



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 (Cancelled due to Warrensburg State of Emergency).
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.