



WILDWOOD

August 25, 2022

MEMORANDUM

To: Wildwood Historic Preservation Commission Members

From: Department of Planning and Parks

Re: **Update on Commission's 2022 Work Program (Wards – All)**

Cc: The Honorable James R. Bowlin, Mayor
Steve Cross, City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Melanie Rippetoe, Assistant Director of Planning and Parks
Robyn Keefe, AICP, Planner

As members are aware, the Historic Preservation Commission began, at the start of 2018, formulating a Work Program for each upcoming year. This 2018 effort was the first time the Commission Members undertook such a step and believed it to be appropriate, as a method to ensure its goals for each year would be monitored and eventually met. For 2022, the Historic Preservation Commission has continued this practice of defining its Work Program at the start of the new calendar year.

HISTORIC PRESERVATION COMMISSION WORK PROGRAM

Commission Year 2022

Adopted by the Historic Preservation Commission – December 2, 2021

Prepared by the Department of Planning

The 2022 Work Program includes a number of large and small projects, activities, and endeavors, while also reflecting items that have been carryovers from past years or, by their nature, are part of the Commission's activities every year. The adopted 2022 Work Program and associated updates are as follows (updates from July 2022 meeting indicated by **bolded, red type**):

No	Work Program Item - Description	Status		
		Underway	Completed	Not Started/Delayed
1.	Undertake minor repairs, along with the painting of trim boards and fascia at Old Pond School.			Item is a carryover from 2021 due to budget shortfall in that year. Planned work to begin in later part of 2022.
2.	Install the parking pad for the Orrville Historic Community Marker	Item completed. Orrville Historic Community Marker does still need the pull-off pad for visitors to be installed. Work Order submitted to City's contractor. Awaiting schedule for completion.		
3.	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 2021, now inclusive of the COVID-19 pandemic	Final chapters and associated support items are almost complete. Ms. VonGruben has been slowed by outside factors relative to her completion of edits and other items relating to the last chapter, along with the other supporting sections to the History Book. Tasks 1 & 2, as described in the Project Schedule, are currently in-progress. An advertisement for the Wildwood History Book has been included in the Points of Interest Map redesign. The new map will be available for distribution at Celebrate Wildwood.		
4.	Offer input and oversee/approve the descriptions for the Points of Interest Map - 2022 additions. The 2022 version of this map will need to begin with a discussion on a major redesign, given the amount of information now included upon it and the limitations on printing my size.	In 2021, the Commission discussed a reformatting or other changes to address its size and amount of information. The Points of Interest Map has been sent to the printer. A final and folded proof will be sent to the Department. This project, as stated above, is on-track to be distributed and available for the 2022 Celebrate Wildwood Event.		

No	Work Program Item - Description	Status		
		Underway	Completed	Not Started/Delayed
5.	Initiate identified program steps for promoting Historic Route 66 through the City of Wildwood.	Item is to be discussed at tonight's meeting, including an update on the Department's submittal of the proposed steering committee recommendation that was supported by this Commission to City Council. Planner Keefe attended a Grant Workshop hosted by the Grants Manager at the State Historic Preservation Office (SHPO) on August 16, 2022. A grant application for a Route 66 Revitalization Plan is now in-progress.		
6.	Conduct planning and design process on future Historic Route 66 Roadside Park on Manchester Road.	<p>Tonight, Scott Runde, of SWT Design, will summarize the feedback received from the online survey (24 responses) and Visioning Workshop, and then present two (2) refined conceptual layouts to the group. Based on feedback received at this Pin-Up Review, SWT Design will then narrow the choice down to one (1) preferred concept. This preferred concept will be developed further and will be used to facilitate the Student Design Competition for the park, centered around the "Photo Op" component of the project.</p> <p>Discussions with the Student Taskforce Members and Rockwood School District representatives indicate the City will be conducting broad outreach to this community with this competition. The majority of planning and coordination will be taking place with the Taskforce and Liaison collaborators across participating entities; however, input is needed into how to incentivize student participation, and what would be offered to the finalists/winner of the competition.</p>		
7.	Continue work on Belleview Farms Project, including providing the oversight of the preservation of historic assets associated with it.	<p>Item is a carry-over from past years, but work continues at the property by Friends of Belleview, other volunteers, and the City of Wildwood.</p> <p>A number of Commission Members were able to attend the tour of this facility and meet with representatives of Friends of Belleview and hear about this organization's effort to restore this</p>		

No	Work Program Item - Description	Status		
		Underway	Completed	Not Started/Delayed
		one hundred (100) acre property to its past diversity, ecological health, and condition. No change from June 2022 report.		
8.	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.	Item is a carry-over from past years, but City Council has set aside \$140,000.00 in funds, as part of the 2023 Capital Improvement Program or its reconstruction and restoration. Given funding has been set aside for this project in the City's 2023 Capital Improvements Program, the Commission and Department will need to be prepared by the end of 2022 to move forward thereafter. This item will be discussed at tonight's meeting and additional maps have been provided for illustrative purposes of the three (3) potential areas for the placement of this reassembled and restored cabin.		
9.	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.			Item again is a carry-over from 2021. No change from January 2022 report.
10.	Archive documents from the City's incorporation.	Item is an in-house process and on-going, but has slowed with Department's staffing shortages. No change from January 2022 report.		
11.	Complete repair work along frontage of Kohn Park and then install park identification signage.			Item is a carry-over from past years. No change from January 2022 report.

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		Underway	Completed	Not Started/Delayed
12.	Review of Historical Aspects of the Yost Estate Property – Poërtner Park	<p>A group of local equestrian enthusiasts had made a proposal to the City Council’s Planning and Parks Committee to utilize this facility for equine related activities. A study by the City Attorney indicated these types of activities would not be consistent with the deed restrictions that were created with the bequeath of the property to the City of Wildwood.</p> <p>The local equestrian group was advised of this circumstance on Monday, March 14, 2022.</p> <p>A Request for Proposals (RFP) has been formulated for the remediations of mold inside the dwelling and is being reviewed by City management. The RFP will be issued in early Summer.</p> <p>No change from the last update in May 2022.</p>		Item is new for 2022.
13.	Develop Targeted Outreach Efforts to Youth regarding the History of Wildwood Area	<p>As a first step, the Department included a word search activity in the Spring Gazette, which was provided by Vice-Chair Stevens. The gazette is mailed to all Wildwood households.</p> <p>The Student Route 66 Taskforce held its second working meeting on Monday, August 15, 2022. A Student Design Competition is being developed for the Route 66 Roadside Park Project, involving extensive outreach to the school community. Additionally, another word search activity, supplied by Chair Stevens, was included in the upcoming edition of the Wildwood Gazette. Finally, the Historic Preservation Commission will continue discussion on the addition of Youth Liaison(s) at tonight’s meeting.</p>		Item is new for 2022.
14.	Explore Partnership Opportunities with the Westland Acres Community to Celebrate its One Hundred (100) Year Anniversary	<p>The Department has identified potential grant opportunities for 2023, and as a first step, will be reaching out to contacts from the Westland Acres Community in early 2023 to discuss interest and possibilities.</p>		Items is new for 2022.

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 tonight’s agenda for presentation and discussion. Thank you for your consideration of this information and any input you may like to offer on the same.