

**LIBERTY HISTORIC DISTRICT REVIEW COMMISSION**  
**Regular Session Meeting Summary**  
**City Council Chambers, City Hall**  
**September 5, 2017**  
**5:30 p.m.**

**I. Call to Order**

Chairman Grundy called the meeting to order at 5:30 p.m.

**II. Roll Call**

John Carr, Mike Gilmore, Dail Hobbs, Clay Lozier, Kelley Wrenn Pozel, Brett Rinker, Doug Wilson and Matt Grundy answered roll call.

Doug Wilson and Vern Drottz were absent. Representing staff were Jeanine Thill, Community Development Manager; Katherine Sharp, Director of Planning; Jennifer Schuele, Administrative Assistant for Planning and Development. Guest speaker from the State Historic Preservation Office, Mary Sayers was present to conduct CLG Training

**III. Approval of Meeting Summary**

Commissioner Lozier made a motion to approve the Meeting Summary of August 1, 2017. Vice Chair Carr mentioned a correction and seconded the motion. Motion passed with unanimous approval. 5-0-1 Commissioner Grundy abstained.

**IV. CLG Training – Mrs. Mary Sayers, State Historic Preservation Outreach and Education Coordinator**

**Guidelines for Participation in Missouri’s CLG Program**

**Certification Agreement** – Is the Cities contract with the State of Missouri, Ms. Sayers went over the contents of the agreement. She recommended to take a survey every 10 years to determine what the current status is, properties from 1967 or earlier can be considered for survey or listing in the National Register. Preservationists are considering Post WWII subdivisions are eligible for the National Register, as they are coming to understand that those buildings were not expected to remain unchanged, they are representative of an important picture of American History and if they are intact, could be considered for preservation. Vice Chair Carr asked if Mrs. Sayers is finding if other municipalities are bringing those homes in the survey. She said they are starting to be considered and are becoming easy targets for demo since they aren’t able to withstand the deferred maintenance as well as the homes from the early 1900’s are. If it’s been 15-20 yrs since the last survey, then it may be a good time to look at it and update.

National Register listing does not impose any restrictions at all on the property owner it makes the property eligible for rebates and tax credits. State of Mo tax credits are administered through the Dept of Economic Development for a design review process, which is a requirement of the tax credit. Fed Tax credit is administered through the National Park Service. Mrs. Sayers will email Ms. Thill some information regarding the tax credit process as well as the services guide that includes eligibility assessment contact info.

**Local Ordinance & Design Guidelines –**

The document is approx 10 years old, need to determine if it is time to update it to see if anything needs revamped. Ms. Sayers should be notified of updates or alterations to homes in district, so she knows she is looking at the same thing. There is only so much that can be 'tweaked' before it has to go back through the ordinance process. Commissioner Grundy asked if Ms. Sayers had a list of best practices definitions – she will send to Ms. Thill so it can be used in design review, ordinance language and acceptable definitions. i.e. The term Historic Property means it has been determined it is eligible for listing or is already in the register.

Ms. Sayers gave out copies of the NAPC Code of Ethics pamphlet to use as a guideline, a handy resource, but it is not a requirement. It talks about responsibilities, ethics and establishing and keeping community trust. Members (for \$35) are part of a listserv that can ask other members for advice on how they have dealt with issues, also publishes an alliance review. They are in the process of digitizing archived articles.

Commissioner Wilson asked if commissioners are allowed to have private conversations in the community regarding topics that are on the agenda prior to the meeting. If people are approaching them because they know they are on the commission. Ms. Sayers stated if someone wants a review the property, it should be assigned to a subcommittee to view it and report back. Ex parte conversations, shouldn't take place, but as an individual, you can view the property from the right of way. Such topics and questions would be an excellent question for Brad at the CLG training in St. Joe. Mrs. Sharp mentioned this has been discussed with other commissions; practice is to tell the Chair during the actual meeting that you have had that contact, but that you are deferring your decision until you have heard all the information that comes forward at the meeting.

Ms. Sayers defined the difference between *Procedural Due Process* – followed your own rules, everyone got treated the same way vs. *Substantial Due Process* – decisions are consistent and they can be defensible based on the guidelines that have been established.

Commissioner Wilson asked, who is the leader on what is appropriate in the standards. Ms. Sayers said the National Park Service using the Secretary of Interior Standards. Ms. Sayers stated that the tax credit process is more stringent than the review by the Secretary of Interior. They just revised all of the guidelines and produced a limited print run and they will not reprint once they run out. It is only \$42 for a copy of the book. We need to go by HDRC guidelines and reuse original materials when possible, preservation is labor intensive, not material intensive. Prefer not to see vinyl windows. Some CLG's say it has to have the same profile and appearance and some have adopted the NAPC guidelines. Studies indicate Millennials don't want as much stuff themselves, but want genuineness and historic district character.

Ms. Sayers said that the current moderately priced home life expectancy is 37.5 years. PVC breaks down when exposed to sunlight, has reservations about it for windows. Longer term view point on how long it will last vs. a cheaper product that won't last as long.

Commissioner Lozier asked if it is appropriate to hold different properties to different standards based on how historically significant they are. Ms. Sayer said you could develop a tier system. If the important historic event occurred there or the action that the significant individual did took place there, then it makes it historically significant. At times it may be determined by the feeling that it conveyed, craftsmanship, design, style, location setting. If the building is significant because of the style or craftsmanship and it has lost those elements, then it loses some of it's significance; or if it lost the culturally significant buildings around it, integrity aspects, then it's not as significant any more.

Ms. Thill asked Mrs. Sayers to speak to how to designate other local districts.

Ms. Sayers - On-going survey will lead to on-going preservation and identifying grant eligible projects. SHPO administers some historic grants and 10% of that money has to be passed through to certified local governments. CLG – subgrants. The cycle opens up for the Fed. Fiscal year around June, pre-applications are due Aug. 31<sup>st</sup>. Comments returned to applicant, applicants tweak it with the comments and turn them back in, due at the end of Sept. They determine what gets funding based on the scores. Grant award letters are sent out by the end of the year. Successful applicants have until August of the following year to complete the project and turn in the reimbursements within 14 months. Grants may be used for a new survey or National Register Nominations. If survey determines that it is National Register eligible, then it is eligible for local designation, but has to go through the due process.

Ms. Sayers finds that there is a lot misinformation out there. Historic designation doesn't mean that new construction cannot take place but it gives control to what styles can go into the location. Need to show them tangible returns, neighborhood stability and protection from what others can do to their property.

Mrs. Pozel asked what other communities in MO have done for PR campaigns to educate local residents. Ms. Sayers mentioned she has seen success with partnerships with the Chamber and banks for low interest loans, Realtors training. Including a local firm called Past-to-Present Research, has a licensed realtor training program for CE credits and assists in promotion of historic aged property ownership and educating the public on the topic of Historic Preservation and long term sustainability. Ideas mentioned included: Get the locals to tell you what is important to them, what local landmarks are worth preserving. There would be a loss to the community fabric if that were lost. A building without a use is not going to be around very long. Some local high schools have community service programs, ask them for help. Free app, "clio" – will pull up the closest historic sites to your current location. See how you (as the local authorities) can submit information to them. Has seen info tables at the Farmers Market with baked goods, when residents ask "can I do ...", "Yes you can if ..." Inform first responders so they know the layouts of significant properties, so they can get in and get out, feed them and take them through a tour properties. Work with the Main Street groups. Not for profit local historical societies and advocacy groups can lobby for you.

## **V. Other Business**

### **a. Administrative approvals**

Ms. Thill reported Administrative Approvals since August 1, 2017 meeting

- 408 E. Franklin In-Kind Roof Repairs
- 416 E. Franklin In-Kind Roof Repairs
- 10 W. Kansas Awning
- 232 W. Kansas Fence
- 319 N. Water In-Kind Repairs

### **b. Miscellaneous matters from the Commission**

John Carr mentioned at 301 N. Water – tuck pointing was done. (technically re-pointing)

Don Altis will be on the next agenda with an after the fact COA for the rebuilding of the west wall at 2 N. Main. Staff added he intends to use 353 for the front facade of 2 N. Main.

Commissioner Wilson asked if there was an update on the house at Kansas and Jewell. No updates.

c. Miscellaneous matters from staff

- Mrs. Pozel asked if the City Limit signs that say Established 1822, can be updated to 1829 is when it was incorporated. Banners say founded in 1822.
- 246 Mill St. was built in the 1950's, non-contributing, but in-district – asking if the design subcommittee can come take a look so the proposed buyer can determine if she will be allowed to do some alterations. Vice Chair Carr, Staff and Lozier will meet on-site at 1pm 9/6/17.
- Retaining wall at Harrison and Mill St. – Like in-kind was approved, but what was built was not in-kind. Instead of a concrete wall, used a stamped brick look with red dye.
- There will be a CLG Training on ethics in St. Joe Thursday, Sept. 21<sup>st</sup>. Staff and Vice Chair Carr, Hobbs and Wilson will attend.

The meeting adjourned at 7:23 p.m.