



# WILDWOOD

February 23, 2023

## MEMORANDUM

To: Wildwood Historic Preservation Commission Members

From: Department of Planning and Parks

Re: **Update on Commission's 2023 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 2023, 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 2023**

**Adopted by the Historic Preservation Commission – December 1, 2022**

Prepared by the Department of Planning

The 2023 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 regardless of timeframe. The adopted 2023 Work Program and associated updates are as follows (updates are in bold red):

No.	Work Program Item Description	Status		
		Underway	Complete	Not Started/Delayed
1.	Undertake minor repairs, along with the painting of trim boards and fascia at Old Pond School.			X – carry-over from 2022 Since the bidding process was originally started in 2021, costs have escalated, requiring the need for new bids. There is \$35,000 in the budget for this item in 2023.
2.	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 a photo essay celebrating “25 years of Wildwood.” Publish and launch book in latter half of 2023.	X – on-going from 2016  <b>Stacey Mincoff, the book’s graphic designer, is in the process of reformatting the book.</b>		
3.	Continue identifying and implementing identified program steps for promoting Historic Route 66 through the City of Wildwood.	X – on-going from 2022  <b>See Item #10 for updates regarding two (2) planned events along the corridor for Spring 2023.</b>		
4.	Complete bid specifications and engineered plans for the Route 66 Roadside Park Project.	<b>This item under review to determine next steps regarding a possible Phase One study, and long-term funding approaches.</b>		X - \$75,000 has been budgeted for this work in 2023. The goal is to begin construction of the park in 2024.
5.	Complete design and engineering of new parking area and trail connection to Belleview Farms property.	<b>See memorandum regarding two (2) workday events, one (1) past and one (1) planned.</b>		X - \$50,000 has been budgeted for this work in 2023.

No.	Work Program Item Description	Status		
		Underway	Complete	Not Started/Delayed
6.	Complete specifications and plan sheets for the bidding process in association with the reconstruction of the Essen Log Cabin on the City's Village Green site. Begin work reassembling the cabin.	X – carry-over from past years \$140,000 has been budgeted for cabin reconstruction in 2023.  <b>The Department posted a Request for Qualification (RFQ) on Monday, January 23, 2023, as well as on the City's website, in the vestibule, and direct to the firms noted in previous communications with the Commission. The due date for proposals is now amended to February 21, 2023, to accommodate the City holiday (February 20, 2023).</b>		
7.	Archive documents from the City's incorporation.	X – in-house process and on-going		
8.	Complete repair work along frontage of Kohn Park and then install park identification signage.	X – carry-over from past years		
9.	Review of Historical Aspects of the Yost Estate Property – Poërtner Park. Assess buildings and structures on site to determine what can be preserved or salvaged. Begin neighborhood planning process.			X – carry-over from 2022  \$50,000 has been budgeted to begin planning process.
10.	Continue the Student Route 66 Taskforce through Spring 2023, in addition to other forms of youth engagement.	X – ongoing from 2022  <b>The Student Route 66 Taskforce is planning two (2) events in April 2023. One event is a drive-in movie, featuring "Cars,"</b>		

No.	Work Program Item Description	Status		
		Underway	Complete	Not Started/Delayed
		<b>and the other is a month-long Route 66 Scavenger Hunt. A flyer promoting the events has been included in the agenda packet.</b>		
<b>11.</b>	Explore Partnership Opportunities with the Westland Acres Community to Celebrate its One Hundred (100) Year Anniversary.	<b>See associated memorandum.</b>		X – carry-over from 2022
<b>12.</b>	Historic survey of properties for years 2023 and 2024.	<b>The Department is researching the number of properties to be surveyed in preparation of obtaining bids for the work. However, this research is on-hold as the Department resolves licensing issues with ESRI (software company for its mapping software).</b>		X – New item for 2023.
<b>13.</b>	Memorial plaque for Madison Valley (formerly Old Slave Road).	<b>See associated memorandum.</b>		X – New item for 2023.
<b>14.</b>	Continue partnership with St. Albans Properties to potentially preserve and restore the J.P. Connell House.	<b>An update will be provided to the Commission at tonight's meeting.</b>		X – New item for 2023.

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.