



WILDWOOD

July 26, 2021

MEMORANDUM

To: The Honorable City Council of the City of Wildwood

From: Joe Vujnich, Department of Planning and Parks

Re: Update on The Prime Place and Submittal Efforts by the Developer (**Ward Eight**)

Cc: The Honorable James R. Bowlin, Mayor
Steve Cross, City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Dan Rahn, Assistant City Engineer
Travis Newberry, Senior Planner

At the July 12, 2021 meeting of the City Council, the Members discussed the matter of the Prime Place Project and, more specifically, the sales trailer located on Main Street, in Wildwood Town Center. This trailer had been discussed for the past two (2) meetings at that time and, ultimately, a decision was reached by City Council to retain it for no more than six (6) months at its current location, which was then reduced to four (4) months to coincide to the timeframe associated with the issuance of new Grading Permits, which must occur prior to November 1, 2021, the start of the winter season, where thereafter no new grading activity can begin on a site. As part of this discussion, the City Council asked that bi-monthly updates be given to it regarding this project and the progress it is making toward obtaining the needed authorizations from the Planning and Zoning Commission and City Council to proceed to construction. In response to this request, the Department is offering the following updates per the steps in the normal development and construction processes of the City.

Sales and Construction Trailer Updates >>>

- a. Installed and completed the new enclosure area behind trailer.
- b. Completed repairs to trailer.
- c. Reworked the access point into site and behind trailer with new rock and leveled grade.
- d. Submitted landscape plan that is under review by the City.
- e. Removal of 'For Sale' sign on Prime Place lot still needs to be completed. Remains outstanding.

Site Development Plan Updates >>>

- a. Received Site Development Plan (complete package) from developer's engineer of record on July 19, 2021, Monday.

- b. Distributed submitted plan set to Department of Public Works for its review process and needed comments.
- c. Initiated review process, which will lead to the submittal of plan set to the Site Plan Subcommittee of the Planning and Zoning Commission, then to the full Planning and Zoning Commission membership, and finally to City Council.

Improvement Plan Updates >>>

- a. Submittal of the construction drawing set must wait until Site Development Plan process is completed.

Record Plat Updates >>>

- a. Submittal of Record Plat to divide and create the overall lot for the Prime Place Project is expected in the next two (2) to three (3) weeks.

Architectural Review Updates >>>

- a. Review of architectural drawings and other items has been initiated and the Architectural Review Board has commented on these past submittals at two (2) different meetings. Each review reflects a collaborative process that leads to improved design and compliance to Town Center codes, standards, and guidelines.

Other Updates or Items of Interest >>>

- a. Completed the required review of draft cross-parking agreement by City Attorney, with comments provided to development entity in this regard.
- b. Scheduling of a meeting between the development entity and Fire Marshal (Metro West Fire Protection District) is planned for the week of July 26th.

Given only two (2) weeks have passed since the last City Council meeting, good progress appears to be made in regard to this project.

If the City Council Members should have questions or comments in this regard before tonight's meeting, please feel free to contact the Department of Planning at (636) 458-0440. This matter is on tonight's Work Session Agenda under 'For Information.' Therefore, if any City Council Member would like to discuss such, it can be accommodated at tonight's meeting. Thank you for your review of this information and impressions on the same.