



Agenda
City of Crystal Lake Park
Planning & Zoning Commission / Architectural Review Board Meeting
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131
April 10, 2014 at 7:30 p.m.

Architectural Review Board Meeting

- I. **Call to Order**
- II. **Roll Call**
- III. **Approve Agenda**
- IV. **Approval of December 12, 2013 Architectural Review Board Meeting Minutes**
- V. **New Business**
 - A. **Request for review and recommendation of the Hunter Park Master Plan.**
- VI. **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 scheduled for May 8, 2014 at 7:30 p.m. at the Frontenac Municipal Complex.

**Minutes of the City of Crystal Lake Park, Missouri
Planning & Zoning Commission / Architectural Review Board Meeting
Frontenac Municipal Complex 10555 Clayton Road, St. Louis, MO 63131
April 10, 2014**

Call to Order

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

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

Present: Chairperson Jeff Rifkin; Members Krishnaan Anderson, Tom Barrett, Nancy Brooks, Jim Gehringer, Peg Crockett, Michele Ryan, Cathy Strubert, and Alderperson Kelly Larson [non-voting].

Absent: None

Administrators: Present: City Planner Ada Hood; Recording Secretary & and Communications Coordinator Jonathan Carey-Voris. Absent: City Attorney Paul Martin; City Clerk Angela McCormick

Others: Jay Wohlschlaeger and Shannon Mahoney, park planners from SWT Design, 7722 Big Bend Blvd, St. Louis, MO 63119 <http://swtdesign.com/>

Approve Agenda

Member Crockett moved and Member Barrett seconded the motion to approve the April 10, 2014 Agenda. The Commission unanimously agreed to approve it.

Approval of December 12, 2013 P&Z / ARB Meeting Minutes

Member Gehringer moved and Member Brooks seconded to approve the December 12, 2013 Meeting Minutes. The Commission unanimously agreed to approve them.

Architectural Review Board Meeting

New Business

- A. Request from the Mayor of Crystal Lake Park for review of and recommendation on the Hunter Park Master Plan.

Ms. Hood gave an overview of the Project presenting her Memo to the P&Z / ARB dated April 5, 2014.

- B. Jay Wohlschlaeger and Shannon Mahoney, park planners from SWT Design, presented the Master Park Plan and an Alternative Plan.

Mr. Wohlschlaeger provided an overview of the park planning process including the community's involvement in developing the Master Plan. This began with project initiation in a meeting in the Park in May 2013 and included data collection, program development, concept design, review of the concept, final design, and the Master Plan.

He noted that funds from Proposition P will become available this year and will double the amount of money available for grants. The City plans to apply for a construction grant from the Municipal Park Grant. In response to a question about whether the City could expect to get full funding for the project, he explained that the application includes a spreadsheet on which the individual elements are listed and prioritized. The amount of the grant varies depending on what is requested.

Discussion / Questions

The P&Z / ARB members were very positive about the Master Plan presented and expressed full support for the proposed walkway around the Park because it would allow residents with limited mobility to enjoy the Park.

In response to a question about maintenance, Mr. Wohlschlaeger noted that the splash pad would be the feature requiring the most maintenance since it would need to be shut down for the winter. Maintenance for the walkway and playground equipment would be minimal. The rain garden would require maintenance, but they plan to choose plants that would keep that at a minimum.

Vote to Approve the Master Park Plan

In response to a question posed by Member Peg Crockett, Ms. Hood noted that Ms. Crockett's role as Park Commissioner does not pose a conflict of interest. After discussion, Member Gehringer moved and Member Brooks seconded a motion to support the Master Plan for Hunter Park with these recommendations for the Board of Alderpersons:

1. That an electricity source be added to the Park so extension cords would not need to be run across Putter Lane for events such as the Picnic,
2. That the location of the splash pad be reviewed to ensure that it does not present a safety hazard for pedestrians on the walkway, and
3. That both stamped and colored concrete be considered if it is cost feasible.

Roll Call Vote: Chairperson Jeff Rifkin -Aye; Members Krishaan Anderson -Aye, Tom Barrett - Aye; Nancy Brooks -Aye, Peg Crockett - Aye; Jim Gehringer -Aye, Michele Ryan -Aye, Cathy Strubert -Aye

Chairperson Rifkin declared the motion passed.

City Planner Hood will send a memo to the Mayor documenting these recommendations.

Vote to Adjourn the Meeting

There being no further questions or business before the P&Z/ARB, Member Brooks moved and Member Barrett seconded a motion to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 8:27 p.m.

Next Meeting: The next meeting of the Planning & Zoning Commission / Architectural Review Board is tentatively scheduled for May 8, 2014, at 7:30 pm 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: _____
Architectural Review Board Chairperson, Jeff Rifkin