

**Minutes of the City of Crystal Lake Park, Missouri
Public Hearings on Design Standards and the 2010 Budget and the
Regular Meeting of the Board of Alderpersons
December 14, 2009**

Public Hearings

I. Design Standards Public Hearing

Mayor Bonnie Taylor called the Public Hearing on Design Standards to order.

City Attorney Paul Martin noted that a Design Standards Committee was formed in September, 2009 and that their work culminated in a draft booklet which was presented at a Public Hearing on December 10, 2009 during the regularly scheduled Planning & Zoning (P&Z) Commission's meeting. The P&Z Commission is combined with the Architectural Review Board (ARB), and the membership for those two committees is the same.

The Committee intended to present a plan to the Board of Alderpersons this evening, but during the December 10th Public Hearing, it was apparent that more work was needed and the new plan is to be presented during a Public Hearing at the Board of Alderpersons meeting on January 11, 2010.

Attorney Martin outlined the process that is being developed for applying the Design Standards:

- ✓ The Design Standards will be applied when an application is submitted to the City for new construction or additions to existing structures.
- ✓ The City Planner will review the applications and plans and work with the applicant to come to compliance.
- ✓ The City Planner will prepare a report for the Architecture Review Board (ARB) and the applicant.
- ✓ The matter then goes to the ARB for review. The ARB evaluates the application and design plan and conducts a design review with the applicant. In the process, the ARB may suggest changes to be in line with the standards.
- ✓ If the standards are met, the ARB will approve the application.
- ✓ If the design review reaches a stalemate or if the ARB denies the application, the applicant can appeal it to the Board of Alderpersons.
- ✓ If the Board approves the application, the project will begin.
- ✓ If the Board denies the application, the applicant could appeal to the Circuit Court.

Attorney Martin then invited residents who had come for the Design Standards Public Hearing to speak.

CLP Resident Stefan Cooke (2147 Oak Dr) - Mr. Cooke asked if the process would begin with preliminary drawings such as the site survey, setbacks, and renderings to show how the exterior will look to get preliminary approval before investing in costly architectural drawings. Attorney Martin will see how other cities handle this. Mayor Taylor asked Building Inspector Cantwell if applicants currently work with the City Planner individually during the preliminary stages. Inspector Cantwell concurred that this is the current practice.

CLP Resident Joe Erlanger (2130 Grandview Dr) - Mr. Erlanger spoke against the design standards as set forth questioning their merit. He is concerned that the standards may compromise the diversity of homes he feels is characteristic of Crystal Lake Park. He suggested a shorter list of non-negotiable regulations.

Mayor Taylor noted that the intention of design standards is not to eliminate diversity, but to encourage compatibility as an attempt to protect the character of the community—not to change it. The process also allows for “incentivizing” the builder by making some allowance for negotiation.

Recording Secretary Carey-Voris noted that the first and second drafts of the Design Standards are on the CLP web site.

Aldersperson Larson expressed interest in a shorter, specific list of non-negotiables.

Aldersperson Chris Sanders stated that he favors the process, but expressed concern that it will become overly detailed. He questioned whether a vote to approve or not to approve an application was by simple majority or by a larger majority and suggested the process for membership and voting on P&Z/ARB be reviewed.

CLP Resident Debbie Stahl (2130 Grandview Dr) - Ms. Stahl expressed concern about how the Design Standards could affect property values in CLP.

CLP Resident Jim Gehringer (2123 Oak Dr) - Mr. Gehringer, long involved as a member of P&Z/ARB and a member of the recently formed Design Standards Committee, answered that the standards will function as guidelines to provide leeway for “incentivizing” builders as well as to provide restrictions for the protection of the neighborhood’s character.

Mayor Taylor noted that City Planner Hood is an experienced City Planner who can leverage and compromise to achieve a balance.

Aldersperson Sanders moved to continue the Design Standards Public Hearing at the January 11, 2010 Board of Alderspersons meeting. Aldersperson Larson seconded it and the Board of Alderspersons approved the motion unanimously.

There being no further comments or questions, the Public Hearing on Design Standards was closed. The P&Z Commission will make a formal presentation and recommendation at the next Board of Alderspersons meeting on Monday, January 11, 2010.

II. 2010 Budget Public Hearing

Mayor Taylor opened the public hearing on the 2010 budget for CLP and introduced Treasurer Southard.

Treasurer Southard reviewed the Budget noting that, since it was presented at the November Board meeting, adjustments were made to reflect an anticipated increase of three percent (3%) for Frontenac Police and Fire Protection. The 2010 budget is under revenue by about \$600.

During the Budget review, it was noted that:

The City is transferring \$30,000 to the street fund for future street projects.

Administrative costs were increased over the 2009 level because the workload has been increasing. Mayor Taylor noted that there is now a cap on Commissioners' salaries. Alderperson Sanders asked if the budget for Administrative costs is based on realistic estimates of work to be done or simply based on the salary caps. Mayor Taylor explained that the caps were derived from actual costs in 2009 and the projected workload for 2010. Attorney Martin stated the Budget is a guideline and can be changed when needed.

Alderperson Sanders asked if money for capital improvements can be reallocated to other expenditures. Attorney Martin said that general funds can be reallocated. Money earmarked for something specific cannot. Alderperson Sanders asked if it can be determined which revenues are earmarked or dedicated for specific purposes. Attorney Martin will determine what funds are earmarked for specific purposes.

Mayor Taylor suggested transferring \$4,000 from the Professional Fees to Park Maintenance for installing an irrigation system in the Park. Resident Gehringer expressed the opinion that planting trees and shrubs in the Park in his opinion is more important than installing an irrigation system. Mayor Taylor asked him to confer with Park Commissioner Holland on this and provide a recommendation to the Board.

Alderperson Sanders moved to amend the proposed budget by reducing Professional Fees from \$38,000 to \$34,000 and moving \$4,000 to Park Maintenance. It was second by Alderperson Phillip Bryant and approved unanimously by the Board.

There being no further comments or questions, Alderperson Bryant moved that the Public Hearing be closed. It was seconded by Alderperson Sanders and the Board voted unanimously to close the Public Hearing on the 2010 Budget.

Board of Alderpersons Meeting

Pledge of Allegiance

Call to Order/Roll Call

Officials: Present: Mayor Bonnie Taylor Alderpersons Phillip Bryant, Kelly Larson, Dennis Nahnsen, and Chris Sanders. Absent: None.

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

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

Approve Amended Agenda

Alderperson Larson moved and Alderperson Nahnsen seconded to approve the amended agenda for the December 14, 2009, meeting. The Board unanimously approved it.

Approve November 9, 2009, Meeting Minutes & Public Hearing Minutes

Alderperson Nahnsen moved and Alderperson Sanders seconded to approve the November 12, 2009, Board Meeting and Public Hearing Minutes. The Board unanimously approved them.

I. Old Business

A. Vote: Bill 462 / Ordinance 436 – An Ordinance establishing the office of Assistant City Clerk for the City of Crystal Lake Park.

Alderperson Bryant moved that Bill 462 be read for the first time in title only. Alderperson Larson seconded it and the Board unanimously approved the motion. Attorney Martin read Bill 462 / Ordinance 436 by title only for the first time:

BILL 462 / ORDINANCE 436 – AN ORDINANCE ESTABLISHING THE OFFICE OF ASSISTANT CITY CLERK FOR THE CITY OF CRYSTAL LAKE PARK, MISSOURI, APPOINTING JONATHAN CAREY-VORIS TO SAID OFFICE, APPROVING COMPENSATION FOR THE OFFICE, AND ESTABLISHING THE TERM OF OFFICE.

Alderperson Bryant moved that Bill No. 462 be read in title only for the second time. Alderperson Sanders seconded it and the Board approved unanimously.

After Attorney Martin read the bill for the second time, Alderperson Larson moved to adopt Bill 462 as Ordinance 436. Alderperson Sanders seconded the motion and the Board voted unanimously to adopt it.

The Alderpersons voted as follows: Alderperson Bryant – aye; Alderperson Larson – aye; Alderperson Nahnsen – aye; and Alderperson Sanders – aye. Mayor Taylor then declared Bill 462 / Ordinance 436 approved.

This Ordinance places a salary cap of \$4,500 dollar per year on the Assistant City Clerk's position. In the 2010 Budget, the cap for the Communications Coordinator's position was increased from \$1,000 to \$1,500 per year. Attorney Martin noted that it is not necessary to issue a new Ordinance for this position which was created by Bill No. 447/Ordinance No. 421.

II. City Commissioners/Administrators – December Reports

A. City Planner Ada Hood

- Design Standards—postponed until the January 11, 2009 Board meeting.

B. City Clerk Cathryn Terrell

Treasurer Position - CLP Resident Tyler Bussmann (2209 Divot Dr) was selected as Treasurer. Mr. Bussmann will begin training with Treasurer Southard immediately. Mr. Bussmann said that the treasurer's duties are similar his position as Senior Staff Accountant at Waterway Gas & Wash.

Mayor Taylor asked that the Bill No. 466 be read by title only for the first time. Attorney Martin read Bill 466 / Ordinance 440 by title only for the first time:

BILL NO. 466 / ORDINANCE NO. 440 – AN ORDINANCE CONFIRMING TYLER BUSSMANN'S APPOINTMENT FOR THE CITY OF CRYSTAL LAKE PARK, MISSOURI, APPROVING COMPENSATION FOR THE OFFICE AND ESTABLISHING THE TERM OF OFFICE.

Aldersperson Larson moved that Bill No. 466 be read by title only for the second time and be adopted as Ordinance No. 440. Aldersperson Sanders seconded the motion and the Board voted unanimously to adopt it.

The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Larson – aye; Aldersperson Nahnsen – aye; and Aldersperson Sanders – aye. Mayor Taylor declared Bill 466 approved as Ordinance 440.

IESI Contract - Mayor Taylor asked that the Bill 463 / Ordinance 437 be read by title only for the first time. Attorney Martin read Bill 463 / Ordinance 437 by title only for the first time:

BILL NO. 463 / ORDINANCE NO. 437 – AN ORDINANCE APPROVING AN AGREEMENT WITH IESI MO CORPORATION FOR SOLID WASTE, YARD WASTE, AND RECYCLING COLLECTIONS.

Aldersperson Sanders moved that Bill No. 463 be read by title only for the second time and be adopted as Ordinance No. 440. Aldersperson Kelly Larson seconded the motion and the Board voted unanimously to proceed with the second reading.

After Attorney Martin read it for the second time, the Board voted unanimously to adopt it. The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Larson – aye; Aldersperson Nahnsen – aye; and Aldersperson Sanders – aye. Mayor Taylor then declared Bill 463 approved as Ordinance No. 440.

C. Building Inspector Neil Cantwell

11742 South Drive - The trees and bushes at the end of South are not a safety issue. City Clerk Terrell noted that Living Décor said that these trees have huge root systems and would need to be cut out which would be very expensive. Per Mayor Taylor, Living Décor will trim the trees and bushes at the end of South Drive during leaf pickup in the fall.

Resident Steve Sood (2164 East Dr) was asked how he handles this since he has a similar situation on his property where Country Club Drive dead ends. Steve said they maintain them as part of their yard.

11920 Bedford Drive - The owner trimmed the lilac bush so it is no longer a safety concern blocking the stop sign. Building Inspector Cantwell will follow up on this in the spring.

11910 Crystal Drive - Only one plumbing company has submitted a bid for the sewer lateral work. Two companies evaluated the situation but declined to submit bids. Commissioner Cantwell will contact additional companies on the St. Louis County's list.

D. Treasurer Jane Southard

Treasurer Southard reported that the current balance in the CLP Reliance bank account is \$225,278.34.

Treasurer Southard explained that most homeowners pay their property taxes at the end of the year and CLP receives much of these funds in January.

Treasurer Southard recommends doing business with four-star and five-star rated banks. CLP funds are currently held at Reliance Bank in Des Peres which has a three-star rating. She recommends that these funds be moved to First National Bank of St. Louis which has a five-star rating. There is a branch in Des Peres on Manchester Road. The Board asked Ms. Southard to do further research indicating that they think this would be a good idea provided that the interest rate is comparable or better and that there would be no additional fees.

2010 Budget: Vote – Bill 465 / Ordinance 439

Mayor Taylor asked that the Bill No. 466 be read by title only for the first time. Attorney Martin explained that since last year's budget was not adopted by ordinance, this Bill ratifies the 2009 budget and approves the 2010 budget. He then read Bill 466 / Ordinance 440 by title only for the first time.

BILL NO. 465 / ORDINANCE NO. 439 – AN ORDINANCE RATIFYING THE 2009 BUDGET FOR THE CITY OF CRYSTAL LAKE PARK, MISSOURI AND APPROVING AND ADOPTING THE CITY'S 2010 BUDGET.

From the discussions in the Public Hearing, it was decided that \$4,000 would be transferred from Professional Fees to Park Maintenance.

Aldersperson Sanders asked that Bill No. 465 as amended be read by title only for the second time and approved. Aldersperson Nahnsen seconded and the Board voted unanimously to proceed.

After Attorney Martin read it for the second time, the Board voted unanimously to adopt it. The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Larson – aye; Aldersperson Nahnsen – aye; and Aldersperson Sanders – aye. Mayor Taylor then declared Bill 465 approved as Ordinance No. 439.

E. Street Commissioner Jim Cooper

- Report submitted
- Iron grates at Country Club Dr and Putter Ln. were welded on 12-14-2009

F. Communications Update - Jonathan Carey-Voris

- Report submitted
- December Newsletter

G. Park Commissioner Holly Holland

- Report submitted

H. Police Commissioner Steve Sood

- No Report

III. New Business

A. East Drive

Parking on the street – Resident Jane Southard (2155 East Drive) - Ms. Southard summarized the parking problems she has experienced recently because parking is permitted in the space directly across from her driveway. The problem is unique to her property because of the street width, the large number of houses on her block, the narrowness of her driveway, and the fact that there isn't a driveway directly opposite hers. Ms. Southard suggested amending the CLP Ordinance so that the police could help enforce violations and adding two "No Parking Between Signs" signs at appropriate length of the curb across from her driveway.

Attorney Martin asked Police Chief Sood to take this request to the Frontenac Police Department to get their advice and suggestions for solving this problem and report back at the next Board of Alderpersons meeting. Attorney Martin also asked Building Inspector Cantwell to determine if this is a unique parking situation in CLP.

B. CLP Permitting Process

Alderman Bryant noted that City Planner Hood asked for permission to review CLP's process for granting permits. Alderman Bryant moved and Alderman Sanders seconded a motion directing the City Planner to move forward with improving the permitting process. The Board unanimously approved this motion.

Vote to Adjourn the Meeting

There being no further questions or business before the Board, a Motion was made by Alderman Larson and seconded by Alderman Sanders to adjourn. The Motion was unanimously approved.

Next Meeting: It was announced that the next meeting of the Board is scheduled for Monday, January 11, 2010 in the Dogwood Room at The Lodge 1050 Des Peres Road, Des Peres, MO 63131.

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

ATTEST: _____
Mayor/Presiding Officer, Bonnie Taylor