



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

MEETING AGENDA

MARCH 22, 2023

4:00 PM

1. Call To Order

2. Roll Call

3. Minutes Of Previous Meetings

3.I. December 8, 2022

Documents:

[2022-12-08.PDF](#)

3.II. January 25, 2023

Documents:

[2023-01-25.PDF](#)

4. Other Business And Appearances

4.I. Update On The Historic Preservation Fund Grant

Documents:

[2023-03-20 STAFF REPORT.PDF](#)

4.II. FY24 Budget Request

Documents:

[FY24 HPC REQUEST.PDF](#)

4.III. National Preservation Month 2023

Library Table

National Preservation Month Proclamation

Notable Structures and Preservation Opportunities

Architectural Scavenger Hunt - Warrensburg Main Street

5. Comments Of Commissioners / Staff / Public

5.I. Missouri Preservation Conference 2023
June 7-9, 2023 in Joplin, Missouri
Registration opens April 3, 2023

5.II. Preservation Planning Webinar - National Alliance For Preservation Commissions
Thursday, March 23 at 12:00 pm

6. Adjournment



CITY OF WARRENSBURG, MISSOURI
MINUTES

HISTORIC PRESERVATION COMMISSION
December 8, 2022

1. Call to Order

The meeting was called to order by Karen Hicklin at 4:00 p.m.

2. Roll Call

Roll was called and members present included Frances Ellis, Karen Hicklin, Don Nimmer, and Jill Purvis. Member Andrea Glinn was not present. Kristin Dyer, City Planner, was also present.

3. Minutes of Previous Meetings

3.I October 27, 2022

Members reviewed the minutes from October 27, 2022, Historic Preservation Commission meeting. Nimmer moved to approve the minutes. Ellis seconded. Approved 4-0.

4. Other Business and Appearances

4.I Update and Discussion on the Historic Preservation Fund Grant

Dyer stated that staff has the approved Historic Preservation Fund Grant from the State Historic Preservation Office (SHPO). Dyer summarized the request for proposals (RFP) process and the timeline in the staff packet. Dyer and the Historic Preservation Commission discussed the RFP process and the timeline for the grant.

4.II Midcentury Modern Project

Dyer and the Historic Preservation Commission discussed the Midcentury Modern Project and possibly showing how to take pictures of the properties as part of a meeting. There is a possibility to take pictures when the weather is nicer when there is a gap between public meetings for the Historic Preservation Plan.

5. Comments of Commissioners/Staff/Public

Nimmer asked about the Jones Brothers Mule Barn and if there is still a property maintenance case on it. Dyer stated she would ask the Property Maintenance Inspector and update the HPC at the next meeting.

Bruce Uhler, City Council member, stated he saw Main Street's building plaques.

6. Adjournment

Ellis moved to adjourn the meeting. Nimmer seconded. Approved 4-0, and the meeting adjourned at 4:39 p.m.

Date: _____

Chairperson



CITY OF WARRENSBURG, MISSOURI
MINUTES

HISTORIC PRESERVATION COMMISSION
January 25, 2023

1. Call to Order

The meeting was called to order by Karen Hicklin at 4:00 p.m.

2. Roll Call

Roll was called and members present included Frances Ellis, Karen Hicklin, Don Nimmer, and Andrea Glinn. Member Jill Purvis was not present. Kristin Dyer, City Planner, was also present.

3. Minutes of Previous Meetings

Dyer stated she forgot to add the minutes to the agenda, and they will be available at the next meeting.

Purvis was present for the meeting.

4. Other Business and Appearances

4.I Update and Discussion on the Historic Preservation Fund Grant

Dyer stated the second milestone has been submitted to the State Historic Preservation Office (SHPO), and the request for proposals closed on January 18, 2023. The selection committee will meet on January 30, 2023, to discuss the two proposals submitted.

4.II Discussion of Conservation Overlay Districts

Dyer stated that the National Alliance for Preservation Commission (NACP) hosted a webinar late last year on the benefits and regulations of conservation overlay districts. Conservation districts assist with conserving and revitalizing neighborhoods from incompatible additions or new construction. The HPC and staff discussed the difference between conservation overlay districts and historic overlay districts, new construction, and alterations. Dyer stated she would prepare some scenarios for additions and new construction for the HPC to review.

5. Comments of Commissioners/Staff/Public – None.

6. Adjournment

With no objections, Hicklin adjourned the meeting adjourned at 4:36 p.m.

Date: _____

Chairperson



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

March 20, 2023

ITEM 4.I: Update and Discussion on the Historic Preservation Fund Grant

BACKGROUND:

The Historic Preservation Commission (HPC) applied for a Historic Preservation Fund Grant to hire a consultant to prepare a historic preservation plan for the City of Warrensburg. The historic preservation plan will be a new and comprehensive document that will aid decision-making bodies, City staff, and the public regarding any improvements and incentives to the historic preservation program in Warrensburg. The contract for the grant was finalized on November 21, 2022, and a timeline is attached with the milestones for the project. The grant will be final on February 29, 2024.

UPDATE:

Staff met with Nick Kalogeresis to discuss The Lakota Group's proposal. The Lakota Group sent a revised scope of work to meet the HPC's budgeted fee for a consultant. Currently, Staff is waiting on the signed contract and documents then it will be sent to the City Manager for approval. The revised proposal is included with the staff report.

Staff is currently gathering the documents noted in the revised scope of work, and The Lakota Group will have a 90-minute focus group session with the Historic Preservation Commission under Task #4. This will be during their first visit to Warrensburg.

RECOMMENDATION:

Staff recommends the Historic Preservation Commission review the revised scope of work.

TIMELINE *(attached)*:

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. Additional items may be added to the timeline as the project progresses (i.e. public meeting dates).

MILESTONE/SCHEDULE

City of Warrensburg, Missouri

Historic Preservation Plan Project No. 29-22-10029-001

Starting Date: August 1, 2022

Ending Date: February 29, 2024

<u>Milestone</u>	<u>Product</u>	<u>Date Due</u>
#1	Submit a draft RFP to the HPF Grant Manager or their designee before the bid process is initiated.	12/01/2022
#2	Submit documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the HPF Grant Manager or their designee for review and approval.	01/02/2023
#3	Submit a copy of the signed consultant contract to the HPF Grant Manager or their designee.	02/01/2023
#4	Submit the agenda, minutes, and sign-in sheets from the first meeting between the City, Historic Preservation Commission, and consultant to the HPF Grant Manager or their designee.	03/01/2023
#5	Public Meeting #1 Submit to HPF Grant Manager or their designee sign-in sheet and minutes from the first public meeting.	03/31/2023
#6	Submit to HPF Grant Manager or their designee the first draft of the preservation plan for review and approval. 30-day review	07/21/2023
#7	Submit to HPF Grant Manager or their designee the sign-in sheet and minutes from the second public meeting.	08/04/2023
#8	Public Meeting #2 Submit the second draft (100%) of the Preservation Plan to the HPF Grant Manager or their designee for review and approval, complete with all text, photography, and graphic design. 30-day review. Submit the sign-in sheet and minutes from the third public meeting.	11/15/2023
	Review and Adoption by City Council	
#9	Submit the URL for City's website where the final completed preservation plan is posted to HPF Grant Manager or their designee.	01/31/2024
#10	Submission of final project report and fiscal data.	02/29/2024

MEMORANDUM

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TO: Kristin Dwyer, City of Warrensburg
FROM: Nicholas P. Kalogeresis, AICP
DATE: March 10, 2023
RE: Proposal, the scope of work, fee, and payment schedule

A revised Warrensburg Historic Preservation Plan scope of work is summarized below based on our recent discussion on February 13, 2023. The revised scope should meet the requirements for this assignment. Otherwise, we can have further discussions to refine tasks and deliverables.

Instead of two phases as suggested in our proposal, this revised scope of work outlines just one phase of tasks that incorporates all required public meetings and two main deliverables: the completion of a Draft Historic Preservation Plan and a Final Plan version. In our proposal, we had three deliverables: an interim State of the City Report summarizing key preservation issues and a Draft and Final Plan document. Consolidating these deliverables will help us meet the City's budget target. Last, in addition to these scope and work plan changes, Lakota will not be developing a project website as stated in our proposal. Instead, Lakota will rely on the City of Warrensburg to promote and disseminate information on the planning process through its communication platforms.

Let me know if the City would like to discuss these changes in further detail.

Revised Work Scope

As a key focus of the planning process, the Lakota Group will include a comprehensive review of the following: the following:

- Previous historic resource surveys.
- Previous National Register nominations.
- Historic Preservation Ordinance.
- Previous preservation plans and studies.
- Comprehensive plan and current and in-production community plans.
- Current administrative rules and annual work plan for the Historic Preservation Commission.
- Economic data and development trends.
- Tourism studies.
- Evaluation of current incentive programs and tax credit rehabilitation activity.

Task #1: Project Start Meeting (Video Call or On-Site Meeting, Meeting #1)

Lakota will organize and conduct a project start meeting with the City of Warrensburg to discuss the following:

- Planning Mission and Objectives
- Preservation Planning Issues and Challenges
- Work Plan and Schedule
- Community Engagement Program
- Available GIS Data and Other Sources of Information
- Resource People

Lakota will refine the Work Plan and Schedule based on input received during the project start meeting. Lakota will also furnish a list of needed data sources and potential key person and stakeholder interviews to be conducted during Task 4 in the planning process.

Task #2: Information Collection and Analysis

Lakota will collect additional information and data as necessary to analyze local preservation issues. Lakota will also analyze relevant planning documents, resource inventories, reconnaissance observations, and other materials and information.

Task #3: Mapping

Lakota will collect City or County level GIS information, other digital maps, and Sanborn maps and aerial photos for use in preparing maps that document existing resources, historic districts, and surveyed areas in Warrensburg. Lakota will prepare new maps documenting potential survey areas, historic districts, and areas of special concern to the community.

Task #4: Engagement Week: On-Site Project Kick-Off and Community Meetings (Visit #1, Meeting #2, 3-4 days)

During Engagement Week, Lakota will conduct several activities with assistance from the City of Warrensburg, including:

- A two-hour reconnaissance tour of Warrensburg with Lakota staff and key preservation leaders.
- Project kick-off and 90-minute focus group session with the City of Warrensburg Historic Preservation Commission.
- One to two days of stakeholder focus group sessions with City of Warrensburg elected officials, the Historic Preservation Commission, the Planning Commission, Main Street leaders, preservation advocates, civic and cultural organizations, business leaders, neighborhood organizations, property owners, and residents.
- An evening community workshop.

The stakeholder meetings and the community workshop aim to gain insight into key critical preservation planning issues, constraints, and opportunities and identify potential partnerships and resources. Lakota will prepare the visit schedule and work with the City of Warrensburg to schedule and organize focus group sessions, the reconnaissance tour, and the evening community workshop.

Task #5: Draft Historic Preservation Plan (Key Deliverable #1)

Lakota will prepare a Draft Historic Preservation Plan document that will provide an overview of the current Warrensburg historic preservation program as well as preliminary planning goals and strategies. The Draft Plan will include the following:

- Historic Context Overview and Community Architecture
- Existing Landmarks and Districts
- Previous Preservation Planning Documents, Surveys, and Documentation Initiatives
- Historic Preservation Programs, Ordinances, and Landmarking Procedures
- Planning and Zoning-Related Processes and Programs
- Incentives and Economic Development Programs
- Other City Departments and Preservation Program Responsibilities
- Current State and Local Trends in Historic Preservation
- Existing Partnerships and Organizational Relationships
- Community Engagement Summary
- Draft Preservation Planning Objectives, Strategies, and Concepts

Lakota will deliver the Draft Plan document in electronic form to the City of Warrensburg.

Task #6: City of Warrensburg Staff Review Meeting (Video Call, Meeting #3)

Lakota will meet with City of Warrensburg staff to review the Draft Plan document and to consider any draft revisions before a meeting with the Historic Preservation Commission. Lakota will also forward the Draft Plan to the Missouri State Historic Preservation Office (Missouri SHPO) for additional review and comment.

Task #7: Historic Preservation Commission Meeting (Video Call, Meeting #4)

Lakota will conduct a meeting with the City of Warrensburg Historic Preservation Commission to review the Draft Plan, check planning assumptions, and sharpen historic preservation planning goals and objectives.

Task #8: Revised Draft Plan (Key Deliverable #2)

Lakota will prepare a revised Draft Plan document based on Historic Preservation Commission, City staff, and Missouri SHPO comments. The Revised Report will be prepared and delivered in electronic form.

Task #9: Community Survey

Lakota will prepare an online survey to gain additional insight and feedback from community stakeholders on the Draft Plan, planning goals, strategies, and implementation actions.

Task #10: Second Draft Warrensburg Historic Preservation Plan (Key Deliverable #3)

Lakota will prepare a Second Draft Warrensburg Historic Preservation Plan that will include the following chapters:

- Executive Summary
- Introduction
- Warrensburg Historic Preservation Plan
- 10-Year Implementation Program
- Heritage Resources
- City Planning and Program Administration
- Updated Community Engagement Program Summary (Community Survey Results)
- Appendices
- Historic Preservation Map and Catalog maps and Inventory of Historic and Cultural Resources

Preservation planning implementation strategies presented within the document will focus on the following elements:

- Priority survey areas and future landmarks and historic districts.
- Enhancements to Historic Preservation Commission operations and review procedures, including any needed changes to enabling ordinances and administrative procedures.
- Preservation-based economic development strategies.
- Education, advocacy, and outreach strategies including the development of new educational materials.
- Downtown and neighborhood revitalization strategies.
- Partnership opportunities with other organizations, agencies, and entities.
- Integration of preservation planning policies and initiatives in other comprehensive and district-level planning activities.
- Urban design and placemaking strategies

Task #11: City of Warrensburg Staff Review Meeting (Video Call, Meeting #5)

Lakota will meet with City of Warrensburg staff to review the Second Draft Plan document and to consider any draft revisions before a meeting with the Historic Preservation Commission. Lakota will also forward the Second Draft Plan to the Missouri State Historic Preservation Office (Missouri SHPO) for additional review and comment.

Task #12: Historic Preservation Commission and Community Workshops (Visit #2, Meeting #6, 2 days)

Lakota will conduct two workshops, one with the Historic Preservation Commission, and the other an evening community workshop to review and discuss findings from the community survey, and Second Draft Plan planning goals, strategies, and implementation actions. The community workshop will provide an additional opportunity to collect citizen input for the Historic Preservation Plan.

Task #13: Final Historic Preservation Plan (Key Deliverable #4)

Lakota will prepare a Final Draft Warrensburg Historic Preservation Plan document incorporating results from the final community workshops, community survey, and additional recommendations on implementation actions. The Final Plan will be prepared and delivered in both booklet and electronic form.

Task #14: Presentation to the Historic Preservation Commission and/or Planning and Zoning Commissions (Video Call, Meeting #7)

Lakota will present the Final Warrensburg Historic Preservation Plan to the Historic Preservation and/or Planning and Zoning Commissions. Based on Commission comments, Lakota will make any changes and revisions to the Final Plan document.

Task #15: Presentation to the City Council (Visit #4, Meeting #8)

Lakota will attend the City Council meeting to present and discuss the Final Warrensburg Historic Preservation Plan and associated recommendations.

Task #16: Submission of Final Plan Document to the Missouri State Historic Preservation Office

Lakota will submit the Final Plan Document to the Missouri State Historic Preservation Office.

Fee and Payment Schedule

The Lakota Group will invoice the City of Warrensburg every month documenting all billable hours and expenses as well as project tasks undertaken and completed by associated personnel. Lakota will submit invoices by the 15th of every month during the duration of the project. Lakota's fee for this assignment will be \$30,000 inclusive of all tasks and expenses described in this memorandum. Any task additions to this project scope will be subject to Lakota's hourly rates.

Historic Preservation Commission
FY24 Budget Request
 Oct. 1, 2023 to Sept. 30, 2024

Acct. Description			
Community Agreements			
Acct:	Program	Description	FY23
	Other		
110-601-4199		Preservation Month Supplies	\$500
	MO Pres Conference		
110-601-5401		MO Preservation Conference - Full Conference - Meals	\$148
110-601-5402		MO Preservation Conference - Full Conference - Travel	\$524
110-601-5403		MO Preservation Conference - Full Conference - Hotel	\$294
110-601-5404		MO Preservation Conference - Full Conference - Registration	\$240
	Training		
110-601-5404		Certified Local Government Forum (x2)	\$60
	Memberships		
110-601-5501		National Alliance for Preservation Commissions	\$100
110-601-5501		Johnson County Historical Society	\$100
	Grants		
		Preservation Plan - Consultant Fees (60/40 matching grant)	\$30,000
		Preservation Plan - Public Notices (60/40 matching grant)	\$650
		Preservation Plan - Supplies (60/40 matching grant)	\$50
	Meeting Supplies		
110-601-4108		Misc. public meeting	\$75
110-601-4199		Office Supplies (printing, specialty papers, binding combs)	\$75
110-601-5601		Advertising (HPC Education Ads, Hearing Notices, etc...)	\$500
		TOTAL	\$33,316