



COX | McLAIN
Environmental Consulting

now

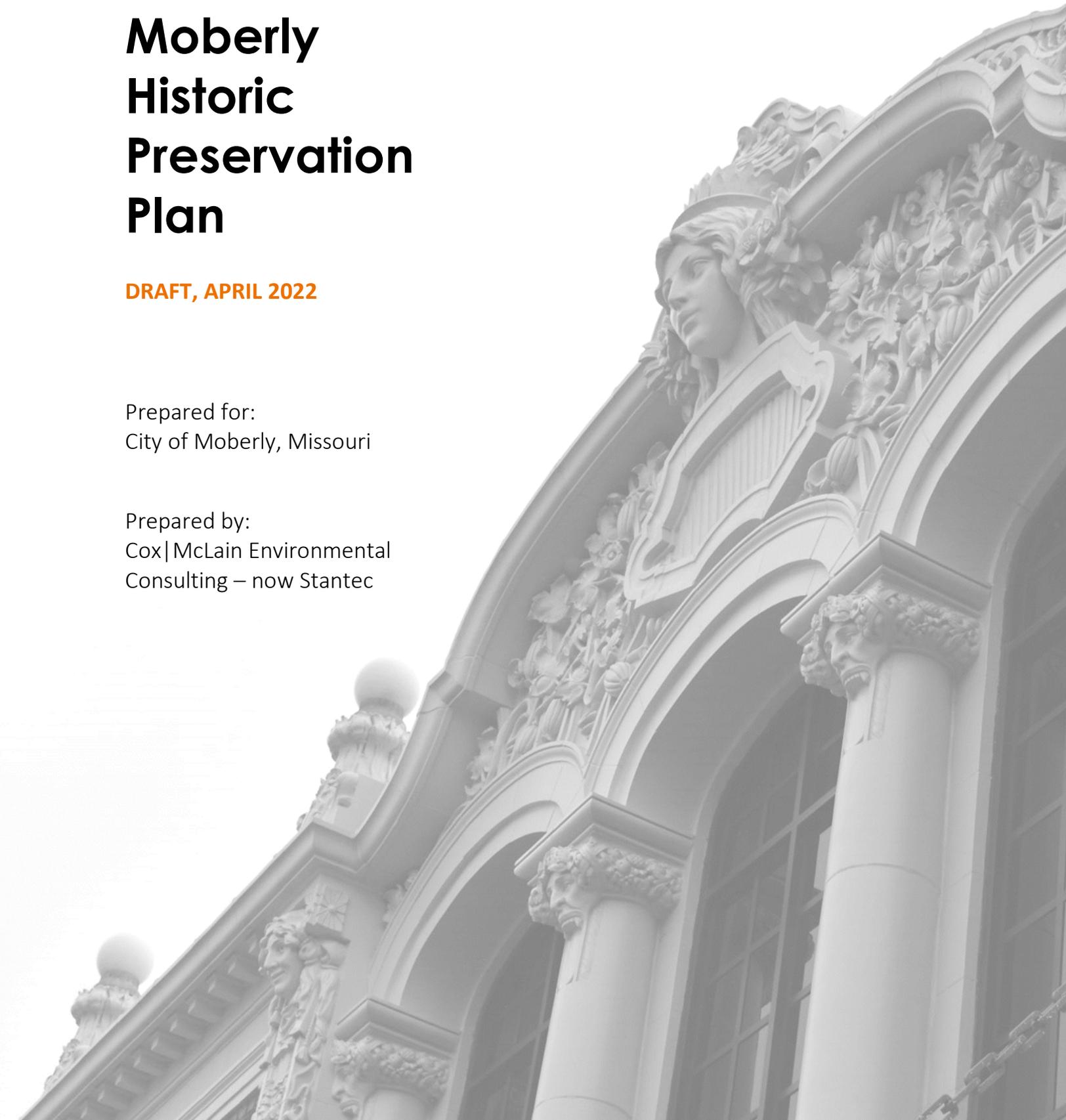


Moberly Historic Preservation Plan

DRAFT, APRIL 2022

Prepared for:
City of Moberly, Missouri

Prepared by:
Cox|McLain Environmental
Consulting – now Stantec



Draft: MOBERLY HISTORIC PRESERVATION PLAN (2022)

By COX|McLAIN Environmental Consulting, Inc., now Stantec
8401 Shoal Creek Boulevard, Suite 100
Austin, Texas 78757

Principal Investigator

Emily Reed

Project Manager

Sandy Shannon

Authors

Emily Reed

Sandy Shannon

Mitch Ford

Adrienne Vaughan Campbell

Cartographer

Sara Laurence

Technical Editor

Heather Stettler

Report completed for the City of Moberly, Missouri

101 West Reed Street

Moberly, MO 65270

660-269-8705

Funded by the Missouri Department of Natural Resources

P.O. Box 176

Jefferson City, MO 65102

800-361-4827

573-751-7858

April 2022

Attribution Note:

Unless otherwise noted, photographs, maps, and charts were produced by the authors listed above.



Table of Contents

1.0	Introduction	1.1
1.1	Purpose of the Plan	1.1
1.2	Methodology	1.2
1.2.1	Background Review	1.2
1.2.2	Community Engagement	1.3
1.2.3	Limited Windshield Survey	1.3
1.2.4	Plan Development	1.3
2.0	Background Information	2.1
2.1	Brief History of Moberly	2.1
2.2	Preservation History of Moberly	2.4
2.2.1	Ordinances.....	2.1
2.2.2	2010 Moberly Historic Preservation Plan	2.8
2.2.3	2040 Comprehensive Plan	2.11
2.2.4	Economic Development and Tourism.....	2.14
2.2.5	Parks, Recreation, and Cemeteries	2.14
2.3	Historic Preservation Initiatives and Programs.....	2.16
2.3.1	Historic Resources Surveys	2.16
2.3.2	Designated Properties	2.20
2.3.3	Downtown Design Guidelines.....	2.25
2.3.4	Local Economic Incentive Programs	2.25
2.3.5	Next Stop: Moberly!	2.26
2.4	Community Partners.....	2.27
2.5	CLG Program Recommendations	2.28
2.6	Historic Preservation Program Administration	2.30
2.6.1	Organizational Structure and Staffing.....	2.30
2.6.2	Commission Processes.....	2.31
2.6.3	Designation Process.....	2.32
2.6.4	Certificate of Appropriateness Process.....	2.33
2.6.5	Online Resources	2.34
2.6.6	Finances.....	2.34
3.0	Stakeholder and Community Input	3.1
3.1	Summary of Community Engagement.....	3.1
3.1.1	Stakeholder Interviews	3.1
3.1.2	Questionnaire	3.2
3.1.3	Meetings.....	3.6
4.0	Limited Windshield Survey	4.1
5.0	Strategic Plan.....	5.1
5.1	Goal 1. Recommit to and Strengthen the City’s Historic Preservation Program.....	5.2
5.2	Goal 2. Improve Downtown Moberly	5.5



5.3 Goal 3. Support Historic Preservation Outside Downtown..... 5.8

5.4 Goal 4. Engage the Community 5.11

6.0 Conclusion and Plan Maintenance 6.1

7.0 References..... 7.1

Figures

Figure 1. Developers are pursuing redevelopment of the historic Kelly Hotel adjacent to the Moberly Municipal Auditorium (right).....2.6

Figure 2. The downtown Moberly area showing boundaries of the Moberly Commercial NRHP Historic District, local historic district, and CID. The NRHP district, local historic district, and CID have different boundaries, and regulatory review and financial incentives vary depending on which district(s) a property is in.2.1

Figure 3. Map of 61 properties demolished between 2020 and 2021 using HUD financing.....2.7

Figure 4. Map of the surveyed areas in downtown Moberly. The 2007 survey also documented residential properties outside downtown.2.17

Figure 5. Map of the surveyed areas in downtown Moberly. The 2007 survey also documented residential properties outside of downtown.2.18

Figure 6. Designated historic properties in Moberly and properties recommended eligible for designation, but not yet listed.....2.22

Figure 7. Excerpt from the Moberly Historic Downtown Design Guidelines calling for repair rather than replacement of historical upper-story wood windows.....2.26

Figure 8. Screen view of the *Next Stop Moberly!* tour application.2.27

Figure 9. City organizational chart.....2.30

Figure 10. The Certificate of Appropriateness application form.....2.33

Figure 11. Map of Moberly showing the decade in which each property was built. Most neighborhoods comprise building stock of various ages rather than concentrations of properties built around the same time.....5.7

Figure 12. Visual of downtown focus areas.....5.7

Figure 13. Map of Central Moberly showing the local historic district (outlined in white) in relation to Rothwell Park and surrounding neighborhoods. Highlighted areas are areas with potential historic resources.5.10



Images

Image 1. By 1910, Moberly had a union station (pictured left ca. 1902) and a public library funded by Andrew Carnegie (pictured right in a 1907 postcard).....2.2

Image 2. The Municipal Auditorium (left) and Omar N. Bradley Airport (right) were constructed by the Works Progress Administration in the 1930s.....2.3

Image 3. The NRHP-listed Burkholder-O’Keefe House.2.4

Image 4. Example of adaptive reuse of historic buildings in downtown Moberly. The City is using historic preservation tax credits to convert the NRHP-listed Moberly Junior High School into senior housing (left).2.6

Image 5: The 1899 Rothwell Park is one of Moberly’s most popular attractions. It has curvilinear streets, trails, and a central lake. Pictured are the Meditation Garden (left) and the 1911 Water Works Building now used as maintenance offices (right).2.15

Image 6. NRHP-Listed properties in Moberly.2.23

Image 7. NRHP-Listed Historic District in Moberly.2.24

Image 8. Activities at the first public meeting.3.6

Image 9. Individual residences in the Fair Oaks neighborhood southwest of downtown and other neighborhoods have potential to be individually eligible as notable properties, local landmarks, and/or NRHP properties.....4.1

Tables

Table 1. Historic Preservation Code Assessment (2010–2022).....2.3

Table 2. 2010 Historic Preservation Plan Assessment (2010–2022)2.9

Table 3. 2040 Comprehensive Plan Historic Preservation Objectives Assessment (2017–2022).....2.12

Table 4. Individual Properties Previously Recommended Eligible for the NRHP2.19

Table 5. Missouri SHPO’s Certified Local Government Program 2014 Recommendations for Moberly2.28

Table 6. Missouri SHPO’s Certified Local Government Program 2019 Recommendations for Moberly2.29

Table 7. Historic Preservation Budget 2017–2021.....2.36

Table 8. Historic Preservation Revenues2.36

Table 9. Historic Preservation Priorities and Actions Activity3.8

Table 11. Federal, State, and Local Incentives for Historic Preservation3



Appendices

Appendix A. Glossary

Appendix B. Incentives and Grants for Historic Preservation

Appendix C. Example Web Content from other CLGs

Appendix D. Legal Index



Abbreviations

CDD	Community Development Department
CID	Community Improvement District
CLG	Certified Local Government
COA	Certificate of Appropriateness
Code	Moberly, Missouri Code of Ordinances
GIS	Geographic Information Systems
HDRC	Historic and Design Review Commission
HPC	Historic Preservation Commission
HPF	Historic Preservation Fund
HUD	United States Department of Housing and Urban Development
NHPA	National Historic Preservation Act
NPS	National Park Service
NRHP	National Register of Historic Places
NTHP	National Trust for Historic Preservation
SHPO	State Historic Preservation Office
SOI	Secretary of the Interior
USC	U.S. Code





Third Ward, Moberly, 2022

1.0 INTRODUCTION

1.1 PURPOSE OF THE PLAN

Historic preservation is the endeavor of preserving, protecting, repurposing, and conserving resources that convey a historic period, aesthetic, or experience. In addition to enhancing the environment, historic preservation can help us understand and learn from our shared history. Whether it's a history of struggle or achievement, historic preservation can foster these interpretations. A well-crafted historic preservation framework for a district, neighborhood, or entire town can facilitate economic development, tourism, and civic pride. The collective execution of this framework by public administrators, community organizations, neighborhood groups, businesses, and individuals ensures the success of additional benefits that can be yielded from historic preservation. The inclusion of historic preservation in community planning is essential to a city's success. If a community wishes to be effective in attracting visitors, residents, and businesses, the government must ensure its historic resources are protected, preserved, and celebrated.

Moberly, Missouri began its commitment to historic preservation two decades ago with the creation of its local historic preservation ordinance and subsequent municipal preservation program. This 2022 historic preservation plan seeks to update the first plan issued in 2010 with an expanded assessment of what the City of Moberly (hereafter, City) has done thus far, as well as an outlook on goals and actions the City may take to strengthen historic preservation throughout the community. The purpose of this plan is not necessarily a direct path forward, but is instead the identification of a planned approach for the next ten years. This plan should be revisited annually to ensure goals and actions are being implemented. Although public engagement is not required for future plan review, it is beneficial to notify Moberly residents of the City's historic preservation progress to ensure transparency and good governance. It is recommended that the City commence a planning process for a third update to the plan in Year 9 (2031).



1.2 METHODOLOGY

1.2.1 Background Review

The planning process for this project began with an extensive review and assessment of the City of Moberly's existing historic preservation program, economic factors, administrative organization, and tools for preservation. All current and former City programs, policies, documents, and procedures related to historic preservation were reviewed and analyzed. Existing planning documents, the Historic Preservation Chapter of the Moberly, Missouri Code of Ordinances (hereafter, Code), and recommendations from the Missouri State Historic Preservation Office (SHPO) were studied to assess the extent to which the City had accomplished prior preservation-related goals. Previous historic resources surveys were analyzed for their historic contexts, geographical and historical coverage, recommendations, and the extent to which the City had followed the author's recommendations. A list of local and NRHP properties and districts was developed and the NRHP contexts were reviewed. Community organizations that support the City's preservation efforts were identified and their collaborations were noted. Lastly, an interactive map was developed on ArcGIS Online to plot survey activities, demolition activities, locally and NRHP designated districts, other planning districts, NRHP properties, and Moberly notable properties.

The following background sources were reviewed:

- Planning documents
 - Moberly Historic Preservation Plan (2010)
 - Moberly, Missouri Code of Ordinances
 - Moberly 2040 Comprehensive Plan (2016)
 - Moberly Tourism Strategic Plan and Final Report (2018)
 - Moberly Parks and Recreation Masterplan (2011)
 - Moberly budgets and fee schedule
- State Historic Preservation Office (SHPO) documents
 - *Guidelines for Participation in Missouri's Certified Local Government Program* (2007)
 - Moberly Certified Local Government reports and SHPO evaluations (2014 and 2019)
- Historic Preservation Commission documents
 - Certificate of Appropriateness application
 - *Downtown Historic Preservation Guidelines* (2018)
 - Notable properties nomination form
 - Moberly historic preservation program website
- Next Stop: Moberly! walking tour application
- Local and state historic preservation incentives
- Historic resources surveys
 - Commercial District Survey Report, City of Moberly (Keenoy Preservation, 2018)
 - Moberly Downtown East Historic Resources Survey (Rosin Preservation, 2017)
 - Survey Report: Moberly, Randolph County, Architectural/Historical Survey (Steven E. and Mary Aue Mitchell, 2007)
- NRHP nominations
 - Moberly Commercial Historic District NRHP Nomination Form (Taylor & Taylor, 2012)
 - Commerce Bank NRHP Nomination Form (Foley, 2021)
 - Moberly Municipal Auditorium NRHP Nomination Form (Foley, 2021)
 - Moberly Junior High School NRHP Nomination Form (Sheals & Snider, 2007)



- Burkholder-O’Keefe House NRHP Nomination Form (McVicker & Korte, 1989)
- Historical aerial images and maps of Moberly
- Improvement data from the Randolph County Assessor and other GIS data from the City
- Moberly demolition data

1.2.2 Community Engagement

The background review provided a solid understanding of Moberly, its history, and the city’s historic preservation efforts to date and informed topics for discussion with the community. Community engagement efforts for this plan included stakeholder interviews, a questionnaire, and public meetings. Stantec collaborated with the City to identify key stakeholder groups and individuals within those groups who would be willing to be interviewed. Following the stakeholder interviews, an online survey questionnaire was released to the community to assess the extent to which the issues identified by stakeholders are important to the broader public. An in-person community meeting was held in February 2022. The meeting provided an overview of the project and included activities to identify strengths and opportunities for historic preservation in Moberly and strategies to achieve historic preservation goals. Additional public meetings will be held to share the draft and final preservation plans.

1.2.3 Limited Windshield Survey

Stantec personnel conducted a limited windshield survey of Moberly to understand the city’s broad patterns of development and building stock. The results of the survey provided a basis for recommendations on future survey areas and possible historic resources outside of the downtown area.

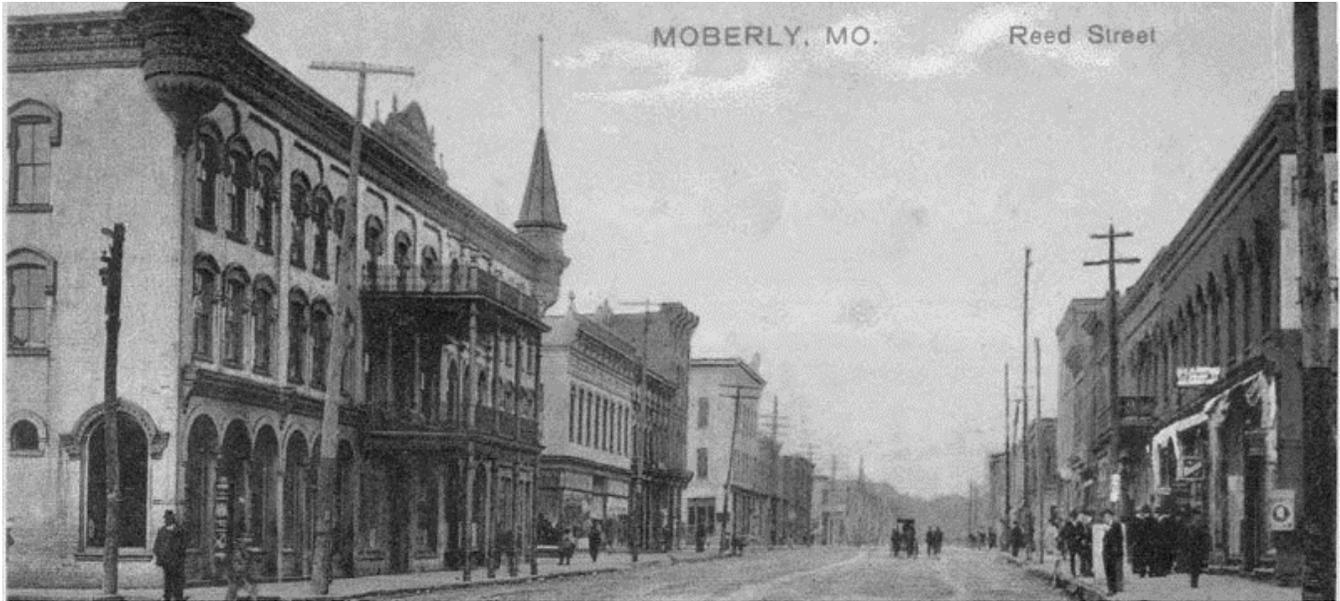
1.2.4 Plan Development

Plan development synthesized background information with long-range planning goals for historic preservation in Moberly. It was important that the plan also included reference material on the historic preservation program that could be utilized by readers. Basic information on the City’s organizational structure, budget, commission processes, and instructions for property owners in the local historic district were incorporated. Current background information on the historic preservation climate of Moberly (including community initiatives and the historic preservation program administration) was important to include as a baseline that could be measured from for the next ten years. The 2010 plan, the Code, and the 2040 Comprehensive Plan were all assessed based on their levels of completeness. The history of historic resources surveying in Moberly was also included to provide a measurable baseline. Properties that have been listed or eligible for the NRHP were cataloged, and distinctions were made on the differences between local and federal designation programs.

Community engagement efforts provided a solid foundation for the plan’s development. Four goals were created to address the key areas of concern that the community highlighted. Within each goal, objectives and action strategies were outlined, along with information on responsible parties and grant potential. Planning strategies were categorized as continuations of previous planning objectives, new additions, or new additions that aligned with previous planning documents and legal requirements. In some cases, geographic focus areas were delineated to visualize some objectives in the downtown area and across the city. A plan maintenance description is provided at the conclusion of the planning document.

Appended to this document is a glossary of key terms, a section on financial incentives and grants for historic preservation for cities and property owners, suggested web content, and a legal index.





Reed Street in 1908.¹

2.0 BACKGROUND INFORMATION

2.1 BRIEF HISTORY OF MOBERLY

The history of Moberly has been established in previous books and documents, such as historic resources surveys; it is summarized here. For more detailed accounts of the development of the built environment of Moberly, please refer to the NRHP registration form for the Moberly Commercial Historic District and the following reports: *Moberly Downtown East Historic Resources Survey; Commercial District, City of Moberly, Randolph County, Missouri;* and *Survey Report; Moberly, Randolph County, Architectural/Historical Survey.*²

Moberly, located in the center of the state of Missouri at the juncture of several railroads, is defined by its development as a railroad town. The town was founded as Moberly Junction in 1860 when the Chariton and Randolph Company selected the location for a junction of their future rail line and the North Missouri Railroad purchased 40 acres for the townsite. It was named for William E. Moberly, the first president of the company.³ Little development took place until after the Civil War, when the town was re-platted by the North Missouri Railroad Company and residents of nearby Allen, which had been bypassed by the railroad line, resettled in Moberly. The town was incorporated in 1866. The population in 1870 was 1,514 (93% white and 7% Black), but

¹ Unknown, *Moberly, Missouri, Reed Street, Vintage Postcard, Historic Photo.*

² Rosin Preservation, LLC, "Moberly Downtown East Historic Resources Survey"; Keenoy Preservation, "Commercial District, City of Moberly, Randolph County, Missouri"; Mitchell and Mitchell, "Survey Report: Moberly, Randolph County, Architectural/Historical Survey"; Taylor, "National Register of Historic Places Registration Form: Moberly Commercial Historic District."

³ Rosin Preservation, LLC, "Moberly Downtown East Historic Resources Survey"; Keenoy Preservation, "Commercial District, City of Moberly, Randolph County, Missouri."



after residents worked to attract additional railroad development in Moberly, its long-term viability was ensured.⁴ In 1872 a new railroad connection to Hannibal and a roundhouse with repair facilities were constructed, spurring additional growth.⁵ This prompted population growth and a building boom in the 1870s. The commercial district was developed at this time, which included one- to three-story brick commercial buildings for four blocks along West Reed Street from North Sturgeon to the west. By 1880, the population was 6,070 (87% white and 13% Black).⁶

Moberly's location at the junction of multiple railroad lines and access to larger cities (including Kansas City, St. Louis, and Hannibal, Missouri, and Des Moines, Iowa) ensured the city's growth in the late nineteenth and early twentieth centuries as a market center.⁷ This was reflected in late nineteenth-century infrastructure improvements, such as a city sewer system, a waterworks, a telephone exchange, paved streets, and an electric plant.⁸ The Wabash Railroad, the major rail company in Missouri in the late nineteenth century, invested in the community and constructed a hospital, library, and YMCA for its employees. A union station was constructed in 1889 and a city hall was built in 1892 (**Image 1**). By 1900, the population had grown to 8,012 (7,089 white and 923 Black), and more than 200 businesses operated in Moberly, including an opera house, hotels, newspapers, banks and building and loan associations, manufacturing facilities, an ice plant, laundries, and wholesalers.⁹

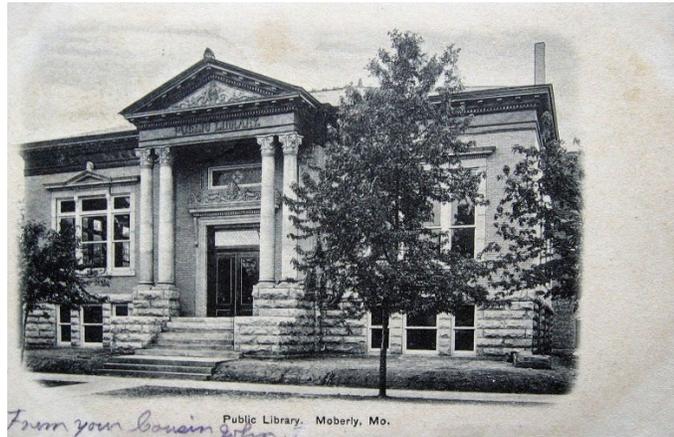
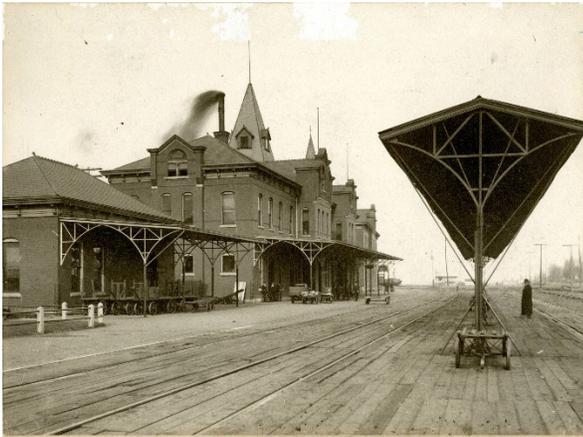


Image 1. By 1910, Moberly had a union station (pictured left ca. 1902) and a public library funded by Andrew Carnegie (pictured right in a 1907 postcard).¹⁰

Additional growth in the early twentieth century took place as the city's location at an important railroad junction continued to ensure that it attracted new business and improvements. In 1902, the city persuaded Andrew Carnegie to fund the construction of a Carnegie Library in Moberly, one of 33 Carnegie libraries constructed in the

⁴ Walker, "Ninth Census--Volume I. The Statistics of the Population of the United States, Embracing the Tables of Race, Nationality, Sex, Selected Ages, and Occupations.;" Mitchell and Mitchell, "Survey Report: Moberly, Randolph County, Architectural/Historical Survey."

⁵ Mitchell and Mitchell, "Survey Report: Moberly, Randolph County, Architectural/Historical Survey."

⁶ Rosin Preservation, LLC, "Moberly Downtown East Historic Resources Survey"; Department of the Interior, Census Office, "Statistics of the Population of the United States at the Tenth Census."

⁷ Rosin Preservation, LLC, "Moberly Downtown East Historic Resources Survey."

⁸ Mitchell and Mitchell, "Survey Report: Moberly, Randolph County, Architectural/Historical Survey."

⁹ Mitchell and Mitchell; Department of the Interior, Census Office, "Census Reports, Volume I: Twelfth Census of the United States."

¹⁰ Unknown, *Union Station, Moberly*; Unknown, "Library Postcards"; Aulik, "Carnegie-MO."



state (**Image 1**).¹¹ The Brown Shoe Company built a factory in Moberly in the early 1900s, providing jobs for 300 or more employees. Shoe manufacturing was a leading industry in the late nineteenth and early twentieth centuries, especially in the state of Missouri, and the Brown Shoe Company was an industry leader.¹² The Wabash Railroad continued to be one of the largest employers in town, employing 1,775 men.¹³ Other employers included manufacturers that produced architectural elements, mining equipment, corrugated iron culverts, tools for boiler makers, bricks, and wagons; agricultural distributors including wholesale produce and grocery commercial businesses and feed mills; retail businesses; and banks. The population was 10,923 in 1910 (91% white and 9% Black), 12,808 in 1920 (94% white and 6% Black), and peaked in 1930 at 13,772 (93% white and 7% Black).¹⁴

The second half of the twentieth century was a not a significant period of growth in Moberly. A farming crisis in the 1920s and a decline in the economic importance of coal in the 1930s, combined with the Great Depression, resulted in an economic downturn. Works Progress Administration programs in the 1930s brought some improvements during the economic crisis, including the construction of a municipal auditorium and a municipal airport (Error! Reference source not found.). After World War II, the railroad continued to operate as a major employer, as did the Brown Shoe Company until 1965, but Moberly failed to attract new industries and the period of its economic growth was at an end. The population fluctuated between a low of 12,920 in 1940 and a high of 13,418 in 1980 but thereafter declined until 2000, when it was 11,945 (91% white and 7% Black).¹⁵ In 2020, the population was 13,783 (83% white and 10% Black).¹⁶



Image 2. The Municipal Auditorium (left) and Omar N. Bradley Airport (right) were constructed by the Works Progress Administration in the 1930s.¹⁷

¹¹ Mitchell and Mitchell, "Survey Report: Moberly, Randolph County, Architectural/Historical Survey."

¹² Mitchell and Mitchell.

¹³ Mitchell and Mitchell.

¹⁴ Mitchell and Mitchell; U.S. Department of Commerce, "Thirteenth Census of the United States Taken in the Year 1910, Volume II: Population"; Department of Commerce, Bureau of the Census, "Fourteenth Census of the United States Taken in the Year 1920, Volume III: Population"; US Census Bureau, "1930 Census."

¹⁵ Mitchell and Mitchell, "Survey Report: Moberly, Randolph County, Architectural/Historical Survey"; US Census Bureau, "Decennial Census of Population and Housing by Decades."

¹⁶ U.S. Census Bureau, "U.S. Census Bureau QuickFacts."

¹⁷ Unknown, "Municipal Auditorium"; Unknown, *Omar N. Bradley Airport Flyover*.



2.2 PRESERVATION HISTORY OF MOBERLY

Following the passage of the National Historic Preservation Act (NHPA) of 1966 (16 U.S. Code [USC] 470 et seq.), formalized historic preservation efforts began across the state of Missouri. As with many communities in the United States, destruction of historic sites became a routine practice during the mid-twentieth century. A 1972 state report found that at least one historic site was permanently altered or destroyed each day.¹⁸ In 1972, the state authorized the Missouri Department of Natural Resources to act as the State Historic Preservation Office (SHPO) to oversee the state’s historic preservation activities.¹⁹

The first major historic preservation action in Moberly was the listing of the Burkholder-O’Keefe House in the NRHP in 1989 (**Image 3**).²⁰ All other preservation efforts have occurred in the last 20 years.



Image 3. The NRHP-listed Burkholder-O’Keefe House.

In 2003, the Moberly Historic Preservation Program was established following the Moberly City Council’s (hereafter, City Council) passage of Ordinance 7635, “an ordinance in relation to protecting and preserving places, areas, and neighborhoods of historical and cultural importance and significance within the city of Moberly and adopting regulations and restrictions for the protection of such places and areas” (see **Section 2.2.1**).²¹ The ordinance established the Historic Preservation Commission (HPC) to administer the goals and purpose of the law. In 2004, the City became a Certified Local Government (CLG).²² The CLG program is administered by the National

¹⁸ Moberly Monitor-Index, “Site Restorations Objects of Report.”

¹⁹ Moberly Monitor-Index, “Governor Signs 12 More Bills.”

²⁰ McVicker and Korte, “National Register of Historic Places Registration Form: Burkholder-O’Keefe House.”

²¹ Municode, “Chapter 22 - HISTORIC PRESERVATION | Code of Ordinances | Moberly, MO | Municode Library.” Municode.

²² Rost, “CLG Evaluation.” Rost.



Park Service (NPS), the agency responsible for oversight of cultural heritage across the country, and establishes a partnership between local governments, the SHPO, and the federal historic preservation program. Through the certification process, CLGs make a commitment to national historic preservation standards and gain access to technical support and funding for surveys, design guidelines, preservation plans, outreach and education projects, travel to preservation-related conferences, and professional services.²³ In 2010, the Moberly HPC strengthened its commitment to historic preservation by adopting a Historic Preservation Plan with goals and priorities needed to execute the historic preservation ordinance (see **Section 2.2.2**).²⁴

Moberly has been successful in obtaining grants for historic preservation initiatives. Three historic resources surveys financed by the NPS's Historic Preservation Fund (HPF) have led to local and NRHP designations (see **Section 2.3.1**). Based on recommendations from an initial 2007 survey of downtown, the Moberly Commercial NRHP Historic District was established in 2012. Additional surveys in 2017 and 2018 analyzed historic resources on the east side of downtown as well as the greater downtown area. Although these surveys did not result in changes to the boundaries of the NRHP historic district, the City created its first local historic district in 2017 (see **Section 2.3.2**). The local district encompasses the NRHP district and additional properties adjacent to the NRHP district and is regulated by the HPC (see **Section 2.6**). In 2009, the HPC established the Moberly Notable Properties Register, and many of the historic properties identified in surveys have been designated as notable properties (see **Section 2.3.2**). The Notable Properties Register is an honorary designation that increases awareness about the city's historic resources and identifies and recognizes the historic property through the installation of a plaque.

In February 2017, a Community Improvement District (CID) was established by ordinance in downtown Moberly. CIDs are political entities that collect revenue within their boundaries to pay for special public facilities, improvements, or services.²⁵ A petition by residents and business owners served as the catalyst for the creation of the CID in Moberly. Although not a historic district, the CID provides economic opportunities for residents and business owners within its boundaries and acts as the main vehicle for Moberly's Downtown Revitalization Program.²⁶ Coined the Depot District, Moberly's CID sponsors three incentive programs that support economic development and historic preservation: the Rent Buy Down Program, the Private Property Program, and the Window Improvement Program (see **Sections** Error! Reference source not found. and Error! Reference source not found.).²⁷ Additionally, the CID is a designated Federal Opportunity Zone, giving business owners in the district eligibility for tax-advantaged investments from a Federal Qualified Opportunity Fund.²⁸

Recently, the City has taken further steps to preserve historic resources and plan for future historic preservation efforts. To better administer the Certificate of Appropriateness (COA) process, the City utilized grant funds to develop design guidelines for the local historic district in 2018 (see **Section 2.3.3**). In 2020, the City embarked on a project to convert the NRHP-listed ca. 1917/1930 Moberly Junior High School into low-income senior housing

²³ National Park Service, "Certified Local Governments"; Missouri State Parks, "Certified Local Government Program." National Park Service, "Certified Local Governments"; Missouri State Parks, "Certified Local Government Program."

²⁴ City of Moberly, "2010 Historic Preservation Plan." City of Moberly.

²⁵ Missouri Department of Economic Development, "Local Incentive Programs."

²⁶ Moberly Area Economic Development, "ABOUT | Moberly Depot District | Missouri." Moberly Area Economic Development.

²⁷ Moberly Area Economic Development, "ABOUT | Moberly Depot District | Missouri." Moberly Area Economic Development.

²⁸ Internal Revenue Service, "Opportunity Zones Frequently Asked Questions | Internal Revenue Service."



using historic preservation tax credits (**Image 4**).²⁹ Also in 2020 the City contracted a historic preservation consultant to nominate the 1940 Municipal Auditorium and the 1971 Commercial Bank of Moberly to the NRHP, following recommendations from the 2018 historic resources survey (**Figure 1**).³⁰ Most recently, the City was awarded a grant from the Missouri SHPO to update its historic preservation plan.



Image 4. Example of adaptive reuse of historic buildings in downtown Moberly. The City is using historic preservation tax credits to convert the NRHP-listed Moberly Junior High School into senior housing (left).



Figure 1. Developers are pursuing redevelopment of the historic Kelly Hotel adjacent to the Moberly Municipal Auditorium (right).³¹

²⁹ Sheals and Snider, “National Register of Historic Places Registration Form: Moberly Junior High School”; KOMU 8, “City of Moberly Has Plans for Old Junior High School Building”; City of Moberly, “Facebook Video.” Sheals and Snider, “National Register of Historic Places Registration Form: Moberly Junior High School”; KOMU 8, “City of Moberly Has Plans for Old Junior High School Building”; City of Moberly, “Facebook Video.”

³⁰ Foley, “National Register of Historic Places Registration Form: Moberly Municipal Auditorium”; Foley, “National Register of Historic Places Registration Form: Commerce Bank of Moberly.” Foley, “National Register of Historic Places Registration Form: Moberly Municipal Auditorium”; Foley, “National Register of Historic Places Registration Form: Commerce Bank of Moberly.”

³¹ Wikimedia Commons, *English*; Weidenaar, “The Kelly Hotel Redevelopment Project.” Wikimedia Commons, *English*; Weidenaar, “The Kelly Hotel Redevelopment Project.”



MOBERLY HISTORIC PRESERVATION PLAN (DRAFT)
Background Information

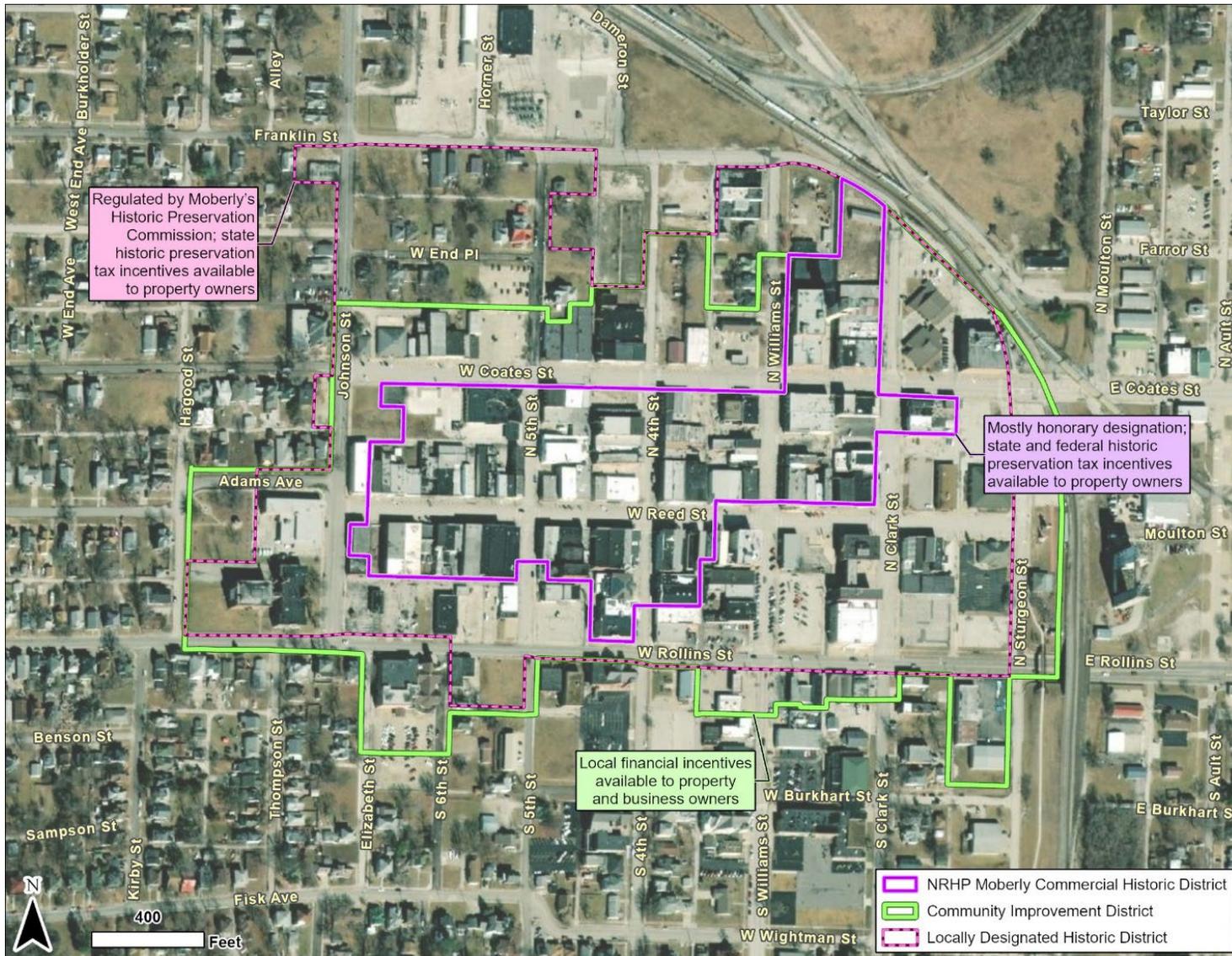


Figure 2. The downtown Moberly area showing boundaries of the Moberly Commercial NRHP Historic District, local historic district, and CID. The NRHP district, local historic district, and CID have different boundaries, and regulatory review and financial incentives vary depending on which district(s) a property is in.



2.2.1 Ordinances

2.2.1.1 Current Historic Preservation Ordinance

The City of Moberly’s historic preservation ordinance, Ordinance 7635, was adopted on October 20, 2003. The ordinance covers “the areas of preservation of (1) structures in the downtown business district, (2) individual properties in other parts of the community and (3) items other than structures and sites, such as artifacts and documents, which tell the story of Moberly” (Moberly Code §22-1).

The ordinance created the HPC to oversee the regulation of historic preservation matters for the City. Each member of the seven-member commission is required to have a “demonstrated interest, competence, or knowledge in historic preservation” (Moberly Code §22-29). Since the establishment of the local historic district in 2017, the HPC has been responsible for reviewing COA applications in the local historic district and demolition applications within the city limits. The HPC also carries out the duties of historic preservation planning, historic resource surveying, nominating historic properties and districts to the city register and NRHP, and conferring local landmark and local historic district designations, among other duties (Moberly Code §22-35). For a full list of HPC duties, see Table 1. Historic Preservation Code Assessment (2010–2022), Section B.

2.2.1.2 Historic Preservation Chapter of the City Code

Corresponding to Ordinance 7635 is Chapter 22 of the Code. The Code provides legal authority for the historic preservation program and the HPC. The Code details the composition and duties of the HPC, program funding, and the City’s responsibility to survey and research historic resources and districts to meet statutory goals. The code obligations are summarized in **Table 1**, along with the City’s performance on these measures since 2012.

2003 Historic Preservation Ordinance

Purpose and Intent

1. Providing a mechanism to identify and preserve the distinctive historic, archaeological, and architectural characteristics of the city that represent elements of the city's cultural, social, economic, political, and architectural history
2. Fostering civic pride in the beauty and noble accomplishments of the past as represented in city landmarks and historic districts
3. Conserving and improving the value of property designated as landmarks or within historic districts
4. Providing for economic benefits to encourage business and residential owners to locate and invest in historically significant properties
5. Protecting and enhancing the attractiveness of the city to home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce, and industry, and providing economic benefit to the city
6. Fostering and encouraging preservation, restoration, and rehabilitation of the historic structures, areas, and neighborhoods, and thereby preventing future urban blight
7. Promoting the use of historic districts and landmarks for the education, pleasure, and welfare of the people of the city
8. Promoting the identification, evaluation, protection, and interpretation of the prehistoric and historic archaeological resources within the incorporated limits of the city.



Table 1. Historic Preservation Code Assessment (2010–2022)

Goal	Completed?	Notes
A. Funding (§22-33)		
<p>The city council shall annually appropriate funds, within the budget limitations, for the operation of the HPC. The HPC may, with the consent of the city council, apply for, receive, or expend any federal, state or private grant, grant-in-aid, gift or bequest, in furtherance of the general purposes of this article. Such money may be expended by the HPC for publishing maps and brochures or for hiring staff persons or consultants or performing other functions for carrying out the duties and powers of the HPC and the purposes of this article.</p>		
B. Historic Preservation Commission Duties (§22-35)		
<p>B1. To adopt its own bylaws and procedural regulations, provided that such regulations are consistent with this article and state law.</p>	Incomplete	<p>The HPC has not created its own bylaws or procedural regulations.</p>
<p>B2. To conduct an ongoing survey for the identification of historically, archaeologically, and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public (except for archaeological site locations, which shall be restricted).</p>	Partial	<p>The City has administered three historic resources surveys; however, the results are not readily accessible to the public.</p>
<p>B3. To investigate and recommend to the planning and zoning commission and to the city council the adoption of ordinances designating for protecting properties or structures having special cultural, historic, archaeological, community or architectural value as landmarks.</p>	Partial	<p>One ordinance has been established. No landmarks have been designated.</p>
<p>B4. To investigate and recommend to the planning and zoning commission and the city council the adoption of ordinances designating for protection areas as having special cultural, historic, archaeological, community or architectural value as historic districts.</p>	✓	<p>The local historic district was established in 2017. No other local districts have been designated.</p>
<p>B5. To keep a register of all properties and structures which have been designated as landmarks or historic districts, including all information required for each designation.</p>	Partial	<p>No registry of landmarks has been established since there are none. Notable properties are recorded but are not regulated.</p>
<p>B6. To confer recognition upon the owners of landmarks and property or structures within historic districts by means of certificates, plaques, or markers; and to make recommendations for the design and implementation of specific markings of the streets and routes leading from one landmark or historic district to another.</p>	Partial	<p>No official markers have been dedicated, but notable properties receive plaques. No wayfinding signs have been installed.</p>
<p>B7. To advise and assist owners of landmarks and property or structures within historic districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places.</p>	✓	<p>The HPC and City informally assist citizens with these tasks, but more could be done at a higher level.</p>



MOBERLY HISTORIC PRESERVATION PLAN (DRAFT)
Background Information

Goal	Completed?	Notes
B8. To nominate landmarks and historic districts to the city historic register and to the National Register of Historic Places, and to review and comment on any nominations to the National Register of Historic Places.	✓	A local historic district, several individual NRHP properties, and a NRHP district have been designated.
B9. To inform and educate the citizens of the city concerning the historic, archaeological, and architectural heritage of the city through publication or sponsorship of maps, newsletters, brochures, pamphlets, programs and seminars by the city, the HPC, or other appropriate parties.	Partial	Some educational information has been released via the City's website and social media channels.
B10. To hold public hearings and to review applications for construction, alteration, removal, or demolition affecting proposed or designated landmarks or structures, within historic districts, and issue or deny certificates of appropriateness for such actions.	✓	The HPC holds hearings and reviews COAs.
B11. To hold public hearings on each proposed nomination of a landmark and of a historic district and on the guidelines developed for each nomination.	Incomplete	For historic district yes; landmarks no.
B12. To request the building inspector to issue stop work orders for any construction, alteration, removal, or demolition undertaken without a certificate of appropriateness or to stop work that violates the conditions of a certificate.	Not yet	No stop work orders have been issued.
B13. To review all applications for demolition permits within the corporate limits of the city to determine impact to significant cultural resources, including those not yet nominated as landmarks or as contributing properties within an historic district.	Incomplete	The HPC has not consistently reviewed demolition permits.
B14. To consider applications for certificates of economic hardship that would allow the performance of work for which a certificate of appropriateness has been denied.	Not yet	No certificates of economic hardship have been received.
B15. To develop specific design guidelines based on the Secretary of the Interior's Standards for Rehabilitation for the alteration, construction, or removal of landmarks or property and structures within historic districts.	Partial	The Downtown Design Guidelines created in 2018 apply to the local historic district. No guidelines have been developed for local landmarks.
B16. To review proposed zoning amendments, applications for special use permits, or applications for zoning variances that affect proposed or designated landmarks or historic districts.	Incomplete	The HPC has not regularly reviewed these zoning cases.
B17. To administer on behalf of the city any property of historical significance or full or partial interest in real property, including easements, that the city may have or accept as a gift or otherwise, upon approval by the city council.	✓	The City owns several historic properties.
B18. To accept and administer on behalf of the city, upon approval of the council, such gifts, grants and money as may be appropriate for the purposes of this article.	✓	The City has received numerous grants for historic preservation projects.



Goal	Completed?	Notes
B19. To call upon available city staff members as well as other experts for technical advice.	✓	City specialists and attorneys are available on call for the HPC.
B20. To retain such specialists or consultants or to appoint such citizen advisory committees as may be required from time to time.	Partial	A historic architect is available for guidance on the Design Guidelines. No historic preservation consultant is on-call.
B21. To testify before all boards and commissions, including the planning and zoning commission and the board of adjustment, on any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas.	Not yet	The HPC has not testified in this manner with other boards and commissions.
B22. To make recommendations to the city council concerning budgetary appropriations to further the general purposes of this article.	Incomplete	The HPC has not engaged with the City Council regarding budget matters.
B23. To develop a preservation component in the master plan of the city and to recommend it to the planning and zoning commission and to the city council.	✓	Historic preservation was incorporated in the 2040 Comprehensive Plan.
B24. To periodically review the city zoning ordinance and to recommend to the planning and zoning commission and the city council any amendments appropriate for the protection and continued use of landmarks or property, sites and structures within historic districts.	Incomplete	The HPC has not been involved in zoning ordinance review.
B25. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to implementation of the purpose of this article.	Not yet	The HPC has not taken alternative actions to implement this article.
C. Surveys and Research (§22-36)		
C1. (Summarized) The HPC shall undertake an ongoing survey and research effort in the city to identify neighborhoods, areas, sites, structures, and objects that have historic, cultural, archaeological, architectural or aesthetic importance, interest or value, and shall maintain an inventory of that information.	✓	The City has an ongoing survey program.
D. Establish a Fee System (§22-37)		
D1. The HPC shall establish an appropriate system of processing fees for the review of nominations and certificates of appropriateness.	Incomplete	There is no fee system.
E. Nominations of Landmarks and Historic Districts (§22-66 to 22-88)		
E1. (Summarized) The HPC shall receive and consider nominations of potential City Landmarks (not individual NRHP properties or Notable Properties).	Not yet	No landmarks have been nominated.
E2. (Summarized) The HPC shall develop and review nominations of potential Local Historic Districts (not NRHP historic districts).	✓	One local historic district has been created.



2.2.1.3 Abatement of Dangerous Buildings

Moberly’s Code allows the City to remove or abate buildings detrimental to the health, safety, or welfare of residents that constitute a public nuisance (Moberly Code §26-16). The HPC is responsible for reviewing all demolitions citywide; however, the Code does not account for how historic properties should be considered.

Recently, the City funded demolitions of 61 blighted buildings using financing from the U.S. Department of Housing and Urban Development (HUD) (**Figure 3**).³² Because of this federal funding, the City was required to retain preservation professionals to conduct historic resources surveys of the properties proposed for demolition to assess their potential for historic significance and identify effects to historic properties in accordance with Section 106 of the NHPA. The SHPO reviewed the documentation and determined that no historic properties would be impacted by the demolitions.

³² The U.S. Department of Housing and Urban Development (HUD) funded a separate demolition program in Moberly, described in **Section 7.2**



MOBERLY HISTORIC PRESERVATION PLAN (DRAFT)
Background Information

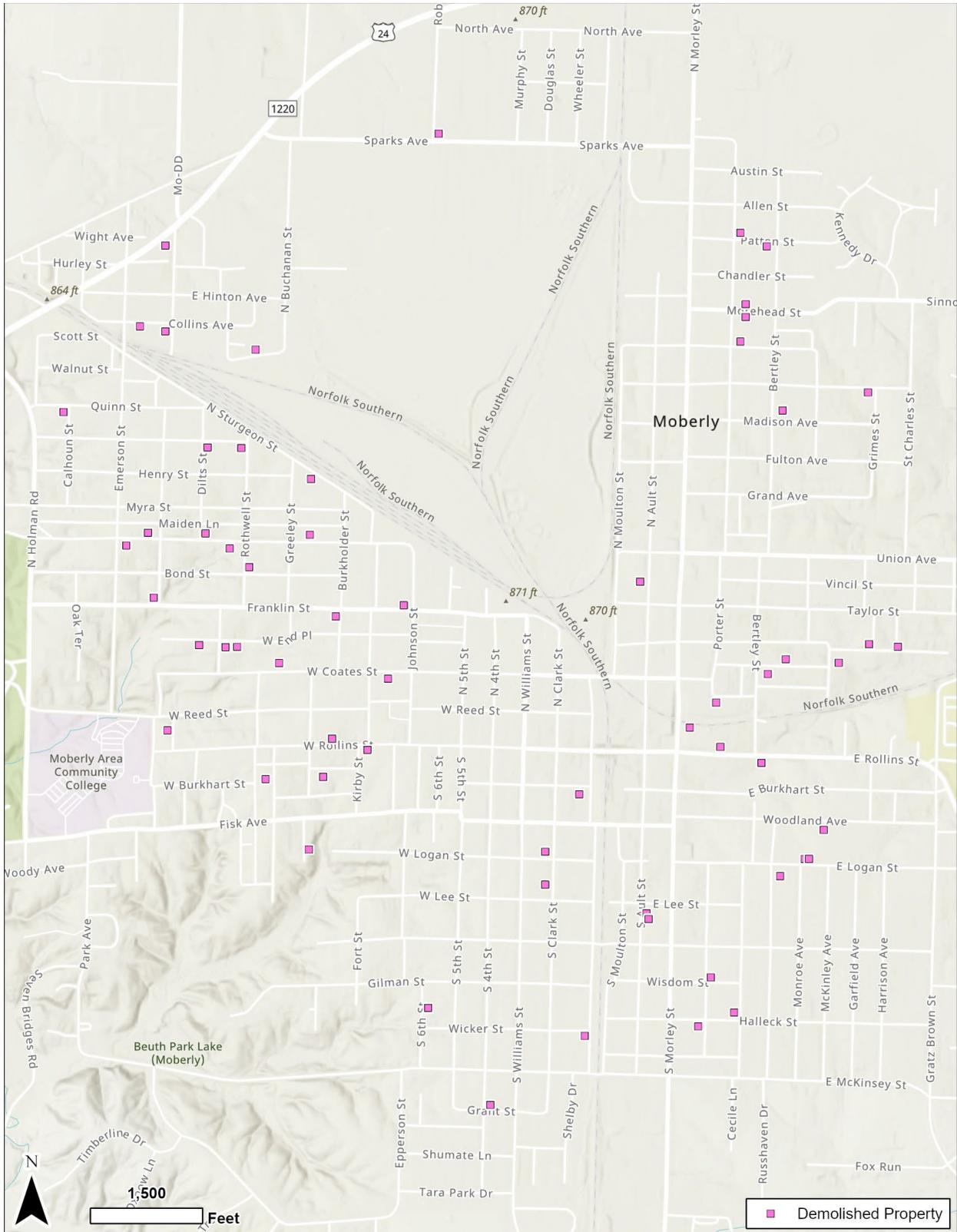


Figure 3. Map of 61 properties demolished between 2020 and 2021 using HUD financing.

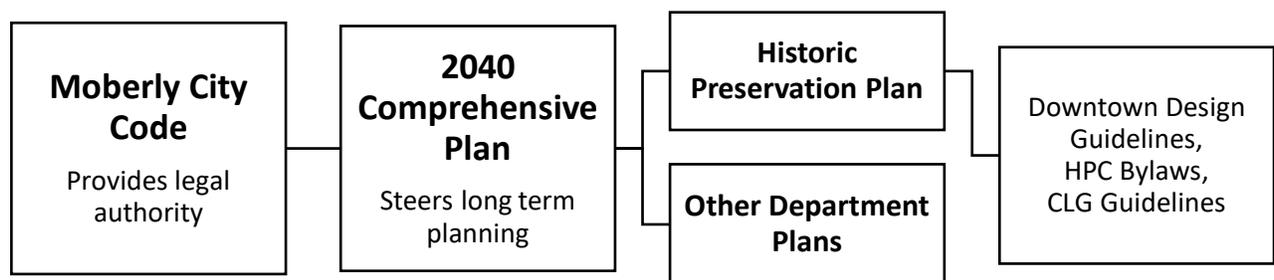


2.2.2 2010 Moberly Historic Preservation Plan

The City of Moberly adopted its first historic preservation plan in 2010.³³ It falls under the Code and 2040 Comprehensive Plan and aligns with departmental plans. The preservation plan established six goals (below), each with multiple objectives for implementation of the goal. The City has been successful in completing many of the plan’s objectives (**Table 2**).



2010 HISTORIC PRESERVATION PLAN



PLAN ORGANIZATION AND ORDER

³³ City of Moberly, "2010 Historic Preservation Plan." City of Moberly.



Table 2. 2010 Historic Preservation Plan Assessment (2010–2022)

Goal	Completed?	Notes
A. Identify historic resources significant to city's past		
A1. Collect surveys and photographs of buildings completed to date.	✓	Historic resources surveys completed in 2007, 2017, and 2018.
A2. Collect National Register nominations to date.	✓	Several NRHP nominations completed from 2010 to 2022.
A3. Implement surveys of all historic structures, properties, cemeteries, and neighborhoods.	Partial	Historic resources surveys have primarily been focused on downtown.
A4. Seek grant funds to assist in surveys.	✓	All historic resources surveys have been grant funded.
A5. Develop design guidelines for significant areas of the city beginning with downtown.	✓	Design guidelines for downtown were adopted in 2018.
B. Protect historic resources		
B1. Implement this article	✓ Ongoing	This article has been in use by HPC and the City since 2010.
B2. Coordinate with the city regarding action on condemned buildings	Incomplete	Demolition review does not account for historic buildings.
B3. Identify and pursue solutions for endangered and significant properties, including:	Partial	Renovation and listing in the NRHP have been pursued for some buildings, but many continue to be vulnerable.
Urbandale pillars	Partial	Notable Property; no regulatory protection.
Grain elevators downtown	Incomplete	No action taken yet.
Moberly Junior High School	✓	Currently under renovation, NRHP-listed.
West Park School	Incomplete	No action taken yet.
Klein Bakery Building	✓	Notable Property, contributing to the Moberly Commercial NRHP Historic District.
Fourth Street Theatre	✓	Renovated, contributing to the NRHP Historic District.
C. Establish economic incentives to encourage historic preservation		
C1. Pursue use of federal and state tax credits and educate public.	Incomplete	Federal and state tax credits have not been used yet.
C2. Research incentive programs used in other communities.	Incomplete	At this time, Moberly has not taken steps to research incentive programs used in other communities.
C3. [HPC to] cooperate with the city on incentive programs for the city.	Partial	The City has a façade improvement program, window program, and rent buy-down program for buildings in the CID. No other incentives exist.



C4. Pursue federal and state grants.	✓	The City has been awarded numerous grants for historic resources surveys and this preservation plan update.
D. Provide technical assistance for historic preservation		
D1. Utilize and train HPC members.	✓	Annual training is completed by HPC members.
D2. Network with state historic preservation office.	✓	The City continues to have a productive relationship with the SHPO.
D3. Become a certified local government.	✓	CLG status was granted in 2004.
D4. Network with communities with certified local governments.	Incomplete	At this time, no such networking has taken place.
D5. Consider retaining professional for surveys and advice.	Incomplete	At this time, no preservation professional is on-call.
E. Heighten awareness of historic preservation in city and educate the public		
E1. Develop a notable historic building program, to include annual recognition of buildings that have been appropriately restored.	✓	The Notable Historic Building Program is currently active but does not provide the same regulatory protection as landmark status.
E2. Participate in National Historic Preservation Month.	✓	Events have been held during National Historic Preservation Month.
E3. Encourage the study of the history of the city and its architectural and historic resources, in cooperation with local historical societies, the public library, and local clubs and organizations.	Partial/ Ongoing	Various projects have taken place since 2012 including the <i>Next Stop Moberly!</i> tour application and history publications.
E4. Designate points of historic interest with markers.	Incomplete	No signage has been installed pertaining to historic sites in the city.
F. Develop support for historic preservation from individuals, not-for-profit groups, and businesses		
F1. Network with the city downtown association and develop mutual goals to protect and improve downtown.	✓ Ongoing	The City has worked with the Chamber of Commerce, Community Betterment, and Main Street Moberly to improve downtown.
F2. Cooperate with the city in deciding what to do with endangered structures, consistent with the duties of the HPC.	✓ Ongoing	The City has actively engaged with developers and the HPC in protecting at-risk buildings.



2.2.3 2040 Comprehensive Plan

In December 2016, the City released its 2040 Comprehensive Plan providing a long-range planning framework for the community. Historic resources are described in the plan as an integral part of Moberly’s character. Plan engagement found that 80% of citizens believed preservation of historic buildings to be either very important or somewhat important.³⁴ One of the plan’s goals clearly affirms the ongoing commitment to preserving Moberly’s historic core: “Maintain the high quality and historic character of Downtown.”³⁵ Proposed physical improvements include town gateways and wayfinding signage. Overlay districts and additional design guidelines are also suggested as a strategy to increase the cohesiveness and compatibility between historic areas and newer neighborhoods. The plan recommended state funding opportunities and tourism grants to assess the feasibility of creating overlay districts.

Table 3 lists the objectives outlined in the 2040 Comprehensive Plan pertaining to the Historic Preservation Program and assesses their progress as of 2022.



Reed Street in downtown Moberly, 2022

³⁴ City of Moberly, “2040 Comprehensive Plan.”

³⁵ City of Moberly, 51.



Table 3. 2040 Comprehensive Plan Historic Preservation Objectives Assessment (2017–2022)

Objective	Priority Level	Funding	Implementation Method	Completed?	Notes
3.5. Identify and work with stakeholders to utilize low-income housing tax credits as well as historic preservation tax credits to develop new housing units or renovate deteriorating units for resale.	0–2 Years (2017–18), Ongoing	Missouri Housing Tax Credit, Historic Preservation Tax Credit	Planning Commission / Community Development Department (CDD)	Partial	Historic tax credits will be used for the Moberly Junior High School redevelopment project.
4.1. Place wayfinding signage at intuitive locations to encourage tourism and efficient traffic movement.	5–10 Years (2016–26)	General Fund	Capital Improvement	Incomplete	At this time, Moberly has not placed wayfinding signage.
5.6. Encourage the redevelopment of the old Junior High School into Senior Living Apartments.	0–2 Years (2017–18), Ongoing	General Fund, Grants	Council Action	✓	Ongoing project.
6.3 Continue to pursue grant opportunities from the SHPO for the rehabilitation and preservation of historic structures in the downtown.	0–2 Years (2017–18), Ongoing	Grants	N/A	Partial	Moberly has been active in competing for grants for survey, preservation planning, and NRHP nomination projects, but not rehabilitation work.
6.4 Consider adopting a design guide providing property owners with suggestions on architectural and layout options that complement neighborhood qualities.	3–5 Years (2017–21)	General Fund	Design Guidelines & Zoning Ordinance	Partial	Downtown Design Guidelines were created in 2018 but have not been developed for other neighborhoods.
6.5 Consider adoption of techniques to avoid unnecessary demolition and to foster adaptive reuse of historical buildings and compatible new uses on nearby sites while avoiding strict regulation of design.	3–5 Years (2017–21)	General Fund	Zoning Ordinance	Partial	Thus far, Moberly has not taken widescale steps to prevent unnecessary demolitions. An exception is the Moberly Junior High School project.
6.6 Implement a façade improvement program for the downtown.	0–2 Years (2017–18)	HUD Hope VI Grants, General Fund	Planning document and council action	✓	A façade improvement program is currently active through the Private Property Improvement Grant Program.



Objective	Priority Level	Funding	Implementation Method	Completed?	Notes
6.10. Develop a Downtown Strategic Plan to establish specific initiatives in the downtown core.	0–2 Years (2017–18)	General Fund	Planning document	Incomplete	At this time, Moberly has not created a specific Downtown Strategic Plan.
6.11. Develop a Historic Preservation & Revitalization Plan to identify historic districts and properties that have historic significance in Moberly.	3–5 Years (2017–21)	Historic Preservation Fund, General Fund	Planning document	✓ Ongoing	Moberly has fulfilled this task through the creation of the 2022 plan. Identification of historic properties remains an ongoing task.
6.12. Develop a set of design guidelines that encourage proper rehabilitation techniques and new construction design standards in and around the Downtown core.	5–10 Years (2016–26)	Historic Preservation Fund, General Fund	Planning document	✓	Downtown Design Guidelines were created in 2018.
6.15. Create a local historic district and apply current design guidelines.	3–5 Years (2017–21)	General Fund	Zoning Ordinance, Planning Document	✓	A local historic district was created in downtown encompassing the NRHP district.



2.2.4 Economic Development and Tourism

Moberly has two organizations that support tourism and economic development: the Moberly Area Economic Development Corporation and the Moberly Area Chamber of Commerce. The Chamber of Commerce's **2018 Tourism and Strategic Plan** analyzed the travel market of the city. According to their research, Rothwell Park and the Amish shops were voted as the most popular attractions.³⁶ The proposed installation of wayfinding and signage was highlighted as a key strategy in revitalizing downtown. Other relevant recommended actions included extending the hours for the Randolph County Historical Museum.

Recently, a new hotel was proposed for the historic Kelly Hotel Building adjacent to the Municipal Auditorium.³⁷ The addition of a downtown hotel would fulfill the lodging demand assessed by the plan. The COVID-19 pandemic stalled the development process for the hotel, but planning may resume.³⁸

In 2016, the City commissioned the **Community Interest and Opinion Survey** which supported several historic preservation goals. Findings reported 82% of respondents either strongly agreed or agreed that existing retail space should be utilized or adaptively reused.³⁹

2.2.5 Parks, Recreation, and Cemeteries

Several historical parks in Moberly are recreational and economic assets to the city. Out of six park facilities, the 331-acre Rothwell Park and 0.8-acre Tannehill Park hold the most historical value due to their age, history, and landscape. Previously known as Forest Park, the ca. 1899 Rothwell Park has a designed landscape around a central lake, rolling drives, the 1911 Moberly Water Works building, and monuments (**Image 5**).⁴⁰ Although lacking in built historic resources, the Tannehill Park has high potential because of its central location in downtown. Dr. C.J. Tannehill donated land for the park in 1871.⁴¹ It originally featured gardens, and a bandstand was added in 1909.⁴²

³⁶ Destination Services LLC, "2018 Tourism Strategic Plan and Final Report."

³⁷ Weidenaar, "The Kelly Hotel Redevelopment Project." Weidenaar.

³⁸ Dietrich, "Initial Phases of New Moberly Hotel Begin after Pandemic Delays."

³⁹ ETC Institute, "Community Interest and Opinion Survey Findings Report."

⁴⁰ Moberly Monitor-Index, "Beautifying of Forest Park by Collective Effort Urged by Retiring Board President"; Asbury, "Quarantines From The Past: Moberly's Pest Houses." Moberly Monitor-Index, "Beautifying of Forest Park by Collective Effort Urged by Retiring Board President"; Asbury, "Quarantines From The Past: Moberly's Pest Houses."

⁴¹ Waller, "History of Randolph County Missouri."

⁴² Sanborn Map Company, "Image 9 of Sanborn Fire Insurance Map from Moberly, Randolph County, Missouri."





Image 5: The 1899 Rothwell Park is one of Moberly’s most popular attractions. It has curvilinear streets, trails, and a central lake. Pictured are the Meditation Garden (left) and the 1911 Water Works Building now used as maintenance offices (right).

The Parks and Recreation Department also manages the NRHP-listed 1939 Municipal Auditorium as an indoor facility. The *2011 Parks & Recreation Final Master Plan* incorporates historic preservation in Strategy 6.1.5, which recommends securing funding from historical organizations for the upkeep of Rothwell Park and the Municipal Auditorium.⁴³ Recent departmental activities include installing informational signage in Rothwell Park to provide education about how the park was used for quarantining smallpox cases around the turn of the century.⁴⁴ Moberly has several historical cemeteries, of which Oakland Cemetery is the largest. Established in 1871, the City-owned cemetery has had 13 additions across 40 acres.⁴⁵ The City recently created a grant-funded kiosk featuring an electronic data terminal to assist in locating gravesites.⁴⁶ Future plans for the kiosk involve enclosing the building to improve visitation to the cemetery year-round. Main Street Moberly, Inc., held walking tours on the cemetery grounds during the Missouri Bicentennial in 2021.⁴⁷

⁴³ City of Moberly, “Moberly Parks & Recreation Master Plan Final Master Plan.”

⁴⁴ City of Moberly, “Park History | Moberly, MO”; Asbury, “Quarantines From The Past: Moberly’s Pest Houses.” City of Moberly, “Park History | Moberly, MO”; Asbury, “Quarantines From The Past: Moberly’s Pest Houses.”

⁴⁵ City of Moberly, “Oakland Cemetery - Randolph County, Missouri.”

⁴⁶ City of Moberly, “Projects in Progress | Moberly, MO.”

⁴⁷ Missouri 2021, “Main Street Moberly Oakland Cemetery Walking Tour – Missouri Bicentennial.”



2.3 HISTORIC PRESERVATION INITIATIVES AND PROGRAMS

This section outlines the City’s major historic preservation initiatives and programs to date, including previous historic resources surveys, properties designated at the local and national levels, the creation of design guidelines for the local historic district, preservation-related economic incentives, and a walking tour application.

2.3.1 Historic Resources Surveys

The City has commissioned three historic resources surveys, completed in 2007, 2017, and 2018 (summarized in the boxes below and depicted on **Figure 5**). Each survey focused exclusively on the downtown area, except for the first, which also documented a small number of residential properties outside downtown. Each survey report includes a historic context, which is a narrative that documents the broad architectural, commercial, industrial, social, and transportation trends in Moberly’s history. Individual and district NRHP recommendations are provided in each survey report.

2007 Survey	2017 Survey	2018 Survey
<ul style="list-style-type: none">• Documented:<ul style="list-style-type: none">• 81 properties, most in downtown• NRHP Recommendations:<ul style="list-style-type: none">• 13 individual properties• Downtown district• Levee district	<ul style="list-style-type: none">• Documented:<ul style="list-style-type: none">• 19 properties in the east downtown area• NRHP Recommendations:<ul style="list-style-type: none">• 1 individual property (Municipal Auditorium; previously recommended eligible)• Expand downtown NRHP district (SHPO disagreed)	<ul style="list-style-type: none">• Documented:<ul style="list-style-type: none">• 217 properties in the downtown area, including previously surveyed and newly surveyed properties• NRHP Recommendations:<ul style="list-style-type: none">• 16 individual properties• Auto-oriented district• Expand downtown NRHP district and update POS and C/NC categories



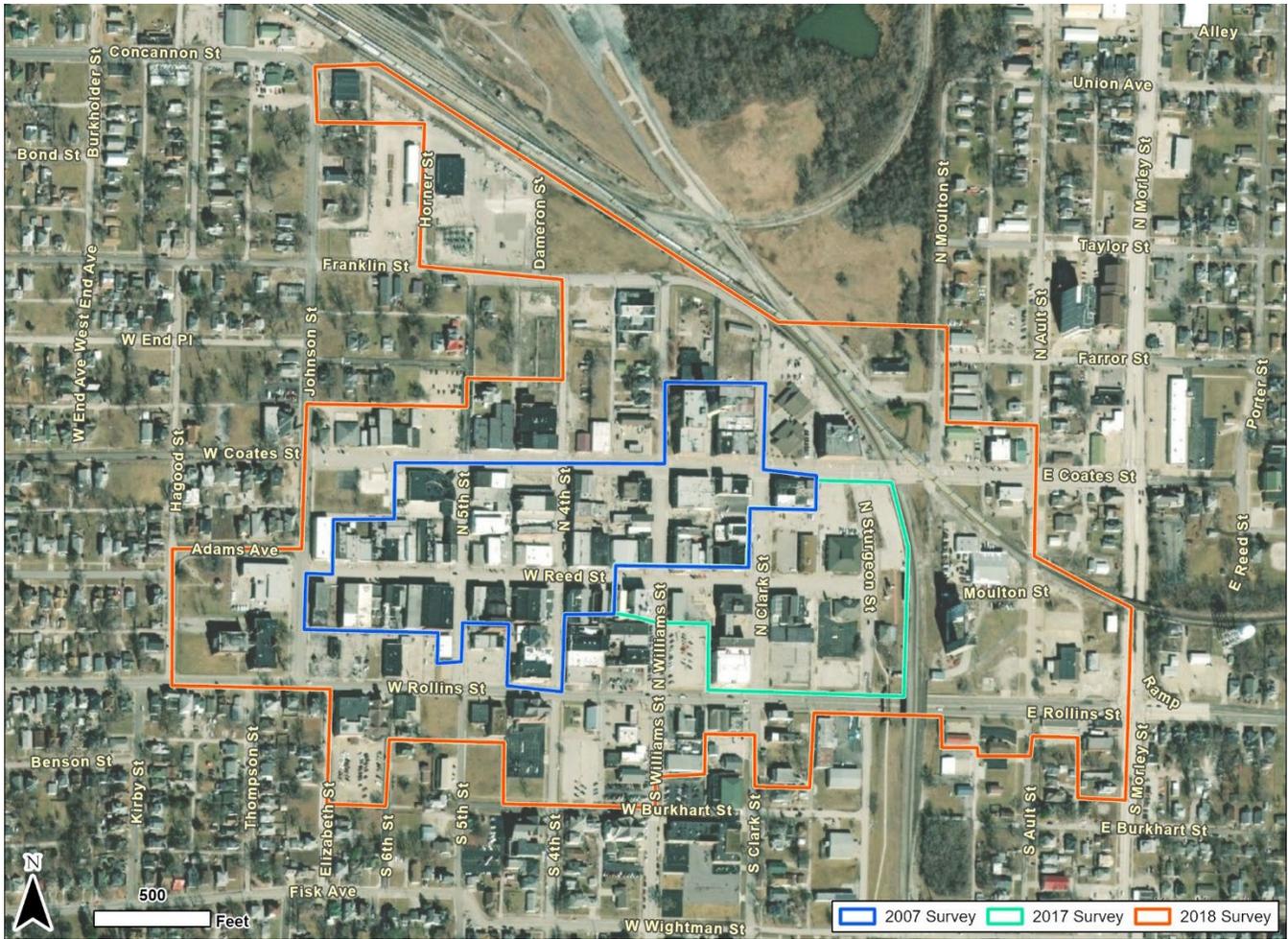


Figure 4. Map of the surveyed areas in downtown Moberly. The 2007 survey also documented residential properties outside downtown.

Error! No bookmark name given. below lists each individual property recommended eligible for the NRHP and notes whether it has been designated at the local or NRHP level, or if it is part of a local or NRHP historic district.

The 2007 survey documented 81 properties, most of which were in the central business district. Two historic districts—one downtown and a “levee district” on W. Reed Street—and 13 individual properties were recommended eligible for the NRHP. Following this survey, the downtown area was listed in the NRHP as the Moberly Commercial Historic District (**Section 2.3.2**).

The 2017 survey documented 23 properties in the east downtown area between N. Williams and N. Sturgeon Streets. The authors recommended the Municipal Auditorium individually eligible for the NRHP (it was previously recommended eligible in 2007). An expansion to the downtown NRHP historic district was also recommended in the survey results; however, the SHPO did not concur with this recommendation and requested additional information to make an assessment.



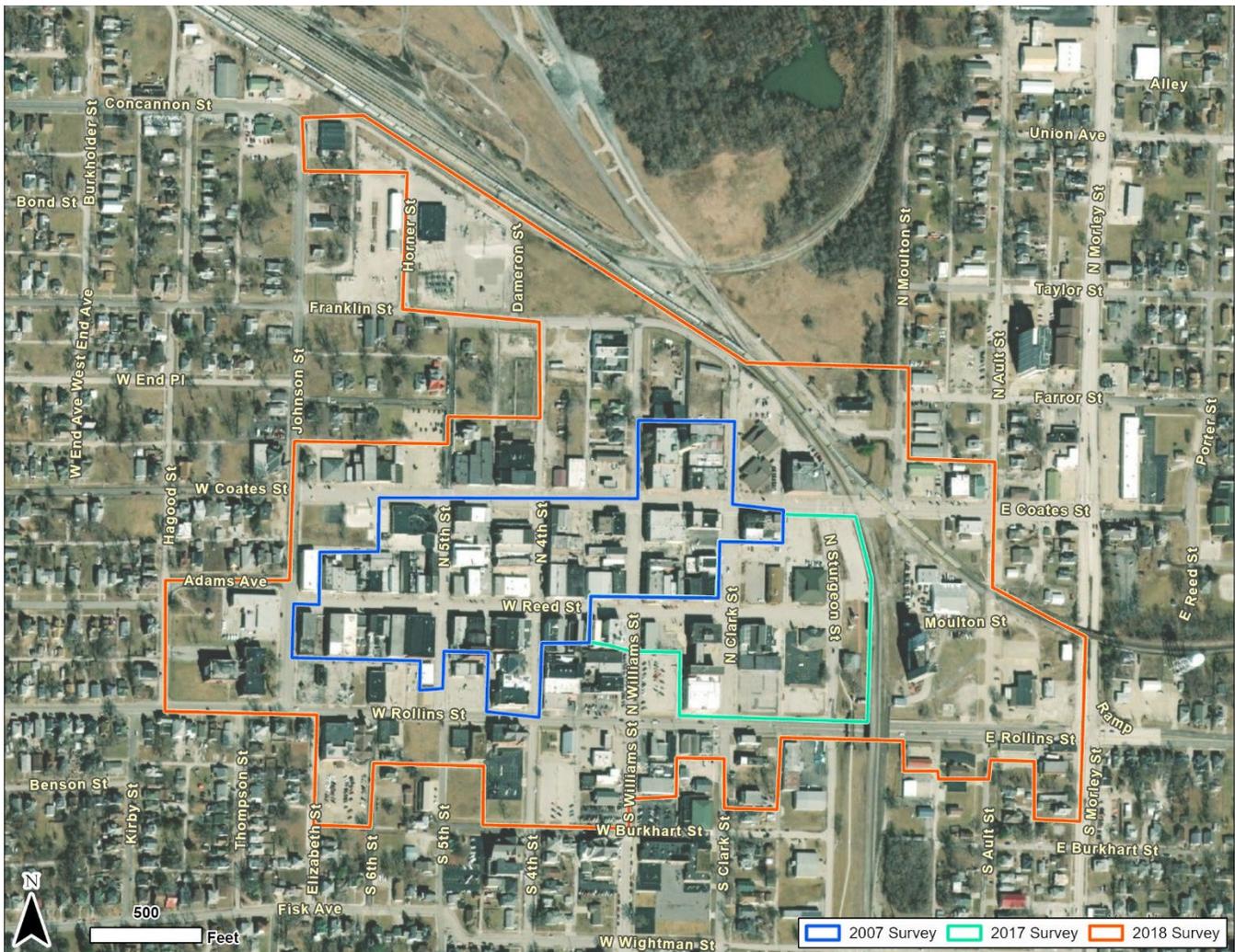


Figure 5. Map of the surveyed areas in downtown Moberly.
The 2007 survey also documented residential properties outside of downtown.

The 2018 survey was an intensive evaluation of 214 properties in downtown built in or before 1975. It was designed to comprehensively document all properties in the survey area and reevaluate the boundaries of the NRHP historic district. The authors recommended 16 individual properties eligible for the NRHP, some of which had been previously recommended eligible. A new auto-oriented district at Morley and Rollins Streets was recommended eligible along with a boundary expansion, a revised list of contributing and noncontributing resources, and an extended period of significance for the existing NRHP historic district. SHPO comments regarding these recommendations were not available for this project; however, the City should solicit their input before pursuing NRHP designations.

Additional historic resources evaluations have been conducted in Moberly for regulatory reasons like the 2020 and 2021 HUD demolition project (**Section 2.2.1.3**) however, the results were not available for this project. Although documentation was unavailable, the SHPO determined that the resources demolished were not eligible for the NRHP. Additional properties may have been recommended eligible in the past because of other regulatory projects, but this information was not available for this project.



Table 4. Individual Properties Previously Recommended Eligible for the NRHP

Property	Address	NRHP Criteria	Survey	Moberly Local Landmark (regulated designation)	Moberly Notable Property (honorary designation)	Individually Listed in the NRHP	In City of Moberly Historic District	In Moberly NRHP Historic District
Carnegie Public Library	111 N. Fourth St.	A & C	2007, 2018	---	Yes	---	Yes	Yes
Charles L. and Eudora Goodfellow Quayle House	605 S. Fourth St.	B	2007	---	---	---	---	---
Commerce Bank	208 W. Reed St.	C	2018	---	---	Yes	Yes	---
Farmers & Merchants Bank	205 W. Reed St.	C	2018	---	---	---	Yes	Yes
First Baptist Church	514 W. Rollins St.	C	2018	---	---	---	---	---
Fourth Street Theatre	110 N. Fourth St.	A & C	2007, 2018	---	Yes	---	Yes	Yes
Grant Chapel AME	411 N. Fifth St.	A & C	2007	---	Yes	---	Yes	---
Moberly Body Works	546 Johnson St.	C	2018	---	---	---	---	---
Moberly Federal Building	199 Johnson St.	C	2018	---	---	---	Yes	---
Moberly Junior High School	101 N. Johnson St.	A & C	2007, 2018	---	Yes	Yes	Yes	---
Moberly Lodge	401 W. Rollins St.	A & C	2007, 2018	---	Yes	---	Yes	Yes
MO-KS Telephone Company	225 W. Coates St.	A & C	2018	---	---	---	Yes	Yes
Moberly Municipal Auditorium	201 W. Rollins St.	A & C	2007, 2017, 2018	---	Yes	Yes	---	Yes
Omar N. Bradley House #1	119 S. Tannehill St.	B	2007	---	---	---	---	---
Omar N. Bradley House #2	604 S. Fourth St.	B	2007	---	---	---	---	---
Omar N. Bradley House #3	1226 Myra St.	B	2007	---	---	---	---	---
Railway Express Company Building	N. Sturgeon St.	A & C	2007, 2018	---	Yes	---	---	---
Second Baptist Church	314 N. Fifth St.	A & C	2007	---	Yes	---	Yes	---
Tallen (Apartments) and Candy Company	111 and 113 S. Williams St.	A	2018	---	---	---	---	---
Trinity ME Church	101 S. Fourth St.	C	2018	---	---	---	---	---
U.S. Post Office	223 N. Williams St.	A & C	2007, 2018	---	Yes	---	Yes	Yes
Wabash Inn/ Beanery	244 N. Moulton St.	C	2018	---	---	---	---	---



2.3.2 Designated Properties

Historic properties in Moberly can be designated at the local and federal levels. Missouri does not have a state-level designation. The City’s historic preservation ordinance establishes criteria for the designation of local landmarks and local historic districts (**Section 2.6.2**) and gives the HPC the authority to confer designations and review alterations and demolitions to locally designated properties and districts. (For more information, see the comparisons of individual and district designations on the following page.) In 2017, the City established a local historic district encompassing the downtown area and the existing NRHP historic district. Although the Code specifies designation processes, the HPC has not created a public process to designate local landmarks, such as a local landmark nomination form; therefore, no local landmarks have been nominated by members of the public. The HPC has also not nominated any properties; therefore, there are no designated local landmarks. In 2009, the City created an honorary designation program called the Moberly Notable Historic Properties Register. These properties are not subject to HPC review for demolitions or alterations. As of 2022, 31 properties are designated as Notable Properties (**Figure 6**).

Learn about the
National Register
of Historic Places

www.nps.gov/subjects/nationalregister



The NRHP is the federal government’s official list of places worthy of preservation for their historic significance.⁴⁸ Individual properties and historic districts can be listed in the NRHP. Designation is honorary unless the property is involved in a project that received federal funding, licensing, or permitting.⁴⁹ Four individual properties and one historic district are listed in the NRHP in Moberly (**Image 6**). The individual properties were designated between 1989 and 2022. They include the 1872 Burkholder-O’Keefe House, the 1917/1930 Moberly Junior High School, the 1940 Moberly Municipal Auditorium, and the 1971 Commerce Bank (**Image 6**). Each is listed under Criterion C for architecture; the school is also listed under Criterion A for its educational history. The Moberly Commercial Historic District was listed in the NRHP in 2012 under Criteria A and C for its commercial and architectural significance. It comprises 116 commercial, educational, recreational/cultural, governmental, and social resources in approximately six blocks in the central business district (**Image 7**).

Section 2.6.3 provides additional information about the local designation process in Moberly. **Appendix B** outlines the local, state, and federal incentives available to historic properties.

Many opportunities exist to designate previously identified historic properties.

⁴⁸ National Park Service, “National Register of Historic Places.”

⁴⁹ National Park Service, “National Register of Historic Places FAQs.”



Comparison of Individual Historic Property Designations

Moberly Local Landmarks	Moberly Notable Properties	NRHP Properties
<ul style="list-style-type: none"> • Description: A property or structure [...] which is worthy of rehabilitation, restoration, interpretation and preservation because of its historic, architectural or archaeological significance to the city. • Regulated or honorary: Regulated • # Designated: 0 • Designation process: <ul style="list-style-type: none"> • HPC confers designation • A nomination form/public information about how to nominate a landmark has not been created • 52-day HPC review period 	<ul style="list-style-type: none"> • Description: Properties of all types that have historic value. [...] Must be sufficiently intact or have enough original character remaining to identify as historic. • Regulated or honorary: Honorary • # Designated: 31 • Designation process: <ul style="list-style-type: none"> • Complete a nomination form (not available online) • Anyone can complete the form • HPC awards 3 properties annually in March 	<ul style="list-style-type: none"> • Description: Properties significant for their association with events or broad patterns of history; persons significant in our past; architectural, engineering, artistic, or construction characteristics; or archaeological value. • Regulated or honorary: Mostly honorary • # Designated in Moberly: 4 • Designation process: <ul style="list-style-type: none"> • NRHP nomination form, generally completed by a professional • HPC, SHPO, and NPS review • Approximately 1 year process

Comparison of Historic District Designations

City of Moberly Local Historic Districts	NRHP Historic Districts
<ul style="list-style-type: none"> • Description: An area [...] which may include individual landmarks as well as other properties or structures which, while not of such historic and/or architectural significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics and historical significance of the historic district. • Regulated or honorary: Regulated • # Designated: 1 • Designation process: <ul style="list-style-type: none"> • HPC confers designation • A nomination form/public information about how to nominate a district has not been created • 52-day HPC review period • Public hearing required 	<ul style="list-style-type: none"> • Criteria for designation: A significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. • Regulated or honorary: Mostly honorary • # Designated in Moberly: 1 • Designation process: <ul style="list-style-type: none"> • NRHP nomination form, generally completed by a professional • HPC, SHPO, and NPS Review • Approximately 1 year process • Old nominations can be amended to expand district boundaries, revise the inventory, or include new properties • Resources are categorized as "contributing" or "noncontributing." Contributing resources add to the historic value of the district; noncontributing resources do not because of lack of historic significance or alterations.



MOBERLY HISTORIC PRESERVATION PLAN (DRAFT)
 Background Information

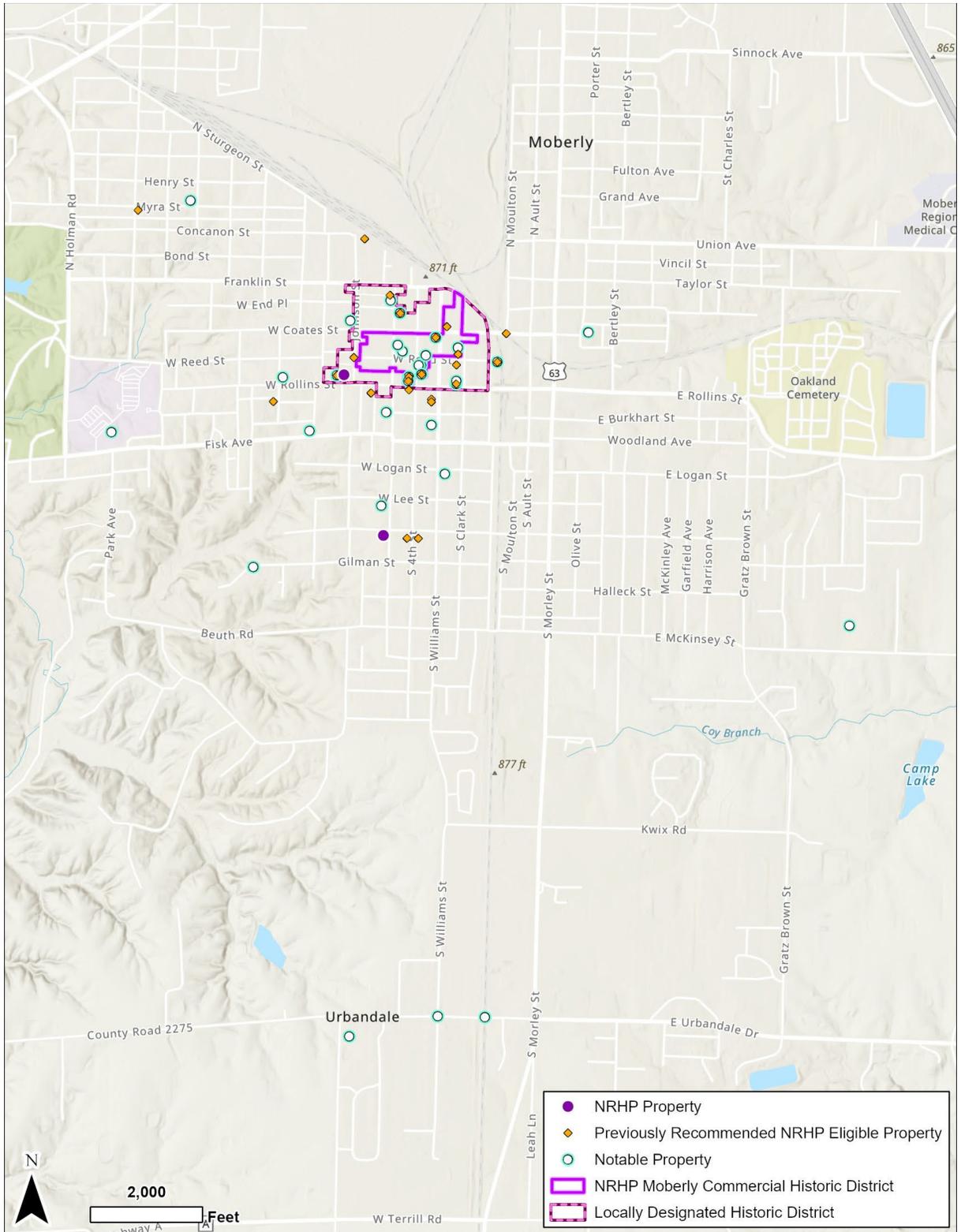


Figure 6. Designated historic properties in Moberly and properties recommended eligible for designation, but not yet listed.



Image 6. NRHP-Listed properties in Moberly.



Burkholder-O’Keefe House, 605 S. Fifth Street
1872 house listed in 1989 for its architecture.⁵⁰



Moberly Junior High School, 101 N. Johnson Street
1917/1930 school listed in 2007 for its architecture and educational history.⁵¹



Moberly Municipal Auditorium, 201 W. Rollins Street
1940 auditorium listed in 2022 for its architecture.⁵²



Commerce Bank, 208 W. Reed Street
1971 bank listed in 2022 for its architecture.⁵³

⁵⁰ McVicker and Korte, “National Register of Historic Places Registration Form: Burkholder-O’Keefe House.” McVicker and Korte.

⁵¹ Sheals and Snider, “National Register of Historic Places Registration Form: Moberly Junior High School.” Sheals and Snider.

⁵² Foley, “National Register of Historic Places Registration Form: Moberly Municipal Auditorium.” Foley.

⁵³ Foley, “National Register of Historic Places Registration Form: Commerce Bank of Moberly.” Foley.



Image 7. NRHP-Listed Historic District in Moberly.



Moberly Commercial Historic District

An approximately six-block area listed in 2012 under Criteria A and C for its commercial and architectural significance.⁵⁴

⁵⁴ Taylor, "National Register of Historic Places Registration Form: Moberly Commercial Historic District."



2.3.3 Downtown Design Guidelines

In 2018, the City commissioned design guidelines for the local historic district. All buildings within the local historic district are subject to the COA process, described in **Section 2.6.4**. The Moberly Downtown Design Guidelines are the basis upon which the HPC makes COA determinations. The guidelines were established to follow the NPS's Secretary of the Interior's (SOI) Standards for Rehabilitation to ensure the long-term preservation of a property's significance through the preservation of historic materials and features (USC 36 CFR Part 68; Article II, Sec. 22-35). The SOI Standards assume that rehabilitated properties may require some repair or alteration to provide for a contemporary use; however, these repairs and alterations must not damage or destroy materials, features, or finishes that are important in defining the building's historic character.⁵⁵

The Moberly Downtown Design Guidelines document includes an introduction with instructions on how to use the document, an overview of the historic district, guides to façade modifications and new construction, and an explanation of the COA application process. The document is available for download on the City's website, but explanatory website text is not provided that would articulate what the document is and to whom it applies.⁵⁶

2.3.4 Local Economic Incentive Programs

Moberly's CID offers three financial incentive programs to building and business owners in the improvement district: the Rent Buy Down Program, the Private Property Program, and the Window Improvement Program.⁵⁷ These programs are described in detail in **Appendix B**. Reports or data summarizing the number and value of incentives distributed annually were not available for analysis for this plan.

The Window Improvement Program provides valuable funding to property owners to improve their buildings and seeks to meet historic preservation requirements; however, it has goals and objectives that contradict the Downtown Design Guidelines. For instance, the purpose of the window program is to assist property owners with the *replacement* of windows within the CID.⁵⁸ The design guidelines instead promote *repair* rather than replacement of historical upper-story windows, which is in line with the SOI Standards for Rehabilitation of historic properties (**Figure 7**). The design guidelines provide more flexibility for storefront windows in the local historic district.

⁵⁵ National Park Service, "The Secretary of the Interior's Standards for Rehabilitation."

⁵⁶ Aluicio and Flock, "Moberly Historic Downtown Design Guidelines." Aluicio and Flock.

⁵⁷ Moberly Area Economic Development, "ABOUT | Moberly Depot District | Missouri." Moberly Area Economic Development.

⁵⁸ Moberly Area Economic Development, "PPI Window Program."





Figure 7. Excerpt from the Moberly Historic Downtown Design Guidelines calling for repair rather than replacement of historical upper-story wood windows.

2.3.5 Next Stop: Moberly!

In 2021, the City unveiled a walking tour application called *Next Stop: Moberly!* The application was made possible by grant funding from the Missouri SHPO and was sponsored by the Randolph County Historical Society and the City.⁵⁹ The tour features over 100 geotagged points showcasing notable architecture, significant individuals, and historical events in Moberly (**Figure 8**).⁶⁰ Points typically feature a detailed description, images, and a narrated recording. The application remains a valuable resource for tourism and documentation of Moberly's history.

⁵⁹ City of Moberly and Randolph County Historical Society, "Next Stop: Moberly! | TravelStories"; The State Historical Society of Missouri, "Next Stop." City of Moberly and Randolph County Historical Society, "Next Stop: Moberly! | TravelStories"; The State Historical Society of Missouri, "Next Stop."

⁶⁰ City of Moberly and Randolph County Historical Society, "Next Stop: Moberly! | TravelStories." City of Moberly and Randolph County Historical Society.



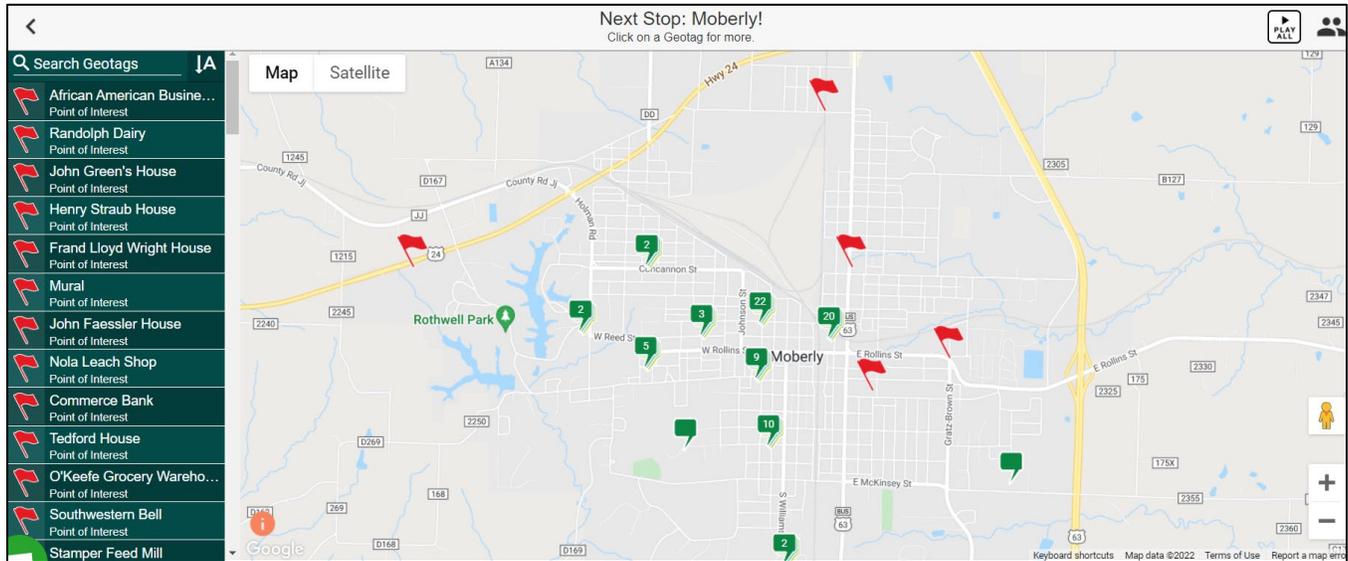


Figure 8. Screen view of the *Next Stop Moberly!* tour application.

2.4 COMMUNITY PARTNERS

Main Street Moberly, Inc., the Moberly Area Chamber of Commerce, and the Randolph County Historical Society have contributed to historic preservation efforts in Moberly. Main Street Moberly, Inc., and the Moberly Area Chamber of Commerce have been active in revitalizing downtown. Part of the National Trust for Historic Preservation’s (NTHP) Main Street America program, Main Street Moberly was founded in 1999 as a community-driven nonprofit focused on downtown revitalization efforts while also promoting historic preservation.⁶¹ The Moberly chapter disbanded in late 2021 after not meeting program requirements.⁶² The Chamber of Commerce continues to be active in supporting businesses, organizing and promoting community events, branding downtown Moberly, and promoting tourism.⁶³ Chamber personnel informally support property owners in the local historic district in understanding the regulatory requirements for building changes and communicate information about the CID’s incentive programs. The Randolph County Historical Society is a local organization dedicated to studying and preserving the history of Moberly and the surrounding county. They operate a history museum, the Moberly Railroad Museum, and a research library in downtown Moberly and sponsor the annual Moberly Railroad Days festival.⁶⁴

⁶¹ Main Street Moberly Inc., “Main Street Moberly Inc | Facebook”; Roberts, “Main Street Moberly Inc - Nonprofit Explorer.” Main Street Moberly Inc., “Main Street Moberly Inc | Facebook”; Roberts, “Main Street Moberly Inc - Nonprofit Explorer.”

⁶² Main Street Moberly Inc., “Main Street Moberly Inc | Facebook.” Main Street Moberly Inc.

⁶³ Moberly Area Chamber of Commerce, “Moberly Area Chamber of Commerce Events Calendar”; Moberly Area Chamber of Commerce, “Moberly Area Chamber of Commerce.”

⁶⁴ RCHS, “Randolph County Historical Society | Facebook”; Moberly Railroad Days, “Moberly Railroad Days | Facebook.”



State and national partners are Missouri Preservation, the statewide nonprofit dedicated to preservation topics; the Missouri SHPO, particularly the CLG program that provides technical assistance to participating communities; the National Alliance of Preservation Commissions; the NPS; and the NTHP.

2.5 CLG PROGRAM RECOMMENDATIONS

The Missouri SHPO monitors CLGs to ensure that each local government is fulfilling the requirements for certification. They conduct performance assessments and a review of local commission meeting minutes; products developed or submitted by the CLG, such as surveys, NRHP nominations, or planning activities; and the fiscal management of federal monies allotted to the CLG.⁶⁵ Moberly’s 2014 and 2019 evaluation reports were reviewed for this planning effort.⁶⁶ In both years, the City was in good standing with the CLG program and had met the minimum requirements for continued certification. The 2019 evaluation commends the City’s efforts to grow its historic preservation program and the commitment of its staff and HPC members. As part of the evaluation process, the Missouri SHPO CLG Coordinator provides general recommendations and recommended actions related to a CLG’s organization, HPC, NRHP nomination process, survey and inventory, and public participation in historic preservation. **Table 5** and **Table 6** list the SHPO’s 2014 and 2019 recommendations for Moberly and whether the recommendation was addressed by the City.

Table 5. Missouri SHPO’s Certified Local Government Program 2014 Recommendations for Moberly

Topic	Recommendation	Completed?
CLG Organization	Incorporate historic preservation in the City’s comprehensive plan	✓
Historic Preservation Commission	Review the historic ordinance yearly	Not yet
	Identify the type of training needed annually	Not yet
	Set goals and priorities annually	Not yet
NRHP Nomination Process	Should NRHP-eligible properties be identified, the City should strive to list them in the NRHP	Partial
Survey and Inventory	Consider reviewing the historic inventory to determine whether an update is warranted	✓
	Consider additional survey work to evaluate properties outside the listed district; apply for a CLG grant to fund additional survey work	Not yet
Adequate Public Participation	Maintain current information about the HPC on the city’s website; add information necessary to keep the public informed and educated on the City’s preservation efforts	Partial
General Conclusions	Apply for Historic Preservation Fund (HPF) grants to carry out local preservation program activities	✓

⁶⁵ Missouri Department of Natural Resources, “Guidelines for Participation in Missouri’s Certified Local Government Program.” Missouri Department of Natural Resources.

⁶⁶ Rost, “CLG Evaluation”; Matson, “CLG Evaluation.” Rost, “CLG Evaluation”; Matson, “CLG Evaluation.”



Table 6. Missouri SHPO’s Certified Local Government Program 2019 Recommendations for Moberly

Topic	Recommendation	Completed?
CLG Organization	Future amendments to the historic preservation ordinance should be submitted to the SHPO for review to ensure compliance with CLG requirements	Not yet
	Continue to incorporate historic preservation in the City’s comprehensive plan	✓
Historic Preservation Commission	Commissioners and staff should review local COA procedures as stipulated in the local ordinance	Not yet
	To support commissioner recruitment, consider outreach to Moberly Area Community College students in fields such as history, geography, political science., etc.	Not yet
NRHP Nomination Process	Identify eligible properties and support their listing in the NRHP	Partial
	For new nominations, the HPC and mayor should submit comments to the SHPO within the required time	✓
Survey and Inventory	Consider pursuing the desired commercial and/or residential district surveys	Not yet
	Continue to cultivate a working relationship with the Randolph County Historic Society	Partial
	Integrate survey data into the City’s strategic preservation planning efforts	Not yet
Adequate Public Participation	Update the City’s website with current information about the preservation program and the HPC; add information as appropriate to support public participation	Partial
General Conclusions	Commissioners and staff are advised to review local conflict of interest statements and the Missouri Sunshine Law, as well as selected guides on preservation law and parliamentary procedure	Not yet
	Apply for HPF grants to carry out preservation program activities	✓



2.6 HISTORIC PRESERVATION PROGRAM ADMINISTRATION

The following section describes the administration of the Moberly historic preservation program. It summarizes the program’s organizational structure and staffing, HPC duties and processes, the City’s online resources for historic preservation, and the historic preservation budget.

2.6.1 Organizational Structure and Staffing

Moberly’s Community Development Department (CDD) is responsible for the City’s historic preservation program (Figure 9). Moberly’s historic preservation program has historically been supported part-time by the Executive Assistant to the City Manager. The City recently created a new position, the Community Development Specialist/Public Relations Manager, who will administer the historic preservation program; however, the position is not yet filled. The new employee will work under the Director of the CDD with additional oversight by the City Manager. The new staff member will have split duties between historic preservation, public relations, and community development. Approximately 30% of their time will be dedicated to historic preservation management. The City follows the SHPO’s *Guidelines for Participating in Missouri’s Certified Local Government Program* (see Appendix D) which provide general standards and information on CLG practices and historic preservation topics.

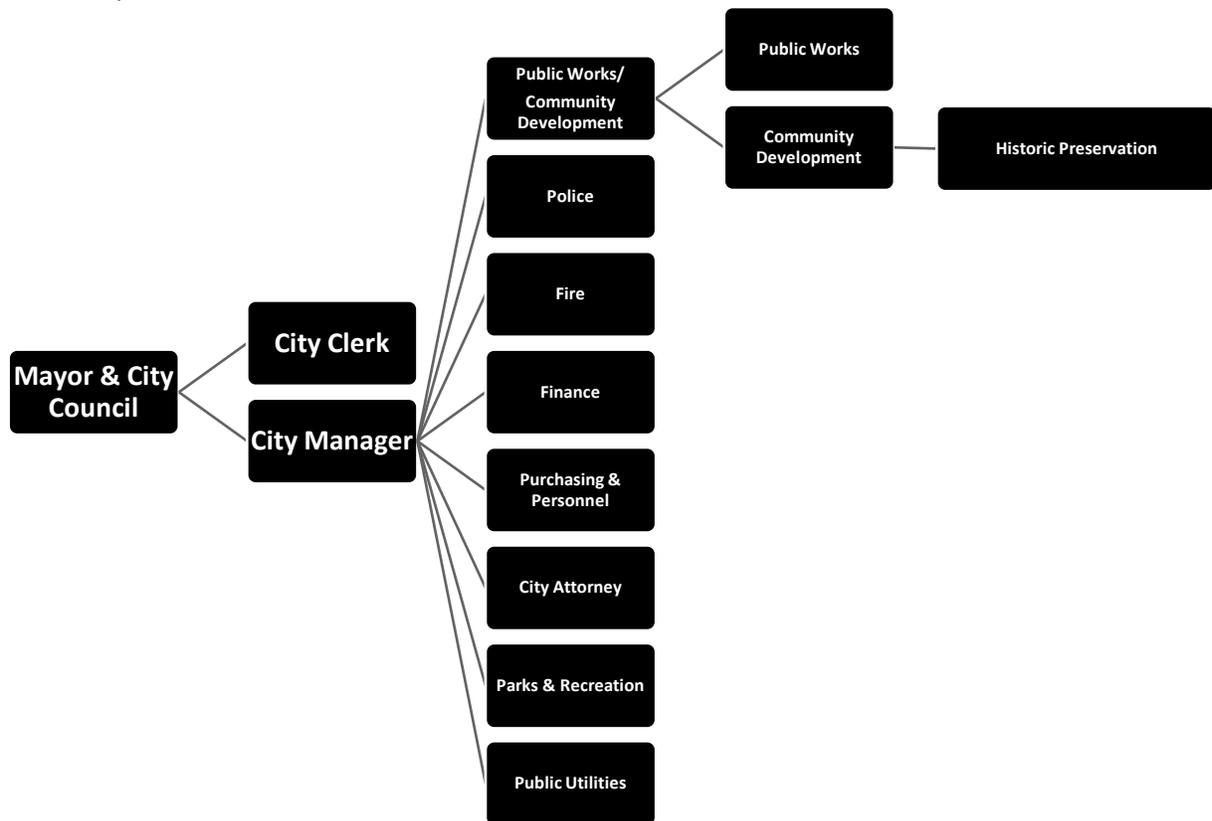


Figure 9. City organizational chart.⁶⁷

⁶⁷ City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2020 - June 30, 2021.” City of Moberly.



2.6.2 Commission Processes

The passage of Ordinance 7635 in 2003 created the HPC to oversee various historic preservation duties and COA approvals for local landmarks and historic districts. The HPC consists of seven city residents who are appointed by the mayor. Each member should have a “demonstrated interest, competence or knowledge in historic preservation” and a background in “architecture, architectural history, prehistoric and historic archaeology, planning, urban design, cultural geography, cultural anthropology, folklore, curation, conservation, landscape architecture, law, real estate brokerage, banking, history or other fields related to historic preservation, and residents of historic districts or potential historic districts” (Moberly Code §22-29). The HPC has the following purpose and objectives:

- Develop support for historic preservation from individuals, not-for-profit groups, and businesses.
- Establish economic incentives to encourage historic preservation.
- Heighten awareness of historic preservation in Moberly and educate the public.
- Identify historic resources significant to Moberly’s past.
- Protect historic resources.
- Provide technical assistance for historic preservation.

The HPC meets quarterly (four times per year) to review COA applications and discuss historic preservation activities in Moberly. An appointed executive secretary (currently the Executive Assistant to the City Manager) supports the commission by taking minutes of each meeting, publishing and distributing records, providing notice of public hearings, advising the mayor of vacancies and expiring member terms, and submitting records to the Council on any materials requiring Council consideration.

HPC meetings are typically held in the afternoon during the week. These meetings rarely see a large public audience; attendees are generally limited to petitioners requesting a COA for their property. An agenda is published online in advance of each meeting, but staff reports are unavailable online. Meeting notification is provided on the City’s website and social media platforms. In accordance with the Missouri Sunshine Law, a 24-hour notice is required for all meetings, except in emergency situations. Previous meeting minutes and agendas are also on the City’s website.

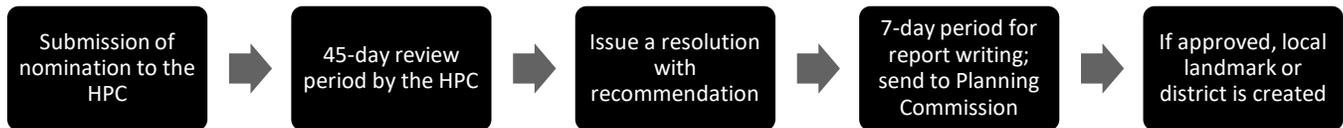
As of 2022, the HPC does not have internal bylaws or written policies or procedures other than the 2018 Downtown Design Guidelines and the 2010 Historic Preservation Plan. Missouri requires HPC members to attend one training session pertaining to historic preservation each year.⁶⁸ The Moberly HPC attends an annual training with the SHPO. When the Downtown Design Guidelines were created, HPC members attended training on how to apply the guidelines.

⁶⁸ Missouri Department of Natural Resources, “Guidelines for Participation in Missouri’s Certified Local Government Program,” 3. Missouri Department of Natural Resources, 3.



2.6.3 Designation Process

The Code organizes the procedure for nominating landmarks and historic districts. Nominations may be submitted by a member of the HPC, the owner of the nominated property, or the City Council. The HPC has 45 days to issue a resolution with a recommendation on whether the nominated landmark or historic district meets the criteria for local designation. Within seven days of the resolution, the nomination decision is accompanied by a report to the Planning Commission discussing the integrity of the resource and how it meets the applicable criteria. Currently, there is no nomination form for landmarks or districts available to the public, which is mandated by the Code (Moberly Code §22-32). The list below outlines the criteria for designation of local landmarks and districts.



Criteria for Local Landmarks and Historic Districts⁶⁹

- a) The HPC shall, upon such investigation as it deems necessary, make a determination as to whether a nominated property, structure, site, area or district meets one or more of the following criteria, based on criteria for evaluation for the National Register of Historic Places:
 - 1) Its character, interest, or value as part of the development, heritage, or cultural characteristics of the community, county, state or country;
 - 2) Its overall setting and harmony as a collection of buildings, structures, and objects where the overall collection forms a unit;
 - 3) Its potential to be returned to an accurate historic appearance regardless of alterations or insensitive treatment that can be demonstrated to be reversible;
 - 4) Its location as a site of a significant local, county, state, or national event;
 - 5) Its identification with a person who significantly contributed to the development of the community, county, state, or country;
 - 6) Its embodiment of distinguishing characteristics of an architectural type valuable for the study period, type, method of construction, or use of indigenous materials;
 - 7) Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state, or country;
 - 8) Its embodiment of elements or design, detailing, materials, or craftsmanship that render it architecturally significant;

⁶⁹ Municode, "Chapter 22 - HISTORIC PRESERVATION | Code of Ordinances | Moberly, MO | Municode Library."



- 9) Its embodiment of design elements that make it structurally or architecturally innovative;
 - 10) Its unique location or singular physical characteristic that makes it an established or familiar visual feature of the neighborhood, community, or city;
 - 11) Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance;
 - 12) Its suitability for preservation or restoration; and
 - 13) Its potential to yield information important to history and prehistory.
- b) Any structure, property, or area that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or restoration.

2.6.4 Certificate of Appropriateness Process

Local historic district property owners wishing to make alterations to their building must apply for a COA (**Figure 10**) to ensure the action is appropriate considering the historic character and appearance of the district. The HPC reviews the application along with a city-produced staff report assessing the request. The review should include references to the 2018 Downtown Design Guidelines to ensure the project is appropriate for the local historic district. At the meeting, the HPC can ask the property owner questions about the project. A recommendation is crafted by the HPC, and the COA is either granted or denied to the property owner based on the analysis. Failure to comply with this process may result in a stop work order issued by the HPC.

CITY OF MOBERLY
Historic Preservation Commission

Certificate of Appropriateness Application

Date: _____ Application Number: _____

**A Certificate of Appropriateness is issued approving the proposed work to be accomplished after the Historic Preservation Commission has established that the proposal is in keeping with the character of the landmark structure and/or district.

Projected Start Date: _____ Est. Completion Date: _____

Applicant
Name: _____ Cell #: _____
Address: _____ Phone Number: _____
Email Address: _____

Address of Property Requiring the Certificate: _____

Legal Description: _____

Owner of Record (if different than applicant): _____

Is the Landmark Building a contributin resource in a larger Historic Preservation District? Y or N

Included Required Attachments

Plans / drawings that illustrate the changes to the Landmark Building

Specific description of work that affects the historic features of the building

Descriptive list of colors and materials to be used in the changes to the landmark or building

Photographs of the property (How many are attached? _____)

Signature of Applicant _____ Date: ____/____/____

Please return form to:
Moberly Historic Preservation Commission
Community Development Department
101 West Reed St
Moberly, MO 65270

For Office Use Only:

Approved by: _____ Date: _____ Permit Number: _____

Figure 10. The Certificate of Appropriateness application form.



Certificate of Appropriateness Application Process⁷⁰

1. After reading through the Design Guidelines, determine the scope of your project. Put a plan in place for what you want to do to your property.
2. Produce visual drawings and plans as to what you will do to your existing building, vacant lot, or your construction project. If you need help, consult with a building professional such as an architect, designer, historic preservationist, or contractor. Reach out to local organizations such as the Moberly Chamber of Commerce, and the City of Moberly for additional assistance.
3. Schedule a meeting with an official at the City of Moberly Building Department or a member of the Historic Preservation Commission. Discuss your plans and the feasibility of your project with them.
4. Fill out the Certificate of Appropriateness Form included with this document and include plans, photographs, drawings, and product specifications for the work you plan to do.
5. The HPC will get back to you with comments, questions, or recommendations as to the acceptability of your project.
6. Hire a quality, local contractor to complete the work. Make sure you receive necessary building permits before beginning any work to your property

A property owner guide to the COA process is provided in the 2018 Downtown Design Guidelines (replicated above). The COA application is available on the City's website and requires the following attachments: plans/drawings, specific description of work that affects the historic features of the building, descriptive list of colors and materials to be used, and photographs of the property.

2.6.5 Online Resources

The City of Moberly website directs viewers to the HPC website, rather than a historic preservation program page. The HPC page lists the current commission members, the history of the HPC, and the program's purpose and objectives. The City's website provides two forms pertaining to the Moberly Historic Preservation Program: the COA application and the Notable Property application. Previous meeting minutes and agendas for the HPC are also available on the website. Additional web pages include an incomplete list of Moberly Notable Properties, a link to download the Downtown Design Guidelines, grant funding news, a map showing the 2018 survey area, and a page about the history of Union Station.

2.6.6 Finances

The Moberly Historic Preservation Program does not have an active or designated budget, despite the Code requiring annual appropriations to the program (Moberly Code §23-33). Historic preservation funding began in 2011, following the creation of the 2010 Historic Preservation Plan. Expenses and revenue for the past ten years are presented in **Table 7** and **Table 8**. Grants are the central method by which the City has made historic preservation progress.

⁷⁰ Aluicio and Flock, "Moberly Historic Downtown Design Guidelines." Aluicio and Flock.



The Downtown Moberly CID Sales and Property Tax Funds had a joint revenue of \$327,500 and joint expenses of \$325,556 in 2020–21 (Surplus = \$1,944). Although the Downtown Moberly CID is not directly linked to the Historic Preservation Program, the CID encompasses the entire NRHP district and most of the local historic district. The City has funded several projects from the General Fund, like the maintenance fee for the walking tour application and contractual services for the two individual NRHP nominations.

There are no public fees for HPC applications for permits and COAs.⁷¹ Moberly does not have a Hotel Occupancy Tax or other dedicated sources of revenue for historic preservation.⁷²

⁷¹ City of Moberly, “Moberly, MO Fee Schedule.”

⁷² City of Moberly, “Tax Information | Moberly, MO.”



Table 7. Historic Preservation Budget 2017–2021⁷³

	2017–18 Adopted	2017–18 Actual	2018–19 Adopted	2018–19 Actual	2019–20 Adopted	2019–20 Actual	2020–21 Requested	2020–21 Adopted
Advertising	\$2,000	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training Registration	\$250	\$2,178	\$1,000	\$0.00	\$1,000	\$0.00	\$0.00	\$0.00
Meeting & Travel Expenses	\$2,500	\$447	\$1,000	\$2,012	\$0.00	\$831	\$1,000	\$0.00
Other Professional/ Contracted Services	\$50,000	\$39,420	\$10,780	\$15,000	\$25,000	\$23,730	\$0.00	\$0.00
TOTAL	\$54,750	\$42,045	\$12,780	\$17,012	\$26,000	\$24,561	\$1,000	\$0.00

Table 8. Historic Preservation Revenues⁷⁴

Revenue	
Taxes	\$0.00
COA Application	\$0.00
Notable Property Nomination Form	\$0.00
TOTAL	\$0.00

⁷³ City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2020 - June 30, 2021”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2019 - June 30, 2020”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2018 - June 30, 2019”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2017 - June 30, 2018.” City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2020 - June 30, 2021”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2019 - June 30, 2020”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2018 - June 30, 2019”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2017 - June 30, 2018.”

⁷⁴ City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2020 - June 30, 2021”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2019 - June 30, 2020”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2018 - June 30, 2019”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2017 - June 30, 2018.” City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2020 - June 30, 2021”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2019 - June 30, 2020”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2018 - June 30, 2019”; City of Moberly, “Annual Operating Budget Fiscal Year July 1, 2017 - June 30, 2018.”





Close-up of the Fourth Street Theatre in downtown Moberly, 2022

3.0 STAKEHOLDER AND COMMUNITY INPUT

Public input is crucial to any municipal planning process. This section summarizes the stakeholder and community engagement efforts that informed the development of this plan.

3.1 SUMMARY OF COMMUNITY ENGAGEMENT

3.1.1 Stakeholder Interviews

Based on the results of our background research, Stantec conducted fact-finding interviews with individuals representing key stakeholder groups. Stakeholder interviews had two main objectives:

- Provide an opportunity for stakeholder groups to share their views and influence the outcome of the planning process; and
- Ensure that the planning effort addresses issues of importance to those affected by the plan.

Stantec worked with the City to identify stakeholder candidates from the following groups:

- HPC members
- Local developers of historic properties
- Downtown business owners
- Historic building owners
- Chamber of Commerce representatives
- Real estate professionals
- Local preservation stakeholders

Stantec drafted a tailored set of questions for each type of stakeholder group with an opportunity for open comments. The City was given an opportunity to edit the questions and to suggest question topics.



Nine interviews were conducted. These interviews helped to identify issues that members of the community who are most active and engaged in historic preservation are concerned about. The results informed the design of the questionnaire and public meeting and helped in assessing the prevalence of the issues throughout the greater community.

3.1.2 Questionnaire

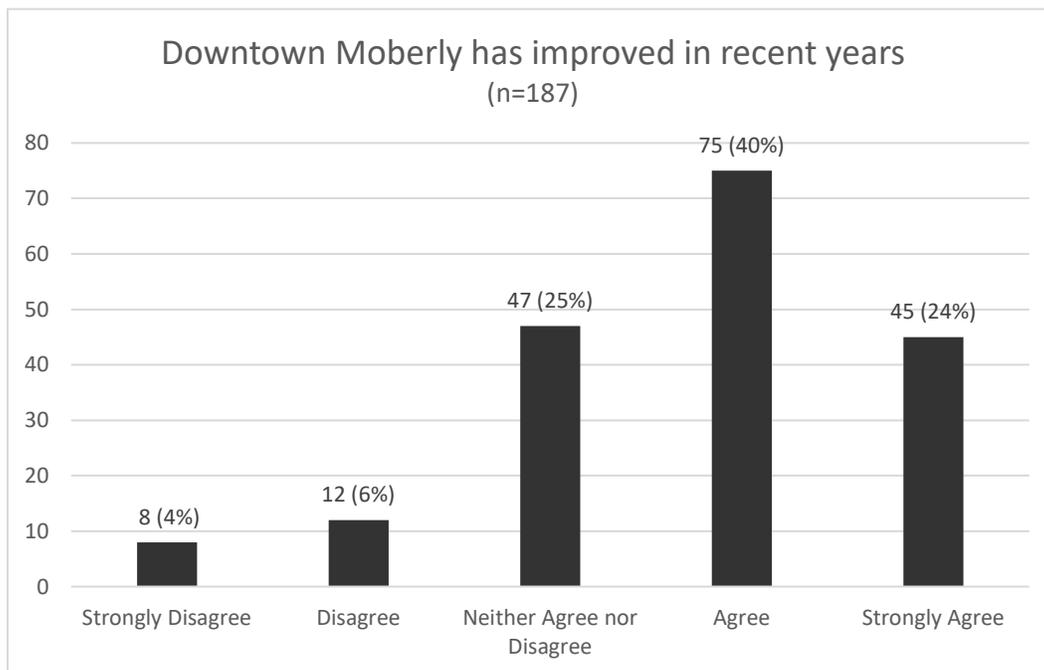
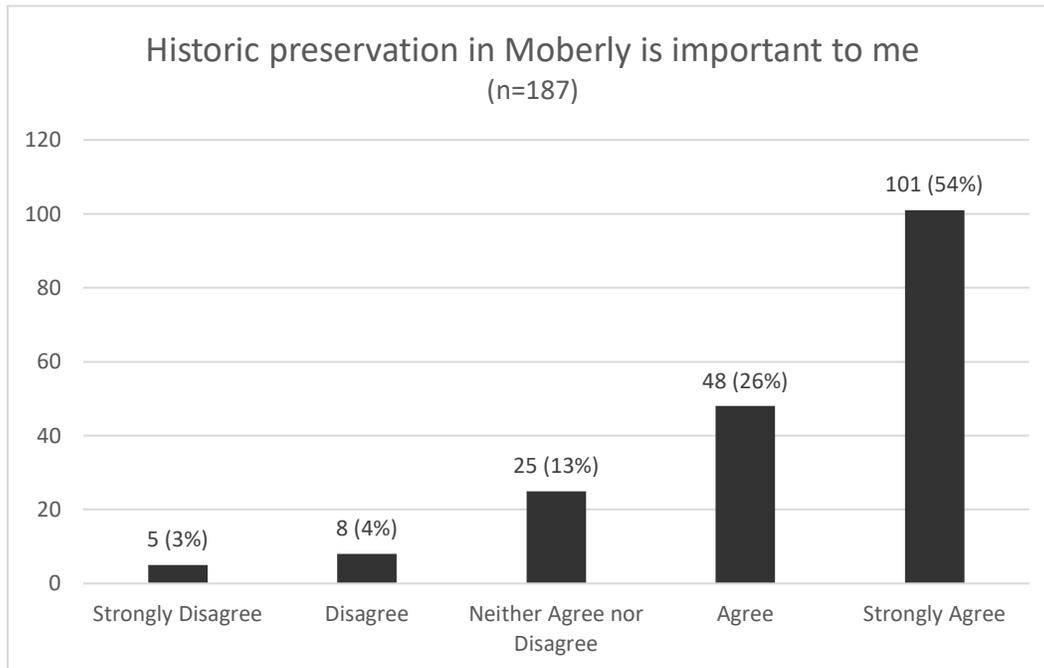
Stantec developed a community questionnaire to measure the extent to which the issues identified by stakeholders are important to the broader public. The questionnaire was designed to gauge the public's understanding of the current historic preservation program, gain feedback on successes and roadblocks to preservation, and solicit recommendations for program improvements. In collaboration with the City, Stantec developed an online questionnaire in Google Forms, a survey administration software, and provided traditional paper forms at City Hall. The questionnaire was distributed via the City's social media accounts and the Chamber of Commerce listserv. The *Moberly Monitor-Index* ran an article on the plan update with a web link to the questionnaire.⁷⁵ Responses were collected between February 14 and March 13, 2022.

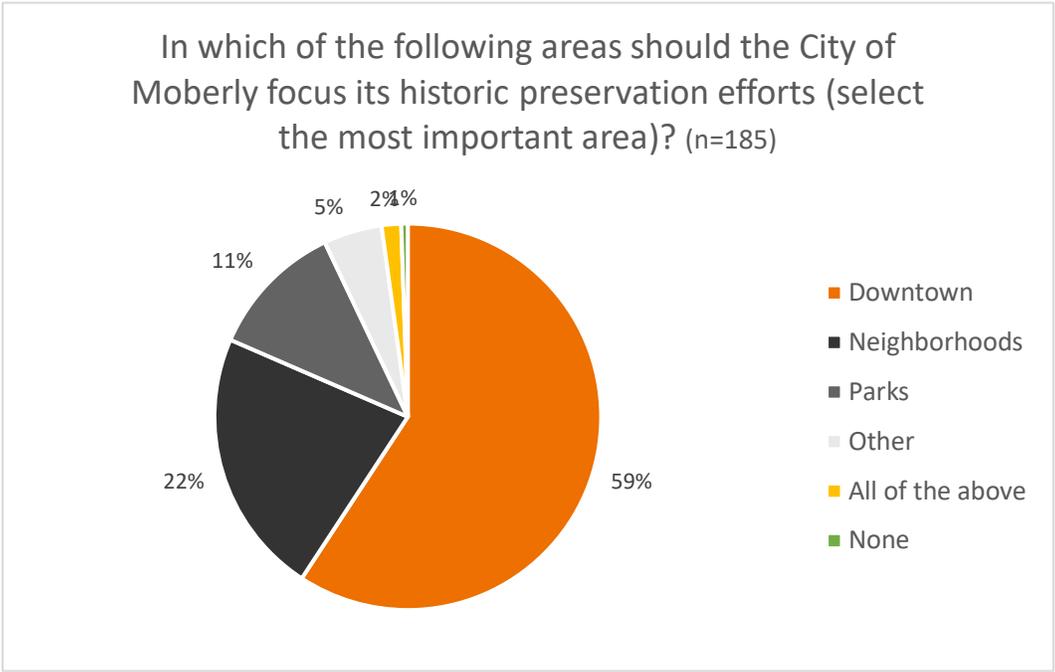
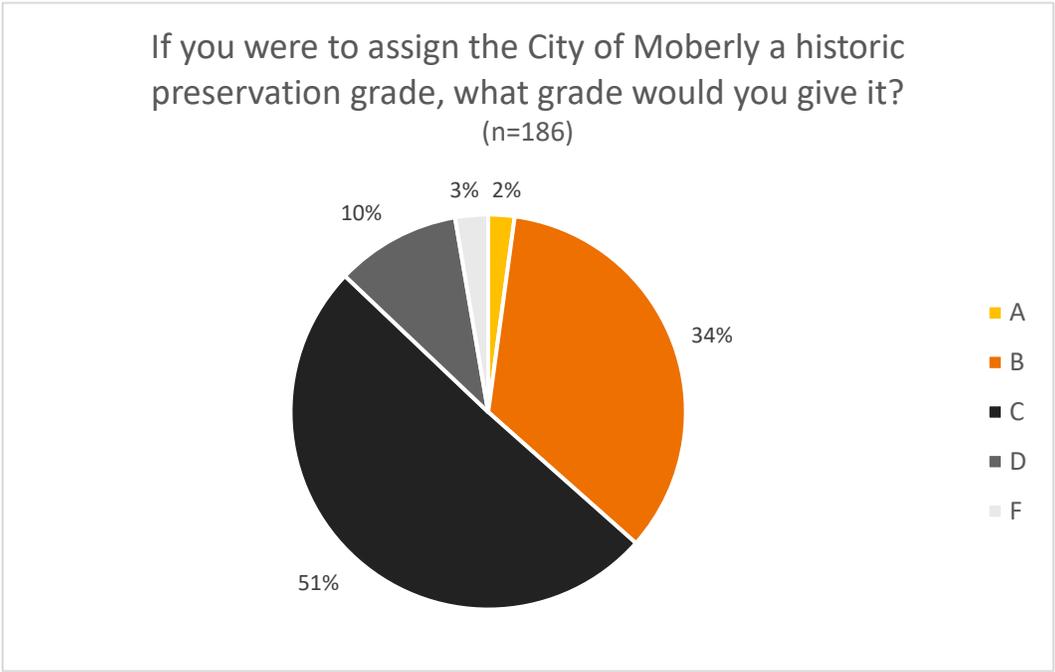
In total, 188 people responded. In general, respondents are supportive of historic preservation in Moberly, believe that downtown should be the focus of historic preservation efforts, and feel that the City is making a concerted preservation effort, but could be doing more. When asked about the importance of 11 preservation activities, respondents said each task was generally important or very important to them; however, downtown revitalization, downtown beautification, documenting the history of Moberly, and increasing awareness of financial incentives available for historic buildings were the most important. About half the respondents were aware of the City's design guidelines for buildings in downtown, but very few respondents had been through the COA process. The experiences of people who had used the COA process were mixed. The charts below summarize key findings. The raw survey data was provided to the City under separate cover.

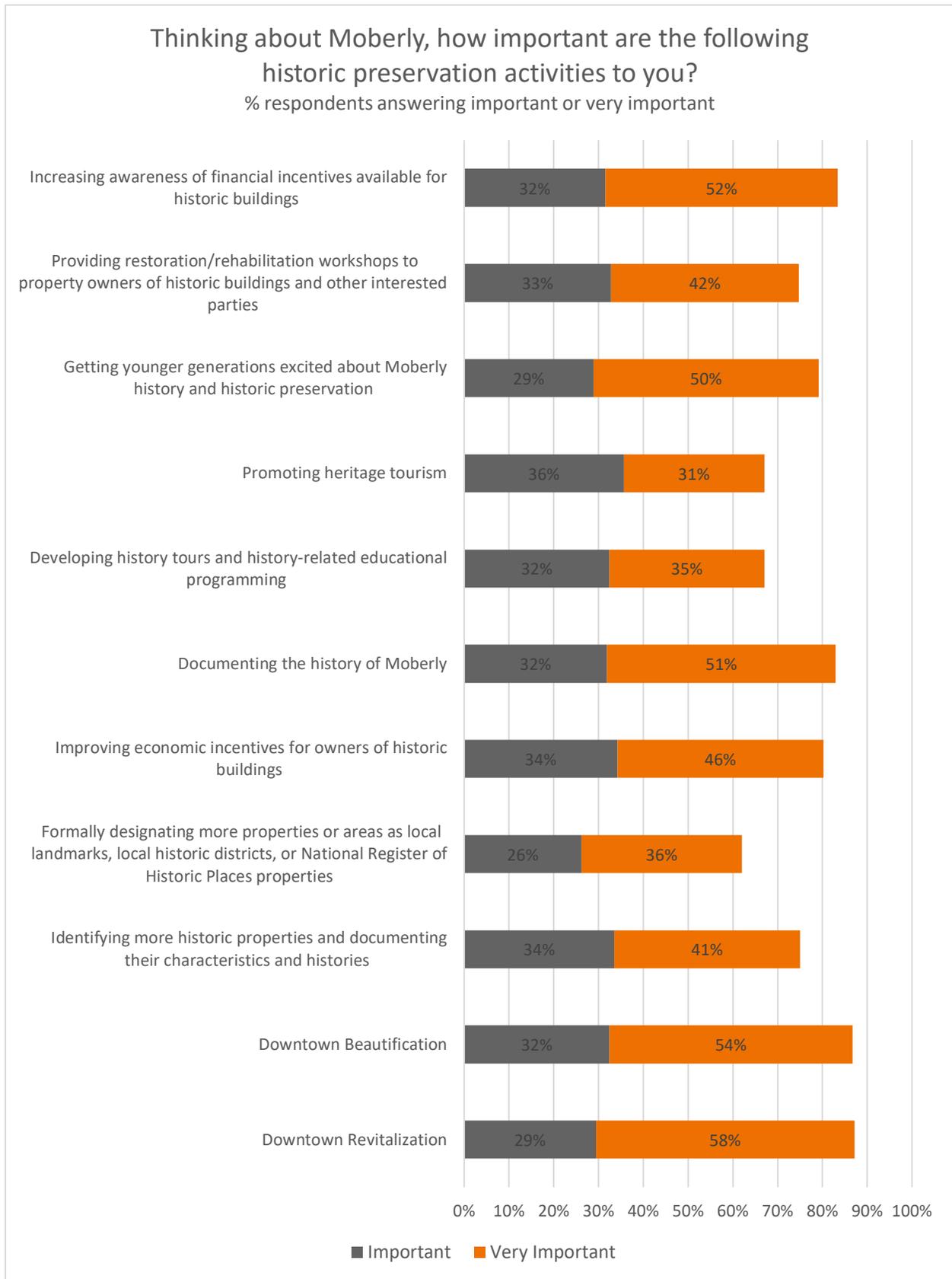


⁷⁵ Schmidt, "Public Input Sought for Historic Preservation Plan at Feb. 23 Meeting."









3.1.3 Meetings

3.1.3.1 First Public Meeting

The first public meeting was held February 23, 2022, at the Moberly City Hall Council Chambers (**Image 8**). The meeting notice was advertised in the *Moberly Monitor-Index*, shared on the City’s social media outlets, and distributed in an email to the Chamber of Commerce and HPC. Stantec, City personnel, and approximately 22 members of the public attended. The meeting was designed to introduce the public to the plan update, project goals, and opportunities for involvement; identify and prioritize historic preservation issues in the community; and foster a sense of pride in the city’s historic resources. Reference materials and maps were provided and displayed at the meeting. Attendees who had not already completed the questionnaire were encouraged to take it on a handheld tablet or on paper. Stantec transcribed paper submittals into the online questionnaire after the meeting.

The meeting began with a presentation providing an overview of historic preservation and the historic preservation plan project. Two engagement activities followed. The first activity was a discussion of Moberly’s historic preservation challenges and opportunities. Each participant was given a sticky note to write down challenges and opportunities they had observed. Once completed, the sticky notes were collected and transcribed onto posters at the front of the room, and the group discussed the results of the activity. The most common challenges identified concerned getting younger people involved in historic preservation, vacant and neglected buildings, and lack of downtown business investment. Two main opportunities were identified: the availability of building stock that could be rehabilitated and the ability to expand the historic incentives program to areas outside of downtown.



Image 8. Activities at the first public meeting.

The second activity focused on historic preservation priorities for Moberly. Based on the stakeholder interviews and the first activity, six priorities were presented to the group:

1. Use historic preservation as a tool for downtown revitalization
2. Education and outreach (educating and engaging the public on Moberly’s history)
3. Promote economic incentives that encourage historic preservation
4. Protect Moberly’s historic assets



5. Document Moberly's history
6. Mobilize Moberly (getting the community and organizations interested in historic preservation engaged and working together to achieve goals).

At the beginning of the second activity, each table of participants was assigned one of the preservation priorities listed above. Attendees worked individually to identify actions the City could take related to their priority and the associated community benefits. Afterward, the group members shared their thoughts with other attendees at their table. As a group, decisions were made on the best three to five ideas to share with the rest of the room. Each group presented a poster with a list of their ideas to the meeting audience. At the end of the meeting, each participant was given three sticker dots to place on the priority ideas they felt the strongest about. The results are provided in **Table 9** below.

Following the first public meeting, the results of the stakeholder interviews, questionnaire, and meeting were presented to City personnel for comment.



Table 9. Historic Preservation Priorities and Actions Activity

Priority	Recommended Action	Votes
1) Use historic preservation as a tool for downtown revitalization	Find investors and lay out opportunities and programs (reimbursements for renovation, rental assistance, tax credits)	3
	Develop wayfinding and informational signage (for directional and historical purposes)	2
	Develop more historical-style housing around perimeter of downtown	1
	Encourage younger people to participate	1
	Encourage businesses to go downtown	0
2) Education & Outreach	Develop partnership with schools to begin fostering interest in Moberly's history	5
	Incentivize the museum so it can have a regular schedule open all year	5
	Develop walking tours (with a guide) held consistently to share oral histories and answer questions	2
	Create a consistent method for communicating with the community (radio, print, TV, social media, paid promotions)	1
3) Promote economic incentives that encourage historic preservation	Develop a workbook for grants or money available and forms available to educate on economic incentives	5
	Improve communication	1
	Need to develop incentives (i.e., develop economic incentives for investing in downtown)	0
4) Protect Moberly's Historic Assets	Set standards and enforce standards	3
	Provide tax money (i.e., explore how additional tax structures can protect historic assets)	2
	Revitalize building fronts in downtown to comply with the requirements of the Americans with Disabilities Act	0
	Renew additional retail business that will not blow away (i.e., create strong investments)	0
5) Documenting Moberly's History	Organize history into topics and categories for easy access	6
	Utilize and promote our walking tour application	5
	Develop a Moberly history website with videos and narratives	1
6) Mobilize Moberly	Designate a historic preservation officer	4
	Create a booklet and list of resources/experts in the field (e.g., provide education on the NRHP)	4
	Require review of historic properties prior to demolition	1
	Clarify misunderstandings of the NRHP/what it means to be listed in the NRHP	1

3.1.3.2 Second Public Meeting

[Content to be added after second public meeting.]

3.1.3.3 Third Public Meeting

[Content to be added after third public meeting.]





Third Ward, Moberly, 2022

4.0 LIMITED WINDSHIELD SURVEY

Stantec personnel completed a limited windshield survey of Moberly on February 24, 2022. The purpose of the survey was to drive the streets of Moberly noting the general character of the city and the predominance and general location of resources or groups of resources that may be historic. This information was used to inform future survey recommendations in the strategic plan. Each quadrant of the city was driven, but not comprehensively. Stantec personnel took representative photographs and made notes about observed trends.

Observations include:

- Numerous properties appear to have potential for local landmark or individual NRHP eligibility based on their architecture, particularly in the West End area from downtown to Rothwell Park along W. Reed Street and the residential neighborhoods southwest of downtown (Fair Oaks and along Epperson and Gilman Streets) (**Image 9**);
- Few strong concentrations of properties were identified that appear to have potential as a historic district;



Image 9. Individual residences in the Fair Oaks neighborhood southwest of downtown and other neighborhoods have potential to be individually eligible as notable properties, local landmarks, and/or NRHP properties.



- Most neighborhoods comprise building stock of various ages rather than concentrations of properties built around the same time (**Figure 11**);
- Many historic-age properties have been altered; and
- Blight (neglect, abandonment, fire damage, etc.) is a challenge.

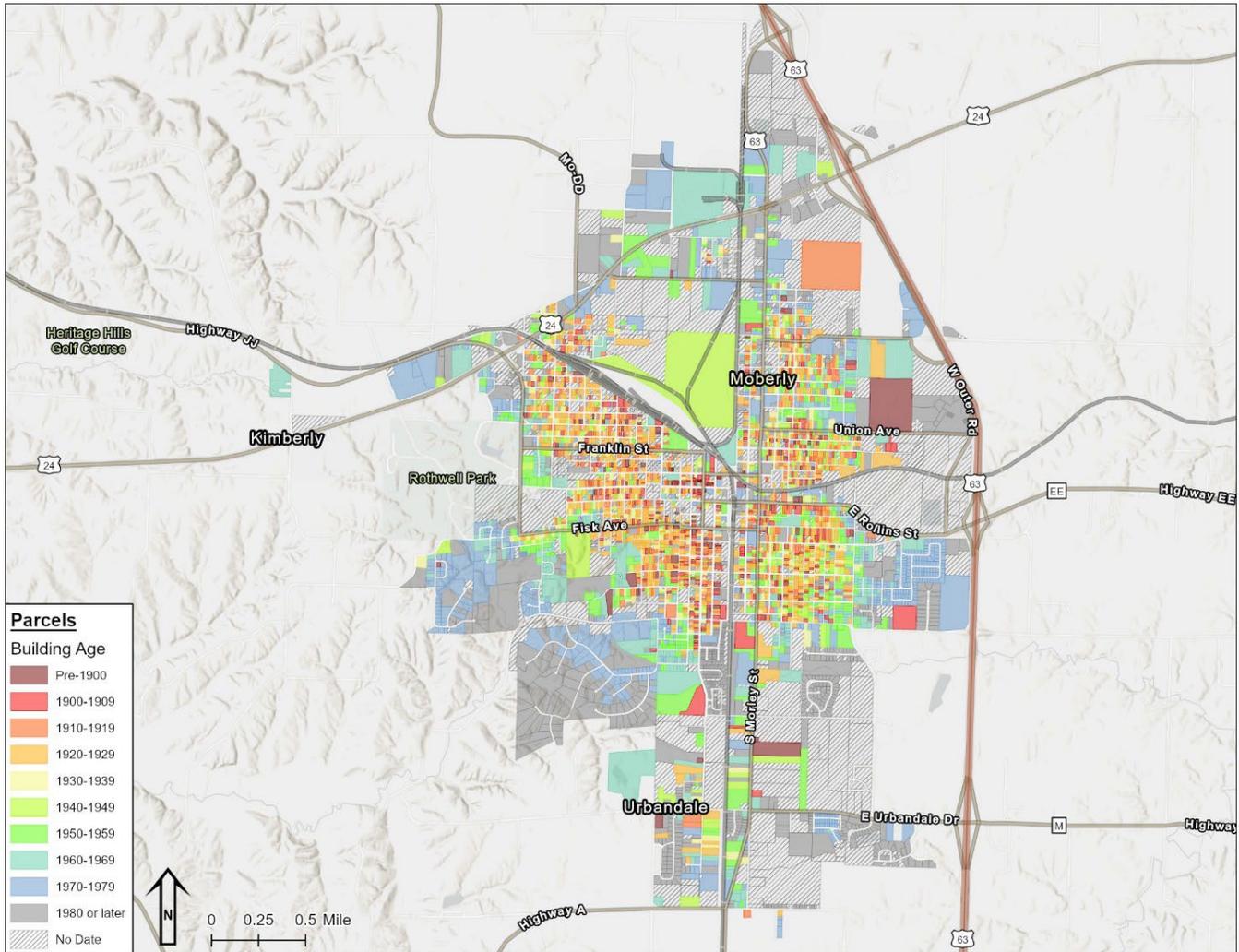
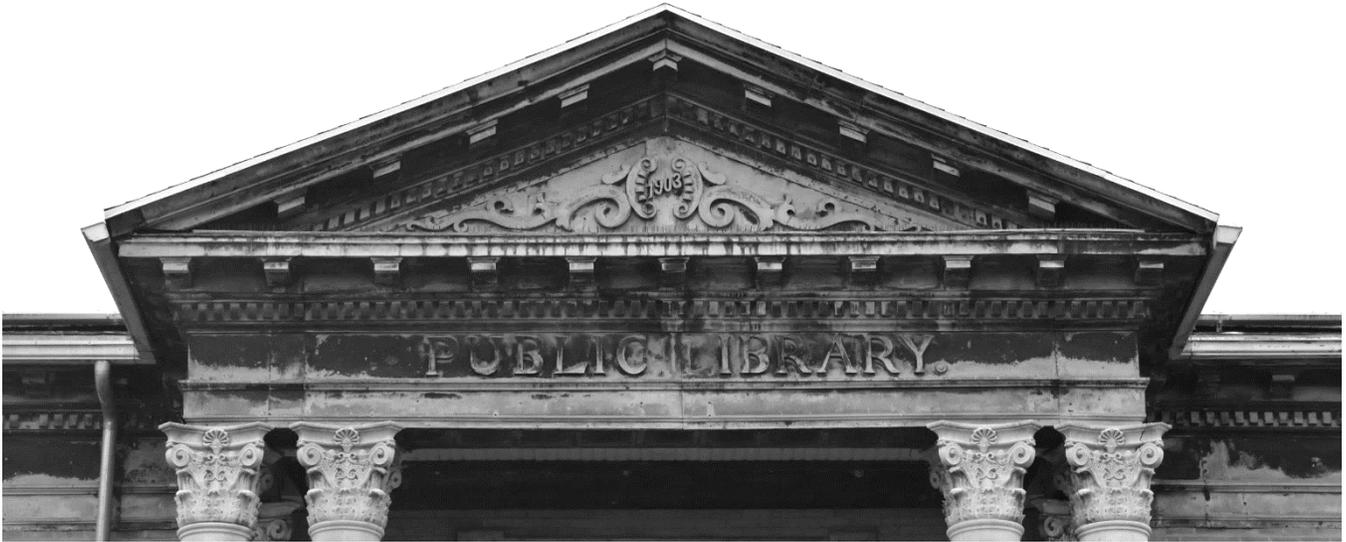


Figure 11. Map of Moberly showing the decade in which each property was built. Most neighborhoods comprise building stock of various ages rather than concentrations of properties built around the same time.⁷⁶

⁷⁶ Randolph County Assessor, "County Tax Records."





Close-up of the Moberly Public Library, Moberly, 2022

5.0 STRATEGIC PLAN

Based on the results of our research, community outreach, and anticipated historic preservation program staffing and budget levels, we have identified four main goals for historic preservation in Moberly: (1) recommit to and strengthen the City’s preservation program, (2) improve downtown Moberly, (3) support historic preservation outside of downtown, and (4) engage the community. This strategic plan provides a 10-year framework for achieving these goals and includes objectives and strategies for achieving each goal.

The plan is organized by goal, with a description of each goal followed by a table with the objectives and strategies recommended to achieve the goal. Cost estimates, recommended implementation timeframes, and the personnel and partners needed to execute the strategies are provided in the tables. Because the City should continue to leverage historic preservation grants as much as possible, initiatives that would be good grant candidates are identified. The tables also indicate which of the objectives are a continuation of prior planning efforts or CLG recommendations and which are new.



5.1 GOAL 1. RECOMMIT TO AND STRENGTHEN THE CITY'S HISTORIC PRESERVATION PROGRAM



The City has made great strides in developing its historic preservation program since 2003; however, we have identified opportunities to recommit to prior goals and objectives and ways to strengthen the program. The strategic plan outlines the ways in which the City can provide the personnel, funds, and resources necessary to support the program over the next 10 years. It includes ways to improve the public's access to information and to fully utilize the provisions in the historic preservation ordinance, such as by creating a nomination form for local landmarks and local historic districts so that members of the public can pursue designations and establishing an annual budget to support the historic preservation program. It also includes strategies to promote rehabilitation and preservation rather than demolition.



Goal 1. Recommit to and Strengthen the City's Historic Preservation Program										
Objective	No.	Strategy	Alignment	Ongoing	Short Term	Medium Term	Long Term	Cost	Grant Potential	Lead/Partners
A. Provide the personnel, funds, and resources necessary to support the historic preservation program	1.A.1	Continue to participate in the CLG program, taking advantage of grants, technical assistance, programs, and support.	Continues 2010 Plan Objective D1; Aligns with CLG Coordinator Recommendation	x				\$		City staff, HPC
	1.A.2	Provide regular training to staff and HPC members. <i>We recommended the City's lawyer hold an immediate review of the historic preservation ordinance to discuss gaps in understanding and application and HPC consistency with the Robert's Rules of Order, the Missouri Sunshine Law, and other legal procedural requirements. This content should be revisited yearly. Other recommended trainings are National Alliance of Preservation Commissions courses and training on the Secretary of the Interior's (SOI) Standards for Rehabilitation to ensure consistent and appropriate application of the downtown design guidelines.</i>	Continues 2010 Plan Objective D1; Aligns with CLG Coordinator Recommendation	X				\$\$		City staff, HPC
	1.A.3	Continue to apply for local, state, and federal grants for targeted projects	Continues 2010 Plan Objective A4 and 2040 Comprehensive Plan Objective 6.3; Aligns with CLG Coordinator Recommendation	X				\$		City staff, HPC
	1.A.4	Set up an on-call historic preservation consulting contract with a consultant that meets the SOI's Professional Standards to provide support or advice for major projects/initiatives.	Reinstates 2010 Plan Objective D4		X			\$\$		City staff, HPC
	1.A.5	Network with other CLG communities and research other successful programs and incentives. Find a mentor city.	Continues 2010 Plan Objectives C2, D5, and F1; Aligns with CLG Coordinator Recommendation	X				\$		City staff
	1.A.6	Fill the open Community Development Specialist position that will provide part-time support to the historic preservation program. Encourage remote employment to expedite the hiring process and to employ a candidate with historic preservation experience. If this person meets the SOI's Professional Standards, designate this individual as the City's Historic Preservation Officer.	New item		X			\$\$		City staff
	1.A.7	Provide the HPC with staff reports with complete and consistent staff reports grounded in research and analysis. <i>The Community Development Specialist's staff reports for each COA application should apply applicable design guidelines, zoning, and municipal planning goals. They should include at a minimum: map of the property, relevant designations, history of the property, history of permitting requests, and possible local impacts by the current request.</i>	New item	X				\$		HPO/Community Development Specialist
	1.A.8	As terms are expiring, recruit qualified and motivated individuals for the HPC and provide training on procedures, design guidelines, and SOI rehabilitation standards.	New item	X				\$		City staff



Goal 1. Recommit to and Strengthen the City's Historic Preservation Program										
Objective	No.	Strategy	Alignment	Ongoing	Short Term	Medium Term	Long Term	Cost	Grant Potential	Lead/Partners
B. Utilize the existing ordinance	1.B.1	Establish a dedicated budget for historic preservation (allocate annual funds in the budget; establish a fee schedule for COAs).	Required per Code §22-33		X			\$\$		City Council, City Manager, City staff, HPC
	1.B.2	Create a local landmark and local historic district nomination form and provide the forms, criteria, and instructions on the City's website. The content should make clear the difference between the honorary notable properties list and properties designated as local landmarks.	Continues 2010 Plan Objective B3		X			\$		City staff
	1.B.3	Encourage historic property owners to pursue local landmark designations that are regulated by the HPC; consider providing financial incentives for designation. Use the Notable Properties list as a starting point for local landmark designations. Identify Notable Properties that meet local landmark designation criteria, then identify and support property owners interested in pursuing landmark designation.	Continues 2010 Plan Objective B3		X			\$		City staff, HPC
C. Improve access to information	1.C.1	Improve the public's understanding of historic preservation and Moberly's preservation program by creating a central page on the city's website providing an overview of the program and details about initiatives and key concepts. Other cities, such as San Antonio, have webpages that could serve as inspiration (Appendix C).	Aligns with CLG Coordinator Recommendation		X			\$	X	City staff, Historic Preservation Consultant
	1.C.2	Send welcome letters to new owners of local landmarks and historic district properties with a link to the City's preservation-related web content; also have hard copies of the information available at City Hall	New item	X				\$		HPO/Community Development Specialist
	1.C.3	Host a short, informational training for members of the public about the downtown design guidelines and COA process. Record the session and post online.	New item		X			\$		City staff, HPC
	1.C.4	Provide examples of documentation needed for the COA process including drawings, floorplans, photographs, etc. Include on the city website.	New item		X			\$		City staff, HPC
	1.C.5	Host a short, informational training about the city, state, and federal historic preservation economic incentive programs. Invite historic property developers, building owners, and/or consultants with experience in these areas in Moberly to participate. Record the session and post online.	New item			X		\$		City staff, HPC
D. Encourage rehabilitation and adaptive reuse; discourage demolition activity	1.D.1	Encourage rehabilitation and adaptive reuse of existing buildings throughout the city. Consistently apply design guidelines for downtown properties. Assist blighted property owners with incentive programs.	Continues 2040 Comprehensive Plan Objective 6.5		X			\$\$		Mayor, City Manager, City staff
	1.D.2	Enforce thorough demolition review (already permitted under §23-35-13) through the development of a detailed staff report and site visit.	Continues 2010 Plan Objectives B2, F2	X				\$		City staff, HPC
	1.D.3	Institute stop work orders for vulnerable properties (already permitted under §23-35-12).	Continues 2010 Plan Objectives B2, F2	X				\$		HPC
	1.D.4	Revise the Moberly Downtown CID PPI Window Program's goals and objectives to promote restoration rather than replacement of historic windows. Replacement should only apply to historic windows that are beyond repair.	Aligns with 2018 Design Guidelines		X			\$		CID, City staff



5.2 GOAL 2. IMPROVE DOWNTOWN MOBERLY



Members of the public made clear that a healthy historic downtown is important to them, and the City has committed to the preservation of downtown Moberly in previous planning initiatives like the 2040 Comprehensive Plan. This goal expands upon that commitment with additional objectives and strategies. Identified objectives for this goal include supporting economic investment in downtown, supporting rehabilitation consistent with the SOI Standards, improving the general appearance of downtown, and enlivening the area.



Goal 2. Improve Downtown Moberly											
Objective	No.	Strategy	Alignment	Ongoing	Short Term	Medium Term	Long Term	Cost	Grant Potential	Lead/Partners	
A. Support economic investment	2.A.1	Continue to provide and promote economic incentives for historic rehabilitation	Continues 2010 Plan Objective C3	X				\$\$		CID, City staff	
	2.A.2	Encourage compatible infill development on vacant lots rather than demolition of historical buildings, particularly in the areas surrounding downtown.	Aligns with the 2040 Comprehensive Plan Downtown Development Standards	X				\$		City staff, HPC	
	2.A.3	Continue to encourage mixed-use development (conversion of upper story commercial buildings to residential use with lower-level retail/commercial)	Aligns with 2040 Comprehensive Plan Downtown Development Standards	X				\$		City staff, HPC	
	2.A.4	Use the Main Street approach to downtown economic investment by collaborating with local organizations, developers, financial institutions, and small business owners to attract and retain businesses while promoting the historic character of downtown Moberly	New item	X				\$\$		City staff	
	2.A.5	Identify missing business types (e.g., restaurants) and conduct targeted recruitment	New item			X		\$\$		City staff	
	2.A.6	Attract anchor stores/businesses to downtown through regional investor recruitment. Work with the Moberly Economic Development Corporation to include Downtown Moberly in their business marketing.	New item			X		\$\$		City staff	
B. Support rehabilitation in line with SOI standards	2.B.1	Partner with successful rehabilitators to lead a workshop where they share tips and other information about the process to encourage others to rehabilitate a downtown building	New item			X		\$\$		City staff, HPC	
	2.B.2	Create a list of historic preservation consultants and local/regional contractors/architects with experience with historic buildings and post online	New item			X		\$		City staff, HPC	
	2.B.3	Encourage consistent application of design guidelines through regular training with staff and HPC members. Consider developing a score sheet for COA applications based on design guidelines requirements.	New item	X				\$\$		City staff, HPC	
C. Improve general character and enliven downtown	2.C.1	Create a sense of place with lighting, historic district signage, historically appropriate street furniture, and plantings.	Continues 2040 Comprehensive Plan Objective 4.1		X			\$\$\$	X	City staff, Chamber of Commerce, CID	
	2.C.2	Create a visual and physical connection between downtown and Tannehill Park using the northern strip of land on the City-owned school property (between the school and the post office)	Aligns with 2040 Comprehensive Plan Objective 4.7			X		\$\$\$		City staff, Parks & Recreation	
	2.C.3	Redevelop Tannehill Park with programming that would encourage a steady stream of visitors (e.g., a splash pad, a playground, food trucks)	Aligns with Parks & Recreation plans	X	X			\$\$\$		Parks & Recreation	
	2.C.4	Adapt downtown streets (Reed, Rollins, Coates, Johnson, and Clark) into the complete streets model that increases mobility and safety for all users. Explore how the Reed and Johnson Streets intersection can be more pedestrian friendly to increase access to Tannehill Park.	Aligns with 2040 Comprehensive Plan Objectives 4.17, 3.16				X	\$\$\$		Capital Planning	
	2.C.5	Encourage outdoor restaurant seating, temporary art installations, etc.	New item	X				\$\$		City staff, Chamber of Commerce, CID	
	2.C.6	Encourage community events that attract residents and visitors.	New item	X				\$\$		City staff, Chamber of Commerce	



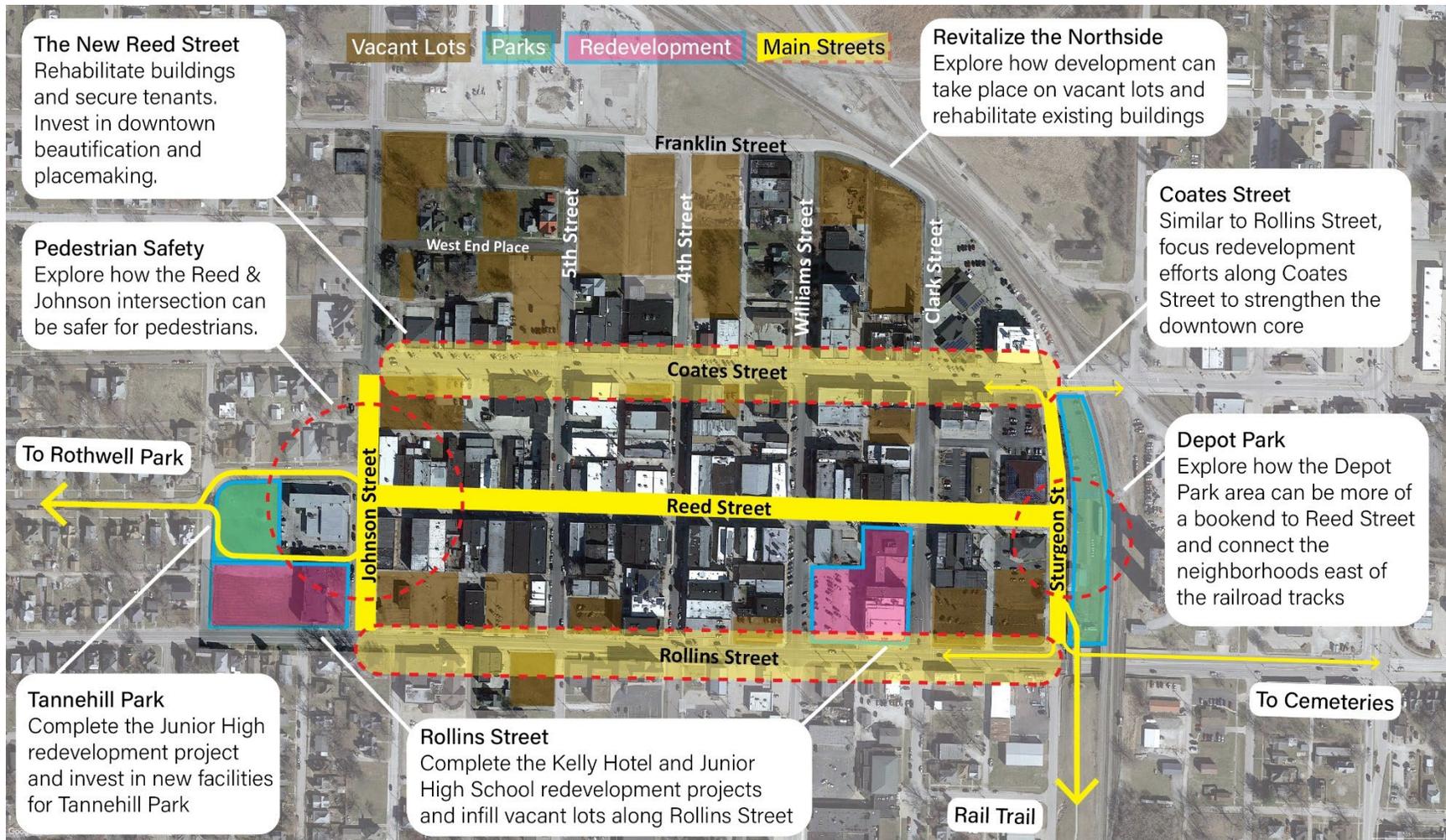


Figure 12. Visual of downtown focus areas.



5.3 GOAL 3. SUPPORT HISTORIC PRESERVATION OUTSIDE DOWNTOWN



The City's preservation efforts to date have focused on downtown. Although it is important to continue efforts there, the City should begin to explore historic preservation opportunities outside the commercial core. Key to this goal is the identification of historic properties and districts. As a result of our limited windshield survey, we have recommended a comprehensive citywide windshield survey. The goal of the survey would be to identify individual properties and districts with high potential to be eligible for local and/or NRHP designation. A historic context should be developed that describes major historical trends that occurred outside downtown. The context should also address underrepresented histories, which have not been explored in previous surveys. Based on the results of the context and windshield survey, the City should pursue reconnaissance-level documentation of properties and districts with eligibility for local or NRHP listing, and then support formal designation.



Goal 3. Support Historic Preservation Outside Downtown										
Objective	No.	Strategy	Alignment	Ongoing	Short Term	Medium Term	Long Term	Cost	Grant Potential	Lead/Partners
A. Identify and designate historic properties and districts outside of downtown	3.A.1	Conduct a citywide windshield survey (excluding the downtown area surveyed in 2018) to identify individual properties and districts with high potential to be eligible for local and/or NRHP designation. <i>The project should include a historic context that documents historical trends, events, people, architecture, recent history, and under-represented histories (such as Black and women's history) not yet documented in the contexts for prior survey projects. The context can help identify properties with potential for NRHP eligibility under Criterion A and B. Include a public engagement component to disseminate information about the project, gather historical information from the community, and share results. Retain your on-call consultant to prepare the scope of work for the project.</i>	Continues 2010 Plan Objective A3		X			\$\$	X	Historic Preservation Consultant, HPC, HPO/Community Development Specialist
	3.A.2	Based on the results of the windshield survey, document individual properties and districts at the reconnaissance level with potential to be eligible for local or NRHP designation	Continues 2010 Plan Objectives A2			X		\$\$	X	Historic Preservation Consultant, HPC, HPO/Community Development Specialist
	3.A.3	Support the formal designation of properties and districts at the local and/or NRHP level	Continues 2010 Plan Objective A2 and 2040 Comprehensive Plan Objective 6.15			X		\$\$	X	City Manager, HPO/Community Development Specialist, HPC, Historic Preservation Consultant
B. Highlight and improve connections between key historical places	3.B.1	Better connect Rothwell Park to the historic downtown along West Reed Street by installing wayfinding signage, informational panels, lighting, and infrastructure improvements (i.e. trees, sidewalk improvements/extensions, bike lanes, etc.).	New item				X	\$\$\$		Capital Planning



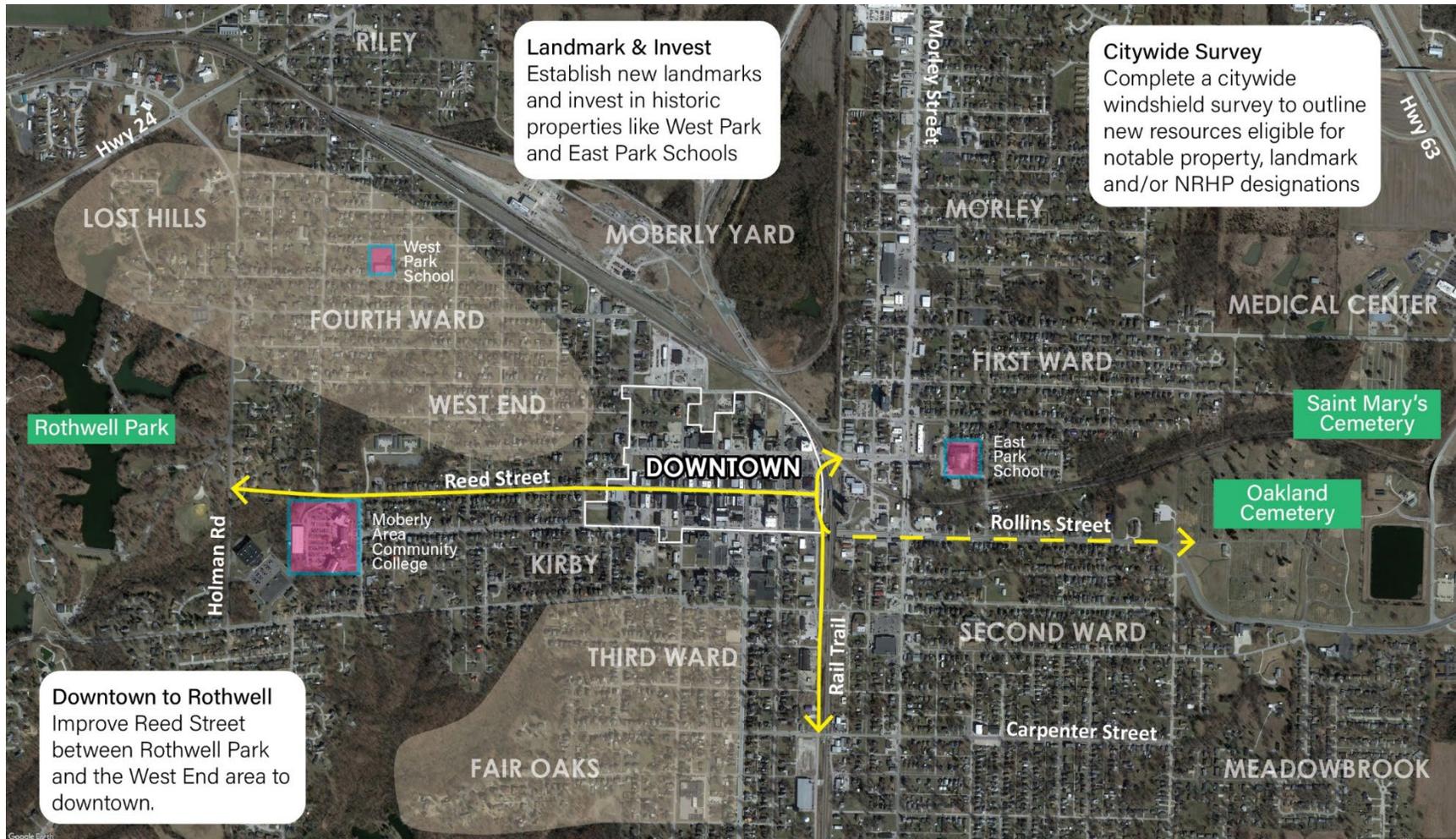


Figure 13. Map of Central Moberly showing the local historic district (outlined in white) in relation to Rothwell Park and surrounding neighborhoods. Highlighted areas are areas with potential historic resources.



5.4 GOAL 4. ENGAGE THE COMMUNITY



Our final goal relates to getting more members of the community involved in the City's historic preservation initiatives. During our public engagement process, we learned that residents of Moberly believe that it is important to document the city's history and get younger people engaged in history and historic preservation. To that end, we have identified strategies to engage the public, particularly younger generations; to foster community identity; and to market, study, and expand the public's knowledge of Moberly's history.



Goal 4. Engage the Community										
Objective	No.	Strategy	Alignment	Ongoing	Short Term	Medium Term	Long Term	Cost	Grant Potential	Lead/Partners
A. Engage younger generations	4.A.1	Recruit a local college student with an interest in history or architecture to serve on the HPC	Aligns with CLG Coordinator Recommendation			X		\$		Moberly Area Community College
	4.A.2	Engage the community, especially younger generations, by highlighting relevant histories on social media (i.e. civil rights, environmental, untold histories).	Continues 2010 Plan Objective C1			X		\$		HPO/Community Development Specialist
	4.A.3	Partner with educators at local schools and colleges to develop educational programming or projects related to history or historic preservation, such as oral history interviews, creation of interpretative panel content, or new sites and stories for the Next Stop Moberly! application.	New item				X	\$\$		Moberly Area Community College, Moberly School District
B. Foster community identity and engagement	4.B.1	Develop community identities based on historical neighborhoods and public input. This information can be used for neighborhood branding, engagement efforts, and gateways.	Aligns with 2040 Comprehensive Plan Objective 6.1				X	\$\$		CDD
	4.B.2	Promote the existing walking tour application Next Stop: Moberly! online and through social media channels. Consider expanding the application over the long term to include new sites and stories. Host an in-person walking tour based on the walking tour application content. Consider connecting the featured sites with signage with a QR-code that launches the application.	New item	X				\$\$	X	HPO/Community Development Specialist
C. Host events and activities	4.C.1	Continue to participate in National Historic Preservation Month by hosting tours or workshops, posting to social media, partnering with schools to do history-related projects, etc.	Continues 2010 Plan Objective D4	X				\$		City staff, HPC, HPO/Community Development Specialist
D. Foster partnerships with community groups	4.D.1	Strengthen partnerships with existing community partners and engage new local community partners to participate in the City's historic preservation programs and initiatives. New partnerships could include educators and students of relevant programs/courses at the Moberly Area Community College and Moberly School District, staff at the Moberly Branch of the Little Dixie Regional Libraries, and historic property developers and building owners.	New item	X				\$		City staff, HPC, HPO/Community Development Specialist
C. Promote, study, and expand education about Moberly's history and historic preservation program	4.E.1	Share existing historic contexts online and develop new content. <i>Review and consolidate existing historic contexts from prior historic resources surveys and NRHP nominations and publish on the City's website. When new contextual themes are developed, add new content to the City website. Identify gaps in the historic narrative (such as historical trends outside downtown, Black history, and women's history) and work with the historical society, the public library, educators, and/or other organizations to periodically add new content.</i>	Reinstates 2010 Plan Objective E3	X				\$\$	X	Historic Preservation Consultant, Randolph County Historical Society, Libraries, Educators, Others
	4.E.2	Promote the City's historic preservation initiatives and local history through press, social media, website content, and other means.	New item				X	\$		HPO/Community Development Specialist





Duval & Reid Menswear Store on Reed Street in downtown Moberly, 2022

6.0 CONCLUSION AND PLAN MAINTENANCE

The future of Moberly will continue to live up to its motto of being the Magic City—not only for its vivacity, but also for its rich historic character visible in its neighborhoods, parks, and downtown. The success of this future depends on the continued preservation efforts by the City, the HPC, partner organizations, and the community at large. Historic preservation is an economic tool that can revitalize city centers and foster a successful small business environment. To ensure successful and effective historic preservation, the aforementioned goals should be achieved according to their priority and financial and timing constraints. It will be up to existing players, as well as newcomers, to continue the successful expansion of the Moberly Historic Preservation Program.

Moberly has exhibited consistent success in attaining funding and support for historic preservation in its community. The City should continue to use grant funding for special initiatives but should also support the program through regular funding. Building the network of stakeholders and organizations that work collaboratively to support the City's efforts will be an important effort.

It is recommended that the City and HPC follow this plan for the next ten years. The HPC should meet annually to establish the goals and objectives for the next year, and quarterly meetings should be used to discuss the status of plan objectives and ensure plan maintenance. Unforeseen events or new initiatives that were not included in this document may require the City and/or HPC to develop an addendum, internal policy, or guideline prior to the next update cycle. The next plan update should take place no later than 2032.

This plan should serve as a commitment between the City and its people to move historic preservation forward for Moberly. Members of the public should be encouraged to take an interest in this plan by discussing the outlined goals with the City and HPC. To promote community engagement and transparency, a public meeting on the status of this plan should be held approximately five years after implementation.

Let's get to work!



7.0 REFERENCES

Aluicio, Abraham, and Adam Flock. "Moberly Historic Downtown Design Guidelines," 2018.

Arzac, Sergio, Nancy Volkman, Charles A. Birnbaum, and Christine Capella Peters. "The Secretary of the Interior's Standards for the Treatment of Historic Properties." *APT Bulletin* 29, no. 1 (1998): 54.
<https://doi.org/10.2307/1504550>.

Asbury, D. Craig. "Quarantines From The Past: Moberly's Pest Houses." *Yesteryear*. 2021.

Aulik, Judy. "Carnegie-MO." *Civic Libraries in a Lost America: Library Postcards*, 2022.
<https://www.aulik.info/carnegie-mo>.

Big K News. "Moberly Receives Historic Preservation Grant." *Central Mo Info* (blog), September 12, 2021.
<https://www.centralmoinfo.com/moberly-receives-historic-preservation-grant/>.

City of Moberly. "2010 Historic Preservation Plan," 2010.

———. "2040 Comprehensive Plan," December 1, 2016.

———. "Annual Operating Budget Fiscal Year July 1, 2017 - June 30, 2018," 2020.

———. "Annual Operating Budget Fiscal Year July 1, 2018 - June 30, 2019," 2020.

———. "Annual Operating Budget Fiscal Year July 1, 2019 - June 30, 2020," 2020.

———. "Annual Operating Budget Fiscal Year July 1, 2020 - June 30, 2021," 2020.

———. "Facebook Video." Facebook, December 29, 2020.

<https://www.facebook.com/watch/?v=1034103497068148>.

———. "Meditation Garden | Moberly, MO." Accessed March 31, 2022.

<https://www.moberlymo.org/190/Meditation-Garden>.

———. "Moberly, MO Fee Schedule," August 18, 2018.

———. "Moberly Parks & Recreation Master Plan Final Master Plan," August 1, 2011.

———. "Oakland Cemetery - Randolph County, Missouri." Accessed March 22, 2022.

<http://www.interment.net/data/us/mo/randolph/oakland/index.htm>.

———. "Park History | Moberly, MO." Accessed March 22, 2022. <https://www.moberlymo.org/550/Park-History>.

———. "Projects in Progress | Moberly, MO." Accessed March 22, 2022.

<https://www.moberlymo.org/314/Projects-in-Progress>.

———. "Tax Information | Moberly, MO." Accessed March 18, 2022. <https://www.moberlymo.org/400/Tax-Information>.

City of Moberly and Randolph County Historical Society. "Next Stop: Moberly! | TravelStorys." Accessed March 22, 2022. <https://www.travelstorys.com/tours/256/Next%20Stop:%20Moberly!%20lang=en>.

Department of Commerce, Bureau of the Census. "Fourteenth Census of the United States Taken in the Year 1920, Volume III: Population." Washington, D.C.: Government Printing Office, 1922.
<https://www.census.gov/library/publications/1922/dec/vol-03-population.html>.



Department of the Interior, Census Office. "Census Reports, Volume I: Twelfth Census of the United States." Washington, D.C.: United State Census Office, 1901. <https://www.census.gov/library/publications/1901/dec/vol-01-population.html>.

———. "Statistics of the Population of the United States at the Tenth Census." Washington, D.C.: Government Printing Office, August 7, 1882. <https://www.census.gov/library/publications/1883/dec/vol-01-population.html>.

Destination Services LLC. "2018 Tourism Strategic Plan and Final Report," July 27, 2018.

Dietrich, Connor. "Initial Phases of New Moberly Hotel Begin after Pandemic Delays." *KOMU 8*. April 25, 2021. https://www.komu.com/news/midmissourinews/initial-phases-of-new-moberly-hotel-begin-after-pandemic-delays/article_c219c1b2-a5d6-11eb-840e-c38874ef154c.html.

ETC Institute. "Community Interest and Opinion Survey Findings Report." ETC Institute, January 1, 2016.

Foley, Terri. "National Register of Historic Places Registration Form: Commerce Bank of Moberly." National Park Service, June 24, 2021.

———. "National Register of Historic Places Registration Form: Moberly Municipal Auditorium." National Park Service, June 24, 2021.

Google Maps. "Moberly Park Maintenance." Google Maps. Accessed March 31, 2022. <https://www.google.com/maps/place/Moberly+Park+Maintenance/@39.4159403,-92.4636137,19z/data=!4m13!1m7!3m6!1s0x87c2d1d5b1830177:0xceedecd32b81494e!2sMoberly,+MO!3b1!8m2!3d39.4183689!4d-92.4382367!3m4!1s0x87dd2d1e2f574257:0xa3738badb622394d!8m2!3d39.4162451!4d-92.4633048>.

Internal Revenue Service. "Opportunity Zones Frequently Asked Questions | Internal Revenue Service." Accessed March 29, 2022. <https://www.irs.gov/credits-deductions/opportunity-zones-frequently-asked-questions>.

Keenoy Preservation. "Commercial District, City of Moberly, Randolph County, Missouri." St. Louis, MO: City of Moberly, 2018 2017.

KOMU 8. "City of Moberly Has Plans for Old Junior High School Building." *KOMU 8*, December 2, 2020. https://www.komu.com/news/city-of-moberly-has-plans-for-old-junior-high-school-building/video_b295a395-ec79-5815-a47d-e37af29844db.html.

Main Street Moberly Inc. "Main Street Moberly Inc | Facebook," 2021. https://www.facebook.com/MainStreetMoberlyInc/about/?ref=page_internal.

Matson, Kelsey. "CLG Evaluation." Missouri Department of Natural Resources, October 8, 2019.

McVicker, Maryellen, and Sharon Korte. "National Register of Historic Places Registration Form: Burkholder-O'Keefe House." National Park Service, July 27, 1987.



Missouri 2021. "Main Street Moberly Oakland Cemetery Walking Tour – Missouri Bicentennial," 2021. <https://missouri2021.org/portfolio/main-street-moberly-oakland-cemetery-walking-tour/>.

Missouri Department of Economic Development. "Local Incentive Programs," 2022. <https://ded.mo.gov/community/local-programs>.

Missouri Department of Natural Resources. "Guidelines for Participation in Missouri's Certified Local Government Program," 2022. https://www.nps.gov/tps/education/workingonthepast/missouri_clg.pdf.

Missouri Humanities Council. "Grants." Missouri Humanities, 2022. <https://mohumanities.org/grants/>.

Missouri State Parks. "Certified Local Government Program," 2022. <https://mostateparks.com/page/83981/certified-local-government-program>.

Mitchell, Steven E., and Mary Aue Mitchell. "Survey Report: Moberly, Randolph County, Architectural/Historical Survey." Moberly, MO: City of Moberly, April 2007.

Moberly Area Chamber of Commerce. "Moberly Area Chamber of Commerce." Accessed March 30, 2022. <https://www.moberlychamber.com/copy-of-contact-1>.
———. "Moberly Area Chamber of Commerce Events Calendar." chamber, 2022. <https://www.moberlychamber.com/calendar>.

Moberly Area Economic Development. "ABOUT | Moberly Depot District | Missouri." Depot District. Accessed March 29, 2022. <https://www.moberlydepotdistrict.com/about>.
———. "PPI Window Program." Moberly Depot District, 2022. <https://www.moberlydepotdistrict.com/copy-of-private-property-improvement-1>.

Moberly Monitor-Index. "Beautifying of Forest Park by Collective Effort Urged by Retiring Board President." *Moberly Monitor-Index*. March 14, 1930.
———. "Governor Signs 12 More Bills." June 13, 1972.
———. "Site Restorations Objects of Report." January 29, 1972.

Moberly Railroad Days. "Moberly Railroad Days | Facebook." Accessed March 22, 2022. https://www.facebook.com/MoberlyRailroadDays/about/?ref=page_internal.

Municode. "Chapter 22 - HISTORIC PRESERVATION | Code of Ordinances | Moberly, MO | Municode Library." Accessed March 31, 2022. https://library.municode.com/mo/moberly/codes/code_of_ordinances?nodeld=COOR_CH22HIPR.

National Park Service. "Certified Local Governments," 2022. <https://www.nps.gov/subjects/clg/index.htm>.
———. "Competitive Grants - Historic Preservation Fund (U.S. National Park Service)." National Park Service. Accessed March 21, 2022. <https://www.nps.gov/subjects/historicpreservationfund/project-grants.htm>.
———. "National Register of Historic Places," 2022. <https://www.nps.gov/subjects/nationalregister/index.htm>.



———. “National Register of Historic Places FAQs,” 2022. <https://www.nps.gov/subjects/nationalregister/what-is-the-national-register.htm>.

———. “The Secretary of the Interior’s Standards for Rehabilitation.” Technical Preservation Services, 2022. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.

Randolph County Assessor. “County Tax Records,” 2022.

RCHS. “Randolph County Historical Society | Facebook.” Accessed March 22, 2022. https://www.facebook.com/RandolphCountyHistoricalSociety/about/?ref=page_internal.

Roberts, Ken Schwencke, Mike Tigas, Sisi Wei, Alec Glassford, Andrea Suozzo, Brandon. “Main Street Moberly Inc - Nonprofit Explorer.” ProPublica, May 9, 2013. <https://projects.propublica.org/nonprofits/organizations/431843656>.

Rosin Preservation, LLC. “Moberly Downtown East Historic Resources Survey.” Moberly, MO: City of Moberly, January 2017.

Rost, Rebecca. “CLG Evaluation.” Missouri Department of Natural Resources, September 19, 2014.

Sanborn Map Company. “Image 9 of Sanborn Fire Insurance Map from Moberly, Randolph County, Missouri.” Image. Moberly, MO, 1909. https://www.loc.gov/resource/g4164mm.g4164mm_g047801909/?sp=9.

Schmidt, Tim. “Public Input Sought for Historic Preservation Plan at Feb. 23 Meeting.” *Moberly Monitor*. February 18, 2022. <https://www.moberlymonitor.com/stories/public-input-sought-for-historic-preservation-plan-at-feb-23-meeting,3056?>

Sheals, Debbie, and Becky Snider. “National Register of Historic Places Registration Form: Moberly Junior High School.” National Park Service, July 1, 2007.

Taylor, David L. “National Register of Historic Places Registration Form: Moberly Commercial Historic District.” National Park Service, September 4, 2012.

The State Historical Society of Missouri. “Next Stop: Moberly! – Missouri Bicentennial,” 2021. <https://missouri2021.org/portfolio/next-stop-moberly/>.

Unknown. “Library Postcards,” 1907. <http://librarypostcards.blogspot.com/2014/05/>.

———. *Moberly, Missouri, Reed Street, Vintage Postcard, Historic Photo*. 1908.

<http://www.mygenealogyhound.com/vintage-postcards/missouri-postcards/MO-Moberly-Missouri-Reed-Street-vintage-postcard-historic-photo.html>.

———. “Municipal Auditorium.” HipPostcard. Accessed April 6, 2022.

<https://www.hippostcard.com/listing/rppc-moberly-missouri-municipal-auditorium-old-cars-vintage-real-photo-postcard/16591075>.

———. *Omar N. Bradley Airport Flyover*. Randolph County Historical Society. Accessed April 6, 2022.

<https://www.pinterest.com/pin/630222541589341455/>.



———. *Union Station, Moberly*. ca 1902. State Historical Society of Missouri.
<https://digital.shsmo.org/digital/collection/imc/id/15410/rec/5>.

US Census Bureau. “Decennial Census of Population and Housing by Decades.” *Census.gov*. Accessed April 5, 2022. <https://www.census.gov/programs-surveys/decennial-census/decade.html>.

———. “Fifteenth Census of the United States: 1930, Population, Volume III, Part I.” Washington, D.C.: Government Printing Office, 1932. <https://www.census.gov/library/publications/1932/dec/1930a-vol-03-population.html>.

U.S. Census Bureau. “U.S. Census Bureau QuickFacts: Moberly City, Missouri.” United States Census Bureau, 2022. <https://www.census.gov/quickfacts/moberlycitymissouri>.

U.S. Department of Commerce. “Thirteenth Census of the United States Taken in the Year 1910, Volume II: Population.” Washington, D.C.: Department of Commerce, Bureau of the Census, 1913. <https://www.census.gov/library/publications/1913/dec/vol-2-population.html>.

Visit Moberly. “Venues.” *Moberly Convention and Visitors Bureau* (blog). Accessed April 6, 2022. <http://moberly.com/venuesinmoberlymo/>.

Walker, Francis A. “Ninth Census--Volume I. The Statistics of the Population of the United States, Embracing the Tables of Race, Nationality, Sex, Selected Ages, and Occupations.” Washington, D.C., June 1, 1870. <https://www2.census.gov/library/publications/decennial/1870/population/1870a-01.pdf>.

Waller, Alexander. “History of Randolph County Missouri,” 1920. <http://genealogytrails.com/mo/randolph/townships-2.html>.

Weidenaar, Randal. “The Kelly Hotel Redevelopment Project.” *maedc*, June 2, 2017. <https://www.moberly-edc.com/single-post/2017/10/17/the-kelly-hotel-redevelopment-project>.

Wikimedia Commons. *Moberly Junior High School, Located at 101 North Johnson Street in Moberly, Missouri. The Building Is Listed on the National Register of Historic Places*. December 28, 2017. Own work. https://commons.wikimedia.org/wiki/File:Moberly_Junior_High_School.jpg.





APPENDIX A. GLOSSARY

Certificate of Appropriateness (COA) is a legal permit petitioned by a property owner in a local historic district to complete alterations to a contributing resource in said historic district. The COA process is administered by the HPC and typically requires the review of applicable design guidelines and submission of documents/plans for approval.

Certified Local Government (CLG) is a government certified through national standards to manage local historic preservation initiatives. The CLG program was established in 1980 by Congress and is administered by the NPS and the corresponding SHPO.⁷⁷

Contributing Resource is a historic resource that adds to the historic value of a district. The opposite of a contributing resource is a noncontributing resource which does not add value because of a lack of historic significance or alterations.

Design Guidelines are specific design principles and recommendations one should follow when making changes or completing construction in a local historic district. The guidelines ensure that proposed changes are appropriate in the context of the local historic district.

Historic Preservation Commission (HPC) is the legal body responsible for administering the COA process, administering nominations for landmarks and the NRHP, and providing comment and direction on the historic preservation program.

Historic Preservation Fund (HPF) is a program funded by the Outer Continental Shelf Lands Act, as amended, to assist in matching grants-in-aid for various historic preservation programs and projects.

Local Historic District is a historic district created by a municipality. In Moberly, local historic districts are regulated by the City and HPC; in contrast, NRHP historic districts are largely honorary and only regulated when federal funds are used.

Missouri Advisory Council on Historic Preservation is the statewide commission appointed by the Governor that reviews all nominations to the NRHP.

National Historic Preservation Act (NHPA) is the legislation that created the NRHP and expanded federal review to include the survey, identification, and documentation of historic properties of projects funded by the federal government.

National Park Service (NPS) is the federal agency within the Department of the Interior (DOI) that administers the NRHP, in addition to administering the nation's national parks and other sites.

National Register of Historic Places (NRHP) is the national list of historic resources (defined as historic districts, buildings, sites, structures, and objects) that hold significance in American history, culture, architecture, design, and archaeology.

⁷⁷ Missouri State Parks, "Certified Local Government Program."



Secretary of the Interior (SOI) is the executive official appointed by the President of the United States to administer the DOI (which includes the NPS). The **SOI Standards** are official guidelines for professional qualifications and on the categorization and methodology of preservation, rehabilitation, restoration, and reconstruction of historic buildings.

State Historic Preservation Office (SHPO) is the state historic preservation program. Each SHPO has a State Historic Preservation Officer. Cities may follow this structure by calling their historic preservation program a Historic Preservation Office with their own designated officer.



APPENDIX B. INCENTIVES AND GRANTS FOR HISTORIC PRESERVATION AND REHABILITATION

Many incentives and grants for historic preservation and rehabilitation are available to the City of Moberly and owners of historic properties (**Table 10**). Tax credit programs are one major financial incentive. The federal government provides a 20% income tax credit for the preservation of historic properties for income-producing properties. To qualify, the property must be listed in the NRHP or certified by the NPS as eligible for the NRHP. The State of Missouri provides a 25% income tax credit; the program is not restricted to income-producing properties. Qualifying properties must be listed in the NRHP, certified by the Missouri Department of Natural Resources as contributing to an NRHP-listed district, or part of a local historic district that has been certified by the NPS (i.e., a CLG's local historic district). For both programs, project work must comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.⁷⁸

In addition to tax credit programs, competitive grants are available from the federal and state government and nonprofit entities. The HPF, sponsored by the NPS, is administered through the Missouri SHPO and offers funding grants to SHPOs. In all, 10% of the SHPO grant funds are reserved for CLGs, like the City of Moberly. To support efforts to identify and preserve historic properties, the CLG program provides local governments access to preservation training and financial assistance from an annual CLG Grant Program.

Other NPS grants available through the Missouri SHPO to provide assistance for specific preservation activities or property types, include the following:

1. African American Civil Rights Grants
7. Save America's Treasures Grants
8. Paul Bruhn Historic Revitalization Grant
9. History of Equal Rights Grants
10. Semiquincentennial Grants
11. Historically Black Colleges & Universities Grants
12. Underrepresented Communities Grants
13. Tribal Heritage Grants
14. Disaster Recovery Grants
15. State Historic Preservation Office Grants

The NPS also offers additional grants and assistance programs not administered by the Missouri SHPO. More information regarding these grants can be found at the NPS website.⁷⁹

⁷⁸ Arzac et al., "The Secretary of the Interior's Standards for the Treatment of Historic Properties."

⁷⁹ National Park Service, "Competitive Grants - Historic Preservation Fund (U.S. National Park Service)."



The Missouri Humanities Council, a state-level nonprofit organization, provides a grant in amounts up to \$10,000 that can be used for historic preservation activities. This grant is available to nonprofit organizations or civic agencies that operated nonprofits.⁸⁰

The Downtown Moberly CID has three local incentive programs. The first of this is the Rent-Buy Down Program, which allows the CID to subsidize rental rates for up to 50% of the lease rate for up to 12 months to encourage new businesses to move into the district. Another local incentive is the Private Property Improvement Incentive Grant Program, which helps private property owners make improvements to properties within the CID with a 50% matching grant. This allows property owners with building code violations to receive assistance with reversing these violations. The program offers funding for small projects (no minimum investment) and large projects (minimum investment of \$10,000). Finally, the Private Property Improvement Incentive Grant Window Program assists property owners with the replacement of broken and boarded-up windows.

⁸⁰ Missouri Humanities Council, "Grants."

Table 10. Federal, State, and Local Incentives for Historic Preservation

Incentive/Grant	Summary	Link
Federal Incentives		
Federal Historic Preservation Tax Incentives Program	NPS oversight; tax credit of 20% of qualified expenditures; applies to income-producing properties only	https://www.nps.gov/tps/tax-incentives.htm
NPS Grants	Several grant types, often geared toward specific property or activity types	https://www.nps.gov/orgs/1623/grant-programs-accepting-applications.htm
State Incentives		
Missouri Historic Preservation Tax Credit Program	State tax credit of 25% of eligible expenditures; costs must exceed 50 % of the total acquisition cost of the property	https://ded2.mo.gov/historic-preservation-tax-credit-program
Missouri Humanities Council grants <i>Mini Grants</i> <i>Major Grants</i>	For nonprofit organizations, or a civic organization that operates as a nonprofit; for up to 50% of project cost <i>Small projects up to \$2,500</i> <i>Projects up to \$10,000</i>	https://mohumanities.org/grants/
Local Incentives		
Rent-Buy Down Program	Downtown CID can subsidize rental rates for up to 50% of the lease rate and up to 12 months; fund to be reimbursed; preference given to existing businesses starting an additional business	https://www.moberlydepotdistrict.com/rent-buy-down-program
Private Property Improvement Incentive Grant Program <i>Large Project</i> <i>Small Project</i>	Helps private property owners make improvements to property within the Downtown Moberly CID; prioritizes properties with health or safety issues; 50/50 matching grant; one structure within a CID fiscal year <i>Minimum investment of \$10,000; up to five projects funded per year</i> <i>No minimum investment; up to eight projects funded per year</i>	https://www.moberlydepotdistrict.com/ppi-grant-program
Private Property Improvement Incentive Grant Window Program	Helps property owners replace broken and boarded windows; promotes in-kind replacement units; preference for street-facing windows	https://www.moberlydepotdistrict.com/copy-of-private-property-improvement-1

APPENDIX C. EXAMPLE WEB CONTENT FROM OTHER CLGS

To improve the public’s understanding of historic preservation and Moberly’s preservation program, the City should create web content providing an overview of the program and details about initiatives and key concepts. Content should include a description of the COA process and who it applies to; an example completed COA application; the difference between a notable property, local landmark, local historic district, and individual and district NRHP designation; a GIS-based map of designated properties and districts; a list of historic preservation financial incentives for owners of historic properties and where to get more information; a description of the SOI Standards for Rehabilitation; a description of design guidelines and when they apply; a citizen’s guide to HPC meetings; the HPC schedule and agenda; and current and upcoming initiatives, among other topics.

Many CLGs have developed websites from which Moberly could draw inspiration. The City of San Antonio Office of Historic Preservation web page is an excellent example, although it is more comprehensive than is necessary for a city the size of Moberly. The department’s website features pages (each linked below) such as “Why Preserve?,” “About the HDRC [Historic and Design Review Commission],” “Landmarks,” “Local Historic Districts,” “Tax Incentives,” and a page for finding historic building contractors and consultants. Future edits to Moberly’s historic preservation web pages could be modeled after San Antonio’s web content and organization. Example screenshots are provided on the following pages.

- Main Page: <https://www.sanantonio.gov/historic>
- Why Preserve? <https://www.sanantonio.gov/historic/About-Us/WhyPreserve>
- About the HDRC: <https://www.sanantonio.gov/historic/HDRC>
- Local Historic Districts: <https://www.sanantonio.gov/historic/scoutsa/HistoricDistricts>
- Landmarks: <https://www.sanantonio.gov/historic/scoutsa/Landmarks>
- Tax Incentives: <https://www.sanantonio.gov/historic/About-Us/WhyPreserve/incentives#13973972-tax-exemptions>
- Historic building contractor directory: <https://www.sarehabberclub.com/contractors>



GET CONNECTED

RESIDENTS

VISITORS

BUSINESS

YOUR GOVERNMENT

ESPAÑOL

ENHANCED BY Google



OFFICE OF HISTORIC PRESERVATION

[sa.Gov Home](#) > [Office of Historic Preservation](#) > [Historic and Design Review Commission \(HDRC\)](#)

HISTORIC AND DESIGN REVIEW COMMISSION (HDRC)

HISTORIC HOME
ABOUT >
COMMUNITY & EVENTS >
DEPARTMENT INITIATIVES & STUDIES >
PROGRAM AREAS
ARCHAEOLOGY >
DECONSTRUCTION & SALVAGE
DESIGN REVIEW >
LIVING HERITAGE & TRADES EDUCATION >
SCOUTSA: SURVEY & DESIGNATIONS >
TRANSFORMATIONAL PROJECTS >
VACANT BUILDINGS >
SA GOV RELATED SITES
DEVELOPMENT SERVICES
PLANNING
WORLD HERITAGE OFFICE
...MORE
PRESERVATION PARTNERS
CONSERVATION SOCIETY

ABOUT THE HDRC

The Historic and Design Review Commission (HDRC) consists of 11 members who reside in the City of San Antonio and are appointed by the City Council. They review projects related to exterior changes to properties that are individually designated landmarks or within one of the City's local historic districts; located within a River Improvement Overlay (RIO) district (including the Riverwalk); located within a Viewshed Protection district; or that are publicly-owned (i.e. libraries, parks, fire stations, etc.). The HDRC also reviews infill construction projects located within the "D" Downtown Business District.



The City's Unified Development Code (UDC) also authorizes OHP staff to issue an Administrative Certificate of Appropriateness for routine and minor repair applications. The majority of requests For a complete list of items that can be administratively approved by staff, refer to Section 35-611 of the [UDC Amendments](#) (PDF). For a list of current HDRC Members, please visit the City's [Boards & Commissions](#) page.

- [IB 560 - Spanish Translation Services for Boards and Commissions](#)
- [IB 560 - Spanish Translation Services for Boards and Commissions](#) (Spanish Version)

EDUCATIONAL RESOURCES

In partnership with the Historic Districts Coalition, OHP staff hosted a series of trainings all about the design review and HDRC process. Video links are provided below:

- 01 TRAINING VIDEO [Certificate of Appropriateness](#)
- 02 TRAINING VIDEO [Historic and Design Review Commission](#)
- 03 TRAINING VIDEO [Historic Design Guidelines and Policy Documents](#)
- 04 TRAINING VIDEO [Demolition and Designations](#)

Planning a project in a historic district and don't know where to start? The [SApreservation Design Resource Center](#) provides examples of application materials, architectural details, and informational links to make the design review process as quick and easy as possible!

OFFICE OF HISTORIC PRESERVATION

[sa.Gov Home](#) > [Office of Historic Preservation](#) > [ScoutSA: Survey & Designations](#) > [Landmarks](#)

LANDMARKS

HISTORIC HOME
ABOUT >
COMMUNITY & EVENTS >
DEPARTMENT INITIATIVES & STUDIES >
PROGRAM AREAS
ARCHAEOLOGY >
DECONSTRUCTION & SALVAGE
DESIGN REVIEW >
LIVING HERITAGE & TRADES EDUCATION >
SCOUTSA: SURVEY & DESIGNATIONS >
TRANSFORMATIONAL PROJECTS >
VACANT BUILDINGS >
SA GOV RELATED SITES
DEVELOPMENT SERVICES
PLANNING
WORLD HERITAGE OFFICE
...MORE
PRESERVATION PARTNERS
CONSERVATION SOCIETY
POWER OF PRESERVATION
PRESERVATION TEXAS
...MORE

Landmarks are resources that have been officially recognized by the City of San Antonio for their outstanding historical, cultural, architectural, or archaeological significance. There are currently over 1,500 designated landmarks in the city. In the past, landmark designation identified Historic Exceptional (HE) and Historic Significant (HS) landmarks. 2010 amendments to the City's Unified Development Code (UDC) include the consolidation of the two landmark designations into one Historic Landmark (HL) designation. Those resources previously designated as historic landmarks prior to the UDC Amendments of June 24, 2010, will continue to bear the words "historic, exceptional" (HE) or "historic, significant" (HS) in their zoning designation.

Landmark designation protects the unique character of the City's historic resources. Landmark designation does not affect the use of a property. Land use is regulated by Zoning. Designation does, however, affect the aesthetics of any exterior changes made to landmarks or properties within local historic districts through implementation of a design review process. Additionally, all landmarked properties cannot be demolished without approval from the Historic and Design Review Commission (HDRC). Find out more about the [advantages of historic designation](#).

Landmark eligibility is determined by the sixteen (16) criteria for evaluation as specified in the Unified Development Code. These criteria are based on the four National Register criteria for eligibility including a property's association with significant events, association with significant people, architectural significance, or ability to convey information about history or prehistory (archaeological sites). Properties recommended eligible for landmark designation must meet at least three (3) of the criteria. See the links below for the full list of landmark eligibility criteria and the lists of designated local landmarks (sorted by name or by street address).

- [Landmark Application](#) (PDF)
- [Designation Criteria for Local Landmarks](#) (PDF)
- [Designation Process for Local Landmarks](#) (PDF)
- [Interactive Map](#) of Local Districts and Landmarks

Through ongoing survey and efforts of the [ScoutSA](#) initiative, OHP is working to identify new properties that are eligible for historic designation. To confirm whether a property has been previously determined to be eligible for historic designation, please contact OHP staff via [email](#) or by calling 210-207-0035.



HISTORIC DISTRICTS

HISTORIC HOME

ABOUT >

COMMUNITY & EVENTS >

DEPARTMENT INITIATIVES & STUDIES >

PROGRAM AREAS

ARCHAEOLOGY >

DECONSTRUCTION & SALVAGE

DESIGN REVIEW >

LIVING HERITAGE & TRADES EDUCATION >

SCOUTSA: SURVEY & DESIGNATIONS >

TRANSFORMATIONAL PROJECTS >

VACANT BUILDINGS >

SA GOV RELATED SITES

DEVELOPMENT SERVICES

PLANNING

WORLD HERITAGE OFFICE

...MORE

PRESERVATION PARTNERS

CONSERVATION SOCIETY

POWER OF PRESERVATION

PRESERVATION TEXAS

...MORE

OFFICE

Physical Address
Development and Business Services Center
1901 S. Alamo
San Antonio, TX 78204



A historic district, according to the City of San Antonio's Unified Development Code, is "an area, urban or rural, defined as an historic district by city council, state, or federal authority and which may contain within definable geographic boundaries one or more buildings, objects, sites or structures designated as exceptional or significant historic landmarks or clusters, as defined herein, including their accessory buildings, fences and other appurtenances, and natural resources having historical, architectural, archaeological, and cultural significance, and which may have within its boundaries other buildings, objects, sites, or structures, that, while not of such historical, architectural, archaeological or cultural significance as to be designated landmarks, nevertheless contribute to the overall visual setting of or characteristics of the landmark or landmarks located within the district."

San Antonio currently has 31 different locally designated historic districts, ranging in size from the Leon Springs Historic District (3 parcels) to the Mission Historic District, which extends for approximately seven (7) miles on the city's south side. Not to be confused with National Register Historic Districts, of which San Antonio has 20, local historic districts are adopted by ordinance at City Council and include legal enforcement of compliance with adopted development codes that are specific to historic properties. Find out more about the [advantages of historic designation](#) (PDF).

Historic district eligibility is determined by the sixteen (16) criteria for evaluation as specified in the Unified Development Code. These criteria are based on the four National Register criteria for eligibility including association with significant events, association with significant people, architectural significance, or ability to convey information about history or prehistory (archaeological sites). Areas recommended eligible for historic district designation must meet at least three (3) of the criteria. See the link below for a full list of eligibility criteria for historic districts.

- [Historic District Application](#) (PDF)
- [Designation Criteria for Local Historic Districts](#)
- [Explorer Map](#) (Interactive map of Local Districts and Landmarks)

HISTORIC DISTRICTS

DESIGNATION PROCESS

PENDING DISTRICTS

ELIGIBLE DISTRICTS

LOCAL HISTORIC DISTRICT CREATION PROCESS



The current process for the creation of local historic districts (UDC Chapter 35, Article VI Historic Preservation and Urban Design, Division 2 Historic Preservation, [Section 35-605](#)) was last updated by City Council on October 29, 2015. The latest amendment requires verified support from 51% of property owners within the proposed district in order to begin the public hearing process. For more detailed information on the historic district creation process, please see the links below.

- [2015 Historic District Amendments](#) (PDF)
- [Ordinance](#)(PDF)

APPENDIX D. LEGAL INDEX

CLG Guidelines



Guidelines for Participation in Missouri's Certified Local Government Program

I. INTRODUCTION

Since 1966, when Congress enacted the National Historic Preservation Act, establishing a preservation program for the United States, the national historic preservation program has operated as a decentralized partnership between the federal government and the states. In the simplest of terms, the federal government established a program of identification, evaluation and protection of historic properties that the states, primarily, carry out. The success of that working relationship prompted Congress to expand the partnership to provide for the participation of local governments. The National Historic Preservation Act of 1980 (P.L. 96-515) contains the legal basis for the new federal-state-local preservation partnership. The role of the "certified local governments" in the new partnership involves, at a minimum, 1) responsibility for review and approval of nominations of properties to the National Register of Historic Places, and 2) eligibility to apply to the State Historic Preservation Officer for matching funds earmarked for "certified local governments." In order to become certified, a local government must meet several requirements, including enactment of an historic preservation ordinance and establishment of a qualified preservation commission. The federal law directs the State Historic Preservation Officer (SHPO) and the Secretary of the Interior to certify local governments to participate in the partnership. The purpose of this document is to outline how the partnership will be implemented in Missouri.

II. DEFINITIONS

For the purposes of clarity, the following definitions shall apply in regard to these guidelines:

- A. "**Certified Local Government**" or "**CLG**" means a local government certified as meeting the requirements set forth in these guidelines.
- B. "**Chief elected official**" means the elected head of a local government
- C. "**Historic Preservation Fund**" or "**HPF**" means the monies accrued under the Outer Continental Shelf Lands Act, as amended, to support the program of matching grants-in-aid to the states for the historic preservation programs and projects.
- D. "**Historic preservation review commission**" or "**commission**" means a board, council, commission, or other similar collegial body that is established in accordance with these guidelines.
- E. "**Local government**" means a city, county, municipality, town or village, or any other general-purpose political subdivision of the state.
- F. "**Missouri Advisory Council on Historic Preservation**" means the commission appointed by the Governor, which is responsible for review and nomination of all Missouri properties to the National Register of Historic Places.
- G. "**National Register of Historic Places**" means the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering and culture maintained by the Secretary of the Interior.
- H. "**The National Register Programs Manual**" means the manual that sets forth National Park Service administrative procedures and guidelines for activities concerning the federally-related

historic preservation programs of the states and local governments.

I. **"State Historic Preservation Officer"** or **"SHPO"** means the official within the state who has been designated and appointed by the Governor to administer the state historic preservation program. In Missouri, the SHPO is in the Department of Natural Resources.

III. REQUIREMENTS FOR CERTIFICATION OF LOCAL GOVERNMENTS PROGRAMS

Pursuant to the National Historic Preservation Act of 1966, as amended, and subsequent regulations promulgated by the National Park Service on April 13, 1984 (36 CFR Part 61), certified local government programs must meet five broad criteria. These criteria are outlined below, along with further amplification and definition of the guidelines that must be met by a local government to achieve certification in Missouri.

A. The local government shall ***"enforce appropriate state or local legislation for the designation and protection of historic properties with provisions to achieve substantially the purpose of identification, evaluation and protection of cultural resources within the jurisdiction of the CLG"***.

1. Such legislation (defined as a local historic preservation ordinance plus appropriate historic preservation review commission bylaws, adopted resolutions and rules of procedure) shall include the following provisions, at a minimum:

- a. Statement of purpose;
- b. Establishment of a historic preservation review commission and a grant of powers;
- c. Procedures for the designation of historic districts and individual landmarks;
- d. Clearly defined standards and criteria for the designation of historic districts and individual landmarks;
- e. Definition of actions that shall be reviewed by the commission, including proposed alteration, relocation, demolition or new construction affecting designated properties;
- f. Standards and guidelines for the review of such actions by the commission;
- g. Specific time frames for review; and
- h. Procedures for appeals.

2. To ensure consistency of review, it is recommended that the local ordinance reference, where possible, the National Register Criteria and the Secretary of the Interior's "Standards for Rehabilitation."

3. At the request of a local government, the SHPO shall provide preliminary review of an existing, newly proposed or revised ordinance.

B. The local government shall ***"establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members."***

1. The commission shall have no fewer than five members.
2. Commission members shall have a demonstrated interest, competence or knowledge in historic preservation.
3. To the extent available in the community, the commission shall include professional members representing such disciplines as architecture, architectural history, history, archaeology, planning, urban design, cultural geography or any other fields related to historic preservation. Local governments requesting certification must demonstrate that they have made a reasonable effort to secure such professionals as commission members.
4. If certain critical disciplines are not represented on the commission, the CLG shall seek the advice of consultants to assist the commission in reviewing a particular action. (For instance, an archaeologist might be consulted in regard to the impact of excavation for a new high-rise building on previously undisturbed land, while an architectural historian might be consulted for advice in regard to the significance of a building proposed for nomination to the National Register.) Possible sources for such consultants include universities, colleges, state or local preservation organizations, and architectural or planning firms.
5. Terms of office of commission members shall be staggered and of no less than two-year duration (except as provided in the initiation of a commission). The two-year term shall not be construed as preventing a member from serving more that one consecutive term.
6. The local appointing authority shall initiate action to fill vacancies, including expired terms, within 60 days.
7. Commission meetings shall be held at regular intervals and at least four times a year.
8. The commission shall submit an annual report on its activities to the chief elected official for submission to the SHPO. The annual report shall include, but shall not be limited to, such items as: the number and types of cases reviewed, new designations made, revised resumes of commission members, new appointments to the commission, attendance records, and all minutes relating to National Register nominations. Reports shall be submitted within 60 days after the end of the fiscal year and shall form the basis for the SHPO's assessment of the CLG's performance.
9. Each commission member shall attend at least one informational or educational meeting, approved or conducted by the SHPO, pertaining to historic preservation. The SHPO shall initiate or develop training programs to assist commissions in meeting this requirement.
10. The commission shall be responsible for the following:
 - a. Identifying and designating historic districts and landmarks within the jurisdiction of the CLG;
 - b. Reviewing all alterations, relocation, demolition or new construction affecting designated properties under the jurisdiction of the CLG.
 - c. Reviewing all proposed National Register nominations for properties within the jurisdiction of the CLG.
11. The SHPO may, at his/her discretion and mutual agreement with CLG, delegate further responsibilities to the local commission. The CLGs may petition to assume greater

responsibility for eligible historic preservation program activities provided they have sufficient and qualified staff.

C. The local government shall ***"maintain a system for survey and inventory of historic properties."***

1. The CLG shall begin or continue a SHPO-approved process to identify historic properties with its jurisdiction.
2. A detailed inventory of the districts, sites and/or structures designated within the CLG's jurisdiction shall be maintained.
3. All inventory material shall be:
 - a. In conformance with standards and guidelines for cultural resource inventory as established by the SHPO;
 - b. Compatible with statewide comprehensive historic preservation planning process;
 - c. Provided in a format consistent with a. and b. above;
 - d. Accessible to the public (except of archaeological site locations, which shall be restricted);
 - e. Updated periodically; and
 - f. Available through duplicates on file with the SHPO.
4. At the discretion of the SHPO, the requirement for submission of duplicate inventory materials to the SHPO may be waived for CLG's not requesting pass-through funding.

D. Local governments shall ***"provide for adequate public participation in the local historic preservation programs, including the process of recommending properties to the National Register."***

1. All commission meetings shall be open to the public. Public announcement of such meetings shall be made in a timely fashion prior to the meeting date.
2. Commission meetings shall be held at regular intervals, at least four times a year.
3. Careful minutes of all commission actions, including the specific reasons for making decisions, shall be kept on file and available to the public.
4. Applicants shall be given written notification of commission decisions, including specific reasons for the decisions.
5. Rules of procedure shall be adopted by the commission and shall be available to the public.
6. Guidelines and criteria for the designation of properties and the review of actions affecting those properties shall be developed by the commission and made available to the public.

E. Local governments shall ***"satisfactorily perform the responsibilities delegated to it"*** by the SHPO, as outlined under A.--D. above.

IV. PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS

A. The chief elected official of the local government shall request certification from the Missouri SHPO. The request for certification shall include the following:

1. A written assurance by the chief elected official that the local government will fulfill all of the requirements for certification as outlined in III. above;
2. A copy of the local historic preservation ordinance;
3. A listing of any historic districts or individual landmarks designated under the local ordinance, along with statements of the historical significance of the properties, photographs and maps indicating their locations and boundaries;
4. Resumes for each of the members of the historic preservation commission, including, where appropriate, credentials as to members' expertise in fields related to historic preservation;
5. A copy of the local historic preservation plan, if available, or a statement describing the local preservation program, including survey, designation and protection activities; and
6. Resumes for staff, if petitioning for additional responsibilities under III.B.11. of these guidelines. (If requested, the SHPO will consider professional staff in conjunction with the credentials for review board members in determining whether the local preservation commission meets the requirements set forth under III.B.3.)

B. The Missouri SHPO shall respond to the chief elected official within 60 days of receipt of an adequately documented, written request.

C. If, upon review of the local government request, it is determined that the proposal fulfills the requirements and guidelines for certification as stated herein, the SHPO shall prepare a written certification agreement to be enacted between the SHPO and the CLG. The agreement shall outline the specific responsibilities of the CLG when certified, including:

1. The five minimum responsibilities cited under III. A.--D. above;
2. Any additional responsibilities delegated by the SHPO to all CLGs in Missouri, and
3. Any other responsibilities delegated by the SHPO pursuant to III.B.11.

The SHPO shall forward the CLG's request for certification and a copy of the above referenced written certification agreement to the Secretary of the Interior. If the secretary does not take exception to the request within 15 working days of receipt, the local government shall be regarded as certified by the secretary.

V. PROCESS FOR MONITORING AND DECERTIFICATION OF CERTIFIED LOCAL GOVERNMENTS.

A. The SHPO shall conduct periodic review and monitoring of certified local governments to assure

that each local government is fulfilling the requirements for certification.

1. The SHPO shall conduct an annual assessment of the CLG's performance, by means of review of the annual report, which shall be submitted by each certified local government.
2. The SHPO shall review the minutes of local commission meetings. Such minutes shall be provided to the SHPO at the same time they are provided to commission members, on a quarterly basis at a minimum.
3. The SHPO shall conduct a periodic review of products developed or submitted by the CLG, such as survey data, National Register nominations, planning activities, etc., to ensure conformance of any grant-assisted projects with Missouri's statewide comprehensive historic preservation planning process and with pertinent federal standards and criteria for HPF programs.
4. The SHPO shall be responsible for periodic review of the fiscal management of Historic Preservation Fund monies allotted to the CLGs.

B. If the SHPO determines that the performance of certified local government does not meet the minimum criteria for continued certification, the SHPO shall document that assessment and recommend to the certified local government steps that should be taken to improve performance. The CLG shall have a period of not less than 30 days nor more than 120 days in which to implement improvements. If, at the end of the appropriate period, the SHPO determines that sufficient improvement has not occurred to bring the certified local government in conformance with the minimum requirements, the SHPO shall recommend decertification of the local government to the Secretary of the Interior, citing the specific reasons for the recommendation.

C. A certified local government may petition the SHPO for decertification voluntarily. A letter from the chief elected official shall be the appropriate vehicle for such requests.

D. In the event of the decertification of a CLG, the SHPO shall conduct financial assistance closeout procedures in accordance with the National Register Programs Manual.

VI. PARTICIPATION OF CERTIFIED LOCAL GOVERNMENTS IN THE NATIONAL REGISTER NOMINATION PROCESS

The certified local government shall assume the responsibility for review and comment on all proposed nominations for properties within its jurisdiction. However, the authority to nominate Missouri properties directly to the National Register of Historic Places shall rest with the SHPO and the Missouri Advisory Council on Historic Preservation, pursuant to federal law and regulation.

A. The CLG shall be responsible for review of all National Register nominations within their jurisdiction.

1. The local commission shall develop or receive the documentation necessary to nominate a property to the National Register. This documentation shall be submitted by the commission to the Missouri SHPO for subsequent review by the staff and the Missouri Advisory Council on Historic Preservation.
2. In the event that a completed National Register nomination for a property within the jurisdiction of a CLG should be received by the SHPO without prior review by the CLG, the SHPO shall forward a copy of said nomination to the CLG within 30 days. The SHPO simultaneously shall inform the property owner of the transmittal of the nomination to the

CLG.

B. The CLG shall be responsible for providing comments on proposed National Register nominations within their jurisdiction.

1. **Both** the local commission and the chief elected official of the CLG shall inform the SHPO and the property owner(s) of their separate opinions regarding the National Register nomination within 60 days of receipt of the nomination data from the owner or the SHPO.

2. If both the local commission and the chief elected official support the nomination, and if the nomination form is complete and sufficient, then the SHPO shall notify the property owner(s) within 30 to 75 days prior to the meeting of the Missouri Advisory Council on Historic Preservation at which the nomination will be considered.

3. Likewise, if either the local commission or the chief elected official supports the nomination, then the SHPO shall notify the property owner(s) within 30 to 75 days prior to the meeting of the Missouri Advisory Council on Historic Preservation at which the nomination will be considered.

4. If both the local commission and the chief elected official oppose the nomination, it shall not be forwarded to the SHPO.

C. Nominations approved by the SHPO and the Missouri Advisory Council on Historic Preservation shall be forwarded to the Keeper of the National Register in Washington, D.C.

D. Nominations not approved by the SHPO and the Missouri Advisory council on Historic Preservation shall be returned to the CLG, along with an explanation of the Missouri Advisory Council on Historic Preservation's comments and, where appropriate, suggestions for improvements.

E. Any appeal procedures promulgated by the National Park Service pertaining to local or state decision shall be followed.

VII. TRANSFER OF FUNDS TO CERTIFIED LOCAL GOVERNMENTS

A share of the HPF allocation to Missouri shall be available to certified local governments on a 60-40 basis for historic preservation activities and projects, unless otherwise authorized by the SHPO. (At present, federal law provides that 10 percent of the HPF allocation to Missouri be set aside for transfer to certified local governments.) The intent is to use HPF assistance to augment rather than replace existing local commitment to historic preservation activities. **Certified local governments may participate in the review and approval of National Register nominations whether or not they elect to apply for HPF transfer funds.**

A. General Requirements

1. All local governments certified pursuant to IV. above shall be eligible for funding.

2. However, the SHPO is not required to award funds to all local governments that are eligible to receive funds.

3. Any CLG receiving HPF monies shall be considered a subgrantee of the state of Missouri.

4. HPF grants received by a CLG shall not be applied as matching share for any other federal

grant.

5. Indirect costs may be charged as CLG grant expenditures **only** if:

- a. The CLG meets the requirements of the National Register Programs Manual, and
- b. The CLG has a current indirect cost rate approved by the cognizant federal agency.

B. In order to be eligible to receive a portion of the local share of the Historic Preservation Fund (HPF) allocation to Missouri, the CLG must:

1. Have adequate financial management systems that:

- a. Meet federal standards of the Office of Management and Budget Circular A-102, Attachment G., "Standards for Grantee Financial Management Systems;"
- b. Are auditable in accordance with the General Accounting Office's **Standards for Audit of Governmental Organizations, Programs, Activities, and Functions;** and
- c. Are available for periodic evaluation by SHPO in accordance with OMB Circular A-102, Attachment P, "Audit Requirements:"

2. Adhere to all requirements of the National Register Programs Manual; and

3. Adhere to any requirements mandated by Congress pertaining to the HPF.

C. Technical Assistance

The Missouri SHPO is prepared to assist local governments in developing and implementing financial management systems that meet the requirements listed under A. and B. above.

D. Criteria for Selection

1. All proposals shall be evaluated and selected by the SHPO according to the following criteria:

- a. Clearly stated and specific goals that are realistically attainable with the amount of funds provided and within the funding period;
- b. Demonstration of an understanding of state and local preservation priorities including efforts to advance the identification, evaluation and protection of properties significant in Missouri's history and prehistory, and efforts to ensure maintenance of these properties; and
- c. Assurance of matching share.

2. In addition, all proposals shall be reviewed in terms of the Funding Priorities below for conformance with state and federal goals and objectives.

3. The rationale for selection of CLG grant proposals and for the amounts awarded shall be

made available by the SHPO upon request.

E. Funding Priorities

1. The Missouri SHPO shall award funds on a competitive basis to CLGs based on the following priorities:
 - a. Administration of local preservation programs with emphasis on completion of the identification phase, that is, survey/inventory of cultural resources;
 - b. Administration of local preservation programs with emphasis on completion of the evaluation phase, that is, nominations to the National Register of Historic Places; and
 - c. Administration of local preservation programs with emphasis on the protection phase, that is planning for and implementation of strategies to ensure long-term preservation of cultural resources.
2. The SHPO shall award funds to certified local government programs that are consistent with Missouri's comprehensive resource planning process.
3. The SHPO shall endeavor to distribute CLG funding to the maximum number of qualified local governments throughout the state and to insure a reasonable distribution between urban and rural areas.
4. The SHPO shall consider other priorities or conditions as may be set forth by the National Park Service for HPF administration.

F. Application for Funding

The chief elected official of the CLG shall request funding by means of an annual application to the SHPO. The appropriate application forms shall be made available by the SHPO. The application timetable may be subject to modification due to fluctuations in federal allocation procedures. The distribution of grant applications, deadline for submittal of grant applications, and awarding of grants shall be done on the same schedule as other HPF grants.

2040 Comprehensive Plan Historic Preservation Goals



The cited goals from the 2040 Moberly Comprehensive Plan are listed below:

Chapter 7: Design & Development Standards: Downtown Development Standards

Moberly should regulate the quality of redevelopment and new infill development Downtown to encourage historic preservation, maintain the Downtown character, attract shoppers, and encourage mixed-use development.

Historic preservation has environmental, cultural, and economic benefits. Positive impact on property values can be obtained with clear guidelines; local staff; educational outreach to property owners, real estate brokers, architects, builders, etc.; and consistent decisions by the governing body.

Although a full set of Design Guidelines is warranted, important factors to consider include the following:

- Building façade treatment – Standards should require that facades of newly renovated buildings receive treatment compatible with existing architectural and historical patterns. Rear and side walls should also have some detailing.
- Building materials – To ensure high-quality building materials compatible with a mixed-use development area, the City should consider prohibiting the use of certain materials, such as Exterior Insulation and Finish Systems and corrugated metal surfaces.
- Unique signage opportunities such as projecting, lighted and other artistic expressions should be supported to promote the area as a unique district. Except for signs that identify and promote the District in general, off-premise signs and billboards should not be allowed.

Recommended resources include Main Street Moberly, Missouri State Historic Preservation Office, Missouri Department of Economic Development, National Institute of Building Sciences, American Institute of Architects, and American Planning Association.

Chapter 7: Comprehensive Plan Implementation (List of Goals)

Growth & Land Use

- 3.16. Invest in public lands & transportation corridors that build on the City's well developed parks and recreation system.

Mobility

- 4.1. Place wayfinding signage at intuitive locations to encourage tourism and efficient traffic movement.
- 4.7. Continue to identify areas for the provision of sidewalks and trails to connect parks and schools with surrounding neighborhoods.
- 4.17. Adopt a formal Complete Streets policy.



Character of the Community

- 6.1. Develop a Gateway / Corridor Plan that incorporates design guidelines to enhance the community's image.
- 6.3. Continue to pursue grant opportunities from the State Historic Preservation Office for the rehabilitation and preservation of historic structures in the downtown.
- 6.4. Consider adopting a design guide providing property owners with suggestions on architectural and layout options that complement neighborhood qualities.
- 6.5. Consider adoption of techniques to avoid unnecessary demolition and to foster adaptive reuse of historical buildings and compatible new uses on nearby sites while avoiding strict regulation of design.
- 6.15. Create a local historic district and apply current design guidelines.



Moberly Historic Preservation Code of Ordinances

Note:

The following is the Moberly Code of Ordinances for Historic Preservation as of April 2022. Visit the online Municode library for the latest version of the code or scan the QC code below to access the MUNICODE website.



Chapter 22 HISTORIC PRESERVATION

ARTICLE I. IN GENERAL

Sec. 22-1. Purpose and intent.

The purpose of this chapter is to promote the educational, cultural, economic, and general welfare of the community by:

- (1) Providing a mechanism to identify and preserve the distinctive historic, archaeological and architectural characteristics of the city that represent elements of the city's cultural, social, economic, political, and architectural history;
- (2) Fostering civic pride in the beauty and noble accomplishments of the past as represented in city landmarks and historic districts;
- (3) Conserving and improving the value of property designated as landmarks or within historic districts;
- (4) Providing for economic benefits to encourage business and residential owners to locate and invest in historically significant properties;
- (5) Protecting and enhancing the attractiveness of the city to home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce and industry, and providing economic benefit to the city;
- (6) Fostering and encouraging preservation, restoration, and rehabilitation of the historic structures, areas and neighborhoods, and thereby preventing future urban blight;
- (7) Promoting the use of historic districts and landmarks for the education, pleasure, and welfare of the people of the city;
- (8) Promoting the identification, evaluation, protection and interpretation of the prehistoric and historic archaeological resources within the incorporated limits of the city.

(Code 1987, § 19-129(a); Ord. No. 7635, § 1(part), 10-20-2003)

Sec. 22-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means any act or process that changes one or more historic, architectural or physical features of an area, site, landscape, place or structure, including, but not limited to, the erection, construction, reconstruction, or removal of any structure; the expansion or significant modification of agricultural activities; and clearing, grading or other modification of an area, site, or landscape that changes its current condition.

Area means a specific geographic division of the city.

Certificate of appropriateness means a certificate issued by the historic preservation commission (HPC) indicating its approval of plans for alteration, construction, removal or demolition of a landmark or of a structure within a historic district.

Certificate of economic hardship means a certificate issued by the HPC authorizing an alteration, construction, removal or demolition, even though a certificate of appropriateness has previously been denied.

Construction means the act of adding an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

Cultural resources means districts, buildings, sites, structures, objects and evidence of some importance to a culture, a subculture, or a community for scientific, engineering, art tradition, religious or other reasons, significant in providing resource and environmental data necessary for the study and interpretation of past lifeways and for interpreting human behavior.

Demolition means any act or process which destroys in part or in whole a landmark or a structure within a historic district, or which threatens to destroy a landmark or a structure within a historic district, or which destroys or threatens to destroy a potentially significant property or structure by failure to maintain it in a condition of good repair and maintenance.

Design guideline means a standard of appropriate activity that will preserve the historic, prehistoric, architectural, scenic or aesthetic character of a landmark or historic district.

Exterior architectural appearance means the architectural character and general composition of the exterior of a structure, including, but not limited to, the kind, color and texture of the building material and the type, design and character of all windows, doors, light fixtures, signs, and appurtenant elements.

Historic district means an area designated as a historic district by ordinance of the city council which may include individual landmarks as well as other properties or structures which, while not of such historic and or architectural significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics and historical significance of the historic district.

Historic significance means character, interest or value as part of the development, heritage, or culture of the community, county, state or country; as the location of an important local, county, state or national event; or through identification with a person who made an important contribution to the development of the community, county, state or country.

HPC means the city historic preservation commission.

Landmark means a property or structure designated as a landmark by ordinance of the city council, pursuant to procedures prescribed herein, which is worthy of rehabilitation, restoration, interpretation and preservation because of its historic, architectural or archaeological significance to the city.

Minimum maintenance means the minimum regulations governing the conditions and maintenance of all existing structures, as set out in the building and construction codes adopted by the city in section 10-1 and all other applicable ordinances and state statutes.

Ordinary maintenance means any work for which a building permit is not required by municipal ordinance, where the purpose and effect of such work is to correct any deterioration or decay of, or damage to, a structure or any part thereof and to restore the same, as nearly as may be practical, to its condition prior to the occurrence of such deterioration, decay or damage, and does not involve change of materials nor of form.

Owner of record means the person, corporation or other legal entity listed as owner on the records of the county recorder of deeds.

Public improvement project means an action by the city, or any of its departments or agencies involving major modification or replacement of streets, sidewalks, curbs, street lights, street or sidewalk furniture, landscaping, parking, or other portions of the public infrastructure servicing commercial, residential, recreational or industrial development; or any undertakings affecting city parks or city-owned structures.

Removal means any relocation of a structure, object or artifact on its site or to another site.

Repair means any change that is not construction, alteration, demolition or removal and is necessary or useful for continuing normal maintenance and upkeep.

Secretary of Interior's standards means the Secretary of the Interior's standards for the treatment of historic properties are sets of treatment standards intended to assist users in making sound historic preservation decisions for the preservation, rehabilitation, restoration or reconstruction of historic properties. The standards are codified as 36 CFR 68.

Site means the traditional, documented or legendary location of an event, occurrence, action or structure significant in the life or lives of a person, persons, groups, or tribe, or any place with evidence of past human activity. Sites include, but are not limited to, cemeteries, burial grounds, occupation and work areas, evidence of farming or hunting and gathering, battlefields, settlements, estates, gardens, groves, river crossings, routes and trails, caves quarries, mines or significant trees or other plant life.

Stop work order means an order issued by the building inspector directing an owner, occupant, contractor or subcontractor to halt an action for which a certificate of appropriateness is required, and notifying the owner, occupant, contractor or subcontractor of the application process for a certificate of appropriateness.

Structure means anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but without limiting the generality of the foregoing, buildings, fences, gazebos, advertising signs, billboards, backstops for tennis courts, radio and television antennae and towers, and swimming pools.

Survey means the systematic gathering of information on the architectural, historic, scenic, and archaeological significance of buildings, sites, structures, areas, or landscapes, through visual assessment in the field and historical research for identifying landmarks or districts worthy of preservation.

(Code 1987, § 19-129(b); Ord. No. 7635, § 1(part), 10-20-2003)

Sec. 22-3. Penalties.

Any person convicted of violating the provisions of this chapter shall be punished by a fine no greater than \$500.00 or confinement in the city jail for a period not to exceed 60 days, or both fine and confinement. Each day each violation shall continue to exist shall constitute a separate violation.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Sec. 22-4. Public safety exclusion.

None of the provisions of this chapter shall be construed to prevent any measures of construction, alteration, or demolition necessary to correct or abate the unsafe or dangerous condition of any structure, other feature or part thereof, where such condition has been declared unsafe or dangerous by the building inspector, and where the proposed measures have been declared necessary, by such department or departments, to correct the condition; provided, however, that only such work as is reasonably necessary to correct the unsafe or dangerous condition may be performed pursuant to this section. In the event any structure or other feature shall be damaged by fire or other calamity, or by act of God or by the public enemy, to such an extent that in the opinion of the department or departments it cannot reasonably be repaired and restored, it may be removed in conformity with normal permit procedures and applicable laws.

(Code 1987, § 19-142; Ord. No. 7635, § 14(part), 10-20-2003)

Sec. 22-5. Ordinary maintenance and repair of exterior elements permitted.

Nothing in the chapter shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure described in this chapter.

(Code 1987, § 19-139(a); Ord. No. 7635, § 11(part), 10-20-2003)

Secs. 22-6—22-28. Reserved.

ARTICLE II. HISTORIC PRESERVATION COMMISSION

Sec. 22-29. Composition.

- (a) The HPC (historic preservation committee) shall consist of seven members, residents of the city, all of whom shall be appointed by the mayor. In addition, a member of the city council and of the planning and zoning commission shall be appointed to serve as liaison. The council and zoning representatives shall vote but shall not hold office.
- (b) All commission members must have a demonstrated interest, competence or knowledge in historic preservation. To the extent available in the community, the HPC shall include professional members representing such disciplines as architecture, architectural history, prehistoric and historic archaeology, planning, urban design, cultural geography, cultural anthropology, folklore, curation, conservation, landscape architecture, law, real estate brokerage, banking, history or other fields related to historic preservation, and residents of historic districts or potential historic districts.

(Code 1987, § 19-130(a); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-30. Terms; vacancies; attendance.

The terms of office of the members of the HPC shall be for three years, excepting that the membership of the first HPC appointed shall serve, respectively, for terms of two for one year; two for two years; and three for three years. Vacancies shall be filled for the unexpired term only. Action to fill vacancies shall be initiated within 60 days. Any member of the HPC who fails to attend at least 50 percent of all commission meetings, regular and special, in any calendar year, shall be deemed to have automatically vacated the membership.

(Code 1987, § 19-130(b); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-31. Officers; duties of secretary.

- (a) Officers shall consist of a chairperson and a vice-chairperson elected by the HPC who shall each serve a term of one year and shall be eligible for re-election. The council of planning and zoning commission representatives shall not be eligible for office. The chairperson shall preside over meetings. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. If both are absent, a temporary chairperson shall be elected by those present.
- (b) The secretary of the HPC shall be appointed by the planning department and shall have the following duties:
 - (1) Take minutes of each HPC meeting;

-
- (2) Be responsible for publication and distribution of copies of the minutes, reports, and decisions to the members of the HPC;
 - (3) Give notice as provided herein by law for all public hearings conducted by the HPC;
 - (4) Advise the mayor of vacancies on the HPC and expiring terms of members; and
 - (5) Prepare to submit to the council a complete record of the proceedings before the HPC on any matter requiring council consideration.

(Code 1987, § 19-130(c); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-32. Quorum; rules of procedure; meetings; records.

- (a) *Quorum and voting.* A quorum shall consist of four of the members. All decisions or actions of the HPC shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. No member of the HPC shall vote on any matter that may materially or apparently affect the property, income, or business interest of that member.
- (b) *Meeting schedule; notice of meetings.* Meetings shall be held at regularly scheduled times to be established by resolution of the HPC at the beginning of each calendar year or at any time upon the call of the chairperson, but no less than once each quarter. Public notice of all meetings shall be posted in conformance with standard city policy and RSMo 610.020.
- (c) *Right of property owners to be heard.* No action shall be taken by the HPC that could in any manner deprive or restrict the owner of property in its use, modification, maintenance, disposition, or demolition until such owner shall first have had the opportunity to be heard at public meeting of the HPC.
- (d) *Administering oaths; compelling witness attendance.* The chairperson, and in his absence, the acting chairperson, may administer oaths and require the attendance of witnesses. All meetings of the HPC shall be open to the public except as allowed by state law.
- (e) *Minutes and other records of proceedings.* The HPC shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the city clerk and shall be public record.
- (f) *Rules, criteria, guidelines and forms to be available to the public.* All HPC rules of procedure, designation criteria, design guidelines and forms shall be available to the public at the office of the city clerk.

(Code 1987, § 19-130(d); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-33. Funding.

The city council shall annually appropriate funds, within the budget limitations, for the operation of the HPC. The HPC may, with the consent of the city council, apply for, receive, or expend any federal, state or private grant, grant-in-aid, gift or bequest, in furtherance of the general purposes of this article. Such money may be expended by the HPC for publishing maps and brochures or for hiring staff persons or consultants or performing other functions for carrying out the duties and powers of the HPC and the purposes of this article.

(Code 1987, § 19-130(e), (g)(18); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-34. Compensation.

The members shall serve without compensation but shall be reimbursed for expenses they incur while on commission business.

(Code 1987, § 19-130(f); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-35. Powers and duties.

The HPC shall have the following powers and duties:

- (1) To adopt its own bylaws and procedural regulations, provided that such regulations are consistent with this article and state law;
- (2) To conduct an ongoing survey for the identification of historically, archaeologically and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public (except for archaeological site locations, which shall be restricted);
- (3) To investigate, and recommend to the planning and zoning commission and to the city council the adoption of ordinances designating for protecting properties or structures having special cultural, historic, archaeological, community or architectural value as landmarks;
- (4) To investigate and recommend to the planning and zoning commission and the city council the adoption of ordinances designating for protection areas as having special cultural, historic, archaeological, community or architectural value as historic districts;
- (5) To keep a register of all properties and structures which have been designated as landmarks or historic districts, including all information required for each designation;
- (6) To confer recognition upon the owners of landmarks and property or structures within historic districts by means of certificates, plaques, or markers; and to make recommendations for the design and implementation of specific markings of the streets and routes leading from one landmark or historic district to another;
- (7) To advise and assist owners of landmarks and property or structures within historic districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places;
- (8) To nominate landmarks and historic districts to the city historic register and to the National Register of Historic Places, and to review and comment on any nominations to the National Register of Historic Places;
- (9) To inform and educate the citizens of the city concerning the historic, archaeological and architectural heritage of the city through publication or sponsorship of maps, newsletters, brochures, pamphlets, programs and seminars by the city, the HPC, or other appropriate parties;
- (10) To hold public hearings and to review applications for construction, alteration, removal or demolition affecting proposed or designated landmarks or structures, within historic districts, and issue or deny certificates of appropriateness for such actions;
- (11) To hold public hearings on each proposed nomination of a landmark and of a historic district and on the guidelines developed for each nomination;

-
- (12) To request the building inspector to issue stop work orders for any construction, alteration, removal or demolition undertaken without a certificate of appropriateness or to stop work that violates the conditions of a certificate;
 - (13) To review all applications for demolition permits within the corporate limits of the city to determine impact to significant cultural resources, including those not yet nominated as landmarks or as contributing properties within an historic district;
 - (14) To consider applications for certificates of economic hardship that would allow the performance of work for which a certificate of appropriateness has been denied;
 - (15) To develop specific design guidelines based on the secretary of the interior's standards for rehabilitation for the alteration, construction, or removal of landmarks or property and structures within historic districts;
 - (16) To review proposed zoning amendments, applications for special use permits, or applications for zoning variances that affect proposed or designated landmarks or historic districts;
 - (17) To administer on behalf of the city any property of historical significance or full or partial interest in real property, including easements, that the city may have or accept as a gift or otherwise, upon approval by the city council;
 - (18) To accept and administer on behalf of the city, upon approval of the council, such gifts, grants and money as may be appropriate for the purposes of this article;
 - (19) To call upon available city staff members as well as other experts for technical advice;
 - (20) To retain such specialists or consultants or to appoint such citizen advisory committees as may be required from time to time;
 - (21) To testify before all boards and commissions, including the planning and zoning commission and the board of adjustment, on any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas;
 - (22) To make recommendations to the city council concerning budgetary appropriations to further the general purposes of this article;
 - (23) To develop a preservations component in the master plan of the city and to recommend it to the planning and zoning commission and to the city council;
 - (24) To periodically review the city zoning ordinance and to recommend to the planning and zoning commission and the city council any amendments appropriate for the protection and continued use of landmarks or property, sites and structures within historic districts; and
 - (25) To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to implementation of the purpose of this article.

(Code 1987, § 19-130(g); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-36. Surveys and research.

- (a) The HPC shall undertake an ongoing survey and research effect in the city to identify neighborhoods, areas, sites, structures, and objects that have historic, cultural, archaeological, architectural or aesthetic importance, interest or value, and shall maintain an inventory of that information. Before the HPC shall on its own initiative nominate any landmark or district for designation, it shall develop a plan and schedule for conducting a comprehensive survey of the city to identify significant resources.

-
- (b) As part of the survey, the HPC shall review and evaluate any prior surveys and studies by any unit of government or private organization and compile appropriate descriptions, facts, and photographs. The HPC shall systematically identify potential landmarks and historic districts and adopt procedures to nominate them based upon the following criteria:
- (1) The potential landmarks and historic districts in one identifiable neighborhood or distinct geographical area of the city;
 - (2) The potential landmarks and historic districts associated with a particular person, event, or historical period;
 - (3) The potential landmarks and historic districts of a particular architectural style or school, or of a particular architect, engineer, builder, designer, or craftsman;
 - (4) The potential landmarks and historic districts containing historic and prehistoric archaeological resources with the potential to contribute to the understanding of historic and prehistoric cultures;
 - (5) Such other criteria as may be adopted by the HPC to ensure systematic survey and nomination of all potential landmarks and historic districts within the city.
- (c) All inventory material shall be in conformance with standards and guidelines for cultural resource inventory as established by the state historic preservation office.

(Code 1987, § 19-131; Ord. No. 7635, § 3(part), 10-20-2003)

Sec. 22-37. Establishment of fee system.

The HPC shall establish an appropriate system of processing fees for the review of nominations and certificates of appropriateness.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Secs. 22-38—22-62. Reserved.

ARTICLE III. HISTORIC PRESERVATION PLAN

Sec. 22-63. Purpose and intent.

The city has a rich history and legacy of historic properties. The city was established shortly after the conclusion of the Civil War as a junction point and regional headquarters for newly constructed railroad lines and was named for a railroad executive. The city grew rapidly, developing railroad shops and factories and became a business center for north central Missouri. Current residents and city officials and staff desire to preserve and protect these assets, for the enjoyment and enrichment of those who live and work in the city, and for future generations. Accordingly, the city council has adopted this article to focus on the importance of the city's historic assets.

(Code 1987, app. A, § 103(a), (c); Ord. No. 7747, § 1, 10-18-2004)

Sec. 22-64. Categories of preservation activities.

Historic preservation activities fall into a few broad categories. These include preservation of structures in the downtown business district, individual properties in other parts of the community and items other than structures and sites, such as artifacts and documents, which tell the story of the city.

(Code 1987, app. A, § 103(b); Ord. No. 7747, § 1, 10-18-2004)

Sec. 22-65. Preservation goals.

The goals summarized in this section identify major elements of the historic preservation plan. The ordering of the goals is not meant to indicate priorities.

- (1) *Identify historic resources significant to city's past.*
 - a. Collect surveys and photographs of buildings completed to date;
 - b. Collect national register nominations to date;
 - c. Implement surveys of all historic structures, properties, cemeteries and neighborhoods;
 - d. Seek grant funds to assist in surveys;
 - e. Develop design guidelines for significant areas of the city beginning with downtown.
- (2) *Protect historic resources.*
 - a. Implement this article;
 - b. Coordinate with the city regarding action on condemned building;
 - c. Identify and pursue solutions for endangered and significant properties (e.g., Urbandale pillars; grain elevators downtown; Junior High School building on Johnson Street; West Park School on Diltz Street; Klein Bakery building on N. Fifth Street; Fourth Street Theater).
- (3) *Establish economic incentives to encourage historic preservation.*
 - a. Pursue use of federal and state tax credits and educate public;
 - b. Research incentive programs used in other communities;
 - c. Cooperate with the city on incentive programs for the city;
 - d. Pursue federal and state grants.
- (4) *Provide technical assistance for historic preservation.*
 - a. Utilize and train HPC members;
 - b. Network with state historic preservation office;
 - c. Become a certified local government;
 - d. Network with communities with certified local government designation;
 - e. Consider retaining professional for surveys and advice.
- (5) *Heighten awareness of historic preservation in city and educate the public.*
 - a. Develop a notable historic building program, to include annual recognition of buildings that have been appropriately restored;

-
- b. Participate in national historic preservation month;
 - c. Encourage the study of the history of the city and its architectural and historic resources, in cooperation with local historical societies, the public library and local clubs and organizations;
 - d. Designate points of historic interest with markers.
- (6) *Develop support for historic preservation from individuals, not-for-profit groups, and businesses.*
- a. Network with the city downtown association, and develop mutual goals to protect and improve downtown city;
 - b. Cooperate with the city in deciding what to do with endangered structures, consistent with the duties of the HPC.

(Code 1987, app. A, § 103(d); Ord. No. 7747, § 1, 10-18-2004)

Secs. 22-66—22-88. Reserved.

ARTICLE IV. NOMINATION OF LANDMARKS AND HISTORIC DISTRICTS

DIVISION 1. GENERALLY

Secs. 22-89—22-119. Reserved.

DIVISION 2. REVIEW BY HISTORIC PRESERVATION COMMISSION

Sec. 22-120. Submission of nomination.

Nominations shall be made to the HPC on a form prepared by it and may be submitted by a member of the HPC, owner of record of the nominated property or structure, or the city council. Nominations shall be turned in to the city clerk, who will within seven days of receipt mail a notification of intent to nominate to the owner of record of the nominated property. Forms and criteria for nomination will be available at the office of the city clerk. Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be deemed necessary by the HPC.

(Code 1987, § 19-132(a), (g)(10); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-121. Interim control.

No building permit shall be issued by the building inspector for alteration, construction, demolition, or removal of a nominated landmark or of any property or structure within a nominated historic district from the date of the meeting of the HPC at which a nomination form is first presented until the final disposition of the nomination by the city council unless such alteration, removal, or demolition is authorized by formal resolution of the city council as necessary for public health, welfare, or safety. In no event shall the delay be for more than 180 days.

(Code 1987, § 19-132(l); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-122. Criteria applied by commission in review of nomination.

- (a) The HPC shall, upon such investigation as it deems necessary, make a determination as to whether a nominated property, structure, site, area or district meets one or more of the following criteria, based on criteria for evaluation for the National Register of Historic Places:
- (1) Its character, interest, or value as part of the development, heritage, or cultural characteristics of the community, county, state or country;
 - (2) Its overall setting and harmony as a collection of buildings, structures, and objects where the overall collection forms a unit;
 - (3) Its potential to be returned to an accurate historic appearance regardless of alterations or insensitive treatment that can be demonstrated to be reversible;
 - (4) Its location as a site of a significant local, county, state, or national event;
 - (5) Its identification with a person who significantly contributed to the development of the community, county, state, or country;
 - (6) Its embodiment of distinguishing characteristics of an architectural type valuable for the study period, type, method of construction, or use of indigenous materials;
 - (7) Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state, or country;
 - (8) Its embodiment of elements or design, detailing, materials, or craftsmanship that render it architecturally significant;
 - (9) Its embodiment of design elements that make it structurally or architecturally innovative;
 - (10) Its unique location or singular physical characteristic that makes it an established or familiar visual feature of the neighborhood, community, or city;
 - (11) Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance;
 - (12) Its suitability for preservation or restoration; and
 - (13) Its potential to yield information important to history and prehistory.
- (b) Any structure, property, or area that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or restoration.

(Code 1987, § 19-132(b); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-123. Public hearing.

Upon receipt of a completed nomination of a landmark or historic district, the HPC shall schedule a public hearing to solicit input and comment on the proposed nomination and guidelines for certificates of appropriateness.

(Code 1987, § 19-132(c); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-124. Reports and recommendations.

- (a) *HPC to adopt recommendations to designate landmark or historic district.* Within 45 calendar days from receipt of a completed nomination in proper form, the HPC shall adopt by resolution a recommendation that the nominated landmark or historic district does or does not meet the criteria for designation in this division. The resolution shall be accompanied by a report to the planning and zoning commission containing the following information:
- (1) *Generally.* An explanation of the significance or lack of significance of the nominated landmark or historic district as it relates to the criteria for designation and an explanation of the integrity or lack of integrity of the nominated landmark or historic district.
 - (2) *Landmarks.* In the case of a nominated landmark found to meet the criteria for designation:
 - a. The significant exterior architectural features of the nominated landmark that should be protected;
 - b. The types of construction, alterations, demolition, and removal, other than those requiring a building or demolition permit, that should be reviewed for appropriateness pursuant to the provisions of this article;
 - c. Archaeological significance and recommendations for interpretation and protection.
 - (3) *Districts.* In the case of a nominated historic district found to meet the criteria for designation:
 - a. The types of significant exterior architectural features of the structures within the nominated historic district that should be protected;
 - b. The types of alterations and demolitions that should be reviewed for appropriateness pursuant to the provisions of this article;
 - c. The type and significance of historic and prehistoric archaeological sites within the nominated historic district;
 - d. Proposals for design guidelines of HPC review of certificates of appropriateness within the nominated landmark or historic district;
 - e. The relationship of the nominated landmark or historic district to the ongoing effort of the HPC to identify and nominate all potential cultural resources that meet the criteria for designation;
 - f. Recommendations as to appropriate permitted uses, special uses, height and area regulations, minimum dwelling size, floor area, sign regulations, lot size, and parking regulations necessary or appropriate to the preservation of the nominated landmark or historic district, including recommendations for buffer zones to protect and preserve visual integrity;
 - g. A map showing the location of the nominated landmark or the boundaries of the nominated historic district.
- (b) *Submission of HPC reports to planning and zoning commission.* The recommendations and reports of the HPC shall be sent to the planning and zoning commission within seven days following the vote on the resolution and shall be available to the public in the office of the city clerk.

(Code 1987, § 19-132(d); Ord. No. 7635, § 4(part), 10-20-2003)

Secs. 22-125—22-146. Reserved.

DIVISION 3. REVIEW BY PLANNING AND ZONING COMMISSION

Sec. 22-147. Public hearing required; notice.

The planning and zoning commission shall schedule and hold a hearing on the nomination following receipt of a report and recommendation from the HPC that a nominated landmark or historic district does or does not meet the criteria for designation. The meeting shall be scheduled, held and conducted in the same manner as other meetings to consider applications for zoning map amendments or ordinance amendments. Notice of the date, time, place and purpose of the meeting and a copy of the completed nomination form shall be sent by regular mail to the owners of record and to the nominators.

(Code 1987, § 19-132(e); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-148. Presentation of testimony and other evidence at hearing; close of hearing.

Oral or written testimony concerning the significance of the nominated landmark or historic district shall be taken at the public hearing from any person concerning the nomination. The HPC may present expert testimony or present its own evidence regarding the compliance of the nominated landmark or historic district with the criteria for consideration of a nomination set forth in this division. The owner of any nominated landmark or of any property within a nominated historic district shall be allowed reasonable opportunity to present evidence regarding significance and shall be afforded the right of representation by counsel and reasonable opportunity to cross-examine expert witnesses. The hearing shall be closed upon completion of testimony.

(Code 1987, § 19-132(f); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-149. Determination.

Within 60 calendar days following close of the public hearing, the planning and zoning commission shall make a determination upon the evidence whether the nominated landmark or historic district does or does not meet the criteria for designation. Such determination shall be made upon a motion and vote of the planning and zoning commission and shall be accompanied by a report stating the findings of the planning and zoning commission concerning the relationship between the criteria for designation in this article and the nominated landmark or historic district and all other information required by this article.

(Code 1987, § 19-132(g); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-150. Notice of determination.

Notice of the determination of the planning and zoning commission, including a copy of the report, shall be sent by regular mail to the owner of record of a nominated landmark and of all property within a nominated historic district and to the nominator within seven days following adoption of the resolution. Within seven days following a determination by the planning and zoning commission that the nominated landmark or historic district does meet the criteria for designation, a copy of the resolution and report accompanied by a recommendation that the nominated landmark or historic district be designated shall be sent to the city council.

(Code 1987, § 19-132(h); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-151. Appeal.

A determination by the planning and zoning commission that the nominated landmark or historic district does not meet the criteria for designation shall be a final administrative decision reviewable under the Missouri Administrative Procedure and Review Act; provided, however, that the nominator or any owner of the nominated landmark or of property within the nominated historic district may within 30 days after the postmarked date of the notice of the determination file with the city clerk a written appeal to the city council.

(Code 1987, § 19-132(i); Ord. No. 7635, § 4(part), 10-20-2003)

Secs. 22-152—22-170. Reserved.

DIVISION 4. FINAL DETERMINATION AND DESIGNATION BY CITY COUNCIL

Sec. 22-171. Review and determination procedure.

- (a) *Time within council must act.* The city council shall, within 60 calendar days after receiving the recommendation that the nominated landmark or historic district be designated or receiving a written appeal, either reject the recommendation or written appeal by formal resolution or designate the landmark or historic district by an ordinance.
- (b) *Public hearing; testimony.* The city council shall hold a public hearing before enacting the resolution or ordinance and provide notice and take testimony in the same manner as provided in this article.
- (c) *Written statement of reasons for determination.* Any resolution or ordinance shall be accompanied by a written statement explaining the reasons for the action of the city council.
- (d) *Notice of council determination.* The city clerk shall provide written notification of the action of the city council by regular mail to the nominator, the appellant, and the owners of record of the nominated landmark or of all property within a nominated historic district.
- (e) *Distribution of designation ordinance.* The notice shall include a copy of the designation ordinance or resolution passed by the city council and shall be sent within seven days of the city council action. A copy of each designation ordinance shall be sent to the HPC, planning and zoning commission and building inspector.

(Code 1987, § 19-132(j); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-172. Amendment of city zoning map.

Upon designation, the landmark or historic district shall be classified as a District H—Historic, and the designating ordinance shall prescribe the significant features; the types of construction, alteration, demolition, and removal, other than those requiring a building or demolition permit that should be reviewed for appropriateness; the design guidelines for applying the criteria for review of appropriateness; permitted uses; special uses; height and area regulation; minimum dwelling size; floor area; lot size; sign regulation; and parking regulations. The official zoning map of the city shall be amended to show the location of the District H—Historic as an overlay zone.

(Code 1987, § 19-132(k); Ord. No. 7635, § 4(part), 10-20-2003)

Sec. 22-173. Amendment or rescission of designation.

Designations may be amended or rescinded upon petition to the HPC and compliance with the same procedure and according to the same criteria set forth herein for designation.

(Code 1987, § 19-132(m); Ord. No. 7635, § 4(part), 10-20-2003)

Secs. 22-174—22-199. Reserved.

ARTICLE V. PERMITS, CERTIFICATES AND OTHER REVIEW BY HPC

DIVISION 1. GENERALLY

Sec. 22-200. Review of public improvement and land acquisition projects.

Public improvement and land acquisition projects by the city or any of its departments or agencies shall be reviewed by the HPC in the following manner:

- (1) The HPC shall review and comment upon any public improvement project proposed by the city or any of its agencies or departments within any historic district, on the site of or within 200 feet of any landmarks, or within 200 feet of any boundary of a historic district. The department of public works shall send a completed preliminary design for a public improvement project to the HPC simultaneously with its submission to the city council for approval. The HPC shall have at least 30 days to complete its review and report to the city council, except when the department of public works, if necessary to accelerate the design review process, may specify a time less than 30 days within which the HPC shall complete its review and report to the council.
- (2) The HPC shall review and comment upon any proposed acquisition of a landmark or of land or buildings within a historic district by the city or any of its agencies or departments. The city council or the department of public works shall, at the earliest possible date that will not interfere with acquisition negotiations, send the HPC information concerning the location, size, purchase price, current use, and proposed use of land or building to be acquired, and specify the date by which the HPC shall report to the council.
- (3) The HPC shall review the public improvement or land acquisition projects to determine its effect upon the historic, archaeological or architectural character of the landmark or historic district and report to the city council within any time specified by the city council or planning department, but not to exceed 45 days. The report by the HPC shall include any recommendations for changes to the preliminary design or land acquisition that will lessen or alleviate any adverse effect of the proposed project upon the historic, archaeological or architectural character of the landmark or historic district. The city council shall take no final action on the preliminary design or land acquisition until it has received and reviewed the report of the HPC.

(Code 1987, § 19-135; Ord. No. 7635, § 7(part), 10-20-2003)

Sec. 22-201. Review of applications for zoning amendment, special use and variance.

Applications for zoning amendments, special use permits, or variances for a landmark or structures within a historic district shall be referred to the HPC by the planning department at least 15 days prior to the date of the

public hearing set by the planning and zoning commission or the board of adjustment. The HPC may review these applications using any format which it deems appropriate; provided, however, that the applicant shall be notified of the time and place of such review and shall be given the opportunity to appear and be heard. Within 15 days after receipt of the application, the HPC shall forward its comments to the planning department for presentation to the planning and zoning commission for their consideration in reviewing the application.

(Code 1987, § 19-140; Ord. No. 7635, § 12(part), 10-20-2003)

Secs. 22-202—22-225. Reserved.

DIVISION 2. PERMITS AND CERTIFICATES

Sec. 22-226. Review of construction activities not requiring a building permit.

Application for review of construction, alteration, demolition, or removal not requiring a building permit for which a certificate of appropriateness is required shall be made on a form prepared by the HPC and available at the office of the city clerk. The HPC shall consider the completed application at its next regular meeting.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Sec. 22-227. Copies of applications for building and demolition permits to be provided to building inspector.

Applications for building and demolition permits shall be forwarded by the building inspector to the HPC within seven days following receipt of the application.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Sec. 22-228. Building and demolition permits not to be issued before certificate of appropriateness.

A building or demolition permit shall not be issued until a certificate of appropriateness has been issued by the HPC.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Sec. 22-229. Certificates of appropriateness required; applications; informal meetings.

(a) It is unlawful for any person to undertake or cause an alteration, construction, demolition or removal of any nominated or designated landmark or structure within a nominated or designated historic district without a certificate of appropriateness. An application for certificate of appropriateness shall be required before the following actions affecting the significance of any landmark or any structure within a historic district may be undertaken:

- (1) Any construction, alteration, or removal requiring a building permit from the city;
- (2) Any demolition in whole or in part requiring a demolition permit from the city;

-
- (3) Any construction, alteration, demolition, or removal affecting a significant exterior architectural feature or appearance as specified in the ordinance designating the landmark or historic district;
 - (4) Any construction, alteration or removal involving earth disturbing activities that might affect archaeological resources;
 - (5) Any actions to correct a violation of a minimum maintenance standard.
- (b) Applications for a certificate of appropriateness shall include accompanying plans and specifications affecting the significance of a designated landmark or of a property within a designated historic district; and applications for demolition permits shall include plans and specifications for the contemplated use of the property.
 - (c) Applications for certificate of appropriateness may be reviewed by the director of community development or his/her designee for completeness and qualification for administrative review by the historic preservation commission architect and the director of community development or his/her designee.
 - (d) Administrative review of certificates of appropriateness is available to those projects that qualify by meeting the approved criteria of the HPC commission in the Historic Design Guidelines Addendum. Items reviewed administratively that are not approved may be presented to the HPC commission for review.
- (Code 1987, §§ 19-133, 143; Ord. No. 7635, §§ 5, 15(part), 10-20-2003; Ord. No. 9558 , § 1, 11-18-2019)

Sec. 22-230. Submission of supporting documentation may be required by HPC.

Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be deemed necessary by the HPC.

(Code 1987, § 19-130(g)(10); Ord. No. 7635, § 2(part), 10-20-2003; Ord. No. 7970, § 1, 6-19-2006)

Sec. 22-231. Time within HPC must review applications; notice to applicant and building inspector.

The HPC shall review applications for a building permit, demolition permit or certificate of appropriateness and issue or deny the permit or certificate with 45 days of receipt of the application. Written notice of the approval or denial of the application for a certificate of appropriateness shall be provided the applicant and the building inspector within seven days following the determination and shall be accompanied by a certificate of appropriateness in the case of an approval.

(Code 1987, § 19-134(a); Ord. No. 7635, § 6(part), 10-20-2003)

Sec. 22-232. Term of certificates of appropriateness renewals.

A certificate of appropriateness shall become void unless construction is commenced within six months of date of issuance. Certificates of appropriateness shall be issued for a period of 18 months and are renewable.

(Code 1987, § 19-134(a); Ord. No. 7635, § 6(part), 10-20-2003)

Sec. 22-233. Denial of applications; resubmission.

- (a) A denial of a certificate of appropriateness shall be accompanied by a statement of the reasons for the denial. The HPC shall make recommendations to the applicant concerning changes, if any, in the proposed

action that would cause the HPC to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the owner and the HPC.

- (b) The applicant may resubmit an amended application or reapply for a building or demolition permit that takes into consideration the recommendations of the HPC.

(Code 1987, § 19-134(b); Ord. No. 7635, § 6(part), 10-20-2003)

Sec. 22-234. Certificates of economic hardship.

- (a) Application for a certificate of economic hardship shall be made on a form prepared by the HPC only after a certificate of appropriateness has been denied.
- (b) The HPC shall schedule a public hearing concerning the application and provide public notice and individual notice to the applicant, owners of record, and owners adjacent to the property in the same manner as set out in this division and any person may testify at the hearing concerning economic hardship. All testimony, objections thereto and rulings at such public hearing shall be taken down by a reporter employed by the city for that purpose, or, if electronic tape recording equipment is available, by such electronic means.
- (c) The HPC may solicit expert testimony or require that the applicant for a certificate of economic hardship make submissions concerning any or all following information before it makes a determination on the application:
- (1) Estimate of the cost of the proposed construction, alterations, demolition or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the HPC for changes necessary for the issuance of a certificate of appropriateness;
 - (2) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
 - (3) Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition or removal; after any changes recommended by the HPC; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
 - (4) In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.

(Code 1987, § 19-138; Ord. No. 7635, § 10(part), 10-20-2003)

Sec. 22-235. Appeals.

If the HPC denies an application for a certificate of appropriateness, the HPC shall work with the applicant to arrive at a mutually satisfactory alternative to the proposed activities. If agreement cannot be reached within six months, the applicant may file with the city clerk a written appeal to the board of adjustment. In acting upon the appeal, the board may grant a variance from the strict interpretation of this division when such will not materially affect the health or safety of the applicant and general public.

(Code 1987, § 19-141; Ord. No. 7635, § 13(part), 10-20-2003)

Sec. 22-236. Failure to complete project in accordance with certificate of appropriateness.

If a project is not completed according to the guidelines provided in the certificate of appropriateness, the project shall be deemed in violation of this division.

(Code 1987, § 19-134(a); Ord. No. 7635, § 6(part), 10-20-2003)

Sec. 22-237. Stop work orders may be issued by HPC.

- (a) If the HPC has reason to believe that an action for which a certificate of appropriateness is required has been initiated, or is about to be initiated, or that a violation of the conditions of a permit has occurred, it shall request that the building inspector make every reasonable effort to contact the owners, occupants, contractor or subcontractor and inform them of proper procedures.
- (b) If the HPC determines that a stop work order is necessary to halt an action, it shall request the building inspector to send a copy of the stop work order by certified mail return receipt requested to the owners, occupants, contractors and subcontractors, and notify them of the process of applying for a certificate of appropriateness. A copy of the proper application form shall be included in the notice. If necessary, a second or subsequent stop work order may be issued for the same project.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Secs. 22-238—22-267. Reserved.

DIVISION 3. DESIGN STANDARDS AND GUIDELINES

Sec. 22-268. Purpose and intent.

These standards are prepared to provide general assistance to building, property, and business owners of the Central Business (B-2) Historic District. The standards are designed to advise building, property, and business owners on the preservation and rehabilitation of historic properties. The intent of these standards is to assist the long-term preservation of the district's significance through preservation of historical materials and features. The focus of rehabilitation includes materials, construction types, sizes, and occupancy and encompasses the exterior of buildings within the designated district.

(Ord. No. 9387, 9-18-2017)

Sec. 22-269. Rehabilitation defined.

Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. It is recognized that rehabilitation may require repairs or alterations to provide efficient contemporary use; however, these repairs or alterations must not damage or destroy materials, features, or furnishings that are important in defining the building's historical character.

(Ord. No. 9387, 9-18-2017)

Sec. 22-270. Planning a rehabilitation project.

- (a) The following are suggestions for successful planning of a rehabilitation project:
 - (1) Check for critical maintenance or safety issues.

(Supp. No. 4)

Created: 2021-05-07 06:40:32 [EST]

-
- (2) Evaluate the condition of the building front. Can the original design be preserved and maintained? Restored with compatible alterations? Reconstructed? Or, be replaced?
 - (3) Consider how the design of the building front will affect the value of the property as a place to do business.
 - (4) Determine who will be responsible for improvements.
 - (5) Determine who will be responsible for on-going maintenance.
- (b) To avoid overtaxing the budget, consider implementing the project in phases. Costs could be spread over a few years, such as:
- (1) *Phase 1.* First year: Execute maintenance and repairs that stabilize the building.
 - (2) *Phase 2.* Later in the first year: Continue with a fresh paint scheme, install an awning, and a new sign (design the sign so it can be removed and remounted in the future) and install window shades in the upper windows.
 - (3) *Phase 3.* Second year: Follow up with a new door, restore the cornice, and reopen the transom.
 - (4) *Phase 4.* Third year: Finish off even later with new lighting, awnings on upper story windows, and a new entrance; then improve the rear entrance for customers.

(Ord. No. 9387, 9-18-2017)

Sec. 22-271. Primary concerns.

Primary concerns for building rehabilitation focus on the building's important or character-defining architectural materials and features; yet, make possible an efficient, contemporary use of the property. Identified below are key terms related to an approvable restoration/rehabilitation project:

- (1) *Identify, retain, and preserve.* It is important to identify, retain, and preserve the architectural materials and features that are important in defining the historic character of the property.
- (2) *Protect and maintain.* After materials and features are identified, issues to protect and maintain must be addressed. Protection and maintenance generally involves the least degree of intervention and is preparatory to other work; and can include simple issues such as rust removal, caulking, limited paint removal, etc.
- (3) *Repair and replace.* Repair of character-defining materials and features is recommended whenever possible. Guidance for repair work is available from a variety of resources. Replacement of an entire feature with new material may be required due to a high degree of deterioration or damage. When replacement is appropriate, the entire feature should be replaced in kind, as near to the original feature as possible, with a solution that is compatible to the property.

(Ord. No. 9387, 9-18-2017)

Secs. 22-272—22-277. Reserved.

Editor's note(s)—Ord. No. 9483 Editor's note(s)—, § 1, adopted Nov. 19, 2018, repealed §§ 22-272—22-277, which pertained to basic preservation guidelines; signs; awnings; color; texture and materials; new building design; site design, and derived from Ord. No. 9387, 9-18-2017. Subsequently, said ordinance replaced §§ 22-272—22-277 with the 2018 Design Guidelines which are adopted by reference. The 2018 Design Guidelines can be found on file at the city.

Secs. 22-278—22-302. Reserved.

ARTICLE VI. PROPERTY MAINTENANCE

Sec. 22-303. Compliance required.

It is unlawful to fail to maintain designated landmarks or structures within designated historic districts within the minimum maintenance requirements of this article.

(Code 1987, § 19-143; Ord. No. 7635, § 15(part), 10-20-2003)

Sec. 22-304. Minimum standards.

All buildings and structures designated by city ordinance as "H" shall be preserved against decay and deterioration and free from certain structural defects in the following manner by the owner thereof, or such other person who may have the legal custody and control thereof, and the owner shall repair such building if it is found to have any of the following defects:

- (1) The deterioration of exterior walls or other vertical supports;
- (2) The deterioration of roofs or other horizontal members;
- (3) The deterioration of external chimneys;
- (4) The deterioration or crumbling of plaster or mortar;
- (5) The deterioration or ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
- (6) The peeling of paint, rotting, holes, and other forms of decay;
- (7) The lack of maintenance of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
- (8) The deterioration of any feature to create or permit the creation of any hazardous or unsafe condition or conditions.

(Code 1987, § 19-139(c); Ord. No. 7635, § 11(part), 10-20-2003)

Sec. 22-305. Violations; notice; failure to correct.

- (a) If minimum maintenance is not being maintained, the owner of the property or other person having legal custody thereof shall be notified by the building inspector. The notice shall be by certified mail and shall specify each item in the property or landmark that fails to meet minimum maintenance requirements.
- (b) The owner or other person having legal custody of the property shall have 60 days from the receipt of notice to comply with the minimum maintenance requirements. The HPC, for good cause shown, may extend the 60-day period.
- (c) If after the original 60-day period or any extension granted by the building inspector the owner or person having legal custody of the property should fail to meet the minimum maintenance requirements, the owner or person having legal custody of the property shall be subject to penalties for violation of this article.

(Code 1987, § 19-139(c); Ord. No. 7635, § 11(part), 10-20-2003)