



**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
AUGUST 2, 2017
12:00 AM**

- 1. Call to Order**
 - 1. Roll Call**
- 2. Public Participation**
- 3. Approval of Minutes**
 - 1. Historic Preservation Commission - Regular Meeting - Jul 12, 2017 12:00 PM**
- 4. Certificate of Appropriateness**
 - 1. April McLaughlin - Windows**
- 5. Discussion Items**
 - 1. CLG Agreement**
 - 2. Guidelines for Participation**
 - 3. HPC Future tasks and course**
 - 4. Questions and Answers about CLG Grants**
 - 5. Conducting Effective Commission Meetings and Making Design Review Judgements**
- 6. Adjourn**

Posted on City Hall Bulletin Board this 27th day of July 2017.

Randall K. Jones, City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
JULY 12, 2017
12:00 PM

1. Call to Order

The meeting was called to order at 12:04 PM by Vice-Chair April McLaughlin

Attendee Name	Organization	Title	Status	Arrived
David Atkinson	Harrisonville	Chair	Absent	
Julie Cooper	Harrisonville		Present	
Claudia Kauzlarich	Harrisonville		Present	
Bill Woods	Harrisonville		Present	
April McLaughlin	Harrisonville	Vice-Chair	Present	
Ed Long	Harrisonville		Absent	
Nancy Linthicum	Harrisonville		Present	

Also in attendance David Dickerson, Alderman Liaison; Jim Clarke, Community/Economic Development Director; Happy Welch, City Administrator; and Jamie Martin, Recording Secretary.

2. Public Participation

3. Approval of Minutes

1. Historic Preservation Commission - Regular Meeting - Apr 12, 2017 12:00 PM

With no additions or corrections, the April 12, 2017, minutes were approved as written.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bill Woods
SECONDER:	Julie Cooper
AYES:	Cooper, Kauzlarich, Woods, McLaughlin, Linthicum
ABSENT:	David Atkinson, Ed Long

4. Certificate of Appropriateness

Minutes Acceptance: Minutes of Jul 12, 2017 12:00 PM (Approval of Minutes)

April McLaughlin presented a packet with information regarding the windows on her building at 100 S Independence. It will be put on the agenda for the August meeting.

5. Discussion Items

1. Introduction of Summer Intern

Madeline Scharig is the current HPC intern. She was unable to attend the meeting so Jim Clarke gave her Present/Future Projects presentation.

2. Present Projects

Madeline is currently working to ensure we keep up our Certified Local Government certification in good standing and compliant. She is compiling the missing information that the State Historic Preservation Office (SHPO) needs from the commission, including members and tenure information.

Madeline and Grace McLaughlin are currently photographing 20 buildings that have been identified for reference/website. She is putting files and research together for reference.

She is also building the connection with the Love Your Square organization which helps to influence public interest.

3. Future Projects

The commission currently has certification from the State Historic Preservation Office. They have said they are missing information as well. Jim said there is enough missing on the reports that these items will need to be addressed. He is working on getting a list together to present to the commission with the priorities at the top.

Madeline is preparing the framework and documentation to pursue future application of the Historic Fund Grant, to help cover the cost of an updated Architectural/Historical Survey.

April McLaughlin asked about the 1st hospital that is located in the Historic District on Pearl Street. It was stated that it is a liability due to its lack of maintenance.

David Dickerson said The Board of Alderman have money allocated for the commission to help with traveling/conferences in the future.

6. Action Items

Meeting Schedule-

Jim Clarke stated that on the 2nd Wednesday of the month, when the commission meets, he has a scheduling conflict with another event he is responsible for attending. He asked if it would be possible to change the commission meeting day to the first Wednesday of the month.

Chairman Atkinson and Dr. Ed Long were not at the meeting, but all other members had no conflicts and concurred the meeting date change was acceptable.

Vice-Chairman April McLaughlin made a motion to vote on the meeting day change at the next meeting on Wednesday, August 2nd. Nancy Lithicum seconded. The motion passed unanimously.

1. Meeting Schedule

7. Adjourn

With no further business to come before the commission, Claudia Kauzlarich made a motion to adjourn and Julie Cooper seconded. The motion passed and the meeting was adjourned at 12:40 PM.

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Jul 12, 2017 12:00 PM (Approval of Minutes)



City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: July 26, 2017
SUBJECT: April McLaughlin - Windows

Type of Item: *Discussion*

- 1. Discussion Item (ID # 2582)**
April McLaughlin - Windows

Attachments:

COA April McLaughlin (PDF)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
TO
HARRISONVILLE HISTORIC PRESERVATION COMMISSION

UNDER ORDINANCE NO. 1825 OF THE CITY OF HARRISONVILLE, MISSOURI

I (we) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of the Historic District.

Property Location: 100 S. INDEPENDENCE

Property Owner: APRIL Mc LAUGHLIN

Owner's Address: SAME

TYPE OF WORK (Check all that apply)

- Exterior Alteration or Repair
- New Construction
- Demolition of Structures
- Relocation of Structures
- Other _____

See page 2 of this application for additional information to be submitted.

Signature: Applicant [Signature]
 Address 100 S. INDEPENDENCE
 Phone 816-380-5227

RETURN APPLICATION TO: Community Development Department
Harrisonville City Hall
P.O. Box 367, 300 E. Pearl Street
Harrisonville, MO 64701

The application, including all additional information, must be filed no later than fourteen days prior to the next regularly scheduled meeting of the Historic District Commission. The Commission meets on the second Wednesday of each month at 12:00 p.m. in the Council Chambers of City Hall, or as needed. Property Owners are urged to attend the meeting. Copies of all information submitted with an application must be retained by the Historic Preservation Commission.

Date Received by Department _____ (Initials)

Date Approved _____

Certificate Number _____

Attachment: COA April McLaughlin (2582 : April McLaughlin - Windows)

1. EXTERIOR ALTERATION OR REPAIR

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- A. Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building façade or roof, new additions, or site improvements. Drawings will be required for major changes in design for such items as roofs, façades, porches, or prominent architectural features.
- B. Color schedule (see attached).
- C. Color of brick and type of mortar to be used, for masonry work.
- D. Samples of proposed materials when the original material will not be retained.
- E. Site information, including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape features of note where major site improvements are proposed.
- F. Landscape plan with measured distances for new parking areas or other major site improvements.

2. NEW CONSTRUCTION

Describe the nature of the proposed project. Include the following items where appropriate:

- A. Site plan with measured distances.
- B. Elevation drawings of each facade and specifications which clearly show the exterior appearance of the project.
- C. Photograph of the proposed site.
- D. Landscape plan.
- E. Color schedule.
- F. Samples or other description of materials to be used.
- G. Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.

3. DEMOLITION OF STRUCTURES

- A. Describe the structure and give the reason for demolition. Include a photograph.
- B. Describe the proposed reuse of the site, including landscaping.

4. RELOCATION OF STRUCTURES

- A. Give the reason for the relocation. Include a photograph. If the structure is to be relocated within the District, describe any proposed changes.
- B. Describe any site features, which will be altered or may be disturbed, including foundation, walls, driveways, vegetation, etc.

Attachment: COA April McLaughlin (2582 : April McLaughlin - Windows)

THE LAW OFFICE OF APRIL MCLAUGHLIN, LLC

100 South Independence Street
Harrisonville, Missouri 64701
816-380-5227 fax: 816-380-8007

July 11, 2017

Harrisonville Historic Preservation Commission


RE: Window Replacement

Dear Commissioners,

I am replacing all the windows on the second floor of the building located at 100 South Independence. There is a window that was damaged during a recent hail storm on the back of the building which requires replacement immediately. It was more cost-effective to just replace all windows at the same time. The windows will look identical to what is already there. They will be vinyl windows trimmed in "desert sand," to match what's already there. The same company in will do a facelift of the front of the building at a later time. I will file a separate Certificate of Appropriateness once I've picked the colors and a new door.

The windows are over nine feet tall. They will be single hung windows because it's nearly impossible to get double hung windows at that size that are affordable. Only the bottom of the window will move up and down. They will look like the windows currently in place.

Best Regards,



April McLaughlin
Attorney at Law

AM

Attachment: COA April McLaughlin (2582 : April McLaughlin - Windows)

6/22/2017 - Customer Order Estimate

From
Window Mart
5760 Albert Pike
Royal, AR 71968

Ship To
SPEC Building Materials-KC
2850 B Roe Lane
Kansas City, KS 66103

Order Info
Order # 714 447
Ord Date 6/22/2017

Phn 888-283-6278
Fax: 888-589-6069

Rep DS
Your PO: Quote-Ba.dwi

*** ALL UNITS VIEWED FROM INSIDE LOOKING OUT ***

Sold To
SPEC Building Materials-KC
2840 Roe Lane
Kansas City, KS 66103

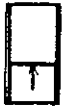
Client
Quote-Baldwin Harrisonville

QUOTE ONLY

Phn 913-262-9669
Fax: 1-913-262-9465

Comments

Line	Qty	Description	Color	Width	Height	Unit Cost	Net
1	15	BA 60% 7100 SH GL CS-36 Top GL CS-36 Btm OT Argon Gas OT No Nail Fins OT Energy Surcharge OT Resin Surcharge OT 7000 Head & Sill OT Foam Wrap OT Beveled Double Locks OT Freight Charge OT Innergy Core Upgrade (84-96 ht) SC Half Screen Fiberglass U-FACTOR = 0.28 / SHGC = 0.29 ***NO WARRANTY-AS IS*** Total United Inches = 129	White	32 3/4	96 Even		
						Total Line Item	2614.69
2	1	BA 7100 SH GL CS-36 Top GL CS-36 Btm OT Argon Gas OT No Nail Fins OT Energy Surcharge OT Resin Surcharge OT 7000 Head & Sill OT Foam Wrap OT Beveled Single Lock OT Freight Charge SC Half Screen Fiberglass U-FACTOR = 0.28 / SHGC = 0.29 Total United Inches = 69	White	28 3/4	39 1/2		
						Total Line Item	105.89



Total United Inches = 198

Totals	-
Freight	0.00
Sales Tax	0.00
Grand Total	2720.58

Attachment: COA April McLaughlin (2582 : April McLaughlin - Windows)

6/22/2017 - Customer Order Estimate

From Window Mart 5760 Albert Pike Royal, AR 71968 Phn. 888-283-6278 Fax. 888-589-6069	Ship To SPEC Building Materials-KC 2850 B Roe Lane Kansas City KS 66103	Order Info Order # 714,447 Ord Date 6/22/2017 Rep DS Your PO: Quote-Baldwi
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*** ALL UNITS VIEWED FROM INSIDE LOOKING OUT ***

Sold To SPEC Building Materials-KC 2840 Roe Lane Kansas City, KS 66103 Phn: 913-262-9669 Fax: 1-913-262-9465	Client Quote-Baldwin Harrisonville	QUOTE ONLY
Comments		

Line	Qty	Description	Color	Width	Height	Unit Cost	Net
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IMPORTANT -- PLEASE READ

THIS IS A QUOTE ONLY and will not go into production until confirmed by you. By signing and returning this quote, you acknowledge and understand that your company is financially responsible for the products manufactured to these specifications. Any deletions or additions may alter the price.

THIS QUOTE IS VALID FOR 30 DAYS ONLY

FOR PRODUCTION

Please Proof, Sign and Return via Fax to: 888-589-6069

Approved by: _____ Date: ___/___/___ Purchase Order: _____
 Print Name: _____

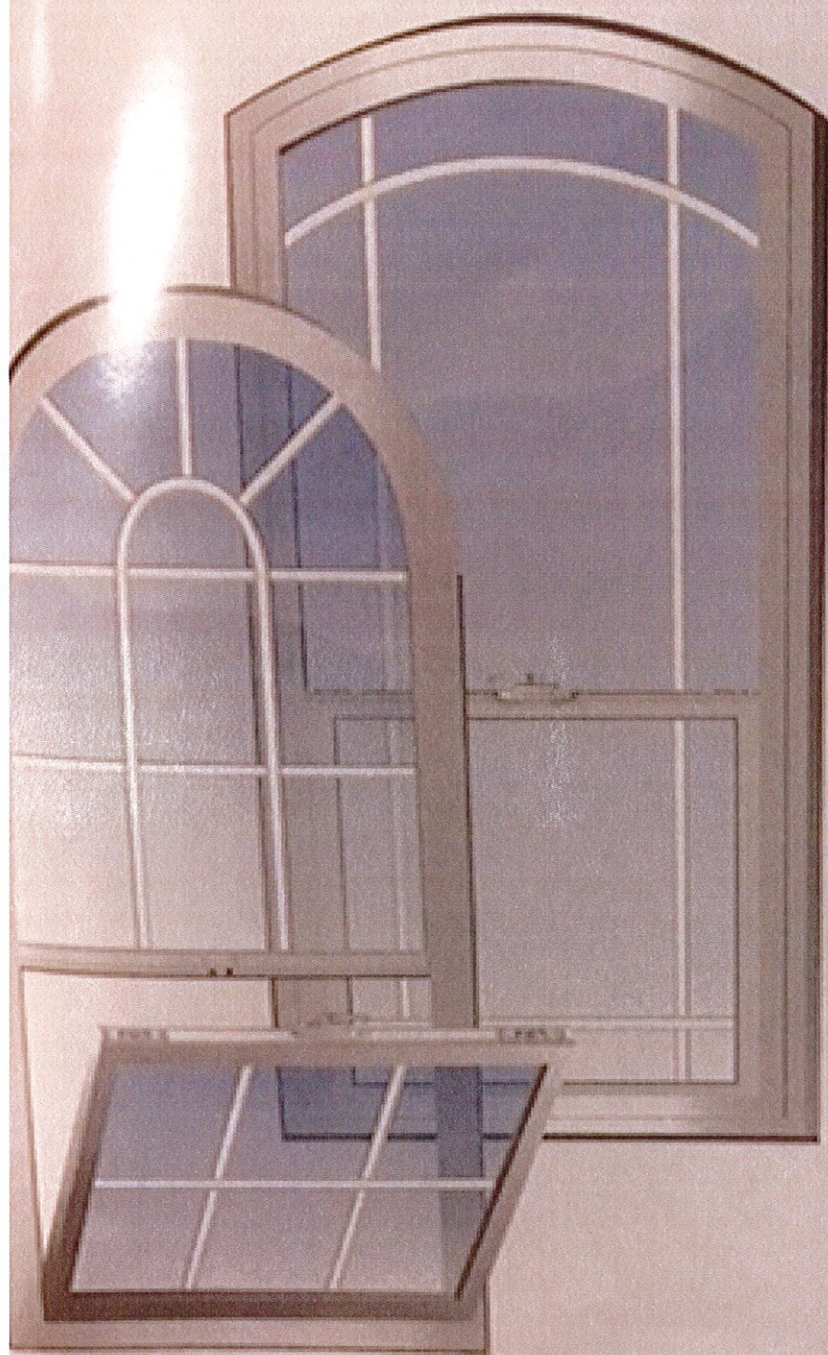
Attachment: COA April McLaughlin (2582 : April McLaughlin - Windows)

Operational Shapes

SINGLE HUNG |

4.1.a

The 7100 Series Operational Arched Windows create a dramatic effect in any



FEATURES

- 1 Quanex Building Products Most Advanced Warm Edge Spacer Duralite®
- 2 Multi-Chambered Sash and Main-Frame
- 3 Multi-Point Double Barrier-Fin Weather Stripping System Along Sash and Main-Frame
- 4 Sloped Sill Design
- 5 Extruded Nail Fin (removable for replacement applications)
- 6 3/4" Insulated Double Strength Glass Unit
- 7 E-Z Tilt™ Sash Design with Routed Flush Mount Dual Tilt Latches
- 8 Reinforced Innergy™ Rigid Thermal Interlock System
- 9 Half Screens Standard
- 10 Beveled Exterior Main-Frame
- 11 Fully Extruded Interlock at Sash Locking Rail
- 12 Fully Extruded Lift Rail
- 13 Fully Extruded Recessed J-Channel
- 14 Foam-Filled Frame Available

STANDARD

- Sunshield® Virgin Vinyl with Titanium Alloy Compound
- Main-Frame Jamb Depth Dimension of 3 1/4"
- Patented Fusion Welded Frame and Sash
- Constant Force Balance System

Constant Force Balance System



Attachment: COA April McLaughlin (2582 : April McLaughlin - Windows)



City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: July 26, 2017
SUBJECT: CLG Agreement

Type of Item: *Discussion*

- 1. Discussion Item (ID # 2583)**
CLG Agreement

Attachments:
clg agreement (PDF)

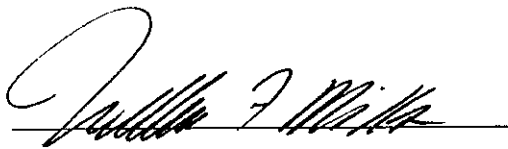
**CERTIFIED LOCAL GOVERNMENT AGREEMENT BETWEEN
THE CITY OF HARRISONVILLE, MISSOURI
AND THE MISSOURI STATE HISTORIC PRESERVATION OFFICER
(MISSOURI DEPARTMENT OF NATURAL RESOURCES)**

The City of Harrisonville, Missouri, in consideration of having been granted Certified Local Government status, agrees to carry out the following responsibilities as outlined in "Guidelines for Implementation of Certified Local Government Programs in Missouri", in cooperation with the Missouri State Historic Preservation Officer (SHPO).

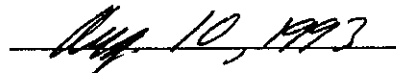
1. Enforce appropriate local legislation for the designation and protection of historic properties;
2. Establish by local law an adequate and qualified historic preservation review commission composed of professional and lay members;
3. Maintain a system for the survey and inventory of historic properties with such inventory retained in perpetuity, per Section III.C. of the "Guidelines for Implementation of Certified Local Government Programs in Missouri;"
4. Provide for adequate public participation in the local historic preservation programs;
5. Review and comment on all proposed nominations to the National Register of Historic Places for properties within the jurisdiction of the City of Harrisonville, and within 60 days of receiving the nominations inform the Missouri SHPO and the property owner(s) of the separate opinions of both the local commission and the chief elected official as to whether or not the nominated properties meet the criteria of the National Register;
6. Submit an annual report to the Missouri SHPO of the local commission's activities during the past year within 60 days following the end of federal fiscal year (September 30), and maintain all records documenting those activities for a period of five years;
7. Ensure that each commission member attends at least one informational or educational meeting, approved or conducted by the Missouri SHPO, pertaining to historic preservation;

Additional responsibilities identified below are optional. Please check those responsibilities that the City of Harrisonville wishes to undertake.


- 8. Assist the Missouri SHPO, if necessary, to verify the names and addresses of property owners in proposed National Register historic districts generated by the City of Harrisonville;
- 9. Assist the Missouri SHPO, if necessary, to verify the property legal descriptions of proposed National Register nominations generated by the City of Harrisonville;
- 10. Ensure that all documentation for properties submitted to Missouri SHPO for determination of eligibility for listing on the National Register of Historic Places by the City of Harrisonville satisfies Missouri SHPO survey and inventory requirements;
- 11. To the extent practicable, upon request of the Missouri SHPO, occasionally assist with state-sponsored historic preservation activities within the jurisdiction of the City of Harrisonville.



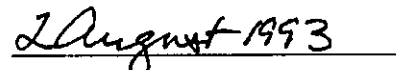
 Chief elected official
 City of Harrisonville



 Date



 Claire F. Blackwell
 Deputy State Historic Preservation Officer
 Missouri Department of Natural Resources



 Date

Attachment: clg agreement (2583 : CLG Agreement)



STAFF REPORT

TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: July 26, 2017
SUBJECT: Guidelines for Participation

Type of Item: *Discussion*

2. **Discussion Item (ID # 2584)**
Guidelines for Participation

Attachments:

guidlines for clg (PDF)

GUIDELINES FOR PARTICIPATION IN MISSOURI'S CERTIFIED LOCAL GOVERNMENT PROGRAM

I. INTRODUCTION

Since 1966, when Congress enacted the National Historic Preservation Act (16 USC 470 *et seq.*), establishing a preservation program for the United States, the national historic preservation program has operated as a decentralized partnership between the federal government and the states. In the simplest of terms, the federal government established a program of identification, evaluation and protection of historic properties which the states, primarily, carry out. The success of that working relationship prompted Congress to expand the partnership to provide for the participation of local governments. The National Historic Preservation Act Amendments of 1980 (P.L. 96-515) establish the legal basis for the new federal-state-local preservation partnership. The role of the "certified local governments" in the new partnership involves, at a minimum, 1) commitment to enforce historic preservation laws, 2) responsibility for review and approval of nominations of properties to the National Register of Historic Places, and 3) eligibility to apply to the State Historic Preservation Officer for matching funds earmarked for "certified local governments." In order to become certified, a local government must meet several requirements, including enactment of an historic preservation ordinance and establishment of a qualified preservation commission. The federal law directs the State Historic Preservation Officer (SHPO) and the Secretary of the Interior to certify local governments to participate in the partnership. The purpose of this document is to outline how the partnership will be implemented in Missouri.

II. DEFINITIONS

For the purposes of clarity, the following definitions shall apply in regard to these guidelines:

- A. "***Certified Local Government***" or "***CLG***" means a local government certified as meeting the requirements set forth in these guidelines.
- B. "***Chief elected official***" or "***chief elected local official***" means the elected head of a local government.
- C. "***Historic Preservation Fund***" or "***HPF***" means the monies accrued under the Outer Continental Shelf Lands Act, as amended, to support the program of matching grants-in-aid to the states for the historic preservation programs and projects.
- D. "***Historic preservation review commission***" or "***commission***" means a board, council, commission, or other similar collegial body which is established in accordance with these guidelines.
- E. "***Local government***" means a city, county, municipality, town, or village, or any other general-purpose political subdivision of the state.
- F. "***Missouri Advisory Council on Historic Preservation***" means the commission appointed by the Governor which is responsible for review and nomination of all Missouri properties to the National Register of Historic Places.
- G. "***National Register of Historic Places***" means the national list of districts, sites, buildings,

Guidelines for Participation in Missouri's Certified Local Government Program

Rehabilitation."

3. At the request of a local government, the SHPO shall provide preliminary review of an existing, newly proposed, or revised ordinance.
- B. The local government shall ***"establish by state or local law and maintain an adequate and qualified historic preservation review commission."***
1. The commission shall have no fewer than five (5) members.
 2. Commission members shall have a demonstrated interest, competence, or knowledge in historic preservation.
 3. To the extent available in the community, commission members must be drawn from professionals in architecture, architectural history, history, prehistoric and historic archaeology, planning, urban design, cultural geography, cultural anthropology, folklore, curation, conservation, landscape architecture, or any other related disciplines or fields related to historic preservation. Local governments requesting certification must demonstrate that they have made a reasonable effort to secure such professionals as commission members. The appropriate number of professional members on a commission will vary depending on the availability of such professionals in the community and the needs and function of the commission in the community.
 4. If certain critical disciplines are not represented on the commission, the CLG shall seek the advice of consultants to assist the commission in reviewing a particular action. (For instance, an archaeologist might be consulted in regard to the impact of excavation for a new high-rise building on previously undisturbed land, while an architectural historian might be consulted for advice in regard to the significance of a building proposed for nomination to the National Register.) Possible sources for such consultants include universities, colleges, state or local preservation organizations, and architectural or planning firms.
 5. Terms of office of commission members shall be staggered and of no less than two-year duration (except as provided in the initiation of a commission). The two-year term shall not be construed as preventing a member from serving more than one consecutive term.
 6. The chief elected local official shall initiate action to fill vacancies, including expired terms, within sixty (60) days.
 7. Commission meetings shall be held at regular intervals and at least four (4) times each year.
 8. The commission shall submit an annual report on its activities to the chief elected local official for submission to the SHPO. The annual report shall include, but shall not be limited to, such items as: the number, types and resolution of cases reviewed, new designations made, revised resumes of commission members, new appointments to the commission, attendance records, and all minutes relating to National Register nominations. Reports shall be submitted within sixty (60) days after the end of the fiscal year and shall form the basis for the SHPO's assessment of the CLG's performance.
 9. Each commission member shall annually attend at least one informational or educational meeting, approved or conducted by the SHPO, pertaining to historic preservation. The SHPO shall initiate or develop training programs to assist commissions in meeting this requirement.

Guidelines for Participation in Missouri's Certified Local Government Program

2. Commission meetings shall be held at regular intervals, at least four (4) times each year.
 3. Careful minutes of all commission actions, including the specific reasons for making decisions, shall be kept on file and available to the public.
 4. Applicants shall be given written notification of commission decisions, including specific reasons for the decisions.
 5. Rules of procedure shall be adopted by the commission and shall be available to the public.
 6. Guidelines and criteria for the designation of properties and the review of actions affecting those properties shall be developed by the commission and made available to the public.
- E. The local government shall "*satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act*" by the SHPO, as outlined under A.--D. above.

IV. PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS

It is the local government, and not the commission, that is certified. Commissions are responsible to the SHPO only as representatives of the local government. The jurisdiction of the CLG is that of the local government and must coincide with the geographic jurisdiction of the local government for CLG purposes.

- A. The chief elected official of the local government shall request certification from the Missouri SHPO. The request for certification shall include:
1. A written assurance by the chief elected official that the local government will fulfill all of the requirements for certification as outlined in III. above;
 2. A copy of the local historic preservation ordinance and the legal instrument(s) creating the commission and any laws that provide for the designation and/or protection of historic and prehistoric properties within the jurisdiction of the applicant;
 3. A listing of any historic and prehistoric districts or individual landmarks designated under the local ordinance(s), along with statements of the historical significance of the properties, photographs, and maps indicating their locations and boundaries;
 4. Resumes for each of the current or proposed members of the historic preservation commission, including demonstration of their interest, competence or knowledge in historic preservation and, where appropriate, information sufficient to allow the SHPO to establish the qualifications of professional members. If the membership of the proposed commission does not meet the professional qualifications stipulated in III.B.3., the applicant must provide written information concerning how it has sought qualified professionals to participate in CLG activities.
 5. A copy of the local historic preservation plan, if available, or a statement describing the local preservation program, including survey, designation and protection activities; and
 6. Resumes for staff, if petitioning for additional responsibilities under III.B.11. of these guidelines. (If requested, the SHPO will consider professional staff in conjunction with the credentials for

Guidelines for Participation in Missouri's Certified Local Government Program

5. The SHPO shall conduct an annual assessment of the CLG's performance, by means of review of the annual report which shall be submitted by each certified local government.
 6. The SHPO shall evaluate the performance in program operation and administration of each CLG every four years according to the procedures and standards outlined in the "Certified Local Governments Evaluation Procedures." The SHPO shall maintain written records for all CLG evaluations and shall promptly notify the CLG in writing of the results of the evaluation.
- B. If the SHPO determines that the performance of the CLG does not meet the minimum criteria for continued certification as specified in the Certification Agreement or referenced therein, the SHPO shall document that assessment and recommend in writing to the CLG steps that should be taken to improve performance. The CLG shall have a period of not less than thirty (30) days nor more than one hundred and twenty (120) days in which to implement improvements. If, at the end of the appropriate period, the SHPO determines that sufficient improvement has not occurred to bring the CLG in conformance with the minimum requirements, the SHPO shall notify the CLG in writing that the decertification process has begun and shall recommend decertification of the local government to the NPS, citing the specific reasons for the recommendation, describing the SHPO's technical assistance efforts and affirming that the SHPO will notify the CLG of the NPS concurrence with the decertification.
- C. A CLG may petition the SHPO for decertification voluntarily. A letter from the chief elected local official shall be the appropriate vehicle for such requests.
- D. In the event of the decertification of a CLG, the SHPO shall conduct financial assistance closeout procedures in accordance with the Historic Preservation Fund Grants Manual.
- E. If the local government wishes to become recertified it must reapply for certification.

VI. PARTICIPATION OF CERTIFIED LOCAL GOVERNMENTS IN THE NATIONAL REGISTER NOMINATION PROCESS

The certified local government shall be responsible for review and comment on all proposed nominations for properties within its jurisdiction. However, the authority to nominate Missouri properties directly to the National Register of Historic Places shall rest with the SHPO, pursuant to federal law and regulation. It is the responsibility of the SHPO to work with CLGs to maximize their participation in the National Register nomination process pursuant to federal law and regulation and state procedures in a manner that is not biased against any particular type of resource.

- A. The CLG shall be responsible for review of all National Register nominations within their jurisdiction. Before a property within the jurisdiction of a CLG may be nominated to the National Register by the state, the SHPO will notify the chief elected local official and the commission in accordance with Section 101 (c) 2 (a) of the National Historic Preservation Act, 36 CFR 60, and state procedures and guidelines. The SHPO will notify the chief elected local official and the commission at least 60, but no more than 120 calendar days prior to consideration of the nomination by the Missouri Advisory Council on Historic Preservation.
1. The local commission shall develop or receive the documentation necessary to nominate a property to the National Register. This documentation shall be submitted by the commission to the

Guidelines for Participation in Missouri's Certified Local Government Program

shall be forwarded to the Keeper of the National Register in Washington, D.C. Any report and recommendation made by the CLG shall be included with any nominations submitted by the SHPO to the Keeper of the National Register.

- D. Nominations not approved by the SHPO and the Missouri Advisory Council on Historic Preservation shall be returned to the CLG, owner, and preparer of the nomination, along with an explanation of the Missouri Advisory Council on Historic Preservation's comments and, where appropriate, suggestions for improvements.
- E. The SHPO may expedite the CLG's participation in the nomination process, including shortening the 60-day commenting period, with the concurrence of the CLG as long as owner notification procedures, 36 CFR 60, have been met.
1. Where the SHPO and the CLG agree to expedite CLG participation with respect to a particular nomination, the SHPO must keep records that contain the following information:
 - Name of the CLG;
 - Name of the property;
 - A statement from the CLG declaring that the CLG agrees with the SHPO to expedite the process;
 - Date of concurrence;
 - Signatures of the chief elected local official and the chairperson of the commission; and
 - Description of the public participation opportunities that have been provided.
 2. Where the SHPO and the CLG agree programmatically to expedite concurrence on all nominations, or on nominations of particular types or groups of properties, the SHPO must obtain and keep records that contain the following information:
 - Name of the CLG;
 - A statement of applicability to all nominations or nominations of specified types or groups of properties;
 - A statement from the CLG declaring that the CLG agrees with the SHPO to expedite the process;
 - Date of agreement;
 - Description of public participation opportunities that will be provided; and
 - Signatures of the chief elected local official, the chairperson of the commission, and the SHPO or designee.
- F. Any appeal procedures promulgated by the National Park Service pertaining to local or state decisions shall be followed.

VII. TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

A share of the HPF allocation to Missouri shall be available to CLGs on a 60-40 basis for historic preservation activities and projects, unless otherwise authorized by the SHPO. At present, federal law provides that a minimum of 10% of the HPF allocation to Missouri be set aside for transfer to CLGs. The intent is to use HPF assistance to augment rather than replace existing local commitment to historic preservation activities. CLGs may participate in the review and approval of National Register nominations whether or not they elect to apply for HPF transfer funds.

A. General Requirements.

1. All local governments certified pursuant to IV. above shall be eligible for funds from the CLG

Guidelines for Participation in Missouri's Certified Local Government Program

- a. Clearly stated and specific goals that are realistically attainable with the amount of funds provided and within the funding period;
 - b. Demonstration of an understanding of state and local preservation priorities including efforts to advance the identification, evaluation, and protection of properties significant in Missouri's history and prehistory, and efforts to ensure maintenance of these properties; and
 - c. Assurance of matching share.
2. In addition, all proposals shall be reviewed in terms of the Funding Priorities below for conformance with state and federal goals and objectives.
 3. The rationale for selection of CLG grant proposals and for the amounts awarded shall be made available by the SHPO upon request.

E. Funding Priorities

1. The Missouri SHPO shall award funds on a competitive basis to CLGs based on the following priorities:
 - a. Administration of local preservation programs with emphasis on completion of the identification phase, that is, survey/inventory of cultural resources;
 - b. Administration of local preservation programs with emphasis on completion of the evaluation phase, that is, nominations to the National Register of Historic Places; and
 - c. Administration of local preservation programs with emphasis on the protection phase, that is planning for and implementation of strategies to ensure long-term preservation of cultural resources.
2. The SHPO shall award funds to certified local government programs that are consistent with Missouri's comprehensive resource planning process.
3. The SHPO shall endeavor to distribute CLG funding to the maximum number of qualified local governments throughout the state and to insure a reasonable distribution between urban and rural areas.
4. The SHPO shall consider other priorities or conditions as may be set forth by the National Park Service for HPF administration.

F. Application for Funding

When a CLG elects to apply for HPF funding, the chief elected local official of the CLG shall request funding by means of an annual application to the SHPO. The appropriate application forms shall be made available by the SHPO. The application timetable may be subject to modification due to fluctuations in federal allocation procedures. The distribution of grant applications, deadline for submittal of grant applications, and awarding of grants shall be done on the same schedule as other HPF grants.

June 19, 2007



TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: July 26, 2017
SUBJECT: HPC Future tasks and course

Type of Item: *Discussion*

- 3. Discussion Item (ID # 2585)**
HPC Future tasks and course

Attachments:

future tasks and course (PDF)

Historic Preservation Commission

July 12, 2017

Future Tasks and Course

* These comments are based from the feedback provided by Mary Sayers, the Historic Preservation Outreach & Education Coordinator, with the State Historic Preservation Office

1. The Historic Preservation Commission only met three times in 2016. It is a requirement that the Historic Preservation Commission meet at least quarterly, and that the agendas and minutes be submitted to Mary Sayers, the State Historic Preservation Office Outreach & Education Coordinator, as soon as they are ready for filing.
2. The statement on the city's website that "The Historic Preservation Commission meets as needed at City Hall" does not comply with the "Guidelines for Participation in Missouri's Certified Local Government Program" (see Section III B7).
3. Mary Sayers, the State Historic Preservation Office Outreach & Education Coordinator, receives a notice on occasion that a scheduled Historic Preservation Commission meeting has been cancelled due to a lack of agenda items. When this is an issue, the Historic Preservation Commission should still meet to work on implementing any recommendations given from the Certified Local Government Evaluation Report.
 - a. Harrisonville should take advantage of applying for the Historic Preservation Fund (HPF) grants which could help offset the costs of implementing many of the recommendations made in the evaluation report.
 - b. Eligible projects include developing a preservation plan, updating or expanding the historic buildings survey, hosting a historic preservation-related training workshop and inviting other Certified Local Governments to attend, development of design guidelines project review, etc.
4. When a Historic Preservation Commission member's terms comes to an end, the State Historic Preservation Office must be notified whenever new Historic Preservation Commission members are appointed with their resumes provided. The State Historic Preservation Office must also be notified if any members have been re-appointed as well.

Attachment: future tasks and course (2585 : HPC Future tasks and course)

5. The State Historic Preservation Office must also be notified whenever new officers are elected, who they are, what position they are filling, and provided the Chairman's email address and phone number for our Certified Local Government contact list.
6. The Historic Preservation Commission needs to update their portion of their city's website regularly and anytime information changes. As much information as possible pertaining to the Historic Preservation Commission, its activities, the preservation ordinance, meeting schedule, agendas and minutes, forms for local designation of landmarks and historic districts, the Certificate of Appropriateness (COA) application form, and any events it is sponsoring. A current list of the Historic Preservation Commission members and their terms must be provided.



TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: July 26, 2017
SUBJECT: Questions and Answers about CLG Grants

Type of Item: *Discussion*

4. Discussion Item (ID # 2586)

Questions and Answers about CLG Grants

Attachments:

q & a CLG grants (PDF)

Questions and Answers About CLG Grants:

The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties--buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation. A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and a program meeting Federal and State standards. A local government that receives such certification is known as a "Certified Local Government" or CLG. State Historic Preservation Offices began certifying local governments in 1985. Currently, every State has at least one CLG and the nationwide total exceeds 700. A major incentive of the CLG Program is the pool of grant funds State Historic Preservation Offices (SHPOs) set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds. This brochure provides answers to the most frequently asked questions about CLG grants. (Note: These funds are sometimes also referred to as subgrants or contracts, for the sake of simplicity they will be called grants in this publication).

Where does funding for CLG grants come from?

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation. Under the provisions of the National Historic Preservation Act, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State. (Some States have additional State funds for CLGs).

What types of projects are eligible for CLG funding?

HPF grants to Certified Local Governments have funded a wide variety of local historic preservation projects. Projects eligible for funding and the criteria used to select them are developed yearly by each SHPO. CLG project types that have been funded include the following:

- architectural, historical, archeological surveys, and oral histories
- preparation of nominations to the National Register of Historic Places;
- research and development of historic context information;

amount of cash or in-kind services to be used in carrying out the grant project. Each SHPO determines how much, if any, match is to be required. In Missouri, a 60/40 match is required, or 60% federal funds matched by 40% local match. This means that for every \$.60 received the recipient must provide a matching \$.40 in services, cash, or volunteer hours, as specified by State policy.

How do SHPOs notify CLGs of the availability of CLG grants?

SHPOs make an annual mailing to each CLG, and each local government whose application for certification is pending, notifying them of the availability of CLG grant funds. Potential CLG applicants are informed of the total amount of funds available, State priorities for funding, criteria to be used in selecting proposals to be funded (see below), a deadline for submitting requests, and, a written description of what must be included in applications for CLG grants.

What are the application procedures?

Although application procedures and time frames vary from State to State, in Missouri, the SHPO solicits grant proposals from its CLGs in early to mid-summer. Applicants then submit a Grant Application (or Subgrant or Project Proposal) which describes the project and why it is needed, how the project is to be carried out and what its goals are, who will be doing the proposed work and their professional qualifications, a proposed budget and project schedule, and, the specific products to be generated by the project. Applications are generally due at the end of the summer, typically September 1st. Contact your SHPO for the specific deadlines in your State. (Applicants should also determine what local procedures and requirements, if any, must be satisfied prior to submitting a CLG grant application.)

Who decides which applications are funded?

Each SHPO sets its own funding priorities. In some States, greater weight may be given to one type of a project over another. Among the factors typically used to rate grant proposals are compatibility with the broad goals of the SHPO, urgency of the project, significance of the historic properties, geographic distribution of grant funds, education and public awareness potential, and the administrative and financial management capability of the applicant.

On what grounds may SHPOs decline to fund an individual CLG grant request?

CLG grants are competitive. While all CLGs are entitled to submit proposals, not all

agreement within the time period stipulated, a limited time extension may be granted or the scope of work and budget amended. However, extensions may not stretch the grant period beyond the two-year limit on the expenditure of HPF monies. (See question above.)

When are the grant funds actually transferred to the CLG?

Most CLG grants are reimbursable grants. CLGs must first pay the project costs and then submit a request to the SHPO for reimbursement. Consequently, the CLG must have enough money "up-front" to be able to carry the project (including paying contractors) until it gets reimbursed. CLGs should learn the requirements and timing of the State's reimbursement procedures before the project begins.

Does the CLG have to complete the project before being reimbursed?

Not always. Depending on the type of project funded, many SHPOs allow CLGs to submit reimbursement claims on an interim basis.

Why is matching share required?

In establishing a partnership between Federal, State, and local governments, the National Historic Preservation Act requires that HPF grants be matching grants. Underlying this requirement is the need for each of the partners to share the costs of historic preservation. Matching grants ensure that there is strong State and local commitment to projects and result in more historic preservation work being performed than if Federal funds alone were involved.

How can the grant be matched?

Grants can be matched in two ways: in cash or through in-kind services (often called "soft match"). Generally, CLGs can combine these two types of match to meet the total amount required. Match requirements, however, vary by State.

Can the time spent by CLG staff on the project be counted as match?

Yes. In most States, work on the project performed by the staff of the local government is considered as part of the overall cost of the project and can be counted as part of the CLG's match. Copies of time sheets and payroll printouts are required as documentation of employee time devoted to the project. CLGs must include staff time in the project budget, like any other cost, if they plan to claim it as match.

What sort of procedures must be followed when a local government uses CLG grant funds to pay for consultants or contractors?

Hiring consultants or contractors to perform part of the project must be done in accordance with acceptable State-established competitive procurement procedures compatible with Federal requirements (and with whatever local procedures apply). Frequently, existing State and local government procedures that meet these requirements are used. A certain number of qualified firms or individuals must be contacted to ensure a fair, open, and competitive selection process. Generally, at least three price quotations or bids must be obtained and the process must be documented. Architects, historians, or other professionals must meet qualification standards set by NPS. Selection may be based on experience, qualifications, and cost, rather than cost alone. In many States, the SHPO requires that the CLG consult with it before consultants or contractors are selected.

Can CLG grant funds be used to buy supplies or equipment?

Yes. Most local, State, and Federal regulations require price comparisons and a competitive selection process in purchasing equipment, negotiating a lease, or procuring non-professional services. Generally, State and local procurement regulations apply. Some SHPOs require grantees to request prior approval for purchases greater than \$500 in value.

How long must records on grant expenditures be kept?

The grant agreement usually specifies records requirements. Documentation relating to the fiscal aspect of any grant project usually must be kept for a minimum of 3 years after the date of receipt of the last payment (i.e. reimbursement under a CLG grant), or until an audit for the grant period is accepted.

Where can I find additional information on CLG grants?

Your SHPO can answer any questions you might have. Many SHPOs have a grants manual describing the procedures used in that State for applying for and administering CLG grants (including any additional State requirements beyond those described in this brochure).

ACKNOWLEDGEMENTS:

Information in this handout was developed from a brochure created by staff of the



TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: July 26, 2017
SUBJECT: Conducting Effective Commission Meetings and Making Design Review Judgements

Type of Item: *Discussion*

5. Discussion Item (ID # 2587)

Conducting Effective commission Meetings and Making Design Review Judgements

Attachments:

conduction effective commission (PDF)

CONDUCTING EFFECTIVE COMMISSION MEETINGS & MAKING DESIGN REVIEW JUDGMENTS

This paper outlines some basic techniques for effective meeting management that planning commissions can employ to use time efficiently and help clarify key decision-making issues. It focuses on the "dynamics" of a meeting. Note that individual communities have specific review procedures that are usually defined in the development code, review ordinances or other adopted meeting procedures. Therefore, the suggestions offered in this paper should be adapted to be consistent with specified local regulations.

Everyone wants a smooth review process. They want it to be as brief as possible and occur with the minimum amount of cost to all parties, but how do commission members decide if a proposal is appropriate? How do applicants know if they have received a fair decision, and how can they improve their chances of receiving approval? Managing the review system diligently, and in particular conducting the review session in an organized manner, will help to answer these questions. Consider the following factors that influence the quality of planning and design review judgments:

Policies and standards should be clear.

Planning policies and design standards should be easily understood by laymen, and provide useful ideas for solutions that may be appropriate in the area. They should be based on local characteristics and local goals. The standards should be organized in a logical sequence that follows the typical design process. They should be **specific**, but not restrictive.

The commission should be "product-oriented."

The commission's operating style should have a positive attitude, with a sense of purpose that the group is providing a **community service**. Commission members should remember that many applicants do not understand the process, and they will need a clear explanation of the steps in the review process and its purpose.

It is important to recognize that the purpose of the meeting is to **make a decision**, to make it in a timely manner, and then to state the outcome clearly. That is, each meeting has a "product," and commission members should always be checking to see that the conversation at hand is helping the commission move to an action; it is not merely an open-ended dialogue.

The products can be:

- A formal decision, reached by vote of the commission
- Clear, concise direction to staff for further research or information
- Clear, concise direction to the applicant for refinement of the proposal

Discussion must be welcomed with courtesy, and with the objective in mind that the information presented will help the commission in making a decision or giving direction.

The operating style for the meeting also must convey a willingness to be flexible where appropriate, but always within the context of the community's adopted policies and standards. It is important to focus on the big issues, not to become bogged down with petty details, especially at conceptual stages of review.

3. Call cases according to the published agenda.

If deviations are required, announce this at the beginning of the meeting. Check for conflicts of interest and record of information.

4. Introduce the applicant and their project.

Identify the location of the project (preferably on a map visible to all). Make it known if any preliminary reviews or consultations have occurred on this project, but do **not** present the content or recommendations of those reviews at this point. Note which level of review this will be, and what the expectations are from the outcome of the meeting: Is it a conceptual discussion, with the applicant receiving direction for more work? Or is final approval requested?

5. Check to see that the documentation of the proposal is complete.

If important drawings, models, or photographs are missing that are essential for the commission to make a determination, cut the review short, before getting into design criticism. Reviewing an incomplete application is a waste of everyone's time. It may also be a disservice to an applicant if a proposal is denied, simply because it is misunderstood.

Theoretically, a check for documentation has already occurred at town hall, and the check at the meeting is simply a formality, to note for the record that all is in order. It may be simply that a piece of their submittal has been left at the planning department. If for some reason a project has made it on to the agenda without enough information to give it a fair review, consider moving it to a discussion in a *working session*, so the applicant can receive some benefit from the meeting.

6. Listen to the presentation by the owner and his or her representatives.

This provides them with an opportunity to describe their objectives, and to show the intended design. Encourage them to point out how their proposal meets the design standards in the process of their presentation.

7. Ask for clarification of any content in the presentation.

Withhold criticisms at this stage. First determine that everyone understands what has been presented. Are there terms that may be confusing? Ask questions about what the drawings mean, if necessary. Is the context also understood? Is the scale of the project understood?

Do not be embarrassed if technical information is not clear. It is your responsibility to be certain that you understand what has been presented.

8. Ask for a staff report.

They should have reviewed the project in advance with the applicant. Staff comments may be restricted to their identifying the specific issues that this application raises and noting which standards bear scrutiny. On the other hand, staff may also be asked to voice their recommendation about the appropriateness of the design as proposed.

9. Next, ask for comments from the audience.

Ask that their discussion be limited to the project at hand, and its relationship to adopted standards of the community. If there are large numbers of people wishing to speak, ask if one person can act as a spokesperson to make the presentation, and then ask other audience members to indicate if they support the position.

Watch for repetition in comments from the audience, and cut short presentations that appear to reiterate previous testimony. Record the name and address of speakers.

10. Ask for statements from other public agencies, if they are present.

16. Once you have voted, summarize the outcome clearly for the applicant.

Remember, you aren't finished until you have a summary. Don't let the applicant leave without understanding what you have decided, and what their next steps are. Give the applicant a written note of the outcome at the meeting if possible; if not, announce that formal written notice will be forthcoming.

17. Finally, thank the applicant and citizens for participating in the process.

Everyone who participates in the process does so for the benefit of the community, and their efforts should be acknowledged.

Remember, it is more important that you treat an applicant fairly than that you give them the answer that they seek. This, in the end, will be respected.

Special Review Questions:

In the process of your critique, consider these questions:

1. What is the context?

What is the character of the block and of adjacent buildings? Remember that you are reviewing the impact of a design upon its specific site, and upon its surroundings.

2. How sensitive is this context?

If nearby buildings are especially important, or if the project is in a concentration of historic structures, you may be more stringent in applying certain standards than you would if the same project were proposed in another area of town.

3. What is the character of what is proposed?

Can you describe the basic elements of the proposal?

4. What is the anticipated impact of the proposal?

Does it strengthen the goals for the area, or weaken them?

5. Does this proposal set a precedent for others?

If this is a new concept, or a new approach, it may merit closer inspection.

6. Which are the critical issues?

Depending on the type of proposal, and its location in the community, certain standards may be more important than others. Decide which ones will be most significant in reviewing the proposal before you.

7. How do the standards relate to the issues?

Which issues are not addressed in the standards? If an issue is not addressed in the standards, it is for one of three reasons:

- a. The issue was **not intended to be considered** in development review. Leave it alone!
- b. The issue was omitted from the standards by **oversight**. In this case, you should still review the proposal before you based only on the standards you have. If the standards need amending, that should happen at another time, not while an applicant is before you.
- c. The issue may be **improperly described**. It may in fact be covered by some other standards, or by broader intent statements and policies, with a different description. There may be a legitimate basis for criticism found in some other standard with some other "key words." Don't, however, try to force an issue under the jurisdiction of a standard where it does not in fact fit.

Remember, you are interpreting the standards. If you disagree with their stated policies, the review session is not the time to assert your opinions about the standards themselves—only about the proposal in relation to the standards.

Paperwork at the Meeting

Paperwork, such as the signing of certificates of appropriateness and noting of conditions for approval, should occur at **two points** in the meeting: At the scheduled break, or at the end of the meeting. Otherwise paperwork should occur at town hall and be picked up the next day.

Debriefing Questions

Consider these questions after the meeting:

1. How well was the *evaluation process* followed?

- Did the commission group the issues into categories that facilitated discussion?
- Did the commission identify which standards applied to the project?
- Did the commission prioritize the standards and related issues?

2. Was planning and effort acknowledged?

- Were areas of compliance noted?
- Did staff received recognition for their efforts?
- Was the applicant's work effort also mentioned?

3. Was the commission clear on how they would interface with other commissions on this project?

For example, did it indicate how its decision might relate to an action pending before the planning commission?

4. Were there "red herrings?"

- Did the commission clearly define their relevance to the standards?
- Were there symptoms of underlying concerns—if so, how were they handled?

5. Was there closure on each substantive issue?

- Were agreements explicitly stated?
- Were unresolved issues clarified and next steps defined?

6. How effective was the commission at:

- a. Using objective criteria; returning to basic principles?
- b. Clarifying issues, paraphrasing concerns?
- c. Expressing mutual interests?
- d. Dealing with nasty lead lines: who had the move of choice? What moves were made, with what effect?
- e. Making the applicant feel heard?

7. Who controlled the agenda—commission or applicant or "concerned citizen?"

8. How comfortable was the commission with their familiarity with the standards and other relevant policies?

- Did they convey familiarity with their documents?
- What additional support might be useful?