



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

**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
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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.	12/4/2026	Estimated 50% 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