



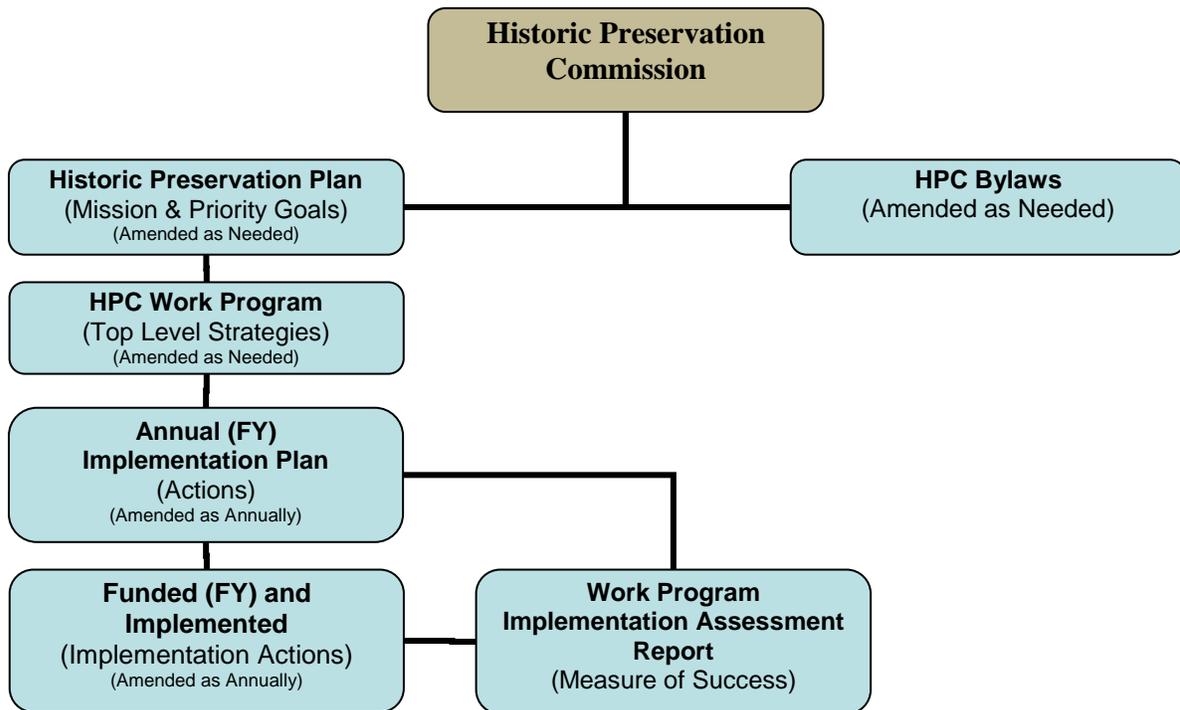
Historic Preservation Commission

Work Program

Adopted: August 27, 2012

Intent.

The Historic Preservation Commission Work Program (**The Work Program**, for short) is designed to implement the goals and the priorities as established in the adopted City Historic Preservation Plan, as amended. It covers the general mission and overarching goals of the Historic Preservation Commission and is intended to provide a consistent framework from which the Commission can model its Work Program Annual Implementation Plan (**The Annual Implementation Plan**, for short). The Annual Implementation Plan is approved by the Commission outlining activities and projects with proposed financing strategies that will be carried out during a Fiscal Year to implement the Work Program.



The Historic Preservation Plan

The goal of the Historic Preservation Plan is to move toward change in a positive manner and to serve as a catalyst for capitalizing on the synergy of the old and new. To achieve this goal, it is necessary first to recognize and understand the assets that contribute to the City's unique physical and cultural character; to forge a consensus in the community regarding their preservation; and to develop goals, policies, and initiatives to assist the City in the future identification, interpretation, evaluation, and protection of its remaining cultural resources.

Priority Goals of the Historic Preservation Plan.

- Priority Goal # 1: Integrate Preservation into the City's Planning, Land Use, and Property Management Codes and Policies.
- Priority Goal # 2: Increase Awareness of Historic Preservation.
- Priority Goal # 3: Develop and Expand Appropriate Mechanisms for the Identification, Evaluation, and Protection of Historic and Cultural Resources.

Priority Goal # 4: Develop and Complete a Coordinated Effort to Update and Replace Obsolete and Decaying Infrastructure.

Priority Goal # 5: Encourage the Utilization of Existing and the Development of Traditional and Nontraditional Economic Incentives.

The Work Program

The HPC Work Program should guide the Historic Preservation Commission in its long-term efforts to achieve the Priority Goals as established in the Historic Preservation Plan. It should be amended when the Priority Goals are changed as a result of amendments to the Historic Preservation Plan or on an as needed basis. The Work Program consists of the following:

I. Administration.

- A. The HPC Bylaws: The HPC members will uphold and adhere all of the duties and responsibilities of the Commission bylaws as adopted. Additionally, when necessary or required by the bylaws, the HPC may review and amend the bylaws.
- B. Commissioner Training & Education: Yearly each Commissioner shall attend at least one training opportunity provided internally or outside of a HPC event or meeting in accordance with the Commission's bylaws and the requirements of Certified Local Governments from the Missouri State Historic Preservation Office.
- C. Develop and Maintain the Historic Preservation Plan, the Work Program and Historic Preservation Related Policies: The HPC will consider and review amendments to the Preservation Plan, the Work Program and other historic preservation related policies on an as needed basis.
- D. Develop the Annual Implementation Plan and Identify Funding Needs: Each fiscal year the HPC will develop a yearlong Implementation Plan based on and consistent with the HPC Work Program with specific tasks and activities to be accomplished in that year. The Implementation Plan and the funding needs should be drafted in a timely manner beginning in September and the final plan should be approved by the Commission with funding needs clearly identified for all activities and projects by the end of the calendar year to be submitted to the Planning and Development Department for inclusion in the department's annual budget request.

II. Public Awareness & Education.

- A. Work and Coordinate with Local Agencies: The HPC and staff will work with the Missouri State Historic Preservation Office, other municipal departments, other municipal commissions, the City Council, and other non-governmental agencies to promote the goals of historic preservation in the City of Lee's Summit.
- B. Information Sharing and Dissemination and Technical Assistance: The HPC should provide relevant information and continue to expand guidance and educational opportunities to local residents, property owners, and other individuals and interested groups regarding the benefits of historic preservation and protection of the community's historic assets.
- C. May Preservation Month: Beginning in September of each year, the HPC will establish a public information and education project for the next year's Lee's Summit May Preservation Month activities in association with the National May Preservation Month. The purpose is to provide an educational outreach activity pertaining to historic preservation in the community including its historic buildings and historic events. The HPC may set up a subcommittee to explore the feasibility of such a project, define the

project, develop an activity schedule and budget and establish the role of the organizing members or committees in completing each of the steps by April of each year.

- D. Historic Resources Demarcation: This program should serve as a public awareness and education tool through clear demarcation of historic locations, buildings, and districts in Lee's Summit. Locations should be National Register Districts, local historic districts and other significant places or structures of notable reference to distinguished individuals in the history of Lee's Summit, Jackson County, the State of Missouri, or the United States. This program should be a long-term on-going program and proposals and requests for such signage will be considered by the Historic Preservation Commission as they occur. Once a proposal or request for signage for a historic district, place, building, or structure is approved by the HPC under this program, the development of signage or plaque should establish the following: type of signage appropriate for the location, placement and orientation of the plaque or signage, text and other contents for the plaque or signage, and pricing of fabrication and installation and how to pay for it.

III. Historic Resource Identification & Management.

- A. Historic Resources Surveys: The HPC will commission historic surveys of Lee's Summit every ten years or on an as needed basis to identify important historic resources within the City. Surveys should be conducted by a SHPO approved preservation consultant. The HPC should consider applying for Historic Preservation Grants from the SHPO to fund these surveys.
- B. National Register Nominations: Based on the most recent historic resource survey the HPC and the City of Lee's Summit will systematically pursue the nomination of historic buildings, properties, and neighborhoods to the National Register of Historic Places. Nominations shall be conducted by a SHPO approved preservation consultant. The HPC should consider applying for the Historic Preservation Grants from the SHPO and local match to fund these nominations.
- C. Promote & Facilitate Establishment of Local Historic Districts/Landmarks: Per City Council directive, requests for establishment of a local historic district shall be initiated by the property owner(s). The HPC will work with local residents, property owners and other interested parties to raise the awareness of the program and the desire for the establishment of local historic districts. The HPC may provide educational opportunities to local residents and property owners in regards to the benefits of historic preservation and what the establishment of a local historic district can mean for their property(ies).
- D. Historic Resource Management Policies, Standards and Processes: The HPC will work with staff and the City Council to ensure the UDO adequately addresses development review, approval standards and procedures for the protection of historic resources. Coordinate with other municipal departments to develop and incorporate policies and operation procedures for the recognition of historic assets. Develop design guidelines or standards specific to individual Local Historic Districts as they are established. Develop and maintain a comprehensive historic resource archiving system and continue to explore new and creative ways to archive, maintain, update and retrieve historic records of historic resources.