

**Agenda
City of Crystal Lake Park
Public Hearing and
Planning & Zoning Commission Meeting
The Lodge, 1050 Des Peres Road, Des Peres, MO 63131
January 13, 2011 at 7:00 p.m.**

Public Hearing

Accessory Structures and Setbacks

Planning & Zoning Commission Meeting

- I. **Call to Order**
- II. **Roll Call**
- III. **Approve Agenda**
- IV. **Approval of November 11, 2010 Planning and Zoning Commission Minutes**
- V. **Old Business**
 1. None
- VI. **New Business**
 1. Chair, P&Z/ARB – elect a new Chairperson
 2. Accessory Structures and Setbacks
- VII. **Vote to Close Meeting**
- VIII. **Adjournment**

Note: The next Planning & Zoning Commission is tentatively scheduled for February 10, 2011, at 7:00 pm at The Lodge.

**Minutes
of the City of Crystal Lake Park, Missouri
Public Hearing - Planning & Zoning Commission
The Lodge, 1050 Des Peres Road, Des Peres, MO 63131
January 13, 2011**

Public Hearing

Accessory Structures and Setbacks

Call to Order

Planning & Zoning Commission – Member Jim Gehringer called the Public Hearing to order at 7:00 pm. No members of the Public were present so the Public Hearing was conducted simultaneously with the meeting.

Planning and Zoning Commission (P&Z) / Architectural Review Board (ARB) members and City Staff:
Present: Vice Chair Marianne Stuart; Members, Tanya Blake, Jim Gehringer, Kevin Holland, Michael Preis, Jeff Rifkin, and Alderperson Phillip Bryant [non-voting]. Absent: Chairperson Rita Brinkmann.

Administrators: Present: Assistant City Attorney Lilian Doan, City Planner Ada Hood, and Recording Secretary Jonathan Carey-Voris. Absent: City Attorney Paul Martin and Building Inspector Neil Cantwell.

Approve Agenda

Member Bryant moved and Member Rifkin seconded the motion to approve the January 13, 2011, Agenda. The Commission unanimously agreed to approve the January 13, 2011, Agenda.

Approval of November 11, 2010, Planning and Zoning Commission Minutes

Member Bryant moved and Member Stuart seconded to approve the November 11, 2010, meeting minutes. The Commission unanimously agreed to approve them.

Old Business

None

New Business

1. Chair, P&Z/ARB – elect a new Chairperson

Member Evans and Chairperson Brinkmann resigned from the P&Z / ARB. Mayor Taylor will appoint replacements and will ask the Board of Alderpersons to confirm the appointments at the February 14, 2011 meeting.

Member Gehringer agreed to chair this meeting and moved to elect Member Rifkin as Chairperson starting at the next meeting. Member Bryant seconded the motion and the Commission voted as follows: Member Stuart – aye; Member Blake – aye; Member Gehringer – aye; Member Holland – aye; Member Preis – aye; Member Rifkin – aye. The motion passed.

Member Holland moved to elect Member Blake as Vice-Chairperson of the P&Z / ARB starting at the next meeting. Member Gehringer seconded the motion and the Commission voted as follows: Member Stuart – aye; Member Blake – aye; Member Gehringer – aye; Member Holland – aye; Member Preis – aye; Member Rifkin – aye. The motion passed.

2. Accessory Structures and Setbacks

City Planner Ada Hood noted the current City Code does not make setback provisions for accessory structures such as swimming pools and decks. Because of this, the setback for main structures must be applied to accessory structures as well. She noted that most communities have exceptions for the smaller structures. The P&Z agreed on the following rules for Accessory Structures in Crystal Lake Park:

1. Accessory structures shall be exempt from the aggregate setback requirements.
2. Accessory structures must comply with the front setback requirement.
3. Accessory structures shall not be built closer to the front lot line than the main structure.
4. Accessory structures measuring four (4) feet in height or less shall be set back at least five (5) feet from any rear lot line.
5. Accessory structures measuring in excess of four (4) in feet in height shall be set back at least ten (10) feet from any rear lot line.
6. Accessory structures shall be set back at least five (5) feet from any side lot line.
7. Accessory structures shall require appropriate buffering and screening.
8. Accessory structures may not be greater in height than the height of the main structure or twenty (20) feet in height, whichever is less.
9. Accessory structures shall not in total occupy an area equivalent to more than thirty (30) percent of the building footprint (excluding garage) of the main structure on the lot, and in no case shall occupy more than twenty-five (25) percent of the required rear yard of the lot.
10. No accessory building shall be closer than ten (10) feet to the principal building.
11. The above listed exceptions would apply to accessory structures, including, but not limited to detached garages, pool houses, cabanas, decks, gazebos, greenhouses, tool and garden equipment sheds, machinery or other storage sheds and swimming pools.
12. The Architectural Review Board may grant relief to allow accessory structures which do not comply with #3 and #7 through #9, as listed above in this section. Additionally, the Architectural Review Board may grant relief to allow accessory structures which do not comply with #5, but in no case shall any such structure be set back less than five (5) feet from the rear property line.
13. Amend Section 410.040.1a "Height: Chimneys, towers, monuments, cupolas, domes, spires, false mansards, parapet walls, and similar structures and necessary mechanical appurtenances may be erected as to their height in accordance with existing or hereafter adopted ordinances of the City of Crystal Lake Park" to clarify the maximum height and allow the ARB to grant relief for additional height.
14. Amend Section 410.040.2b "Area: Every part of a required yard shall be open and unobstructed from its lowest point to the sky, except for the ordinary projections of sills, belt courses, cornices, buttresses, ornamental features and eaves, provided however, that none of the above projections shall extend into a minimum side yard more than twenty-four (24) inches" to expand the exception to include the front and rear yard setbacks.
15. Amend Section 410.040.2c. "Area: Open or enclosed fireproof outside stairways and balconies which project not more than three and one-half (3½) feet into a yard and the ordinary projections of chimneys and flues may be permitted by the Building Commissioner where no obstruction to light and ventilation occurs" to also include deck stairways and bay windows.

Member Stuart moved these recommended set backs for accessory structures be approved and forwarded to the Board of Alderpersons for consideration at the February 14, 2011, meeting.

Chairperson Rifkin seconded the motion and the Commission voted as follows: Member Stuart – aye; Member Blake – aye; Member Gehringer – aye; Member Holland – aye; Member Preis – aye; Chairperson Rifkin – aye. The motion passed.

City Planner Hood will prepare a memo for Chairperson Rifkin's signature that will be sent to the Board of Alderpersons for consideration at the February 14, 2011, Board meeting.

Vote to Adjourn the Meeting

There being no further questions or business before the Commission, a Motion was made by Chairperson Rifkin and seconded by Member Holland to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 8:50 pm.

Next Meeting: The next meeting of the Planning & Zoning Commission is tentatively scheduled for February 11, 2011, at 7:00 pm at The Lodge, 1050 Des Peres Road, Des Peres, MO 63131.

MINUTES RECORDED BY: _____
Recording Secretary, Jonathan Carey-Voris

ATTEST: _____
P&Z Commission Acting Chair, Jim Gehringer