



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

January 15, 2020

ITEM 4.I: Preparation for the Grover & Broad Streets Architectural/Historical Survey Public Meeting

BACKGROUND:

In November 2019, the Historic Preservation Commission and staff discussed both the Grover & Broad Streets Survey Area and the Southwest Estates Survey Area, and the Historic Preservation Commission voted unanimously to survey the Grover & Broad Streets Survey Area.

Staff was directed to create a shorten historic resource form for the fieldwork that may include pictures to indicate which architectural features to look for, and what they look like. The attached resource form is two-pages long and would allow the user to circle or mark the architectural feature or material name.

Attached is the final version of the postcard that will be sent to all property owners for the public meeting. The same image will be used for social media and the Chamber Flash. A press release format will be used for the newspaper and city website. The only correction will be date and time of the meeting based on the Historic Preservation Commission's final decision.

TIMELINE:

This timeline will appear on future staff reports. Items highlighted in grey have been completed, and items highlighted in yellow are concurrent or upcoming. The text will be displayed in red if a task is past its scheduled date.

SURVEY TIMELINE	
DATE	TASK
October 2019	Staff submits the research design to Missouri State Historic Preservation Office (SHPO) for review.
	Historic Preservation Commission (HPC) reviews the research design and proposed survey areas.
November 2019	Staff receives comments from the SHPO on the research design and proposed survey areas.
	Final selection on a survey area by the HPC
December 2019	Staff prepares the public outreach documents such as postcards, legal notice, and any other advertising.
January 2020	Staff and the HPC prepare and go over the logistics for public outreach meeting.
January 2020 (30 days prior to public meeting)	Postcards for the public outreach meeting are mailed to every property owner and a notice posted in the local newspaper

February 2020	The HPC hosts a public outreach meeting to introduce the goals of the survey.
March - June 2020	Staff and the HPC conduct field investigation of the survey area
	Staff maintains an excel database of the field survey information based on the survey form.
	Staff and the HPC photograph each property according to SHPO survey guidelines.
July 2020	Staff reviews the final survey forms and submits a draft PDF copy of the survey forms to SHPO for review.
July - October 2020	Staff conducts archival research.
November 2020 - January 2021	Staff prepares the historic context.
	Staff edits and revises the survey forms as needed based on SHPO comments and archival research.
January – February 2021	The Historic Preservation Commission reviews the draft survey report, and Staff makes corrections as needed.
February 1, 2021	Staff submits a draft hard copy of the survey report to the SHPO.
February 2021 (30 days prior to public meeting)	Postcards for the public outreach meeting are mailed to every property owner and a notice posted in the local newspaper.
March 2021	Staff and the HPC present the final survey results at the public outreach meeting.
April 2021	Staff receives comments from the SHPO and revises the draft survey report as needed.
May 2021	Staff finalizes the final survey report, survey forms, and all work products for City records.
	Staff submits the final survey report, survey forms, and all work products to the SHPO.
June 2021	The HPC discusses next steps.

RECOMMENDATION:

Staff recommends the Commission review the provided documents and provide further direction to staff.