CITY OF WILDWOOD
RECORD OF PROCEEDINGS

MEETING OF THE ARCHITECTURAL REVIEW BOARD
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI
February 11, 2016

The Architectural Review Board meeting began at 7:00 pm, on Thursday, February 11, 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 [7]	Absent [1]
Chair Hoffmann	Commission Liaison Lee
Vice-Chair Dial	
Secretary Crow	
Board Member Hensic	
Board Member Teller	
Council Liaison Baugus	
Alternate Lindberg	

Staff present: Director Joe Vujnich and Planner Travis Newberry

City Officials: Mayor Woerther

Petitioners present: None present

II. Approval of Meeting Minutes from December 10, 2015

A motion was made by Board Member Teller, seconded by Board Member Hensic, for the approval of the January 14, 2016 meeting minutes, with attached "Elements" Section of the Architectural Guidelines, 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 noted two (2) items "Ready for Action". No modifications to the agenda were made and the meeting proceeded, as outlined.

IV. New Business – None

V. Old Business – Ready for Action [2 items]:

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 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]**

Director Vujnich explained the application form was approved by the Board at its December 10, 2015 meeting and is before it again to consider edits.

Discussion began on minor copy edits throughout the document, with a particular focus on the need to rewrite the final summary paragraph. Following the discussion, the Board reached a consensus on the changes reflected on the attached page. Mayor Woerther volunteered to rewrite the final summary paragraph to be reviewed at the Board's next meeting. No vote was taken, but consensus was reached.

b) **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]**

Vice-Chair Dial presented proposed changes to the Miscellaneous 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 pages.

Board Member Teller was selected to compose and present his proposed changes to the Walls Section at the upcoming March 10, 2016 meeting. No vote was taken, but consensus was reached.

VI. Other - None

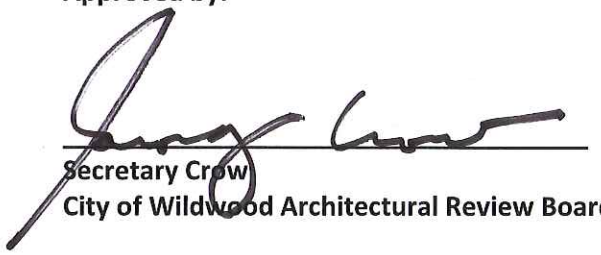
VII. Public Comment - None

VIII. Closing Remarks and Adjournment:

Director Vujnich noted the next regularly scheduled meeting will be held on March 10, 2016

Board Member Teller 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:**



3-10-16

Secretary Crow
City of Wildwood Architectural Review Board

~~Deleted From Original by Mr. Dial~~
Added to Original by Mr. Dial

~~Deleted in 2/11/16 Meeting~~
Added in 2/11/16 Meeting

WILDWOOD

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 therefor make ~~alternative~~ suggestions on design or to outright reject any proposal.

~~The cities Design Guidelines are intended to convey the character of our City to aid the architect in producing designs that are most sympathetic to our vision.~~

~~Deleted From Original by Mr. Dial~~
Added to Original by Mr. Dial

~~Deleted in 2/11/16 Meeting~~
Added in 2/11/16 Meeting

MISCELLANEOUS—David Dial

- Site design: Aside from compliance with all ordinances, planning and ~~Zoning~~zoning, and civil engineering requirements, and all developments shall be 'designed' so that they are compatible with neighboring properties. ~~Once again, character~~ Character of the neighborhood shall be maintained and may take precedence over ~~smaller setbacks or~~ 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~~

- ~~Colors of all materials shall be selected from the Master List provided by the Architectural Review Board.~~
  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.
- ~~Walls shall be one color for each material used. Wall colors shall be painted or stained in the local earth tone ranges. Colors shall complement those used on trim.~~
- 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.
- ~~Storefronts shall be painted a color from the Master List.~~ Storefront colors shall be complimentary to the building. Bright colors are generally ~~disapproved and shall be~~discouraged and subject to ARB approval.
- Accent color may be used for items such as the front door and shutters subject to approval ~~from~~ of the ~~Architectural Review Board~~ARB.
- ~~Columns, posts, balconies, shutters and porches may be any color. Window sashes and doors shall be painted or stained with a color from the Master List. Natural color mortar shall be used.~~
- ~~Masonry, mortar, and smooth siding and trim shall be a color from the Master List (principally red brick). Alternative colors can be considered based upon merit as determined by the Architectural Review Board.~~
- Masonry and mortar colors shall be selected from earth tone palettes. Natural mortar is ~~perfectly~~ acceptable.
- ~~Rough siding shall be a color from the Master List.~~

~~Deleted From Original by Mr. Dial~~ ~~Deleted in 2/11/16 Meeting~~
Added to Original by Mr. Dial Added in 2/11/16 Meeting

~~Paints and Stains~~

- ~~All exterior wood shall be painted or stained, except wood roof shingles that may be left to age naturally.~~

~~Other Design Components~~

- Rough Siding and exterior wood shall be stained ~~a color~~or finished as approved by the ARB, except wood roof shingles that may be left to age naturally.
- ~~The following shall be selected from the Master List: fence designs and exterior light fixtures.~~
- ~~The following shall be permitted only in rear yards and where not easily visible form streets or paths: HVAC equipment, utility meters – where possible, 18' (or smaller) large satellite dishes, permanent BBQ grills, permanent play equipment and hot tubs (those at ground level must be covered).~~ HVAC equipment and utility shall be placed so not easily visible from streets or paths.
- ~~The following shall not be permitted: Panelized materials which are visible, quoins, curved windows, window air conditioning units, swimming pools above ground above ground swimming pools (except those of the inflatable variety), antennas, solar panels, sings (on private residential property).~~
- ~~Flagpoles under 6 feet long may be mounted at a 45 degree angle to building walls.~~
- ~~Security signs must be affixed to the wall.~~
- 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.
- ~~Variances to The Architectural Codes may be granted on the basis of architectural merit.~~
- ~~Signs in the Town Center, shall be made of wood, cast aluminum or thickly enameled steel. Signs shall be attached to buildings, integral with the storefronts, no larger than 24 inches in height, externally lit and painted a color from the Master List. Sign sizes are subject to City ordinance as well as ARB review for each specific sign design and how it works with the overall building elevation.~~
- Picket fences shall be no greater than 3.5 feet high at front yards~~. In rear yards, where there is a swimming pool, the minimum height of a fence shall be 4 feet. Picket fences shall have no more than a 2 inch gap between pickets. Neighboring lots shall have different fence designs~~. Board fences may ~~be as high as~~ not exceed 6 feet ~~to be~~and only used ~~for~~ in side 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. ~~Modular retaining walls are discouraged.~~
- Free standing garages shall maintain the general character of the main building.
- Misc. Façade Composition s:
  - ~~Tops of buildings shall be defined by a cornice or similar articulation.~~
  - Fenestration patterns and percent of coverage shall be consistent with surrounding buildings.
  - Avoid blank or monotonous elevations.

~~Deleted From Original by Mr. Dial~~ ~~Deleted in 2/11/16 Meeting~~
Added to Original by Mr. Dial Added in 2/11/16 Meeting

- 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 ~~half~~ fifty percent (50%) of the front façade without a garage door.
- Proportion is everything!

WILDWOOD

Architectural Guidelines

Prepared by the Architectural Review Board

"Planning Tomorrow Today"

DRAFT

Statement of Intent

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The ARB reserves the right to respectfully disagree with presenters and therefor 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, and 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 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.
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<u>Misc. Façade Compositions:</u>

- 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.
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DRAFT

Original

MISCELLANEOUS

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Rough siding shall be a color from the Master List.

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Board fences may be as high as 6 feet to be used for side and rear yards. Chain link fences are not permitted.

With Edits

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