CITY OF WILDWOOD, MISSOURI
RECORD OF PROCEEDINGS

MEETING OF THE PLANNING AND ZONING COMMISSION
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI
May 18, 2020

The virtual meeting of the Planning and Zoning Commission was called to order by Chair Lee, at 7:00 p.m., on Monday, May 18, 2020, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri and via the videoconferencing tool Zoom.

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 – (9)
Chair Lee
Commissioner Helfrey
Commissioner Deppeler
Commissioner Gragnani
Commissioner Beattie
Commissioner Kohn
Commissioner Jackson
Council Member Woerther
Mayor Bowlin

ABSENT – (1)
Commissioner Levitt

Other City officials present in the City Council Chambers, via the videoconferencing tool Zoom, included the Director of Planning and Parks Vujnich, the Assistant Director of Planning and Parks Arnett, 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 May 4, 2020 Meeting

A motion was made by Commissioner Helfrey, seconded by Commissioner Gragnani, to approve the minutes from the May 4, 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 9-0.

IV. Department of Planning Opening Remarks

The Department did not have any opening remarks.
V. Public Comment Session

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

VI. Public Hearings – Two (2) Items for Consideration

a) P.Z 7-20 City of Wildwood Planning and Zoning Commission c/o Department of Planning, 16860 Main Street, Wildwood, Missouri 63040 – A request to review the current regulations and requirements associated with roof and ground-mounted solar panels and how such petitions for installations are processed by the Planning and Zoning Commission and City Council. The current regulations and requirements were approved by the City of Wildwood, Missouri in August 2014 and intended to ensure that such installations would have limited impacts on adjoining property owners and publicly-owned sites, while also preserving important woodland areas and ‘Grand Tree’ Specimens within the community. These existing regulations and requirements are applicable in all residential zoning district designations (“R” Districts), including the NU Non-Urban Residence District. (Wards – All)

Planner Newberry read the request into the record.

Director Vujnich stated the 2020 Work Program adopted by the Planning and Zoning Commission identified the review of the City’s regulations relating to solar energy systems within the City of Wildwood. He provided a brief overview of the history of establishing the current regulations relating to these systems, which were adopted by the City in 2014. Director Vujnich stated the purpose of tonight’s public hearing is to hear input from the Commission and members of the public regarding this matter.

Discussion was held among Commission Members regarding the need to use the City’s website to outline the requirements relating to solar energy system installations in Wildwood, including the timeframes associated with such; the notion the process in place for review of solar energy systems requiring a Conditional Use Permit (CUP) is adequate and necessary; the inclusion of certain requirements regarding emergency shut-offs for first responders and certain ongoing and long-term maintenance considerations; the inclusion of considerations regarding tree removal in relation to the efficiency of these systems, particularly over time and not only at the time of installations; and clarification regarding Homeowners Associations’ roles in the review process.

Chair Lee invited members of the public to provide comment regarding this matter.

No member of the public wished to address the Commission regarding this item.

A motion by Commissioner Gragnani, seconded by Commissioner Beattie, to close the public hearing on this matter. A voice vote was held regarding the motion to close the public hearing. Hearing no objections, Chair Lee declared the motion approved by a vote of 9-0.

b) P.Z 8-20 City of Wildwood Planning and Zoning Commission c/o Department of Planning, 16860 Main Street, Wildwood, Missouri 63040 – A request to review and consider changes to the lists of permitted uses contained in all “R” residential, “C,” and “M” zoning district designations of the City of Wildwood’s Zoning Ordinance, including the NU Non-Urban Residence District, for the purposes of ensuring the mix of activities are still applicable and suitable for the locations where authorized or allowed. The applicable districts include the following sections of the code: Section 415.090 NU Non-Urban
Residence District; Section 415.110 "R-1" One Acre Residence District Regulations; Section 415.120 "R-1A" Residence District Regulations; Section 415.130 "R-2" Residence District Regulations; Section 415.140 "R-3" Residence District Regulations; Section 415.150 "R-4" Residence District Regulations; Section 415.160 "R-6A" Residence District Regulations; Section 415.170 "C-1" Neighborhood Business District Regulations; Section 415.180; "C-2" Shopping District Regulations; and Section 415.200 "M-1" Industrial District Regulations. (Wards – All)

Planner Newberry read the request into the record.

Director Vujnic Director Vujnic stated the 2020 Work Program adopted by the Planning and Zoning Commission identified the review of the lists of permitted uses in all zoning district designations outlined in the City's Zoning Ordinance. He provided a description of the original adoption of certain permitted uses by St. Louis County, which were then carried out by the City of Wildwood at its incorporation. Director Vujnic stated the permitted uses in each zoning district have not been reviewed in a comprehensive manner for some time. He stated the intent of this review is to consider whether certain land uses identified may no longer be relevant or desirable, as well as the consideration of new allowable activities, given changes that have occurred over time. Director Vujnic stated the purpose of tonight's public hearing is to hear input from the Commission and members of the public regarding this matter.

Discussion was held among Commission Members regarding how the Commission's review of this matter will be incorporated into the work of the Town Center Update Team (TCUT), specifically regarding permitted and conditional uses within the City's Town Center Area; the need to proceed with caution regarding any changes to permitted uses within residential zoning districts; and the importance of transition areas between zoning district designations.

Chair Lee invited members of the public to provide comment regarding this matter.

No member of the public wished to address the commission regarding this item.

A motion by Council Member Woerther, seconded by Commissioner Beattie, to close the public hearing on this matter. A voice vote was held regarding the motion to close the public hearing. Hearing no objections, Chair Lee declared the motion approved by a vote of 9-0.

VII. Old Business – One (1) Item for Consideration

a) P.Z. 2-20 Matthew and Sandra Witt, 5 Monarch Hill Court, Wildwood, Missouri 63005, c/o Sun Solar (Erica Erwin), 2531 North Patterson Avenue, Springfield, Missouri 65803 – A request for a Conditional Use Permit (CUP), in the NU Non-Urban Residence District (Street Address: 5 Monarch Hill Court /Locator Number: 19X640135) for the installation of ground-mounted solar panels upon this 3.89 parcel of land, which is located on the west side of Monarch Hill Court, north of Wild Horse Creek Road. 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 proposed solar panels being of a ground-mounted design type. (Ward One)

Planner Newberry read the request into the record.
Director Vujnich stated the Commission acted unanimously at its May 4, 2020 meeting to support the installation of the subject ground-mounted solar energy system. As part of its discussion and motion, and accompanying its favorable action, the Commission included the addition of conditions to address emergency shut-off switches associated with the solar energy system, assurances of the proper disposal of any associated batteries, and the inclusion of a review timeframe of ten (10) years, following the original installation of it. Director Vujnich stated that all the conditions associated with the Commission's favorable action have been listed in ‘Attachment B’ of the Draft Letter of Recommendation. Director Vujnich stated the draft Letter of Recommendation is in the appropriate form for final action by the Commission, which will then subsequently be forwarded to City Council for its receipt and filing.

Discussion was held among Commission Members regarding the conditions outlined in ‘Attachment B’; the rationale behind the inclusion of the ten (10) year timeframe, instead of another period of time, whether shorter or longer; whether the associated conditions should incorporate certain building codes and other regulations associated with solar energy systems enforced by other regulating authorities; concerns regarding the solar energy systems that are no longer in operation and the City’s ability to determine such; the City’s ability to require the future removal of solar panel installations, if they are no longer in use by a property owner; and the need to postpone final action on this request to allow the Department time to research a number of questions raised by Commission Members at tonight’s meeting.

A motion by Mayor Bowlin, seconded by Commissioner Helfrey, to postpone final action on the request until the Commission’s next meeting in order to allow the Department to conduct further research regarding the discussion items at tonight’s meeting. A voice vote was held regarding the motion. Hearing no objections, Chair Lee declared the motion to postpone approved by a vote of 9-0.

VIII. New Business – No Items for Consideration

IX. Site Development Plans—Public Space Plans—Record Plats – No Items for Consideration

X. Other – No Items for Consideration

XI. Closing Remarks and Adjournment

A motion by Commissioner Helfrey, seconded by Council Member Woerther, to adjourn. A voice vote was held regarding the motion. Hearing no objections, Chair Lee adjourned the meeting at 8:24 p.m.

Approved by:

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.
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