

MINUTES OF THE REGULAR MEETING  
OF THE ARCHITECTURAL REVIEW TASK FORCE  
OF THE CITY OF SUNSET HILLS, MISSOURI  
HELD ON WEDNESDAY, FEBRUARY 4, 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, February 4, 2015. The meeting convened at 7:30 a.m.

ROLL CALL

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

Also in attendance were Nick Dragan and Phil Hesse. Bryson Baker arrived at 8:10.

**APPROVAL OF MINUTES OF THE January 14, 2015 MEETING**

Copies of the Minutes of the January 14, 2015 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. Alderman Krueger seconded the motion and it was unanimously approved.

**Review and discussion of –**

- **Kirkwood ARB guidelines and process**
- **Wentzville ARB guidelines and process**
- **Webster Groves ARB guidelines and process**

Alderman Krueger stated that the members had received the Kirkwood ARB guidelines via a mail packet. He stated they are a great example of a true ARB review board. He stated they provide good guidelines, are well organized and fairly restrictive. Aldermen Krueger stated that being too restrictive could be negative for a developer. He asked what the members thought about these guidelines.

Mr. Beiter stated that he reviewed the Kirkwood ARB guidelines and when reviewing it for Sunset Hills use, there are some items that come to mind. He stated that Kirkwood deals with historic districts and older areas combining commercial and residential areas. He stated it may be best to consider commercial buildings and signage, and omitting residential at this point.

Maybe it should be recommended to the Board of Aldermen this way and get their input. In approaching it this way the pages could be cut to 18 instead of 32 pages.

Alderman Krueger stated that the goal of this committee is to be able to go to the Comprehensive Plan Committee with a recommendation of how or if the City should move forward with ARB guidelines. After that recommendation is decided it is the hope that this committee would develop the guidelines.

Alderman Krueger stated Kirkwood has great guidelines. He also stated that Wentzville is positive. Wentzville has incorporated guidelines similar to Kirkwood into their comprehensive plan and it is followed as guidelines defined for the developer within the zoning district codes. Alderman Krueger stated it may be beneficial to have that within the residential code as there may be more opportunities for residential development. An example of where this could take place is the tornado area.

After discussion among the members, commercial and residential developments should be considered as part of the ARB.

Mr. Dragan stated that his subdivision has architectural guidelines. He stated he would get a copy to the members. The members discussed having that to review would be helpful.

Mr. Beiter stated he liked that general guidelines would become part of the comprehensive plan. Planning and Zoning would consider the establishment of the sub-committees that review the different areas. Alderman Krueger questioned whether the City staff was currently available. He suggested that could be addressed by the outsourcing of staff to address a particular area within their expertise. Alderman Krueger stated the three ways to accomplish the process was staff, consultants or a Board/Committee. He also asked with a Board/Committee would a professional still be needed. There was a discussion among the members stating that would depend on who makes up the board.

Alderman Krueger stated that in order to move forward this is what should be done before the next meeting. He stated for the next meeting each member should decide what the best process is, who or what make the process, and if there are examples, include them so they can be used in the process being developed. Each member will come in with a process and be ready to state why it is the best process, rather than critiquing the pro's and con's used to develop each process. Alderman Krueger stated that after doing this, a process can be developed with a consensus to go before the comprehensive plan committee. He stated that all communities have positive traits so developing a process to enhance our community would be our goal.

The members reviewed the timeline available in order to get something ready for the comprehensive plan committee. They decided to reconvene on March 4<sup>th</sup> prepared with the example process each member comes up with.

Alderman Krueger asked Mr. Baker to clarify the process of coming through Planning and Zoning. He asked if full elevations were being received even if it is for a CUP. Mr. Baker stated no. Alderman Krueger stated that is where some guidelines are getting missed. Mr. Baker stated a full set of plans is received but not forwarded on to Planning and Zoning. Alderman Krueger asked if that is when the architectural review is being done. Mr. Baker stated it is not an architectural review but a zoning review and whatever is included in the guidelines of the city code. Alderman Krueger stated the object of the task force is not to develop a bunch of rules and restrictions but rather a concise set of guidelines for a developer to follow.

Mr. Baker asked if this Task Force would be taking the recommendation to the Comprehensive Plan Committee and if so, what would they do with it. Alderman Krueger stated he expected it would be incorporated into the Comprehensive Plan or make recommendations to Planning & Zoning. Mr. Baker stated he would speak with Houseal Lavigne Associates to get a cost of incorporating this into the Comprehensive Plan.

**OTHER MATTERS**

There were none.

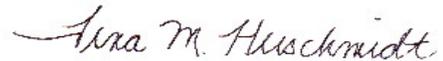
**NEXT MEETING DATE**

The next meeting date will be on March 4th at 7:30 a.m. in the Public Works conference room.

**ADJOURNMENT**

Mr. Beiter made a motion to adjourn the meeting at 8:45 a.m. Alderman Krueger seconded the motion, and it was unanimously approved.

Recording Secretary,



Tina M. Heischmidt