I. COMMUNITY DESIGN REGULATIONS
(Continued)

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425.080. Community Design Review Appeals.

- (a) Any aggrieved party may appeal any determination by the Commission under this article to the City Council. Said appeal shall be made in writing, within fourteen (14) days of the Commission's decision, and shall specify the nature of the party's interest and the grounds of the appeal. The Council may dismiss the appeal on motion duly adopted if it determines that the appealing party lacks standing to challenge the Commission's decision.
- (b) The Council shall consider the application at its next regular meeting, but not sooner than fourteen (14) days following the date of the Commission's decision. The Council shall review the application by considering the guidelines, the application, the appeal of the aggrieved party, the administrator's evaluation, the applicant's response, the Commission's determination, and any allowed public comment.
- (c) The Council shall then approve or deny the application, and in doing so the Council may impose conditions and restrictions on the approval so long as the Council finds that the conditions set forth in this section have been satisfied. The Council may overrule the Commission's determination only by a three-fourths (3/4) vote of its full membership.

425.090. Reserved.

425.100. Penalty for Violation. Any person, firm or corporation violating or causing to be violated any of the provisions of this Article shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than one dollar (\$1.00) nor more than five hundred dollars (\$500.00) for each offense; and each and every day such violation continues and exists the same shall constitute a separate offense.