

**Minutes
of the City of Crystal Lake Park, Missouri
Public Hearing on Design Guidelines and the
Regular Meeting of the Board of Alderpersons
January 11, 2010**

Public Hearing on Design Guidelines

Mayor Bonnie Taylor called the Public Hearing to order at 7:00 pm and introduced City Planner Ada Hood.

City Attorney Paul Martin entered these Exhibits into the record:

- Exhibit A Revised Chapter 423 Architecture Review Board, dated January 8, 2010
- Exhibit B Design Guidelines, dated January 9, 2010
- Exhibit C Planning & Zoning Commission's recommendation to the Board of Alderpersons to revise the Land Use Regulations and adopt the Design Guidelines, dated January, 8, 2010
- Exhibit D CLP's Comprehensive Plan, dated April 5, 2007
- Exhibit E Certified copy of CLP's Municipal Code
- Exhibit F E-mail correspondence from CLP Board of Alderperson Kelly Larson (2126 Oak Dr), dated January 7, 2010
- Exhibit G City Planner Ada Hood's presentation made to the Board, dated January 14, 2010

City Planner Hood stated that the Committee was formed in September 2009 and consisted of her and eight CLP residents. In October, 2009, two workshop sessions were held to draft the Design Guidelines. All drafts of the document have been posted on the CLP web site for public review.

The Guidelines were presented in Public Hearings at the Planning and Zoning (P&Z) Commission's December 10, 2009 meeting and at the December 14, 2009 meeting of the Board of Alderpersons. They were also presented at a special meeting of the P&Z on January 7, 2010. As a result of input at these forums and written comments from residents and Board members, the document has been revised and refined and the P&Z has recommended that it be adopted by the Board of Alderpersons.

City Planner Hood presented a PowerPoint presentation which gave an overview of the guidelines and examples of their applicability. The Design Guidelines will be applied by the Architecture Review Board on a case-by-case basis.

CLP Resident Stefan Cooke (2147 Oak Dr) - Mr. Cooke voiced the opinion that in some cases these rules can be too restrictive and will not allow a builder to build a saleable house.

There being no further questions or comments, Mayor Taylor closed the Public Hearing at 7:20 pm and announced a ten-minute recess before the beginning of the regular Board of Alderpersons meeting.

Board of Alderpersons Meeting

Pledge of Allegiance

Call to Order/Roll Call: Mayor Taylor called the meeting to order at 7:30 pm.

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

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

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

Approve Amended Agenda

Alderperson Phillip Bryant moved and Alderperson Chris Sanders seconded to approve the agenda for the January 11, 2010 meeting. The Board unanimously approved it.

Approve December 14, 2009, Meeting Minutes & Public Hearing Minutes

Alderperson Chris Sanders moved and Alderperson Dennis Nahnsen seconded to approve the December 14, 2009, Board Meeting and Public Hearing Minutes. The Board unanimously approved them.

I. Old Business

A. Parking situation on East Drive.

Police Chief Steve Sood noted that East is one of the narrowest streets in CLP. Resident Jane Southard (2155 East Drive) has difficulty getting in and out of her driveway when a vehicle is parked directly across the street from it. Construction vehicles from rehabbing projects at 2156 East and 2151 East also contribute to the problem. Police Chief Sood has talked to the neighbors and to Ms. Southard regarding the parking situation. Ms. Southard has said that the parking issue is still a problem.

Per Police Chief Sood, the Frontenac Police Department can ticket if a vehicle is parked in the wrong direction and they can facilitate neighbors to talking to each other. Parking directly across from a driveway is not breaking a law so tickets cannot be issued.

Two suggestions were made to alleviate the problem 1) flaring the driveway to allow more space to maneuver and 2) backing into the driveway.

Resident Jonathan Carey-Voris (2138 Oak Drive) asked Police Chief Sood if the reason Frontenac Police can ticket cars parked facing the wrong direction but cannot do anything in Ms. Southard's situation is because CLP has an Ordinance prohibiting parking in the wrong direction but does not have an Ordinance prohibiting blocking driveways in this manner. Police Chief Sood concurred.

Mayor Taylor asked Police Chief Sood to document the suggestions in a letter to Ms. Southard.

II. City Commissioners/Administrators Reports

A. City Planner Ada Hood

- Design Guidelines—Vote Bill 464 / Ordinance 438

Alderperson Phillip Bryant moved that Bill 464 be read for the first time in title only. Alderperson Dennis Nahnsen seconded it and the Board unanimously approved the motion. Attorney Martin read Bill 464 / Ordinance 438 by title only for the first time:

BILL NO. 464 / ORDINANCE NO. 438 – AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY PERTAINING TO TEXT AMENDMENTS TO CHAPTER 423, ARCHITECTURAL REVIEW BOARD AND THE ADOPTION OF DESIGN GUIDELINES.

Aldersperson Phillip Bryant moved that Bill No. 464 be read in title only for the second time. Aldersperson Chris Sanders seconded it and the Board approved the motion unanimously.

Aldersperson Chris Sanders asked if there were restrictions for solar panels as he felt that the use of solar power should be encouraged. Planner Hood stated that “green issues” were outside the scope of the document and would need to be addressed in the future.

Attorney Martin noted that Chapter 423 still had references to “design standards” which need to be changed to “design guidelines.”

Aldersperson Chris Sanders moved to adopt Bill 464 as Ordinance 438. Aldersperson Phillip Bryant seconded the motion and the Board voted unanimously to adopt it.

The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Nahnsen – aye; and Aldersperson Sanders – aye. Mayor Taylor then declared Bill 464 / Ordinance 438 approved.

B. City Clerk Cathryn Terrell

- There will be a 3.1% increase in the amount paid for Frontenac Fire, Police and Ambulance Protection based on the Consumer Price Index (CPI) for the prior year. Aldersperson Nahnsen noted that the letter from Frontenac references the CPI for 2008 and asked if we would be subject to another increase based on the CPI for 2009. Attorney Martin will review the letter from Frontenac’s Finance Officer and report to the Board.
- City Clerk Terrell reported that there have been no complaints about IESI so far. She noted that brown paper bags are the company’s preference for yard waste, but they will collect it from trash cans if they are labeled Yard Waste and they will also pick up branches that are bundled and left at the curb. Resident Steve Sood (2164 East Drive) asked if lids are going to be provided for the recycle bins. City Clerk Terrell will check with IESI and report back.

C. Building Inspector Neil Cantwell

- Inspector Cantwell reported election signs are allowed to be placed in yards 30 days before an election. They can be 10 square feet in size and must be removed seven days after the election. There can be separate signs for individual candidates. This is documented in the CLP Zoning Code under Signs.
- Inspector Cantwell has not been able to get additional bids on sewer lateral work at 11914 Crystal Drive as the plumbers don’t want to give theoretical bids on sewer lateral work. If there is an emergency situation, Inspector Cantwell suggests the contract be given to Tope Plumbing. In non-emergency situations, the City would obtain bids from three companies. He asked for general consent from the Board to handle sewer lateral work in this manner and the Board granted it unanimously.

D. Treasurer Tyler Bussmann

- Treasurer Bussmann stated that current balance in the CLP account at Reliance Bank \$283,691.41.
- In follow up on a question about ear-marked revenues from the December meeting, he reported that revenue from the Capital Improvement Sales Tax, Motor Vehicle Sales Tax and Road & Bridge Tax must be used for capital

improvements and revenue from the Sewer Lateral tax must be used for sewers. All other revenue can be used for general expenses.

E. Street Commissioner Jim Cooper

- Iron grates at Country Club Drive and Putter Lane were welded on 12-14-2009. The spot welds reduced the problem with the grates coming out when resident's vehicles pass over them, but the problem still exists when trash trucks and other large vehicles cross them. He is working with a welding contractor to find another approach. The noise is still an issue. Resident Stefan Cooke (2147 Oak Drive) was Street Commissioner when the grates were installed. He noted that before the major street improvement project, there was a speed bump running diagonally across this intersection that directed the water. MSD said there needed to be an inlet for water coming down Country Club and Putter and installing the grates was MSD's solution.
- Street Commissioner Cooper submitted MODOT's report from its regularly scheduled inspection of Boland Bridge that was conducted in mid-December, 2009, notes repairs that need to be made. He will issue Requests for Estimates in the spring and asked Inspector Cantwell if he knows of any companies that do this kind of work on a small scale.
- The solar lights at the CLP entrance way will be addressed in warmer weather.
- Erosion at the south end of East Drive--MSD did a survey to plan for a new drain at the end of East. It may be a year before any work is started.

F. Communications Update - Jonathan Carey-Voris

- The web is being used more; there were 1,644 hits on the home page between August and December, 2009. The counter was reset at the beginning of 2010.
- He asked that candidates for the spring Municipal Election provide some information for the next Newsletter planned for mid-March. Alderperson Chris Sanders asked if public money could be used for this purpose. Attorney Martin noted that it is permitted if the communication is for public education and not for promoting individual candidates.

G. Park Commissioner Holly Holland - Absent

- Mayor Taylor would like Jim Gehringer and Park Commissioner Holly Holland to make a presentation on a tree program and sprinkler system for the Park at the next Board meeting. She would also like to have a schedule for cleaning playground equipment and other maintenance in the park.

H. Police Commissioner Steve Sood

- No Report.

III. New Business

A. Commissioners' Liability: Attorney Martin addressed a request from Park Commissioner Holly Holland for a letter indemnifying her from legal suits that might arise from her work as Park Commissioner. He noted that cities have immunity from most things except car accidents or damage to property. Civil rights violations are in a separate category. He also noted that CLP has insurance to cover such suits. He concluded by saying that cities cannot grant an open-ended indemnity. Alderperson Phillip Bryant noted that many homeowners' insurance policies provide protection for residents who are performing volunteer activities.

Vote to Adjourn the Meeting

There being no further questions or business before the Board, a Motion was made by Alderperson Dennis Nahnsen and seconded by Alderperson Chris Sanders to adjourn. The Motion was unanimously approved and the meeting adjourned at 9:15 pm.

Next Meeting: It was announced that the next meeting of the Board is scheduled for Monday, February 8, 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