



**CITY OF WARRENSBURG, MISSOURI  
HISTORIC PRESERVATION COMMISSION  
COMMUNITY DEVELOPMENT CONFERENCE ROOM - CITY HALL LOWER LEVEL  
102 S. HOLDEN ST., WARRENSBURG, MO 64093**

**MEETING AGENDA  
OCTOBER 23, 2019  
4:00 PM**

1. Call To Order
2. Roll Call
3. Minutes Of Previous Meetings
  - 3.I. August 28, 2019

Documents:

[2019\\_08-28.PDF](#)
4. Other Business And Appearances
  - 4.I. Results Of The Certified Local Government Evaluation

Documents:

[2019 CLG EVALUATION FINAL REPORT 09-23-19.PDF](#)
  - 4.II. Discussion Of The Neighborhood Intensive-Level Survey
  - 4.III. Historic Resource GIS Shapefile
5. Comments Of Commissioners / Staff / Public
  - 5.I. November And December Meeting Dates Due To Holidays
6. Adjournment



CITY OF WARRENSBURG, MISSOURI  
MINUTES

HISTORIC PRESERVATION COMMISSION  
August 28, 2019

**1. Call to Order**

The meeting was called to order by Chairman Karen Hicklin at 4:02 p.m. at the Municipal Center, 200 S. Holden St., Warrensburg, MO.

**2. Roll Call**

Roll was called and members present included Karen Hicklin, Patricia Smith and Andrea Glinn. Commissioners Frances Ellis and Dewayne Jackson were absent. Kristin Dyer, City Planner, was also present.

**3. Minutes of Previous Meetings**

Members reviewed the minutes from the June 26, 2019, Historic Preservation Commission meeting. Smith moved to approve the minutes. Glinn seconded. Approved 3-0.

**4. Other Business and Appearances**

**I. Review and Discussion of the Certified Local Government Program**

Dyer presented a PowerPoint presentation of the Certified Local Government Program and Warrensburg's historic resources to the Historic Preservation Commission.

**II. Historic Resources GIS Database**

Dyer stated the Historic Resources GIS Database is ready to publish on the City of Warrensburg's Zoning Map and presented imagery of how it will appear on the website. Dyer stated the company that publishes the database has quoted \$500. Smith moved to approve the paying the estimated amount. Glinn seconded. Approved 3-0.

**III. Discussion of Future Preservation Projects**

Dyer presented several options for future preservation projects including public outreach, a cemetery survey and a neighborhood survey. The Historic Preservation Commission discussed the projects. Kelsey Materson from the Missouri State Historic Preservation Office (SHPO) stated the SHPO staff member who does cemetery survey training will be on extended leave at the end of this year into 2020. Dyer stated she would reach-out to local residents for interest in a neighborhood survey and report back to the Historic Preservation Commission.

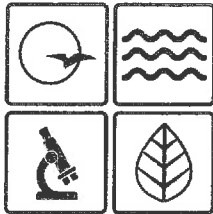
**5. Comments of Commissioners/Staff/Public – none.**

**6. Adjournment**

With no further discussion or items to consider, the meeting adjourned at 4:54 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson



Missouri Department of dnr.mo.gov

# NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

September 23, 2019

The Honorable Mayor Casey Lund  
102 S. Holden  
Warrensburg, MO 64093

Dear Mayor Lund:

We have recently completed a Certified Local Government Evaluation of the City of Warrensburg and are pleased to report that the historic preservation program of the city continues to meet all of the minimum requirements to maintain Certified Local Government (CLG) status in the State of Missouri. A copy of the Certified Local Government Evaluation Report is enclosed along with the evaluation questions discussed in the meeting held on August 28, 2019.

The City of Warrensburg was officially certified by the National Park Service on July 9, 2008. According to the *Guidelines for Participation in Missouri's Certified Local Government Program* (Section V.A.6), we are required to conduct an in-depth evaluation of each CLG every four years. The purpose of the evaluation is to assess the CLG's compliance with the provisions of the Certification Agreement between the City of Warrensburg and Missouri's State Historic Preservation Office and to review the overall effectiveness of the local historic preservation program.

The City of Warrensburg is to be commended for its efforts to promote the recognition and preservation of the local historic resources that contribute to the community's unique character. We encourage continued support for the work of the Historic Preservation Commission. We are proud to count the City of Warrensburg among Missouri's official partners in the nation's historic preservation program.

Sincerely,

STATE HISTORIC PRESERVATION OFFICE

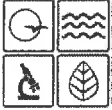
Kelsey Matson  
Certified Local Government Coordinator

c: Kristin Dyer, City Planner and HPC liaison

Enclosures: Evaluation Report  
CLG Evaluation Procedures and Questionnaire  
Certification Agreement  
Guidelines for Participation in Missouri's Certified Local Government Program



Recycled paper



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 MISSOURI STATE PARKS/ STATE HISTORIC PRESERVATION OFFICE  
**CERTIFIED LOCAL GOVERNMENT EVALUATION REPORT**

|  |  |
|--|--|
| <b>FOR OFFICE USE ONLY</b>   |  |
| DATE OF THIS EVALUATION<br>8/28/2019   |  |
| IN COMPLIANCE? N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/> |  |

**CERTIFIED LOCAL GOVERNMENT BACKGROUND AND CONTACT INFORMATION**

|   |  |  |                          |
|---|--|--|--------------------------|
| CERTIFIED LOCAL GOVERNMENT NAME<br><i>City of Warrensburg</i>                                       |  |  |                          |
| DATE CERTIFIED BY NPS<br>7/9/2008   |  | DATE OF LAST EVALUATION<br>2/26/2014                             |                          |
| NAME OF THE HISTORIC PRESERVATION COMMISSION<br><i>Warrensburg Historic Preservation Commission</i> |  | OFFICIAL CLG CONTACT PERSON<br><i>Kristin Dyer, City Planner</i> |                          |
| ADDRESS<br><i>102 S Holden Street</i>   |  | CITY<br><i>Warrensburg</i>                                       | STATE<br><i>MO</i>       |
| TELEPHONE NUMBER WITH AREA CODE<br><i>660-747-9135</i>  |  | FAX NUMBER WITH AREA CODE  | ZIP CODE<br><i>64093</i> |
|   |  | EMAIL<br><i>kristin.dyer@warrensburg-mo.com</i>                  |                          |

All questions marked with an \* are required by the "Guidelines for Participation in Missouri's Certified Local Government Program" or are required as part of the certification agreement between the local government and the Missouri State Historic Preservation Officer.

| A. ORGANIZATION  |  | COMMENTS  |
|--|--|---|
| 1. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | Have you developed a flow chart or guide to assist property owners in understanding local preservation processes and procedures (designation process and/or Certificate of Appropriateness [COA])?   |   |
| 2. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/><br><input type="checkbox"/> <input checked="" type="checkbox"/> | Have forms been developed for designating properties as local landmarks or historic districts, applications for COAs, and/or demolition permits?   | <i>Online at <a href="https://www.warrensburg-mo.com/157/Historic-Preservation-Commission">https://www.warrensburg-mo.com/157/Historic-Preservation-Commission</a></i>  |
| 3. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | Is a member of the local government staff assigned to assist the preservation commission? If so, identify and indicate if the staff meets the Secretary of the Interior's 36 CFR Part 61 qualifications standards for historic preservation professionals. | <i>Kristin Dyer, City Planner. Meets 36 CFR 61 requirements for Architectural History.</i>  |
| 4. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | Does the Certified Local Government (CLG) have on staff or on retainer a 36 CFR Part 61 professional preservation consultant? If so, identify.   | <i>Staff, consultants</i>   |
| 5. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | Has a comprehensive city/county-wide historic preservation plan been developed?  | <i>Preservation Component to 2007 Comprehensive Plan &amp; 2017 update. Online at <a href="https://www.warrensburg-mo.com/201/Plans-Studies">https://www.warrensburg-mo.com/201/Plans-Studies</a>. 2017-18 HPC Strategic Action Plan.</i> |
| 6. N Y<br><input checked="" type="checkbox"/> <input type="checkbox"/>   | Is the local historic preservation ordinance reviewed periodically and are revisions submitted to the State Historic Preservation Office (SHPO) to ensure continued compliance with the CLG requirements?  | <i>No major revisions</i>   |
| 7. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | Does the historic preservation ordinance address all cultural resources (historic, architectural and archaeological)?  |   |
| 8. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | *Have rules of procedure or by-laws been adopted by the local preservation commission and submitted to the SHPO?   | <i>Ordinance</i>  |
| 9. N Y<br><input type="checkbox"/> <input checked="" type="checkbox"/>   | Has a conflict of interest statement been prepared in conformance with standard local government procedures?   |   |

**SUMMARY**

The local preservation program processes and procedures are outlined in the preservation ordinance and flow charts of designation and COA processes have been submitted to the SHPO. Forms have been developed for local landmark and district designation, as well as for COA applications. They are available online at <https://www.warrensburg-mo.com/157/Historic-Preservation-Commission>.

Kristin Dyer, City Planner currently serves as the Staff Liaison to the HPC. Ms. Dyer meets 36 CFR 61 Professional Qualification Standards for Architectural History. In cases where the city requires additional expertise, those services have been contracted. The city is committed to seeking the advice of 36 CFR Part 61 qualified preservation professionals as necessary. The 2007 Warrensburg Comprehensive City Plan and 2017 update include a historic preservation component.

The City has implemented relatively minimal changes to its ordinance since it was originally enacted. These changes were not submitted to the SHPO but, upon review, are not at variance with CLG requirements. The current ordinance addresses all cultural resources in the city. HPC procedures and a conflict of interest policy are outlined in the ordinance.

**RECOMMENDATIONS**

- Continue to work toward the goals outlined in the City's comprehensive plan and the HPC Strategic Action Plan. Update these documents as needed.
- Any future changes to Warrensburg's historic preservation ordinance should be submitted to the SHPO for review.
- Commissioners and staff should review local conflict of interest guidelines and the Missouri Sunshine Law, as well as the following guides on preservation law.
  - Procedural Due Process in Plain English: A Guide for Preservation Commissions, National Trust for Historic Preservation [<https://forum.savingplaces.org/viewdocument/procedural-due-process-in-plain-eng/>]
  - A Layperson's Guide to Historic Preservation Law, National Trust for Historic Preservation [<https://forum.savingplaces.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=b82c80be-d0fb-9399-1e8c-204f060dd342&forceDialog=0>]
  - National Alliance of Preservation Commissions Code of Ethics for Commissioners and Staff, NAPC [<http://ohp.parks.ca.gov/pages/1054/files/ethics.pdf>, also distributed to evaluation meeting participants]

MEETS MINIMUM REQUIREMENTS?  N  Y

| B. HISTORIC PRESERVATION COMMISSION                                 |  | COMMENTS   |
|---|--|--|
| 1. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Does the commission have 5 or more members? How many?   | 5 members. 1 is ex-officio representative of Planning & Zoning Commission. |
| 2. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Do all commission members demonstrate an interest, competence, or knowledge of historic preservation as defined in the "Guidelines for Participation in Missouri's Certified Local Government Program?" |  |
| 3. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Are 36 CFR Part 61 professional preservation members on the commission or is a documented attempt made to recruit such members?   |  |
| 4. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Have current resumes of commission members and of new members been submitted to the SHPO?   |  |
| 5. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *For issues involving expertise not represented on the commission, has the assistance of 36 CFR 61 qualified professional consultant or the SHPO been sought?  | Consultants  |
| 6. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Are the terms of commission members a minimum of 2 years and staggered?   | 3 years except P&Z rep (1 yr)  |
| 7. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Is action taken within 60 days to fill vacancies on the commission?   |  |
| 8. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Are commission meetings held at regular intervals at least 4 times each year?   |  |

|  |   |   |
|--|---|---|
| 9. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y  | *Do commission meeting minutes adequately document decisions made by the commission?  |   |
| 10. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Are commission meeting minutes submitted to the SHPO at a minimum on a quarterly basis?  | <i>Last received June 2019</i>  |
| 11. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | Does the commission conduct meetings in a serious and business-like fashion in conformance with city/county procedures?   |   |
| 12. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | Does the commission follow all by-laws and rules of procedure as outlined in the preservation ordinance?  |   |
| 13. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Is the required annual report on commission activities submitted to the SHPO by November 30 or within the time frame of a requested extension, and are all records documenting these activities maintained for at least 5 years? | <i>Last received November 2019</i>  |
| 14. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Do commission members attend at least one training session or preservation related conference each year?   | <i>Not all members received training in 2018</i>  |
| 15. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Does the commission review alterations, demolitions, relocations, new construction and other activities as required for COAs within locally designated historic districts and affecting locally designated landmarks?            | <i>HPC only reviews alterations to locally-designated properties. Because there are only two landmarks, it has yet to receive a COA</i>     |
| 16. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | Does the commission conduct an ongoing public outreach/education program?   | <i>Preservation Month Activities, annual "Notable Structures and Preservation Opportunities" booklet, walking tours, educational talks.</i> |
| 17. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | Does the commission apply National Register Criteria for Evaluation correctly in the designation of local landmarks and districts?  |   |
| 18. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | Does the commission consistently apply the Secretary of the Interior's <i>Standards for Rehabilitation</i> in their decisions regarding COAs?   | <i>N/A (see #15 above)</i>  |

#### SUMMARY

*The HPC is comprised of five members, one of whom is an ex-officio representative of the Planning and Zoning Commission. All members are residents of the City of Warrensburg appointed by the Mayor. Each citizen member serves for a three-year term. Terms are staggered and action is taken within 60 days to fill vacancies. For issues involving expertise not represented on the commission, the city seeks the assistance of qualified preservation professionals and the SHPO. All current members of the HPC have a demonstrated interest in, competence, or knowledge of historic preservation. Although no current member meets 36 CFR 61 professional qualifications, several hold other pertinent professional accreditations:*

- *Library Science*
- *Interior Design*
- *Sociology/Administration*

*Regular board meetings are scheduled on a monthly basis and conform to standard city procedures. Meeting minutes adequately document commission decisions and are submitted to the SHPO regularly. Minutes are archived digitally on the City's website and a physical record of commission materials is retained in perpetuity in City Hall. Annual reports of HPC activities were submitted to the SHPO for FY2015, FY2016, FY2017 and FY2018.*

*For FY2018, not every HPC member received training. Select commissioners and staff attending the following training:*

- *CLG Forum*
- *MO Preservation Conference*
- *Jefferson City Cemetery Workshop*
- *NPI: SOI Standards for Pres. & Rehab*

*There are currently two locally-designated landmarks, but these properties have not undergone any alterations requiring*

COA review.

Public education and outreach includes preservation month activities, walking tours, educational talks, informational resources on the City's website, etc. Additionally, the City is in the process of updating its public GIS tool online.

### RECOMMENDATIONS

- Continue to submit meeting minutes to the SHPO monthly and reports annually.
- **Ensure that each commissioner attends at least one educational or training event annually and that these trainings are fully documented in the training section on the annual report.** Continue to take advantage of opportunities like the annual Statewide Historic Preservation Conference and the CLG Forum. Additional training could take the form of in-house training meetings or workshops, online training, or other public talks or workshops. HPF grants can also be applied to sponsor training for commissioners and staff, such as scholarships to the biannual NAPC Forum or to hire historic preservation specialists to provide training on specific issues. If there are any questions about what training will qualify for the required CLG training, please contact the CLG Coordinator.
- Update the public GIS as planned and use this tool to support public outreach and education.

MEETS MINIMUM REQUIREMENTS?  N  Y

### C. NATIONAL REGISTER NOMINATION PROCESS

(If National Register of Historic Places (National Register) nominations have been prepared for properties within the jurisdiction of the CLG, please respond to the following questions. If National Register nominations have not been prepared, please click here  and go to the next set of questions.)

### COMMENTS

|   |   |  |
|---|---|--|
| 1. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Does the commission review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?   |  |
| 2. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Does the mayor review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?  |  |
| 3. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Have public notifications and hearings been held as required by the local ordinance and National Register procedures?  |  |
| 4. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Has a 36 CFR 61 professional preservation consultant been retained to assist on review of National Register nominations for which the required expertise is not present on the commission? |  |
| 5. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y | *Are files detailing the National Register nomination review process maintained and open to the public?   |  |

### SUMMARY

Since becoming a CLG, there have been four (4) listings on the National Register of Historic Places in Warrensburg:

- Jones Brothers Mule Barn, 101 N College Ave (2/22/11)
- Grover Street Victorian Historic District (7/18/12)
- Griebel, Lewis and Sophie, House, 300 W. Gay St. (10/31/12)
- Holden and Pine Streets Commercial Historic District (4/3/17)

A CLG grant was used to list the Grover Street Victorian Historic District. The HPC and mayor commented on these nominations.

### RECOMMENDATIONS

- Continue to nominate properties and districts to the National Register.
- The HPC and the mayor should continue to review National Register nominations prepared for properties and districts within the city's jurisdiction and submit written notification of opinion to the SHPO within the required time frames.

MEETS MINIMUM REQUIREMENTS?  N  Y

| D. SURVEY AND INVENTORY   |  | COMMENTS  |
|---|--|---|
| 1. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y   | *Has the CLG established a program of ongoing survey and identification of historic properties?  |   |
| 2. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y   | *Does the CLG maintain an inventory of surveyed properties and of locally designated historic landmarks and districts?   | 2008 cultural resource survey.<br><a href="https://www.warrensburg-mo.com/157/Historic-Preservation-Commission">https://www.warrensburg-mo.com/157/Historic-Preservation-Commission</a> |
| 3. <input checked="" type="checkbox"/> N <input type="checkbox"/> Y   | Has the CLG set up a separate inventory and historic preservation resource file at the public library, historical society, or other public location?   |   |
| 4. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y<br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | *Is the inventory material <ul style="list-style-type: none"> <li>• compatible with SHPO standards,</li> <li>• accessible to the public,</li> <li>• updated periodically?</li> <li>• If required, are duplicates on file with the SHPO?</li> </ul> |   |
| 5. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y   | *Does the survey lead to designation of local landmarks and districts?   |   |
| 6. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y   | *Does the survey lead to nomination of properties and districts to the National Register of Historic Places?   |   |
| 7. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y   | Has a survey plan been developed and adopted by the CLG?   |   |

**SECTION SUMMARY**

In 2008, the City of Warrensburg completed a relatively extensive cultural resource inventory, which is available online at <https://www.warrensburg-mo.com/157/Historic-Preservation-Commission>. A duplicate is on file with the SHPO at <https://dhr.mo.gov/shpo/survey-eg.htm>. Based on the survey results the city has proceeded with listing districts on the National Register.

Currently, the HPC is working toward completing a cemetery survey, including a preservation plan and maintenance plan.

**RECOMMENDATIONS**

- Re-evaluate the current survey periodically to determine if/when updates need to occur.
- Utilize the survey to inform efforts to continue to designate properties both locally and on the National Register.
- Complete the anticipated cemetery survey.

MEETS MINIMUM REQUIREMENTS?  N  Y



| E ADEQUATE PUBLIC PARTICIPATION   |  | COMMENTS   |
|---|--|--|
| 1. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>   | *Does public notice of meetings and posting of agenda meet state law and local time frame requirements?  | 15 days, follows Board of Adjustment Procedures  |
| 2. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>   | *Have guidelines and criteria for designation been developed, and are they available to the public?  | Ordinance  |
| 3. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>   | *Have guidelines and criteria for commission review of Certificates of Appropriateness been developed, and are they available to the public?                                   | Ordinance  |
| 2. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>   | *Does the commission provide timely written notice of decisions to the concerned parties, and are copies of commission decisions maintained in files accessible to the public? | 45 days  |
| <b>SUMMARY</b>  |  |  |
| <p>The standard 15-day notice of HPC meetings meets state law and local time frame requirements. Warrensburg's city website includes meeting time/dates, agendas and minutes, information about the HPC and local historic resources, as well as designation and COA application forms. All guidelines and criteria for designation and COA review are available in the city's HP ordinance, and are also appended to these applications.</p>   |  |  |
| <b>RECOMMENDATIONS</b>  |  |  |
| <ul style="list-style-type: none"> <li>Continue to maintain current information city's web site and add additional information and resources as necessary to keep the public informed and facilitate public participation in the City's preservation program.</li> </ul>  |  |  |
|   |  | MEETS MINIMUM REQUIREMENTS? N <input type="checkbox"/> Y <input checked="" type="checkbox"/> |
| <b>EVALUATION</b>   |  |  |
| <p><b>City of Warrensburg CLG Evaluation:</b></p> <p><b>Date:</b> August 28, 2019</p> <p><b>Location:</b> Warrensburg City Hall</p> <p><b>Participants:</b><br/> Kristin Dyer, City Planner and HPC Staff Liaison<br/> Barbara Carroll, Director of Community Development<br/> Karen Hicklin, HPC Chair<br/> Kelsey Matson, Certified Local Government Coordinator, SHPO</p> <p>The historic preservation program of the City of Warrensburg continues to meet all of the minimum requirements to maintain Certified Local Government status in the State of Missouri. This report summarizes program components evaluated, discusses findings on the status of those components and makes recommendations for continued maintenance and improvement of program areas.</p> <p>Since its certification as a CLG in 2008, the City of Warrensburg has done an excellent job of continuing to grow its HP program. Both staff and HPC members, appear committed to maintaining and further developing HP activities in</p> |  |  |

Warrensburg. In conjunction with the CLG evaluation meeting, SHPO staff also attend the regularly scheduled public HPC meeting held at 4:00 PM on August 28, 2019 at 102 S. Holden St. Agenda items included an overview of the CLG program presented by city staff, a vote on an update to the city's GIS database, and a discussion of options for future outreach and survey projects. We are impressed by and commend the commitment and professionalism of the commissioners and city staff.

Although Warrensburg meets all minimum requirements for continued participation in the MO CLG program, this report identifies several key areas present opportunities for growth:

1. Ensure that **each commissioner and staff member receives at least one SHPO-approved training annually and that these trainings are documented in the Annual Report.** Trainings may be agenda items during regular HPC meetings or occur outside of meetings (although they must comply with the MO Sunshine Law). Although many online options are easily accessible and may be completed at leisure, we strongly encourage Warrensburg to pursue trainings that are as comprehensive and in-depth trainings as feasible, such as day-long or multi-day conferences and workshops. A wide variety of trainings are acceptable; these include, but are not limited to:
  - a. Online options:
    - i. Wisconsin Historical Society commissioner training: <https://www.wisconsinhistory.org/Records/Article/CS245>
    - ii. Maryland commissioner training: <https://mahdc.org/download-training-materials/>
    - iii. Wisconsin Historical Society webinars (some are more relevant than others): <https://www.gotostage.com/channel/5744293300952012806> and <https://www.wisconsinhistory.org/Records/Article/CS4036>
    - iv. National Trust for Historic Preservation webinars: <https://forum.savingplaces.org/learn/conferences-training/forum-webinar>
    - v. NPS grant management webinars: <https://www.youtube.com/channel/UCQtHTIsXyd3VulfNcQ8agUg/featured>
    - vi. NPS interactive online trainings (particularly "Working on the Past in Local Historic Districts"): <https://www.nps.gov/tps/education/online-training.htm>
  - b. Other options:
    - i. Inviting the city attorney or other speakers to go over the HP ordinance and discuss the HPC's legal responsibilities, defensible decision-making, or ethics.
    - ii. Attending local or regional talks/presentations/conferences on history, architecture, or other preservation-related topics.
    - iii. Attending the SHPO-sponsored statewide CLG Forum
2. Continue to designate local landmarks or historic districts to Warrensburg's local historic register.
3. Continue to take advantage of CLG status by applying for HPF grants to carry out local preservation program activities. Commission meeting minutes and Annual CLG Reports, as well as supplementary information including commissioner resumes and local landmark documentation, should be submitted regularly to the SHPO for inclusion in the CLG monitoring file to ensure continued adherence to CLG program requirements.

We are pleased to see Warrensburg's preservation program continuing to grow in strength and support, and look forward to a long and successful partnership.

MEETS MINIMUM REQUIREMENTS?  N  Y

**QUESTIONS OR COMMENTS**

Questions or comments to: MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 STATE HISTORIC PRESERVATION OFFICE  
 ATTN: KELSEY MATSON, CLG COORDINATOR  
 P.O. BOX 176  
 JEFFERSON CITY, MO 65102-0176

## ATTACHMENT A

### LOCAL GOVERNMENT CERTIFICATION AGREEMENT BETWEEN THE CITY OF WARRENSBURG, MISSOURI, AND THE MISSOURI STATE HISTORIC PRESERVATION OFFICER (MISSOURI DEPARTMENT OF NATURAL RESOURCES)

Pursuant to the provisions of the National Historic Preservation Act, as amended (16 USC 470 *et seq.*), to applicable federal regulations (36 CFR 61), to applicable state legislation (RSMO 253.415) and the published "Guidelines for Participation in Missouri's Certified Local Government Program," the City of Warrensburg, Missouri, agrees to:

- (1) Enforce appropriate legislation for the designation and protection of historic properties;
- (2) Establish by local law an adequate and qualified historic preservation review commission composed of professional and lay members;
- (3) Maintain a system for the survey and inventory of historic properties with such inventory retained in perpetuity, per Section III.C. of the "Guidelines for Participation in Missouri's Certified Local Government Program;"
- (4) Provide for adequate public participation in the local historic preservation program;
- (5) Review and comment on all proposed nominations to the National Register of Historic Places for properties within the City of Warrensburg's jurisdiction, and, within 60 days of receiving the nominations, inform the Missouri SHPO and the property owner(s) of the separate opinions of both the local commission and the chief elected official as to whether or not the nominated properties meet the criteria of the National Register;
- (6) Submit an annual report to the Missouri SHPO of the local commission's activities during the past year within 60 days following the end of the federal fiscal year (September 30), and maintain all records documenting those activities for a period of five years;
- (7) Ensure that each commission member attends at least one informational or educational meeting, approved or conducted by the Missouri SHPO, pertaining to historic preservation;
- (8) Adhere to all federal requirements for the Certified Local Government Program;
- (9) Adhere to requirements outlined in the "Guidelines for Participation in Missouri's Certified Local Government Program" issued by the State Historic Preservation Office.


LOCAL GOVERNMENT CERTIFICATION AGREEMENT  
City of Warrensburg, Missouri  
Page Two


Additional responsibilities identified below are optional. Please check those responsibilities that the City of Warrensburg wishes to undertake.

- 10. Assist the Missouri SHPO, if necessary, to verify the names and addresses of property owners in proposed National Register historic districts generated by or in the City of Warrensburg;
- 11. Assist the Missouri SHPO, if necessary, to verify the property legal descriptions of proposed National Register nominations generated by or in the City of Warrensburg;
- 12. Ensure that all documentation for properties submitted to the Missouri SHPO for determination of eligibility for listing on the National Register of Historic Places by the City of Warrensburg satisfies Missouri SHPO survey and inventory requirements;
- 13. To the extent practicable, upon request of the Missouri SHPO, occasionally assist with state-sponsored historic preservation activities within the City of Warrensburg's jurisdiction.


Upon its designation as a Certified Local Government, the City of Warrensburg shall be eligible for all rights and privileges of a Certified Local Government (CLG) specified in the National Historic Preservation Act, Federal procedures, and procedures of the "Guidelines for Participation in Missouri's Certified Local Government Program." These rights include eligibility to apply for available CLG grant funds in competition only with other certified local governments.

**STATE:**

  
\_\_\_\_\_  
Mark A. Miles  
Deputy State Historic Preservation Officer  
Director, State Historic Preservation Office  
Missouri Department of Natural Resources

  
\_\_\_\_\_  
Date

**LOCAL GOVERNMENT:**

  
\_\_\_\_\_  
Signature, Chief Elected Official  
City of Warrensburg, Missouri  
  
\_\_\_\_\_  
Donald N. Nimmer  
Typed Name and Title

\_\_\_\_\_  
Date