AGENDA
for the
JOINT MEETING
of the
ARCHITECTURAL REVIEW BOARD - PLANNING AND ZONING COMMISSION – WATERSHED EROSION TASK FORCE
CITY OF WILDWOOD, MISSOURI
August 13, 2020 -- THURSDAY-- 6:30 p.m. to 8:30 p.m.
16860 Main Street, Wildwood, Missouri 63040
Re: PROJECT REVIEW PROCESSES AND STANDARDS
Join Meeting via Zoom: https://us02web.zoom.us/j/84367256026
Or Dial in via Telephone: 312-626-6799

I. WELCOME BY CHAIR DIAL (ARB), CHAIR LEE (P&Z), AND CO-CHAIRS RICK ARCHESKI AND DR. KENNETH REMY (WETF)

II. ROLL CALL OF MEMBERS BY DEPARTMENT OF PLANNING

III. OVERVIEW OF TONIGHT’S MEETING PURPOSE AND ANTICIPATED OUTCOMES

IV. PRESENTATION AND DISCUSSION ITEMS ON REVIEW PROCESSES, STANDARDS, AND COORDINATION OF CITY BOARDS, COMMISSIONS, COMMITTEES, AND DEPARTMENTAL STAFF

Documents:
CITY OF WILDWOOD DEVELOPMENT REVIEW PROCESS_FINAL.PDF
JOINT MEETING OVERVIEW.PDF
V. PUBLIC COMMENTS

VI. OTHER ITEMS FOR CONSIDERATION AND/OR DISCUSSION

VII. SUMMATION OF MEETING AND CONCLUDING REMARKS BY CHAIRS AND CO-CHAIRS

VIII. ADJOURNMENT

**Note:** The Architectural Review Board, the Planning and Zoning Commission, and the Watershed Erosion Task Force will discuss these matters and items listed above and any such other considerations as may be presented at the meeting and determined to be appropriate for presentation at that time.

The City of Wildwood will provide reasonable accommodations for persons attending this joint meeting of the Architectural Review Board, Planning and Zoning Commission, and Watershed Erosion Task Force. Requests for reasonable accommodations should be made directly to 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.
Development & Zoning Review Committee may be considered.

1. Project introduced or submitted by property owner or development interest

2. Departments review submitted information, develop comment letter, and determine next steps in process

3. SDP review begins:
   - Site Plan
   - Development Plan
   - Site Plan
   - Subdivision Plan

4. Letter of Recommendation
   - Information Report
   - Public Hearing

5. 1st and 2nd reading of authorizing legislation

6. Subdivision process (plan approval)

7. Public Hearing on Commission’s recommendation

8. Departments review & final approval

9. Final Stage

10. Public Hearing on Commission’s recommendation

11. Receive & File approved SDP

12. Development & Zoning Review Committee may be considered.

13. Final Stage

14. Improvement Plans

15. Building Permits

16. Certification Plan

17. Subdivision process (plan approval)

18. Letter of Recommendation

19. Information Report

20. Public Hearing
August 13, 2020

MEMORANDUM

To: Architectural Review Board Members, Planning and Zoning Commission Members, and Watershed Erosion Task Force Members

From: Department of Planning and Parks

Re: Joint Meeting Information and Rationales for the Same (Wards – All)

Cc: The Honorable James R. Bowlin, Mayor
    Sam Anselm, City Administrator
    John A. Young, City Attorney
    Rick Brown, P.E. and P.T.O.E., Director of Public Works

In 2019, the City Council formed the Watershed Erosion Task Force to assess what empirically appeared to be a growing issue in several of the City’s nine (9) watersheds. This issue was an increase in erosion and property loss and damage. Many believed the unusual and intense storm events were the primary reason for this issue, but to ensure other factors were not at play, the City Council initiated this effort and charged the task force with investigating the matter and eventually making recommendations to it for the future. This effort was reminiscent and consistent with the first environmental assessment the City undertook only days after its incorporation, which was to hire a professional consultant to ultimately tell what pressing ecological concerns existed in Wildwood, after St. Louis County land use polices had been in place for many years.

The Watershed Erosion Task Force has been considering all aspects of the City’s land use processes associated with development and infrastructure projects, whether they are public or private in nature. One (1) such project was the replacement of the Easterton Road Bridge within the historic Orrville Community. This project involved the removal of a one (1) lane bridge and the reworking of the creek to accommodate the wider span and the different lane approaches associated with it. This work caused an alteration of both banks from the creek and armoring of them by shot rock. The design was consistent with federal and State requirements, but led to concerns about long-term impacts such a design and construction might lead to in the future. These circumstances were noted by the Watershed Erosion Task Force and it wanted to better understand the City’s processes for the review of these types of projects and any shortcomings or improvements that might be needed to ensure all projects are best suited for the City of Wildwood.

In order to better understand these processes and be able to comment upon them, the Department is providing a list of steps that are typical of a review process, regardless if initiated by a private entity or Wildwood itself. This list of steps includes the following items:
<table>
<thead>
<tr>
<th>Step #</th>
<th>Private Project</th>
<th>Public Infrastructure Project</th>
<th>Public Trail or Park Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project introduced or submitted by property owner or development interest</td>
<td>Safety, level of service, or situation identified causing a public safety need</td>
<td>Site availability identified, donation provided, or need identified leading to request</td>
</tr>
<tr>
<td>2.</td>
<td>Departments review submitted information and ascertain next steps</td>
<td>Respective Department and City Administrator begin presentation process to City Council Committee for consideration</td>
<td>Concept is presented to City Council Committee, then City Council for direction</td>
</tr>
<tr>
<td>3.</td>
<td>Development and Zoning Review Committee review may be considered</td>
<td>Grant application may be submitted, if project justifies such</td>
<td>Grant application may be submitted, if project justifies such</td>
</tr>
<tr>
<td>4.</td>
<td>Comment letter developed on submitted information</td>
<td>Engineering and design professionals engaged to develop needed concept and then engineered plans</td>
<td>With approval, concepts are developed into design and engineering plans for bidding purposes</td>
</tr>
<tr>
<td>5.</td>
<td>Hearing and review processes begin with property owner, developer, and City appointed and elected officials (boards, commissions, and committees)</td>
<td>Plan development begins, with review cycles to follow by appropriate entities, both internal and external – key element is compliance to State Statutes and local codes</td>
<td>Concepts are presented to the public for input and comment</td>
</tr>
<tr>
<td>6.</td>
<td>Planning and Zoning Commission generally first City authority to consider proposal, followed by City Council</td>
<td>Public open houses held for most projects to inform and gain input on project details</td>
<td>Plan development begins, with review cycles to follow by appropriate entities, both internal and external – key element is compliance to State Statutes and local codes</td>
</tr>
<tr>
<td>7.</td>
<td>Proposal, if receiving favorable action, begins engineering and architectural review processes</td>
<td>After reviews and inclusion of pertinent comments, project design and plan sheets completed, and engineering items are ready as well</td>
<td>After reviews, project design and plan sheets are completed, and engineering items are ready as well</td>
</tr>
<tr>
<td>8.</td>
<td>Entities involved include: Site Plan Subcommittee; Planning and Zoning Commission; Architectural Review Board; and, in some instances, Board of Adjustment</td>
<td>Project advertised for bids, with bids collected for Committee and City Council review and action</td>
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</tr>
<tr>
<td>9.</td>
<td>Subdivision process may also be involved</td>
<td>Project awarded to bidder meeting City specifications and requirements</td>
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</tr>
<tr>
<td>10.</td>
<td>Project begins, with inspections by a number of authorities including City of Wildwood and St. Louis County</td>
<td>Project pre-construction meeting is held and work begins</td>
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</tr>
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<tr>
<td>11.</td>
<td>Project completed</td>
<td>Construction oversight and administration managed by City staff</td>
<td>Construction oversight and administration managed by City staff</td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td>Project completed</td>
<td>Project completed</td>
</tr>
</tbody>
</table>

This general assessment of these steps does not factor into these processes’ certain roles of task forces, special citizen committees, or property owners that provide input regarding real and perceived impacts the project may have on their lots, neighborhoods, or specific changes assigned to them. This assessment reflects where a possible role of the Watershed Erosion Task Force, which may, at some point, have a more permanent role in monitoring and commenting on proposals and impacts that are proposed within the City’s nine (9) watersheds.

The task force’s potential role in the City’s land use and project processes is part of the reason for this joint meeting. Other reasons for the desired joint meeting include the following considerations:

1. Ensure all statute and code required reviews are met by City projects;
2. Understand roles and responsibilities of all boards, commissions, committees and elected and appointed officials in review processes of City;
3. Reflect best practices in terms of incorporating all comments from all parties relative to projects; and
4. Solicit comments on the City’s review processes for all perspectives from participating board, commission, committee, and task force members regarding their roles, timing in them, and potential alterations for improvement.

The last goal in this joint meeting is to define next steps to guarantee Wildwood always utilizes best practices, applies current and proven trends in project development, review, and management, and incorporates the roles of all parties in making projects meet expectations, while being sensitive to the environment and surrounding areas where they are located.

If any of the Architectural Review Board Members, Planning and Zoning Commission Members, or Watershed Erosion Task Force Members should have questions or comments before tonight’s meeting in this regard, please feel free to contact the Department of Planning at (636) 458-0440. Thank you for your participation in this meeting and input you will provide in this regard. Such is much appreciated.
89.380. Planning commission to approve improvements — commission disapproval, overruled, how. — Whenever the commission adopts the plan of the municipality or any part thereof, no street or other public facilities, or no public utility, whether publicly or privately owned, and, the location, extent and character thereof having been included in the recommendations and proposals of the plan or portions thereof, shall be constructed or authorized in the municipality until the location, extent and character thereof has been submitted to and approved by the planning commission. In case of disapproval the commission shall communicate its reasons to the council, and the council, by vote of not less than two-thirds of its entire membership, may overrule the disapproval and, upon the overruling, the council or the appropriate board or officer may proceed, except that if the public facility or utility is one the authorization or financing of which does not fall within the province of the council, then the submission to the planning commission shall be by the board having jurisdiction, and the planning commission's disapproval may be overruled by that board by a vote of not less than two-thirds of its entire membership. The acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, change of use, acquisition of land for, sale or lease of any street or other public facility is subject to similar submission and approval, and the failure to approve may be similarly overruled. The failure of the commission to act within sixty days after the date of official submission to it shall be deemed approval.

(L. 1963 p. 146 § 9)


---- end of effective 28 Aug 1963 ----

use this link to bookmark section 89.380

In accordance with Section 3.090, the language of statutory sections enacted during a legislative session are updated and available on this website on the effective date of such enacted statutory section.
89.460. Public improvements, how approved after adoption of major street plan. — Upon adoption of a major street plan and subdivision regulations, the municipality shall not accept, lay out, open, improve, grade, pave or light any street, lay or authorize the laying of water mains, sewers, connections or other utilities in any street within the municipality unless the street has received the legal status of a public street prior to the adoption of a city plan; or unless the street corresponds in its location and lines with a street shown on a subdivision plat approved by the council or planning commission or on a street plan made by and adopted by the commission. The council may locate and construct or may accept any other street if the ordinance or other measure for the location and construction or for the acceptance is first submitted to the commission for its approval and approved by the commission or, if disapproved by the commission, is passed by the affirmative vote of not less than two-thirds of the entire membership of the council.

(L. 1963 p. 146 § 17)

----- end of effective 28 Aug 1963 -----
use this link to bookmark section 89.460

In accordance with Section 3.090, the language of statutory sections enacted during a legislative session are updated and available on this website on the effective date of such enacted statutory section.