

**CITY OF WILDWOOD  
RECORD OF PROCEEDINGS**

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**MEETING OF THE ARCHITECTURAL REVIEW BOARD  
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI  
JANUARY 14, 2016**

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The Architectural Review Board meeting began at 7:00 pm, on Thursday, January 14, 2016, in the Wildwood City Hall Community Room, 16860 Main Street, Wildwood, Missouri.

**I. Welcome and Roll Call**

Chair Hoffmann called the meeting to order and welcomed everyone. The following members were in attendance, as noted:

Present [6]

Chair Hoffmann

Vice-Chair Dial

Board Member Hensic

Council Liaison Baugus

Alternate Lindberg

Commission Liaison Lee (joined the ARB at 8:40 p.m.)

Absent [2]

Secretary Crow

Board Member Teller

Staff present: Director Joe Vujnich and Planner Travis Newberry

City Officials: None present

Petitioners present: None present

**II. Approval of Meeting Minutes from December 10, 2015**

A motion was made by Vice-Chair Dial, seconded by Board Member Hensic, for the approval of the December 10, 2015 meeting minutes, as prepared. There being no discussion or changes, the motion passed by a voice vote [5-0].

**III. Agenda Items to be Discussed at Tonight's Meeting**

Chair Hoffmann note two (2) items "Ready for Action". No modifications to the agenda were made and the meeting proceeded, as outlined.

**IV. New Business –[1 item]**

- a) A presentation and discussion of the Preliminary Development Plan and elevations for the CVS Pharmacy located at the southwest corner of State Route 109 and Manchester Road. The Architectural Review Board's comments will be forwarded to Planning and Zoning Commission and the petitioner, prior to the scheduled public hearing. [Wards 1 & 8]**

Chair Hoffmann asked Director Vujnich to present the first item on tonight's agenda for discussion. Director Vujnich provided a brief overview of the preliminary site development plan and elevations for the proposed CVS Pharmacy. Director Vujnich thanked the Board for submitting preliminary comments on the site and elevations.

Discussion began on the preliminary site development plan and elevations. The following items were discussed: the grading plan for the site; the road on the west side of the site; access onto Old Manchester Road from the site; the speed limit on State Route 109; light pollution; signage and window displays; location of the trash enclosure; and the drive-thru facility. Board Member Hensic noted the development does not match the surrounding built environment. Vice-Chair Dial noted the building looks like a prototype building. Council Liaison Baugus cited the Walgreen's in Ellisville, Missouri as a successful example of a development of this type.

Director Vujnich provided the following information to address questions raised in the discussion:

1. The Department is concerned about the placement of the building on a site, given its topography.
2. The grading of the site is excessive and Director of Public Works, Rick Brown, has requested a revised grading plan.
3. The Department has requested a traffic study, which the petitioner has started.
4. The Department has forwarded the preliminary lighting design plan to the City's consultant for review.

Discussion was held on the process of providing preliminary comments from the Architecture Review Board to the petitioner and Planning and Zoning Commission. The Board requested staff to compose a document, with the Board's preliminary comments, to be presented to the petitioner and the Planning and Zoning Commission. No formal action was taken by the Board Members on this discussion.

#### **V. Old Business – Ready for Action [1 item]:**

- a) Town Center Development Manual's review and update, after the completion of the overall plan's ten (10) year update [approved December 2013]. The board will review the revised Elements Section of the Town Center Plan's Architectural Guidelines. [Wards 1, 4, 5, 6, 7, & 8]**

Chair Hoffmann presented proposed changes to the Elements Section of the Town Center Plan's Architectural Guidelines and the Board had a lengthy discussion. Following the discussion, the Board reached a consensus on the changes reflected on the attached page.

Discussion was held on how to proceed with the review and update of the Town Center Plan's Architectural Guideline document. Vice-Chair Dial suggested an introductory statement of intent should be composed and precede the more specific architectural guidelines. Director Vujnich read an introductory intent statement that Vice-Chair Dial composed as an example. The Board agreed with Vice-Chair Dial's suggestion.

Vice-Chair Dial was selected to compose and present introductory intent statement and present his proposed changes to the Miscellaneous Section at the February 11, 2016 meeting. No vote was taken, but consensus was reached.

VI. Other - none

VII. Public Comment - none

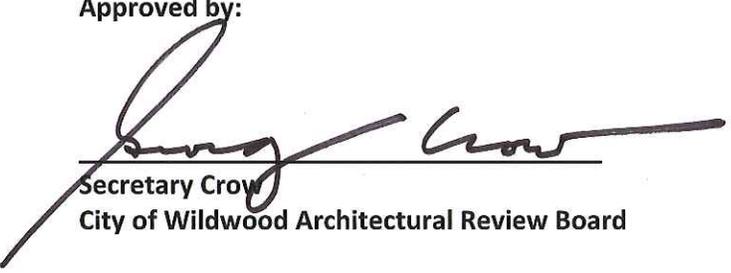
VIII. Closing Remarks and Adjournment:

Director Vujnich noted the next regularly scheduled meeting will be held on February 11, 2016

Vice-Chair Dial made a motion, which was seconded by Board Member Hensic, to adjourn. The motion was passed by a voice vote [5-0]. The meeting was adjourned at 9:00 p.m.

Approved by:

Date Approved:

  
Secretary Crow  
City of Wildwood Architectural Review Board

2-11-16