AGENDA
OF THE
CITY OF WILDWOOD’S
VIRTUAL ARCHITECTURAL REVIEW BOARD MEETING
Wildwood City Hall
Thursday, October 8, 2020 – 6:30 p.m.

This Meeting Will be “Livestreamed” by the City of Wildwood via Zoom and YouTube Live

To access the Virtual Architectural Review Board meeting via Zoom:

Zoom Meeting Link: https://us02web.zoom.us/j/86282856252?pwd=N3hsRzNLQDlMZy9udFdQWk1BdFU3Zz09
YouTube: www.cityofwildwood.com/youtube

1. Welcome And Roll Call By Chair


   Documents:

   9.10.2020 DRAFT MINUTES.PDF

3. Review Agenda Items To Be Discussed At Tonight’s Meeting By Chair

4. New Business – One (1) Item For Consideration

   4.I. Ready For Action – One (1) Item

   4.I.i. Second Review Of The Architectural Elevations And Related Materials For A Planned, New Fire Station (P.Z. 11-20 Monarch Fire Protection District), With Living Quarters
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Welcome And Roll Call By Chair

Action On The September 10, 2020 Draft Meeting Minutes
9.10.2020 DRAFT MINUTES.PDF

Review Agenda Items To Be Discussed At Tonight’s Meeting By Chair

New Business
– One (1) Item For Consideration Ready For Action
– One (1) Item

Second Review Of The Architectural Elevations And Related Materials For A Planned, New Fire Station (P.Z. 11-20 Monarch Fire Protection District), With Living Quarters And Associated Parking Areas, Which Also Includes The Extension Of Public Sanitary Sewer Service To The Site.

The new fire station is proposed to be placed on a three (3) acre tract of land that is zoned NU Non-Urban Residence District and located on the south side of Wild Horse Creek Road, at its intersection with Eatherton Road (Street Addresses: 18304 Wild Horse Creek Road and 18304 Wild Horse Creek Road – Unit A/St. Louis County Locator Numbers: 19W510215 and 19W510194). This use in the subject zoning district designation – NU Non-Urban Residence District – requires a Conditional Use Permit (CUP), which was presented at a Public Hearing before the Planning and Zoning Commission on September 21, 2020. (Ward One)

Documents:
P.Z. 11-20 MONARCH FIRE PROTECTION DISTRICT (COMBINED).PDF
10.2.2020 1ST REVIEW LETTER.PDF

4.II. Not Ready For Action – No Items
5. Old Business – No Items
6. Other Items – One (1) For Consideration
   6.I. Selection Of The Vice-Chair Of The Architectural Review Board (ARB)
7. Public Comment - Special Procedures Will Be In Place To Address This Virtual Meeting And Participation In Such
8. Next Meeting Date - November 12, 2020 (Thursday)
9. Closing Remarks And Adjournment

Note: The Architectural Review Board will consider and act upon these matters listed above and any such others as may be presented at the meeting and determined appropriate for discussion at that time.

The City of Wildwood will provide reasonable accommodations for persons attending Architectural Review Board 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.

If you would like to submit a comment regarding an item on this meeting agenda, please visit the Form Center.
The Architectural Review Board meeting began at 6:30 p.m., on Thursday, September 10, 2020, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri, and via the videoconferencing tool Zoom.

I. Welcome and Roll Call

Chair Dial called the meeting to order and welcomed everyone. The following members were in attendance, as noted:

- Present [6]
  - Chair Dial
  - Board Member Sineni
  - Board Member Biermann
  - Alternate Bartelsmeyer
  - Alternate Loggia
  - Council Member McCutchen

- Absent [4]
  - Secretary Hensic
  - Board Member Ritter
  - Alternate Welker
  - Commission Liaison Lee

Staff present: Director Vujnich and Planner Newberry
Petitioners present: Josh Mandell, FGM Architects, and Chief Les Crews, Monarch Fire Protection District; and, Jeff Tottleben, Wardenburg Farms Subdivision Trustee, and Mark Stoecker, contractor.

II. Action on the July 9, 2020 Draft Meeting Minutes

A motion by Alternate Bartelsmeyer, seconded by Chair Dial, to approve the meeting minutes from the July 9, 2020 meeting, as presented. A voice vote was held regarding the motion. Hearing no objections, Chair Dial declared the motion approved by a voice vote of 5-0.

III. Review Agenda Items to be Discussed at Tonight’s Meeting by Chair

IV. New Business – Two (2) Item for Consideration
1) Ready for Action – Two (2) Items

a) Initial review of the Architectural Elevations and related materials for a planned, new fire station (P.Z. 11-20 Monarch Fire Protection District), with living quarters and associated parking areas, which also includes the extension of public sanitary sewer service to the site. The new fire station is proposed to be placed on a three (3) acre tract of land that is zoned NU Non-Urban Residence District and located on the south side of Wild Horse Creek Road, at its intersection with Eatherton Road (Street Addresses: 18304 Wild Horse Creek Road and 18304 Wild Horse Creek Road – Unit A/St. Louis County Locator Numbers: 19W510215 and 19W510194). This use in the subject zoning district designation – NU Non-Urban Residence District – requires a Conditional Use Permit (CUP), which is scheduled for a Public Hearing before the Planning and Zoning Commission on September 21, 2020. (Ward One)

Chair Dial invited the petitioner’s representative to provide a brief presentation regarding this item.

Josh Mandell, FGM Architects, provided a presentation of the characteristics of the subject site and elements associated with the proposed fire station.

Discussion was held among Board Members and the petitioner regarding the outdoor lighting elements associated with the new fire station; the three (3) different colors of proposed brick material and the placement of such; the need to better clarify the placement of the various color of bricks, as well as the planned texture of such; the need to provide additional information regarding the large retaining wall and associated fence/guardrail that are proposed on the site and for this detail to be depicted on the Preliminary Development Plan; and discussion of the impacts of the proposed fire station on the neighboring residential property to the south, particularly given the grade of the site.

A motion by Board Member Sineni, seconded by Board Member Biermann, to conditionally approve the elevations and related materials, with the requirement the petitioner present the requested items to the Board for further review.

A roll call vote was held regarding the motion, with the following results:

Ayes: Board Member Sineni, Board Member Biermann, Alternate Bartelsmeyer, and Chair Dial
Nays: None
Abstain: Alternate Loggia
Chair Dial declared the motion passed by a vote of 4-0, with one (1) abstention (Loggia).

b) Review of the Architectural Elevations and related materials for an entry gate that is planned in conjunction with the Wardenburg Farms Subdivision. The gate will be situated within the platted private roadway easement to control access on this private roadway that serves the platted nine (9) lots. The property is zoned NU Non-Urban Residence District and generally located on the south side of Wild Horse Creek Road, west of Steeple Lane [302 and 303 Wardenburg Farms Drive - St. Louis County Locator Numbers: 19640235 and 19640192].

(Ward One)

Director Vujnich introduced the item and provided a brief summary of the City's requirements associated with installing an improvement such as this proposed gate, which includes required review by the Architectural Review Board (ARB).

Discussion was held among Board Members and the petitioner regarding the placement of the proposed gate, in relation to Wild Horse Creek Road; the materials planned to be used for the column components, which are to match the existing monument sign; the finish of the structural steel metal gate, which is to be painted black in color; and the structural components associated with the planned gate.

A motion by Board Member Biermann, seconded by Alternate Bartelsmeyer, to approve the item, as presented.

A roll call vote was held regarding the motion, with the following results:

Ayes: Board Member Sineni, Board Member Biermann, Alternate Bartelsmeyer, Alternate Loggia, and Chair Dial
Nays: None
Abstain: None

Hearing no objections, Chair Dial declared the motion approved by a vote of 5-0.

2) Not Ready for Action – No Items

V. Old Business – No Items for Consideration

VI. Other Items – No Items for Consideration

VII. Public Comment

VIII. Next Meeting Date – October 8, 2020 (Thursday)
IX. Closing Remarks and Adjournment

A motion by Alternate Bartelsmeyer, seconded by Board Member Biermann, to adjourn. A voice vote was held regarding the motion. Hearing no objections, Chair Dial adjourned the meeting at 7:45 p.m.

Approved by:                             Date Approved:

____________________________________    __________________________
Kurt Hensic, Secretary
City of Wildwood
Architectural Review Board
OVERALL SITE DESIGN STATEMENT:

The complex topography of the existing site demanded great consideration during the early phases of design. It slopes to the south, beginning gradually at Wild Horse Creek Road then more dramatically moving south. This dictated that the placement of our building be as close to Wild horse Creek Road as possible to lessen the need for and/or reduce the size of retaining walls along the back of the drive. As with all firehouses, one of the first items we consider is the path of travel for the large fire apparatus, their turning radius limitations, and circulation through the site. It was the owners desire to have a drive though Apparatus Bay with room for three large fire trucks. To accommodate these parameters, we provide two curb cuts allowing for one point of entry for trucks returning to the station and one exit for the trucks leaving for a call. The existing site has a driveway along the western property line connected to a site immediately south. Taking into account that this neighbor would not want to share their drive with fire apparatus and the amount of work it would take to make that drive able to withstand the weight of the fire apparatus, we eliminated use of that existing drive from consideration as the return point for the fire trucks. Eatherton Road, as a larger existing drive, became the real logical point of return for the fire apparatus. As the site drops off earlier on the east side, we are still trying to keep the curb cut as far to the north as we can to avoid more significant topographic adjustments. For the point of exit for the apparatus, the clear choice was to situate the apparatus bay perpendicular to Wild horse Creek Road so that the fire trucks could exit out of the bay and turn either left or right depending on the location of the emergency. We have stayed within all required setbacks and are avoiding tree removal as much as possible. Around the building, we will be adding building signage and landscaping areas composed of largely native plants that will add natural beauty to the site. One aspect of landscaping that we keep in mind when designing fire houses is that site lines are imperative to the safety of fire personnel driving the trucks as well as civilian traffic when entering and exiting the site. We will be keeping the landscaping at the entry/exit points to a minimum height to keep these site lines open.

Lighting the firehouse site is also a balance of having a well lit secure site but taking into account the neighboring properties and not bleeding into their lots. We will implement use of house shields and low height / controlled distribution illumination, in order to provide practical site lighting compliant with building code and best practices for a fire station but avoiding light pollution and direction of light onto neighbors’ sites. We will also add an emergency signal along Wild horse Creek Road as required by the City of Wildwood and St. Louis County/MoDOT to communicate with vehicles that an emergency is being reported to and to indicate a vehicle will be departing the station. This will not be a traffic signal intended to halt traffic east/west on Wild Horse Creek Road, but just to alert traffic that a vehicle will be leaving the station.

BUILDING DESIGN STATEMENT:

With the orientation and location of the building guided by the existing site, we also wanted to consider the surrounding structures and environment when studying the style and massing of the building. We would consider this location rural and residential, so a more domestic design approach would be appropriate. Also, the building typology of a firehouse with a training/hose tower lends itself to be broken down into 3 separate main elements, the tall hose tower, next to the apparatus bays (the largest mass of the building) beside the living quarters. These 3 elements when placed side by side, show a natural hierarchy of the volumes for the building. The Main purpose of the building is front and center with the large apparatus bay housing 3 fire apparatus. The bright red four-fold doors make the building easily recognizable to the public as a fire station. Not only do these doors serve as an indicator of the buildings use, they are functionally important as well, because they open by folding rapidly inward (rather than rolling up slowly) they cut precious seconds off of the response time of the firefighters. We intend on the building to be mostly masonry on the exterior, in keeping with the suburban design, with some metal accents at the house tower and entries, to highlight areas of importance. The timeless masonry design is then accentuated with a sloped shingle roof, that also ties the building into its surrounding homes. Our choice of durable, resilient exterior materials will allow for this building to have a life span of 50+ years without major renovation or replacement. When designing firehouses for communities we feel the responsibility of being good stewards of the taxpayer’s monies, while keeping in mind we want to design a building that will enhance the environment in which it resides and meet the public’s needs. We feel that this building, as designed, complies with the local codes and requirements as well as the International Building Code.
LEGEND

EXISTING TREE LINE

NEW TREE LINE

EASEMENT

PROPERTY LINE

NATURAL PLANTINGS

X

SITE PHOTOGRAPHY LOCATION/DIRECTION

MONARCH FIRE PROTECTION DISTRICT

WILDLHORSE CREEK ROAD

EATHERTON ROAD

RESIDENTIAL DRIVEWAY

RETAINING WALL

EXISTING CANOPY TO REMAIN

BIORETENTION BASIN

BIORETENTION BASIN

RESIDENTIAL WINDWALL

RETAINING WALL

EXSITING CANOPY TO REMAIN

PRELIM DEV PLAN/ COLORED LANDSCAPE PLAN

© 2020 FGM ARCHITECTS, INC.
MONARCH FIRE PROTECTION DISTRICT

BUILDING RENDERINGS
**MONARCH FIRE PROTECTION DISTRICT**

**BRICK**
- BR-1: Supplier: Midwest Block & Brick, Manufacturer: Sioux City Brick, Color: Cinnamon Colonial Ironspot, Style: Smooth
- BR-2: Manufacturer: Glen-Gery, Color: Carbon Black, Style: Wirecut
- BR-3: Supplier: Midwest Block & Brick, Manufacturer: Sioux City Brick, Color: Plum Colonial Ironspot, Style: Smooth

**WINDOW SYSTEM**
- TYPE: Aluminum, Color: Clear Anodized

**OVERHEAD DOORS**

**ROOFING**
- AS-1: Material: Asphalt Shingle, Manufacturer: GAF, Type: Architectural Shingle, Color: Charcoal 3

**METAL**
- ALU-1: Manufacturer: Alucobond, Type: Metal Cladding, Color: White
- ALU-2: Manufacturer: Alucobond, Type: Metal Cladding, Color: Cadet Grey

**GLAZING**
- GL-1: Manufacturer: Old Castle Glass, Type: 14” SNR 43 #2, Thickness: 12.5 Mill, Color: 1/4” Clear
- GL-2: Manufacturer: Old Castle Glass, Type: 14” SNR 43 #2 (Spandrel), Thickness: 12.5 Mill, Color: 1/4” Clear Subdued Grey

**STONE**
- ST-1: Manufacturer: Arriscraft, Material: Cast Stone, Color: Limestone

**RETAINING WALL**
- Manufacturer: Versa Lok, Color: Charcoal Blend, Style: Standard 6” x 14-16” x 12”
PROPERTY BOUNDARY AND
TOPOGRAPHIC SURVEY
A TRACT OF LAND BEING PART OF LOT "A" AND LOT "B" OF
"GERST ACRES" AS RECORDED IN PLAT BOOK 224 PAGE 77
U.S. SURVEY 163, TOWNSHIP 45 NORTH, RANGE 3 EAST
ST. LOUIS COUNTY, MISSOURI

GENERAL NOTES
- All boundaries as shown in this survey were located by the surveyor, and are approximate. The accuracies of these boundaries shall be determined by the reader and any other parties using this survey.

BENCHMARK INFORMATION
- The benchmarks shown on this survey are approximate.

CONTROL STATEMENT
- This survey was done by the methods of survey described in the Standard Specifications for Surveys of the American Congress on Surveying andMapping. The surveyor was qualified to do the work by virtue of his knowledge, experience, and training.

UTILITY INFORMATION
- The utility lines shown on this survey are approximate and are used for planning purposes only. The actual utility lines may vary from the survey.

PROPERTY DESCRIPTION
- The property described in this survey is located in the Township of St. Louis County, Missouri, and is more accurately described as follows:

SURVEYOR'S CERTIFICATION
- The surveyor certifies that the work performed in accordance with the specifications and requirements of the American Congress on Surveying and Mapping. The surveyor has reviewed the survey and found it to be complete and accurate to the best of his knowledge and belief.
1. **Landscape Design**: Structures and features have been planted from a master plan. Site plans indicate one proposed plant, a dogwood tree. All planting, grading and construction of exterior sidewalks, driveways and other landscape features will be done at this time.\n\n2. **Landscape Maintenance**: All necessary site work shall be done by the Contractor to ensure the completion of the project. The Contractor shall be responsible for maintaining the landscape throughout the duration of the project. The Contractor shall follow all applicable guidelines and ordinances to ensure proper plant health and survival.\n\n3. **Responsibility**: The Contractor shall be responsible for the maintenance of plants, trees, shrubs, and other landscape features. The Contractor shall ensure proper watering, fertilizing, and other care to maintain the health of the landscape.\n\n4. **Compliance**: All landscape features shall be in compliance with all applicable codes and ordinances. The Contractor shall ensure proper grading, planting, and other landscape features to meet all required standards.\n\n5. **Permitting**: All necessary permits shall be obtained by the Contractor. The Contractor shall ensure proper permits are obtained for any necessary changes to the landscape.\n\n6. **Quality Control**: The Contractor shall maintain the highest standards of quality in all landscape features. The Contractor shall ensure proper installation, maintenance, and repair of all landscape features.\n\n7. **Warranty**: The Contractor shall provide a warranty for all landscape features. The warranty shall cover any defects or issues with the landscape features.\n\n8. **Inspections**: Regular inspections shall be conducted by the Contractor to ensure proper installation and maintenance of all landscape features.\n\n9. **Materials**: All materials shall be of high quality and meet all required standards. The Contractor shall ensure proper materials are used for all landscape features.\n\n10. **Completion**: All landscape features shall be completed within the specified timeframe. The Contractor shall ensure proper completion of all landscape features.\n\n11. **Amendments**: Any amendments to the landscape plan shall be approved by the Owner. The Contractor shall ensure proper amendments are made to the landscape plan.\n
**Graphic Scale**:\n
[Scale Diagram]
A TYPICAL ROADWAY WALL SECTION

NOT TO SCALE

B TOP OF WALL TYPICAL SECTION

NOT TO SCALE

C PIPE OUTLET AT WALL

NOT TO SCALE

D ACCESSIBLE CURB RAMP

NOT TO SCALE
NOTES:
1. MANHOLE COVER shall be specified as per approved General Conditions
2. MANHOLE FRAME and Lid shall be specified as per approved General Conditions
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October 2, 2020

Jerrod Joggerst, AIA, Senior Associate
FGM Architects
One Metropolitan Square, Suite 1945
St. Louis, Missouri 63102

Re: 1st Review of the Application Packet for the Proposed New Fire Station - Monarch Fire Protection District (Ward One)

Dear Mr. Joggerst:

The Department has completed its initial review of the application packet for a proposed Conditional Use Permit (CUP) for this site that is located at the intersection of Wild Horse Creek Road and Eatherton Road. The review is centered on a comparison of the submitted information and associated plan sheets to the requirements of the City’s Zoning Ordinance for the NU Non-Urban Residence District, the City’s other applicable land use codes, and the Design Criteria of the City of Wildwood. The results of this review indicate that a number of items need to be addressed before the Department would be able to return this matter to the Planning and Zoning Commission for its first action. These items that have been identified by this review process are as follows.

1. Please be advised the Department of Planning is requesting the fire district consider reconfiguring the building components to place the living quarters section of the proposed fire house on the east side of the lot and the hose tower and related storage area on the west side of the property. This shift will achieve many positive outcomes, including the lessening of impervious surface to access the parking lot that is indicated on the west side of the property, move the activity, and its noise, from the more residential side of the property, and eliminate the extent and size of the retaining wall.

2. Please consider the use of a solid wall design (rated for sound mitigation purposes as well) in conjunction with the remaining area of the retaining wall to lessen the amount of sound from the activity associated with the use of this facility for its purpose, while also providing a solid and non-seasonal screen for lighting of this area of the lot and associated building.

3. Please indicate on all of the appropriate plan sheets the rear and side yard setback distances.

4. Please provide a preliminary sight distance analysis for the access points that are planned onto Eatherton Road and Wild Horse Creek Road.

5. Please detail the design and improvements that will be installed, as part of the emergency traffic control plan for Wild Horse Creek Road, i.e. traffic light, etc.

6. Please provide details on the proposed trash enclosure and also proposed sanitary sewer lift station.
7. Please provide cross-sections details for all pavement and sidewalk areas that are to be constructed on the site.
8. Please provide a preliminary Landscape Plan for the site.
9. Please provide a preliminary Lighting Plan for the site.
10. Please provide a Tree Stand Delineation Plan that shall identify all of the ‘grand’ trees located on the subject site, as well as other important woodland areas and individual plantings and their respective sizes.
11. Please solicit and provide comments from the following agencies and organizations:
   a. Missouri Department of Transportation (MODOT), particularly regarding any required roadway improvements and the stormwater components along Wild Horse Creek Road;
   b. Missouri American Water Company (MOAW);
   c. Spire;
   d. City of Chesterfield, Missouri; and
   e. Metropolitan St. Louis Sewer District (MSD).
12. Please provide more detailed information and the preliminary engineering calculations used to design and place the proposed stormwater management facilities.
13. Please provide the dimensions and show all applicable information, including signage, for the ADA spaces indicated at the front of the building.
14. Please indicate any plans to manage and control access by the general public to the private driveway easement that is situated on the subject site along the entirety of the western boundary of it.
15. Please indicate both addresses and St. Louis County Locator Numbers of the total tract of land.
16. Please provide the included Legal Description in an electronic form to the Department of Planning.
17. Please see the attached sheet, with noted items to be addressed.

Once these items have been addressed and a revised submittal package is received, this information will be reviewed by the Department of Planning for its use in developing its final recommendation regarding this request.

Please be advised, with the ongoing COVID-19 coronavirus crisis, meetings of the Planning and Zoning Commission may be limited in number and occurrence, and will be decided on a case-by-case basis, which may cause delay in the Commission’s review of this matter. This circumstance is unfortunate, but the City must ensure the safety of everyone participating.

If you should have any questions or comments in this regard, please feel free to contact the Department of Planning at (636) 458-0440. Thank you for your cooperation in this regard.

Sincerely,

CITY OF WILDWOOD

Joe Vujnic, Director
Department of Planning
Cc: The Honorable James R. Bowlin, Mayor
    Council Members Brost and Clark – Ward One
    John A. Young, City Attorney
    Rick C. Brown, P.E. and P.T.O.E., Director of Public Works
    Kathy Arnett, Assistant Director of Planning and Parks
    Travis Newberry, Planner
CITY OF WILDWOOD
PLAN/PLAT REVIEW CHECKLIST

**Please note: All checked items must be responded to on plan’s resubmittal**

P. Z. # 11-2020 DEVELOPMENT NAME: Monarch Fire Protection District

____ Provide Missouri Department of Transportation Conceptual Approval.

____ Provide Metropolitan St. Louis Sewer District Conceptual Approval.

____ Submit a Flood Plain Study to the Department of Public Works.

____ Submit a Geotechnical Study to the Department of Public Works.

____ A Professional Engineer and Engineer preparing geotechnical report must sign and seal the mylar.

____ Submit a street strip study to the Department of Public Works.

   NOTE: Developer shall install a street extension sign at roadway terminus which reads "THIS STREET TO BE EXTENDED AS PART OF FUTURE DEVELOPMENT"

____ Submit steep grade verification to Department of Public Works.

____ Add all ordinance conditions to the Site Development Plan, including T&A language.

____ Identify pavement and right-of-way width along ________________________.

____ Show and dimension all improvements, i.e., existing and new right-of-way and pavement, sidewalks, TSCL, etc.

____ Provide Temporary Slope Construction License (TSCL) as directed by the Department of Public Works.

____ Provide photos per Section 30 of the Department of Public Works "Design Criteria Handbook."

____ Provide verification of required sight distance at all access points.

X Please add as a note: Entrance, street intersection, cul-de-sac shall be constructed to City of Wildwood standards.

____ Indicate Driveways with on-site turnaround capabilities as directed by the Department of Public Works.

X Show sight triangle at intersection/median. No plants, trees, signs, etc. shall be placed in this area as to restrict sight distance.

X Show and note all sidewalks will be constructed to City of Wildwood ADA standards.

____ Provide easement for sidewalk conforming to City of Wildwood ADA standards adjacent to right-of-way.

X Clarify if grading is proposed. If so, show and note grading per City of Wildwood standards.
Show existing and proposed contours based on U.S.G.S. datum.

Please add the note: Grading and drainage shall be per City of Wildwood and MSD standards.

Please add the note: Slope shall not exceed 3 (horizontal) : 1 (vertical), unless supported by geotechnical report.

Please add the note: Stormwater shall be discharged at an adequate natural discharge point. Sinkholes are not adequate natural discharge points.

Provide and show cross access (through the site) (between the proposed lots).

Designate Public or Private streets.

Provide Book and Page in which right-of-way, roadway, easement, TSCL, etc. has been recorded.

Please provide a Location Map.

Please provide a North Arrow.

Please identify the Plan Scale.

Please identify the Subject Site's Zoning District.

Please provide the Subdivision Name, if applicable.

Provide the Lot Number, if applicable.

Identify the Dimensions of the Site.

Identify the Area of the Site.

Provide the Zoning of Adjacent Parcels, if different than the site.

Identify the Plan Submitter - Name, Address, Phone.

Provide the Proposed Building Use and Construction Type.

Identify the Building and Structure Distance from Adjacent Property Lines.

Provide the Building Dimensions and Gross Floor Area.

Provide the Parking and Loading Space Calculations, as well as, the Location and Sizes of all Proposed Spaces.

Identify the Parking Setbacks.

Identify the Drive Aisle Widths.

Identify the Type and Location of the Proposed Sanitary Sewer Treatment.
Identify the Stormwater Drainage Facilities, including Retention Ponds and Detention Facilities, if applicable.

Provide a Landscaping Plan and Legend.

Provide a rendering of all Proposed Signs, which identifies their Size, Height and Location on the Plan.

Locate all Easements - Existing and Proposed.

Identify all Light Standards - Location and Height.

Identify any Other Structures (Fences, Canopies, etc.) - with Dimensions.

**If you should have any questions regarding the information provided on these sheets, please feel free to contact the Department of Planning at 636-458-0440**