



**CITY OF WARRENSBURG, MISSOURI
HISTORIC PRESERVATION COMMISSION
MUNICIPAL CENTER
200 S. HOLDEN ST., WARRENSBURG, MO 64093**

**MEETING AGENDA
JANUARY 22, 2020
4:00 PM**

1. Call To Order
2. Roll Call
3. Minutes Of Previous Meetings

3.I. November 20, 2019

Documents:

[2019_11-20.PDF](#)

4. Other Business And Appearances

4.I. Preparation For The Grover & Broad Streets Architectural/Historical Survey Public Meeting

Documents:

[2020-01-15 STAFF REPORT.PDF](#)
[PUBLIC OUTREACH POSTCARD.PDF](#)
[HISTORIC SURVEY INFORMATION FORM.PDF](#)
[FIELDWORK FORM.PDF](#)

4.II. Discuss And Schedule Fieldwork Training And Fieldwork Days

5. Comments Of Commissioners / Staff / Public
6. Adjournment



CITY OF WARRENSBURG, MISSOURI
MINUTES

HISTORIC PRESERVATION COMMISSION
November 20, 2019

1. Call to Order

The meeting was called to order by Karen Hicklin at 4:02 p.m. at the Municipal Center, 200 S. Holden St., Warrensburg, MO.

2. Roll Call

Roll was called and members present included Karen Hicklin, Dewayne Jackson, and Frances Ellis. Commissioners Patricia Smith and Andrea Glinn were absent. Kristin Dyer, City Planner, was also present.

3. Minutes of Previous Meetings

Members reviewed the minutes from the October 23, 2019, Historic Preservation Commission meeting. Ellis moved to approve the minutes. Jackson seconded. Approved 3-0.

4. Other Business and Appearances

I. 2019 Certified Local Government Annual Report

Dyer summarized the draft of the annual CLG report. Dyer stated the full document is available online.

II. Discussion and Planning of the Neighborhood Architectural Survey

Dyer summarized both potential survey areas and stated the Southwest Estates survey area has about 100 properties, and the Grover & Broad Streets survey area has about 120 properties. Dyer briefly reviewed the Missouri State Historic Preservation Office's comments, the updated survey timeline, and the notifications for the public meeting. The Historic Preservation Commission discussed both survey areas. Jackson moved to select the Grover & Broad Streets survey area. Ellis seconded. Approved 3-0.

5. Comments of Commissioners/Staff/Public - none

6. Adjournment

With no further discussion or items to consider, the meeting adjourned at 4:32 p.m.

Date: _____

Chairperson



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

January 15, 2020

ITEM 4.I: Preparation for the Grover & Broad Streets Architectural/Historical Survey Public Meeting

BACKGROUND:

In November 2019, the Historic Preservation Commission and staff discussed both the Grover & Broad Streets Survey Area and the Southwest Estates Survey Area, and the Historic Preservation Commission voted unanimously to survey the Grover & Broad Streets Survey Area.

Staff was directed to create a shorten historic resource form for the fieldwork that may include pictures to indicate which architectural features to look for, and what they look like. The attached resource form is two-pages long and would allow the user to circle or mark the architectural feature or material name.

Attached is the final version of the postcard that will be sent to all property owners for the public meeting. The same image will be used for social media and the Chamber Flash. A press release format will be used for the newspaper and city website. The only correction will be date and time of the meeting based on the Historic Preservation Commission's final decision.

TIMELINE:

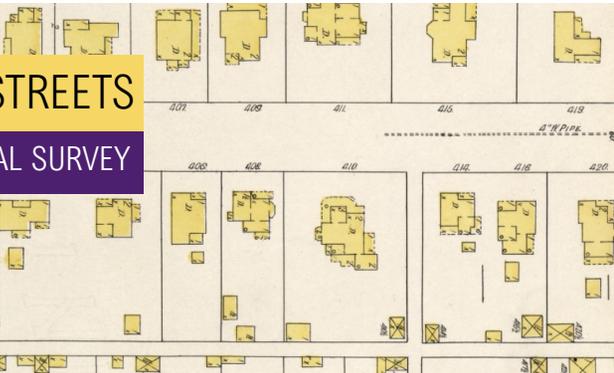
This timeline will appear on future staff reports. Items highlighted in grey have been completed, and items highlighted in yellow are concurrent or upcoming. The text will be displayed in red if a task is past its scheduled date.

SURVEY TIMELINE	
DATE	TASK
October 2019	Staff submits the research design to Missouri State Historic Preservation Office (SHPO) for review.
	Historic Preservation Commission (HPC) reviews the research design and proposed survey areas.
November 2019	Staff receives comments from the SHPO on the research design and proposed survey areas.
	Final selection on a survey area by the HPC
December 2019	Staff prepares the public outreach documents such as postcards, legal notice, and any other advertising.
January 2020	Staff and the HPC prepare and go over the logistics for public outreach meeting.
January 2020 (30 days prior to public meeting)	Postcards for the public outreach meeting are mailed to every property owner and a notice posted in the local newspaper

February 2020	The HPC hosts a public outreach meeting to introduce the goals of the survey.
March - June 2020	Staff and the HPC conduct field investigation of the survey area
	Staff maintains an excel database of the field survey information based on the survey form.
	Staff and the HPC photograph each property according to SHPO survey guidelines.
July 2020	Staff reviews the final survey forms and submits a draft PDF copy of the survey forms to SHPO for review.
July - October 2020	Staff conducts archival research.
November 2020 - January 2021	Staff prepares the historic context.
	Staff edits and revises the survey forms as needed based on SHPO comments and archival research.
January – February 2021	The Historic Preservation Commission reviews the draft survey report, and Staff makes corrections as needed.
February 1, 2021	Staff submits a draft hard copy of the survey report to the SHPO.
February 2021 (30 days prior to public meeting)	Postcards for the public outreach meeting are mailed to every property owner and a notice posted in the local newspaper.
March 2021	Staff and the HPC present the final survey results at the public outreach meeting.
April 2021	Staff receives comments from the SHPO and revises the draft survey report as needed.
May 2021	Staff finalizes the final survey report, survey forms, and all work products for City records.
	Staff submits the final survey report, survey forms, and all work products to the SHPO.
June 2021	The HPC discusses next steps.

RECOMMENDATION:

Staff recommends the Commission review the provided documents and provide further direction to staff.



GROVER & BROAD STREETS

ARCHITECTURAL/HISTORICAL SURVEY

Public Meeting

WHEN:
February XX, 2020
X:XX p.m.

WHERE:
Municipal Building
200 S. Holden St.
Warrensburg, MO 64093

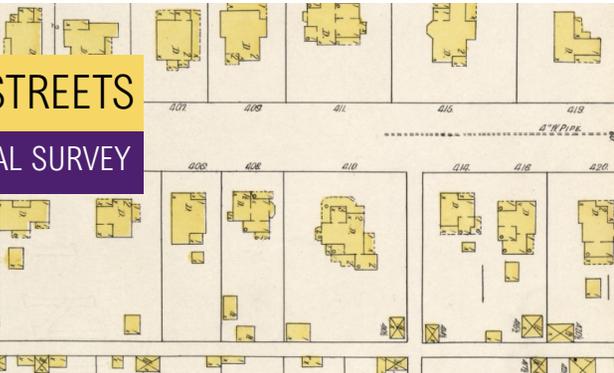
MORE INFORMATION CONTACT:
Kristin Dyer
City Planner
(660) 747-9135
kristin.dyer@warrensburg-mo.com



The Historic Preservation Commission invites you to a public meeting to learn about their upcoming architectural survey project of the Grover and Broad Streets neighborhood. The Historic Preservation Commission and staff will discuss the objectives and process of the survey during the meeting.

The purpose of the architectural survey is to document the history of the neighborhood and buildings within the survey area. The architectural survey will include research on the neighborhood's development, including a complete architectural historic resource form and photograph of each building.

Can't make it? Contact Kristin Dyer, City Planner for more information or visit www.warrensburg-mo.gov and search "Historic Preservation Commission".



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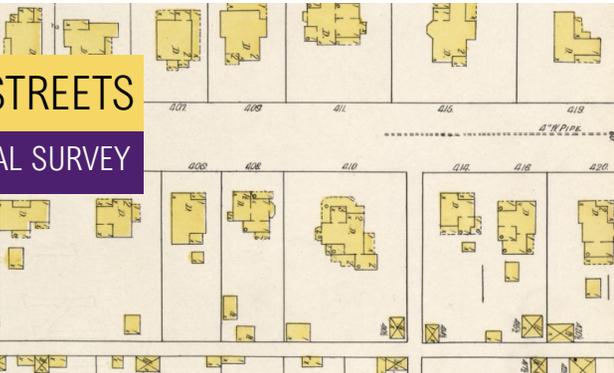
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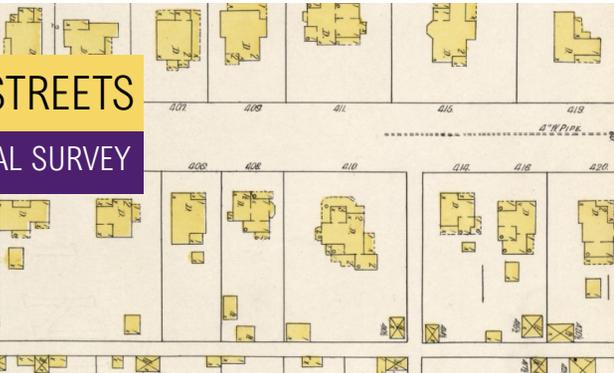
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KD-CD



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Historic Survey Information

1. Property Address: _____
2. Original Construction Date of the Structure: _____
3. Name of Architect and/or Builder, if known: _____
4. Any known alterations made to the exterior of the structure:
This can include window replacement, new siding, additions, new outbuildings, etc..
Describe the alterations and approximate date of alterations:

5. Did the house come from a catalog house plan? ____ Yes ____ No ____ Not sure

6. Occupant information (Who lived in structure before present owner? What did they do?)

7. Any additional comments:

8. Is there anyone we should contact about the history of the neighborhood?

_____ Name

_____ Phone

_____ E-mail

Address: _____ Date: _____ # of Outbuildings: _____

Completed By: _____ Photograph By: _____

Number of Stories

								
1 STORY	1 1/2 STORY	1 SPLIT	1 FRONT, 2	2 STORIES	2 STORIES, OVERSAIL	2 1/2	2 SPLIT	3 STORIES

Roof Type

Other _____

									
LOW GABLE	MEDIUM GABLE	HIGH GABLE	CENTRE GABLE	CROSS GABLE	HIPPED GABLE	HIPPED, CROSS GABLE	BELLCAST HIPPED GABLE	BELLCAST HIPPED GABLE	LOW HIP
									
MEDIUM HIP	HIGH HIP	TRUNCATED HIP	HIP WITH CENTRE GABLE	BELLCAST HIP	GABLE HIP OR GABLET	GAMBREL	HIPPED GAMBREL	BELLCAST GAMBREL	BELLCAST HIPPED GAMBREL

Roof Material

_____ asphalt shingle _____ wood _____ tile/slate _____ metal

_____ tar & gravel (for flat roofs) Other _____

Exterior Walls (Select Up to 2)

_____ Wood Lap Siding _____ Clapboard/Teardrop Siding _____ Wood Shingle _____ Stone

_____ Asbestos _____ Vinyl _____ Aluminum _____ Stucco Other _____

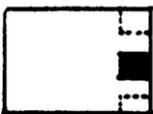
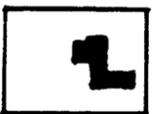
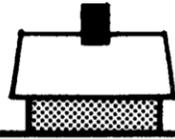
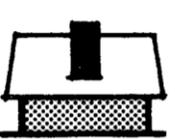
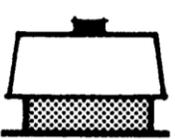
Foundation Material

_____ Stone _____ Concrete Block (CMU) _____ Concrete _____ Brick

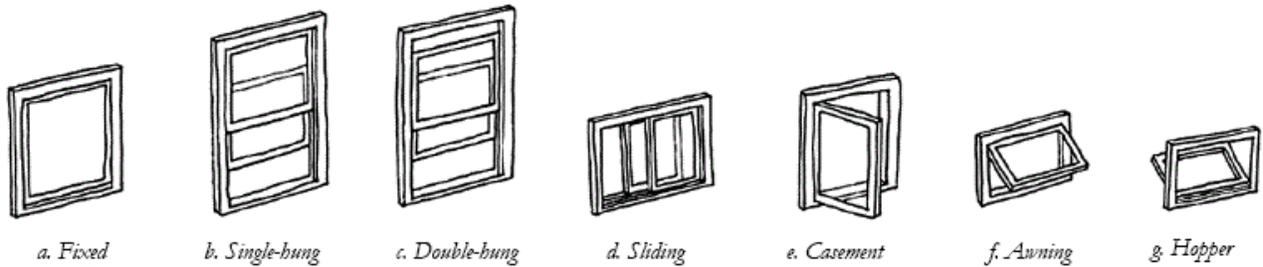
_____ Not Visible Other _____

Chimney Placement

NONE

 front	 front	 front	 front	 front	 front
CENTRE	OFFSET LEFT	OFFSET RIGHT	SIDE, LEFT	SIDE, RIGHT	CLUSTER
					
STRADDLE RIDGE	FRONT SLOPE	REAR SLOPE	SIDE SLOPE	EXTERIOR	

Window Type (Do not look at storm windows)



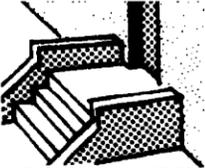
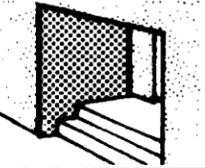
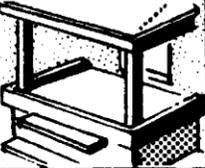
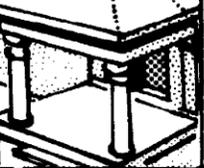
Single/Double Hung Pane Arrangement _____ / _____

Window Material

_____ Wood _____ Steel _____ Aluminum _____ Vinyl Other _____

Front Porch Placement

_____ None Other _____

					
PLATFORM OR STOOP	UMBRAGE RECESSED	OPEN PORCH	CLOSED	PORTICO	VERANDAH OR GALLERY