

**CITY OF COTTLEVILLE
OLD TOWN HISTORIC DISTRICT COMMISSION MINUTES
OCTOBER 7, 2024**

The Old Town Historic Commission held their meeting at City Hall located at 5490 5th Street Cottleville, Missouri.

The Pledge of Allegiance was recited.

Chairman Scott Lewis called the meeting to order at 7:01 p.m.

Amy Lewis, City Clerk called roll and those present at roll call were:

Chairman Scott Lewis	Present
Danny Define	Absent
Mayor Bob Ronkoski	Absent
Gina Ralston	Present
Adrian Kleeschulte	Present
John Stiles	Present
Steve Lierman	Absent

There were four (4) members present and three (3) absent.

Minutes

John Stiles moved to approve the September 9, 2024 minutes. Adrain Kleeschulte seconded the motion. Motion was carried by affirmative votes of four (4) members. There were no nay votes and no abstentions.

Reports from the Commission Members/Announcements

None.

Public Comment on Agenda Items

Wade Brewer 5210, 5212, 5237 Highway N stated he was told 10 years ago he could not have electronic window signs. He further stated if A frame signs cannot go on the sidewalks they would not be seen.

Old Business

Nothing at this time.

New Business

- A. Certificate of Appropriateness for improvements to the existing house at 5323 Fifth Street.

The applicants, Mrs. Lee along with their architect Jessica Stoll were present for the meeting to explain a couple of changes to their remodel which now includes a roof over the rear deck in matching roofing material and a concrete pad for a generator.

Gina Ralston moved to approve item A above. John Stiles seconded the motion. Motion was carried by affirmative votes of four (4) members. There were no nay votes and no abstentions.

Board and Commission Updates

Nothing at this time.

Additional Discussion

It was noted that the next meeting date is November 4, 2024 as needed at 6:00 pm.

Adjournment

John Stiles moved to adjourn the meeting. Adrian Kleeschulte seconded the motion. Motion was carried by affirmative votes of four (4) members. There were no nay votes and no abstentions. 7:06 pm

Respectfully Submitted,

Amy C. Lewis, MRCC, CMC
City Clerk

Approval Date: _____
Chairman Scott Lewis

**CITY OF COTTLEVILLE
OLD TOWN HISTORIC DISTRICT COMMISSION
WORK SESSION MINUTES
OCTOBER 7, 2024**

The Old Town Historic Commission held their meeting at City Hall located at 5490 5th Street Cottleville, Missouri.

Chairman Scott Lewis called the meeting to order at 6:00 p.m.

Amy Lewis, City Clerk called roll and those present at roll call were:

Chairman Scott Lewis	Present
Danny Define	Absent
Mayor Bob Ronkoski	Absent
Gina Ralston	Present
Adrian Kleeschulte	Present
John Stiles	Present
Steve Lierman	Absent

There were four (4) members present and three (3) absent.

A. Draft amendments to Article VIII Section 400.175 Old Town Historic District Commission and Article III Section 405.095 Special District/Old Town Cottleville.

Mike Padella, City Administrator provided the Commission a draft ordinance to review and obtain feedback on some proposed code changes which would clean up the process and definitions of various items within the above articles including Certificate of Appropriateness's, when to use consultants, fee schedules, an historic preservation process, demolition requests, appeals, uses and more. It was noted that this Commission historically has mostly reviewed *permanent* signs and *exterior* building elevations or renovations but not uses. It was the consensus of the Commission to continue reviewing permanent signage and building exteriors only but not uses which are reviewed by Planning and Zoning and the Board of Aldermen. It was further noted this ordinance is still a work in progress and is a draft only. It also noted a public hearing will be held with Planning and Zoning and then with the Board of Aldermen regarding a final draft of these code changes, later this year most likely.

Lastly, Mr. Padella requested the Commission continue to review the draft as time permits. He further said the Missouri Historic Preservation Office is reviewing the draft as well.

Staff, Board and Commission Updates

During this time, Mr. Padella stated he has received a complaint regarding electric or lighted window signs such as "beer" or "open" signs within the Old Town Historic District. He further provided several examples of such. He also provided several examples of A frame and sandwich board signs in the City right of way or located away from the business's own road frontage. Due to some gray areas in the current code and being in the process of updating the code he asked for feedback on this topic from the Commission. It was the consensus of the Commission to not require a Certificate of Appropriateness for lighted windows signs including open and beer signs. It was also the consensus of the Commission that A

frame and sandwich board signs, which are allowed to be used daily but should be in front each business using such sign and not in various other locations such as, street corners, City landscaping, etc.

Additional Discussion

None.

Adjournment

Gina Ralston moved to adjourn the meeting. John Stiles seconded the motion. Motion was carried by affirmative votes of four (4) members. The meeting was adjourned at 6:59 pm.

Respectfully Submitted,

Amy C. Lewis, MRCC, CMC
City Clerk

Approval Date: _____

Chairman Scott Lewis

DRAFT