



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

**MEETING AGENDA  
SEPTEMBER 23, 2020  
4:00 PM**

1. Call To Order
2. Roll Call
3. Minutes Of Previous Meetings
  - 3.I. August 26, 2020

Documents:

[2020\\_08-26.PDF](#)
4. Requests And Petitions Presented
5. Motions, Resolutions, And Recommendations
6. Other Business And Appearances
  - 6.I. Grover And Broads Architectural/Historic Survey Public Meeting

Documents:

[2020-09-21 STAFF REPORT.PDF](#)
7. Comments Of Commissioners / Staff / Public
  - 7.I. Historical Downtown Walking Tour Update
  - 7.II. November And December Meeting Dates Due To Holidays
8. Adjournment



CITY OF WARRENSBURG, MISSOURI  
MINUTES

HISTORIC PRESERVATION COMMISSION  
August 26, 2020

**1. Call to Order**

The meeting was called to order by Karen Hicklin 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 Karen Hicklin, Frances Ellis, and Patricia Smith. Member Andrea Glinn appeared via conference call. Member Dewayne Jackson was absent. Kristin Dyer, City Planner, was also present.

**3. Minutes of Previous Meetings**

3.I January 22, 2020

Members reviewed the minutes from January 22, 2020 Historic Preservation Commission meeting. Smith moved to approve the minutes. Ellis seconded. Approved 3-0 with Glinn abstaining.

3.II June 12, 2020

Members reviewed the minutes from the June 12, 2020 Historic Preservation Commission meeting. Ellis moved to approve the minutes. Smith seconded. Approved 3-0 with Glinn abstaining.

Member Glinn arrived and was present at the Municipal Center.

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

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

**6. Other Business and Appearances**

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

Dyer summarized the staff report, and how the timeline was altered to accommodate the cancelled public meeting. When the public meeting is rescheduled, it will be a hybrid of ZOOM with the Historic Preservation Commission members present at the Municipal Center. Dyer stated she would gather dates to have the meeting in October.

6.II FY21 Budget Discussion

Dyer stated the Historic Preservation Commission's budget as presented to City Council is still on track. City Council had their first reading of the budget this past Monday, and they will have their second reading in two weeks.

6.III Review and Discuss Potential Projects for FY22

Dyer stated to get a head of the next fiscal year after the Grover & Broad Streets Survey is wrapped up, staff is looking for direction for what the Historic Preservation Commission would want to do. Member Glinn asked to see what other cities are doing. Member Hicklin stated she would like to have a list of preservation priorities.

Dyer stated she would come back in a couple of months with a list of projects for the HPC to review.

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

7.1 Historical Downtown Walking Tour Update

Dyer stated the rescheduled historic downtown walking tour from May is to be haunted walk in October.

**8. Adjournment**

Glinn moved to adjourn the meeting. Smith seconded. Approved 4-0, and the meeting adjourned at 4:40 p.m.

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

\_\_\_\_\_  
Chairperson



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

September 21, 2020

ITEM 6.I: Grover & Broad Streets Architectural/Historic 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.
September 28 (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.
October 28	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.