

MINUTES OF THE REGULAR MEETING
OF THE ARCHITECTURAL REVIEW TASK FORCE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON WEDNESDAY, JANUARY 14, 2015

BE IT REMEMBERED that the Architectural Review Task Force of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd., in said City on Wednesday, January 14, 2015. The meeting convened at 7:31 a.m.

ROLL CALL

Present:	Kurt Krueger	-Chairman
	Terry Beiter	-Member
	Thomas Ortmann	-Member
Absent:	Kevin Studer	-Member

Also in attendance were Scott Haggerty, Phil Hesse and Bryson Baker

APPROVAL OF MINUTES OF THE JUNE 12, 2014 MEETING

Copies of the Minutes of the June 12, 2014 Board of the Architectural Review Task Force meeting were distributed to the members for their review. Mr. Beiter made a motion to approve the minutes as submitted. Mr. Ortmann seconded the motion and it was unanimously approved.

GOAL – DISCUSS THE PURPOSE OF ARCHITECTURAL GUIDELINES AND AN ARCHITECTURAL REVIEW BOARD.

Alderman Krueger explained the purpose of this Task Force was to be able to go back to the Economic Development Committee with recommendations on how the City should proceed with architectural review standards or a process for architectural review. Alderman Krueger stated that he is asking for members to look at surrounding communities near or far to be able to develop a model/process to bring to the table for discussion to make a recommendation to Economic Development Committee for incorporation into the Comprehensive Plan. He stated that he doesn't want potential developers avoiding the City of Sunset Hills for the reason of being a difficult City to deal with. Alderman Krueger stated that it is important for the City to come up with standards because there are some corridors that need development and redevelopment and without the guidelines in place the future developments can't be guided. He stated without the guidance the City is left within the hands of the developer.

Alderman Krueger stated that once the guidelines are developed the decision of who will enforce the guidelines will need to be made. He stated the enforcement could be made by a staff review or even an outside source.

Mr. Beiter agreed that would be a way to handle it. In his past affiliation with another municipality the architectural review committee would be a sub-committee of the Planning and Zoning Committee. Alderman Krueger asked if it followed the channel that Sunsets Hills currently uses but diverts architectural review to a sub-committee. Mr. Beiter stated that was correct. He stated the sub-committee reported to the Planning and Zoning Committee. Alderman Krueger asked if the sub-committee were members of the Planning and Zoning Committee. Mr. Beiter stated yes they were Planning and Zoning members. Mr. Beiter stated this method worked ok but a better solution would be to review other municipalities. He stated a neighboring City, Kirkwood has an entire section in their ordinance that deals with Architectural Review by providing standards and guidelines. Mr. Beiter stated that he followed up and printed some material from the website. He stated on the website there is an application document that lists guidelines along with illustrations of what is expected of the developer.

There was discussion among the members of which method would be more beneficial. The one item that needed to be considered when deciding on a method was how much time the process would take. The timeliness of the process would need to fall within limitations of the property under contract. Mr. Ortmann stated in other cities the permit process continues to proceed even if the developer is required to meet with the Review Board. He stated when working in Sunset Hills the permit can't start in St. Louis County until the Sunset Hills requirements are met therefore the time is always longer. Alderman Krueger stated this was good information to consider in establishing a method. Alderman Krueger stated that another thing to consider in the process is to examine when a developer wants to use an existing facility with site improvements in place versus when a developer is building new across the street. There are two sets of standards and they are totally different. He stated the standards for both need to be the quality the community deserves. He stated new development and redevelopment needs to be considered when developing these standards. Alderman Krueger stated that the guidelines need to be established to provide consistency so things don't look out of place years down the road. Alderman Haggerty stated there should also be guidelines for residential along with commercial.

Alderman Krueger stated that in establishing the guidelines there needs to be a level of professionalism to give the committee creditability. This information will help us in moving forward in determining what to take before the Board. Alderman Krueger stated there are three processes with two different types of guideline discussed this evening. He stated the less information within, the less continuity there will be. He stated it is also important to keep the vision of the developer alive within all these established guidelines so they are not forced to look elsewhere.

Mr. Ortmann stated the guidelines can't be written loosely or developers will not have control of costs. The guidelines need to be firm enough so when the developer gets to the Board the developer is always aware of their costs involved.

Alderman Krueger stated that the process was good but there needed to be input on the guidelines. He asked the members to review the guidelines for various communities and see if they think these guidelines make sense for the City of Sunset Hills. He stated our guidelines can be established from following the already implemented guidelines from these cities. Mr. Baker stated the City doesn't want every building to look the same with a different name on it. Our goal would be to have all the buildings to look good. Alderman Krueger stated that he would make sure all the members received a hard copy of Kirkwood and Wentzville Architectural Review Board paperwork and then discuss at the next meeting.

OTHER MATTERS

There were none.

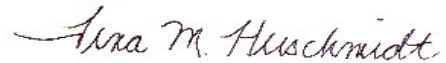
NEXT MEETING DATE

The next meeting date will be on January 28th at 7:30 a.m. in the Public Works conference room.

ADJOURNMENT

Mr. Beiter made a motion to adjourn the meeting at 8:50 a.m. Mr. Ortmann seconded the motion, and it was unanimously approved.

Recording Secretary,

A handwritten signature in cursive script that reads "Tina M. Heischmidt".

Tina M. Heischmidt