



# WILDWOOD

September 6, 2022

## MEMORANDUM

To: Planning and Zoning Commission Members

From: Department of Planning and Parks

Re: Liaison from the Planning and Zoning Commission to the Historic Preservation Commission (HPC) (Wards – All)

Cc: 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  
Travis Newberry, Senior Planner

The Department of Planning wanted to advise the Planning and Zoning Commission that, with the election of officers at its previous meeting, the next step is for the Chair to appoint a liaison to the Historic Preservation Commission (HPC). The Commission's By-Laws do address this matter and the applicable section is provided below for the Commission Members review:

### < ARTICLE VII – COMMITTEES AND LIAISON POSITIONS >

Section 2. At the next meeting following the election of officers for the upcoming year members of the Commission shall be appointed for a term of one year to each of the following Committee or liaison positions:

- (c) Historic Preservation Commission: One (1) member of the Planning and Zoning Commission, appointed by the Chair of the Planning and Zoning Commission, may represent it at all scheduled meetings of the Historic Preservation Commission (third Thursday of each month). A call list shall be maintained, in alphabetical succession, by the Department of Planning and Parks of the Planning and Zoning Commission's citizen appointees and at least one (1) such member shall be notified of the next upcoming meeting of the Historic Preservation Commission.

The appointment of a liaison to the Historic Preservation Commission (HPC) is completed by the Chair, with preference to any member that would like to serve in this regard. Therefore, at tonight's meeting,

a member can volunteer in this regard or otherwise the position can be filled at the next meeting of the Planning and Zoning Commission in October, after each of you have had time to consider this additional duty.

If any of the Commission Members should have any questions or comments regarding this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned on this matter at tonight's meeting. Thank you for your consideration of this information.