



**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
JUNE 3, 2026
12:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Minutes from the May 6, 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 27th day of Month, 2026.

Daniel Barnett, City Clerk



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

1. Call to Order

The meeting was called to order at 12:02 PM by Chairman Atkinson.

A. Roll Call

Attendee Name	Title	Status
David Atkinson	Chairman	Present
April McLaughlin	Vice-Chairman	Excused
Dale Franklin	Commissioner	Arrived at 12:06 PM
Amanda Stites	Commissioner	Present
Bing Schimmelpfenning	Commissioner	Present
Robert Wiseman	Commissioner	Present
Alderman Davidson	Alderman Liaison	Present

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

2. Approval of Minutes

A. Minutes from the April 1, 2026, meeting.

RESULT: **Approved**
MOVER: Robert Wiseman
SECONDER: Bing Schimmelpfenning
AYES: David Atkinson, Robert Wiseman, Amanda Stites, Bing Schimmelpfenning, Alderman Davidson
EXCUSED: April McLaughlin
 Dale Franklin was not present at the time of the vote.

3. Discussion Items

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

RESULT: APPROVED
MOVER: Bing Shimmelpfenning
SECONDER: Robert Wiseman
AYES: David Atkinson, Dale Franklin, Amanda Stites, Bing Schimmelpfenning, Robert Wiseman, Alderman Davidson
EXCUSED: April McLaughlin

Director Stanton presented the Staff Report for proposed Code Amendments to Division IV - Procedure for Designation of Property As A Landmark or Historic District. 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 comparison of the Model Ordinance from SHPO.

Within Division IV, a number of changes are proposed. She said that she would be asking for direction on some and going over the larger changes.

- Within Section 405.390, staff wants to know if the Commission wants to modify, retain, or remove the highlighted sentence (Packet Page 9.).

Director Stanton explained that HPC would not charge a fee, but Planning and Zoning and the Board of Alderman could.

Bing Schimmelpfenning said that he thought a fee would deter people from taking the steps to apply. Director Stanton said she would strike this 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 the ordinances for the Cities of Liberty and Troy — no other cities that were looked at appear to have language similar to this section).

Director Stanton explained that a regular rezoning application takes approximately 2 to 3 months and the 120 days would probably be fine.

- Staff is recommending the removal of the specific time limits from the language in most sections (405, 410, and 420) 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., this would be in keeping with other Public Hearings.
- Changes to Section 405.405 originally only incorporated the proposed changes from the July 26, 1993, amendments; 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.

David Atkinson asked about SHPO time limits. Director Stanton said that SHPO does not require a time limit, but Federal applications do.

- Changes to Section 405.420 propose the removal of the specified time limit and includes language which clarifies when the final action of the Board of Aldermen is to be by resolution versus ordinance.

Director Stanton said rejection is by resolution and approval is by ordinance. Mr. Shimmelfenning asked what documentation was needed for archeological significance. Director Stanton said that the Commission doesn't really deal with that, but the definition is there and can be referred back to SHPO.

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

- In June, Division 5 and 6 (COA's and Design Guidelines).
- And in July, Divisions 7–10 (Maintenance of Properties, Appeals, Fees and Penalties, and Guidelines for Landmarks and Preservation Districts).
- Also, the sum of these amendments will go to the Planning and Zoning Commission and Board of Aldermen for review and approval in August/September.

Director Stanton thanked the Commissioners that participated in the scoring for Phase 3. The Board of Alderman approved the contract for Intergrated Environmental Solutions, LLC, at the Board meeting on Monday. She also told them that the proclamation for National Preservation Month was made at the April 20, 2026, meeting. She mentioned the scavenger hunt that was put together.

4. Adjourn

With nothing further to come before the Commission, Bing Schimmelfenning made a motion to adjourn. Dale Franklin seconded. The meeting was adjourned at 12:29 PM.

Respectfully Submitted:

Jamie Martin, Recording Secretary

To: Historic Preservation Commission
From: Christina Stanton, AICP, Community Development Director
Date: June 3, 2026
Re: Code Amendments to Divisions 4 and 5, 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.
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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.

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 5—Certificates of Appropriateness; and Division 6—Design Guidelines.

Initial changes to Sections 405.430, 435, 440, 450, and 460 were primarily from the July 1993 amendments and minor adjustments to provide additional clarity. Staff has added a clarifying purpose statement under Section 405.430, largely from the City of Liberty with minor adjustments. Additional clarifications regarding potential submittal materials have been added to Section 405.435 after thoroughly reviewing the SHPO Model Ordinance and the other communities. The last sentence that has been added to Section 405.440, Stop Work Order, was originally in Section 405.445, which is consistent with the SHPO Model Ordinance and many of the other communities. Additional changes are included to Section 405.440 which clarifies the process and better aligns with both the SHPO Model Ordinance and the city’s current Stop Work Order process (Section 510.050).

Staff is recommending removal of the specific time limits within Section 405.445, consistent with previous changes. Additionally, staff has added a subpart C that provides an option for an applicant of an approved COA the ability to request an extension of the time limit. Changes to Sections 405.455 and 460 are largely to better align with the SHPO Model Ordinance. Changes to subpart A, in Section 405.455, includes a blending of the SHPO Model Ordinance and language from the City of Liberty. Staff would like to ask the HPC their opinion regarding the language in subpart C, Section 405.455. The corresponding language from the SHPO Model Ordinance states: “Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”

Staff intends to bring forward additional amendments in the following grouping, for review and consideration, prior to taking the full Article XVI to the Planning Commission and then the Board of Aldermen:

- Divisions 7 - 10

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)

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 SHPO Model Ordinance.

Initial changes to Sections 405.430, 435, 440, 450, and 460 were primarily from the July 1993 amendments and minor adjustments to provide additional clarity. Staff has added a clarifying purpose statement under Section 405.430, largely from the City of Liberty with minor adjustments. Additional clarifications regarding potential submittal materials have been added to Section 405.435 after thoroughly reviewing the SHPO Model Ordinance and the other communities. The last sentence that has been added to Section 405.440, Stop Work Order, was originally in Section 405.445, which is consistent with the SHPO Model Ordinance and many of the other communities. Additional changes are included to Section 405.440 which clarifies the process and better aligns with both the SHPO Model Ordinance and the city's current Stop Work Order process (Section 510.050).

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Division 5. Certificates of Appropriateness

Section 405.430. Certificate of Appropriateness, Purpose and When Required.

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

Purpose. A certificate of appropriateness is intended to provide a process for review and approval of any work to be undertaken on structures residing within a historic overlay district or on designated local landmarks in order to ensure compliance with the City's design guidelines as based upon the Secretary of the Interior's Standards for Historic Preservation. This permit is not intended to disrupt or discourage investment in historic properties, but is intended to promote and encourage established standards for the rehabilitation, preservation, adaptive reuse, and restoration of historic resources and neighborhoods.

When Required. A certificate of appropriateness shall be required before the following actions affecting the exterior architectural appearance of any landmark or property within a historic district may be undertaken:

- A. Any construction, alteration or removal requiring a building permit from the City of Harrisonville;
- B. Any demolition in whole or in part requiring a permit from the City of Harrisonville;
- C. Any violation of a minimum maintenance standard or construction, alteration, demolition or removal affecting a significant exterior architectural feature or features;
- D. Any construction, alteration, removal, **or** demolition, **landscaping or earth disturbing activity** in whole or in part proposed by the City of Harrisonville or any of its agencies or departments for a landmark or a structure within a historic district and affecting a significant exterior architectural feature or features;
- E. **Any actions to correct a violation of a minimum maintenance standard.**

Section 405.435. Applications For Certificate of Appropriateness.

[Ord. No. ~~1825, 5-13-1991~~1928, 1-11-1993; Ord. No. 1989, 7-26-1993; Ord. No. 3685, 3-4-2024]

No application for a building or demolition permit affecting the exterior or architectural appearance of a designated landmark or property within a designated historical district shall be granted by the City until approved by the Preservation Commission. An applicant may request a meeting with the Preservation Commission before or during the review of the application. Application for review of construction, demolition or removal not requiring a building permit for which a certificate of appropriateness is required shall be made on a form prepared by the Community Development Department of the City of Harrisonville and available at the office of the Community Development Department of the City of Harrisonville. **Applicants for a certificate of appropriateness shall include the following items as may be appropriate: ~~may be required to submit~~ photos of the existing conditions, plans, drawings, elevations, specifications, a list of proposed materials, and other information as may be necessary for the thorough review of the application requested by the Preservation Commission.** The Preservation Commission shall consider the completed application at its next regular meeting. The Preservation Commission may call a **specific special** meeting to review routine application(s) for certificate of



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appropriateness when delay to the next regular meeting would create an unnecessary inconvenience to the applicant.

Section 405.440. Stop Work Order.

[Ord. No. ~~1825, 5-13-1991~~1928, 1-11-1993; Ord. No. 1989, 7-26-1993; Ord. No. 3685, 3-4-2024]

Whenever a member of the Historic Preservation Commission has a reason to believe an action, for which a certificate of appropriateness is required, has been initiated or is about to be initiated, it they shall notify their City staff liaison so that the City can make every reasonable effort to contact the owners, occupants, contractors or subcontractors and inform them of the application for certificate of appropriateness process. If the Historic Preservation Commission it is determined that a stop work order is necessary to halt an action that requires a certificate of appropriateness, it the appropriate City staff shall deliver or send order the work stopped by notice in writing consistent with Section 510.050 a copy of the stop work order shall be sent by certified mail return receipt requested to the owners, occupants, contractors and subcontractors and notify them of the certificate of appropriateness process. A copy of the proper application form shall be included in the notice. A copy of the stop work order shall be sent to the Building Official of the City of Harrisonville, who The Code Enforcement Division of the Community Development Department shall be responsible for monitoring said situation and citing those in violation of this Article. If necessary, a second (2nd) stop work order may be issued by the City for the same project.

Section 405.445. Determination By Historic Preservation Commission.

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

A. The Historic Preservation Commission shall review the application for a building or demolition permit or for a certificate of appropriateness and issue or deny the certificate of appropriateness within no more than forty-five (45) days of receipt of the application. Determination will be based on the standards and guidelines set forth in this Article. Written notice of the approval or denial of the application for a certificate of appropriateness shall be provided to the applicant and by the Community Development Department of the City of Harrisonville within seven (7) days following the determination and shall be accompanied by a certificate of appropriateness in case of approval.



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[Ord. No. 3685, 3-4-2024]

B. The certificate of appropriateness shall become void unless construction **is commenced commences** within six (6) months of the date of issuance. Any person who does not complete a project according to the guidelines provided in the certificate of appropriateness shall be deemed in violation of this Article.

C. A written letter requesting an extension of the time, prior to the expiration of the certificate of appropriateness, shall be received by the Director. The letter shall include the reasons for the requested extension and the original plans with any revisions, omissions, or additions.

Section 405.450. Denial of Certificate of Appropriateness.

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

A denial of the certificate of appropriateness shall be accompanied by a statement of the reasons for the denial. The Historic Preservation Commission shall make recommendations to the applicant concerning changes, if any, in the proposed action which would cause the Commission to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the applicant and the Commission. The applicant may resubmit an amended application or reapply for a building or demolition permit that takes into consideration the recommendation(s) of the Commission. Projects requiring certificates of appropriateness will be monitored as necessary by the **Building and Codes Enforcement Division Commission or its designated representatives** to ~~insure~~ ensure compliance ~~of with~~ the terms and specifications of the certificate of appropriateness, building permits and demolition permits. ~~If necessary, a second (2nd) stop work order may be issued by the Commission for the same project.~~

Section 405.455. Standards For Review.

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

In considering an application for a building or demolition permit for a certificate of appropriateness, the Historic Preservation Commission shall be guided by the following general standards, **derived from the Secretary of the Interior's Standards**, in addition to any design guidelines in the ordinance designating the landmark or historic district:



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A. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration **to the defining characteristics, distinctive materials, features, spaces, and spatial relationships** of the building structure or site and its environment or to the use of the property for its originally intended purpose.

B. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.

C. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

D. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own **rank right** and this significance **should shall** be **recognized retained** and **respected preserved**.

E. Distinctive stylistic features, **finishes, and construction techniques** or examples of skilled craftsmanship which characterize a building, structure or site shall be **treated with sensitivity preserved**.

F. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture and other visual qualities **and, where possible, materials**. Repairs or replacement of missing architectural features **should shall** be based on accurate duplication of features substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

G. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used.** The surface cleaning of structures, **if appropriate**, shall be undertaken with the gentlest means possible. Cleaning methods that will damage the historic building shall not be undertaken.

H. Contemporary design for alteration and additions to existing properties and for new construction may be permitted when such alterations, additions or new construction do not destroy significant historical or architectural or cultural material. **The new work**

shall be differentiated from the old and shall be ~~and such design is~~ compatible with the **massing**, size, scale, color, material, **architectural features** and character **of to protect the historic integrity of the** property neighborhood and environment.

I. Whenever possible, new additions or **exterior** alterations to structures shall be done in a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

J. New buildings do not need to duplicate older styles of architecture, but must be compatible with the architecture within the district. However, the scale, placement on lots and street setback must conform with the scale, placement and setback of adjacent structures, especially in the context of rows of buildings and streetscapes. Styles of architecture will be controlled only to ~~insure~~ **ensure** that their exterior design, materials and color are in harmony with neighboring structures.

K. The Commission may consider economic hardship and other factors that may affect an owner's ability to undertake or complete rehabilitation or other work under consideration.

Division 6. Design Guidelines

Section 405.460. Design Guidelines.

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

The City of Harrisonville and the Harrisonville Historic Preservation Commission have adopted the following design and review guidelines for all historic districts and landmarks of the City. The guidelines will be enforced **d** within district or landmark boundaries under any of the following circumstances:

A. Construction, alteration or removal requiring a building permit and which has an impact on the exterior appearance of a structure.

B. Demolition in whole or in part requiring a permit.

C. Construction, alteration (including color changes **as appropriate**), demolition or removal affecting a significant exterior or architectural feature or features.

D. Construction, alteration improvement (including color changes **as appropriate**), demolition or removal which negatively impacts the significant appearance or harmony of adjacent structures, rows of buildings, streetscapes or the historic district

as a whole as determined by the Historic Preservation Commission. Design guideline architectural criteria:

- 1. Height:** Height of any proposed alteration or construction should be compatible with style and character of the **Landmark with** surrounding structures **in a Historic District.**
- 2. Proportions of Windows and Doors:** Windows and doors relationships and proportions should be compatible with the architectural style and character of the **district or** landmark and **with** surrounding structures **within a Historic District.**
- 3. Relationship of Building Masses and Spaces:** The **setback and** relationship of a structure **within a Historic District** to the open space between it and adjoining structures should be compatible.
- 4. Roof Shape:** Roof shape and design should be compatible with the character of the **architectural style and character of the district or** landmark, and **with** surrounding structures **in a Historic District.**
- 5. Landscaping:** Landscaping should be compatible with the architectural **style and** character **and appearance** of the **district or** landmark or surrounding structures **and landscapes in Historic Districts.**
- 6. Scale:** The scale of the structure after alteration, construction or partial demolition should be compatible with its architectural style and character and with surrounding structures **in a Historic District.**
- 7. Directional Expression:** Facades **in Historic Districts** should blend with other structures with regard to directional expression. Structures **in a Historic District** should be compatible with the dominant historical or vertical expression of **surrounding structures. The directional expression of** a landmark after alteration, construction or partial demolition **and** should be compatible with its original architectural style and character.
- 8. Architectural Details:** Architectural details, including materials, colors and textures, should be treated so as to make a landmark compatible with its original **architectural style and** character **or significant architectural style** and to preserve and enhance the **architectural style or character of a** landmark or historic district.



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9. Signage: The character of signs should be in keeping with the historic architectural character of a Landmark or Historic District. Character of a sign includes the number, size, area, scale, location, type (e.g., off-site advertising signs and on-site business signs), letter size or style, and intensity and type of illumination.

10. Minimum Maintenance: Significant features should be kept in a condition of good repair and maintenance. All structural and mechanical systems should be maintained in a condition and state of repair that will prevent decay, deterioration or damage to significant features, or otherwise adversely affect the historic or architectural character of structures within a Historic District.

Changes Approved by Ordinance #1989 (7/26/1993)			
Change	Implemented	Not Implemented	Notes
Amended present day Section 405.430.D to read: "Any construction, alteration, removal, demolition, landscaping or earth disturbing activity in whole or in part proposed by the City of Harrisonville or any of its agencies or departments for a landmark or a structure within a historic district and affecting a significant exterior architectural feature or features."		x	Staff concurs with this change.
Changed "specific meeting" to "special meeting" in present day Section 405.435.		x	Staff concurs with this change.
Amended present day Section 405.440 to read: "Whenever the Historic Preservation Commission or Codes Enforcement Department have a reason to believe an action, for which a Certificate of Appropriateness is required, has been initiated or is about to be initiated, it/they shall make every reasonable effort to contact the owners, occupants, contractors or subcontractors and inform them of the application for Certificate of Appropriateness process. If the Historic Preservation Commission or Codes Enforcement Department determines that a stop work order is necessary to halt an action that requires a Certificate of Appropriateness, it/they shall deliver or send a copy of the stop work order by certified mail return receipt requested to the owners, occupants, contractors		x	***Additional review required!
Changed "Projects requiring Certificates of Appropriateness will be monitored as necessary by the Commission..." to read "Projects requiring Certificates of Appropriateness will be monitored as necessary by the Codes Enforcement Department..." in present day Section 405.450.		x	Staff is recommending similar changes.
Changed "(including color changes)" to read "(including color changes as appropriate)" in present day Section 405.460.C.		x	Staff concurs with this change.