



**Agenda**  
**City of Crystal Lake Park**  
**Planning & Zoning Commission / Architectural Review Board Meeting**  
**Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131**  
**December 12, 2013 at 7:30 p.m.**

**Architectural Review Board Meeting**

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approval of June 13, 2013 Planning and Zoning Commission / Architectural Review Board Meeting Minutes
- V. New Business
  - A. Architectural Review application from Kelly Christian, contractor on behalf of Mr. and Mrs. Brennan, property owners, for consideration and approval of the design and materials associated with a room addition to the existing home at 2200 Bopp Road within District B of the City of Crystal Lake Park.
- VI. 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 January 9, 2014 at 7:30 p.m. at the Frontenac Municipal Complex.

**Minutes of the City of Crystal Lake Park, Missouri  
Planning & Zoning Commission / Architectural Review Board Meeting  
Frontenac Municipal Complex 10555 Clayton Road, St. Louis, MO 63131  
December 12, 2013**

**Call to Order**

Planning & Zoning Commission – Chairperson Jeff Rifkin called the meeting to order at 7:30 p.m.

Planning and Zoning Commission (P&Z) / Architectural Review Board (ARB) members:

Present: Chairperson Jeff Rifkin; Members Krishaan Anderson, Nancy Brooks, Jim Gehringer, Michele Ryan, Cathy Strubert, and Alderperson Kelly Larson [non-voting]. Absent: Members Tom Barrett and Peg Crockett

Administrators: Present: City Planner Ada Hood; Recording Secretary & and Communications Coordinator Jonathan Carey-Voris. Absent: Building Inspector Neil Cantwell, City Clerk Amy Cutrell, and City Attorney Paul Martin

Others Present: Mr. Kelly Christian, Ehrlich's Installation, 5995 Howdershell Road, Hazelwood, MO 63042

**Approve Agenda**

Member Jim Gehringer moved and Member Nancy Brooks seconded the motion to approve the December 12, 2013 Agenda. The Commission unanimously agreed to approve it.

**Approval of June 13, 2013 P&Z / ARB Meeting Minutes**

Member Jim Gehringer moved and Member Michele Ryan seconded to approve the June 13, 2013 Meeting Minutes. The Commission unanimously agreed to approve them.

**Architectural Review Board Meeting**

**New Business**

- A.** Architectural Review application from Kelly Christian, contractor on behalf of Mr. and Mrs. Brennan, property owners, for consideration and approval of the design and materials associated with a room addition to the existing home at 2200 Bopp Road within District B of the City of Crystal Lake Park.

Ms. Hood gave an overview of the Project presenting her Memo to the ARB dated December 7, 2013. The room addition meets all set back requirements. She stated the proposed room addition will replace an existing screened-in porch. She added that the proposed room addition will feature similar design and materials as the existing home.

Mr. Kelly Christian, Ehrlich's Installation, briefly discussed the project. He expects to begin at the end of February depending on the weather and they expect it to last no more than eight weeks.

**Discussion / Questions**

The Board had no questions of the builder.

**Vote to Approve the Application**

After discussion, Member Cathy Strubert moved and Member Nancy Brooks seconded a motion to approve the room addition plan for 2200 Bopp Road.

**Roll Call Vote**: Chairperson Jeff Rifkin -Aye; Members Krishaan Anderson -Aye, Nancy Brooks -Aye, Jim Gehringer -Aye, Michele Ryan -Aye, Cathy Strubert -Aye

Chairperson Rifkin declared the motion passed.

**Vote to Adjourn the Meeting**

There being no further questions or business before the P&Z/ARB, Member Nancy Brooks moved and Member Cathy Strubert seconded a motion to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 7:40 p.m.

**Next Meeting:** The next meeting of the Planning & Zoning Commission / Architectural Review Board is tentatively scheduled for January 9, 2014, 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: \_\_\_\_\_  
*Recording Secretary, Jonathan Carey-Voris*

ATTEST: \_\_\_\_\_  
*Architectural Review Board Chairperson, Jeff Rifkin*