

**Minutes of Meeting
Ladue Architectural Review Board Guidelines Committee
City of Ladue, St. Louis County, Missouri
May 25, 2017**

The meeting began at 4:10 pm. The following members were present:

Robbye Toft – Chair
Matt Wolfe
Chris Cedargreen
Kathy Williams (via phone conference call)
Mayor Nancy Spewak
Will Penney (ex-officio)
Andrea Sukanek (ex-officio)
Ashley Quinn (minutes transcription)

The meeting was called to order with the request for approval of the meeting minutes from April. Mr. Wolfe made a motion to approve. Mr. Penney seconded the motion and all members voted “aye”. Minutes were approved as submitted.

Ms. Toft began by discussing that per Code the term “Architecture Review Board” was not used, it was referred to as “architectural board” and this terminology should be used in documentation. The Committee also discussed the use of calling them architectural “guidelines” or “standards” and using distinction between the use of “should and “shall”. Shall being used when something was required. Mr. Wolfe recalled using architectural guidelines as the appropriate phrasing.

Ms. Williams added that there would be both guidelines and standards, but the standards would be a subset of the guidelines.

Mayor Spewak stated that it was important for the guidelines to be succinct. The Committee discussed the use of bullet points rather than wordy descriptions. The point was not for the guidelines to explain all architectural terms but to define what the Committee was looking for.

Mr. Cedargreen added that it was not just about architecture, they needed to be more inclusive and suggestive with regards to the individual site, use of the site and how it is positioned and not just the look of windows and roof lines. Mayor Spewak agreed and stated that Ladue is a community of custom homes and builders need to be more sensitive to matching an appropriate house to a site, not bringing a cookie cutter plan to any available site.

A discussion followed regarding how the Architectural Board can discourage spec homes in the wording. Mr. Cedargreen felt even spec homes had to meet a custom home level of design. Mayor Spewak suggested the using of wording “unique character” when describing the intention of the Board to say that the citizenship of Ladue has expressed desire to maintain a uniqueness of individual lots to express the individual character of the owners.

Ms. Toft felt that all new homes and improvements should reflect the history of the large estates that started Ladue by incorporating the feel and visual context of a historical community.

Ms. Toft stated that the section outlining the goals of the document would be revised and distributed at the next meeting.

A discussion took place about breaking up into sub-groups to tackle the other sections of the guidelines.

Ms. Williams felt they needed to decide what was in each section, take those categories and come to an agreement on the content and then write them. She did not feel that the guidelines should call out specific styles but rather focus on stating that there needs to be a discernable and recognizable style throughout.

The Committee discussed a section describing styles and ultimately decided that was not necessary to include. Mr. Wolfe felt an appendix that referred builders to references for styles could be helpful. Everyone agreed on the benefit of a resource for authoritative texts calling out specific style standards for applicants to refer to.

Ms. Williams said that they need to lay out what the Board expects with all other elements of the outside such as a site plan, pools, windows, doors satellite dishes etc.

Mayor Spewak felt they needed to be direct in the expectations and not be calling out each specific detail that needs to be included. Mr. Cedargreen stated they need to establish their quality expectations but not to start designing the plans for them.

Ms. Williams asked if they could state no use of vinyl siding, vinyl windows, etc. Mayor Spewak said they would need to check with City Attorney.

Ms. Toft called out a section for Materials and Finishes and stated they would need guidance from an attorney as that would be very important in supporting the Board saying “no” to certain materials and finishes.

A discussion about materials ensued regarding the determination of materials and their use, listing acceptable materials and ARB ultimate review as well as the concept of materials being used appropriately and consistently with their properties.

The Board discussed breaking down the subsequent guideline categories and who would be responsible for each section. The following determinations were made:

Matt Wolfe- Windows and Doors
Kathy Williams – Materials, Finishes, Roof Materials
Chris Cedargreen – Site planning and Massing

Ms. Williams felt the Building Department needed to encourage applicants or put wording on the permit to encourage them to have a preliminary meeting with the Board before a submittal.

The Board discussed the next possible date for meeting, and it was decided that August 15th at 4pm would be the next scheduled meeting of the Review Committee.

The meeting was adjourned at 5:20pm.