

**CITY OF WILDWOOD
RECORD OF PROCEEDINGS**

**MEETING OF THE HISTORIC PRESERVATION COMMISSION
CITY HALL – COMMUNITY ROOM
16860 MAIN STREET
WILDWOOD, MISSOURI 63040
May 23, 2019**

I. Welcome and Roll Call

Meeting: Thursday, 5/23/19, City Hall, Community Room, 6:33 p.m.
Attending: Secretary Scott, Commissioner Compton, Commissioner Hrubes, Commissioner Stevens, Alternate Rowton, Planning and Zoning Commission Liaison Gagnani, and Council Liaison Edens (arrived at 6:42 p.m.).
Absent: Chair Wojciechowski, Commissioner Sprunger, Commissioner Hammond, and Council Liaison Taylor
Staff: Director of Planning Joe Vujnich and Senior Planner Terri Gaston

II. Opening Remarks by Acting Chair Scott

Acting Chair Scott noted Chair Wojciechowski was absent this evening and he welcomed everyone to the meeting, which was called to order at 6:30 p.m. He expressed his sadness on the passing of Commissioner Larry Thompson.

III. Appointment of Jan Stevens to Commission Member from Alternate

Acting Chair Scott congratulated Jan Stevens on her appointment as a regular Commission Member from her role as Alternate.

IV. Approval of the Historic Preservation Commission April 25, 2019 Meeting Minutes

A motion was made by Commissioner Hrubes, seconded by Commissioner Stevens, to approve the meeting minutes from April 25, 2019. A voice vote was taken on the motion, with a unanimous affirmative result, and Acting Chair Scott declared the motion approved by a vote of 4-0.

V. Public Comment

None

VI. New Business

A. Ready for Action – One (1) Item

- 1. Review of Proposal from Jill Von Gruben, Wildwood Historical Society, on her Proposal for the Final Chapter of Wildwood’s Written History Covering 1991 – 2020, as well as, Additional Work in Organizing and Formatting of the Final Book (Wards – All)**

Director of Planning Vujnich reviewed the work that has been completed to date on the City's written history project. He noted that, at the Commission's last meeting, members requested a bid from Jill Von Gruben, with the Wildwood Historical Society, the author who has written three (3) of the five (5) chapters to date. The bid was to include the history portion of the final chapter covering the timeframe from 1991 to 2020, as well as, three (3) items needed for the completion of the book itself. These items included a formal introduction, acknowledgments, and indexing of the complete work. He then presented Ms. Von Gruben's proposal, which totaled six thousand six hundred fifty dollars (\$6,650.00).

Discussion was held among the Commission Members about the proposal, who noted the price was reasonable for the amount of work still to be completed; their belief that using the same author would result in a consistent work; the benefit of using an outside consultant, to bring together a variety of opinions, including those for and against the City's incorporation; and the quality of work completed to date by Ms. Von Gruben.

A motion was made by Commissioner Stevens, seconded by Commissioner Compton, to recommend approval of the contract with Ms. Von Gruben to the City Council. A voice vote was taken on the motion, with a unanimous affirmative result, and Acting Chair Scott declared the motion approved by a vote of 4-0.

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

1. Discussion Regarding the Future Location for the Reconstruction of the Essen Log Cabin (Wards – All)

VII. Old Business

A. Ready for Action – Two (2) Items

1. Action on Revised Commission By-Laws (Wards – All)

Director of Planning Vujnich noted the Commission began discussing its bylaws at its March meeting and more revisions had been made to the draft version at its April meeting, all of which were being presented to the members this evening. He noted the bylaws are intended to stand alone from the Historic Preservation and Restoration Code, which is the ordinance governing the Commission.

Discussion was held among the Commissioners and two (2) items were discussed for revision. Article IV, Section 3, the Commission discussed changing the final sentence in the section to remove the text reading 'regardless if their participation is necessary to constitute a quorum' and to add the text, 'nor constitute any part of a quorum,' so the section would read, in its entirety, as follows, 'A simple majority of the membership of the Commission shall constitute a quorum (four (4) of the seven (7) regular members) for the transaction of Commission business. Each member of the Commission shall have one (1) vote. The City Council representatives, and the Planning and Zoning Commission liaison, shall not be considered voting members, nor constitute any part of a quorum.'

Article IX, Section 3, the word ‘Commission’ was added after ‘Historic Preservation’ in the last sentence.

A motion was made by Alternate Rowton, seconded by Commissioner Hrubes, to approve the amended by-laws, including the two (2) modifications discussed this evening. A voice vote was taken on the motion, with a unanimous affirmative result, and Acting Chair Scott declared the motion approved by a vote of 4-0.

3. Update on 2019 Work Program of the City’s Historic Preservation Commission (Wards – All)

Senior Planner Gaston provided an update on the status of each of the fifteen (15) items in the Commission’s Work Program for 2019. She noted three (3) had yet to be started, with the other twelve (12) items all underway.

B. Not Ready for Action – Four (4) Items

1. Discussion on Archiving Documents from the City’s incorporation that are Currently Being Stored at City Hall and Other Off-Site Locations. (Wards - All)
2. Continued Discussion Regarding the Commission’s Participation in the Missouri 2021 Bicentennial Celebration (Wards – All)
3. Final Review of Display Banner for Historic Communities Overview Map (Wards – All)
4. Work Program for Historic Route 66 Promotion (Wards – All)

VIII. Review of Proposed Zoning/Plats/Site Development Plan/Demolition Requests – None

IX. Other

The Commissioners discussed the need to elect officers with the passing of Commissioner Thompson. Department staff noted this matter would be on the agenda at the June meeting.

X. Upcoming Meeting Dates – June 27, 2019 (Thursday), at 6:30 p.m.

XI. Closing Remarks and Adjournment by Chair

A motion was made by Commissioner Compton, seconded by Commissioner Hrubes, to adjourn the meeting. With a unanimous voice vote, Acting Chair Scott declared the meeting adjourned at 7:47 p.m.