The Planning and Zoning Commission meeting was called to order by Chair Lee, at 7:00 p.m., on Monday, February 3, 2020, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri.

I. Welcome to Attendees and Roll Call of Commission Members

Chair Lee requested a roll call be taken by Planner Newberry. The roll call was taken, with the following results:

PRESENT – (8)
Chair Lee
Commissioner Levitt
Commissioner Helfrey
Commissioner Gragnani
Commissioner Kohn
Commissioner Beattie
Commissioner Simpson
Mayor Bowlin

ABSENT – (2)
Commissioner Deppeler
Council Member Woerthar

Other City officials present: Director of Planning Vujnich, Planner Newberry, and City Attorney Young

II. Review Tonight’s Agenda / Questions or Comments

There were no questions or comments on the agenda.

III. Approval of Minutes from the January 21, 2020 Meeting

A motion was made by Commissioner Helfrey, seconded by Commissioner Gragnani, to approve the minutes from the January 21, 2020 meeting. A voice vote was taken regarding the motion for approval of the minutes. Hearing no objections, Chair Lee declared the motion approved by a vote of 7-0, with one (1) abstention (Commissioner Simpson).

IV. Department of Planning Opening Remarks

The Department did not have any opening remarks.

V. Public Comment Session

No members of the public wished to speak during Public Comment Session.
VI. **Public Hearings** – Two (2) Items for Consideration

a) P.Z. 19-19 Mary McCarthy, 7 Deer Field Ridge Road, Wildwood, Missouri 63005, c/o Power Home Solar, 209 Hughes Lane, St. Charles, Missouri 63301 - A request for a Conditional Use Permit (CUP) in the NU Non-Urban Residence District (Street Address: 7 Deer Field Ridge Road/Locator Number: 20X620014) for the installation of roof-mounted solar panels, which are to be so situated on the dwelling as to be visible from an adjoining roadway. This request is to be reviewed in accordance with Chapter 415.090 NU Non-Urban Residence District Regulations of the City of Wildwood Zoning Ordinance, which establishes standards and requirements for the installation of solar panels. The requested permit is required due to the panels’ placement on the front facing area of the dwelling’s roof, which abuts a defined roadway. *(Ward One)*

Planner Newberry read the request into the record.

Director Vujnich submitted into the official record for tonight’s public hearings the City’s Charter, Master Plan, Chapter 415 of the City’s Code of Ordinances, the Department’s file on this item, and any testimony, exhibits, or other information provided as part of its discussion at tonight’s public hearings.

Planner Newberry provided a slideshow of photographs of the site.

Discussion was held among Commission Members regarding the visibility of the proposed solar panels from the abutting street; the consideration of requiring plantings at the entry to the driveway, in order to provide a visual screen; the view of the proposed panels from the neighboring properties; and the need to receive written input from the subdivision trustees.

Chair Lee invited the petitioner’s representative to address the Commission.

**Ron Clipper, Power Home Solar**, provided an overview of the proposed solar installation and technical details regarding the same.

b) P.Z. 1-20 City of Wildwood Planning and Zoning Commission c/o Department of Planning, 16860 Main Street, Wildwood, Missouri 63040 - A request for the review and recommendation by the Planning and Zoning Commission of various proposed amendments to the zoning regulations that are set forth in Title IV of the Code of Ordinances of the City of Wildwood, made in conformance with State Statute, and to update various zoning regulations set forth therein. *(Wards – All)*

Planner Newberry read the request into the record.

Director Vujnich provided an overview of the codification process that has been under consideration by the Departments of Administration, Planning and Parks and, Public Works and City Attorney for more than a year. He described the Planning and Zoning Commission’s role in the codification process, specifically the recommended changes to the land use regulations of the City. Director Vujnich stated the purpose of tonight’s Public Hearing is to begin the Commission’s review of these recommended changes and hear any input from the public and its members regarding such.

Discussion was held among Commission Members regarding the process of incorporating the proposed amendments, once approved, into the online version of the Code of Ordinances.
A motion by Commissioner Helfrey, seconded by Commissioner Simpson, to close tonight’s public hearings. A voice vote was held regarding the motion. Hearing no objections, Chair Lee declared the motion approved by a vote of 8-0.

VII. **Old Business – No Items for Consideration**

VIII. **New Business – One (1) Item for Consideration**

a) The review and consideration of a request by Michael Kennedy dated January 13, 2020, KAI Design and Build, regarding P.Z. **10-18 Wildwood Senior Apartments (The Prime Place at Wildwood); Amended C-8 Planned Commercial District (Town Center ‘Downtown District’ and Neighborhood General District’); south side of Main Street, west of Taylor Road (Locator Number: 23V310383/Street Address: 16700 Main Street); which requests the modification of the site-specific governing ordinance to allow for an additional twelve (12) residential units, thereby increasing the total number from forty-eight (48) to sixty (60) within the single building. (Ward Eight)**

Planner Newberry read the request into the record.

Director Vujnic showed a history of the Commission’s review of this approved development, which includes commercial uses on the first floor and multiple-family residential units on the upper four (4) floors. He stated the petitioner has submitted a request for an amendment to the site-specific governing ordinance to allow for an additional twelve (12) residential units within the building, which would include the need for additional parking spaces, along with a cross-parking agreement property located to the west, and an increase in the required public space. Director Vujnic stated the Department is recommending approval of the request, with the associated conditions outlined in Attachment B of its report.

City Attorney Young advised Commissioner Kohn to abstain from the process and discussion, given his involvement as the owner of the subject property.

Discussion was held among Commission Members regarding resulting square footage of the units, with the addition of twelve (12) of them, while also not increasing the overall square footage of the building; the status of the Site Development Plan review associated with this C-8 Planned Commercial District; and the public space requirements associated with the project, given the increase in the number of parking spaces.

Chair Lee invited the petitioner to address the Commission.

**Michael Kennedy, KAI Design and Build,** stated the requested additional units are the result of the petitioner’s experience over the last several months in marketing this type of residential development and learning what type, size, and price certain units that will be supported by the market at this time. He stated the main objective is to provide an appropriate mix of units, with one (1), two (2), and three (3) bedroom units being offered.

A motion by Commissioner Beattie, seconded by Chair Lee, to approve the requested amendments, as recommended by the Department.
A roll call vote was taken regarding the motion, with the following results:

Ayes: Commissioner Levitt, Commissioner Helfrey, Commissioner Gragnani, Commissioner Beattie, Commissioner Simpson, Mayor Bowlin, and Chair Lee
Nays: None
Absent: Commissioner Deppeler and Council Member Woerther
Abstain: Commissioner Kohn

Chair Lee declared the motion approved by a vote of 7-0, with one (1) abstention (Commissioner Kohn).

IX. Site Development Plans–Public Space Plans–Record Plats – One (1) Item for Consideration

Recommendation of the Department of Planning to the Planning and Zoning Commission for P.Z. 32 through 34-16 Missouri American Water Company (MOAW) Data Collection Units (DCU) – Three (3) of the remaining nineteen (19) approved Conditional Use Permits (CUP) for the placement of Data Collection Units (DCU) upon new and existing poles to be located within rights-of-way and planned private easement areas throughout the City of Wildwood in order to facilitate the collection of water meter usage. The Site Development Plans for these identified Data Collection Units (DCU) consist of three (3) new poles and have been authorized at the following locations:

1) P.Z. 32-16 MOAW DCU ABGW – Unit to be placed upon a new pole located within the eastern right-of-way of Woodlands Road (generally located adjacent to 3018 Woodlands Road/ Locator Number: 24X310104); at the following latitude and longitude: LAT 38.568587/LONG -90.681172. (Ward One)

2) P.Z. 33-16 MOAW DCU ABGV – Unit to be placed upon a new pole located within the northern right-of-way of Hawk Mountain Road (generally located adjacent to 19120 Hawk Mountain Road/ Locator Number: 22Y310071); at the following latitude and longitude: LAT 38.595167/LONG -90.709239. (Ward One)

3) P.Z. 34-16 MOAW DCU ABGS – Unit to be placed upon a new pole located within the eastern right-of-way of DeHart Farms Road (generally located adjacent to 2312 Dehart Farm Road/ Locator Number: 23Y520105); at the following latitude and longitude: LAT 38.588474/LONG -90.710842. (Ward One)

Planner Newberry and Director Vujnic read the requests into the record.

Director Vujnic provided a brief history of the Commission’s review of the Missouri American Water Company’s (MOAW) Data Collection Unit (DCU) installations in Wildwood. He noted there are three (3) remaining pole installations that have not been completed due to their Site Development Plans being held by the Planning and Zoning Commission for property owner input. Director Vujnic stated the Site Development Plans for the three remaining poles, which are proposed to be located on private properties within established utility easements, have been on hold to allow the Missouri American Water Company (MOAW) to work with the owners to identify a location that is agreeable to them. He stated the petitioner has provided evidence of attempting to contact the three (3) impacted property owners over the past year, which has not resulted in a final agreement between each of them. Director Vujnic stated the Department is recommending the Planning and Zoning Commission approve the remaining three (3) Site Development Plans, given their compliance to the approved Conditional Use Permit (CUP). This recommendation is accompanied with the condition the petitioner continue to attempt to reach the property owners and verification of their final placements by the Department, prior to the issuance of the final permits allowing their installation.
Chair Lee invited the petitioner to address the Commission.

Matt Leuders, Missouri American Water Company, stated several attempts have been made to contact each of the property owners and some progress was made in that regard; however, more recently, the property owners have not been responding to correspondences sent to them.

Discussion was held among Commission Members regarding the need for the petitioner to continue to attempt to contact the property owners, as well as assistance from the Department of Planning in this regard.

A motion by Mayor Bowlin, seconded by Commissioner Levitt, to postpone the items for up to four (4) weeks in order to allow the Department and the petitioner to attempt to contact the relevant property owners regarding these requests. A voice vote was held regarding the motion. Hearing no objections, Chair Lee declared the motion approved by a vote of 8-0.

X. **Other – No Items for Consideration**

XI. **Closing Remarks and Adjournment**

A motion by Commissioner Simpson, seconded by Commissioner Helfrey, to adjourn. A voice vote was held regarding the motion. Hearing no objections, Chair Lee adjourned the meeting at 8:27 p.m.

Approved by: [Signature]

Secretary – City of Wildwood Planning and Zoning Commission

Note: Recordation of the opinions, statements, and/or other meeting participation in these minutes shall not be deemed to be an acknowledgement or endorsement by the Commission of the factual accuracy, relevance, or propriety thereof.

* If comment cards were submitted indicating they did not wish to speak at tonight’s meeting, they have been attached and made part of the official record.