

**MINUTES
Of the City of Crystal Lake Park, Missouri
Special Board of Alderpersons Meeting**

**Public Hearing on Amendments to the Land Use Regulation and
Application Fees and Deposits**

October 12, 2009

Call to Order/Roll Call

Officials: Present: Mayor Bonnie Taylor, Alderpersons Phillip Bryant, Kelly Larson, and Chris Sanders; Absent: Alderperson Dennis Nahnsen

Commissioners: Present: Communications: Jonathan Carey-Voris; Absent: Police: Steve Sood. Streets: Jim Cooper Park: Holly Holland

Administrators: Present: City Clerk Cathryn Terrell, Recording Secretary Jonathan Carey-Voris, Treasurer Jane Southard, Attorney Paul Martin, City Planner Ada Hood, and Building Inspector Neil Cantwell.

The Public Hearing was opened by Mayor Taylor.

City Attorney Paul Martin prefaced the meeting by stating that references include the City Code, Public Notices, and the CLP Zoning Map, in addition to the following Exhibits:

Exhibit A: Ada Hood's memo entitled "Amendment to the Land Use regulations pertaining to application fees and the City's authority to recoup costs associated with third party professionals" dated October 8, 2009 to Mayor Taylor and the Board of Alderpersons.

Exhibit B: Bill No. 460/Ordinance No. 434 - Amending Section 410.050 of the Municipal Code of the City of Crystal Lake Park, Missouri by Repealing Certain Provisions Relating to Aesthetic Review by The Planning and Zoning Commission and by Revising Other Subsections Thereof.

Exhibit C: Bill No. 461/Ordinance 435 - Amending and Establishing Land Use Application Fees and Deposits

Attorney Martin noted that in the case of Bill No. 460, the responsibility for performing aesthetic reviews is outside the Planning and Zoning Commission's scope and is being moved to the purview of the Architecture Review Board.

City Planner Ada Hood addressed Bill No. 460 reading from Exhibit A. She noted that the City's code currently requires a fee of \$25 dollars for any variance application to the Board of Adjustment. Although the code prescribes processes for architectural reviews, planning and zoning review or subdivisions, it does not prescribe an application fee for any of the aforementioned processes.

Ms. Hood noted that the \$25 fee is out of date and recommended the following fee schedule for processing the applications.

Architectural Review	\$50.00
Board of Adjustment	\$50.00
Planning and Zoning	\$50.00

She also recommended that the City adopt language in the code authorizing the City to recoup the costs of paying third party professionals to review and help disposition such requests, publish notices of Public Hearings, and hire a court reporter when required.

Applicants would post a deposit as good faith that they intend to pay for these costs. The applicant would then be billed or reimbursed depending on the actual costs for the third party professionals and other services. She suggested the following deposit schedule:

Architectural Review	\$250.00
Board of Adjustment	\$350.00
Planning and Zoning	\$350.00

Since the City also has to hire a court reporter for Board of Adjustment Hearings, Ms. Hood recommended that the Board increase the deposit amount for variance requests from \$350 to \$450.

Mayor Taylor asked for the opinion of CLP resident Susan Kusama (2300 Cleek Court) and current Chair of the Board of Adjustment. Chairperson Kusama stated that the fee should cover the City's actual costs and therefore, supported the higher deposit, since residents will receive a refund if actual costs are less than the deposit.

There being no further discussion or questions, Attorney Martin closed the Public Hearing.

MINUTES RECORDED BY: _____
Recording Secretary, Jonathan Carey-Voris

ATTEST: _____
Mayor/Presiding Officer, Bonnie Taylor