

MINUTES  
ST. JOSEPH LANDMARK COMMISSION

*The St. Joseph Landmark Commission is charged to protect, preserve, and perpetuate the historic properties of our city.*

Tuesday, June 6, 2022, 5:30 pm  
First Floor Conference Room  
City Hall  
1100 Frederick Ave.  
St. Joseph, MO

Members Present

<u>Name</u>	<u>Attendance</u>	<u>Terms of Office</u>
Carole Cline	(03-01)	01/25/25
Jim Dierberger	(19-1)	09/29/23
Greg Hall	(42-06)	06/25/24
Alec Jennings	(10-04)	10/21/22
Isobel McGowan	(12-01)	10/27/23
Gracia Pinzino	(17-03)	08/10/23
Trevor Tutt	(10-02)	06/25/24

Members Absent:

John Rodgers	(14-06)	02/22/25
Marshall White	(09-02)	06/25/24

Staff Present:

Kimberly Schutte, Historic Preservation Planner

**1. Call to Order:** 5:30 pm.

**2. Roll Call:**

Cline- present, Dierberger – present, Hall-present, Jennings – present, McGowan – present, Pinzino – present, Rodgers – absent, Tutt – present, White -- absent.  
Seven (7) Members present.

### **3. Approval of Minutes**

A. May 3, 2022 Regular Meeting Minutes

Dierberger moved, Jennings second.

Voice vote – unanimous

Motion Passes

### **4. Postponements/Adjustments to the Agenda**

McGowan asked that items 5.A.1 and 5.A.2 be reversed

Jennings moved that the agenda as amended be accepted, Cline second.

Voice vote – unanimous

Motion Passes

### **5. New Business**

A. Certificate of Appropriateness Applications

1. (previously item 2). 1225 Francis St. First Baptist Church requested a COA for masonry repair and tuck pointing. Schutte presented the staff report, emphasizing the need to use appropriate mortar. Schutte recommended that the COA application be found to be congruous with Design Guidelines and be approved as presented.

A representative of First Baptist Church was present to answer Commissioner questions.

Dierberger moved to find the COA application congruous with Design Guidelines; Cline second.

Vote:

Dierberger -- aye

Pinzino -- aye

Cline -- aye

McGowan – aye

Hall – aye

Tutt – aye

Jennings – aye

Motion Passes

Tutt moved to approve the COA as presented; Cline second

Vote:

Dierberger -- aye

Pinzino -- aye

Cline -- aye

McGowan – aye

Hall – aye

Tutt – aye

Jennings – aye

Motion Passes

2. (previously item 1). 1311 Francis St. Babcock General Contracting requested a COA for the replacement and repair of the roof. Schutte presented the staff report. Schutte recommended that the application be found to be congruous with Design Guidelines and that it be approved as presented.

Commissioner discussion centered on general concern about the condition of the structure. The Commission instructed Schutte to write a friendly letter thanking the owners for the work they are doing and offering assistance.

Jennings moved to find the COA application congruous with Design Guidelines;  
Hall second.

Vote:

Dierberger -- aye

Pinzino -- aye

Cline -- aye

McGowan – aye

Hall – aye

Tutt – aye

Jennings – aye

Motion Passes

Hall moved to approve the COA application as presented; Pinzino second.

Vote:

Dierberger -- aye

Pinzino -- aye

Cline -- aye

McGowan – aye

Hall – aye

Tutt – aye

Jennings – aye

Motion Passes

## 6. Old Business

A. City Hall Windows: Schutte relayed information from Clint Thompson regarding the availability of CIP funding for the replacement of windows at City Hall. The Commission instructed Schutte to investigate the feasibility of doing an inventory of the windows making note of their state of repair.

## 7. 2022 Goals

A. Create and adopt Design Guidelines for infill housing in historic districts: Schutte stated that these Infill Design Guidelines are advisory only; adoption of the document does not involve any change to the zoning code, nor is adherence to them compulsory. The Commission reviewed the document.

Hall moved to adopt the document; Tutt second

Vote:

Dierberger -- aye

Pinzino -- aye

Cline -- aye

McGowan – aye

Hall – aye

Tutt – aye

Jennings – aye

Motion Passes

B. Improve outreach to Underrepresented Communities:

Schutte stated that during June and July the outreach plan approved by the Commission will be implemented

C. Review 3 of the oldest surveys for accuracy: Schutte updated the Commission on progress. The Harris Addition survey has been reviewed; and work has begun on Robidoux Hill.

D. Identify districts for survey: Schutte reported that work on collecting information about the structures in the potential districts is underway.

E. Possible Local Landmarks

1. Schutte reported that a letter inviting Robidoux Row to become a Local Landmark has been sent.

2. Schutte provided Commissioners with a list of the “anecdotal” local landmarks indicating those that have plaques.

The Commission instructed Schutte to reach out to the property owners of those with plaques and invite them to become official Local Landmarks. McGowan offered to help draft the letter.

## **8. Preservation Information**

A. Programmatic Agreement: Schutte provided the Commissioners with a copy of the Programmatic Agreement that is nearly final and provided contextual information concerning it.

B. Missouri Preservation Conference: Schutte reminded the Commission that the Missouri Preservation Conference is in Jefferson City on June 13-15.

## **9. Comments**

A. Commissioner/Staff: McGowan opened a discussion of the condition of the Livestock Exchange Building.

B. Public – None

## **10. Next meeting, July 5, 2022**

## **12. Adjournment**

Meeting adjourned at 6:40 p.m.

Respectfully Submitted

Kim Schutte  
Historic Preservation Planner