



**HISTORIC DISTRICT
REVIEW COMMISSION MEETING
October 21, 2025**

**5:30 pm
City Hall, 2nd Floor
City Council Chambers**



**HISTORIC DISTRICT REVIEW COMMISSION
AMENDED Meeting Agenda
October 21, 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 October 7, 2025 HDRC meeting
- III. Current Business

- HDRC Case # 25-017D Consideration of a Certificate of Appropriateness for a shed at 118 N. Morse, Dougherty Historic District.
- HDRC Case # 25-023J Consideration of a Certificate of Appropriateness for a like in kind roof replacement at 425 Miller Ave., Jewell Historic District. A 353 project

Administrative Approvals:

- 528 W Franklin- Like in kind soffit repairs

Miscellaneous matters from the Commission:

Miscellaneous matters from Staff:

- IV. Adjournment

LIBERTY HISTORIC DISTRICT REVIEW COMMISSION

Meeting Summary

October 7, 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, Kathy Chelton, Vern Drottz, Aimee Gray, Matt Grundy

Absent: Brett Rinker, Katie Schmidt

Staff Present: Katherine Sharp, Director of Planning & Development and one member of the public

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

Approval of Meeting Summary from the September 16, 2025 HDRC Meeting:

A motion was made by Commissioner Armstrong to approve the meeting summary from September 16, 2025 as presented. The motion was seconded by Commissioner Carr. The motion passed 6-0-0.

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

- Ms. Sharp read the staff report and recommended approval.
- Commissioner Gray asked if this was within the 353 Tax Abatement 50% requirement for exterior improvements.
- Commissioner Armstrong said she thought it met the intent in that it improves the interior condition of the home while technically on the exterior.
- Ms. Sharp said their question was whether the application meets the standards for a CoA, and staff believes it does.
- Commissioner Gray agreed it does meet the standards for a CoA.

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

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

- Ms. Sharp read the staff report and recommended approval.
- Commissioner Carr asked if it was a five- or six-inch gutter, and would it be the same size that was there currently.
- Jennifer Ferry, applicant and homeowner of 417 Miller, said that it was the same size that is currently there, a five-inch gutter.

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 Chelton. The motion passed 6-0-0.

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:

- Commissioner Carr said Eric Mason will not be applying for the open Commission position as it will be difficult for him to make night meetings.
- Commissioner Carr said 40 S Jewell (or home at corner of Jewell and Mill) is going up for auction, he encourages staff to reach out to remind them they are in district so anyone flipping the home does not put in vinyl windows or make other changes that do not meet the guidelines for the district.

Miscellaneous Matters from Staff

- Ms. Sharp invited the Commission to enjoy the art hanging in the atrium from the weekend outdoor art event that highlights our historic buildings.

The meeting adjourned at 5:49 p.m.



HDRC Case No. 25-017D

Staff: Jeanine Thill, Community Development Manager

HDRC Meeting Date: October 21, 2025

GENERAL INFORMATION

Application: Certificate of Appropriateness for a 10' x16' garden shed in the rear yard
Applicant: Foster St. Clair
Location: 118 N. Morse
District: Dougherty
NRHP Status/category: Contributing
File Date: September 16, 2025

SPECIFIC INFORMATION

SITE HISTORY

The Tudor-style residence at 118 N. Morse was constructed in 1928. It entails a modified hipped gable roof, prominent cross gables, decorative half-timbering on the second story, and a two-story entry with stone quoins and arch. The windows are six over six double-hung. The home is significant for the character that it lends to this portion of the neighborhood, which consists of larger homes set back from the road.

PROPOSAL DESCRIPTION

Build a 10' x16' garden shed in the rear yard, on the SW corner of the lot. Side walls height 7'2', stucco to match the home. Gable end timbers on the east and west elevations to match the home. The eaves will have a 4" overhang with bead board. See Exhibit D for the Drawings and Exhibit C for the Site Plan.

Materials & Details:

- Windows – Repurposed from the main house, found in the attic. See Exhibit E. Each original wood window is 23" wide and 31" in height. Each window will be 6 panes. One window will be on the North elevation and another on the East elevation.
- Window Trim 4" Douglas Fir
- Double Doors on North elevation of shed – each door 3'w x 6'h. Doors and trim door panels made from Douglas Fir, smooth wood. 1"x4" trim.
- Hardware for Doors, Latch and hinges Tudor style hardware see Exhibit E Materials List
- Stucco – All elevations will have exterior stucco with wood trim painted crème to match the home.
- Bead board for eaves to match the existing bead board on the home.
- Timbers- 4" Douglas Fir to match the existing on the home on the gable ends of the East and West elevations.
- Roof Shingles - To match existing on the home in style and color. Owens Corning TruDefinition, Duration Flex Color- Teak <https://www.owenscorning.com/en-us/roofing/shingles>
- Roof Pitch- 12/10. To match existing. See Exhibit E.
- Gutters: 5" Aluminum K-Style to match existing gutters on the home. See Exhibit E.

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
11. UDO Design Principle: New buildings should not duplicate older styles of architecture, but must be compatible with the architecture of the district. Scale, placement on lots and street setback must conform to the scale, placement and setback of adjacent structures, especially in the context of rows of buildings and streetscapes. Style of architecture will not be controlled only to ensure that their exterior design, materials and color are in harmony with neighboring structures.	The design of the shed is simple, and appropriate in scale. The exterior will be in harmony with the neighboring structures.

PREVIOUS CASES / ADDITIONAL INFORMATION

HDRC Case #25-005 Approved June 17, 2025:

Addition to the back (West) side of the home

Expand the first-floor kitchen by adding a 12'x22' addition to the existing kitchen with a new mud room with a flat roof. Remove existing mudroom, estimated to be built in the 1970's. A living spring is under the mudroom, so it needs to be removed to address the water problem.

Add a full basement addition under the kitchen to address foundation problems.

Add a 2nd floor addition that is 12'x 16". This will include a bathroom and a 2nd floor laundry room.

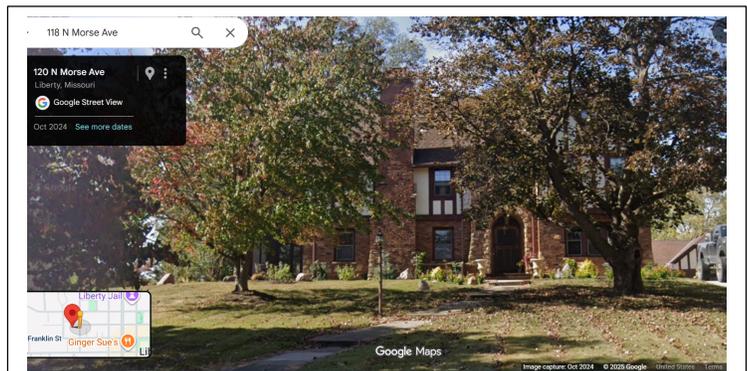
Add a covered patio/carport 22'X22'. This roof pitch will be 10/12 pitch to match the existing garage.

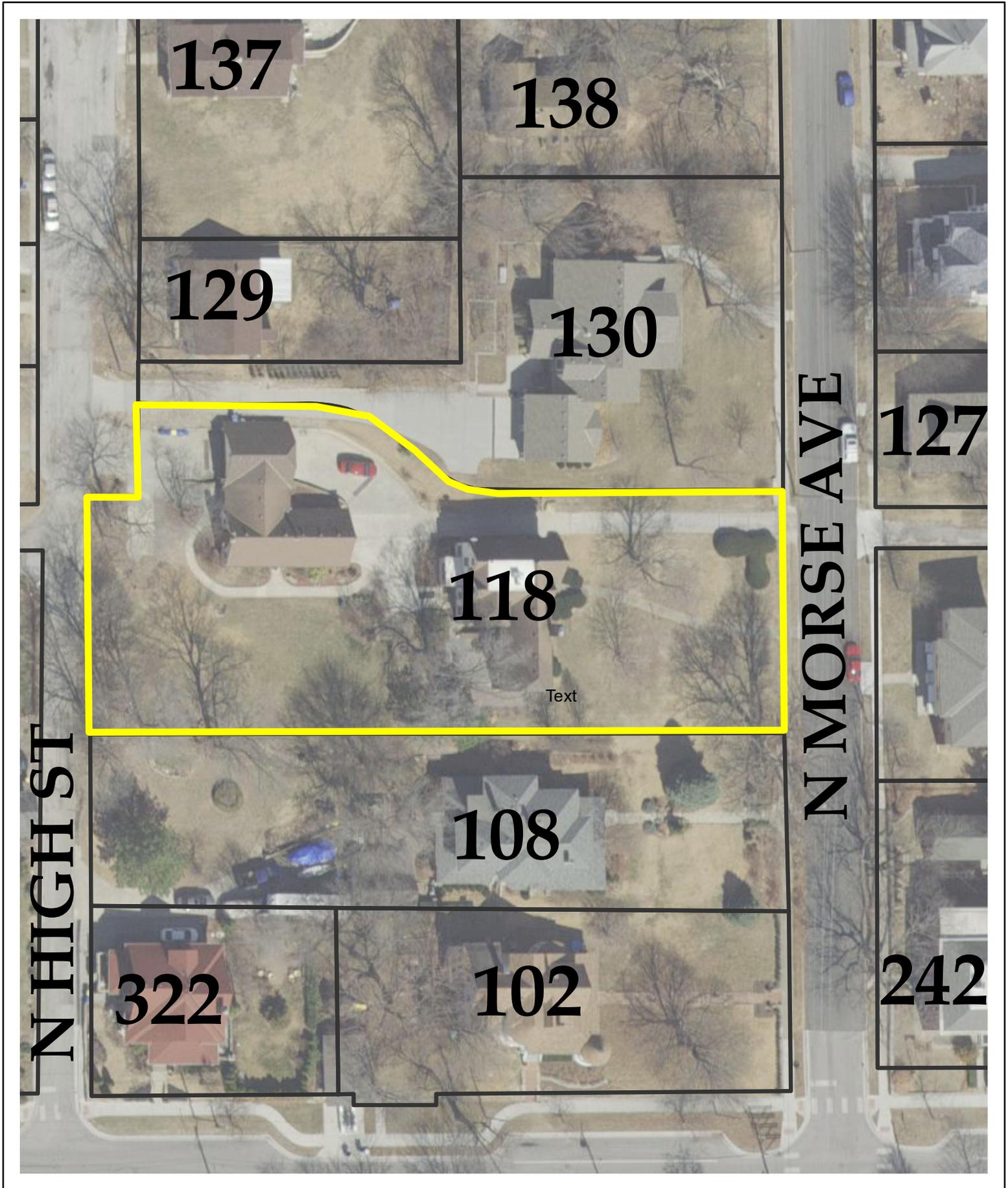
STAFF RECOMMENDATION

Staff recommends approval of the application because the application meets the standards for review and guidelines; therefore staff recommends approval of HDRC case #25-017D.

ATTACHMENTS

1. Exhibit A: Vicinity Map
2. Exhibit B: Inventory Data Sheet
3. Exhibit C: Site Plan
4. Exhibit D: Drawings
5. Exhibit E: Materials & Existing Conditions





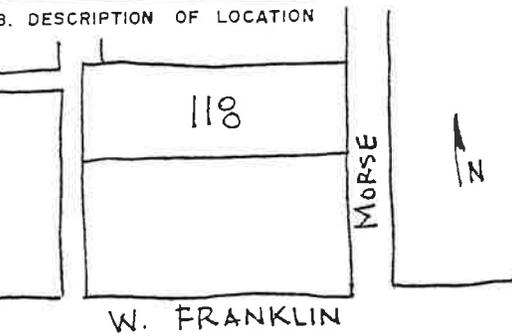
HDRC Case #25-017D
118 N. Morse Ave.



EXHIBIT A:
VICINITY MAP

MISSOURI OFFICE OF HISTORIC PRESERVATION

ARCHITECTURAL/HISTORIC INVENTORY SURVEY FORM

<p>1. NO. F-1</p> <p>2. COUNTY Clay</p> <p>3. LOCATION of Liberty Community Development NEGATIVES</p>	<p>4. PRESENT LOCAL NAME(S) OR DESIGNATION(S) 118 Morse</p> <p>5. OTHER NAME(S)</p>	<p>1. NO.</p> <p>2. COUNTY</p> <p>4. PRESENT LOCAL NAME(S) OR DESIGNATION(S)</p> <p>5. OTHER NAME(S)</p> <p>6. TOWNSHIP</p>
<p>6. SPECIFIC LEGAL LOCATION TOWNSHIP 51 RANGE 31W SECTION 7 IF CITY OR TOWN, STREET ADDRESS 118 Morse</p> <p>7. CITY OR TOWN IF RURAL, VICINITY Liberty</p> <p>8. DESCRIPTION OF LOCATION</p>  <p>9. COORDINATES UTM LAT N121,750 LONG E521,550</p> <p>10. SITE () STRUCTURE () BUILDING (X) OBJECT ()</p> <p>11. ON NATIONAL REGISTER? YES () NO (X)</p> <p>12. IS IT ELIGIBLE? YES () NO (X)</p> <p>13. PART OF ESTAB. HIST. DISTRICT? YES () NO (X)</p> <p>14. DISTRICT POTENTIAL? YES (X) NO ()</p> <p>15. NAME OF ESTABLISHED DISTRICT</p>	<p>16. THEMATIC CATEGORY</p> <p>17. DATE(S) OR PERIOD 1928</p> <p>18. STYLE OR DESIGN Tudor</p> <p>19. ARCHITECT OR ENGINEER</p> <p>20. CONTRACTOR OR BUILDER</p> <p>21. ORIGINAL USE, IF APPARENT residence</p> <p>22. PRESENT USE residence</p> <p>23. OWNERSHIP PUBLIC () PRIVATE (X)</p> <p>24. OWNER'S NAME AND ADDRESS IF KNOWN GM & Jean Peters</p> <p>25. OPEN TO PUBLIC? YES () NO (X)</p> <p>26. LOCAL CONTACT PERSON OR ORGANIZATION Community Development Director</p> <p>27. OTHER SURVEYS IN WHICH INCLUDED</p>	<p>28. NO. OF STORIES 2</p> <p>29. BASEMENT? YES (X) NO ()</p> <p>30. FOUNDATION MATERIAL stone</p> <p>31. WALL CONSTRUCTION frame</p> <p>32. ROOF TYPE AND MATERIAL cross-gable; wood shingle</p> <p>33. NO. OF BAYS FRONT 4 SIDE 2</p> <p>34. WALL TREATMENT stucco; brick</p> <p>35. PLAN SHAPE rectangle</p> <p>36. CHANGES (EXPLAIN IN NO. 42) ADDITION () ALTERED () MOVED ()</p> <p>37. CONDITION INTERIOR _____ EXTERIOR excellent</p> <p>38. PRESERVATION UNDERWAY? YES () NO (X)</p> <p>39. ENDANGERED? BY WHAT? YES () NO (X)</p> <p>40. VISIBLE FROM PUBLIC ROAD? YES (X) NO ()</p> <p>41. DISTANCE FROM AND FRONTAGE ON ROAD 94.3'</p>
<p>42. FURTHER DESCRIPTION OF IMPORTANT FEATURES This steeply pitched, hipped gable roof has a prominent cross gable and a lower projecting entry gable. There is decorative half-timbering on the stuccoed second floor, and brick on the first. There is a massive exterior chimney on the front facade. The two story entry is brick with stone quoins and decorations, and a stone arch over the front door. The windows are 6/6, and the arched front door is panelled with six (cont.)</p>		<p>PHOTO MUST BE PROVIDED</p>
<p>43. HISTORY AND SIGNIFICANCE An excellent example of the Tudor style, which became extremely popular in this country in the 1920's and '30's. The house is also significant for its contribution to the visual character of this section of the neighborhood, which consists of fine, larger homes set back from the road.</p>		<p>6. TOWNSHIP</p>
<p>44. DESCRIPTION OF ENVIRONMENT AND OUTBUILDINGS Situated on a very large yard, which slopes up to the house. An asphalt drive on the right leads to a rear stucco garage. A stone retaining wall is on the right side of the property.</p>		<p>RANGE</p>
<p>45. SOURCES OF INFORMATION City building permits</p>	<p>46. PREPARED BY Deon Wolfenbarger</p> <p>47. ORGANIZATION Community Development</p> <p>48. DATE 2/87</p> <p>49. REVISION DATE(S)</p>	
<p>RETURN THIS FORM WHEN COMPLETED TO: OFFICE OF HISTORIC PRESERVATION P.O. BOX 176 JEFFERSON CITY, MISSOURI 65102 PH 314-781-4096</p>		

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

Sketch map of location

Site No. F-1

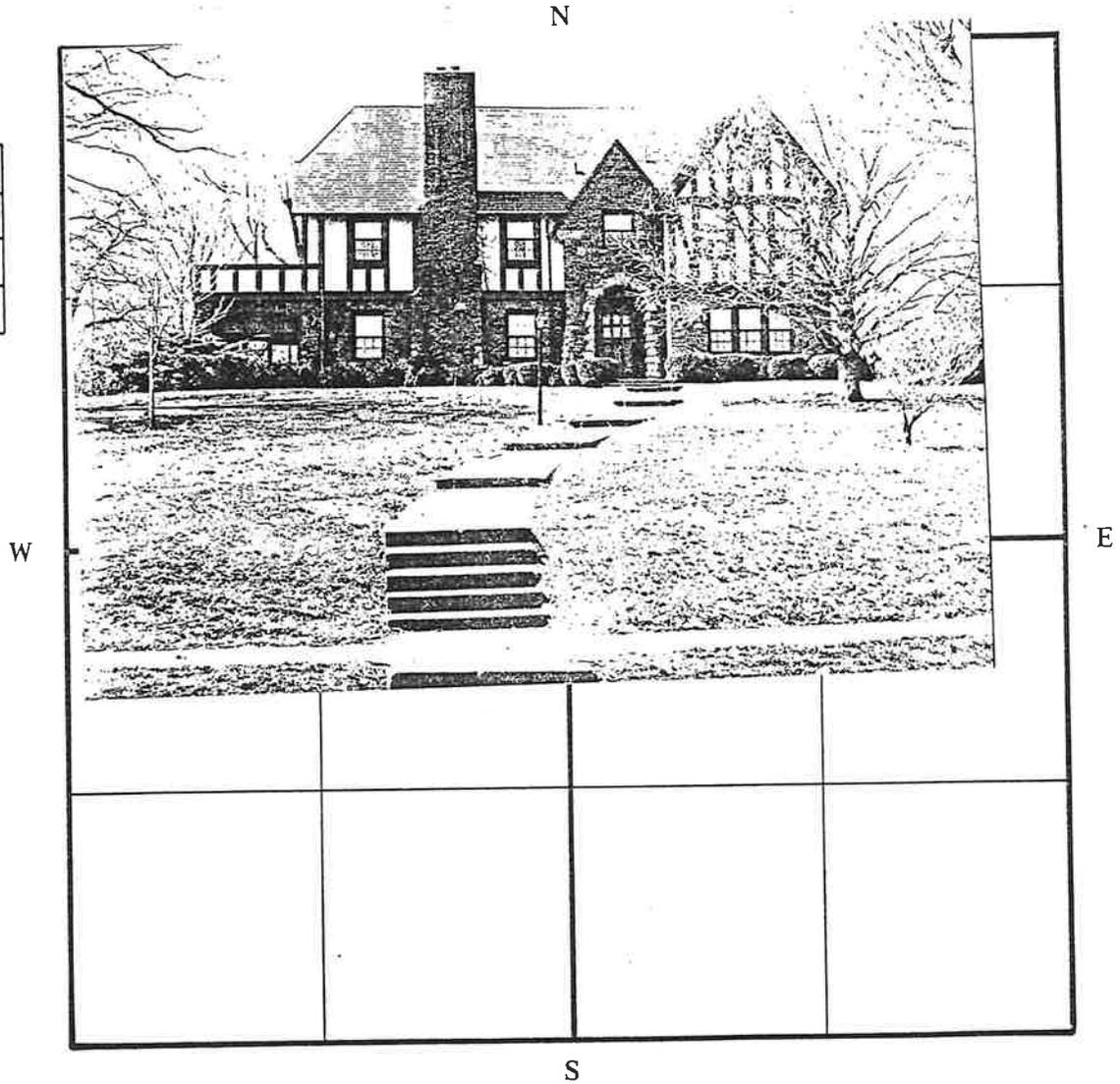
Section 7

Township 51N

Range 31W

Indicate the chief topographical features, such as streams and elevations. Also indicate houses and roads. Indicate the site location by enclosing the site area with dotted line. Note scale of map and portion of section included in sketch map. Include drawings, photographs, etc. on additional pages.

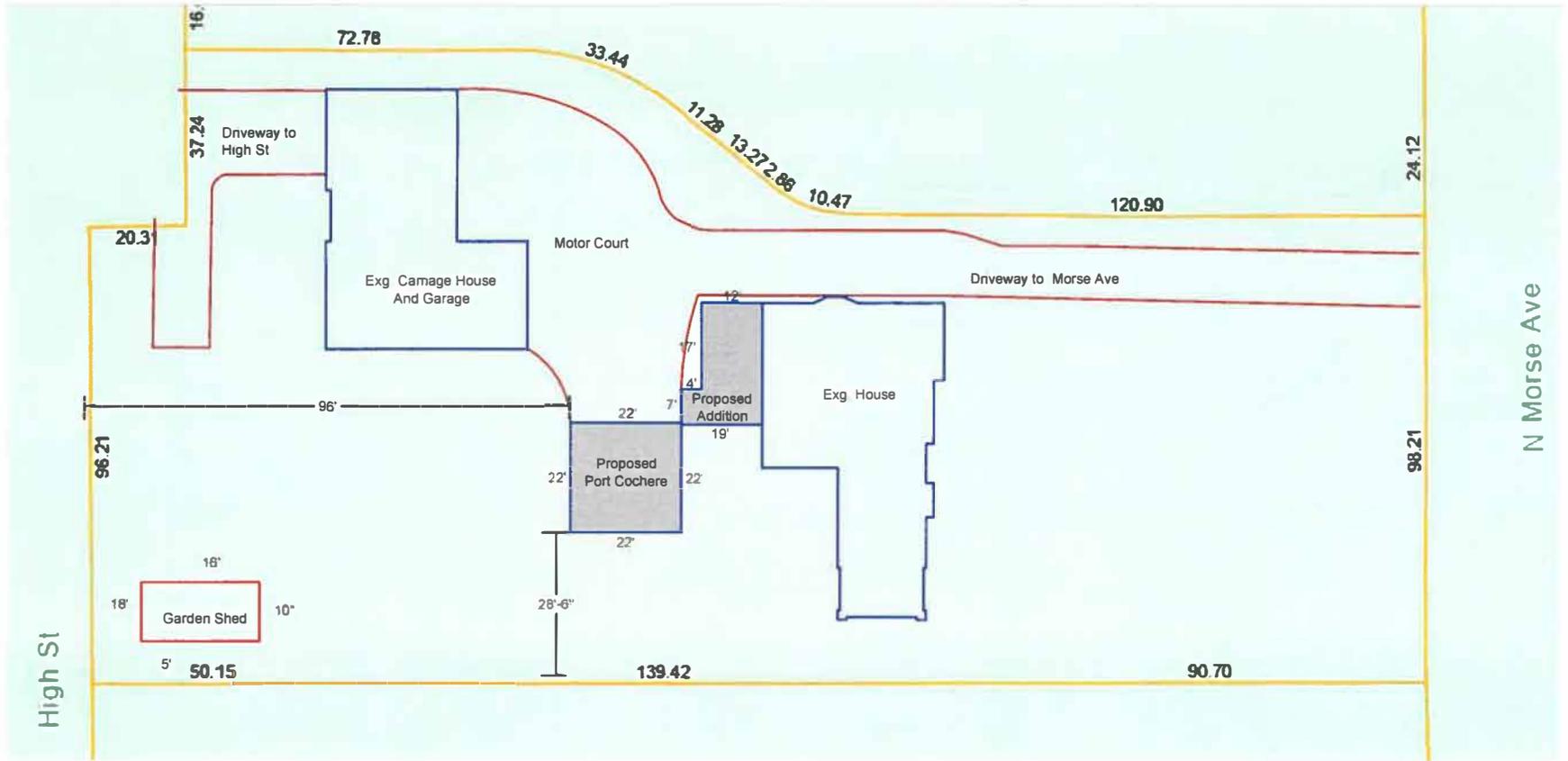
Indicate part of section included in sketch map.



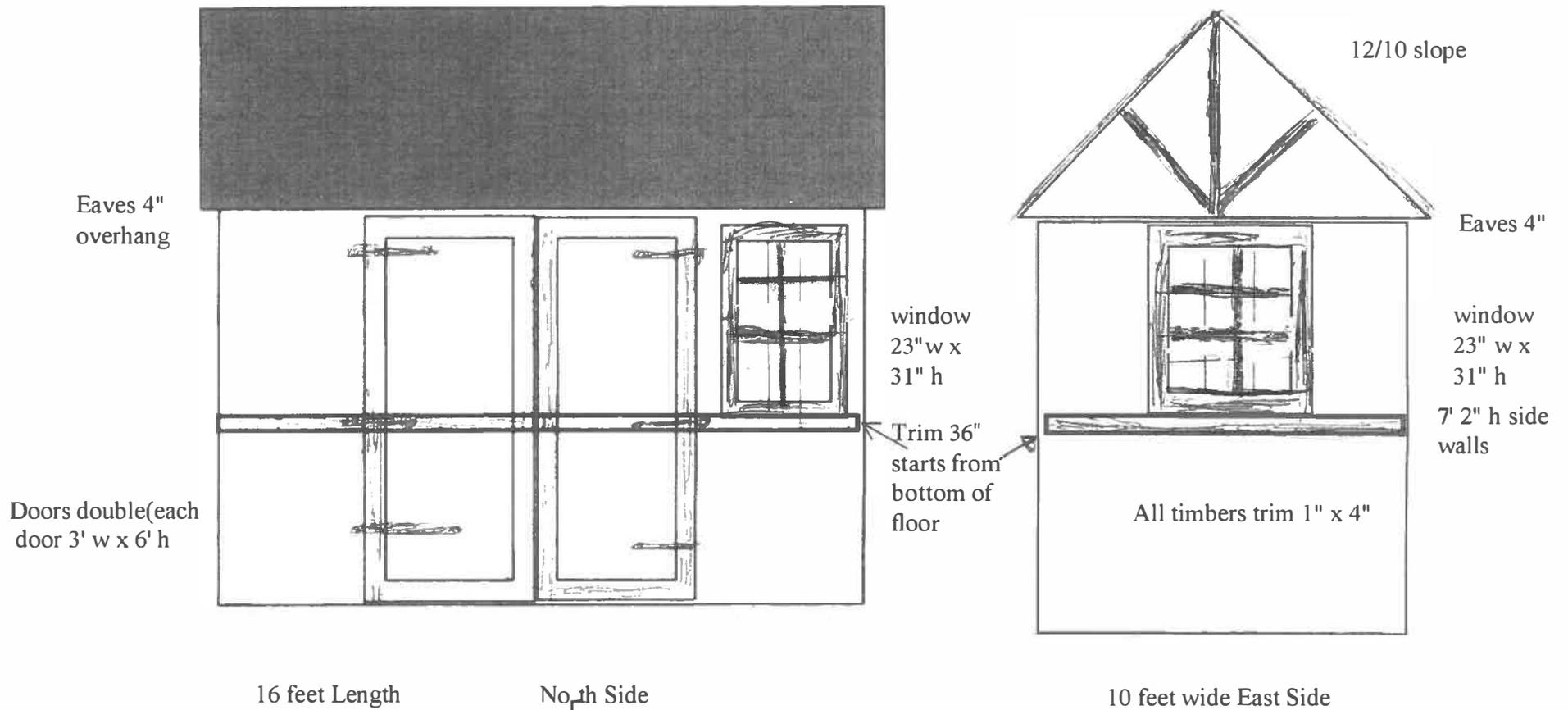
Notes: 42. (cont.) A porch on the left has arched brick openings for screen windows, and the second story rails are stucco and timbering.

THIS IS PROBABLY THE ONE MOST IMPORTANT PART OF THIS DATA FORM!

Please Attach a copy of a topographic map with the site marked on it.



Foster St Claire Garden Shed



Walls, trim, shingles and windows -refer to overview discription

Note: south side of shed will look the same as north side without a window and doors

Note: west side of she will look the same as the east side without a window.

Overview Description of Garden Shed

Description-

Size- 10' x 16',

Side wall Height 7' 2" , 4" Overhang with bead board under eaves.

Roof pitch will be 10/12 pitch to match the existing garage.

Gutters- similar to main house 5" aluminum. Brown color

6' x 6' door(double doors each 3' x 6') made with Douglas fir wood smooth surfaces - painted brown

Door Hardware-Tudor style hardware

All trim on shed - Douglas fir wood with smooth surfaces painted brown to match main house

Windows- 23" w x 31" H single window (6 panes)with wood brown trim around windows. One window on east side and one window on north side. Both windows will be reused from main house (original windows from house).

Exterior Stucco with wood trim. Sidewalls painted cream to main house.

No foundation

Location- southwest corner of lot. 5' from neighbor's property line on south and 18' from High street.

Bead board for eaves of garden shed. Will be painted brown to match house 1" x 4"



Garden shed door design with Sutton Latch Co. Tudor Style hardware for hinges and latch.

Door and Door Trim-Door trim door panels painted brown Douglas fir wood smooth wood with 1" 4"



Hardware for Door -latch and hinges



Tudor Gate Latch



Window and Door Trim—4 "duplicate around windows. This time will be slightly smaller than the trim around the windows in main house. Trim smaller size due to smaller scale of garden shed Product - Douglas Fir smooth surface



Image of windows to reuse

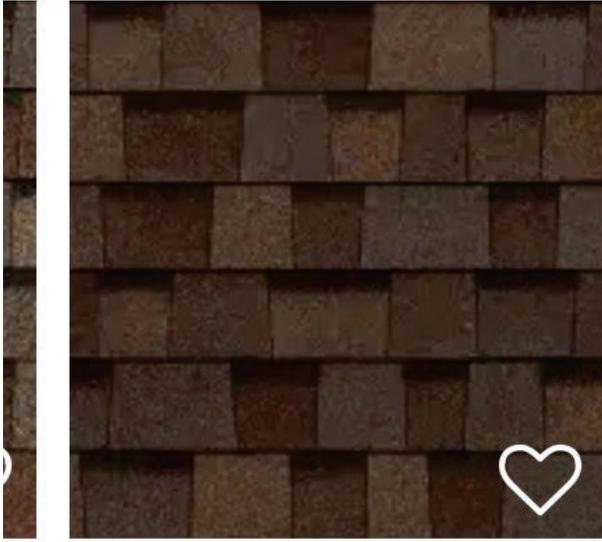
Gutters-

<https://www.homedepot.com/p/Amerimax-Home-Products-5-in-x-10-ft-Royal-Brown-Aluminum-K-Style-Gutter-24002015120/205627126>



Shingles

<https://www.owenscorning.com/en-us/roofing/shingles>



Teak

Timbers for Garden House -4" painted brown to match house.
Side Wall- Stucco and painted cream to match the main house.



Historic District Review Commission

HDRC Case No. 25-023J

Staff: Jeanine Thill, Community Development Manager

HDRC Meeting Date: October 21, 2025

GENERAL INFORMATION

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

Applicant: Carson Trent

Location: 425 E. Miller

District: Jewell Historic District

NRHP Status/category: Contributing

File Date: October 16, 2025

SPECIFIC INFORMATION

SITE HISTORY

425 Miller is a c. 1907 vernacular home with an open porch that is supported by classically inspired columns resting on stone plinths. Fenestration is double-hung, sash-type with simple entablature surrounds. There are three gabled dormers on the west and east slope and an open shed roof porch to the south. The west elevation has been altered. There is a brick chimney on the left side. The property is located in a neighborhood consisting of late 19th and early 20th century housing stock.

PROPOSAL DESCRIPTION

The applicant is proposing like in-kind replacement the roof. 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.

2. Alterations: Alterations shall restore a structure's original elements, materials, and appearance, if 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 Analysis

The proposed like in kind replacement of the roof and sidewalks is appropriate.

STAFF RECOMMENDATION

The application meets the standards for review and guidelines therefore staff recommends approval of HDRC case 25-023J.

ATTACHMENTS

- 1. Exhibit A: Vicinity Map
- 2. Exhibit B: Inventory Data Sheet
- 3. Exhibit C: Materials & Existing Conditions





HDRC Case #25-023J
425 Miller Ave.



EXHIBIT A:
VICINITY MAP

MISSOURI OFFICE OF HISTORIC PRESERVATION

ARCHITECTURAL/HISTORIC INVENTORY SURVEY FORM

1. NO. Roll B #27	4. PRESENT LOCAL NAME(S) OR DESIGNATION(S) 425 Miller	1. NO. Roll B #27
2. COUNTY Clay	5. OTHER NAME(S)	
3. LOCATION OF NEGATIVES Liberty City Hall-Comm. Dev.		2. COUNTY Clay
6. SPECIFIC LEGAL LOCATION TOWNSHIP _____ RANGE _____ SECTION _____ IF CITY OR TOWN, STREET ADDRESS	16. THEMATIC CATEGORY Architecture	28. NO. OF STORIES 2½ 29. BASEMENT? YES (X) NO ()
7. CITY OR TOWN IF RURAL, VICINITY Liberty, Missouri	17. DATE(S) OR PERIOD c. 1907	30. FOUNDATION MATERIAL stone
8. DESCRIPTION OF LOCATION <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> ↑ N 425 Miller </div>	18. STYLE OR DESIGN vernacular	31. WALL CONSTRUCTION frame
	19. ARCHITECT OR ENGINEER unknown	32. ROOF TYPE AND MATERIAL gable/asphalt shingle
9. COORDINATES LAT _____ LONG _____ UTM _____	20. CONTRACTOR OR BUILDER unknown	33. NO. OF BAYS FRONT 2 SIDE 3
10. SITE () BUILDING (X) STRUCTURE () OBJECT ()	21. ORIGINAL USE, IF APPARENT residence	34. WALL TREATMENT weatherboard
11. ON NATIONAL REGISTER? YES () NO (X)	22. PRESENT USE residence	35. PLAN SHAPE rectangular
12. IS IT ELIGIBLE? YES () NO (X)	23. OWNERSHIP PUBLIC () PRIVATE (X)	36. CHANGES (EXPLAIN IN NO. 42) ADDITION () ALTERED (X) MOVED ()
13. ART OF ESTAB. HIST. DISTRICT? YES () NO (X)	24. OWNER'S NAME AND ADDRESS IF KNOWN Eric and Sharon Nyman	37. CONDITION INTERIOR unknown EXTERIOR fair-
14. DISTRICT POTENTIAL? YES () NO ()	25. OPEN TO PUBLIC? YES () NO (X)	38. PRESERVATION UNDERWAY? YES () NO (X)
15. NAME OF ESTABLISHED DISTRICT	26. LOCAL CONTACT PERSON OR ORGANIZATION Liberty, MO; Community Develop.	39. ENDANGERED? BY WHAT? YES () NO (X)
42. FURTHER DESCRIPTION OF IMPORTANT FEATURES Open porch, north elevation, supported by classically inspired columns resting on stone plinths. Fenestration is double-hung, sash-type with simple entablature surrounds. Three gabled dormers on west and east slope. open shed roof porch to south. West elevation has been altered. Brick chimney, side left.	27. OTHER SURVEYS IN WHICH INCLUDED	40. VISIBLE FROM PUBLIC ROAD? YES (X) NO ()
43. HISTORY AND SIGNIFICANCE This residence is made of readily available materials and has a similar floor plan, elevation and scale to neighboring structures.	PHOTO MUST BE PROVIDED	41. DISTANCE FROM AND FRONTAGE ON ROAD 30' Miller
44. DESCRIPTION OF ENVIRONMENT AND OUTBUILDINGS Alley to west. Located in a neighborhood consisting of late 19th and early 20th century housing stock.	5. OTHER NAME(S)	
SOURCES OF INFORMATION Water permit # 7-0960 6/25/07 Prof. John E. Davis	6. TOWNSHIP	
RETURN THIS FORM WHEN COMPLETED TO: OFFICE OF HISTORIC PRESERVATION P.O. BOX 176 JEFFERSON CITY, MISSOURI 65102 PH. 314-751-4096	7. RANGE	
IF ADDITIONAL SPACE IS NEEDED, ATTACH SEPARATE SHEET(S) TO THIS FORM	8. SECTION	
46. PREPARED BY C. Millstein/P. Glenn		47. ORGANIZATION Liberty-Community Dev.
48. DATE SPR. 86		49. REVISION DATE(S)



~2,600 square feet in total roof space

Proposed Materials: Malarkey Vista AR Lifetime Dimensional Shingles

Proposed Color: Weathered Wood Plus

Link: <https://www.malarkeyroofing.com/products/shingles-overview/vista-ar-shingles/>

Example of Proposed Shingles (this is just an example and is not our actual home):



Pictures of Current Roof (this is our actual home):





