



**Minutes of the City of Crystal Lake Park, Missouri
Planning & Zoning Commission / Architectural Review Board
Frontenac Municipal Complex 10555 Clayton Road, St. Louis, MO 63131
May 10, 2012**

Call to Order

Planning & Zoning Commission – Chairperson Jeff Rifkin called the meeting to order at 7:34 p.m.

Planning and Zoning Commission (P&Z) / Architectural Review Board (ARB) members: Present: Chairperson Jeff Rifkin; Members, Nancy Brooks, Peg Crockett, Jim Gehringer, Kevin Holland, and Alderperson Kelly Larson [non-voting]. Absent: Alderperson Phillip Bryant, Tom Barrett, Michael Preis.

Administrators: Present: City Planner Ada Hood; City Attorney Katherine Moore, City Clerk Amy Cutrell, and Recording Secretary Jonathan Carey-Voris. Absent: Building Inspector Neil Cantwell.

Others Present: AT&T Representatives Doug Dolan

Approve Agenda

Member Nancy Brooks moved and Member Kevin Holland seconded the motion to approve the May 10, 2012 Agenda. The Commission unanimously agreed to approve the May 10, 2012 Agenda.

Approval of November 10, 2011, Planning and Zoning Commission Minutes

Member Jim Gehringer moved and Member Kevin Holland seconded to approve the November 10, 2011 Meeting Minutes. The Commission unanimously agreed to approve them. Peg Crockett abstained because she was not on the Board in November 2011.

Old Business - None

New Business - Architectural Review Board

1. AT&T Plans to install new equipment on two poles in CLP.

City Planner Ada Hood presented her Memo to the ARB dated May 3, 2012. She noted that in an effort to improve 3G services to its customers, AT&T is seeking approval to install two (2) antennae and associated equipment on two (2) existing poles. Each pole will be fitted with:

1. Metro Cell antenna located approximately twenty (20) up on the pole; and
2. INID (Intelligent Network Interface Device) cabinet located approximately 6 feet up on the pole; and
3. Power supply cabinet located directly below the INID cabinet.

These poles are located within the right of way at 2201 Putter Lane and 2231 Cleek Court.

She noted that the Federal law requires that municipalities allow these types of facilities and CLP does not have regulations pertaining to telecommunication facilities. Therefore, the ARB's authority is limited to reviewing the aesthetics of the installations.

Her report concluded with a recommendation that the applicant incorporate the following suggestions

1. Antennae and associated equipment be located on the inside of the pole facing the residences; and
2. The antennae and associated equipment be selected or painted brown to blend in with the poles.

AT&T Representative Doug Dolan addressed the Board and described their plan to upgrade AT&T 3G wireless service in Crystal Lake Park to accommodate for capacity.

Mr. Dolan said he would turn the equipment around so that motorists see pole rather than cabinet. Because the cabinets are stainless steel, Mr. Dolan is concerned that painting would not adhere or be durable. In response to Ms. Hood's suggestions, the committee was less concerned with the color of the cabinets and more concerned the equipment be placed away from motorists.

Mr. Dolan reported that Ameren owns the pole; AT&T has a master's license agreement.

City Attorney Moore has researched the topic and reported that local governments can only make decisions about location, construction, and modification. Safety and health impacts cannot be considered as the federal government has already conducted extensive research and determined that there are no safety or health impacts. Attorney Moore also noted that cities cannot discriminate against providers.

Peg Crockett asked what residents of Cleek think about the equipment. Chairman Rifkin said that the meeting was made public and no one chose to come to the meeting.

After a brief discussion, Chair Rifkin called for a motion to approve the proposed project by ATT mobility as presented with the equipment turned inward.

Member Nancy Brooks moved and Member Kevin Holland seconded the motion to approve AT&T's upgrade plan. The board members voted as follows:

Chairperson Jeff Rifkin - Aye, and Members Nancy Brooks – Aye; Peg Crockett – Aye Jim Gehringer – Aye, and Kevin Holland – Aye, and. Chairperson Rifkin declared the motion passed.

2. Election of Officers to fill the positions of Chairperson, Vice Chair, and Secretary

There was a brief discussion about the following three roles:

Chairperson—Works with the City Planner to set meeting Agendas, conducts meetings of the P&Z / ARB, and reviews draft Minutes submitted by the City Clerk or Recording Secretary.

Vice Chair—Fills the Chairperson's responsibilities in his/her absence.

Secretary—Calls roll for roll call votes.

Member Jim Gehringer nominated Member Jeff Rifkin for the position of Chairperson. The nomination was seconded by Member Nancy Brooks. Peg Crockett nominated Jim Gehringer as Vice Chair. The nomination was seconded by Jeff Rifkin. Peg Crockett nominated Nancy Books as Secretary. The motion was seconded by Jim Gehringer.

Jim Gehringer made a motion to appoint officers as mentioned. The nomination was seconded by Jeff Rifkin. The board confirmed this nomination unanimously by voice vote.

Vote to Adjourn the Meeting

There being no further questions or business before the P&Z / ARB, Member Jim Gehringer moved and Member Nancy Brooks seconded a motion to adjourn the meeting and move to closed session for attorney-client communications and personnel issues per RSMo 610.021.1 and 610.021.3. The motion was unanimously approved and the meeting adjourned at 8:15 p.m.

Next Meeting: The next meeting of the Planning & Zoning Commission / Architectural Review Board is tentatively scheduled for June 14, 2012, at 7:30 pm at Frontenac Municipal Complex 10555 Clayton Road, St. Louis, MO 63131. It only meets if there are plans to review or issues to address.

MINUTES RECORDED BY: _____
City Clerk, Amy Cutrell

ATTEST: _____
Architectural Review Board Chairperson, Jeff Rifkin



Agenda
City of Crystal Lake Park
Planning & Zoning Commission/ Architectural Review Board Meeting
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131
May 10, 2012 at 7:30 p.m.

Planning & Zoning Commission/Architectural Review Board Meeting

I. Call to Order

II. Roll Call

III. Approve Agenda

IV. Approval of November 10, 2011 Planning and Zoning Commission / Architectural Review Board Meeting Minutes

V. Old Business

1. None

VI. New Business

1. Petition of AT&T Mobility for review and approval of the installation of two (2) antennae and associated equipment on two existing Ameren/AT&T poles within the City of Crystal Lake Park.

VII. Election of Officers

1. Chairperson, Vice Chair, and Secretary

VIII. Vote to Close Meeting

IX. Adjournment

Please Note:

The Planning and Zoning Commission / Architectural Review Board may adjourn to closed session to discuss legal, confidential or privileged attorney-client matters pursuant to Section 610.021(1), RSMo. 2000, real estate matters pursuant to Section 610.021(2), RSMo. 2000, personnel matters pursuant to Section 610.021(3), RSMo. 2000, audit matters pursuant to Section 610.021(17), RSMo. 2000, or for any other reason allowed by Missouri law.

The next Planning & Zoning Commission / Architectural Review Board Meeting is scheduled for June 14, 2012, at 7:30 p.m. at the Frontenac Municipal Complex. It only meets if there are plans to review or issues to address.