

**City of Ellisville**

Zoning Process

**ARCHITECTURAL REVIEW**

**February 14, 2019**

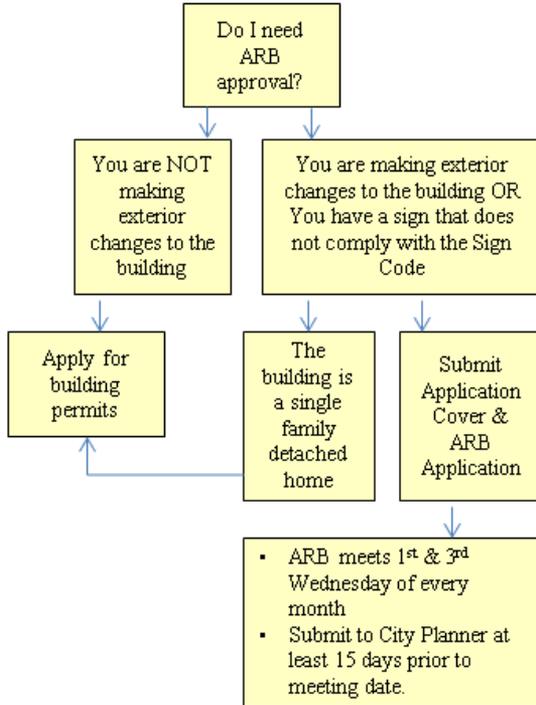


## **INTRODUCTION**

This booklet is intended as a guide for residents and businesses to help with understanding the zoning process. The flow charts in this booklet depict typical scenarios and are not a guarantee as to how the process will unfold.

Residents are urged to review the City's adopted comprehensive plan and municipal code for complete information. You may also contact Ada Hood, Ellisville City Planner for specific information.

Ada Hood, AICP  
City Planner  
City of Ellisville  
1 Weis Avenue  
Ellisville, MO 63011  
636-227-9660 office  
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The Application Cover and ARB Application can be found on the City’s website: [www.ellisville.mo.us](http://www.ellisville.mo.us) then go to the top right tab ‘How Do I,’ then scroll over to “Apply For,’ then scroll down to ‘Sign and Zoning Permits.’ Both documents can be downloaded and printed from here.

The ARB meets immediately following the 7PM City Council meeting. Generally, the ARB makes a decision on applications the same evening it first considers it. You or your representative must be present at the meeting. Bring photos, material samples, or other materials you believe will help explain your project.

**PROCESS**

1. The City offers all applicants the opportunity to meet with City staff at any time to discuss a project. Please contact the City Planner to

schedule a meeting: Ada Hood, [ahood@ellisville.mo.us](mailto:ahood@ellisville.mo.us) or via phone 636-227-9660.

2. The City also offers all applicants the opportunity to meet with the City Council in a Preliminary Conceptual Meeting. The Preliminary Conceptual Meeting is designed to provide the applicant with an opportunity to present a concept to the City Council for initial feedback, before the applicant incurs significant costs for detailed drawings or plans. The meeting is informal and non-binding. There is no cost to schedule a meeting, an applicant need only submit the Preliminary Conceptual Meeting form at least seven (7) days prior to the regularly scheduled City Council meeting date.
3. All requests for Architectural Review must be made by submitting the Application Cover sheet, the Application for Architectural Review, plans/drawings and applicable fees.
4. To initiate the process, please submit one digital copy of the plans, all application forms, a letter addressed to the Architectural Review Board and to the City Planner via email ([ahood@ellisville.mo.us](mailto:ahood@ellisville.mo.us)). Once the plans, application and letter are reviewed, the City Planner will request eleven (11) sets of plans, one (1) original letter and one (1) original application with revisions, if applicable.

Plans shall be drawn up at a scale adequate for easy reading, or as may be required by the City and must be folded to approximately **8 ½ x 11 or 8 ½ x 14 IN SIZE**. The list below identifies things which may be applicable to your specific application and should be included on your plans and/or submittal.

## **SECTION 400.040 ARCHITECTURAL REVIEW BOARD**

A. An Architectural Review Board, consisting of the members of the City Council, is hereby created:

1. To ensure that new structures erected in the City and exterior alterations of existing structures shall conform to certain minimum standards of appearance as provided herein,
2. To avoid the erection and use of unsightly, grotesque, incompatible and unsuitable structures and exterior alterations, and
3. To promote the stability of property values and the general health, safety and welfare of the community.

B. The Architectural Review Board shall have the power to employ such experts, technicians or consultants as the Council may deem necessary to evaluate an application or other matter within its jurisdiction and all related costs shall be paid by the applicant. The City Planner or other such officer identified

by the City Council (hereafter referred to as the "City Planner") shall serve as the staff representative to the Architectural Review Board and the City Attorney shall serve as legal counsel.

C. The Board may adopt from time to time such reasonable rules and regulations as it may deem necessary and proper. The Board shall prepare an instruction sheet for applicants, describing procedures, plans and samples that should be submitted with each application.

D. Except as provided in Subsection (E) all applications for building permits and all plans for proposed alterations, uses, repairs or maintenance that will affect the exterior appearance of a building shall be submitted to the Board prior to the issuance of a building permit or the commencement of such alteration, use, repair or maintenance. The Board shall consider the application after the next scheduled meeting of the City Council or in no case more than forty-five (45) days after receipt of the application by the City Planner. Upon receipt of an application, the City Planner shall determine within ten (10) days whether the proposed modifications constitute major or substantial changes in exterior appearance. If the determination of the City Planner is that such modifications are not major or substantial, the application shall be listed under a "consent agenda". Applications on the consent agenda may be approved on a motion of the Architectural Review Board. There will be no separate discussion on these items unless a Board member so requests, in which case the item will be removed from the consent agenda and considered separately at a hearing. Applications for new construction or for major or substantial modifications, as determined by the City Planner, may be placed on the consent agenda provided drawings and materials of construction are made available for public inspection for a period of ten (10) days prior to a hearing before the Architectural Review Board. In the event said drawings and materials are not made available as set out above, a full hearing must be held.

E. Exceptions.

1. The City Planner shall have authority to exclude from these requirements all new construction of and alterations to single-family and two-family residences that do not substantially affect exterior appearance.

2. The City Planner shall also have authority to exclude from these requirements all minor exterior alterations (multi-family residential, commercial, industrial, institutional, etc.) that do not substantially affect exterior appearance, including the authority to approve or disapprove any application for approval of construction, improvement, alteration, use, repair, and/or maintenance affecting the exterior appearance of a building, structure and/or property. Minor exterior alterations considered for administrative review include the following:

- a. Awning replacement;

- b. Window replacement;
- c. Fence replacement;
- d. Signage replacement;
- e. Gutters and downspouts;
- f. Incandescent lighting fixtures;
- g. Landscaping comprising less than twenty-five percent (25%) of the total yard area;
- h. Facade changes not affecting the building's character;
- i. Screening for mechanical equipment, rooftop equipment, and trash enclosures;
- j. Small additions less than seven hundred fifty (750) square feet;
- k. Detached garages/porte-cocheres and carports designed for no more than two (2) automobiles; and
- l. Additions and changes not visible from any street or residential property.

3. Any person directly affected by a ruling of the City Planner may appeal to the Architectural Review Board provided such appeal is filed within thirty (30) days of the ruling.

F. Each application to the Architectural Review Board shall include those plans, elevations and building material samples or other drawings deemed necessary for evaluation by the City Planner or the Board. The Board may continue any hearing for the submission of additional information necessary for evaluating the proposed exterior alteration.

G. The Architectural Review Board shall consider each application for conformity to the following architectural, design and appearance standards:

1. **Style.** No single architectural style should be superimposed upon buildings and each should reflect its own individual style. Monotonous design should be avoided; variation of detail and form should be used to provide visual interest. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings. Additions should relate to the existing buildings in design, details, colors and material.

2. **Scale and proportion.** The height, scale and proportion of each building should be compatible with its site and adjoining buildings. Building components such as windows and doors should have proportions appropriate to the architecture of the structure.

3. **Proportion.** Elements of building massing should relate to the size and shape of those of adjacent buildings.

4. **Materials.** Materials should be selected for suitability to the type of building and the design in which they are used and for harmony with adjoining buildings. Materials should be of durable quality.
5. **Colors:** Colors, including trim and accent colors, should be harmonious and visually compatible with neighboring buildings.
6. **Awnings, canopies and marquees.** Awnings, canopies and marquees should fit the character of the building and not interfere with the appearance of the surrounding buildings. Unused brackets should be removed.
7. **Preservation of period detail.** Original details on existing buildings, such as cornices, horizontal bands and decorative elements, should be preserved.
8. **Screening.** Facilities including, but not limited to, trash dumpsters and rooftop and mechanical units should be visually screened with materials harmonious with the building.
9. **Lighting.** Exterior lighting, including interior lighting affecting exterior appearance, when used should be of a design, size and intensity compatible with the building and adjacent areas. Excessive brightness should be avoided.
10. **Landscaping.** Landscape treatment, where appropriate, should be provided to enhance architectural features and provide visual interest. Landscape materials may include plants, trees, fences, walls and pavings.
11. **Interior elements.** Any interior materials, color, design or other detail visible from the exterior should be harmonious and visually compatible with the exterior and neighboring buildings.

#### H. Actions By The Board.

1. If approved as submitted, the City Planner may issue a building permit or other appropriate approval immediately upon notification of such action by the Board.
2. If the Board approves the application with modifications, the City Planner may issue a building permit or other such approval provided that the applicant shall conform to the modifications required by the Board. The City Planner may require that the applicant make appropriate changes in the drawings and specifications to demonstrate conformity with the Board's required modifications.
3. If the application is disapproved with recommendations, the City Planner shall not issue a building permit or other approval unless the applicant shall make appropriate changes in the plans and specifications to conform to the recommendations of the Board.
4. If the application is disapproved, no permit or other approval shall be issued by the City Planner nor shall any work or use proposed under the application

be commenced. The Board shall advise the applicant in writing as to its reasons for the disapproval.

5. All applications shall be considered promptly by the Architectural Review Board. The Board shall render a decision no later forty (40) days from the date of submission of the application to the Board and failure to make a decision within that period shall be deemed an approval of the application; provided however, that this automatic approval provision shall not apply when the Board continues any hearing pursuant to Subsection (F) hereof.

If you still have questions, contact Ada Hood at [ahood@ellisville.mo.us](mailto:ahood@ellisville.mo.us) or 636-227-9660.