



PLANNING AND ZONING COMMISSION

AGENDA FOR REGULAR MEETING

June 9, 2025

PLANNING AND ZONING COMMISSION:

Shawn Luesse, Chair

Julie Bartch, Vice-Chair

Missy Palitzsch, Secretary

Dan Borgmeyer, Mayor

Michael Galba, City Council Liaison

Lindsey Devereux

Tyson King

Adriana Perrone

Keith Liston

Commission Members:

A regular meeting of the St. Charles Planning and Zoning Commission will be held on **Monday, June 9, 2025**, beginning at 6:00 p.m. on the fourth floor of City Hall Chambers, 200 North Second Street, St. Charles, Missouri.

1. Call to order and the roll.
2. The Pledge of Allegiance.
3. Approve the minutes of the May 12, 2025 Planning and Zoning Commission meeting.

PUBLIC HEARING: Conditional Use

4. Case No. CU-2025-10. (CRG Cumulus, LLC) An application for a Conditional Use Permit per §400.320(C) for the production/use/handling/storage of any hazardous substance including liquid petroleum products and electrical power generators/substations accessory to a planned industrial project within the “I-1/WHP” Light Industrial District and within the Wellhead Protection District. The subject property is approximately 440 –acres (more or less), generally located on the north and south sides of Highway 370 and between Huster Road and Harry S Truman Boulevard. The subject properties will be located in Wards 6 and 8. ***This item has been requested to be tabled to the July 14, 2025 Planning and Zoning Commission meeting.***

PUBLIC HEARING: Rezoning/Annexation

5. Case No. Z-2025-06. (Adam & Jennifer Solomon) An application to annex and establish the zoning for 0.5-acres (more or less) located at 5 Hardwood Dr, from St. Charles County “R1E” Single Family Residence to the City of St. Charles “R-1E” Single Family Residential District. The subject property is located on the east side of Hardwood Drive and south of Shady Lane. The subject property will be located in Ward 3 upon annexation.

PUBLIC HEARING: Rezoning/Annexation

6. Case No. Z-2025-05. (Paul Mertz) An application to annex and establish the zoning for a 15,730 square feet (more or less) tract of land from St. Charles County “R1E” Single Family Residence to the City of St. Charles “R-1D” Single Family Residential District. The subject property is located adjacent to 424 and 430 Blanche Drive. The subject property will be located in Ward 4 upon annexation.

PUBLIC HEARING: Conditional Use

7. Case No. CU-2025-07. (Kyle Reuther) An application for a Conditional Use Permit per §400.220(C)(1)(a) for liquor sales associated with an indoor/outdoor recreational use (mini-golf, batting cages and arcade) within “C-2” General Business District located at 3541 Veterans Memorial Parkway. The subject property is located in Ward 6.

PUBLIC HEARING: Conditional Use

8. Case No. CU-2025-11. (Jackson Cox) An application for a Conditional Use Permit per §400.250(C)(1) for a Tattooing Establishment use within the “I-2/WHP” Heavy Industrial District and within the Wellhead Protection District located at 3755 New Town Boulevard. The subject property is located in Ward 8.

PUBLIC HEARING: Conditional Use

9. Case No. CU-2025-12. (Natacha Douglas) An application for a Conditional Use Permit from §400.330(C)(3) for outdoor music associated with a permitted restaurant/cafe use within the HCD/SMPD Historic Commercial District within the South Main Preservation District located at 524 South Main Street. The subject property is located in Ward 2.

PUBLIC HEARING: Text Amendment

10. Case No. TA-2025-05. (City of St. Charles) An application to amend Chapter 400 Zoning Code of the Code of Ordinances specifically to repeal and replace the Sign Code (Article XVI) as well as update other sections to the Zoning Ordinance concerning a new Sign Code.

Adjourn

The City of St. Charles offers all interested citizens the opportunity to attend public meetings. If you wish to attend this public meeting and require an accommodation due to a disability, please contact the Office of the City Clerk to coordinate an accommodation at least two (2) business days in advance of the scheduled meeting at 636-949-3282 or 636-949-3289 (TTY - for the hearing impaired). The City of St. Charles, Missouri fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, please call the City Clerk’s Office at 636-949-3282 or visit City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

INCLEMENT WEATHER: In case of inclement weather, please call 636-949-3222 after 4:00 p.m. on the day of the meeting to be informed of the status of the meeting.

Posted on 06/05/2025 at 2:27 PM LB

PLANNING AND ZONING COMMISSION - MINUTES

May 12, 2025

City Hall – Council Chambers
200 N Second Street, 4th Floor
St. Charles, MO 63301

MEMBERS PRESENT:

Julie Bartch, Vice-Chair
Missy Palitzsch, Secretary
Adriana Perrone
Mayor Dan Borgmeyer
Michael Galba, City Council Liaison
Shawn Luesse
Lindsey Devereux

MEMBERS ABSENT

Tyson King
Keith Liston

STAFF PRESENT:

John Boyer, Assist. Director of C.D./Planning Manager
Lara Berry, Planner
Madelyn Brown, Planner

A regular meeting of the St. Charles Planning and Zoning Commission was held on **Monday, May 12, 2025**, beginning at 6:00 p.m. on the fourth floor of City Hall Chambers, 200 North Second Street, St. Charles, Missouri.

The meeting was called to order by Vice-Chair, Julie Bartch at 6:00 p.m. Secretary, Missy Palitzsch took roll. Those in attendance are noted above.

1. Call to order and the roll.
2. The Pledge of Allegiance.
3. Approve the minutes of the April 14, 2025 Planning and Zoning Commission meeting.

Mayor Borgmeyer made a motion to approve the minutes. Missy Palitzsch seconded the motion. All were in favor. The minutes were approved.

PUBLIC HEARING: Conditional Use

4. Case No. CU-2025-08. (Eric Peters – Upshot Coffee) An application for Conditional Use Permit per §400.210(C)(1)(a) for Liquor Sales associated with a coffee shop/restaurant use within “C-1/EHP” Neighborhood Business District within the Extended Historic Preservation District located at 816 N Kingshighway Street. The subject property is located in Ward 1.

Planner Madelyn Brown provided the Commission with an overview of the Conditional Use Permit request. The applicant addressed the Commission. The public hearing for the application opened with four (4) speakers from the public. Generally, the speakers had concerns with parking, noise, liquor sales, late hours of operation, strangers, lighting, and the impact on the neighborhood from the use. Missy Palitzsch made a motion to close the public hearing. Shawn Luesse seconded the motion. All were in favor and the public hearing closed. Missy Palitzsch made a motion to forward the Conditional Use application, with the following conditions:

1. **This conditional use permit for a liquor sales associated with a restaurant use is issued to the applicant (Eric Peters) and business (Upshot Coffee) only for the property located at 816 N Kingshighway Street and is not transferable to another location and/or tenant/business.**
2. **Approval of this Conditional Use is not approval of a liquor license. A liquor license shall be approved by the City Council prior to any liquor sales.**
3. **Liquor sales shall not occur independent of the primary business use and shall only be accessory to the submitted coffee shop/restaurant use.**
4. **Non-compliance with any building codes, property maintenance codes, fire codes, noise control codes, ordinances concerning disturbances or conditions of this approval is grounds for**

revocation of the conditional use approval.

- 5. Violations of Chapter 600 dealing with Liquor/Alcoholic Beverages may be grounds for revocation of this Conditional Use.**
- 6. The business shall cease operations no later than 8:00 p.m. daily.**

Mayor Borgmeyer suggested that a 6th condition (listed above) be added to the approval. The Commission agreed. Councilmember Galba seconded the motion. The Conditional Use application will be forwarded to the City Council with a favorable recommendation (6 In Favor, 1 Opposed) at their June 3, 2025 meeting.

PUBLIC HEARING: Conditional Use

5. Case No. CU-2025-09. (Cory King & Bill Barnes – Side Project Brewing) An application for Conditional Use Permit per §400.210(C)(1)(a) for Liquor Sales and §400.290(C)(6) and Microbrewery use within the “FD/FPD” Frenchtown District within the Frenchtown Preservation District located at 1001 and 1005 N 2nd Street. The subject property is located in Ward 1.

Planner Brown provided the Commission with an overview of the Conditional Use Permit request. The applicant addressed the Commission. The public hearing for the application opened with one (1) speaker from the public. Generally, the speaker was supportive of the project. Mayor Borgmeyer made a motion to close the public hearing. Missy Palitzsch seconded the motion. All were in favor and the public hearing closed. Missy Palitzsch made a motion to forward the Conditional Use application, with the following conditions:

- 1. This conditional use permit for a liquor sales associated with a restaurant use is issued to the applicant (Cory King and Bill Barnes) and business (Side Project Brewing) only for the property located at 1001 and 1005 N 2nd Street and is not transferable to another location and/or tenant/business.**
- 2. Approval of this Conditional Use Permit is not approval of a liquor license. A liquor license shall be approved by the City Council prior to any liquor sales.**
- 3. This establishment shall maintain the occupancy limitation as established by the Fire Marshal.**
- 4. Any change to the submitted proposal, including but not limited to hours of operation, expansion of use, etc. may require additional City approval.**
- 5. Non-compliance with any of the building codes, property maintenance codes, fire codes, noise control regulations or conditions of this approval is grounds for revocation of the conditional use approval.**
- 6. Violations of Chapter 600 dealing with Liquor/Alcoholic Beverages may be grounds for revocation of this Conditional Use.**

Lindsey Devereux seconded the motion. The Conditional Use application will be forwarded to the City Council with a favorable recommendation (7 In Favor, 0 Opposed) at their June 3, 2025 meeting.

PUBLIC HEARING: Conditional Use

6. Case No. CU-2024-13. (Hung Ung – Viet Pho) An application to amend a Conditional Use Permit per §400.220(C)(1)(a) for liquor sales associated with the expansion of a restaurant use within “C-3/WHPD” Highway Business District within the Wellhead Protection District located at 3128 Elm Point Industrial Dr. The subject property is located in Ward 7.

Planner Lara Berry provided the Commission with an overview of the Conditional Use Permit request. A representative of the applicant addressed the Commission. The public hearing for the application opened with no speakers from the public. Missy Palitzsch made a motion to close the public hearing. Mayor Borgmeyer seconded the motion. All were in favor and the public hearing closed. Missy Palitzsch made a motion to forward the Conditional Use application, with the following conditions:

1. This conditional use permit for liquor sales and expanded restaurant space is issued to the applicant (Hung Ung) and business (Viet Pho) only for the property located at 3132 Elm Point Industrial Drive only and is not transferable to another location and/or tenant/business.
2. Approval of this Conditional Use Permit is not approval of a liquor license. A liquor license is required prior to any liquor sales.
3. Liquor sales shall not occur independent of the primary business use and shall only be accessory to the submitted restaurant use.
4. Non-compliance with any building codes, property maintenance codes, fire codes or conditions of this approval is grounds for revocation of the conditional use approval.
5. Violations of Chapter 600 dealing with Liquor/Alcoholic Beverages may be grounds for revocation of this Conditional Use.
6. The business shall comply with all provisions of the City's Sign Code, including regulations for temporary signage. Non-compliance may be grounds for revocation of this Conditional Use.

Councilmember Galba seconded the motion. The Conditional Use application will be forwarded to the City Council with a favorable recommendation (7 In Favor, 0 Opposed) at their June 3, 2025 meeting.

PUBLIC HEARING: Rezoning/Annexation

7. Case No. Z-2025-04. (CRG Cumulus, LLC) An application to annex and establish the zoning for an overall 144.25-acres (more or less) from St. Charles County "A" Agricultural District and St. Charles County "I1" Light Industrial to the City of St. Charles "I-1" Light Industrial District and City of St. Charles "I-1/WHP" Light Industrial District and within the Wellhead Protection District. The subject properties are generally located on the north and south sides of Highway 370 and between Huster Road and Harry S Truman Boulevard. The subject properties will be located in Wards 6, 7 & 8 upon annexation.

Planner Berry provided the Commission with an overview of the Annexation and Establishment of Zoning requests. A representative of the applicant addressed the Commission. The public hearing for the application opened with one (1) speaker from the public. Generally, the speaker was concerned for the potential land use. Missy Palitzsch made a motion to close the public hearing. Lindsey Devereux seconded the motion. All were in favor and the public hearing closed. Two (2) separate motions were made: 1) Missy Palitzsch made a motion to forward the Petition for Annexation, as submitted. Lindsey Devereux seconded the motion. The Annexation application will be forwarded to the City Council with a favorable recommendation (7 In Favor, 0 Opposed) and 2) Missy Palitzsch made a motion to forward the Establishment of Zoning application, as submitted. Lindsey Devereux seconded the motion. The Zoning application will be forwarded to the City Council with a favorable recommendation (7 In Favor, 0 Opposed). These applications will be considered at the June 3, 2025 City Council meeting.

ADMINISTRATIVE ITEM

8. Election of a new Chairperson.

Mayor Borgmeyer made a motion to appoint Shawn Luesse as the new Chairperson of the Planning & Zoning Commission. Lindsey Devereux seconded the motion. All were in favor. Motion passed.

Adjournment

*The next regular meeting of the Planning and Zoning Commission is scheduled for **June 9, 2025**.*

Missy Palitzsch made a motion to adjourn the meeting. Lindsey Devereux seconded the motion. All were in favor. The meeting adjourned at 6:49 p.m.

SECRETARY

DATE



Memorandum

To: Planning and Zoning Commission

From: Lara Berry, Planner

Meeting Date: June 9, 2025

Subject: CU-2025-10: Request to Table

This item has been requested to be **TABLED** to the July 14, 2025 Planning and Zoning Commission meeting.



AGENDA ITEM #5

**STAFF REPORT
CASE NO. Z-2025-06
5 HARDWOOD DRIVE**

**JUNE 9, 2025
BY MADELYN P. BROWN**

APPLICANT/ OWNER: Adam & Jennifer Solomon
5 Hardwood Drive
St. Charles, Missouri 63303

ADDRESS/LOCATION: 5 Hardwood Drive
Ward 3 upon annexation

ACREAGE: 0.5-Acre

EXISTING ZONING: County R1E Single-Family Residential District

REQUESTED ZONING: City R-1E Single-Family Residential District

SURROUNDING ZONING:

<u>Direction</u>	<u>Zoning</u>	<u>Use</u>
North	County R1E Single-Family Residential District	Single-Family Residential
South	County R1E Single-Family Residential District	Single-Family Residential
East	County R1E Single-Family Residential District	Single-Family Residential
West	R-1E Single-Family Residential District	Single-Family Residential

REQUEST

The City has received an application to rezone 5 Hardwood Drive upon annexation from St. Charles County R1E Single-Family Residential District to City of St. Charles R-1E Single-Family Residential District. The subject property is a half (0.5) acre lot and is located on the east side of Hardwood Drive and south of Shady Lane. The annexation of this property will help to further incorporate a remaining pocket of property within Unincorporated St. Charles County. The subject property is an existing residential use and the owner wishes to annex to the City in order to tie into the City's utilities at a future date. If the requested rezoning is approved, the property would operate in compliance with the zoning regulations of the R-1E Single-Family Residential District.

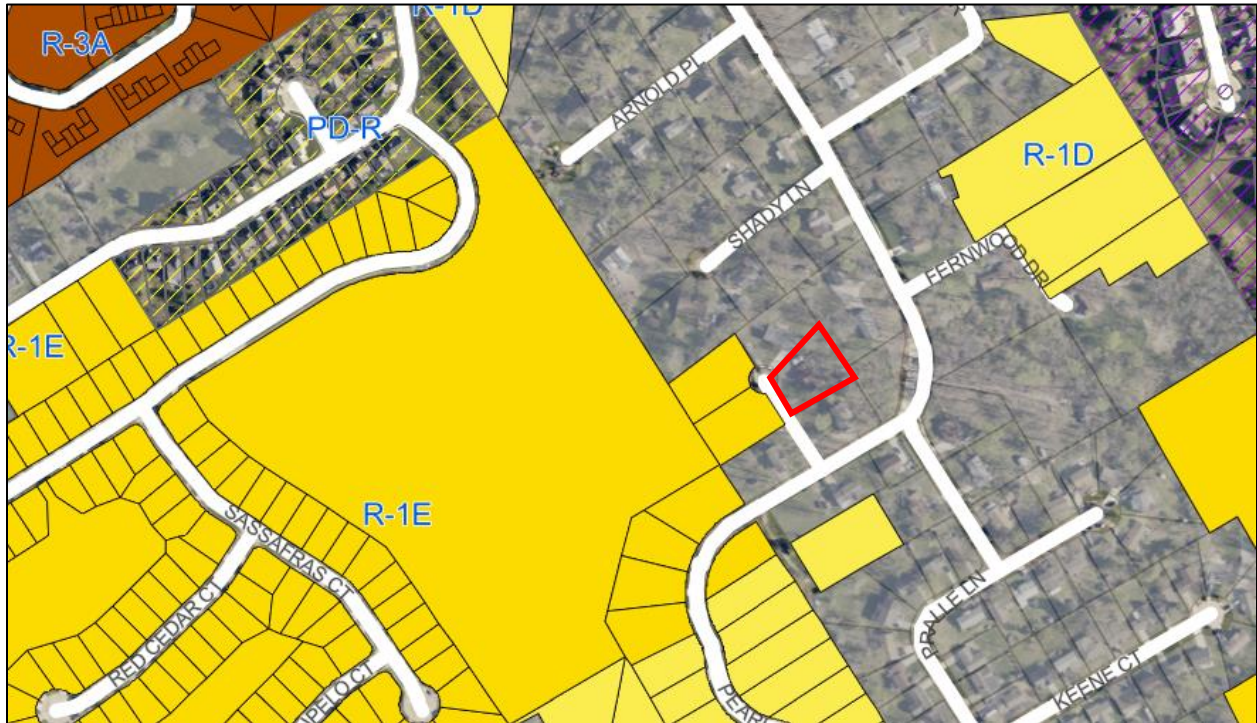


Figure 1: Area zoning Map.

COMPLIANCE WITH THE COMPREHENSIVE PLAN

The St. Charles Comprehensive Plan adopted in 2002 and updated in 2012 recommends that land use decisions be based on a project's location and compatibility with surrounding development. This revision to the Comprehensive Plan was approved by the City Council, and was written under the direction of residents, elected officials, and City staff. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city, and the activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new development should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal.

The subject property is located in-between Activity Center #11 (Page Ave/Upper Bottom Rd. Exchange) and Activity Center #12 (Family Arena). The zoning of properties immediately adjacent to the subject site are single-family residential and all are also developed for this use. The Department of Community Development considers this rezoning request to be in general conformance with the Updated 2012 Comprehensive Plan and consistent with existing area land uses around the subject property.

STAFF RECOMMENDATION

After review of the rezoning request, the City's Zoning Ordinance, Comprehensive Plan and area development patterns, staff believes the requested rezoning is appropriate and is compatible with the zoning of the surrounding area. The Department of Community Development recommends that the annexation and rezoning request be forwarded to the City Council with a favorable recommendation.

Recommended Motion:

*Motion to forward a **favorable** recommendation to the City Council for annexation of the subject property, as noted in Z-2025-06.*

*Motion to forward a **favorable** recommendation of approval to the City Council for the establishment of zoning for the subject property via Z-2025-06.*



Figure 2: Aerial photo of the Subject Property.



Figure 3: Photo of the Subject Property.



DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street
Saint Charles, MO 63301
636-949-3227
FAX 636-949-3557

VOLUNTARY ANNEXATION PETITION CONTIGUOUS PROPERTIES

To the City Council of the City of Saint Charles, Missouri:

The undersigned hereby petition(s) and request(s) the City Council of the City of Saint Charles, Missouri, to annex into the corporate limits of the City of Saint Charles, Missouri, any portion or part of the following tract of land, presently unincorporated contiguous to the corporate limits of the City of Saint Charles, Missouri.

ADDRESS OF PROPERTY: 5 Hardwood Dr. St. Charles MO 63303

PARCEL ID NUMBER: 3-0116-4292-00-005.0000000

A LEGAL DESCRIPTION OF THE PROPERTY MUST BE ATTACHED – DIGITAL FORMAT PREFERRED

Together with street and road rights-of-way abutting said property.

The undersigned represent that they are owners of all fee interest of record of the above tract of land. This petition shall be a continuing obligation running with the land, and shall bind the subsequent owners, their heirs, executors, administrators, successors, assigns, or legal representatives. It is understood that this instrument will be recorded in the Recorder of Deeds, Office of Saint Charles County and shall be of record.

PROPERTY OWNER(S) (Please print):

Adam e Jennifer Solomon
(Name)

5 Hardwood Dr. St. Charles MO 63303
(Address)

314-803-2749 Adam.Solomon@stcharlescitymo.gov
(Phone / E-mail)

SIGNATURE OF OWNER(S):

[Signature]
[Signature]

Date: 5-1-2025

Date: 5-2-2025

Please provide all information as it appears on the deed of record. If the property is in a Trust, the petition must be signed by the owners as Trustee of the Trust and name the Trust. If it is in the name of a company, the owner must sign their name as partner, owner, etc., and name the company.

RECEIVED

MAY 02 2025

COMMUNITY DEVELOPMENT

INDIVIDUAL

STATE OF MISSOURI }
 }
COUNTY OF SAINT CHARLES }

On this 2nd day of May, 2025, before me
personally appeared Adam P. Solomon & Jennifer L. Solomon, to me
known to be the person(s) described in and who executed the foregoing instrument, and
acknowledged that he/she/they executed the same as his/her/their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the
County and State aforesaid, the day and year first above written.

Carrie Lyn Wilson

Notary Public



CORPORATION

STATE OF MISSOURI)
)
COUNTY OF)

On this ____ day of _____ in the year 20__, before me, _____, a
Notary Public in and for the State of Missouri, personally appeared _____
(name of officer), _____, (title of person, member, president, vice president,
etc.,) of _____ (name of licensee), known to me to be the person who executed the
within Annexation Petition in behalf of said _____ (LLC, partnership, etc.) and acknowledged
to me that he or she executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in
the County of St. Charles and State of Missouri, the day and year first above written.

Notary Public

My Commission Expires:

Please note: If the property is in a Trust, the petition must be signed by the owners as Trustee of the Trust and name the Trust. If it is in the name of a company, the owner must sign their name as partner, owner, etc., and name the company.

RECEIVED

MAY 02 2025

COMMUNITY DEVELOPMENT



DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street, Suite 303
Saint Charles, MO 63301
636-949-3227 FAX 636-949-3557

APPLICATION FOR ESTABLISHING ZONING DISTRICT FOR NEWLY ANNEXED TRACT

CASE# (assigned by Staff): _____

PROPERTY OWNER OF RECORD:

Adam & Jennifer Solomon
(Name)
5 Hardwood Dr St. Charles 63303
(Address)
314-803-2749
(Phone / Fax)

APPLICANT:

Adam & Jennifer Solomon
(Name)
5 Hardwood Dr. St. Charles 63303
(Address)
314-803-2749
(Phone / Fax)

ADDRESS OF PROPERTY TO BE REZONED: 5 Hardwood Dr. St. Charles

LEGAL DESCRIPTION OF THE PROPERTY MUST BE ATTACHED – DIGITAL FORMAT
PREFERRED

REQUESTED ZONING DISTRICT: _____ PRESENT COUNTY ZONING DISTRICT: _____

REASON FOR REZONING REQUEST: Annexation agreement
for sewer connection.

I (We) hereby authorize the City of Saint Charles, Missouri to post a notice or sign of the proposed rezoning on the above described property. I (We), the undersigned, as legal owner(s) of the above described property, file this petition for a zoning district change. If the undersigned is not the legal owner, attached is an affidavit of the legal owner(s) authorizing the zoning district change. To the best of my knowledge, the above statements and the statements contained in all of the attached exhibits transmitted herewith are true.

Signature of applicant:

Adam P. Solomon

Date:

5-2-2025

Owner's signature authorizing application:

Adam P. Solomon

Date:

5-2-2025

Property Database Search

Please note: Information maintained by this office is for Assessment purposes only and should not be used to verify or transfer ownership. All maps maintained, provided and/or purchased are based on Assessment information and do not represent a legal survey of the parcels shown and shall not be used for conveyance or the establishment of property boundaries.

Values posted are 2025 preliminary values in accordance with RSMo 137.243.1. Notices of Real Estate Assessment will be mailed to each property owner beginning in April. Final values will be certified by July 1, 2025.

Property Details

Information is current as of 05/01/2025

Account Number: 439680A000

Parcel ID: 3-0116-4292-00-0005.0000000

Owner(s):

SOLOMON ADAM P &
SOLOMON JENNIFER L
5 HARDWOOD LN
ST CHARLES, MO 63303-5942

Property Address: 5 HARDWOOD LN 63303

School District: Francis Howell

City: Unincorporated

Fire District: Central County

Neighborhood Code: 1133

Subdivision: HARDWOOD GROVE

Legal Description: HARDWOOD GROVE PT LOTS 5&6 LESS 6.8'PT SUR 165

Lot Size: 120X150X120X170

Site Map (https://maps.sccmo.org/public_web_map/?find=439680A000)

Building Data

Year Built: 1963

Property Type: SINGLE FAMILY RESIDENCE (R)

Quality Code: R - 30 - Average

Architectural Type: 2 - 2STY - 2 Story Building

Exterior Walls: 50% HARDBOARD, 50% MASONRY VENEER,

Bedrooms: 3

Total Area: 1,803

Bathrooms: 2

Base Area: 1,278

Half Bathrooms: 1

Parking Area: 475

Total Rooms: 8

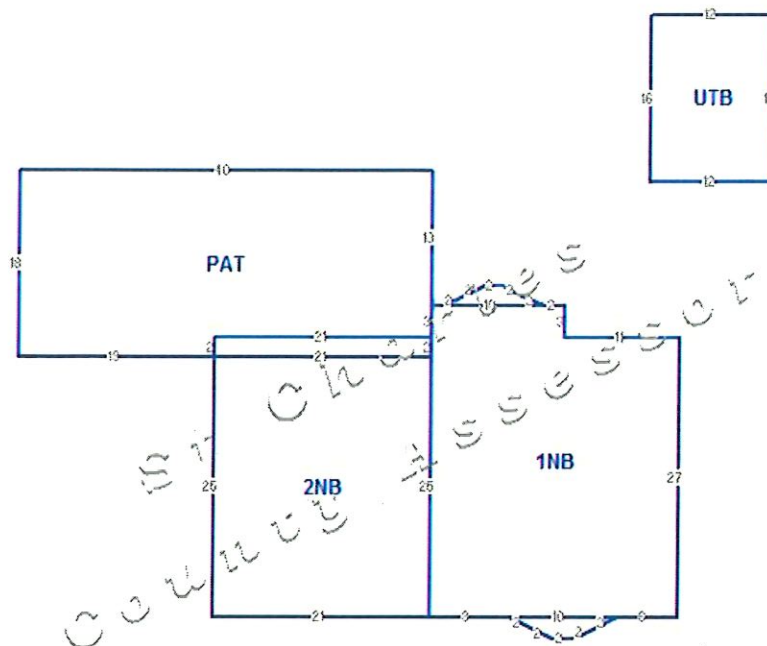
Basement Area: 1,212

Fireplaces: 1

Finished Basement Area: 587

Property Details

Information is current as of 05/01/2025



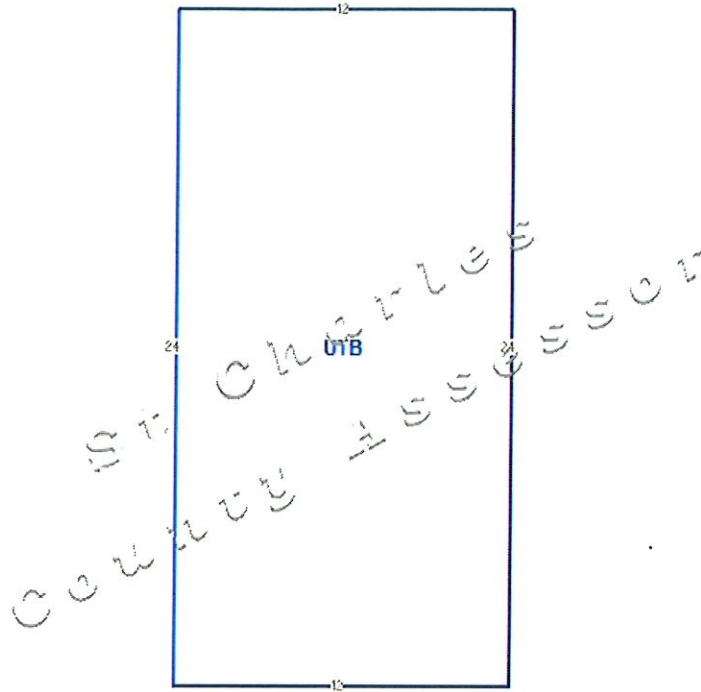
Legend:
1NB: 1 ST/BS
1NU: 1 ST/OV
2NB: 2 ST/BS
BPF: BASEMENT REC FIN
BSA: BASEMENT AREA
GP3: Attached Garage
PAT: PATIO
RPO: OPEN PORCH W ROOF
UTB: UTILITY BUILDING

(<https://lookups.sccmo.org/assessor/sketch/439680A000/1>)

Click to Enlarge (<https://lookups.sccmo.org/assessor/sketch/439680A000/1>)

Property Details

Information is current as of 05/01/2025



Legend:
UTB: UTILITY BUILDING

(<https://lookups.sccmo.org/assessor/sketch/439680A000/2>)

Click to Enlarge (<https://lookups.sccmo.org/assessor/sketch/439680A000/2>)

Assessed Value

Commercial Value: \$0

Total Market Value: \$246,560

Residential Value: \$46,846

Land Value: \$50,000

Agriculture Value: \$0

Sales History

Property Details

Information is current as of 05/01/2025

Previous Owner(s)	Sale Date	Sale Price	Book/Year & Page/Doc No.
		Adj. Sale Price	U.P.S.F.
JUSTUS FAMILY TRUST	10/27/2015	\$165,000	06441-001963
		\$163,321	\$91.51
JUSTUS ELMER W*JUSTUS MARY E	03/06/2012	\$0	05737-000643
		\$0	\$0.00
SMILEY MARVIN AN CORRINE	12/01/1983	\$80,000	00979-000794
		\$80,000	\$44.37
	01/01/1980	\$0	00366-000070
		\$0	\$0.00

Find Comparable Sales

Download CSV (https://lookups.sccmo.org/assessor/compareexport?target_account=439680A000)

Real Estate Tax Data

Property Tax Data (<https://www.stcharlesmocollector.com/#/WildfireSearch/439680A000>)

10-Year Property Value History

Tax Year	Market Value	Assessed Value
2024	\$229,381	\$43,582
2023	\$229,381	\$43,582
2022	\$198,715	\$37,756
2021	\$198,715	\$37,756
2020	\$175,877	\$33,417
2019	\$175,877	\$33,417
2018	\$163,642	\$31,092
2017	\$163,642	\$31,092
2016	\$148,271	\$28,171
2015	\$148,271	\$28,171

20151027000711280 W D

Bk:DE6441 Pg:1963

10/27/2015 04:16:40 PM 1/3

\$27.00

CERTIFIED-FILED FOR RECORD

Barbara J. Hall

Recorder of Deeds

St. Charles County, Missouri

BY:KAUERSWALD

UST File No. 15-12706

GENERAL WARRANTY DEED

THIS DEED, made and entered into as of this 23rd day of October, 2015, by and between Mary E. Justus, Trustee of ~~the~~ The Justus Family Trust dated February 2, 2012, party(ies) of the first part/Grantor(s) whose mailing address is: 5 Hardwood Lane Saint Charles, MO 63303 of the City/County of St Charles State of Missouri and Adam P. Solomon and Jennifer L. Solomon, husband and wife, a Married Couple, as Tenants by the Entirety party(ies) of the second part/Grantee(s) whose mailing address is: 5 Hardwood Drive, Saint Charles, MO 63303 of the City/County of St Charles State of Missouri.

WITNESSETH, that the said party(ies) of the first part, for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations paid by the said party(ies) of the second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto the said party(ies) of the second part, the following described Real Estate, situated in the County of St. Charles and State of Missouri, to wit:

See Exhibit "A" Attached

Subject to: deed restrictions, easements, rights of way of record, and zoning regulations.
Locator Number: 439680A000

Grantor represents and warrants:

- a) The Trustee(s) is/are the duly acting and qualified Trustee(s) under said trust;
- b) The Trust has not been amended, revoked, or canceled, and is in full force and effect; and
- c) The Trustee(s) have the full and complete powers and authority to sell the subject property.

TO HAVE AND TO HOLD the same, together with all rights and appurtenances to the same belonging, unto the said party(ies) of the second part, and to the heirs and assigns of such party(ies) forever.

The said party(ies) of the first part hereby covenanting that said party(ies) and the heirs, executors and administrators of such party(ies), shall and will WARRANT AND DEFEND the title to the premises unto the said party(ies) of the second part, and to the heirs and assigns of such party(ies) forever, against the lawful claims of all persons whomsoever, excepting, however, the general taxes for the calendar year 2015 and thereafter, and special taxes becoming a lien after the date of this deed.

EXHIBIT "A"

Legal Description

File No. 15-12706

Part of Lots 5 and 6 of Hardwood Grove, according to the Plat thereof recorded in Plat Book 6, page 93 of the St. Charles County Records and described as follows: Beginning at the intersection of the East line of Hardwood Lane 30 feet wide and the North line of property conveyed to Loveus O. Fears and wife by Deed recorded in Book 360, page 514 of the St. Charles County Records (said point being 6.8 feet North of the South line of said Lot 5); thence North along the East line of said Hardwood Lane 30 feet wide 81:58 feet to a point, being the initial point of a 35 foot radius turn around; thence Northwardly along said turn around 43.32 feet to a point (said point being 3.85 feet North of the South line of said Lot 6); thence northeastwardly in a straight line to a point in the East line of said Lot 6 (said point being 35.75 feet North of the South Line of said Lot 6); thence South along the East line of said Lot 6 and 5, 148.95 feet to a point in the North line of said property conveyed to Fears and wife as aforesaid; thence South 55 degrees 51 minutes West along the North line of said property conveyed to Fears and wife 170 feet to the point of beginning.



AGENDA ITEM #6

**STAFF REPORT
REZONING CASE NO. Z-2025-05
424 BLANCHE DRIVE**

**JUNE 9, 2025
BY LARA BERRY**

APPLICANT: Paul Mertz
Poehlman and Prost, Inc.
46 C Worthington Access Drive
Maryland Heights, Missouri 63043

OWNER: Dustin and Jackie Trautman
414 Grand Ridge Court
St. Charles, Missouri 63304

ADDRESS/LOCATION: 424 Blanche Drive
Ward 4 upon annexation

ACREAGE: 15,713 Square Feet

EXISTING ZONING: County R1E Single-Family Residential District

REQUESTED ZONING: City R-1D Single-Family Residential District

SURROUNDING ZONING:

<u>Direction</u>	<u>Zoning</u>	<u>Use</u>
North	City R-1E Single-Family Residential District	Single-Family Residential
South	City R-1D Single-Family Residential District	Single-Family Residential
East	City R-1D Single-Family Residential District	Single-Family Residential
West	County R1E Single-Family Residential District	Single-Family Residential

REQUEST

The City has received an application to annex and establish zoning for a 15,713-square-foot tract of land adjacent to 424 Blanche Drive from St. Charles County R1E Single-Family Residential District to City of St. Charles R-1D Single-Family Residential District. The City of St. Charles municipal boundary borders the subject property along three sides, all of which are zoned Single-Family Residential District. Annexation of this property would further incorporate a remaining pocket of property within Unincorporated St. Charles County.

The subject tract was purchased by The Trautmans from the owner of 430 Blanche Drive to consolidate and develop 424 Blanche Drive for a new single-family dwelling. Along with this application, a Boundary Adjustment Plat has been submitted for administrative review and approval, subject to this annexation.

According to City records, the previous structure on the property at 424 was demolished in 2021. Due to the new construction and because the property is contiguous to another property within city limits, the property must annex to establish new utility connections. If the requested rezoning is approved, the property would operate in compliance with the zoning regulations of the R-1D Single-Family Residential District.

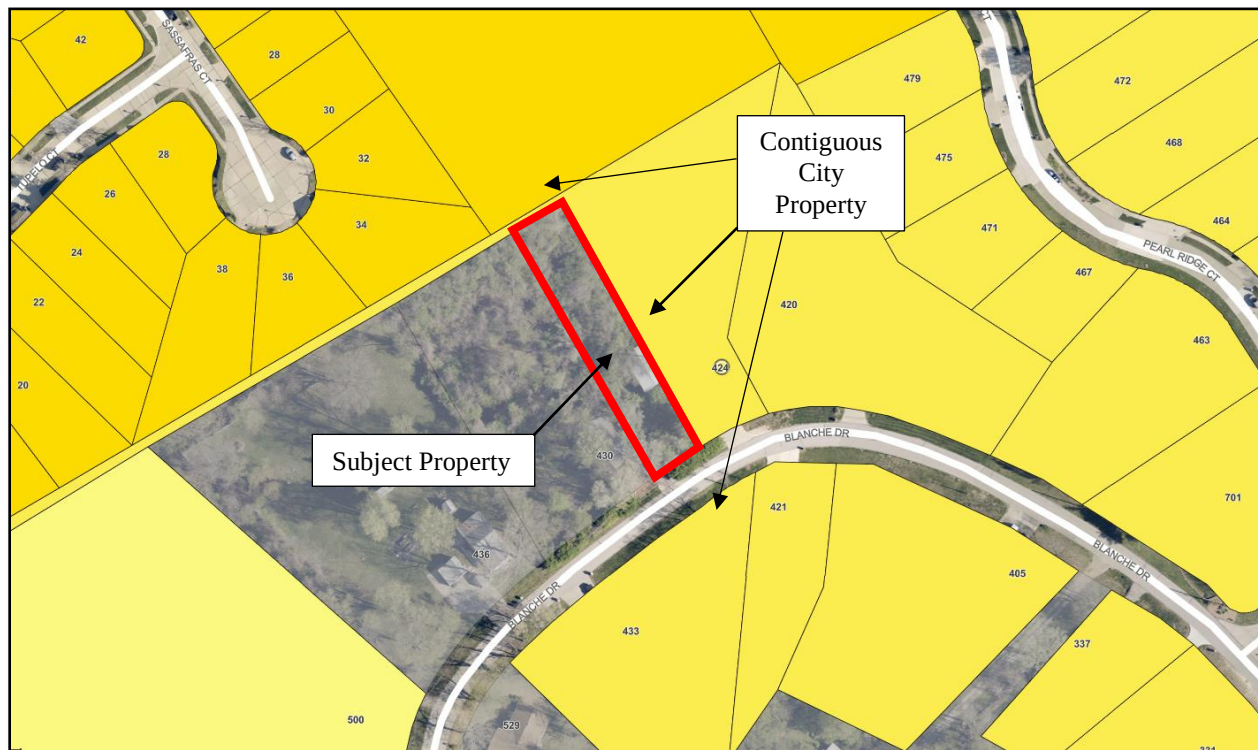


Figure 1: Zoning map of the subject property and surrounding area.

COMPLIANCE WITH THE COMPREHENSIVE PLAN

The St. Charles Comprehensive Plan adopted in 2002 and updated in 2012 recommends that land use decisions be based on a project's location and compatibility with surrounding development. This revision to the Comprehensive Plan was approved by the City Council, and was written under the direction of residents, elected officials, and City staff. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city, and the activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new development should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal.

The subject property is located nearest to Activity Center #11 (Page Avenue/Arena Parkway). The zoning of properties immediately adjacent to the subject site are single-family residential and all are also developed for this use with the exception of the vacant property to the north. The Department of Community Development considers this rezoning request to be in general conformance with the Updated 2012 Comprehensive Plan and consistent with existing area land uses around the subject property.

STAFF RECOMMENDATION

After review of the rezoning request, the City's Zoning Ordinance, Comprehensive Plan and area development patterns, staff believes the requested rezoning is appropriate and is compatible with the zoning of the surrounding area. The Department of Community Development recommends that the annexation and establishment of zoning request be forwarded to the City Council with a **favorable** recommendation.

Recommended Motions:

Motion to forward a **favorable** recommendation to the City Council for annexation of the subject properties, as noted in Z-2025-05.

Motion to forward a **favorable** recommendation of approval to the City Council for the establishment of zoning for the subject properties via Z-2025-05.



Figure 2: Aerial photo of the subject property.

424 and 430 Blanche Drive

Written Statement of Purpose

225-002

The lot at 430 Blanche Drive was purchased by the Trautman's with the intention of consolidating it with the lot at 424 Blanche Drive which they already owned.

When we discussed this with St. Charles County we were advised to request annexation of 430 Blanche Drive in order to then be able to consolidate with lot 424 Blanche Drive.

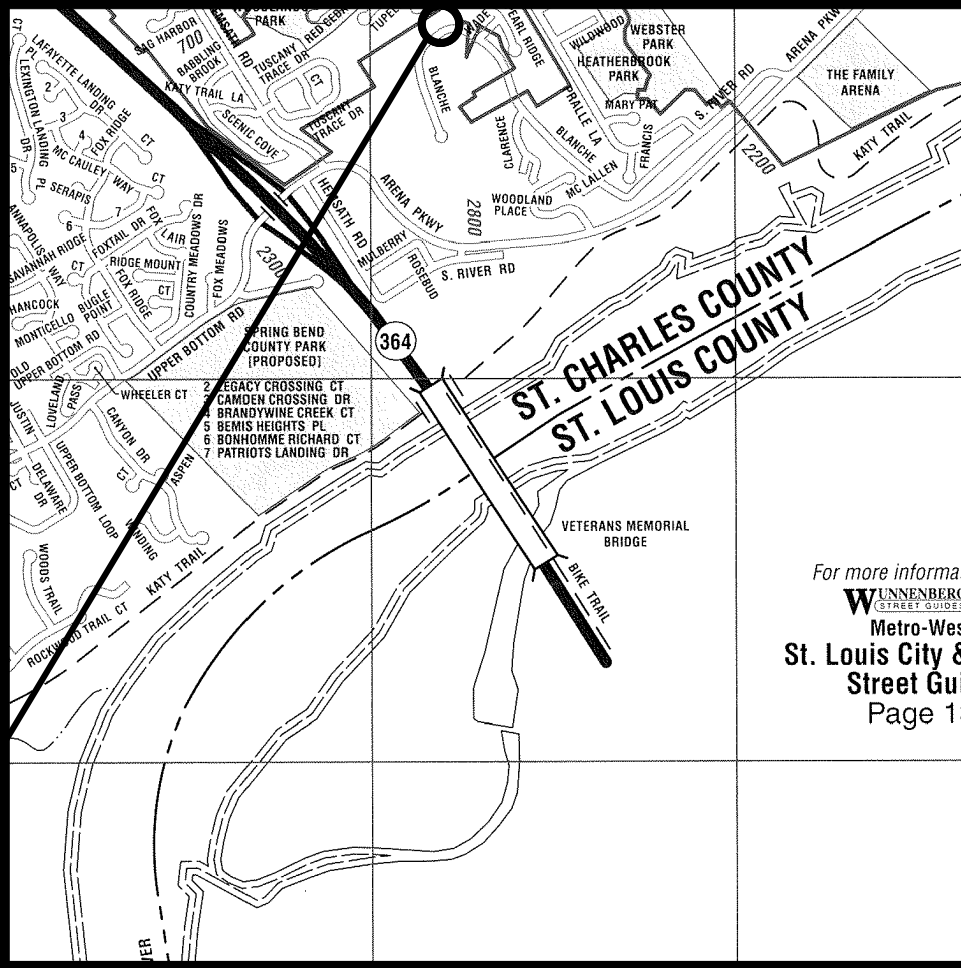
CONSOLIDATION PLAT
OF 424 BLANCHE DRIVE
PART OF LOT 19 OF MITTLER ACRES
RECORDED IN PLAT BOOK 4, PAGES 159-160
U.S. SURVEY 1198, T. 46 N., R. 4 E.
CITY OF ST. CHARLES
ST. CHARLES COUNTY, MISSOURI

Lot 1
Harvest Ridge
P.B. 36, Pg. 88

N/F
FRANCIS HOWELL SCHOOL DISTRICT
1220 HARVEST RIDGE DRIVE
PAR. ID. NO. 3-0117-8258-00-0001.0000000

SCALE: 1" = 2000'

PROJECT SITE



LOCATION MAP
WUNNENBERG'S STREET GUIDE
CITY OF ST. CHARLES, MISSOURI
PAGE 59, GRID EE-21

PEARL RIDGE ESTATES
P.B. 37, Pg. 62

LEGEND OF SYMBOLS	
OBJECT/CONDITION REPRESENTED BY SYMBOL	EXISTING SYMBOL
UTILITY POLE	⊕
UTILITY POLE WITH GUY WIRE	⊕—
TREE	⊙
ELECTRIC LINE (OVERHEAD)	—OE—
TELEPHONE LINE (OVERHEAD)	—OT—
ELECTRIC LINE (UNDERGROUND)	—E—
TELEPHONE LINE (UNDERGROUND)	—T—
WATER LINE	—W—
GAS LINE	—G—
FIBER OPTIC CABLE (UNDERGROUND)	—F—
MANHOLE WITH STORM SEWER	⊕—S—
INLET WITH STORM SEWER	⊕—S—
MANHOLE WITH SANITARY SEWER	⊕—S—
INLET NUMBER	⊕—S—
MANHOLE NUMBER	⊕—S—
LIGHT	⊕—S—
FIRE HYDRANT	⊕—S—
GAS VALVE	⊕—S—
GAS METER	⊕—S—
WATER VALVE	⊕—S—
WATER METER	⊕—S—
CONTOUR	—646—
SPOT ELEVATION	646.45
SPOT ELEVATION AT TOP OF CURB	TC 646.45
SPOT ELEVATION AT FLOWLINE OF GUTTER	FG 646.45
SPOT ELEVATION AT TOP OF WALL	TW 646.45
SPOT ELEVATION AT BOTTOM OF WALL	BW 646.45
SPOT ELEVATION AT TOP OF BANK	TB 646.45
SPOT ELEVATION AT BOTTOM OF BANK	BB 646.45
STREET SIGN	⊕—S—

ABBREVIATIONS INDEX	
AI	AREA INLET
ATG	ADJUST TO GRADE
BL	BASIS LINE
B/L	BUILDING LINE
BLD	BOTTOM OF LOADING DOCK ELEVATION
BLDG	BUILDING
BM	BENCHMARK
BOT	BOTTOM
BS	BOTTOM OF SLOPE ELEVATION
BW	BOTTOM OF WALL AT EXISTING GRADE
BWFG	BOTTOM OF WALL AT FINISHED GRADE
CI	CURB INLET
C	CENTERLINE
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CONC	CONCRETE
CP	CONCRETE PIPE
CPS	COTTON PICKER SPINDLE
DB	DEED BOOK
DCI	DOUBLE CURB INLET
DIP	DUCTILE IRON PIPE
DS	DOWNSPOUT
E	ELEVATION
ELEV	ELEVATION
EP	EDGE OF PAVEMENT
ES	EDGE OF SHOULDER
ESMT	EASEMENT
EXIST	EXISTING
FES	FLARED END SECTION
FF	FINISH FLOOR ELEVATION
FG	FLOWLINE OF GUTTER ELEVATION
FIP	FOUND IRON PIPE
FL	FLOW LINE ELEVATION
FND	FOUND
FP	FENCE POST
GI	GRATE INLET
HC	HANDICAPPED
INV	INVERT
L	LENGTH
LOC #	LOCATOR NUMBER
MAX	MAXIMUM
MH	MANHOLE
MIN	MINIMUM
MON	MONUMENT
MSD	METROPOLITAN ST. LOUIS SEWER DISTRICT
N	NORTH
N/F	NOW OR FORMERLY
NE	NORTHEAST
NW	NORTHWEST
OA	OLD AXLE
OIP	OLD IRON PIPE
OIR	OLD IRON ROD
OS	OLD STONE
PB	PLAT BOOK
PERM	PERMANENT
PG	PAGE
PGS	PAGES
PL	PROPERTY LINE
PVC	POLYVINYL CHLORIDE
PVMT	PAVEMENT
R	RADIUS
RAR	REMOVE AND REPLACE
RCP	REINFORCED CONCRETE PIPE
REC	RECORD
ROW	RIGHT OF WAY
RR	RAILROAD
R/W	RIGHT OF WAY
S	SOUTH
SE	SOUTHEAST
SIP	SET IRON PIPE
SF	SQUARE FEET
SURV	SURVEY
SV	SEWER VENT
SW	SOUTHWEST
TOP	TO BE REMOVED
TBR	TO BE REMOVED & RELOCATED
TBR&R	TO BE REMOVED & RELOCATED
TC	TOP OF CURB ELEVATION
TFD	TOP OF FOUNDATION ELEVATION
TLD	TOP OF LOADING DOCK ELEVATION
TFED	TELEPHONE PEDESTAL
TR	TOP OF RAIL ELEVATION
TS	TOP OF SLOPE ELEVATION
TW	TOP OF WALL ELEVATION
TYP	TYPICAL
UIP	USE IN PLACE
VCP	VERTIFIED CLAY PIPE
VERT	VERTICAL
W	WEST

ENGINEERING/SURVEYING RELEASE

ENGINEERING/SURVEYING AUTHENTICATION

BEFORE YOU
DIG
CALL 1-800-344-7483
(TOLL FREE)
MISSOURI ONE CALL SYSTEM, INC.

THE RESPONSIBILITY FOR PROFESSIONAL ENGINEERING/SURVEYING LIABILITY ON THIS PROJECT IS HEREBY LIMITED TO THE SET OF PLANS AUTHENTICATED BY THE SEAL, SIGNATURE AND DATE HERE UNDER.

THOMAS E. PROST, PLS
PLS # LS-2272

DATE: 03-25-2025

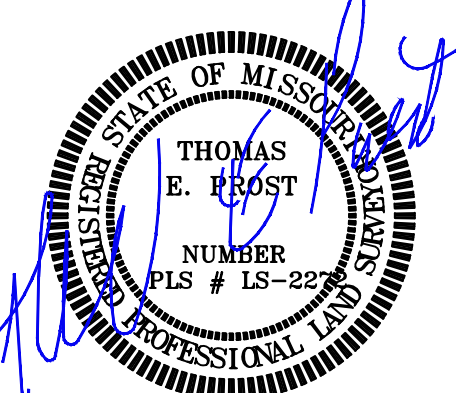
PROJECT NUMBER: 225-002

CONSOLIDATION PLAT

1 OF 2

CONSOLIDATION PLAT
OF 424 BLANCHE DRIVE
PART OF LOT 19 OF MITTLER ACRES
RECORDED IN PLAT BOOK 4, PAGES 159 & 160
U.S. SURVEY 1198, T. 46 N., R. 4 E.
CITY OF ST. CHARLES, ST. CHARLES COUNTY, MISSOURI

NO.	DESCRIPTION	DATE
1	St. Charles Rev.	05-29-2025



THOMAS E. PROST, PLS
PLS # LS-2272
DATE: 03-25-2025
PROJECT NUMBER: 225-002

CONSOLIDATION PLAT
1 OF 2

PREPARED FOR:

DUSTIN AND JACKIE TRAUTMAN
414 GRAND RIDGE COURT
ST. CHARLES, MISSOURI 63304-3524
MOBILE: (314) 608-0311
EMAIL: jtrautman82@icloud.com

CERTIFICATE OF AUTHORITY
CIVIL ENGINEERING # 000922
LAND SURVEYING # 000199

POEHLMAN & PROST, INC.
Land Surveying and Civil Engineering
P.O. Box 1518
46 C Worthington Access Drive
Maryland Heights, Missouri 63043
(314) 997-5777 Phone
(314) 997 0407 Fax
E-Mail: pmentz@poehlman-prost.com

UTILITY LOCATION NOTE

THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, OR LOCATION OF SUCH UTILITIES. THE ENGINEER AND/OR SURVEYOR WISE SEE, APPEARS HEREIN FROM ANY SOURCE, INCLUDING BUT NOT LIMITED TO, ANY RECORDS, FIELD SURVEY, AND/OR UTILITIES SHOWN OR NOT SHOWN, AND SAID UTILITIES SHALL BE LOCATED IN THE FIELD PRIOR TO ANY GRADING, EXCAVATION, OR CONSTRUCTION OF IMPROVEMENTS. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

THE ORIGINAL OF THIS DRAWING IS THE PROPERTY OF POEHLMAN & PROST, INC. THE ENGINEER AND/OR SURVEYOR WISE SEE, APPEARS HEREIN FROM ANY SOURCE, INCLUDING BUT NOT LIMITED TO, ANY RECORDS, FIELD SURVEY, AND/OR UTILITIES SHOWN OR NOT SHOWN, AND SAID UTILITIES SHALL BE LOCATED IN THE FIELD PRIOR TO ANY GRADING, EXCAVATION, OR CONSTRUCTION OF IMPROVEMENTS. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

THE RESPONSIBILITY FOR PROFESSIONAL ENGINEERING/SURVEYING LIABILITY ON THIS PROJECT IS HEREBY LIMITED TO THE SET OF PLANS AUTHENTICATED BY THE SEAL, SIGNATURE AND DATE HERE UNDER. THE PROJECT AND SPECIFICALLY EXCLUDES REVISIONS AFTER THIS DATE UNLESS BE-AUTHENTICATED.

THOMAS E. PROST, PLS
PLS # LS-2272

DATE: 03-25-2025

PROJECT NUMBER: 225-002

CONSOLIDATION PLAT

1 OF 2



AGENDA ITEM #7

**STAFF REPORT
CONDITIONAL USE NO. CU-2025-07
LIQUOR SALES
3541 VETERANS MEMORIAL PARKWAY**

**JUNE 9, 2025
BY LARA BERRY**

APPLICANT: Kyle Reuther
Swing-A-Round Fun Town
3541 Veterans Memorial Parkway
St. Charles, MO 63303

OWNER: R&R Games LLC
335 Skinker Lane
Fenton, MO 63026

ADDRESS/LOCATION: 3541 Veterans Memorial Parkway
Ward 6

LOT SIZE: 1.61 Acres

CURRENT ZONING: C-2 General Commercial District

PROPOSED USE: Liquor Sales associated with a permitted Outdoor
Recreation Facility

SUMMARY/ANALYSIS

This request is for liquor sales specifically associated with an existing Outdoor Recreation Facility (Swing-A-Round Fun Town) located at 3541 Veterans Memorial Parkway. City Ordinance requires approval of a Conditional Use Permit for establishments that apply for a Liquor License. This request is specific to liquor sales only and is not applicable to the other uses permitted by right at this location.

Liquor sales for the subject business will consist of beer and wine, as defined by City Code, to be served at their concession stand. The concession stand also serves food items like nachos, hot dogs, and soft pretzels. This facility features miniature golf and batting cages and according to the applicant, they often receive requests for beer from patrons. The applicant states their “aim is not to create a bar atmosphere, but rather to offer our patrons the choice to enjoy a drink while playing miniature golf or using the batting cages.” The existing business hours of operation will remain 10:00 a.m. – 10:00 p.m., seven days a week.

Consistency with Comprehensive Plan

The St. Charles Comprehensive Plan adopted in 2002, and updated in 2012, recommends that land use decisions be based on a project's location and compatibility with surrounding development. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new uses should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal. This property is located in-between Activity Centers #4 (Cave Springs) and #5 (I-70/ Zumbuhl/ West Clay). The proposed liquor license at this location associated with a permitted use can be compatible with its commercial/retail surroundings along Veterans Memorial Parkway.

Consistency with Conditional Use standards

Section 400.980 of the City Code outlines standards of review for the conditional use application. The standards are as follows:

- a) How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.
- b) Whether the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.

Regarding a) and b), Conditional Uses are not allowed by-right as they can be problematic if not located and/or conditioned properly. In this case, the proposal is located at 3541 Veterans Memorial Parkway, in-between Activity Centers #4 and #5. This intensity pattern is consistent with the goals of the Comprehensive Plan, and the proposed use at this location could operate in conformance with the density, intensity, and activity guidelines provided above.

- c) Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Zoning Ordinance, Comprehensive Plan, or any other plan, program, or ordinance adopted or under consideration pursuant to official notice by the city.

Based upon a review of the proposed land uses, if conditioned properly and operated in compliance with the Zoning Ordinance, the proposal should not have an adverse impact on the character of the neighborhood, public safety and general welfare of the city.

- d) Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Comprehensive Plan.

Staff believes the accessory liquor sales/use as proposed can be compatible within its surroundings and should not produce negative effects to neighboring properties or the neighborhood. Staff believes this use will operate in a manner that is consistent with the area.

- e) Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Staff believes the proposed conditional use in this location will not have an undue burden on public services as this proposal has been reviewed by Community Development, Finance, and Fire Departments with no outstanding comments.

- f) Whether the public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use as identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner and/or City Staff to ameliorate such impacts.

After review of the proposal, and the above standards for evaluating Conditional Uses, staff believes the proposed uses if conditioned properly would prevent any potential adverse impacts and the public benefits would outweigh any potential adverse impacts.

Furthermore, the City Code allows the Planning and Zoning Commission to recommend conditions of approval to protect surrounding properties, as well as to give consideration with respect to location in the recommendations. The proposed use complies with the above standards.

STAFF RECOMMENDATION

This conditional use can operate in conformance with City requirements, is compatible with surrounding land uses and complies with the Comprehensive Plan of the City of St. Charles. Staff recommends **approval** of the proposed conditional use for a liquor sales accessory to the permitted Outdoor Recreational use, subject to the following conditions:

1. This conditional use permit for liquor sales associated with an Outdoor Recreation Use is issued to the applicant (Kyle Reuther & Shannon Reuther) and business (Swing-A-Round Fun Town) only for the property located at 3541 Veterans Memorial Parkway and is not transferable to another location and/or tenant/business.
2. Approval of this Conditional Use is not approval of a liquor license. A liquor license shall be approved by the City Council prior to any liquor sales.
3. Liquor sales shall not occur independent of the primary business use and shall only be accessory to the Outdoor Recreational Use.
4. Non-compliance with any building codes, property maintenance codes, fire codes, noise control codes, liquor license codes, ordinances concerning disturbances, or conditions of this approval is grounds for revocation of the conditional use approval.

5. Violations of Chapter 600 dealing with Liquor/Alcoholic Beverages may be grounds for revocation of this Conditional Use.

Recommended Motion:

Motion to forward the Conditional Use Permit application CU-2025-07 to City Council with a favorable recommendation, subject to the conditions recommended by staff.

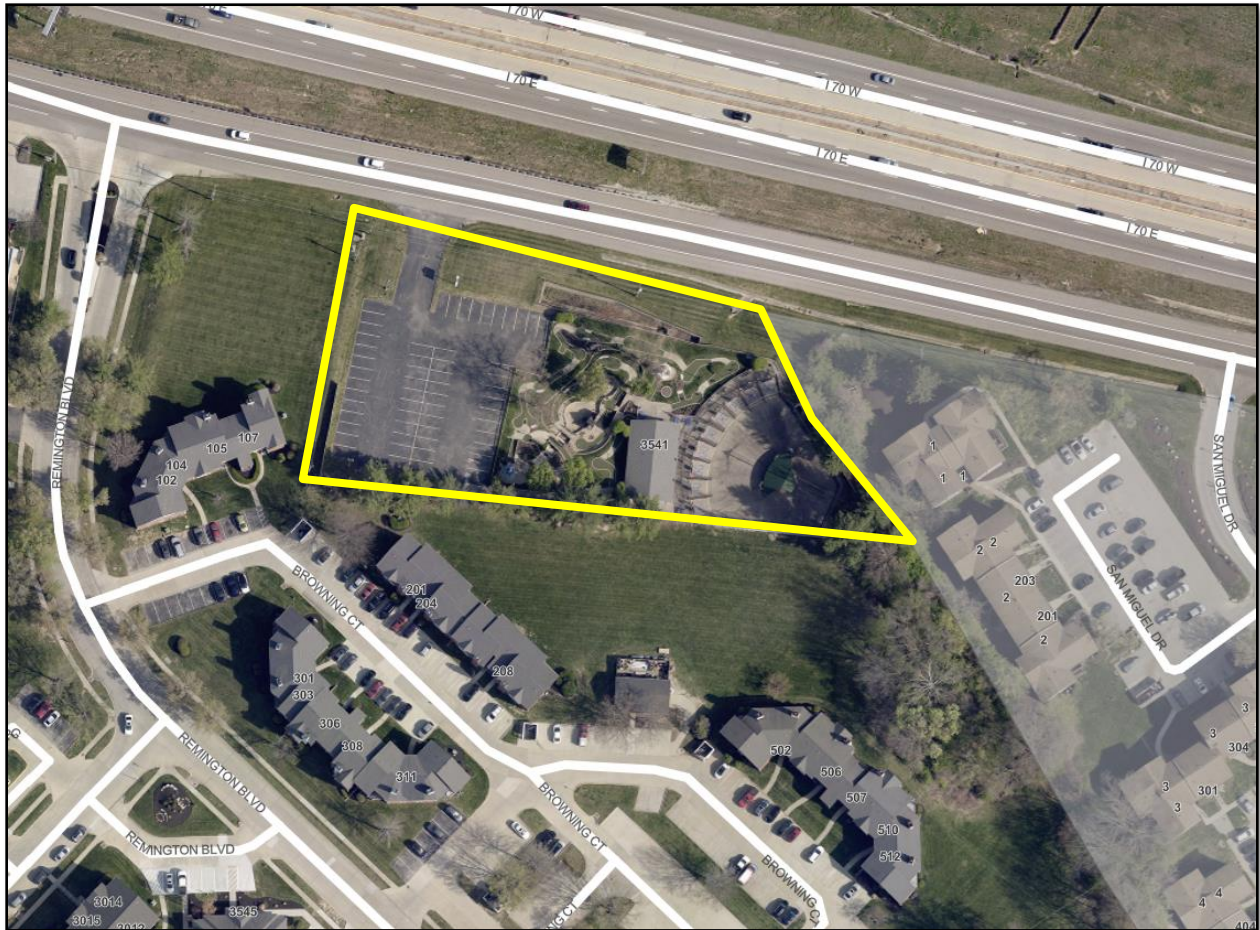


Figure 1: Aerial View of the Subject Site.



Figure 2: Street View of the Subject Site.

Lara Berry

To: Kyle Reuther
Subject: RE: Conditional Use Application - Liquor Sales (3541 VMP)

Lara Berry

Planner

Department of Community Development

City of Saint Charles

200 North Second Street

St. Charles, MO 63301

Phone 636.949.3230



From: Kyle Reuther <kyle@sarfuntown.com>

Sent: Monday, June 2, 2025 10:51 AM

To: Lara Berry <Lara.Berry@stcharlescitemo.gov>

Subject: Re: Conditional Use Application - Liquor Sales (3541 VMP)

Hi Lara,

Thank you for the reminder. Here is a brief narrative regarding our planned liquor sales.

The liquor license would be for beer and light wine only. While we don't currently anticipate serving light wine, we would appreciate having that option available.

Our facility is a small entertainment venue featuring batting cages and miniature golf. We often receive requests for beer from our customers. Our aim is not to create a bar atmosphere, but rather to offer our patrons the choice to enjoy a drink while playing miniature golf or using the batting cages.

We have a small snack bar that offers items like nachos, hot dogs, and soft pretzels. Our hours of operation are from 10:00 a.m. to 10:00 p.m., seven days a week.

Could you also please send me the link to the online payment portal so I can take care of the application fee?

Thank you for your consideration.

Best regards,

Kyle

Kyle Reuther

Swing-A-Round Fun Town

kyle@sarfuntown.com

(636)349-7077



AGENDA ITEM #8

**STAFF REPORT
CONDITIONAL USE NO. CU-2025-11
TATTOO ESTABLISHMENT
3755 NEW TOWN BOULEVARD**

**JUNE 9, 2025
BY MADELYN P. BROWN**

APPLICANT: Jackson Cox
Rooster Ink
130 Cedar Cove Trail, Apt 11
Lake St. Louis, MO 63367

OWNER: Emily Swift
3741 New Town Boulevard
St. Charles, MO 63301

ADDRESS/LOCATION: 3755 New Town Boulevard
Ward 8

LOT SIZE: Approx. 0.62 acres (overall)

CURRENT ZONING: “I-2/WHP” Heavy Industrial District and within the
Wellhead Protection District

PROPOSED USE: Tattoo Establishment

SUMMARY/ANALYSIS

The applicant is requesting approval of a conditional use permit for a tattoo establishment, Rooster Ink, located at 3755 New Town Boulevard. The property is zoned I-2/WHP Heavy Industrial District within the Wellhead Protection District. City Ordinance requires approval of a Conditional Use Permit for establishments with a tattoo use. While the proposed location is within the City’s WHP Wellhead Protection District, there are no issues or additional requirements associated with the proposed business’s location as the proposed use does not trigger any of the WHP’s development standards (is a Conditional Use of the I-2 district and not the WHP).

In February 2021, the City Council approved Ordinance 21-030 which would permit the opening of tattoo establishments within the City subject to certain design criteria. This would be the second location within the City of St. Charles, with the first location having received approval July of 2021 and being located at 911 N 2nd Street in Frenchtown. Per Ordinance 21-030, tattooing establishments shall not be within a distance of seven thousand five hundred (7,500) feet of a similar establishment. This business would be located approximately seventeen thousand nine hundred (17,900) feet from 911 N 2nd Street.

The applicant has submitted a written development/business plan which outlines the proposed tattoo establishment. Per the applicant, the business will be staffed by four (4) to five (5) employees on a regular basis. The services will include custom tattooing by licensed artists, professional body piercing, and sale of associated products. These products will include body jewelry, aftercare products, and other related merchandise.

Consistency with Comprehensive Plan

The St. Charles Comprehensive Plan adopted in 2002, and updated in 2012, recommends that land use decisions be based on a project's location and compatibility with surrounding development. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new uses should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal. This property is located in-between Activity Centers #14 (370 Corridor- East) and #15 (370 Corridor- West). The proposed tattoo establishment use at this location can be compatible with its commercial/industrial surroundings along New Town Boulevard.

Consistency with Conditional Use standards

Section 400.980 of the City Code outlines standards of review for the conditional use application. The standards are as follows:

- a) How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.
- b) Whether the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.

Regarding a) and b), Conditional Uses are not allowed by-right as they can be problematic if not located and/or conditioned properly. In this case, the proposal is located at 3755 New Town Boulevard, in-between the Activity Centers #14 and #15. This intensity pattern is consistent with the goals of the Comprehensive Plan, and the proposed use at this location could operate in conformance with the density, intensity, and activity guidelines provided above.

- c) Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Zoning

Ordinance, Comprehensive Plan, or any other plan, program, or ordinance adopted or under consideration pursuant to official notice by the city.

Based upon a review of the proposed land uses, if conditioned properly and operated in compliance with the Zoning Ordinance, the proposal should not have an adverse impact on the character of the neighborhood, public safety and general welfare of the city.

- d) Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Comprehensive Plan.

Staff believes the tattoo establishment use as proposed can be compatible within its commercial/industrial surroundings and should not produce negative effects to adjacent properties or the neighborhood. Staff believes this use will operate in a manner that is consistent with the area.

- e) Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Staff believes the proposed conditional use in this location will not have an undue burden on public services as this proposal has been reviewed by Community Development, Finance, and Fire Departments with no outstanding comments.

- f) Whether the public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use as identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner and/or City Staff to ameliorate such impacts.

After review of the proposal, and the above standards for evaluating Conditional Uses, staff believes the proposed uses if conditioned properly would prevent any potential adverse impacts and the public benefits would outweigh any potential adverse impacts.

Furthermore, the City Code allows the Planning and Zoning Commission to recommend conditions of approval to protect surrounding properties, as well as to give consideration with respect to location in the recommendations. The proposed use complies with the above standards.

STAFF RECOMMENDATION

This conditional use can operate in conformance with City requirements, is compatible with surrounding land uses and complies with the Comprehensive Plan of the City of St. Charles. Staff recommends **approval** of the proposed conditional use for a tattoo establishment use subject to the following conditions:

1. This conditional use permit for a tattoo establishment use is issued to the applicant (Jackson Cox) and business (Rooster Ink) only for the property located at 3755 New Town Boulevard and is not transferable to another location and/or tenant/business.
2. Non-compliance with any building codes, property maintenance codes, fire codes, noise

control codes, ordinances concerning disturbances or conditions of this approval is grounds for revocation of the conditional use approval.

Recommended Motion:

Motion to forward the Conditional Use Permit application for a tattoo establishment use at 3755 New Town Boulevard to the City Council with a favorable recommendation, subject to the conditions recommended by staff.



Figure 1: Aerial view of the subject site.



Figure 2: Street view of the subject site.

Madelyn P. Brown

From: Jackson Cox <jacksonittai2003@gmail.com>
Sent: Tuesday, May 27, 2025 10:22 AM
To: Madelyn P. Brown
Subject: Re: CUP Application- 3755 New Town Blvd Comment Letter
Attachments: Rooster Ink Building Photo.MOV

Hello Madelyn,

Thank you so much for your email and friendliness.

Business Plan:

Rooster Ink will a modern tattoo and body art studio that will provide professional tattooing, body piercing, and limited retail merchandise. The shop will be staffed by 4–5 employees and will operate with a focus on cleanliness, professionalism, and aesthetic appeal, setting a new standard for body art services in the area.

Rooster Ink will operate Monday through Saturday from 12:00 PM to 8:00 PM. While no new appointments will be scheduled after 8:00 PM, any appointments that run past this time will be completed as necessary.

Services offered include:

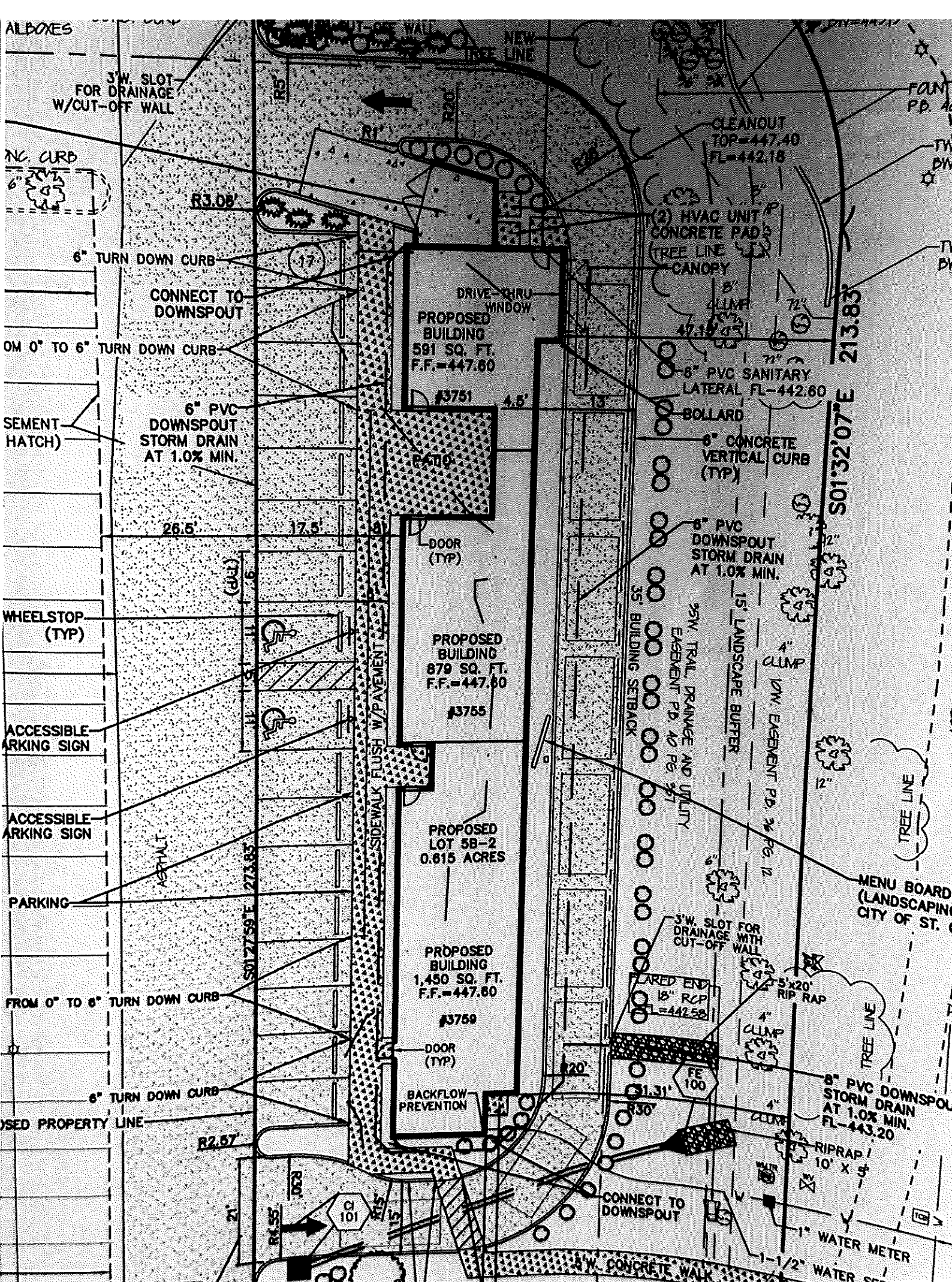
- Custom tattooing by licensed artists
- Professional body piercing
- Sale of body jewelry, tattoo aftercare products, branded apparel, and related merchandise

The shop is designed to maintain a clean, safe, and welcoming environment that adheres strictly to all local health codes and safety regulations. Rooster Ink aims to be an advanced body art studio unlike any other in the region, blending high-end artistic services with a modern, customer-friendly atmosphere.

I have attached a video of the space and can send more as they clean it out.

Thank you again for your help and please let me know if you need anything else!

Jackson Cox





AGENDA ITEM #9

STAFF REPORT CONDITIONAL USE NO. CU-2025-12 NON-AMPLIFIED LIVE MUSIC 524 SOUTH MAIN STREET

JUNE 9, 2025
BY TAYLOR MOORE

APPLICANT/OWNER:	Natacha Douglas 524 South Main Street St. Charles, Missouri 63301
ADDRESS/LOCATION:	524 South Main Street Ward 2
ACREAGE/SIZE:	13,860 Sqft (approx.)
CURRENT ZONING:	HCD/SMPD Historic Commercial District within the South Main Preservation District
PROPOSED USE:	Non-Amplified Live Music

SUMMARY/ANALYSIS

This request is for a Conditional Use Permit to have Non-Amplified Live Music at 524 South Main Street, location of the La Vie Vegan Bistro (restaurant). The property is located within the HCD/SMPD Historic Commercial District within the South Main Preservation District. Per Section 400.330(C)(3) "SMPD" South Main Preservation District standards, "live music is prohibited at these uses unless approved as a conditional use". This section further states:

"The performance of live music in restaurants, cafes or cafeterias. For purposes of this Section, the performance of live music shall be limited to the playing of musical instruments or vocals, both of which shall not be amplified by any means, electronic or otherwise. Sunday through Thursday the performance of live music shall stop at or before 8:00 P.M. when performed on the exterior of the premises, and shall stop at or before 9:00 P.M. when performed inside a restaurant, cafe or cafeteria. Friday and Saturday the performance of live music shall stop at or before 10:00 P.M., whether performed on the exterior of the premises or inside a restaurant, cafe or cafeteria. The times of performance of live music may be limited as a condition to a conditional use permit."

This location, as described above, is an existing restaurant which has both external and internal seating areas. The property also contains three additional retail units, all which are in use. Per the submitted written development, the applicant is requesting the music within the courtyard patio area to the north of the structure. The applicant originally proposed live music one to two days per week between 10:00am and 2:00pm. During the review process, Staff noted limiting music to an unspecified one or two days per week would create challenges in verifying compliance with the

condition, as there would be no clear way to determine whether the use is occurring as described. To address this, the applicant revised their proposal to allow live music seven (7) days a week during regular business hours (10:00am to 6:00pm), providing clarity and consistency in how the condition would be applied. Performances will feature solo musicians only and will be light, ambient background music to enhance the outdoor dining experience. Information was provided on the type of instruments, consisting of acoustic guitars, violins, and light instrumentals. No instruments will be amplified, as required by code. While code language specifically prohibits amplified music, an additional condition has been added to this recommendation to help ensure further compliance with this use if approved by the City.

As proposed, the times of music would comply with the above code standards; however, can be further limited via this Conditional Use if appropriate. The subject property sits directly on South Main Street, and the area is predominantly commercial with restaurants and shops. There is one single-family residence in the area just south of the property (615 South Main Street) and residential uses within second-story apartments along South Main. Generally, staff believes the ordinance limitations of hours of music can be appropriate given the mix of land uses in the area. Multiple locations are identified for approved non-amplified band/music performances in the area (See Figure 4 on Page 7). Due to the music only being proposed during business hours and within the permitted times, Staff finds the proposal appropriate for the business and the area. Upon the writing of this report, staff has not received any feedback (positive or negative) from area property owners.

Consistency with Comprehensive Plan

The St. Charles Comprehensive Plan adopted in 2002, and updated in 2012, recommends that land use decisions be based on a project's location and compatibility with surrounding development. The Comprehensive Plan identifies 15 activity centers in the city, locations characterized by elevated levels of development, density and activity. The activity centers are the most prominent, visible and intensely developed locations in the city. The plan recommends that development should gradually decrease in density as distance from an activity center increases. The activity centers should be surrounded by land uses that gradually decrease in levels of activity, traffic and density. Proposed new uses should be judged based upon its distance from the nearest activity center, its compatibility with what surrounds it, and whether the level of development it will generate contributes to a gradual decline in density or acts counter to that goal. This property is located nearest to Activity Center #6 (Historic Downtown). The proposed non-amplified music at this location associated with a permitted use can be compatible with its commercial surroundings along within downtown.

Consistency with Conditional Use standards

Section 400.980 of the City Code outlines standards of review for the conditional use application. The standards are as follows:

- a) How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the city.
- b) Whether the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies and standards of the Comprehensive Plan, and any other plan, program, or ordinance adopted, or under consideration pursuant to official

notice by the city.

Regarding a) and b), Conditional Uses are not allowed by-right as they can be problematic if not located and/or conditioned properly. In this case, the proposal is located at 524 South Main Street, within Activity Center #6. This intensity pattern is consistent with the goals of the Comprehensive Plan, and the proposed use at this location could operate in conformance with the density, intensity, and activity guidelines provided above.

- c) Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Zoning Ordinance, Comprehensive Plan, or any other plan, program, or ordinance adopted or under consideration pursuant to official notice by the city.

Based upon a review of the proposed land uses, if conditioned properly and operated in compliance with the Zoning Ordinance, the proposal should not have an adverse impact on the character of the neighborhood, public safety and general welfare of the city.

- d) Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Comprehensive Plan.

Staff believes the non-amplified music at a restaurant/cafe as proposed can be compatible within its commercial/residential surroundings and should not produce negative effects to adjacent properties or the neighborhood, especially due to only being proposed for lunch time hours. Staff believes this use will operate in a manner that is consistent with the area.

- e) Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Staff believes the proposed conditional use in this location will not have an undue burden on public services as this proposal has been reviewed by Community Development, Finance, and Fire Departments with no outstanding comments.

- f) Whether the public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use as identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner and/or City Staff to ameliorate such impacts.

After review of the proposal, and the above standards for evaluating Conditional Uses, staff believes the proposed uses if conditioned properly would prevent any potential adverse impacts and the public benefits would outweigh any potential adverse impacts.

Furthermore, the City Code allows the Planning and Zoning Commission to recommend conditions of approval to protect surrounding properties, as well as to give consideration with respect to

location in the recommendations. The proposed use complies with the above standards.

STAFF RECOMMENDATION

This conditional use operates in conformance with City requirements, is compatible with surrounding land uses and complies with the Comprehensive Plan of the City of St. Charles. Staff recommends approval of the proposed conditional use for Non-Amplified Live Music associated with a permitted use subject to the following conditions:

1. This conditional use permit for Non-Amplified Live Music associated with permitted use is issued to the applicant (Natacha Douglas) only for 524 South Main Street and is not transferable to another location, owner and/or tenant/business.
2. The use of non-amplified live music shall only be during business hours (10:00am to 6:00pm daily).
3. Musicians shall not amplify instruments in any way. Any violation of this condition will make this Conditional Use permit null and void.
4. Non-compliance with any building codes, property maintenance codes, fire codes or conditions of this approval is grounds for revocation of the conditional use approval.

Recommended Motion:

Motion to forward the Conditional Use Permit application for Non-Amplified Live Music associated with a restaurant use at 524 South Main Street to the City Council with a favorable recommendation, subject to the conditions recommended by Staff.



Figure 1: Subject property and restaurant seen from South Main Street.



Figure 2: Subject location for musicians.



Figure 3: Subject property's location.

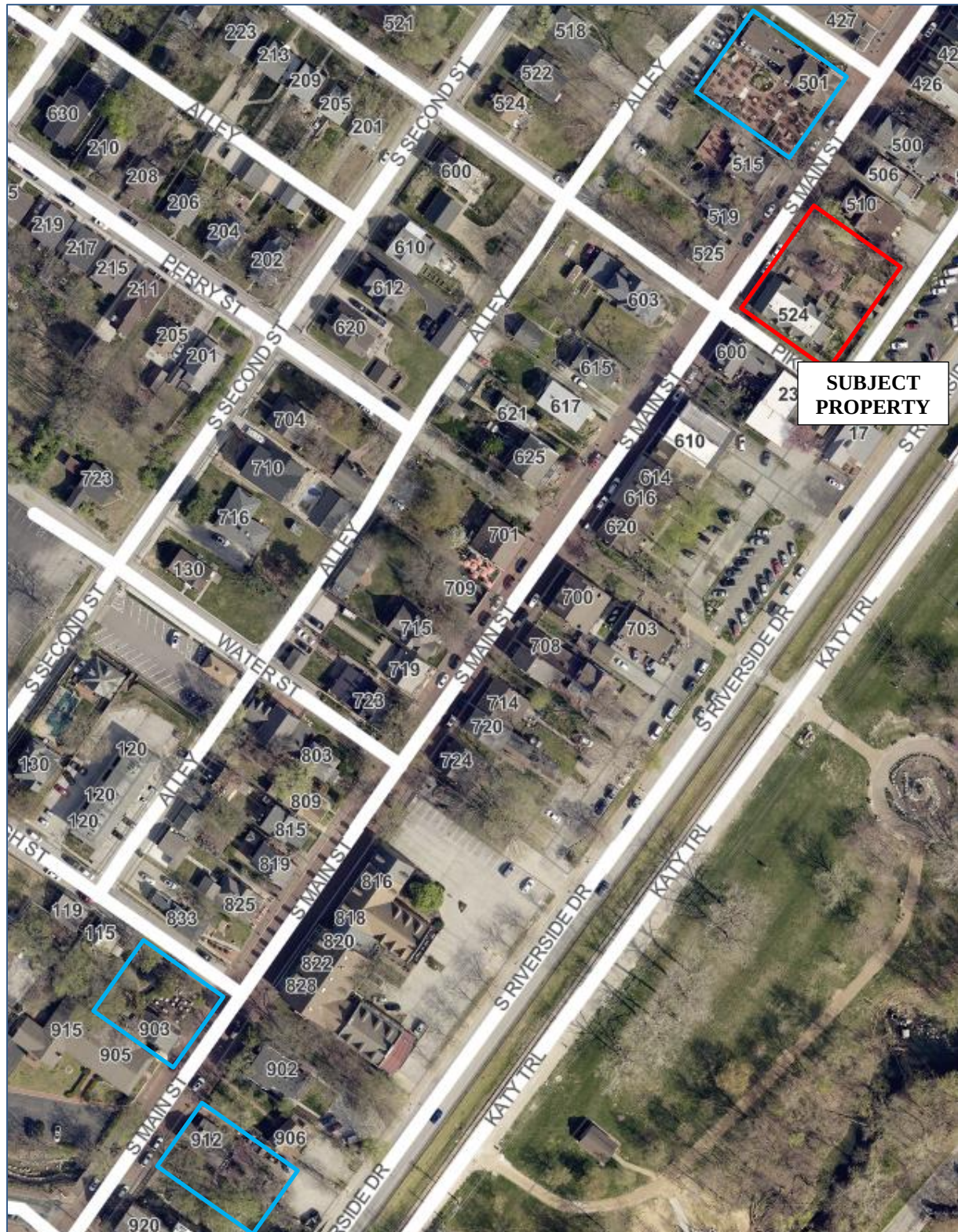


Figure 4: Additional restaurant-uses in the South Main Preservation District with approved non-amplified music (blue) in proximity to the subject property (red).

BUSINESS PLAN & EMAIL CORRESPONDENCE:

Bonjour Taylor,

Thank you so much for following up. I apologize for missing your earlier message. Let me know if you need anything else:)

We would like to request approval for occasional outdoor live music at **La Vie Vegan**, located at **524 S. Main Street, Courtyard Area, St. Charles, MO 63301**.

Details of the Business Plan for Outdoor Music:

- **Location:** Courtyard area of La Vie Vegan, within our shared pedestrian-friendly zone.
- **Schedule:** Live music would take place **once or twice a week** during **lunchtime hours from 10:00 AM to 2:00 PM**, depending on the week. Some weeks may have no live music at all.
- **Performers:** Performances would feature **a solo musician only** (e.g., acoustic guitar, violin, light instrumental).
- **Style of Music:** Light, ambient background music intended to enhance the outdoor dining experience. There will be **no amplified or disruptive sound**, and performances will remain mindful of surrounding businesses and the community environment.
- **Purpose:** To create a charming and relaxing atmosphere for guests enjoying plant-based dining in the heart of historic St. Charles.

Please let me know if you need this in a different format or if additional details would be helpful for your report. I'm happy to provide whatever is needed.

🇫🇷 *Merci Beaucoup!*



Natacha Douglas

Founder & CEO

French Crêperie | La Vie Vegan Bistro | La Pâtisserie Paris Café

2103 Quathem Drive, Wildwood, MO 63005

480-229-7412

Natachacruui@hotmail.com

Bonjour Taylor!

To make things easier, would it be possible to have a schedule that simply aligns with our business hours—Monday through Sunday, 10 AM to 6 PM? That way, we're covered throughout the week, since we can't always anticipate when musicians might be available.

Merci beaucoup!



AGENDA ITEM #10

Memorandum

To: Planning and Zoning Commission

From: John Boyer, Assistant Director of Community Development/Planning Manager

Meeting Date: June 9, 2025

Subject: Case No. TA-2025-05. (The City of St. Charles) (City of St. Charles) An application to amend Chapter 400 Zoning Code of the Code of Ordinances specifically to repeal and replace the Sign Code (Article XVI) as well as update other sections to the Zoning Ordinance concerning a new Sign Code.

In 2024, the City Council approved funding for the Community Development Department to hire a consultant to accomplish a comprehensive re-write of the City's Sign Regulations (Article XVI of Chapter 400). The main drivers of this project was to formally adopt regulations which are compliant with recent case law (sign content neutrality), create additional flexibility in the sign code as well as improving the readability (enforcement by City Staff and understanding by the community). The City went through the formal competitive bidding process to identify a consultant and after thorough review, awarded the project to White & Smith, LLC, a nationally recognized firm whom specializes in Sign and Zoning matters.

Staff immediately began the undertaking of reviewing the current document as well as understanding the legal framework needed to meet current legal standards. In addition to this internal review, the City (with our consultant) also meet with Key City Stakeholders (residents, business owners and industry experts) to review the current code and current identify issues as well as solutions for the new code. In addition to the stake holder meeting, City staff and our consultant held a City Council work session explaining the process, the goal of this project as well as overall proposed changes for the new Sign Code. Upon the completion of these efforts, as well as multiple drafts, City Staff is pleased to bring forward the completed document for formal adoption.

While the proposal is extensive, there are key items staff would like to draw the Commission's attention (these will be discussed in more depth at the meeting during staff's presentation):

1. The proposal is a legally defensible and up-to-date document;
2. No changes are proposed to any sign standards (size, placement, etc.) within the Historic District, minus the addition of new Design Standards for A-Frames Signs;
3. The addition of more graphics and tables to ease understanding and the interpretation of the Code for all readers.
4. Maintain the ability for Pole Signs adjacent to Highway Frontage (important consideration identified by our stake holder meeting);
5. New standards should greatly reduce variance requests concerning signage:
 - Larger commercial/industrial ground monuments are proposed over current code (minimum of 50 sqft proposed in lieu of current 24sqft);
 - Larger attached building mounted signs outside the Historic Districts:
 - Current code permits lower sizes in lieu of a more industry standard size being proposed using percentage of elevation to ensure proportionality and maintaining

aesthetic standards of the community.

Part of this review also identified a number of other code sections outside the Sign Code which were recommended for review by our consultant. These sections are included/proposed to remove signs regulations anywhere outside the Sign Code. Additional sections included in this proposal for amendment:

1. Section 215.1100 Sale of Fireworks;
2. Section 400.140 “A” Agricultural District (advertising for Day Cares);
3. Section 400.150 “R-1C,” “R-1D,” “R-1E” Single-Family Residential Districts (advertising for Day Cares);
4. Section 400.190 “O-I” Office Institution District (signage related to Halfway Houses);
5. Section 400.330 “SMPD” South Main Preservation District (correct reference section to new Article)
6. Section 400.420 Bed-And-Breakfast Establishment
7. Section 400.430 Home Occupations
8. Section 400.480 Temporary Retail Sales And Outdoor Display of Merchandise (signage for special events);
9. Section 400.490 Sidewalk Café – Definitions, Standards And Criteria;
10. Section 400.1870 Clothing Drop Boxes;
11. Chapter 640, Article II Garage Sales, Section 640.050 Advertising (garage sale signage); and,
12. Chapter 665 Sexually Oriented Business Regulations, Article II, Section 665.070 Sign Regulations.

While the above code sections will be part of the overall ordinance to amend/approved the new Sign Code, the Planning and Zoning Commission only has authority over items under Chapter 400 (Chapter 215, 640 and 665 will be amended by City Council in the final bill/ordinance); however, these sections have been provided to the Commission for context.

As required by the Zoning Ordinance, the Commission shall conduct a public hearing on the proposed text amendment, deliberate the proposed changes to the zoning code, and vote to provide a recommendation to the City Council. The City Council will conduct a public hearing on June 17, 2025 on the proposed text amendment, receive the Commission’s recommendation, and introduce a bill to amend the zoning code to adopt the text amendment. If the Commission recommends denial of the text amendment, the Commission is required to state the reasons for the negative recommendation to the City Council to be included in the record. Included is draft language that provides the new code (which will formally repeal and replace the existing Sign Code) as well as struck-through text for removal and underlined text for new language in the existing code sections outside the Sign Code.

Staff Recommendation

Staff recommends the City formally adopt the new sign code as presented and make the other necessary code changes. As noted this change will bring our current code into legal compliance (content neutral), provide flexibility businesses and increase the readability of this section of the Code.

Recommended Motion

Motion to forward a recommendation of approval to City Council for application TA-2025-05, as submitted.

Article XVI Sign Regulations

Division 1 General Provisions

Section 400.1370 Purpose

This Article establishes a comprehensive and balanced system to regulate the location, type, size, height, number, duration of display, design, construction, installation, maintenance, and removal of signs to:

- A. Encourage the effective and efficient use of signs as a communication tool;
- B. Create an appealing cityscape that is free of overly distracting visual clutter and nuisance signs;
- C. Enhance traffic safety and protect the public health, safety, and welfare; and
- D. Protect state and federal constitutional rights to free speech.

Section 400.1380 Applicability

- A. This Article applies to all new and existing signs located in the City unless they are exempted by this Article or by federal or state law.
- B. Permit Required. Except as otherwise provided in this Article, no sign shall be erected, enlarged, altered (except for normal maintenance), replaced, or relocated without obtaining a sign permit.
- C. Prohibited Signs. No sign shall be constructed, installed, operated, displayed, or otherwise used in a time, place, or manner that this Article prohibits.
- D. General Districts. Section 400.1450 provides general on-premises sign standards for all General Districts in the City, listed in Division 1 of Article II of the Zoning Ordinance.
- E. Superimposed Districts.
 - 1. Division 3 of this Article provides specific design standards and allowances for the City's Superimposed Districts listed in Division II of Article II of the Zoning Ordinance to preserve the unique and historical character of these areas.
 - 2. The standards of Division 3 of this Article control over any standards in Section 400.1450 for the same sign type. If Division 3 of this Article does not provide an applicable standard, then the general standard for the sign type for the General District controls.
- F. Planned Developments. The City Council may vary the standards of this Article in the ordinance adopting a Planned Development District or in the approved regulating plan or SmartCode for the development. The sign standards of the ordinance, plan, or SmartCode take precedence over the standards of this Article.

Section 400.1390 Definitions

When used in this Article, the following terms have the following meanings unless the context clearly indicates or requires a different meaning.

BALLOON

A nonporous object of light material that is filled with air or a gas lighter than air so that the object floats in the atmosphere at the end of a cable, wire, or rope. A balloon does not include an inflatable sign.

BILLBOARD

A permanent, off-premises sign or sign structure on which a person places copy on a poster or panel mounted on a pole or metal structure. Typically, a billboard has one of the following configurations: (1) wood posts or pole supports with dimensional lumber as the secondary support (A-frame) with a wood or metal catwalk with display panels, (2) steel A-frame constructed with angle iron or steel supports with metal framing, catwalk, with display panels, (3) multi-mast structure constructed with steel poles, I-beam, or equivalent member as the primary support, with a catwalk, and display panels, or (4) monopole structure constructed with tubular steel support, tubular steel framing, metal catwalk and display panels with a concrete foundation.

BILLBOARD, ELECTRONIC

A billboard upon which alphanumeric characters, graphics, or symbols defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs, or other illumination devices within the display area, including computer programmable, microprocessor controlled electronic displays and projected images or messages with these characteristics.

BILLBOARD, ELECTRONIC

A billboard upon which alphanumeric characters, graphics, or symbols defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs, or other illumination devices within the display area, including computer programmable, microprocessor controlled electronic displays and projected images or messages with these characteristics.

DIRECTOR

Director of Community Development or their designee.

FLAG

A piece of durable fabric or other flexible material with distinctive colors and patterns mounted by attaching one side to a freestanding or attached pole so that the wind causes the full display of the flag.



Figure 1: Flag

HLPARB

The Historic Landmarks Preservation and Architectural Review Board of the City of Saint Charles, Missouri.

ILLUMINATION, INDIRECT

The partial or complete illumination of a sign at any time by a light source shielded from a viewer on the ground.

ILLUMINATION, INTERNAL

The illumination of a sign with a light source located inside or behind the sign face that transmits light through a translucent sign face or surface surrounding the sign face.

MULTI-TENANT DEVELOPMENT

A non-residential or mixed-use development that includes two (2) or more businesses, places, organizations, or persons on one common development site. Examples include a commercial center, an office park, or a multi-story multi-tenant building.

MURAL

A decorative hand-produced sign where paint or tile is applied to the exterior wall of a building or structure.

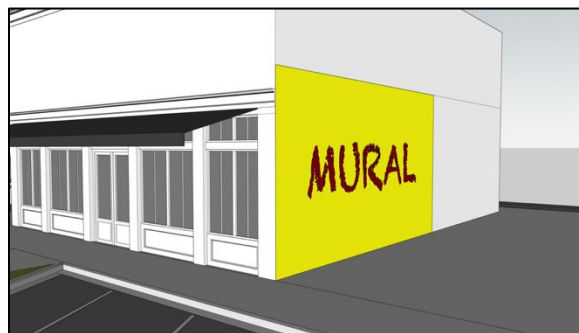


Figure 2: Mural

PERSON

Any person or persons or entity, including, but not limited to, a corporation, limited liability corporation, partnership, unincorporated association, or joint venture.

SEARCHLIGHT

A powerful light or lights equipped with a reflector to produce a bright beam or beams that are directed into the sky and that may rotate.

SIGN

A visual display of an object, device, or structure that includes elements such as colors, lights, motion, symbols, images, icons, letters, numerals, figures, characters, or combines any of those elements, that a person intends to communicate, advertise, identify, announce, direct, inform, or attract attention. The term “sign” includes a structure used to support or display a sign.

SIGN, A-FRAME

A temporary, portable, freestanding sign in the shape of the letter "A" when viewed from the side with back-to-back sign faces, an easel, or a similar configuration. Commonly referred to as a sandwich board sign.

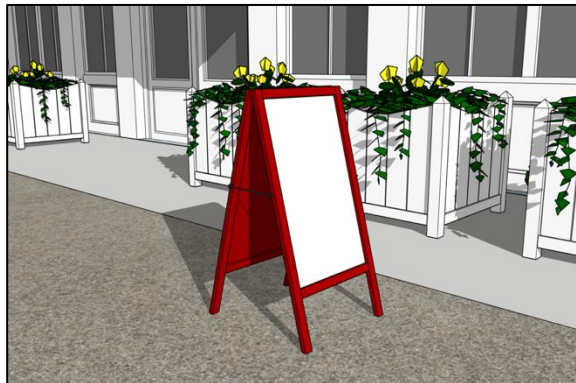


Figure 3: A-Frame Sign

SIGN, AWNING

A permanent, on-premises sign that is printed, painted, or affixed to an awning.



Figure 4: Awning Sign

SIGN, BANNER

A sign painted, printed, or permanently affixed on cloth or other lightweight, flexible material.



Figure 5: Banner Sign

SIGN, BUILDING-MOUNTED

A permanent, on-premises sign that is directly attached to the facade or face of a building. Types of building-mounted signs include wall signs, projecting signs, awning signs, window signs, and freestanding canopy signs.

SIGN, CHANGEABLE COPY

A freestanding or attached sign that includes a manually changeable readerboard to display changeable letters, text, or copy.

SIGN, DOUBLE-FACED

A sign with two (2) surfaces placed back-to-back or V-shaped with a common angle not greater than ninety degrees (90°).

SIGN, ELECTRONIC MESSAGE

A sign or billboard that incorporates a digital screen to display characters, letters, or illustrations that can be electronically changed or rearranged without altering the face or the surface of the sign.

SIGN, FEATHER

A banner in the shape of a feather, quill, sail, blade, or teardrop that is mounted on one side to a curved solid or flexible pole that displays the sign regardless of wind conditions. These are also known as “quill signs” or “sail banners.”

SIGN, FREESTANDING

An on-premises sign erected or mounted on its own self-supporting, permanent structure or base detached from any supporting elements of a building.

SIGN, FREESTANDING CANOPY

A permanent, on-premises sign that is affixed to the exterior facing surface of a freestanding canopy.



Figure 6: Freestanding Canopy Sign

SIGN, ILLUMINATED

Any sign whose design or installation incorporates artificial light, including indirect illumination and internal illumination.

SIGN, INCIDENTAL

A small permanent on-premises sign that is freestanding or attached to a building that is in addition to the primary sign types for the property, such as wall signs and freestanding signs, and that has a height and scale that is subordinate to the primary sign types allowed for the property. Examples of typical incidental signs include house numbers, occupant directories, directional signs, flags, and parking signs. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs.

SIGN, INFLATABLE

An object where flexible fabric is inflated with air. These objects are designed in various shapes and may include a portable blower motor that provides a constant flow of air into the device.



Figure 7: Inflatable Sign

SIGN, INTERIOR INCIDENTAL

A sign allowed within a lot and not allowed within the applicable sign setback. This Code provides for two types of interior signs: small and large interior signs.

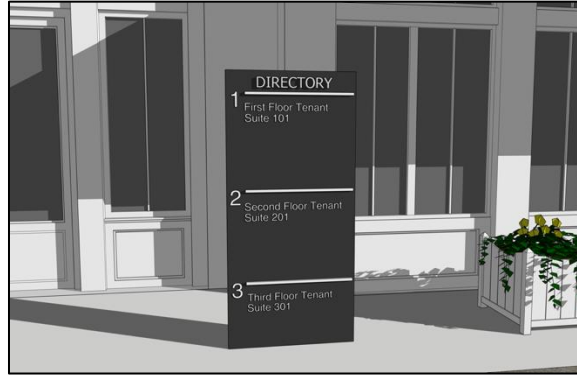


Figure 8: Interior Incidental Sign

SIGN, MONUMENT

A permanent freestanding sign with a low profile and a base and support structure with a solid appearance that is at least as wide as the width of the widest part of the sign's face.



Figure 9: Monument Sign

SIGN, OFF-PREMISES/OFF-SITE

A sign that directs attention to a business, organization, product, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than upon the same lot where such sign is displayed. "Off-premises/off-site sign" includes a billboard on which space is leased, rented, or donated by the owner to others to convey a commercial or non-commercial message.

SIGN, ON-PREMISES/ON-SITE

A sign that directs attention to a business, organization, product, commodity, service, entertainment, or attraction sold, offered, or existing upon the same lot where such sign is displayed.

SIGN, PERIMETER INCIDENTAL

A sign allowed between the property line and the applicable sign setback. Examples of typical perimeter incidental signs include directional and entry/exit signs. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The City will not review the content of incidental signs.



Figure 10: Perimeter Incidental Sign

SIGN, PERMANENT RESIDENTIAL DEVELOPMENT

A permanent freestanding sign located in a landscaped area adjacent to the entrance drive or road to a residential development, including recorded subdivisions, multi-family dwellings, and mobile home and trailer parks. An example of a residential development sign is one that identifies the name or phase of development, sometimes incorporating architectural or landscape features. The example is provided to clarify the regulations and does not limit the content of residential development signs.



Figure 11: Residential Development Sign

SIGN, POLE

A permanent freestanding sign supported by one or more poles or vertical members that are less wide than the width of the widest part of the sign's face.



Figure 12: Pole Sign

SIGN, PORTABLE

Any sign not permanently affixed to any structure on a site, permanently ground-mounted, or firmly implanted in the ground. Examples of portable signs include A-frame signs and roadside signs.

SIGN, PROJECTING

A permanent, on-premises sign attached to or erected against the wall of a building that projects at least 12 inches from the wall and has faces perpendicular to the plane of the wall.



Figure 13: Projecting Sign

SIGN, ROADSIDE

A portable sign where the sign support structure consists of legs, wheels, or a trailer. This sign type includes a metal cabinet with a readerboard and is generally internally illuminated. These signs sometimes include an illuminated, flashing arrow above the sign face. Also commonly referred to as a flashing arrow sign.

SIGN, ROOF-MOUNTED

A sign that projects above the highest point of the roof line or parapet of a building.

SIGN, TEMPORARY

A sign constructed of cloth, canvas, light fabric, cardboard, wood, wallboard, metal, or other light materials, with or without frames, and displayed for a limited time only.

Temporary signs include banners, feather signs, inflatable devices, stake signs, and post signs. Examples of common temporary signs include political signs, public demonstration signs, yard sale signs, grand opening signs, contractor signs, real estate signs, and signs that announce a special event. The list of examples does not limit the content of temporary signs.

SIGN, UNAUTHORIZED

A sign located in the City right-of-way or on City property without City permission.

SIGN, VEHICLE

A sign attached to, suspended from, or painted on any vehicle, such as motor vehicles, boats, and trailers that are regularly parked on private property or any street and where the primary purpose in parking the vehicle in the location is to display, demonstrate, and advertise or attract the attention of the public.

SIGN, WALL

A permanent, on-premises sign attached to or erected against the wall of a building with the exposed face of the sign in a parallel plane to the plane of the wall.



Figure 14: Wall Sign

SIGN, WINDOW

A permanent, on-premises sign placed, posted, painted, or affixed in a window or glass door. Window signs include any printed wraps or opaque or semi-opaque treatments applied directly to the windows. A window sign includes any sign that is located inside a building, that is one (1) foot or less from a window or glass door, and that is clearly visible from outside the building.



Figure 15: Window Sign

Section 400.1400 Exempt Signs

The following types of signs are exempt from the permitting and allowance limitations of this Article but are subject to the maintenance, abandonment, and enforcement regulations:

- A. Government Signs. Signs erected by or on the order of the Federal, State, County, or City Government;
- B. Traffic Control Devices. Official traffic control devices on public or private property required or allowed by the Manual of Uniform Traffic Control Devices or other officially recognized manual on traffic signs adopted in this State or by the City of St. Charles;
- C. Required Signs. Any sign or device that the Federal, State, County, or City Government requires to be erected, maintained, or displayed;
- D. Signs up to One Square Foot. Signs with an area of up to one (1) square foot. A person shall not place these signs in the right-of-way of any public street. Multiple small signs that effectively function together as a larger sign must comply with the standards of this Article.
- E. Indoor Signs. Signs located within a building or structure and at least one (1) foot inside a window for the building or structure.

Section 400.1410 Prohibited Signs

Signs that this Article does not specifically authorize are prohibited. The following signs are expressly prohibited:

- A. Non-governmental signs in the public right-of-way or on public property, except as otherwise provided and except for approved banner signs installed pursuant to the City's banner program guidelines;
- B. Roof-mounted signs;
- C. Signs with intermittent or flashing illumination, animated or moving parts, or signs that emit sound, except for electronic message signs permitted under this Article;

- D. Devices that project text, images, or patterns onto a surface, such as projectors and other light sources;
- E. Freestanding changeable copy signs, except as otherwise provided;
- F. Banners, pennants, streamers, balloons, flags, searchlights, strobe lights, beacons, feather signs, inflatable signs, and perimeter window lighting, except as otherwise provided;
- G. Banners and other signs mounted on service bay doors or garage doors;
- H. Any sign that obscures an official traffic control sign or device;
- I. Signs mounted on or attached to trees, utility poles, rocks, or City-owned property, except as otherwise provided;
- J. Signs placed on private property without the property owner's written approval;
- K. Off-premises/off-site signs, except as allowed in this Article;
- L. Portable signs, except as allowed in this Article;
- M. Painted plywood signs; and
- N. Vehicle signs, where signs are placed on or affixed to vehicles or trailers parked on private property and that are visible from a public right-of-way, where the primary purpose of the vehicle is to display the sign.
 - 1. The prohibition of vehicle signs does not limit or prohibit signs placed on or affixed to the exterior or the windows of vehicles and trailers, where the sign is incidental to the primary use of the vehicle or trailer for transportation by the vehicle owner or business.
 - 2. While other factors may also establish a violation, a vehicle presumptively violates this provision if the first three criteria below are met and there is no compelling reason to justify the presence of the vehicle at the location as provided in the fourth criterion below. For the purposes of this prohibition, a vehicle is considered to function primarily as a sign when:
 - a. The vehicle is parked at a prominent location on the lot;
 - b. The sign is easily read by a person in the right-of-way;
 - c. The vehicle is parked at the same or similar locations for several hours during the same day or for several days during the same week; and
 - d. There are no stated or apparent reasons, other than its function as a sign, that justify the presence of the vehicle at that location.

Section 400.1420 Content Neutrality and Substitution

A. Content Neutrality.

1. Despite any other provision of this Article, the content of a sign's message does not limit its permissibility under this Article.
2. However, location-based standards, such as on- and off-premises sign regulations, do apply. Off-premises signs are not allowed unless specifically authorized in this Code.

B. Substitution Allowed. Any sign allowed to display a commercial message may contain any non-commercial message. Any sign allowed to display a non-commercial message may contain any other non-commercial message.

Section 400.1430 Sign Districts and Interpretation of Tables

A. Sign Districts. This Article generally regulates sign characteristics by district. Since many of the City's zoning districts have common characteristics for the purposes of sign regulations, this Section combines the City's zoning districts into common sign districts to simplify the regulations. Table Section 400.1430.1: *Sign Districts* designates the zoning districts included in each sign district.

Table Section 400.1430.1: Sign Districts	
Sign District	Zoning Districts
Residential	"A" Agricultural District "R-1C", "R-1D" and "R-1E" Single-Family Residential Districts "R-2" Two-Family Residential District
Multi-Tenant Residential	"R-3A" Multiple-Family Residential District "R-M" Manufactured/Modular Residential District
Mixed Use-Commercial	"O-I" Office Institutional District "C-1" Neighborhood Business District "CBD" Central Business District "CRD" Central Residential District "FD" Frenchtown District
General Commercial	"C-2" General Business District "C-3" Highway Business District
Industrial	"I-1" Light Industrial District "I-2" Heavy Industrial District

B. Superimposed Districts. Division 3 provides specific design standards and allowances for the City's Superimposed Districts to preserve the unique and/or historical character of these areas.

1. The standards of Division 3 supersede any standards in Section 400.1450.
2. The Superimposed Districts regulated by Division 3 are:
 - a. South Main Preservation District "SMPD;"
 - b. Extended Historic Preservation District "EHP;"

- c. Historic Downtown District "HDD;"
 - d. Frenchtown Preservation District "FPD;" and
 - e. Landmark Preservation District "LMPD."
- C. Planned Development Districts. This Subsection applies to determine what standards apply to a Planned Development District if the City Council does not adopt specific standards in the authorizing ordinance.
- 1. A Planned Development District in which the majority of the parcel by area is allocated to residential use must comply with the standards of the Mixed-Use Residential (MU-R) sign district.
 - 2. A Planned Development District in which the majority of the parcel by area is allocated to non-residential use must comply with the standards of the Mixed-Use Commercial (MU-C) sign district.
- D. Interpretation of Tables. This Article presents the allowed specifications for signs in a series of tables. The tables include the allowance standards described in Table Section 400.1430.2: *Interpretation of Tables*.

Table Section 400.1430.2: Interpretation of Tables	
Standard in Tables	Description of Standard
Allowed	States whether the sign type is allowed in the sign district.
Permit Required	States whether this Section requires a permit for the sign type and sign district.
Number	The maximum number signs allowed sign on a parcel for the sign district.
Sign Area Allowance	The maximum area allowed for a sign in the sign district, in square feet.
Height	The maximum height allowed for sign for the sign district, in linear feet.
Illumination	States whether and what type of illumination is allowed for the sign type and district.
Changeable	States whether a manually changeable readerboard is allowed for the sign type and district and the percentage of sign area allowed for this feature.
EMS	States whether electronic message signs are allowed for the sign type and district, and the percentage of sign area allowed for this feature.

Section 400.1440 Sign Features

A. Changeable Copy Signs.

- 1. A sign can include changeable copy features if the allowance table for the district allows the feature.

2. Changeable copy is limited in size as a percentage of the area of the sign face.

B. Sign Illumination.

1. Illuminated signs are allowed if the district allowance table allows the feature.
2. If applicable, sign illumination must comply with the following standards:
 - a. Externally illuminated, building-mounted signs may use either ground-mounted lights or building-mounted light bars. The light source requires full shielding so that the light is only directed at the sign's face;
 - b. Externally illuminated, freestanding signs may use ground-mounted lights. The light source requires full shielding so that the light is only directed at the sign's face;
 - c. The light source for internally illuminated freestanding and building-mounted signs shall not be directly visible through the sign's face; and
 - d. Flashing and intermittent illumination are prohibited.

C. Electronic Message Signs.

1. Duration of Message. The electronic message display shall have a static image displayed for a minimum duration of at least 10 seconds. The display shall not flash, scroll, twirl, change color, imitate movement, or include video.
2. Transition of Message. When the electronic message sign's image or text changes, the change sequence requires instantaneous re-pixelization and shall not include fade, scroll, or other animation.
3. Video Display Prohibited. Electronic message signs shall not change their messages or backgrounds by simulating motion or the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes.
4. Brightness and Illumination.
 - a. Brightness.
 - (1) Electronic message signs and billboards shall not operate at brightness levels that project more than 0.3 foot-candles above ambient light conditions at the property line, as measured using a foot-candle meter.
 - (2) Illumination levels are measured in foot candles with a foot-candle meter in a horizontal position at the property line at an approximate height of three feet above grade.

- b. Dimmer Control. Electronic message signs require an automatic dimmer control to regulate the proper illumination level from sundown to sunrise.
- 5. Audio. Electronic message signs shall not include audio speakers.
- 6. Malfunction. Electronic message signs must freeze the display in one message or image or cease operation if a malfunction occurs.

Section 400.1450 Measurements

- A. Road Frontage. Where this article calculates a sign allowance based on frontage or road frontage, the measurement is the total length of the property line where the lot is adjacent to the right-of-way of a public street or private street, expressed in linear feet.
- B. Building Façade. For the purposes of this Article, a building facade is a building elevation that contains the front of the building as viewed from the right-of-way or an elevation that is oriented to the parking lot and contains the main entrance.
- C. Façade Width. Where this Article calculates a sign area allowance based on the width of a building's façade, the width of the façade is:
 - 1. The horizontal distance of the façade at grade on the side of the building facing a public street or with a public entrance for single-user lots; or
 - 2. The horizontal distance of the portion of the façade between party walls or tenant separation partitions for the particular occupant at grade on the side of the building facing a public street or with a public entrance for multi-tenant developments with separate public entrances for each tenant.

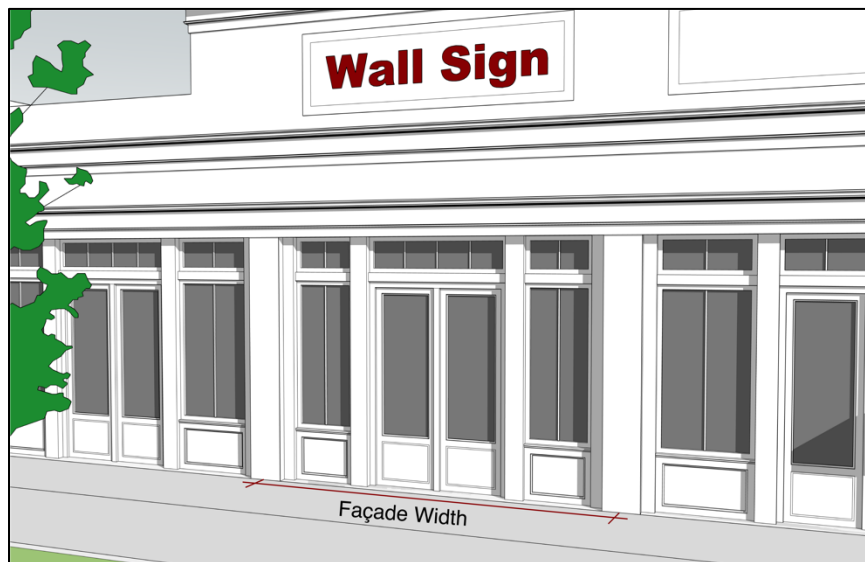


Figure 16: Building Façade Width Measurement

- D. **Façade Area.** Where this Article calculates a sign area allowance based on the façade area of the building's principal elevation, the façade area is the façade width multiplied by the average height above grade for the first story of the façade as measured from an elevation perspective.
- E. **Freestanding Sign Height.** Freestanding sign height is the distance from the top of the sign structure to the top of the curb or crown of the roadway where no curb exists. The height of any monument base or other structure erected to support or ornament the sign is measured as part of the sign height.

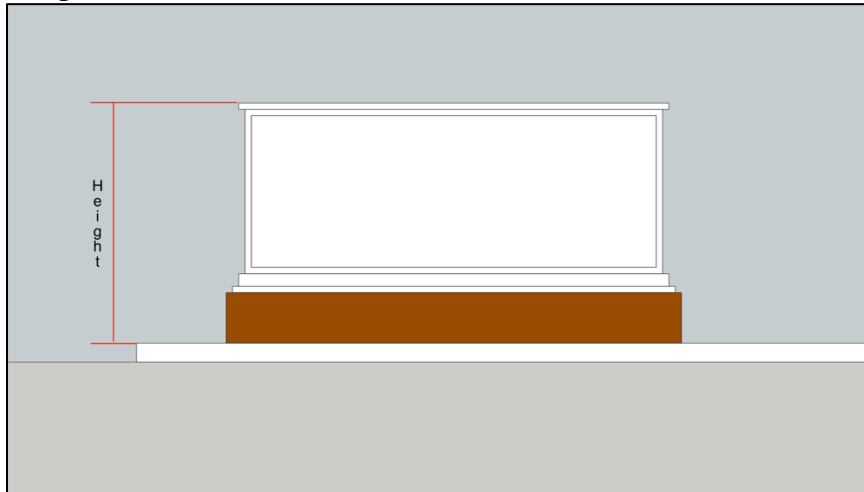


Figure 17: Sign Height Measurement

F. **Sign Area Measurement.**

1. The sign area for copy mounted or painted on a background panel or area distinctively painted, textured, or constructed as a background for the sign copy is measured as the area contained within the outside dimensions of the background panel or surface.



Figure 18: Sign Area Measurement

2. Where there are two or more faces, the sign area is measured as follows.

a. Two Faces.

(1) If the interior angle between the two (2) faces is 45° or less, the sign area is calculated as the area of one (1) face only;

(2) If the angle between the two (2) sign faces is greater than 45° , the sign area is calculated as the sum of the areas of the two (2) faces.

b. Three Or More Faces. The sign area of signs with three (3) or more faces is the sum of the areas of each of the faces.

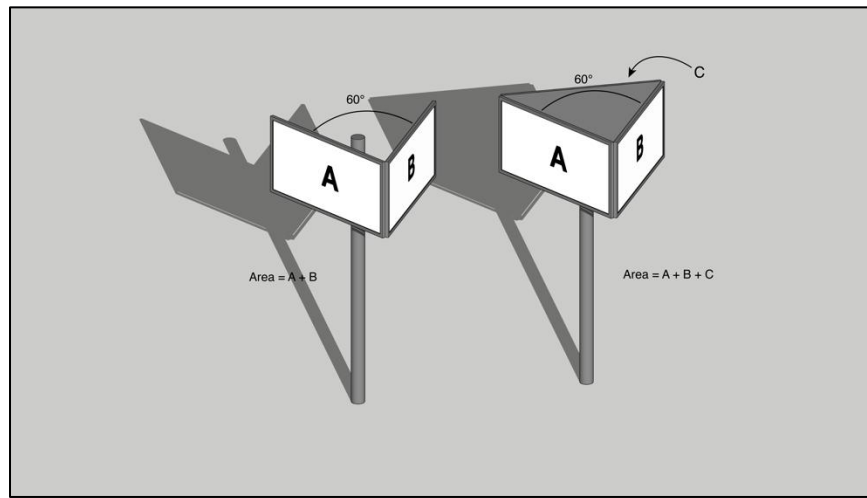


Figure 19: Face Area Measurement for Multi-Sided Signs

3. Spherical, Free-Form, Sculptural, and Other Non-Planar Signs. Sign area is calculated as the sum of the areas using only the four (4) vertical sides of the smallest rectangular prism that will encompass the sign, as illustrated in Figure 20.

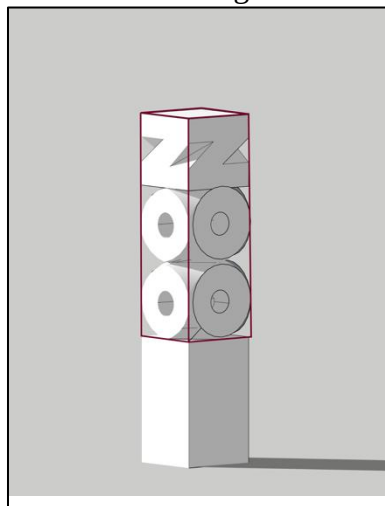


Figure 21: Face Area Measurement for Non-Planar Signs

4. Building-Mounted Sign Area.

- a. Sign area for Building-Mounted Signs is the width multiplied by the height of a single rectangle, parallel with the ground, that contains all sign copy, illuminated cabinets, background panels, or contrasting colors, but does not include architectural elements.
- b. The sign area includes all related sign elements on the same exterior wall or structure. Related sign elements have similar construction and are no more than five feet apart, measured horizontally or vertically.

Division 2 On-Premise Sign Standards

Section 400.1460 Design Standards

- A. Sign Locations. Signs may not obscure architectural details or features.
- B. Sight Distance. Signs may not be located within the 30-foot sight distance triangle as defined by [Section 400.540: Corner Visibility](#).

Section 400.1470 Freestanding Signs

A. Freestanding Signs.

1. Sign Allowances. All uses must comply with the freestanding sign allowances listed in Table Section 400.1470.1.

Table Section 400.1470.1: Freestanding Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	NR ¹	Yes	Yes	Yes	Yes
Permit Required	Yes	Yes	Yes	Yes	Yes
Type	Monument	Monument	Monument	Monument ²	Monument ²
Number (Max.)	1 per street frontage				
Height (Max.)	6 ft.	6 ft.	8 ft.	8 ft. ³	8 ft. ³
Area (Max.)	24s.f.	50 s.f.	50 s.f.	1 s.f. per 1 ft. of road frontage up to 150 s.f.	1 s.f. per 1 ft. of road frontage up to 150 s.f.
Sign Features					
Illumination	Indirect	Indirect	All types	All types	All types
Changeable	No	100%	100%	100%	100%
EMS	No	No	50%	50%	50%
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					
Notes:					
¹ Limited to nonresidential uses in residential districts. For additional standard for Residential Development Signs, refer to Paragraph B: <i>Permanent Residential Development Sign</i> .					
² Pole signs are also allowed on lots adjacent to certain highways. Refer to Paragraph A.5.					
³ Sign height of up to 30 feet is allowed on lots adjacent to certain highways. Refer to Paragraph A.5.					

2. Number of Freestanding Signs for Multi-Tenant Developments.
 - a. Multi-tenant developments may display the number and size of freestanding signs allowed in Table Section 400.1470.1 for the entire development.
 - b. Each tenant or occupant of a multi-tenant development may not display a separate freestanding sign.
3. Area. Double- and multi-fronted lots cannot combine allowances for the frontages into one (1) sign that exceeds the allowance for one (1) frontage.
4. Monument Signs Generally Required.
 - a. When Table Section 400.1470.1 states the sign type is “monument,” freestanding signs are limited to monument signs in the district.
 - b. All monument signs require monument-type bases of masonry construction or materials that complement the primary structure on the lot or the prevailing character of the structures in the area.
5. Additional Allowances for Lots Adjacent to Specific Highways.
 - a. The freestanding sign allowances are increased for lots in the General Commercial and Industrial sign districts that adjoin the right-of-way of the following highways:
 - (1) Interstate 70;
 - (2) Highway 370;
 - (3) Highway 364; and
 - (4) Highway 94 south of Interstate 70.
 - b. Sign Types. Pole signs are allowed for qualifying lots.
 - c. Sign Height. The sign height for qualifying lots is increased to a maximum of 30 feet.
6. Landscaping.
 - a. Freestanding signs require a landscaped area equal to at least four (4) square feet for each square foot of sign area.
 - b. The landscaped area shall consist of shrubs, ornamental grasses, groundcover, and mulch, pine straw, or other cover material surrounding the base of the sign and shall be separated from any parking areas by a six-inch high vertical concrete curb.

- c. Landscaped areas required by this Section shall comply with the standards of [Section 400.700: Parking Design Standards](#) and may also count towards the requirements for parking lot landscaping.
- d. The Director may modify the requirement for a landscaped area if pre-existing circumstances would cause an undue burden on the ability to effectively use the property if the landscaped area were included.

B. Permanent Residential Development Sign.

1. Sign Allowances. All uses shall comply with the residential development sign allowances listed in Table Section 400.1470.2.

Table Section 400.1470.2: Allowances for Residential Development Signs	
Standard	Residential Developments in All Districts
Allowed?	Yes
Permit Required?	Yes
Type	Monument or attached to decorative feature
Number (Max.)	2 signs per entry drive
Height (Max.)	6 ft.
Sign Area (Max.)	50 sq. ft.
Sign Features	
Illumination	Indirect
Readerboard	No
EMS	No
Animated	No
Key: ft. = feet s.f. = square feet	

2. Location.
 - a. Residential development signs are allowed on either side of a street providing direct access to the subdivision and serving as a major entry.
 - b. Where the development's road frontage incorporates decorative features, such as walls, gates, or fences, signs attached to a wall, or other appropriate features are allowed.
3. Landscaping. Residential development signs require a landscaped area equal to at least two (2) square feet for each square foot of sign area.

Section 400.1480 Building-Mounted Signs

- A. Location Standards. A building-mounted sign shall not protrude beyond any property line for the lot on which the building is located.
- B. Wall Signs.
 1. Sign Allowances. All uses shall comply with the wall sign allowances listed in Table Section 400.1480.1.

Table Section 400.1480.1: Wall Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	NR ¹	Yes	Yes	Yes	Yes
Permit Required	Yes	Yes	Yes	Yes	Yes
Number (Max.)	1 per façade with a public entrance ²				
Area (Max.)	10% of Façade Area up to 40 s.f.	10% of Façade Area up to 24 s.f.	10% of Façade Area up to 40 s.f.	10% of Façade	10% of Façade Area up to 500 s.f.
Sign Features					
Illumination	Indirect	Indirect	All types	All types	All types
Changeable	No	No	No	25%	No
EMS	No	No	No	25%	No
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					
Notes:					
¹ Limited to nonresidential uses in residential districts.					
² For additional standards for multi-tenant developments, see Section 400.1480.B.2.					

2. Number.

- a. Each wall of a building with a public entrance may display wall signs.
- b. Building-Mounted Signs for Multi-Tenant Developments.
 - (1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display a building-mounted sign on any façade where a public entrance is located.
 - (2) A multi-tenant development with common entrances may display the number and size of building-mounted signs as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances shall not display a separate building-mounted sign.

3. Sign Area.

- a. The sign area is allowed based on the façade area of the principal façade.
- b. The principal façade is a façade that faces a public street, private drive, or parking area and that includes a public entrance.
- c. Wall signs are allowed on any building elevation but may not exceed the total area allowance based on the principal façade.

C. Projecting Signs.

1. Sign Allowances. All uses shall comply with the projecting sign allowances listed in Table Section 400.1480.2.

Table Section 400.1480.2: Projecting Sign Allowances					
Standard	Residential	Mixed-Use Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	No	Yes	Yes	Yes	Yes
Permit Required	N/A	Yes	Yes	Yes	Yes
Number (Max.)	N/A	1	1	1	1
Area (Max.)	N/A	1 s.f. per 1 ft. of façade width up to 24 s.f.	1 s.f. per 1 ft. of façade width up to 40 s.f.	1 s.f. per 1 ft. of façade width up to 40 s.f.	1 s.f. per 1 ft. of façade width up to 40 s.f.
Sign Features					
Illumination	N/A	Indirect	All types	N/A	N/A
Changeable	N/A	No	No	N/A	N/A
EMS	N/A	No	No	N/A	N/A
Key: ft. = feet s.f. = square feet					

2. Number.

- a. A projecting sign is allowed as a substitute for a wall sign in districts where they are allowed. Projecting signs are not allowed in addition to wall signs.
- b. Each building may display one (1) projecting sign on the wall with the principal public entrance.
- c. Building-Mounted Signs for Multi-Tenant Developments.
 - (1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display a building-mounted sign on any façade where a public entrance is located.
 - (2) A multi-tenant development with common entrances may display the number and size of building-mounted signs as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances shall not display a separate building-mounted sign.

3. General Design Standards.

- a. Projecting signs shall not extend more than five (5) feet from the building.
- b. The lower edge of a projecting sign shall allow clearance of at least eight (8) feet from grade.
- c. The top edge of a projecting sign shall not exceed the roof line of the structure/building.

D. Awning Signs.

1. Sign Allowances. All uses shall comply with the awning sign allowances listed in Table Section 400.1480.3.

Table Section 400.1480.3: Awning Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	No	Yes	Yes	Yes	Yes
Permit Required	N/A	Yes	Yes	Yes	Yes
Number (Max.)	N/A	1	1	1	1
Area (Max.)	N/A	Lesser of 50% of Awning Face Area or 12 s.f. ¹	Lesser of 50% of Awning Face Area or 12 s.f. ¹	Lesser of 50% of Awning Face Area or 12 s.f. ¹	Lesser of 50% of Awning Face Area or 12 s.f. ¹
Sign Features					
Illumination	N/A	Indirect	Indirect	Indirect	N/A
Changeable	N/A	No	No	No	N/A
EMS	N/A	No	No	No	N/A
Key: ft. = feet s.f. = square feet					
Notes:					
¹ The area of an awning sign is deducted from the overall wall sign allowance. See Section 400.1480.D.2.b.					

2. Number.

- a. Each building may display one (1) awning sign on the wall with the principal public entrance.
- b. An awning sign is allowed in addition to a wall sign in districts where they are allowed. However, the sign area for an awning sign is deducted from the sign area allowance for a wall sign on the same wall.
- c. Awning Signs for Multi-Tenant Developments.
 - (1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display an awning sign on any façade where a public entrance is located.
 - (2) A multi-tenant development with common entrances may display one (1) awning sign as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances shall not display a separate awning sign.

3. General Design Standards.

- a. Awning signs are only allowed on the ground-floor awnings.
- b. The lower edge of an awning shall allow clearance of at least eight (8) feet from grade.

E. Window Signs.

1. Sign Allowances. All uses shall comply with the window sign allowances listed in Table Section 400.1480.4.

Table Section 400.1480.4: Window Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	No	Yes	Yes	Yes	Yes
Permit Required	N/A	No	No	No	No
Number (Max.)	N/A	N/A	N/A	N/A	N/A
Area (Max.)	N/A	33%	50%	25%	25%
Sign Features					
Illumination	N/A	Indirect	Indirect	Indirect	Indirect
Changeable	N/A	No	No	Indirect	Indirect
EMS	N/A	No	No	No	Indirect
Key: ft. = feet s.f. = square feet					

2. Number and Area. The number of window signs is not limited, but the cumulative area of all signs in each window shall not exceed the dimension standards for the sign area.

3. Design Standards. Window signs are only allowed on ground-floor windows.

F. Freestanding Canopy Signs.

1. Sign Allowances. All uses shall comply with the freestanding canopy sign allowances listed in Table Section 400.1480.5.

Table Section 400.1480.5: Freestanding Canopy Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	No	No	Yes	Yes	Yes
Permit Required	N/A	N/A	Yes	Yes	Yes
Number per Canopy Face (Max.)	N/A	N/A	1	1	1
Area (Max.)	N/A	N/A	25%	50%	50%
Sign Features					
Illumination	N/A	N/A	Indirect	Any	Any
Changeable	N/A	N/A	Yes	Yes	Yes
EMS	N/A	N/A	No	50%	50%
Key: ft. = feet s.f. = square feet					

2. Area. Table Section 400.1480.5 expresses the area allowance for canopy signs as the maximum percentage that the sign may cover the face of the canopy where the sign is located.

Section 400.1490 Incidental Signs

A. Sign Allowances. All uses shall comply with the incidental sign allowances listed in Table Section 400.1490.1.

Table Section 400.1490.1: Incidental Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
Perimeter Signs					
Allowed	Yes	Yes	Yes	Yes	Yes
Permit Required	No, unless	No, unless	No, unless	No, unless	No, unless

Table Section 400.1490.1: Incidental Sign Allowances					
Standard	Residential	Multi-Tenant Residential	Mixed-Use Commercial	General Commercial	Industrial
	lighted ¹	lighted ¹	lighted ¹	lighted ¹	lighted ¹
Setback	10 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Number (Max. per entrance/exit)	2	2	2	2	2
Height	3 ft.	3 ft.	3 ft.	3 ft.	3 ft.
Area	2 s.f.	2 s.f.	2 s.f.	2 s.f.	2 s.f.
Illumination	Indirect ¹	Indirect ¹	Indirect ¹	Any ¹	Any ¹
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Small Interior Signs					
Allowed	Yes	Yes	Yes	Yes	Yes
Permit Required	No	No	Yes	Yes	Yes
Setback	10 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Number	5 per lot	10 per acre	10 per acre	20 per acre	20 per acre
Height	N/A	N/A	6 ft.	6 ft.	6 ft.
Area	1 s.f.	1 s.f.	2 s.f.	2 s.f.	2 s.f.
Illumination	Indirect	Indirect	Indirect	Any	Any
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Large Interior Signs					
Allowed	No	No	No	Yes	Yes
Permit Required	N/A	N/A	N/A	Yes	Yes
Setback	N/A	N/A	N/A	30 ft.	30 ft.
Number	N/A	N/A	N/A	1 per lot	1 per lot
Height	N/A	N/A	N/A	6 ft.	6 ft.
Area	N/A	N/A	N/A	30 s.f.	30 s.f.
Illumination	N/A	N/A	N/A	Any	Any
Changeable	N/A	N/A	N/A	Yes	Yes
EMS	N/A	N/A	N/A	Yes	Yes
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					
Notes:					
¹ Illuminated incidental signs require a permit. See Section 400.1490					

B. Sign Setback

1. Generally. This Section regulates the location and size of incidental signs based on a sign setback that varies by district and incidental sign type. Figure 21: Incidental Sign Setbacks depicts the setbacks and locations for incidental signs.
2. Measurement. The sign setback is the setback from any property line and regulates the location and size of incidental signs. Table Section 400.1490.1 defines the applicable setback for each sign type and district.

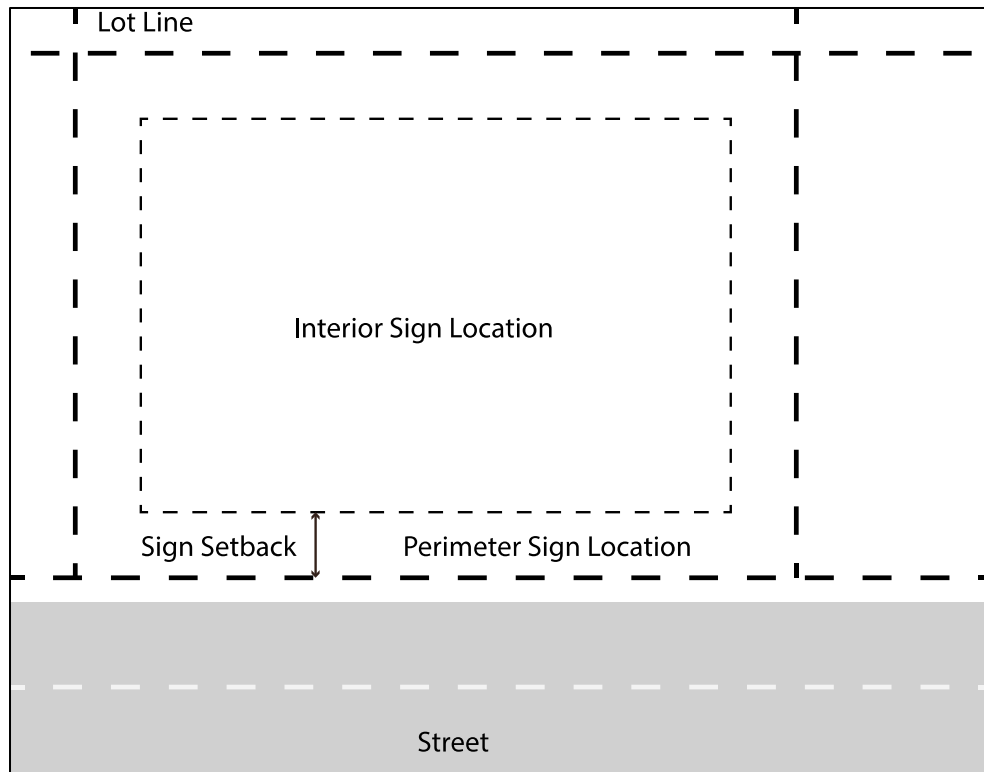


Figure 22: Incidental Sign Setbacks

3. Table Section 400.1490.1 defines the maximum number of perimeter incidental signs per entrance to a public street.
4. Perimeter signs are only allowed within 15 feet of a driveway entrance to a public street.
5. Illuminated perimeter signs require a sign permit.

C. Interior Incidental Signs.

1. Table Section 400.1490.1 defines the maximum allowances for small interior incidental signs based on the number of signs per lot or per acre. Examples of typical small incidental signs include house numbers, directional signs, and parking signs. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The City will not review the content of incidental signs.
2. Table Section 400.1490.1 defines the allowances for large interior incidental signs based on the number of signs per lot. Examples of typical large incidental signs include occupant directories, drive-thru menus, and information kiosks. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The City will not review the content of incidental signs.

D. Design Standards.

1. Orientation of Large Incidental Signs. Large interior incidental signs that are illuminated or include electronic message signs shall be located in a manner that provides the least impact on adjacent or nearby land uses. Examples of techniques to limit the impact on adjacent property include locating the sign behind the principal building and screening the site with opaque shrubbery or fencing.
2. Materials and Design. Freestanding large incidental signs require:
 - a. A monument base of masonry construction; and
 - b. A landscaped area at the base of the sign equal to at least two (2) square feet for each square foot of sign area. The Director may reduce the required landscape area if, due to pre-existing circumstances, the required landscape area will cause an undue burden on the ability to effectively use the property.

E. Flags.

1. Sign Allowances. Flags shall comply with the standards in Table Section 400.1490.2: Flag Allowances.

Table Section 400.1490.2: Flag Allowances					
Standard	Residential	Mixed-Use Residential	Mixed-Use Commercial	General Commercial	Industrial
Perimeter Signs					
Allowed	Yes	Yes	Yes	Yes	Yes
Permit Required	No	No	No	No	No
Setback	10 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Number	3 per lot	3 per lot	3 per lot	5 per lot	5 per lot
Flagpole Height	N/A	N/A	N/A	N/A	N/A
Area	15 s.f.	15 s.f.	15 s.f.	15 s.f.	15 s.f.
Illumination	Indirect	Indirect	Indirect	Indirect	Indirect
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Key: ft. = feet s.f. = square feet					

2. Placement and Location.
 - a. Display of flags is allowed on freestanding poles or poles attached to a building.
3. Maintenance. Flags require removal or replacement when they become torn, tattered, or faded.

Section 400.1500 Temporary Signs

- A. Limitations on Temporary Signs. This Article prohibits or limits the use of several common temporary sign types, including pennants, streamers, balloons, strobe lights, beacons, feather signs, and inflatable signs.
- B. Generally.

1. Sign Allowances. All uses shall comply with the temporary sign allowances listed in Table Section 400.1500.1.

Table Section 400.1500.1: Temporary Sign Allowances					
Standard	Residential	Mixed-Use Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	Yes	Yes	Yes	Yes	Yes
Permit Required	No	No	No	No	No
Number	8	8	8	6	6
Height	3 ft.	3 ft.	8 ft.	8 ft.	8 ft.
Area	3 ft.	3 ft.	7 at 4 s.f. 1 at 32 s.f.	7 at 4 s.f. 1 at 32 s.f.	7 at 4 s.f. 1 at 32 s.f.
Duration for Display	90 days	90 days	90 days	90 days	90 days
Sign Features					
Illumination	No	No	No	No	No
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Key: ft. = feet s.f. = square feet					

2. Number. Table Section 400.1500.1: Temporary Sign Allowances defines the maximum limit for temporary signs:
 - a. Per lot for single-use lots; and
 - b. Per tenant for multi-tenant developments.
3. Duration for Display. The duration of display for all temporary signs shall not exceed 90 days or more per calendar year, measured cumulatively per sign, unless otherwise regulated by this Article.

C. Banners.

1. Sign Allowances. All uses shall comply with the banner sign allowances listed in Table Section 400.1500.2.

Table Section 400.1500.2: Banner Sign Allowances					
Standard	Residential	Mixed-Use Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	NR	Yes	Yes	Yes	Yes
Permit Required	No	No	No	No	No
Number	1	1	1	1	1
Height	8 ft.	8 ft.	8 ft.	8 ft.	8 ft.
Area	32 s.f.	32 s.f.	32 s.f.	32 s.f.	32 s.f.
Duration for Display	30 days	30 days	30 days	30 days	30 days
Times Per Year	4	4	4	4	4
Sign Features					
Illumination	No	Indirect	Indirect	Indirect	Indirect
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					

2. Number. Table Section 400.1500.2: Banner Sign Allowances defines the maximum number of banner signs allowed at one (1) time:
 - a. Per lot for single-use lots; and
 - b. Per tenant for multi-tenant developments.
3. Duration for Display.
 - a. The maximum duration for display of a banner is thirty (30) days.
 - b. Banners are allowed up to four (4) times per calendar year.
4. Design Standards.
 - a. Banner signs shall be attached securely to a building.

D. Inflatable Signs.

1. Sign Allowances. All uses shall comply with the allowances listed in Table Section 400.1500.3.

Table Section 400.1500.3: Inflatable Sign Allowances					
Standard	Residential	Mixed-Use Residential	Mixed-Use Commercial	General Commercial	Industrial
Allowed	Yes	Yes	Yes	Yes	Yes
Permit Required	No	No	Yes	Yes	Yes
Number	4	1	1	1	1
Height	32 ft.	32 ft.	32 ft.	32 ft.	32 ft.
Duration for Display	60 days	60 days	14 days	14 days	14 days
Times Per Year	4	4	4	4	4
Sign Features					
Illumination	Indirect or Internal	Indirect	Indirect	Indirect	Indirect
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Key: ft. = feet s.f. = square feet					

2. Number. Table Section 400.1500.3: Inflatable Sign Allowances defines the maximum number of inflatable signs allowed at one (1) time:
 - a. Per lot for single-use lots; and
 - b. Per tenant for multi-tenant developments.
3. Duration for Display.

- a. Table Section 400.1500.3: Inflatable Sign Allowances defines the maximum duration for the display of an inflatable sign for each district.
- b. Inflatable signs are allowed up to four (4) times per calendar year.
- 4. Design Standards.
 - a. Inflatable signs require secure attachment to the ground by a cord, rope, cable, stakes, or a similar method.
 - b. Inflatable signs are not allowed on the roof of a building or other structure.

Division 3 Superimposed District Sign Standards

Section 400.1510 General Standards for the Superimposed Districts

- A. Approval Required.
 - 1. Generally. Signs in the SMPD, HDD, FHD, and LMPD Superimposed Districts require a Certificate of Appropriateness from the HLPARB before their installation unless exempted from the permitting requirement by this Division.
 - 2. EHP District. Signs in the EHP District require a Certificate of Appropriateness from the HLPARB if they are displayed on a building constructed before 1960, unless exempted from the permitting requirement by this Division.
- B. Off-Premises Signs Prohibited. Off-premises signs are not allowed within the Superimposed Districts.
- C. Design Standards for the Superimposed Districts. All lots in the Superimposed Districts must comply with the following design standards.
 - 1. Sign Locations. Signs shall not obscure architectural details or features.
 - 2. Sight Distance. Signs shall not be located within the 30-foot sight distance triangle as defined by [Section 400.540: Corner Visibility](#).
 - 3. Fluorescent Lights. Fluorescent lights are prohibited.
 - 4. Neon Lights. Neon lights in any form, including neon signs, are prohibited.
- D. Additional Design Standards for HDD and FHD Districts. All lots in the HDD and FHD Districts shall comply with the following additional design standards.

1. Sign Design. Signs shall utilize colors from the approved paint color chart adopted by the HLPARB or shall use colors with proven historical relevance that are approved by the HLPARB.
2. Sign Materials. Painted wood and metal are appropriate sign materials. Plastic should only be used in limited amounts or when disguised to look otherwise.
3. Letter sizes and styles should be compatible with the building.

Section 400.1520 Freestanding Signs in the Superimposed District

A. Sign Allowances. All uses in the Superimposed Districts shall comply with the freestanding sign allowances listed in Table Section 400.1520.1.

Table Section 400.1520.1: Freestanding Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	Yes ²	Yes ³	Yes	Yes ²	Yes
Permit Required	Yes	Yes	Yes	Yes	The general sign standards for the base district in Error! Reference source not found. apply.
Type	Pole	Any	Monument	Pole	
Number	1 per street frontage ⁴	1 per street frontage	1 per street frontage ³	1 per street frontage	
Height	6 ft.	6 ft.	6 ft.	6 ft.	
Area	.25 s.f. per 1 ft. of façade width up to 16 s.f.	.75 s.f. per 1 ft. of façade width for first 50 feet and .5 s.f. per 1 ft. of additional façade width	.75 s.f. per 1 ft. of façade width for first 50 feet and .5 s.f. per 1 ft. of additional façade width	.25 s.f. per 1 ft. of façade width up to 16 s.f.	
Sign Features					
Illumination	Indirect	Indirect	Indirect	Indirect	
Changeable	No	No	No	No	
EMS	No	No	No	No	
Key: ft. = feet s.f. = square feet					
Notes:					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone's Lick Road and building frontages south of the 1000 Block of South Main Street must comply with the general sign standards in Section 400.1450.					
² Freestanding signs are only allowed on lots with a front setback of at least 15 feet. See Paragraph Section 400.1520.B.1.					
³ Locations in the FHD may have a monument sign or a projecting sign but shall not have both.					
⁴ Freestanding signs are only allowed on properties which front on Second Street or Third Street.					

B. Number of Freestanding Signs.

1. SMPD and LMPD Districts.
 - a. Lots with a building having a front yard setback of at least 15 feet from the right-of-way may erect one (1) pole sign in a front yard.
 - b. Lots with a front yard setback of less than 15 feet shall not have a freestanding sign.

- c. Buildings with public entrances not facing Main Street are allowed to erect a pole sign along South Main Street. However, if a pole sign currently exists on the lot, the occupant or tenant is only permitted to install a new sign face on the existing pole.

2. Sign Area.

- a. HDD and FHD Districts. Where there are two (2) or more frontages, the average façade width of the frontages shall determine the signage allotment under this formula.

3. Number of Freestanding Signs for Multi-Tenant Developments.

- a. Multi-tenant developments may display the number and size of freestanding signs allowed in Table Section 400.1520.1 for the entire development.
- b. Each tenant or occupant of a multi-tenant development shall not display a separate freestanding sign.

4. Sign Types.

a. Monument Signs.

- (1) When Table Section 400.1520.1 states the sign type is “monument,” freestanding signs are limited to monument signs in the district.

- (2) All monument signs require monument-type bases of masonry construction or materials that complement the primary structure on the lot or the prevailing character of the structures in the area.

- b. Pole Signs. When Table Section 400.1520.1 states the sign type is “pole,” freestanding signs are limited to pole signs in the district.

- c. Other Sign Types. When Table Section 400.1520.1 states the sign type is “any,” pole signs and monument signs are allowed as freestanding signs.

Section 400.1530 Building-Mounted Signs in the Superimposed Districts

A. Wall Signs.

- 1. Sign Allowances. All uses shall comply with the wall sign allowances listed in Table Section 400.1530.1.

Table Section 400.1530.1: Wall Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	Yes	Yes	Yes	Yes	The general sign standards for the base district in
Permit Required	Yes	Yes	Yes	Yes	
Number (Max.)	1 per lot or tenant ²	1 per lot or tenant ²	1 per lot or tenant ²	1 per lot or tenant ²	

Table Section 400.1530.1: Wall Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
	1 additional sign for buildings with a rear entry	1 additional sign for buildings with a rear entry	1 additional sign for buildings with a rear entry	1 additional sign for buildings with a rear entry	Section 400.1450 apply.
Area (Max.)	.75 s.f. per 1 ft. of façade width up to 16 s.f.	1 s.f. per 1 ft. of façade width	1 s.f. per 1 ft. of façade width	.75 s.f. per 1 ft. of façade width up to 16 s.f.	
Sign Features					
Illumination	Indirect	Indirect	Indirect	Indirect	
Changeable	No	No	No	No	
EMS	No	No	No	No	
Key: ft. = feet s.f. = square feet					
Notes:					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone’s Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.1450.					
² For additional standards for multi-tenant developments, see Paragraph Section 400.1530.A.2.c.					

2. Number.

- a. Generally. Single-use lots are allowed one (1) wall sign on the wall with the primary public entrance.
- b. Additional Allowance for Rear Entry Signs. One additional sign is permitted on the rear elevation of each building with a public entry at the rear of the building.
- c. Wall Signs for Multi-Tenant Developments.
 - (1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display a wall sign on any façade where a public entrance is located.
 - (2) A multi-tenant development with common entrances may display the number and size of wall signs as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances shall not display a separate wall sign.

3. Sign Area.

- a. Generally. The wall sign area allowance is based on the width in linear feet of the wall on which the sign is located, as measured at the foundation of the building.
- b. Additional Allowance for Rear Entry Signs. The maximum area of the rear elevation sign is 50% of the area allowed on the front. The area of the rear elevation sign counts toward the total sign area for the building.

4. Cumulative Area Allowances in the HDD and FHD Districts.

- a. Each building in the HDD and FHD Districts is permitted a cumulative maximum of all wall, projecting, awning and canopy, and window signs of one (1) square foot of sign per linear foot of façade frontage for the building.
- b. Multiple Frontages. Where a lot has two (2) or more street frontages, the average of the façade width of the facades facing the streets determines the sign allowance under this formula.

5. Design Standards. Wall signs are not allowed above second-story windows.

B. Projecting Signs.

1. Sign Allowances. All uses in the Superimposed Districts shall comply with the projecting sign allowances listed in Table Section 400.1530.2.

Table Section 400.1530.2: Projecting Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	Yes	Yes	Yes	Yes	The general sign standards for the base district in Section 400.1450 apply.
Permit Required	Yes	Yes	Yes	Yes	
Number ²	1	1	1 ³	1	
Area	0.3 s.f. per 1 ft. of façade width up to 5.5 s.f.	Included in Wall Sign Area	Included in Wall Sign Area	0.3 s.f. per 1 ft. of façade width up to 5.5 s.f.	
Sign Features					
Illumination	Indirect	Indirect	Indirect	Indirect	
Changeable	No	No	No	No	
EMS	No	No	No	No	
Key: ft. = feet s.f. = square feet					
Notes:					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone’s Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.150.					
² For additional standards for multi-tenant developments, see Section 400.1530.B.2.					
³ Locations in the FHD may have a monument sign or a projecting sign but may not have both.					

2. Number.

- a. A projecting sign is allowed as a substitute for a wall sign. Projecting signs are not allowed in addition to wall signs.
- b. Projecting Signs for Multi-Tenant Developments.
 - (1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display a projecting sign on any façade where a public entrance is located.
 - (2) A multi-tenant development with common entrances may display the number and size of projecting signs as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances shall not display a separate projecting sign.

3. Sign Area for HDD and FHD Districts. In the HDD and FHD Districts, the projecting sign area is included in the calculation of the total area allowance for the building provided in Paragraph Section 400.1530.A.4.
4. General Design Standards.
 - a. Projecting signs shall not extend more than five (5) feet from the building.
 - b. The lower edge of a projecting sign shall allow clearance of at least eight (8) feet from grade.
 - c. Projecting signs shall be attached by use of period-appropriate devices. Modern-looking chains, hooks, and other visible devices should be avoided.
 - d. A sign shall be installed in a workmanlike manner and hide from view such fixtures as guy wires, braces, angle irons, cables, nuts and bolts, brackets, mounting plates, conductors, transformers, conduits, raceways, and similar fixtures.

C. Awning and Canopy Signs.

1. Sign Allowances. All uses shall comply with the awning sign allowances listed in Table Section 400.1530.3.

Table Section 400.1530.3: Awning and Canopy Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	No	Yes	Yes	No	The general sign standards for the base district in Section 400.1450 apply.
Permit Required	N/A	Yes	Yes	N/A	
Number (Max.)	N/A	1	1	N/A	
Area (Max.)	N/A	Included in Wall Sign Allowance ¹	Included in Wall Sign Allowance ¹	N/A	
Sign Features					
Illumination	N/A	Indirect	Indirect	N/A	
Changeable	N/A	No	No	N/A	
EMS	N/A	No	No	N/A	
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					
Notes:					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone's Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.1450. The area of an awning sign is deducted from the overall wall sign allowance. See Section 400.1480.D.2.b.					

2. Number.
 - a. An awning sign is allowed in addition to a wall sign in districts where they are allowed.
 - b. Awning Signs for Multi-Tenant Developments.
 - (1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display an awning sign on any façade where a public entrance is located.

- (2) A multi-tenant development with common entrances may display one (1) awning sign as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances shall not display a separate awning sign.
3. Sign Area for HDD and FHD Districts. In the HDD and FHD Districts, the awning sign area is included in the calculation of the total area allowance for the building provided in Paragraph Section 400.1530.A.4.
4. General Design Standards.
- Awning signs are only allowed on ground-floor awnings.
 - The lower edge of an awning shall allow clearance of at least eight (8) feet from grade.

D. Window Signs.

1. Sign Allowances. All uses shall comply with the window sign allowances listed in Table Section 400.1530.4.

Table Section 400.1530.4: Window Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	No	Yes	Yes	No	The general sign standards for the base district in Section 400.1450 apply.
Permit Required	N/A	No	No	N/A	
Number (Max.)	N/A	N/A	N/A	N/A	
Area (Max.)	N/A	Included in Wall Sign Area, but not to exceed 33% per window	Included in Wall Sign Area, but not to exceed 50% per window	N/A	
Sign Features					
Illumination	N/A	Indirect	Indirect	N/A	
Changeable	N/A	No	No	N/A	
EMS	N/A	No	No	N/A	
Key: ft. = feet s.f. = square feet					
Notes:					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone’s Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.1450.					

2. Number. The number of window signs is not limited, but the cumulative area of all signs in each window shall not exceed the area allowance for the panes of glass allocated to each tenant.
3. Sign Area for HDD and FHD Districts. In the HDD and FHD Districts, the permanent window sign area is included in the calculation of the total area allowance for the building provided in Paragraph Section 400.1530.A.4.

4. Design Standards. Window signs are only allowed on ground-floor windows.

Section 400.1540 Murals in the Superimposed Districts

- A. Sign Allowances. Murals shall comply with the standards in Table Section 400.1540.1: Mural Allowances for Frenchtown Historic Commercial District (FHD).

Table Section 400.1540.1: Mural Allowances for FHD District	
Standard	Allowance
Allowed?	Yes
Permit Required?	Yes
Number (Max.)	1 per Building
Sign Area (Max.)	100% of One Secondary Wall
Height (Max.)	No Taller than Existing Wall
Features	
Illumination	Indirect
Changeable	No
EMS	No
Text (Max.)	10% of sign area

- B. Materials and Design. A mural shall not include:

1. Mechanically produced or computer-generated prints or images, including digitally printed vinyl sheets and wraps;
2. Works containing electrical or mechanical components; or
3. Works that involve changing or moving images or components.

- C. Placement and Location.

1. A mural shall only be located on a secondary exterior wall that does not have direct street frontage, unless the building is located on a corner lot.
2. Buildings on corner lots may display murals on a façade with street frontage that does not include the principal public entrance.
3. Murals are not allowed on brick or any other material that is considered contributing to a Historic Building that has not already been painted legally (either historically painted or based on approval by the Landmarks Board).

Section 400.1550 Incidental Signs in the Superimposed Districts

- A. Sign Allowances. All uses shall comply with the incidental sign allowances listed in Table Section 400.1550.1.

Table Section 400.1550.1: Incidental Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	Yes	Yes	Yes	Yes	The general sign standards for the base
Permit Required	Yes	Yes	Yes	Yes	
Setback	N/A	N/A	N/A	N/A	

Table Section 400.1550.1: Incidental Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Number	1	1	2	1	district in Section 400.1450 apply.
Height	N/A	N/A	N/A	N/A	
Area	Lesser of 100 s.i. per tenant or 400 s.i.	400 s.i.	400 s.i.	Lesser of 100 s.i. per tenant or 400 s.i.	
Sign Features					
Illumination	Indirect	Indirect	Indirect	Indirect	
Changeable	No	No	No	No	
EMS	No	No	No	No	
Key: ft. = feet s.i. = square inches					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone's Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.1450.					

B. Perimeter Incidental Signs. Perimeter signs are allowed as provided based on the base districts in Section 400.1490.

C. Interior Incidental Signs.

1. Small Interior Incidental Signs. Small interior incidental signs are allowed as provided for the base districts in Section 400.1490.
2. Large Interior Incidental Signs. Large interior incidental signs are allowed as provided for the base districts in Section 400.1490.

D. Flags. Flags are allowed as provided for the base districts in Section 400.1490.

E. Prohibited Signs in the SMPD and LMPD Districts. Signs on umbrellas are prohibited in the SMPD and LMPD Districts.

Section 400.1560 Temporary Signs in the Superimposed Districts

A. Limitations on Temporary Signs. This Article prohibits or limits the use of several common temporary sign types, including pennants, streamers, balloons, strobe lights, beacons, feather signs, and inflatable signs.

B. Generally.

1. Sign Allowances. All uses shall comply with the temporary sign allowances listed in Table Section 400.1560.1.

Table Section 400.1560.1: Temporary Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD¹	EHP
Allowed	Yes	Yes	Yes	Yes	The general sign standards for the base district in Section 400.1450 apply.
Permit Required	No	No	No	No	
Number	8	8	8	6	
Height	N/A	3 ft.	8 ft.	8 ft.	
Area	7 at 4 s.f. 1 at 16 s.f.	7 at 4 s.f. 1 at 16 s.f.	7 at 4 s.f. 1 at 16 s.f.	7 at 4 s.f. 1 at 16 s.f.	

Table Section 400.1560.1: Temporary Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Duration for Display	90 days	90 days	90 days	90 days	
Sign Features					
Illumination	No	No	No	No	
Changeable	No	No	No	No	
EMS	No	No	No	No	
Key: ft. = feet s.f. = square feet					
Notes: ¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone's Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.1450.					

2. Number. Table Section 400.1560.1: Temporary Sign Allowances defines the maximum limit for temporary signs:
 - a. Per lot for single-use lots; and
 - b. Per tenant for multi-tenant developments.
3. Duration for Display. The duration of display for all temporary signs shall not exceed 90 days or more per calendar year, measured cumulatively per sign, unless otherwise regulated by this Article.

C. A-Frame Signs.

1. Sign Allowances. All uses shall comply with the A-frame sign allowances listed in Table Section 400.1560.2.

Table Section 400.1560.2: A-Frame Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD	EHP
Allowed	No	Yes	Yes	No	No
Permit Required	N/A	No	No	N/A	N/A
Number	N/A	1	1	N/A	N/A
Height	N/A	4 ft.	4 ft.	N/A	N/A
Area	N/A	30 in. wide 48 in. tall	30 in. wide 48 in. tall	N/A	N/A
Duration for Display	N/A	Hours of Operation	Hours of Operation	N/A	N/A
Sign Features					
Illumination	N/A	No	No	N/A	N/A
Changeable	N/A	No	No	N/A	N/A
EMS	N/A	No	No	N/A	N/A
Key: ft. = feet s.f. = square feet					

2. Number.
 - a. Single-use lots may display one (1) A-frame sign for the principal public entrance.

b. A-Frame Signs for Multi-Tenant Developments.

(1) A tenant in a multi-tenant building that has a separate public entrance for that tenant may display an A-Frame sign for the principal public entrance.

(2) Multi-tenant developments with common entrances shall not display A-frame signs.

3. Use Standards.

- a. A-frame signs are not allowed closer than 25 feet from each other.
- b. The sign shall be located within 10 feet of the façade with the principal public entrance.
- c. The sign shall not interfere with pedestrian access.
- d. A-frame signs are only allowed during the hours of operation of the premises.

4. Design Standards.

- a. All A-Frame signs shall be constructed from wood, non-reflective metal or a non-reflective high-grade composite which mimics natural materials.
- b. Prohibited materials include, but are not limited to; plastics, PVC, vinyl, corrugated plastics, foam board or other non-natural materials unless the material mimics a natural material.
- c. A-Frame signs shall be matte or low-gloss finishes and shall not include reflective surfaces.

D. Banners.

1. Sign Allowances. All uses shall comply with the banner sign allowances listed in Table Section 400.1560.3.

Table Section 400.1560.3:Banner Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Allowed	Yes	Yes	Yes	Yes	The general sign standards for the base district in Section 400.1450 apply.
Permit Required	Yes	No	No	Yes	
Number	1	1	1	1	
Height	N/A	8 ft.	8 ft.	N/A	
Area	32 s.f.	32 s.f.	32 s.f. for lots with up to 20,000 s.f. of floor area 96 s.f. for lots with less than 20,000 s.f. of floor area	32 s.f.	
Duration for	30 days	30 days	30 days	30 days	

Table Section 400.1560.3:Banner Sign Allowances					
Standard	SMPD	HDD	FHD	LMPD ¹	EHP
Display					
Times Per Year	1	4	4	1	
Sign Features					
Illumination	Indirect	Indirect	Indirect	Indirect	Indirect
Changeable	No	No	No	No	No
EMS	No	No	No	No	No
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					
Notes:					
¹ The LMPD standards apply to building frontages along Boone’s Lick Road and building frontages north of the 1100 Block of South Main Street. Building frontages not located along Boone's Lick Road and building frontages south of the 1000 Block of South Main Street shall comply with the general sign standards in Section 400.1450.					

2. Number. Table Section 400.1560.3: Banner Sign Allowances defines the maximum number of banner signs allowed at one (1) time:

- a. Per lot for single-use lots; and
- b. Per tenant for multi-tenant developments.

3. Duration for Display.

- a. The maximum duration for display of a banner is thirty (30) days.
- b. Banners are allowed up to four (4) times per calendar year.

4. Design Standards.

- a. Banner signs shall be attached securely to a building.

E. Balloons.

1. Sign Allowances. All uses shall comply with the balloon allowances listed in Table Section 400.1560.4.

Table Section 400.1560.4: Balloon Allowances					
Standard	SMPD	HDD	FHD	LMPD	EHP
Allowed	No	Yes	No	No	No
Permit Required	N/A	Yes	N/A	N/A	N/A
Number	N/A	No limit	N/A	N/A	N/A
Height	N/A	35 ft.	N/A	N/A	N/A
Duration for Display	N/A	7 days	N/A	N/A	N/A
Times Per Year	N/A	3	N/A	N/A	N/A
Sign Features					
Illumination	N/A	No	N/A	N/A	N/A
Changeable	N/A	No	N/A	N/A	N/A
EMS	N/A	No	N/A	N/A	N/A
Key: ft. = feet s.f. = square feet NR = Non-Residential uses only					

2. Number. Table Section 400.1560.4: *Balloon Allowances* does not limit the number of balloons allowed at one (1) time. Balloon permits are available:
 - a. Per lot for single-use lots; and
 - b. Per tenant for multi-tenant developments.
3. Duration for Display.
 - a. Table Section 400.1560: Balloon Allowances provides seven (7) days as the maximum duration for the display of balloons.
 - b. Balloons are allowed up to three (3) times per calendar year.
4. Design Standards.
 - a. Balloons require secure attachment to a building by a cord, rope, cable, stakes, or a similar method.
 - b. The display height of balloons may not exceed 35 feet.

Division 4 Billboards

Section 400.1570 General Standards

- A. Districts Allowed. Billboards and electronic billboards are allowed as conditional uses in the zoning districts listed in Table Section 400.1570.1.
- B. Approval Required. Billboards and electronic billboards require conditional use approval by the City Council following a recommendation by the Planning and Zoning Commission.
- C. Dimension Standards. All billboards must comply with the billboard allowances listed in Table Section 400.1570.1.

Table Section 400.1570.1: Billboard Allowances	
Standard	Allowance
Districts Allowed	I-1, I-2, PD-C, PD-MU, C-3, C-3
Permit Required?	Yes
Number	1
Sign Area	672 s.f.
Sign Face Height	20 ft.
Sign Face Width	50 ft.
Total Height	45 ft.
Features	
Illumination	Indirect
Message Board	No
EMS	Yes
Key: ft. = feet s.f. = square feet	

1. Measurement Standards.
 - a. All dimension standards are measured inclusive of border, cutouts, extensions, projections, and trim but excluding the base, apron, supports, and other structural members.
 - b. The area shall be measured by the smallest square, rectangle, triangle, circle, or combination of those shapes that will encompass the entire billboard.
2. Cutouts, extensions, and projections shall not exceed 25% of the area of the sign.
3. The maximum area limitation shall apply to each side of a billboard structure. Allowable billboard configurations are placed back-to-back, double-faced, or in V-type construction with no more than two (2) displays to each facing. A billboard structure with multiple facings or panels is considered as one (1) billboard.
4. The total height of the billboard is measured from the natural grade where the billboard is installed or the grade level of the centerline of the highway to which the sign is oriented, whichever is higher.
5. Billboards with EMS features must comply with the brightness and operation standards in Section 400.1440.C.4: *Sign Features*

Section 400.1580 Location and Spacing for Billboards

- A. Location. Billboards and electronic billboards are only allowed within 660 feet of the edge of the pavement of the following highways:
 1. Interstate Highway 70;
 2. Missouri State Highways 94, 370, and 364.
- B. Spacing and Separation Requirements.
 1. Separation from Other Billboards.
 - a. The separation distance for a billboard is 10,000 feet from an existing billboard on either side of the highway.
 - b. However, the separation distance for a billboard on lots in the southeast quadrant of the intersection of two (2) Missouri State highways located in the C-2 zoning district is 4,000 feet on the same side of the State highway.
 - c. The separation distance for a billboard with electronic message features is 2,640 feet from an existing billboard with electronic message features on either side of the highway.

- d. The separation distance is measured along the nearest edge of the pavement at points directly opposite the billboard along each side of the highway and applies to billboards located on either side of the highway in computing the distance between billboards.

2. Separation from Intersections.

- a. The general separation distance for a billboard is 500 feet from an interchange or intersection between the highway and another highway or street.
- b. However, the separation distance for lots in the southeast quadrant of the intersection of two (2) Missouri State highways located in the C-2 zoning district is 125 feet from an intersection or interchange.
- c. A billboard is allowed within 500 feet of an interchange or intersection if it is affixed to or located adjacent to a building so that the billboard does not cause any greater obstruction of vision than caused by the building itself.

3. Separation from Residential Uses. The separation distance for a billboard is:

- a. 250 feet from any structure within a residential zoning district; or
- b. 100 feet from any structure used primarily as a dwelling unit in any other zoning district.

4. Separation from Historic Resources. The separation distance for a billboard is 300 feet from any property or district listed on the National Register of Historic Places, any National Historic Landmark, or any location officially designated by the City as a historic landmark or historic district.

5. Separation from Buildings.

- a. The separation distance for a billboard is 50 feet from any point of a building.
- b. However, the separation distance for lots in the southeast quadrant of the intersection of two (2) Missouri State highways located in the C-2 zoning district is 25 feet from any point of a building.

6. Separation from On-Premises Signs. The separation distance for electronic billboards is 250 feet from an existing freestanding on-premises electronic message sign.

C. Other Location Standards.

- 1. Billboards are not allowed on rocks, trees, or poles maintained by a public utility.

2. Billboards are exempt from front, side, and rear yard building setbacks for the district. However, Billboards require a 30-foot minimum setback from a road right-of-way.
3. Billboards are not allowed in the right-of-way of any road or on any slope or drainage easement for a road.

Section 400.1590 Replacement and Relocation of Billboards in the I-70 Corridor

A. Conversion of Billboard to Electronic Billboard. The owner of a billboard along the I-70 Corridor may apply for approval of a conditional use permit to relocate the billboard structure for conversion to an electronic billboard. The following conditions apply:

1. The property where the billboard is located is directly adjacent to the Interstate 70 right-of-way;
2. All existing billboards and freestanding on-premises electronic message signs and their supporting structures are permanently removed from the property where the electronic billboard is proposed before the issuance of a building permit for the electronic billboard;
3. No freestanding on-premises electronic message signs or billboards are allowed on the property upon which an electronic billboard is located;
4. The electronic billboard is proposed on the same lot as the existing billboard and is no further than 250 feet from the existing billboard being replaced;
5. The lot where the electronic billboard is proposed is at least five acres;
6. The electronic billboard complies with all provisions of this Article, except for the separation distance from other billboards in Section 400.1580.B.1.; and
7. The maximum number of sign faces or surfaces permitted on the electronic billboard is two (2).

B. Transfer of Electronic Billboard Conversion. The owner of a billboard who has received conditional use approval to replace a billboard with an electronic billboard and has not installed the electronic billboard may apply for approval of a conditional use permit to transfer the right to install the electronic billboard at a different location on a new billboard support structure. The following conditions apply:

1. The property where the originally approved billboard is located and the property where the relocated billboard is proposed are both adjacent to Interstate 70 right-of-way between the eastern limit of the City of St. Charles and the Interstate 70/ Highway 94 interchange;
2. All existing billboards and freestanding on-premises electronic message signs and their supporting structures are permanently removed from the lot where the electronic billboard is proposed before the issuance of a building permit for the electronic billboard;

3. Additional billboards and additional freestanding on-premises electronic message signs are not allowed on the lot after the electronic billboard is constructed;
4. The lot where the electronic billboard is proposed is at least three (3) acres;
5. The maximum sign area of the relocated billboard does exceed the lesser of the maximum sign area of the originally approved billboard or 672 square feet;
6. Upon approval of a conditional use permit for an I-70 corridor electronic billboard relocation, the original conditional use approval for an electronic billboard becomes null and void;
7. The new billboard structure and electronic billboard must comply with all provisions of this Article, except for:
 - a. The separation distance requirements of Section 400.1580.B.1.;
 - b. The Separation distance requirements of Section 400.1580.B.2.; and
 - c. The height limitations of Section 400.1570.C.;
8. The maximum number of sign faces or surfaces permitted on a new billboard structure is two (2). If a conditional use approval to install only one (1) electronic billboard face is being transferred, a new billboard structure may only support one (1) electronic billboard face and one (1) additional face that is not considered to be electronic; and
9. The maximum total height of the new billboard structure does not exceed 65 feet above the natural grade where the billboard is installed or the grade level of the centerline of the highway to which the sign is oriented, whichever is higher.

Division 5 Administration and Enforcement

Section 400.1600 Sign Permits

A. Permits Required.

1. A sign permit is required to erect, install, relocate, modify, or change any sign within the City unless otherwise provided in this Article.
2. The term “modify” includes any change in or to an existing sign, its face, copy, colors, or supporting structures.

B. Conformity Required. Failure to conform to the conditions of a sign permit, including any conditions or stipulations attached to it by the Department of Community Development, HLPARB, or any applicable board, renders the permit void.

- C. Filing Fee. Fees for sign permits are required in the amounts stated in [Section 150.030: Schedule of Fees, Fines, Costs, and Deposits](#).
- D. Scope of Permit. Sign permits include approval of electrical work. All electrical work shall comply with the Electrical Code.
- E. Permit Procedures.
1. Applicants for sign permits shall apply on a form supplied by the City and shall submit the application to the Community Development Department.
 2. The application requires one (1) set of drawings in digital or paper format as provided on the City's application, prepared to scale, of the proposed sign, including all of the following information:
 - a. The address of the site for the proposed signage, the applicant's name, the name of the business, the business address, business telephone number, and contractor information;
 - b. The configuration of the proposed signage listing the height, width, total square footage, method of attachment, and method of illumination, including details of the fixture and screening, and colors and materials;
 - c. A site plan showing the proposed locations of signs;
 - d. Building elevations showing proposed locations of signs; and
 - e. A detailed plan showing the size, quantity, and type of landscaping for freestanding signs.
- F. Review of Sign Permit Applications.
1. The Director of Community Development or their designee shall review and approve or deny all sign permit applications required by this Article based on the standards of this Article.
 2. In locations where HLPARB approval is required, the Director or their designee shall set the matter for consideration by the HLPARB at its next regular meeting and issue a decision on the application in conformance with the HLPARB's determination.
 3. Sign permit applications shall not be reviewed until land use approval has been issued for the subject property. Applicants are advised that obtaining land use approval may require additional time if approvals from the Planning and Zoning Commission or City Council are necessary to establish compliance with applicable land use regulations.
- G. Expiration of Sign Permit.

1. Construction of a sign requiring approval of a sign permit shall begin within 180 days of its approval by City staff, the HLPARB, or City Council and be complete and functioning within 240 days of the approval.
2. The permit for any sign that is not constructed within the required period is automatically revoked.

Section 400.1610 Master Sign Plans

- A. Purpose. This Section describes the process for review of master sign plans for Planned Development Districts, which may require special signage consideration. In order to encourage superior design, quality and character, master sign plans allow for specialized review of signs and flexibility from standard signage requirements. If a master sign plan exists for a multi-lot development or subdivision, then individual lots within that subdivision or development shall not submit their own, separate master sign plan.
- B. Applicability.
 1. Planned Development Districts.
 - a. Master sign plans are not required for Planned Developments.
 - b. However, a master sign plan is required if the applicant proposes to vary the sign standards of this Article in the ordinance adopting the Planned Development District.
 - c. If the applicant elects to submit a master sign plan for a Planned Development District, the applicant shall submit it with the Preliminary Development Plan.
- C. Contents. A master sign plan must include the following information:
 1. An overall sign program with standards that address design, lighting, color, materials, and type and method of construction to ensure that all signs within the development are designed in a consistent and compatible manner;
 2. A written statement with supporting, scaled graphics that include, for all freestanding and attached signs:
 - a. Size, location, and number of all signs, including area, letter height, and height;
 - b. Materials, styles (letter colors, background colors, text, fonts, etc.), and colors for all signs subject to the master sign plan, including the context of where signs are placed along any site frontage or on any façade;
 - c. Type of illumination; and

- d. A design theme with illustrative examples of each sign type and the proposed general locations of each sign type.
3. A site plan and elevations identifying the location, number, setback, dimensional standards, and other design standards for all freestanding signs;
4. Standards for wall signs and other types of attached signs; and
5. Standards for any other proposed signage.

D. Review Process.

1. Planned Development Districts.

- a. The Planning and Zoning Commission shall review master sign plans and include recommendations to the City Council based on the following criteria:

(1) Consistency or departure from this Article;

(2) The compatibility of the proposed sign plan with other proposed district standards; and

(3) The compatibility of the proposed sign plan with the community character.

- b. In reviewing the recommendation of the Planning and Zoning Commission, City Council has legislative discretion to approve, modify, or deny the proposed master sign plan.

E. Amendment Procedure. A master sign plan may be amended. Amendments shall follow the process for a new submittal under this Section, unless it is determined to be minor by the Director of Community Development.

Section 400.1620 Maintenance

A. Maintenance Required. Failure to comply with the maintenance requirements of this Section constitutes a violation of this Article.

B. Sign Maintenance.

1. The owner or person in possession of a lot shall maintain all signs located on the lot.
2. The owner or person in possession of the lot shall maintain all signs so that they:
 - a. Continue to conform to the conditions imposed by the sign permit;

- b. Substantially conform to its original condition without cracking, peeling, or fading of paint and other components; and
 - c. Are kept free of rust and rust stains.
- C. Notice and Repair. The owner or person in possession of the property shall repair any damage to a sign or sign base within 60 days of notice.
- D. Damage to Illuminated Signs. Any internally illuminated sign cabinets or sign panels that have been damaged shall remain unilluminated until repaired.
- E. Removal of Hazardous Signs. Any sign that has been damaged to such an extent that it poses a hazard to passersby requires immediate repair or removal.
- F. Maintenance of Required Landscaped Areas.
 - 1. Maintenance Required. The owner or person in possession of a lot shall maintain any landscaped area required by this Article as a condition of the sign permit.
 - 2. Maintenance Standards.
 - a. Maintenance includes, as appropriate, the provision of surface mulch, staking and guying, tree straightening, irrigation, fertilization, insect and disease control, pruning, mulching, and weeding.
 - b. The owner or person in possession of a lot shall keep all required landscaping free of litter and debris.
 - 3. Replacement of Plants.
 - a. Any plants that die or are removed as a result of death, disease, or damage require replacement in a reasonable time with an equal number and similar species and size at the next appropriate growing season.
 - b. Failure to replace dead, damaged, or diseased plant material constitutes a violation of this Article.

Section 400.1630 Enforcement

- A. Unauthorized Signs. City staff may remove unauthorized signs in the right-of-way or on public property without notice. City Staff may dispose of these signs within seven (7) days if they are not claimed.
- B. Signs Erected In Violation Of This Article.

1. City staff shall give written notice for any sign otherwise erected or maintained in violation of this Article.
2. Upon failure to correct the violation, City staff shall enforce this Article in accordance with Zoning Code Article XVIII: *Violations and Penalties*.

C. Administration.

1. Enforcement.
 - a. The Department of Community Development is authorized and directed to enforce all of the provisions of this Article and perform the functions outlined for City staff within this Article.
 - b. Upon presentation of proper credentials, City staff may enter at reasonable times any building, structure, or premises in the City to perform any duty imposed upon them by this Article.
2. Violations.
 - a. Any person violating any of the provisions of this Article is guilty of an ordinance violation.
 - b. The owner of any sign, building, or premises where any sign or other object that violates this Article is placed or exists, and any person who has knowingly assisted in the commission of any violation is guilty of a separate offense.

Section 400.1640 Non-Conforming Signs

A. Non-Conforming Signs.

1. Any sign that lawfully exists at the time of enactment of this Article may remain until the sign is substantially altered or changed or until another sign is proposed as a replacement for the existing sign. The replacement sign requires conformance with all provisions of this Article.
2. A non-conforming sign that is damaged to the extent of more than 50% of its replacement cost value requires removal or alterations to ensure conformity with the provisions of this Article.

B. Non-Conforming Billboards.

1. A billboard that lawfully existed at the time of enactment of this article may remain if the owner maintains it in good repair as required by Section 400.1620.

2. A non-conforming billboard that is not maintained in good repair is subject to removal or alterations to conform with this Article if it is damaged to the extent of more than 50% of its replacement cost value.

Section 400.1650 Abandoned Signs

A. Abandoned Signs.

1. Any sign or sign support structure for a business, organization, tenant, or other occupant of a lot that ceases operations on the premises for a period of at least 30 days is considered abandoned.
2. The owner or person in possession of the lot shall remove abandoned signs and support structures from the premises.

B. Abandoned Billboards

1. A billboard is deemed abandoned when it:
 - a. Is not maintained in good repair as required by Section 400.1620; and
 - b. Does not include advertising information other than for the use of the billboard for a period of 120 continuous calendar days.
2. The owner of an abandoned billboard shall remove the abandoned billboard and the support structure.

Sign Code Updates – Other Chapters of the Municipal Code

Section 215.1100 Sale of Fireworks

- D. The following standards shall be used for the review of any fireworks license and shall apply to the operation of the facility:
1. Structures from which fireworks are to be sold or stored shall not be located within one hundred (100) feet of any permanent structure or building, public park, swimming pool or public or private playground.
 2. Structures from which fireworks are sold or stored shall not be located within one hundred (100) feet of any structure in which petroleum products are sold or dispensed in any manner other than in closed containers.
 3. A maximum of two (2) semi-truck storage trailers or the equivalent area of trailer storage as determined by the Fire Marshal shall be allowed per location. Additional storage may be permitted upon review and approval of the Fire Marshal. Such trailers shall maintain a minimum of ten (10) foot separation, have DOT labels on them and must be marked "EMPTY" with four (4) inch letters when all contents are removed.
 4. All weeds and combustible materials shall be cleared from any sales location, including a distance of at least twenty-five (25) feet surrounding the sales location.
 5. A sign bearing the message "Discharge of Fireworks is Prohibited at All Times Within the City Limits of the City of St. Charles Except Between the Hours of 12:00 P.M. and 11:00 P.M. on July 3 and 4" in letters at least three (3) inches tall shall be conspicuously displayed at each sales location. Such sign shall not count towards the limits of allowable signage provided for by this Section. Additionally, the operator shall distribute to each purchaser a flyer of at least twenty-four (24) square inches containing the statement: "Discharge of Consumer Fireworks Within the City of St. Charles is Prohibited by Ordinance Except Between the Hours of 12:00 P.M. and 11:00 P.M. on July 3 and 4. Violators may be punished by a fine up to five hundred dollars (\$500.00) or up to three (3) months imprisonment or both."
 6. Fireworks stands shall comply with the provisions of the currently adopted Building Code relative to temporary structures. All stands shall be erected in a manner that will reasonably ensure the safety of all occupants, patrons and surrounding property.
 7. A minimum three (3) foot wide, unobstructed aisle running the length of the stand, inside and behind the sales counter, shall be provided.
 8. Each stand up to twenty-four (24) feet in length must have at least two (2) exits. Each stand in excess of twenty-four (24) feet must have at least three (3) exits. Exit locking devices, if any, shall be easily released from the inside without special knowledge, key or effort.

9. Each stand shall maintain a two and five-tenths (2.5) gallon, 2A rated water-pressure type fire extinguisher or an ABC minimum 2A:10BC rated fire extinguisher near each exit and such extinguishers shall be kept in good working order and shall be easily accessible.
10. Signage shall ~~not~~ be subject to the provisions of Chapter [400](#), ~~but shall meet the following requirements:~~
 - a. ~~No pennants, streamers, balloons, searchlights, strobe lights, beacons, inflatable signs are permitted;~~
 - b. ~~No portable signage or off-premises signage is permitted except as provided herein;~~
 - c. ~~No signage may be attached to non-commercial vehicles;~~
 - d. ~~Signage may not extend above or beyond the limits of the primary structure or the commercial vehicle(s) associated with the business;~~
 - e. ~~All signage must be attached to the primary structure being used for the sale of fireworks or to a commercial vehicle being used as storage or an integral part of the operation;~~
 - f. ~~No signage may be located in a public right of way or on public property;~~
 - g. ~~Total square footage of all signage viewable from any one (1) angle for one (1) location shall not exceed three hundred (300) square feet;~~
 - h. ~~When a location does not abut a public right of way and does not have direct access from such right of way, one (1) off-site, freestanding sign or banner not to exceed thirty two (32) square feet shall be permitted, provided such sign does not interfere with public safety and is not within the public right of way. Such sign shall not contribute to the three hundred (300) square foot signage allowance.~~
11. Persons under sixteen (16) years of age shall not be employed upon the premises. If any person under eighteen (18) years of age is employed at a location selling fireworks, the location shall be supervised by at least one (1) person over the age of twenty-one (21).
12. Sales of fireworks shall be permitted only during the period June 25 through July 5 each year. No sales shall be permitted prior to 8:00 A.M. or after 10:00 P.M. on any day, except on July 1, 2 and 4, upon which days the closing time may be 11:00 P.M. and July 3, upon which day the closing time may be Midnight.
13. No sales of fireworks shall be made to any person under eighteen (18) years of age.
14. Licensees shall not permit smoking or any type of open flames upon the premises and shall prominently post at least two (2) signs prohibiting smoking.

15. Licensees shall not permit debris, wrappers or papers to accumulate on the premises and dumpsters shall be emptied as necessary to maintain the premises in a clean and orderly manner.
16. Licensees and employees shall not attract customers by means of flagging of vehicles or engage in any activity which obstructs or interferes with the free flow of traffic upon any street or highway.
17. Licensees shall be required to, at all times, possess and give to each paying customer, at no cost, a flyer clearly outlining both the days and times on which it is legal to set off, use, burn, explode or fire off fireworks as indicated in Section [215.1090](#).

Section 400.140 "A" Agricultural District

D. Conditional Uses.

1. The following uses may be permitted in the "A" District as conditional uses if approved by the City Council following recommendation by the Planning and Zoning Commission:
 - a. Airports and landing fields and accessory uses for general aviation.
 - b. Archery range, provided, that such range is approved by the Chief of Police.
 - c. Cemetery on a site of not less than twenty (20) acres.
 - d. Circus or carnival grounds, amusement park, zoo or midway, permanent or temporary, for specified time period.
 - e. Day camps and campgrounds.
 - f. Day care facilities subject to the following as may be modified through the conditional use process:
 - (1) Not more than ten (10) children not related to the operator shall be kept. Up to three (3) additional children over the age of two (2) may be kept for up to two (2) hours per day. Up to three (3) additional school-age children may be kept on unscheduled days of school closings; provided, that, at no time shall more than thirteen (13) children not related to the operator be kept.
 - (2) Such uses shall be permitted only if the rear yard in which the home would operate meets the minimum requirements of this Section and is enclosed with a suitable fence.
 - (3) Such uses are located in the dwelling used by the operator as his/her private residence.

- (4) The operator shall not employ more than one (1) full-time [forty (40) hours per week] assistant who does not reside on the premises or more than two (2) half-time [twenty (20) hours per week] assistants who do not reside on the premises.
- ~~(5) No advertising or identification sign shall be placed on the premises.~~
- (6) All City health and fire regulations are met.
- (7) All applicable State regulations are met.
- g. Dog kennels, commercial or non-commercial; provided any commercial open pens, runs, cages or kennels shall be located at least two hundred (200) feet from any side or rear lot lines.
- h. Dwellings and mobile homes occupied by persons employed on the premises or immediate members of the family or families owning or operating a farm.
- i. Educational institutions, including museums, art galleries and libraries.
- j. Excavation or filling, borrow pits, extraction, processing and removal of sand, gravel or stone and other major excavations other than for construction of swimming pools and foundations for buildings.
- k. Exposition center or fairgrounds.
- l. Golf courses, putting greens, driving ranges and similar activities operated as a business, including a building for a golf shop, locker room and snack bar as an accessory use to a golf course; provided no such building is located closer than one hundred (100) feet from adjoining property lines.
- m. Hospital or clinic for large or small animals; provided, that all buildings, structures, pens or open kennels shall be located at least two hundred (200) feet from any lot lines.
- n. Hospitals, congregate care facilities and group living arrangements.
- o. Livestock auction market.
- p. Racetrack, any type, subject to the following requirements for protective screening: where a racetrack directly adjoins a residential zoning district or a "PD" zoning district, a landscaped greenbelt at least fifty (50) feet in width shall be provided and maintained along the appropriate property line by the owners and/or managers of the racetrack. The undeveloped area shall be planted with trees or shrubs or shall be maintained in a well kept lawn. The greenbelt shall not be used for off-street parking facilities, for driveways or for open storage. Along the inner side of the greenbelt, there shall be

provided a masonry wall at least six (6) feet in height above grade to separate the greenbelt from the racetrack facilities.

- q. Radio television transmission receiving station or tower; subject to building codes and further regulations of Section [400.470](#).
 - r. Recreational uses or facilities, commercially operated or for a private membership, such as game courts, swimming pools, tennis clubs, fishing or boating lakes, camping areas, picnic grounds, dude ranches or similar activities; and accessory facilities, including the sale of food, beverages, bait, incidentals, supplies and equipment; provided, that no such use, structure or accessory use is located closer than fifty (50) feet to any adjoining property lines.
 - s. Riding academies and commercial stables; provided, that any buildings for the keeping of animals shall be located at least two hundred (200) feet from any side or rear lot lines and the site size of the lot shall be no less than forty (40) acres.
 - t. Sports arenas or stadiums, commercial athletic fields or baseball parks.
 - u. Temporary and conditional permits may be provided for a period of two (2) years or less for the following uses:
 - (1) Asphalt batching plants or concrete batching plants.
 - (2) Non-accessory tents for special purposes.
 - (3) Outdoor displays for promotional activities.
 - v. Telecommunication towers, antennas attached to structures, or placement of a telecommunication antenna on an existing tower (co-location) where an expansion or enlargement of the existing tower enclosure is required. Telecommunication towers shall be located only on property that is a non-residential use.
 - w. Warming and cooling centers when accessory to a church or other place of worship. Occupancy limits for a warming and cooling center shall be determined by the Building Code Official and Fire Marshal.
2. The provisions of this Section shall apply to all new uses and to existing uses where a substantial change or expansion to the layout, operation or configuration is proposed.

Section 400.150. "R-1C," "R-1D," "R-1E" Single-Family Residential Districts

D. Conditional Uses.

1. The following uses may be permitted in the "R-1C," "R-1D," and "R-1E" Districts as conditional uses if approved by the City Council following recommendation by the Planning and Zoning Commission:
 - a. Adult day care facilities.
 - b. Amateur radio operator's equipment, as licensed by the FCC, but not more than twenty (20) feet above the highest point of the primary structure on the property.
 - c. Bed-and-breakfast.
 - d. Cemetery on a site of one (1) acre or more.
 - e. Day care facilities subject to the following as may be modified through the conditional use process.
 - (1) Day care facilities located in an existing public or private school and accommodating students of that school only are not required to follow the procedures outlined in Section [400.1090](#).
 - (2) Not more than ten (10) children not related to the operator shall be kept. Up to three (3) additional children over the age of two (2) may be kept for up to two (2) hours per day. Up to three (3) additional school-age children may be kept on unscheduled days of school closings, provided that at no time shall more than thirteen (13) children not related to the operator be kept.
 - (3) Such uses shall be permitted only if the rear yard in which the home would operate meets the minimum requirements of this Section and is enclosed with a suitable fence.
 - (4) Such uses are located in the dwelling used by the operator as his/her private residence.
 - (5) The operator shall not employ more than one (1) full-time [forty (40) hours per week] assistant who does not reside on the premises or more than two (2) half-time [twenty (20) hours per week] assistants who do not reside on the premises.
 - ~~(6) No advertising or identification sign shall be placed on the premises.~~
 - (7) All City health and fire regulations are met.
 - (8) All applicable State regulations are met.

- f. Educational facilities such as public zoological gardens and public botanical gardens.
 - g. Farm, truck garden, orchard or nursery.
 - h. Golf courses, not lighted for night play, but including a building for a golf shop, locker room and snack bar as an accessory use to a golf course; provided no such building is located closer than one hundred (100) feet to adjoining property lines; and not including miniature golf courses, putting greens, driving ranges and similar activities operated as a business.
 - i. Meeting facilities for fraternal, masonic and philanthropic clubs and organizations.
 - j. Private club associated with a subdivision development or neighborhood clubs or neighborhood associations.
 - k. Private dining service only within the Extended Historic Preservation District.
 - l. Recreation facilities, such as fishing or boating lakes, boat docks, picnic grounds, swimming or tennis clubs or similar activities, and accessory facilities, including sale of food, beverages or bait.
 - m. Shipping container homes, provided:
 - (1) The structure complies with all applicable provisions of the International Building Code;
 - (2) The structure is completely enclosed with vinyl, wood, cement board or brick siding; and
 - (3) The structure has a pitched roof constructed of wood or metal.
- In approving the conditional use, the Planning and Zoning Commission may recommend and the City Council may impose additional conditions that are deemed necessary to maintain the desired consistency of land uses, land use intensities and land use impacts as related to the environs of the subject property.
- n. Short-term rental, provided the property satisfies the requirements provided in Section [400.421](#).
 - o. Shouse, provided:
 - (1) The subject property has an area of less than one (1) acre; or
 - (2) The subject property is located within a platted subdivision; and

(3) The following architectural features are provided:

(a) Residential-style windows and doors shall be provided upon the primary elevation. If an overhead door is proposed on the primary elevation it shall not be required to provide windows.

(b) A pitched roof shall be provided on the entire structure.

p. Telecommunication towers, antennas attached to structures, or placement of a telecommunication antenna on an existing tower (co-location) where an expansion or enlargement of the existing tower enclosure is required. Telecommunication towers shall be located only on property that is a non-residential use.

q. Warming and cooling centers when accessory to a church or other place of worship. Occupancy limits for a warming and cooling center shall be determined by the Building Code Official and Fire Marshal.

r. Wildlife reservations and similar conservation projects.

2. The provisions of this Section shall apply to all new uses and to existing uses where a substantial change or expansion to the layout, operation or configuration is proposed.

Section 400.190 "O-I" Office Institution District

C. Conditional Uses.

1. The following uses may be permitted in the "O-I" District as conditional uses if approved by the City Council following recommendation by the Planning and Zoning Commission:

a. Boardinghouse.

b. Fraternity or sorority houses.

c. Halfway house subject to the following as may be modified through the conditional use process:

(1) One (1) parking space for every four (4) residents, including staff residents.

(2) **No exterior evidence of such use** and ~~no sign advertising the use.~~

(3) At the time of original approval, no facility shall be located within five hundred (500) feet of another such facility, group living arrangement, congregate care facility, day care home or facility, residential district or use, hotel or motel, boardinghouse or guest house. The City Council shall have the authority to waive this requirement if the facilities are separated by a major thoroughfare, major waterway or other comparable barrier.

- (4) The applicant shall demonstrate that there is no negative impact property within five hundred (500) feet of the proposed facility.
 - (5) The original permit shall be limited to a one (1) year period, but may be renewed thereafter for two (2) year periods by the City Council. Renewals may be granted only after a public hearing.
- d. Halfway house for juvenile offenders subject to the following as may be modified through the conditional use process:
- (1) **No exterior evidence of such use** ~~and no sign advertising the use.~~
 - (2) At the time of original approval, no facility shall be located within five hundred (500) feet of another such facility, group living arrangement, congregate care facility, day care home or facility, residential district or use, hotel or motel, boardinghouse or guest house. The City Council shall have the authority to waive this requirement if the facilities are separated by a major thoroughfare, major waterway or other comparable barrier.
 - (3) The applicant shall demonstrate that there is no negative impact property within five hundred (500) feet of the proposed facility.
 - (4) The original permit shall be limited to a one (1) year period, but may be renewed thereafter for two (2) year periods by the City Council. Renewals may be granted only after a public hearing.
- e. Telecommunication towers, antennas attached to structures, or placement of a telecommunication antenna on an existing tower (co-location) where an expansion or enlargement of the existing tower enclosure is required.
- f. Warming and cooling centers when accessory to a church or other place of worship. Occupancy limits for a warming and cooling center shall be determined by the Building Code Official and Fire Marshal.

Section 400.330 “SMPD” South Main Preservation District

- E. Signs. Signs and billboards shall be permitted as required in Article XVI of the Zoning Code Section 400.1830. All signs shall be reviewed and approved by the Historic Landmarks Preservation and Architectural Review Board in accordance with the standards and purposes of the South Main Preservation District.

Section 400.420 Bed-And-Breakfast Establishments

- A. Bed-and-breakfast establishments are a conditional use in all residential zoning districts and permitted in agricultural zoning districts subject to the home occupation provisions of this Section as well as Section [400.430](#). Bed-and-breakfast establishments are permitted by right within the "HCD" Historic Commercial District and "FD" Frenchtown I District. A bed-and-breakfast establishment shall be carried on entirely within the dwelling unit by a member of the family residing in the dwelling unit, shall clearly be incidental and secondary to the use of the dwelling unit for residential purposes and shall conform to the following standards and provisions:
1. Any necessary business license shall be obtained pursuant to the requirements of the City of St. Charles Finance Department.
 2. Other types of occupation or professions may be permitted within the building where the bed-and-breakfast establishment is located, subject to the City's home occupation regulations.
 3. Maximum Floor Area Allowed.
 - a. Buildings of less than two thousand five hundred (2,500) square feet of interior living space shall be allowed to use no more than three (3) bedrooms, nor more than fifty percent (50%) of the livable floor area of the building for the bed-and-breakfast establishment.
 - b. Buildings of greater than two thousand five hundred (2,500) square feet of interior living space may be allowed up to six (6) bedrooms but no more than fifty percent (50%) of the livable floor area for use of the bed-and-breakfast establishment.
 - c. The applicant shall provide a floor plan showing the specific location of the areas to be used for the bed-and-breakfast establishment.
 4. No non-family person shall be employed.
 5. No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.
 6. There shall be no exterior display, ~~no exterior sign~~, except as permitted herein, no exterior storage of materials and no other exterior indication of the bed-and-breakfast establishment or variation from the residential character of the building.
 7. ~~One (1) sign shall be permitted which shall be unanimated, non illuminated, flat or window sign having an area of not more than one hundred forty four (144) square inches. The sign shall be attached flat to the building.~~
 8. No machinery or equipment shall be installed which interferes with radio or television reception and which is not customarily incidental to the bed-and-breakfast establishment.

9. One (1) unobstructed off-street parking space shall be provided for each available bedroom in the bed-and-breakfast establishment. The Director of Community Development may grant a variance if it can be shown that adequate parking already exists.
10. No additions shall be added to the residence to establish this use.
11. No lodger shall be rented a room for longer than seven (7) consecutive days.
12. No meals may be served, except for breakfast and/or brunch.
13. Meals may be served only to overnight guests.
14. The owner/occupant is required to maintain a guest register which shall be available for inspection by the City.

Section 400.430 Home Occupations

- A. A home occupation is an occupation or profession which is customarily carried on entirely within the dwelling unit by a member of the family residing in the dwelling unit, which is clearly incidental and secondary to the use of the dwelling unit for residential purposes and which conforms to the standards and provisions provided herein. Home occupations may be for profit or not-for-profit.
 1. Standards. Home occupations shall conform to the following standards:
 - a. Up to four (4) types of occupation or profession shall be permitted within the occupied building.
 - b. The total area utilized by home occupations may not exceed twenty-five percent (25%) of the total floor area and in no event more than five hundred (500) square feet of floor area of the occupied building.
 - c. All employees and business partners must reside in the dwelling unit or be related to the applicant by blood, marriage, or adoption; however, with the review and approval of a conditional use for one (1) outside employee/business partner to work from the home occupation location.
 - d. No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.
 - e. There shall be no exterior display, ~~no exterior sign,~~ except as permitted herein, no exterior storage of materials, no direct access from outside the principal building to the home occupation except that which serves the residential portion, and no other exterior indication of the home occupation or variation from the residential character of the principal building.

- ~~f. One (1) sign shall be permitted which shall be an unanimated, non-illuminated, flat or window sign having an area of not more than one hundred forty four (144) square inches attached flat to the building.~~
- g. There shall be no customer business hours between 8:00 P.M. and 8:00 A.M.
- h. No machinery or equipment shall be installed which interferes with radio or television reception and which is not customarily incidental to the practice of such occupation or profession.
- i. No machinery or equipment shall be permitted which is not customarily found within or incidental to residential use of property.

Section 400.480 Temporary Retail Sales And Outdoor Display of Merchandise.

F. Criteria For Special Events. Special events may be conducted on private property within the "C-1," "C-2," "C-3," "O-I," "I-1," "I-2," "CBD," "FHCD" or "HCD" zoning districts and within the commercial portion of any planned development district, provided the following conditions are met:

1. Permit Required.

- a. A special event permit shall be required for a special event.
- b. A special event permit application shall be submitted to the Department of Community Development at least fourteen (14) days prior to the start date of the special event to allow sufficient time for review of the application. Additional requirements associated with a special event such as a liquor license may require additional review time.
- c. The fee for a special event permit is twenty-five dollars (\$25.00) and shall be paid at the time the special event permit application is submitted.
- d. A special event permit application shall be reviewed by the Director of Community Development in conjunction with the Departments of Fire, Police and Public Works.
- e. Each special event permit application shall include a site sketch; the dates and hours of the special event; anticipated attendance each day; an agenda, itinerary or schedule of events for each day; a detailed plan for parking both on site and off site, a traffic management plan, a sign plan, identification of all temporary structures; food, vending, and alcoholic beverages service or sales, on-site restroom facilities plan, litter receptacle plan and security plan; the dates, times and location of any live music performance or music broadcast that is amplified by speakers or any other means; a site remediation plan; and any other information deemed necessary by the City.

- f. Each special event permit application shall include documentation that the owner of the property where the special event will be held has authorized the property to be used for the special event. This requirement includes property used for parking.

2. Standards For Special Event Permits.

- a. There shall not be more than four (4) special events located upon the same property within the same calendar year, and each special event shall not exceed a period of three (3) consecutive days. These requirements may be modified by a conditional use permit issued by the City Council upon recommendation by the Planning and Zoning Commission.
- b. The special event shall only be conducted in accordance with the special event permit issued, including any conditions or restrictions.
- c. It is the sole responsibility of the special event applicant to demonstrate and ensure that public safety, adequate on-site restroom facilities and litter control are provided.
- d. The special event applicant shall demonstrate that the special event will not cause traffic congestion given the anticipated attendance in relation to the design of adjacent streets and intersections. A traffic management plan shall be submitted as part of the request for a special event permit.
- e. The special event applicant shall demonstrate that adequate off-street parking is available for the anticipated attendance of the special event and that the event shall not cause a shortage of parking for any other use. Off-street parking used for a special event must be a solid surface such as asphalt or concrete.
- f. The sign plan submitted with the special event permit application shall be reviewed in accordance with Chapter [400](#), Article [XVI](#), Sign Regulations. ~~Notwithstanding, the Director of Community Development may approve temporary signage totaling twenty-four (24) square feet in the form of a banner or portable sign. Properties with multiple street frontages may have such signs totaling twenty four (24) square feet on each frontage.~~
- g. Upon conclusion of the special event, the site must be restored to its previous condition within twenty-four (24) hours.
- h. The City may inspect, as may be necessary, to ensure compliance with this Section and all other ordinances relating thereto.

Section 400.490 Sidewalk Cafes – Definitions, Standards And Criteria

- C. Standards, Criteria And Conditions. The following standards, criteria and conditions shall apply to the establishment and operation of sidewalk cafes:

1. Sidewalk cafes are restricted to the sidewalk frontage of the building where the restaurant is located. The design of sidewalk cafes shall be so that there is a free flow of pedestrian access on the sidewalk.
2. No sidewalk cafe permit shall be issued where the tables and chairs would be placed within five (5) feet of bus stops, fire hydrants, non-pedestrian alleyways, a pedestrian crosswalk or a handicapped corner curb cut.
3. Sidewalk cafes shall be located in such a manner that a distance of not less than forty-four (44) inches is maintained at all times as a clear and unobstructed pedestrian path between the curb line or the lateral line of a street and the adjacent property line or shall comply with the American with Disabilities Act requirements, whichever is greater.
4. No object shall be permitted around the perimeter of an area occupied by tables and chairs which would have the effect of forming a physical or visual barrier discouraging the free use of the tables and chairs by the general public or which would have the effect of obstructing the pedestrian path. Exceptions to this requirement may be granted by the City Council through the approval of a right-of-way encroachment license when sidewalk cafes are located on street right-of-way used solely for pedestrian traffic, provided, that adequate walkway space, as determined by the City Engineer, is provided for pedestrian traffic.
5. Tables, chairs, umbrellas and other permissible objects provided within the sidewalk cafe shall be of quality, design, materials, size, elevation and workmanship both to ensure the safety and convenience of users.
6. Umbrellas and other decorative material shall be fire-retardant, pressure-treated or manufactured of fire-resistant material.
7. Tables, chairs, umbrellas and other permissible objects provided with a sidewalk cafe shall be maintained with a clean appearance and shall be in good repair at all times.
8. ~~Except for in any of the recognized historic districts, the following condition shall apply: a maximum of one (1) menu board and one (1) specials board shall be permitted per sidewalk cafe. The board shall be in compliance with the sign ordinance. Signs are permitted on umbrellas and shall be in compliance with the sign ordinance.~~
9. The permit may be transferred to a new owner only for the location and area listed on the permit. The transferee of the permit shall be required to comply with this Section, Section [400.500](#), applicable insurance requirements and execute a right-of-way encroachment license.
10. The Mayor may require the temporary removal of sidewalk cafes for special events, or when street, sidewalk or utility repairs necessitate such action.

11. The Mayor may order the immediate removal or relocation of all or parts of a sidewalk cafe in emergency situations or for safety considerations, without notice. The City and its officers and employees shall not be responsible for sidewalk cafe fixtures relocated during emergencies.
12. The permittee shall use positive action to ensure that its use of the sidewalk in no way interferes with sidewalk users or limits their free, unobstructed passage.
13. The area covered by the permit, including the sidewalk, curb and gutter immediately adjacent to it and all sidewalk frontage of the restaurant for which the permit is issued, shall be maintained in a neat and orderly appearance at all times by the permittee. The area shall be kept clear of all debris. The permittee shall also be responsible for cleaning the ground or floor surface on which the sidewalk cafe is located and the gutter area immediately adjacent to the sidewalk cafe. Such cleaning shall include pressure cleaning. If the area covered by the permit is not maintained in a neat and orderly appearance after five (5) days' written notice, the City may then take steps necessary to place the property in a neat and clean order and charge the permittee with the reasonable cost of repairs. Such action by the City does not create a continuing obligation on the part of the City to make further repairs or to maintain the property and does not create any liability against the City for any damages to the property if such repairs were completed in good faith.
- ~~14. No advertising signs or business identification signs shall be permitted in the public right-of-way except as permitted in Subsection [\(C\)\(8\)](#) of this Section.~~
15. No tables, chairs or any other parts of sidewalk cafes shall be attached, chained or in any manner affixed to any tree, post, sign or other fixture, curb or sidewalk in or near the permitted area.
16. Sidewalk cafe seating shall be included when determining the requirements for parking and bathroom facilities of the restaurant.
17. No cooking or fire apparatus shall be allowed on the public sidewalk whether or not such area is covered by this permit.
18. Only the sidewalk cafe equipment specifically shown on the approved site plan drawing referenced in Section [400.500\(B\)\(5\)](#) shall be allowed in the permit area. The estimated chair count per table may vary within the prescribed area, provided that the chairs remain within the approved sidewalk cafe area. No permanent storage of chairs, tables, dishes, silverware or other sidewalk cafe equipment shall be allowed in the permit area, in any portion of the public right-of-way or outside the structural confines of the building in which the restaurant is located; however, the permittee may maintain such non-permanent structures as rolling service stations in the permit area during hours of operation.
19. There shall be no live entertainment or speakers placed in the permit area unless approved and properly permitted by the City.

20. The City shall, as deemed necessary, inspect all sidewalk cafes for which permits have been issued to determine whether such sidewalk cafes conform to the criteria set forth in this Subsection.
21. The hours of operation for a sidewalk cafe shall be from the start of business until 11:00 P.M. or thirty (30) minutes after last food service, whichever is earlier, unless the sidewalk cafe is completely enclosed by fencing or barricades in which case the hours of operation for the sidewalk cafe shall cease at 1:00 A.M.
22. Section [600.100](#) of this Code, which prohibits drinking in public places, shall not be enforceable against patrons of a duly permitted sidewalk cafe so long as open containers of alcohol remain within the sidewalk cafe's premises and are only available for consumption during the sidewalk cafe's hours of operation.

Section 400.1870 Clothing Drop Boxes

- A. Clothing drop boxes shall only be permitted in accordance with the requirements and conditions of this Section.
 1. Only exempt organizations pursuant to 26 U.S.C. § 501 may place upon its property or sponsor a clothing drop box.
 2. A clothing drop box shall not exceed six (6) feet in height, four (4) feet in width and four (4) feet in depth.
 3. Clothing drop boxes shall be constructed of metal or wood and shall be secured at all times except when being emptied by its owner or sponsor.
 4. Clothing drop boxes shall be located a minimum of twenty (20) feet from any driveway curb cut and outside any sight distance triangle as described in Section [400.540](#). A clothing drop box shall not be located within any required street frontage buffer or landscape buffer, front, side or rear yard setback or in front of the front building line. A clothing drop box shall not encroach on any minimum required parking spaces.
 5. No more than one (1) clothing drop boxes shall be permitted on site at any time.
 6. Clothing drop boxes shall be emptied at least two (2) times per week or as often as necessary to prevent the contents from overflowing the box.
 7. ~~Any sign or label affixed to a clothing drop box shall pertain only to the box or the sponsoring organization.~~ The name, address and telephone number of the owner shall be affixed to the box to enable the ownership of the box to be readily ascertained.

8. No clothing drop box shall be permitted in the South Main Preservation District, the Landmarks Preservation District, the Historic Downtown District, the Frenchtown Neighborhood District and the Commons Neighborhood District.
9. Site Plan Review. Any organization desiring to place or sponsor a clothing drop box shall submit to the Community Development Department:
 - a. A site plan which adequately and accurately describes the location of the box which may consist of a "red-lined" portion of a previously approved site plan or plat, and
 - b. A letter from the person who owns or has the right to possession of the property authorizing the use of the site as the location of a box.
10. Clothing drop boxes owned or operated by a for profit entity shall obtain and pay a business license fee pursuant to Chapter [605](#).

Chapter 640 Itinerant Merchant, Garage Sales and Door-to-Door Residential Sales

Article II Garage Sales

~~Section 640.050 Advertising~~

- ~~A. Signs Permitted. Only the following specified signs may be displayed in relation to a garage sale:~~
- ~~1. Two (2) Signs Permitted. Two (2) signs of not more than four (4) square feet shall be permitted to be displayed on the property of the residence where the garage sale is being conducted.~~
 - ~~2. Directional Signs. Two (2) signs of not more than two (2) square feet each are permitted, provided permission to erect such signs is received from the property owners upon whose property such signs are to be placed.~~
- ~~B. Time Limitation. No sign shall be exhibited for more than two (2) days prior to the day such sale is to commence.~~
- ~~C. Removal Of Signs. Signs must be removed each day at the close of the garage sale activities or by the end of daylight, whichever first occurs.~~

Chapter 665 Sexually Oriented Business Regulations

Article II Location, Building and Signage Restrictions.

~~Section 665.070. Sign Restrictions~~

- ~~A. Notwithstanding any other ordinance, code or regulation to the contrary, it shall be unlawful for the operator of any sexually oriented business or any other person to erect, construct or maintain any sign for the sexually oriented business other than the one (1) primary sign and one (1) secondary sign as provided herein.~~
- ~~B. Primary signs shall have no more than two (2) display surfaces. Each such display surface shall:~~
- ~~1. Not contain any flashing lights;~~
 - ~~2. Be a flat plane, rectangular in shape;~~
 - ~~3. Not exceed seventy-five (75) square feet in area; and~~
 - ~~4. Not exceed ten (10) feet in height or ten (10) feet in length.~~
- ~~C. Primary signs shall contain no photographs, silhouettes, drawings or pictorial representations in any manner and may contain only the name of the establishment.~~
- ~~D. Each letter forming a word on a primary sign shall be of solid color and each such letter shall be the same print type, size and color. The background behind such lettering on the display surface of a primary sign shall be of a uniform and solid color.~~
- ~~E. Secondary signs shall have only one (1) display surface. Such display surface shall:~~
- ~~1. Be a flat plane, rectangular in shape;~~
 - ~~2. Not exceed twenty (20) square feet in area;~~
 - ~~3. Not exceed five (5) feet in height and four (4) feet in width; and~~
 - ~~4. Be affixed or attached to any wall or door of the enterprise.~~
- ~~F. The provisions of Subsection (B)(1) and Subsections (C) and (D) shall also apply to secondary signs.~~
- ~~G. Any sign erected prior to the enactment of this Chapter shall be considered a lawful non-conforming sign.~~