AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
AUGUST 5, 2020
12:00 PM

1. Call to Order

A. Roll Call

2. Approval of Minutes

A. Historic Preservation Commission - Regular Meeting - Feb 19, 2020 12:00 PM

3. Discussion Items

A. HPC Training

B. Harrisonville Historic Preservation Plan Update - Consultant Selection

4. Adjourn

Posted on City Hall Bulletin Board this 29th day of July, 2020.

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Randall K. Jones, City Clerk

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DRAFT

MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
FEBRUARY 19, 2020
12:00 PM

Minutes Acceptance: Minutes of Feb 19, 2020 12:00 PM (Approval of Minutes)

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		Absent	
Bill Woods	Harrisonville		Present	
Robert Wiseman	Harrisonville	Board Member	Present	
Michael Weaver	Harrisonville		Remote	
Gary Davidson	Harrisonville	Board Liaison	Present	
April McLaughlin	Harrisonville	Vice-Chair	Absent	

Also in attendance were Leigh Ann and Jay Carl, applicants; Roger Kroh, Community Development Planner; and Jamie Martin, Recording Secretary. Although Michael Weaver joined us via conference call, he is unable to vote or be considered part of the quorum.

2. Approval of Minutes

1. Historic Preservation Commission - Regular Meeting - Jan 8, 2020 12:00 PM

With no additions or corrections, the minutes from the January 8, 2020, meeting were unanimously accepted.

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

3. Certificate of Appropriateness

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1. Certificate of Appropriateness Jay Carl 104-106 N Independence

Roger Kroh presented the Certificate of Appropriateness application for Jay and Leigh Ann Carl. They are requesting approval of the 2nd floor windows as presented. Mr. Kroh had suggested that they put the windows they are proposing on the back of the building before they order the ones for the front as the back of the building does not need approval. Staff recommends approval as shown.

Jay Carl told the Commission that the windows are all aluminum and able to be painted. The lower sash is operable with a screen. He stated that they would have them put in and if they decided that it didn't look good, they would paint them white.

Bill Woods made a motion to approve a Certificate of Appropriateness for the black, operable, single-hung windows on the second floor of the front wall of 104-106 N. Independence. Julie Cooper seconded the motion. The Commission passed the motion unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Woods
SECONDER:	Julie Cooper
AYES:	Atkinson, Cooper, Woods, Wiseman, Davidson
ABSENT:	Claudia Kauzlarich, April McLaughlin
EXCUSED:	Michael Weaver

4. Discussion Items

Roger Kroh told the Commission that "We have been picked for further consideration" for the grant that was applied for in September 2019. The grant would be $4500, with the City's $3000 to update the HPC's preservation plan. As soon as there is confirmation it will go on the Board of Alderman Agenda. David Atkinson asked that the Commission be informed so those on the Commission that want to attend can be there for support. Mr. Kroh stated that there are letters from the Mayor, the Chamber of Commerce and Cass County showing support as well. Bill Woods reminded everyone of the State meeting June 3-5th, in Jefferson City.

5. Adjourn

With nothing further to come before the Commission, Bill Woods made a motion to adjourn. Robert Wiseman seconded. The meeting was adjourned at 12:19PM.

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Jamie Martin, Recording Secretary

Minutes Acceptance: Minutes of Feb 19, 2020 12:00 PM (Approval of Minutes)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Historic Preservation Commission**

FROM: **Roger Kroh, Planner**

DATE: **July 29, 2020**

SUBJECT: **HPC Training**

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: **Roger Kroh**

Requested Actions: **HPC Training**

Date of Application: **July 29, 2020**

PROPOSAL

Harrisonville is one of 80+ Certified Local Governments in historic preservation in the state of Missouri. A requirement of CLGs is that the members participate in at least one training conference each year. Unfortunately, the 2020 Missouri Alliance for Historic Preservation was cancelled due to Covid-19. This was the conference the commission attended last year in St. Joseph.

In order to meet our training requirements, staff proposes that we participate in online training related to historic preservation. Kelsey Matson with the State Historic Preservation Office. Members has furnished us with a number of online training opportunities and publications. Please review this list and let's discuss which topics HPC member would most like to have covered in online webinars at upcoming meetings.

- Online training options:
  - Wisconsin Historical Society
    - Commissioner training: https://www.wisconsinhistory.org/Records/Article/CS245
    - Advocacy Guide: https://www.wisconsinhistory.org/Records/Article/CS3940
  - Maryland commissioner training: https://mahdc.org/download-training-materials/
  - Wisconsin Historical Society webinars (some are more relevant than others): https://www.gotostage.com/channel/5744293300952012806 and https://www.wisconsinhistory.org/Records/Article/CS4036
  - National Trust for Historic Preservation webinars: https://forum.savingplaces.org/learn/conferences-training/forum-webinar

- NPS grant management webinars: https://www.youtube.com/channel/UCQtHTIsXyd3VuIfNcQ8agUg/featured
- NPS interactive online trainings (particularly "Working on the Past in Local Historic Districts"): https://www.nps.gov/tps/education/online-training.htm

A. Action Item (ID # 3569)

HPC Training

City of Harrisonville est. 1836

STAFF REPORT

TO: **Historic Preservation Commission**

FROM: **Roger Kroh, Planner**

DATE: **July 29, 2020**

SUBJECT: **Harrisonville Historic Preservation Plan Update - Consultant Selection**

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: **Roger Kroh**

Requested Actions: Establish a Consultant Selection Committee

Date of Application: July 29, 2020

STAFF REQUEST

A requirement of the Historic Preservation Grant to update the Harrisonville Historic Preservation Plan is that all work be led by a consultant certified in historic preservation. An RFP has been sent to the approximately 18 certified consultants in the state of Missouri and proposals are due on August 14. Staff asks for 2-3 volunteers from the Historic Preservation Commission to review proposals and interview finalists. As the project budget is $7500, we do not anticipate a large number of proposals.

A copy of the RFP for the Harrisonville project is attached. This RFP was reviewed and approved by the State Historic Preservation Office before it was distributed. Request for Proposal

ATTACHMENTS

Request for Proposal

B. Action Item (ID # 3567)

Harrisonville Preservation Plan Update - Consultant Selection

Attachments:

1) RFP (PDF)

2) Attach A Scope, Purpose and Description of Grant Activities and Milestones Payment Schedule (PDF)

NOTICE TO HISTORIC PRESERVATION CONSULTANT/ PROFESSIONAL
REQUEST FOR PROPOSALS

The City of Harrisonville, Missouri, is seeking proposals from qualified historic preservation consultants/professionals to update the Harrisonville Historic District Preservation Plan. The City of Harrisonville has received a Historic Preservation Fund Grant from the National Park Service, Department of the Interior distributed by the State Historic Preservation Office, Missouri Department of Natural Resources to fund this project.

EXPERIENCE AND EDUCATION [as outlined in 36CFR61]
https://www.nps.gov/history/local-law/arch_stnds_9.htm

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Historic Architecture
The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

SCOPE OF SERVICES

The required professional services include:

Attachment: 1) RFP (Harrisonville Historic Preservation Plan Update - Consultant Selection)

1) The consultant/professional must demonstrate they are qualified under the U.S. Secretary of the Interior's Standards for Archeology and Historical Preservation (36CFR61).

2) The consultant/professional must demonstrate scholarly and working knowledge of historic preservation principles and practices; and,

3) The consultant/professional must demonstrate scholarly and working knowledge of historic research sources and methodology; and,

4) The consultant/professional, acting on behalf of the City, shall develop the City of Harrisonville's Historic District Preservation Plan in accordance with Attachment A: Scope, Purpose and Description of Grant Activities and Milestone Schedule, most specifically Section II. Activities and Functions, and Section III, Special Conditions and the Milestone/Payment Schedule. This document is attached to and a part of this Request for Proposal.

5) The consultant/professional will be required to communicate effectively, both orally and in writing; and,

6) The consultant/professional shall demonstrate the ability to carry out personal interviews with individuals; and

7) The consultant/professional shall demonstrate the ability to plan and facilitate public meetings.

APPLICATION CONTENT

All applications received for this contract shall include the following information: 1) name(s) and resume(s) of staff involved in the project; 2) explanation of work experience preparing historic preservation plans for historic districts; 3) explanation of work experience planning and facilitate public meetings to receive input related to the development of a historic preservation plan; 4) reference list; 5) proposed list of steps and timeframe for gathering public input and preparing a updated historic preservation plan; and 6) proposed all-inclusive fee for completing all activities and work products described in Attachment A: Scope, Purpose and Description of Grant Activities and Milestone Schedule.

The project will be awarded on the basis of the consultant's/professional's demonstrated skills and experience:

- in historic preservation as described in https://dnr.mo.gov/shpo/docs/Architectural_RFQ.pdf
- in the preparation of a historic preservation planning documents, and
- their availability and ability to perform work in accordance with the anticipated project time line and cost of services.

TERMS AND CONDITIONS

- The City of Harrisonville reserves the right to request clarification of information submitted in proposals and to request additional information. The City may choose to interview in person consultants/professionals as part of its selection process.

- The City of Harrisonville reserves the right to reject any and all proposals or to award the contract to the next most qualified consultant/professional if the first choice consultant/professional does not execute the contract within fourteen (14) days after the award of the proposal.

- Any proposal may be withdrawn up to the date set forth below for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period not to exceed ninety (90) days, or until one or more of the proposals has been approved by the City of Harrisonville.

- Any agreement or contract resulting from the acceptance of a proposal shall be on forms supplied or approved by the City of Harrisonville and the MO-SHPO and shall contain, at a minimum, applicable provisions of this Request for Proposals (RFP). The City reserves the right to reject any agreement that does not conform to the RFP and any City or MO-SHPO requirements for contracts and agreements.

This request is being sent to in state consultants/professionals who appear on the list of Qualified Consultants: Historians and Architectural Historians provided by the Missouri State Department of Natural Resources, as furnished to the City of Harrisonville by the State Historic Preservation Office of the Missouri Department of Natural Resources.

Consultants/professionals are asked to submit a completed proposal to the City of Harrisonville no later than 5:00 pm CT, Friday, August 14, 2020. Proposals should be e-mailed by the deadline to rkroh@harrisonville.com.

For questions regarding the project and this Request for Proposals, contact Roger Kroh, Community Development Planner, at (816) 380-8922, rkroh@harrisonville.com, or at the City of Harrisonville, 300 E. Pearl St., Harrisonville, MO 64701.

Attachments

Attachment A: Scope, Purpose and Description of Grant Activities and Milestones Schedule

Aerial, Historic Preservation District

Historic Preservation Commission Guidebook

Harrisonville Historic Preservation District Zoning Regulations

Attachment: 1) RFP (Harrisonville Historic Preservation Plan Update - Consultant Selection)

FY 2019 Harrisonville HPC Annual Report

Attachment: 1) RFP (Harrisonville Historic Preservation Plan Update - Consultant Selection)

Grant Agreement
Scope, Purpose and Description
City of Harrisonville

SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES
City of Harrisonville
Harrisonville Historic District Preservation Plan Update
Project No. P20AF00030-009

Beginning Date: May 15, 2020
Closing Date: August 31, 2021

I. SCOPE AND PURPOSE:

The City of Harrisonville, Missouri shall contract with a 36 CFR Part 61, Appendix A, qualified preservation professional to update the Harrisonville Historic Preservation Plan.

II. ACTIVITIES AND FUNCTIONS:

The City of Harrisonville will hire a 36 CFR Part 61, Appendix A, qualified preservation professional (herein referred to as Consultant) to assist city staff and the Harrisonville Historic Preservation Commission to update the Preservation Plan for the City of Harrisonville. The Request for Proposal (RFP) shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities and the Milestone Schedule from the Grant Agreement with financial information removed. Pursuant to 2 CFR 200.331, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly. All contractual deadlines established with the Consultant shall not conflict with milestone deadlines set in the grant agreement. City staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the Historic Preservation Fund (HPF) Grant Manager on a timely basis. A draft RFP will be sent to the HPF Grant Manager for approval **prior to initiating the bid process**. Documentation of the Consultant selection process and a draft of the contract shall be submitted to the HPF Grant Manager for approval **before it is signed**.

The hired Consultant acting on behalf of the city shall develop the City of Harrisonville's Preservation Plan. The Preservation Plan shall identify, through a public forum, the preservation goals of the city. The preservation plan shall be clear and concise. It shall be user-friendly for the commission, staff, and the public, and produced in such a way that it can be easily adopted as a free-standing document. The new preservation document is intended to provide guidance for the overall preservation needs of the community and clearly identify areas of interest including properties that are, and will become 45 years old within the next decade.

The process and final product shall include but not be limited to:

1. A minimum of one initial consultation meeting between city staff, the Harrisonville Historic Preservation Commission, and the Consultant to discuss the existing preservation plan, the process envisioned by the city, and what the city and Commission's expectations are for the final plan.

2. A minimum of three public meetings or community workshops to solicit citizen input. A minimum of one planning meeting shall be at the start of the process to identify and prioritize historic preservation issues in the community. A minimum of one meeting shall take place to shape and respond to draft goals and objectives and discuss implementation strategies. A

Attachment: 2) Attach A Scope, Purpose and Description of Grant Activities and Milestones Payment Schedule (Harrisonville Historic

minimum of one meeting at the end of the process shall be held to present the plan;

3. Develop an updated preservation plan that includes but is not limited to the following information:
    a. an introduction that explains the purpose of the plan and a brief history of the City of Harrisonville, including an overview of the preservation efforts that have taken place in the city's history and the benefits of historic preservation in Harrisonville;
    b. a clear and concise articulation of the City's long-range vision for historic preservation in Harrisonville;
    c. the goals, objectives, and implementation strategies for historic preservation;
    d. a section that identifies areas that have already been surveyed and prioritizes areas for future research and survey;
    e. a map showing the geographic area and contributing status of historic properties within the city limits including those that are National Register of Historic Places listed properties and locally designated Landmarks and Historic Districts;
    f. an appendix referencing relevant terms and definitions, ordinances or other legislation, policy, and survey information as appropriate.
4. The city shall post notices of public meetings and provide opportunities for citizen comment on the preservation plan on their website and at City Hall.
5. Submit at least two drafts of the Preservation Plan to the HPF Grant Manager for review and approval as outlined in the Milestone/Payment Schedule;
6. Submit the completed preservation plan to the HPF Grant Manager in both hard and electronic copy. The City shall also make the final Preservation Plan available to the public for download from the City of Harrisonville website.

Grant Products will include:

1. A draft Request for Proposal (RFP) to hire the Consultant who will complete the preservation plan. Submit this prior to the initiation of the bid process.
2. Email documentation of the consultant selection process and a draft of the consultant contract prior to signature. This documentation includes:
    a. Copy of newspaper posting
    b. Indication of who the RFP was sent to and when
    c. Copies of all responses received (proposals, resumes, and responses of no bid)
    d. Score sheets/an explanation for why the selected Consultant was chosen
3. An emailed copy of the contract signed by the selected Consultant
4. Copies of all notices of public meeting, meeting or workshop minutes/notes and sign-in sheets.
5. An electronic copy will be provided to the State Historic Preservation Office on disc or via dropbox in PDF format. The State Historic Preservation Office will submit a digital copy to the National Park Service.
6. An e-mail including the URL for the preservation plan once it has been posted on the City's website.

Attachment: 2) Attach A Scope, Purpose and Description of Grant Activities and Milestones Payment Schedule (Harrisonville Historic

Grant Agreement
Scope, Purpose and Description
City of Harrisonville

III. SPECIAL CONDITIONS:

1. The procedures and requirements contained herein are subject to applicable laws and regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:
    1. Federal law
    2. Code of Federal Regulations
    3. Terms and conditions of grant award
    4. Historic Preservation Fund Grant Manual

    The provisions included herein shall also be applied by the State to subgrantees and contractors performing work under this program.
2. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources, has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.

3. All work related to this project will either be supervised or completed by personnel who meet 36 CFR 61, Appendix A, preservation professional.

4. The Harrisonville Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager.

5. All grant project funded publications, books, brochures and all public meeting notices regarding this grant project shall include the following acknowledgement:

    This project is being supported in part by the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and Missouri Department of Natural Resources, State Historic Preservation Office. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government, or Department of Natural Resources, State Historic Preservation Office. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government, or Department of Natural Resources, State Historic Preservation Office.

    [This acknowledgement may be in any size type on the notice]

Project work will be completed and payments made according to the milestone/payment schedule and project budget that follows.

Attachment: 2) Attach A Scope, Purpose and Description of Grant Activities and Milestones Payment Schedule (Harrisonville Historic

Grant Agreement
Scope, Purpose and Description
City of Harrisonville

MILESTONE/PAYMENT SCHEDULE
City of Harrisonville
Harrisonville Historic District Preservation Plan Update
Project No. P20AF00030-009

Starting Date: May 15, 2020
Ending Date: August 31, 2021

Milestone	Product	Date Due	Federal Share	Non-Federal Share
#1	Submit draft RFQ to HPF Grant Manager for review and approval **before** the bid process is initiated.	07/01/2020	$0	$0
#2	Submit documentation of the contractor(s) selection process and a draft of the contract **prior to signature** to the HPF Grant Manager for review and approval.	09/01/2020	$0	$0
#3	Email a copy of the signed consultant contract to the HPF Grant Manager. Submit an agenda, minutes, and sign-in sheets from the first meeting between the City, Harrisonville Historic Preservation Commission, and consultant.	10/01/2020	$0	$0
#4	Submit to HPF Grant Manager sign-in sheet and minutes from first public meeting.	11/01/2020	$0	$0
#5	Submit to HPF Grant Manager first draft of preservation plan for review and approval.	12/01/2020	$0	$0
#6	Submit to HPF Grant Manager sign-in sheet and minutes from second public meeting.	01/11/2021	$0	$0
#7	Submit mid-term budget report.	02/01/2021	Estimated 50% of expenses	Estimated 50% of expenses
#8	Submit second draft (100%) of Preservation Plan to HPF Grant Manager for review and approval, complete with all text, photography and graphic design. Submit sign-in sheet and minutes from third public meeting.	04/01/2021	$0	$0
#9	Submit required copies of final completed preservation plan to HPF Grant Manager. Submit URL for City's website. Submit final project report and fiscal data.	07/1/2021	Remaining balance of expenses	Remaining balance of expenses
	TOTALS:			

Attachment: 2) Attach A Scope, Purpose and Description of Grant Activities and Milestones Payment Schedule (Harrisonville Historic