MINUTES OF THE REGULAR MEETING

OF THE ARCHITECTURAL REVIEW TASK FORCE

OF THE CITY OF SUNSET HILLS, MISSOURI

HELD ON WEDNESDAY, JUNE 10, 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, June 10, 2015.   The meeting convened at 7:35 a.m.

ROLL CALL

Present:	Kurt Krueger	-Chairman
	Kevin Studer	-Member
	Terry Beiter	-Member
	Thomas Ortmann	-Member
	Bryson Baker	-City Engineer (Arrived late)
	Tina Heischmidt	-Recording Secretary
Absent:	Phil Hesse	-Ex-Officio Member

Copies of the Minutes from May 6, 2015 and May 20, 2015 of the Architectural Review Task Force were distributed to the members for their review.   Mr. Beiter made a motion to accept the May 6, 2015 Minutes as submitted. Mr. Ortmann seconded the motion, and it was unanimously approved. Mr. Beiter made a motion to accept the May 20, 2015 Minutes as submitted. Mr. Studer seconded the motion, and it was unanimously approved.

FINAL RECOMMENDATION TO P&Z

a)   ARB as addition to Zoning with guidelines in the Comprehensive Plan

Alderman Krueger stated the final recommendation to Planning & Zoning is outlined in the May 20, 2015 meeting minutes. He stated this task force was appointed by the former Mayor, and the response should be to Planning and Zoning. They are the recommending body that will propose the process and/or concept of an ARB to the Board of Aldermen. If approved the Board of Aldermen would write the ordinance. He stated that he would like clarification of that from both Mr. Baker and Houseal Lavigne Associates. He stated that we have not received any information about the cost of incorporating the ARB guidelines in the comprehensive plan and or separate writing of zoning ordinances for an ARB from Houseal Lavigne Associates. He would like the costs to be a part of the recommendation.

Aldermen Krueger stated that he would recap in a single document and redistribute it to the Task Force to present to Planning and Zoning Committee and the Board of Alderman. There was discussion among the members of contacting a local company to get the cost of incorporating ARB guidelines into the comprehensive plan and/or writing zoning ordinances. This will allow for a better comparison if/when Houseal Lavigne gets back to us with their fees/costs for this.

Alderman Krueger stated Wentzville had a combined comprehensive plan and revised zoning ordinance. He stated this is what the Comprehensive Planning Committee

has been leaning towards with Houseal Lavigne. He stated that from his understanding they are supposed to incorporate some guidelines within their plan. However they are general guidelines as opposed to definitive. A member suggested district specific guidelines. Alderman Krueger stated that Houseal Lavigne needs to take into consideration that there are currently approved developments that meet guidelines under the current comprehensive plan but may not under the new one and cannot be changed.

Alderman Krueger stated that he will go through all the meeting minutes and make a recommendation to the Committee's and the Board. He stated that it is apparent that the ARB will not follow through the comprehensive plan and follow its time line as he had hoped.

b)   Authority recommended as consultant

A member stated that the Task Force had discussed that it would be a consultant working 20 hours a week. Alderman Krueger stated that in the minutes it was decided that it would be best served to be an individual professional whether it be a hired consultant or a volunteer. He stated that he has found a half of dozen members of our community that are licensed architects. Alderman Krueger stated he would reach and encourage them to get involved with our community. A member asked if we are only looking at Sunset Hills residents for the authority. Alderman Krueger stated no, he was just hoping they could find a volunteer. A member asked that if instead of budgeting for the cost if we could charge a fee to the submitting party. Alderman Krueger stated they could charge an architectural review fee. A member asked about a means to appoint a person. Alderman Krueger stated that all of the legalities of the zoning would need to get incorporated including who writes it and approves it. He stated that it should either be a continuation of this committee that spear heads the ARB or a new committee.

There was discussion as to why it is important to have an ARB as the city does not want to alienate or cause a business to leave. Without an ARB and ordinances in place we cannot ask a developer to build within a specific architectural style. If we create ordinances and an ARB developers will know what the architectural style criteria is before coming in.

Alderman Krueger asked Ms. Heischmidt if there needs to be another meeting to discuss the conclusion and recommendation to the board or could it be submitted as a recommendation as a committee to Planning & Zoning. Ms. Heischmidt stated that is fine. Alderman Krueger stated that any communication between and the next Planning & Zoning meeting he will copy the City Clerk on. Ms. Heischmidt asked that Mr. Jones be copied as well so the discussion meets the Sunshine Law requirement. She confirmed that the Task Force would not be taking a vote.

Alderman Krueger stated he would present the recommendation that an ARB is necessary, explain the process, authority and how the task force came to this conclusion. Alderman Krueger stated the goal of having an ARB in Sunset Hills is not to restrict development.

c)   Process simultaneous with P&Z

There was discussion that the Presentation will include why an ARB is important to the city, how to go about creating it, and how much it will cost.

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NEXT MEETING DATE

No meeting has been scheduled.

ADJOURNMENT

Mr. Ortmann made a motion to adjourn the meeting at 8:19 a.m. Mr. Studer seconded the motion, and it was unanimously approved.

Recording Secretary,

Tina M. Heischmidt

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