



Agenda
City of Crystal Lake Park
Planning & Zoning Commission/ Architectural Review Board Meeting
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, Missouri 63131
2nd Floor Training Room

September 12, 2019 at 7:00 p.m.

Planning & Zoning Commission/Architectural Review Board Meeting

I. Call to Order

II. Roll Call

III. Approve Agenda

IV. Approval of March 14, 2019 Planning and Zoning Commission / Architectural Review Board Meeting Minutes

V. Old Business

1. None

VI. New Business

1. Application to the Architectural Review Board for consideration and approval of the design and materials associated with the home at 2325 Cleek Court within District C of Crystal Lake Park.

VII. Discussion

1. Discussion on the Design Guidelines. Establish a Review Committee to determine whether the Design Guidelines need updating/revisions.

VIII. 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 October 10, 2019 at 7:00 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, Missouri 63131
2nd Floor Training Room

September 12, 2019 at 7:00 p.m.

Planning & Zoning Commission/Architectural Review Board Meeting

I. Call to Order - Architectural Review Board –Chair Jim Gehringer called the meeting to order at 7:00 p.m.

II. Roll Call

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

Present: Jim Gehringer (Chair), Doug Posey (Vice Chair), Members Carrie Schroeder, Peg Crockett (Secretary), Cathy Strubert, Alderperson Nancy Brooks (non-voting).

Absent: Tom Barrett, Nate Johnson.

Administrators: Present: City Planning Consultant Ada Hood; City Clerk Angela McCormick.

Absent: Communications Coordinator Jonathan Carey-Voris; City Attorney Paul Martin.

Others present: Peter and Laura Weitzel (2325 Cleek Court – Petitioners); Helen Lee, Architect (Tao & Lee Associates – 411 N. 10th Street, Ste. 402, St. Louis, MO 63130).

Chairman Gehringer stated that those present are welcome to speak during the meeting, ask questions of the board and the petitioner.

III. Approve Agenda

Chairman Gehringer asked for a motion to approve the agenda. Member Crockett moved and Member Posey seconded a motion to approve the September 12, 2019 agenda. The Commission unanimously agreed to approve the agenda by a voice vote.

IV. Approval of March 14, 2019 Planning and Zoning Commission / Architectural Review Board Meeting Minutes

Chairman Gehringer asked for a motion to approved March 14, 2019 Planning and Zoning / Architectural Review Board Meeting Minutes. Member Schroeder moved and Member Posey seconded a motion to approve the March 14, 2019 Planning and Zoning / Architectural Review



Board Meeting Minutes. The Commission unanimously agreed to approve the minutes by a voice vote.

V. Old Business

1. None

VI. New Business

1. Application to the Architectural Review Board for consideration and approval of the design and materials associated with the home at 2325 Cleek Court within District C of Crystal Lake Park.

Per the Memo submitted to the Architectural Review Board by City Planner Ada Hood, the subject property is located in District C near end of the street on the west side of the street. The lot measures approximately 98 feet in width by 99 feet in depth for a total of 9,750 square feet. The lot appears to slope down, slightly towards the south. However, the exact slope is not clear as grade elevations were not provided. The applicant has indicated they will do additional grading towards the south edge of the rear patio. The proposed addition will add 134 square feet on the first floor (expanded towards the rear of the home) and 882 square feet on the second floor. The new total size of the home will be 3,900 square feet with a 2,066 square foot building footprint (that's approximately 40% lot coverage; up 90% lot coverage allowed).

With the addition the home will be a full two-story home with a single story (existing) garage. The applicant has indicated the maximum height of the home will remain the same, approximately 21'7", as measured from average grade. The code allows up to 30' in height as measured from the curb elevation. Although, the building height from the curb elevation (which appears to be lower than the grade around the home, is not provided, it seems certain the height will not exceed 30'.

The new addition will feature all brick on the front elevation, and all cement siding on the sides and rear. In general, the materials will remain consistent with the existing materials, the setback into compliance. I have made a few annotations on the plans pointing to the issue. A detailed review of the plans follows:

Comprehensive Plan:

The City adopted Comprehensive Plan calls for a variety of housing styles to maintain the diverse architecture of housing in the community. The intent is to promote styles that were architecturally significant around the time the City was developed and feature high quality materials. The proposed home is designed with some craftsman design elements, popular in the early 1900s, and some traditional design elements. Both of these styles are architecturally significant in their own time period and have remained popular to date.



The Comprehensive Plan is specific that the size of new homes should respect the height of neighboring homes and preserve green space. The proposed addition maintains the style of the existing home. Although most homes on the block are split level or single story, including the two immediately abutting homes.

Zoning:

The proposed addition will comply with all zoning code regulations. The following table summarizes the zoning requirements:

	Zoning Requirement	Proposed
Height	2 stories and 30 feet (as measured from the curb grade)	2 stories and 21'7" + as measured from the average grade
Side Yard Setback	5 feet or 5%	10.8 feet and 14.5 feet (no change from existing)
Rear Yard Setback	25 feet or 20%	Approx. 33 feet
Front Yard Setback	15 feet	Approx. 28 feet
Lot Coverage Maximum	4,672 SF max footprint	2,066

Design Guidelines:

Applicability: The applicant is proposing to construct an addition to the existing home at the subject site, thereby triggering the Design Guidelines.

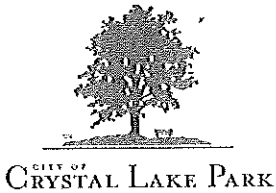
Elevation Articulation: The proposed home will be the proposed addition (front façade) will include many of the same colors, materials and architectural features as the existing home, including a second-story bay window. Additionally, the applicant is proposing several windows along the rear elevation to help break up the massing. There is some existing exposed concrete foundation on the rear and south side elevation which is in excess of 18". The addition will also have some exposed foundation, but it appears to be less than 18".

Roof: The proposed home features a gable roof. The proposed addition roof has a 12:6 pitch, while the existing roof pitch is 12:3.5.

Lot Coverage: The new total size of the home will be 3,900 square feet with a 2,066 square foot building footprint (that's approximately 40% lot coverage; up 90% lot coverage allowed).

Tree Preservation: There are no trees within the buildable area of the lot. The applicant is not proposing any tree removal. A tree preservation plan should be submitted as part of the building permit process.

Grading and Drainage: The applicant is proposing to regrade near the south edge of the



new patio slab. No retaining walls are proposed as part of this development. The applicant will need to submit a grading plan clearly showing how storm water and runoff will be accommodated, as part of the building permit process.

Garage: The existing garage will remain.

Building Materials and Color: The applicant is proposing to use brick on the front façade and cement on the rear and side elevations of the proposed addition. The proposed color palette will match existing. According to the plans there will be no change to the existing driveway.

Massing: The proposed addition will result in a full two-story home, while neighboring homes are split level or single story.

The only comment stated by City Planner Hood was that the home, after renovations, will be the only two-story home on the street but the homes are eclectic on this street and the design is keeping with the area around the home.

Recommendation:

It is recommended that the Architectural Review Board review the proposed plans and determine whether the design and materials of the addition meet the spirit of the Design Guidelines. I also make the following recommendations:

1. That the ARB determines whether the existing exposed foundation in excess of 18” is acceptable, everything that is new will comply with the painting of any exposed foundation; and
2. That the applicant brings to the ARB meeting proof of compliance with the building height, as measured from the grade at curb. Applicant brought amended site plan meeting the compliance measures; and
3. That the ARB determines whether the proposed addition roof pitch of 12:6 (existing roof pitch is 12:3.5) is appropriate; and
4. That a tree preservation plan is submitted as part of the building permit process, for staff review and approval, prior to permit issuance; and
5. That a grading plan showing how storm water runoff will be accommodated is submitted as part of the building permit process, for staff review and approval, prior to permit issuance.

Chairman Gehringer asked about the requirements for the grading plan.

Ms. Lee, the applicants architect stated that they are working with a civil engineer and the building permit will have detailed plans including elevations and a grading plan.

City Planner Hood stated that the grading plan will be part of the building permit process. The grading plan will be submitted with the building permit.



Member Crockett stated that she is concerned about the tree plan in the back yard for surface run off.

The homeowners/petitioners (Peter and Laura Weitzel) stated that there is a low spot in the back yard, that will not change.

Ms. Lee, Architect stated that they will be installing a patio and will be doing grading up to the patio. There are no major changes to the outside of the property, mostly interior. She provided samples, using the same material to match the existing home. They will re-roof the whole home for consistency. They are only adding 150 square feet on the ground and building above the living room.

Chairman Gehringer stated that the issue is grading and water damage to the neighbor's property; there is a need to know how the grading will affect the backyard. He requested that the petitioners provide a solution with the grading plan being that it will be reviewed by the city planner and building commissioner.

Ms. Lee, Architect stated that the petitioner will have a civil engineer, THD Design, create a grading plan.

City Planner Hood stated that she is confident that between her and the building commissioner that they can review and ensure that the grading will be satisfactory.

Chairperson Gehringer called for a motion to approve the petition with modification to include a grade assessment and impact on adjoining properties leaving to the city planner and building commissioner to approve the grading plan submitted by Peter and Laura Weitzel (2325 Cleek Court – Petitioners) and Helen Lee, Architect within District C of the City of Crystal Lake Park. Member Crockett moved and Member Schroeder seconded the motion to approve the petition submitted by Peter and Laura Weitzel (2325 Cleek Court – Petitioners) and Helen Lee, Architect with modifications as approved by the Architectural Review Board of design and materials associated with a home addition at 2325 Cleek Court within District C of the City of Crystal Lake Park.

The motion is approved subject to the following:

Roll Call Vote: Chair Jim Gehringer - aye, Members Carrie Schroeder - aye, Peg Crockett - aye, Doug Posey - aye, Cathy Strubert – aye, Nate Johnson – absent, Tom Barrett – absent

Chairperson Gehringer declared the motion passed.



VII. Discussion

Discussion on the Design Guidelines. Establish a Review Committee to determine whether the Design Guidelines need updating/revisions.

Chairman Gehringer stated that the board is charged with reviewing the guidelines and form a committee if any changes are to be made. He stated that the ARB would hold meetings to discuss want changes they want to make.

City Planner Hood stated use of materials (i.e. siding) and trees should be reviewed. She stated that it is a good thing for a city to be pro-improvement and pro-investment. She stated that the issue is with vinyl siding, there is some siding that is really nice but people do not go with that initially.

Aldersperson Brooks asked if the guidelines have specifics about the type, size of siding, grad of sidings.

City Planner Hood copies and pastes the specifics in a reply to the applicant from the guidelines.

Aldersperson Brooks stated that it would make sense to revise the guidelines to allow for vinyl sidings to specifications.

Member Crockett stated that if the board amend the language to allow the city planner and building commissioner to give administrative approval it would streamline the process.

Aldersperson Brooks stated that in terms of siding, size and type are the issues.

Member Schroeder asked what language we would be changed in the guidelines.

City Planner Hood stated that the board would need to quantify the specifications for the vinyl siding. The board would need to determine the quality of vinyl siding, and if approved administratively, what qualifications would the board prefer be used.

Aldersperson Brooks asked if someone is just replacing siding to siding could this be done administratively.

Chairman Gehringer stated that there could be a reduction in the cost to come to ARB which would be something that needed to be checked with the Board of Alderspersons.

City Planner Hood stated that the ARB does not review a lot of projects, many have been approved administratively.



Chairman Gehring stated that the current system is functioning pretty well and that he does not see people coming here with plans too often for review that require them to come here. However, the city needs to up the standards for the siding.

City Planner Hood recommended that the board review the guidelines and limit the types/amount of siding of different materials to no more than three.

Alderson Brooks stated that the only thing the board should give up is the even exchange of vinyl siding.

Member Posey stated that what they can approve is crystal clear.

Member Schroeder stated that if the owner is replacing siding with another siding, if color compatible and sizing, it can be administratively reviewed.

City Planner Hood stated that she will put something together and check with the city attorney. She will check to make sure not in the Zoning Code to see if needs to change the Zoning Code for proper procedures.

Member Crockett stated that she wanted to discuss driveways and the use of asphalt.

Alderson Brooks stated she thought it was more of a preference.

Member Crockett stated that tinted concrete and stamped concrete costs \$1,200 or more to meet these guidelines. She asked that the board consider permeable surfaces and water run off for driveways.

City Planner Hood stated that if the residents want materials different from the guidelines, they can come to the ARB and proposed different driveway materials including special consideration from ARB for permeable asphalt or alternatives.

Member Crockett stated that instead of it triggering the design guidelines and be practical, do driveways have to be cookie cutter.

Chairman Gehring stated that he prefers not to open the city up to asphalt, but that he was not sure about permeable asphalt.

City Planner Hood stated that the board could add asphalt review as a case by case basis. As people invest in their homes, it does change the look of the neighborhood if there are large areas of concrete. Guidelines are designed to preserve and not have a sea of concrete.

Alderson Brooks asked if asphalt could be added as a potential material for ARB review.



Chairman Gehring stated to consider replacing asphalt with asphalt, concrete replace with concrete.

City Planner Hood stated that she is not opposed to asphalt she is opposed to wide, gray concrete driveways. She is not sure the guidelines are the only solution and/or the best solution.

Member Schroeder stated that with driveways/new buildings, the type of driveway would be involved with the design. If a resident is just replacing a new driveway, if existing, they shouldn't need to ask permission. If the resident is making larger changes that require ARB review then we discuss driveway. If just replacing the resident should then be allowed to replace for like materials.

Chairman Gehring stated that the board should ease the restrictions except in terms of a new build then that would trigger ARB review. The guidelines should stipulate that the replacement of the same materials is allowed. The board can discuss adding asphalt as a material, however, concrete is better and the city use to have asphalt curbs; concrete curbs are more permanent.

City Planner Hood stated that for projects that do not have to go to the ARB, the guidelines can allow for the replacement of like for like, remove tinted, stamped requirements.

Member Crockett asked to discuss tree preservation to consider replacing like trees with like trees. She was told by building inspector that the trees had to be like for like.

Aldersperson Brooks stated that trees are individual for each lot.

City Planner Hood stated that trees should be replaced with the like species when feasible. She asked Member Crockett to put together a list of trees to consider for the guidelines.

Aldersperson Brooks asked if tree preservation comes up in a larger project which would come before the ARB.

Member Crockett stated that residents need to be encouraged to plant trees.

Chairman Gehring stated that the board should we decide what kind of trees they can plant.

City Planner Hood stated that there is a tree recommendation list available that do not need ARB approval.

Member Schroeder recommended that a list the trees that are acceptable be created.

Chairman Gehring stated the he wants to make sure that the building commissioner ensure that the technical issues are met in terms of the building itself.



City Planner Hood asked the board for input about the ARB fees.

Member Strubert recommended \$50 for ARB review.

Alderson Brooks stated that the fees have to cover the basic fees to have the meeting. The board would need to establish guidelines for administratively approve items.

Chairman Gehring stated that the board made enough of a headway on guidelines. He asked City Planner Hood to make recommendations and work with the building commissioner's interpretation on the guidelines.

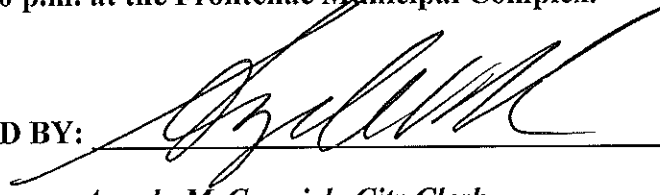
VIII. Adjournment

Chairman Gehring asked for a motion to adjourn the September 12, 2019 Architectural Review Board. A motion was made by Member Strubert and seconded by Member Crockett to adjourn the September 12, 2019 Architectural Review Board. The motion was approved unanimously by voice vote. The meeting was adjourned at 8:15pm.

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.

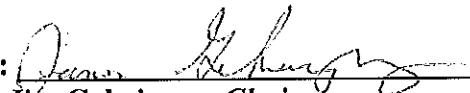
The next Planning & Zoning Commission / Architectural Review Board Meeting is scheduled for October 10, 2019 at 7:00 p.m. at the Frontenac Municipal Complex.

MINUTES RECORDED BY:



Angela McCormick, City Clerk

ATTEST:



Jim Gehring, Chair
Planning & Zoning Commission / Architectural Review Board