



Minutes
City of Crystal Lake Park
Planning & Zoning Commission
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131
February 14, 2013 at 7:30 p.m.

Planning & Zoning Commission Board Meeting

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approval of November 8, 2012 Planning and Zoning Commission / Architectural Review Board Meeting Minutes
- V. Old Business
- VI. New Business
 - A. City initiated petition to consider legislation amending Design Guidelines of the City of Crystal Lake Park that relate to vinyl siding.
- 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.



**Minutes of City of Crystal Lake Park
Planning & Zoning Commission
Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, MO 63131
February 14, 2013 at 7:30 p.m.**

Planning & Zoning Commission Board Meeting

Call to Order

Planning & Zoning Commission – Chairperson Jeff Rifkin called the meeting to order at 7:35 p.m.

Planning and Zoning Commission (P&Z): Present: Chairperson Jeff Rifkin; Members Michele Ryan, Nancy Brooks, Peg Crockett, & Jim Gehringer, Tom Barrett. Absent: Members Cathy Strubert, Michael Preis, and Alderperson Kelly Larson [non-voting]

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

Approve Agenda

Member Gehringer moved and Member Brooks seconded the motion to approve the February 14, 2013 Agenda. The Commission unanimously agreed to approve the agenda.

Approval of November 8, 2012 P&Z / ARB Meeting Minutes

Member Gehringer moved and Member Barrett seconded to approve the November 8, 2012 Meeting Minutes. The Commission unanimously agreed to approve them.

Old Business -

A. City initiated petition to consider legislation amending Design Guidelines of the City of Crystal Lake Park that relate to vinyl siding.

City Planning Consultant Ada Hood presented an overview of the housing market in Crystal Lake Park. With younger families moving in, and tear down homes coming up, the city embarked on developing design guidelines to set standards for redevelopment. And though they are not zoning regulations, which are required, design guidelines are standards upheld by the Architectural Review Board (ARB). Each application is different.

In the original design guidelines, it was determined that vinyl siding was not high quality. In recent applications, applicants wanted to use high-quality vinyl siding that would be aesthetically pleasing and look well over a period of time. Earlier concerns were that vinyl had many degrees of quality, and what the city saw was poorly-installed, with the cheapest siding available. Based on input from one of the last applicants, the Architectural Review Board/Planning and Zoning Commission decided to discuss whether to allow vinyl siding and under specific circumstances. An architect spoke to the Board/Commission. Based upon input from that discussion, Ms. Hood developed the following proposed wording.

Vinyl siding may be approved by the Architectural Review Board under the following conditions:

- .042 inches (minimum gauge)
- 5” maximum exposure
- Foam-backed if greater than 5” maximum exposure
- Fascia and band board trim must be customized for home/application

Planner Hood summarized the process for amending the design standards. The Zoning Code is part of the land use section, which requires the Planning & Zoning Commission to make a recommendation to the Board of Alderpersons.

Member Ryan asked about in case of fire, could a low income individual afford a higher grade vinyl.

Member Crockett noted the criteria for aesthetics and does not want to change the guidelines. Member Gehringer asked if the members agree with Member Crockett. The rest of the members said they would like to add stipulation for vinyl siding. Then the commission began a discussion on different grades.

Member Barrett suggested the following:

- .042 inches (minimum gauge)
- 5" maximum exposure unless foam-backed
- Fascia and band board trim must be customized for home/application

Member Ryan asked about the request for customized trim. City Planning Consultant Hood noted customized fascia and band board are well put together and look well put together. The architect who spoke to the commission last year recommended this insertion.

Discussion entailed about cost to builder and cost to resident, and whether the board would be putting hardship on resident who live modestly.

Member Barrett noted that the commission has the authority to deny sub-par applications, since the guidelines state to "discourage" vinyl siding.

Member Gehringer noted we are not setting maximum standards, we are setting minimum standards.

City Planning Consultant Hood stated that the commission reviews each application, each specific site, and has the authority to approve or deny particulars.

City Attorney Moore researched acts of God pertaining to rebuilds and found the Crystal Lake Park code requires a variance when a non-conformity is destroyed in excess of 60%, Chair Rifkin made a motion seconded by Member Barrett to provide Board of Alderpersons with a positive recommendation including a public hearing for the following textual change:

Vinyl siding, as a primary material, may be approved by the Architectural Review Board under the following conditions:

- .042 inches (minimum gauge)
- 5" maximum exposure unless foam-backed
- Fascia and band board trim must be customized for home/application

Member Gehringer – aye; Member Ryan – abstain; Chair Rifkin – aye; Member Barrett – aye; Member Brooks – aye; Member Crockett – no. Motion failed. City attorney Moore stated a public hearing is still required. The issue will go before Board of Alderpersons.

New Business-

A training session will be held at the next scheduled meeting - March 14 meeting 7:30 p.m.

Vote to Adjourn the Meeting

There being no further questions or business before the P&Z/ARB, Member Barrett moved and Member Brooks seconded a motion to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 8:25 p.m.

Next Meeting: The next meeting of the Planning & Zoning Commission / Architectural Review Board is tentatively scheduled for March 14, 2013, at 7:30 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: _____

City Clerk, Amy Cutrell

ATTEST: _____

Planning and Zoning Commission Chairperson, Jeff Rifkin