

**Agenda  
City of Crystal Lake Park  
Public Hearing and  
Planning & Zoning Commission Meeting  
The Lodge, 1050 Des Peres Road, Des Peres, MO 63131  
April 14, 2011 at 7:00 p.m.**

**Public Hearing**

**I. I. Comprehensive Plan**

**Planning & Zoning Commission Meeting**

**I. Call to Order**

**II. Roll Call**

**III. Approve Agenda**

**IV. Approval of March 10, 2011 Planning and Zoning Commission Minutes**

**V. Old Business**

1. Comprehensive Plan
2. Review the building height limit of 30-35 feet in all Districts and the restriction that District D must have two-car garages facing the street, no carports or one-car garages.

**VI. New Business**

1. None

**VII. Vote to Close Meeting**

**VIII. Adjournment**

***Note: The next Planning & Zoning Commission is tentatively scheduled for May 12, 2011, at 7:00 p.m. at The Lodge.***

**Minutes  
of the City of Crystal Lake Park, Missouri  
Planning & Zoning Commission  
The Lodge, 1050 Des Peres Road, Des Peres, MO 63131  
April 14, 2011**

**Call to Order**

Planning & Zoning Commission – Chairperson Jeff Rifkin called the meeting to order at 7:00 pm.

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

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

Others Present: None

**Public Hearing**

No members of the public attended the hearing. The Commission Members offered no changes to the draft of the City's Comprehensive Plan. Vice-chairperson Blake moved and Member Gehringer seconded a motion to close the hearing. The Commission unanimously approved the motion by voice vote and the Public Hearing it was closed at 7:08 pm.<sup>1</sup>

**Approve Agenda**

Vice-chairperson Blake moved and Member Gehringer seconded the motion to approve the April 14, 2011, Agenda. The Commission unanimously agreed to approve the April 14, 2011, Agenda.

**Approval of March 10, 2011, Planning and Zoning Commission Minutes**

Vice-chairperson Blake moved and Member Barrett seconded to approve the March 10, 2011, meeting minutes. The Commission unanimously agreed to approve them.

**Old Business**

**1. Crystal Lake Park's Comprehensive Plan**

The City's Comprehensive Plan was approved April 5, 2007. City Clerk Cathryn Terrell and Mayor Bonnie Taylor made preliminary edits to correct typos and minor formatting elements in April 2011. This draft was included in the Commissioners' packets for this meeting along with a copy of the current plan.

Member Gehringer moved to recommend accepting the changes. Member Barrett seconded the motion and the Commissioners voted as follows:

Chairperson Jeff Rifkin aye, Vice-chair Tanya Blake, aye; Members, Tom Barrett aye, Jim Gehringer, aye, Michael Preis aye, Marianne Stuart aye. Chairperson Rifkin declared the motion passed.

**2. Building Height requirements in all Districts of Crystal Lake Park**

City Planner Ada Hood introduced the subject and noted that at the last meeting the Commission asked how other Municipalities in St. Louis County handle this issue and to review University City's design guidelines. She stated that University City does not have design guidelines instead, the City requires the neighbors within 200 feet to be notified about new buildings and asked about the proposed building. She noted this can put neighbors in an adversarial position.

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<sup>1</sup> City Planner Ada Hood will prepare a recommendation to be presented to the Board of Alderpersons.

She then reviewed additional building heights in CLP noting many of the plans on file did not include elevations. Photos and maximum heights were shown for the following homes:

11928 Bedford Drive (29 feet); 11910 Crystal Drive (27 feet); 2225 Divot Drive (25 feet); 2112 East Drive (31 feet & 27 feet); 2146 Lakeview Drive (27 feet 6 inches); 11927 Mattox Court (27 feet 6 inches); 2143 Oak Drive (32 feet 6 inches); 2159 Oak Drive (28 feet); and 11920 Spring Drive (27 feet, 6 inches).

Ms. Hood noted the grade of the lot is significant in how a building's height is perceived. She also noted that breaking up of the roof line and set-backs of porches, etc. make the height appear less severe. She noted further that the proposed amendment to the definitions changes the way height is measured from grade level to curb level and that the method of measuring roof heights further reduces overall height allowances.

During a brief discussion, Member Stuart recommended the height in District D for 50 x 100 lots should be 25 feet instead of 30 feet.

Member Stuart moved to limit the height of new construction on 50 foot x 100 foot lots in District D be set at 25 feet. Member Pries seconded the motion and the Commissioners voted as follows:

Chairperson Jeff Rifkin aye, Vice-chairperson Tanya Blake, aye; Members, Tom Barrett aye, Jim Gehring, aye, Michael Preis aye, Marianne Stuart aye. Chairperson Rifkin declared the motion passed.<sup>2</sup>

City Planner Hood provided the following recommendation to amend the City code:

To revise the definition of building height, revise the maximum allowable building height and delete other references on how to measure building (other than the definition) as proposed in Exhibit A.

Member Barrett moved to approve this recommendation and Member Preis seconded it. The Commissioners voted as follows:

Chairperson Jeff Rifkin aye, Vice-chairperson Tanya Blake, aye Members, Tom Barrett aye, Jim Gehring, aye, Michael Preis aye, Marianne Stuart aye. Chairperson Rifkin declared the motion passed.

### **3. Garage restrictions in District D**

City Planner Hood opened a discussion with P&Z regarding the restrictions on garages and carports in District D: carports are not permitted and new homes must have a two-car garage.

During a brief discussion, Commission members expressed the opinion that this rule is too restrictive considering the size of many lots in District D and that the Architecture Review Board should address this on a case-by-case basis during its reviews.

City Planner Hood provided the following recommendation to amend the City code:

To eliminate the requirement for a two car garage in District D as proposed in Exhibit A.

Member Barrett moved to approve this recommendation and Member Preis seconded it. The Commissioners voted as follows:

Chairperson Jeff Rifkin aye, Vice-chairperson Tanya Blake, aye Members, Tom Barrett, aye Jim Gehring, aye, Michael Preis aye, Marianne Stuart aye. Chairperson Rifkin declared the motion passed.<sup>3</sup>

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<sup>2</sup> City Planner Hood will prepare a recommendation to be presented to the Board of Alderpersons.

<sup>3</sup> City Planner Hood will prepare a recommendation to be presented to the Board of Alderpersons.

**New Business** None

**Vote to Adjourn the Meeting**

There being no further questions or business before the P&Z, a Motion was made by Member Gehringer and seconded by Vice-chairperson Blake to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 8:00 pm.

**Next Meeting:** The next meeting of the Planning & Zoning Commission is tentatively scheduled for May 12, 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 Chairperson, Jeff Rifkin*