



CITY HALL

## LANDMARKS BOARD

CITY OF SPRINGFIELD  
P.O. BOX 8368  
SPRINGFIELD, MISSOURI 65801  
417-864-1031

City of Springfield

### INTEROFFICE MEMORANDUM

DATE: January 29, 2016

RE: Landmarks Board Meeting

Please, find attached the agenda for the Landmarks Board meeting on **February 3, 2016**.  
No tour is being offered.

*Michael Sparlin*

Michael Sparlin  
Senior Planner

# Landmarks Board

City of Springfield - Historic City Hall - Council Chambers  
830 Boonville Avenue

February 3, 2015

5:30 p.m.



**Vacant**  
*Real Estate Representative*

**David Eslick**  
*Historian Representative*

**Len Eagleburger**  
*At-Large Representative*

**Gary Bishop**  
*Walnut Street Representative*  
**Chair**

**Vacant**  
*Architect Representative*

**Nancy Crandall**  
*At-Large Representative*  
**Vice-Chair**

**Paden Chambers**  
*Commercial Street Representative*

**Kent Brown**  
*Mid-Town Representative*

**Justin Stanek**  
*At-Large Representative*

- I Roll Call**
- II Minutes**
  - A. January 6, 2015**
- III Unfinished Business**
  - A. Certificate of Appropriateness**
  - B. Certified Local Government Review**
    - 1. Timmons Temple National Nomination**
  - C. Pre-Application Review**
  - D. Walnut Street Historic District Letters and Identification Signage**
- IV New Business**
  - A. Certificates of Appropriateness**
    - 1. 1041 E. Walnut - replace soffit, fascia, install new gutters, replace dormer siding and remove crown molding along roof line**
    - 2. 1033 E. Walnut - Install new detached sign and two wall signs**
  - B. Certified Local Government Review**
  - C. Pre-Application Review**
  - D. Local Historic Site Nomination Review**
- V Communications**
- VI Reports**
  - A. Report on committees**
    - 1. Application**
    - 2. Demolition**
    - 3. Historic Sites and Districts**
      - a. Mid-Century Modern – Potential Historic Structures**
      - b. Ozarks Rock Structures Survey**
    - 4. Communications**
    - 5. Awards and Recognition**
      - a. Preservation Month Awards and Activities**
    - 6. Design Guidelines**
  - B. Administrative approval of C of A's**
- VII Any other matters that fall under the jurisdiction of the Board**
- VIII Adjournment**

**Note:** In accordance with ADA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's office at 864-1443 at least 3 days prior to the scheduled meeting.

## MINUTES OF THE LANDMARKS BOARD

**DATE:** January 6, 2016

**TIME:** 5:30pm

The regular meeting and public hearing of the Landmarks Board was held on the above date and time City Council Chambers, third floor of Historic City Hall with the following members and City of Springfield staff in attendance: Gary Bishop, (Chair) Nancy Crandall (Vice-Chair), Kent Brown, David Eslick, Paden Chambers, Len Eagleburger. Absent: Justin Stanek. Staff members: Michael Sparlin, Senior Planner, Daniel Neal, Senior Planner, and Duke McDonald, Assistant City Attorney.

### **ROLL CALL:**

Mr. Sparlin added that a member of the community would like address the board. Staff recommends putting this as Item C, Any Other Matters That Fall Under the Jurisdiction of the Board on the agenda.

**APPROVAL OF MINUTES:** The minutes of December 9, 2015 were approved unanimously.

### **UNFINISHED BUSINESS**

Certificate of Appropriateness: None

Certified Local Government Review: Timmons Temple is still being reviewed.

Pre-Application Review: None

### **NEW BUSINESS**

Certificate of appropriateness: None

Certified Local Government Review: None

Pre-Application Review: None

Local Historic Site Nomination Review: None

### **COMMUNICATIONS**

Mr. Sparlin reported that members of the board have received a brochure regarding the Maple Park Gazebo and the process of the restoration and inviting the board members to an event that will be held on Memorial Day weekend.

Mr. Eslick stated that the top is off and stabilized and has tape around the platform and when the weather breaks that it should be the first thing repaired.

### **REPORTS - Report on Committees:**

Application: None

Demolition: None

Historic Sites and Districts: None

Mid-Century Modern - Potential Historic Structures: Mr. Sparlin reported that staff has no comments, but a member of the board has comments.

Mr. Chambers stated that it was mentioned at the last meeting, but pursuing the certified local government grant for doing a city-wide survey. Mr. Chambers believes that it something that the board should pursue and see if it is an option, not for this year, but next year and how to get this started.

Mr. Eslick asked if this would be an agenda item.

Mr. Sparlin said that it could be an item on the agenda.

Ms. Crandall asked if we needed to vote on the agenda.

Mr. McDonald stated that it is needed in a form of motion and then move to add the item to the agenda.

Mr. Bishop asked for a member to make a motion. Paden Chambers motioned to pursue the certified local government grant to do a Mid-Century Modern city-wide survey. Kent Brown seconded the motion. The motion carried as follows: Unanimously. Nays: None. Abstain: None. Absent: Justin Stanek.

Ozarks Rock Structures Survey: Ms. Crandall stated that this no new information, except that we will start getting it organized since the presentation is 1st Friday Artwalk (June 3, 2016) at the Library on the public square. Mr. Eslick has offered to help with the PowerPoint presentation. She asked if anyone else would like to contribute time and let her know.

Walnut Street Historic District Letters and Identification Signage: Mr. Sparlin stated that staff met with the Public Works department, who will be involved in placing the signs. At the meeting, it was discussed about what the board wanted these signs to look like. Mr. Sparlin presented a PowerPoint presentation of what is existing and maybe a few ideas. Mr. Sparlin showed a sign for Historic Walnut Street stating that it is possible and then showed other slides. Mr. Sparlin also showed a banner and stated that we would be working with City Utilities to obtain because they are generally on power or light poles, but they are large and maintenance might be an issue.

Mr. Eslick mentioned that the board was going to solicit the residents to give them some ideas for design. Mr. Eslick would like for the residents to make the decision instead of the board members.

Ms. Crandall mentioned that a letter was to be sent to the residents with the guidelines and let them design their own sign.

Mr. Neal said that the discussion with Public Works mentioned that they are ready to commit on what style of sign, so it may be premature to go to the neighborhood and ask what they are wanting when Public Works may not have the size and whether it is part of the name blade. Mr. Neal stated that staff is looking for preferences on the actual sign look, but states that it not ready to go to the neighborhood until there is more discussion. Public Works offered to look further into sign concepts and get back with the board in February with some options that they can support. If the board went with an independent sign company, the board may be responsible for the maintenance of them.

Mr. Eslick would be glad to work with Gary and John on how they came up with the signs on West Walnut and if they City gave them options. Mr. Eslick said that east of National Historic Walnut Street people have wanted to have signs and they are excited about the possibility of signs and would not like to drag out the process.

Ms. Crandall stated that it would be good to have guidelines and concepts that the board can follow.

Mr. Neal states that Public Works will commit to the February meeting and discuss with the board.

## **COMMUNICATIONS**

Awards and Recognition: None

Design Guidelines: None

**Administrative approvals of C of A's:** None

## **ANY OTHER MATTERS THAT FALL UNDER THE JURISDICTION OF THE BOARD**

**Renewal of membership to the Preservation Leadership Forum:** Mr. Sparlin said with the new year that it is time to renew the memberships. We can renew the Preservation Leadership Forum with the National Trust for Historic Preservation, the cost is \$250.00 and provides the board and staff with forum reference desk, information, resources, and referrals related to preservation.

**Renewal of membership to the National Alliance of Preservation Commissions:** Mr. Sparlin said that National Alliance of Preservation Commission is \$150.00. It provides a bi-monthly publication and discounts on conferences and training.

Mr. Eslick stated that those are budget items that have been in the budget for years.

Mr. Sparlin showed the budget to the commission members.

Mr. Chambers asked if we utilize the publications.

Mr. Bishop is asked for recommendation from staff.

Mr. Neal stated that they are under utilized, in the past the forums were used to get information from other cities and other preservationists. We rely more on the State Historic Preservation office for resources. I have publications from the National Alliance of Preservation in my office and distribute at times to the board and staff. We have not utilized the conferences and training.

Mr. Bishop asked if we could request a motion to address both items.

Mr. McDonald said that the commission members could make a motion for both items.

Mr. Bishop asked for a member to make a motion. Mr. Eslick made a motion to **not** renew the two memberships. Mr. Eagleburger seconded the motion. The motion carried as follows: Unanimously. Nays: None. Abstain: None. Absent: Justin Stanek.

**University of Missouri, Extension Office/Jeff Barber - Commercial Street Study:** Mr. Sparlin introduced Jeff Barber, who teaches an architecture class at University of Missouri and has students that are doing a study on Commercial Street.

Mr. Barber, 746 S. Weller, stated that over the last eight years have collaborated with original professor of architecture from Drury, Jay Garrett in doing community visioning projects. They have 42 projects throughout Springfield and other areas of Missouri.

Mr. Barber said that he was approached by the Commercial Club to look at vacancy and issues involved in disinvestment and reactivation of the Missouri Hotel and the surrounding campus of the Kitchen and has 15 students that can do the research. We have a need for \$4,200 for the budget, with that we can activate students who are going to put in on average 300 hours for the semester on that project. When Commercial Street approached us, they were talking about moving beyond working with an architectural firm on Commercial Street, nForm Architect and they were going to do an inventory of the building. Mr. Barber states that he has been involved in situations as a resident and leader in the Rountree Neighborhood Association where there have been development issues. I have seen where the citizens have had the ability to work through a process of participatory design input and visioning that there can be some magnificent things.

Mr. Barber said that as an original participant in the original Vision 20/20 effort actually reflected back into one of the earliest meetings with Drury students and that helped with the initial vision that you see now. He would like to suggest the continuation of the collaborative effort; he showed three colorations that were done with the City of Springfield. One is the National Avenue Corridor Vision from Cherry to Grand, looking at what happens to your neighborhood when you are neighbors to a major university, another one is Housing Diversity Vision, which is a one mile radius around the square, looked at four sites that could be new housing developments, etc., and would reinvigorate the idea of housing and expand the

patterns of housing in a center city, and the last one was the Westside Corridor study, the Route 66 extension study from Kansas to Chestnut. Students will be able to start with a broad and open site of possibilities for visioning and the end result hopefully be same that increase the capacity for the community to envision for what could be and get all the issues on the table and talk about and look at scenarios. We would like to be able to say to developers looking at the Missouri Hotel that instead of putting in something that would not meet the context of Commercial Street, lets try to do something that emboldens and activates that east end of Commercial Street.

Mr. Barber asked for the board's financial support. He has not talked with the City about this, but will be going forward and asking for support from the City as well.

Mr. Bishop asked if there is a funding deadline.

Mr. Barber stated that is more than a funding deadline as there are classes starting January 20, 2016.

Mr. Bishop closed the public hearing.

Mr. Eslick asked Daniel Neal if they can proceed before Mr. Barber goes to the City.

Mr. Neal states that the board is control of their own funds/budget.

Mr. Eslick asked if the commission has ever funded a group.

Mr. Neal stated that they have not used the funds for this type of request, but suggested that Mr. McDonald clarify it.

Mr. McDonald clarified that the commission is in control of their funds. Mr. McDonald asked Mr. Barber to clarify what the students will be actually doing and how that will benefit the historical aspects of the City.

Mr. Barber stated that the students will look the overall campus, the 3.5 acres, which includes East Commercial potentially down to Cox North. That is the student's study aspect. What they do in terms of the benefit to the community at large, is that they create the forum to have discussion, i.e., participatory meetings, 4 to 5 of those types of meetings. This allows citizens and the presentation board to start the solicitation of interest from developers or to look at precedence and maybe vet some of those. The benefit to the Landmarks Board will be to look at and advocate for certain buildings along Commercial Street, it will have a benefit and show leadership in sponsoring the vision.

Ms. Crandall asked if this is like a design charrette by finding the best use of the area and design ideas in the content of the area.

Mr. Barber stated that they will be using several different methods to get solicitation and getting the design community thinking in a way to contribute the overall study. Those professionals will help shape the vision as well as developers. The first real engagements of the process will a walk through tour and then giving the student specific tasks and/or assigning or developing certain groups that will come back and give a presentation. It is more of a sustained charrette.

Mr. McDonald asked if the Kitchen currently owns the Missouri Hotel.

Mr. Barber stated that they do and are in the business of dealing with homeless persons and to get their board to release budget dollars towards this is very difficult. We do have ways for them to contribute, but we would have do that through designated gifts.

Mr. McDonald asked that at the end of this student project there will be a design or series of designs proposals that would attract developers that might want to develop the property and buy it from The Kitchen, Inc or develop it for The Kitchen, Inc. so they could sell it?

Mr. Barber stated that the Kitchen would divest or cease it ownership of the campus and that time a lot of other things start in terms of non-profit tax situation. The Community Improvement District and Commercial Street is very aware of blight. It is important that this campus come into productive use and also generate revenue to make improvements to increase the Commercial Street experience. That was the vision in 1997.

Mr. McDonald asked if the students will have an eye toward preserving the historic character of Commercial Street.

Mr. Chambers stated that is really remarkable the amount of property the Kitchen owns on Commercial Street and in fact one whole side of the area fronts the Historic district that is part of the area include the boundaries. With the frontage, which includes the Missouri Hotel, there are numerous buildings in a few years that will have to be presented to Landmark Board for approval. The document is very extensive and thinks it is very worth to the committee to allow for the students and put a jumpstart to the east side of Commercial Street.

Ms. Crandall agreed and stated that it would benefit Commercial Street and it would benefit the historic learning that the students would go through.

Mr. Eslick stated that he has worked with Mr. Barber and has seen these projects and is excited about the Commercial Street study.

Mr. Neal stated that the commission have \$1,500 left in the budget and has about 6 months left in the fiscal year and asked that the committee not forget about the signage on Walnut Street and said that someone usually goes to Jefferson City CLG Forum that occurs in April and usually the membership fees.

Ms. Crandall asked about Timmons Temple.

Mr. Neal states that the funds were used in the previous budget.

Mr. Bishop asked for a motion to support the request and what amount.

Mr. Chambers recues himself from this action.

Ms. Crandall made a motion to donate some funds for this endeavor and would like to wait for a private discussion.

Mr. McDonald stated that the committee cannot close for that reason, it has to be an open meeting.

Ms. Crandall withdraws her motion.

Mr. Len Eagleburger motions to donate \$400 for this study. Mr. Kent Brown seconded the motion.

The motion carried as follows: Unanimously. Nays: None. Abstain: Paden Chambers. Absent: Justin Stanek.

Ms. Christine Schilling, 305 East Commercial Street and a board member of the Commercial Club of Springfield. Had a meeting last night and Mr. Barber spoke and the club is very excited. One of the reasons is because it is so broad in its possibilities. They are looking at the entire 3.5 acres campus and it will affect all of us if it is done in thoughtful way and is an opportunity to present four or five scenarios and offer ideas for potential developers.

Mr. Eslick would like to introduce Brandon who has redone houses on Walnut Street, the houses were redone like they were built. Brandon is business residence of Walnut Street.

Mr. Neal stated that he submitted the CLG annual report into the State Historic Preservation office, which includes information that is compiled that keeps the City eligible for grants and tax credits. We also received an e-mail from the State Preservation office regarding a training that occurred in 2013, it was to mitigate the removal/demolition/delisting of the Woods Evert Stove. SHPO said that it did not qualify and Mr. Neal will investigate why it did not qualify and get a qualified training that the board has to be part of.

There being no further business, the meeting was adjourned at approximately 6:40pm by the motion from Kent Brown and seconded from Nancy Crandall. The motion carried as follows: Unanimously. Nays: None. Abstain: None. Absent: Justin Stanek

*Michael Sparlin*

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Michael Sparlin  
for Executive Secretary



## LANDMARKS BOARD

CITY OF SPRINGFIELD  
P.O. BOX 8368  
SPRINGFIELD, MISSOURI 65801  
417-864-1031

### STAFF REPORT

#### WALNUT STREET URBAN CONSERVATION DISTRICT – WEST

DATE: January 29, 2016

PROPOSAL:

1. Replace soffit and fascia and install new gutters
2. Replace dormer soffit, fascia, and replace dormer siding
3. Remove crown molding behind existing gutters and cut a small portion of roof deck and shingle to allow secure attachment of gutters

BACKGROUND:

LOCATION: 1041 E. Walnut Street

APPLICANT: The Child Advocacy Center, Inc.

RECOMMENDATION:

Staff recommends **approval** of this request, if the Landmarks Board can determine that the removal of the crown molding, alterations to roof and new materials will not have a detrimental effect upon the Urban Conservation District (UCD) or any adverse effect on an historical or architectural resource.

FINDINGS:

1. The house at 1041 E. Walnut Street is a contributing structure in the Walnut Street National Historic District.
2. The proposed work is consistent with the Walnut Street Urban Conservation District –West requirements and Walnut Street Historic District Design Guidelines.

**STAFF CONTACT:**

**Michael Sparlin**

**Senior Planner**

**864-1091**

ATTACHMENT A  
BACKGROUND REPORT  
1041 E. Walnut Street

APPLICANT'S PROPOSAL:

The Child Advocacy Center needs to repair the soffits, fascia and install new gutters. Current design has a piece of crown molding that angles from the fascia to the roof, behind the gutter. Because of the crown molding, gutters are attached to the roof. Attaching this way has caused leakage, rotting soffits and fascia. For the repair, the applicant would like to square off the fascia, removing the crown molding so that allows the gutters to be more securely attached. Deteriorated dormer soffits, fascia and sliding are also proposed to be replaced.

STAFF COMMENTS:

1. Repair and replace in kind of soffit, fascia, and new gutter system could have been approved administratively. However, staff determined that the removal of the crown molding at the roof line, alterations to the roof and replacement of dormer siding would require a Certificate of Appropriateness issued by the Landmarks Board.
2. The Walnut Street Historic Guidelines state that the applicant should avoid installation of new gutter systems that requires the removal of decorative trim. The crown molding is currently covered by the existing gutters. Deterioration of the eaves is a sign of a leaking roof. As the applicant's submitted materials have indicated, the current attachment of the gutters to the roof is most likely the cause of this leakage. Staff believes that if the crown molding is preventing the secure attachment of the gutters and causing leakage into the attic, then adequate actions should be taken to remediate this issue.
3. Gutters are generally not a highly contributing element to the historical character of houses. The existing gutters are modern material and are not considered historical. Staff supports replacement of compatible gutters.
4. If repair of the dormer siding is not feasible, staff supports replacing in kind.
5. All proposed work is required to receive a building permit to be issued by Building Development Services. All other requirements of the Walnut Street UCD, Zoning Ordinance and Building Code shall apply.

ATTACHMENT B  
DESIGN STANDARDS & GUIDELINES  
1041 E. Walnut Street

**PERTINENT SECRETARY OF THE INTERIOR'S STANDARDS (FOR REHABILITATION)**

2. The historic character of a property will be retained and preserved. The removal of historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
  
6. Deteriorated architectural features shall be repaired rather than 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.
  
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

**PERTINENT WALNUT STREET DESIGN GUIDELINES**

**GUTTERS AND DOWNSPOUTS**

Certificates of Appropriateness for proposals affecting gutters and downspouts may be approved administratively.

The Applicant Should Consider:

1. Retaining historic elements of the drainage system – straps, splash blocks, heads, scuppers, gutter boards, and box gutters.
2. Repairing historic gutters and downspouts or, if not feasible,
3. Replacing in kind.

The Applicant Should Avoid:

1. Removal of historic gutters, downspouts, and accompanying elements.
2. Installation of new gutter systems that requires the removal of decorative trim.
3. Using raw aluminum.

## **SIDING**

In most cases, the application of new siding or alteration of the existing siding would require a Certificate of Appropriateness issued by the Board. The Director of Building Regulations may decide when a proposal may be reviewed administratively.

### The Applicant Should Consider:

1. Retaining the historic siding.
2. Repairing the historic siding or, if not feasible,
3. Replacing in kind.

### The Applicant Should Avoid:

1. Removing any original or historic material.
2. Covering with any artificial material.
3. Painting unpainted surfaces.
4. Using abrasive cleaning for paint removal or to clean unpainted masonry.
5. Using chemical sealers.

## **ORDINANCE REVIEW**

In addition, General Ordinance No. 3549 & 3560, which created the Walnut Street Urban Conservation district-East states:

In the event the Board concludes that the request, if granted, will have a detrimental effect upon the Urban Conservation District (UCD) or any adverse effect on an historical or architectural resource, then the Board shall deny the request for a certificate.

ATTACHMENT C  
ARCHITECTURAL SIGNIFICANCE  
1041 E. Walnut Street

ARCHITECTURAL SIGNIFICANCE:

1. The architectural survey that was completed on this property stated the following:

Two bay facade. Gabled dormers on the east, west, and south faces of the roof. Each is pedimented with continuous cornice at the broad projecting eave line. The window surround is pilastered with multi-paned sashes both above and below in the double hung window. The eaves on the house also project beyond the walls with simple cornice moulding and board entablature. All windows are one over one sash unless otherwise noted. There is a gabled portico at the entry with a continuous cornice. The porch columns are of wood with Tuscan capitals in groups of three at the corners of the portico. Wood balustrade with moulded handrail and turned balusters. Multi-paned sidelights and transom frame the doorway. There was originally a much larger porch which has been reduced to its present size. The porch stoop is of concrete as are the steps. The upper sashes in the first story windows on the front and east elevations are leaded glass. A modern garage is attached to the rear of the house. A rear porch one-story with shed roof has been recently enlarged to its present size.



# Application for Certificate of Appropriateness

### \*\*E-PLANS INSTRUCTIONS\*\*

#### \*\*PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION\*\*

1. Pre-apply and, if needed, pay your processing fees online at this [LINK](#)
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

### Office Use Only

Date Filed:	
Received By:	
Review:	
<input type="checkbox"/> Administrative	
<input type="checkbox"/> Landmarks Board	

The applicant seeks to show the following:

1. That the proposed work will be done in conformance with the Secretary of Interior Standards for Rehabilitation.
2. That the proposed work will be done in conformance with any applicable design guidelines or standards that the Landmarks Board has established and adopted. (Commercial Street and Walnut Street Districts and Mid-Town Neighborhood historic sites only)
3. That the proposed work will be done in conformance with all other relevant requirements of the Springfield Zoning Ordinance.

THEREFORE, applicant requests that the Certificate of Appropriateness be approved for the property as proposed in this submittal.

**We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application and understand that, if approved, all work must be done under a building permit issued by the Department of Building Development Services. Approval of this application does not constitute approval of a building permit, nor does it certify that the zoning is appropriate for the proposed uses. These are separate processes that must be initiated by the applicants. We further understand that approval of this application does not constitute approval for tax certification under the Tax Reform Act of 1986 or amendments thereto.**

Signature(s):

Barbara Brown-Johnson

Date:

1/12/2016

Please type or print name(s) clearly:

Barbara Brown-Johnson

Exhibit A: REQUEST FOR CERTIFICATE OF APPROPRIATENESS

Please use this form only. Form may be photocopied. Please type or print.

For instructions, see pages 5-8

1. Property address: 1041 E. Walnut St.

**APPLICANT INFORMATION:**

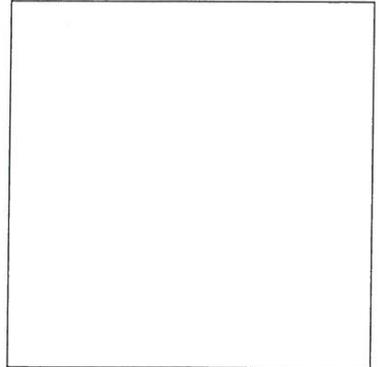
2. Name of current property owner: The Child Advocacy Center, Inc.

If corporation: Corporate Official: \_\_\_\_\_

Mailing Address: 1033 E. Walnut St.

Zip Code: 65806 Telephone: 417.831.2327 Fax: 417.831.5122

E-mail: barbara@childadvocacycenter.org



(Corporate Seal)

**3. AUTHORIZED REPRESENTATIVE:**

(The representative should have the authority to commit the applicant to changes that may be suggested by the Board):

Name: Barbara Brown-Johnson

Signature: Barbara Brown-Johnson

Mailing Address: 1033 E. Walnut St.

Zip Code: 65806

Fax: 417.831.5122

Telephone: 417.831.2327 E-mail: barbara@childadvocacycenter.org

**4. BUILDING DEVELOPMENT SERVICES DISCUSSION:** (Before submitting this application, the applicant should discuss the project with BDS. Their phone number is 417-864-1055.)

Date of discussion: 11/9/15 Kevin Pierce 417.864.1062

**NOTE:** The property owner must either sign this application or give City staff a power of attorney showing that another person is authorized to sign.

**Exhibit B: DESCRIPTION OF PROPOSED WORK & SUPPORTING INFORMATION**

Please use this form only. Form may be photocopied. Please type or print.

1. **TYPE OF WORK PROPOSED:** (Check all that apply. All work items require a written description of the proposed work. Additional required supporting information is denoted after each item and **must** be attached. See Instructions, page 5. **Maximum size for drawings: 11 x 17 inches.** NOTE: Even though you check the "Other" or the "New Construction" box, you must still give information on individual features such as windows, doors, etc., included in a large project.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Addition (1,2, 3, 7)                   | <input type="checkbox"/> Handicapped Ramp (1, 2, 3)    | <input type="checkbox"/> Sidewalk (1, 3)              |
| <input type="checkbox"/> Awnings (2, 3, 4 or 5, 6)              | <input type="checkbox"/> New Construction (1, 2, 3, 7) | <input type="checkbox"/> Siding (3, 4 or 5)           |
| <input type="checkbox"/> Building Relocation (1, 2, 3, 7)       | <input type="checkbox"/> Parking (1, 3)                | <input type="checkbox"/> Sign (1, 2, 3, 6)            |
| <input type="checkbox"/> Demolition (1, 2, 3, 7)                | <input type="checkbox"/> Porch (1, 2, 3)               | <input type="checkbox"/> Window (2, 3, 4 or 5, 6)     |
| <input type="checkbox"/> Door (2, 3, 4 or 5, 6)                 | <input type="checkbox"/> Retaining Wall (1, 2, 3)      | <input type="checkbox"/> Archeological Site (1, 3, 8) |
| <input type="checkbox"/> Fence (1, 2, 3, 5)                     | <input type="checkbox"/> Roof-New (3, 4 or 5, 7)       |   |
| <input checked="" type="checkbox"/> Guttering (2, 3, 4 or 5, 6) | <input type="checkbox"/> Re-roof (3, 4)                |   |

Other (specify): Repair soffit + fascia; reattach

- |                                    |  |
|------------------------------------|--|
| 1 – Site Plans                     | 5 – Product literature                               |
| 2 – Elevations                     | 6 – Drawings   |
| 3 – Photographs                    | 7 – Exhibit C – Why proposed work should be approved |
| 4 – Sample of materials to be used | 8 – State historic Preservation Officer Comments     |

2. **DESCRIPTION OF PROPOSED WORK:** (attach additional pages if necessary)

The Child Advocacy Center needs to repair the soffits + fascia, and then install new gutters. Current design has a piece of crown molding that angles from the fascia to the roof, behind the gutter. Because of the crown molding, gutters are attached to the roof. Attaching this way has caused leakage, rotting soffits + fascia. For the repair, we would like to square off the fascia, removing the crown molding, allowing the gutters to be more securely mounted.

See Attached.

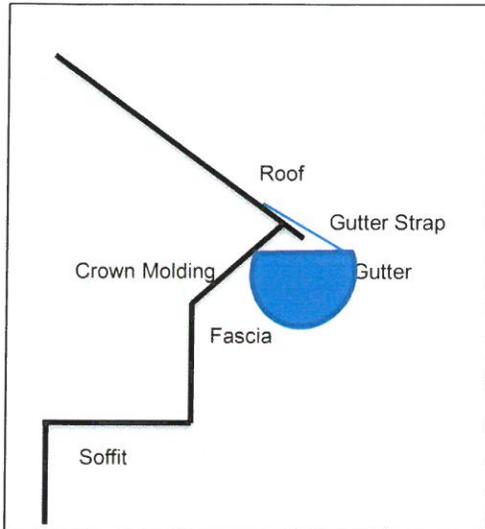
**NOTE:** An application is considered incomplete until **all** supporting materials, as specified in Item 1 above, are attached. Incomplete applications will **not** be processed or scheduled for a public hearing.

## 1041 E. Walnut St. Soffit, Fascia & Gutter Repair

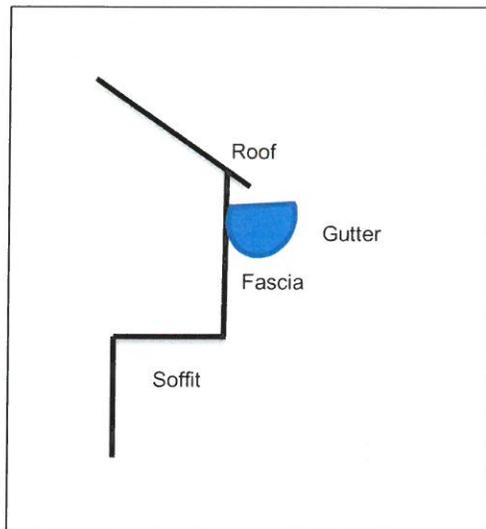
### Proposed Work:

Soffit and fascia boards are rotted and need to be replaced, and then new guttering installed.

Current design has crown molding between the fascia and roof, requiring the gutter to be attached to the roof.



Proposed repair would remove crown molding allowing for more solid gutter mount to fascia. Roof decking would be cut back one shingle tab.

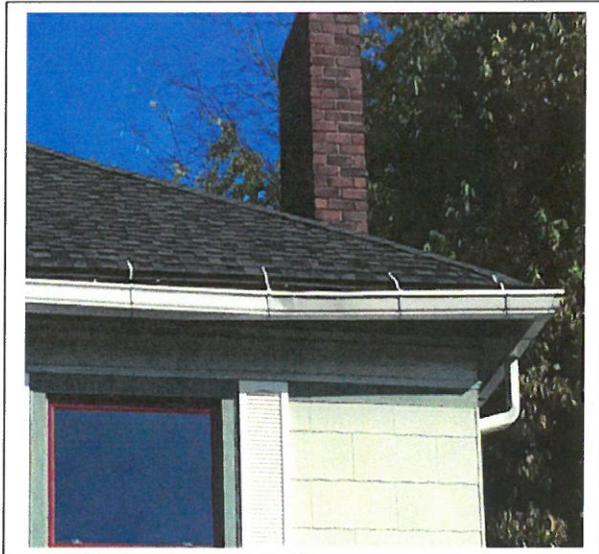


**1041 E. Walnut St.  
Soffit, Fascia & Gutter Repair**

Example of soffit, fascia and crown molding:



Current roof mount of gutter system:



## Exhibit C: WHY PROPOSED WORK SHOULD BE APPROVED

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The Child Advocacy Center purchased the property at 1041 E. Walnut St. in April 2014. We realized there were several exterior maintenance issues that needed to be addressed in order to preserve this historic four square treasure. The first phase of our maintenance was to remove metal storm windows and replace deteriorating window sashes with wood sashes that have more energy efficient glass. This phase is done and we are now ready to repair the soffit/fascia, gutter and dormer areas.

One of the first things you notice about the building roof line is that the gutter system is attached by straps to the roof. More than being unattractive, in some places water leaked to the soffit/fascia areas. These damaged areas provided easy access to squirrels and birds who now occupy the attic. A closer look at the guttering revealed that between the fascia and the underside of the roof deck is a angled piece of crown molding that prevents the guttering from being attached to the fascia. Our contractor, Kenmar Construction, proposed repairing the soffit/fascia without the crown molding component so the gutters could be attached directly to the fascia. We looked at other buildings in our area to try to determine if the crown molding was an historic component of a four square building, but found none. We then contacted the Landmark's Board. They were unable to confirm that the crown molding was an historic feature and suggested we request a Certificate of Appropriateness for our repair.

You will find in this application a detailed explanation of the repair and materials to be used provided by Kenmar Construction. The following benefits will be realized if you allow the repair to be made without the crown molding component:

- The guttering system will blend into the roof line of the building allowing onlookers to have a better sense of a four square building.
- The design of the soffit & fascia will allow for a repair that lasts longer and allows for guttering to be securely attached, rather than dented and coming away from the building.
- Gutters will be one size smaller than the current larger gutters that are not needed.
- Squirrels and birds will no longer have direct access to the attic area.

Once the upper part of our building is repaired, the Child Advocacy Center will continue with building maintenance by repairing and painting the remainder of the building. It is our goal for this building to be an attractive asset to the Historic Walnut Street District.

# KENMAR CONSTRUCTION, INC

1637 W. COLLEGE • SPRINGFIELD, MO 65806  
417-863-1313 Phone • 417-863-8101 Fax

Child Advocacy  
Attn: Judy Cline

Re: Soffit repair

In repair of the eaves on the building located at 1041 E. Walnut we will be using the following materials and scope. The work at this time is to replace all deteriorated material from soffit up, including the dormers.

The soffit boards will be removed and replaced with similar kinds, they appear to be 1" & 12" #2 pine. The bed mold that is in place where the soffit meets the wall will be replaced with bed mold WM-74. The fascia will get removed and new pine 1" installed of similar height. Attached to the fascia we will install 5" seamless aluminum gutter with screw in anchors. The roof deck and shingles will be cut back to drain properly into gutters.

At the dormers any 1" trim, fascia soffit will be replaced with 1" pine. Any siding will be replaced with beveled cedar and exposure will be matched to existing. Any trim will be to match the existing. All work is to be caulked, primed, and painted.



## LANDMARKS BOARD

CITY OF SPRINGFIELD  
P.O. BOX 8368  
SPRINGFIELD, MISSOURI 65801  
417-864-1031

### STAFF REPORT

#### WALNUT STREET URBAN CONSERVATION DISTRICT – WEST

DATE: January 29, 2016

PROPOSAL:

1. The applicant is requesting to install a new monument sign adjacent to Walnut Street and two (2) new wall signs to be placed on the structure

BACKGROUND:

LOCATION: 1033 E. Walnut Street

APPLICANT: The Child Advocacy Center, Inc.

RECOMMENDATION:

Staff recommends **tabling** this request until the sign permit review is approved.

However, staff would like the Landmarks Board to discuss the elements of this project to provide guidance for future reviews. The Landmarks Board must determine whether the historic features or character of the building will be compromised with this proposal. Staff believes that there are some elements of this project that are not recommended by the Urban Conservation District and Design Guidelines.

FINDINGS:

1. The house at 1033 E. Walnut Street is a contributing structure in the Walnut Street National Historic District.
2. The sign permit review has been completed by Building Development Services. To date, BDS has denied the permit on the basis that the proposed detached sign

exceeds the size requirements and the total number of signs on the premise exceeds what is allowed by the Walnut Street - West Urban Conservation District. The following is an explanation of sign permit denial by BDS:

- a. The Walnut Street UCD –West sign requirements state "*a maximum of sixteen (16) square feet of background area shall be permitted for each attached or detached sign. Detached signs may be two sided, each side not to exceed sixteen (16) square feet. A single-sided detached sign shall not exceed sixteen (16) square feet.*" The proposed detached sign has a background area of 23.33 square feet per one side.
  - b. The Walnut Street UCD –West sign requirements state that each premise shall be permitted one (1) detached sign and shall also be permitted either one (1) projecting sign or one (1) wall sign. The applicant's request is for two (2) wall signs. Only one (1) wall sign will be permitted.
3. Staff believes the proposed signs have elements that are not consistent with the Walnut Street Urban Conservation District –West requirements and Walnut Street Historic District Design Guidelines.
  4. The Walnut Street Historic District Design Guidelines state that the applicant should avoid using interior-lit plastic signs.
  5. The Walnut Street Historic District Design Guidelines state that the applicant should consider signs that are consistent in scale and proportion to the building.
  6. The National Park Services (NPS) Preservation Brief #25 states that new signs should respect the size, scale and design of the historic building.
  7. NPS Preservation Brief #25 states that sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
  8. The proposed monument sign is detached from the principal structure and is considered a removable feature. NPS Preservation Brief #25 states new signs should be attached to the building carefully to prevent damage to historic fabric.

**STAFF CONTACT:**

Michael Sparlin  
Senior Planner  
864-1091

ATTACHMENT A  
BACKGROUND REPORT  
1033 E. Walnut Street

APPLICANT'S PROPOSAL:

The applicant is requesting to install a new monument sign adjacent to Walnut Street and two (2) new wall signs. (See attachments for more detail).

PRESERVATION BRIEF #25 (<http://www.nps.gov/tps/how-to-preserve/briefs/25-signs.htm>):

**New Signs and Historic Buildings**

Preserving old signs is one thing. Making new ones is another. Closely related to the preservation of historic signs on historic buildings is the subject of new signs for historic buildings. Determining what new signs are appropriate for historic buildings, however, involves a major paradox: Historic sign practices were not always "sympathetic" to buildings. They were often unsympathetic to the building, or frankly contemptuous of it. Repeating some historic practices, therefore, would definitely not be recommended.

Yet many efforts to control signage lead to bland sameness. For this reason the National Park Service discourages the adoption of local guidelines that are too restrictive, and that effectively dictate uniform signs within commercial districts. Instead, it encourages communities to promote diversity in signs--their sizes, types, colors, lighting, lettering and other qualities. It also encourages business owners to choose signs that reflect their own tastes, values, and personalities. At the same time, tenant sign practices can be stricter than sign ordinances. The National Park Service therefore encourages businesses to fit their sign programs to the building.

The following points should be considered when designing and constructing new signs for historic buildings:

- Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.
- New signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.
- Sign placement is important: new signs should not obscure significant features of the historic building. (Signs above a storefront should fit within the historic signboard, for example.)

- New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
- Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
- New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

#### STAFF COMMENTS:

1. The Walnut Street Design Guidelines state that the applicant should consider signs that are consistent in scale and proportion to the building. Staff believes that the proposed sign does not meet all of the Walnut Street Design Guidelines and UCD requirements (see applicant's attachments for more detail).
2. All proposed work is required to receive a building permit to be issued by Building Development Services. All other requirements of the Walnut Street UCD, Zoning Ordinance and Building Code shall apply.
3. The sign permit review has been completed by Building Development Services. To date, BDS has denied the permit on the basis that the proposed detached sign exceeds the size requirements and the proposed total number of signs on the premise exceeds what is allowed by the Walnut Street - West Urban Conservation District. Staff recommends tabling this request until the sign permit review is approved.
4. Staff recommends tabling this request until the sign permit review is approved. However, staff would like the Landmarks Board to discuss the elements of this project to provide guidance for future reviews. The Landmarks Board must determine whether the historic features or character of the building will be compromised with this proposal. Staff believes that there are some elements of this project that are not recommended by the Urban Conservation District and Design Guidelines.

ATTACHMENT B  
DESIGN STANDARDS & GUIDELINES  
1033 E. Walnut Street

**PERTINENT SECRETARY OF THE INTERIOR'S STANDARDS (FOR REHABILITATION)**

2. The historic character of a property will be retained and preserved. The removal of historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
  
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

**PERTINENT WALNUT STREET DESIGN GUIDELINES**

**SIGNAGE:**

The Applicant Should Consider:

1. Using signs that are consistent in scale and proportion to the building.
2. Using flush-mounted signs.
3. Using hanging signs on post or lamp-pole.
4. Using lettering on awnings.
5. Using applied or painted lettering on porch cornice.
6. Painting a small sign on glazed areas of door or window.

The Applicant Should Avoid:

1. Using exterior neon signs.
2. Using moving or flashing signs.
3. Using interior-lit plastic signs.
4. Installing signs on the roof area.
5. Installing signs that are out of scale with the building.

**ORDINANCE REVIEW**

In addition, General Ordinance No. 3549 & 3560, which created the Walnut Street Urban Conservation district-East states:

In the event the Board concludes that the request, if granted, will have a detrimental effect upon the Urban Conservation District (UCD) or any adverse effect on an historical or architectural resource, then the Board shall deny the request for a certificate.

ATTACHMENT C  
ARCHITECTURAL SIGNIFICANCE  
1033 E. Walnut Street

ARCHITECTURAL SIGNIFICANCE:

1. The architectural survey that was completed on this property stated the following:

Five bay facade rectangular shape with gabled wing. Three dormers with six over six light sash in double hung windows. The walls of the dormers are covered with asbestos siding. Each of the first story windows are six over six sash with flat arch lintels. False shutters are at each window. The center bay entry has elliptical wall dormer flush with the eaves above it. The present door hood is modern. The entry is framed with pilasters. On the east elevation is a one-story sun parlor with grouped six over six light sash window openings. The parlor roof is flat with wooden pilasters set at the corners of the room under a moulded cornice. Beneath each of the sunparlor windows is a panel. On the rear roof face is long shed roofed dormer adding space to the half story. There is a low one story brick over tile wing which houses the garage and part of the kitchen. Each of the gables has more or less flush eaves with a half round windows set near the apex.



# Application for Certificate of Appropriateness

**\*\*E-PLANS INSTRUCTIONS\*\***

**\*\*PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION\*\***

1. Pre-apply online at:  
<https://www.springfieldmo.gov/payments/PLNPermitInfo.aspx?ptype=8005>
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

Office Use Only	
Date Filed:	
Received By:	
Review:	
<input type="checkbox"/>	Administrative
<input type="checkbox"/>	Landmarks Board

The applicant seeks to show the following:

1. That the proposed work will be done in conformance with the Secretary of Interior Standards for Rehabilitation.
2. That the proposed work will be done in conformance with any applicable design guidelines or standards that the Landmarks Board has established and adopted. (Commercial Street and Walnut Street Districts and Mid-Town Neighborhood historic sites only)
3. That the proposed work will be done in conformance with all other relevant requirements of the Springfield Zoning Ordinance.

THEREFORE, applicant requests that the Certificate of Appropriateness be approved for the property as proposed in this submittal.

**We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application and understand that, if approved, all work must be done under a building permit issued by the Department of Building Development Services. Approval of this application does not constitute approval of a building permit, nor does it certify that the zoning is appropriate for the proposed uses. These are separate processes that must be initiated by the applicants. We further understand that approval of this application does not constitute approval for tax certification under the Tax Reform Act of 1986 or amendments thereto.**

Signature(s):

Date:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please type or print name(s) clearly:

\_\_\_\_\_  
\_\_\_\_\_

**Exhibit A: REQUEST FOR CERTIFICATE OF APPROPRIATENESS**

---

Please use this form only. Form may be photocopied. Please type or print.

For instructions, see pages 5-8

1. Property address: \_\_\_\_\_

**APPLICANT INFORMATION:**

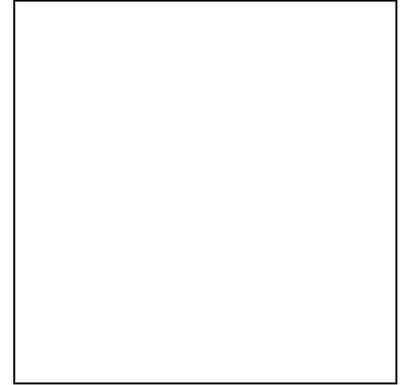
2. Name of current property owner: \_\_\_\_\_

If corporation: Corporate Official: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



(Corporate Seal)

**3. AUTHORIZED REPRESENTATIVE:**

*(The representative should have the authority to commit the applicant to changes that may be suggested by the Board):*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**4. BUILDING DEVELOPMENT SERVICES DISCUSSION:** *(Before submitting this application, the applicant should discuss the project with BDS. Their phone number is 417-864-1055.)*

Date of discussion: \_\_\_\_\_

**NOTE:** The property owner must either sign this application or give City staff a power of attorney showing that another person is authorized to sign.

**Exhibit B: DESCRIPTION OF PROPOSED WORK & SUPPORTING INFORMATION**

Please use this form only. Form may be photocopied. Please type or print.

1. **TYPE OF WORK PROPOSED:** (Check all that apply. All work items require a written description of the proposed work. Additional required supporting information is denoted after each item and **must** be attached. See Instructions, page 5. **Maximum size for drawings: 11 x 17 inches.** NOTE: Even though you check the "Other" or the "New Construction" box, you must still give information on individual features such as windows, doors, etc., included in a large project.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Addition (1,2, 3, 7)             | <input type="checkbox"/> Handicapped Ramp (1, 2, 3)    | <input type="checkbox"/> Sidewalk (1, 3)              |
| <input type="checkbox"/> Awnings (2, 3, 4 or 5, 6)        | <input type="checkbox"/> New Construction (1, 2, 3, 7) | <input type="checkbox"/> Siding (3, 4 or 5)           |
| <input type="checkbox"/> Building Relocation (1, 2, 3, 7) | <input type="checkbox"/> Parking (1, 3)                | <input type="checkbox"/> Sign (1, 2, 3, 6)            |
| <input type="checkbox"/> Demolition (1, 2, 3, 7)          | <input type="checkbox"/> Porch (1, 2, 3)               | <input type="checkbox"/> Window (2, 3, 4 or 5, 6)     |
| <input type="checkbox"/> Door (2, 3, 4 or 5, 6)           | <input type="checkbox"/> Retaining Wall (1, 2, 3)      | <input type="checkbox"/> Archeological Site (1, 3, 8) |
| <input type="checkbox"/> Fence (1, 2, 3, 5)               | <input type="checkbox"/> Roof-New (3, 4 or 5, 7)       |   |
| <input type="checkbox"/> Guttering (2, 3, 4 or 5, 6)      | <input type="checkbox"/> Re-roof (3, 4)                |   |
| <br><input type="checkbox"/> Other (specify): _____       |  |   |

- |                                    |  |
|------------------------------------|--|
| 1 – Site Plans                     | 5 – Product literature                               |
| 2 – Elevations                     | 6 – Drawings   |
| 3 – Photographs                    | 7 – Exhibit C – Why proposed work should be approved |
| 4 – Sample of materials to be used | 8 – State historic Preservation Officer Comments     |

2. **DESCRIPTION OF PROPOSED WORK:** (attach additional pages if necessary)

**NOTE:** An application is considered incomplete until **all** supporting materials, as specified in Item 1 above, are attached. Incomplete applications will **not** be processed or scheduled for a public hearing.

**Exhibit C: WHY PROPOSED WORK SHOULD BE APPROVED**

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*Please use this form only. Form may be photocopied. Please type or print.*

When proposing a major project, please use this page to give information in support of your request. (See Exhibit B, item 1, above: "Type of Work Proposed," key # 7. Suggested items of discussion are included in the Instructions, page 7.)

## INSTRUCTIONS FOR FILLING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

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### Explanation of the Process

A Certificate of Appropriateness ensures that proposed work on the exterior of certain historic-designated properties conforms to the requirements established by that historic designation. A building permit cannot be issued for the proposed work until a Certificate of Appropriateness has been approved. Prior to submitting an application, you should discuss your project with Building Development Services to ensure you are not proposing something that violates the International Building Code. Even though you might receive a Certificate of Appropriateness from the Zoning & Subdivision Services staff or the Landmarks Board, the project must also comply with the International Building Code to receive a building permit.

For staff or the Landmarks Board to approve a Certificate of Appropriateness the following must be considered:

- A. That the proposed work will be done in conformance with the Secretary of Interior's Standards for Rehabilitation;
- B. That the proposed work will be done in conformance with any design guidelines or standards that the Landmarks Board has established and adopted;
- C. For new construction, whether the building or structure will be harmonious with or incongruous to the old and historic aspects of the surroundings;
- D. For demolitions:
  - the impact the proposed removal would have on the integrity and continuity of the Historic Landmark or Historic District of which it is part; and
  - the nature of the structure as a representative type; and
  - the condition of the structure from the standpoint of structural integrity and the extent of work necessary to stabilize the structure; and
  - The ability of the subject structure or site to produce a reasonable economic return on investment to its owner; and
  - The post-demolition plans for the site and the relation of those plans to the surrounding area.
- A. For archeological sites, the effect of the proposed project on the site and what actions are being undertaken to record and/or preserve the site.

### Completion of the Application

The application must be completed in full and signed by the property owner (unless a power of attorney is provided to staff) for the application to be considered complete. Exhibits A, B and C (if applicable) will be included with the staff analysis that will be sent to the Landmarks Board if the request cannot be approved administratively.

### Exhibit A

This exhibit provides basic information about the property and the applicant. If the applicant designates a representative and does not intend to attend the Landmarks Board meeting, it is important that the representative be able to commit to changes that may be suggested by the Board, otherwise the application may have to be table pending the applicant's response.

## Exhibit B

It is important that Exhibit B be thoroughly completed because it provides essential background information that is used in staff's analysis of the request and the Landmarks Board's basis for approval. The process will proceed much quicker if staff and the Landmarks Board have a clear understanding of the proposed work. If you think additional information may be helpful in approving a certificate, you may include that information. If staff or the Landmarks Board determine additional information is necessary, they will request it. This may result in a two week delay if the Landmarks Board must table the request to receive the additional information.

In order for Exhibit B to be considered complete, the supporting information listed after each work item must also be included with the application. If the specific work is not listed, staff can assist in determining what supplemental data needs to be provided with the application. All supplemental documents must be submitted on a page size no greater than 11 inches by 17 inches.

**Site Plans:** A site plan is an outline or bird's eye view of a lot showing all structures, including fences and patios. It shows property lines, adjoining streets and alleys, building dimensions, locations of driveways and parking areas, the number of feet structures are set back from property lines, a north arrow, and the scale of the drawing if it is done to scale. Where site plans are required, submit one for the existing condition and one for the proposed condition. For minor work, such as a new sidewalk, only one site plan showing both the existing and new conditions is sufficient. If the proposed work is attached to an existing building rather than freestanding (i.e., a new sign on the front of a building that fronts directly on the street), a site plan may not be necessary. An aerial photograph can be substituted for a drawn site plan provided there is a scale and it is adequately labeled.

**Elevations:** An elevation is a drawing showing the view of a single side of a building, giving the location of all doors, windows, awnings, sign channel, roof pitch, etc. and the scale of the drawing if it is drawn to scale. Show all sides affected by the proposed work. Where elevations are required, submit one for the existing condition and one for the proposed condition. Photographs may be substituted for elevation drawings provided all details can be seen (not obscured by plantings or other structures).

**Photographs:** Photographs showing the existing condition of the area of proposed work are required for all applications. For example, if awnings are proposed for installation over windows and doors, photographs must be submitted for each side of the structure where awnings will be installed. The photographs should generally be in color and can be from a film or digital camera printed at a suitable size to distinguish relevant details. For most applications, digitally manipulated photographs can also be submitted instead of elevation drawings to show how the proposed work will look when completed.

**Sample of materials to be used:** It is often helpful for the staff and Board to see an actual sample of the materials proposed to be used, i.e., shingles, siding, bricks. If a sample cannot be obtained, literature describing the product can usually be substituted.

**Product literature:** Product literature comes from the manufacturer and usually can be obtained from the distributor or your contractor. It provides a description of the materials proposed to be used and helps in determining the suitability of that material for the proposed application. A sample of the material to be used can usually be substituted for product literature.

**Drawings:** A drawing is an illustration of the proposed work, such as a sign or a window detail.

**State Historic Preservation Officer Comments:** For archeological sites, you must submit comments and recommendations of the State Historic Preservation Officer concerning the effect of the proposed project on the site and what action(s) should be undertaken to record and/or preserve the site.

Try to describe the proposed work as simply as possible, but be sure to describe all the work to be done. When replacing a material be sure to identify the existing and proposed material, for example, when re-roofing specify composition, wood, slate, tile, asphalt or steel.

### **Exhibit C**

Exhibit C is the applicant's primary opportunity to demonstrate why the Certificate of Appropriateness, for major alterations to historic structure or site, should be approved by the Landmarks Board. While Exhibit C may be included with any application, it is only required for the work indicated under Item 1, Exhibit B.

Suggested items of discussion for Why the Proposed Work Should Be Approved (Exhibit B) include.

- A. Explain how the proposed project conforms with the Secretary of Interior's Standards for Rehabilitation, including the following:
- Whether the property will be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
  - How the historic character of a property will be retained and preserved. (The removal of historic materials or alteration of features and spaces that characterize a property is discouraged.)
  - How the property will be maintained as a physical record of its time, place, and use. (Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, are discouraged.)
  - How changes that have occurred over time and acquired historic significance in their own right will be retained and preserved.
  - How distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
  - Plans to repair rather than replace deteriorated historic features. (Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features should be substantiated by documentary, physical, or pictorial evidence.)
  - How the surface cleaning of structures, if appropriate, shall be undertaken. (The gentlest means possible should be used. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials should not be used.)
  - How significant archaeological resources affected by a project will be protected and preserved. What mitigation measures shall be undertaken if such resources must be disturbed.
  - How new additions, exterior alterations, or related new construction will not destroy historic materials that characterize the property. (The new work should be differentiated from the old but be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.)
  - How new additions and adjacent or related new construction will be undertaken so that if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.
- B. Explain how the project conforms to local design guidelines or standards adopted by the Landmarks Board. Local

design guidelines generally take precedence over the Secretary of Interior's Standards for Rehabilitation. Local design guidelines have been adopted for the Commercial Street and Walnut Street Districts and the Mid-Town Neighborhood (historic sites only), and copies are available from the Zoning & Subdivision Services office.

- C. For new construction, discuss the extent to which the building or structure will be harmonious with or incongruous to the old and historic aspects of the surroundings. It is not the intent to discourage contemporary architectural expression or to encourage the emulation of existing buildings or structures of historic or architectural interest in specific detail. Harmony or incompatibility is evaluated in terms of the appropriateness of materials, scale, size, height, and placement of a new building or structure in relationship to existing buildings and structures and to the overall setting.
- D. For demolitions, discuss.
- The impact the proposed removal will have on the integrity and continuity of the Historic Landmark or Historic District of which it is part.
  - The nature of the resource as a representative type or style of architecture, socio-economic development, historical association or other element of the original designation criteria applicable to such structure or site.
  - The condition of the resource from the standpoint of structural integrity and the extent of work necessary to stabilize the structure.
  - The ability of the subject structure or site to produce a reasonable economic return on investment to its owner.
  - The post-demolition plans for the site and the relation of those plans to the surrounding area.
- E. For archeological resources, discuss the effect of the proposed project on the site and what action(s) will be undertaken to record and/or preserve the site.

### **Deadlines for filing an Application**

The Zoning & Subdivision Services office accepts applications daily. If the application can be approved administratively, processing of the application will begin immediately. The Landmarks Board holds regularly scheduled meetings each month (contact the Zoning & Subdivision Services office for a current processing schedule). This application must be in the Zoning & Subdivision Services office no later than the application deadline date listed on the processing schedule (Generally 15 days prior to the meeting where the application will be considered). This application must be complete, or it will be returned to the applicant and will not be placed on the agenda.

South Elevation adjacent to Walnut Street.



PINNACLE SIGN



CHILD ADVOCACY CENTER - 1033 E WALNUT

LOCATION - SPRINGFIELD, MO

PROJECT MANAGER- DARREN PEARCE

DRAWING # 1216-15-EWAL-1

SCALE - 3/4" = 1'0"

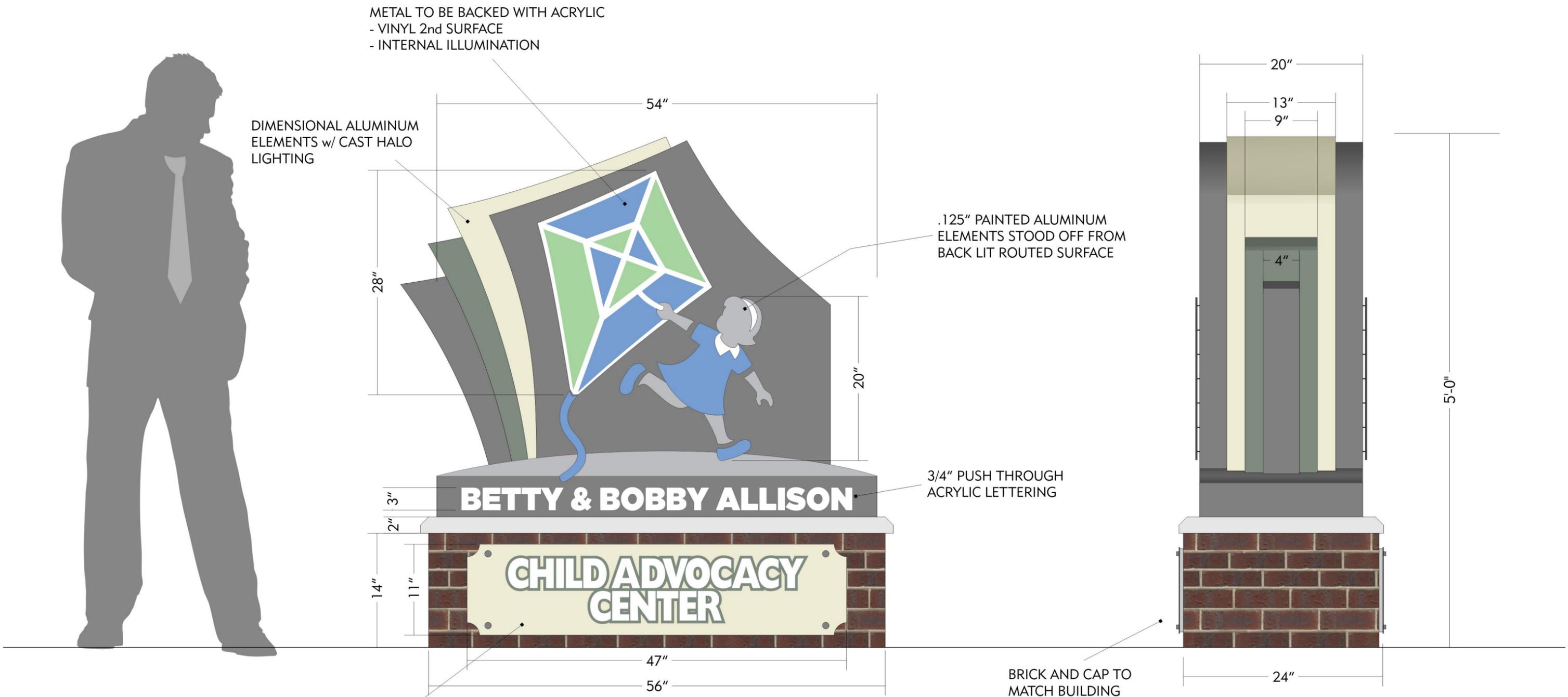
PROJECT DESIGNER- NICHOLAS K. TARR

DATE REVISED - 12.16.15



**BETTY & BOBBY ALLISON**

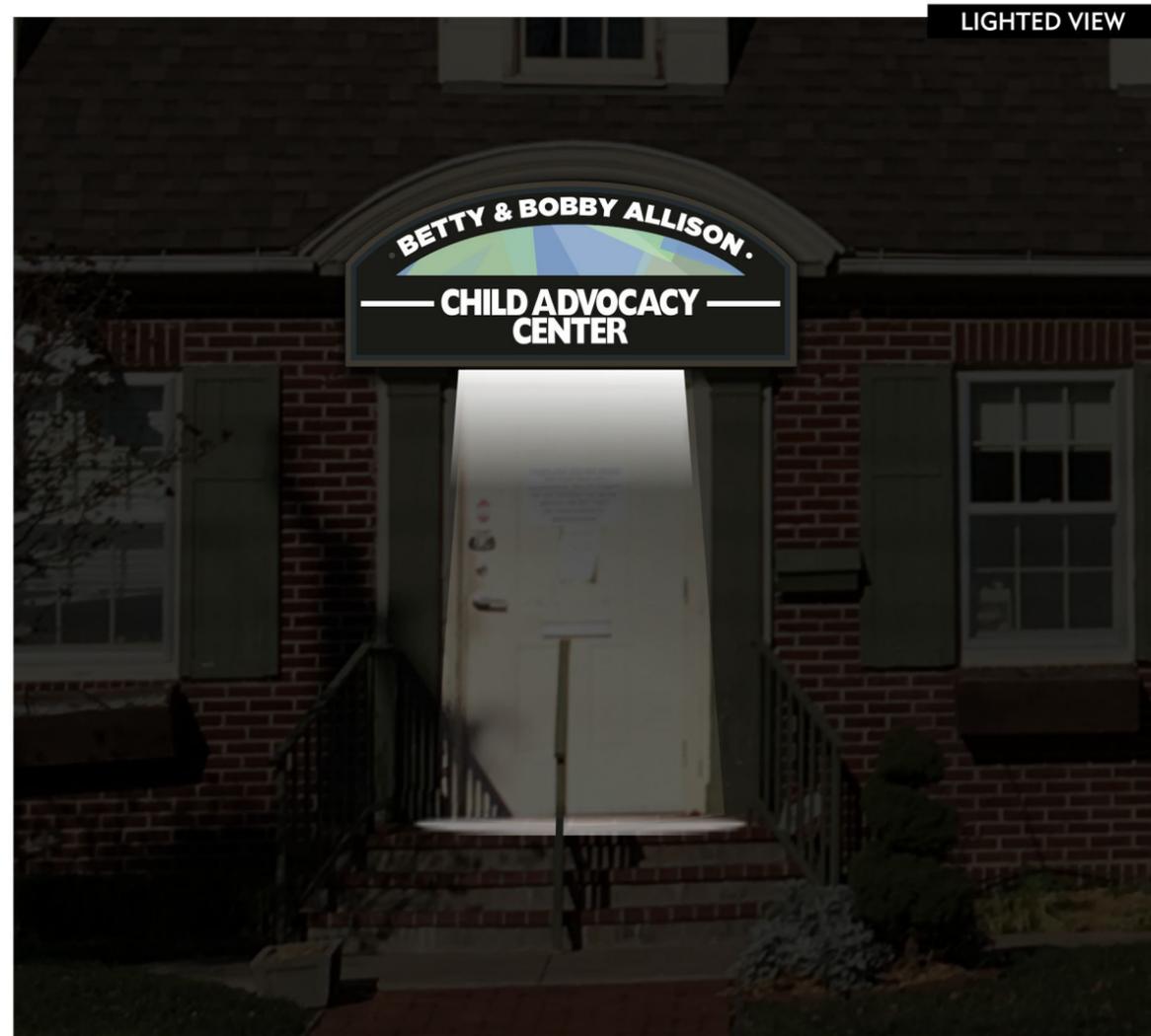
**CHILD ADVOCACY  
CENTER**



.125" ALUMINUM PLAQUE WITH PERIMETER GLOW & ILLUMINATED LETTERS  
 - VINYL OUTLINE APPLIED TO PLAQUE FACE

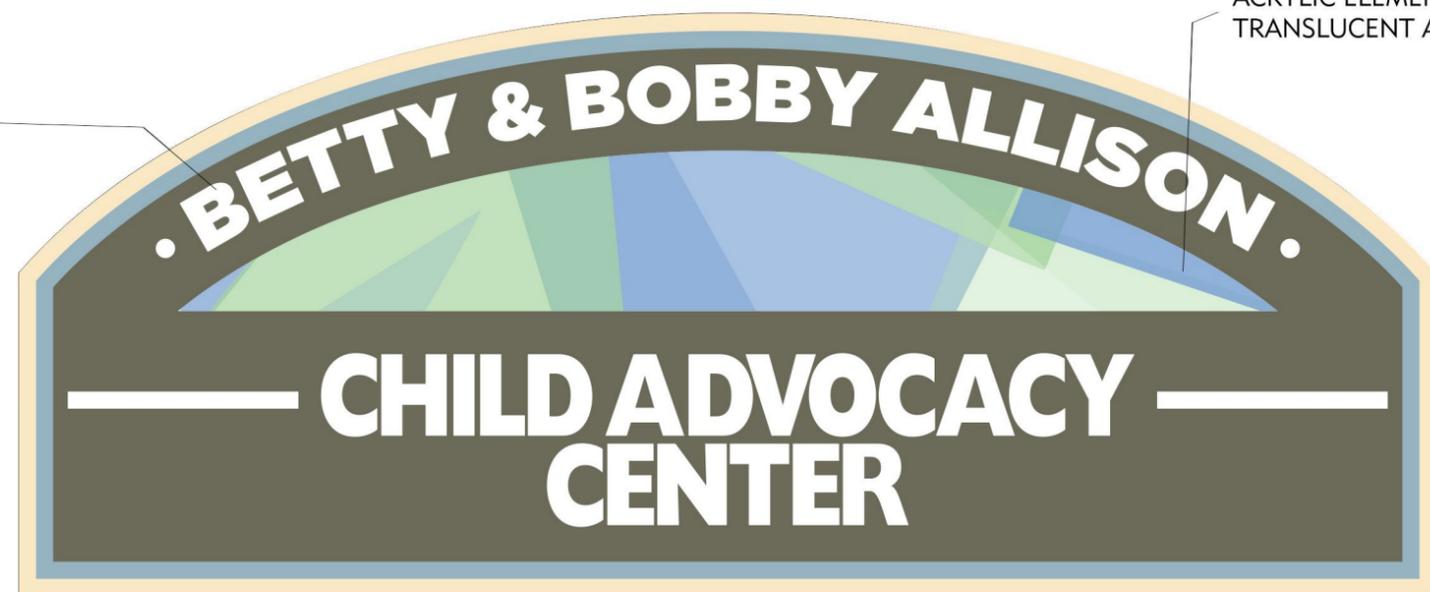
Sign area "Child Advocacy Center" 11" x 47" = 3.59 sq. ft.  
 Sign Area "Betty & Bobby Allison" 3" x 50" = 1.04 sq. ft.  
 Child and Kite area 38" x 54" = 14.25 sq. ft.  
 Total Sq. ft. = 18.88 sq. ft.  
 Total Large rectangle square footage = 5'-0" x 56" = 23.33 sq. ft.





PUSH THROUGH  
ACRYLIC LETTERING

ACRYLIC ELEMENT WITH LAYERED  
TRANSLUCENT AND PRINTED VINYL



- (A) NEW ALUMINUM LIGHTED WALL SIGN ABOVE ENTRYWAY  
- REMOVE EXISTING PORCH LIGHT, ADD NEW CAST LIGHTING INTO CABINET

Proposed Wall Sign South Elevation - Facing Walnut Street

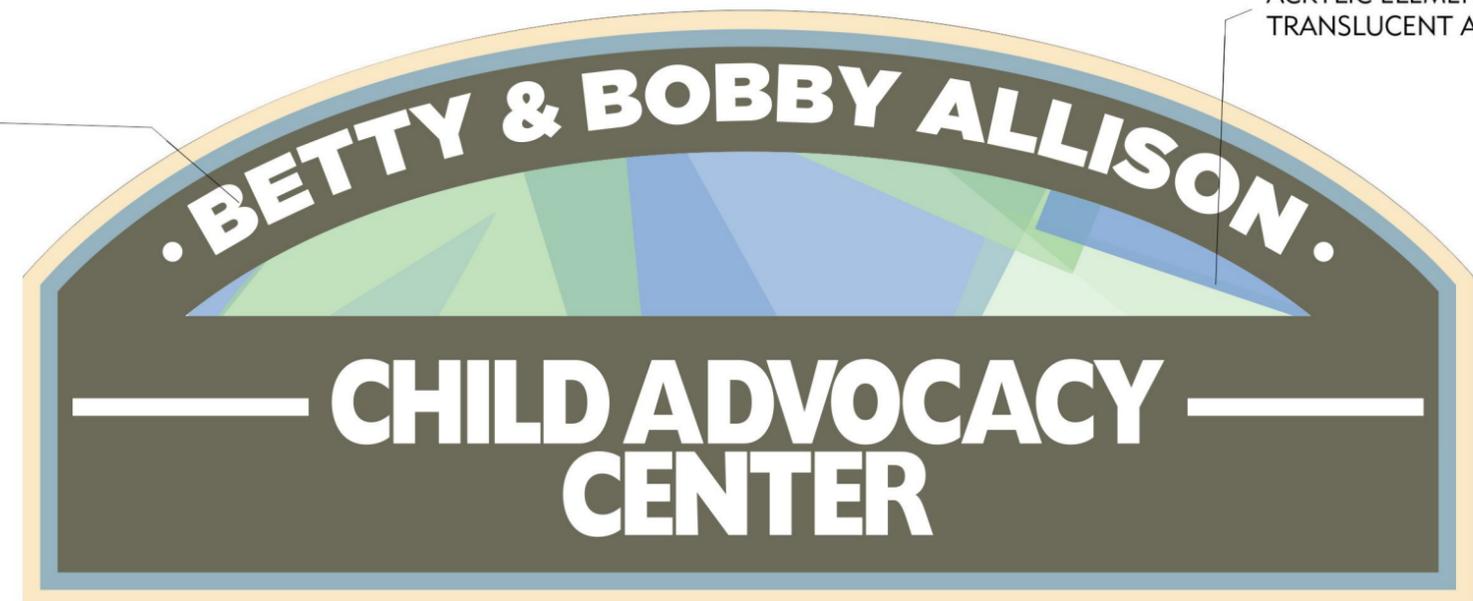
PROPOSED

LIGHTED VIEW



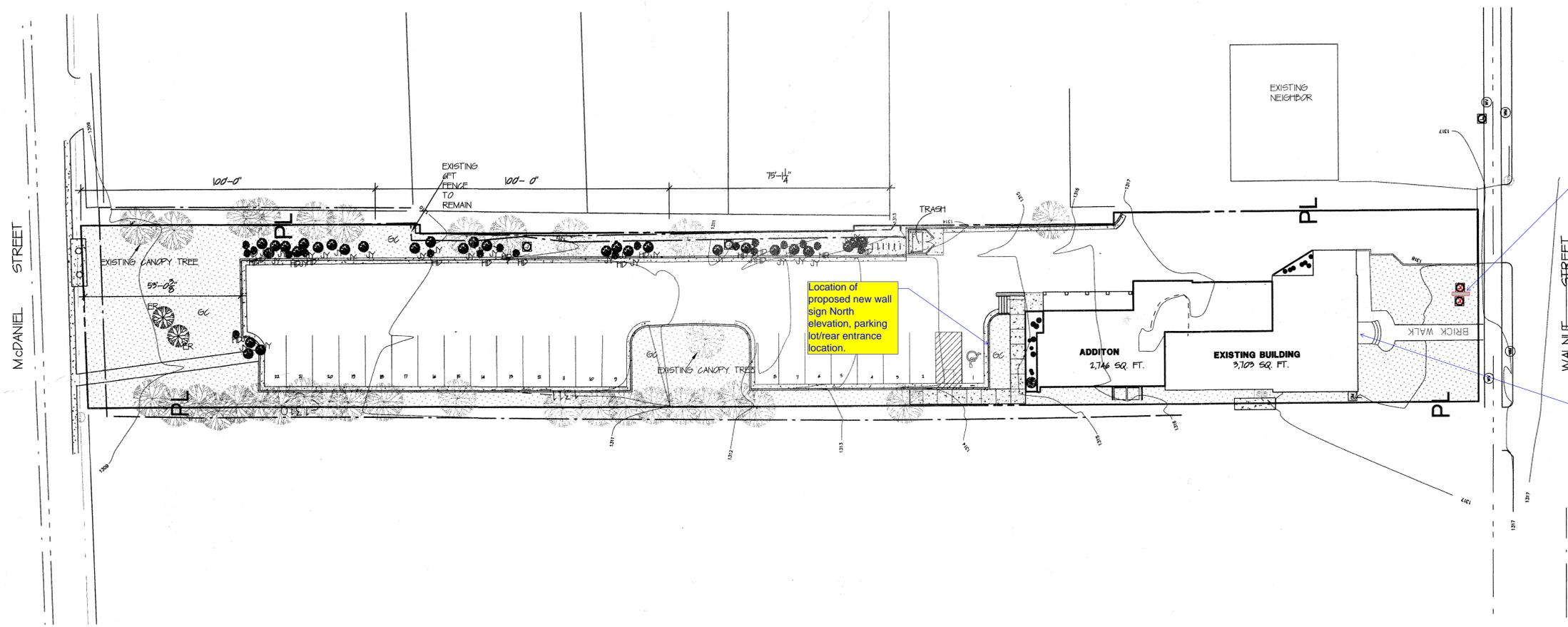
PUSH THROUGH  
ACRYLIC LETTERING

ACRYLIC ELEMENT WITH LAYERED  
TRANSLUCENT AND PRINTED VINYL



- (A) NEW ALUMINUM LIGHTED WALL SIGN ABOVE ENTRYWAY  
- REMOVE EXISTING PORCH LIGHT, ADD NEW CAST LIGHTING INTO CABINET

Proposed Wall Sign - North Elevation facing parking lot.



Location of proposed new wall sign North elevation, parking lot/rear entrance location.

Proposed new monument location (same as existing monument). Removal of exterior ground mounted lighting fixtures.

Proposed location for new wall sign South elevation facing Walnut Street.

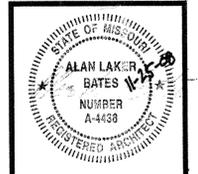
**SITE PLAN**  
1" = 20'-0"  
NORTH

**PLANTING LEGEND**

- EASTERN REDBUD 2" CALIPER MIN ORNAMENTAL TREE
- UPRIGHT JAPANESE YEW, 3'-4" SHRUB
- GROUND COVER (GRASS) TALL FESCUE, WITH SOD AT POTENTIAL EROSION AREAS
- HARBOR DWARF ANDINA 3 GALLON SHRUB
- JAPANESE BOX WOOD 3 GALLON EVERGREEN SHRUB

**NOTES**

1. ALL PLANTS SUPPLIED AND PLANTED BY OWNER
2. ALL LANDSCAPING SHALL MEET THE SPRINGFIELD, MO. ZONING ORDINANCE REQUIREMENTS.
3. SITE SHALL BE FINISH GRADED LEAVING THE TOP WITH A MIN OF 6" OF TOP SOIL READY TO RECEIVE GRASS SEED.
4. REQUIRED PERIMETER LANDSCAPING: NORTH PERIMETER  
1 CANOPY TREE  
2 UNDERSTORY TREES  
4 SHRUBS
5. REQUIRED INTERIOR LANDSCAPING:  
1 CANOPY TREE
6. REQUIRED BUFFERYARD ON EAST SIDE 15 SHRUBS PER 100 LINEAR FEET.  
6 FT FENCE EXISTING TO REMAIN (EXCEPTION FOR NARROW OR SHALLOW PROPERTIES)

**bates & associates**  
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Springfield, Missouri 65806

**CHILD ADVOCACY CENTER INC.**  
1033 E. WALNUT  
SPRINGFIELD MISSOURI

RELEASE DATE	11-25-08
JOB NO.	1977
DRAWN BY	BMK
SHEET	<b>L1.1</b>