The meeting of the Planning and Zoning Commission was called to order, at 7:00 p.m., on Monday, July 20, 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 Helfrey requested a roll call be taken by Planner Newberry. The roll call was taken, with the following results:

PRESENT – (9)
Acting Chair Helfrey
Commissioner Deppeler
Commissioner Levitt
Commissioner Beattie
Commissioner Kohn
Commissioner Jackson
Commissioner Broyles
Council Member Brost
Mayor Bowlin

ABSENT – (1)
Chair Lee

Other City officials present in the City Council Chambers, and via the videoconferencing tool Zoom, included the Director of Planning and Parks Vujnich, 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 June 15, 2020 Meeting

A motion was made by Commissioner Kohn, seconded by Mayor Bowlin, to approve the minutes from the June 15, 2020 meeting. A voice vote was taken regarding the motion for approval of the minutes. Hearing no objections, Acting Chair Helfrey declared the motion approved by a vote of 8-0, with one (1) abstention (Council Member Bros.).

IV. Department of Planning Opening Remarks

Director Vujnich requested the format of the Public Comment Session for tonight’s meeting be slightly modified, given the need to manage the number of people attending in person inside the Council
Chambers, he asked the Acting Chair and Commission Members to consider allowing public comment to occur as each item is presented, as listed on tonight’s meeting agenda.

Consensus was reached among Commission Members this approach would be acceptable for tonight’s meeting.

V. Public Comment Session

As described by the Department in its opening remarks, no Public Comment Session was held, but public comments would be allowed, as each agenda item was discussed.

VI. Public Hearings – No Items for Consideration

VII. Old Business – Four (4) Items for Consideration

a) P.Z. 20, 21, and 22-15 Ackerley Place, Payne Family Homes L.L.C. (Amended), c/o Thomas Cummings, 10407 Baur Boulevard, Suite B, St. Louis, Missouri 63132 – A request for modifications of the Street Network Map of the Town Center Plan, as set forth for a property that totals 50.65 acres of area, which is located on the west side of State Route 109, north of Manchester Road. The requested modifications to the Street Network Map reflect the petitioner’s intent to alter the location and design components of the proposed Main Street extension through the subject site, along with other changes to the network of internal roadways. Accompanying the aforementioned Town Center Plan (Street Network Map) modifications is a request for a change in zoning from the C-8 Planned Commercial District and R-6A 3,000 square foot Residence District, with a Planned Environment Unit (PEU), to the Amended C-
8 Planned Commercial District (Town Center “Workplace District”) and R-3 10,000 square foot Residence District (Town Center “Neighborhood Edge District” and “Neighborhood General District”), with a Planned Residential Development Overlay District (PRD), for the same tract of land, again being located on the west side of State Route 109, north of Manchester Road (Locator Numbers: 23V110022 and 23W320013/Street Addresses: 2431 State Route 109 and 17225 Manchester Road). Proposed Use - A total of one hundred forty (140) detached single-family dwellings, on individual lots, with common ground, required public space areas, and a minimum of one (1) commercial outlot fronting onto State Route 109. This revised advertisement supplants P.Z. 9-18 The Reserve at Wildwood, which had been posted for public hearing on July 16, 2018 by the Planning and Zoning Commission. (Ward One)

Planner Newberry reed the request into the record.

Director Vujnic stated the Department is in receipt of a correspondence from the petitioner’s representative, which requests a postponement of any consideration and action on this item.

Mike Doster, petitioner’s representative, stated the petitioner is respectfully requesting the matter be postponed, in order to allow additional time to review the Department’s Information Report and associated “Attachment B – Conditions.”

Discussion was held among Commission Members regarding the requested timeframe for the postponement. Mayor Bowlin requested the petitioner provide exhibits depicting cross-section views of the proposed development from State Route 109 and State Route 100.

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A motion by Commissioner Beattie, seconded by Commissioner Broyles, to postpone the item to the Commission’s August 17, 2020 meeting.

A voice vote was taken regarding the motion. Hearing no objections, Acting Chair Helfrey declared the motion approved by a vote of 9-0.

b) P.Z. 4-20 ERC Multiple Family Development, c/o Rob Coleman, Earnest R. Coleman (ERC), 5102 South Pinnacle Hills Parkway, Rogers, Arkansas 72758 – A request for a change in zoning from the NU Non-Urban Residence District to the C-8 Planned Commercial District for a 4.31 acre parcel of land, which is located on the northeast corner of Turkey Track Road and Generations Drive, west of State Route 109 (St. Louis County Locator Number: 24V130913/Street Address: 2665 State Route 109). The subject property is designated ‘Cultural/Institutional Overlay District’ under the current Town Center Regulating Plan. Proposed Use: A total of one hundred twenty (120) multiple-family units that are to be contained within a ten (10) building layout, as well as including certain public improvements, off-street and structured parking accommodations, stormwater management facilities, and required public space components. (Ward One)

Planner Newberry read the request into the record.

Director Vujnich stated the Department is in receipt of a correspondence from the petitioner’s representative, which requests a postponement of any consideration and action on this item at tonight’s meeting.

George Stock, Stock and Associates, respectfully requested the Commission postpone action on this matter, in order to allow additional time for the petitioner address certain items identified in the Department’s Information Report, with recommendation.

Discussion was held among Commission Members regarding the requested timeframe for the postponement.

A motion by Council Member Brost, seconded by Commissioner Beattie, to postpone consideration of the item until the Commission’s September 8, 2020 meeting.

A voice vote was taken regarding the motion. Hearing no objections, Acting Chair Helfrey declared the motion approved by a vote of 9-0.

c) 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.

Director Vujnich provided a history of the Commission’s consideration of this matter. He stated the previous Information Report, principally the regulations for this overlay district, which was presented to the Commission in April 2020 had been reviewed by City Attorney Young and modifications made to it. Director Vujnich outlined the intent of the proposed Special Circumstances Overlay District, which include the need to apply greater scrutiny to certain sites within the City. This greater scrutiny could be accomplished by requiring more information to be provided through the City’s processes, if development of an environmentally site were to be considered. He stated another important component is the notification to subsequent property owners of a development that occurs on an environmentally sensitive site. Director Vujnich identified the five (5) criteria that are proposed to be utilized to determine if the Special Circumstances Overlay District would be applicable to certain properties within Wildwood. He stated the Department is recommending a favorable consideration by the Commission of the proposed new overlay district.

Discussion was held among Commission Members regarding when a Phase One Environmental Assessment will be required, as part of future proposals; the consideration of addressing archaeological assets that may be disturbed, as part of a future development activity on a site; clarification regarding the process of identifying properties based upon the recommended criteria; and next steps in the process.

**John Young, City Attorney**, stated the proposed regulations would establish the criteria that would be used to determine environmentally sensitive properties within the City. He stated a separate review would need to be completed that would identify those properties, which would include a notification and hearing process. Mr. Young also stated any consideration of implementing regulations relating to archaeological assets within the City should be a separate discussion and not be a component of these proposed regulations.

Acting Chair Helfrey invited members of the public to address the Commission regarding this agenda item.

**Niles Stephens, 415 Ivy Hill Court**, expressed his concern regarding the proposed criteria having a greater impact on certain homeowner’s ability to install allowable improvements on their properties.

A motion by Commissioner Levitt, seconded by Council Member Brost, to approve the Department’s recommendation, as presented.

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

Ayes: Commissioner Deppeler, Commissioner Levitt, Commissioner Beattie, Commissioner Kohn, Commissioner Jackson, Commissioner Broyles, Council Member Brost, Mayor Bowlin, and Acting Chair

Helfrey

Nays: None

Absent: Chair Lee

Abstain: None

Acting Chair Helfrey declared the motion approved by a vote of 9-0.
d) P.Z. 17-19 Michelle and Geoffrey Nash, 388 Steeple Lane, Wildwood, Missouri 63005, c/o Sunsource Homes Inc., 322 Southwest Boulevard, Kansas City, Missouri 64108 – A request for a Conditional Use Permit (CUP) in the NU Non-Urban Residence District (Street Address: 388 Steeple Lane/Locator Number: 19V430291) for the installation of ground-mounted solar panels upon this three (3) acre parcel of ground, which is located on the east side of Steeple Lane, south of Wildhorse Creek Road. The petitioner is also seeking to install certain roof-mounted solar panels, which are to be so situated on the existing dwelling, as to be visible from an abutting roadway. These installations are required 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, as well as roof-mounted panels situated on an area of the dwelling’s roof, that causes them to be visible from an abutting roadway. (Ward One)

Planner Newberry read the request into the record.

Planner Newberry provided a slideshow of photographs of the site, which identified the newly installed landscaping.

Director Vujnich stated the Department has prepared an Information Report, with favorable recommendation, regarding the request for a solar energy system, which includes roof-mounted and ground-mounted panels. He stated the Department has determined the request does meet each of the four (4) required criteria for the granting of the Conditional Use Permit (CUP), as outlined in its report. Director Vujnich stated that at the public hearing regarding this request, the Commission emphasized the importance of providing a visual screen of the ground-mounted system from the private street. He noted the petitioner addressed this concern with the installation of the landscaping that was shown in the Department’s slide show presentation, which also resulted in the support of the trustees of the Steeple Hill Subdivision. Director Vujnich stated the Department is recommending a favorable action regarding this request, with associated conditions, as outlined in its Information Report.

Discussion was held among Commission Members regarding the proposed height of the ground-mounted solar energy system.

A motion by Commissioner Beattie, seconded by Commissioner Kohn, to approve the Department’s recommendation, as presented.

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

Ayes: Commissioner Deppeler, Commissioner Levitt, Commissioner Beattie, Commissioner Kohn, Commissioner Jackson, Commissioner Broyles, Council Member Brost, Mayor Bowlin, and Acting Chair Helfrey

Nays: None

Absent: Chair Lee

Abstain: None

Acting Chair Helfrey declared the motion approved by a vote of 9-0.

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 Site Plan Subcommittee of the Planning and Zoning Commission on a Site Development Plan (SDP) for P.Z. 15-17 Babler Farms, L.L.C., c/o Tom Roberts, 550 Laurey Lane, Wildwood, Missouri, 63005; a Conditional Use Permit (CUP) in the NU Non-Urban Residence District for a fifty-nine point nine (59.9) acre tract of land that is located at the terminus of Laurey Lane (Locator Numbers: 20X630015 and 20X630024/Street Addresses: 500 and 550 Laurey Lane); which supports the allowance for the retention of the existing large water feature – lake – and associated waterfall structure – (as defined by §415.030 of the City of Wildwood’s Zoning Regulations). The large water feature is three point four (3.4) acres in size. *(Ward One)*

Planner Newberry read the request into the record.

Director Vujnich stated the Site Plan Subcommittee met regarding this Site Development Plan (SDP) packet on June 15, 2020 and is now forwarding its recommendation regarding such to the Planning and Zoning Commission. He stated the Subcommittee’s action included the requirement of the pre-treatment of the water, before it enters the large water feature. Director Vujnich stated the recommendation for the approval of the Site Development Plan (SDP) is also conditioned upon two (2) other items relating to permitting and the required bond, which are also requirements of the governing Conditional Use Permit (CUP).

Discussion was held among Commission Members regarding permitting and compliance components relating to past development and construction activity on the site.

Acting Chair Helfrey invited members of the public to address the Commission regarding this agenda item.

*Diane Hudson, 18068 Babler Woods Road,* read her comments into the record, which are attached to these meeting minutes.

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

A motion by Mayor Bwolin, seconded by Commissioner Beattie, to approve the Site Plan Subcommittee’s favorable 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 Deppeler, Commissioner Levitt, Commissioner Beattie, Commissioner Kohn, Commissioner Jackson, Commissioner Broyles, Council Member Woerther, Mayor Bowlin, and Acting Chair Helfrey*

*Nays: None*

*Absent: Chair Lee*

*Abstain: None*

Acting Chair Helfrey declared the motion approved by a vote of 9-0.
X. **Other – One (1) Item for Consideration**

a) Nominating Committee Recommendation for the 2020/2021 Commission Year and its Officers (Wards –All)

Director Vujnich stated the Nominating Committee for the 2020/2021 Commission Officers met prior to tonight’s regular meeting and have identified a slate of candidates for consideration by the Planning and Zoning Commission.

A motion by Commissioner Broyles, seconded by Commissioner Levitt, to nominate Mr. Lee as Chair, Mr. Beattie as Vice Chair, and Ms. Helfrey as Secretary.

A voice vote was taken regarding the motion. Hearing no objections, Acting Chair Helfrey declared the motion approved by a vote of 9-0

XI. **Closing Remarks and Adjournment**

A motion by Commissioner Levitt, seconded by Mayor Bowlin, to adjourn. A voice vote was held regarding the motion. Hearing no objections, Acting Chair Helfrey adjourned the meeting at 8:07 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.