

PROJECT REVIEW COMMITTEE
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
December 10, 2024 10:00 AM
COMMISSION CONFERENCE ROOM 124

(meeting taped)

I. Call to Order

Development Services Director Strickland brought the meeting to order at 10:00 a.m.

II. Roll Call

Attendee Name	Title	Status
Melanie Strickland	Development Services Director	Present
Jason McHugh	City Manager	Present
Jason Martin	Assistant Utilities Director	Present
Jeremy Hockenbury	Public Works Director	Present
Randall Parmer	Police Chief	Present
Dan Horner	City Consulting Engineer	Present by Phone
Joshua Bills	City Attorney	Present
Jessica Barnes	City Clerk	Present
Wendy Then	Assistant Development Services Director	Present
Amanda Bondi	Planner	Present
Alex Lammers	Planner	Present

III. APPROVAL OF SUMMARY MINUTES

1. Project Review Committee Regular Meeting November 12, 2024,
at 10:00 AM.

The summary minutes from the November 12, 2024, meeting were approved. No comments were offered or received. Vote 5-0.

RESULT:	Approved
MOVER:	Public Works Director Hockenbury
SECONDER:	Police Chief Parmer
AYES:	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. SP 2204-004 Freedom Fellowship Church

Development Services Director Strickland read aloud case number SP 2204-004 Freedom Fellowship Church. The applicant sought a favorable recommendation from the Project Review Committee for the construction of a 10,000 SF church with associated infrastructure on parcel D33-020, consisting of 6.72 acres MOL. The project had outstanding review comments by the Development Services and Utilities departments. Planner Bondi explained the outstanding comments. All utility comments had been cleared prior to the meeting, a utility easement application was being reviewed by the city attorney, and she was waiting on a performance surety for all infrastructure being dedicated to the city. Strickland asked what infrastructure was being dedicated, and Assistant Utility Director Martin responded that it was a 10" water main and a portion of the 4" force main. Martin confirmed that all his comments had been cleared. City Attorney Bills had no further comments to add and confirmed he was okay with moving forward contingent upon the resolution of the easement. No further comments were offered or received. Vote 5-0.

RESULT:	Approved with Contingencies
MOVER:	Public Works Director Hockenbury
SECONDER:	Police Chief Parmer
AYES:	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

2. SP 2310-004 Wildwood Self Storage

Development Services Director Strickland read aloud case number SP 2310-004 Wildwood Self Storage. The applicant sought a favorable recommendation from the Project Review Committee for the construction of a three-story self-service 101,250-square-foot storage building, providing for five parking spaces, including two (2) Florida ADA accessible parking spaces and three regular parking spaces, together with associated infrastructure such as landscaping buffers, loading area, storm water dry retention pond, site lighting improvements, and commercial driveway on parcel G33-154, consisting of 4.86 acres MOL. A portion of the parcel would remain undeveloped. The project had outstanding comments from the City Attorney and Utilities department. Jake Michael and Brad Dannenbaum, representatives for the project, were in attendance by phone. Assistant Development Services Director Then explained the outstanding comments. The City Attorney comment was regarding the owner information on the site plan and the need for a title search. Dannenbaum stated the title search was in progress. There were three utility comments regarding various mains and connections. Michael stated the water main was not found on their survey, so he asked for a utility map that showed the location. Martin stated he would supply the location of the main as it most likely had not been constructed at the time of their survey. Strickland clarified that the project would not be moving forward to the Planning & Zoning Board until all comments were satisfied. No further comments were offered or received. Vote 5-0.

RESULT:	Approved with Contingencies
MOVER:	City Manager McHugh
SECONDER:	Public Works Director Hockenbury
AYES:	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

3. SP 2408-008 Citizen's First Bank Office Building

Development Services Director Strickland read aloud case number SP 2408-008 Citizen's First Bank Office Building. The applicant sought a favorable recommendation from the Project Review Committee for the construction of a one-story 20,000-square-foot commercial office building featuring a total of 85 parking spaces, including 81 standard parking spaces, four (4) Florida ADA accessible parking spaces, together with associated infrastructure such as proposed sidewalks, landscaping buffers, site lighting improvements on a portion of parcel G08-120 consisting of 2.41 acres MOL. Stephen Campbell with Clymer Farner Barley was in attendance on behalf of the applicant. Assistant Development Services Director Then stated there were no outstanding comments, but there was a technical waiver for the project to waive the preparation and submittal of an Environmental Assessment Report. She also stated the applicant was aware the property would need to be platted. No further comments were offered or received. Vote 5-0.

RESULT:	Approved
MOVER:	Assistant Utilities Director Martin
SECONDER:	Public Works Director Hockenbury
AYES:	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

4. SP 2409-001 CR 472 Temporary Pond

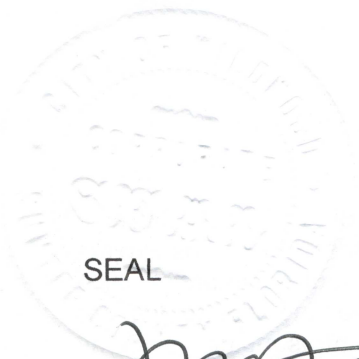
Development Services Director Strickland read aloud case number SP 2409-001 CR 472 Temporary Pond. The applicant sought a favorable recommendation from the Project Review Committee for the construction of a 1.04-acre dry retention pond within the Oxford Crossings Development on a portion of parcel D20-120 consisting of 51.69 acres MOL. Stephen Campbell with Clymer Farner Barley was in attendance on behalf of the applicant. City Manager McHugh asked why the applicant wanted the project, and Campbell explained the reasoning behind the temporary pond placement. No further comments were offered or received. Vote 5-0.

RESULT:	Approved
MOVER:	Police Chief Parmer
SECONDER:	City Manager McHugh
AYES:	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

VI. ADJOURNMENT

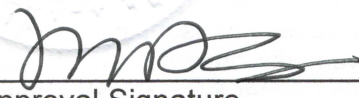
With no further business to attend to, the meeting was adjourned at 10:16am.

RESULT:	Adjourned
MOVER:	Police Chief Parmer
SECONDER:	Assistant Utilities Director Martin
AYES:	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin



SEAL

PROJECT REVIEW COMMITTEE
CITY OF WILDWOOD, FLORIDA


Approval Signature

1/14/25
Date