Thursday, May 28, 2020
6:30 p.m.

I. Welcome And Roll Call

II. Opening Remarks By Chair Wojciechowski

III. Approval Of The Historic Preservation Commission’s Minutes From The February 27, 2020 Meeting

Documents:

DRAFT HPC 2-27-20 MINUTES.PDF

IV. Public Comment
V. New Business
   a. Ready For Action – One (1) Item
      1. Presentation By Joe Harl, Archaeological Research Center, On What Is Learned From Prehistoric Sites And New Insights Coming From Historical Archaeology (Wards – All)
   b. Not Ready For Action – One (1) Item
      1. Primer On Property Maintenance Codes And Impacts On Historic Structures (Wards – All)Cts On Historic Structures (Wards – All)

VI. Old Business
   a. Ready For Action – Two (2) Items
      1. Update On Publication Of Final Wildwood Written History Book (Wards – All)
         Documents:
         HPC REPORT ON PUBLICATION OF BOOK - MAY 2020.PDF
      2. Update On 2020 Work Program (Wards – All)
         Documents:
         MEMO ON WORK PROGRAM UPDATE - MAY 2020.PDF
         2020 WORK PROGRAM V.3 REVISED 2.27.2020.PDF
   b. Not Ready For Action – Four (4) Items
      1. Discussion Regarding The Future Location For The Essen Log Cabin (Wards – All)
      2. Work Program For Historic Route 66 Promotion (Wards – All)
      3. Discussion Regarding Memorial Tribute (Wards – All)
      4. Update On Kohn Park Sign (Ward One)

VII. Review Of Proposed Zoning/Plats/Site Development Plans/Demolition Requests – No Items

VIII. Other Matters For Consideration

IX. Upcoming Meeting Date – June 25, 2020 (Thursday), At 6:30 P.m.

X. Closing Remarks And Adjournment By Chair Wojciechowski

Note: The Historic Preservation Commission will consider and act upon these matters listed above and any such others as may be presented at the meeting and determined appropriate for discussion at that time. The City of Wildwood will provide reasonable accommodations for persons attending public meetings. Requests for reasonable accommodations should be made by contacting Megan Eldridge, City Clerk at 636-458-0440 or email at megan@cityofwildwood.com at least 48 hours prior to the start of the meeting.

If you would like to submit a comment regarding an item on this meeting agenda, please visit the Form Center.
I. Welcome and Roll Call

Meeting: Thursday, 2/27/20, Old Pond School, 6:30 p.m.
Attending: Commissioners Wojciechowski, Stevens, Scott, Rowton, Bachert, Alternate Quarternik (arrived at 6:50 p.m.), and Commission Liaison Gragnani.
Absent: Commissioners Hammond and Hrubes, Alternate Adams, and Council Liaisons Edens and Farmer.
Staff: Director of Planning and Parks Joe Vujnich and Assistant Director of Planning Kathy Arnett.

II. Opening Remarks by Chair Wojciechowski

Chair Wojciechowski welcomed everyone to the meeting, which was called to order at 6:30 p.m.

III. Approval of the Historic Preservation Commission January 23, 2019 Meeting and January 29, 2020 Demolition Site Visit Minutes

A motion was made by Commissioner Scott, seconded by Commissioner Bachert, to approve the meeting minutes from the Demolition Site Visit on January 29, 2020. A voice vote was taken on the motion, with a unanimous affirmative result, and Chair Wojciechowski declared the motion approved by a vote of 5-0.

A motion was made by Commissioner Stevens, seconded by Commissioner Scott, to approve the meeting minutes from the meeting on January 23, 2020. A voice vote was taken on the motion, with a unanimous affirmative result, and Chair Wojciechowski declared the motion approved by a vote of 5-0.

IV. Public Comment

None

V. New Business

A. Ready for Action – One (1) Item

1. Presentation by Karen Fox, Wildwood Historical Society, on One-Room Schoolhouses in Wildwood (Wards – All)
Director of Planning Vujnich noted Ms. Fox contacted staff and explained she had the flu and would be unable to conduct tonight’s training session. Her presentation on one-room schoolhouses will be rescheduled to another meeting in 2020. He noted the City had purchased three (3) copies of the book, if anyone wanted to either purchase a copy from it or borrow a copy to read.

B. Not Ready for Action – One (1) Item

1. Primer on Property Maintenance Codes and the Impact on Historic Structures (Wards – All)

VI. Old Business

A. Ready for Action – Five (5) Items

1. Update on Kohn Park Sign (Ward One)

Director of Planning Vujnich noted discussions regarding Kohn Park and the need to install a sign have been ongoing. The property is undeveloped, but does have a historic marker on it for Monarch Community. A sign still needs to be installed identifying the name of the park, which was a condition of its donation. Mr. Rosener, a former member of the Historic Preservation Commission and local blacksmith, had suggested a sign that would be manufactured of railroad rails. Mr. Rosener had some personal issues causing a delay in the production of the sign frame. The Department believes it will eventually be completed, if members want to continue in this direction. Department staff is presenting this matter this evening to note other options can be selected, if Commissioners want to move forward with a different option.

Discussion was then held regarding the following: if design work on the style of the sign itself can be completed; the current rendering, which shows a historic community marker style sign; the potential for a round version, so the appearance is similar to a railroad sign; the necessary text of the sign will include the donation, park name, and City name; the question of how long is an appropriate time to wait; the potential to mimic its design to that of the John L. LeCave Memorial Trailhead sign package, since they are in such close proximity; and the support of the Commissioners of the shape of the Missouri-Kansas-Texas (MKT) (Katy Railroad) railway signage.

Alternate Quarternik arrived.

Discussion continued with the following: the desire to keep the name of the park on one-side and other information on the other; the approved plans for improvements at Kohn Park; the potential for using a simpler base, if the sign shape is more intricate; and the desire to not use the same shape as the historic community marker, since it is on the property and don’t want two (2) signs that are identical on the site.

Consensus was reached among the Commission Members for staff to do research on MKT Railroad Signs and investigate trademarks and then to provide some renderings and post options for the Commission’s review.
2. **Discussion on Publication of Final Wildwood Written History Book (Wards – All)**

Assistant Director Arnett noted there are several options for publishing the book, which include: a significant reduction in the book size; an assisted, self-publishing route, including editing and redesign; or self-publishing to include retention of the current size, with copy editing. The Commission was not supportive of the first option, so the (2) methods of self-publication were investigated. Department staff is seeking input and direction on the publishing of the City’s written history.

Discussion was held regarding the following: the 2020 budget including the cost for Jill’s work and the upfront printing costs; the need to copy edit the text; the potential for content editing to reduce some of the world history information, which would reduce the size of the book; the role of residents in the larger global scope; the cost of printing; and the concern with time constraints and trying to content edit the book.

A motion was made by Commissioner Bachert, seconded by Commissioner Stevens, to select Option 3, including copy editing, minor tweaks to graphic design, and an increase in the overall size of the book. A voice vote was taken on the motion, with a unanimous affirmative result, and Chair Wojciechowski declared the motion approved by a vote of 5-0.

3. **Update Regarding the Commission’s Participation in the Missouri 2021 Bicentennial Celebration (Wards – All)**

Assistant Director Arnett noted the Department had mailed the informational letter and application for Community Legacies to the fifteen (15) organizations and property owners agreed upon by the Commission at its previous meeting. Department staff was waiting for responses. Additionally, the State has endorsed both the Celebrate Wildwood Event and the City’s history book. The event and book are now considered Endorsed Projects and the applicable logos can be used to promote both.

It was noted Department staff will follow up with the recipients of letters that were sent regarding the Community Legacy Program, if no response is received from the organizations or property owners in the next couple of weeks.

4. **Discussion Regarding Memorial Tribute. (Wards – All)**

Director of Planning Vujnich provided the Members information on the impact of Mrs. Kelpe’s life and her contribution to the history of the area. Her untimely passing prompted the Commission to want to honor her in some way. In previous discussions, Members of the Commission noted their desire to honor other members of the City’s Historic Preservation Commission and their work, as well. Therefore, a draft of a memorial program was provided, which includes three (3) levels of recognition.

Discussion was held regarding the proposed memorial program and included the following: the support of the proposed levels; the need for a nomination form to request placement on the memorial program; the need for a nominating committee, which could include the Director of Planning, the Assistant Director, and the Chair of the Commission for recommendation and then final action completed by the Commission; the desire to not require the nominee be
deceased; the desire to wait until people are non-active members; and the need to decide on who can nominate, i.e. a resident or a business owner or a property owner.

Consensus was reached for the Members to give further review and consideration and have Department Staff revise, per the discussion this evening, and bring back at a future meeting.

5. Update on 2020 Work Program (Wards – All)

Assistant Director of Planning Arnett provided an overview of the status of the 2020 Work Program items, noting that four (4) of the twelve (12) items were underway, while work had also begun on all four (4) of these ongoing items. The following items were noted to be underway: Item #4. Wildwood History Book; Item #8. Bellevue Farms Project; Item #10. Essen Log Cabin Reconstruction; and Item #11. Participation in the State’s Bi-Centennial Celebration.

Work on ongoing items was noted as an article is to be published in the upcoming Spring Gazette on historic preservation; a number of social media posts regarding the Commission’s work, which had a combined reach of over 11,450 viewers; the scheduling of three (3) of the proposed four (4) training sessions; and updates on City projects impacting local historic locations, such as the Manchester Road Streetscape Project on Historic Route 66.

Discussion was held regarding the work program and consensus was reached to add the Kohn Park Signage to it for 2020.

B. Not Ready for Action – Two (2) Items

1. Discussion Regarding the Future Location for the Essen Log Cabin (Wards - All)
2. Work Program for Historic Route 66 Promotion (Wards – All)

VII. Review of Proposed Zoning/Plats/Site Development Plan/Demolition Requests – No Items

VIII. Other Matters for Consideration

None

IX. Upcoming Meeting Dates – March 26, 2020 (Thursday), at 6:30 p.m.

The next meeting is scheduled for Thursday, March 26th.

X. Closing Remarks and Adjournment by Chair Wojciechowski

A motion was made by Commissioner Bachert, seconded by Commissioner Scott, to adjourn the meeting. With a unanimous voice vote, Chair Wojciechowski declared the meeting adjourned at 8:13 p.m.
May 28, 2020

MEMORANDUM

To: Wildwood Historic Preservation Commission Members

From: Department of Planning and Parks

Re: Update on Completion of Final Wildwood Written History Book (Wards – All)

Cc: The Honorable James R. Bowlin, Mayor
    The Honorable City Council of Wildwood
    Sam Anselm, City Administrator
    John A. Young, City Attorney
    Rick Brown, P.E. and P.T.O.E., Director of Public Works

At the previous meeting of the Historic Preservation Commission, its Members made important decisions regarding the publication of the final Wildwood History Book. This book, which is a culmination of five (5) years of work, will result in the fifth and final chapter being written and its completion. This final chapter will cover the time period from 1991 to 2020 and, more importantly, provide the history of the incorporation movement, from its start in response to a number of land use, roadway, and governance issues by St. Louis County that were negatively impacting the area, to its successful conclusion on September 1, 1995. To date, the first four (4) chapters, and the associated support components, are now over four hundred (400) pages in length and, certainly, will increase in number with the addition of these last two (2) identified items.

The work being completed this year is being written by two (2) separate entities. Jill Von Gruben, the Archivist with the Wildwood Historical Society, is authoring the history section outlining City and world events between 1991 and 2020. Department staff is writing the section on the City’s incorporation history, along with certain other contributors. Ms. Von Gruben’s first draft has already been reviewed by the Commission Members and a final draft will be provided in the next few days for any additional review comments and then final approval. Department staff is nearing completion on the incorporation section and will provide it to the Commissioners for review shortly.

The aforementioned decisions included direction on how to finalize this work and provide a published book that could be sold. In its unanimous decision that was made by the Commission, it included pursuing a self-published version of the book to include grammatical and content editing, without significant modification of content. The book will retain its current design, but be revised to a larger
format and layout, as a means to reduce the number of pages. The designer would be the same as the past several years, Mincoff Design. The publisher would be Graphic Connections Group, a Chesterfield-based company that has published many of the Wildwood Historical Society’s books. The costs of this service would include the editing portion and printing. There are no additional fees charged by the publisher.

At this time, Mincoff Design is now under contract with the City to begin the redesign of the book to the larger format and layout and include the additional chapters currently being written. The publisher will be engaged, once the text of the book is finished, so the editing work can be completed in advance of the designer finalizing her work. Once the editing is complete, the designer will finish the book layout, and the document will go back to the publisher for printing. Both companies, the designer and publisher/printer, are ready to complete their work.

If any of the Commission Members should have comments or questions regarding this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. This item is on the agenda for tonight’s meeting and a presentation is planned upon it. Thank you for your consideration of this information.
May 28, 2020

MEMORANDUM

To: Wildwood Historic Preservation Commission Members

From: Department of Planning and Parks

Re: Update on 2020 Work Program of the City’s Historic Preservation Commission (Wards – All)

Cc: The Honorable James R. Bowlin, Mayor
    The Honorable City Council of Wildwood
    Sam Anselm, City Administrator
    John A. Young, City Attorney
    Rick Brown, P.E. and P.T.O.E., Director of Public Works

At the end of last year, the Historic Preservation Commission Members approved seventeen (17) items as part of their anticipated 2020 Work Program. Subsequently, two (2) additional items were added. One (1) was added at the January meeting and the other at the February meeting. These items would provide direction to the Commission on what it would hope to accomplish in this calendar year. These items are outlined below, with the current status of each being identified as well.

<table>
<thead>
<tr>
<th>No.</th>
<th>Work Program Item Description</th>
<th>Status</th>
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<tbody>
<tr>
<td>1.</td>
<td>Undertake minor repairs, along with the painting of trim boards and fascia at Old Pond School.</td>
<td>Underway</td>
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<td>2.</td>
<td>Evaluate the next group of properties to be added to the City’s historical survey and conduct an Open House with their owners for input and feedback.</td>
<td>Underway</td>
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<tr>
<td>3.</td>
<td>Install the one (1) remaining historic community marker – Orrville, while creating a tour map that will highlight all of the eleven (11) locations.</td>
<td>Underway</td>
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Update from previous meeting: None

Update from previous meeting: This community marker will be installed near the new Eatherton Road bridge. This bridge project is scheduled to begin construction on June 1, 2020 and be completed before the new school year.
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<td>4.</td>
<td>Oversee and edit the final chapters in the Wildwood History Book, which is being prepared by representatives of the Wildwood Historical Society (WHS). These chapters include the histories of the incorporation efforts and from 1991 to 2020.</td>
<td>X</td>
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<td>Update from previous meeting: The final version of the contracted author’s chapter is being provided at tonight’s meeting. Work is underway by City staff, on the incorporation chapter.</td>
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<td>5.</td>
<td>Offer input and oversee/approve the descriptions for the Points of Interest Map - 2020 additions.</td>
<td>X</td>
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<td>Update from previous meeting: Department staff has begun drafting the text for this year’s Points of Interests, which are five (5) scenic by-ways from the Orrville and Westland Acres historic communities.</td>
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<td>6.</td>
<td>Initiate identified program steps for promoting Historic Route 66 through the City of Wildwood.</td>
<td>X</td>
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<td>Update from previous meeting: None</td>
<td></td>
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<td>7.</td>
<td>Begin planning and design decisions on future Historic Route 66 Pocket Park on Manchester Road.</td>
<td>X</td>
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<td>Update from previous meeting: None</td>
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<td>8.</td>
<td>Continue work on Belleview Farms Project, including providing the oversight of the preservation of historic assets associated with it.</td>
<td>X</td>
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<td>Update from previous meeting: A group of residents representing the Sherman Area around Belleview Farms have formed a non-profit called Friends of Belleview. This group has been completing work days at the park site, focusing on property cleanup, which began in February and by the beginning of April had completed more than two hundred sixty (260) hours of work. The group also received a grant from the Missouri Department of Conservation. The grant was in the amount of $25,000.00 and is to be used for invasive species removal, tools to complete the removal, and restoration. Once more work has been completed on the grounds themselves, discussions will take place regarding installation of the minimum improvements to open the park, and then consideration of building restorations.</td>
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<td>9.</td>
<td>Formulate, review, and adopt a Memorial Policy for the recognition of Champions of History in the City of Wildwood, including Lisa Kelpe, Larry Thompson, Judy Sahm, and others.</td>
<td>X</td>
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<td>Update from previous meeting: This item was revised to not just be a more general Memorial Policy, but a Champions of History, at the Commission’s February meeting. Work will now proceed on drafting this new program.</td>
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<td>10.</td>
<td>Complete specifications and plan sheets for the bidding process in association with the reconstruction of the Essen Log Cabin on a City-owned site, while defining its planned use and location.</td>
<td>X</td>
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<td>Update from previous meeting: The preliminary reconstruction drawings were reviewed by the Commission last month. Discussions will resume on the use of the building and its selected location over the next few months.</td>
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<td>11.</td>
<td>Prepare materials and define steps to participate in the State’s Bi-Centennial Celebration in 2021.</td>
<td>X</td>
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<td>Update from previous meeting: Celebrate Wildwood 2020 and the City’s written history book project have received approval as Endorsed Projects, as part of the Bicentennial Celebration, and letters were sent to local organizations and property owners to suggest their participation in identifying of their traditions or properties as a Community Legacy. Additional information will be provided at a future meeting.</td>
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<td>Underway Complete Not Started</td>
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<td>12.</td>
<td>Create a Master Plan to address acceptance of donations and the allocations of future funding necessary for their reuse. The Master Plan should include a design for signage that would explain the source and location of re-purposed materials that are used in park construction projects within the City.</td>
<td>X</td>
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<td><strong>Update from previous meeting:</strong> None</td>
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<td>13.</td>
<td>Archive documents from the City’s incorporation.</td>
<td>X</td>
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<td><strong>Update from previous meeting:</strong> New item added in January. Scanning and indexing of incorporation documents are proceeding well.</td>
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<td><strong>Update from previous meeting:</strong> New item added in February. The first discussion was held on sign design in February and the Department staff is reviewing copyright and other sign design considerations to report back to the Commission at a future meeting.</td>
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**ongoing items**

A. Encourage historic preservation efforts through greater public relations efforts, including the City’s Gazette, website, and e-newsletter.

**Update from previous meeting:** The Spring 2020 Gazette included an article on the Commission’s efforts and highlights the book to be released at Celebrate Wildwood Event.

B. Expand social media efforts.

**Update from previous meeting:** Efforts continue on promoting historic preservation.

C. Participate in training opportunities of the members’ choice.

**Update from previous meeting:** The first training session of the year was rescheduled to March, due to the snow on the evening of January’s meeting and February’s speaker rescheduled due to the flu. The current 2020 schedule is: 2.) May – Joe Harl, with Archaeological Research Center; 2.) July – Michael Allen, with Preservation Research Office. Dates have not been set for the third or fourth training sessions, which will both be scheduled for later in 2020. These remaining two (2) sessions will be about one-room schoolhouses in Wildwood and Historic Route 66.

D. City project reviews (as projects are initiated and presented to the Commission).

**Updates on City Projects:**

- **Manchester Road Phase Three Streetscape Project** – The general contractor, Gershenson Construction Company, has begun pouring sidewalks and approaches and, due to some favorable weather in February, made good progress on the project, which is anticipated to be complete by the Fall of this year. The project is along the original Historic Route 66.

- **State Route 109 (two (2) new roundabouts south of State Route 100, on State Route 109, a pedestrian tunnel, and the widening of the State Route 109 bridge over State Route 100)** – The project is nearly complete! The contractor is completing striping, which is weather dependent, and final clean-up items. The project is being completed in partnership with the Missouri Department of Transportation (MoDOT). No archeological impacts will result from this project, but it will have a significant impact on the City.

E. Perform other duties, as needed, and as opportunities or issues arise.

**Update from previous meeting:** None

If any of the Commission Members should have comments or questions regarding this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned on these matters at tonight’s meeting. Thank you for your consideration of this information and discussion of the same.
1. Undertake minor repairs, along with the painting of trim boards and fascia at Old Pond School.
2. Evaluate the next group of properties to be added to the City’s historical survey and conduct an Open House with their owners for input and feedback.
3. Install the one (1) remaining historic community marker – Orrville, while creating a tour map that will highlight all of the eleven (11) locations.
4. Oversee and edit the final chapters in the Wildwood History Book, which is being prepared by representatives of the Wildwood Historical Society (WHS). These final chapters include the histories of the incorporation efforts and from 1991 to 2020.
5. Offer input and oversee/approve the descriptions for the Points of Interest Map - 2020 additions.
6. Initiate identified program steps for promoting Historic Route 66 through the City of Wildwood.
7. Begin planning and design decisions on future Historic Route 66 Pocket Park on Manchester Road.
8. Continue work on Belleview Farms Project, including providing the oversight of the preservation of historic assets associated with it.
9. Formulate, review, and adopt a Memorial Policy for the recognition of Champions of History in the City of Wildwood, including Lisa Kelpe, Larry Thompson, Judy Sahm, and others.
10. Complete specifications and plan sheets for the bidding process, in association with the reconstruction of the Essen Log Cabin on a City-owned site, while defining its planned use and location.
11. Prepare materials and define steps to participate in the State’s Bi-Centennial Celebration in 2021.
12. Create a Master Plan to address acceptance of donations and the allocations of future funding necessary for their reuse. The Master Plan should include a design for signage that would explain the source and location of re-purposed materials that are used in park and other public construction projects within the City.
13. Archive documents from the City’s incorporation.

**Ongoing Efforts**

A. Encourage historic preservation efforts through greater public relations efforts, including the City’s Gazette, website, and e-newsletter.
B. Expand social media efforts.
C. Participate in training opportunities of the members’ choice.
D. City project reviews (as projects are initiated and presented to the Commission).
E. Perform other duties, as needed, and as opportunities or issues arise over the year.