MEETING OF THE
COUNCIL ECONOMIC DEVELOPMENT COMMITTEE

Wednesday, May 27, 2020 at 6:00 p.m.
WILDWOOD CITY HALL
16860 Main Street
Wildwood, Missouri 63040

This meeting will be conducted via Zoom at https://us02web.zoom.us/j/81508137368 and broadcast on the City of Wildwood’s YouTube Channel at www.cityofwildwood.com/youtube

AGENDA

1. Call To Order And Roll Call Of Members

2. Approval Of Minutes – February 25, 2020 Meeting
   Documents:
   FEBRUARY MINUTES - DRAFT.PDF

3. Public Comment(S)

4. Discussion Item(S)
   4.I. Ready For Action – One (1) Item
      4.I.i. Modifications To Budget Due To COVID-19
         Documents:
         IV 1 A MODIFICATIONS TO BUDGET DUE TO COVID-19.PDF

4.II. For Information – One (1) Item
   4.II.i. Guide To Opening A Business In Wildwood, Missouri
   Documents:
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6. For Information – One (1) Item

   IV 2 A GUIDE TO OPENING A BUSINESS

7. Not Ready For Action – No Items

8. Other Business News And Updates

9. Next Meeting Date – Tuesday, June 23, 2020 – 6:00 P.m.

10. Adjournment

The Council Economic Development Committee Will Consider and Act upon the Matters Listed above and Such Others as May Be Presented at the Meeting and Determined to Be Appropriate for Discussion at That Time.

Notice Is Hereby Given That the Council Economic Development Committee May Also Hold A Closed Meeting for the Purpose of Dealing with Matters Relating to One or More of the Following: Legal Actions, Causes of Action, Litigation or Privileged Communications Between the City’s Representatives and its Attorneys [RSMO 610.021(1)1994]; Lease, Purchase or Sale of Real Estate [RSMO 610.021(2)1994]; Hiring, Firing, Disciplining or Promoting Employees by a Public Governmental Body [RSMO 610.021(3)1994]; Bidding Specification [RSMO 610.021(11)1994]; And/or Proprietary Technological Materials [RSMO 610.021(15)1994].

The City of Wildwood will provide reasonable accommodations for persons attending Council Economic Development Committee Meetings. Requests for reasonable accommodations should be made by contacting Megan Eldridge, City Clerk at 636-458-0440 or email at megan@cityofwildwood.com at least 48 hours prior to the start of the meeting.
I. Call to Order and Roll Call
Chair Dodwell called the meeting to order at 5:30 pm. A voice roll call was taken for attendance with the following results:
Committee Members in Attendance: 
Chair Katie Dodwell
Council Member David Bertolino
Council Member Larry Brost
Council Member Kevin Dillard
Council Member Lauren Edens
Council Member Cheryl Jordan
Council Member Niles Stephens
Council Member Tim Woerther
Staff Members in Attendance: 
Economic Development Manager Julian Jacquin
Director of Planning and Parks Joe Vujnich
Meeting Recorder Carla Patrick

II. Approval of Minutes – January 28, 2020 Meeting
The minutes of the meeting of January 28, 2020 were submitted for approval. Council Member Dillard motioned for approval of the January meeting minutes, and Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support, excepting abstention from Council Member Brost. Therefore, Chair Dodwell declared the motion passed.

III. Public Comment(s)

IV. Discussion Item(s)
Ready for Action
A. Wildwood Lawn & Garden Summit
This event is scheduled to be held March 21, 2020 from 1:00 – 5:00 pm at City Hall. The event flyer and maps of potential booth layout were provided the Committee.

Discussion included booth layout options, committee member assistance at each speaker session and Council Member Edens will update committee members via email on event offerings.
Council Member Woerther motioned to use the booth layout option with all booths clustered on the south side of Main Street of front of City Hall. Council Member Jordan seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Dodwell declared the motion passed.

B. **Wildwood Tack Swap – Event Logistics**
   This event is scheduled to be held April 25 from 9:00 am - 12:30 pm on the upper deck of the public parking garage. An event flyer and event logistics to date were provided to the Committee.

   Discussion included possibility of an event sponsor, event logistics (City will provide table set-up), entertainment options and promotion. A subcommittee was established for oversight to include Council Members Jordan and Brost, Missy Nicholls and Lulu Bogolin.

C. **Wildwood Passport Program**
   Economic Development Manager provided an overview of the Passport Program in his request for Committee approval to initiate this year’s event.

   Discussion included prior year participation data, funding by registration fees and WBA hosting.

   Council Member Edens motioned to proceed with the 2020 Passport Program. Council Member Bertolino seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Dodwell declared the motion passed.

**For Information**

A. **Economic Development Manager Report**
   Economic Development Manager Jacquin provided the Committee his current report of the City’s Economic Development activities to include New Business Activity, Business Visitation Activity, Events and Other Updates.

B. **Interviews with Firms for Economic Impact Study of Main Street Extension**
   Economic Development Manager Jacquin reported that interviews have been set up with the three firms selected from the recent Request for Proposal for development of an Economic Impact Study for next week. Firms include Development Strategies, RKG Associates and The Montrose Group. Interviews will be video recorded to accommodate committee member participation for those who are unable to attend.

C. **2020 Gateway Outdoor Summit**
   Economic Development Manager Jacquin extended an invitation to join he and City Planner Travis Newberry in representing the City at the Gateway Outdoor Summit to be held on March 27-28.

D. **Off-Site Location for March Committee Meeting**
   Pursuant to the Committee plan to hold off-site meetings at local businesses, the March meeting will be held at Thai Bistro. This meeting will be recorded for City website posting.

**Not Ready for Action**

A. **Council Member Bertolino: Tree Replacement Plan**

**V. Other Business News and Updates**

**VI. Next Meeting Date:** March 24, 2020 at 5:30 pm at Thai Bistro

**VII. Adjournment**
   A motion for adjournment was made by Council Member Woerther and seconded by Council Member Brost. A voice vote was taken with unanimous favorable support. Therefore, Chair Dodwell declared the meeting adjourned at 6:33 pm.
MEMORANDUM

To: Economic Development Committee Members
Cc: Mayor Bowlin and other City Council Members
    Sam Anselm, City Administrator

From: Julian M.D. Jacquin, Economic Development Manager

Date: May 27, 2020

Re: Modifications to Budget Due to COVID-19

Background
As you know, the City Administrator has asked each Standing Committee to meet virtually this month to review their respective budget and any adjustments due to COVID-19. In preparation for those discussions, the City Administrator provided the City Council with a report describing the estimated budgetary impact of COVID-19 on the City of Wildwood and his recommendations for reductions in operating expenditures and capital expenditures. A copy of this report has been attached to this memorandum for your review.

Economic Development Budget
The City’s Economic Development Program is funded as part of the Administration Operating Budget. At its meeting in October 2019, the Economic Development Committee approved a 2020 budget for this Program, which was then approved as part of the overall budget for the Department of Administration later that month. To keep a balanced budget in 2020, certain expenditures from the Economic Development Program were then reduced by the City Council in the final budget approved in December 2019. This approved 2020 budget includes the attached Economic Expenditure Detail, which identifies the Personnel, Operating and Contractual Expenditures for the City’s Economic Development Program.

In total, the City’s Economic Development Program has a total 2020 budget of $147,623, representing only 1.31% of the overall City Operating Budget. Operating expenditures represent only $29,348. The table below shows budgeted amounts for operating expenditures in 2018, 2019 and 2020 (recommended by the Committee and final approved).
As you can see, the Economic Development Committee originally recommended a reduced 2020 budget by 7.1% from 2019, which was then approved by the Administration and Public Works Committee. The City Council then approved a $15,000 reduction from 2019 (or 30.7%) for the Economic Development Program expenditures as part of a balanced budget for 2020. For use in the Committee’s discussion, I have also attached a table showing remaining costs in each of these expenditure categories yet to be incurred in 2020.

Please note that certain events involving the City’s Economic Development Program have been postponed or canceled for 2020, including the Lawn & Garden Summit (March 2020), the Wildwood Tack Swap (April 2020) and the “Summer Tour of Wildwood” Passport Program (Summer 2020). The operating costs for these events are generally minimal, but the potential canceling of these events in 2020 may result in a cost savings of approx. $500 - $1,000.

I will also mention that the City’s sales tax revenue was strong for the month of March, the first month that St. Louis County’s Stay-at-Home Order took effect. Wildwood’s revenue was $331,966. This exceeds the budgeted March figure of $287,554 and the amount collected at the same time last year. The April collections will reflect a full month of the order, which will be disbursed to the City in June. While an impact will be expected, some offsets may occur from a shift in spending to essentials, such as grocery stores. Cumulatively, year to date revenues are running approximately $10,000 under budget.

**Next Steps**

At its meeting on May 27, the Committee will be asked to review the Economic Development Program’s operating expenditure categories and determine any modifications to be made due to COVID-19.

I will be available for any comments or questions at the May 27, 2020 Meeting of the Economic Development Committee.

JMDJ
To: Mayor Bowlin and Members of The City Council  
From: City Administrator Sam Anselm  
Date: May 6, 2020  
RE: COVID-19 Impact on the City of Wildwood

Introduction
In accordance with our charter, this report is being provided to you in response to the COVID-19 pandemic and its probable impact on our city budget.

Section 6.7(b) of our Charter states:

"6.7(b) Reduction Of Appropriation. If at any time during the fiscal year it appears probable to the City Administrator that the revenues available will be insufficient to meet the amount appropriated, the City Administrator shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or minimize any deficit, and for that purpose it may by ordinance reduce one or more appropriations."

The report below includes the estimated budgetary impact that the pandemic will have on our budget, current actions taken to date, and my recommendations on next steps to be taken by the City Council.

Estimated Budgetary Impact
April was the first full month after the stay-at-home orders from St. Louis County and the State of Missouri were put into effect, but we will not receive our sales tax pool allocation for the month of April until June. I expect general sales taxes, gasoline/fuel taxes, utility franchise taxes, and court fines to be down significantly, but the actual amount is unknown. Another unknown is how long we can expect to see this decrease – there are a number of factors that will determine this, but I expect sales tax revenues will be the slowest to recover and will take several months to do so.

The following table shows our budgeted revenues for 2020 as well as available reserves or fund balance in the General Fund, Capital Improvements Sales Tax Fund, and the Road & Bridge Fund.

<table>
<thead>
<tr>
<th>Fund</th>
<th>General Fund</th>
<th>Capital Improvements</th>
<th>Road &amp; Bridge Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Budgeted Revenues</td>
<td>11,308,000</td>
<td>3,250,000</td>
<td>2,418,000</td>
</tr>
<tr>
<td>25% Contingency*</td>
<td>2,817,045</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Reserves/Fund Balance</td>
<td>11,803,793</td>
<td>3,820,968</td>
<td>3,049,575</td>
</tr>
</tbody>
</table>

* Contingency funds are set aside to cover normal operating costs in the event of an (un)expected loss in revenues. This is equivalent to three (3) months of operating costs, or 25% of our operating budget. This contingency is in place as a result of the adoption of Resolution #2011-37.
Estimated Impact

I believe our revenue losses for half of March and all of April, May and June, will fall somewhere between 25-50%. The following table shows what our monthly revenues might be, based on our 2020 adopted budget, if we see a 25% and a 50% reduction in sales tax revenues.

Table 2. Possible 1% General Sales Tax Revenue Loss, Monthly

<table>
<thead>
<tr>
<th>Month</th>
<th>2019 Actual</th>
<th>2020 Budget</th>
<th>25% Loss</th>
<th>50% Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>$ 290,883</td>
<td>$ 286,970</td>
<td>$ 71,743</td>
<td>$143,485</td>
</tr>
<tr>
<td>April</td>
<td>455,374</td>
<td>449,249</td>
<td>112,312</td>
<td>224,625</td>
</tr>
<tr>
<td>May</td>
<td>480,142</td>
<td>473,684</td>
<td>118,421</td>
<td>236,842</td>
</tr>
<tr>
<td>June</td>
<td>365,029</td>
<td>360,120</td>
<td>90,030</td>
<td>180,060</td>
</tr>
<tr>
<td>Total</td>
<td>$1,591,428</td>
<td>$1,570,023</td>
<td>$392,506</td>
<td>$785,012</td>
</tr>
</tbody>
</table>

Available Contingency and Reserve Funds

Resolution 2011-37 establishes a “Minimum Fund Balance” reserve equal to 25% of our operating budget, which, “may be accessed only to respond to emergency funding necessities when expressly authorized by the City Council.” The anticipated loss in revenues as a result of the COVID-19 pandemic will almost certainly create an emergency funding necessity, and with Council approval, these reserves could be available to cover any temporary shortfalls in our operating budget and allow services to continue for the next several months as our financial picture becomes clearer.

Given the revenue loss scenarios presented in Table 2, our available Contingency funds ($2,817,045) would more than cover our revenue losses for these months and enable the city to maintain current service levels, should the council choose to use these funds.

Separate and apart from our contingency funds, we have $11,803,793 in our Unreserved Fund Balance in the General Fund, which can be used to cover operations in the General Fund, or any shortfalls in other funds, including the Capital Improvements and/or the Road & Bridge Funds. This unrestricted fund balance in the General Fund is equal to one year’s worth of operating expenditures. It takes smart financial planning to build up that amount of reserves, and I give credit to the governing body and administration for their efforts to build a solid financial foundation. Our healthy reserves, coupled with careful spending, put us in a strong financial position and capable of weathering the next several months of uncertainty.

Current Actions Taken

To keep city hall operating, team members have been working diligently to make city services available online. This includes permit applications, zoning authorizations, and soon business licenses will be available as well. City Hall remains open by appointment, although most business is being conducted via teleconference. Our migration to Office 365 last fall/winter has been key in our ability to continue to work together as a team, even while many are working from home.

It is estimated that we have saved approximately $83,000, inclusive of any revenues we would have received, as a result of canceled events and the closure of the City of Ellisville’s swimming pool. There would be additional savings if other events are cancelled this year.

As a result of court cancellations in March, April, and May, our next invoice from St. Louis County Police will show a reduction of $10,531.92 as a result of staffing not provided during court nights. Police overtime for events is also down significantly.
Team members are also making a concerted effort to reduce spending where possible while still maintaining current levels of service. There are several additional options for reducing operating expenses, including reducing tree trimming, right-of-way or park mowing, but these choices would begin to impact our level of service. If a reduction in service/maintenance levels is an option council members would like to pursue, we can further explore ways to reduce expenses, but I am hesitant to make such a recommendation at this time without council direction or a clearer picture of what our losses will be.

**Recommendations**

*Reduce Operating Expenditures*
- Suspend all out-of-state travel, which will result in a savings of $21,038
- Keep a vacant PT position unfilled, saving $31,000
- Continue spending only on necessary items

*Freeze Capital Expenditures*

The following list contains planned project expenditures for FY2020 that are either partially or fully uncommitted at this time, meaning no contracts have been signed, nor encumbrances made in our financial system, for these projects. Projects are included in two funds – our Capital Improvement Sales Tax Fund, and the Road & Bridge Fund.

**Capital Improvement Sales Tax Fund**

In the Capital Improvement Sales Tax Fund, which consists of revenues from the ⅛-cent Capital Improvement Sales Tax, we have a current projected ending fund balance of $3,820,968 after revenues and expenses are accounted for. Projects on the list I am recommending be frozen include:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Project Cost/Uncommitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-480-07 Property Acquisitions</td>
<td>$100,000</td>
</tr>
<tr>
<td>40-480-34 Kohn Park Repairs</td>
<td>$7,500</td>
</tr>
<tr>
<td>70-460-37 Streckers Road Sidewalks - Easement Acquisition</td>
<td>$20,000</td>
</tr>
<tr>
<td>70-460-27 Eatherton Road Reconstruction - Final Design</td>
<td>$75,000</td>
</tr>
<tr>
<td>70-460-40 Streckers Road Sidewalk - Construction</td>
<td>$105,000</td>
</tr>
<tr>
<td>70-460-41 Woods Road Flood Mitigation - Final Design</td>
<td>$50,000</td>
</tr>
<tr>
<td>70-470-12 Bridge #387 (Wild Horse Creek Rd.) - Final Design</td>
<td>$150,000</td>
</tr>
<tr>
<td>70-490-12 Misc. Sidewalk Improvements</td>
<td>$25,000</td>
</tr>
<tr>
<td>70-490-14 Emerald Ash Borer/Ash Tree Program*</td>
<td>$75,000</td>
</tr>
</tbody>
</table>

*Subtotal in Capital Improvement Sales Tax Fund* $607,500

* - A decision was made by the Council to postpone this item.

**Road and Bridge Fund**

In the Road and Bridge Fund, which consists of revenues from the Motor Fuel/Gas Tax, the Road & Bridge Tax, and Interest, we have a current projected ending fund balance of $3,049,575 after accounting for budgeted revenues and expenses. With fewer motorists driving during this period, I am expecting a significant drop in revenues within this fund. Projects or uncommitted funds that I am recommending be frozen include:
<table>
<thead>
<tr>
<th>Account Description</th>
<th>Project Cost/ Uncommitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-490-01</td>
<td>Asphalt Pavement Resurfacing**</td>
</tr>
<tr>
<td>70-490-12</td>
<td>Bridge Maintenance and Deck Sealing</td>
</tr>
<tr>
<td>70-480-21</td>
<td>Other Engineering Services</td>
</tr>
<tr>
<td>70-480-56</td>
<td>Salt Brine Equipment</td>
</tr>
</tbody>
</table>

** - Bids have been received for this work, but I am recommending we delay the decision on a full contract and increase our asphalt crack-sealing and joint crack-sealing expenditures, only if repairs are needed.

**Total Savings in Both Funds** $1,420,671

Use of TGA Special Revenue Funds
I do not recommend the use of East or West TGA Funds to continue with any of the capital projects listed above, for two reasons:

1. Budgeted Fund Balances for the East and West TGA Funds are $535,817 and $91,724, respectively, with no planned expenditures during this Fiscal Year.
2. More importantly, these funds are restricted and can only be used to fund roadway improvements within developments from where the fees were collected.

As part of the mid-year 2021 budget process, City Team members will review the list of projects included in the 5-Year Capital Improvements Sales Tax Fund to see which, if any, may qualify for use of TGA funds. This will include the previously-discussed Birch Forest Turnaround project that Council voted to postpone.

**Next Steps**
City team members will continue to evaluate priorities on necessary spending and projects. My recommendation is to use our Standing Council Committees in May to have further discussions about these and other recommendations brought forth by City Team Members and/or Council Members, with a possible vote by the full City Council on formal actions to be taken in June, consistent with Section 6.7(b) of our Charter.
## Economic Expenditure Detail

### Personnel Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2019</th>
<th>2019</th>
<th>2020</th>
<th>Percentage of Subtotal</th>
<th>Percentage Increase (Decrease) from PY Est</th>
<th>3 Year Cumulative Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-14 Regular Salaries - Econ. Dev.</td>
<td>84,096</td>
<td>87,360</td>
<td>90,855</td>
<td>95,855</td>
<td>95,855</td>
<td>95,384</td>
<td>81%</td>
<td>0%</td>
<td>13%</td>
</tr>
<tr>
<td>120-14 FICA - Econ Dev.</td>
<td>6,395</td>
<td>6,683</td>
<td>6,951</td>
<td>6,951</td>
<td>6,951</td>
<td>7,297</td>
<td>6%</td>
<td>5%</td>
<td>14%</td>
</tr>
<tr>
<td>140-14 Employee Health Benefits - Econ. Dev.</td>
<td>5,992</td>
<td>5,970</td>
<td>7,901</td>
<td>7,901</td>
<td>7,901</td>
<td>7,944</td>
<td>7%</td>
<td>1%</td>
<td>33%</td>
</tr>
<tr>
<td>142-14 Insurance (Life &amp; Disability) Econ. Dev.</td>
<td>775</td>
<td>775</td>
<td>776</td>
<td>776</td>
<td>776</td>
<td>776</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>144-14 Pension Expense - Econ. Dev.</td>
<td>3,924</td>
<td>6,115</td>
<td>7,313</td>
<td>7,313</td>
<td>7,313</td>
<td>6,677</td>
<td>6%</td>
<td>-9%</td>
<td>70%</td>
</tr>
<tr>
<td>180-14 Worker's Compensation Econ. Dev.</td>
<td>168</td>
<td>175</td>
<td>182</td>
<td>182</td>
<td>182</td>
<td>197</td>
<td>0%</td>
<td>8%</td>
<td>17%</td>
</tr>
<tr>
<td><strong>Total Personnel Expenditures</strong></td>
<td>101,351</td>
<td>107,078</td>
<td>113,978</td>
<td>118,978</td>
<td>118,978</td>
<td>118,275</td>
<td>100%</td>
<td>-1%</td>
<td>17%</td>
</tr>
</tbody>
</table>

### Operating Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2019</th>
<th>2019</th>
<th>2020</th>
<th>Percentage of Subtotal</th>
<th>Percentage Increase (Decrease) from PY Est</th>
<th>3 Year Cumulative Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>201-14 Community Relations - Econ. Dev.</td>
<td>9,569</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>10,000</td>
<td>41%</td>
<td>-33%</td>
<td>5%</td>
</tr>
<tr>
<td>204-14 Dues/Memberships - Econ. Dev.</td>
<td>1,070</td>
<td>1,520</td>
<td>1,678</td>
<td>1,678</td>
<td>2,113</td>
<td>2,398</td>
<td>10%</td>
<td>13%</td>
<td>124%</td>
</tr>
<tr>
<td>224-14 Maintenance - Vehicles Econ Dev.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500</td>
<td>500</td>
<td>2%</td>
<td>0%</td>
<td>N/A</td>
</tr>
<tr>
<td>268-14 Supplies - Office Econ Dev</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500</td>
<td>500</td>
<td>N/A</td>
<td>0%</td>
<td>N/A</td>
</tr>
<tr>
<td>270-14 Training - Econ. Dev.</td>
<td>5,251</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>12%</td>
<td>0%</td>
<td>-43%</td>
</tr>
<tr>
<td>274-14 Travel - Econ. Dev.</td>
<td>13,955</td>
<td>12,000</td>
<td>12,000</td>
<td>7,795</td>
<td>7,975</td>
<td>7,000</td>
<td>29%</td>
<td>-10%</td>
<td>-50%</td>
</tr>
<tr>
<td>282-14 Utilities - Telephone</td>
<td>636</td>
<td>637</td>
<td>660</td>
<td>660</td>
<td>880</td>
<td>950</td>
<td>4%</td>
<td>8%</td>
<td>42%</td>
</tr>
<tr>
<td>293-14 Computer Equipment Under $5K</td>
<td>-</td>
<td>-</td>
<td>1,205</td>
<td>1,205</td>
<td>-</td>
<td>N/A</td>
<td>N/A</td>
<td>-100%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td>30,481</td>
<td>32,157</td>
<td>32,338</td>
<td>29,338</td>
<td>30,993</td>
<td>24,348</td>
<td>98%</td>
<td>-21%</td>
<td>-20%</td>
</tr>
</tbody>
</table>

### Contractual Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2019</th>
<th>2019</th>
<th>2020</th>
<th>Percentage of Subtotal</th>
<th>Percentage Increase (Decrease) from PY Est</th>
<th>3 Year Cumulative Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>340-14 Consultant Costs - Econ. Dev.</td>
<td>4,865</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>5,000</td>
<td>100%</td>
<td>-50%</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total Contractual Expenditures</strong></td>
<td>4,865</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>5,000</td>
<td>100%</td>
<td>-50%</td>
<td>3%</td>
</tr>
</tbody>
</table>

### Capital Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>Percentage of Subtotal</th>
<th>Percentage Increase (Decrease) from PY Est</th>
<th>3 Year Cumulative Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Special Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>Percentage of Subtotal</th>
<th>Percentage Increase (Decrease) from PY Est</th>
<th>3 Year Cumulative Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Special Projects</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Total Administration

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated 2017</th>
<th>Estimated 2018</th>
<th>Original Budget 2019</th>
<th>Final Budget 2019</th>
<th>Estimated Budget 2019</th>
<th>Budget 2020</th>
<th>Percentage Increase (Decrease) from PY Est</th>
<th>Cumulative Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Administration</strong></td>
<td>136,697</td>
<td>149,235</td>
<td>156,316</td>
<td>158,316</td>
<td>159,971</td>
<td>147,623</td>
<td>100%</td>
<td>-8%</td>
</tr>
</tbody>
</table>

1 - 2017 & 2018 Combined with Other Administrative Expense Accounts therefore estimates are provided.

City of Wildwood
Fiscal Year 2020
1 full-time equivalent employees
<table>
<thead>
<tr>
<th>Category/Expense</th>
<th>Date</th>
<th>Cost</th>
<th>Status</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>201-14 Community Relations - Econ. Dev.</strong></td>
<td></td>
<td>$10,000</td>
<td>On hold</td>
<td>$100/month - approximate average for coffee, lunches, etc.</td>
</tr>
<tr>
<td>Meetings with Business Owners</td>
<td>Ongoing</td>
<td>$700</td>
<td>On hold</td>
<td>$100/month - approximate average for coffee, lunches, etc.</td>
</tr>
<tr>
<td>Recruitment Meetings with Businesses/Developers</td>
<td>Ongoing</td>
<td>$700</td>
<td>On hold</td>
<td>$100/month - approximate average for coffee, lunches, etc.</td>
</tr>
<tr>
<td>West County Chamber Membership Meetings</td>
<td>Ongoing</td>
<td>$0</td>
<td>On hold</td>
<td>Canceled until August; entire $300 annual registration cost was prepaid for the year</td>
</tr>
<tr>
<td>Printing Expenses</td>
<td>Ongoing</td>
<td>$2,000</td>
<td>Still on</td>
<td>Estimated cost for printing Visitor's Guides, City swag bags/pens for trade shows</td>
</tr>
<tr>
<td>New Resident Welcome Packets</td>
<td>Ongoing</td>
<td>$3,000</td>
<td>Still on</td>
<td>$1,000 folders/labels + $2,000 for custom brandelope mailing jackets</td>
</tr>
<tr>
<td>Special Business Events</td>
<td>Ongoing</td>
<td>$1,500</td>
<td>Unknown</td>
<td>Chamber Golf Classic, YMCA Golf Tournament, La Salle Retreat Golf Tournament</td>
</tr>
<tr>
<td><strong>204-14 Dues/Memberships - Econ. Dev.</strong></td>
<td></td>
<td>$2,398</td>
<td></td>
<td>Already paid/renewed for 2020</td>
</tr>
<tr>
<td>Chamber, WBA, IEDC, MEDC, MEDFA, ICSC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>270-14 Training - Econ. Dev.</strong></td>
<td></td>
<td>$3,000</td>
<td>Canceled</td>
<td></td>
</tr>
<tr>
<td>MEDC Annual Conference at Ozarks</td>
<td>Jun-20</td>
<td>$600</td>
<td>Canceled</td>
<td>$250 Registration + $250 lodging + $50 meals</td>
</tr>
<tr>
<td>Governor's Conference on Econ Dev in Springfield</td>
<td>Aug-20</td>
<td>$550</td>
<td>Still on</td>
<td>$250 Registration + $200 lodging + $50 meals</td>
</tr>
<tr>
<td>MEDFA Annual Conference in St. Louis</td>
<td>Oct-20</td>
<td>$250</td>
<td>Still on</td>
<td>$250 Registration + $200 lodging + $50 meals</td>
</tr>
<tr>
<td>MEDC Fall Conference in Branson</td>
<td>Oct-20</td>
<td>$500</td>
<td>Still on</td>
<td>$250 Registration + $200 lodging + $50 meals</td>
</tr>
<tr>
<td><strong>274-14 Travel - Econ. Dev.</strong></td>
<td></td>
<td>$7,000</td>
<td>Canceled</td>
<td>$630 Registration rolled over to 2021; airfare already credited</td>
</tr>
<tr>
<td>ICSC Annual RECon in Las Vegas</td>
<td>May-20</td>
<td>$2,000</td>
<td>Canceled</td>
<td>$630 Registration rolled over to 2021; airfare already credited</td>
</tr>
<tr>
<td>IEDC Annual Conference in Dallas</td>
<td>Oct-20</td>
<td>$1,600</td>
<td>Still on</td>
<td>Not going due to freeze on out-of-state travel</td>
</tr>
<tr>
<td>ICSC DealMaking Convention in Chicago</td>
<td>Oct-20</td>
<td>$850</td>
<td>Still on</td>
<td>$100 Registration + $200 airfare + $500 lodging + $50 meals</td>
</tr>
<tr>
<td><strong>340-14 Consultant Costs - Econ. Dev.</strong></td>
<td></td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CoStar Real Estate Database Membership</td>
<td>Ongoing</td>
<td>$3,000</td>
<td>Still on</td>
<td>Visitor guides, marketing brochures, trail maps, City swag giveaways</td>
</tr>
<tr>
<td>Design Changes to City Printed Materials</td>
<td>Ongoing</td>
<td>$1,000</td>
<td>On hold</td>
<td>Visitor guides, marketing brochures, trail maps, City swag giveaways</td>
</tr>
<tr>
<td>Economic Impact Study of Main St Extension</td>
<td>TBD</td>
<td>TBD</td>
<td>On hold</td>
<td>Not included in 2020 budget; cost dependent on scope of services</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Economic Development Committee Members
From: Julian M.D. Jacquin, Economic Development Manager
Date: May 27, 2020
Re: Guide to Opening a Business in Wildwood, Missouri

Earlier this month, City Team Members completed work to create a new “Guide to Opening a Business in Wildwood, Missouri”, which will help interested business owners to navigate the City’s permitting, licensing and signage requirements. We prepared this document using information from our City website and City Code, and models I found in some of our neighboring cities. Input was provided from the Departments of Planning and Parks, Public Works and Administration.

This guide has been posted to the City’s website (both as a spotlight on the homepage, and under the “Business” page at www.GoWildwoodMO.com) and distributed via email to existing property brokers and managers for available Wildwood retail and office space.

We wanted to provide this attached new resource to the Committee for your information.

I will be available for any comments or questions at the May 27, 2020 Meeting of the Economic Development Committee.

JMDJ
Welcome to Wildwood! The City is very excited to assist you in opening your business in our community. This Guide has been created to help you navigate the City’s permitting, licensing and signage requirements. Information from the City of Wildwood, St. Louis County and the State of Missouri is provided in this Guide, as well as many other helpful resources. Other pertinent topics that may arise can be addressed by contacting those key individuals listed on the next page. The City can help with a range of resources to assist you, including property search, demographics, tax rates, financing options, local marketing opportunities and more. Contact Julian Jacquin, Economic Development Manager at 636-458-0440 or julian@cityofwildwood.com for more information.

Contents

Key Contacts 3
Location Selection and Zoning Review 5
Building Permit 6
Business License Process 8
Additional Licenses & Permits 9
Signage 10
Checklist/Open for Business 11
Key Contacts

City of Wildwood
16860 Main St.
Wildwood, MO 63040
Phone: (636) 458-0440; Fax: (636) 458-6969
City Hall is open Monday–Friday from 8:00 am – 5:00 pm
www.cityofwildwood.com

City Council Meetings are held on the 2nd and 4th Mondays of each month at 7:00 pm. Planning & Zoning Commission Meetings are held on the 1st and 3rd Mondays of each month at 7:00 p.m. Both meetings are held at City Hall.

St. Louis County – Department of Public Works
41 S. Central Ave.
Clayton, MO 63105
Phone: (314) 615-2559
Building is open Monday–Friday from 8:00am – 5:00 pm
www.stlouisco.com

St. Louis County Police Department – Wildwood Precinct
Captain James Mundel
16860 Main St.
Wildwood, MO 63040
Phone: (636) 615-5603; Fax: (636) 458-4839

Wildwood Business Association
www.wildwoodba.org

West St. Louis County Chamber of Commerce
15965 Manchester Rd., Suite 102
Ellisville, MO 63011
Phone: (636) 230-9900; Fax: (636) 230-9912
www.westcountychamber.com

Jim Bowlin, Mayor
jbowlin@cityofwildwood.com

Sam Anselm, City Administrator
sam@cityofwildwood.com

Joe Vujnich, Director of Planning & Parks
joe@cityofwildwood.com

Julian Jacquin, Economic Development Manager
julian@cityofwildwood.com

Metro West Fire Protection District
Chief Mike Krause
Fire Marshal Rod Cook
17065 Manchester Rd.
Wildwood, MO 63040
Phone: (636) 458-2100
www.metrowest-fire.org

Monarch Fire Protection District
Chief Cary Spiegel
Fire Marshal Roger Herin
13725 Olive Blvd.
Chesterfield, MO 63017
Phone: (314) 514-0900
www.monarchfpd.org

Eureka Fire Protection District
Chief Greg Brown
Fire Marshal Rich Pallarito
4849 MO-109
Eureka, MO 63025
Phone: (636) 938-5505
www.efpd.org
Utilities

Wildwood is served by multiple utility companies:

AmerenUE
www.ameren.com or
800-552-1583

Missouri American Water Co.
www.amwater.com/moaw or
866-430-0820

Spire (formerly Laclede Gas)
www.spireenergy.com or
800-887-4173

AT&T
www.att.com or
800-499-7928

St. Louis Metropolitan Sewer District
www.msdprojectclear.org or
314-768-6260

Charter Spectrum
www.spectrum.com or
855-707-7328

Regional Partners

US Small Business Administration (SBA) – The SBA provides financial, managerial, and technical assistance for entrepreneurs and businesses. www.sba.com

SCORE – St. Louis SCORE offers free business counseling, resources, and low-cost workshops. If you’re starting a business, preparing for a loan, or have existing business issues or opportunities, SCORE mentors can help. stlouis.score.org

Missouri Division of Workforce Development – Offers job posting opportunities, technical training and workshops for employees. jobs.mo.gov/employer

St. Louis Economic Development Partnership – Provides an array of technical and financial incentives and assistance to companies and businesses of all sizes. www.stlpartnership.com

Missouri Department of Economic Development – Offers a variety of resources (training, data research, financial, etc.) aimed to help you start your business in Missouri. www.ded.mo.gov
Location Selection and Zoning Review

We want to help you find the perfect location for your business. We understand this process may seem a bit overwhelming, but we are very excited to assist you and make this experience as easy as possible. Before you select a location for your business, it is important to verify the zoning classification of the property and determine if your proposed use is appropriate in that district. In some cases, the type of business may require an amendment to that property’s site-specific ordinance, or a Conditional Use Permit (CUP), each including a multi-step review and public hearing process that may take approximately 2-4 months in addition to the building permit process.

Before executing a lease (or contract) for a specific location, we recommend scheduling a preliminary review meeting with the City’s Economic Development Manager, Julian Jacquin, at julian@cityofwildwood.com, and/or the City’s Director of Planning & Parks, Joe Vujnich, at joe@cityofwildwood.com.

Contact Julian if you would like help locating a retail/office space, building or site for your business.

Planning and Zoning Resources

City of Wildwood Master Plan (2016):
www.cityofwildwood.com/DocumentCenter/View/1221/City-of-Wildwood-Master-Plan

Wildwood Town Center Regulating Plan (2019):
www.cityofwildwood.com/DocumentCenter/View/5350/Town-Center-Regulating-Plan-Map

Wildwood Town Center Development Manual (2009):

Wildwood Zoning Regulations (Chapter 415 of the Wildwood Municipal Code of Ordinances):
www.ecode360.com/27725607

Listing of Available Retail and Office Space and Sites Available for New Development:
www.cityofwildwood.com/785/Site-Selection
A building permit is required for:
- Additions to existing buildings
- Any new construction
- Electrical or mechanical work
- New or replaced plumbing
- Retaining walls over three feet in height
- Structural alterations to an existing building
- Interior Finish remodel, when including any structural, electrical, mechanical or plumbing work

Per St. Louis County Building Code, a building permit is required. A building permit ensures that your building project is structurally sound, that it complies with the building and zoning codes, and, more importantly, the structure is built to ensure the health, safety, and welfare of all occupants. If a building permit is not secured, you will be cited with a no permit penalty.

When obtaining a building permit, your proposed project is:
- Reviewed for zoning compliance by the City, so that the location of the structure is within the setback regulations for your property
- Reviewed by plan reviewers who verify proper materials are used and that County building codes are enforced
- Inspected to ensure the building plans are followed and that all County building codes are met
- Approved for occupancy by a final inspection and issuance of a certificate of use and occupancy

To submit an Application for a Building Permit:
- Complete City of Wildwood Zoning Authorization Form at front desk of Wildwood City Hall. This form is also available on the City’s website at the following link:
  www.cityofwildwood.com/FormCenter/Planning-Department-5/Zoning-Authorization-Application-128
- Attach five (5) copies of the original plot plan. The plot plan should be signed and sealed by a Registered Land Surveyor or Engineer, showing the location of the business, all existing and proposed improvements, and any easements. Item must be drawn to the same scale as the plot plan and actually located in the proper area of the site. No structure may be located within the minimum setback area.
- Attach five (5) sets of building plans or architectural drawings for the project (basic designs/drawings of work that reflect the improvement shown on the plot plan). Construction plans should indicate dimensions and materials to be used (see St. Louis County website for specific details that are required).
Please Be Advised:

- Zoning Authorizations are generally ready for pickup at City Hall within three (3) to five (5) business days; however, due to volume of submittals, approval times may vary (incomplete submittals will require additional time for approval).
- Once zoning authorization has been granted, the City of Wildwood will contact you to pick up four (4) of the stamped copies of your plans for submittal to St. Louis County.
- The City of Wildwood has contracted with St. Louis County to issue building permits and perform building inspections. Once the City of Wildwood has issued the zoning authorization for your building project, you must submit four (4) of the stamped copies of your building plans to St. Louis County to obtain your building permit. These plans may be submitted to the St. Louis County main office in Clayton, at 41 South Central Ave., or to their satellite office located at the Clarkson-Wilson Center (located on Clarkson Rd.).
- The requirements for submittal to the City of Wildwood may not be inclusive of all items needed by St. Louis County for permit submittal. If you need further information regarding St. Louis County submittals, please call the St. Louis County Department of Public Works, Permit Division, at (314) 615-2559 or www.stlouisco.com/Your-Government/Public-Works/Permits.

Occupancy and Re-Occupancy Permit

The City of Wildwood has certain requirements for the occupancy and re-occupancy of commercial structures, which coincides with St. Louis County requirements. Occupancy permits are required for all new commercial construction and issued as the final step in the building permit process. When the structure passes all inspections, St. Louis County Department of Public Works will issue the Occupancy Permit, through the City of Wildwood. This form verifies the structure meets minimum life/safety requirements and was completed according to the approved building plans. Thereafter, the authorized space can be occupied.

Metro West Fire Protection District does have re-occupancy requirements within their service district. The Metro West Fire Protection District can be contacted at 636-458-2100 for these specific requirements.

Commercial re-occupancy requires authorization from the City of Wildwood, and inspection and approval by the St. Louis County Department of Public Works. Forms for re-occupancy can be obtained from Wildwood City Hall, through the Department of Planning. The form can be requested at the receptionist desk, or is also available for download on the County’s website. Applicants are asked to complete the form and leave with the City for processing. This approval normally takes up to two (2) working days. Upon receipt of the completed form, it is taken to St. Louis County for inspection and then issuance of the Occupancy Permit. All fees are paid to St. Louis County. Any questions regarding St. Louis County’s role in this process can be directed to 314-615-2559.
Business License Process

Per City Ordinance, anyone doing business in the City of Wildwood must have a business license. The business license year begins on July 1st and ends on June 30th. Chapter 605 of the Wildwood Municipal Code establishes the business categories and rate of fee to be paid. Fees for new businesses are prorated, based on the quarter within the license year in which the business intends to begin operating within the City. If the pro-rated calculated fee is less than $25.00, the actual fee will be $25.00. To apply for the business license, download the New Commercial Business License Application Package from the City’s website at the following link: www.cityofwildwood.com/125/City-Licenses

Items required to receive a business license:

- Occupancy Permit (issued by St. Louis County Department of Public Works, through the City of Wildwood - as noted on Page 7 of this Guide). The Application for Commercial Occupancy is available on the County’s website at the link below. This Application may be submitted to the City of Wildwood, with the completed Application for a New Commercial Business License.
- Federal Employer ID Number (FEIN #), and/or Business Owner ID Number (Social Security # or State Issued ID #)
- State sales tax number, if required, from the Missouri Department of Revenue: www.dor.mo.gov/tax/business.
- If your business is moving to the City of Wildwood from another part of Missouri, a “Certificate of No Tax Due” from the Missouri Department of Revenue must be provided to the City by any business required to collect sales tax. The Missouri Department of Revenue may be contacted at (573) 751-2836 or (314) 877-0177.
- If you are developing an establishment, which serves food/drink, you must also comply with the regulations of the St. Louis County Department of Public Health.
Additional Licenses & Permits

Liquor License

A liquor license is required for the sale of intoxicating liquor, whether by the drink or in the original package. Chapter 600 of the Wildwood Municipal Code establishes the liquor license regulations and fee requirements. The Application, regulations and fee requirements are available from the City Clerk’s Office at City Hall. You can download the Liquor License Application on the City website at the following link: www.cityofwildwood.com/125/City-Licenses

The liquor license year begins on July 1st and ends on June 30th. Upon the filing of the Application with the City Clerk, the Clerk will set a date for a Hearing before the City Council within 31 days of its filing. If approved by the City Council, the City Clerk will grant the liquor license to expire the following June 30th. Once you are approved for the City liquor license, you will need to obtain licenses from the State of Missouri and St. Louis County, in that sequence. Complete details on the liquor license process can be obtained by calling the City Clerk’s Office at (636) 458-0440.

State and County Requirements

In addition to the requirements of the City of Wildwood, the State of Missouri and St. Louis County also have requirements that may apply to your business.

- Missouri Department of Revenue – Requires registration for various business taxes, including sales tax, vendor’s use tax, consumer’s tax, withholdings tax, unemployment tax, and more. www.dor.mo.gov/business/register or (573) 751-5860
- Missouri Department of Health and Senior Services – Provides regulations for long-term care facilities, day cares, etc. health.mo.gov or call 573-751-6400
- Missouri Division of Liquor Control – If you obtained a City liquor license, you will also need to apply for a State of Missouri Liquor License. www.atc.dps.mo.gov or (314) 877-0324
- St. Louis County License Division – If you obtained a City liquor license, you will also need to apply for a St. Louis County Liquor License (after contacting the State). For more information call (314) 615-4217.
- St. Louis County Department of Public Health – If you are opening a new food establishment (restaurant, café, etc.), you will need to obtain all necessary permits from the St. Louis County Department of Public Health. Information can be found at www.stlouisco.com/HealthandWellness/Health/InstrOpenFoodEstablishment or by calling (314) 615-8900.
Signage

Chapter 415.400 of the Wildwood Municipal Code requires that no sign shall be erected, constructed, posted, painted, altered, maintained, or relocated until a sign permit has been issued by the City’s Department of Planning. The application process can be handled by a dedicated sign contractor who also can often help you design effective signage that meets City regulations, as well as manufacture and install your signs. A Guide to Sign Regulations of the City of Wildwood for all Businesses Located in “C” Commercial Districts (2009), including regulations regarding sign size, height and placement, is available on the City’s website at the following link: www.cityofwildwood.com/DocumentCenter/View/1225/Guide-to-Sign-Regulations. Please call the Department of Planning at (636) 458-0440 to discuss the allowable signage for your business.

To submit an Application for a Sign Permit:

- Complete the City of Wildwood Zoning Authorization Form at the front desk of Wildwood City Hall. This form is also available on the City’s website at the following link: www.cityofwildwood.com/FormCenter/Planning-Department-5/Zoning-Authorization-Application-128
- Attach five (5) copies of the original plot plan. The plot plan should be signed and sealed by a Registered Land Surveyor or Engineer, and indicate the exact location of the proposed signage, all existing and proposed improvements, and any easements.
- Attach five (5) renderings (or pictures) of proposed permanent sign(s), with dimensions of the sign (length and width), as well as overall height and lighting details (if proposed).

Please Be Advised:

- If signage is to be lit (all types), an electrical permit from St. Louis County will be required.
- Zoning Authorizations are generally ready for pickup at City Hall within three (3) to five (5) business days; however, due to volume of submittals, approval times may vary. Incomplete submittals will require additional time for approval.
- Once zoning authorization has been granted, the City of Wildwood will contact you to pick-up four (4) of the stamped copies of your plans for submittal to St. Louis County.
- The City of Wildwood has contracted with St. Louis County to issue various permits and perform inspections. Once the City of Wildwood has issued the zoning authorization for your project, you must submit four (4) of the stamped copies of your plans to St. Louis County to obtain the required permit(s). These plans may be submitted to the St. Louis County main office in Clayton, at 41 South Central Ave. or to their satellite office located at the Clarkson-Wilson Center (located on Clarkson Rd.).
- The requirements for submittal to the City of Wildwood may not be inclusive of all items needed by St. Louis County for permit submittal. If you need further information regarding St. Louis County submittals, please call the St. Louis County Department of Public Works, Permit Division, at (314) 615-2559 or www.stlouisco.com/Your-Government/Public-Works/Permits.
Checklist

The following checklist summarizes the steps that are encouraged and/or required in order to open a business in Wildwood. It is important to note this list is not exhaustive and other requirements may apply. City Team Members are available to assist you, so please call or come in to discuss your plans, if you have any questions. For those already familiar with the City’s process, this checklist is still a good way to make sure you have covered all your bases. This document is intended to be a resource for personal use and does not guarantee the City will grant a business license.

☑ Have you received a copy of this Guide to Opening a Business in the City of Wildwood, Missouri?
☐ Have you verified the address, where you plan to open your business?
☐ Have you set up an in-person meeting with the Economic Development Manager and Director of Planning to review the property and its zoning classification?
☐ Have you confirmed that the zoning and available parking on site are suitable?
☐ If you are planning to build or make renovations to an existing building, have you obtained a Building Permit?
☐ Have you applied for a Certificate of Occupancy (or Re-Occupancy)?
☐ Have you applied for a Business License?
☐ Have you applied for a Sign Permit?
☐ Have you contacted/registered with required County and State government agencies?
☐ Signed up for the Wildwood Business Association and/or the West St. Louis County Chamber of Commerce?

Open for Business

Congratulations! You are now ready to open your business in Wildwood. Be sure to contact our Economic Development Manager, Julian Jacquin, at julian@cityofwildwood.com, the Wildwood Business Association and the West St. Louis County Chamber of Commerce to research local marketing opportunities.

You can also find out more about Wildwood or request further information by contacting the City at 636-458-0440. In addition, please visit the City’s website at www.cityofwildwood.com to view the City’s Business Directory, find information on upcoming events and sign up for the City’s weekly E-Newsletter.