

City of Wildwood  
Council Planning/Parks Committee  
**"Planning Tomorrow Today"**  
*Minutes from the  
September 19, 2023 Meeting*

The Council Planning/Parks Committee meeting was called to order by Chair Gillani, at 6:30 p.m., on September 19, 2023, in the Community Room, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri.

**I. Welcome and Roll Call:**

The roll call was taken, with the following results:

PRESENT – (7)

Council Member Clark  
Council Member Ottenberg  
Council Member Marshall  
Council Member Gillani  
Council Member Rambaud  
Council Member Dodwell  
Council Member Bartoni

ABSENT – (1)

Council Member Flaschar

Other City Officials present:

Melanie Rippetoe, Assistant Director of Planning and Parks  
Joe Vujnich, Director of Planning and Parks

**II. Approval of Minutes from the Committee's Meeting of August 15, 2023**

**A motion was made by Council Member Marshall, seconded by Council Member Dodwell, to approve the meeting minutes of August 15, 2023. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 7-0.**

**III. Public Input (opportunity for the public to speak to any Action Item on Tonight's Agenda).**

No members of the public wished to address the Committee at tonight's meeting.

**IV. Action Items**

a.) Planning Matters – Five (5) Items Ready for Consideration

*New Business – Four (4) Items*

## 1.) Selection of the Consultant Team, along with the Subcommittee Members of City Council for the Landscape Manual Review Components (Wards – All)

Director Vujnich presented the Committee Members with the Department's consultant choices for the development of a combined Landscape Manual and Sustainable Plantings Guide, including the updated regulations of the Tree Preservation and Restoration Code. The Department requests the opportunity to contact three (3) consultants to design the updated manual. These consultants include DG2 (Christy DeGuire), Mincoff Designs (Stacy Mincoff), and Hanson Tree Service (Andy Berg), all of which the City has had a positive working relationship in the past. As was discussed in the previous months' Planning and Parks meetings, the Committee endorsed the creation of a subcommittee to assist the chosen consultants in the process. The Department requests this committee have three (3) or more City Council Members.

Discussion was held among Committee Members about any prior budget for the development of this manual, and Committee Members offering to be part of the subcommittee, including Council Member Rambaud, Council Member Dodwell, and Council Member Clark.

**A motion by Council Member Marshall, seconded by Council Member Rambaud, endorsing the subcommittee creation and the inclusion of those proposed City Council Members. A voice vote was taken regarding the motion. The motion was declared approved by Chair Gillani by a vote of 7-0.**

## 2.) Presentation of Initial Capital Improvements Projects for 2024 and the 5-Year Plan (Wards – All)

Director Vujnich presented the Committee Members with a proposed list of projects for the Capital Improvement Program for the following five (5) years, which are to be considered with the coming fiscal year's budget discussions. The subsequent years are included to offer the Committee Members an ongoing trajectory plan with which projects can be delayed or expedited to allow for completion at different times than initially proposed. Five (5) projects have been labeled a priority, including Village Green, Main Street Extension, Hardcourts in Town Center, and the Watershed Erosion Task Force construction efforts. Other projects to be labeled priority in the following year include the Essen Log Cabin, Poërtner Park, and the Route 66 Park.

No action was required for this information item.

Discussion was held among Committee Members regarding the inclusion of any missing items from this list; improving the existing properties, before acquiring more; budget relative to Old Pond School includes ongoing maintenance and waterproofing the basement in a later year; the long term plan for Belleview Farms and the Friends of Belleview monetary contributions to the project; desire for more information on the Route 66 Park; and the alternate exit for the St. Louis Community College Campus.

### 3.) Consideration of Alterations to Center Avenue Improvements (Ward Eight)

Director Vujnich presented the Committee Members with a visual update on the proposed alterations to Center Avenue relative to the requests of residents and what the conditions of the roadway can accommodate. Ideally, the project would include reducing the slope of the hill for increased visibility, adding a sidewalk along it, relocating the water line to allow for an increase in capacity, while aiding the slope of driveways, and sanitary sewer extensions completed. Based on the current conditions, there does not appear to be enough right-of-way width to include a sidewalk in the alterations due to driveway slope, and a new water line requires easements the City does not have at this time. The Town Center standards will not be applied due to its limited width, streetlights may be installed, if the appropriate funds are there, and finally the City will need to meet stormwater requirements from the Metropolitan St. Louis Sewer District (MSD). The Department is seeking input on these adjustments and, if found favorable, the consultant can begin working on plans for the improvements.

Discussion was held among Committee Members regarding possibility of making it a one-way street to accommodate width restrictions for the relocation of the water line; incorporating sidewalks in the residential back yards to allow for a safe pedestrian route; and the necessity of streetlights.

The Committee Members participated in helpful discussion, and no action was taken at this time. This item has been postponed to collect more information and await the stormwater requirements from MSD.

### 4.) Sequence of Re-Occupancy Permit Program's Development (Wards – All)

The Department has been considering the creation of a re-occupancy permit program for rental properties. Director Vujnich presented the Committee Members with an update on the progression of this program. The City Attorney has been drafting updated legislation to implement the program. If the legislation passes, Director Vujnich would like to invite a member of the St. Louis County's Department of Transportation and Public Works to speak to the Committee regarding what has worked with its implementation in creating, and explaining the steps and costs associated with the process. This information will assist the Department to create a comprehensive list of steps and process before the program would go into effect.

Discussion was held among the Committee Members regarding the advantages of such program and benefits of including single family dwelling rentals; simplifying the process, so it is easy to communicate to residents; comparing the fire district inspection to the County checklists; illegality of short-term rentals in Wildwood and possible ways to uncover these violations; and provisions for commercial buildings and multiple-family residences.

**A motion was made by Council Member Dodwell, seconded by Council Member Clark, to allow the Committee to keep working with the Department on developing steps to further define process, cost, and implementation, then return to City Council for approval. A voice vote was taken and declared approved by Chair Gillani. The vote was 7-0.**

*Old Business – One (1) Item*

**5.) Recent Development Trends within City of Wildwood (Wards - All)**

Discussion was held among Committee Members regarding the lack of permitting in some wards and the questioning the lack of work being done or absence of requesting permits for projects; updates on the Durga and Murugan Temples, including multiple contributing factors to their delays; and the ability to implement accountability parameters for future projects within the City.

**b.) Parks Matters – Six (6) Items Ready for Consideration**

*New Business – Four (4) Items*

**1.) Update on the Tour de Wildwood Event (Wards – All)**

Assistant Director Rippetoe presented the Committee Members with information on the upcoming Tour de Wildwood Event to be held in October. This event has been held in Wildwood every year since 2005. For the last several years, the City has utilized a partnership with the Missouri Bicycle and Pedestrian Federation to organize and manage the event. Registrations, course marking, and the sag wagons are provided by the Federation, whereas the City offered police services, food/drink, venue and aid stations. With 2023 budget cuts, the event needed some adjustments to remain viable to the City. The total number of participants was increased alongside with the registration fee, which allows for a 60/40 split of profits to be divided among the City and the Federation. The Department feels these changes will allow the event to remain feasible for the City.

No action needed on this information item.

Discussion was held among Committee Members regarding publicizing the route, prior to the event so motorists could avoid the area and prevent road rage incidents; selling old jerseys at a reduced cost to collect additional revenue; spray chalk and clear signage on the route; and maintaining a manageable number of participants to allow the event to continue without cancellation.

**2.) Schedule a Ribbon Cutting Event for the New Pedestrian Bridge and Trail Segments (Ward Eight)**

Assistant Director Rippetoe presented the Committee Members with images of the new pedestrian bridge that connects the Enclaves at Cherry Hills with the Manors at the Meadows of Cherry Hills Subdivisions despite the drainage ditch in between. The Department considers this bridge to be aesthetically appropriate and is a hidden gem that not many residents are aware at this time. The Department would like to schedule a ribbon cutting ceremony to draw attention to the area, celebrate the projects' completion, and encourage its use.

Discussion was held among Committee Members acknowledging the project as a great use of funds; use of salvaged stone, which the City has stockpiled for these types of projects; and recognizing the striking grand tree that was saved during the process.

**A motion was made by Council Member Dodwell, seconded by Council Member Clark, to plan a ribbon cutting ceremony at the pedestrian bridge. A voice vote was taken and declared approved by Chair Gillani, by a vote of 7-0.**

### **3.) Presentation of Poërtner Parks Demolition Bids and Environmental Hygienist Report on Building (Ward Six)**

Director Vujnich presented the Committee Members with the environmental hygienist's mold analysis of the Poërtner Park residence. This analysis will be provided to any contractor bidding on the mold remediation project and allow for uniform bids to be developed. The Department will bring remediation bids to the Committee Members at the next meeting. This item also included bids from three (3) contractors relative to demolition of the structure, which is the worst-case scenario. Once remediation bids are provided, the Committee can make its recommendation on the desired course of action.

No action necessary for this update item.

Discussion was held among Committee Members regarding the use of the existing well for the construction of restroom facilities on site and precautionary measures that should be used at this property.

### **4.) Overview and Discussion of Village Green Engineered Plans – 90% Complete (Ward Eight)**

Assistant Director Rippetoe presented the Committee Members with the ninety (90) percent version of the engineered plans and bid specifications for the Village Green project. This set includes highlights of Phase One. Missouri St. Louis Sewer District (MSD) is requiring all levels of stormwater protection to be provided in Phase One. The Department has accounted for this requirement by moving the detention underground, which will create additional green space in the park. The proposed plan includes moving the utilities underground, the Village Green oval, which will be large enough for the City events, and the relocation of the current Mayors' Grove. The Department is seeking endorsement of these plans, which will allow the Department to begin obtaining bids immediately upon the MSD approval.

Discussion was held among Committee Members regarding the cost of the electrical plan and moving utilities underground; relocation of power lines to decrease project cost and possible areas for relocation; parallel parking versus head-in parking along Main Street; accessible parking spaces and their locations; the inclusion of Braille, when the Village Green signage is in its design stage; and acknowledging that restrooms will be incorporated into the park during Phase Two.

A motion was made by Council Member Dodwell, seconded by Council Member Rambaud, to endorse these 90% completed Village Green plans to begin the bidding process following MSD's approval of the proposed stormwater protection. A voice vote was taken and declared approved by Chair Gillani, by a vote of 7-0.

*Old Business – Two (2) Items*

**5.) In-Person and Virtual Recreation Programs (Wards – All)**

The Committee was asked to review the attached Memorandum concerning *Updates on the In-Person and Virtual Recreation Programs* and ask any questions the members might have regarding this information.

No discussion was held regarding this update item.

**6.) Facility Reservations, Event Registrations, and Ongoing and Long-Term Maintenance Costs for Parks and Trail Facilities (Wards – All)**

The Committee was asked to review the attached Memorandum concerning *Updates on the In-Person and Virtual Recreation Programs* and ask any questions the members might have regarding this information.

Discussion was held among Committee Members regarding the increase in long-term maintenance costs over the year, and the Department's inclination to separate out the maintenance duties between multiple contractors to decrease the total cost, particularly lawn maintenance.

c.) Executive Session Matters – **No Items Ready for Consideration**

**V. Not Ready for Action – Planning and Parks Matters – Six (6) Items**

No discussion was held.

**VI. Other Matters for Consideration – No Items for Consideration**

Discussion was held among Committee Members regarding the Loop Braille Path in Belleview Farms; possibility of creating and sharing a comprehensive master plan for future park projects; the Department's willingness to share the current major goals of Wildwood parks; and the question if cutting grass should be a public works' charge, not taken from the park's budget.

**VII. Next Meeting – Tuesday, October 17, 2023 (Budget Presentations are Planned)**

**VIII. Closing Remarks and Adjournment:**

A motion by Council Member Dodwell, seconded by Council Member Rambaud, to adjourn. A voice vote was taken regarding the motion, with unanimous, affirmative result, and it was declared approved by Chair Gillani at 8:46 p.m.