



WILDWOOD

September 19, 2023

MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Sequence of Re-Occupancy Permit Program's Implementation (Wards – All)**

Cc: The Honorable James R. Bowlin, Mayor
Thomas Lee, City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Melanie Rippetoe, Assistant Director of Planning and Parks
Kristin Naeger, Superintendent of Parks and Recreation
Travis Newberry, Senior Planner

BACKGROUND INFORMATION >>> The Planning and Zoning Commission, with assistance from the Department of Planning and the City Attorney, recently completed a review of a potential re-occupancy permit program for existing, detached and attached single-family dwellings for application in Wildwood. In completing this review, the Planning and Zoning Commission considered a number of key components of such a program. The components of this program that were investigated include the following items:

- a) The legality of such a program;
- b) The cost associated with such a program to Wildwood property owners, if implemented; and
- c) The practicality of such a program in the City and the process associated with it.

Each of these components were determined to be applicable to the City and could be implemented if sought by the City Council. This implementation can be accomplished with assistance of St. Louis County, as other permit processes of the City are managed through a contract with it.

P&Z RECOMMENDATION ON RE-OCCUPANCY PERMIT PROGRAM >>> However, despite all of these considerations and voiced benefits, the Planning and Zoning Commission did not endorse a re-occupancy permit program for existing one (1) and two (2) family dwellings. The hesitancy in this regard

related to repetition of inspection services, costs associated with the same, and current statuses of the vast majority of housing units in Wildwood being better than average in their conditions due to their owners' upkeep. These factors and the availability of private inspection services appears to fulfill this particular need at this time. This recommendation did not mean that, at some future point, the City may want to reconsider such a program, but not at this time.

Conversely, the Planning and Zoning Commission did recognize that in today's housing market many detached single family dwellings are no longer exclusively owner-occupied, but rental properties. Along with these units, the City has a number of multiple family developments that have a degree of turnover, without the benefit of needed inspections over time, i.e., condominiums. Therefore, there is a segment of the current housing market in the City that does justify inspections on the change in tenant, and many of them are existing single family dwellings. Accordingly, the Planning and Zoning Commission did endorse a re-occupancy permit program for any type of rental, which would be inclusive of detached, single family dwellings, based upon further definition of all key components by the City Council, via an in-depth review of the same by its Planning and Parks Committee.

CITY COUNCIL CONSIDERATION'S >>> The City Council received this recommendation from the Planning and Zoning Commission and discussed it at its meeting in August. The outcome of this discussion was an endorsement of the Planning and Zoning Commission's recommendation in this regard. Along with this endorsement, the City Council did refer the matter to the Planning and Parks Committee to develop the details of implementing this program in the City.

NEXT STEPS >>> With this referral, the Department has been considering next steps in this regard and would offer these considerations for the Committee's review and direction. These steps include the following for consideration:

- a) Complete the preparation of legislation, as voted by the City Council.
- b) Request an official from St. Louis County to attend a Committee meeting in the next couple of months to explain to the members the process or re-occupancy inspections, as administered by it, and how such can be transferred to a program for the City of Wildwood.
- c) Develop a set of additional parameters, if appropriate, that would be applied in the City for the implementation of this program, which then can be used to present and describe it to the community.
- d) Hold one (1) to two (2) community meetings to explain the re-occupancy permit program to residents and property owners of rental properties and accept comments and questions on the same.
- e) Review of the comments and questions from these community meetings by the Committee to revise/expand on the set of working parameters for the implementation of the new re-occupancy permit program within the City.

There may be many additional steps in this process, but these items provided above are intended to begin the discussion. Therefore, the Department is requesting input on them from the Committee at tonight's meeting.

IMMEDIATE ACTION ITEM >>> The Department would like to arrange the presentation by St. Louis County to the Committee and requests authorization to undertake such.

OTHER AND CONTACT INFORMATION >>> If any of the Committee Members should have any questions or comments regarding this information, please feel free to contact the Department of Planning at (636) 458-0440. A presentation is planned on these items at tonight's meeting. Thank you for your review of this information and input on the same.