

**CITY OF WILDWOOD
RECORD OF PROCEEDINGS**

**MEETING OF THE ARCHITECTURAL REVIEW BOARD
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI
December 8, 2016**

The Architectural Review Board meeting began at 7:00 pm, on Thursday, December 8, 2016, in the 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 [8]

Chair Hoffmann
Vice-Chair Dial
Board Member Teller
Board Member Hensic
Alternate Lindberg
Commission Liaison Lee

Absent [2]

Secretary Crow
Council Liaison Baugus

Staff present: Director Vujnich, Planner Newberry, and City Attorney Young
City Officials: None
Petitioners present: Mike Whalen and Franklin D. Wiseman, Whalen Custom Homes

II. Approval of Meeting Minutes from November 10, 2016

A motion was made by Board Member Teller, seconded by Board Member Hensic, for the approval of the November 10, 2016 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

IV. New Business

1. Ready for Action [Two (2) Items]

- a) A discussion with City Attorney Young regarding the issue of architectural participation/credentials that was identified by the board members at its October meeting.

Director Vujnich introduced City Attorney Young. Mr. Young provided a presentation on the relevant documents provided to the Board at tonight's meeting regarding licensing and registration of architects in Missouri and the City board's function relative to the same. Director Vujnich stated the Department will begin the process to consider amending the City's Zoning Ordinance regarding the Architectural

Review Board's authority, including requiring the attendance of a petitioner's architect of record at its meetings and the extent and types of necessary information that must be included on submitted architectural drawings and applications. The Board and the Department thanked City Attorney Young for his assistance.

- b) Review of the Architectural Elevations and related materials for an approved single family residential subdivision that is located on an eight (8) acre tract of land; west side of Center Avenue, south of Manchester Road; R1-A 22,000 square foot Residence District, with a Planned Residential Development Overlay District (PRD); a total of twelve (12) detached single family dwellings. The review of Architectural Elevations and related materials by the City's Architectural Review Board is a requirement of the site-specific governing ordinance (Ordinance #2088). P.Z. 21, 22, and 23-14, Stone Mill Subdivision, Whalen Custom Homes. (Ward – Eight)

1. Stone Mill – Lot 12

Director Vujnich briefly outlined the approved development, noting the Board had previously reviewed three (3) homes for this project, and somewhat familiar with its characteristics.

Discussion was held among Board Members regarding the placement of the home on the lot and the access to the lot from Falstone Mill Court.

Mike Whalen, Whalen Custom Homes, stated the placement of the home on the lot was decided largely due to the purchaser's desire for privacy.

A motion by Board Member Teller, seconded by Vice-Chair Dial, to approve the elevations and related materials, as submitted. The motion passed by a voice vote [5-0].

2. **Not Ready for Action [No Items]**

V. **Old Business**

1. **Ready for Action [One (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 Town Center Plan's Architectural Guidelines document, in its entirety. **(Wards – 1, 4, 5, 6, 7, and 8)**

Director Vujnich noted the Board has completed its initial edits to the Town Center Plan's Architectural Guidelines. He explained the Department provided the edited Architectural Guidelines, in their entirety, and outlined the next steps for the Town Center Development Manual's review and update.

Discussion was held among Board Members regarding certain edits to the Architectural Guidelines.

A motion by Board Member Teller, seconded by Board Member Hensic, to approve the Architectural Guidelines, with edits agreed upon at tonight's meeting (*see attached Architectural Guidelines reflecting these edits*). The motion passed by a voice vote [5-0].

2. **Not Ready for Action [No Items]**

VI. Public Comment

VII. Closing Remarks and Adjournment:

Director Vujnich noted the next regularly scheduled meeting will be held on January 12, 2017.

A motion by Board Member Teller, 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

DRAFT



WILDWOOD®

Town Center Architectural Guidelines

Prepared by the Architectural Review Board

“Planning Tomorrow Today”

Statement of Intent

It is the intent of the City of Wildwood to encourage design creativity while maintaining compatible architecture throughout the city. Compatible does not mean ‘the same’, it means that we can utilize differing architectural styles so long as the design reflects the sense of place of the specific area and creates a continuity of character. This definition purposefully allows quite a bit of latitude. It is the purpose of the Architectural Review Board (ARB) review process to enforce this definition while entertaining the presenters own design philosophy for any given project.

The ARB reserves the right to respectfully disagree with presenters and therefore make suggestions on design or to outright reject any proposal.

MISCELLANEOUS

Site design: Aside from compliance with all ordinances, planning and zoning, and civil engineering requirements, all developments shall be 'designed' so that they are compatible with neighboring properties. Character of the neighborhood shall be maintained and may take precedence over other minimum requirements. In general, residential or commercial buildings should face the pedestrian way, should address the direction of incoming travel, and in the case of corner lots, structures shall address both public directions. Commercial buildings shall not turn their back on main roads or intersections regardless of whether or not there are access roads behind them. A well-engineered site is no more important than a well-designed site.

Work with the site conditions and not against them. Consider the sun to building orientation, natural drainage patterns, approach, etc. before simply dropping in a building.

Colors shall be consistent with the character of the local area of the project and with the City overall. As a general direction for designers, one can use the Benjamin Moore Williamsburg Color Collection as a starting point. These are generally historical colors of earth tone bases.

Exterior materials that do not have an integral color shall be painted or stained. The overall color palette shall be consistent and compatible throughout the project and shall compliment the surrounding environment.

Trim shall be of one color, which may or may not be the same as the wall color. However, trim color shall complement those used on walls.

Storefront colors shall be complimentary to the building. Bright colors are generally discouraged and subject to ARB approval.

Accent color may be used for items such as the front door and shutters subject to approval of the ARB.

Masonry and mortar colors shall be selected from earth tone palettes. Natural mortar is acceptable.

Rough Siding and exterior wood shall be stained or finished as approved by the ARB, except wood roof shingles that may be left to age naturally.

Light fixtures on commercial buildings shall be mounted to walls, have LED, incandescent or metal halide bulbs and may not produce glare on adjacent properties. Light fixture cut sheets shall be submitted to the ARB along with design documents.

Picket fences shall be no greater than 3.5 feet high at front yards. Board fences may not exceed 6 feet and only used in side yards behind the front face of the building and rear yards. Chain link fences are not permitted.

Retaining walls shall be an integral part of a building design and will be reviewed on a case by case basis.

Free standing garages shall maintain the general character of the main building.

Misc. Façade Compositions:

Fenestration patterns and percent of coverage shall be consistent with surrounding buildings.

Avoid blank or monotonous elevations.

Create a pedestrian friendly scale.

Avoid garage doors on the front elevation except for residential buildings where the house is wide enough to maintain at least fifty percent (50%) of the front façade without a garage door.

Proportion is everything!

DRAFT

ELEMENTS

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. 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. 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 6 feet in depth and a minimum of 18 inches above grade. Porches shall be lighted consistent with the City's Outdoor Lighting Regulations. Other illumination sources may be authorized based upon architectural merit.

Screened and visible sides of porches must be skirted.

Railings shall have top and bottom rails.

Decks shall be located in rear yards and where not easily visible from streets or paths. Decks shall be made of polymer lumber or composite material or shall be painted or stained wood or an exotic hardwood such as ipe that does not require staining to maintain its appearance.

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

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.

Bay windows at frontages shall be habitable.

OPENINGS

Materials

Windows shall be made of vinyl or aluminum or clad wood and shall be glazed with transparent low-E glass in residential areas of the Town Center. Window selection shall be appropriate to the building and historically appropriate proportion. Screen frame colors shall match the windows, where they are used.

Tinted glass may be considered for commercial buildings.

Doors shall be wood, steel, or fiberglass. If glazed, doors shall be glazed with clear low-E glass.

Storm doors shall be factory finished painted wood or painted/anodized aluminum and match the entry door.

Security grilles must be approved by the ARB.

Configurations

Openings in upper stories shall be centered directly above openings in the first story. Openings in the gable ends must be centered. Openings shall be a minimum of 2 feet from building corners, unless approved by the ARB.

All sides of residential building shall have windows unless historically accurate such as row houses, etc. Glazed areas shall be proportional to the total size of the facade where located.

Windows shall be single-hung, double-hung, or triple-hung or casement or awning types.

Transoms may be oriented horizontally with panes of vertical proportions.

Window muntins shall be true divided lights or fixed (snap-ins) on the exterior surface. Muntins shall be located on the outside of the window, unless approved by the Architectural Review Board.

Sliding doors shall be permitted only at residential backyard locations.

Garage doors facing a street frontage shall be a minimum of 10 feet in width. Tapered drives can be used in the Town Center.

Shutters shall be sized and shaped to match the opening, when used.

WALLS

Materials

Building Walls shall be finished in brick, stone, manufactured stone, split-faced or ground-faced block (commercial only), limestone (commercial only), wood shingles, wood clapboard, drop siding, wood board and batten, smooth stucco, fiber cement siding, or vinyl siding. Clapboard and siding, except vinyl, shall be painted except as noted.

Foundation walls and piers may be exposed smooth-finished, poured concrete, formed patterns, parged block or brick veneer.

Garden walls shall be finished in stone, brick or stucco matching the principal building. Material composition shall be replicated on both sides of the wall. Gates shall be wood or wrought iron. Wall caps shall be of limestone or metal, to be reviewed on a case-by-case basis.

Garden walls shall be minimum 8 inches thick and capped with an overhang of no less than one inch.

Fences fronting the street shall be constructed of wood, vinyl or coated metal; said material to be compatible with the building façade. Wood fences may have brick piers. Vinyl materials may be used as a substitute in buildings walls and fences, but shall be from the Master List to ensure acceptable quality.

Configurations

Walls may be built of no more than three materials. Change in material shall be aesthetically pleasing, with the heavier material below the lighter, i.e. brick or stone below stucco. Masonry walls terminating at outside corners shall wrap the corner a minimum of 24 inches, unless approved by the ARB. Additions to buildings must be made of the same materials as the main building, except when the main building is made of brick, the addition can be wood.

Front elevations that have walls recessed or protruding from another plane shall not change materials on the sides at the recessed areas. Buildings are viewed in perspective

Siding shall be horizontal, a minimum 4 inches exposed to the weather. Boards with more than 8 inches to the weather shall show a 1 inch variation from one board to the next. Board and batten siding may be applied vertically

Wood shingles shall be 8 to 10 inches exposed. Shingles shall be hand split or machine cut and have bottom edges aligned.

Foundation walls shall be exposed a maximum of 12 inches above grade.

Trims shall not exceed 1 ½ inch in thickness. The minimum width at the corners shall be 6 inches. The minimum width around openings shall be 4 inches, except at the front door, which may be any size or configuration. Trim may be painted in any color compatible with the rest of the façade material colors.

ROOFS

Materials

Residential roof cladding materials are to include; clay and concrete tiles, metal shingles, slate, wood shakes and shingles, fiberglass-asphalt shingles and metal panels. Fiberglass-architectural shingles to have a minimum 30 year warranty.

Gutters and downspouts, when used, shall be made of galvanized steel, copper (not copper coated), or pre-finished aluminum. Splash blocks shall be made of brick, gravel, or concrete. In the absence of gutters, brick or gravel shall be placed at the drip line.

Flashing shall be copper, galvanized steel, stainless steel, membrane or pre-finished aluminum. Vinyl flashing is not allowed.

Configurations

The principal roofs shall be a gable or hip with a slope between 6:12 to 12:12.

Ancillary roofs (attached to walls at the upper portion) may be sheds with a minimum slope of 3:12.

Flat Roofs are permitted on commercial buildings. Flat roofs will have parapet walls at a height in accordance with building codes.

Roof top equipment shall be screened from view. Petitioner is required to submit "Line of Sight" drawings that depict views of the roof top equipment (with accurate equipment sizes) from all compass directions as well as proposed screening options. The calculation of the "Line of Sight" shall be completed utilizing the following criteria: the origin point shall be the far side of any abutting street/roadway or property line within a 750 foot radius, to the building's rooftop and associated equipment, measured from a point that is a minimum of five (5) feet above the pavement/grade elevation.

Roof penetrations shall be placed on the rear slope of the roof and painted to match the color of the roof, except those of pre-finished metal which must closely match the roof color. Plumbing stacks, flues, and attic vents shall not be placed on the front slope of any roof or a visible portion of it from the primary street, and painted to match the color of the roof.

Exposed foundation walls shall be painted to match siding color or be sided.