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AGENDA
PLANNING AND ZONING COMMISSION MEETING
CITY OF CREVE COEUR, MISSOURI
MONDAY, FEBRUARY 6, 2012
7:00 PM

1. ROLL CALL

Mr. Michael Barton
Mr. Gary Eberhardt
Mr. James Faron
Mr. Ken Howard
Ms. Cynthia Kramer
Mr. Tim Madden
Mr. Jim Schnarr
Mr. Carl Lumley, City Attorney
Mr. Paul Langdon, AICP, Director of Community Development
Ms. Whitney Kelly, AICP, City Planner
Ms. Julie Lowery, Recording Secretary

Pursuant to Section 610.022 RSMo., the Planning and Zoning Commission could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. and/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Reports, documents, plans, and related materials are available for examination at the Creve Coeur Government Center, 300 North New Ballas Road, prior to the meeting.

Special disabled service may be arranged by contacting the Office of the City Administrator in advance.

2. ADDITIONS TO – ACCEPTANCE OF THE AGENDA

3. APPROVAL OF MINUTES

A. Draft minutes from January 17, 2012 meeting

4. PUBLIC COMMENT

An opportunity for members of the public to address the Planning and Zoning Commission regarding issues or concerns not already on the agenda for this meeting. Those wishing to speak will be asked to limit comments to three minutes and to complete a speaker card.

5. **UNFINISHED BUSINESS**

None

6. **NEW BUSINESS**

None

7. **WORK AGENDA**

A. Revisions to Article VIII Sign Regulations

B. Form-based code update (no exhibits)

8. **OTHER BUSINESS**

A. Planning Division Report

- Citizen Survey
- Upcoming Agenda

B. City Attorney Report

C. Executive Session

9. **ADJOURNMENT**

Posted: February 3, 2012_____

Julie Lowery
Planning Division Assistant



**CITY OF CREVE COEUR - MINUTES
PLANNING AND ZONING COMMISSION MEETING
TUESDAY, JANUARY 17, 2012
7:00 P.M.**

A public hearing and regular meeting of the Planning and Zoning Commission of the City of Creve Coeur, Missouri was held on Tuesday, January 17, 2012, at the Creve Coeur Government Center, 300 North New Ballas Road. Chair Tim Madden called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: *Mr. Timothy Madden, Chair*
 Mr. Gary Eberhardt
 Mr. James Faron
 Mr. Jim Schnarr
 Ms. Cynthia Kramer
 Dr. Michael Barton

OTHERS PRESENT: *Mr. Carl Lumley, City Attorney*
 Mr. Paul Langdon, Director of Community Development
 Ms. Whitney Kelly, AICP, City Planner
 Ms. Julie Lowery, Recording Secretary

2. ADDITIONS TO – ACCEPTANCE OF THE AGENDA

The Agenda was accepted as written.

3. APPROVAL OF MINUTES

Draft Minutes of December 19, 2011

Mr. Eberhardt pointed out a minor typo in the minutes, on line 11, under “Work Agenda” the line reads ‘as a real possibility but plans or proposals have ever been developed’ and it should be ‘never’. Mr. Eberhardt moved approval of the draft minutes as modified. Mr. Howard seconded the motion which carried unanimously.

4. PUBLIC COMMENT

None

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

A. Application #11-031: Text Amendment to Chapter 405, the Zoning Ordinance, of the Code of Ordinances of the City of Creve Coeur, Missouri, and other code sections regarding disabled parking.

Applicant/Agent: Paul Langdon, AICP
Director of Community Development
City of Creve Coeur

Start of Public Hearing

Applicant's Presentation:

Ms. Kelly presented on a text amendment to Chapter 405, to make the City's code compliant with the recently enacted House Bill 555 which requires changes to how accessible parking spaces are to be designated and appropriate wording for such. In addition, the building codes will be revised to reflect the zoning changes.

Comments or questions from Commission members:

Mr. Schnarr asked what the parking spots are going to be called since they cannot be called "handicapped". Ms. Kelly replied the appropriate wording is "accessible". Mr. Eberhardt stated that the wording "disabled" cannot be used, but it does not say what you can use. Mr. Eberhardt understands that the ordinance states words such as "accessible" can be used, but throughout the ordinance "disabled parking" is the term referenced. Mr. Eberhardt presumes that "disabled parking" would be appropriate, as well. Ms. Kelly stated that it just requires that signs should not state "handicapped" or "handicap" parking; it does suggest appropriate wording as "accessible" parking. Mr. Eberhardt asked if the wording of the amendment came from the statute or if the City staff worded the ordinance. City Attorney, Carl Lumley, answered this is all from the statute.

No comments or questions from the audience.

There being no further comments, the City Attorney, Mr. Lumley, presented the exhibits for the record and the public hearing was closed.

(This ends the Public Hearing; see verbatim transcript for further information)

There being no further comments, the motion was made by Ms. Kramer to approve the text amendment to amend Chapter 405, the Zoning Ordinance, and other code sections regarding disabled parking, as described in the staff report on application #11-031, for the meeting of January 17, 2012. Mr. Faron seconded the motion with the resultant vote as follows:

Mr. Faron – aye
Mr. Schnarr – aye

Mr. Eberhardt – aye
Dr. Barton – aye

Chair – aye
Ms. Kramer - aye

7. WORK AGENDA

None

8. OTHER BUSINESS

A. Planning Division Report

Mr. Langdon stated the item voted on tonight, will be moving to City Council for first reading at the next opportunity. Mr. Langdon reminded the Commission that the Capital Improvement Plan is in its early draft stages, so if there are things seen around town that you believe the City needs to invest in, make note and let staff know; there will be a formal opportunity to do so at a later date.

Mr. Langdon reported on the upcoming meetings. On February 6th, he will have an update on the Downtown Zoning, and also have some draft language on the sign code amendment. Mr. Langdon also thinks it is time for the Commission to start laying out the approach to the Comprehensive Plan update. February 21st, there will be three Public Hearings; two are vintage car dealers and a conditional use permit for a new restaurant.

Lastly, Mr. Langdon pointed out the curtain behind the dais being pulled for a little change to the look of the room. It is a small taste of what is to come for the Council Chambers as the City has begun working with an architect on a complete revamp of the Chambers, top to bottom, and if there are suggestions then please share them.

B. City Attorney Report

None

9. ADJOURNMENT

There being no further business to come before the Planning and Zoning Commission, upon motion being made and duly seconded, the meeting was adjourned at 7:12 p.m.

Timothy Madden, Chair

Julie Lowery, Recording Secretary



city of CREVE COEUR

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MEMO TO PLANNING AND ZONING COMMISSION

Meeting Date: February 6, 2012

Subject: Revisions to Article VIII Sign Regulations

Memo Prepared by: Whitney Kelly, AICP
City Planner

Attached: Table of Current Code Language and Proposed New Language

Based upon the previous memo discussed during the December 19, 2011 Planning Commission work session, Staff is seeking the Commission Members' comment regarding changes to Article VIII, Sign Regulations, in the effort to create sign regulations that are easier to understand and administer, without vastly changing what is generally already allowed. Staff reviewed sign regulations from Columbus, IN, Tempe, AZ, Schaumburg, IL Overland Park, KS, Gainesville, FL, Flagstaff, AZ, and Wilmington, NC, where all provide an easier to read regulation, than what the City current has. Attached is a table of the current language of the key areas under consideration, and new language that Staff is considering (along with general comments regarding the change).

Future discussions will include revising the Master Sign Plan provision of the Code to encourage all large scale projects and campuses to seek approval for a sign package that is unique to the project and site development plan, as well as provide better review criteria. Further revisions will include creating specific language for signs that would be unique to the downtown area, including sandwich board signs and blade signs, and larger address numerals for building identification purposes.

Finally, with all of the proposed modifications taken the Common Signage Plan provision will probably be superfluous and could be deleted from the Code. However, Staff and the Commission will have to consider how to address those centers that have entered into a Common Signage Plan for the future.

On February 6, Staff will seek your input on the proposed changes as an initial step. Staff will incorporate your comments and changes into the next draft. Once the Commission is satisfied with the draft, Staff will send out the document to the business community for comment, as well as invite them to the an open house in March for discussion, with possible Public Hearing on the text amendment soon after any additional changes.

painted on canopies or awnings with a total gross sign area per sign frontage not to exceed one (1) square foot per linear foot of sign frontage upon which the sign is to be located, up to a maximum of twenty-five (25) square feet in area; except that the total gross sign area per sign frontage may increase by twelve and one-half (12.5) square feet for each fifty (50) feet an individual business or use sets back from the edge of street pavement up to a maximum of one hundred twenty-five (125) square feet in area, provided said individual business or use has the required sign frontage to allow such an increase. A rear entrance to an individual or freestanding business used for delivery purposes may be identified by a sign not to exceed two (2) square feet in gross sign area. Such a sign shall be affixed directly to the rear entrance door. In locations where individual businesses or uses are grouped together in a shopping center, the on-premises permanent signs shall maintain uniformity in location, height and general design and shall be compatible in color.	maximum of fifty (50) square feet in area. The sign shall be located on the front façade which shall also be the same façade as the main entrance. b. <i>Corner units, single uses on corner lot, or out-lot buildings within a shopping center.</i> Each individual use located at ground floor level with its own entrance at street level may have one (1) attached sign, affixed or painted on a wall, canopy or awning with a total gross sign area of one (1) square foot per linear foot of building frontage, up to a maximum of fifty (50) square feet in area to be placed on the same façade as the main entrance. One (1) additional attached sign may be permitted, subject to the same size regulations above, where the building abuts two or more public streets. The total allowable square footage may be divided among the total allowable number of signs as long as the sign area in combination does not exceed the allowable total gross sign area, (for example: a building on a corner lot may receive two wall signs at 50 sq. ft. each, or one sign at 100 sq. ft., or any division thereof). c. <i>Rear entrances.</i> A rear entrance to a building or use used for delivery purposes may be identified by a sign not to exceed two (2) square feet in gross sign area. Such a sign shall be affixed directly to the rear entrance door.	A building or use on a corner lot that could receive the max sign area for each sign may elect to optimize the signage allowed along a main thoroughfare, therefore, they could apply sq. ft. of one sign to another. Rear entrance signage allowance remains the same, but is given its own paragraph. Delete the statement regarding uniformity within a shopping center because lack of review criteria leads to inconsistent enforcement.
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<i>b. Low monument signs.</i> An individual building or use occupying a site of at least thirty thousand (30,000) square feet may also be permitted a single, low monument sign provided such sign contains not more than thirty (30) square feet of sign area per face with not more than two (2) faces, is not more than six (6) feet in total height above the elevation of the centerline of the adjacent right-of-way or the adjacent finish grade, is set back at least ten (10) feet from the right-of-way of said fronting street or highway, is not located within the site distance triangle described in Section 405.670 of this Chapter and the site meets one (1) of the following criteria: (1) The site has at least three hundred (300) feet of frontage on a street or highway other than Lindbergh Boulevard; (2) The site has at least two hundred (200) feet of frontage on Lindbergh Boulevard; or (3) The site has at least two hundred (200) feet of frontage on a street or highway other than Lindbergh Boulevard and the sum of the total gross sign area of the site's wall signs, window signs and signs affixed and/or painted on canopies or awnings is at least twenty (20) square feet less than the maximum allowed in Subsection (2)(a) above or in Subsection (2)(d) Office Building Signs.	<i>b. Low monument signs.</i> (1) A project or development of at least 30,000 sq. ft. to three and one-half (3.5) acres and where: (a) the site has at least three hundred (300) feet of frontage on a street or highway other than Lindbergh Boulevard; or, (b) the site has at least two hundred (200) feet of frontage on Lindbergh Boulevard, may be permitted a single monument sign provided such sign contains not more than thirty (30) square feet of sign area per face with not more than two (2) faces, is not more than six (6) feet in total height, and set back at least ten (10) feet from the right-of-way. (2) A project development of three and one half (3.5) acres to five (5) acres may be permitted a single monument sign provided such sign contains not more than thirty-five (35) square feet of sign area per face with not more than two (2) faces, is not more than eight (8) feet in total height, and set back at least ten (10) feet from the right-of-way. (3) A project or development of over five (5) acres may, by site development plan approval in accordance with Section 405.1080, be permitted a single monument sign provided such sign contains not more than forty (40) square feet of sign area per sign face, with not more than two (2) sign faces, is not more than twelve (12) feet in height, and is setback at least fifteen (15) feet from the right-of-way.	Revise to combine monument signs for individual buildings, shopping center and office park signs. Individual tenants may now be identified within the allowable square footage of the sign face.
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c. Shopping center or office park sign. A shopping center, office park or institutional complex occupying a site in excess of five (5) acres in size may, by site development plan approval in accordance with Section 405.1080, have a single, freestanding, on-premises permanent sign identifying the center, park or complex (individual tenants shall not be identified on this sign unless the development has received approval of a common signage plan) in accordance with the following standards: (1) Maximum sign area. One hundred (100) square feet. (2) Maximum area per sign face. Forty (40) square feet. (3) Maximum height. Sixteen (16) feet above prevailing base grade. (4) Setback from right-of-way. Fifteen (15) feet. d. Office building signs. (1) Each freestanding, single or multi-tenant office building may have one (1) wall sign per sign frontage. This sign shall be affixed parallel to the facade of the building with no part of this sign projecting more than fourteen (14) inches from the building surface it is attached to. No part of this sign shall extend above the roof line or parapet of a building. The gross sign area of said sign shall not	c. <i>Attached signs for multi-floor office buildings.</i> (1) Each freestanding, single or multi-tenant office building of three or more floors of leasable space may have one (1) attached sign affixed parallel to the building, with a sign area of up to fifty (50) square feet for a three (3) story building, with an additional ten (10) square feet of sign area allowed for each additional floor over three	Revise to limit office building signs to buildings of three or more above-grade floors (would not include parking located below the building where the grade falls away from the major arterial). Also, provides allowance for height of the building, rather than distance from the street. Large scale development will be encouraged to seek signage to their specific needs through the Master Sign Plan.
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exceed thirty-five (35) square feet per sign frontage; except that the total gross sign area per sign frontage may increase by twelve and one-half (12.5) square feet for every fifty (50) feet an office building sets back from the edge of street pavement, up to a maximum of one hundred twenty-five (125) square feet in area, provided said office building has the required sign frontage (one (1) square foot of gross sign area per lineal foot of sign frontage) to allow such an increase. (2) Each freestanding single or multi-tenant office building shall have one (1) set of address numerals per building frontage. These numerals must be affixed flat against the facade of the building and no part of the numerals shall project above the roof or parapet line of the building. The square footage shall be determined by measuring the rectangle formed by outlining the numeral. Each numeral shall not exceed the sign limitations listed in the following table:...	(3), up to a maximum of one hundred and fifty (150) square feet.	Staff will seek to revise the allowable square footage for address numerals, so that it may become the building identifier for the two story buildings that have office space above ground floor tenants, and would not qualify for office signage under the proposed changes.
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