



HISTORIC DISTRICT REVIEW COMMISSION
Meeting Agenda
October 7, 2025
5:30 pm Council Chambers

Roll Call

Linda Armstrong, John Carr, Kathy Chelton, Vern Drottz, Aimee Gray, Matt Grundy, Brett Rinker, Katie Schmidt

- I. Call to Order
- II. Approval of Meeting Summary from the September 16, 2025 HDRC meeting
- III. Current Business
 - HDRC Case # 25-021J Consideration of a Certificate of Appropriateness for a geothermal system at 128 N Jewell Street, Jewell Historic District. A 353 Tax Abatement project
 - HDRC Case # 25-022J Consideration of a Certificate of Appropriateness for like in kind replacement of the roof, gutters and sidewalk as needed, 417 Miller Street, Jewell Historic District. A 353 Tax Abatement project

Administrative Approvals:

- 501 W Franklin- Like in kind window repair on back porch
- 425 Miller- Like in kind roof replacement
- 11 N Gallatin - Patching asphalt in parking lot of HDLI

Miscellaneous matters from the Commission:

Miscellaneous matters from Staff:

- IV. Adjournment

LIBERTY HISTORIC DISTRICT REVIEW COMMISSION

Meeting Summary

September 16, 2025

5:30 pm

City Council Chambers

Roll Call: Linda Armstrong, John Carr, Kathy Chelton, Vern Drottz, Aimee Gray, Matt Grundy, Brett Rinker, Katie Schmidt

Present: Linda Armstrong, John Carr, Vern Drottz, Aimee Gray, Brett Rinker, Katie Schmidt

Absent: Matt Grundy

Applicant: David Pence, contractor for 217 N. Lightburne

Staff Present: Jeanine Thill, Community Development Manager

Commissioner Armstrong called the meeting to order at 5:30 p.m.

Approval of Meeting Summary from the September 2, 2025 HDRC Meeting:

A motion was made by Commissioner Rinker to approve the meeting summary from September 2, 2025 as corrected. The motion was seconded by Commissioner Chelton. The motion passed 6-0-0.

Current Business

HDRC Case # 25-014J Consideration of a Certificate of Appropriateness for an addition at 217 N. Lightburne, Jewell Historic District, a 353 Tax Abatement Project.

- Ms. Thill read the staff report and recommended approval.
- Commissioner Gray commented this application appears to be everything they discussed on site at the Design Sub Committee meeting.
- Mr. Pence said Jared Phillips is the owner. They are excited to bring this home back to its former glory.
- Commissioner Carr said they are respecting the original structure and he feels it is a good addition. He is glad they are keeping the original rake on the north elevation.
- Commissioner Carr said he is very pleased that the hearts will be removed from the front of the house.
- Commissioner Rinker said he thinks it looks good and he is supportive of the application.

A motion was made by Commissioner Carr to approve the application as presented because it meets the UDO section 30 and the design guidelines. The motion was seconded by Commissioner Gray. The motion passed 6-0-0.

Election of the Vice Chair

- Commissioner Armstrong reminded the group that with Paemon Aramjoo rolling off the Commission as Vice Chair, that seat is now vacant.
- Commissioner Carr made a motion to nominate Aimee Gray as Vice Chair.
- Commissioner Gray accepted the nomination.

The motion was seconded by Commissioner Drottz. The motion passed 5-0-1. Commissioner Gray abstained.

Administrative Approvals:

- 242 W Franklin Like in-kind repairs of wood rot
- 528 W Franklin like in-kind brick removal and cleaning, and tuckpointing
- 520 E Mill After the fact four-foot wood picket fence.

Miscellaneous matters from the Commission:

- Commissioner Carr asked if there are any people interested in the vacant seats on HDRC.
- Ms. Thill said that an interest form was submitted by Karly Riley.
- Commissioner Carr said that Eric Mason is considering submitting an interest form.
- Commissioner Armstrong asked if staff inquired about the scholarships available for the state preservation conference.
- Ms. Thill said that she didn't receive any inquiries from the commission, so she didn't check into the availability any further.

Miscellaneous Matters from Staff

- Ms. Thill reported that she will be out of the office Sept. 24 – Oct. 13 and Katherine Sharp will be handling things in her absence.

The meeting adjourned at 5:51 p.m.



HDRC Case No. 25-021J

Staff: Jeanine Thill, Community Development Manager

HDRC Meeting Date: October 7, 2025

GENERAL INFORMATION

Application: Certificate of Appropriateness for underground thermal system, and like in kind sidewalk repairs as needed, a 353 Tax Abatement project.

Applicant: Harold & Gwen Phillips

Location: 128 N Jewell St.

District: Jewell Historic District

NRHP Status/category: Non-Contributing

File Date: September 22, 2025

SPECIFIC INFORMATION

SITE HISTORY

The residence was built in 2014, inspired by a 1924 Craftsman bungalow. The front façade is asymmetrical, with a triple window bay on the left side, a centered front door, and a wrap-around porch on the right side. The porch roof is supported by brick veneered bases and battered square columns. There is a screened porch on the north side. The windows are double hung, in a three-over-one pattern. The roof is medium pitched, hipped over the garage and screened porch, intersecting a front gable over the window bay. Exposed rafter tails along the front enhance the Craftsman appearance.

PROPOSAL DESCRIPTION

The applicant proposes to install an underground geothermal system, which will have no visible impact to the exterior of the home. They will dig three holes in the front yard about 140 feet deep for the system installation and replace sod as needed.

The code requires HDRC approval when the applicant is applying for a 353 Tax Abatement.

ANALYSIS

Unified Development Ordinance (“UDO”) - The Unified Development Ordinance outlines design principles that have been adopted for all historic districts and landmarks in the City of Liberty.

Design Guidelines (“DG”) - Design Guidelines were established to give the HDRC general guidance in making subjective preservation choices in accordance with accepted best practices and the Secretary of the Interior standards for historic preservation.

DG: Sec. 30-72. District HP, design principles.	Staff Analysis
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10. UDO Design Principle: Mechanical and weather protection devices shall be placed and installed in a manner that is unobtrusive.

The proposed geothermal system will be underground and will have no impact on the exterior of the home.

PREVIOUS CASES / ADDITIONAL INFORMATION

STAFF RECOMMENDATION

The application meets the standards for review and the historic district design guidelines; staff recommends approval of HDRC case #25-021J

ATTACHMENTS

1. Exhibit A: Vicinity Map



Locations where holes will be drilled for the geothermal system.



Historic District Review Commission

HDRC Case No. 25-022J

Staff: Jeanine Thill, Community Development Manager

HDRC Meeting Date: October 7, 2025

GENERAL INFORMATION

Application: Certificate of Appropriateness for like in kind replacement of the roof, gutters and sidewalk as needed, a 353 Tax Abatement Project.

Applicant: Jennifer Ferry

Location: 417 E. Miller

District: Jewell Historic District

NRHP Status/category: Contributing

File Date: September 23, 2025

SPECIFIC INFORMATION

SITE HISTORY

The north or main elevation contains an open porch with classically inspired columns and portions of the original wood railing. Fenestration is double hung, sash type with simple entablature surrounds. North fenestration flanked by wood shutters. Hipped dormers, north and south slope; shed dormers, east and west slope.

PROPOSAL DESCRIPTION

The applicant is proposing like in-kind replacement the roof and gutters. They will make sidewalk repairs as needed. This is a 353 Tax Abatement project. Applications for a COA for exterior improvements made as a result of financial incentives provided by the City must be reviewed by HDRC and forwarded to the city council with a recommendation.

ANALYSIS

Unified Development Ordinance (“UDO”) - The Unified Development Ordinance outlines design principles that have been adopted for all historic districts and landmarks in the City of Liberty.

Design Guidelines (“DG”) - Design Guidelines were established to give the HDRC general guidance in making subjective preservation choices in accordance with accepted best practices and the Secretary of the Interior standards for historic preservation.

DG: Sec. 30-72. District HP, design principles.	Staff Analysis
<i>2. Alterations: Alterations shall restore a structure’s original elements, materials, and appearance, if</i>	The proposed like in kind replacement of the roof, gutters and sidewalks is appropriate.

economically or physically feasible. Alterations affecting the exterior of a structure shall preserve all significant original exterior elements, including building materials, doors, windows, and decorative elements. Elements that are not original, but which may have acquired significance by virtue of age or craftsmanship, shall also be preserved. Alterations that disguise or sheath original elements and materials will not be permitted.

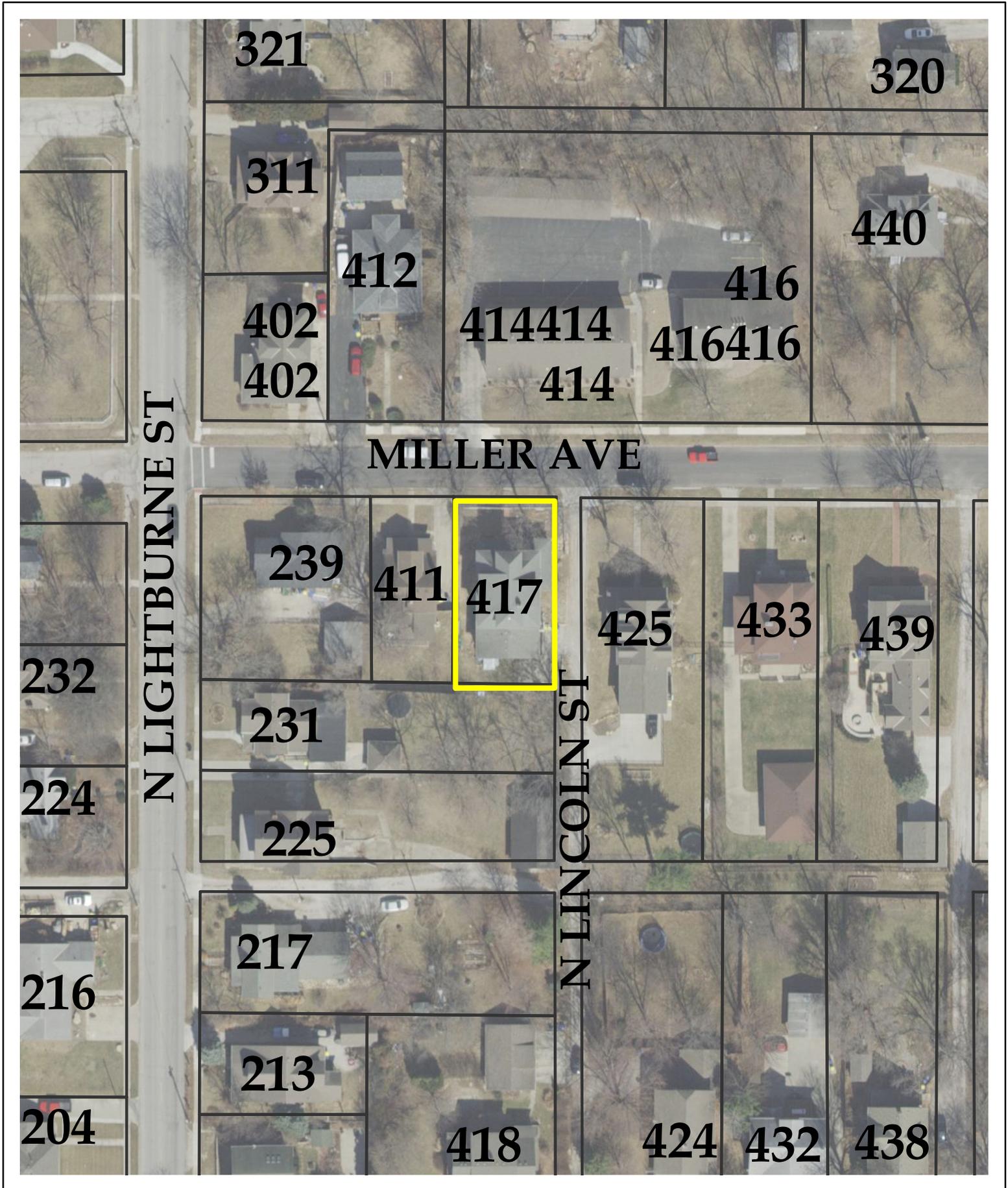
STAFF RECOMMENDATION

The application meets the standards for review and guidelines therefore staff recommends approval of HDRC case 25-022J.

ATTACHMENTS

1. Exhibit A: Vicinity Map
2. Exhibit B: Inventory Data Sheet





HDRC Case #25-022J
417 Miller Ave.



EXHIBIT A:
VICINITY MAP

MISSOURI OFFICE OF HISTORIC PRESERVATION

ARCHITECTURAL/HISTORIC INVENTORY SURVEY FORM

1. NO. Roll B #26	4. PRESENT LOCAL NAME(S) OR DESIGNATION(S) 417 Miller	1. NO. Roll B #26
2. COUNTY Clay	5. OTHER NAME(S)	
LOCATION OF NEGATIVES Liberty City Hall-Comm. Dev.	6. SPECIFIC LEGAL LOCATION TOWNSHIP _____ RANGE _____ SECTION _____ IF CITY OR TOWN, STREET ADDRESS	2. COUNTY Clay
7. CITY OR TOWN IF RURAL, VICINITY Liberty, Missouri	16. THEMATIC CATEGORY Architecture	
8. DESCRIPTION OF LOCATION <div style="text-align: center;"> </div>	17. DATE(S) OR PERIOD c. 1909	4. PRESENT LOCAL NAME(S) OR DESIGNATION(S) 417 Miller
	18. STYLE OR DESIGN vernacular	
9. COORDINATES LAT _____ LONG _____ UTM _____	19. ARCHITECT OR ENGINEER unknown	5. OTHER NAME(S)
10. SITE () BUILDING (X) STRUCTURE () OBJECT ()	20. CONTRACTOR OR BUILDER unknown	
11. ON NATIONAL REGISTER? YES () NO (X)	21. ORIGINAL USE, IF APPARENT residence	6. TOWNSHIP RANGE SECTION
12. IS IT ELIGIBLE? YES () NO (X)	22. PRESENT USE residence	
13. ART OF ESTAB. HIST. DISTRICT? YES () NO (X)	23. OWNERSHIP PUBLIC () PRIVATE (X)	7. TOWNSHIP RANGE SECTION
14. DISTRICT POTENTIAL? YES () NO ()	24. OWNER'S NAME AND ADDRESS IF KNOWN E.J. and Griffith Freeze	
15. NAME OF ESTABLISHED DISTRICT	25. OPEN TO PUBLIC? YES () NO (X)	8. TOWNSHIP RANGE SECTION
42. FURTHER DESCRIPTION OF IMPORTANT FEATURES North or main elevation contains an open porch with classically inspired columns and portions of the original wood railing. Fenestration double-hung, sash-type with simple entablature surrounds. North fenestration flanked by wood shutters. Hipped dormers, north and south slope; shed dormers, east and west slope.	26. LOCAL CONTACT PERSON OR ORGANIZATION Liberty, MO; Community Develop.	
43. HISTORY AND SIGNIFICANCE This residence is made of readily available materials and has a similar floor plan, elevation and scale to neighboring structures.	27. OTHER SURVEYS IN WHICH INCLUDED	9. TOWNSHIP RANGE SECTION
44. DESCRIPTION OF ENVIRONMENT AND OUTBUILDINGS Picket fence surrounds property. Alley to east. Located in a neighborhood consisting of late 19th and early 20th century housing stock.	28. NO. OF STORIES 2½ 29. BASEMENT? YES (X) NO () 30. FOUNDATION MATERIAL stone 31. WALL CONSTRUCTION frame 32. ROOF TYPE AND MATERIAL hip/asphalt shingle 33. NO. OF BAYS FRONT 2 SIDE 3 34. WALL TREATMENT asbestos shingle 35. PLAN SHAPE rectangular 36. CHANGES (EXPLAIN IN NO. 42) ADDITION () ALTERED () MOVED () none 37. CONDITION INTERIOR unknown EXTERIOR good 38. PRESERVATION UNDERWAY? YES () NO (X) 39. ENDANGERED? BY WHAT? YES () NO (X) 40. VISIBLE FROM PUBLIC ROAD? YES (X) NO () 41. DISTANCE FROM AND FRONTAGE ON ROAD 15' Miller	
SOURCES OF INFORMATION water permit # 7-0970 4/26/09 Mrs. L.W. Shore	46. PREPARED BY C. Millstein/P. Glenn	10. TOWNSHIP RANGE SECTION
RETURN THIS FORM WHEN COMPLETED TO: OFFICE OF HISTORIC PRESERVATION P.O. BOX 176 JEFFERSON CITY, MISSOURI 65102 PH. 314-751-4096	47. ORGANIZATION Liberty-Community Dev. 48. DATE SPR. 86 49. REVISION DATE(S)	

IF ADDITIONAL SPACE IS NEEDED, ATTACH SEPARATE SHEET(S) TO THIS FORM

