

**Agenda  
City of Crystal Lake Park  
Planning & Zoning Commission / Architectural Review Board Meeting  
Frontenac Municipal Complex 10555 Clayton Road, St. Louis, MO 63131  
October 13, 2011 at 7:00 p.m.**

**Architectural Review Board**

- I. Call to Order**
- II. Roll Call**
- III. Approve Agenda**
- IV. Approval of September 8, 2011 Planning and Zoning Commission/Architectural Review Board Minutes**
- V. Old Business—None**
- VI. New Business**
  - 1. Text Amendment- City initiated, i.e., Board of Alderpersons, petition regarding changes to Chapter 425 of the Land Use Regulations of the City of Crystal Lake Park related to fees and deposits.
  - 2. 11921 Spring Drive - Mr. and Mrs. Jim Hayes, Property Owners. Application to Architectural Review Board for consideration and approval of the design and materials associated with a new 2,345 square foot, 1 ½ story single family residence.
  - 3. 2158 Oak Drive - Ms. Phoebe D. Weil, Resident. Application to Architectural Review Board for consideration and approval of the design and materials associated with a new first floor studio and basement level garage, cabana, pergola and pool.
  - 4. CLP ARB - Process for Exterior Changes to Your Home - flowchart

**VII. 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 tentatively scheduled for November 10, 2011, at 7:00 p.m. at the Frontenac Municipal Complex**

**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  
October 13, 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: Present: Chairperson Jeff Rifkin; Members Tom Barrett, Jim Gehringer, Kevin Holland, Michael Preis, and Alderperson Phillip Bryant [non-voting]. Absent: Vice-chairperson Tanya Blake and Member Nancy Brooks

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

Others Present: Brian Smith, AIA and President of Gunn & Smith Architects, 6651 Dale Ave, St. Louis, MO 63139 representing Phoebe Weil resident at 2158 Oak Drive; Matthew Moynihan; Christina Nouicki; and Phoebe Weil (2158 Oak Drive); Jeff Day, Architect of Jeff Day and Associates, LLC 2722 Hampton Ave, Ste F, St. Louis, MO 63139 representing James and Erin Hayes, owners of 11921 Spring Drive; Kim Hibbs, Contractor; Erin O’Neill Hayes, property owner of 11921 Spring Drive.

**Approve Agenda**

Member Holland moved and Member Gehringer seconded the motion to approve the October 13, 2011 Agenda. The Commission unanimously agreed to approve the October 13, 2011 Agenda.

**Approval of September 8, 2011, Planning and Zoning Commission Minutes**

Member Gehringer moved and Member Holland seconded to approve the September 8, 2011 Meeting Minutes. The Commission unanimously agreed to approve them.

**Old Business - None**

**New Business - Architectural Review Board**

**1. Text Amendment- City initiated petition regarding changes to Chapter 425 of the Land Use Regulations of the City of Crystal Lake Park related to fees and deposits.**

City Planner Ada Hood presented her Memo to the ARB dated October 4, 2011.

The fees and deposits listed within the zoning code are not the current ones agreed upon by the Board of Alderpersons earlier this year. A Text Amendment is required to correct this. It is the City Planner’s suggestion that a Fee Schedule be adopted by the Board in lieu of listing them in the Zoning code. No changes to the fees and deposits are being proposed.

<b>Function</b>	<b>Fee</b>
Architectural Review	\$300.00
Administrative Approval ARB	\$50.00
Board of Adjustment	\$500.00

This issue will be presented at a Public Hearing at the November 14, 2011 Board of Alderpersons meeting after which it will be voted on as an Ordinance.

Members of the P&Z discussed issues observed in reviewing this change. It was asked if this would remove a check in the process if the P&Z is not involved in setting fees. Attorney Moore explained that setting fees is a budgetary issue and the function of the Board of Alderpersons and not the P&Z.

Board of Alderpersons Representative Phillip Bryant assured the P&Z that the Board looks at fees closely so the City is only recovering expenses incurred. Removing the fees from the Land Use Code would streamline the process.

Member Gehringer moved and Member Holland seconded the motion to recommend to the Board of Alderpersons that fees be removed from the City's code and published in a fee schedule. The board members voted as follows:

Chairperson Jeff Rifkin - Aye, and Members Tom Barrett – Aye, Jim Gehringer – Aye, Kevin Holland - Aye and Michael Preis - Aye. Chairperson Rifkin declared the motion passed.

**2. 11921 Spring Drive - Mr. and Mrs. Jim Hayes, Property Owners. Application to Architectural Review Board for consideration and approval of the design and materials associated with a new 2,345 square foot, 1 ½ story single family residence.**

City Planner Ada Hood presented her Memo to the ARB dated October 4, 2011.

The applicant is proposing to tear down the existing home at 11921 Spring Drive which sits on two lots (9 & 10) and build a new 1 ½ story home on the eastern lot. The plans were distributed to ARB members for review prior to the meeting.

Plans for the new home were distributed to ARB members for review in advance of the meeting.

Architect Jeff Day of Jeff Day and Associates, LLC addressed the Board. He showed samples of various materials, such as cultured stone, siding and shingles. He noted that this will be a “green” building effort so they are using materials that are made locally. Mr. Day noted that in 2010, his company designed the home for the Patney family at 11910 Crystal Drive.

After a brief discussion, Member Preis moved and Member Barrett seconded the motion to approve the plans and the board members voted as follows:

Chairperson Jeff Rifkin - Aye, and Members Tom Barrett – Aye, Jim Gehringer – Aye, Kevin Holland - Aye and Michael Preis - Aye. Chairperson Rifkin declared the motion passed.

**3. 2158 Oak Drive - Ms. Phoebe D. Weil, Resident. Application to Architectural Review Board for consideration and approval of the design and materials associated with a new first floor studio and basement level garage, cabana, pergola and pool.**

City Planner Ada Hood presented her Memo to the ARB dated October 4, 2011.

The applicant recently consolidated two 50' wide lots into a single lot measuring 100' by 100' deep and 10,000 square feet in area. The existing home sits on the northern part of the consolidated lot and the applicant is proposing to add an attached garage, swimming pool, cabana/pool house and a pergola (surrounding the pool along the south and ears) on the southern part of the lot. The proposed garage will feature a finished studio above. Although the garage is attached via a roof connecting to the main structure, all four walls are “party-walls” and the structure may be deemed an accessory structure.

At the October 28, 2010 Board of Adjustment meeting, the applicant applied for the following variances to allow the consolidation of the two lots and construction of the pool and accessory structures. At that time, accessory structures were bound by the same setback requirements as a main structure:

#	Variance Request	Status
1	9-foot variance to the side yard setback requirement to allow the lot consolidation with the existing home.	Granted
2	2-foot variance to the side yard setback requirement to allow the new pool.	Granted
3	21-foot variance to the side yard aggregate setback requirement.	Granted
4	19-foot variance to the rear yard setback requirement to allow the new pavilion	Denied
5	12.5-foot variance to the rear yard setback requirement to allow the new pool.	Granted
6	24-foot variance from the front and rear yard aggregate setback requirement.	Granted

The proposed garage/studio, pool, cabana and pergola comply with all setback requirements of the zoning code. The proposed garage features a below grade front-entry garage which is discouraged by the Design Guidelines. Additionally, the combined footprint of the accessory structures including the garage, exceed the maximum size allowed and are subject to consideration and approval by the ARB.

However, the majority of the excess coverage is a result of the pool and cabana which are open structures and visually do not contribute significantly to massing. The ARB is authorized to approve the proposed excess footprint coverage.

Brian Smith of Gunn & Smith Architects addressed the Board and presented boards illustrating the plans for developing the now vacant lot next to Ms. Weil's home at 2158 Oak Dr. Plans for these structures were distributed to ARB members for review in advance of the meeting.

There was a brief discussion as to whether the term garage should be used rather than accessory building. City Planner Hood noted that the CLP zoning code has rules for the "principal building" and all other structures are considered "accessory buildings."

She noted that earlier this year, specific provisions were added to the code for accessory buildings. These did not exist before which is why Ms. Weil had to obtain variances. Now that there are rules for accessory buildings, the variances are moot.

After a brief discussion, Member Preis moved and Member Gehringer seconded the motion to approve the plans and the board members voted as follows:

Chairperson Jeff Rifkin - Aye, and Members Tom Barrett – Aye, Jim Gehringer – Aye, Kevin Holland - Aye and Michael Preis - Aye. Chairperson Rifkin declared the motion passed.

#### 4. CLP ARB - Process for Exterior Changes to Your Home - flowchart

**Chair Rifkin presented the flow chart that was developed to explain the process. The intent is to include it on the web site for reference.<sup>1</sup>**

Members of the P&Z / ARB discussed the flowchart. Member Barrett asked if this matches the law. Member Gehringer explained that this is at a high level and an attempt to explain the process rather than summarize all of the rules. Chair Rifkin noted that this is in addition to all of the legal details. Member Barrett recommended adding a statement that this is not legally binding.

Attorney Moore noted that this is simply a visual aid to give an overview. She also noted that it shouldn't be incorporated into the Code.

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<sup>1</sup> Chair Rifkin will make changes to the master flow chart and include a revision date in the lower right-hand corner.

After this discussion, Member Barrett moved and Member Gehringer seconded the motion to approve the flow chart and the board members voted as follows:

Chairperson Jeff Rifkin - Aye, and Members Tom Barrett – Aye, Jim Gehringer – Aye, Kevin Holland - Aye and Michael Preis - Aye. Chairperson Rifkin declared the motion passed.<sup>2</sup>

**Vote to Adjourn the Meeting**

There being no further questions or business before the P&Z / ARB, Member Preis moved and Member Gehringer 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 8:10 p.m.

**Next Meeting:** The next meeting of the Planning & Zoning Commission is tentatively scheduled for November 10, 2011, at 7:00 pm at Frontenac Municipal Complex 10555 Clayton Road, St. Louis, MO 63131.

MINUTES RECORDED BY: \_\_\_\_\_  
*Recording Secretary, Jonathan Carey-Voris*

ATTEST: \_\_\_\_\_  
*P&Z Commission Chairperson, Jeff Rifkin*

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<sup>2</sup> Communications Coordinator Carey-Voris will upload the chart to the CLP web site.