

MINUTES OF THE REGULAR MEETING
OF THE ARCHITECTURAL REVIEW TASK FORCE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON WEDNESDAY, MAY 6, 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, May 6, 2015. The meeting convened at 7:31 a.m.

ROLL CALL

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

APPROVAL OF MINUTES OF THE FEBRUARY 4, 2015 MEETING

Copies of the Minutes of the February 4, 2015 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. Studer seconded the motion and it was unanimously approved.

Continued Discussion of ARB Guidelines and Process Guidelines:

Alderman Krueger handed out Guidelines from the City of Wentzville.

Additions to zoning

It was suggested establishing architectural guidelines and adding to the zoning code for both residential and commercial for consistency. The committee agreed ARB regulations be included in zoning.

Addition to Comprehensive Plan

Alderman Krueger stated he would like to see ARB guidelines added to the Comprehensive Plan. He stated he has asked for pricing to add ARB guidelines to the Comprehensive Plan but has not yet received the cost for that.

Separate ordinance

The members discussed before a project is started an on-line list of steps needed for approval should be included in the zoning category. If so, should there be a separate ordinance. If outside of the zoning section should, there be instructions stating a submission is required. This would outline the steps to be taken for review by an architectural review committee, and then everyone would be informed of minimum requirements. If the guidelines are in one location the steps to be taken are easily identified for any project.

Alderman Krueger stated the recommendation will be guidelines that are in addition to Planning & Zoning.

Process

Alderman Krueger asked if the process should be simultaneous with Planning & Zoning which is in line with the addition of zoning. They discussed whether it should be a separate review with recommendations to the Board of Aldermen, or a separate review either by staff, division or a subcommittee of Planning & Zoning.

Simultaneous with P & Z

Mr. Studer stated the concern with Planning & Zoning is whether or not there are members on Planning & Zoning who would be qualified to do the review process. It was discussed that Planning & Zoning should not be the governing body over the ARB. It would be a subcommittee to make recommendations to the Board of Aldermen.

Separate review with recommendation to Board of Alderman

Alderman Krueger asked the members if a process should be simultaneous with Planning & Zoning and not a separate review that goes before Board of Aldermen. After a discussion among the committee members it was decided the process would be best served with an Architectural Review stamp of approval so it can be examined clearly from a zoning standpoint and not from an architectural standpoint.

Other

The members discussed whether there would be a checklist of rules where anybody could check off as followed in Planning & Zoning. As an example, the City of Wentzville states what kind of building materials to use, what colors to use, etc. The question came up should the City have a set of rules that cannot be changed in the future. Alderman Krueger stated that an authority in review, whether it's staff, a consultant or an Architectural Review Board, should be reviewing the plans for architectural style based on a checklist. There has to be a legend of the materials, a perspective drawing or a rendering in color and a material board with samples. Once the authority review is satisfied, then it goes to Planning & Zoning and they recommend approval to the Board.

Alderman Krueger stated currently there is no architectural review for residential development. There is no requirement to come before Planning & Zoning. He stated a lot of people in the community are afraid creating an ARB will tie the hands of developers in residential areas. He stated the goal is to add consistency and maintain the quality of architecture and not create problems for developers. He stated the City deserves consistency regarding quality of architecture. A member stated at present there are no residential rules or guidelines pertaining to zoning and codes.

Architectural Review Board

The committee discussed qualifications of someone who would be on the ARB. Without guidelines the process is difficult. With defined guidelines it would be much easier for someone to put a plan together to get approval. The members discussed what experts are available in the City. There are architects and landscape architects within the community but they are not involved in development right now.

Alderman Krueger asked if everyone was in an agreement to look at Architectural Review Board for both commercial and residential perspective. All members agreed. He stated new development has been the focus and addressed the issue of re-development. Alderman Krueger asked if a façade modification needs to come before Planning & Zoning. He stated re-development does have to come in for a façade change but do we want to emphasize re-development needs to go through the ARB. The members discussed any exterior modification, regardless of whether it is new or a renovation, it should go through an architectural review. The members stated modifications needed to be defined. Additional areas to be addressed are city components such as a pavilion in the park or a new public works building. A member asked if ARB has the authority to tell the City what they can build. Alderman Krueger stated they should. He asked the committee to re-think ARB simultaneous with Planning & Zoning.

Authority/Review Staff

Alderman Krueger restated the authority for the review with the staff is a concern. He stated he does not know if staff is available or prepared. If it was a consultant, should it be a paid position or a volunteer position. If it is a volunteer, he suggested it should be a volunteer from the community. A member asked what would the volunteer do. Alderman Krueger stated he/she would be an addition to staff to review the existing architectural plan. He stated if a volunteer is not available, a professional should be hired. Mr. Baker stated the review authority should be more than one person. Alderman Krueger stated he envisions it to be like a staff review for a Site Development Plan. If the ARB and staff review the site development plan, elevations and materials then it would be a recommendation from staff and/or a consultant to submit to Planning & Zoning. Planning & Zoning would then be able to question, verify and approve a recommendation to the Board of Aldermen.

Consultant

A discussion among members stated that whether it is a volunteer or architect, they must follow the codes and guidelines along with using common sense and this will eliminate random decisions. Alderman Krueger stated each zoning district needs to have a compiled separate list whether it is commercial or industrial.

A discussion among members defined the time required would be 10 - 20 hours per month for the reviews and suggested it be a paid position. The Committee suggested a fee increase to cover the cost of a paid position with process change or commitment change.

OTHER MATTERS

Alderman Krueger stated he would like the committee to meet again after reviewing the Houseal Lavigne proposals.

NEXT MEETING DATE

The next meeting date will be May 20th 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. Mr. Ortmann seconded the motion, and it was unanimously approved.

Recording Secretary,

Tina M. Heischmidt

Tina M. Heischmidt