



WILDWOOD

**AGENDA
OF THE
CITY OF WILDWOOD'S
ARCHITECTURAL REVIEW BOARD
CITY HALL COMMUNITY ROOM
16860 Main Street**

Thursday, February 11, 2016 - 7:00 p.m. to 9:00 p.m.

1. Welcome And Roll Call
2. Approval Of Meeting Minutes: January 14, 2016

Documents: [II - ARB MINUTES 1-14-16_WITH ATTACHMENTS.PDF](#)

3. Review Agenda Items To Be Discussed At Tonight's Meeting
4. New Business
 - 4.I. Ready For Action – None
5. Old Business
 - 5.I. Ready For Action [2 Items]
 - 5.I.i. Town Center Development Manual's Review And Update, After The Completion Of The Overall Plan's Ten (10) Year Update [Approved December 2013].
The board will consider edits to the "Application for the City of Wildwood's Architectural Review Board" document (Approved December 10, 2015). [Wards 1, 4, 5, 6, 7, & 8]
 - 5.I.ii. Town Center Development Manual's Review And Update, After The Completion Of The Overall Plan's Ten (10) Year Update [Approved December 2013].
The board will review the revised Miscellaneous Section of the Town Center Plan's Architectural Guidelines. [Wards 1, 4, 5, 6, 7, & 8]
 - 5.II. Not Ready For Action – None
6. Other
7. Public Comment
8. Closing Remarks And Adjournment

If you would like to submit a comment regarding an item on this meeting agenda, please visit the [Form Center](#).

**CITY OF WILDWOOD
RECORD OF PROCEEDINGS**

**MEETING OF THE ARCHITECTURAL REVIEW BOARD
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI
JANUARY 14, 2016**

The Architectural Review Board meeting began at 7:00 pm, on Thursday, January 14, 2016, in the Wildwood City Hall Community Room, 16860 Main Street, Wildwood, Missouri.

I. Welcome and Roll Call

Chair Hoffmann called the meeting to order and welcomed everyone. The following members were in attendance, as noted:

Present [6]

Chair Hoffmann

Vice-Chair Dial

Board Member Hensic

Council Liaison Baugus

Alternate Lindberg

Commission Liaison Lee (joined the ARB at 8:40 p.m.)

Absent [2]

Secretary Crow

Board Member Teller

Staff present: Director Joe Vujnich and Planner Travis Newberry

City Officials: None present

Petitioners present: None present

II. Approval of Meeting Minutes from December 10, 2015

A motion was made by Vice-Chair Dial, seconded by Board Member Hensic, for the approval of the December 10, 2015 meeting minutes, as prepared. There being no discussion or changes, the motion passed by a voice vote [5-0].

III. Agenda Items to be Discussed at Tonight's Meeting

Chair Hoffmann note two (2) items "Ready for Action". No modifications to the agenda were made and the meeting proceeded, as outlined.

IV. New Business –[1 item]

- a) A presentation and discussion of the Preliminary Development Plan and elevations for the CVS Pharmacy located at the southwest corner of State Route 109 and Manchester Road. The Architectural Review Board's comments will be forwarded to Planning and Zoning Commission and the petitioner, prior to the scheduled public hearing. [Wards 1 & 8]**

Chair Hoffmann asked Director Vujnich to present the first item on tonight's agenda for discussion. Director Vujnich provided a brief overview of the preliminary site development plan and elevations for the proposed CVS Pharmacy. Director Vujnich thanked the Board for submitting preliminary comments on the site and elevations.

Discussion began on the preliminary site development plan and elevations. The following items were discussed: the grading plan for the site; the road on the west side of the site; access onto Old Manchester Road from the site; the speed limit on State Route 109; light pollution; signage and window displays; location of the trash enclosure; and the drive-thru facility. Board Member Hensic noted the development does not match the surrounding built environment. Vice-Chair Dial noted the building looks like a prototype building. Council Liaison Baugus cited the Walgreen's in Ellisville, Missouri as a successful example of a development of this type.

Director Vujnich provided the following information to address questions raised in the discussion:

1. The Department is concerned about the placement of the building on a site, given its topography.
2. The grading of the site is excessive and Director of Public Works, Rick Brown, has requested a revised grading plan.
3. The Department has requested a traffic study, which the petitioner has started.
4. The Department has forwarded the preliminary lighting design plan to the City's consultant for review.

Discussion was held on the process of providing preliminary comments from the Architecture Review Board to the petitioner and Planning and Zoning Commission. The Board requested staff to compose a document, with the Board's preliminary comments, to be presented to the petitioner and the Planning and Zoning Commission. No formal action was taken by the Board Members on this discussion.

V. Old Business – Ready for Action [1 item]:

- a) Town Center Development Manual's review and update, after the completion of the overall plan's ten (10) year update [approved December 2013]. The board will review the revised Elements Section of the Town Center Plan's Architectural Guidelines. [Wards 1, 4, 5, 6, 7, & 8]**

Chair Hoffmann presented proposed changes to the Elements Section of the Town Center Plan's Architectural Guidelines and the Board had a lengthy discussion. Following the discussion, the Board reached a consensus on the changes reflected on the attached page.

Discussion was held on how to proceed with the review and update of the Town Center Plan's Architectural Guideline document. Vice-Chair Dial suggested an introductory statement of intent should be composed and precede the more specific architectural guidelines. Director Vujnich read an introductory intent statement that Vice-Chair Dial composed as an example. The Board agreed with Vice-Chair Dial's suggestion.

Vice-Chair Dial was selected to compose and present introductory intent statement and present his proposed changes to the Miscellaneous Section at the February 11, 2016 meeting. No vote was taken, but consensus was reached.

VI. Other - none

VII. Public Comment - none

VIII. Closing Remarks and Adjournment:

Director Vujnich noted the next regularly scheduled meeting will be held on February 11, 2016

Vice-Chair Dial made a motion, which was seconded by Board Member Hensic, to adjourn. The motion was passed by a voice vote [5-0]. The meeting was adjourned at 9:00 p.m.

Approved by:

Date Approved:

Secretary Crow
City of Wildwood Architectural Review Board

Legend

~~Deleted by Mr. Hoffmann~~
Added by Mr. Hoffmann

~~Deleted in 1/14/16 Meeting~~
Added in 1/14/16 Meeting

~~Deleted from here and moved~~
Moved to here

ELEMENTS—Terry Hoffmann

Materials

Columns, piers, arches, and chimneys shall be made of stone, wood, brick, or stucco. Any interior chimney flues shall be metal or clay flue tile. ~~Spacing and form shall be proportional.~~ Chimney liner should be per building code.

Porches, posts, spindles, and balusters shall be made of wood, PVC or fiberglass, except railings attached to concrete or brick, which may be made of steel or wrought iron, and exhibit a painted or powder coated finish ~~a black-gloss finish~~. Porches may be enclosed with glass or screens; however, glass enclosures are not permitted at frontages. Porch ceilings may be enclosed with painted wood or beaded vinyl; exposed joists shall be painted.

Porches shall be no less than 8 feet 6 feet in depth and a minimum of 18 inches above grade. ~~Porches shall be lit with recessed ceiling fixtures (not wall mounted fixtures) with incandescent bulbs.~~ Porches shall be lit consistent with the City's Outdoor Lighting Regulations. Other illumination sources may be authorized based upon architectural merit.

~~Screened porches shall have screens framed in wood. Undercrofts of porches and decks shall be skirted with framed wood or vinyl lattice installed between supports with no more than 1 ½ inch spaces between boards.~~ Screened and visible sides of porches must be skirted.

~~Posts shall be no less than 6 x 6 inches thick in section.~~

Railings shall have top and bottom rails. ~~Wood top rails shall be eased at edges and bottom rails shall have a rectangular section. Top and bottom rails shall be centered on the pickets. Spindles and balusters on railings shall not exceed 4 inches on center if made of wood or metal.~~

~~Stoops shall be made of wood, brick or concrete. If concrete, a stoop shall have brick or stucco cheek walls. Accessible facilities for commercial uses shall comply with the requirements of this code, where applicable. Otherwise, the Architectural Review Board shall approve these facilities based upon merit and overall code compliance.~~

Decks shall be located in rear yards and where not easily visible from streets or paths. Decks shall be made of ~~unpainted polymer lumber or composite material or shall be wood and~~ painted or stained wood (except walking surfaces which shall be unpainted).

~~Bay windows at frontages shall be made of trim lumber.~~

~~Storefronts shall be made of wood. In Commercial/Workplace areas, alternative materials can be considered, such as aluminum/anodized components with approved colors, which replicate a wood character. Steel systems may also be considered.~~

Wood elements must be painted or stained with an opaque stain, except walking surfaces may be left natural.

Configurations

Chimneys shall be a min. 2:1 proportion in plan and capped to conceal spark arresters. A chimney is required on any structure with a fireplace. ~~Flues shall be no taller than required by The Building Code. Chimneys are optional within the Town Center.~~

~~Arches shall be no less than 12 inches in depth. Keystones shall be functional and not decorative, but must be proportional, if used.~~

~~Arcades shall have vertically proportioned openings.~~

~~Porches shall be no less than 8 feet in depth and shall be 18 inches above grade. Porches shall be lit with recessed ceiling fixtures (not wall mounted fixtures) with incandescent bulbs. Other illumination sources shall be authorized based upon architectural merit. Screened porches shall have screens framed~~

~~in wood. Undercrofts of porches and decks shall be skirted with framed wood or vinyl lattice installed between supports with no more than 1 ½ inch spaces between boards.~~

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Bay windows at frontages shall ~~have a minimum of 3 sides and shall~~ be habitable, ~~extending from the height of the interior floor to the appropriate grade at street level.~~

~~Balconies shall not exceed 4 feet in depth. Cantilevers, including balconies and second story bay windows, shall be supported by brackets.~~

ELEMENTS

MATERIALS

Columns, piers, arches and chimneys shall be made of stone, wood, brick or stucco. The interior chimney flues shall be metal or clay flue tile. Spacing and form

Porches, posts, spindles, and balusters shall be made of wood or fiberglass, except railings attached to concrete or brick, which may be made of steel or wrought iron and painted a black gloss finish. Porches may be enclosed with glass or screens; however, glass enclosures are not permitted at frontages. Porch

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ELEMENTS

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