



# **Historic Preservation Commission**

## **HPC Work Program**

### **FY 2017/2018 Implementation Plan**

#### **Intent**

The Work Program Implementation Plan is intended to be a planning and implementation tool developed and approved and carried out by the HPC on an annual basis for the purpose of achieving the priority goals established in the Historic Preservation Plan and the Work Program. It should include a complete list of specific activities and projects the HPC intends to undertake during a Fiscal Year with detailed schedule and funding needs. The Work Program Implementation Plan should also include detailed tasks, events and milestones to be completed or achieved during the fiscal year.

#### **Priority Goals**

Priority Goals of the Historic Preservation Plan.

- Priority Goal # 1: Integrate Preservation into the City's Planning, Land Use, and Property Management Codes and Policies.
- Priority Goal # 2: Increase Awareness of Historic Preservation.
- Priority Goal # 3: Develop and Expand Appropriate Mechanisms for the Identification, Evaluation, and Protection of Historic and Cultural Resources.
- Priority Goal # 4: Develop and Complete a Coordinated Effort to Update and Replace Obsolete and Decaying Infrastructure.
- Priority Goal # 5: Encourage the Utilization of Existing and the Development of Traditional and Nontraditional Economic Incentives.

#### **Implementation Plan – Narrative**

##### **Organization Memberships**

1. Membership in the National Trust for Historic Preservation provides a multi-faceted resource of information on historic preservation including publications, such as Forum News, Preservation Books catalog, Forum Journal, and Preservation Magazine, as well as, Forum-L, and a comprehensive package of preservation resources. Forum News, Forum Journal and Preservation Magazine provide the latest articles on various preservation issues and achievements that are taking place around the country. The Forum-L allows instant access to daily inquiries and proposed solutions to problems by preservation professionals around the country regarding the latest issues communities face in preserving their built environment.
2. Membership in the Missouri Alliance allows access to preservation activities that are taking place within the state of Missouri. This organization also sponsors the annual State Preservation Conference in Missouri.
3. Membership in the National Alliance of Preservations Commissions provides an opportunity to build a stronger local preservation program through education, training and advocacy by the National Alliance. The National Alliance provides FORUM, a biennial conference for local preservation commissions. Membership provides further access to a resource center for preservation information

##### **Conferences & Training Workshops**

According to the Certified Local Government (CLG) Requirements for Certification of Local Government Programs (III.B.9.) and the approved Bylaws of the Historic Preservation Commission (Article 8 Section 1), each commission member shall attend at least one informational or educational meeting annually, approved or conducted by the SHPO, pertaining to historic preservation.

1. State Preservation Conference – The two and a half days state conference is held in the fall season of each year in various locations throughout the State of Missouri. The conference sessions are divided by tracks according to the general areas of interest of the state historic communities. The 2014 conference, for example, provided guides historic preservation procedures, several case studies, suitable replacement materials, and endangered historic properties. A reception is typically provided for all attendees to meet each other and share their common preservation interests and to help create future contacts between commissioners, staff, developers, professional consultants and property owners. Self guided tours were provided to witness each city's preservation achievements.
2. Certified Local Government (CLG) Conference – The one day conference is usually held in spring of each calendar year and is located at the Lewis and Clark State Office Building in Jefferson City, Missouri. In addition to fulfilling CLG training requirements, the meeting provides CLG representatives from across the state with an opportunity to become better acquainted with each other. The conference is designed to promote the growth of a support network among commissioners, local officials and staff. Participants exchange ideas and solutions to common issues and problems such as public outreach and educational programs and conducting effective meetings.
3. Regional Conference – Similar to the state preservation conference, this conference, FORUM, is sponsored by the National Alliance of Preservation Commissions and covers a broader range of topics that relate a wider group of preservation professionals located in differing regions of the country every other year.
4. Audio/Web Conference Training Series – Special training sessions are presented by the American Planning Association through their Audio/Web Conference Training Series. Sessions are focused on planning and preservation issues in many historic neighborhoods. Often the National Alliance of Preservation Commissions is a cosponsor for these trainings. Other organizations and sponsors may provide other opportunities relevant to historic preservation.

### **Community Educational Resource Materials**

The HPC has acquired a limited number of reference materials regarding historic preservation including a resources directory, design review in historic districts, preservation law, establishing local historic districts, and books on current preservation issues experienced around the nation. The HPC intends to expand on this library of information to help the preservation community in Lee's Summit to keep up to date with the latest issues and how to assist property owners in their efforts to preserve their historic properties. Books and pamphlets are available from numerous sources including the National Trust for Historic Preservation, the National Park Service, the National Alliance of Preservation Commissions and the American Planning Association.

The HPC is also reaching out to the community by implementing one of its five preservation goals, “Increase Awareness of Historic Preservation” as stated in the adopted Historic Preservation Plan as part of the City’s overall Comprehensive Plan.

### **May Preservation Month**

National Preservation Month is a national celebration of historic preservation by the National Trust for Historic Preservation. The HPC annually prepares and presents historic activities during the month of May that pertain to the local community. Each year the HPC develops a special program ranging from walking tours to community performances and hosts the annual Strawberry Lawn Fêté at a historic location. The costs relating to these events include advertising in the newspapers, handout brochures, walking tour booklets, award medallion(s) or historic building plaques, and refreshments for the public and volunteer docents.

### **Historic Preservation Grants**

The City has filed applications and has received Historic Preservation CLG Grants in 2002, 2004, 2006, 2007, 2009, and 2011 for nominations of properties and neighborhoods to be listed on the National Register of Historic Places. For FY 2016-17, the Planning and Codes Administration Department requested that the City Council consider allocating \$36,000 through the FY2016-17 City Budget to update the City’s Preservation Plan and Cultural Resources Survey and an additional \$2,000 for State Grant application. However, the project was not pursued due to staff turnover. The HPC intends to request the same amount for the FY 2017-2018 Budget to pursue this project.

### **Miscellaneous**

Food costs for the HPC monthly meetings.

### **Implementation Plan – Funding Needs**

[illegible]

|   |  |  |  |  |                    |  |  |  |                    |  |  |  |                    |
|---|--|--|--|--|--------------------|--|--|--|--------------------|--|--|--|--------------------|
| <b>HPC Meetings</b>                       |  |  |  |  |                    |  |  |  |                    |  |  |  |                    |
|   | Food   |  |  |  | \$1,000.00         |  |  |  | \$1,000.00         |  |  |  | \$1,000.00         |
| <b>Total</b>                              |  |  |  |  | <b>\$9,283.08</b>  |  |  |  | <b>\$9,133.00</b>  |  |  |  | <b>\$9,133.00</b>  |
| <b>State Historic Preservation Grants</b> |  |  |  |  |                    |  |  |  |                    |  |  |  |                    |
|   | Applications                                   |  |  |  | \$2,000.00         |  |  |  | \$2,000.00         |  |  |  | \$2,000.00         |
|   | Funds <sup>1</sup>                             |  |  |  | \$36,000.00        |  |  |  | \$36,000.00        |  |  |  | \$36,000.00        |
|   | <b>Grant Application &amp; Operation Total</b> |  |  |  | <b>\$38,000.00</b> |  |  |  | <b>\$38,000.00</b> |  |  |  | <b>\$38,000.00</b> |
| <b>Grand Total</b>                        |  |  |  |  | <b>\$47,283.08</b> |  |  |  | <b>\$47,133.00</b> |  |  |  | <b>\$47,133.00</b> |

| <b>May Preservation Month Activity Funding Needs Breakdown</b> |                             |                            |                         |
|--|-----------------------------|----------------------------|-------------------------|
| <b>FY 2015-2016 through 2017-2018</b>                          |                             |                            |                         |
| <b>Activity</b>  | <b>May 2016</b>             | <b>May 2017</b>            | <b>May 2018</b>         |
| <b>Fiscal Year (FY)</b>  | <b>2015/2016 (Previous)</b> | <b>2016/2017 (Current)</b> | <b>2017/2018 (Next)</b> |
| <b>Banner Installation</b>                                     | \$1,125.00                  | \$1,125.00                 | \$1,125.00              |
| <b>Postcard/Letter Mailings (\$0.46/piece)</b>                 | \$50.00                     | \$50.00                    | \$50.00                 |
| <b>Posters</b>   | \$0.00                      | \$0.00                     | \$0.00                  |
| <b>Subtotal</b>  | <b>\$1,175.00</b>           | <b>\$1,175.00</b>          | <b>\$1,175.00</b>       |
| <b>Event/Tour</b>  |                             |                            |                         |
| <i>Space Rental</i>  | \$100.00                    | \$100.00                   | \$0.00                  |
| <i>Event/Tour Expenses</i>                                     | \$0.00                      | \$0.00                     | \$100.00                |
| <i>Catering (for docents)</i>                                  | \$250.00                    | \$250.00                   | \$250.00                |
| <b>Event/Tour Sub Total:</b>                                   | <b>\$350.00</b>             | <b>\$350.00</b>            | <b>\$350.00</b>         |
| <b>Strawberry Lawn Fête</b>                                    |                             |                            |                         |
| <i>Space Rental</i>  | \$0.00                      | \$0.00                     | \$0.00                  |
| <i>Graves/Hale Medallions/Awards</i>                           | \$0.00                      | \$0.00                     | \$100.00                |
| <i>Bldg. Plaque</i>  | \$1,500.00                  | \$1,500.00                 | \$0.00                  |
| <i>Catering</i>  | \$150.00                    | \$150.00                   | \$150.00                |
| <b>Strawberry Lawn Fête Sub Total:</b>                         | <b>\$1,650.00</b>           | <b>\$1,650.00</b>          | <b>\$250.00</b>         |
| <b>Advertising</b>   | \$1,875.00                  | \$1,875.00                 | \$1,875.00              |
| <b>Total</b>   | <b>\$5,050.00</b>           | <b>\$5,050.00</b>          | <b>\$5,050.00</b>       |

|  |  |  |  |
|--|--|--|--|
| <b><u>Prior Year Events:</u></b>                     |  |  |  |
| 2009: Cemetery Tour                                  |  |  |  |
| 2010: Downtown Church Tour                           |  |  |  |
| 2011: Speakchorus                                    |  |  |  |
| 2012: Downtown Walking Tour (3 <sup>rd</sup> Street) |  |  |  |
| 2013: Lest We Forget... Dr. Pleasant Lea             |  |  |  |
| 2014: Art & Artifact Fair                            |  |  |  |
| 2015: Art & Artifact Fair                            |  |  |  |
| 2016: Art & Artifact Fair                            |  |  |  |