



**AGENDA  
CITY OF HARRISONVILLE  
HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING  
CITY HALL  
APRIL 1, 2026  
12:00 PM**

- 1. Call to Order**
  - A. Roll Call**
- 2. Approval of Minutes**
  - A. Minutes from the March 4, 2026, meeting.**
- 3. Discussion Items**
  - A. Code Amendments to Divisions 2 and 3, Article XVI**
- 4. Adjourn**

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

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**Daniel Barnett, City Clerk**





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

**1. Call to Order**

The meeting was called to order at 11:57 AM by Chairman Atkinson.

**A. Roll Call**

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

Others present: Casey Hofer, Building and Codes Supervisor; Christina Stanton, Community Development Director; and Jamie Martin, Recording Secretary.

**2. Approval of Minutes**

**A. Minutes from the January 7, 2026, meeting.**

**RESULT:**                    **Approved**  
**MOVER:**                    Robert Wiseman  
**SECONDER:**               Dale Franklin  
**AYES:**                     David Atkinson, Dale Franklin, Amanda Stites, Bing Schimmelfenning,  
                                      Robert Wiseman  
**EXCUSED:**                 April McLaughlin

**3. Action Items**

**A. Resolution in Support of Phase 4 Survey**

**RESULT:** Approved  
**MOVER:** Bing Schimmelfenning  
**SECONDER:** Amanda Stites  
**AYES:** David Atkinson, Dale Franklin, Amanda Stites, Bing Schimmelfenning, Robert Wiseman  
**EXCUSED:** April McLaughlin

Director Stanton told the Commission that staff has drafted a Resolution Supporting the City's Intent to Seek Funding Through SHPO for Phase IV. Previously, staff sent a letter to Commission members to sign to show support. She said we just need to document and reiterate that the HPC is still supportive of the survey work and grant application.

**4. Discussion Items**

**A. Discussion on Historic Preservation Code Updates**

**RESULT:** Approved  
**MOVER:** Bing Schimmelfenning  
**SECONDER:** Amanda Stites  
**AYES:** David Atkinson, Dale Franklin, Amanda Stites, Bing Schimmelfenning, Robert Wiseman  
**EXCUSED:** April McLaughlin

Director Stanton presented the Staff Report for the discussion of Code Amendments pertaining to Division 1 of the General Provisions section for the Historic Preservation Regulations. Staff has decided to break the comprehensive review of the Historic Preservation Regulations into more manageable "bite-sizes", which is stated under the Analysis section of the staff report.

- Today, we are reviewing Division 1, which contains the purpose and definitions.
- In April, we'll tackle Division 2 and 3 (HPC composition, terms, powers & duties and Designation of Historic Districts and Landmarks).
- In May, Division 4 (Procedure for Designation).
- In June, Divisions 7-10 (Maintenance of Properties, Appeals, Fees and Penalties, and Guidelines for Landmarks and Preservation Districts).

The review and update of our regulations is recommended by the SHPO, the 2021 Historic Preservation Plan, and as a general best practice.

The sum of these amendments will go to the Planning & Zoning Commission and Board of Aldermen for review and approval in August/September.

The amendments proposed come from a review of the historic preservation regulation of ten other jurisdictions with a historic downtown square. Additionally, staff did find a model ordinance on the SHPO website and compared the proposed changes with it as well.

The changes are listed in the Staff Report.

Bing Schimmelfenning asked what "Overlay" meant. Director Stanton said that the Historic District is not a true Zoning District and that it is an overlay.

Amanda Stites stated that she liked that demolition by neglect was added. Mr. Schimmelfenning asked if these changes would allow things to be done differently. Director Stanton said that the changes just define items that were referenced and this is just clean up. Ms. Stites added that changing the "Stop Work Order" from the HPC to the City was also a good change. Robert Wiseman asked if the surveys were the way to change a property from non-contributing to contributing. Director Stanton said yes. Director Stanton said that she found contradictions and will have to go back through minutes to find when things happened.

Director Stanton also gave the Commission updates on the Phase II survey work. She said the consultants are halfway through the process and the 1st check request was submitted. Phase III's RFP is out and closes at 3:00 PM on March 23rd. The Phase IV pre-application has been completed and she expects comments at the end of the month.

Director Stanton reminded the Commission about the Boards and Commission Appreciation Dinner in April and encouraged everyone to RSVP.

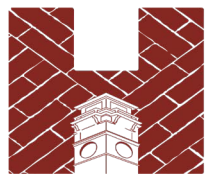
## **5. Adjourn**

With nothing further to come before the Commission, Bing Schimmelfenning made a motion to adjourn. Dale Franklin seconded. The meeting was adjourned at 12:19 PM.

Respectfully Submitted:

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Jamie Martin, Recording Secretary



# THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

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**To:** Historic Preservation Commission

**From:** Christina Stanton, AICP, Community Development Director

**Date:** April 1, 2026

**Re:** Code Amendments to Divisions 2 and 3, Article XVI

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## GENERAL INFORMATION

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**Requested Actions:** Approval of the proposed Code Amendments

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## PROPOSAL

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The following proposed Code Amendments seek to:

- Review, update, and add consistency and clarity Divisions 2 and 3 of Article XVI.
    - Division 2—Historic Preservation Commission, includes the following Sections:
      - Composition of Historic Preservation Commission;
      - Terms;
      - Officers;
      - Meetings; and
      - Powers and Duties.
    - Division 3—Designation of Historic Districts and Landmarks, includes the following Sections:
      - Preliminary Research;
      - Criteria for Designation of Landmarks and Historic Districts; and
      - Nominations of Landmarks.
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## PREVIOUS ACTIONS

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- January 11, 1993—The Board of Aldermen approved Ordinance #1928, which established the Historic Preservation Regulations.
- July 26, 1993—The Board of Aldermen approved Ordinance #1989, which amended certain parts of the Historic Preservation Regulations; however, after thoroughly researching the matter staff cannot find that these amendments were ever actually incorporated into the Historic Preservation Regulations and as such are referenced in this review.
- 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.

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## KEY ISSUES

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- As previously stated:
  - 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.
- Additionally, several changes were supposed to have been incorporated into the Historic Preservation Regulations approximately six (6) months after the Regulations were established; however, staff has thoroughly investigated the history pertaining to the establishment of the Regulations and the adoption of the amendments and has concluded that while the amendments were approved they were never formally integrated into our current Historic Preservation Regulations.

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## ANALYSIS

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The proposed code amendments continue the process of review and updating of Article XVI—"H-1" Historic Preservation Overlay District, by looking at Divisions 2 and 3.

Within Division 2—Historic Preservation Commission:

- Changes to Section 405.350 are from the intent behind Ordinance #3437 and from SHPO's Model Ordinance;
- Changes to Section 405.360 are a combination of those from Ordinance #1989, and staff's attempt to provide additional clarity and consistency with current practices;
- The change to Section 405.365 is to make this Section consistent with Section 405.350; and
- Changes to Section 405.370 are a combination of those from Ordinance #1989, and additions from the SHPO Model Ordinance.

Within Division 3—Designation of Historic Districts and Landmarks:

- No other community's language matched, or even closely matched, with our Section 405.375 which is why staff is proposing striking the existing language and replacing with the language from the SHPO Model Ordinance (with the exception of #4 that focuses on archeological resources—Sedalia's ordinance does not include this item either); and
- Staff is recommending changing the order of present day Sections 405.380 and 385, so that the first of these two Sections discusses "Nominations of Landmarks or Districts" at a high level and then is followed by the Section containing "Criteria for Designation of Landmarks and Historic Districts". Additionally, changes are proposed to the Criteria that largely align with SHPO's Model Ordinance.

As a reminder, the breakdown of the remaining divisions staff intends to bring forward are in the following groupings:

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

After the HPC has reviewed and considered all the proposed amendments to the Historic Preservation Regulations staff will bring the full Article XVI to the Planning & Zoning Commission and then the Board of Aldermen.

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## STAFF RECOMMENDATION

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Staff recommends approval of the proposed Code Amendments.

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**ATTACHMENTS**

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- 1. Staff Commentary and Mark-ups**
- 2. Table Summarizing Changes Approved by Ordinance #1989 (7/26/1993)**



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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 and the Model Ordinance from the State Historic Preservation Office (SHPO). The changes proposed seek to add clarity to these Sections by recommending updates that are based upon similar communities and the SHPO Model Ordinance as well as changes that were approved in July of 1993 that didn't make it into the Code (See attached Changes Approved by Ordinance #1989 (7/26/1993) Table). Additionally, staff has corrected the ordinance histories as shown below.

## Division 2. Historic Preservation Commission

### Section 405.350. Composition of Historic Preservation Commission.

[Ord. No. ~~1825, 5-13-1991~~1928, 1-11-1993; Ord. No. 1989, 7-26-1993; Ord. No. 3437, 5-7-2018; Ord. No. 3592, 7-5-2022]

The Harrisonville Historic Preservation Commission shall consist of seven (7) members who are residents of Harrisonville or those who reside in the 64701 Zip Code plus one (1) alternate who is the Board of Aldermen liaison for the HPC **and a voting member**, 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, **architectural history, planning, urban design, cultural geography, cultural anthropology, folklore, curation, conservation, landscape architecture**, law, real estate **brokerage, banking**, history, construction or any other field related to historic preservation, **and residents of historic districts or potential historic districts**. 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~~1928, 1-11-1993]

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~~1928, 1-11-1993; Ord. No. 1989, 7-26-1993]

Officers shall consist of a Chairman, and 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. Each Commission member shall attend one (1) informational or educational meeting each year.

The Secretary shall be appointed by Community Development Department Director and ~~The officers of the Preservation Commission~~ shall assure that have the following duties ~~of the Commission are performed~~:

- A. Preparation of minutes of each Harrisonville Preservation Commission meeting;
- B. Publication and distribution of copies of the minutes, reports and decisions of the Commission to other Commission members;
- C. Provisions of notice as required herein or by law for all public hearings conducted by the Commission;
- D. Notification to the Mayor of vacancies on the Commission and expiring terms of members; and
- E. 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
- ~~F. 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.~~



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## Section 405.365. Meetings.

[Ord. No. ~~1825, 5-13-1991~~1928, 1-11-1993]

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~~ **Four (54)** 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~~1928, 1-11-1993; Ord. No. 1989, 7-26-1993]

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:

- A. To adopt its own procedural regulations;
- B. To initiate and recommend property and/or properties for proposed designations as a historic landmark and/or historic district;
- C. 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;~~



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- D. 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;~~
- E. 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;~~
- F. 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;~~
- G. To initiate from time to time a comprehensive review of the provisions of this Article or any part thereof;
- H. 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~~
- I. 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-;
- ~~J. To conduct an ongoing survey for the identification of historically and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public and register of local landmarks and districts.;~~
- K. To hold public hearings on each proposed nomination of a Landmark and of a Historic District and on the guidelines developed for each nomination; and
- L. To develop specific design guidelines based on the Secretary of the Interior's Standards for Rehabilitation for the alteration, construction, or removal of Landmarks or property and structures within a Historic District.



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## Division 3. Designation of Historic Districts and Landmarks

### Section 405.375. ~~Preliminary Research~~ **Surveys and Research.**

[Ord. No. ~~1825, 5-13-1991~~ **1928, 1-11-1993**]

~~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.~~

The HPC shall undertake an ongoing survey and research effort in the City of Harrisonville to identify neighborhoods, areas, sites, structures, and objects that have historic, cultural, architectural or aesthetic importance, interest or value, and shall maintain an inventory of that information. Before the HPC shall on its own initiative nominate any landmark or district for designation, it shall develop a plan and schedule for conducting a comprehensive survey of the City of Harrisonville to identify significant resources. As part of the survey, the HPC shall review and evaluate any prior surveys and studies by any unit of government or private organization and compile appropriate descriptions, facts, and photographs. The HPC shall systematically identify potential Landmarks and Historic Districts and adopt procedures to nominate them based upon the following criteria:

- A. The potential Landmarks and Historic Districts in one identifiable neighborhood or distinct geographic area of the City of Harrisonville;
- B. The potential Landmarks and Historic Districts associated with a particular person, event, or historical period;
- C. The potential Landmarks and Historic Districts of a particular architectural style or school, or of a particular architect, engineer, builder, designer, or craftsman;
- D. Such other criteria as may be adopted by the HPC to assure systematic survey and nomination of all potential Landmarks and Historic Districts in the City of Harrisonville.

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



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

~~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:~~

~~A. 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;~~

~~B. Exemplifies the cultural, political, economic, social or historical heritage of the community;~~

~~C. Portrays the environment and area of history characterized by a distinct architectural style;~~

~~D. 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;~~

~~E. Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or City;~~

~~F. 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.~~

**Nominations of Landmarks or Districts.**

**[Ord. No. 1928, 1-11-1993; Ord. No. 1989, 7-26-1993]**

**Nominations of historic landmarks or 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 Mayor acting on behalf of the Board of Aldermen of the City of Harrisonville.**

**Section 405.385. ~~Nominations of Landmarks:~~**

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



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~~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.~~

## Criteria For Designation of Landmarks and Historic Districts.

[Ord. No. 1928, 1-11-1993; Ord. No. 1989, 7-26-1993]

Upon receipt of a nomination application the HPC shall review the supporting evidence and make a determination as to whether the nominated property, structure or site, portion of a structure, group of structures, landscape element, work of art, secondary structure, archeological feature, area, district or integrated combination thereof meets one or more of the following criteria, based on Criteria for Evaluation for the National Register of Historic Places:

- A. Has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, State or nation;
- B. It is a site of a significant local, county, state, or national event;
- C. It is identified with a person(s) who contributed significantly to the development of the community, county, state, or country;
- D. It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;
- E. It is identified as the work of a master builder, designer, architect or landscape architect, whose individual work has influenced the development of the community, county, state, or country;
- F. It embodies elements of design, detailing, materials, or craftsmanship which render it architecturally significant;
- G. It embodies design elements that make it structurally or architecturally innovative;
- H. It has a location or singular physical characteristic that make it an established or familiar visual feature of the neighborhood, community, or City;
- I. It has character of a particularly fine or unique example of a utilitarian structure, including, but not limited to farmhouses, gas stations, or other



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- commercial structures, with a high level of integrity or architectural significance;**
- J. It is suitable for preservation, restoration, or rehabilitation;**
  - K. is associated with the life of a person significant in the past; and**
  - L. 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.**

**Any structure, property, or area that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or restoration.**

Changes Approved by Ordinance #1989 (7/26/1993)	Divisions 1-3		
Change	Implemented	Not Implemented	Notes
Purpose statement added: "Promoting the use of a historic landmarks and districts as an educational and cultural resource of the City."	x		
Changing "historic site" to "historic landmark" in COA definition.		x	
Changing "A quorum shall consist of four (4) members." to "A quorum shall consist of three (3) members." (Present day <a href="#">Section 405.350</a> )		x	Composition of HPC at that time was 5 members
Added "the Planning and Zoning Commission and The Board of Aldermen" to those that would be provided copies of minutes, reports and decisions of HPC from present day <a href="#">Section 405.360.B</a> .		x	Discuss HPCs preference.
Removed "approved or conducted by the State Historic Preservation Officer" from present day <a href="#">405.360.F</a> .		x	Staff concurs with this changes.
Removed "and make recommendations concerning such applications to Planning and Zoning and the Board of Aldermen" from present day <a href="#">405.370.C,D and E</a> .		x	Staff concurs with this changes.
Removed "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" from present day <a href="#">405.370.F</a> .		x	Staff concurs with this changes.
Added <a href="#">subsection J</a> : "To conduct an ongoing survey and register of local landmarks and districts."		x	Staff concurs with this changes.
Amended present day <a href="#">Section 405.380</a> -Criteria for Designation of Landmarks and Historic Districts, to read as follows: "A structure or site, portion of a structure, group of structures, landscape element, work of art, secondary structure, archeological feature or an integrated combination thereof may be designated for preservation if it:"		x	Staff concurs with this changes.
Amended present day <a href="#">Section 405.385</a> -Nomination of Landmarks, to read as follows: "Nominations of historic landmarks or 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 Mayor acting on behalf of the Board of Aldermen of the City of Harrisonville."		x	Staff concurs with this changes.