

Minutes
of the City of Crystal Lake Park, Missouri
Regular Meeting of the Planning & Zoning Commission
September 10, 2009

Call to Order/Roll Call

Present: Chair Rita Brinkmann, Members Marianne Stuart, Dennis Bauer, Dave Evans, Barry Larson, Cecelia Rowland, and Alderperson Philip Bryant [non-voting]. Absent: Kevin Holland.

Administrators: City Attorney Paul Martin, City Planner Ada Hood, City Clerk Cathryn Terrell.

Approve Agenda

Member Bryant moved and Member Larson seconded to approve the September 10, 2009, agenda. The Board unanimously agreed to approve the September 10, 2009, agenda.

Approval of February 12, 2009, Meeting Minutes

Member Bryant moved and Member Larson seconded to approve the February 12, 2009, meeting minutes. The Board unanimously agreed to approve the board meeting minutes of February 12, 2009.

Business

Application/fees. City Planner Hood explained the attached applications packet and the Planning Review Fee Schedule. Ms. Hood explained when each of the proposed applications would be used and gave examples. After some discussion, she suggested to combine the Site Development Plan Review with the Application for Architectural Review. She informed that Commission that a pool currently would not come to the Planning & Zoning Board for zoning approval. Chair Brinkmann asked what CLP would do regarding a fence. Per City Attorney Martin, the fence only needs to comply with code. Per City Attorney Martin, the purpose of the applications is to conform to requirements of code and is an administrative function, not a function of the P&Z.

Planning Review Fee Schedule - In addition to the proposed application fees of \$50 per application, CLP will collect a \$350 deposit with the Application for Plat Approval in order to recoup cost associated with publishing in the local paper and with third party professional fees. There is a \$250 deposit for the Application for Architectural Review. Application fees will be \$50 and are non-refundable.

A motion was made by Chair Brinkmann and seconded by Member Larson to adopt fees for Application for Architectural Review/Site Plan application [\$50], Application for Board of Adjustment [\$50], and Application for Plat Application [\$50]. In addition, to collect a \$350 deposit with the Application for Plat Approval and Application for Board of Adjustment; and a \$250 deposit for the Application for Architectural Review in order to recoup cost associated with publishing in the local paper and with third party professional fees. The Members voted as follows: Chair Rita Brinkmann - aye, Members Stuart - aye, Bauer - aye, Evans - aye, Larson - aye, Rowland - aye.

If the deposit exceeds the actual cost, the residents will receive a refund. If money is due, CLP will ask for reimbursement.

Ms. Hood will make a recommendation to the Board of Alderpersons to accept the Planning Review Fee Schedule.

A motion was made by Member Evans and seconded by Member Bauer to recommend a repeal of Section 410.050.4 as the section is redundant as it is zoning code covered by Architectural Review Board. The Members voted as follows: Chair Rita Brinkmann - aye, Members Stuart - aye, Bauer - aye, Evans - aye, Larson - aye, Rowland - aye.

Design Standards – Ada Hood, City Planner

Ms. Hood summarized Scope and Schedule Summary for Design Standards which will be presented to the Board of Alderpersons for their approval. If the Board of Alderpersons accepts this project, P&Z members are invited to be a part of the Design Committee. Members Stuart, Bryant, and Brinkmann are interested in serving on the Design Committee.

VOTE TO ADJOURN MEETING

There being no further business, a Motion was made by Bryant and seconded by Larson to adjourn the meeting and unanimously approved

MINUTES RECORDED BY:

Cathryn Terrell, City Clerk

ATTEST:

Rita Brinkmann, Chair