



**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
JANUARY 8, 2020
12:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Historic Preservation Commission - Regular Meeting - Nov 6, 2019 12:00 PM**
- 3. Discussion Items**
 - A. State Evaluation of HPC Program**
 - B. FY 2019 Annual Report**
- 4. Adjourn**

Posted on City Hall Bulletin Board this 30th day of December, 2019.

Randall K. Jones, City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
NOVEMBER 6, 2019
12:00 PM

1. Call to Order

The meeting was called to order at 12:00 PM by Chair David Atkinson

Attendee Name	Organization	Title	Status	Arrived
David Atkinson	Harrisonville	Chair	Present	
Julie Cooper	Harrisonville		Present	
Claudia Kauzlarich	Harrisonville		Present	
Bill Woods	Harrisonville		Present	
Robert Wiseman	Harrisonville	Board Member	Present	
Michael Weaver	Harrisonville		Absent	
Gary Davidson	Harrisonville	Board Liaison	Present	
April McLaughlin	Harrisonville	Vice-Chair	Present	

Also in attendance were Bing Schimmelpfenning, Executive Director Harrisonville Chamber of Commerce; Kelsey Matson, Certified Local Government Coordinator; Roger Kroh, Community Development Planner, and Jamie Martin, Recording Secretary.

2. Approval of Minutes

1. Historic Preservation Commission - Regular Meeting - Jul 10, 2019 12:00 PM

With no additions or corrections, the minutes from the July 10, 2019, meeting were unanimously accepted.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Julie Cooper
SECONDER:	Bill Woods
AYES:	Atkinson, Cooper, Kauzlarich, Woods, Wiseman, Davidson, McLaughlin
ABSENT:	Michael Weaver

3. Certificate of Appropriateness

1. No applications at this time.

4. Discussion Items

1. FY 2019 Annual Report

Roger Kroh stated that he would have the Annual Report on the next meeting's agenda.

2. Presentation on Love the Square Activities

Robert Wiseman presented several things that Love the Square are working on including; clean up of the park in the district, improvements of infrastructures, parking spaces, improved signage and a building and photo inventory. He listed several successful events that they have organized on the square and shared their plans for this year's Christmas on the Square on December 7th. Love the Square is also planning several events for next year.

3. Harrisonville Area Chamber of Commerce

Bing Shimmelpfenning, Executive Director of the Harrisonville Chamber of Commerce, stated that the Chamber has had 42 new members this year. He discussed the Log Cabin festival and its success this year. The Log Cabin festival had 50 entries for the parade and has a huge economic impact, bringing in 3000 to 4000 people this year. He said the Chamber brought back the original carnival company from the first festival. He also said that meetings for the 2020 festival will start in April for anyone who would like to participate.

4. Presentation by Kelsey Matson, State Historic Preservation Office

Kelsey Matson, Certified Local Government Coordinator, spoke to the Commission. Her job is to help communities set up and maintain their Historic Preservation Districts. Every 4 years she evaluates Preservation Programs in depth. She told the Commission about new employees and updating and moving the website and offices for the Department of Natural Resources. She also told the Commission of some of events happening next year including a CLG training event in April. David Atkinson asked how many CLG's there are currently in Missouri and if they are all county seats like ours? Kelsey said that there are 63 and growing. Not all CLG's are county seats. She also said that Missouri is 11th in the nation for CLG's. Roger Kroh stated that he and Ms. Matson discussed some sources of training for himself and the Commission, and a couple of cities to model after. Kelsey said, overall, the Commission has appropriate and progressive goals.

5. Adjourn

With nothing further to come before the Commission, Bill Woods made a motion to adjourn. Julie Cooper seconded. The meeting was adjourned at 1:04 PM.

Jamie Martin, Recording Secretary

Minutes Acceptance: Minutes of Nov 6, 2019 12:00 PM (Approval of Minutes)



STAFF REPORT

TO: Historic Preservation Commission
FROM: Roger Kroh, Planner
DATE: December 30, 2019
SUBJECT: State Evaluation of HPC Program

Type of Item: *Discussion*

Out of more than 650 cities in Missouri with more than 500 population, Harrisonville is one of sixty-three (63) cities with a designated Certified Local Government (CLG) historic preservation program. A requirement of maintaining the CLG certification is that each program be evaluated by the State Historic Preservation Office every four years to determine if the program is meeting program requirements. In November 2019, Kelsey Matson from the Missouri Historic Preservation Office conducted an evaluation of the program in Harrisonville and attended a meeting of the HPC. Attached for discussion is Kelsey's evaluation. It concluded that Harrisonville's continues to meet the CLG program requirements.

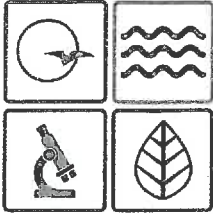
In a related matter, we talked with Allison Archambo a week ago about when the State will be announcing the recipients of the annual historic preservation grants. Harrisonville submitted an application for \$4500 of grant funds to add to a \$3000 local match for developing a historic preservation plan. Allison said that the State is awaiting confirmation of funding for the program and cannot say at this point when the winners of the grants will be announced.

A. Action Item (ID # 3431)

State Evaluation of the Harrisonville Historic Preservation Program

Attachments:

CLG Evaluation Report 11-6-19 (PDF)



Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

November 20, 2019

The Honorable Mayor Judy Bowman
300 E. Pearl Street
Harrisonville, MO 64701

Dear Mayor Bowman:

We have recently completed a Certified Local Government Evaluation of the City of Harrisonville and are pleased to report that the City's historic preservation program continues to meet all of the minimum requirements to maintain Certified Local Government (CLG) status in the State of Missouri. A copy of the Certified Local Government Evaluation Report is enclosed along with the evaluation questions discussed in the meeting held on November 6, 2019.

The National Park Service officially certified the City of Harrisonville on August 24, 1993. According to the *Guidelines for Participation in Missouri's Certified Local Government Program* (Section V.A.6), we are required to conduct an in-depth evaluation of each CLG every four years. The purpose of the evaluation is to assess the CLG's compliance with the provisions of the Certification Agreement between the City of Harrisonville and Missouri's State Historic Preservation Office and to review the overall effectiveness of the local historic preservation program. Please direct any questions about the CLG program or this evaluation to kelsey.matson@dnr.mo.gov or 573-522-5632.

The City of Harrisonville is to be commended for its efforts to promote the recognition and preservation of the local historic resources that contribute to the community's unique character. We encourage continued support for the work of the Historic Preservation Commission and are proud to count the City of Harrisonville among Missouri's official partners in the nation's historic preservation program.

Sincerely,

STATE HISTORIC PRESERVATION OFFICE

Kelsey Matson
Certified Local Government Coordinator

c: Mr. Roger Kroh, Grandview Community Development Planner

Enclosures: Evaluation Report
CLG Evaluation Procedures and Questionnaire
Certification Agreement
Guidelines for Participation in Missouri's Certified Local Government Program



**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).

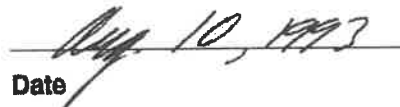
1. Enforce appropriate local legislation for the designation and protection of historic properties;
2. Establish by local law an adequate and qualified historic preservation review commission composed of professional and lay members;
3. Maintain a system for the survey and inventory of historic properties 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.

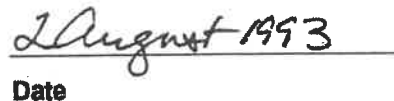
- ☐ 8. Assist the Missouri SHPO, if necessary, to verify the names and addresses of property owners in proposed National Register historic districts generated by the City of Harrisonville;
- ☐ 9. Assist the Missouri SHPO, if necessary, to verify the property legal descriptions of proposed National Register 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

MISSOURI
CERTIFIED LOCAL GOVERNMENT
EVALUATION PROCEDURES

The SHPO shall evaluate the performance in program operation and administration of each CLG every four years. The evaluation will assess the CLG's compliance with the provisions of the Certification Agreement and review the overall effectiveness of the local historic preservation program.

The evaluation will be conducted during an on-site visit by the CLG Coordinator. At a minimum, a representative of the City/County and a representative of the Historic Preservation Commission will participate in the evaluation, discussing the City's/County's responses to the evaluation criteria listed in the "Missouri Certified Local Government 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.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
MISSOURI STATE PARKS/ STATE HISTORIC PRESERVATION OFFICE
CERTIFIED LOCAL GOVERNMENT EVALUATION REPORT

FOR OFFICE USE ONLY

DATE OF THIS EVALUATION
November 6, 2019

IN COMPLIANCE? N Y
☐ ☒

CERTIFIED LOCAL GOVERNMENT BACKGROUND AND CONTACT INFORMATION

CERTIFIED LOCAL GOVERNMENT NAME

City of Harrisonville

DATE CERTIFIED BY NPS

August 24, 1993

DATE OF LAST EVALUATION

August 6, 2015

NAME OF THE HISTORIC PRESERVATION COMMISSION

Historic Preservation Commission

OFFICIAL CLG CONTACT PERSON

Mr. Roger Kroh

ADDRESS

300 E Pearl Street

CITY

Harrisonville

STATE

MO

ZIP CODE

64701

TELEPHONE NUMBER WITH AREA CODE

816-380-8922

FAX NUMBER WITH AREA CODE

816-380-8906

EMAIL

rkroh@ci.harrisonville.mo.us

All questions marked with an * are required by the "Guidelines for Participation in Missouri's Certified Local Government Program" or are required as part of the certification agreement between the local government and the Missouri State Historic Preservation Officer.

A. ORGANIZATION		COMMENTS
1. N Y ☐ ☒	Have you developed a flow chart or guide to assist property owners in understanding local preservation processes and procedures (designation process and/or Certificate of Appropriateness (COA)?	<i>Text guide attached to application, flow chart on file w/ SHPO</i>
2. N Y ☒ ☐ ☐ ☒	Have forms been developed for designating properties as local landmarks or historic districts, applications for COAs, and/or demolition permits?	<i>COA application: https://ci.harrisonville.mo.us/DocumentCenter/View/6204/HPC-Construction-COA-APP?bidId=</i>
3. N Y ☐ ☒	Is a member of the local government staff assigned to assist the preservation commission? If so, identify and indicate if the staff meets the Secretary of the Interior's 36 CFR Part 61 qualifications standards for historic preservation professionals.	<i>Community Development Planner (Roger Kroh) Board of Aldermen (Gary Davidson)</i>
4. N Y ☒ ☐	Does the Certified Local Government (CLG) have on staff or on retainer a 36 CFR Part 61 professional preservation consultant? If so, identify.	
5. N Y ☐ ☒	Has a comprehensive city/county-wide historic preservation plan been developed?	<i>Comprehensive Plan (2002): http://ci.harrisonville.mo.us/DocumentCenter/View/678/Comprehensive-Plan---March-2002?bidId= "Guidebook" (1994): https://ci.harrisonville.mo.us/72/Historic-Preservation-Commission</i>
6. N Y ☐ ☒	Is the local historic preservation ordinance reviewed periodically and are revisions submitted to the State Historic Preservation Office (SHPO) to ensure continued compliance with the CLG requirements?	<i>Amended 2018</i>
7. N Y ☐ ☒	Does the historic preservation ordinance address all cultural resources (historic, architectural and archaeological)?	<i>Archaeology: Section 405.380 (A) (6)</i>
8. N Y ☐ ☒	*Have rules of procedure or by-laws been adopted by the local preservation commission and submitted to the SHPO?	<i>Ordinance, rules of procedure</i>
9. N Y ☐ ☒	Has a conflict of interest statement been prepared in conformance with standard local government procedures?	<i>Rules and Regulations</i>

SUMMARY

The local preservation program processes and procedures are outlined in the preservation ordinance. An applicant guide, including the review process is included in the "Harrisonville Guidebook for Landmarks and Preservation Districts" [<https://ci.harrisonville.mo.us/DocumentCenter/View/6206/HPC---District-Regulation-Overview?bidId=>] and a flowchart of the review process has been prepared and is on file with the SHPO. Application forms and instructions for construction permits are available online at <https://ci.harrisonville.mo.us/DocumentCenter/View/6204/HPC-Construction-COA-APP?bidId=>. The city does not currently have a form to locally designate landmarks and districts.

The City's Community Development Planner (Roger Kroh) is the designated staff liaison. The City's Comprehensive Plan, developed in 2002, includes a modest historic preservation component, and is available online [<http://ci.harrisonville.mo.us/DocumentCenter/View/678/Comprehensive-Plan---March-2002?bidId=>]. Additionally, the City has prepared a "Guidebook for Landmarks and Preservation Districts" [<https://ci.harrisonville.mo.us/72/Historic-Preservation-Commission>]. The original document was prepared in 1994, with supplementary material added in 1997 and 2000. It contains some features of a preservation plan, as well as design guidelines and other material. The City of Harrisonville has applied for a FY2020 HPF grant through the SHPO to update this guidebook, including the preservation plan. As of the time of preparing this report, no award determination has been made yet.

The City's historic preservation ordinance was amended in 2018 concerning alternates, however this amendment was not submitted to the SHPO. The ordinance addresses all cultural resources in the city: historic, architectural and archaeological. In addition to the rules of procedure outlined in the ordinance, supplementary "Rules and Regulations" for the HPC have been prepared. The City has a standard conflict of interest statement by which members of the Historic Preservation Commission abide and the "Rules and Regulations" include a supplementary conflict of interest statement.

RECOMMENDATIONS

- The City/HPC should develop a form for nominating properties as local landmarks and historic districts, as is indicated in the City's HP ordinance ("Nominations of landmarks in historic districts shall be made to the Harrisonville Historic Preservation Commission on a form prepared by it" [section 405.385]). This form should be made available at City Hall at minimum, and preferably on the City's website as well.
- All proposed amendments or revisions to Harrisonville's HP ordinance should be submitted to the SHPO CLG Coordinator prior to their adoption to ensure continued adherence to State and federal CLG requirements.
- The City may wish to consider developing a strategic preservation plan to help guide goals and objectives for the City and the HPC moving forward. Additionally, the city should strive to integrate a historic preservation component into any future comprehensive plans, as well as its planning, zoning, community, and economic development activities.
- The City should continue to consult with qualified professional preservation consultants as needed.

MEETS MINIMUM REQUIREMENTS? N ☐ Y ☒

B. HISTORIC PRESERVATION COMMISSION

COMMENTS

1. N ☐ Y ☒	*Does the commission have 5 or more members?	7 members
2. N ☐ Y ☒	*Do all commission members demonstrate an interest, competence, or knowledge of historic preservation as defined in the "Guidelines for Participation in Missouri's Certified Local Government Program?"	
3. N ☐ Y ☒	*Are 36 CFR Part 61 professional preservation members on the commission or is a documented attempt made to recruit such members?	Architecture (Bill Wood)
4. N ☐ Y ☒	*Have current resumes of commission members and of new members been submitted to the SHPO?	

5. ☐ N ☒ Y	*For issues involving expertise not represented on the commission, has the assistance of 36 CFR 61 qualified professional consultant or the SHPO been sought?	
6. ☐ N ☒ Y	*Are the terms of commission members a minimum of 2 years and staggered?	<i>3-year terms</i>
7. ☐ N ☒ Y	*Is action taken within 60 days to fill vacancies on the commission?	
8. ☐ N ☒ Y	*Are commission meetings held at regular intervals at least 4 times each year?	<i>Meetings held as needed (~5x/yr)</i>
9. ☐ N ☒ Y	*Do commission meeting minutes adequately document decisions made by the commission?	
10. ☐ N ☒ Y	*Are commission meeting minutes submitted to the SHPO at a minimum on a quarterly basis?	
11. ☐ N ☒ Y	Does the commission conduct meetings in a serious and business-like fashion in conformance with city/county procedures?	
12. ☐ N ☒ Y	Does the commission follow all by-laws and rules of procedure as outlined in the preservation ordinance?	
13. ☐ N ☒ Y	*Is the required annual report on commission activities submitted to the SHPO by November 30 or within the time frame of a requested extension, and are all records documenting these activities maintained for at least 5 years?	<i>2018 AR on file</i>
14. ☐ N ☒ Y	*Do commission members attend at least one training session or preservation related conference each year?	
15. ☐ N ☒ Y	*Does the commission review alterations, demolitions, relocations, new construction and other activities as required for COAs within locally designated historic districts and affecting locally designated landmarks?	
16. ☐ N ☒ Y	Does the commission conduct an ongoing public outreach/education program?	
17. ☐ N ☒ Y	Does the commission apply National Register Criteria for Evaluation correctly in the designation of local landmarks and districts?	
18. ☐ N ☒ Y	Does the commission consistently apply the Secretary of the Interior's <i>Standards for Rehabilitation</i> in their decisions regarding COAs?	

SUMMARY

The HPC is composed of seven (7) members appointed by the Mayor. Terms of membership are three (3) years and staggered. Action is taken within 60 days to fill vacancies. According to the City's HP ordinance, "every effort shall be made to appoint persons with a demonstrated interest in the historical preservation of the city of Harrisonville. To the extent available, the Commission shall include professional members." Current resumes for HPC members are on file with the SHPO. Although no member currently meets the Secretary of the Interior's 36 CFR 61 Professional Qualification Standards for Historic Preservation, several meet the professional guidelines noted in the local ordinance, including law (April McLaughlin) and real estate (William Woods). For issues involving expertise not represented on the commission, the city will seek the assistance of a 36 CFR 61 professional preservation consultant and/or the SHPO.

The HPC meets regularly as needed; in 2018 and 2019 the HPC met five times each year. Meeting minutes adequately document commission decisions and actions taken. Commission meetings are conducted in conformance with standard city procedures and the procedures outlined in the preservation ordinance and bylaws. Annual CLG activity reports are on file with the SHPO for all fiscal years since at least 2011, and all commission records are retained in perpetuity at City Hall.

Per the "Guidebook for Landmarks and Historic Districts," City staff conduct an initial review of all applications for exterior changes within the Harrisonville Courthouse Square Historic District and may either provide administrative approval for certain kinds of work or forward the application to the HPC for design review and issuance of a Certificate of Appropriateness. In FY2018 the HPC reviewed three (3) COA applications. The HPC uses National Register Criteria for Evaluation and the Secretary of the Interior's Standards for Rehabilitation in their determinations. Design guidelines are included in the 1994 "Guidebook for Local Landmarks and Preservation Districts" [online at <https://ci.harrisonville.mo.us/DocumentCenter/View/6205/HPC---Design-Guidelines?bidId=>].

In FY2018 the HPC conducted two in-house trainings: a presentation on historic restoration by architect Paul Helmer and watching the National Main Street Association's "Placemaking – Cultural Districts" webinar.

The HPC's public outreach program includes various initiatives, including a building-by-building history of the Harrisonville Courthouse Square Historic District presented on the city's website [<http://ci.harrisonville.mo.us/documentcenter/view/4907>]. Additionally, the HPC coordinates closely with the Love the Square organization, Chamber of Commerce, and the local Historical Society.

RECOMMENDATIONS

- The City and HPC should continue efforts to recruit knowledgeable and interested commissioners, particularly those that meet Professional Qualification Standards. Take action within 60 days to fill vacancies on the HPC and promptly submit resumes for all new commissioners to the SHPO CLG Coordinator.
- Consider reviewing and revising/updating the "Guidebook for Landmarks and Historic Districts" as needed. A review may dovetail with the development of a city wide historic preservation plan and/or more detailed design guidelines.
- Commissioners and staff should review the NAPC's guide to parliamentary procedure [<https://napcommissions.org/wp-content/uploads/04-For-the-Record.pdf>] and consider incorporating elements into HPC meeting procedures/conventions to maximize meeting efficiency and defensible decision making.
- If not already, City staff should track administrative review of CNE determinations. This information may be submitted to the SHPO in the CLG Annual Report along with info on COA determinations, although this is not a CLG requirement.

MEETS MINIMUM REQUIREMENTS? N ☐ Y ☒

C. NATIONAL REGISTER NOMINATION PROCESS

(If National Register of Historic Places (National Register) nominations have been prepared for properties within the jurisdiction of the CLG, please respond to the following questions. If National Register nominations have not been prepared, please click here ☐ and go to the next set of questions.)

COMMENTS

1. N ☐ Y ☒	*Does the commission review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?	
2. N ☐ Y ☒	*Does the mayor review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?	
3. N ☐ Y ☒	*Have public notifications and hearings been held as required by the local ordinance and National Register procedures?	
4. N ☐ Y ☒	*Has a 36 CFR 61 professional preservation consultant been retained to assist on review of National Register nominations for which the required expertise is not present on the commission?	
5. N ☐ Y ☒	*Are files detailing the National Register nomination review process maintained and open to the public?	

SUMMARY

There have been no new National Register listings within City of Harrisonville since 1994. NR nominations included in the SHPO's database online include:

- Harrisonville Courthouse Square Historic District (map), roughly, Courthouse Sq. and adjacent side sts., Harrisonville (4/08/94)
- St. Peter's Episcopal Church, 400 W Wall St., Harrisonville (9/09/82)

RECOMMENDATIONS

- The city should continue to identify eligible properties and support their listing on the National Register.
- In the event of any new nominations, the HPC and Mayor should submit comments to the SHPO National Register Coordinator within the required time frame.

MEETS MINIMUM REQUIREMENTS? N ☐ Y ☒

D. SURVEY AND INVENTORY		COMMENTS
1. N ☐ Y ☒	*Has the CLG established a program of ongoing survey and identification of historic properties?	
2. N ☐ Y ☒	*Does the CLG maintain an inventory of surveyed properties and of locally designated historic landmarks and districts?	
3. N ☐ Y ☒	Has the CLG set up a separate inventory and historic preservation resource file at the public library, historical society, or other public location?	
4. N ☐ Y ☒ ☐ ☒ ☐ ☒ ☐ ☒	*Is the inventory material • compatible with SHPO standards, • accessible to the public, • updated periodically? • If required, are duplicates on file with the SHPO?	
5. N ☐ Y ☒	*Does the survey lead to designation of local landmarks and districts?	Historic Square District
6. N ☐ Y ☒	*Does the survey lead to nomination of properties and districts to the National Register of Historic Places?	Courthouse Square HD
7. N ☐ Y ☒	Has a survey plan been developed and adopted by the CLG?	
SUMMARY		

The most recent survey of architectural resources in the City of Harrisonville was conducted in 1995 by Art Historical Research; that inventory met SHPO standards when completed. Surveys on file with the SHPO include:

- Harrisonville - Courthouse Square (1991): Report, Map and Survey
- Harrisonville - Residential Buildings (1995): Report, Map and Survey

Although a formal survey plan has not been developed, the City has expressed interest in possibly surveying other districts, including Pearl Street Neighborhood and Mechanic Street.

RECOMMENDATIONS

- Continue to update cultural resources inventories as possible. Working toward preparing the desired surveys (Pearl Street, Mechanic Street, etc.) is encouraged. The City of Harrisonville can apply for an HPF grant through the SHPO to hire a 36 CFR Part 61 qualified consultant to conduct a systematic reconnaissance-level architectural survey. Information about survey requirements in MO is available online [<https://dnr.mo.gov/shpo/archisurvey.htm> and <https://dnr.mo.gov/shpo/minsurvey.htm>] as is a list of possible consultants [<https://dnr.mo.gov/shpo/docs/consultantslist2019.pdf>]. Please direct any questions concerning architectural survey to Michelle Diedrich, SHPO National Register and Survey Coordinator at 573-526-1680.
- Integrate architectural survey data into city-wide comprehensive and/or preservation plans as appropriate.
- Consider hosting the existing surveys on the City's website for convenient public access and continually update the website with any new survey data that may be collected in the future.

MEETS MINIMUM REQUIREMENTS? N ☐ Y ☒

E. ADEQUATE PUBLIC PARTICIPATION

COMMENTS

1. N ☐ Y ☒	*Does public notice of meetings and posting of agenda meet state law and local time frame requirements?	1 week
2. N ☐ Y ☒	*Have guidelines and criteria for designation been developed, and are they available to the public?	Ordinance
3. N ☐ Y ☒	*Have guidelines and criteria for commission review of Certificates of Appropriateness been developed, and are they available to the public?	Ordinance, "Guidebook" online @ https://ci.harrisonville.mo.us/DocumentCenter/View/6205/HPC---Design-Guidelines?bidId=
2. N ☐ Y ☒	*Does the commission provide timely written notice of decisions to the concerned parties, and are copies of commission decisions maintained in files accessible to the public?	7 days (COA)

SUMMARY

Public notice of HPC meetings is typically one (1) week, which meets state law and local time frame requirements. The "Guidebook for Landmarks and Preservation Districts" contains guidelines and criteria for designation of landmarks and districts, as well as design guidelines. It also prescribes administrative/staff review or no review needed for various types of work [<https://ci.harrisonville.mo.us/DocumentCenter/View/6207/HPC---Type-of-Work?bidId=>]. The ordinance stipulates a 7-day time frame for timely written notice of COA applications.

The City's website also includes a page entitled "Historic Harrisonville" that includes information about the Historic Square District [<https://ci.harrisonville.mo.us/783/Historic-Harrisonville>]. However, it is not clearly linked to the HPC's webpage.

RECOMMENDATIONS

- Update and maintain the City's web site with current information about the city's preservation program and the HPC. Consider more clearly linking the "Historic Harrisonville" and "Historic Preservation Commission" webpages on the City's website. Add additional information as appropriate and necessary to support public participation. Resources may include agendas and minutes, maps and surveys of historic districts, and forms for COAs and historic landmark/district designation.
- Continue to coordinate with the Love the Square organization, Chamber of Commerce, and the local Historical Society to increase public awareness of preservation in Harrisonville. Consider working with local newspapers or other media to further public awareness and participation.

MEETS MINIMUM REQUIREMENTS? N ☐ Y ☒

EVALUATION AND SUMMARY RECOMMENDATIONS

Date: November 6, 2019

Location:

Harrisonville City Hall, 300 E. Pearl St.

Participants:

Mr. Roger Kroh, Harrisonville Community Development Planner

Kelsey Matson, MO SHPO CLG Coordinator

David Atkinson, et al., Harrisonville HPC Members, (HPC members attended the Commission meeting portion of the evaluation)

The historic preservation program of the City of Harrisonville continues to meet all of the minimum requirements to maintain Certified Local Government status in the State of Missouri. The following report summarizes program components evaluated, discusses findings on the status of those components and makes recommendations for continued maintenance and improvement of program areas. In conjunction with the CLG evaluation meeting, the SHPO staff also attended the regularly scheduled public HPC meeting held at 12:00 PM on November 6, 2019 at the Harrisonville City Hall.

Since its certification as a CLG in 1993, the City of Harrisonville has successfully developed its HP program. The City of Harrisonville is working diligently to educate the public about locally significant properties and has developed strategies to encourage collaboration and outreach among various diverse community stakeholders. Both staff and HPC members appear committed to maintaining and furthering HP activities in Harrisonville. We are impressed by and commend the commitment of HPC members and city staff.

Although Harrisonville meets all minimum requirements for continued participation in the MO CLG program, this report identifies several key areas in Harrisonville's HP program where there are opportunities for growth:

1. Commissioners and staff are advised to review any local conflict of interest statements and the Missouri Sunshine Law, as well as the following guides on preservation law and parliamentary procedure:
 - a. Procedural Due Process in Plain English: A Guide for Preservation Commissions, National Trust for Historic Preservation [<https://forum.savingplaces.org/viewdocument/procedural-due-process-in-plain-eng>]
 - b. For the Record: The NAPC Short Guide to Parliamentary Procedure [<https://napcommissions.org/wp-content/uploads/04-For-the-Record.pdf>]
 - c. A Layperson's Guide to Historic Preservation Law, National Trust for Historic Preservation [<https://forum.savingplaces.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=b82c80be-d0fb-9399-1e8c-204f060dd342&forceDialog=0>]
 - d. National Alliance of Preservation Commissions Code of Ethics for Commissioners and Staff, NAPC [<http://ohp.parks.ca.gov/pages/1054/files/ethics.pdf>, also distributed to evaluation meeting participants]
2. (Note: This report was prepared pending the funding decision concerning Harrisonville's FY2020 HPF grant application. Although the recommendation remains regardless of the funding decision, specific actions and strategies will obviously differ contingent upon funding.)

Continue developing a new preservation plan and design guidelines to update the existing "Guidebook for Landmarks and Preservation Districts." The existing guidebook was prepared in 1994, with supplementary material added in 1997 and 2000. Comprehensive city- or district-wide design guidelines should be based on the Secretary of the Interior's Standard's for Rehabilitation. A detailed design guidelines document would assist property owners in understanding what the HPC is looking for when reviewing COA applications, and would support the HPC and City staff in making design review determinations based on objective criteria. Further, a more detailed preservation plan would serve as a tool to assist in continuing to integrate

3. Continue to update Harrisonville's architectural survey/inventory to document Harrisonville's historical resources and better support community development and planning. Options for survey districts include Pearl Street, Mechanic Street, or others. Questions concerning SHPO standards and requirements for architectural survey should be directed to SHPO National Register and Survey Coordinator Michelle Diedrich. Questions about HPF grants should be directed to Grants Manager Allison Archambo.
4. Keep up the good work of ensuring that all HPC members and staff receive at least one training relevant to their duties annually and that all training is documented each year in the Annual Report. For reference, a list of possible resources for ongoing commissioner training follows:
 - a. Online training options:
 - i. Wisconsin Historical Society commissioner training: <https://www.wisconsinhistory.org/Records/Article/CS245>
 - ii. Maryland commissioner training: <https://mahdc.org/download-training-materials/>
 - iii. Wisconsin Historical Society webinars (some are more relevant than others): <https://www.gotostage.com/channel/5744293300952012806> and <https://www.wisconsinhistory.org/Records/Article/CS4036>
 - iv. National Trust for Historic Preservation webinars: <https://forum.savingplaces.org/learn/conferences-training/forum-webinar>
 - v. NPS grant management webinars: <https://www.youtube.com/channel/UCQtHTIsXyd3VulfNcQ8aqUq/featured>
 - vi. NPS interactive online trainings (particularly "Working on the Past in Local Historic Districts"): <https://www.nps.gov/tps/education/online-training.htm>
 - b. Other options to read and discuss:
 - i. NPS Preservation Briefs: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>
 - ii. National Trust for Historic Preservation (NTHP) publications
 - iii. Articles from the National Alliance of Preservation Commissions (NAPC) "Alliance Review"
 - c. Other options include:
 - i. Inviting the city attorney to go over the HP ordinance and discuss the HPC's legal responsibilities, parliamentary procedure, the HP ordinance, or ethics.
 - ii. Inviting other local experts in preservation-related fields to give a presentation at a meeting.
 - iii. Attending local or regional talks/presentations/conferences on history, architecture, or other preservation-related topics.
 - iv. Attending the SHPO-sponsored statewide CLG Forum.
5. Continue to take advantage of CLG status by applying for HPF grants to carry out local preservation program activities. Commission meeting minutes and Annual CLG Reports, as well as supplementary information including commissioner resumes and local landmark documentation, should be submitted regularly to the SHPO for inclusion in the CLG monitoring file to ensure continued adherence to CLG program requirements.

The SHPO is pleased to see Harrisonville's preservation program continuing to grow in strength and support, and looks forward to a long and successful partnership.

MEETS MINIMUM REQUIREMENTS? N ☐ Y ☒

QUESTIONS OR COMMENTS

Questions or comments to: MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
ATTN: CLG COORDINATOR
P.O. BOX 176
JEFFERSON CITY, MO 65102-0176



TO: Historic Preservation Commission
FROM: Roger Kroh, Planner
DATE: December 30, 2019
SUBJECT: FY 2019 Annual Report

Type of Item: *Discussion*

Every community in the State of Missouri Historic Preservation Certified Local Government Program is required to submit an annual report. Attached for discussion is a copy of the report submitted by Harrisonville for the FY 2019 fiscal year (Oct.1 thru Sept. 30).

B. Action Item (ID # 3430)

FY 2019 Annual Report

Attachments:

FY 2019 Harrisonville HPC Annual Report (PDF)

CERTIFIED LOCAL GOVERNMENT PROGRAM

FY 2019 ANNUAL REPORT AND HISTORIC PRESERVATION COMMISSION ACTIVITIES

(October 1, 2018 through September 30, 2019)

City of Harrisonville, Missouri

Prepared by: Roger Kroh, Community Development Planner

For Submission to:
State Historic Preservation Office
Missouri Department of Natural Resources
PO Box 176
Jefferson City, MO 65102

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INTRODUCTION

On April 22, 1993 the newly appointed Historic Preservation Commissioners held their first meeting. Shortly thereafter, the City of Harrisonville amended its zoning ordinance by adding a “Historic Preservation District” and establishing a section describing the new district (Ordinance No. 1928).

The National Park Service officially certified Harrisonville on August 24, 1993. On April 8, 1994 the Square was listed on the National Register of Historic Places. The Harrisonville Courthouse Square Historic District consists of four full blocks of commercial buildings facing the Courthouse Square and portions of five additional City blocks just off of the Square. All together, the district contains 37 buildings, 34 of which contribute to the historic architectural qualities and historic associations of the district.

In December of 1994 the City adopted its “*Guidebook for Landmarks and Preservation Districts.*” Furthermore, Architectural and Art Historical Research group from Kansas City conducted an architectural survey in 1995 for the City of Harrisonville.

In FY 2019, three (3) applications for Certificate of Appropriateness were submitted to the HPC. All were approved. In addition, four representatives of the City attended the 2019 Missouri Historic Preservation Conference in St. Joseph.

Finally, in late September, the Historic Preservation Commission applied for the FY 2020 Historic Preservation Grant Program for \$4500 to combine with \$3,000 to prepare and updated historic preservation plan for the city. The plan will set forth major goals for the city to undertake to better preserve the Courthouse Square Historic District and potentially other historic neighborhoods in the community.

Attach. Harrisonville Historic Preservation District Zoning Regulations
Rules and Regulations of the Harrisonville HPC

HISTORIC PRESERVATION COMMISSION MEMBERSHIP

The seven members of the Historic Preservation Commission are appointed by the Mayor and approved by the Board of Aldermen. They serve three-year terms without compensation. The Commission consists of citizens of Harrisonville, all of who show an interest in historic preservation. A member of the Board of Alderman also serves as a Liaison and an Alternate.

<i>Member</i>	<i>Appointed</i>	<i>Expires</i>
David Atkinson	May 2013	May 2020
Julie Cooper	March 2014	May 2022
Claudia Kauzlarich	April 2014	May 2021
Bill Woods	August 2014	May 2022
Robert Wiseman	September 2017	May 2020
April McLaughlin	May 2009	May 2021
Michael Weaver	May 2018	May 2020
Gary Davidson (<i>Board liaison and Alternate</i>)		

NOTE 1: The Harrisonville Historic Preservation Commission does not have subcommittees or study groups.

SCHEDULED MEETINGS AND ATTENDANCE

December 5, 2018

Present: David Atkinson, Julie Cooper, Claudia Kauzlarich, Bill Woods, Michael Weaver, and April McLaughlin.
Absent: Robert Wiseman

January 9, 2019

Present: Julie Cooper, Claudia Kauzlarich, Bill Woods, Robert Wiseman, Michael Weaver, and April McLaughlin.
Absent: David Atkinson

April 3, 2019

Present: David Atkinson, Claudia Kauzlarich, Bill Woods, Robert Wiseman, Michael Weaver, David Dickerson (Liaison)
Absent: Julie Cooper, April McLaughlin

June 12, 2019

Present: David Atkinson, Julie Cooper, Claudia Kauzlarich, Bill Woods, Robert Wiseman, April McLaughlin, Gary Davidson (Liaison)
Absent: Michael Weaver

July 10, 2019

Present: David Atkinson, Julie Cooper, Claudia Kauzlarich, Bill Woods, Robert Wiseman
Absent: Michael Weaver, Gary Davidson (Liaison), April McLaughlin

HISTORIC PRESERVATION COMMISSION ACTIVITIES

December 5, 2018

- The minutes from the previous meeting were approved.
- Discussed the FY 2019 budget and grant options from the State.
- Discussed expanding the historic district, doing a survey, developing a preservation plan, and educational tools for prospective businesses on the square.

January 9, 2019

- The minutes from the previous meeting were approved.
- Approved for Terry Dowling at 104 W. Wall St. the color he would like to use for the body of the doors.
- Approved for Chris Filer the lower windows at 101 W. Wall.
- Happy Welch gave an update on a conversation with Alison Archambo about grant funding and how best to come up with a Preservation Plan for the District. Several commissioners recommended having Paul Helmer help the Commission with suggested color palettes for the District.

April 3, 2018

- The minutes from the previous meeting were approved.
- HPC approved motion directing staff to submit an application for a state historic preservation grant to prepare a historic preservation plan for the city that will incorporate, at a minimum, the following elements: 1) revisit and possibly expand the historic preservation district boundaries, 2) look at whether there is a neighborhood or scattered site historic houses that might be viable candidates to be in a historic district, 3) revisit the historic preservation design guidelines including looking at historic color palates, and 4) consolidating information for the public on the benefits of utilizing historic tax credits to restore properties and the resources to help do so.
- Received information on the June 18-21, 2019 Historic Preservation Conference in St. Joseph.

June 12, 2019

- The minutes from the previous meeting were approved.
- Considered an application for an amendment Certificate of Appropriateness for 101 West Wall Street that was approved on January 9, 2019 for first floor windows. Mr. Filer would like the second- floor windows approved. The application was continued until the applicant can bring back pictures of the windows with the slats attached.
- Approved a Certificate of Appropriateness for 117 East Wall Street for Tim and Karen Soulis who are planning a number of improvements to the property which is actually owned by Mary Hanneman, Karen's mother.

- Announced that Bill Woods, David Atkinson and Robert Wisemen will be attending the State Historic Preservation Conference in St. Joseph

July 10, 2019

- The minutes from the previous meeting were approved.
- Approved an amended Certificate of Appropriateness for 101 West Wall for the second-floor windows as installed with the horizontal mullion.
- Bill Woods, David Atkinson, Robert Wisemen and Roger Kroh discussed the State Historic Preservation Conference that they attended in St. Joseph.
- Roger Kroh stated that he will be attending the State Historic Preservation Grant Workshop on July 18, 2019.

Chapter 405. Zoning Regulations

ARTICLE XVI. "H-1" Historic Preservation District

Division 1. General Provisions

Section 405.340. Purpose.

[Ord. No. 1825, 5-13-1991]

- A. The purpose of this Article is to promote the protection and enhancement of buildings, structures or land improvements of special historic, aesthetic or architectural significance in the interest of promoting the educational, cultural, economic and general welfare of the community by:
1. Providing a mechanism to identify and preserve the distinctive historic and architectural characteristics of Harrisonville which represent elements of the City's cultural, social, economic, political and architectural history;
 2. Safeguarding the City's historic, aesthetic and cultural heritage as reflected in such buildings, sites, structures or land improvements and landmarks;
 3. Fostering civic pride in the beauty and noble accomplishments of the past, as represented in Harrisonville's landmarks and historic districts;
 4. Promoting the use of a historic district as an educational and cultural resource of the City;
 5. Protecting and enhancing the attractiveness of the City to home buyers, tourists, visitors and shoppers thereby supporting and promoting business, commerce, industry and economic benefit to the City;
 6. Conserving and improving the value of property or areas designated as within historic districts; and
 7. Encouraging preservation, restoration and rehabilitation of structures, areas and neighborhoods thereby preventing future blight.

Section 405.345. Definitions Relating To Article XVI.

[Ord. No. 1825, 5-13-1991]

Unless specifically defined below, words or phrases in this Article shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this Article its most reasonable application.

ALTERATION

Any act or process that changes one (1) or more of the exterior architectural features of a structure including, but not limited to, the erection, construction, reconstruction or removal of any

structure.

AREA

A specific geographic section of the City of Harrisonville.

BOARD OF ALDERMEN

The Board of Aldermen of the City of Harrisonville.

CERTIFICATE OF APPROPRIATENESS

A certificate issued by the Harrisonville Historic Preservation Commission authorizing an alteration, construction, removal or demolition affecting a defined feature described and delimited in the designation of a historic site or district.

COMMISSIONERS

Members of the Harrisonville Historic Preservation Commission.

CONSTRUCTION

The act of adding to an existing structure or the erection of a new principal or accessory structure on a lot or property.

DEMOLITION

Any act or process which destroys, in part or in whole, a landmark or a structure within a historic district or which threatens to destroy a landmark or a structure within a historic district by failure to maintain it in a condition of good repair and maintenance.

DESIGN GUIDELINES

A standard of appropriate activity that will preserve the historic and architectural character of a structure or area.

EXTERIOR ARCHITECTURAL APPEARANCE

The architectural character and general composition of the exterior of a structure including, but not limited to, the kind, color and texture of the building material and the type, design and character of all windows, doors, light fixtures and signs.

HISTORIC DISTRICT

An area designated as a "historic district" by ordinance of the Board of Aldermen and which may contain within definable geographical boundaries one (1) or more landmarks and which may have within its boundaries other properties or structures which, while not of such historic landmarks, nevertheless contribute to the overall visual characteristics of the landmark or landmarks located within the historic district.

LANDMARK

A property or structure designated as a "landmark" by ordinance of the Board of Aldermen, pursuant to the procedures described herein, which is worthy of rehabilitation, restoration and preservation because of its historic and/or architectural significance to the City of Harrisonville.

OWNER OF RECORD

The person, corporation or other legal entity listed as owner on the records of the County Recorder of Deeds.

PRESERVATION COMMISSION

The Harrisonville Historical Preservation Commission.

PUBLIC IMPROVEMENT PROJECT

An action by the City of Harrisonville or any of its departments or agencies involving major modification or replacement of streets, sidewalks, curbs, street lights, street or sidewalk furniture, landscaping or other portions of the public infrastructure servicing commercial, residential or industrial development.

REMOVAL

Any relocation of a structure on its site or to another site.

REPAIR

Any change that is not construction, removal or alteration.

STOP WORK ORDER

An order of Harrisonville Historical Preservation Commission directing an owner, occupant, contractor or subcontractor to halt an action for which a certificate of appropriateness is required and notifying the owner, occupant, contractor or subcontractor of the application process for a certificate of appropriateness.

STRUCTURE

Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground including, but without limiting the generality of the foregoing, buildings, fences, gazebos, advertising signs, billboards, backstops for tennis courts, radio and television antennae and towers and swimming pools.

Division 2. Historic Preservation Commission

Section 405.350. Composition of Historic Preservation Commission.

[Ord. No. 1825, 5-13-1991; Ord. No. 3437, 5-7-2018]

The Harrisonville Historic Preservation Commission shall consist of seven (7) members who are residents of Harrisonville plus one (1) alternate who is the Board of Aldermen liaison for the HPC, all of whom shall be appointed by the Mayor and approved by the Board of Aldermen. Every effort shall be made to appoint persons with a demonstrated interest in the historical preservation of the City of Harrisonville. To the extent available, the Commission shall include professional members representing such disciplines as architecture, law, real estate, history, construction or any other field related to historic preservation. A quorum shall consist of four (4) members. Members must attend seventy-five percent (75%) of the meetings or not miss more than three (3) consecutive regularly scheduled meetings. The alternate must attend at least four (4) meetings a year, one (1) in each quarter. Failure to meet these requirements could be cause for removal by the Mayor and Board of Aldermen.

Section 405.355. Terms.

[Ord. No. 1825, 5-13-1991]

The terms of office of the members shall be for three (3) years, except the terms of the first (1st) appointed Commission shall be one (1) Commissioner shall serve for one (1) year, two (2) for two (2) years and two (2) for three (3) years. Vacancies shall be filled for the unexpired term only. The term set forth herein shall not be construed as preventing a member from serving more than one (1) consecutive term. Vacancies, to include expired terms, shall be filled in the manner stated herein within sixty (60) days.

Section 405.360. Officers.

[Ord. No. 1825, 5-13-1991]

- A. Officers shall consist of a Chairman, Vice Chairman and Secretary elected by the Preservation Commission and shall serve a term of one (1) year and shall be eligible for re-election. The Chairman shall preside over meetings. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman. If both are absent, a temporary Chairman shall be elected by

those present. The officers of the Preservation Commission shall assure that the following duties of the Commission are performed:

1. Preparation of minutes of each Harrisonville Preservation Commission meeting;
2. Publication and distribution of copies of the minutes, reports and decisions of the Commission to other Commission members;
3. Provisions of notice as required herein or by law for all public hearings conducted by the Commission;
4. Notification to the Mayor of vacancies on the Commission and expiring terms of members;
5. Preparation and submission to the Board of Aldermen of a complete record and votes of the proceedings before the Preservation Commission on any matter requiring Board consideration; and
6. Each Commission member attends one (1) informational or educational meeting during the first (1st) year of their term of office approved or conducted by the State Historic Preservation Officer pertinent to historic preservation.

Section 405.365. Meetings.

[Ord. No. 1825, 5-13-1991]

All decisions or actions of the Preservation Commission shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. Five (5) members shall constitute a quorum. Meetings shall be held at regularly scheduled times to be established by resolution of the Preservation Commission, but not less than quarterly, of each calendar year or at any time upon the call of the Commission Chairman. No member of the Preservation Commission shall vote on any matter which may materially or apparently affect the property, income or business interest of that member. No action shall be taken by the Commission which could in any manner deprive or restrict the owner of a property in its use, modification, maintenance, disposition or demolition until such owner shall first have the opportunity to be heard at public meeting of the Harrisonville Historic Preservation Commission as provided herein. All meetings of the Preservation Commission shall be open to the public. The Commission shall keep minutes of its proceedings, showing the vote, indicating such fact and shall be immediately filed with Harrisonville City offices and be a public record.

Section 405.370. Powers and Duties.

[Ord. No. 1825, 5-13-1991]

- A. The Preservation Commission shall act in an advisory capacity to the Board of Aldermen and the Planning and Zoning Commission in carrying out activities required by the City ordinances relating to the administration of this Article and shall have the following powers and duties:
1. To adopt its own procedural regulations;
 2. To initiate and recommend property and/or properties for proposed designations as a historic landmark and/or historic district;
 3. To review applications for construction, alteration or reconstruction of landmarks or structures within a historic district and make recommendations concerning such applications to Planning and Zoning Commission and the Board of Aldermen;
 4. To review proposed changes to buildings, structures, street furniture, City parks, civic areas, public facilities or environmental features of a historic landmark or within a historic district and

make recommendations concerning such to the Planning and Zoning Commission and the Board of Aldermen;

5. To review applications for demolition permits to demolish buildings or structures designated as landmarks or those within a historic district and make recommendations concerning such to the Planning and Zoning Commission and the Board of Aldermen;
6. To review applications for special use permits, proposed zoning amendments or applications for zoning variances for a historic landmark or within a historic district and to make recommendations concerning such requests to the Planning and Zoning Commission or Board of Adjustment as indicated by the nature of the request;
7. To initiate from time to time a comprehensive review of the provisions of this Article or any part thereof;
8. To disseminate to owners or occupants of landmarks or within historic districts or to the general public information concerning the preservation of landmarks or historic districts; and
9. To support the nomination to the National Register of Historic Places of local history landmarks and districts which the Commission members believe fill the standards herein set forth and have contributed to the history, architecture and culture of Harrisonville.

Division 3. Designation of Historic Districts and Landmarks

Section 405.375. Preliminary Research.

[Ord. No. 1825, 5-13-1991]

The Preservation Commission shall establish and maintain a survey and inventory of historic properties in accordance with standards and guidelines established by the Secretary of Interior's "Standards and Guidelines for Historic Preservation" (36 CFR Part 61). The survey will be compatible with Missouri's statewide Preservation Comprehensive Planning Process. In establishing the foregoing information, the Preservation Commission shall place particular emphasis on evaluating and incorporating the findings and studies the surveys already completed.

Section 405.380. Criteria For Designation of Landmarks and Historic Districts.

[Ord. No. 1825, 5-13-1991]

- A. A structure or site, portion of a structure, group of structures, landscape element, work of art or an integrated combination thereof may be designated for preservation if it:
 1. Has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, State or nation; or is associated with the life of a person significant in the past;
 2. Exemplifies the cultural, political, economic, social or historical heritage of the community;
 3. Portrays the environment and area of history characterized by a distinct architectural style;
 4. By being part of or related to a park or other distinctive area, should be developed to preserve according to the plan based on a historic, cultural or architectural motive;
 5. Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or City;

6. Any prehistoric/historic site containing information of archaeological value in that it has produced or can be expected to produce data affecting series of historic or prehistoric research interest as set forth in the State Historic Preservation Program master plan for cultural resources.

Section 405.385. Nominations of Landmarks.

[Ord. No. 1825, 5-13-1991]

Nominations of landmarks in historic districts shall be made to the Harrisonville Historic Preservation Commission on a form prepared by it and may be submitted by a member of the Commission, owner of record of the nominated property or structure or the Board of Aldermen of the City of Harrisonville.

Division 4. Procedure For Designation of Property As A Landmark or Historic District

Section 405.390. Recommendation To Designate Specific Property.

[Ord. No. 1825, 5-13-1991]

A recommendation to designate a specific property and/or properties as a landmark or historic district shall be considered an application for amendment of a Zoning District Map and Zoning Ordinance as provided in Section **405.630** of the Harrisonville Zoning Ordinance. All procedures as provided in said Section and by State law shall be followed by the Planning and Zoning Commission and the Board of Aldermen. The fee required under Article **XXIII** shall not be required upon initial considerations for designating a property as a landmark and/or historical district. The Planning and Zoning Commission may consider zoning amendment application by others all as provided by Article **XXIII**. The provisions of this Article shall control over any conflicting provisions in Section **405.630**.

Section 405.395. Notification of Nomination and Public Hearing.

[Ord. No. 1825, 5-13-1991]

The Preservation Commission shall schedule and hold a public meeting on the nomination as to whether or not a nominated landmark or historic district meets the criteria for designation. The meeting shall be scheduled, held and conducted in the same manner as other meetings to consider applications for Zoning Map amendments or ordinance amendments and to receive the viewpoints of affected property owners, residences and other interested citizens. Notice of the date, time, place and purpose of the meeting and a copy of the completed nomination form shall be in the same manner as all public hearings concerning zoning matters to the owners of record, adjoining property owners and to the nominators; and notice shall also be published in a newspaper having general circulation in the City of Harrisonville.

Section 405.400. Interim Control.

[Ord. No. 1825, 5-13-1991]

No building permit shall be issued for alteration, construction, demolition or removal of a nominated landmark or of any property or structure within a nominated historic district from the date of the meeting of the Historic Preservation Commission at which a nomination form is first presented until the final disposition of the nomination by the Board of Aldermen, unless such alteration, removal or demolition is authorized by formal resolution of the Board of Aldermen as necessary for public health, welfare or safety. In no event shall the delay be more than one hundred twenty (120) days.

Section 405.405. Timely Determination.

[Ord. No. 1825, 5-13-1991]

- A. Within forty-five (45) days of the conclusion of the public hearing, the Preservation Commission shall make a recommendation as to whether or not the nominated landmark or historic district meets the criteria for designation under Section **405.380**. Said recommendation may be for approval, disapproval or approval in part and together with a report which shall contain the following information:
1. An explanation of the significance or lack of significance of the nominated landmark or historic district as it relates to the criteria for designation;
 2. An explanation of the integrity or lack of integrity of the nominated landmark or historic district; and
 3. In case of a nominated landmark or historic district found to meet the criteria for designation, the significant exterior architectural features of the nominated landmark that should be protected and the types of construction, alteration, demolition or removal other than those requiring a demolition permit that should be reviewed for a certificate of appropriateness. The recommendation and report of the Preservation Commission shall be sent to the Board of Aldermen and the Planning and Zoning Commission within seven (7) days following the vote on the resolution and shall be available to the public at Harrisonville City Hall offices.

Section 405.410. Action By Planning and Zoning Commission.

[Ord. No. 1825, 5-13-1991]

- A. Upon receipt of the Preservation Commission's recommendations and report, the Planning and Zoning Commission shall review each proposed landmark or historic district for historic zoning designation and within the thirty (30) days make a recommendation with respect to the proposed "H-1" designation. The recommendation, together with a record of the proceeding, shall be forwarded to the Board of Aldermen. That recommendation shall not be binding on the Board of Aldermen.
- B. A "H-1" historic designation shall be regarded as a supplemental zoning designation and shall not affect in any way the underlying zoning designation as provided in other Articles of the Harrisonville Zoning Ordinance. The existing zoning standards for each district are set forth and shall be complied with unless such standards conflict with the provisions of the ordinance designating said landmarks or historic district. In the event of a conflict, provisions of the historic district ordinance shall prevail. A landmark or historic district shall be designated with a "H-1" affixed to the current zoning district acronym and illustrated as such on the official Zoning District Map.

Section 405.415. Notification of Determination.

[Ord. No. 1825, 5-13-1991]

Notice of a determination of the Planning and Zoning Commission, including a copy of the report, shall be sent by certified mail to the owners of record of a nominated landmark and by regular mail to the owners of all property within a nominated historic district and to the nominator within seven (7) days following a determination of the Planning and Zoning Commission that the nominated landmark or historic district does or does not meet the criteria for designation. A copy of the resolution and report accompanied by a recommendation concerning the nominated landmark or historic district shall be sent to the Board of Aldermen.

Section 405.420. Action of Board of Aldermen.

[Ord. No. 1825, 5-13-1991]

The Board of Aldermen shall within forty-five (45) days after receiving the recommendation of the Planning and Zoning Commission concerning the nominated landmark or historic district either accept or reject the recommendation of the Planning and Zoning Commission. If the Board wishes to designate a landmark or district, it shall do so by ordinance. The Board of Aldermen shall hold a public hearing before enacting the resolution or ordinance and provide notice and take testimony in the same manner as provided in the Harrisonville Zoning Ordinance. Any resolution or ordinance shall be accompanied by a written statement explaining the reasons for the action by the Board of Aldermen. The City Clerk shall provide written notification of the action of the Board of Aldermen by regular mail to the nominator and the owners of record of the nominated landmark or of all property within a nominated historic district. The notice shall include a copy of the designation ordinance or resolution passed by the Board of Aldermen and shall be sent within seven (7) days of the Board of Aldermen action. A copy of each designation ordinance shall be sent to the Historic Preservation Commission, the Planning and Zoning Commission and the Codes Enforcement Department of the City of Harrisonville. A determination by the Board of Aldermen shall be a final and administrative decision as that term is defined in Chapter 536, RSMo.

Section 405.425. Designation Ordinance.

[Ord. No. 1825, 5-13-1991]

Upon designation, the landmark or historic district shall be classified as a "District "H-1" Historic District". The official Zoning Map of the City of Harrisonville shall be amended to show the location of the "District "H-1" Historic District".

Division 5. Certificates of Appropriateness

Section 405.430. Certificate of Appropriateness.

[Ord. No. 1825, 5-13-1991]

- A. A certificate of appropriateness shall be required before the following actions affecting the exterior architectural appearance of any landmark or property within a historic district may be undertaken:
1. Any construction, alteration or removal requiring a building permit from the City of Harrisonville;
 2. Any demolition in whole or in part requiring a permit from the City of Harrisonville;
 3. Any violation of a minimum maintenance standard or construction, alteration, demolition or removal affecting a significant exterior architectural feature or features;
 4. Any construction, alteration, removal or demolition in whole or in part proposed by the City of Harrisonville or any of its agencies or departments for a landmark or a structure within a historic district and affecting a significant exterior architectural feature or features.

Section 405.435. Applications For Certificate of Appropriateness.

[Ord. No. 1825, 5-13-1991]

No application for a building or demolition permit affecting the exterior or architectural appearance of a designated landmark or property within a designated historical district shall be granted by the City until

approved by the Preservation Commission. An applicant may request a meeting with the Preservation Commission before or during the review of the application. Application for review of construction, demolition or removal not requiring a building permit for which a certificate of appropriateness is required shall be made on a form prepared by the Codes Enforcement Department of the City of Harrisonville and available at the office of the Codes Enforcement Department of the City of Harrisonville. Applicants may be required to submit plans, drawings, elevations, specifications and other information as may be requested by the Preservation Commission. The Preservation Commission shall consider the completed application at its next regular meeting. The Preservation Commission may call a specific meeting to review routine application for certificate of appropriateness when delay to the next regular meeting would create an unnecessary inconvenience to the applicant.

Section 405.440. Stop Work Order.

[Ord. No. 1825, 5-13-1991]

Whenever the Historic Preservation Commission has a reason to believe an action for which a certificate of appropriateness is required has been initiated or is about to be initiated, it shall make every reasonable effort to contact the owners, occupants, contractors or subcontractors and inform them of the application for certificate of appropriateness process. If the Historic Preservation Commission determines that a stop work order is necessary to halt an action that requires a certificate of appropriateness, it shall deliver or send a copy of the stop work order by certified mail return receipt requested to the owners, occupants, contractors and subcontractors and notify them of the certificate of appropriateness process. A copy of the proper application form shall be included in the notice. A copy of the stop work order shall be sent to the Codes Enforcement Director of the City of Harrisonville, who shall be responsible for monitoring said situation and citing those in violation of this Article.

Section 405.445. Determination By Historic Preservation Commission.

[Ord. No. 1825, 5-13-1991]

- A. The Historic Preservation Commission shall review the application for a building or demolition permit or for a certificate of appropriateness and issue or deny the certificate of appropriateness within no more than forty-five (45) days of receipt of the application. Determination will be based on the standards and guidelines set forth in this Article. Written notice of the approval or denial of the application for a certificate of appropriateness shall be provided the applicant and the Codes Enforcement Department of the City of Harrisonville within seven (7) days following the determination and shall be accompanied by a certificate of appropriateness in case of approval.
- B. The certificate of appropriateness shall become void unless construction is commenced within six (6) months of the date of issuance. Any person who does not complete a project according to the guidelines provided in the certificate of appropriateness shall be deemed in violation of this Article.

Section 405.450. Denial of Certificate of Appropriateness.

[Ord. No. 1825, 5-13-1991]

A denial of the certificate of appropriateness shall be accompanied by a statement of the reasons for the denial. The Historic Preservation Commission shall make recommendations to the applicant concerning changes, if any, in the proposed action which would cause the Commission to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the applicant and the Commission. The applicant may resubmit an amended application or reapply for a building or demolition permit that takes into consideration the recommendation of the Commission. Projects requiring certificates of appropriateness will be

monitored as necessary by the Commission or its designated representatives to insure compliance of the terms and specifications of the certificate of appropriateness, building permits and demolition permits. If necessary, a second (2nd) stop work order may be issued by the Commission for the same project.

Section 405.455. Standards For Review.

[Ord. No. 1825, 5-13-1991]

- A. In considering an application for a building or demolition permit for a certificate of appropriateness, the Historic Preservation Commission shall be guided by the following general standards in addition to any design guidelines in the ordinance designating the landmark or historic district:
1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building structure or site and its environment or to the use of the property for its originally intended purpose.
 2. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.
 3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
 4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own rank and this significance should be recognized and respected.
 5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
 6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture and other visual qualities. Repairs or replacement of missing architectural features should be based on accurate duplication of features substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
 7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Cleaning methods that will damage the historic building shall not be undertaken.
 8. Contemporary design for alteration and additions to existing properties and for new construction may be permitted when such alterations, additions or new construction do not destroy significant historical or architectural or cultural material and such design is compatible with the size, scale, color, material and character of the property neighborhood and environment.
 9. Whenever possible, new additions or alterations to structures shall be done in a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
 10. New buildings do not need to duplicate older styles of architecture, but must be compatible with the architecture within the district. However, the scale, placement on lots and street setback must conform with the scale, placement and setback of adjacent structures, especially in the context of rows of buildings and streetscapes. Styles of architecture will be

controlled only to insure that their exterior design, materials and color are in harmony with neighboring structures.

11. The Commission may consider economic hardship and other factors that may affect an owner's ability to undertake or complete rehabilitation or other work under consideration.

Division 6. Design Guidelines

Section 405.460. Design Guidelines.

[Ord. No. 1825, 5-13-1991]

- A. The City of Harrisonville and the Harrisonville Historic Preservation Commission have adopted the following design and review guidelines for all historic districts and landmarks of the City. The guidelines will be enforce within district or landmark boundaries under any of the following circumstances:
 1. Construction, alteration or removal requiring a building permit and which has an impact on the exterior appearance of a structure.
 2. Demolition in whole or in part requiring a permit.
 3. Construction, alteration (including color changes), demolition or removal affecting a significant exterior or architectural feature or features.
 4. Construction, alteration improvement (including color changes), demolition or removal which negatively impacts the significant appearance or harmony of adjacent structures, rows of buildings, streetscapes or the historic district as a whole as determined by the Historic Preservation Commission. Design guideline architectural criteria:
 - a. Height of any proposed alteration or construction should be compatible with style and character of the surrounding structures.
 - b. Windows and doors relationships and proportions should be compatible with the architectural style and character of the district or landmark and surrounding structures.
 - c. The relationship of a structure to the open space between it and adjoining structures should be compatible.
 - d. Roof shape and design should be compatible with the character of the district or landmark and surrounding structures.
 - e. Landscaping should be compatible with the architectural style and character of the district or landmark or surrounding structures.
 - f. The scale of the structure after alteration, construction or partial demolition should be compatible with its architectural style and character and with surrounding structures.
 - g. Facades should blend with other structures with regard to directional expression. Structures should be compatible with the dominant historical or vertical expression of a landmark after alteration, construction or partial demolition and should be compatible with its original architectural style and character.
 - h. Architectural details, including materials, colors and textures, should be treated so as to make a landmark compatible with its original character or significant architectural style and to preserve and enhance the landmark or historic district.

Division 7. Maintenance of Properties

Section 405.465. Maintenance of Historic Properties.

[Ord. No. 1825, 5-13-1991]

- A. *Ordinary Maintenance Exclusion.* Nothing in this Section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure designated as a landmark or within a historic preservation district.
- B. *Definition Of Ordinary Maintenance.* Any work for which a building permit is not required by law, where the purpose and the affect of such work is to correct any deterioration or decay or damage to a structure or any part thereof and to restore the same as nearly as may be practical to its condition prior to the occurrence of such deterioration, decay or damage.
- C. *Minimum Maintenance Requirement.* All buildings and structures designated by the City ordinance as "H-1" shall be preserved against decay and deterioration and free from certain structural defects in the following manner by the owner thereof or such other person or persons who may have legal custody and control thereof. The owner or other person having legal custody thereof shall repair such building if it is found to have any of the following defects:
1. Those which have parts thereof which are so attached that they may fall and injure members of the public or property.
 2. Deteriorated or inadequate foundation.
 3. Defective or deteriorated flooring or flooring supports or floor supports of insufficient size to carry imposed loads with safety.
 4. Members of walls, partitions or other vertical support that split, lean, list or buckle due to defective material or deterioration.
 5. Members of walls, partitions or other vertical supports that are insufficient size to carry imposed loads with safety.
 6. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration.
 7. Members of ceilings, roofs, ceiling and roof supports or other horizontal members that are of insufficient size to carry imposed loads with safety.
 8. Fireplace or chimneys which list, bulge or settle due to defective material or deterioration.
 9. Fireplace or chimneys which are of insufficient size or strength to carry imposed loads with safety.
 10. Deteriorated, crumbling or loose plaster.
 11. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or walls, including broken windows or doors.
 12. Defective or lack of weather protection for exterior wall coverings, including lack of paint or weathering due to lack of paint or other protective coating.
 13. Any fault or defect in a building which renders the same structurally unsafe or not properly watertight.

- D. *Public Safety Exclusion.* None of the provisions of this Chapter shall be construed to prevent any measures of construction, alteration or demolition necessary to correct or abate the unsafe or dangerous condition of any structure, other feature or part thereof, where such condition has been declared unsafe or dangerous by the Codes Enforcement Department of the City of Harrisonville and where the proposed measures have been declared necessary by such department or departments to correct the said condition; provided however, that only such work as is reasonably necessary to correct the unsafe or dangerous condition may be performed pursuant to this Section. In the event any structure or other feature shall be damaged by fire or other calamity or by an act of God or by public enemy to such an extent that, in the opinion of the aforesaid department, it cannot reasonably be repaired or restored, it may be removed in conformity with normal permit procedures and applicable laws.
- E. If minimum maintenance is not being maintained, the owner of the property or other person having legal custody thereof shall be notified thereof by the Preservation Commission. The notice shall be by certified mail and shall specify each item in the property or landmark that fails to meet with minimum maintenance requirements. The owner or other person having custody of the property shall have thirty (30) days from the receipt of the notice to comply with minimum maintenance requirements. The Preservation Commission, for good cause shown, may grant an additional extension of thirty (30) days. If, after the original thirty (30) day period or any extension granted, the owner or person having legal custody of the property should fail to meet the minimum maintenance requirements, the owner or person having legal custody of the property shall be in violation of this Section and punished subject to the punishment set forth in this Chapter.

Division 8. Appeals

Section 405.470. Appeals.

[Ord. No. 1825, 5-13-1991]

If the Preservation Commission denies an application for a certificate of appropriateness, the applicant may, within thirty (30) days after the post-marked date of the notice of the determination, file with the City Clerk a written appeal to the Harrisonville Board of Aldermen specifying the grounds thereof. In acting on the appeal, the Board of Aldermen may grant a variance from the strict interpretation of this Chapter when such will not materially affect the health or safety of the applicant and the general public.

Division 9. Fees and Penalties

Section 405.475. Fees and Penalties.

[Ord. No. 1825, 5-13-1991]

The Harrisonville Preservation Commission may establish an appropriate system of processing fees for review of nominations and certificates of appropriateness. An application must be filed through City of Harrisonville City Hall. Any person who undertakes or causes an alteration, construction, demolition or removal of nominated or designated landmark or property within a nominated or designated historic district without a certificate of appropriateness shall be guilty of a misdemeanor and upon conviction thereof shall be punished in accordance with the penalties set forth in the Harrisonville Code of Ordinances. Every person who violates this Chapter concerning the maintenance of a structure within a historic district shall be guilty of a misdemeanor and upon conviction thereof shall be punishable in accordance with the penalties set forth in the Harrisonville Code of Ordinances.

Division 10. Guidelines For Landmarks and Preservation Districts

Section 405.480. Guidelines For Landmarks and Preservation Districts.

[Ord. No. 1825, 5-13-1991]

See Appendix A to this Zoning Code "Harrisonville's Guidebook for Landmarks and Preservation Districts" which is on file in the City offices.

RULES AND REGULATIONS OF THE HARRISONVILLE HISTORIC PRESERVATION COMMISSION

1. OFFICERS.

- A. Officers of the Commission shall be the Chairperson and Vice-Chairperson, which officers shall be elected by the Commission at the first regular meeting of the year. Officers shall serve for one (1) year and may be re-elected or replaced by election.
- B. The Commission shall have a recording secretary, who shall be provided by the City of Harrisonville, and who shall not be an appointed member of the Historic Preservation Commission.

2. FUNCTION AND DUTIES OF OFFICERS.

- A. *Chairperson:* The Chairperson shall be the presiding officer of all meetings of the Historic Preservation Commission. He/she may call special meetings at his/her discretion, and may relinquish the chair to the Vice-Chairperson or other specific member at his/her discretion. The Chairperson may not make or second motions, but may participate in discussions and vote on any and all motions to come before the Commission.
- B. *Vice-Chairperson:* The Vice-Chairperson shall serve in the absence of the Chairperson, and while so serving shall have all the authority held by the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, an acting Vice-Chairperson shall be elected by quorum of the Commissioners present.
- C. *Recording Secretary:* A recording secretary shall attend all regular meetings of the Historic Preservation Commission. A recording secretary shall attend all public hearings before the Commission and shall record a summary of the statements made by witnesses at the hearing. All motions shall be recorded and a summary of all reasons for motions or votes by members of the Commission shall be made. The minutes of each meeting shall be typed and copies distributed to members of the Commission and other appropriate persons. An original copy of the minutes shall become part of the official records of the City of Harrisonville and shall be kept in the office of the Community Development Director.

3. MEETINGS.

Regular meetings of the Historic Preservation Commission shall be held on the second Wednesday of each month at 6:00 p.m. Special meetings may be held at the call of the Chairperson, or in his/her absence, the Vice-Chairperson. All meetings shall be open to the public. Meetings may be cancelled if no agenda

items are to be considered. However, the Historic Preservation Commission must meet a minimum of four times a year.

Study sessions, or additional meetings of the Commission shall be held as necessary. The primary purpose of such meetings shall be the preparation of long-range plans, review of ordinance regulations, review of emergency applications, and other matters relating to Historic Preservation. All applications shall be reviewed at the regular monthly Commission meeting unless it becomes apparent that delay to said meeting would result in hardship.

Study sessions shall be open to the public.

Agendas shall be posted and proper public notice shall be given of all meetings at least 24 hours before the meeting.

4. APPLICATIONS.

All applications and other submittals required for review by the Historic Preservation Commission shall be received by the City Staff (Community Development Department) in accordance with the following schedule:

- | | |
|--|--|
| A. <u>Application Filing</u>
All applications | <u>Deadline</u>
Thirty (30) days prior to the meeting |
| B. <u>Agenda Distribution</u> | Five (5) days prior to the meeting. |

All information relating to historic preservation may be obtained through the Community Development office.

5. AGENDA.

The agenda shall be prepared prior to the date of the meeting. The order of items on the agenda shall be at the discretion of City staff in consultation with the Commission Chairperson, due consideration being given to items likely to attract large audiences. The Chairperson may, for any reasons publicly stated, vary from the order of the agenda. An item may be added to the agenda only by affirmative vote of three-fourths (3/4) of the Commission members present. Items may also be removed by majority vote of those present, with reasons stated in the record.

6. MEETING PROCEDURE.

The Chairperson shall announce each agenda item and ask a member of the staff to present the staff report and recommendation to the Commission. Following the staff report, the applicant and/or his/her agent shall be allowed a reasonable time to make a presentation. At the conclusion of the applicant's presentation, the members of the Commission and staff shall have the opportunity to question the applicant. Such questioning shall be conducted in an

orderly manner, without dominance by certain Commission members. Any other supporting testimony will then be requested by the Chairperson. The applicant will then be given an opportunity to present a short summary.

All statements shall be directed to the Commission and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chairperson, who may then ask the proper person to answer, such answer being directed to the Commission. Unproductive or irrelevant discourse between two or more parties may be terminated by the Chairperson at any time. A decision may then be made as authorized in Section 19H of the Harrisonville Zoning Ordinance.

7. MOTIONS.

Following closing of testimony, a motion may be made to recommend approval, denial, or continuance of the case. A brief statement of reason for the motion should precede the motion. This statement should reference sections of the Design Guidelines pertaining to the application and whether or not the proposal conforms to the relevant guidelines. Any stipulations or conditions should be listed following a motion to approve. Upon receiving the second, the motion may be discussed further or brought to a vote by the Chairperson. Vote shall be by voice, show of hands, or roll call, at the discretion of the Chairperson. The affirmative vote of a majority of the quorum of Commission present shall result in approval of the motion.

If the Commission feels that delaying an action would be in the best interest of the parties involved, the hearing may be continued to a certain date. Such motion for continuance shall include a reason for the action and shall require a majority vote of those present. The Commission may continue a case for a period not to exceed forty-five (45) days from the date of the first hearing, and one of four actions shall be taken within that period: (1) the proposal may be approved; (2) the proposal may be denied; (3) the proposal may be dismissed without prejudice; or (4) the applicant may be permitted to withdraw the proposal. In the latter case, the proposal may come before the Commission again only by re-application.

8. ENDORSEMENT OF EXHIBITS.

Any plan, sketch, photo, or other exhibit submitted as part of a hearing, and which is deemed by the Chairperson to be an important part of the presentation, shall be retained for the file.

9. CONTINUANCE BY AN APPLICANT.

An applicant may request the continuance of a proposal to a date certain for a period not to exceed forty-five (45) days. Approval of a continuance shall be granted by a majority vote of the members.

10. APPLICANT NOT IN ATTENDANCE.

In case an applicant or his/her agent is not in attendance when his/her time is called, the item may be set over to the end of the agenda. At the time the item is again called, if the applicant is still not present, the Commission may continue the case, or may approve, deny, or dismiss the proposition as appropriate. Representatives of an applicant or property owner should have written authority to speak on behalf of the applicant. This should be submitted for the record. If an applicant will not be present, they should submit written approval for the HPC to proceed with the review in their absence.

11. QUORUM.

Five (5) of the appointed regular members, including the Chairperson, shall constitute a quorum for the transaction of business and conduction of hearings.

12. CONFLICT OF INTEREST.

When a member of the Commission has an interest in conflict with any interest before the Commission in a particular case, he/she shall so state for the record, and vacate his/her chair, and shall not vote on the issue. If the vacation of a chair due to conflict of interest shall eliminate a quorum, action on that item shall only be taken by the affirmative vote of a majority of the original quorum. If the item fails to receive such a majority, it shall be continued to the next regular meeting.

13. SUSPENSION OF RULES.

Any of these rules and regulations may be suspended for stated reasons by affirmative vote of a majority of those members present at a special or regular meeting with a quorum present.

14. AMENDMENT OF RULES.

These rules and regulations may be amended or repealed for stated reasons by affirmative vote of a majority of those members present at a special or regular meeting with a quorum present.

15. APPEALS

If the HPC denies an application, the applicant may, within 30 days, file with the City Clerk a written appeal to the Board of Aldermen specifying the grounds thereof.