



**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
MAY 6, 2026
12:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Minutes from the April 1, 2026, meeting.**
- 3. Discussion Items**
 - A. Code Amendments to Division IV, Procedure for Designation of Property As A Landmark or Historic District, Article XVI**
- 4. Adjourn**

Posted on City Hall Bulletin Board this 30th day of April, 2026.

Daniel Barnett, City Clerk



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

1. Call to Order

The meeting was called to order at 12:03 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	Excused
Bing Schimmelfenning	Commissioner	Excused
Robert Wiseman	Commissioner	Present
Alderman Davidson	Aldermen Liaison	Excused

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

2. Approval of Minutes

A. Minutes from the March 4, 2026, meeting.

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

3. Discussion Items

A. Code Amendments to Divisions 2 and 3, Article XVI

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

Director Stanton presented the Staff Report for the discussion of Code Amendments pertaining to Divisions 2 and 3 of the City's Historic Preservation Regulations. She said the amendments proposed seek to review, update, and add consistency and clarity.

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

The amendments proposed come from a review of the historic preservation regulations of ten other jurisdictions with a historic downtown square, and a comparison of the Model Ordinance from SHPO. Additionally, staff figured out the prior confusion of dates and ordinances from 1993 that were talked about last month.

- The original Historic Preservation Regulations were approved by the Board of Aldermen on January 11, 1993, by Ordinance #1928.
- Approximately 6 months later, on July 26, 1993, the Board of Aldermen approved amendments to Ordinance #1928. Those amendments were approved by Ordinance #1989. However, it does not appear that these amendments were ever actually incorporated into the regulations as they were intended to have been. Staff did find two versions of Ordinance #1928 — the original one and one that had incorporated the amendments from Ordinance #1989. It is likely that whoever incorporated the amendments into ordinance form and left it labeled as Ordinance #1928 created confusion that resulted in the amendments not being incorporated. Regardless, there are a number of changes proposed based upon the 1993 amendments and several ordinance number corrections.

Within Division 2—Historic Preservation Commission, the following changes are proposed:

- Changes to Section 405.350 are from the intent behind Ordinance #3437, which reduced the number of commissioners required for quorum and added an alternate voting member, and also 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.

Director Stanton noted that the amendments from July 26, 1993, added "the Planning and Zoning Commission and the Board of Aldermen" to those that would be provided copied of minutes, reports and decisions of the HPC. Staff is not recommending that change for the following reasons:

- HPC's normal review of Certificates of Appropriateness are not typically reviewed by either of those bodies.
- Staff does share regular updates with the Board of Aldermen through the City's internal

weekly report.

- Any items other than COA's, which are more likely to come to those bodies will be shared with them in a timely fashion.
- Additionally, all agendas and minutes are posted on the City's website.

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.

Director Stanton noted that subpart J is highlighted and portions are underlined. The amendments from July 26, 1993, included the addition of subpart J to read as "To conduct an ongoing survey and register of local landmarks and districts." The underlined portion comes from the SHPO Model Ordinance.

Within Division 3—Designation of Historic 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 it 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.

Director Stanton reminded the Commission that they will review the remaining divisions as follows"

- In May, Division 4 (Procedure for Designation).
- In June, Divisions 5 and 6 (COA's and Design Guidelines).
- In July, Divisions 7 through 10 (Maintenance of Properties, Appeals, Fees and Penalties, and Guidelines for Landmarks and Preservation Districts).

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

Commissioners commended Director Stanton for her hard work and said that the changes made more sense than what was there.

There was discussion on whether the HPC would like to do anything for Historic Preservation month in May and reaching out to other organizations in the City to see if they were participating.

4. Adjourn

With nothing further to come before the Commission, April McLaughlin made a motion to adjourn. Robert Wiseman seconded. The meeting adjourned at 12:27 PM.

Respectfully Submitted:

Jamie Martin, Recording Secretary

To: Historic Preservation Commission

From: Christina Stanton, AICP, Community Development Director

Date: May 6, 2026

Re: Code Amendments to Division IV, Procedure for Designation of Property As A Landmark or Historic District, Article XVI

GENERAL INFORMATION

Requested Actions: Approval of the proposed Code Amendments

PROPOSAL

The following proposed Code Amendments seek to:

- Review and update Division IV of Article XVI, which includes the Procedure for Designation.
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PREVIOUS ACTIONS

- 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.
 - March 4, 2024—The Board of Aldermen approved Ordinance #3685, which included several Code Amendments many removing “Code Enforcement” and replacing with “Community Development”.
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KEY ISSUES

- 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, some 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.**

ANALYSIS

The proposed code amendments continue the process of review and updating of Article XVI—“H-1” Historic Preservation Overlay District, by looking at Division 4—Procedure for Designation of Property As A Landmark or Historic District.

Within Section 405.390, staff wants to know if the Commission wants to modify, retain, or removed the highlighted sentence. Within Section 405.400, staff would like to know if it is the Commission’s desire to retain the 120 days or change it to 180 (which is what is in the SHPO Model Ordinance and in the ordinances for the Cities of Liberty and Troy—no other cities that were looked at appear to have language similar to this section). Staff is recommending the removal of the specific time limits from the language in most sections and merely specifying that the item(s) shall be heard at the next regularly scheduled HPC meeting that allows for proper notification as specified in Section 405.630.B.5.

Changes to Section 405.405 originally only incorporated the proposed changes from July 26, 1993; but then staff sought to better align with the SHPO Model Ordinance and the Cities of Chillicothe, Troy, Kirksville, and Warrensburg. Changes to Section 405.415 are proposed to better align with the SHPO Model Ordinance. Changes to Section 405.420 propose the removal of the specified time limit and include language with clarifies when the final action of the Board of Aldermen is to be by resolution versus ordinance.

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

- **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.

STAFF RECOMMENDATION

Staff recommends approval of the proposed Code Amendments.

ATTACHMENTS

- 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

This Division was a little harder to follow and think through, so while 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 SHPO Model Ordinance staff did have to ask “What is the purpose of this Division?” and (for each section “What is the purpose of this section?” in working through what changes were needed to make the Division and the sections flow and make logical sense.

Within Section 405.390, staff wants to know if the Commission wants to modify, retain, or removed the highlighted sentence. Within Section 405.400, staff would like to know if it is the Commission’s desire to retain the 120 days or change it to 180 (which is what is in the SHPO Model Ordinance and in the ordinances for the Cities of Liberty and Troy—no other cities that were looked at appear to have language similar to this section). Staff is recommending the removal of the specific time limits from the language in most sections and merely specifying that the item(s) shall be heard at the next regularly scheduled HPC meeting that allows for proper notification as specified in Section 405.630.B.5.

Changes to Section 405.405 originally only incorporated the proposed changes from July 26, 1993; but then staff sought to better align with the SHPO Model Ordinance and the Cities of Chillicothe, Troy, Kirksville, and Warrensburg. Changes to Section 405.415 are proposed to better align with the SHPO Model Ordinance. Changes to Section 405.420 propose the removal of the specified time limit and include language with clarifies when the final action of the Board of Aldermen is to be by resolution versus ordinance.

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~~1928, 1-11-1993; Ord. No. 3650, 5-1-2023]

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~~ the Official 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. **An application fee for rezoning 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.



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Section 405.395. Notification of Nomination and Public Hearing.

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

The Preservation Commission shall schedule and hold a public ~~meeting~~hearing 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.~~ All notification of public hearings shall follow the same process as listed in Section 405.630.B.5.

Section 405.400. Interim Control.

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

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 of the HPC.

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

~~A. Within forty-five (45) days of the conclusion of the public hearing,~~ ~~t~~The Preservation Commission shall hold a public hearing and make a recommendation as to whether or not the nominated landmark or historic district meets the criteria for designation under Section 405.38~~05~~. Said recommendation may be for approval, disapproval or approval in part. The recommendation of the Preservation Commission and staff report shall be sent to the Planning and Zoning Commission and Board of Aldermen to be heard at the next regularly scheduled meetings of these respective public bodies. Staff will make modifications to the staff report as recommended by the HPC before



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the item is heard before the Planning and Zoning Commission. ~~and together with a~~ The staff report ~~which~~ shall contain the following information:

~~A. 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;

~~B. 2.~~ An explanation of the integrity or lack of integrity of the nominated landmark or historic district.; ~~and~~

~~C. 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.~~

3. In the case of a nominated landmark found to meet the criteria for designation:

a. The significant exterior architectural features of the nominated landmark that should be protected;

b. The types of construction, alteration, demolition, and removal, other than those requiring a building or demolition permit, that should be reviewed for appropriateness pursuant to the provisions of this Chapter;

c. Archaeological significance and recommendations for interpretation and protection.

4. In the case of a nominated Historic District found to meet the criteria for designation:

a. The types of significant exterior architectural features of the structures within the nominated Historic District that should be protected;

b. The types of alterations and demolitions that should be reviewed for appropriateness pursuant to the provisions of this Chapter;

c. The type and significance of historic and prehistoric archaeological sites within the nominated Historic District;



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5. Proposals for design guidelines of HPC review of Certificates of Appropriateness within the nominated Landmark or Historic District;

6. The relationship of the nominated Landmark or Historic District to the ongoing effort of the HPC to identify and nominate all potential cultural resources that meet the criteria for designation; and

7. A map showing the location of the nominated Landmark and/or the boundaries of the nominated Historic District.

Section 405.410. Action By Planning and Zoning Commission.

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

A. Upon receipt of the Preservation Commission's recommendations and staff 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" overlay 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. An "H-1" historic overlay 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 overlay 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~~1928, 1-11-1993]

Notice of a determination of the Planning and Zoning Commission, including a copy of the staff report, shall be sent by certified regular mail to the owner(s) of record of a nominated landmark and by regular mail to the owners of all property owners within a nominated historic district and to the nominator within seven (7) days following



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~~adoption of the resolution. 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 **staff** 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~~1928, 1-11-1993; Ord. No. 3685, 3-4-2024]

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 ~~either rejecting the recommendation by formal~~ **enacting the** resolution or **designating the Landmark or Historic District by an** 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 owner(s) of record of the nominated landmark or of all property **owners** within a nominated historic district. The notice shall include a copy of the designation ordinance or resolution **rejecting said nomination** 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 Community Development 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~~1928, 1-11-1993]

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

Changes Approved by Ordinance #1989 (7/26/1993)			
Change	Implemented	Not Implemented	Notes
Changing "public meeting" to "public hearing" in first sentence of present day Section 405.395.		x	Staff concurs with this change.
Added "Documentation of archeological significance." to present day Section 405.405.		x	Staff concurs with this change.