



**THE CITY OF
HARRISONVILLE**
WHERE TRADITION MEETS INNOVATION

**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
MARCH 4, 2026
12:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Minutes from the January 7, 2026, meeting.**
- 3. Action Items**
 - A. Resolution in Support of Phase 4 Survey**
- 4. Discussion Items**
 - A. Discussion on Historic Preservation Code Updates**
- 5. Adjourn**

Posted on City Hall Bulletin Board this 25th day of February, 2026.

Daniel Barnett, City Clerk



MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
JANUARY 7, 2026
12:00 PM

1. Call to Order

The meeting was called to order at 12:05 PM by Chairman Atkinson.

A. Roll Call

| Attendee Name | Title | Status |
|----------------------|------------------|---------------|
| David Atkinson | Chairman | Present |
| April McLaughlin | Vice-Chairman | Present |
| Dale Franklin | Commissioner | Present |
| Amanda Stites | Commissioner | Absent |
| Bing Schimmelfenning | Commissioner | Absent |
| Robert Wiseman | Commissioner | Present |
| Alderman Davidson | Alderman Liaison | Absent |

Others present: Christina Stanton, Community Development Director; and Jamie Martin, Recording Secretary.

2. Approval of Minutes

A. Minutes from the October, 1, 2025, Meeting.

RESULT: **Approved with correction**
MOVER: David Atkinson
SECONDER: Dale Franklin
AYES: David Atkinson, April McLaughlin

3. Discussion Items

A. 208 E. Pearl Street Window Discussion

Director Stanton told the Commission that David and Kathy Waddle wanted the opinion of the

Commission on colors for the window trim on the front facade of 208 E Pearl Street. They were trying to choose between an off-white/cream color or black.

The Commissioners agreed that they would prefer the off-white/cream color but, if the Waddle's decided to go with the black they would like to see renderings.

B. HPF Grant Update

Grant Agreement
Scope, Purpose and Description
City of Harrisonville
Page 7

MILESTONE/PAYMENT SCHEDULE
City of Harrisonville
Harrisonville Courthouse Square and Neighborhoods Survey Phase 3
Project No. P25AF01712-001

Starting Date: January 15, 2026
Ending Date: June 1, 2027

| Milestone | Product | Date Due | Federal Share | Non-Federal Share |
|-----------|---|-----------|------------------------------|------------------------------|
| #1 | Draft RFP submitted to the HPF Grant Manager or their designee before the bid process is initiated. | 2/6/2026 | \$ 0 | \$ 0 |
| #2 | Documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the HPF Grant Manager or their designee for review and approval. | 5/1/2026 | \$ 0 | \$ 0 |
| #3 | Copy of the signed consultant contract. | 5/15/2026 | \$ 0 | \$ 0 |
| #4 | Email documenting the discussion between the consultant, the City of Harrisonville, and the HPF Grants Manager or their designee. | 5/29/2026 | \$ 0 | \$ 0 |
| #5 | Draft research design; Documentation for the first of two public information meetings (meeting date is approximate only). | 7/17/2026 | \$ 0 | \$ 0 |
| #6 | Final research design; Five complete sample inventory forms (and site plans as appropriate) keyed to a base map of the survey area. | 9/11/2026 | \$ 0 | \$ 0 |
| #7 | Fully complete draft inventory forms (and site plans as appropriate), and a survey map. | 1/4/2027 | Estimated 80% of expenses | Estimated 50% of expenses |
| #8 | Final inventory forms (and site plans as appropriate), maps and photos; submission of draft survey report. | 3/12/2027 | \$ 0 | \$ 0 |
| #9 | Final survey report; submission of documentation for the second public meeting (date approximate). | 5/14/2027 | \$ 0 | \$ 0 |
| #10 | Completed Reimbursement Packet. | 6/1/2027 | Estimated remaining expenses | Estimated remaining expenses |
| TOTALS: | | | | |

Director Stanton told the Commission that the 2024 Grant (which is the reconnaissance-level survey for phase II: Total project: \$43,010.00; Federal Share: \$25,806; Local Share: \$17,204.00) is well underway as the consultant, Integrated Environmental Solutions, LLC, is diligently working to complete the following milestone:

- Milestone #7: Fully complete draft inventory forms (and site plans as appropriate) and a survey map for the area. Anticipated completion is the end of January. Staff is requesting the assistance of the HPC to review these documents and provide corrections, mark-ups, and comments. Be sure to track time as this can be reported as volunteer time to get credit through SHPO. These should be provided back to me so I can combine all of the comments and funnel them back to the consultant.

Additionally, the City executed the Grant Agreement for the 2025 HPF Grant for Phase III (Total Project: \$30,000.00; Federal Share: \$18,000.00; Local Share: \$12,000.00) signed in December and will be starting the Request for Proposals (RFP) process for the 2025 HPF Grant in the coming months. The Draft RFP is due to SHPO by February 6th, and documentation of the consultant selection process and draft contract are due to SHPO by May 1st.

The HPF Grants for the 2026 federal fiscal year opened on Monday. This means that the pre-application is for Phase IV or any other grants we would like to apply for or pursue, is due to SHPO by Friday, February 27th.

C. 2026 Work Plan Discussion

Director Stanton said that she would like to create a somewhat loose work plan for 2026, for

items we should be reviewing and addressing as the Historic Preservation Commission in addition to whatever Certificates of Appropriateness come up throughout the year.

- Items such as the review of the draft inventory forms and the RFP would be a small but important portion of this work plan.
- Remaining items from the City's 2021 Historic Preservation Plan should also be considered (and may span multiple years). Some of these have already been completed, many are ongoing.
- Additionally, the City Code pertaining to Historic Preservation has not been thoroughly reviewed since it was adopted by Ordinance #1928 on July 26, 1993. The language should be reviewed, and we should consider whether there are changes that need to be brought through the process to the Planning & Zoning Commission and the Board of Aldermen. After which, we may consider potential updates to the Guidelines, likely in 2027.
- What do we want to do for National Preservation Month in May?
- Are there other events in 2026 that we should be involved in?
- Are there other groups, such as Love the Harrisonville Square, the Cass County Historical Society, or the Chamber Foundation's Tourism Committee that the Historic Preservation Commission might partner with for some of these events?

4. Adjourn

With nothing further to come before the Commission, April McLaughlin made a motion to adjourn. Dale Franklin seconded. The meeting was adjourned at 12:31 PM.

Respectfully Submitted:

Jamie Martin, Recording Secretary

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HARRISONVILLE, MISSOURI, SUPPORTING THE INTENT TO SEEK FUNDING THROUGH THE MISSOURI STATE HISTORIC PRESERVATION OFFICE’S HISTORIC PRESERVATION FUND GRANT PROGRAM FOR PHASE VI OF THE PLANNED HISTORIC SURVEY.

WHEREAS, in the preface of the National Historic Preservation Act of 1966 it does declare that the preservation of historic properties “is in the public interest so that its vital legacy of cultural, educational, aesthetic, inspirational, economic, and energy benefits will be maintained and enriched for future generations of Americans”;

WHEREAS, the State Historic Preservation Office (SHPO) is the agency authorized to carry out the responsibilities of the National Historic Preservation Act of 1966, including the Historic Preservation Fund which includes the overseeing of the state’s architectural survey programs;

WHEREAS, The Missouri State Historic Preservation Office is designated to award Historic Preservation Fund Grant funding under the National Historic Preservation Act of 1966; and,

WHEREAS, The City of Harrisonville, Missouri does have areas of need which may be addressed through the Historic Preservation Fund Grant program.

NOW, THEREFORE, BE IT RESOLVED by the Historic Preservation Commission of the City of Harrisonville, Missouri, as follows:

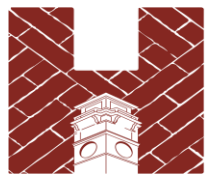
1. That it desires to participate with the Missouri State Historic Preservation Office’s Historic Preservation Fund Grant application process for architectural survey work as provided for pursuant to the National Historic Preservation Act of 1966.

PASSED BY THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF HARRISONVILLE, MISSOURI THIS _____ DAY OF _____, 2026.

David Atkinson, Chair

ATTEST:

Jamie Martin, Secretary



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

To: Historic Preservation Commission
From: Christina Stanton, AICP, Community Development Director
Date: March 4, 2026
Re: Code Amendments to Division 1, General Provisions, Article XVI

GENERAL INFORMATION

Requested Actions: Approval of the proposed Code Amendments

PROPOSAL

The following proposed Code Amendments seek to:

- Review and update Division 1 of Article XVI, which includes the Purpose and the Definitions Sections of the Historic Preservation Regulations.

PREVIOUS ACTIONS

- July 26, 1993—The Board of Aldermen approved Ordinance #1928, which established the Historic Preservation Regulations.
- May 7, 2018—The Board of Aldermen approved Ordinance #3437, which reduced the number of Commissioners required for quorum from five (5) to four (4) and added an alternate voting member.
- July 5, 2022—The Board of Aldermen approved Ordinance #3592, which amended the residency requirement to allow Commission members to either be residents of the City of Harrisonville or reside within the 64071 zip code.
- May 1, 2023—The Board of Aldermen approved Ordinance #3650, which removed specific fees, fines, and penalty amounts from City Code.

KEY ISSUES

- The SHPO has recommended that HPC and staff review and update our Historic Preservation Regulations as appropriate.
- The 2021 Historic Preservation Plan recommends the districtwide Design-Review Guidelines be reviewed and updated as necessary. The update of the Regulations is a obvious place to start.

ANALYSIS

The proposed code amendments seek to begin the process of review and updating Division 1 of Article XVI, which includes the Purpose and the Definitions Sections of the Historic Preservation Regulations. Staff intends to bring forward additional amendments in the following groupings, for review and consideration, prior to taking the full Article XVI to the Planning Commission and then the Board of Aldermen:

- Divisions 2 and 3;

- Division 4;
- Divisions 5 and 6; and
- Divisions 7 - 10

STAFF RECOMMENDATION

Staff recommends approval of the proposed Code Amendments.

ATTACHMENTS

1. Staff Commentary and Mark-ups



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Existing Municipal Code in black.

Removals in red.

Additions in green.

Highlights = Discussion.

CS commentary in blue.

Staff Commentary

The following code amendments are based upon a review of the historic preservation regulations of ten (10) other jurisdictions with a historic downtown square.

Article XVI. “H-1” Historic Preservation **Overlay** District

Section 405.340:

A: Providing a mechanism to identify, **evaluate**, and preserve the distinctive historic and architectural characteristics of Harrisonville which represent elements of the City's cultural, social, economic, political and architectural history; (Kirksville)

D: Promoting the use of **landmarks and a** historic districts as an educational and cultural resource of the City;

E: Protecting and enhancing the attractiveness of the City to home buyers, **home owners, residents**, tourists, visitors and shoppers thereby supporting and promoting business, commerce, industry and economic benefit to the City; (Kirksville)

F: Conserving and improving the value of property or areas designated as **landmarks or** within historic districts; and (Kirksville, Chillicothe, Pleasant Hill)

G: Encouraging preservation, restoration, **and** rehabilitation, **and adaptive reuse** of structures, areas and neighborhoods thereby preventing future blight. (Liberty)

H: Preserve and encourage harmonious architectural styles, reflecting the City's distinct phases of its history. (Troy)

Section 405.345:

CULTURAL RESOURCES

Districts, buildings, sites, structures, objects and evidence of some importance to a culture, a subculture, or a community for scientific, engineering, art, tradition, religious or other reasons, significant in providing resource and environmental data necessary for the study and interpretation of past lifeways and for interpreting human behavior.

DEMOLITION

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



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DEMOLITION BY NEGLECT

Neglect in the maintenance or deterioration of any structure characterized by any of the following conditions:

- a. Structures with attached parts subject to fall, resulting in injury to persons or property;
- b. Deteriorated or inadequate foundation;
- c. Defective or deteriorated floor supports, or floor supports insufficient to carry imposed loads with safety;
- d. Members of walls or other vertical supports that split, lean or buckle due to defective material or deterioration, or members of walls or vertical supports insufficient to carry imposed loads with safety; and
- e. Any deterioration of a structure to the extent that it creates or permits a hazardous or unsafe condition as determined by the Building Official.

EXTERIOR ALTERATION

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

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~~, and appurtenant elements.

HISTORIC DISTRICT

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

HISTORIC SIGNIFICANCE

Character, interest, or value as part of the development, heritage, or culture of the community, county, state, or country; as the location of an important local, county,

state, or national event; or through identification with a person or persons who made an important contribution to the development of the community, county, state or country.

NON-CONTRIBUTING STRUCTURE

Buildings, landmarks, or other similar constructions which are not integral components of the Historic Overlay District because it does not date from a time period for which the Historic Overlay District is significant, nor does it represent an architectural style, period, or construction method for which the Historic Overlay District is significant that are located within the Historic Overlay District and do not contribute to the overall aesthetic appeal of the Historic Overlay District.

ORDINARY MAINTENANCE

Any work for which a building permit is not required by the City, where the purpose and effect of such work is to correct any deterioration or decay of, 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, and does not involve change of materials nor form.

REPAIR

Any change that is not construction, ~~removal or alteration~~, demolition or removal and is necessary or useful for continuing normal maintenance and upkeep.

SECRETARY OF THE INTERIOR'S STANDARDS

The Secretary of the Interior's Standards for the treatment of historic properties are sets of treatment standards intended to assist users in making sound historic preservation decisions for the preservation, rehabilitation, restoration, or reconstruction of historic properties. The standard is codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Vol. 60, No. 133) and as the same may hereafter be amended. The most current version of The Standards should always be used.

SIGNIFICANT MODIFICATION OR SIGNIFICANTLY MODIFIED

Any change of use or physical change to a landmark, property or structure in a historic district, when such change of use or physical change is readily recognizable to a normal and reasonable observer, and when the same is not a minimal, minor, or slight alteration of the structure, site, landmark or property, or the prior use.

SITE

The traditional, documented or legendary location of an event, occurrence, action or structure significant in the life of a person(s), group, or tribe, or any place with evidence of past human activity. Sites include, but are not limited to, cemeteries,



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burial grounds, occupation and work areas, evidence of farming or hunting and gathering, battlefields, settlements, estates, gardens, groves, river crossings, routes and trails, caves, quarries, mines or significant trees or other plant life.

STOP WORK ORDER

An order issued by the City 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.

SURVEY

The systematic gathering of information on the architectural, historic, scenic, and archaeological significance of buildings, sites, landmarks, structures, lots, areas, or landscapes, through visual assessment in the field and historical research for the purpose of identifying landmarks or historic districts worthy of preservation.