

Minutes
of the City of Crystal Lake Park, Missouri
Regular Meeting of the Planning & Zoning Commission/Architectural Review Board
February 12, 2009

Chair Rita Brinkmann opened the meeting by asking for a roll call of members of the Planning & Zoning Commission/Architectural Review Board.

ROLL CALL:

Present: Chair Rita Brinkmann, Members Barry Larson, Dennis Bauer, Cecelia Rowland, and Alderperson Phil Bryant [non-voting]. Also in attendance was City Attorney Paul Martin, Building Commissioner John Littlefield, City Clerk Cathryn Terrell who announced a quorum of the Planning & Zoning Commission/Architectural Review Board [P&Z/ARB].

Absent: Members Dave Evans, Kevin Holland, Vice Chair Marianne Stuart, and Alderperson Jim Gehringer

Chair Brinkmann made a motion to approve the November 13, 2008, meeting minutes. Chair Rita Brinkmann aye, Members Barry Larson aye, Dennis Bauer aye, Cecelia Rowland aye. The November 13, 2008, meeting minutes were approved [Chair Brinkmann will provide November 13, 2008, meeting minutes to the P&Z/ARB¹].

BUSINESS:

Quorum - Four out of seven members will make a quorum on the P&Z/ARB. It was decided Phil Bryant and Jim Gehringer as Board of Alderpersons will be non-voting members of the P&Z/ARB.

Nuisance Memo – Chair Brinkmann will provide the nuisance memo from Attorney Martin dated 11/21/08.² Attorney Martin explained the nuisance memo. What constitutes a nuisance was discussed.

Building Commissioner John Littlefield – Monthly Report – Mayor Taylor asked BC Littlefield to be more specific in his monthly report. BC Littlefield will provide the Building Commissioner monthly report for January to the P&Z/ARB.³ There was no permit activity on this report. There is nuisance activity including two residents with sump pumps discharging in the streets.

¹ Brinkmann will provide November 13, 2008, meeting minutes to the P&Z/ARB.

² Brinkmann will provide the Nuisance Memo from Paul Martin dated 11/21/08 to the P&Z/ARB members.

³ Littlefield will provide the Building Commissioner monthly report for January to the P&Z/ARB.

Construction Permit Procedures – Building construction permit review and procedures were discussed. Residents need to come prepared to the P&Z/ARB with guidance from the Building Commissioner. Per Attorney Martin, CLP must enforce the St. Louis County Codes they have adopted. Any additions need to be done by adopting a CLP ordinance. BC Littlefield will obtain a copy of the St. Louis County Building Code Book.⁴

Member Larson suggests this document be revised and brought back to the P&Z/ARB. Attorney Martin and BC Littlefield will revise the Construction Permit Procedures.⁵

Occupancy Permits

Chair Brinkmann asks why the City Clerk is ordering the residential inspections through St. Louis County [fee is \$100]. Attorney Martin stated the CLP Code book states CLP has a building inspector and issues the occupancy permit. Attorney Martin and City Clerk Terrell will research CLP hiring a building inspector and issuing their own occupancy permits.⁶

NEW BUSINESS

Meetings

The frequency of P&Z/ARB meetings was discussed. Attorney Martin stated P&Z/ARB purpose is not to review administrative issues and does not have the authority to vote on ordinance issues. Martin will write a memo with suggestions regarding how P&Z/ARB should work.⁷ It was suggested the P&Z/ARB not meet monthly, but for the members to keep the meeting dates on their calendar until hearing from Chair Brinkmann each month.

VOTE TO ADJOURN MEETING

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

MINUTES RECORDED BY:

Cathryn Terrell, City Clerk

ATTEST:

Rita Brinkmann, Chair

⁴ Littlefield to obtain a copy of the St. Louis County Building Code Book.

⁵ Martin and Littlefield to revise the Construction Permit Procedures

⁶ Terrell to look into Crystal Lake Park doing their own occupancy permits.

⁷ Martin will write a memo with suggestions for how P&Z/ARB should work.