



# WILDWOOD

May 25, 2023

The Honorable City Council  
City of Wildwood, Missouri  
16860 Main Street  
Wildwood, Missouri 63040

Re: **Historic Survey of Properties for 2023 (Wards – All)**

Council Members:

**BACKGROUND >>>** Since 2014, per the direction of the Historic Preservation Commission, the City has completed several inventories of all historic assets within its municipal boundaries, generally defined as those buildings or structures being seventy-five (75) years of age or older. The initial inventory was completed by the Preservation Research Office, under a contract with the City. The update of the original inventory was also completed by the same Architectural Historian, who undertook the initial effort, although she was no longer an employee of the Preservation Research Office. The initial inventory provided information on two hundred ninety-seven (297) properties. The update added another fifty (50) properties to the overall inventory, since those parcels of ground had structures whose age now met the seventy-five (75) year criteria. The overall inventory now includes properties with building or structures seventy-five (75) years of age or older, through 2022.

**CURRENT WORK PROGRAM >>>** As part of its 2023 Work Program, the Commission Members included as an item on it an update to the inventory to address the addition of properties that now meet the age criteria. To be up to date at the end of 2024, parcels of ground with structures built between 1948 through 1950 would be added. The City's Geographic Information Systems (GIS) software includes data on all of its 14,000+ parcels of ground, including the dates of construction of structures and buildings. In reviewing this data, it determined there are forty-three (43) additional parcels of ground with assets eligible for historic designation, based upon the structure's age. These parcels of ground are eligible, since the completion of the inventory update in 2022, and include structures and buildings that would become eligible through 2024.

**RECOMMENDATION ON CONSULTANT >>>** Upon determining the potential list of eligible properties, the Commission Members requested the Department of Planning contact the firm that had successfully completed the past inventories to obtain pricing on completion of the work. The bid received from this firm was five thousand dollars (\$5,000.00). Based upon the proposal and the good experiences with this firm in terms of the previously completed inventories, the Commission endorsed a contract be entered with Preservation Research Office (Dr. Michael Allen) to complete the latest update and assessment of all forty-three (43) properties. This contract amount could be authorized by

the City Administrator and would be funded from the Contractual Services Line Item in the Department of Planning's Budget for 2023.

**CONTACT INFORMATION >>>** If any of the City Council Members should have comments or questions in this regard, please feel free to contact the Department of Planning at (636) 458-0440. A presentation is not planned on this item at tonight's Work Session, given the matter is under the 'For Information' Section. However, if any City Council Member should like to ask a question or make a statement, the matter can be brought forward at that time. Thank you for your consideration of this information.

Respectfully submitted,

**CITY OF WILDWOOD HISTORIC PRESERVATION COMMISSION**

Jan Stevens, Chair

Cc: The Honorable James R. Bowlin, Mayor  
Historic Preservation Commission Members  
Thomas Lee, Interim 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  
Robyn Keefe, AICP, Planner



3407 S. Jefferson Avenue #207 | St. Louis, MO 63118 | 314-920-5680 | [preservationresearch.com](http://preservationresearch.com)

## Proposal for Cultural Resources Survey

*June 16, 2022*

From: Michael Allen, Director, PRO

To: Robyn Keefe, City of Wildwood

### Description of Work

Preservation Research Office (PRO) will inventory all properties in Wildwood with primary structures built in 1948-1950, amounting to forty-three (43) properties total. Inventory work will include photography of at least the main elevation of each property, and additional views as is possible based on access; research on the date of construction and possibly on architects and builders; and other research on significant associations.

PRO will complete a Missouri State Historic Preservation inventory form for each property. PRO also will prepare a report on survey activities, methods and findings including recommendations for any landmark or National Register of Historic Places eligibility for properties.

PRO will attend meetings of the Wildwood Historic Preservation Commission as necessary to present the survey activities, including a meeting after the completion of work to present the findings.

The City of Wildwood will assist PRO with creating maps needed for the survey and final report. The City of Wildwood also will provide any assistance with owner notification or other engagement necessary to obtain access to any properties where the main elevations are not visible from public rights of way.

### Schedule

Work will commence on June 12, 2023 and continue through October 31, 2023.

### Fee

PRO will complete all of this work for \$5,000.00 to be paid in three installments (at 1/3 completion, 2/3 completion and final completion). This fee will be all-inclusive of any compensation or reimbursement necessary to complete the work described above.

**Section 440.030. Surveys And Research. [R.O. 1997 § 440.030; Ord. No. 547 § 1, 8-9-1999; Ord. No. 2048 § 1, 10-24-2014]**

- A. The Historic Preservation Commission shall commence, maintain, and regularly update a survey of all historic properties and elements within the City of Wildwood as defined by this Chapter. The initial survey shall be prepared by the Historic Preservation Commission before any initiative to nominate any historic property can be commenced. The Historic Preservation Commission shall identify potential nominees for designation as historic properties, elements, or historic districts and adopt procedures for consideration of them based upon one (1) or more of the following criteria:
1. The historic property or element is in one (1) identifiable neighborhood or distinct geographical area, such as the Town Center, or is an individual historic property of the City;
  2. The historic property or element is associated with a particular person, event or historical period;
  3. The historic property or element is of a particular architectural style or school, or of a particular architect, builder, designer or craftsman;
  4. The historic property or element exhibits historic or prehistoric archaeological resources with the potential to contribute to the understanding of historic and prehistoric cultures; and
  5. Such other criteria as may be adopted by the Historic Preservation Commission to assure systematic survey and nomination of all potential registered historic properties and elements in the City.
- B. The Historic Preservation Commission shall provide to owners of property or element identified in any completed initial or updated survey a copy of such completed survey, which shall also be maintained with the City Clerk for public inspection.