

**NOTICE OF STUDY SESSION**  
**Architectural Review Board**

CITY HALL, Fifth Floor  
6801 Delmar Blvd., University City, Missouri 63130  
**Monday, August 12, 2024**  
**5:30 p.m.**

**AGENDA**

1. Meeting called to order
2. Changes to Regular Agenda
3. Architectural Review Board
4. EXECUTIVE SESSION (*roll call vote required*)

Motion to go into a Closed Session according to Missouri Revised Statutes 610.021 (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives or attorneys and (13) Individually identifiable personnel records, performance ratings or records pertaining to employees.

5. Adjournment

The public may also observe via:  
Live Stream via YouTube:

[https://www.youtube.com/channel/UCyN1EJ\\_-Q22918E9EZimWoQ](https://www.youtube.com/channel/UCyN1EJ_-Q22918E9EZimWoQ)

Posted this 9<sup>th</sup> day of August, 2024.





# Architectural Review Board

Purpose, structure, and procedures

# Background

- Interest from the City Council in creating an Architectural Review Board (ARB)

# Objectives

- Discuss Board structure and scope of review
- Present examples of nearby communities' ARBs
- Discuss creation and implementation of an ARB in University City

# What is an ARB?

Purpose: To review submitted plans and ensure that all construction and/or renovation activities are high-quality, conform with adopted architectural standards, and are cohesive with the general style and design of surrounding structures.

# Board Structure

## **Option 1:** Same members and meetings as Plan Commission or HPC

- Separate agenda items
- Would require amending the Plan Commission bylaws and commissioner qualifications (i.e., requiring at least one licensed architect)
- Example: Clayton

## **Option 2:** Subcommittee of the Plan Commission and/or HPC

- 3-4 members
- Meets separately from the Plan Commission meetings
- Makes recommendation to full Plan Commission

## **Option 3:** Entirely new, standalone board

- 5-7 members
- Would happen before Plan Commission votes on any CUPs or PDs; for permitted uses, would happen before building permit is issued.
- Examples: Kirkwood, Ladue, Brentwood, Webster

# Board Structure

- **Generally, between 5 and 7 members**
  - Some members should be licensed architects or other in related professions.
  - Some municipalities require members to be residents, while some give allow business owners in the municipality to be part of the Board.
- **Should we defer some applications to Historic Preservation Commission and/or private subdivision boards, if within their areas, before ARB review.**
  - For example, Frontenac won't allow ARB review until private subdivision has approved.

# Procedure

- ✓ Meet monthly or on an as-needed basis
- ✓ Identify low-impact applications for administrative review
- ✓ Allow for preliminary reviews with staff and/or working sessions with ARB as projects are developed to minimize resubmittals



# Timing

## Timing in overall development process:

- Permitted uses: before building permit application
- Conditional uses: simultaneous with public hearing at Plan Commission
- Planned developments: simultaneous with presentation of Preliminary Development Plan

## Limitations on review period?

- Clayton requires that decision is made within 60 days from the date of the meeting at which the item first appears before the ARB; if no decision is rendered, the application is considered approved

## Approval is typically valid for 1 year

- Extensions may be approved by ARB upon written request

# Scope

- ✓ Must decide which land use categories require ARB review (i.e., commercial, multi-family, single-family, etc.)
- ✓ Which applications can be administratively approved, and which require a Board meeting?
  - ✓ Do fences, signs, windows, etc. go to the ARB?
- ✓ Are the criteria written in the code or are they just adopted guidelines?
- ✓ What are the application requirements?

# Example: Ladue, MO

The list of projects that require ARB review includes, but is not strictly limited to, the following:

- New home construction
- Additions to or expansions of houses, garages and other buildings
- Pool houses
- Outdoor living areas
- Raised elements such as fireplaces, pergola, patio coverings, etc.
- Changes to the configuration, sizes or locations or infill of any exterior windows and doors
- Porches, pergolas, deck expansions
- Driveway monuments
- Sheds or accessory buildings
- Additions or deletions of dormers
- Roof or ground mount solar arrays

# Example: Ladue, MO

Plans for projects involving alterations and repairs which do not affect the outward appearance of a building do not require approval of the architectural review board, however a building permit may still be required for the project.

This includes, but is not strictly limited to the following:

- Fences
- New, replacement windows or doors when the windows and doors are in the same size shape and location as existing.
- Replacement flat work of driveways, patios or walkways that are the same in dimension and location
- Roof repair or exterior repair from minor storm damage
- Painting the exterior
- Replacement siding
- Pools
- Retaining walls

# Example: Clayton, MO

The following project types may be administratively reviewed and approved by the City Manager or their designee:

- Signage meeting the provisions of the sign ordinance;
- Awning replacement;
- Window replacement;
- Facade changes not effecting the building's character;
- Mechanical equipment screening;
- Fences and retaining walls meeting the provisions of the Building Code;
- Small additions less than seven hundred fifty (750) square feet;
- Landscaping;
- Surface parking lot expansion (twenty percent (20%) or less of the existing lot size) or reconfiguration;
- Detached garages/porte-cocheres and carports designed for no more than two (2) automobiles.

# Relation to Infill Review Board

- ✓ Currently the IRB *"shall review certain residential building permits that may significantly affect the nature of an existing neighborhood"*
- ✓ IRB meets only when 60% of nearby residents petition for a public meeting
- ✓ ARB would be triggered by a specific list of impactful project types
- ✓ Could replace IRB entirely or incorporate the IRB petition process, if desired

# Character/Architectural Standards

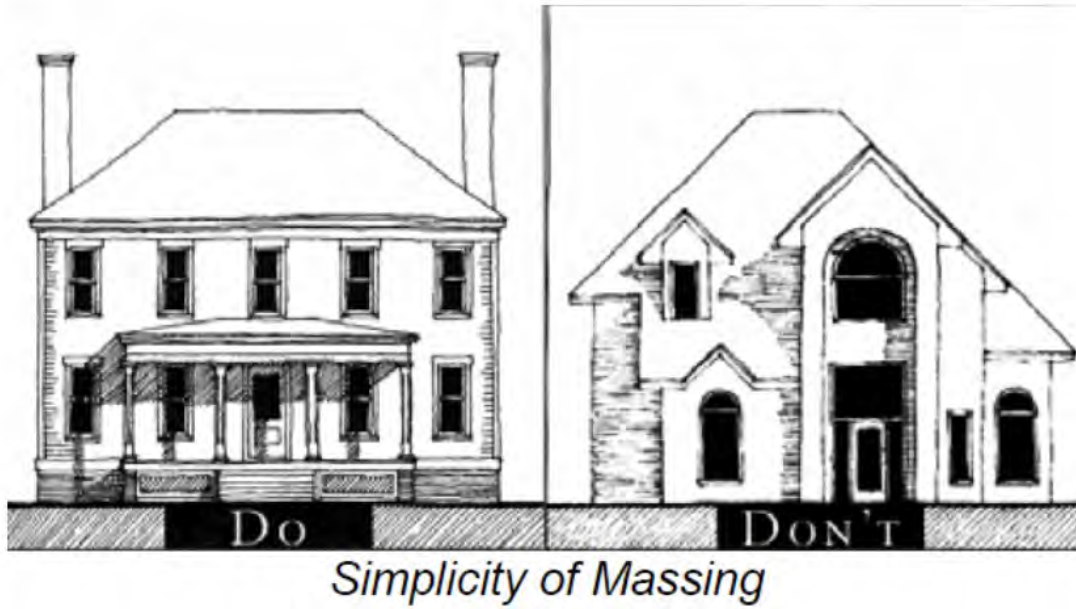
- ARB could be the entity responsible for enforcing Olive Blvd Design Guidelines and other standards, if applicable.
- General guidelines vs area specific guidelines
  - Could use comprehensive plan's character areas
- Guidelines vs form-based standards
  - Guidelines are more flexible, can be codified or separate guidelines document (like Olive Boulevard Design Guidelines)
  - Form-based standards are codified, specific, and explicit

# **Character/Architectural Standards**

## Examples



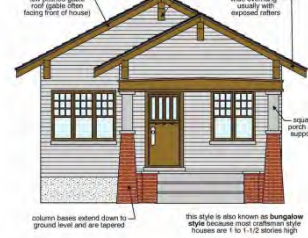
# Ladue - illustrated, separate document ([link](#))



## Architectural Styles, cont.

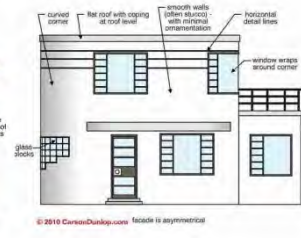
### Craftsman

1900 to 1930



### Modernistic

1920's to 1940's



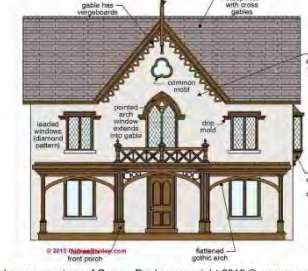
### International

1920's to present



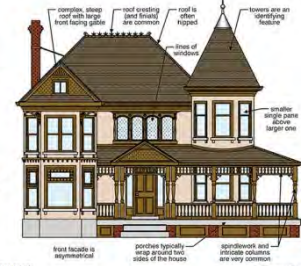
### Gothic Revival

mid to late 1900's



### Queen Anne

late 1800's to early 1900's



### Additional Queen Anne details

late 1800's to early 1900's



# Kirkwood - illustrated, codified ([link](#))

- (1) The design of commercial structures should relate to character-defining elements in and around the applicable district. Downtown Kirkwood has a different motif than other commercial areas; however, the design guidelines for the downtown area should be referenced in the gateway areas near the intersections of Manchester Road/Kirkwood Road and Big Bend Boulevard/Kirkwood Road.

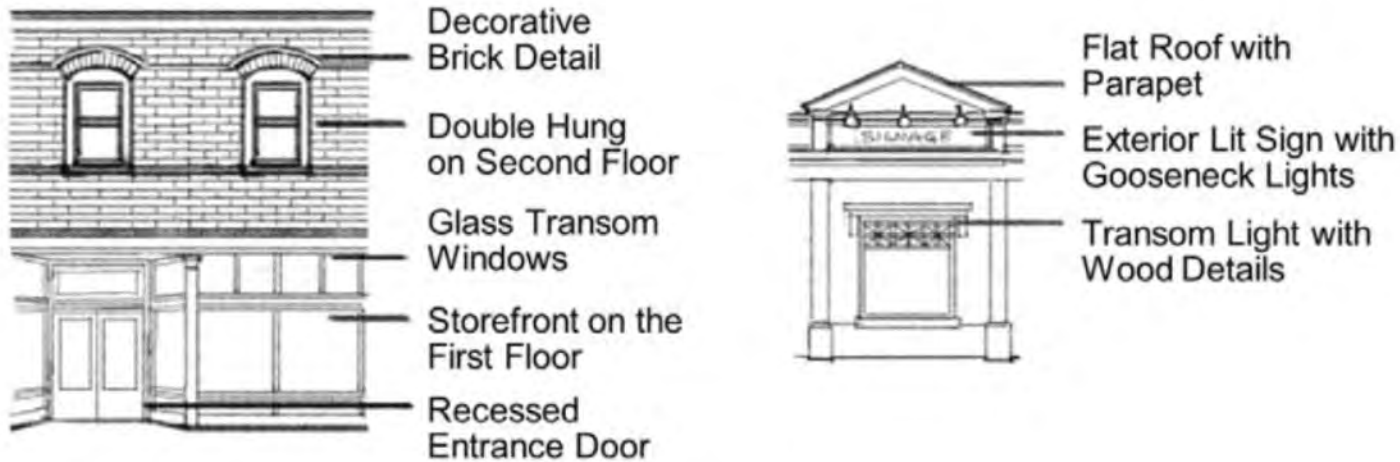


Figure 57-A

Illustrative Example of Downtown Kirkwood Design Motifs

- (iii) More than three rooflines or eave lines on the front facade as illustrated in Figure 55-E.



Preferred



Discouraged

**Clayton** – codified [text guidelines](#) based on zoning district [plus](#) illustrated [guidelines](#) for specific elements (i.e., driveways and retaining walls)

Section 405.3240 **Architectural Review Board Guidelines**

[Ord. No. 5814 §1(23.9), 4-27-2004]

- A. The following guidelines shall be applied by the City's Plan Commission/Architectural Review Board for development proposals located in the "HDC" zoning district:
1. Party wall development should be encouraged to ensure a continuous building facade.
  2. Building skylines should provide interest through introduction of compatible shapes and roof forms. Long uninterrupted cornices should be avoided.
  3. Facade relief should be incorporated into all building elevations. Long uninterrupted elevations should be avoided.
  4. Window openings should be incorporated into all building elevations. Blank walls, long horizontal openings, odd shapes and glass walls should be avoided.
  5. Street level (ground floor) elevation facing the street should be storefront architecture with large show windows interrupted at regular intervals with building piers and generous entrances. Blank walls, long uninterrupted show windows, odd shaped and small show windows should be avoided.
  6. Parking structures abutting the street should have ground level retail, commercial service and food establishments facing the sidewalk. The upper story should be of design material and color compatible with the urban setting.

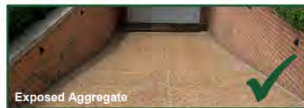
**Design and Materials**

New and existing driveways that are reconstructed or extended must be constructed with exposed aggregate, brick or stone pavers, stamped concrete, or concrete of the City standard 8.5 sack mix of meramec sand and gravel. Ribbon, flat concrete, and asphalt driveways are not permitted.

Existing driveways that are constructed with a prohibited material are considered non-conforming. Existing non-conforming driveways may be resurfaced with the same material. Pavement resurfacing (also known as an overlay, asphalt overlay or pavement overlay) is the process of installing a new layer of asphalt over the existing pavement, typically 1.5 to 2 inches in depth. Pavement reconstruction is the process of installing both the subgrade asphalt layer as well as the top pavement overlay layer. Existing non-conforming driveways that are reconstructed must use an approved material.

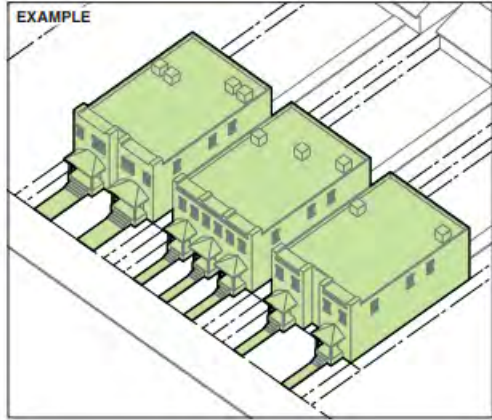
**Online Permitting Portal**

The city of Clayton utilizes an online permitting system for applications, reviews, payments, and issuing permits. To submit an application, click or search the following link: <https://www.citizenserve.com/Portal/Clayton>.



*(High density commercial zoning district)*

# Forest Park Southeast Form-Based Code ([link](#))



## V - PRIMARY MATERIALS

Material Type	Allowable
Brick and Tile Masonry (panelized or units)	YES
EIFS / Dryvit	NO
Concrete / Cinder Block (split-face or otherwise)	NO
Concrete Panels	YES
Concrete (reinforced, poured in place)	NO
Glass (curtain wall)	NO
Hardie-Plank Siding (or equivalent)	NO
Metals (all types)	NO
Other (new materials, post adoption date)	NO
Plastic Siding (vinyl or upvc)	NO
Precast Concrete Masonry (brick-scaled units)	YES
Stone Block (native or synthetic equivalent)	YES
Stucco (cementitious finish)	NO
Wood Siding	NO

See Section 4.3: Architectural Standards for further details.

## III - ACCESS

- Access to these Building Types should be from the Primary Building Facade facing the Side Street. If a Side Street is not present, access to these Building Types may be from the Primary Building Facade facing the Primary Street.
- Access to the second floor Dwelling Units shall be by a stair which is roofed or enclosed.
- Where an alley is present, parking and services shall be accessed by vehicle through the alley.
- Where an alley is not present, parking and services shall be accessed by way of a driveway to an above or below-grade garage from a Side Street. If there is no Side Street, then the access may be achieved from a Primary Street.
  - Minimum seven (7) feet wide by maximum ten (10) feet wide.
- On a corner lot without access to an alley, parking and services may be accessed by way of a driveway to an above or below-grade garage.
  - Minimum seven (7) feet wide by maximum ten (10) feet wide
  - Not located within fifteen (15) feet of another driveway.

## IV - MASSING & ARTICULATION

- Buildings on infill lots shall be designed to address the Primary Street or Side Street, whichever is applicable.
- Buildings on corner lots shall be designed with two (2) Building Facades of equal architectural expression; addressing both Primary and Side Streets.
- Primary Building Facades shall have multiple window openings onto both Primary Streets and Side Streets.
- Dwelling Units within buildings may be flats and / or townhouses.
- Buildings shall be composed of two (2), three (3) and/or four (4) story volumes.
- Dwelling Units may be repetitive or unique as established by design.

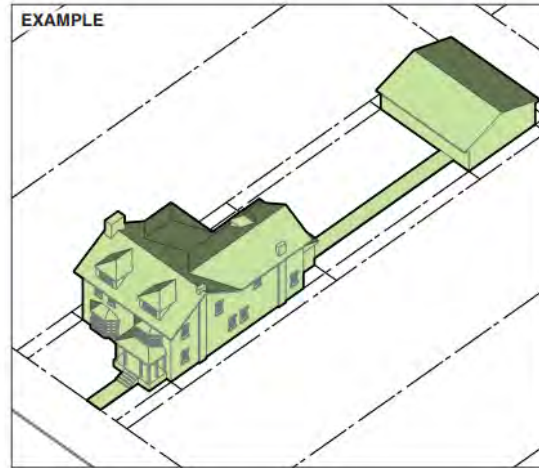
## IV - OUTDOOR SPACE

- One (1) front outdoor space shall be defined by the street Build-to-Line and allowable Frontage Types for the Building Type.
- One (1) rear outdoor space shall be provided at-grade or via a balcony not oriented toward a Side Setback for each dwelling unit.
  - Minimum of one hundred and fifty (150) sq ft
  - One (1) dimension must be a minimum of ten (10) feet.
  - Must be regular geometry (a rectangle or square for example).
- The rear outdoor space (at-grade) shall primarily include open turf grasses, ground vegetation and trees; but may also include items such as decks, swimming pools, and other hardscapes.

## VII - FRONTAGE TYPE

Frontage Type	Allowable
Common Yard	YES
Porch	YES
Stoop	YES
Forecourt	YES
Awnings & Canopies	NO
Balconies	YES
Terrace & Lightcourt	YES
Bay Windows	YES
Shopfront	NO
Cafe	NO

See Section 4.2: Frontage Types for further details.



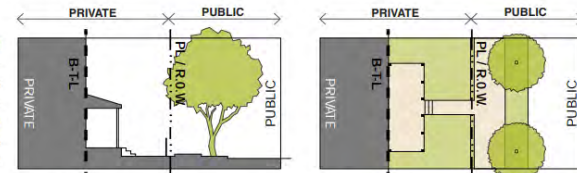
## V - PRIMARY MATERIALS

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Brick and Tile Masonry (panelized or units)	YES
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Concrete / Cinder Block (split-face or otherwise)	NO
Concrete Panels	YES
Concrete (reinforced, poured in place)	NO
Glass (curtain wall)	NO
Hardie-Plank Siding (or equivalent)	YES
<ul style="list-style-type: none"> <li>Not Allowed on Lots north of Manchester Avenue</li> </ul>	
Metals (all types)	NO
Other (new materials, post adoption date)	NO
Plastic Siding (vinyl or upvc)	NO
Precast Concrete Masonry (brick-scaled units)	YES
Stone Block (native or synthetic equivalent)	YES
Stucco (cementitious finish)	NO
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## 4.2.2 PORCH

A Frontage Type typically associated with Detached Single Family Dwellings but sometimes used with other Building Types depending on the context. Porches must be open, non air-conditioned parts of the buildings with no screens. The porch may be one (1) story only and the length of the porch may vary. Porches must be raised to transition into the building and be of a similar height of the interior floor level. This Frontage Type may not encroach the Property Line into the Public Right-of-Way.



A - CROSS-SECTION DIAGRAM

B - PLAN DIAGRAM

Porches are also subject to Architectural Standards Section 4.3.1.B.4.B Porches, Verandas & Balconies.

Dimensional Requirements:

- Maximum height of Porch is ten (10) feet, floor to ceiling.
- Minimum length of twenty five (25%) percent to maximum length of one hundred (100%) of the Building Facade.
- Minimum clear depth of six (6) feet and maximum clear depth of twelve (12) feet on Primary Streets.
- Minimum clear depth of six (6) feet and maximum clear depth of ten (10) feet on Side Streets.
- When fencing or fences (of any kind) are used in conjunction with this Frontage Type, said fence may only be placed at the Build-to-Line, and in no case shall be in front of the Building Facade. Said fencing should be a minimum of one (1") inch in thickness.



# Board Structure - Our Recommendation

## **Option 1:** Same members and meetings as Plan Commission or HPC

- Separate agenda items
- Would require amending the Plan Commission bylaws and commissioner qualifications (i.e., requiring at least one licensed architect)
- Example: Clayton

## **Option 2:** Subcommittee of the Plan Commission and/or HPC

- 3-4 members
- Meets separately from the Plan Commission meetings
- Makes recommendation to full Plan Commission

## **Option 3:** Entirely new, standalone board

- 5-7 members
- Would happen before Plan Commission votes on any CUPs or PDs; for permitted uses, would happen before building permit is issued.
- Examples: Kirkwood, Ladue, Brentwood, Webster

# Next steps

- Determine desired board structure, member qualifications, meeting procedure and scope.
- Budget for consultant to create and illustrate guidelines
  - Potentially as part of the overall zoning code RFP
- Create plan for public involvement in the creation of guidelines
- Amend code accordingly

# Appendix

Muni.	Board Structure	Process	Duties	Misc.
<a href="#">Brentwood, MO</a>	3 members, all residents <b>and</b> licensed architects. 2 year terms, appointed by mayor, approved by aldermen.	Standalone board, monthly meeting.	Specifically mentions massing, materials, context, and highly critical of garages. Decks, fences, windows, and shingles are exempt from review.	
<a href="#">Kirkwood, MO</a>	7 members, 4 must be residents and preferably architects/related field.	Twice monthly meetings, standalone board.	Reviews single family, multi family, commercial, and ALL sign applications. Enforce the <a href="#">codified architectural guidelines</a> .	<a href="#">Ordinance that created the board</a>
<a href="#">Clayton, MO</a>	7 members, including city manager, a member of the board of aldermen, and 5 residents. At least one architect. <b>Same exact members as plan commission</b>	Twice monthly meetings, standalone board. Certain applications can go through an administrative review instead of the board.	All new construction, alterations, additions, renovations, and signs.	
Chesterfield, MO		Recommending body to city plan commission, meets monthly and additional meetings if needed	Basically everything	<a href="#">ARB packet and checklist with codes</a>
<a href="#">Webster Groves, MO</a>	5 members, <b>all</b> are licensed architects, at least one landscape arch.	Twice monthly meetings.	New construction and renovations that affect the exterior, as well as certain things in historic districts.	
<a href="#">Ladue, MO</a>	3 members, 2 alternates. Must be residents and architects	Twice monthly,	Good list of what exactly is/isn't required to go to ARB	<a href="#">ARB Guidelines</a>
<a href="#">Frontenac, MO</a>	3 members appointed by Mayor.	Twice monthly. "If a property is located within a residential subdivision that is governed by a Board of Trustees, the ARB will not vote on an item until the trustees have reviewed the project."	"permits that impact the exterior architectural character features of a structure" and signs	<a href="#">ARB Application and design guidelines</a>