The virtual meeting of the Planning and Zoning Commission was called to order, at 7:15 p.m., on Monday, June 1, 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

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

PRESENT — (9)
Chair Lee1
Commissioner Helfrey
Commissioner Deppeler
Commissioner Levitt
Commissioner Beattie
Commissioner Kohn
Commissioner Jackson
Commissioner Broyles2
Council Member Woerther

ABSENT — (1)
Mayor Bowlin

Other City officials present in the City Council Chambers, via the videoconferencing tool Zoom, included the Director of Planning and Parks Vujnic, the Assistant Director of Planning and Parks Arnett, Planner Newberry, and Acting City Attorney Beffa.

II. Review Tonight's Agenda / Questions or Comments

A motion by Commissioner Jackson, seconded by Council Member Woerther, to change the order of tonight's agenda to consider P.Z. 7-20 City of Wildwood (Solar Energy Systems), as the first item for discussion. A voice vote was taken regarding the motion. Acting Chair Levitt declared the motion passed by a vote of 6-1, with Commissioner Kohn voting Nay.

III. Approval of Minutes from the May 18, 2020 Meeting

1 Chair Lee joined the meeting via Zoom at 7:25 p.m.
2 Commissioner Broyles was in attendance, but was not visible via Zoom; therefore, she could not cast a vote throughout the meeting.
A motion was made by Commissioner Helfrey, seconded by Commissioner Kohn, to approve the minutes from the May 18, 2020 meeting. A voice vote was taken regarding the motion for approval of the minutes. Hearing no objections, Acting Chair Levitt declared the motion approved by a vote of 5-0, with one (1) abstention (Commissioner Levitt).

Chair Lee joined the meeting via Zoom at 7:25 p.m. and resumed his role as Chair.

IV. Department of Planning Opening Remarks

Director Vujnich welcomed Acting City Attorney Sam Beffa, who is in attendance at tonight's meeting.

V. Public Comment Session

David Hudson, 18068 Babler Woods Road, read his comments into the record, which are attached to these meeting minutes.

VI. Public Hearings – No Items for Consideration

VII. Old Business – 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 Planning and Zoning Commission held a public hearing regarding this item at its May 18, 2020 meeting. He summarized the items that were discussed by the Commission Members at this public hearing, which included the following: the considerations relative to tree preservation and restoration; the role of Homeowners Associations in the review process; including comments from relevant fire districts and other public safety components; the need to identify certain building code components; the inclusion of required landscaping in certain circumstances; and the inclusion of requirements regarding ongoing maintenance. Director Vujnich stated the Department is presenting its Information Report, with recommendation, which incorporates the discussion items listed above, into the draft updated regulations regarding solar energy systems.

Discussion was held among Commission Members regarding the need to limit tree removal and clarifications regarding the existing regulations for such; concerns regarding the ongoing maintenance of these types of installations; and the importance of seeking Homeowners Association comments for solar energy system installations.
A motion by Commissioner Beattie, seconded by Commissioner Kohn, to approve the Department's recommendation, as presented and outlined in its Information Report.

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

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

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

b) 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 Vujnic stated the Commission previously acted unanimously to support the proposed ground-mounted solar energy system at its May 4, 2020 meeting. He stated final action on the matter was postponed at the May 18, 2020 Commission meeting in order to allow further consideration of certain public safety components, as well as concerns regarding ongoing maintenance. He stated these items have been researched and incorporated into the final draft Letter of Recommendation, specifically ‘Attachment B – Conditions.’ Director Vujnic stated the draft Letter of Recommendation is in the appropriate form for final action by the Commission.

No discussion was held among Commission Members regarding this item.

A motion by Commissioner Jackson, seconded by Commissioner Deppeler, to approve the draft Letter of Recommendation, as presented, and it be forwarded to City Council for receipt and filing.

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

Ayes: Commissioner Helfrey, Commissioner Deppeler, Commissioner Levitt, Commissioner Beattie, Commissioner Kohn, Commissioner Jackson, Council Member Woerther, and Chair Lee
Nays: None
Present: Commissioner Broyles
Absent: Mayor Bowlin
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) Items for Consideration

  a) A recommendation report by the Department of Planning on a Site Development Plan for the installation of an equipment shelter in support of Bays ET effort to bring fiber-to-the-home for high-speed Internet access at one (1) of the City’s internet pole location; east side of Old Wild Horse Creek Road, south of Wild Horse Creek; NU Non-Urban Residence District; supporting its placement at this selected location in accordance with all regulations in this regard. *(Ward One)*

Planner Newberry read the request into the record.

Director Vujnicnich provided a summary of the City’s past and ongoing efforts to improve internet access in the underserved rural areas of the City of Wildwood. He stated, until in recent years, the City’s approach to providing this service has been via a wireless internet system. Director Vujnich stated Bays ET, one (1) of the two (2) private partners the City has partnered with since 2013, has begun taking a different approach, which is a fiber-to-the-home system. He stated that, to facilitate this new service, an equipment shelter is needed to be installed on property owned by the City of Wildwood. Director Vujnich provided a summary of the characteristics of the site and proposed improvements. He stated the Site Development Plan has been reviewed by the Department and meets all of the City’s requirements and it is requesting favorable action upon it at tonight’s meeting.

Discussion was held among Commission Members regarding possible co-locations of other service providers in the proposed equipment shelter and such being unlikely, given proprietary and security concerns.

A motion by Commissioner Jackson, seconded by Commissioner Deppeler, to approve the Site Development Plan Recommendation, as presented, and it be forwarded to City Council for receipt and filing.

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

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

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

X. **Other** – One (1) Item for Consideration
a) Selection of a Citizen Commission Member to be Liaison to the Historic Preservation Commission (HPC).

Director Vujnic stated Ms. Gragnani previously served as the Commission's liaison to the Historic Preservation Commission (HPC). He thanked Ms. Gragnani for her years of service. With Ms. Gragnani no longer serving as a Planning and Zoning Commission Member, a new liaison will need to be selected.

Chair Lee stated any Commission Members should contact him, if they are interested in serving as the Planning and Zoning Commission liaison to the Historic Preservation Commission (HPC).

XI. Closing Remarks and Adjournment

A motion by Commissioner Beattie, seconded by Council Member Woerther, to adjourn. A voice vote was held regarding the motion. Hearing no objections, Chair Lee adjourned the meeting at 8:32 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.