

CITY OF WILDWOOD, MISSOURI
RECORD OF PROCEEDINGS

MEETING OF THE PLANNING AND ZONING COMMISSION
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI
March 16, 2020

The Planning and Zoning Commission meeting was called to order by Chair Lee, at 7:00 p.m., on Monday, March 16, 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 Deppeler
Commissioner Gragnani
Commissioner Kohn
Commissioner Beattie
Mayor Bowlin

ABSENT – (2)

Commissioner Simpson
Council Member Woerther

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 March 2, 2020 Meeting

A motion was made by Commissioner Levitt, seconded by Commissioner Kohn, to approve the minutes from the March 2, 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 8-0.

IV. Department of Planning Opening Remarks

Director Vujnich thanked all those in attendance for following the social distancing requirements.

Mayor Bowlin provided an overview of tonight's meeting procedures, given the current Covid-19 Coronavirus situation.

V. Public Comment Session

No member of the public wished to address the Commission, at this time.

VI. Public Hearings – One (1) Item for Consideration

- a) **P.Z. 3-20 City of Wildwood Planning and Zoning Commission, c/o Department of Planning, 16860 Main Street, Wildwood, Missouri 63040** – A request to consider the development of new legislation to possibly be included within Chapter 415 (Zoning Ordinance) of the Code of Ordinances of the City of Wildwood relating to properties that are located within the City of Wildwood that present unique histories of use or character, which must be considered needing greater scrutiny and protections due to their environmental legacies, site, soil, and/or physical characteristics, or proximity to a stream, creek, or ephemeral drainageways that ultimately presents a higher than acceptable risk to the public, if they are to be disturbed, developed, and placed into active use. Such situations necessitate the need for the consideration of a new Special Procedures Overlay District, with associated regulations, that provides a minimum level of protections to all parties that are assessed as necessary, while ensuring a thorough and complete review and comment period for the community. **(Wards – All)**

Planner Newberry read the request into the record.

Mayor Bowlin noted the livestreaming of the meeting is not working, at this time

A motion by Commission Member Kohn, seconded by Commission Member Beattie, to recess for ten (10) minutes in order to allow the Department to address the livestreaming of the meeting. A voice vote was taken regarding the motion. Hearing no objections, Chair Lee declared the motion approved by a vote of 8-0.

Director Vujnich stated the livestreaming of the meeting is still uncertain, but the recording of the meeting is guaranteed and will be posted on the City's website as soon as possible, after the conclusion of tonight's meeting.

A motion by Commissioner Helfrey, seconded by Commissioner Gragnani, to continue with the public hearing, with the understanding the recording of tonight's meeting will be posted on the City's website as soon as it is available. A voice vote was taken regarding the motion. Hearing no objections, Chair Lee declared the motion approved by a vote of 8-0.

Director Vujnich described the intent of the Commission's consideration of this item, which is to address properties located within the City of Wildwood that have certain histories in regard to environmental contamination or other unique or physical factors that could potentially have an impact on the public's safety, health, and general welfare. He stated the consideration of establishing an overlay district, which would create additional review criteria and the ability to require more studies and information sooner in the hearing process, appears to be an approach that would achieve better results relating to these difficult sites that exist within the community. Director Vujnich stated the purpose of tonight's hearing regarding this matter is to hear comments and discussion from the Commission Members, as well as members of the public.

Chair Lee invited members of the public to provide comment regarding tonight's public hearing matter.

No members of the public wished to address the Commission regarding this matter.

Discussion was held among Commission Members regarding the reliance on State and federal agencies as part of the review process; the cooperation of the development community in requesting and establishing this overlay district, as part of future development; and the inclusion of the Missouri Department of Natural Resource's land disturbance regulations.

A motion by Mayor Bowlin, seconded by Commissioner Beattie, to hold the public hearing open, thereby allowing additional input and discussion regarding the matter. A voice vote was taken regarding the motion. Hearing no objections, Chair Lee declared the motion approved by a vote of 8-0.

VII. Old Business – One (1) 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)**

Director Vujnich read the request into the record.

Planner Newberry provided an outline of the Commission's review of the proposed solar panels associated with this request. He noted the Commission unanimously supported the installation of the these solar panels, which will be visible from the abutting street, conditioned upon the requirement that landscaping, of an evergreen type of planting, be installed at the driveway area to provide a visual screen of the roof from the private street. Mr. Newberry stated the draft Letter of Recommendation reflects the Commission previous action in this regard, and is in the appropriate form to be submitted to City Council for its receipt, filing, and consideration.

Discussion was held among Commission Members regarding the required landscape plan and clarification regarding the requirement of the plantings being of an evergreen species.

A motion by Commissioner Levitt, seconded by Commissioner Helfrey, to approve the draft Letter of Recommendation, as presented.

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

Ayes: Commissioner Levitt, Commissioner Helfrey, Commissioner Deppeler, Commissioner Gragnani, Commissioner Beattie, Commissioner Kohn, Mayor Bowlin, and Chair Lee

Nays: None

Absent: Commissioner Simpson and Council Member Woerther

Abstain: None

Chair Lee declared the motion approved by a vote of 8-0.

VIII. New Business – No Items for Consideration

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

- a) A recommendation report by the Department of Planning regarding the placement of a new monument type sign for **P.Z 3-99 West County Community Church**, Planned Residential Development Overlay District (PRD) in the NU Non-Urban Residence District; northeast corner of the intersection of State Route 100 and Mueller Road (Street Address:17770 Mueller Road /St. Louis County Locator Number: 23W410031) thereby supporting the proposed siting of it at the selected location along the property's primary frontage, and this intersection location. **(Ward One)**

Planner Newberry read the requests into the record.

Director Vujnich provided an overview of the proposed signs, which include the replacement of an existing monument type sign along the property's State Route 100 frontage and the addition of two (2) new signs, which will be internal to the site. He summarized the Board of Adjustments actions regarding the proposed signs and noted the Planning and Zoning Commission must also review the signs' locations upon the site. Director Vujnich stated the Department is presenting a favorable recommendation regarding the proposed signs and their planned locations.

Discussion was held among Commission Members regarding the size and configuration of the proposed signs and the Board of Adjustment's actions regarding such.

A motion by Mayor Bowlin, seconded by Commissioner Helfrey, to approve the proposed sign locations as presented.

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

Ayes: Commissioner Levitt, Commissioner Helfrey, Commissioner Deppeler, Commissioner Gragnani, Commissioner Beattie, Commissioner Kohn, Mayor Bowlin, and Chair Lee

Nays: None

Absent: Commissioner Simpson and Council Member Woerther

Abstain: None

Chair Lee declared the motion approved by a vote of 8-0.

X. Other – One (1) Item for Consideration

- a) Reminder regarding Work Shop that is scheduled for March 30, 2020 (Fifth Monday of the Month) – Subject; Parks and Recreation Plan – 2018 (updated version).

Director Vujnich reminded Commission Members of the upcoming Work Shop that is planned, given the circumstance of the fifth Monday in the month of March, which has been the recent practice of the

Commission. He noted the presentation would be regarding the updated Parks and Recreation Action Plan (2018).

XI. Closing Remarks and Adjournment

A motion by Commissioner Beattie, seconded by Commissioner Deppeler, to adjourn. A voice vote was held regarding the motion. Hearing no objections, Chair Lee adjourned the meeting at 8:05 p.m.

Approved by:

Vicki Helfrey

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.