

CERTIFIED LOCAL GOVERNMENT PROGRAM ANNUAL REPORT

City of Lee's Summit

Historic Preservation Commission Activities

October 1, 2016 through September 30, 2017



HISTORIC PRESERVATION COMMISSION
LEE'S SUMMIT



For submission to

Missouri Department of Natural Resources
State Historic Preservation Office
P.O. Box 176
Jefferson City, MO 65102

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Certified Local Government Program Annual Report

City of Lee's Summit
Historic Preservation Commission

For
October 1, 2016 – September 30, 2017

*Prepared by
Kathy Smith, Chairperson
Historic Preservation Commission*

and

*C. Shannon McGuire
Planner and Staff Liaison to
Historic Preservation Commission*

INTRODUCTION

The Historic Preservation Commission became a Certified Local Government on October 3, 1988.

The History of Lee's Summit

Founded in 1865 by William B. Howard, Lee's Summit has a rich history of development based on its people and industry leaders. From its humble beginnings as a community subject to raids during the border wars and debates surrounding its name, Lee's Summit has watched history help create a framework for the city's future.

Howard, a successful farmer and stockman, first set up the original town with 70 acres of land and named it Strother (after his wife's maiden name). In 1867, the community had to be renamed, at the request of the United States Post Office, because there was already another existing town named Strother. The community was renamed and incorporated that same year as the Town of Lee's Summit. This is where history and the city's name are open to debate.

Many people claim that the spelling of the city's name (Lee's) came in honor of Confederate General Robert E. Lee. Others claim the name was incorrectly spelled on the side of a Missouri Pacific boxcar, which was supposed to read "Lea's Summit," in honor of respected citizen Dr. Pleasant Lea who lost his life during the Civil War. "Summit" refers to the fact that the city is the highest point on the railroad line between Kansas City and St. Louis.

One of Lee's Summit's most famous and notorious citizens during this same era was Thomas Coleman (Cole) Younger (1844-1916). Cole, along with his two brothers, fought for the Confederate Army during the Civil War. After the war, the Youngers made quite a name for themselves as bank robbers and outlaws upon joining forces with Frank and Jesse James. Cole Younger Days was an annual celebration held the last weekend of June for many years in Lee's Summit.

The Lee's Summit landscape is also dotted with another significant and historical landmark, Longview Farm, which was built as a summer home and gentleman's home by lumber baron Robert A. Long. In this plush farmland environment his daughter, Loula Long Combs, polished her equestrian skills and became known worldwide as a premiere horse woman. The original mansion, barn and outbuildings have been under restoration and being utilized for a variety of social events. These structures are to be retrofitted for social events and other uses in concert with the overall plans for the New Longview Neo-traditional community.

HISTORY OF PRESERVATION ACTIVITIES

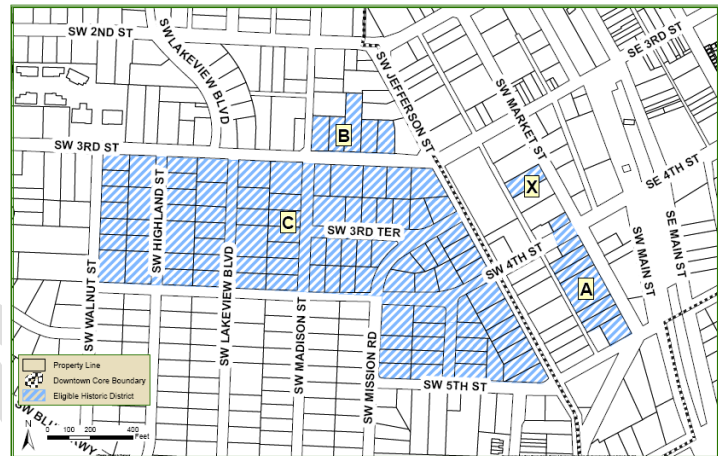
- 1988 Certified local government
- 1989 Survey Plan: Lee's Summit
- 1991 Historic resources survey: phase 1
- 1994 Historic resources survey: phase 2 & 3
- 1994 Historic resources survey: final report
- 2001 CLG grant to complete cultural resources survey & preservation plan
- 2002 Design guideline workshop for MO & KS CLG members
- 2002 Completed cultural resources survey & preservation plan
- 2003 Downtown walking tour – preservation month
- 2004 Planning Commission approved survey & plan as an element of the comprehensive plan
- 2004 Downtown walking tour – May preservation month
- 2004 Graves/Hale award presented to Frank Graves & Donald Hale
- 2004 CLG grant to complete a multiple property documentation form and commercial historic district nomination project
- 2005 Cemetery walking tour – May preservation month
- 2005 Graves/Hale Award presented to Annette Braam & John Wisniewski
- 2005 Historic building plaques presented to the Longview Mansion and the Cooper/Black Grocer & Poos Bakery Building located at 11 SE Third Street
- 2005 Downtown National Register District approved by the National Park Service
- 2005 CLG grant to complete a nomination for a national register district for the Howard neighborhood residential historic district
- 2006 Cemetery walking tour – preservation month
- 2006 Graves/Hale Award presented to Julie Grogan
- 2006 Bailey Family Farm Historic District listed in the National Register of Historic Places
- 2006 CLG grant to complete a nomination for a national register district for the Hearne's additions residential historic district
- 2007 Howard Neighborhood Residential Historic District listed in the National Register of Historic Places
- 2008 Graves/Hale Award presented to Mike Bartrum and Betty Eubank on May 4.
- 2008 Howard National Register District walking tour provided on May 17.
- 2008 CLG grant was completed regarding three nominations for national register district for the Hearne's additions residential historic area.
- 2008 The NE Douglas Street, NE Green & 1st Street, and NE Forest & NE Green Street Historic Districts were listed in the National Register of Historic Places on August 27.
- 2008 A local historic district was established for the Todd George House at 408 SE 3rd Street with site specific design guidelines on September 18.

- 2009 Walking tour of the Lee's Summit Historical Cemetery on May 16 as a tribute to Lee's Summit Veterans.
- 2009 Strawberry Lawn Fete at the Lee's Summit City Hall Atrium on May 31 at which the Graves/Hale Historic Preservation Award was awarded to Ben Jewell.
- 2009 The Historic Preservation Commission adopted revised bylaws on July 20. A copy of the revised Bylaws is in the Appendices.
- 2009 The Historic Preservation Commission elected new officers on July 20.
- 2009 The Historic Preservation Commission reviewed the Certificate of Appropriateness for tuck pointing on the Lee's Summit Train Depot.
- 2009 The Façade and Corridor Enhancement (FACE) Program for the historic downtown was established.
- 2010 The "George, Todd M. Sr., House" was listed in the National Register of Historic Places on February 12, 2010.
- 2010 The HPC reviewed the Section 106 application for the telecommunication antenna co-location for the Ranson Road Water Tower near the historic Bailey Farm.
- 2010 A walking tour of historic downtown churches was held on May 1st. The opening presentation was held at the St Paul's Episcopal Church.
- 2010 The Strawberry Lawn Feté was held at the historic and newly restored Todd George House on 3rd Street. This historic home is now the office of Spilker, McKeone, and Nelson PC. Brad and Carol Culbertson, Michele Spilker, Lesley McKeone, and Leigh Ann Nelson, and Pycior Co. were honored with the Graves/Hale Historic Preservation Award. In addition, Michael Gorecki was honored with the Award of Distinction.
- 2010 The Old Town East National Register residential historic areas nominations (5 districts and 1 single property) for the 2009 CLG grant were completed and most have been listed in the National Register of Historic Places
- SE Green Historic Cottage District – October 14, 2010
 - SE Third Street Residential Historic District – October 14, 2010
 - Lee's Summit Christian Church Building (a.k.a. Disciples of Christ) (single property nomination) – April 20, 2011
 - Southeast Grand Avenue and Fifth Street Residential Historic District – April 20, 2011
 - Southeast Third Street and Southeast Corder Avenue Ranch House Historic District – September 15, 2011
 - Morningside Acres Residential Historic District (anticipated spring of 2012)
- 2011 The Strawberry Lawn Feté was held at the historic Marquette Building in downtown Lee's Summit, where a building dedication plaque was presented highlighting its history.
- 2011 The Lee's Summit Historic Preservation Commission partnered with the Lone Jack Historical Society and the Lee's Summit High Schools to develop a "Speakchorus" theatrical event entitled "Forget Not These Days" remembering the sesquicentennial anniversary of the Civil War.

- 2011 In July the City hired Taylor and Taylor Associates to document and propose 3 residential historic districts and 1 single property nomination to the National Register of Historic Places. (see graphic below)
- 2012 The Strawberry Lawn Feté was held at the historic Wilcox Building in downtown Lee's Summit, where a building dedication plaque was presented highlighting its history. This building once one of the first vehicle and filling stations in Lee's Summit and has been preserved through an adaptive reuse project as barbeque restaurant known as "The Filling Station".
- 2012 The Lee's Summit Historic Preservation Commission partnered with the Lee's Summit North High School Debate and Forensics Team to develop the 2012 Downtown Walking Tour showcasing historical buildings along 3rd Street in Downtown Lee's Summit.

- 2012 In September, David Taylor of Taylor and Taylor Associates presented his findings to the public and HPC for the three residential historic districts on the Westside of Downtown Lee's Summit. The HPC unanimously recommended approval of the nominations. (see map)

- Southwest Market & Southwest Fifth Streets Historic District
- Bayles Addition Historic District
- Southwest Third and Southwest Madison Streets Historic District



- 2013 In February, the following three areas were officially listed in the National Register of Historic Places: (see map)

- Southwest Market & Southwest Fifth Streets Historic District
- Bayles Addition Historic District
- Southwest Third and Southwest Madison Streets Historic District



- 2013 May Preservation Month Activity – On May 18, Lest We Forget...Dr. Pleasant Lea, a May Preservation Month event was held to

celebrate the life and times of the Lea family in Jackson County. Event activities included historic reenactment, tribute funeral ceremony and carriage rides to the Lee's Summit Historic Cemetery.

2013 May Preservation Month Activity – On May 19, the Strawberry Lawn Feté was held at the newly listed National Register District, with a tour of three historic homes. Historic plaques were presented to the homeowners of these historic homes.

2014 May Preservation Month Activity – This year's Graves/Hale Preservation Award was presented to Mr. Carl Sechler, on May 4 at the annual Strawberry Lawn Feté, held at former home of the Carl Sechler family located at 305 NE Green Street. Mr. Sechler was a local builder whose family helped create local landmarks such as the downtown depot, Longview Farm, and the historic Howard neighborhood.

2014 May Preservation Month Activity - The Lee's Summit Art & Artifacts Fair was held on May 17, 2014 in the lobby of the Lee's Summit City Hall at 220 SE Green St. Community members were asked to participate by submitting historic photographs of Lee's Summit, telephone directories and hand tools for a contest and public display at the event. Large prints of photographs provided by the Lee's Summit Historical Society were on display, and were interpreted by students from Lee's Summit North Drama and International Baccalaureate History classes. This is the first time HPC hosted an Art and Artifacts Fair.



2014 On July 6, 2014 a historical plaque was installed on the site of the original Nora Hall/Cole Younger Home, located on Market Street between 2nd and 3rd, currently the site of the Bank of Lee's Summit. The home was built in 1872, and served as the residence of the Hall family, a prominent Lee's Summit family at the time. Belle Hall, Cole Younger's sister, built the home and lived there until her death. Her niece, Nora, lived in the home along with her uncle Cole Younger until his death in 1916.

2014 On September 19, 2014 signage was installed to commemorate the City's three latest additions to the National Register of Historic Places:

- Southwest Market & Southwest Fifth Streets Historic District
- Bayles Addition Historic District
- Southwest Third and Southwest Madison Streets Historic District

2015 May Preservation Month Activity – A Graves/Hale Preservation Award was presented to the City of Lee's Summit's Public Works Department on May 3, 2015 at the annual Strawberry Lawn Feté, held at the City of Lee's Summit's City Hall located at 220 SE Green Street. The event honored the City of Lee's Summit's Public Works Department for its many years of contributions to the community's preservation efforts.



2015 May Preservation Month Activity - The Lee's Summit Art & Artifacts Fair was held on May

16, 2015. The event was held in the lobby of the Lee's Summit City Hall in conjunction with the opening of the City of Lee's Summit's Centennial Time Capsule opening celebration and the annual Public Works Heavy Equipment Show. The contents of the Time Capsule were on display, as were various historical artifacts and photographs. Some items on display were interpreted by students from Lee's Summit North drama and International Baccalaureate history classes. A historically themed bike ride was also planned as part of the event, but was canceled due to inclement weather conditions.

- 2016 May Preservation Month Activity – This year's Graves/Hale Preservation Award was presented to Longview Farm Elementary School and Lee's Summit R-VII School District on May 1, 2016 at the annual Strawberry Lawn Fête, held at the Lee's Summit Historical Society Museum. A medallion was presented at the event in honor of the effort of the school district's adaptive reuse of a Longview Farm's historic building by converting it into an elementary school.
- 2016 May Preservation Month Activity - The Lee's Summit Art & Artifacts Fair was held on May 14, 2016 in Lee's Summit Historical Society Museum.
- 2017 May Preservation Month Activity – The Neighborhood Historic Home walking Tour was held on Saturday, May 6, 2017 from 10:00 a.m. to 2:00 p.m. The tour featured eight of Lee's Summit Historic homes. The history of the homes and stories of the past residents were narrated by students from the local High school. This year's event saw more than 136 residents take part in the tour.
- 2017 May Preservation Month Activity – This year's Graves/Hale Preservation Award was presented to the Rock Island Rail Corridor Authority of Jackson County for their work preserving and re-using the historic Rock Island Railroad Corridor.

NEIGHBORHOOD HISTORIC HOME WALKING TOUR

SATURDAY, MAY 6 • 10AM - 2PM

Sponsored by the City of Lee's Summit's Historic Preservation Commission
and the Lee's Summit History Museum in celebration of Preservation Month

- Tour eight historic homes in downtown Lee's Summit
- Be entertained by students from LSN High School's IB History and Debate classes
- Hear stories about
 - ...the homes and the people who lived there
 - ...Jim Younger's final days
 - ...What it was like for civil war soldier William Bishir when he was in a confederate prison














Tour begins at 300 SE 5th Street
Rain or Shine.
cityofLS.net
989.1600 or 363.9718



LEE'S SUMMIT, MO. HISTORIC PRESERVATION COMMISSION MEMBERSHIP

<u>HPC Member</u>	<u>Appointed</u>	<u>Term Expires</u>	<u>Preservation Related Field</u>
Kathy Smith, Chair	05/01/11*	05/01/19	Chairperson of the Lee's Summit Historical Society & Downtown Lee's Summit Main Street Board Member.
Joseph Towns, Vice Chair, (replaced Matt Baird)	08/11/11*	05/01/19	Native Lee's Summit resident & holds both architectural and engineering degrees. His construction company has done numerous restorations of buildings in the Kansas City area.
Amberlynn Isaacs (replaced Rachel Norton)	07/07/16	05/01/20	
Dan Shepard	03/31/16	05/01/20	
Rick Wasson	08/21/14	05/01/18	Structural Engineer (retired) and native Lee's Summit resident.
Gary Keshner (replaced Eric Vaughan)	07/13/17	05/01/18	Current industry and technical representative for a well know masonry restoration business. Mr. Kushner has decades of experience in the masonry restoration fielded having worked on numerous historic restoration projects throughout the KC Metro area and Nationwide.
Martin Owens	07/07/16	05/01/20	
<u>Liaison Members</u>			
Craig Faith (City Council Representative)	06/16/16	N/A	
Donnie Funk (Planning Commission Representative)	08/17/15	N/A	
<u>Liaison Members</u>			
Shannon McGuire, Planner	N/A	N/A	

* = Reappointed

Statements of Interest of the Historic Preservation Commission members are in the Appendices & Attachments section of this report.

SCHEDULE OF MEETINGS HELD

October 17, 2016
 November 21, 2016
 January 23, 2017
 February 27, 2017
 March 20, 2017
 April 17, 2017
 June 19, 2017
 July 17, 2017
 August 21, 2017
 September 18, 2017

The Historic Preservation Commission did not meet on the following date(s):

December 19, 2016 – did not obtain a required quorum
 May 15, 2017 – did not obtain a required quorum

COMMISSION ATTENDANCE

Year	2016			2017								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Kathy Smith	X	X	Meeting Canceled	X	X	X	X	Meeting Canceled	O	X	X	X
Joe Towns	X	O		O	X	X	X		X	O	O	X
Amberlynn Isaacs	X	X		X	X	X	X		X	X	X	O
Gary Keshner	N	N		N	N	N	N		N	X	X	X
Martin Owens	X	X		X	X	X	X		X	X	X	X
Rick Wasson	X	X		X	X	O	X		O	X	O	O
Dan Shepard	X	X		X	X	X	X		X	O	X	X
Herman Watson (<i>Planning Commission Liaison</i>)	N	N		N	N	N	N		N	X	O	O
Donnie Funk (<i>Planning Commission Liaison</i>)	X	O		O	O	O	X		O	N	N	N
Craig Faith (<i>Council Liaison</i>)	X	O		O	O	X	O		O	O	O	O

"X" – Present

"O" - Absent

"N" - Not on the
Commission

HISTORIC PRESERVATION COMMISSION WORK PROGRAM REPORT

Original Work Program approved by the HPC on MAY 21, 2007

Amended on February 25, 2008

Amended on July 19, 2010 for FY 2010-2011

Completely updated by the HPC on August 27, 2012, as included below:

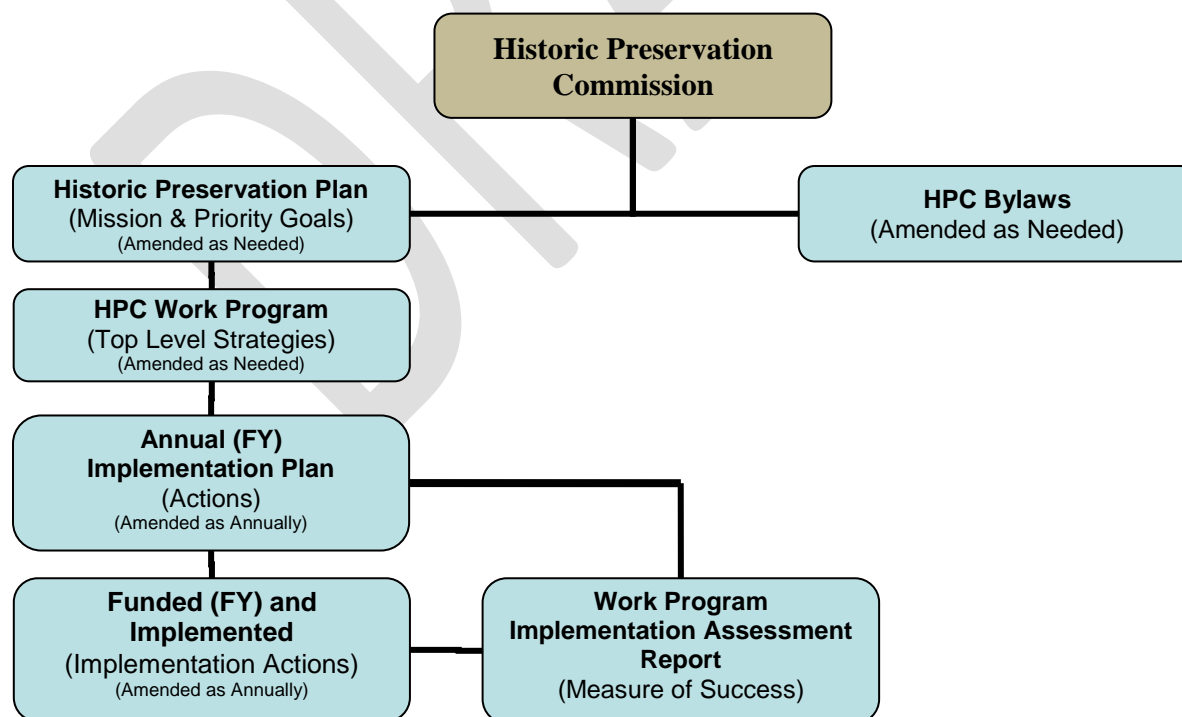
Note: The Work Program includes two parts, the Work Program and the Annual Implementation Plan. The Work Program is the “Master” plan and the Implementation Plan is programmed on an annual basis to implement the Work Program through specific activities to be carried out.

Historic Preservation Commission **Work Program**

Adopted: August 27, 2012

Intent

The Historic Preservation Commission Work Program (**The Work Program**, for short) is designed to implement the goals and the priorities as established in the adopted City Historic Preservation Plan, as amended. It covers the general mission and overarching goals of the Historic Preservation Commission and is intended to provide a consistent framework from which the Commission can model its Work Program Annual Implementation Plan (**The Annual Implementation Plan**, for short). The Annual Implementation Plan is approved by the Commission outlining activities and projects with proposed financing strategies that will be carried out during a Fiscal Year to implement the Work Program.



The Historic Preservation Plan

The goal of the Historic Preservation Plan is to move toward change in a positive manner and to serve as a catalyst for capitalizing on the synergy of the old and new. To achieve this goal, it is necessary first to recognize and understand the assets that contribute to the City's unique physical and cultural character; to forge a consensus in the community regarding their preservation; and to develop goals, policies, and initiatives to assist the City in the future identification, interpretation, evaluation, and protection of its remaining cultural resources.

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.

The Work Program

The HPC Work Program should guide the Historic Preservation Commission in its long-term efforts to achieve the Priority Goals as established in the Historic Preservation Plan. It should be amended when the Priority Goals are changed as a result of amendments to the Historic Preservation Plan or on an as needed basis. The Work Program consists of the following:

I. Administration.

- A. The HPC Bylaws: The HPC members will uphold and adhere all of the duties and responsibilities of the Commission bylaws as adopted. Additionally, when necessary or required by the bylaws, the HPC may review and amend the bylaws.
- B. Commissioner Training & Education: Yearly each Commissioner shall attend at least one training opportunity provided internally or outside of a HPC event or meeting in accordance with the Commission's bylaws and the requirements of Certified Local Governments from the Missouri State Historic Preservation Office.
- C. Develop and Maintain the Historic Preservation Plan, the Work Program and Historic Preservation Related Policies: The HPC will consider and review amendments to the Preservation Plan, the Work Program and other historic preservation related policies on an as needed basis.
- D. Develop the Annual Implementation Plan and Identify Funding Needs: Each fiscal year the HPC will develop a yearlong Implementation Plan based on and consistent with the HPC Work Program with specific tasks and activities to be accomplished in that year. The Implementation Plan and the funding needs should be drafted in a timely manner beginning in September and the final plan should be approved by the Commission with funding needs clearly identified for all activities and projects by the end of the calendar year to be submitted to the Planning and Development Department for inclusion in the department's annual budget request.

II. Public Awareness & Education.

- A. Work and Coordinate with Local Agencies: The HPC and staff will work with the Missouri State Historic Preservation Office, other municipal departments, other municipal commissions, the City Council, and other non-governmental agencies to promote the goals of historic preservation in the City of Lee's Summit.
- B. Information Sharing and Dissemination and Technical Assistance: The HPC should provide relevant information and continue to expand guidance and educational opportunities to local residents, property owners, and other individuals and interested groups regarding the benefits of historic preservation and protection of the community's historic assets.
- C. May Preservation Month: Beginning in September of each year, the HPC will establish a public information and education project for the next year's Lee's Summit May Preservation Month activities in association with the National May Preservation Month. The purpose is to provide an educational outreach activity pertaining to historic preservation in the community including its historic buildings and historic events. The HPC may set up a subcommittee to explore the feasibility of such a project, define the project, develop an activity schedule and budget and establish the role of the organizing members or committees in completing each of the steps by April of each year.
- D. Historic Resources Demarcation: This program should serve as a public awareness and education tool through clear demarcation of historic locations, buildings, and districts in Lee's Summit. Locations should be National Register Districts, local historic districts and other significant places or structures of notable reference to distinguished individuals in the history of Lee's Summit, Jackson County, the State of Missouri, or the United States. This program should be a long-term on-going program and proposals and requests for such signage will be considered by the Historic Preservation Commission as they occur. Once a proposal or request for signage for a historic district, place, building, or structure is approved by the HPC under this program, the development of signage or plaque should establish the following: type of signage appropriate for the location, placement and orientation of the plaque or signage, text and other contents for the plaque or signage, and pricing of fabrication and installation and how to pay for it.

III. Historic Resource Identification & Management.

- A. Historic Resources Surveys: The HPC will commission historic surveys of Lee's Summit every ten years or on an as needed basis to identify important historic resources within the City. Surveys should be conducted by a SHPO approved preservation consultant. The HPC should consider applying for Historic Preservation Grants from the SHPO to fund these surveys.
- B. National Register Nominations: Based on the most recent historic resource survey the HPC and the City of Lee's Summit will systematically pursue the nomination of historic buildings, properties, and neighborhoods to the National Register of Historic Places. Nominations shall be conducted by a SHPO approved preservation consultant. The HPC should consider applying for the Historic Preservation Grants from the SHPO and local match to fund these nominations.
- C. Promote & Facilitate Establishment of Local Historic Districts/Landmarks: Per City Council directive, requests for establishment of a local historic district shall be initiated by the property owner(s). The HPC will work with local residents, property owners and other interested parties to raise the awareness of the program and the desire for the establishment of local historic districts. The HPC may provide educational opportunities

to local residents and property owners in regards to the benefits of historic preservation and what the establishment of a local historic district can mean for their property(ies).

- D. Historic Resource Management Policies, Standards and Processes: The HPC will work with staff and the City Council to ensure the UDO adequately addresses development review, approval standards and procedures for the protection of historic resources. Coordinate with other municipal departments to develop and incorporate policies and operation procedures for the recognition of historic assets. Develop design guidelines or standards specific to individual Local Historic Districts as they are established. Develop and maintain a comprehensive historic resource archiving system and continue to explore new and creative ways to archive, maintain, update and retrieve historic records of historic resources.

FY 2016/2017 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 (FY 2016-17)

Work Program	FY Implementation Activity/Project	Tasks	Funding Needs
I. Administration			
A. The HPC Bylaws	None	None	\$0
B. Commissioner Training & Education	Organizational Memberships	National Trust	\$250
		Missouri Alliance	\$100
		National Alliance	\$130
		Main St Center (from the National Trust)	\$0
	Conferences	Regional Conference	\$0
		Missouri State Preservation Conference (1 attendee)	\$906.92
Certified Local Government FORUM Conference (2 attendees)		\$696.08	
C. Develop and Maintain the Historic Preservation Plan, Work Program, and Preservation Related Policies	None	None	\$0
D. Develop Annual Implementation Plan and Identity Funding Needs	Develop the Implementation Plan for FY 2016-17 and Identify Funding Needs	Identify activities and projects for the fiscal year and funding needs	\$0
		Submit the funding request to P&D for budget	
II. Public Awareness and Education			
A. Work and Coordinate with Local Agencies	As Applicable	As Applicable	\$0
B. Information Sharing and Dissemination and Technical Assistance	Community education resource Materials	Prepare and distribute materials to the public as appropriate	\$1,000
	Continue updates and improvements to HPC website	Planning staff will work to keep the HPC website current	\$0
C. May Preservation Month	May Preservation Month Activities & Events	Develop preliminary concepts for events and activities at HPC meetings	\$5050
		Carry out all needed reparation for events	
		Graves/Hale award recipient(s) or recipient selection and Strawberry Lawn Fete event	
D. Historic Resources Demarcation	None	None	\$0
III. Historic Resource Identification & Management			

A. Historic Resources Surveys	Conduct a Resurvey of Historic Resources	State Grant Application	\$0
		Survey	
B. National Register Nominations	None	None	\$0
C. Promote & Facilitate Establishment of Local Historic Districts / Landmarks	Refer to Section II.D	Refer to Section II.D	\$0
D. Historic Resource Management Policies, Standards and Processes	None	None	\$0

DRAFT

EVALUATION OF THE CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM

Since the City became a Certified Local Government (CLG) in October of 1988, the City has received ten (10) CLG grants to assist the community in its preservation program. The following list contains the fiscal year, the amount of federal funds awarded, project name and product produced:

<u>Fiscal Year</u>	<u>Federal \$</u>	<u>Project Name</u>	<u>Product(s)</u>
1988	\$2,500	Survey Plan	Survey Plan and Historic Context Report
1990	\$9,550	Arch. Surveys	Rural Survey and a Business District Survey
1991	\$1,248	Staff funding	Partial funding for part time preservation staff
1994	\$2,556	Reg. Conference	5 th Annual Regional Preservation Conference
1999	\$5,040	Structure Report	Longview Arches Relocation Study
2001	\$9,999	Survey Grant	Cultural Resources Survey and Historic Preservation Plan
2004	\$8,000	Multiple Property Survey	Multiple Property Survey and Downtown NR District
2006	\$3,699	NR Nomination	Howard Neighborhood NR District
2007	\$4,774	NR Nomination	Hearne's Neighborhood NR Districts
2009	\$10,000	NR Nomination	Old Town East NR Districts
2011	\$10,528	NR Nomination	West Side NR Districts
Total:	\$67,894		

These awarded federal grants enabled the City of Lee's Summit to implement its Historic Preservation Program as outlined in the CLG Handbook. The completion of the initial historic survey and the completion of the cultural resource survey and preservation plan allowed the City to take the next steps and have National Register nominations completed for the older portions of the community focusing from the historic railroad depot with the Downtown National Register District and expanding south and north with the Howard Neighborhood National Register Residential District and the three Hearne's Neighborhood National Register Residential Districts. Funding also allowed for initial staff funding, structure reports on our historic entrance structures of the Longview Farm and an outreach program for a regional preservation conference. Without this accomplished program to date, we would not have the work program the Historic Preservation Commission adopted in May of 2007 (later amended) incorporating 32 projects in the preservation of our community resources.

HISTORIC PRESERVATION FUND GRANTS

During FY2016/2017, the City did not receive any historic preservation grant fund.

COMMITTEES, SUBCOMMITTEES, AND STUDY GROUPS

May Preservation Month Subcommittees: None.

For the 2017 May Preservation Month activities, the Commission as a whole planned all events.

HPC Work Program and Annual Implementation Plan Amendment Subcommittees: None.

The HPC recommended a revisit of its 2012 Work Program and its associated annual implementation plans in the past years to explore possible revisions. The HPC considered establishing subcommittees to work on the proposals; however, by the end of the CLG fiscal year, no subcommittees were in place. The HPC will continue to work on this in the following year.

COMMISSION ACTIVITIES

A. Local Landmarks Designated: None.

B. Local Districts Designated: None.

C. National Register of Historic Places: None.

D. COA/CNE Cases Reviewed and Decisions Reached: None.

E. Zoning Ordinance Amendments: None.

F. Section 106 Reviews: None

G. Training and Conferences: Staff liaison attended Missouri State Preservation Conference and the CLG Conference. Commissioners Martin Owens and Dan Shepard attended the 2017 CLG Forum.

List the training seminars and conferences, and the commission members who attended, as well as resource persons presenting workshops or other special information to the commission.

Date	Location	Description of Event and Attendees
May 17-19, 2017	Hannibal, MO	Missouri State Preservation Conference, attended by staff liaison to HPC, Shannon McGuire
April 7, 2017	MO Department of Natural Resources Building – Jefferson City, MO	2017 CLG Forum, attended by City Staff Shannon McGuire and Commissioners Martin Owens and Dan Shepard

H. Public Education and Outreach

Date

Description of Event

May 20, 2017

This year's Graves/Hale Preservation Award was presented to the Rock Island Rail Corridor Authority of Jackson County for their work

preserving and re-using the historic Rock Island Railroad Corridor. Kathy Smith, commission chairperson, presented the award to Jackson County Legislator Tony Miller during the Legislative meeting May 20, 2017.

May 6, 2017

May Preservation Month Activity – The Neighborhood Historic Home walking Tour was held on Saturday, May 6, 2017 from 10:00 a.m. to 2:00 p.m. The tour featured eight of Lee's Summit Historic homes. The history of the homes and stories of the past residents were narrated by students from the local High school. This year's event saw more than 136 residents take part in the tour.

DRAFT

APPENDICES & ATTACHMENTS

- A. **Official Meeting Minutes**
- B. **Historic Preservation Commission Statements of Interest**
The current Statements of Interest of the Historic Preservation Commission members excluding liaison members.
- C. **Historic Preservation Commission Bylaws**
(Adopted January 23, 2012)
- D. **Historic Preservation Commission reviews**
- E. **Art & Artifacts Fair event and Strawberry Lawn Fête event for the 2016 May Preservation Month**
 - Event ads, flyer and photo of Graves/Hale Award medallion

A. Official Meeting Minutes

DRAFT

ACTION LETTER

10/17/2016

OPENING ROLL CALL: 6:00 PM

Kathy Smith	Present	Martin Owens	Present
Joseph Towns	Present	Rick Wasson	Present
Amberlynn Isaacs	Present	Dunnie Funk	PC Liaison Present
Dan Shepard	Present	Craig Faith	CC Liaison Absent
Eric Vaughan	Present		

Also present was Heping Zhan, Assistant Director of Planning Services, Captain Mark Liebig, LSPD and Assistant Chief Brian Austerman, LSFD.

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the Agenda as published.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA

- A. Action Letter of the July 18, 2016 Historic Preservation Commission meeting.

HPC ACTION: On motion of Commissioner Shepard seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Presentation - Nov. 8 - No Tax Increase General Obligation Bond Election – Public Safety Improvements (presented by LSPD Major Mark Liebig and Assistant Fire Chief Jim Eden)

Lee's Summit Police Department Captain Mark Liebig and Lee's Summit Fire Department Assistant Fire Chief Brian Austerman gave the HPC a presentation of the proposed No-tax Increase Bond Issue for the Nov. 8 election and the targeted public safety improvements the bond funds were to be used for. This presentation was for information purposes only.

3. Discussion & Decision - Formation of Subcommittee(s) to Prepare HPC Work Program Amendment Proposals

HPC ACTION: Several major topics were raised as potential areas of programs and activities for the HPC Work Program. They include May Preservation Month celebration of the National Historic Preservation Month, historic agricultural structures and buildings, signage and markings in public space or with a public view to identify historic resources, land use regulations and development codes. Two subcommittees were established to work on specific proposals and recommendations:

Historic Preservation Commission - 10/17/2016

ACTION LETTER

10/17/2016

one, with Kathy Smith, Dan Shepard, Martin Owens as well as Planning Commission Liaison Donnie Funk, focusing on agricultural buildings, signage, land use regulations and development codes, and the other, with Kathy Smith and Amberlynn Isaacs, focusing on May Preservation Month activities.

* Mr. Shepard left the meeting on personal business at 6:38 and returned to the meeting at 6:50.

4. Brainstorming - 2017 May Preservation Month Activities

HPC ACTION: Last year when HPC was discussing nominations for the Graves/Hale Award for 2016 May Preservation Month Strawberry Lawn Fete, one nominee was Jackson County and partners for their effort to secure Rock Island Railroad right-of-way for future development of a trail/rail corridor. It was not the final award recipient because at the time, the acquisition of the right-of-way was not final. HPC agreed at this meeting that the 2017 Graves/Hale Award should be given to Jackson County and its partners for the effort mentioned above. Other activities will be discussed by the subcommittee.

OTHER ITEMS

ROUNDTABLE

Mr. Zhan shared with the Commission that Lee's Summit's CLG Annual Report for FY2015-16 will be due to Missouri State Historic Preservation Office on November 30. Staff will be preparing the report in the next few weeks for HPC Chair to review and approve.

ADJOURNMENT

Meeting Adjourned At: 7:12

Historic Preservation Commission - 10/17/2016

ACTION LETTER

11/21/2016

OPENING ROLL CALL: 6:01 PM

Kathy Smith	Present	Eric Vaughan	Present
Joseph Towns	Absent	Martin Owens	Present
Rick Wasson	Present	Dunnie Funk	PC Liaison Absent
Amberlynn Issacs	Present	Craig Faith	CC Liaison Absent
Dan Shepard	Present		

Also present was Heping Zhan, Assistant Director of Planning Services.

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Vaughan seconded by Commissioner Wasson, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the Agenda as published.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA

- A. Action Letter of the October 17, 2016 Historic Preservation Commission meeting

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Vaughan, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Update & Subcommittee Update on HPC Work Program Amendment Proposals
Discussion -

HPC ACTION: Subcommittee members working on recommendations for amending the HPC Work Program reported progress to the Commission. The subcommittee working on preservation of agricultural buildings and structures reported meeting(s) with City staff in an effort to understand the implications of a recent City Council decision to deny a preliminary development plan for the development of a portion of the New Longview area to include a mixed use and potential strategies to make funding available for reserving the deteriorating historic buildings of the original Longview Farm. The subcommittee working on public awareness and education piece reported exploring walking tours of historic homes and structures. Subcommittees on signage and preservation regulations did not report progress.

3. Discussion & 2017 May Preservation Month Activities
Decision -

HPC ACTION: On motion of Commissioner Wasson seconded by Vaughan, the HPC voted unanimously by voice vote to approve recommendations that for the Strawberry Lawn Fete, the 2017 Graves/Hale

Historic Preservation Commission - 11/21/2016

ACTION LETTER

11/21/2016

Preservation Award be presented to Jackson County in recognition of its effort, financial commitment and successful purchase of the Rock Island Railroad right-of-way for future development of a regional trail/rail system and a walking tour of historic homes/buildings in celebration of 2017 May Preservation Month. Dates for these events are yet to be confirmed.

OTHER ITEMS

ROUNDTABLE

Mr. Zhan shared with the Commission that the department reorganization is near completion. The staff liaison to HPC will be moved to the Department of Development Services. The process is ongoing to hire a current planning staff planner who will also be designated as the staff liaison to the HPC. Before that planner is hired, Mr. Zhan will continue to be the acting liaison to the Commission. Mr. Zhan also shared with the Commission that a proposed reuse of the USPS building in downtown as a co-work space with some interior and exterior renovation is currently going through the process. Interested HPC members can review the development plan at City Hall or attend public meetings.

ADJOURNMENT

Meeting Adjourned At: 6:58 PM

LEE'S SUMMIT HISTORIC PRESERVATION COMMISSION ACTION LETTER

Monday, December 19, 2016

MEETING CANCELLED – NO QUORUM

DRAFT

ACTION LETTER

1/23/2017

OPENING ROLL CALL: 6:02

Kathy Smith	Present	Rick Wasson	Present
Joseph Towns	Present		
Dan Shepard	Present	Dunnie Funk	PC Liaison Present
Amberlynn Issacs	Absent	Craig Faith	CC Liaison Present
Martin Owens	Present		

Heping Zhan, Assistant Director of Planning & Special Projects

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Towns, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the Agenda as published.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA

- A. Action Letter of the November 21, 2016 Historic Preservation Commission meeting

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Towns, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Update & Decision - HPC Work Program Amendment Proposals and FY 2017-2018 Funding Needs

HPC ACTION: Subcommittees had no new proposals for the Commission to consider. The Commission discussed the following ideas for the Work Program update:

- 1.) Promote protection of historic agricultural buildings and structures;
- 2.) Provide public education and awareness events and materials;
- 3.) Analyze and strengthen City's zoning regulations and development standards to maximize historic preservation benefits;
- 4.) Work towards establishments of local historic preservation districts in the City; and
- 5.) Develop wayfinding strategies through installation of signage.

On motion by Commissioner Towns seconded by Commissioner Owens, the Commission approved unanimously by voice vote to include the above in the HPC Work Program.

The HPC also discussed and, on motion by Commissioner Towns seconded by Commissioner Wasson, approved unanimously by voice vote the proposed FY 2017-18 HPC funding needs as proposed by staff.

Historic Preservation Commission - 1/23/2017

ACTION LETTER

1/23/2017

3. Discussion & Decision - 2017 May Preservation Month Activities

HPC ACTION: The HPC confirmed an earlier decision to hold two major events during the 2017 May Preservation Month: The Walking Tour and Strawberry Lawn Fete with a Graves/Hale Preservation Award to Jackson County in recognition of its effort to acquire the Rock Island Railroad for future development of a regional trail/rail corridor. The dates and times of these events are yet to be determined.

OTHER ITEMS

4. Update - HPC Member Training Opportunities

Mr. Zhan shared with the Commission on his recent contact with SHPO regarding qualified trainings for CLG HPC members. He indicated that Mr. Towns' proposed training materials could be used as part of the training pending SHPO confirmation. SHPO also indicated that training opportunities will be distributed to local CLG's when they become available. HPC members should also think about topics they would like to be trained on and opportunities can be sought.

ROUNDTABLE

ADJOURNMENT

Meeting Adjourned At: 7:38

Historic Preservation Commission - 1/23/2017

ACTION LETTER

2/27/2017

OPENING ROLL CALL: 6:04

Kathy Smith	Present	Dan Shepard	Present
Joseph Towns	Present		
Amberlynn Issacs	Present	Dunnie Funk	PC Liaison Present
Martin Owens	Present	Craig Faith	CC Liaison Absent
Rick Wasson	Present		

Ryan Elam, Development Center Director
 Bob McKay, Director of Longrange Planning and Special Projects
 Chris Hughey, Project Manager
 Shannon McGuire, Planner & HPC Staff Liaison

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Towns, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the Agenda as published.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA**A. Action Letter of the January 23, 2017 Historic Preservation Commission Meeting**

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Towns, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA**2. Presentation & Q/A Longview Alliance, Robin Trafton and Scott Coryell**

Robin Trafton, Cathy Ehrenreich and Scott Coryell with the Longview Alliance gave a presentation on the status of the historic Longview Farm and the new developments that are taking place. Mr. Coryell began the presentation by giving a brief history of the farm and its origins. Ms. Trafton continued the presentation with an explanation on how and why the Longview Alliance was formed. The presentation was continued with an update on the current status of the construction activities, new TIF and stabilization efforts. The Alliance concluded the presentation with a discussion about a historical residential house that was not included in the new TIF. They asked the HPC for ideas on how the home could be saved.

3. Discussion & Decision 2017 May Preservation Month Activities

Historic Preservation Commission - 2/27/2017

ACTION LETTER

2/27/2017

The HPC confirmed the walking tour date will be Saturday May 6, 2017 from 10am-2pm.
Commissioner Smith confirmed the various homes that have agreed to be available for the walking tour and spoke about the tour being promoted as a neighborhood walking tour not an interior homes tours
The HPC confirmed tickets will be sold at Camron's and be \$10.00 for adults and \$5.00 for children with wristbands being used as a way to identify persons who have purchased tickets for the tour.
Commissioner Smith confirmed the Strawberry Lawn Fete with a Graves/Hale Preservation Award will be held at the Lee's Summit Historical Museum from 24pm on Sunday May 14, 2017.

OTHER ITEMS

4. Update HPC Member Training Opportunities - 2017 Missouri CLG Forum

Mr. McGuire gave the commission information about the 2017 Missouri CLG Forum and let them know they were budgeted for two commissioners to attend. Applications and tentative agendas were handed out to the commission members. Commissioners were asked to let Mr. McGuire know if they were interested.

ROUNDTABLE

ADJOURNMENT

Meeting Adjourned At: 7:20

Historic Preservation Commission - 2/27/2017

ACTION LETTER

3/20/2017

OPENING ROLL CALL: 6:02

Amberlynn Issacs	Present	Rick Wasson	Absent
Dan Shepard	Present		Vacant
Joseph Towns	Present	Dunnie Funk	PC Liaison Absent
Kathy Smith	Present	Craig Faith	CC Liaison Present
Martin Owens	Present		

Shannon McGuire, Planner & HPC Staff Liaison
 Heping Zhan, Assistant Director of Planning Services

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Towns seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the Agenda as published.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA

- A. Action Letter of the February 27, 2017 Historic Preservation Commission Meeting

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Towns, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Presentation & April 4, 2017 Election Information
 Q/A Presenters: Dena Mezger, Gladys Bratton, Ron Williams

Dena Mezger, Gladys Bratton, Ron Williams and Brad Cox were present to give a presentation regarding the April 4, 2017 Election. The presenters gave a brief history of how the election commission was formed and how they reviewed the City Charter for needed updates and changes. The presenters took turns explaining the different ballot questions and taking questions.

3. Update & 2017 May Preservation Month Activities
 Decision -

Mr. Heping updated the commission that the May Preservation Month Award medallion had been ordered and should be completed in the next week or so.

Ms. Smith gave an update to the homes that have agreed to open their properties for the walking tour. Ms. Smith also reiterated that this was a walking tour of the exterior of the homes not an

Historic Preservation Commission - 3/20/2017

ACTION LETTER

3/20/2017

interior tour. She also stated that she would be in contact with Nigel to have a short video on the city channel.

OTHER ITEMS

4. Update HPC Member Training Opportunities - 2017 Missouri CLG Forum

Mr. Shepard and Owens agreed to attend the 2017 Missouri CLG Forum in Jefferson City. Heping reminded the commission that the City will reimburse for the expenses incurred during training. Mr. Towns offered to email his Power Point slides to the city so that they can be forwarded to SHPO for approval for training hours.

ROUNDTABLE

Mr. McGuire stated that new commission members need to complete the SHPO required letter of conduct.

Mr. Heping spoke to the commission about updating and adopting formal work program and implementation plan to be adopted and put in place for the next fiscal year.

ADJOURNMENT

Meeting Adjourned At: 7:19

Historic Preservation Commission - 3/20/2017

ACTION LETTER

4/17/2017

OPENING ROLL CALL: 6:03

Kathy Smith	Present	Dan Shepard	Present
Joseph Towns	Present		Vacant
Amberlynn Issacs	Present	Dunnie Funk	PC Liaison Absent
Martin Owens	Present	Craig Faith	CC Liaison Present
Rick Wasson	Present		

Shannon McGuire, Planner & HPC Staff Liaison
 Heping Zhan, Assistant Director of Planning Services
 Jackie McCormick-Heanue, Chief Counsel of Management and Operations
 Ryan Elam, Development Center Director

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Towns seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to amend agenda item #2 by moving it to the roundtable section of the agenda. The Agenda was APPROVED by the same motion.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA**A. Action Letter of the March 20, 2017 Historic Preservation Commission Meeting**

HPC ACTION: On motion of Commissioner Wasson seconded by Commissioner Towns, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA**2. Update & Decision - 2017 May Preservation Month Activities**

Jackie McCormick-Heanue, Chief Counsel of Management and Operations, spoke with the Commission about any legal conflicts that may arise to the surface with the partnership between the Commission and the Lee's Summit Historical Society. Ms. McCormick-Heanue explained that since the historic homes walking tour is sponsored by a City Commission and there is no Public Service Agreement there is a potential conflict of interest if proceeds of ticket sales were donated to a non-city organization. She explained that in her opinion the best way to avoid any conflict is to have the walking tour open to the public as a free event with the Historical Society offering additional informational booklet for a charge. She explained that the solicitation of funds for the Historical Society must be kept separate and distinct from that of fundraising for a City Board.

Historic Preservation Commission - 4/17/2017

ACTION LETTER

4/17/2017

3. Update & Decision - 2017 Missouri CLG Forum - Dan Shepard & Martin Owens

Dan Shepard and Martin Owens spoke to the board about presentations that they attended at the 2017 Missouri CLG Forum. Mr. Shepard gave a brief overview of the different topics of the presentations and spoke briefly about the ones that he found most interesting; archaeological investigations of privies, murals and Audrey Elder, historic home real estate agent. Mr. Owens spoke briefly about the ethics presentation given by Brad Wolf of Kansas City. Mr. Shepard wrapped up the conversation by speaking about the conversations he had with attendees from other communities about local districts.

OTHER ITEMS

4. Update HPC Member Training Opportunities - 2017 Missouri Preservation Conference

Shannon McGuire, HPC Staff Liaison spoke about the classes and presentations that will be offered at the 2017 Missouri Preservation Conference to be held in Hannibal, MO on May 17-19, 2017. Mr. McGuire stated that the HPC was not budgeted to pay for board members attendance but offered to drive them to the conference if they would like to attend on their own.

ROUNDTABLE

Kathy Smith, HPC Chairperson, asked staff if a contractor or resident was informed that their property is in a historic district when they came to the city to pull permits. Mr. McGuire explained to the board that at this time historic properties are not "flagged" in the city's permit tracking system. He explained that if city staff does identify the property as being historic during the normal permitting process they are informed of this but it does not happen for all properties. Ryan Elam, Development Center Director explained that staff could explore avenues for flagging a historic property or possible education/training for front counter staff.

ADJOURNMENT

Meeting Adjourned At: 7:01

Historic Preservation Commission - 4/17/2017

LEE'S SUMMIT HISTORIC PRESERVATION COMMISSION ACTION LETTER

Monday, May 15, 2017

MEETING CANCELLED – NO QUORUM

DRAFT

ACTION LETTER

6/19/2017

OPENING ROLL CALL: 6:10

Kathy Smith	Absent	Dan Shepard	Present
Joseph Towns	Present		
Amberlynn Issacs	Present	Dunnie Funk	PC Liaison Absent
Martin Owens	Present	Craig Faith	CC Liaison Absent
Rick Wasson	Absent		

Shannon McGuire, Planner & HPC Staff Liaison
 Ryan Elam, Development Center Director

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Shepard seconded by Commissioner Isaacs, the Historic Preservation Commission voted unanimously by voice vote to amend agenda item #2 by continuing it to the next scheduled meeting.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA**A. Action Letter of the April 17, 2017 Historic Preservation Commission Meeting**

HPC ACTION: On motion of Commissioner Shepard and seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Discussion After Action Report - Retrospective Analysis of the 2017 Historic Homes Walking Tour

Continued to a date certain of July 17, 2017.

3. Discussion HPC Work Program - Developing an educational program for local districts - Mary Sayers, Historic Preservation Outreach & Education Coordinator w/SHPO

Mary Sayers, Historic Preservation Outreach & Education Coordinator w/SHPO began her presentation with a brief history on the formation of the Certified Local Government (CLG) program and the requirements for becoming CLG. She continued the presentation by covering the items required for the annual report. Ms. Sayers covered the requirement to submit, monthly the agenda and the meeting minutes. She requested that they be submitted to her on a monthly basis rather than all at once with the annual report.

Ms. Sayers gave a brief explanation of the Federal Section 106 Review process. She continued with an explanation of the different sections and responsibilities within the SHPO. The presentation

Historic Preservation Commission - 6/19/2017

ACTION LETTER

6/19/2017

continued with an overview of nonprofit organizations that provide resources for local preservation commissions and HPC. Commissioner Towns discussed the advantages of joining the National Alliance of Preservation Commissions (NAPC). Mr. Elam informed the Commission that they are budgeted for NAPC membership. Mr. McGuire told the Commission he would check the status of the HPC's membership and report back to the members.

Ms. Sayers wrapped up her presentation by covering the requirements, regulations and responsibilities of a CLG HPC. She explained that the HPC has the responsibility to review all new construction, demolition, alterations and property/district nominations in locally designated properties. The HPC can undertake other responsibilities with an agreement from the SHPO. At this time Ms. Sayers explained that the HPC does not have any approved additional responsibilities. Commissioner Towns expressed, on behalf of the commission, his appreciation for the information and the willingness of the SHPO to allow State staff to come to the HPC meeting.

OTHER ITEMS

ROUNDTABLE

Mr. McGuire informed the HPC of a Section 106 review that the Rock Island Rail Corridor Authority is undertaking with regard to their project and informed that a representative from the Authority will be attending the next HPC meeting. The HPC was informed of an Exterior Renovation Permit that has been submitted for façade improvements for 6 SW 3rd St. Mr. McGuire asked the HPC to be thinking of any comment, questions or concerns with the Section 106 review of the Rock Island Rail Corridor Authority's project.

ADJOURNMENT

Meeting Adjourned At: 7:39

Historic Preservation Commission - 6/19/2017

ACTION LETTER

7/17/2017

OPENING ROLL CALL: 6:01

Kathy Smith	Present	Rick Wasson	Present
Joseph Towns	Absent	Dan Shepard	Absent
Amberlynn Isaacs	Present	Herman Watson	PC Liaison Present
Gary Keshner	Present	Craig Faith	CC Liaison Absent
Martin Owens	Present		

Shannon McGuire, Planner & HPC Staff Liaison
 Ryan Elam, Development Center Director
 Josh Johnson, Assistant Director, Plan Services
 Josh Boehm, Development Manager, Rock Island Rail Corridor Authority

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Wasson, seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to amend the last agenda item erroneously identified as a 2nd #2 by labeling it as item #3.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA**A. Action Letter of the June 19, 2017 Historic Preservation Commission Meeting**

HPC ACTION: On motion of Commissioner Wasson and seconded by Commissioner Isaacs, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Presentation & Q/A Rock Island Rail Corridor Authority project presentation and Section 106 review. Presenter: Josh Boehm, Development Manager

Josh Boehm, Development Manager with the Rock Island Rail Corridor Authority gave a presentation to the HPC on the history of the Rock Island Rail Corridor and the current efforts underway redeveloping the rail line into a shared use path. Mr. Boehm gave the Commission an overview of the project and the planned improvements to the corridor. He continued his presentation presenting the work that has been completed for the Federal Section 106 review. The Commission was advised that the removal of the track was viewed by the State Historic Preservation Office to be an adverse action the historic value of the site. To mitigate this action the Rock Island Rail Corridor Authority has entered into a memorandum of agreement with the SHPO and Federal Highway Administration to mitigate the negative affect of removing the rail and ties. The Corridor Authority will be providing archival photographs of the existing condition of the culverts, bridges and rail ties. They will also be

Historic Preservation Commission - 7/17/2017

ACTION LETTER7/17/2017

providing a historical context narrative. The final mitigation effort will be by creating two historical interruptive exhibits, one at the Vale Tunnel and one at the Raytown Depot location.

2. Discussion & After Action Report - Retrospective Analysis of the 2017 Historic Homes Walking
Brainstorming - Tour

The HPC discussed what they felt went well and what they felt needed some improvement. One area that the Commission discussed was the hours of advertised operation. Mr. McGuire recommended that the staffing for next year be scheduled for longer than the advertised hours of the walking tour. Commissioner Wasson stated that he had received a good amount of feedback about the tour and specifically the brochure that was made by Commissioner Isaacs. Commission Chair Smith praised the hard work and excellent job the student volunteers. The commission discussed the idea of having hands on activity or work shop for future May preservation activities.

OTHER ITEMS**ROUNDTABLE**

Mr. McGuire introduced the Commission's newest member Gary Keshner. Commissioner Keshner spoke with the commission about his interest in historic preservation and gave them a brief overview of his professional background. He explained that he restores stone in old buildings and ran over some local projects, fountains on the plaza and the capital building. Mr. McGuire then introduced the new Planning Commission Liaison Hermon Watson.

Mr. McGuire gave the Commission an updated on the Exterior Renovation Permit application that was applied for the property located at 6 SW 3rd St. He explained the proposal that was presented to the city and explained why the City staff felt it did not meet the design standards for the district. On motion of Commissioner Wasson, seconded by Commissioner Owens, the Historic Preservation Commission voted unanimously by voice vote to support staff's stance on the Exterior Renovation Permit and oppose the current proposal.

Mr. McGuire introduced Josh Johnson, Assistant Director, Plan Services. Mr. Johnson gave the commission brief overview of his professional background.

ADJOURNMENT

Meeting Adjourned At: 7:25

Historic Preservation Commission - 7/17/2017

ACTION LETTER

8/21/2017

OPENING ROLL CALL: 6:13 pm

Kathy Smith	Present	Rick Wasson	Absent
Joseph Towns	Absent	Dan Shepard	Present
Amberlynn Issacs	Present	Herman Watson	PC Liaison Absent
Gary Keshner	Present	Craig Faith	CC Liaison Absent
Martin Owens	Present		

C. Shannon McGuire, Planner & HPC Staff Liaison

APPROVAL OF AGENDA

HPC ACTION: On motion of Commissioner Shepard, seconded by Commissioner Isaacs, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the Agenda as published.

PUBLIC COMMENTS

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA

- A. Action Letter of the July 18, 2017 Historic Preservation Commission Meeting

HPC ACTION: On motion of Commissioner Owens and seconded by Commissioner Isaacs, the Historic Preservation Commission voted unanimously by voice vote to APPROVE the consent agenda.

REGULAR AGENDA

2. Nomination - Annual 2017-2018 Fiscal Year Elections - to be held at the September 18, 2017 Meeting

Mr. McGuire updated the Commission on the need to hold the annual 2017-2018 Fiscal Year Officer Elections. He explained that the commission will need to consider who they would like to nominate for the officers positions. The Commission was advised that the election will be held at the next regularly scheduled meeting.

3. Discussion & Brainstorming - Educating the Community on the Value of Historic Preservation and Local Districts

The Commission discussed the need to establish a local district and how to best educate the public on the value of a local district. Chairwoman Smith asked staff to reach out to the SHPO to see if they had ideas on the best way to generate public interest and buy in for local districts. Ms. Smith also asked staff to check with the SHPO about the possibility that they offered a no match grant for establishing a local district. Mr. McGuire advised the commission that he was not aware of any but would investigate the possibility.

Historic Preservation Commission - 8/21/2017

ACTION LETTER

8/21/2017

OTHER ITEMS

OTHER ITEMS: None

ROUNDTABLE

ROUNDTABLE: None

ADJOURNMENT

Meeting Adjourned At: 6:30 pm

Historic Preservation Commission - 8/21/2017

B. Commissioner Statements of Interest

Kathy Smith Statement of Interest in Historic Preservation

I have been on the Historic Preservation Commission since May 15, 2003. I have a passion for the history of Lee's Summit. I am a member of boards of several organizations including Downtown Lee's Summit Main Street, the Metheny Music Foundation and the Lee's Summit Historical Society. Being on these various boards has helped me learn the mechanics of running an organization and working with others.

Joseph Towns Statement of Interest in Historic Preservation

I hold degrees and professional licenses in both Architect and Engineering (Structural). Being part of the city's dynamic growth is of natural interest, and expertise. Lee's Summit through its current leadership from the Mayor to its Council has become one of the best city's in this area in which to live. As a native son of the city I believe it to be my responsibility to support the efforts of City's leadership as it continues to grow and prosper.

Rich Wasson Statement of Interest in Historic Preservation

As a lifelong resident of Lee's Summit, I've long had an appreciation for the many historic structures in our city, starting when I was in grade school.

My interest in serving on the LSHPC stems from my belief that a city that possesses a demonstrable structural history is not only unique, but also tends to attract residents and businesses that value longevity and permanency. I believe any community that does not preserve and honor the best examples of its history will eventually become ill-defined and directionless. I would like to think that, on the 200th anniversary of Lee's Summit, there might still be examples of our city's structural history that I helped preserve for others to contemplate and enjoy.

Dan Shepard Statement of Interest in Historic Preservation

My wife and I recently moved to Lee's Summit after spending the last 5 years in Franklin (Nashville), TN. She grew up in Lee's Summit and I grew up in central MO. I grew up on a farm and we recently bought a 22 acre 'farm' on Hook Road. I am interested in becoming involved in Lee's Summit and getting integrated into the local business community. I am also particularly interested in the Historic Preservation Commission as we have some barns on our property that are eligible for preservation.

Amberlynn Isaacs Statement of Interest in Historic Preservation

I am interest in serving on a board or commission in order to get more involved in the community. I also hope to make more connections within the city. I believe that my skills include being someone who is able to listen to others, while also asserting my position, and helping create resolutions to problems. I am also creative.

Martin Owens Statement of Interest in Historic Preservation

I had the privilege of living in several historic homes in my hometown and several communities throughout the Midwest. Over the years, I've served on several historical societies wherever we resided to share my interest in preservation. I participated at least once in hosting the National

Trust Midwest Division in Manitowoc, WI.

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C. Historic Preservation Commission By-Laws

BY-LAWS GOVERNING THE PROCEDURE OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF LEE'S SUMMIT, MISSOURI

ARTICLE 1 STATEMENT OF PURPOSE

Section 1. Purpose

Pursuant to Section 253.415 of the Revised Statutes of Missouri, as amended, and Ordinances 3137, 5209 and 6733 of the City of Lee's Summit, Missouri, the following rules shall be the established procedures for organizing and governing the transaction of the business of the Historic Preservation Commission of the City of Lee's Summit (hereinafter Commission). The purpose and intent of the Commission are those set forth in Ordinances 3137, 5209 and 6733 which are stated as it is declared as a matter of public policy that the protection and enhancement of buildings, structures, or sites and land improvements of special historic, aesthetic or architectural significance are required in the interest of promoting the educational, cultural, economic and general welfare of the City of Lee's Summit. The Commission serves as City Council's official historic preservation advisory body to identify, preserve, protect, and educate the public about Lee's Summit's historic resources.

Section 2. Jurisdiction

The Commission's jurisdiction shall be applied within the local historic overlay zoning district as delineated on the City's official zoning map.

ARTICLE 2 MEMBERSHIP

Section 1. Membership

- (a) Membership of the Commission shall be established and vacancies filled in accordance with Section 18.180 of the Unified Development Ordinance (hereinafter UDO). The Mayor, with the consent and approval of the majority of the members of the City Council, shall have the power to appoint seven (7) members. In addition, two ex officio non-voting members may also be appointed but shall not be counted or included in determining a quorum. One such non-voting member may be selected from the City Council by the Mayor Pro-Tem and one may be selected from the Planning Commission by its Chair.
- (b) Terms. Member appointments shall be for terms of four (4) years. A member may serve consecutive terms. Ex officio members shall serve at the discretion of the Mayor Pro-Tem and Planning Commission Chair, respectively.

- (c) Commission members shall serve without compensation and for four (4) year terms.
- (d) Qualifications. Members shall be residents of the City, or business or property owners within the City and must continue to reside or be business or property owners in the City so long as they serve on the Preservation Commission. All members should have demonstrated an interest and knowledge of local history, architecture or preservation. No more than two (2) members of the Preservation Commission shall be nonresidents. In addition, every effort should be made to appoint members with the following additional qualifications:
 - 1. Architect with professional experience in historic preservation, and building rehabilitation, restoration and stabilization.
 - 2. Archeologist.
 - 3. Licensed building contractor with historic building experience.
 - 4. Licensed real estate development professional.
 - 5. Historian or history instructor.
 - 6. Lee's Summit Historical Society member.
 - 7. Homeowner residing in an eligible or existing Landmark or local Historic District or National Register District.
 - 8. Business owner or merchant leasing a commercial property located in an eligible or existing Landmark or local Historic District or National Register District.
- (e) Commission members may provide the Chairperson with the names of qualified individuals to fill any vacancies on the Commission. Every individual interested in serving on the Commission must fill out a Commission Interest Form. The Chairperson and staff liaison shall review the submitted Commission Interest Forms for qualified candidates and submit a recommendation for member replacement to the Mayor.
- (f) Any member may resign by submitting a written notice of resignation to the Chairperson and staff liaison.

Section 2. Attendance

- (a) Regular attendance. Regular attendance by members is essential for the proper functioning of the Commission. The following steps shall be taken to encourage regular attendance by members.
- (b) In the event that a Commission member must be absent from a meeting, the member shall notify the staff liaison before the meeting to advise the Commission of the absence.
- (c) The meeting attendance of all the Commission members shall be not less than 75 percent of the meetings scheduled in one fiscal year. If a Commission member fails to meet the minimal attendance requirement, he or she will be

requested in writing by the Chairperson to submit his or her written resignation from the Commission.

- (d) Upon the receipt of a letter of resignation the Chairperson and staff liaison shall follow the recommendation procedures stated previously in this article to find a replacement member.
- (e) Should the absentee Commissioner not submit a letter of resignation and continue to miss meetings, the Chairperson and staff liaison may submit a letter to the Mayor asking for said commissioner to be replaced and providing justifications for said request.
- (f) In the event the absentee Commissioner is the Chairperson, the Vice-Chairperson shall follow the same procedure.

Section 3. Educational Meetings / Commissioner continuing education

Each Commission member shall attend at least one informational or educational meeting each fiscal year, approved or conducted by the SHPO, pertaining to historic preservation.

Section 4. Voting

- (a) Each of the seven (7) members, but not including ex officio non-voting (liaison) members, of the Commission present at a meeting shall be entitled to vote on an issue before the Commission, except as provided in these bylaws.
- (b) No member may participate or vote on an issue in which that member has a substantial personal or private interest, as defined in Chapter 105 of the Revised Statutes of Missouri.
- (c) If a member has a conflict, he or she shall so advise the Commission at the beginning of the application presentation, and it shall be so recorded in the minutes. Such member shall excuse himself or herself from the proceedings including discussion and voting on said matter.

Section 5. Knowledge of Duties

Each member of the Commission shall be thoroughly familiar with all statutes, laws, ordinances, and rules of procedure relating to the Commission as time and circumstances permit. Members shall familiarize themselves with agenda items prior to the Commission's deliberations on such items.

Section 6. Letter of Conduct

- (a) Each new Commissioner shall sign a Letter of Conduct stating they have read and shall abide by the bylaws for the Historic Preservation Commission and all applicable sections of the Unified Development Ordinance. Failure to follow the rules and prescribed duties may result in removal from the Commission.
- (b) Ex officio non-voting members are not required to sign a Letter of Conduct.

ARTICLE 3

OFFICERS AND THEIR DUTIES

Section 1. Officers

The board of officers of the Commission shall consist of a Chairperson and a Vice-chairperson. Each officer shall be a member of the Commission. Ex officio non-voting members may not serve as officers. The officers shall perform the duties prescribed in these bylaws and by the parliamentary authority adopted by the Commission.

Section 2. Election of Officers.

The Commission shall elect a board of officers by a majority vote annually on the regular meeting of the month of July and the election shall be the first regular item on the agenda.

- (a) The ex officio non-voting (liaison) members shall not be eligible for election as officers.
- (b) Nomination of officers shall be made from the floor and the elections shall follow immediately thereafter.
- (c) A candidate receiving a majority vote of the voting membership of the Commission shall be declared elected and shall serve for a one year term.
- (d) There are no term limits to officer positions.
- (e) Any officer vacancies shall be filled within sixty (60) days or at the next regularly scheduled meeting, whichever is earlier, through the standard nomination and voting process.

Section 3. The Chairperson's Duties.

The Chairperson:

- (a) Shall be the presiding officer at all regular meetings of the Commission at which the Chairperson is present, and
- (b) Shall have the privilege of discussing and voting on all matters before the Commission except as provided in these Bylaws, and
- (c) Shall not preside over or vote on an issue where the Chairperson has a substantial personal or private interest, as defined in Chapter 105 of the Revised Statutes of Missouri, and
- (d) Shall decide all points of order and procedure in accordance with the parliamentary procedure adopted by the Commission, and
- (e) The Chairperson shall, in conjunction with the staff liaison, review the Annual Certified Local Government (CLG) Report to the Missouri Department of Natural Resources, State Historic Preservation Office (SHPO).

Section 4. The Vice-Chairperson's Duties

The Vice-Chairperson shall act as Chairperson or Historic Preservation Officer in the absence or disability of the Chairperson.

Section 5. Acting Officers

In the absence or disability of the Chairperson and the Vice-Chairperson, an acting Chairperson shall be selected by a majority of the Commissioners present.

ARTICLE 4 SUPPORT STAFF / STAFF LIAISON

Section 1. Staff Liaison

The Commission shall utilize Planning and Development Department staff liaison and other support staff provided by the City, in accordance with Section 21-33 Employees, Consultants authorized, of the Code of Ordinances, to assist in the completion of the Commission's work as necessary.

- (a) The responsibilities of the staff liaison are to present matters at meetings, act as custodian of records, handle official correspondence, perform or supervise clerical and technical work for the Commission, provide technical assistance to the Commission which shall include, but not be limited to: organizing and coordinating the historic preservation activities of the Commission; preparing reports; serving as liaison between City Departments; preparing and distributing public outreach information; consulting with local, state, and federal government agencies and private organizations; collecting, preparing and distributing information on historic preservation technology and techniques; monitoring historic districts and landmarks; analyzing Certificate of Appropriateness (COA) and Certificate of No Effect (CNE) applications utilizing adopted design guidelines; scheduling of Commission and committee meetings; preparing meeting minutes; handling correspondence and telephone inquiries; maintaining files and records of the Commission; maintaining financial records; and coordinating State Historic Preservation Office (SHPO) grant applications.
- (b) All Commission members may recommend agenda items to the Chairperson and/or Vice Chairperson. The staff liaison shall coordinate meeting agendas with the Chairperson and Vice-Chairperson.
- (c) The staff liaison shall provide assistance to the public which shall include: assisting property owners in filing applications for local historic overlay districts, Certificates of Appropriateness, and Certificates of No Effect; handling correspondence and telephone inquiries; and providing historic information as requested by the general public.
- (d) The staff liaison shall create and coordinate reviews with the Chairperson of the Annual Certified Local Government (CLG) Report to the Missouri Department of Natural Resources, State Historic Preservation Office (SHPO).

ARTICLE 5 REGULAR AND SPECIAL MEETINGS

Section 1. Public Meetings and Public Notice

- (a) Public notice of all meetings including three (3) or more Commission members shall be given in accordance with the Code of Ordinances and Chapter 610 of the Revised Statutes of Missouri.
- (b) All meetings shall be open to the public unless closure is authorized in accordance with Chapter 2 of the Code of Ordinances and Chapter 610, Governmental Bodies and Records, of the Revised Statutes of Missouri.

Section 2. Regular Meetings

Regular meetings of the Commission shall be held on the third Monday of each month at 6:00 P.M. in the City Hall, Lee's Summit Missouri, unless the date conflicts with a legal holiday and it is otherwise agreed by the Commission and notice is given in compliance with the Revised Statutes of Missouri and the Code of Ordinances.

Section 3. Special Meetings

- (a) Special Meetings may be called by the Chairperson, or at the request of three (3) members of the Commission to the Chairperson, provided that at least a 24-hour notice is given to each commission member of the time, place, and agenda of such meeting and the public notice requirements are met.
- (b) No business other than that specified in the agenda may be considered at a special meeting, except by unanimous consent of the entire Commission at the special meeting.

Section 4. Quorum

A quorum shall consist of four (4) members of the Commission, not including the ex officio, non-voting members. A concurring vote of the majority of those present is required to pass a motion unless otherwise specified by parliamentary procedure, these bylaws, the Code of Ordinances, or Revised Statutes of Missouri.

Section 5. Cancellation of Meetings

- (a) A meeting shall be cancelled if a quorum cannot be assembled.
- (b) Whenever there is no business for the Commission, the Chairperson may dispense with a regular meeting by giving notice to the staff liaison not less than 24 hours prior to the time set for the meeting. Staff will notify the Commission members of the cancellation.
- (c) In the event of severely inclement weather, or for good cause, the Chairperson or city staff may dispense with a regular, special, committee, sub-committee, or task force meeting by giving reasonable notice to all the members prior to the time set for the meeting.
- (d) In the event of cancellation, the agenda cancellation notice shall be posted by the staff liaison in City Hall.

Section 6. Agenda Items

Applicants are encouraged to come to a resolution on issues with staff prior to the finalizing of the Commission meeting agenda. On meeting dates with a particularly large number of agenda items to be considered, the Commission may ask for volunteers to continue and/or reconsider their issues with condition in the staff report to facilitate placement on the agenda at that Commission meeting.

Section 7. Agenda Order

Unless otherwise agreed by the Commission, the order of business shall be as follows:

- (a) Call to order and roll call.
- (b) Discussion and approval of agenda.
- (c) Public comments on items not on the agenda.
- (d) Discussion and approval of the Commission consent agenda including meeting minutes from previous meeting(s). The consent agenda may also contain items of a routine and non-controversial nature; these may include, but are not limited to signs, fences, and minor rehabilitation projects. The consent agenda may be accepted by the consent of the Preservation Commission by a single vote without reading, unless a member or person from the public should request the item be removed for further discussion. Any item removed from the consent agenda will automatically be heard in accordance with case, permit, or application number,
- (e) Unfinished business.
- (f) New business.
- (g) Other items.
- (h) Discussion – Public comment (as required by the agenda).
- (i) Roundtable discussion among the members of the Commission.
- (j) Adjournment.

Section 8. Meeting Conclusion

It is the goal of the Commission to conclude the meetings at or before 10:00 PM. This means some items may be continued to the next regularly scheduled meeting. In an effort to assist with out-of-town applicants, (those traveling from outside the Kansas City metropolitan area) those applicants will be identified and every effort will be made to hear the application on the scheduled meeting date. Unless otherwise agreed by the Commission, no new issues or agenda items shall be considered after 10:00 PM.

Section 9. Postponement / Continuation

The Commission may postpone consideration of any issue due to the lack of a quorum or for further study and information until the next regular meeting or until a special meeting designated for that purpose.

Section 10. Loss of Quorum Procedure

In the event during an active Historic Preservation Commission meeting that one or more members of the Commission must leave the meeting for any reason such that it

reduces the number of Commissioners below the minimum quorum requirements, the Chairperson shall immediately adjourn the meeting.

- (a) If the loss of quorum occurs during the middle of testimony by another Commissioner, staff, applicant, or member from the public, they will be allowed to conclude their testimony. Upon the conclusion of said testimony the Chairperson shall immediately adjourn the meeting.
- (b) The conclusion of testimony should not continue more than 5 minutes after the loss of a quorum.
- (c) Any agenda items that were under review or would have been reviewed after the quorum was lost will be automatically continued to the next regularly scheduled meeting.

Section 11. Application Reviews

- (a) The Commission will only review complete applications. If the Applicant does not supply the Planning and Development Department with the requested and/or revised materials to accommodate a timely staff review and timely placement in the Commission's packet, the item shall not be placed on the Commission's agenda. If any item which does not meet these standards does appear on the agenda, the Commission may agree to continue the application.
- (b) The Commission shall hold public meetings to consider applications of historic overlay districts and landmarks and Certificates of Appropriateness (COA).
- (c) Unless the Commission otherwise agrees, the order of business in a public meeting, which shall also govern the review of Historic Overlay District/Landmark and Certificates of Appropriateness (COA), in all meetings shall be as follows:
 - 1. The public meeting shall be declared open for public comment by the Chairperson.
 - 2. The subject matter of the public meeting shall be briefly stated by the Chairperson or his/her designee.
 - 3. The applicant or its agent shall present the issue to the Commission. The applicant shall have a fifteen (15) minute time limit for initial presentation and five (5) minutes for rebuttal. This does not include any question and answer exchanges with the Commission. The Commission encourages Applicants to come to the meetings prepared to attentively present their projects, answer questions, and keep the discussion and consideration moving forward, in order that all applications set for deliberation on that agenda may be timely heard. Oral testimony shall be given only after the speaker has been recognized by the Chairperson. Upon recognition, the speaker shall state their name, current address, and limit comments to the issue under discussion. The time allotted to speakers may be extended at the Chairperson's discretion.

4. City staff shall provide a report to the Commission.
 5. The Commission reserves the right at all times to rule upon the admissibility of evidence. Irrelevant and unduly repetitious evidence may be excluded.
 6. Comments from citizens and other interested parties in favor of or in opposition to the issue shall be received. Oral testimony shall be given only after the speaker has been recognized by the Chairperson. Upon recognition, the speaker shall state their name, current address, and limit comments to the issue under discussion. Each citizen desiring to speak during a public meeting shall be limited to five (5) minutes per person, and if there is a spokesperson from a defined group, that person may take a total of ten (10) minutes. The time allotted to the spokesperson shall begin to run upon recognition by the Chairperson. The time allotted to speakers may be extended at the Chairperson's discretion.
 7. The applicant or its agent shall have the opportunity to rebut comments from City staff or citizens.
 8. The Commission shall present questions to the applicant, City staff, or the citizens.
 9. The Chairperson shall close the public comment portion of the meeting.
 10. The Commission shall discuss the issue presented and, if required, propose a motion to approve, deny, or continue the issue to a date certain.
 11. The Commission shall vote on the motion.
- (d) Verbal outbursts, heckling, jeering, or denigrating physical gestures will not be allowed. Persons demonstrating such actions shall be asked to leave the meeting.
 - (e) No Commission member shall vote on any matter deciding an application, or a request to reconsider, unless that member has attended, or has had access to the minutes and record of the Commission's previous deliberations on such application. In the event of an absence from previous deliberations, the member shall declare for the record that he or she has reviewed the minutes and record and is familiar with the previous deliberations.
 - (f) No Commission member shall, in any manner, discuss any Certificate of Appropriateness application with any parties or their representatives prior to the Commission's deliberation and determination on such application; provided, however, that should a Commission member determine that discussion of an application with a party or representative prior to the Committee's deliberation and determination would be in the best interest of the Commission's Mission and Purpose, the Commission member shall make such discussion known to the Commission immediately prior to its deliberation on the application and shall be disqualified from the deliberations.

- (g) Members of the Commission shall not express individual opinions on the proposed judgment of any application with any person prior to the determination of that application, except in accordance with these rules.
- (h) Violations of subsections 9, 10, and 11 of Article 5, Section 11, Paragraph (c), may be grounds for the Chairperson and staff liaison to submit a letter to the Mayor asking for said Commissioner to be replaced and providing justifications for said request. If the Chairperson is the Commissioner in violation these subsections, then the Vice Chairperson shall follow these same procedures.

ARTICLE 6

Records and Policies

Section 1. Minutes and Official Records

- (a) Minutes of meetings and records of votes shall be kept in accordance with Chapter 2, Administration, of the Code of Ordinances and Chapter 610, Governmental Bodies and Records, of the Revised Statutes of Missouri.
- (b) All public records of the Commission shall be made available to the public in accordance with Chapter 2, Administration, of the Code of Ordinances and Chapter 610 of the Revised Statutes of Missouri.
- (c) Minutes, agendas, correspondence, official memorandums, site plans, building elevations, documents, photographs, applications and material relating to the business of the Commission shall be permanently maintained by the Planning and Development Department. Such records are available to the general public for inspection during regular business hours, unless they are closed records pursuant to the Missouri Sunshine Law.
- (d) The minutes of Commission meetings shall be taken from recordings of the meetings. The minutes shall be an accurate and detailed summary (not a transcription) of the meeting proceedings. Audio or video recordings of Commission meetings shall be maintained for at least one (1) year.
- (e) Individual files shall be maintained for each property considered by the Commission, consisting of applications and all related plans, drawings, correspondence, information submitted and, if applicable, the Certificate of Appropriateness (COA) or Certificate of No Effect (CNE).
- (f) The Commission shall review and consider all official correspondence relating to its role as a Certified Local Government (CLG) body, and shall take or shall direct the staff liaison to take appropriate action in connection therewith.
- (g) Official correspondence may be signed by the Chairperson or the Vice-Chairperson. The staff liaison shall issue certificates for Certificate of Appropriateness (COA) applications as approved by the Commission and Certificate of No Effect (CNE) certificates as approved by staff and shall handle routine business and correspondence for the Commission.

- (h) The staff liaison shall be responsible for posting notice of all regular Commission, committee, and sub-committee meetings, as well as all other meetings.
- (i) The staff liaison shall, in conjunction with the Chairperson, prepare the Annual Certified Local Government (CLG) Report to the Missouri Department of Natural Resources, State Historic Preservation Office (SHPO) and shall meet the deadline established by the SHPO.

Section 2. Policies

The Commission may establish official policies governing consideration of matters presented to it. Such policies may address issues such as an application for a Historic Preservation Overlay District zoning amendment, submission of Certificates of Appropriateness and the filing of complaints before the Commission for consideration at the Commission's meetings. These policies may specify the form of application or filing and set procedures for the scheduling of such items on the Commission's agenda.

ARTICLE 7 COMMITTEES/TASK FORCES

Section 1. Committees, sub-committees, and task force members

- (a) Standing committees or sub-committees, and task forces shall be appointed by the Chairperson for the purposes and terms which the Commission approves.
- (b) Unless the Commission agrees otherwise, committee members shall be appointed from the seven (7) regular members of the Commission.
- (c) The Chairperson shall be an ex officio member of all committees with the right to participate in the work of the committees.
- (d) Minutes of said meetings may or may not be taken per the discretion of the Chairperson.
- (e) Chairperson(s) of the committee, sub-committee meetings, or task force shall report to the entire Commission at the next regularly scheduled meeting the discussion and actions taken at the respective meeting.
- (f) Quorum requirements for Committee, sub-committee, and task force meetings shall meet a minimum quorum requirement of a simple majority of the appointed Commissioners to said Committee, sub-committee, or task force as stated in Article 5 Section 4.
- (g) The procedure for cancellation of Committee and sub-committee meetings shall be as stated in Article 5, Section 5.

Section 2. Open Records

All public records of the committees shall be available to the public in accordance with Chapter 2, Administration, of the Code of Ordinances and Chapter 610 of the Revised Statutes of Missouri.

ARTICLE 8 PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order

The rules contained in the current edition of Robert's Rules of Order shall govern the Commission in all cases to which they are applicable except where they are inconsistent with these bylaws, any special rules of order the Commission may adopt, or any of the Revised Statutes of Missouri that are applicable to the operation of the Commission.

ARTICLE 9 AMENDMENT OF BY-LAWS

Section 1. Review

These by-laws shall be reviewed and may be amended every three (3) years from the initial approval date of these bylaws, if there is a conflict between these bylaws and the Unified Development Ordinance (UDO) or the City Charter, or to resolve conflicting statements or policies in the currently adopted bylaws.

Section 2. Bylaw approval

These bylaws may be amended by an affirmative vote of two-thirds (five (5) members) of the entire membership (seven (7) regular members) of the Historic Preservation Commission.

Section 3. Bylaw proposed amendments

Proposals for amendment of the bylaws shall be presented in writing at a meeting of the Commission and action taken at a subsequent meeting.

These by-laws are approved and adopted by the Historic Preservation Commission this 23rd day of January, 2012.

Kathy Smith
Chairperson

Joseph Towns
Vice-Chairperson

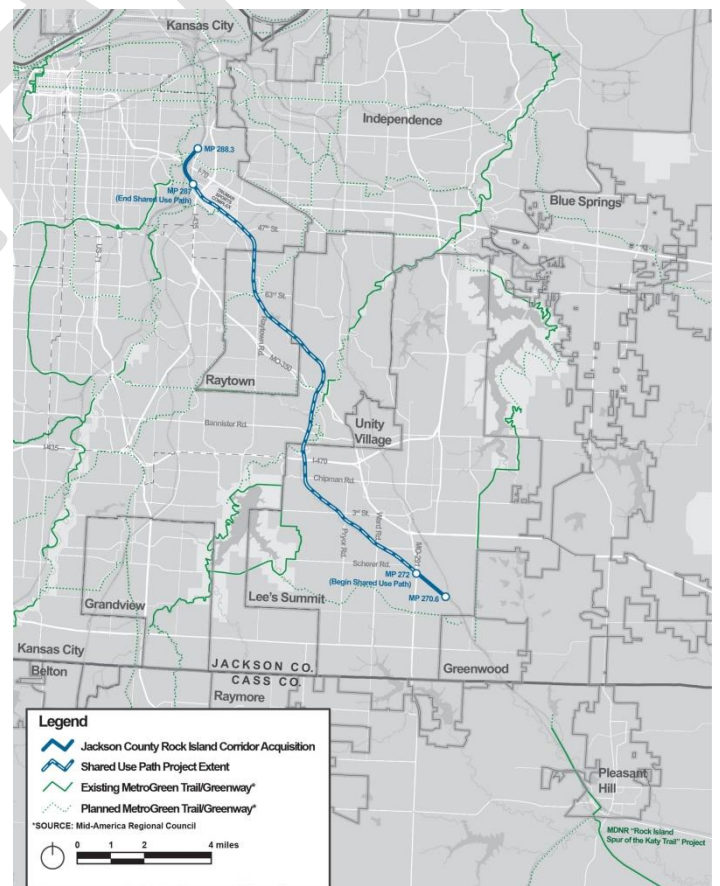
D. Historic Preservation Commission Reviews

- None came up during the year that required HPC review.

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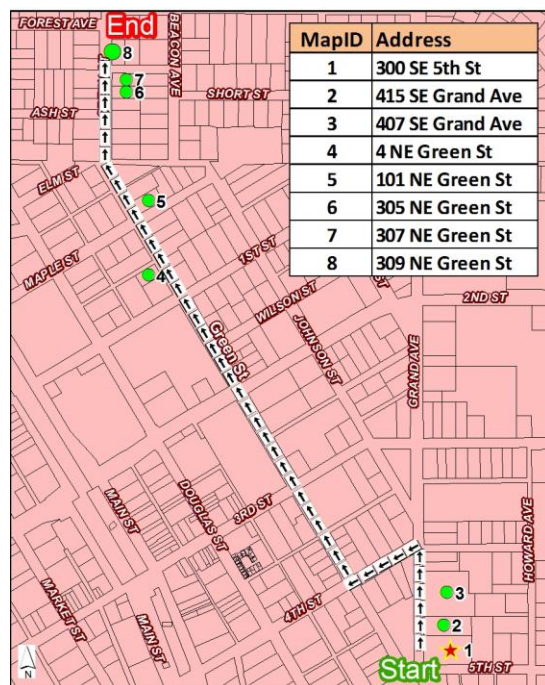
E. May Preservation Month Activities

2017 Graves/Hall Preservation Award – This year's Graves/Hale Preservation Award was presented to the Rock Island Rail Corridor Authority of Jackson County for their work preserving and re-using the historic Rock Island Railroad Corridor. Kathy Smith, commission chairperson, presented the award to Jackson County Legislator Tony Miller during the Legislative meeting May 20, 2017.



2017 Lee's Summit Neighborhood Historic Home Walking Tour – May

Preservation Month Activity – The Neighborhood Historic Home walking Tour was held on Saturday, May 6, 2017 from 10:00 a.m. to 2:00 p.m. The tour featured eight of Lee's Summit Historic homes. The history of the homes and stories of the past residents were narrated by students from the local High school. This year's event saw more than 136 residents take part in the tour.



NEIGHBORHOOD HISTORIC HOME WALKING TOUR

SATURDAY, MAY 6 • 10AM-2PM

Sponsored by the City of Lee's Summit's Historic Preservation Commission and the Lee's Summit History Museum in celebration of Preservation Month

- Tour eight historic homes in downtown Lee's Summit
- Be entertained by students from LSN High School's IB History and Debate classes
- Hear stories about
 - ...the homes and the people who lived there
 - ...Jim Younger's final days
 - ...What it was like for civil war soldier William Bishir when he was in a confederate prison

Tour begins at 300 SE 5th Street.
Rain or Shine.
cityofLS.net
969.1600 or 363.9718

