

City of Wildwood, Missouri
Record of Proceedings



Town Center Update Team Meeting

Tuesday, December 11, 2018

Wildwood City Hall, 16860 Main Street, Wildwood, Missouri 63040

Meeting Minutes

The Town Center Update Team meeting was called to order by Director of Planning Vujnich, at 6:30 p.m., on Tuesday, December 11, 2018, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri.

I. Welcome and Introduction of Members

Director of Planning Joe Vujnich welcomed the Team Members and thanked them for their willingness to assist in this process. He noted the update is anticipated to take approximately one (1) year to complete. Additionally, he reviewed the agenda and provided an overview of this evening's meeting, which is half informational and half meet-and-greet for the Team Members.

Each of the Team Members in attendance, and the staff, introduced themselves and provided an overview of their backgrounds and interests in this project.

II. Overview of Purpose and Update Team's Role

Director of Planning Vujnich reviewed the history of the Town Center, including its creation at the time of the City's incorporation, the directive for it outlined in the Master Plan, the Town Center specific plan (in place since 1997, with several iterations since then), and the progression of plans and documents relative to this area. He noted revisions to the Town Center Plan have been made throughout the years to accommodate better building materials and other improvements. The team's role is to review the plan, recommend any changes, and then adopt a final plan to send to the Planning and Zoning Commission and City Council for action.

He reminded the members that communication will be important, and each of their varied areas of expertise will be beneficial in drafting changes that help achieve a better plan. He also noted the members cannot get together in a large group outside of a scheduled meeting, so as not to create a quorum.

III. Distribution of Background Materials

Director Vujnich reviewed the background materials provided in the Team Members' folders, including:

Original Town Center Plan

In March 1996, City officials hired Andres Duany and his firm, Duany Plater-Zyberk (DPZ), the national expert on New Urbanism, to host a charrette and create a plan for the Town Center Area. This document is an artistic and technical document. The charrette was held in March 1996, and the plan finalized thereafter. The City then compiled the background information needed to implement the plan, including work by engineers, landscape architects, etc., to review the street network and other requirements. The Town Center Plan was then rejected by the property owners within its boundary. The City Council then formed a citizens committee to amend the Plan to be functional in this area.

Town Center Plan – 1998

This document was the result of the work of the citizens committee formed to review and revise the DPZ plan. This plan was adopted in 1998.

First Development Manual

The City's Architectural Review Board then created a Development Manual to graphically represent the words included in the adopted Town Center Plan.

Second Development Manual

Another citizen committee was formed in 2008, but took four (4) years to finalize revisions to the Town Center Plan. Their work, completed in 2012, included three (3) main elements comprising the second Development Manual. These elements were: revised design guidelines, revised land uses, and a revised Regulating Plan Map.

Third Development Manual

In 2017, the City's Architectural Review Board, utilizing their twenty (20) years of experience reviewing projects within the Town Center Area, revised the architectural guidelines and oversaw the creation of a new Development Manual, which again provided a visual guide to the Town Center Plan. This document has not yet been adopted by the Planning and Zoning Commission and City Council.

Master Plan Map

The Master Plan identifies the Town Center Area as one of five (5) Land Use Categories within the City. The map identifies the Town Center boundary's location within the City.

New Developments Map

This map of the Town Center Area, updated in Fall 2018, identifies current and proposed projects within the Town Center Area.

Wildwood 2020 – Mayor's Vision Plan

The Mayor's Vision Plan for the next several years identifies the goal: "Reaffirm original town center plan concept by requiring more green space, and larger, varying single-family residential lots."

Parks and Recreation Action Plan 2007

This parks plan, adopted in 2007, references public spaces, property acquisitions, partnerships, and trail development throughout the City, including the Town Center Area.

Parks and Recreation Action Plan – Proposed Revisions

A citizen committee recently completed fourteen (14) months of work to evaluate and propose revisions to the 2007 version of this Plan. Its recommendations, which have not yet gone to the Planning and Zoning Commission or City Council, include reaffirming the recommendations from the original plan, and include the addition of a Village Green on six (6) acres the City recently acquired within the Town Center Area, just west of City Hall.

Meeting Schedule

Proposed schedule of dates for all of 2019.

Roster

Contact information for Staff and all Team Members

IV. Meeting Schedule for 2019

Director Vujnich reviewed the proposed meeting schedule for the team throughout 2019. The meetings are tentatively scheduled for the second Tuesday of each month (first Tuesday in November) at 6:30 p.m. He noted Team Members should review the schedule and, while there are limited days of the week, when both City Hall and Department staff are available, the time can be set by the Team Members and alternate days could be discussed. This schedule will be a topic for the January 2019 meeting.

V. Questions/Comments from Team Members

Discussion was then held among the Team Members regarding the following:

If materials would be provided in advance of the meetings:

Department staff noted items are provided no later than the Friday before each meeting, but an effort will be made to provide them as early as possible. A link will be emailed, when the packets are available for review, and a paper version will be provided at each meeting;

If the Town Center Plan will be reviewed line-by-line, or in some other format:

Director Vujnich noted the Master Plan review was completed on a line-by-line basis and it was effective. If the Team Members wish to proceed with this method, that is fine, but first, per direction of the City Council, members will be asked to provide direction on a specific property, which is currently under review by the Planning and Zoning Commission and waiting this team's input.

If Team Members could request an item be added to an agenda:

Members would need to propose their item to the Chair/Co-Chair, which will be selected at the next meeting, and staff, with at least one (1) week notice, especially if it would require research and writing to be completed.

If there are other communities throughout the country that have similar components the members could review:

Director Vujnich noted there are a number of examples within the region, including locally, New Town at St. Charles (the best local example); Winghaven (the first neo-traditional development in the region, but lacks all true New Urbanism elements); and Mud Island, South Bluffs, and Cordova in Memphis, Tennessee.

If public participation will be part of the process:

Director Vujnich noted that public participation will be part of every agenda. The Team Members can determine if they want it included at the beginning or end of each meeting, or both. He also noted staff is considering the hiring of a facilitator to assist with the flow of the meeting and keeping conversation on topic, while allowing all Team Members to participate.

If recent decisions by the Planning and Zoning Commission could be provided, as an example of the process for a zoning request in the Town Center Area:

Department staff noted they would provide the report on The Prime, the latest example of a site-specific ordinance within the Town Center Area.

VI. Meet and Greet Social for Team Members

The business portion of the meeting concluded at 7:23 p.m. and all were encouraged to stay until 8:30 p.m. to have enjoy and the other Team Members' company.

VII. Closing Remarks and Adjournment

Having no further business to discuss, the meeting was adjourned at 8:30 p.m.