



Agenda
City of Crystal Lake Park
Planning & Zoning Commission / Architectural Review Board Meeting
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131
May 9, 2013 at 7:30 p.m.

Architectural Review Board Meeting

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. New Business
 - 1. Conceptual Meeting: Mr. and Mrs. Mike Dolan will discuss potential addition to existing home located at 2316 Cleek.

Planning & Zoning Commission Meeting

- V. Approval of February 14, 2013 Planning and Zoning Commission / Architectural Review Board Meeting Minutes
- VI. Old Business (none)
- VII. New Business—
 - 1. Election of Officers to fill the positions of Chairperson, Vice Chair, and Secretary
 - 2. Training
- VIII. 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 June 12, 2013, 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
May 9, 2013**

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 Cathy Strubert, Nancy Brooks, Peg Crockett, Tom Barrett, and Jim Gehringer. Absent: Members, Michael Preis, Michele Ryan, and Alderperson Kelly Larson [non-voting]

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

Others Present: Mike Dolan, 2316 Cleek Court, St. Louis, MO

Approve Agenda

Member Gehringer moved and Member Crockett seconded the motion to approve the May 9, 2013 Agenda. The Commission unanimously agreed to approve it.

Architectural Review Board Meeting

New Business

1. Conceptual Meeting: Mr. and Mrs. Mike Dolan will discuss potential addition to existing home located at 2316 Cleek.

Mr. Dolan noted that he and his wife have lived in Crystal Lake Park for four years and have three young children. They love the neighborhood, schools, and neighbors. Their house has three bedrooms and two baths. They want a larger home, but it is difficult to time selling their house and buying another one since homes in their price range in Ladue School District sell very quickly. So, they've been meeting with architects and builders and discussing plans to add a master bedroom and enlarge their kitchen. Mike noted that he is aware of CLP's Design Guidelines and has made the architects aware of them as well.

Member Gehringer noted that it helps ARB if the plans include a drawing showing how it fits in with the homes on either side.

Recording Secretary Carey-Voris mentioned that making the architect aware of the set back requirements is important because if there's a problem in that area they would need to apply for a Variance through the Board of Adjustment which would add to the cost and could delay the project. Member Brooks noted that it helps to bring sizeable samples of construction materials since it is sometimes difficult to make decisions with very small samples.

City Planner Hood noted that CLP is trying to limit the prominence of garages, but Mr. Dolan said they aren't planning to enlarge theirs.

Ms. Hood gave an overview of the process for applying for an Architectural Review. The Application is on the web site and includes a Checklist. She noted that it's for new construction and renovations, so some things won't apply to his project. She asked that their architect send electronic copies of plans to her via e-mail. The ARB meets on the second Thursday of the month and he would need to get plans to her two weeks in advance.

Planning & Zoning Commission Meeting

Approval of February 14, 2013 P&Z / ARB Meeting Minutes

Member Barrett moved and Member Crockett seconded to approve the February 14, 2013 Meeting Minutes. The Commission unanimously agreed to approve them.

Old Business - None

New Business—

1. Election of Officers to fill the positions of Chairperson, Vice Chair, and Secretary

These roles are currently filled by: Chairperson, Jeff Rifkin; Vice-Chair, Jim Gehringer; and Secretary, Nancy Brooks. After a brief discussion, Member Barrett moved to retain the current Officers for another year. The motion was seconded by Member Strubert. The Recording Secretary called the roll and the members voted as follows:

Chairperson Jeff Rifkin Aye; Members Cathy Strubert Aye, Nancy Brooks Aye, Peg Crockett Aye, Jim Gehringer Aye, Tom Barrett Aye. Chair Rifkin declared the motion passed.

2. Training—

City Planner Ada Hood and City Attorney Katherine Moore presented a training package to P&Z / ARB members. A copy of the presentation has been posted on the CLP web site for members who could not attend and for future reference.

Vote to Adjourn the Meeting

There being no further questions or business before the P&Z/ARB, Member Gehringer moved and Member Crockett seconded a motion to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:05 p.m.

Next Meeting: The next meeting of the Planning & Zoning Commission / Architectural Review Board is tentatively scheduled for June 13, 2013, 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