

PROJECT REVIEW COMMITTEE  
 CITY OF WILDWOOD, FLORIDA  
 REGULAR MEETING  
 April 8, 2025 10:00 AM  
 COMMISSION CONFERENCE ROOM 124

(meeting taped)

**I. Call to Order**

Development Services Director Strickland brought the meeting to order at 10 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
McKenna Page	Planner	Present
Alex Lammers	Planner	Present

**III. APPROVAL OF SUMMARY MINUTES**

1. Project Review Committee Regular Meeting March 11, 2025, at 10:00 AM

The summary minutes from the March 11, 2025, meeting were approved. No discussion. Motion to approve by City Manager McHugh, seconded by Public Works Director Hockenbury. Motion carried unanimously.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	City Manager McHugh
<b>SECONDER:</b>	Public Works Director Hockenbury
<b>AYES:</b>	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

#### IV. OLD BUSINESS

1. SP 2407-007 Discount Tire - Turkey Run Lot 6

Development Services Director Strickland read aloud case number SP 2407-007 Discount Tire - Turkey Run Lot 6. The applicant, Halle Properties, LLC, sought a favorable recommendation from the Project Review Committee for the construction of a 7,020 SF auto retail building providing the sale, services, installation, and repair of tires with associated infrastructure on 1.45 acres, MOL (parcel G05Y006 FKA "G05V006 & a portion of G05V005"). Dominick Tressler, a civil engineer with H & T Consultants, was present on the phone for the hearing. Also in attendance were Gregg Zuckerman, for the owner, Turkey Run; Rob Rosen, an attorney with Burr & Forman LLP; John Riley, for the owner, Turkey Run; and Marc Sumner, for the owner, Turkey Run. The project had previously been brought before the committee at the March 11, 2025, meeting, and had been continued at that time due to the requirement for the construction of Inspiration Drive. A discussion was held regarding the construction of the road. McHugh stated his position - that he does not believe the next phase should move forward until the road is constructed, as the city is beginning to see some infrastructure failures happening as a result of the road not being built. Tressler, on behalf of Discount Tire, stated they hoped to move forward with a conditional approval. Rosen, on behalf of the developer, stated their position - they felt that, per the PD agreement, they had satisfied everything needed to satisfy, and that the construction of Inspiration Drive was specifically assigned to Lot 3, which had not yet been developed. A further discussion was held regarding the PD agreement, and how to move forward. City Manager McHugh made a motion to continue the project until the next PRC meeting, seconded by Public Works Director Hockenbury. No further discussion. Motion carried unanimously.

<b>RESULT:</b>	Tabled
<b>MOVER:</b>	City Manager McHugh
<b>SECONDER:</b>	Public Works Director Hockenbury
<b>AYES:</b>	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

#### V. NEW BUSINESS

1. SP 2405-001 Circle K US 301 & CR 462

Development Services Director Strickland read aloud case number SP 2405-001 Circle K US 301 & CR 462. The applicant, Circle K Stores Inc, sought a favorable recommendation from the Project Review Committee for the construction of a 5,200-square-foot Circle K building, 7 fueling pumps, 3 high-speed diesel pumps, 25 parking spaces, and associated infrastructure on 3.28 acres MOL (parcel D31A218). Planner Page provided an update, stating the applicant submitted revised easement documentation and a comment review response letter on April 4th, which was forwarded to the city attorney for review. That was the only remaining outstanding item. City Attorney Bills stated he sent back comments on revised declarations. Jarod Stubbs, an engineer with Kimley Horn, on behalf of the applicant, was present by phone. He stated it was revised and sent back to staff for review. Motion by Public Works Director Hockenbury, seconded by Assistant Utilities Director Martin, to approve subject to the

resolution of the outstanding comment(s). No further discussion. Motion carried unanimously.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Public Works Director Hockenbury
<b>SECONDER:</b>	Assistant Utilities Director Martin
<b>AYES:</b>	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

2. SP 2408-001 708 N. Main Street

Development Services Director Strickland read aloud case number SP 2408-001 708 N. Main Street. The applicant, Roy Vaca, sought a favorable recommendation from the Project Review Committee for the construction of a 1,400-square-foot commercial office and retail building and associated infrastructure on 0.302 acres MOL (parcel G06C005). The applicant submitted a Technical Waiver Request to be excused from the required loading space. The engineer stated that truck deliveries could be avoided. Strickland added that further justification would be required in addition to what was included in the Technical Waiver Request. Additionally, the architectural renderings that were submitted did not meet Design District Standards. Jason Hurley, of Springstead Engineering, on behalf of the applicant, was present at the hearing, and applicant Roy Vaca was present by phone. Hurley stated they were not requesting exemption from the loading zone requirements entirely. He clarified that they intended to have a barber, beauty shop, future office, and small retail space on the property, so they did not feel that the site would be included in the category of developments that require large loading zones. Strickland stated that information was sufficient for the committee to make a decision on the waiver request. Hurley further elaborated on the building elevations; they were happy to work on correcting them based on the comments received. A short discussion was held regarding the loading zone and Design District Standards. City Manager McHugh asked for clarification on the next steps. Strickland stated the staff report would be updated to reflect the engineer's intention for the waiver request, and the engineer would work on modifying the facade to meet Design District Standards. Motion by Police Chief Parmer, seconded by Public Works Director Hockenbury, to approve the project along with the Technical Waiver Request. No further discussion. Motion carried unanimously.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Police Chief Parmer
<b>SECONDER:</b>	Public Works Director Hockenbury
<b>AYES:</b>	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

3. PLAT 2409-002 One Hundred (100) Oaks Improvement Plan

Development Services Director Strickland read aloud case number PLAT 2409-002 One Hundred (100) Oaks Improvement Plan. The applicant, M2RE Partners Wildwood LLC, sought a favorable recommendation from the Project Review Committee for the construction of the One Hundred (100) Oaks Subdivision, an improvement plan consisting of 305 single-family lots with associated infrastructure on 99.81 acres, MOL (parcels G19-011 & G30-048). The subdivision was to include the following amenities on a separate site plan: community garden, grill area with picnic tables, playground, and nature trails. There were outstanding comments on the project,

which included the addition of odor control units on lift stations 1 and 2, and Live Oak tree mitigation requirements. Erin Tumolo, an engineer with Morris Engineering, on behalf of the applicant, was present by phone. She stated a response to the comments was sent to staff on April 4th for review. She added that they had coordinated with Assistant Utilities Director Martin on the odor control units to ensure compliance, and resubmitted the landscape plans, which showed additional oaks with the remainder to be paid into the fund. Planner Bondi stated she had not yet fully reviewed the landscape plans, but would ensure that the remaining funds would be paid into the tree fund before the project was forwarded to the City Commission for final determination. Strickland clarified for the record that although the amenities site had not yet been designed, approval of the plat did not indicate approval of the proposed list of amenities, nor did it indicate that the proposed amenities met the city's standards. Staff would review that at the site plan review stage. Tumolo asked if there were guidelines for amenities that she could pass along, and Strickland advised they would be in the Design District Standards. Assistant Development Services Director Then noted that there was a Developers Agreement that specified the information as well. Motion by City Manager McHugh, seconded by Police Chief Parmer, to approve the project contingent on the resolution of the outstanding comments. No further discussion. Motion carried unanimously.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	City Manager McHugh
<b>SECONDER:</b>	Police Chief Parmer
<b>AYES:</b>	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

#### 4. PLAT 2410-004 Boulder Square Improvement Plan

Development Services Director Strickland recused herself due to a conflict of interest. City Manager McHugh read aloud case number PLAT 2410-004 Boulder Square Improvement Plan. The applicant, PFD Twisted Sisters, LLC, sought a favorable recommendation from the Project Review Committee for the Boulder Square Subdivision, an improvement plan consisting of 270 dwelling units with 178 single-family detached lots and 92 single-family attached lots with associated infrastructure on 84.10 acres, MOL (parcels F01-001, F01A008, G06-185, G06-186, & G06-187). The subdivision was to include the following amenities on a separate site plan: a community pool, a walking trail with exercise equipment, and a picnic area. The developer planned to donate and dedicate 100' of ROW for the continuation of CR 209 from C 44A to W Clarke St, in which the applicant requested the following technical waivers: reduced buffers and plantings adjacent to the dedicated future ROW along with reduced mitigation requirements. There were a few outstanding comments for the project. David Moss and David Stokes, on behalf of the applicant, were present at the hearing. Planner Bondi stated that the fire comment had been cleared, and that she received clearance from the city attorney regarding the declarations, a performance surety if as-builts were not provided, and a signed application. McHugh noted that the Technical Waiver Request was sufficient. Motion by Police Chief Parmer, seconded by Public Works Director Hockenbury, to approve the project, including the Technical Waiver Request. No further discussion. Motion carried unanimously.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Police Chief Parmer
<b>SECONDER:</b>	Public Works Director Hockenbury
<b>AYES:</b>	City Manager McHugh, Public Works Director Hockenbury, Police Chief

Parmer, Assistant Utilities Director Martin

5. PLAT 2411-008 Boulder Square (Avondale) Replat

Development Services Director Strickland recused herself due to a conflict of interest. City Manager McHugh read aloud case number PLAT 2411-008 Boulder Square (Avondale) Replat. The applicant, PFD Twisted Sisters, LLC, sought a favorable recommendation from the Project Review Committee for the Avondale Replat, now referred to as Boulder Square, which consisted of clearing all roadways, lots, and easements to create a blank slate for a forthcoming final plat to include this parcel of 10.11 acres, MOL (parcel F01A008). David Moss and David Stokes, on behalf of the applicant, were present for the hearing. Planner Bondi stated there were outstanding city attorney comments that had not yet been cleared, but that the applicant had submitted a response that they felt satisfied the comments. City Attorney Bills stated that the comments remained outstanding, and he was not comfortable with the project moving forward at that time. He had further questions that could not be resolved before the meeting, and he felt they required internal discussion with city staff. The applicant's representatives asked if there was anything else they could provide, and Bills stated he had everything he needed from them; he just needed to discuss with the city before a determination was made. Motion by Public Works Director Hockenbury, seconded by Police Chief Parmer, to continue to the next PRC meeting. No further discussion. Motion carried unanimously.

<b>RESULT:</b>	<b>Tabled</b>
<b>MOVER:</b>	Public Works Director Hockenbury
<b>SECONDER:</b>	Police Chief Parmer
<b>AYES:</b>	City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin

At 10:50 a.m., a brief recess was requested by City Attorney Bills to discuss a matter with committee members.

At 10:52 a.m., the recess ended, and the meeting resumed to discuss a request received by City Attorney Bills from Rob Rosen, the attorney for item IV. 1. SP 2407-007 Discount Tire - Turkey Run Lot 6.

Per the request, the applicant asked that a decision be made by the Project Review Committee. The applicant requested that the project either move forward to the Planning & Zoning Board with conditions or that it be denied. Bills noted that though it was an abnormal request, he would not have brought it forward had a decision been made on the project. However, since the project was tabled, he brought forward the request to allow the committee the opportunity to rehear the case. Under Robert's Rules, it would have to be brought before the committee again via two committee members making a motion and second to rehear the case. Development Services Director Strickland stated she felt the committee had already made its decision via its earlier vote, but could open it back up for a motion to continue with conditions if others felt the same. Police Chief Parmer noted there was a meeting scheduled where there was an opportunity for everyone to come to an agreement on the construction of Inspiration Drive. If the motion were made to rehear the case at the current meeting, it could potentially be denied. If it were kept tabled, the applicant would have the opportunity to be heard at a later PRC meeting after an agreement was made regarding the road, and could potentially receive approval at that time. For that reason, he felt it

should remain tabled. Motion by City Manager McHugh to open the item back up for discussion. The motion was not seconded; therefore, the motion died. The item remained tabled until the next PRC meeting.

<b>RESULT:</b>	<b>Motion Died - Item Remained Tabled</b>
<b>MOVER:</b>	City Manager McHugh
<b>SECONDER:</b>	None

**VI. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 10:57 a.m.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	City Manager McHugh
<b>SECONDER:</b>	Police Chief Parmer
<b>AYES:</b>	Development Services Director Strickland, City Manager McHugh, Public Works Director Hockenbury, Police Chief Parmer, Assistant Utilities Director Martin



PROJECT REVIEW COMMITTEE  
CITY OF WILDWOOD, FLORIDA

  
Approval Signature

5.13.25  
Date