



**HARRISONVILLE'S  
GUIDEBOOK  
FOR  
LANDMARKS  
AND  
PRESERVATION DISTRICTS**

Published by  
THE HARRISONVILLE HISTORIC PRESERVATION COMMISSION

*An agency of the City of Harrisonville, Missouri*

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*For additional copies of this guidebook, contact the City of Harrisonville at 816-380-8900*

*Cover photo by Jimmy Emerson, DVM <https://flickr.com/photos/auvet/>*

## **Chronological Events of the Historic Preservation Commission**

1990

- Board of Aldermen approved city sponsorship of a grant to fund an Historical Property Survey

1991

- February – Historic Survey Draft is completed.
- September – Courthouse Square District Survey

1992

- City applied for a grant from the State Historic Preservation Fund to nominate the Square Area to the National Historic Register.

1993

- State Historic Preservation Fund Grant Received.
- January – Council Bill 046, Ordinance 1928 was passed which established the Historic Preservation District in the City Zoning Ordinance.
- July – Amended Historic Preservation District Ordinance, 1928.
- The Historic Preservation Commission was appointed in March and began holding meetings in May.
- November – Missouri Advisory Council on Historic Preservation recommends approval of nomination to the DNR.
- City qualifies as a Certified Local Government.

1994

- January – Historic Preservation Commission votes to support the Courthouse Square District project.
- April 8<sup>th</sup> – District is listed on the National Register of Historic Places.
- December – the Historic Preservation Commission approves Guidebook for Landmarks and Preservation Districts.
- November – City was awarded a \$7332.00 grant from the Missouri Department of Natural Resources, Historic Preservation Program.
- December – HPC moves to recommend that the Planning and Zoning Commission amend the zoning ordinance to include the Design Guidelines.
- December – entered into agreement with Architectural and Art Historical Research from Kansas City, Missouri to complete the architectural survey, Council Bill 087, Ordinance No. 2101

1995

- January – Planning and Zoning Commission discussed and deferred the approval of the Design Guidelines.
- Architectural Survey was completed.

1997

- March – Planning Commission approves Guidebook for Landmarks and Preservation Districts.
- April – Board of Aldermen approved Guidebook for Landmarks and Preservations Districts, Ordinance No. 2367.

2000

- March – Planning Commission approves revisions to Harrisonville Guidebook for Landmarks and Preservation Districts.
- April – Board of Aldermen approves revisions to Harrisonville Guidebook for Landmarks and Preservation Districts, Ord No. 2638 (1600).

Other important information:

The Harrisonville Courthouse Square District consists of four full blocks of commercial buildings facing the Courthouse Square and portions of five additional City blocks just off the Square. All together, the district contains 37 buildings, 34 of which contribute to the historic architectural qualities and historic associations of the district.

Sanborn fire insurance maps show that nine building date before 1885, ten by 1900, ten between 1900 and 1910, two between 1910 and 1917, three between 1925 and 1929, one in 1939, one in 1959, and one in 1980,

All but four of the buildings are constructed of brick and a large number retain partial façade coverings of decorative brick lintels and/or pressed metal hold molds, as well as ornamental brick and/or metal cornices.

*Courthouse Square District  
As defined by the  
Harrisonville Historic  
Preservation Commission*

Owni ng property within Harrisonville’s locally designated preservation district or an individual landmark is both a privilege and a responsibility. Property owner can benefit from generally increased property values, the availability of professional design guidance, federal and local tax advantages for rehabilitation, and protection from destructive planned

change. By the same token, owners are responsible for helping to maintain the distinctive characteristics that make an historic district unique.

This guidebook is designed to aid the property owner when rehabilitating a property located within the specified historic districts in Harrisonville, Missouri.

## **Preserving Harrisonville’s Historical Buildings**

The Harrisonville Historic Preservation Commission (HPC) was formed as result of a city ordinance (#1928 Section HR in 1993) adopted by the Board of Aldermen, City of Harrisonville. Under the terms and conditions of this ordinance, it is the duty of this commission to identify structures of historic significance and to encourage their preservation.

In compliance with this ordinance, the HPC has surveyed properties in and around an area commonly described as the “Courthouse Square District”. This survey was conducted by a professional architectural historian in cooperation with the Missouri Department of Natural Resources, Office of Historic Preservation. As a result of this survey, an historically significant district consists of four full blocks of commercial buildings facing the Courthouse Square and portions of five additional City blocks just off the Square.

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All but four of the buildings are constructed of brick and a large number retain partial façade coverings of decorative brick lintels and/or pressed metal hold molds, as well as ornamental brick and/or metal cornices.

This district has subsequently been placed on the National Register of Historic Places by the United State Department of the Interior, National Park Service. It is the intent of these design guidelines to supplement the protection of this area as

described in the Historical Preservation City Ordinance.

While not required by the commission, property owners submitting applications to this commission are encouraged to seek professional assistance in order not to damage the historically significant features of their structures while recognizing the importance of adapting the structures to modern commercial uses.

## The Review Process

Applications for exterior changes not pre-approved under the Guidelines are first reviewed through an informal presentation. The HPC will then act upon the application. Applications for the Certificate of Appropriateness form, supplied by the city, must be received by the office in time to allow for inclusion to the agenda for the HPC meeting.

For review, the owner must provide sufficient graphic information to fully explain the proposed work drawings, sketches, photographs, ect. In reviewing all applications, the HPC will use the standard measures of design, including scale, texture, rhythm, massing, material, color, pattern and the relationship of solid to void, in the context of the district. The owner, or his representative, should plan to attend the HPC meetings to discuss the proposed work.

The members of the HPC may vote to recommend approval or denial, or to take the under advisement for a period no to exceed 45 days. An HPC vote of approval results in the issuance of a Certificate of Appropriateness, which is the official

It is believed that with a working partnership between building owners and the commission, the integrity of the entire “Courthouse Square District” area can be maintained as an historically significant district worthy of National Recognition.

document recording the proposed work. The commission will render its decision only upon the appropriateness of the specific, non-binding actions identified in the application. Recommendations of additional actions may be made by the HPC, but shall not form the basis for denial. A vote of denial by the HPC will include specific reasons for the denial, at which time the property owner may then elect to institute an appeal to the Board of Aldermen, as prescribed by the ordinance. The HPC will reconsider an amended application filed in accordance with the requirements.

The applicant may suspend or reinstate an application by written request at any time during the process outlined above. The Certificate of Appropriateness shall be valid for a period of six months. Property owners should be advised that all required city building permits must be obtained in addition to the Certificate of Appropriateness.

In an effort to speed up the review process, the HPC has increased the scope of work that may be approved by the staff. A letter from the staff\* approving work to be

done in accordance with the HPC's approved Guidelines may be issued in a matter of hours. Staff may approve proposed work that restores an existing element to its original design, if the original design can be documented. The owner is strongly encouraged to consult with staff before beginning work, to ensure that the work will enhance and improve the quality of detail on the structure. Staff may reserve the right to refer any application to the Commission where the intent of the design guidelines are not clearly defined in relation to the application.

The Department of Building Inspection will not issue a building or demolition permit affecting a designated property without a Certificate of Appropriateness.

HPC authorization is not needed for the purpose of remedying emergency conditions officially determined by the Department of Building Inspection, the Fire Department, the Board of Health, or any court.

Design and technical assistance, as well as tax and historical information are available at City Hall. If you desire further explanation or clarification, please call the City of Harrisonville at 816-380-8900.

\*All references to staff shall refer to the personnel of the Codes Enforcement Department of the City of Harrisonville.

## Planned Information and Services

The goal of the HPC is to provide resources to property owner designed to assist in their preservation efforts. Such resources may include:

- A library of resource documents on building styles.
- Information about Harrisonville's historic neighborhoods and structures.
- A complete set of the Old House Journal, one of the best sources for rehabilitation information and techniques.
- Preservation briefs from the Technical Preservation Services Division of the National Park Service on masonry cleaning and tuck pointing, windows, roofing, simulated siding, etc.
- Publications of the Department of the Interior related to tax certification and the Secretary of the Interior's Standards for Rehabilitation.
- Guidelines for historically correct color selections for the style and age of the building.

## About the Historic Preservation Commission

The seven members of the HPC are appointed by the Mayor and appointed by

the Board of Aldermen. They serve without compensation. The HPC consists of citizens

of Harrisonville, all of whom must have a demonstrated interest in historic preservation. The duties of the HPC include designating local landmarks and preservation districts. Local designation occurs only after extensive historical and/or architectural documentation, using criteria similar to those required for listing of the property on the National Register of Historic Places, and a public hearing where

property owners and neighborhood residents may endorse or oppose the designation.

Another principal duty of the HPC is to review the design of exterior changes to locally designated structures. This is accomplished through an application and the HPC review process. Many exterior changes subject to review by the HPC are described in the following Guidelines section.

<b>Type of Work</b>	<b>No Approval Required For:</b>	<b>Staff May Extend Approval For:</b>	<b>HPC Approval Required For:</b>
<b>Awnings &amp; Canopies</b>		canvas awnings and canopies	metal awnings and canopies
<b>Construction of New Buildings or Additions</b>			all new buildings or additions, including garages, porch enclosures and garden structures
<b>Cornices</b>	Repair using existing material and duplicating design. If existing design or material is not original, consult staff. See tuck pointing section.	Cladding with simulated materials those portions not facing any street where the work duplicates original appearance	any work that does not duplicate original appearance/any work visible from the street
<b>Decks</b>	decks at ground level, not visible from any street that do not require alterations to any structure		all visible decks at ground level and decks above the first-floor level and/or the front of the structure



Type of Work	No Approval Required For:	Staff May Extend Approval For:	HPC Approval Required For:
Demolition		removal of additions or alterations that are not original to the structure or are not otherwise historically significant	
Doors		<ul style="list-style-type: none"> <li>*stained glass panels</li> <li>*security grilles of simple design</li> <li>*new doors not visible from any street that are compatible in size and style with the original</li> <li>*doors &amp; lintels must be compatible with others on the structure</li> <li>*removal of doors not visible from any street that are closed with brick toothed-in to match or recessed to express the original opening, leaving sills and lintels intact. On frame structures, siding to match the existing should be placed across and randomly extended beyond the opening to be closed. Permanently fixed shutters or doors may also be appropriate to close an opening.</li> <li>*storm doors-see storm doors and window</li> <li>*all door hardware visible from the street</li> </ul>	all other changes visible from a street and not covered by staff approvals
Fire Escapes		fire escapes in the rear of the buildings and when the construction is unobtrusive and painted to harmonize with the background	all other fire escapes
Gutters		roofing over built-in gutters and applying an appropriate style gutter from the over-hang, leaving all cornice details intact	all other gutter designs

Type of Work	No Approval Required For:	Staff May Extend Approval For:	HPC Approval Required For:
Landscaping	tree planting, trimming, pruning, general landscaping	driveways and parking areas	
Masonry Cleaning	low pressure and/or detergent water cleaning. Any cleaning that does not abrade or stain the masonry surface.		any other masonry treatment
Exterior Fixtures	residential buildings-- flag brackets, address numbers, lights and mail boxes	commercial buildings-- flags brackets, address number, lights and mail boxes	
Public Right-of-Way Improvements			street lights, paving, landscaping, etc.
Retaining Walls		retaining wall not exceeding 24 inches in height in rear and side yards	all walls in front yard
Roofs		replacement of slate, tin or tile roof with dark grey or black composition shingles, when repair is infeasible	any roof color other than dark grey or black or change of material not covered by staff approval
Siding	repair of wooden siding with wood that duplicates original appearance	installation of simulated materials on portions of the structure not facing any street when the simulated material duplicates original in width, depth, height, profile and general appearance, corner boards are retained in original width and decorative trim; and details are retained	applying simulated materials on the public facade

Type of Work	No Approval Required For:	Staff May Extend Approval For:	HPC Approval Required For:
Signs	removal of signs	non-lighted simple signage not exceeding 20 square feet and containing not more than three colors	all other signs
Skylights		installation not visible from any street	installation visible from any street
Trees-see landscaping			
Tuckpointing		tuckpointing with lime mortar of the same masonry color and hardness. Contact staff about this issue as well as mortar joining removal	
Windows		*stained, leaded or beveled glass *new windows not visible from the street must be compatible in height, width and style with the original windows and have lintels and sills that are characteristic of the structure. *removal of windows--see doors	changes visible from the street or not in conformance with the guidelines for staff approval

# **Guidelines for Harrisonville's Preservation Districts and Landmarks**

## **I. REPAIRS AND MAINTENANCE**

A. No Commission approval is required for the repair and maintenance of any exterior building feature when such work exactly reproduces the existing design and is executed with identical material. When a building has had an addition and/or an alteration differing from the original design elements of the structure, the owner is strongly encouraged to consult with the Commission staff before making any repairs, thereby possible protecting or enhancing the owner's investment and improving the relationship and harmony between the architectural element.

The HPC does have the power to require minimum maintenance of historic properties. The Commission may request the appropriate city official to take action on properties being neglected or not maintained.

B. No HPC approval is required for the installation of permanently fixed

brackets or standards to display flags or for house numbers, mail boxes, small porch lights, kick plates, or door knockers.

C. No HPC approval is required for the installation of storm windows, screens, and/or doors constructed of a narrow frame or of the same color as the sash and which, when installed, will not alter the visual effect of the openings.

D. Fire escapes, not in the street-yards or not blocking a street-yard view of the building, may be approved by the staff when the construction is unobtrusive and is painted to harmonize with the background. If the fire department requires a fire escape to be located in a street-yard, the staff, after coordination with the fire department and the applicant, shall determine the best solution and approve the application.

E. Installation of canvas awnings and canopies of a simple design and of a color compatible with the structure may be approved by the staff. Installation of metal awnings must be reviewed through the established application process.

- F. In areas visible from the street, wrought iron fencing and security grilles of a simple design may be approved by the staff. Staff approval may also be granted for the construction of low retaining walls in brick or poured concrete in side and rear yards. HPC approval may also be granted for the construction of 18-inch-tall low retaining walls in front yards.

## **II. SIMULATED MATERIALS**

- A. The HPC will rarely approve the installation of simulated materials on the front or public façade of any structure in a preservation district or on any individual landmark, except that consideration will be given to its use on cornices and their returns when the work can be demonstrated to duplicate the original details and appearance.
- B. Staff approval may be given for installation of simulated materials on portions of the structure not facing any street if the following criteria are met.
  - 1. When simulated material is used to replace an

original material, it must duplicate the original in width, depth, profile, and general appearance.

- 2. On additions or detached structures where the existing materials are not of the vernacular of the district or landmark, the simulated material should be compatible with that which is natural to the district.
  - 3. Corner boards must be retained in the original width. Decorative details such as fish-scale siding, ornate window trim, etc., must not be removed or their distinctive character destroyed. In most instances, artificial wood grain effects will not be approved.
- C. Installations that do not conform to B. above must be reviewed through the established hearing process.

## **III. PAINTING**

- A. HPC must approve color selection and will emphasize colors that fit the style and age of the building and complement the overall color schemes on the street. Avoid using bright and obtrusive colors, too many colors, or a single color for the entire building.

- B. HPC approval is required for painting unpainted masonry-stone, brick, terracotta and concrete.
- C. No HPC approval is required for painting previously painted masonry a color closest matching the original natural color of the material. Painting any other color requires staff approval.
- D. Advice and counsel from design professionals regarding color selection is available with nominal charge.

#### **IV. ROOFS AND GUTTERS**

- A. Owners are encouraged to maintain slate, tin and tile roofs and overhanging cornices with built-in gutters. However, when repairs prove to be infeasible, the staff may approve the following:
  - 1. The replacement of slate, tin and tile roofing material with slate grey, charcoal, or black composition shingles. All other roof colors require HPC approval.
  - 2. Roofing over a built-in gutter and applying an appropriate style gutter from the overhang,

leaving the original cornice details intact

- B. Installation of skylights that are not visible from any street may be approved by the staff.

#### **V. WINDOWS AND DOOR CHANGES**

- A. Installation of stained, leaded or beveled glass windows may be approved by staff.
- B. Window and door changes not visible from any street may be approved by the staff if the changes meet the following criteria:
  - 1. New windows and doors must be compatible in height, width and style with original windows and doors. Lintels and sills, which are characteristic of the structure, shall be added.
  - 2. If doors and windows are to be removed on brick structures, brick, toothed in to match or recessed to express the opening, should be used. Lintels and sills should be retained when the recessed approach is taken.
  - 3. If windows and doors are to be removed from frame

structures, siding to match the existing should be used and members placed across and randomly extended beyond the opening.

4. On some structures, fixed shutters may be appropriated to close an opening.

- C. Work that does not meet these criteria must be reviewed through the established application process.

## **VI. LANDSCAPING**

- A. HPC approval is required for tree removal except when directed by the City.
- B. No HPC approval is required for landscaping, tree planting, tree trimming and pruning.

## **VII. REAR YARD IMPROVEMENTS**

- A. No HPC approval is required for rear yard improvements including fencing, landscaping, decks, etc., not visible from any street at the ground level, which does not necessitate alterations to the main structure or to a detached structure.

## **VIII. ADDITONS OR ALTERATIONS**

- A. Removal of an addition or alteration to a structure that is not original may be approved by staff.

## **IX. SIGNS**

- A. Staff approval may be granted for installation of signs.
- B. No HPC approval is required for the removal of signs.

## **X. NEW CONSTRUCTION**

- A. New buildings should always be designed to harmonize with the existing character of the area. When developing plans for a new building, it is always best to think of that structure as one element in a continuous series of similar structures. The size, height, façade rhythm and façade openings should all be considered.

## **Federal Standards for Rehabilitation**

The United States Department of Interior has established the following ten standard to assist property owners in planning

sensitive rehabilitation of historic property. While the Historic Preservation Commission does not require property owners to comply with Federal Standards, it does not want to discourage property owners from following them in order to take advantage of the tax credits available. These national accepted and widely used standard form the basis for review of all rehabilitation done under the federal 25 percent investment Tax Credit program. The ten standards have been adopted by the HPC as corollaries to the local district guidelines.

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier or later appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and it's environment. These changes may have acquired significance in their

own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than be replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.



9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural materials, and such design is compatible with the size, scale, color, material and

character of the property, neighborhood or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be impaired.