

PROJECT REVIEW COMMITTEE
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
July 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	Absent
Randall Parmer	Police Chief	Present
Dan Horner	City Consulting Engineer	Present by Phone
Joshua Bills	City Attorney	Present
Jessica Barnes	City Clerk	Absent
Cassandra Smith	Assistant City Manager/CFO	Present
Wendy Then	Assistant Development Services Director	Present
McKenna Page	Planner	Present
Alex Lammers	Planner	Present

III. APPROVAL OF SUMMARY MINUTES

1. Project Review Committee Regular meeting June 10th, 2025 at 10:00 AM.

The summary minutes from the June 10, 2025, meeting were approved. No discussion. Motion to approve by Police Chief Parmer, seconded by Assistant Utilities Director Martin. Motion carried unanimously.

RESULT:	Passed
MOVER:	Police Chief Parmer
SECONDER:	Assistant Utilities Director Martin
AYES:	Development Services Director Strickland, City Manager McHugh, Police Chief Parmer, Assistant Utilities Director Martin

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. A25-1833 - PLAT - Preston Place Business Park Final Plat

Development Services Director Strickland read aloud case number A25-1833 Preston Place Business Park Final Plat. The applicant sought a favorable recommendation from the Project Review Committee for a 4-parcel subdivision which included an access, utility, and drainage easement providing each parcel with access to US 301 as well as the storm water retention easement on the east side of the property. Kaye Jameson with Clymer Farner Barley was present on behalf of the applicant. Planner Page advised there were outstanding comments from the city engineer, city attorney, and Development Services department. The comments were regarding letters of service, bonds, and easements. The resubmittal was under review to determine if the comments had been addressed. Assistant Utilities Director Martin confirmed that the private lift station had an agreement for someone to maintain it. Keith Riddle with Riddle Newman Engineering confirmed there was one in place. A discussion was held regarding the remaining comments. Motion by City Manager McHugh, seconded by Assistant Utilities Director Martin, to approve the case subject to the resolution of outstanding comments. Motion carried unanimously.

RESULT:	Passed
MOVER:	City Manager McHugh
SECONDER:	Assistant Utilities Director Martin
AYES:	Development Services Director Strickland, City Manager McHugh, Police Chief Parmer, Assistant Utilities Director Martin

2. A25-0583 UF Health Oxford Freestanding Emergency Department

Development Services Director Strickland read aloud case number A25-0583 UF Health Oxford Freestanding Emergency Department. The applicant sought a favorable recommendation from the Project Review Committee for the construction of a one-story 14,211-square-foot medical building providing for 51 parking spaces including five (5) Florida ADA accessible parking spaces and two (2) EV charging stations, a generator enclosure, and dumpster enclosure, together with associated infrastructure such as landscaping buffers and site lighting improvements, on 1.40 acres MOL. Keith Riddle with Riddle Newman Engineering was present on behalf of the applicant. There was one outstanding city attorney comment regarding easements which was expected to be resolved upon the Preston Place Business Park Final Plat approval. The applicant also requested a technical waiver to reduce the required parking from 55 parking spaces to 51 spaces as they were able to model parking needs based on other similar establishments operating in surrounding cities. Motion by City Manager McHugh, seconded by Police Chief Parmer, to approve the case subject to the final approval of Preston Place Business Park Final Plat, resolution of outstanding comments, and the requested technical waiver. Motion carried unanimously.

RESULT:	Passed
MOVER:	City Manager McHugh
SECONDER:	Police Chief Parmer
AYES:	Development Services Director Strickland, City Manager McHugh, Police

Chief Parmer, Assistant Utilities Director Martin

3. SP 2404-004 Saucy by KFC

Development Services Director Strickland read aloud case number SP 2404-004 Saucy by KFC. Strickland advised that the application for the project was withdrawn by the applicant just before the meeting, so the case was no longer being considered.

RESULT: NO VOTE TAKEN - APPLICATION WITHDRAWN

4. A25-0068 St. Vincent de Paul Outreach Ministries

Development Services Director Strickland read aloud case number A25-0068 St. Vincent de Paul Outreach Ministries. The applicant sought a favorable recommendation from the Project Review Committee for the construction of a multi-phased project consisting of a one-story 10,108-square-foot retail building providing 66 parking spaces including three (3) Florida ADA accessible parking spaces with one being a van-accessible ADA parking space, a dumpster enclosure, together with associated infrastructure such as retention area, landscaping buffers, connecting sidewalks, site lighting improvements, and connecting commercial driveways along E. Kentucky Avenue and US Hwy 301 for Phase 1, on 3.77 acres MOL, as per the attached plans. A proposed 10,089-square-foot Food Pantry Building planned to be developed in Phase 2. The project had outstanding comments from the city attorney, Utilities department, Fire, and city engineer. The applicant also submitted a technical waiver request in relation to a 5-foot impervious surface encroachment within the required 25-foot wetland buffer. Assistant Development Services Director Then advised that the reviewing engineer, Halff, found it to be reasonable. Tommy Newton with Clymer Farnar Barley was present on behalf of the project. Newton provided comments regarding the wetland buffer. Then stated she wanted to bring the application forward for consideration due to the technical waiver, even though a project with so many outstanding comments would not normally be ready for Planning & Zoning. A discussion was held regarding the remaining comments. Motion by Police Chief Parmer, seconded by Assistant Utilities Director Martin, to approve subject to the resolution of outstanding comments. Motion carried unanimously.

RESULT: Passed
MOVER: Police Chief Parmer
SECONDER: Assistant Utilities Director Martin
AYES: Development Services Director Strickland, City Manager McHugh, Police Chief Parmer, Assistant Utilities Director Martin

VI. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 10:22 a.m.

RESULT: Passed
MOVER: City Manager McHugh
SECONDER: Police Chief Parmer
AYES: Development Services Director Strickland, City Manager McHugh, Police Chief Parmer, Assistant Utilities Director Martin

SEAL



JMS

Approval Signature

PROJECT REVIEW COMMITTEE
CITY OF WILDWOOD, FLORIDA

8.13.25

Date