

City of Wildwood
Council Planning/Parks Committee
“Planning Tomorrow Today”
Minutes from the
April 16, 2019 Meeting

The Council Planning/Parks Committee meeting was called to order by Chair McCutchen, at 6:32 p.m., on April, 16, 2019, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri.

I. Welcome and Roll Call:

The roll call was taken, with the following results:

PRESENT – (5)

Council Member McGowen
Council Member Shea
Council Member Jordan
Council Member Stephens
Chair McCutchen

ABSENT – (3)

Council Member Bartoni
Council Member Taylor
Council Member Stine

Other City Officials present:

Joe Vujnich, Director of Planning and Parks
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

II. Approval of Minutes from the Meeting of February 26, 2019:

A motion was made by Council Member McGowen, seconded by Council Member Stephens, to approve the minutes of the March 19, 2019, meeting. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

A motion was made by Council Member Stephens, seconded by Council Member McGowen, to approve the minutes of the April 3, 2019, meeting. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

III. Public Comment (opportunity for the public to speak to any Action Item on Tonight’s Agenda).

None at this time

IV. Action Items

a. Planning Matters – One (1) Item for Considerations

1. Lighting Code Update Proposal (Wards – All)

Director of Planning and Parks Vujnich provided an overview of the existing *Outdoor Light Requirements* and noted it seems to be *less than efficient* regarding effective light management, given how technology has changed over the last nineteen (19) years. He advised, with the deficiencies that have been encountered in current requirements, it would be advisable to modernize and update them. Director of Planning and Parks Vujnich advised the Department contacted the City's consultant, Randy Burkett Lighting Design, a world-renowned firm in St. Louis, and requested a proposal to update the City's *Outdoor Lighting Requirements*.

He noted a proposal in the amount of fourteen thousand dollars (\$14,000.00), was received, which included a review of the existing ordinance and an optional feature of a companion guide. This proposal was presented and discussed at the January 2018 Planning and Parks Committee meeting and not supported. The Committee requested additional comparable bids.

The Department once again presented information to the Committee on the proposal in September 2018. This presentation addressed previous concerns from Committee Members. At this time, the Committee voted to request a proposal from *Randy Burkett Lighting Design* to provide a cost that would only include the modifications to the lighting requirements, and not a companion guide. The Committee requested the cost of the proposal not to exceed six thousand five hundred dollars (\$6,500.00). Director of Planning and Parks Vujnich advised *Randy Burkett Lighting Design* did submit a proposal for updates to the Zoning Ordinance's Outdoor Lighting Requirements only, at a cost not to exceed six thousand five hundred dollars (\$6,500.00). He noted, with a favorable review of this matter, the Department can proceed to the next steps to initiate this contract and prepare it for action.

Discussion among Committee Members included the following: the fact the main driver for this *update* involved LED lighting; the fact the City's existing ordinance makes no mention of LED lighting at all; the question of whether there is any *new lighting technology* soon to be released that would make the updated ordinance obsolete; the question of whether staff will be able to navigate the revised information; will the new/updated proposal accomplish the City's goal of protecting/preserving the night sky; the opinion surrounding municipalities are spoiling the night sky; and the question whether some existing lighting formulas will translate to LED lighting from a regulatory stand-point.

A motion was made by Council Member Stephens, seconded by Council Member Shea, to authorize the Department to proceed with the preparation of a contract with Randy Burkett Lighting Design to review and update the City's existing Zoning Ordinance's Outdoor Lighting Requirements. A voice vote was taken to

approve this motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

b. Parks Matters – Seven (7) Items for Consideration

1. Draft of Request for Proposals (RFP) for Town Center Public Space Area (Ward – Eight)

Director of Planning and Parks Vujnich provided an overview of the six (6) acre property acquired by the City that is located immediately west of Wildwood City Hall and proposed plans for development. He advised, based on discussions by/with the Committee at its January 2019 meeting, the Department prepared a *draft Request for Proposals (RFP)* for the Committee’s review. Comments/suggestions would then be incorporated into the draft for presentation to the City Council for the same type of review.

Discussion among Committee Members included the following: a request to change the wording within the Major Task #2 from a *park facility* to a *public green space*; the request to integrate information from the City’s Parks Action Plan Update Committee with the public space village green content; the request to add to the draft Request for Proposals (RFP) (under Desired Qualifications) the task of reviewing the *2018 and 2019 Event Schedule* to see how the planned events would fit into the *Village Green Assessment*; the request to make sure the six (6) acres acquired by the City is referred to as a *Village Green*; the opinion the *Village Green Concept* should not be allowed to fall victim basketball courts or other court activities; and lengthy discussion on using the *Village Green Area* for the Celebrate Wildwood Event.

A motion was made by Council Member Stephens, seconded by Council Member Shea, to update the proposed draft *Request for Proposals (RFP)* to include: changing the reference of *park facility* to *public green space*; the property should be referred to as a *Village Green*; integrate information generated by the *Parks Action Plan Update Committee* with the *Village Green Concept/Proposal*; and include the review of the *2018 and 2019 Event Schedules* for compatibility with a *Village Green*. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

2. Event Partnership Agreement with Team Noah Foundation for Use of Bluff View Park and Trail and Rock Hollow Trail System (Ward – Six)

Director of Planning and Parks Vujnich advised the Committee of an *Event Partnership Agreement*, submitted by the Team Noah Foundation, to host a mountain bike race on the natural-surface single track trails on the Bluff View Park Trail System and the Rock Hollow Trail System. He noted the event would not conflict with any activity of the City and there would be no staff or monetary commitment to the proposed event.

Discussion among Committee Members included the following: since the event will be conducted during the nighttime hours, it was suggested to make sure the race director was aware the event had to be complete, in all respects, by 10:00 p.m.

A motion was made by Council Member Shea, seconded by Council Member McGowen, to accept the recommendation of the Department allowing the event to occur. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

3. Memorandum of Understanding (MOU) with the Department of Conservation for a New Rockwoods Reservation Natural Surface Trail Connection (Wards – All)

Director of Planning and Parks Vujnich provided a complete overview of the proposed trail connection/creation between the Wildwood Greenway Trail System and trails within the Rockwood Reservation property owned/managed by the Missouri Department of Conservation (MDC). He also reviewed the recent hike of the proposed trail connection, which had the participation of four (4) City Council Members, three (3) residents, and two (2) City staff members. Director of Planning and Parks Vujnich advised the Committee the proposed idea is now at a stage that requires several specific discussions to determine future actions. These discussions need to focus on the following items:

1. The level of support among the Committee for this project;
2. The purchase of a site or sites to facilitate the trail corridor;
3. The Memorandum of Understanding (MOU) with the Missouri Department of Conservation (MDC);
4. The costs of this effort, if it were to move forward.

Director of Planning and Parks Vujnich added Item #1, the level of support among the Committee, is of immediate importance. Without Committee support, the other items of discussion become irrelevant. It was then noted, if the Committee does support the proposed trail project, Item #2, the purchase of a site or sites to facilitate this trail corridor, becomes the priority. Without a trailhead location, the proposed trail and associated Memorandum of Understanding (MOU) become less necessary.

Discussion among Committee Members included the following: the opinion Rockwood Reservations participation is practically nonexistent; the opinion that Rockwood Reservation/Missouri Department of Conservation (MDC) should be required to be more involved; the opinion the acquisition of the property for a trailhead is a major problem in several regards, given the substantial cost being the biggest hurdle; the general feeling that Committee support depends on the options, if any, regarding the property purchase for the proposed trailhead location; the opinion that Rockwood Reservation should share the cost for this project; the general feeling the trail project is a great idea, but final decisions come

down to money; the opinion the concept is a great idea and a great project, but cost prohibitive; the question of whether Community College property could be used for a trailhead; and the suggestion that parking considerations be addressed, before making any decisions.

Elizabeth Broyles: former member of the *Parks Action Plan Update Committee*, provided history on how this trail project idea originated and how it *fits* with the Wildwood Greenway Trail System, Town Center Development, the proposed Greenway Corridor Project, with Great Rivers Greenway, and how the project would benefit the community.

A motion was made by Council Member Shea, seconded by Council Member McGowen, to authorize the Department to engage the property owner of 2705 State Route 109 (Pruitt Property) about property acquisition options and, investigate the possibility of establishing a trailhead on Community College property. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

4. Community Park – Phase Three Considerations (Wards – One)

Director of Planning and Parks Vujnich provided the Committee with an overview of the Community Park Phase Three Project to date, including additional costs that were added due to archeological issues that were encountered (ultimately determined not to be an issue) and the fact the federal government chose not to issue a permit for a needed creek crossing to accommodate the construction of the new trail system. He advised the creek crossing issue has been solved, with new bridge design/modification. Director of Planning and Parks Vujnich advised that Oates Associates and Gershenson Construction provided two (2) bridge options that would meet the newly required full-span stipulation required by the U.S. Army Corps of Engineers. He noted the two (2) bridge options are very different, with one being very simple in design and would blend nicely into the surrounding area and, the other, is an arch structure, with a dramatic rise over the creek. Director of Planning and Parks informed the Committee the bridge, with the arch structure, has an \$80,000.00 greater cost. While the Department is recommending Option 1 (the less expensive bridge), it is seeking input/guidance from the Committee.

Discussion among Committee Members included the following: the fact the Corps of Engineers will still get a copy of the bridge plans, even though a permit is not required for its installation; and the fact that even with the additional cost, the project is still under budget.

A motion was made by Council Member Jordan, seconded by Council Member Shea, agreeing/authorizing the Department to proceed with plans for the Option #1 bridge choice (the lesser expensive option). A voice vote was taken

to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

5. Revised Design for Overflow Parking Area at the Al Foster Memorial Trailhead (Ward – Six)

Director of Planning and Parks Vujnich provided an overview of the past and current statuses of parking at the Al Foster Memorial Trailhead. He noted one thing is certain at the Al Foster Memorial Trailhead ... there is not enough parking on busy weekends. Director of Planning and Parks Vujnich reminded the Committee the parking situation at the trailhead was discussed on numerous occasions in 2018. Ultimately, a bidding process was undertaken to develop overflow parking at the trailhead location, but, unfortunately, the results were not favorable. The Department then decided to re-bid the overflow parking project, but in two (2) separate phases, with a variety of surfacing materials ranging from asphalt to rock. However, after further discussion between the Committee, the Department of Planning and Parks, and the park designer/consultant, a different approach was offered by the design firm which is as follows:

1. Eliminate the two (2) phased approach, given the short nature parking lot. The park designer and the Department believe the reduced size of the parking area will create an unsafe circulation pattern.
2. Provide, as the base bid, an aggregate parking lot, with concrete containment curbs around its perimeter, with wheel stops set within the pad. As part of this base bid, it would also include vertical curbs at entrances/exits of the lot.
3. Provide, as an Add Alternate #1, a design that includes vertical curbs at the entry/exit points, removes the concrete containment curbs around perimeter, while adding an asphalt surface for the entry/exit areas of lot.
4. Provide, as an Add Alternate #2, a design that includes an all concrete surface.

Director of Planning and Parks Vujnich advised he is seeking the input of the Committee on this new approach. If members feel the approach is acceptable, the Department could begin the next steps in the process. If the Committee does not concur with the new approach, the original plan for phasing can still be completed.

Discussion among Committee Members included the following: the opinion the two phase approach would not be the best; and the fact the Department, and the park designer, are hoping the aggregate (rock) surface, with containment curbs, will be significantly less expensive to construct

A motion was made by Council Member Jordan, seconded by Council Member Shea, authorizing the Department to proceed with the *new approach* and undertake the next steps in developing an overflow parking lot at the Al Foster Memorial Trailhead. A voice vote was taken to approve the motion, with unanimous, affirmative result. The motion was declared approved by Chair McCutchen.

6. Update Report on Facility Reservations, Event Registrations, and Ongoing and Long-Term Maintenance Costs for Parks and Trail Facilities (Ward – All)

The Committee was advised to review the attached memorandum and contact Assistant Director of Planning and Parks Arnett with questions.

7. Update on Parks and Recreation Action Plan (Ward – All)

The Committee was advised to review the attached memorandum and contact Superintendent of Parks and Recreation Crews with questions.

c.) Executive Session Matters – No Items for Consideration

V. Not Ready for Action – Planning and Parks Matters – Four (4) Items

Nothing ready for discussion

VI. Other Matters

None

VII. Closing Remarks and Adjournment.

Director of Planning and Parks Vujnich and Chair McCutchen summarized the evening’s meeting and **a motion was made by Council Member Stephens, seconded by Council Member McGowen, to adjourn. A voice vote was taken to approve the motion, with unanimous, affirmative result, and it was declared approved by Chair McCutchen at 8:14 p.m.**