



**Agenda**  
**City of Crystal Lake Park**  
**Planning & Zoning Commission/ Architectural Review Board Meeting**  
**Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, Missouri 63131**

**October 10, 2019 at 6:30 p.m.**

**Planning & Zoning Commission/Architectural Review Board Meeting**

**I. Call to Order**

**II. Roll Call**

**III. Approve Agenda**

**IV. Approval of September 12, 2019 Planning and Zoning Commission / Architectural Review Board Meeting Minutes**

**V. New Business**

1. Application to the Architectural Review Board for consideration and approval of the design and materials associated with a new pergola accessory structure proposed in the rear yard at 2111 Lakeview Drive within District B of the City of Crystal Lake Park.
2. Application to the Architectural Review Board for consideration and approval of the materials and colors associated with exterior façade changes at 2216 Putter Lane within District C of the City of Crystal Lake Park

**VI. Old Business**

1. Design Guidelines

**VII. Adjournment**

**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 November 14, 2019 at 7:00 p.m. at the Frontenac Municipal Complex.**



**Minutes**  
**City of Crystal Lake Park**  
**Planning & Zoning Commission/ Architectural Review Board Meeting**  
**Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, Missouri 63131**

**October 10, 2019 at 6:30 p.m.**

**Planning & Zoning Commission/Architectural Review Board Meeting**

**I. Call to Order** - Architectural Review Board –Chair Jim Gehringer called the meeting to order at 6:30 p.m.

**II. Roll Call** - Planning and Zoning Commission (P&Z) / Architectural Review Board (ARB) members:

Present: James Gehringer (Chair), Doug Posey (Vice Chair), Members Carrie Schroeder, Cathy Strubert.

Absent: Tom Barrett, Nate Johnson, Peg Crockett (Secretary). Alderperson Nancy Brooks (non-voting)

Administrators: Present: City Planning Consultant Ada Hood; City Clerk Angela McCormick.

Absent: Communications Coordinator Jonathan Carey-Voris; City Attorney Paul Martin.

Others present: Kathy Kilo Peterson – Petitioner (2216 Putter Lane), Frank Jackson, Jackson Custom Homes & Remodeling, LLC for 2216 Putter Lane, Brett Ramsey – Petitioner (2111 Lakeview Drive)

Chairman Gehringer stated that those present are welcome to speak during the meeting, ask questions of the board and the petitioner.

**III. Approve Agenda**

Chairman Gehringer asked for a motion to approve the agenda. Member Posey moved and Member Strubert seconded a motion to approve the October 10, 2019 agenda. The Commission unanimously agreed to approve the agenda by a voice vote.

**IV. Approval of September 12, 2019 Planning and Zoning Commission / Architectural Review Board Meeting Minutes**

Chairman Gehringer asked for a motion to approved September 12, 2019 Planning and Zoning / Architectural Review Board Meeting Minutes. Member Strubert moved and Member Posey seconded a motion to approve the September 12, 2019 Planning and Zoning / Architectural Review Board Meeting Minutes. The Commission unanimously agreed to approve the minutes by a voice vote.

**V. New Business**

1. Application to the Architectural Review Board for consideration and approval of the design and materials associated with a new pergola accessory structure proposed in the rear yard at 2111 Lakeview Drive within District B of the City of Crystal Lake Park.

The applicant is proposing to construct a new pergola accessory structure attached to the rear of existing residence. The proposed pergola will measure 24 feet in length and 15 feet in depth and 9 feet in height. The subject property is located in District B. The pergola will be located approximately 39 feet from the side (east) property line and approximately 26 feet from the rear property line, in complete compliance with the code.

As mentioned previously, the proposed pergola will be attached of the rear of the existing home. The applicant is proposing to replace the existing siding adjacent to the new pergola with vinyl (polymer) siding. The vinyl siding will have the appearance of stacked stone. It is unclear whether the proposed vinyl siding complies with the Design

**Guidelines standards:**

Vinyl siding may be approved as a primary material by the Architectural Review Board under the following conditions:

- .042 inches (minimum gauge).
- 5" maximum exposure, unless foam-backed.
- Fascia and band board trim must be customized for home/application.
- The accent material should not exceed twenty-five percent (25%) of the front elevation or fifty percent (50%) of the side and rear elevations.
- Brick may be painted when compatible with the existing neighborhood.
- The following materials should be permitted as accent materials:
  - a. Stucco
  - b. EIFS
  - c. Wood or cement lap siding
  - d. Stone or similar product
  - e. Vinyl siding may be approved by the Architectural Review Board, as described above.

It appears the pergola will extend over the existing concrete patio and part of the grass area. The applicant should verify that additional concrete will not be installed.

**Recommendation:** It is recommended that the Architectural Review Board determine whether the design and materials of the pergola and vinyl siding are appropriate, subject to the following conditions:

1. Verification the application fee of \$300 has been paid; and
2. That the applicant submit documentation verifying the proposed siding complies with the minimum standards; and
3. That the ARB determines the proposed siding is appropriate (the ARB may only approve siding that complies with the minimum standards); and
4. That the applicant verifies no additional concrete will be installed.

The applicant, Brett Ramsey (2111 Lakeview Drive), stated that he bought house in 2014 and it had a retractable awning. He wants to build a pergola and attach it to the house; it will be made out of cedar. He discovered large holes in siding and want to replace the siding. The holes are to the seam of where the retractable awning was. There will be no change to the patio only planting of flowers.

Planning Consultant Hood stated that if the board would feel comfortable that John Morgan approve that the 10<sup>th</sup> of an inch is equal to the gauge in terms of siding thickness as far as the building permit issuance.

Chairperson Gehringer called for a motion to approve the petition submitted by Brett Ramsey and the design and materials associated with a new pergola accessory structure and siding proposed at 2111 Lakeview Drive within District B of the City of Crystal Lake Park with the siding condition (see above). Member Schroeder moved and Member Strubert seconded the motion to approve the petition submitted by Brett Ramsey and approved by the Architectural Review Board the design and materials associated with a new pergola accessory structure proposed in the rear yard at 2111 Lakeview Drive within District B of the City of Crystal Lake Park.

The motion is approved subject to the following:

**Roll Call Vote:** Chair Jim Gehringer - aye, Members Carrie Schroeder - aye, Peg Crockett - absent, Doug Posey - aye, Cathy Strubert – aye, Nate Johnson – absent, Tom Barrett – absent

Chairperson Gehringer declared the motion passed.

2. Application to the Architectural Review Board for consideration and approval of the materials and colors associated with exterior façade changes at 2216 Putter Lane within District C of the City of Crystal Lake Park

The applicant is proposing to replace the existing siding with new vinyl siding, medium gray in color. The proposed home is located with District C. Based on the documentation submitted, the proposed siding exceeds the minimum standards. The proposed siding will feature .046 panel thickness and will be fully insulated. Recall, the standards call for:

Vinyl siding may be approved as a primary material by the Architectural Review Board under the following conditions:

- .042 inches (minimum gauge).
- 5” maximum exposure, unless foam-backed.
- Fascia and band board trim must be customized for home/application.
- The accent material should not exceed twenty-five percent (25%) of the front elevation or fifty percent (50%) of the side and rear elevations.
- Brick may be painted when compatible with the existing neighborhood.

The applicant will also paint the existing brick to match the new vinyl siding. Additionally, the applicant will gel stain the existing garage door to match the color/stain

of the front door. Overall, the proposed color and materials appear to be of high quality.

**Recommendation:** It is recommended that the Architectural Review Board determine whether the color and material (vinyl siding) are appropriate, subject to the following conditions:

1. Verification the application fee of \$300 has been paid; and
2. That the ARB determines the proposed vinyl siding is appropriate; and
3. That the ARB determines the proposed painted brick is appropriate; and
4. That the ARB determines the proposed garage door stain/color is appropriate.

Petitioner, Kathy Peterson (2216 Putter) stated that she is replacing original metal siding. She stated that there are missing pieces in the back and she needs to make exterior improvements to the home. The siding is vinyl insulated and it .046 and exceeds the minimum requirements of the design guidelines. She will paint the brick the same exact color and the hide the cement with siding and leave up to 18 inches exposed. The front door and garage door will match with custom made shutters, gray, brown with white trim, craftsman look. The shutters will match and gel stained with the same colors as the doors.

Member Schroeder asked what is gel staining.

Planning Consultant Hood stated that typically you would strip to stain, but with gel staining you do not have to strip and gives it a wood look.

Chairperson Gehringer called for a motion to approve the petition submitted by Kathy Peterson and of the materials and colors associated with exterior façade changes at 2216 Putter Lane within District C of the City of Crystal Lake Park. Member Schroeder moved and Member Strubert seconded the motion to approve the petition submitted by Kathy Peterson and of the materials and colors associated with exterior façade changes at 2216 Putter Lane within District C of the City of Crystal Lake Park.

The motion is approved subject to the following:

**Roll Call Vote:** Chair Jim Gehringer - aye, Members Carrie Schroeder - aye, Peg Crockett - absent, Doug Posey - aye, Cathy Strubert – aye, Nate Johnson – absent, Tom Barrett – absent

Chairperson Gehringer declared the motion passed.

## VI. Old Business

### 1. Design Guidelines

Chairperson Gehringer stated that there was discussion to make changes to the Design Guidelines to streamline the process. He stated that the board should have work sessions to review the Design Guidelines.

Planning Consultant Hood asked the board if they wanted to a committee or if they wanted the whole ARB to participate or residents.

Chairperson Gehringer stated the board should have public input about questions, thoughts, and concerns about the Design Guidelines. The board could solicit comments at next ARB meeting.

Planning Consultant Hood stated the that we are focused on the guidelines or doing a Survey Monkey questionnaire.

Member Posey asked how long did the process take when the city did the guidelines.

Planning Consultant Hood stated that ARB members met on 6 Saturdays.

Chairperson Gehringer stated that a Survey Monkey and is it feasible to get a schedule in time for November meeting.

Planning Consultant Hood stated that the survey should be short, no more than a 5-minute survey. If they've done an ARB project was it easy or difficult. What did they feel was difficult? The survey should have 5 to 10 questions maximum.

Chairperson Gehringer stated that the board could but language together for the March 2020 meeting.

Member Posey stated that if the city sends out a survey, residents would have a short window to respond.

Chairperson Gehringer stated that the Planning Consultant Hood should set up a working document to share among the members.

Planning Consultant Hood stated that she would put together 5 to 10 questions for the board to review.

Chairperson Gehringer stated that Planning Consultant Hood will give the board a working document then decide if the board will meet in November and develop a survey monkey.

Chairperson Gehringer stated that Member Crockett had an idea that requires applicants to include a 3D rendering for projects. However, this could require a lot of money for a small project.

At the September 12, 2019 ARB meeting, the Board discussed potential changes to the Design Guidelines. Planning Consultant Hood drafted the following potential changes (depicted in bold italics) as follows:

#### **TREE PRESERVATION DESIGN CONSIDERATIONS**

- Avoid the removal of trees between the front building line and street.
- Avoid disturbing the ground area within a tree drip line/canopy.
- Established trees of significance should be preserved to the maximum extent feasible. Trees not feasible for preservation should be replaced on-site with trees of the largest caliper possible, on a tree by tree basis, or as approved by the Architectural Review Board.
- Trees should be replaced with like species to the maximum extent feasible. *However, in cases where the tree removed is not appropriate (i.e. gumballs/fruit nuisance, too tall under overhead wires, etc.), the city planner may approve a substitute species.*
- No cut or fill (grading) over a four (4) inch depth should occur within the drip line or root area of any preserved tree without evaluation and approval of the disturbance by a qualified arborist or forester and approval by the Architectural Review Board.
- All trees designated for preservation should be protected by construction fencing or other method deemed appropriate by the City.

#### **BUILDING MATERIAL & COLOR DESIGN CONSIDERATIONS:**

- Materials and colors utilized for significant renovations or for new homes should be compatible with those found in the neighborhood.
- All material colors for significant renovations or for new homes should be natural and muted tones consistent with the existing neighborhood.
- The number of different materials used on a wall surface ~~should be limited to brick and one (1) accent material.~~ *should be appropriate for the style or design of the home.*
- Vinyl siding may be approved as a primary material by the Architectural Review Board under the following conditions:
  - .042 inches (minimum gauge).
  - 5" maximum exposure, unless foam-backed.
  - Fascia and band board trim must be customized for home/application.
- *Existing siding (whether wood, aluminum, cement, vinyl, etc.) may be replaced with vinyl siding and approved by the city planner, if the minimum standards, as described above, are met.*
- ~~The accent material should not exceed twenty-five percent (25%) of the front elevation or fifty percent (50%) of the side and rear elevations.~~
- Brick may be painted when compatible with the existing neighborhood.
- The following materials should be permitted as accent materials:
  - a. Stucco
  - b. EIFS
  - c. Wood or cement lap siding
  - d. Stone or similar product
  - e. Vinyl siding may be approved by the Architectural Review Board, as described above.
- The use of the following materials and a wall material will be approved only in exceptional circumstances:
  - a. "Jumbo" brick (approximately 8" x16")

- b. Split-faced block.
- c. Cinder/concrete
- d. Lattice
- A brick ledge or stepped foundation should be provided to allow no more than eighteen (18) inches of exposed concrete for all additions and new construction. Existing exposed foundations in excess of eighteen (18) inches must be screened as required by the Architectural Review Board.
- Fences and retaining walls should be constructed of materials that complement the color, texture and scale as those used on the primary structure.
- All new driveways and driveway replacements associated with new home construction or a significant home renovation or addition should be constructed of one (1) of the following materials in natural and muted tones:
  - a. Tinted concrete; or
  - b. Exposed aggregate; or
  - c. Brick pavers; or
  - d. Stamped concrete.

*Exception: When replacing an existing driveway with a new driveway, and no other work, which is subject to ARB approval, is being performed, then the new driveway may be replaced with the same material as existing.*

## VII. Adjournment

Chairman Gehringer asked for a motion to adjourn the October 10, 2019 Architectural Review Board. A motion was made by Member Strubert and seconded by Member Schroeder to adjourn the October 10, 2019 Architectural Review Board. The motion was approved unanimously by voice vote. The meeting was adjourned at 7:30pm.

**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 November 14, 2019 at 7:00 p.m. at the Frontenac Municipal Complex.

MINUTES RECORDED BY:

  
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 Angela McCormick, MPA, City Clerk

ATTEST:

  
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James Gehringer, Chair  
 Planning & Zoning Commission / Architectural Review Board