



Agenda
City of Crystal Lake Park
Planning & Zoning Commission / Architectural Review Board Meeting
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131
November 10, 2016 at 7:30 p.m.

Architectural Review Board Meeting

I. Call to Order

II. Roll Call

III. Approve Agenda

IV. Approval of April 14, 2016 Planning and Zoning Commission / Architectural Review Board Meeting Minutes

V. New Business

1. Petition of Prestige Custom Homes for Architectural Review Board consideration and approval of the design and materials associated with a new single family residence at 2159 East Drive within District D of the City of Crystal Lake Park.

2. Petition of David Griesedieck for Architectural Review Board consideration and approval of the use of vinyl siding at the residence located at 11934 Bedford Drive within District D of the City of Crystal Lake Park.

VI. Annual Election of Officers

- 1. Chairman**
- 2. Vice Chair**
- 3. Secretary**

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 December 8, 2016, at 7:30 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, MO 63131
November 10, 2016 at 7:30 p.m.

Roll Call / Call to Order

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

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

Present: Chairperson Nancy Brooks; Members Tom Barrett, Peg Crockett, Jim Gehringer, Liz Negrau, Doug Posey, Jeff Rifkin, Cathy Strubert, Alderperson CarolAnn Giovando [non-voting]

Absent: None

Administrators: Present: City Planning Consultant Ada Hood; Recording Secretary & Communications Coordinator Jonathan Carey-Voris.

Absent: City Clerk Angela McCormick, City Attorney Paul Martin

Others present:

J. R. Mayer, Jr. Prestige Custom Homes—755 S. New Ballas Road, #210, St. Louis, MO 63141,
Phone: 314-997-2300; e-mail: jrm@prestigech.com

Elizabeth Allen, owner of 11802 Country Club Drive
John & Liz Schappe, owners of 2157 East Drive
Sally Vogt, owner of 2155 East Drive

Applicant David Griesedieck, owner of 11934 Bedford Drive, did not attend.

Approve Agenda—Member Negrau moved and Member Posey seconded a motion to approve the November 10, 2016 Agenda. The Commission unanimously agreed to approve it by voice vote.

Approval of April 14, 2016 P&Z / ARB Meeting Minutes—Member Negrau moved and Member Strubert seconded to approve the April 14, 2016 Meeting Minutes. The Commission unanimously agreed to approve them by voice vote.

Architectural Review Board Meeting

Old Business—None

Prior to the meeting, Ms. Hood sent two analysis Memos to the P&Z / ARB dated November 3, 2016. The Memos briefly summarized the two Projects being considered at the November 10, 2016 meeting.

The plans, application, and renderings were included in a digital packet that was sent to all members prior to the meeting and posted in Announcements on the City's web site on 11-3-2016.

New Business

1. Petition of Prestige Custom Homes for Architectural Review Board consideration and approval of the design and materials associated with a new single family residence at 2159 East Drive within District D of the City of Crystal Lake Park.

2. Petition of David Griesedieck for Architectural Review Board consideration and approval of the use of vinyl siding at the residence located at 11934 Bedford Drive within District D of the City of Crystal Lake Park.

1. Secretary Crockett read the Petition of Prestige Custom Homes for Architectural Review Board consideration and approval of the design and materials associated with a new single family residence at 2159 East Drive within district D of Crystal Lake Park.

Ms. Hood reviewed the plans for the Project showing the drawings on the overhead screen. She noted various details that met or did not meet the Architectural Guidelines. She noted that these are “guidelines” and the Board can approve Projects that do not meet them under special circumstances.

Discussion—The Board members asked many questions of J. R. Mayer and he responded with additional information that was not included in the packet. After that, the meeting was opened to members of the public in attendance. Elizabeth Allen who lives at 11802 Country Club Drive directly north of the proposed house asked several questions about preserving trees planted on the property line. John and Liz Schappe who live at 2157 East Drive, directly south of the proposed house also asked questions and Sally Vogt who lives at 2155 East Drive asked questions about the need for crews to respect the parking rules on East Drive. It’s a narrow street and there are also many children playing in the area. Residents also asked about how long this project would take. Mr. Mayer said that the time of year and weather are factors, but this kind of project usually takes about seven months.

The following list summarizes concerns expressed by the Board and residents:

Will silt fences be used?

How high the site will be padded and the total height of the house and the garage.

A landscaping and tree preservation plan

More detailed drainage plan with specifics about the location and size of swails on the sides and rear

A detailed photo of the garage door and color samples of the paint

Samples of the vinyl siding and colors (terms like earth tones are too vague)

Sample of the brick and roofing materials chosen

Plans to include a concrete driveway rather than asphalt

Vote for Approval— At this point, Chair Brooks called for a motion to approve Prestige Custom Homes' plans and materials for a new home at 2159 East Drive. Member Rifkin moved and Member Barrett seconded a motion to continue this meeting, citing the need to have more detailed information and to see samples of materials and colors.

Roll Call Vote: Chairperson Nancy Brooks -Aye; Members Tom Barrett – Aye Peg Crockett - Aye; Jim Gehringer – Aye; Liz Negrau -Aye, Doug Posey – Aye; Jeff Rifkin - Aye; Cathy Strubert –Aye;

Chairperson Brooks declared the motion passed.

City Planning Consultant Ada Hood will work with Mr. Mayer to obtain the detailed information. Mr. Mayer indicated that some of it can be sent electronically to Ms. Hood for forwarding to the Board. He will make arrangements with Frontenac Building Commissioner John Morgan to have material samples on display at Frontenac City Hall so Board members can view them.

The Board discussed having another meeting before the next scheduled meeting on the second Thursday in December. It was established that there could be a quorum for a meeting at Frontenac City hall at 7:00 p.m. on Thursday, November 17th. Recording Secretary Carey-Voris will inform City Clerk Angela McCormick to arrange for a meeting room.

2. Secretary Peg Crockett read the petition of David Griesedieck for Architectural Review Board consideration and approval of the use of vinyl siding at the residence located at 11934 Bedford Drive within District D in Crystal Lake Park.

Ms. Hood reviewed the plans for the siding project in rehabbing this home.

Discussion—The Board had several questions about the proposed siding material and wanted know why the proposed vinyl siding is of a lesser grade than the minimum specified. They also want to see material and color samples before making any decision.

Vote for Approval— At this point, Chair Brooks called for a motion to approve David Griesedieck use of vinyl siding on 11934 Bedford Drive. Member Negrau moved and Member Strubert seconded a motion to continue this meeting, citing the need to have more detailed information and to see samples of materials and colors.

Roll Call Vote: Chairperson Nancy Brooks -Aye; Members Tom Barrett – Aye Peg Crockett - Aye; Jim Gehringer – Aye; Liz Negrau -Aye, Doug Posey – Aye; Jeff Rifkin - Aye; Cathy Strubert –Aye;

Chairperson Brooks declared the motion passed.

City Planning Consultant Ada Hood will work with Mr. Griesedieck to obtain the detailed information and material and color samples. She will find out if he is available to attend the ARB meeting at 7:00 p.m. on Thursday, November 17th.

Annual Election of Officers

Current officers: President—Nancy Brooks, Vice President—Jim Gehringer, Secretary—Peg Crockett

Member Rifkin moved and Member Barrett seconded a motion to continue with the same officers. The motion was approved unanimously by voice vote.

Vote to Adjourn the Meeting: There being no further questions or business before the P&Z/ARB, Member Barrett moved and Member Rifkin seconded a motion to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:00 p.m.

Next Meeting: The next meeting of the Planning & Zoning Commission / Architectural Review Board is tentatively scheduled for November 17, 2016 at 7:00 p.m. 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: _____
Planning & Zoning Commission / Architectural Review Board Chair, Nancy Brooks