



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

**MEETING AGENDA  
AUGUST 26, 2020  
4:00 PM**

**Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/89503906188>**

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**Webinar ID: 895 0390 6188**

**International numbers available: <https://us02web.zoom.us/u/keqXxNAavN>**

1. Call To Order
2. Roll Call
3. Minutes Of Previous Meetings
  - 3.I. January 22, 2020

Documents:

[2020\\_01-22.PDF](#)
  - 3.II. June 12, 2020

Documents:

[2020\\_06-12.PDF](#)
4. Requests And Petitions Presented
5. Motions, Resolutions, And Recommendations
6. Other Business And Appearances
  - 6.I. Grover & Broad Streets Architectural/Historical Survey Discussion

Documents:

[2020-08-14 STAFF REPORT.PDF](#)

6.II. FY21 Budget Discussion

Documents:

[FY21 HPC BUDGET.PDF](#)

6.III. Review And Discuss Potential Projects For FY22

7. Comments Of Commissioners / Staff / Public

7.I. Historical Downtown Walking Tour Update

8. Adjournment



CITY OF WARRENSBURG, MISSOURI  
MINUTES

HISTORIC PRESERVATION COMMISSION  
January 22, 2020

**1. Call to Order**

Acting as Chairman, the meeting was called to order by Andrea Glinn at 4:00 p.m. at the Municipal Center, 200 S. Holden St., Warrensburg, MO.

**2. Roll Call**

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

**3. Minutes of Previous Meetings**

Members reviewed the minutes from the November 20, 2019, Historic Preservation Commission meeting. Smith moved to approve the minutes. Ellis seconded. Approved 3-0.

**4. Other Business and Appearances**

**I. Preparation for the Grover & Broad Streets Architecture/Historical Survey Public Meeting**

Dyer presented the staff report and explained the timelines for the Grover and Broad Streets Architectural/Historic Survey. The Historic Preservation Commission and staff discussed potential dates for public outreach meeting and the board mutually agreed the weather would be nicer or a better turn-out. The Historic Preservation Commission agreed on April 8. Dyer stated the public notices will be released a month in advance.

**5. Comments of Commissioners/Staff/Public - none**

**6. Adjournment**

With no further discussion or items to consider, the meeting adjourned at 4:54 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson



CITY OF WARRENSBURG, MISSOURI  
MINUTES

HISTORIC PRESERVATION COMMISSION  
June 12, 2020

**1. Call to Order**

The meeting was called to order by Karen Hicklin at 1:34 p.m. at the Municipal Center, 200 S. Holden St., Warrensburg, MO.

**2. Roll Call**

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

**3. Minutes of Previous Meetings – None.**

**4. Requests and Petitions Presented – None.**

**5. Motions, Resolutions, and Recommendations – None.**

**6. Other Business and Appearances**

**I. FY21 Budget Request**

Dyer presented the FY21 Budget Request and stated City Council is requesting all boards and commissions to reduce their funding. The Historic Preservation Commission discussed the budget including sending Commissioners to the Missouri Historic Preservation Conference next year. Glinn moved to approve the budget as presented. Smith seconded. Approved 3-0.

**7. Comments of Commissioners/Staff/Public**

Dyer stated there will be no second meeting in June.

**8. Adjournment**

With no further discussion or items to consider, the meeting adjourned at 1:46 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

August 14, 2020

ITEM 6.I: Grover & Broad Streets Architectural/Historical Survey Discussion

**BACKGROUND:**

**TIMELINE:**

Items highlighted in green have been completed. Items highlighted in yellow are concurrent or upcoming. Items in grey have been altered due to COVID-19 restrictions.

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.
March 6, 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
April 8, 2020	The HPC hosts a public outreach meeting to introduce the goals of the survey ( <b>Cancelled due to Warrensburg State of Emergency</b> ).
March - July 2020	Staff conducts archival research and prepares the historic context.
August 2020	Staff and the HPC prepare and go over the logistics for public outreach meeting.
Fall/Winter 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.
Fall/Winter 2020	The HPC hosts a public outreach meeting to introduce the goals of the survey.

Fall/Winter 2020	The HPC and volunteers conduct field investigation of the survey area
	The HPC and volunteers photograph each property according to SHPO survey guidelines
	Staff submits five completed sample survey forms for review by the SHPO. (30 day review period)
December 2020/January 2021	Staff completes the survey forms and draft survey report.
February 2021	The Historic Preservation Commission reviews the draft survey report, and Staff makes corrections as needed.
February 2021 (60 day review period)	Staff submits the draft survey report, survey forms and pictures to the SHPO
March 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.
April 2021	Staff and the HPC present the final survey results at the public outreach meeting.
	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 timeline and discuss next steps.

**Historic Preservation Commission**  
**FY21 Budget Request**  
 Oct. 1, 2020 to Sept. 30, 2021

<b>Acct. Description</b>			
Community Agreements			
<b>Acct:</b>	<b>Program</b>	<b>Description</b>	<b>FY21</b>
	Public Outreach		
110-601-4199		Public Outreach Supplies	\$250
110-601-4199		Preservation Month Supplies	\$150
110-601-5601		Advertising	\$50
	MO Pres Conference		
110-601-5401		2021 MO Preservation Conference - Full Conference - Meals	\$151
110-601-5402		2021 MO Preservation Conference - Full Conference - Travel	\$460
110-601-5403		2021 MO Preservation Conference - Full Conference - Hotel	\$288
110-601-5404		2021 MO Preservation Conference - Full Conference - Registration	\$240
	Training		
110-601-5404		Certified Local Government Forum (x2)	\$60
110-601-5404		Webinar	\$100
	Memberships		
110-601-5501		National Alliance for Preservation Commissions	\$100
110-601-5501		Johnson County Historical Society	\$100
	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
		<b>TOTAL</b>	<b>\$2,599</b>