



**City of Springfield**

**Agenda**

**Landmarks Board**

John Hawkins, Chair Walnut Street Representative	Vacant Historian Representative	Bryan Lenox Real Estate Representative
Wanda Quintana Mid-Town Representative	Nicole Falconer Architect Representative	Lisa Napoli Meagher At-Large Representative
Seva Nix Commerical Street Representative	Genevieve Henry, Vice-Chair At-Large Representative	Vacant At-Large Representative

**April 22, 2026**

**5:30 PM**

**Busch Building 2nd Floor West  
Conference Room  
840 Boonville Avenue**

- 1. Roll Call**
- 2. Approval of Minutes**
  - 2.1. March 11, 2026
- 3. Unfinished Business**
- 4. New Business**
  - 4.1. Certificate of Appropriateness  
812 East Walnut Street (Applicant: JDI Rentals, LLC)
- 5. Communications**
  - 5.1. Preservation of Murals and Other Artwork
  - 5.2. House Bill 3490
  - 5.3. Social Media Sub-Committee Minutes February 11, 2026
  - 5.4. Historic Preservation Plans & Policies
  - 5.5. Community Outreach

In accordance with ADA guidelines, if you need special accommodations when attending this meeting, please notify the Planning and Development office at 417-864-1611 as soon as possible to accommodate your needs.

**6. Reports**

6.1. Administrative Certificate of Appropriateness — 533 South Jefferson Avenue

6.2. Administrative Certificate of Appropriateness — 1116 East Walnut Street

**7. Adjourn**

## MINUTES OF THE LANDMARKS BOARD

DATE: March 11, 2026

TIME: 5:30pm

The meeting and public hearing of the Landmarks Board was held on the above date and time in person in the Busch Building, 2 West Conference Room.

### ROLL CALL:

Landmarks Board members: Genevieve Henry-Vice Chair, John Hawkins, Nicole Falconer, Bryan Lenox, Seva Nix, and Lisa Napoli Meagher. Absent: Wanda Quintana. Staff members: Andrew Menke, Senior Planner, Justin Crighton, Assistant Planning Director, and Kyle Tolbert, Assistant City Attorney.

**APPROVAL OF MINUTES:** February 25, 2026 were approved.

**UNFINISHED BUSINESS:** None

### NEW BUSINESS.

Certificate of Appropriateness: **219 East Commercial Street** – George Van Trump, gave a power-point presentation and noted the following concerns: Ten windows on the second and third floors are failing due to water infiltration, posing a risk to the building's integrity and wants to replace the windows with Marvin ultimate single-hung G2 series wood windows, featuring an extruded aluminum exterior. The existing windows have arched-head upper sashes and the applicant proposed installing square windows and filling the arch space with a panel, as the custom arched windows from Marvin would add an estimated \$3,000 per window (totaling \$30,000 for 10 windows). This order modification would also double the lead time from 10 weeks to 4-5 months. The estimated total cost for square windows is \$35,000, while custom arched windows would be \$70,000.

The applicant presented examples of other Commercial Street buildings that have square-head upper sashes that utilize filler panels between the top of the window and the arched openings (e.g., Savoy, Tea Room). Many of these buildings already have similar fillers, including some with vinyl windows that necessitate transoms and filled arches due to height restrictions, and the applicant consulted with Pella, but their custom arch options were more expensive and involved stacking windows, which was deemed unsuitable, noting efforts to secure grants or tax credits for windows alone were unsuccessful.

The Board and applicant discussed the material for the filler panel, while Marvin could provide extruded aluminum, the applicant preferred a 3/4-inch-thick composite panel, painted to match, to better integrate with existing street aesthetics and provide a drip edge.

### Board Action: (amendment for filler panels)

John Hawkins motioned to **approve** the amendment for the filler panel to be composite (**219 East Commercial Street**). Bryan Lenox seconded the motion. The motion carried as follows - Ayes: Genevieve Henry-Vice Chair, John Hawkins, Nicole Falconer, Bryan Lenox, Lisa Napoli Meagher, and Seva Nix. Nays: None. Abstain: None. Absent: Wanda Quintana.

### Board Action:

John Hawkins motioned to **approve** Certificate of Appropriateness (**219 East Commercial Street**). Lisa Napoli Meagher seconded the motion. The motion carried as follows - Ayes: John Hawkins, Nicole Falconer, Bryan Lenox, Lisa Napoli Meagher, and Seva Nix. Nays: Genevieve Henry-Vice Chair. Abstain: None. Absent: Wanda Quintana.

### COMMUNICATIONS:

#### **Mount Carmel United Methodist Church (1001 North National Avenue) / Proposed demolition.**

Built in 1894, currently owned by OTC (Ozarks Technical Community College) and OTC's Board of Trustees is voting on a parking lot expansion that involves demolishing the church. It was noted that the church is not on any local or national historic register.

#### OTC's rationale/background:

The building was used for the fine arts department (music) temporarily but presented issues such as odor, roof leaks, moisture, and ADA non-compliance and OTC's 2010 master plan earmarked this property for expansion. It was noted that the stained glass has been returned to the United Methodist Church, and elements from a meditation garden have been relocated to GreenLawn Cemetery, and the demolition would yield approximately 30 additional parking spaces, as part of a larger \$1.1-\$1.4 million parking lot project.

Landmarks Board concerns:

The Landmarks Board expressed dismay over the loss of a historic structure (dating to 1894) for surface parking, especially when a prior plan included vertical parking structures on the campus. They noted the lack of historic designation severely limits the Board's ability to prevent demolition, and even then, could only delay it.

The Landmarks Board discussed the following options:

1. Nominating the church for historic designation (rejected as likely to only delay and frustrate).
2. Communicating directly with OTC's Board of Trustees to explore alternatives.
3. Organizing a "hillbilly survey" (photographic inventory) of the interior and exterior of the building before demolition, potentially involving local university digital media departments (Board expressed interest in this option – perhaps by OTC digital media students or David Eslick, who has previously documented sites set for demolition).

**Historic Preservation Plan & Policies / Goals and Priorities**

Reviewed document outlining the proposed priorities for 2026. Key elements included mandatory demolition stays (with provisions for fines and deed restrictions), Transferable Development Rights (TDRs), the Bailey Bill, and parking bonuses.

**Board Action:**

John Hawkins motioned to **deliver the Goals and Priorities to the City Manager as the 2026 Landmarks proposed priorities and seeking guidance and feedback**. Seva Nix seconded the motion. The motion carried as follows - Ayes: Genevieve Henry-Vice Chair, John Hawkins, Nicole Falconer, Bryan Lenox, Lisa Napoli Meagher, and Seva Nix. Nays: None. Abstain: None. Absent: Wanda Quintana.

**Election of Officers**

John Hawkins, despite technically being termed out, remains on the Board until replaced, and there was discussion about potentially amending term limit codes.

**Board Action:**

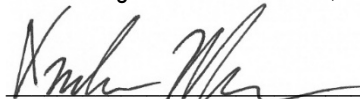
Genevieve Henry nominated John Hawkins for Chair. Lisa Napoli Meagher seconded the motion. The motion carried as follows - Ayes: Genevieve Henry-Vice Chair, John Hawkins, Nicole Falconer, Bryan Lenox, Lisa Napoli Meagher, and Seva Nix. Nays: None. Abstain: None. Absent: Wanda Quintana.

**REPORTS:**

**Any other matters that fall under the jurisdiction of the Board:** None

**ADJOURNMENT:**

There being no further business, the meeting was adjourned by the Vice-Chair.



Andrew Menke, Senior Planner



# LANDMARKS BOARD STAFF REPORT

## LANDMARKS BOARD PUBLIC HEARING:



**APRIL 22, 2026**

**CASE:** Certificate of Appropriateness

**DESIGNATION:** Historic Site – Thomas House

**LOCATION:** 812 East Walnut Street

**APPLICANT:** JDI Rentals, LLC

**STAFF:** Andrew Menke, 417-864-1613

## SUMMARY OF PROPOSAL:

1. Reconstruct roof structure of front porch, as described in submitted materials.
2. Install salvaged and matching terracotta tiles on reconstructed porch roof.
3. Repair existing, concealed gutter system on upper stories of structure.
4. Replace concealed front porch gutter system with K-style gutters.
5. Remove and replace existing soffit and fascia materials with aluminum soffit and fascia.
6. Repair wooden window trim.
7. Tuckpoint and repair masonry.
8. Remove graffiti from masonry surfaces, as described in submitted materials.

## STAFF RECOMMENDATION:

**Staff recommends approval on all alterations, except for the following.**

**Staff has no recommendation:**

1. Replace concealed front porch gutter system with K-style gutters.

The Landmarks Board must determine whether the request, if granted, will have a detrimental effect upon the Historic Landmarks or Historic District or any adverse effect on an historical or architectural resource.



# LANDMARKS BOARD STAFF REPORT

## FINDINGS FOR STAFF RECOMMENDATION:

1. Thomas House was listed on the Springfield Historic Register as a Historic Site on June 22, 1987.
2. The *Secretary of the Interior's Standards for Rehabilitation* recommend, "Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials."
3. The *Standards* also state, "Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved."
4. The applicant is requesting to replicate the historic configuration and detailing of the porch roof.
5. The applicant is requesting to replace the concealed gutter system on the front porch with modern, K-style gutters.
6. The Landmarks file does not mention the gutter system or include it in the list of significant architectural features.

## APPLICANT'S DESCRIPTION OF PROPOSAL:

See applicant's attachments for description.

## STAFF COMMENTS:

1. The roof of the front porch was removed prior to the submittal of the Certificate of Appropriateness application. Planning staff became aware of the proposed work when reviewing the building permit application for the new porch roof. The applicant has been cooperative in having the application go through the proper process.
2. The roof of the front porch was deteriorating at the time it was removed. The *Secretary of the Interior's Standards for Rehabilitation* recommend, "Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials." The applicant is requesting to replicate the historic configuration and detailing of the roof. The proposal includes reinstalling salvaged terracotta tiles from the previous roof, and, in the instance of insufficient salvageable material, replacing in kind.
3. The *Secretary of the Interior's Standards for Rehabilitation* state that "the removal of historic materials or alteration of features and spaces that characterize a property shall be avoided." The *Standards* also state, "Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved."
4. The applicant is requesting to replace the concealed gutter system on the front porch with modern, K-style gutters. The new gutter system on the porch will differ in appearance from what previously existed.
5. The applicant is requesting to repair the concealed gutter system on the upper stories of the structure. This part of the existing system would remain.
6. The Landmarks file does not mention the gutter system or include it in the list of significant architectural features.
7. This proposal includes a request to remove graffiti from masonry surfaces. The National Park Services (NPS) Preservation Brief #38 provides guidance on how to remove graffiti from historic masonry. The *Secretary of the Interior's Standards for Rehabilitation* also state, "The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible."



# LANDMARKS BOARD STAFF REPORT

8. The reconstruction of the front porch roof is required to receive a building permit to be issued by Building Development Services. All other requirements of the Zoning Ordinance and Building Code shall apply.

## DESIGN GUIDELINES AND STANDARDS

### DESIGN GUIDELINES

No specific design guidelines have been established by ordinance for historic sites. The Board has the authority to approve or disapprove the proposed application. A building permit will be issued to the applicant, even if the Board denies the application, sixty (60) days from the date of the application for the demolition permit.

### SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

The following standards would apply to this proposed alteration:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
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.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



# LANDMARKS BOARD STAFF REPORT

[PRESERVATION BRIEF #38, REMOVING GRAFFITI FROM HISTORIC MASONRY](#) (see link for complete article)

## Tips for Successful Graffiti Removal

- It is important to pre-wet the masonry surface when using an alkaline paint remover; it is also advisable to pre-wet the masonry surrounding a graffitied area to dilute the effect of any cleaning agents that might be inadvertently splashed or spilled on the unsoiled surface. **Do not wet the area to be cleaned if the cleaning agent is solvent-based or incompatible with water.**
- Always rinse the cleaning agent off the masonry surface starting at the bottom and moving up. This prevents the cleaning agent from running down and staining a lower surface.
- Air temperature can be a factor in graffiti removal. Most paint removers do not work when the air temperature is either very cold or very hot. This may sometimes explain why a method that worked in one instance may not be effective again in another, similar situation.
- Variations within the same type of stone, such as bedding planes, density, finish, or degree of weathering, may explain why some areas of the same stone sometimes clean better than others.
- Even if advance testing has been done and a treatment plan exists, at least some on-the-spot testing will probably be necessary.
- Mortar joints react differently from masonry units, and may require a different cleaning material and/ or method to be cleaned effectively.
- Graffiti removal may result in an obviously "clean" spot. Always clean the entire masonry unit that is bounded by mortar joints (but not the joints themselves, unless necessary). The prominence of the clean spot may be minimized by fanning the cleaning out from the spot, and "feathering" it by gradually reducing the strength or thoroughness of the cleaning.
- If it is not possible to completely remove all traces of graffiti without removing some of the masonry surface, it may be preferable to leave the masonry alone. Some graffiti ghosts become less noticeable with time due to fading of the dyes used in paints and markers. Sometimes it may be possible to conceal more obvious graffiti ghosts with carefully-matched paint.
- After graffiti removal, the masonry surface should always be tested with pH strips to make sure all the cleaning materials have been completely removed. Non-staining pH strips, available from chemical supply companies, will indicate whether acids or alkalis remain on the masonry surface.
- Although alkaline paint removers are sometimes ineffective on modern formulations of aerosol paints, they can work well in removing multi-layered graffiti because they last longer.
- What removes graffiti in one instance may not always work again even in what appears to be an identical situation.
- More than one cleaning material and technique may be required to clean a heavily graffitied area if different materials were used to make the graffiti. For example, shapes are often outlined with broad-tip felt markers and then filled in with spray paint.
- Effective graffiti removal often depends on trial-and-error testing, as well as a knowledge of masonry materials, graffiti materials and cleaning techniques.

## ZONING ORDINANCE:

In addition, the *Springfield Zoning Ordinance* states:

In the event the Landmarks Board concludes that the request, if granted, will have a detrimental effect upon the Historic Landmarks or Historic District or any adverse effect on an historical or architectural resource, then the Landmarks Board shall Deny the request for a certificate.

## ARCHITECTURAL SIGNIFICANCE OF PROPERTY:

See attached description of the architectural and historical significance of the structure.



# Application for Certificate of Appropriateness

### \*\*ELECTRONIC SUBMITTAL 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


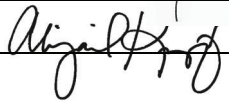
Date Filed:	
Received By:	A. Menke
Review:	
<input type="checkbox"/>	Administrative
<input checked="" type="checkbox"/>	Landmarks Board

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:  
 \_\_\_\_\_  
 03/12/2026  
 \_\_\_\_\_  
 03/12/2026  
 \_\_\_\_\_

Please type or print name(s) clearly:  
 \_\_\_\_\_  
 Josiah Mote  
 \_\_\_\_\_  
 Abigail Knopf  
 \_\_\_\_\_

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

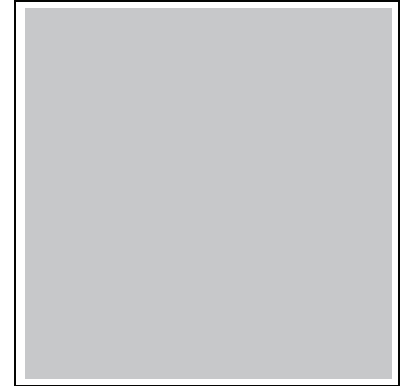
Please use this form only. Form may be photocopied. Please type or print.

For instructions, see pages 5-8

1. Property address: 812 E Walnut Street, Springfield, MO 65806

**APPLICANT INFORMATION:**

2. Name of current property owner: JDI Rentals, LLC  
If corporation: Corporate Official: \_\_\_\_\_  
Mailing Address: 36 Cave Drive, Eldon, MO  
Zip Code: 65026 Telephone: 573.836.4455 Fax: \_\_\_\_\_  
E-mail: josiah.mote@gmail.com



(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: Abigail Knopf  
Signature:   
Mailing Address: 419 W High Street, Eldon, MO Zip Code: 65026 Fax: N/A  
Telephone: 573.692.1999 E-mail: abigailknopf@gmail.com

**4. BUILDING DEVELOPMENT SERVICES DISCUSSION:** *(Before submitting this application, the applicant should discuss the project with BDS. Their phone number is 417-864-1059.)*

Date of discussion: 03/12/2026

**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 checked="" type="checkbox"/> Demolition (1, 2, 3, 7)     | <input checked="" 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 checked="" type="checkbox"/> Roof-New (3, 4 or 5, 7) |   |
| <input checked="" type="checkbox"/> Guttering (2, 3, 4 or 5, 6) | <input checked="" type="checkbox"/> Re-roof (3, 4)          |   |
- Other (specify): Masonry Repair / Cleaning

- |                                    |  |
|------------------------------------|--|
| 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)*

Phase 1 exterior repair and stabilization work at 812 E. Walnut Street will include the following:

- Reconstruction of the previously existing front porch roof structure in accordance with the engineer’s structural drawings. The reconstructed roof will replicate the historic configuration, including roof pitch, overhang depth, beam dimensions, and decorative bracket detailing.
- Reinstallation of salvaged terracotta clay interlocking S-profile roof tiles on the reconstructed porch roof. Where replacement tiles are required due to breakage or insufficient salvageable material, compatible clay tiles matching the existing material, size, profile, color, and visible exposure will be used.
- Removal and replacement of existing gutters and downspouts with aluminum K-style gutters and corrugated aluminum downspouts installed to match the existing drainage configuration.
- Removal and replacement of existing soffit and fascia materials with aluminum soffit and fascia components selected to closely match the existing appearance and proportions of the roof overhangs.

**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.

## 2. DESCRIPTION OF PROPOSED WORK: CONTINUED

- Localized repair of deteriorated exterior wood elements, including window trim where rot has occurred.
- Tuckpointing and repair of deteriorated masonry areas using mortar compatible with the existing mortar in color, texture, hardness, and joint profile.
- Removal of graffiti from masonry surfaces using masonry-safe cleaning methods appropriate for historic masonry. Following completion of the above work, affected exterior painted surfaces will be prepared, primed, and repainted to provide a uniform finished appearance consistent with existing conditions.

All work proposed under this application is limited to repair, stabilization, and in-kind reconstruction of deteriorated elements. No changes to the building footprint, roof geometry, architectural design, or historic facade configuration are proposed.

## 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.)

The proposed Phase 1 work consists of exterior repair, stabilization, and reconstruction of deteriorated building components in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The property will continue to be used in its historic residential capacity. No changes are proposed to the building's footprint, massing, roof geometry, or character-defining architectural features.

Reconstruction of the previously existing front porch roof will replicate the historic configuration, including roof pitch, overhang depth, beam dimensions, and decorative bracket detailing, based on existing conditions and the engineer's structural drawings. Replacement framing will meet current building code requirements while maintaining the historic exterior appearance of the structure.

Existing terracotta clay roof tiles were salvaged during demolition of the deteriorated porch roof structure and will be reused wherever possible. If replacement tiles are required due to breakage or insufficient salvageable material, compatible clay tiles matching the existing size, profile, color, and visible exposure will be used.

Deteriorated exterior elements, including soffit, fascia, gutters, downspouts, and exterior wood trim, will be replaced or repaired in a manner that maintains the existing architectural character and visual proportions of the building.

Tuckpointing will be limited to areas where mortar deterioration is present, and new mortar will match the existing mortar in color, texture, hardness, and joint profile. Masonry cleaning associated with graffiti removal will utilize masonry-safe cleaning products and low-pressure methods appropriate for historic masonry.

The proposed work represents necessary stabilization and maintenance of the historic structure and will preserve the building's architectural character while addressing areas of deterioration. The project complies with the Secretary of the Interior's Standards and applicable historic district guidelines.

**From:** [Abigail Knopf](#)  
**To:** [Menke, Andrew](#)  
**Cc:** [Josiah](#)  
**Subject:** Re: 812 E Walnut - Certificate of Appropriateness  
**Date:** Tuesday, March 24, 2026 3:18:56 PM

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Hi Andrew,

Thanks again for the call yesterday to discuss the gutters for 812 E Walnut. I spoke with the owner and have clarified the gutter approach.

At the main house, the existing concealed / built-in eave trough gutter system will remain in place and be repaired as needed.

For the new front porch roof, the intent is to install a residential K-style (ogee) gutter. This will match the style currently in place on the rear addition of the building, completed by previous owners.

Please let me know if this addresses your questions or if there's anything further you'd like us to confirm.

Kind regards,  
Abigail Knopf

573-692-1999

On Fri, Mar 20, 2026 at 4:36 PM Abigail Knopf <[abigailknopf@gmail.com](mailto:abigailknopf@gmail.com)> wrote:

Hi Andrew,

Thanks for the follow-up.

I've attached a few photos of the existing conditions for reference.

Based on field observation, the existing gutter system appears to be a concealed / built-in system integrated within the roof edge, as there is no visible gutter profile at the fascia and the downspouts connect up into the soffit area.

The intent is to maintain this concealed drainage condition, with any replacement work replicating the existing configuration and function.

The soffit and fascia appear to be previously replaced materials consisting of panelized soffit (with venting) and wrapped fascia, likely aluminum. These elements will be replaced with aluminum components selected to match the existing appearance, proportions, and detailing.

The overall approach is to maintain the current visual character while replacing deteriorated materials in-kind.

Please let me know if you'd like any additional clarification.

Kind regards,  
Abigail

On Fri, Mar 20, 2026 at 10:05 AM Menke, Andrew <[amenke@springfieldmo.gov](mailto:amenke@springfieldmo.gov)> wrote:

Abigail,

Thanks for submitting these online. Can you relay: 1) The material and style of the existing gutter?; and 2) What is the material of the existing soffit and fascia that is being removed?

Thanks,

**Andrew Menke**

Senior Planner

City of Springfield

Department of Planning & Development

Phone: (417) 864-1613

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**From:** Abigail Knopf <[abigailknopf@gmail.com](mailto:abigailknopf@gmail.com)>

**Sent:** Friday, March 13, 2026 1:07 PM

**To:** Menke, Andrew <[amenke@springfieldmo.gov](mailto:amenke@springfieldmo.gov)>

**Cc:** Josiah <[Josiah.mote@gmail.com](mailto:Josiah.mote@gmail.com)>

**Subject:** Re: 812 E Walnut - Certificate of Appropriateness

Hi Andrew,

I left you a voicemail yesterday but wanted to follow up here as well.

I've completed the Certificate of Appropriateness application for the Phase 1 exterior repair work at 812 E. Walnut to the best of my knowledge and was hoping we might be able to set up a time to connect briefly by phone today to satisfy the Building Development Services discussion requirement noted on the application so we can proceed with submitting for permit.

I've attached the draft application packet for your reference ahead of the call in case there's anything you'd recommend adjusting prior to submission.

Please let me know a time that might work for you today.

Kind regards,  
Abigail

# **Certificate of Appropriateness**

## **Supporting Documentation Packet**

**Property:** 812 E Walnut Street

**City:** Springfield, Missouri

**Historic District:** Walnut Street Historic District

**Project:** Phase 1 Exterior Repair and Stabilization

Prepared by: Abigail Knopf

Date: March 10, 2026

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## **Historic Compatibility Statement**

**Property:** 812 E Walnut Street

**Historic District:** Walnut Street Historic District

**City:** Springfield, Missouri

### *Project Summary*

The proposed work consists of exterior repair, stabilization, and maintenance of an existing historic structure located within the Walnut Street Historic District.

The intent of this project is to address deteriorated building components and restore the structural integrity of the front porch while preserving the historic character of the building.

No alterations to the building footprint, architectural form, or historic façade configuration are proposed.

---

## **Preservation Approach**

The project follows a preservation-oriented approach that prioritizes repair and in-kind replacement of deteriorated materials rather than alteration or removal of historic elements.

Where replacement is necessary, materials and profiles will match the existing historic construction as closely as possible.

The work focuses primarily on:

- Reconstruction of the deteriorated front porch roof structure
- Repair of exterior wood elements including soffit, fascia, and trim
- Replacement of deteriorated gutters and downspouts
- Localized tuckpointing and masonry repair
- Cleaning of masonry surfaces to remove graffiti
- Repainting of affected exterior surfaces

All work will maintain the existing architectural character, proportions, and detailing of the building.

---

### **Compatibility with Historic Character**

The proposed improvements are consistent with the historic character of the structure and surrounding district.

Key architectural features including roof forms, porch configuration, window openings, masonry walls, and decorative detailing will remain unchanged.

Replacement components such as gutters, downspouts, soffit, fascia, and clay roof tiles will be selected to closely match the existing appearance, scale, material character, and architectural detailing of the building.

---

### **Secretary of the Interior Standards**

The project has been developed with consideration for the Secretary of the Interior's Standards for the Treatment of Historic Properties, particularly the following principles:

- Historic materials will be repaired rather than replaced whenever possible
  - When replacement is necessary, new materials will match the old in design, color, texture, and other visual qualities
  - The historic character of the property will be retained and preserved
- 

### **Conclusion**

The proposed work represents routine repair and stabilization necessary to preserve the long-term condition of the historic structure.

The project will maintain the building's historic character while addressing structural deterioration and deferred maintenance.

No changes are proposed that would negatively impact the architectural integrity of the building or the surrounding historic district.

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## **Table of Contents**

1. Project Overview
  2. Existing Conditions Documentation
  3. Proposed Work Description
  4. Structural Drawings
  5. Materials and Product Specifications
  6. Construction Sequencing
  7. Appendix A – Material Reference Information
- 

### **1. Project Overview**

#### *Project Address*

812 E Walnut Street  
Springfield, Missouri



### *Project Description*

The proposed project consists of exterior repair and stabilization work to address deteriorated building components while maintaining the historic architectural character of the structure.

The scope includes:

- Reconstruction of the main-level front porch roof structure
- Replacement of deteriorated gutters and downspouts
- Repair of soffit and fascia
- Repair of deteriorated exterior wood trim
- Tuckpointing and masonry repair
- Graffiti removal and masonry cleaning
- Exterior paint preparation and repainting of affected areas

Work consists of repairing and replacing deteriorated building components with new materials that match the existing design and appearance. No alterations to the building footprint, roof geometry, architectural design, or façade configuration are proposed.

All work will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

---

## Existing Conditions Documentation

Insert labeled photos documenting the existing conditions of the property.

### A. Overall Building Photos

*Photo 1 – Front Elevation; Facing South*



*Photo 2 – Front / Driveway Side; Facing Southwest*



*Photo 3 – Driveway Side Elevation; Facing West*



*Photo 4 – Facing Northwest*



*Photo 5 – Back Side Elevation; Facing North*



*Photo 6 – Facing Northeast*



*Photos 7-8 – Facing East*



*Photo 9 – Facing Southeast*

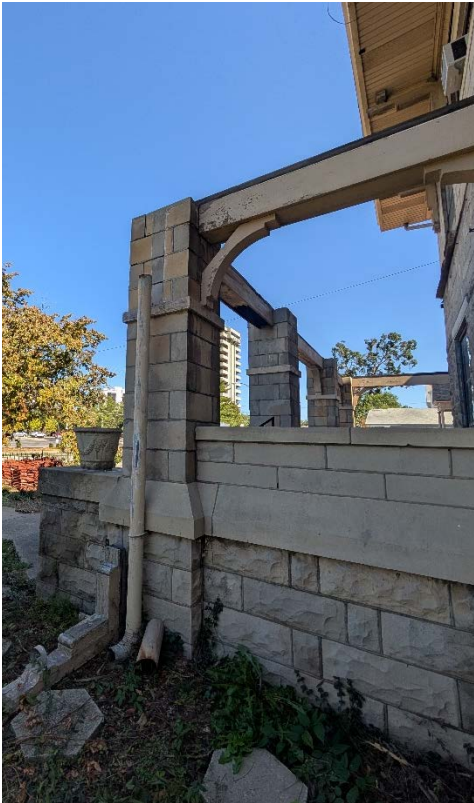


**B. Porch Structure**

*Photos 10-12 – Porch roof area following removal of deteriorated structure*



*Photos 13-15 – Remaining porch columns and decorative brackets*



*Photos 16-19 – Existing porch beams and support elements*





**C. Exterior Wood Components**

*Photos 20-21 – Deteriorated soffit*



*Photo 22 – Deteriorated fascia*

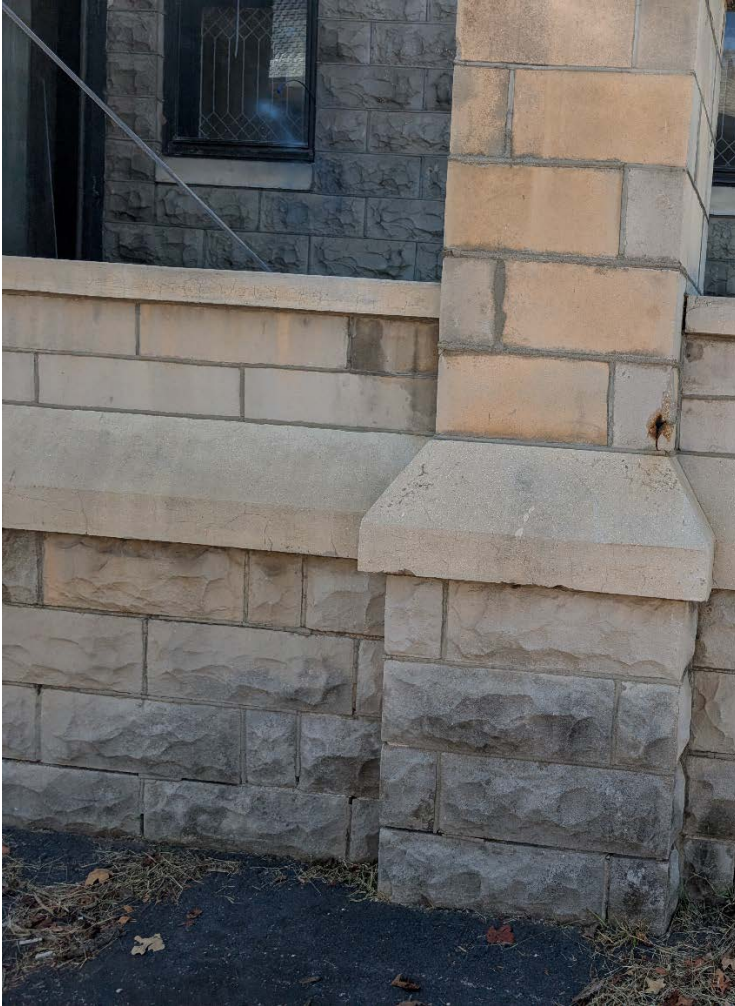


*Photos 23-24 – Window trim rot*



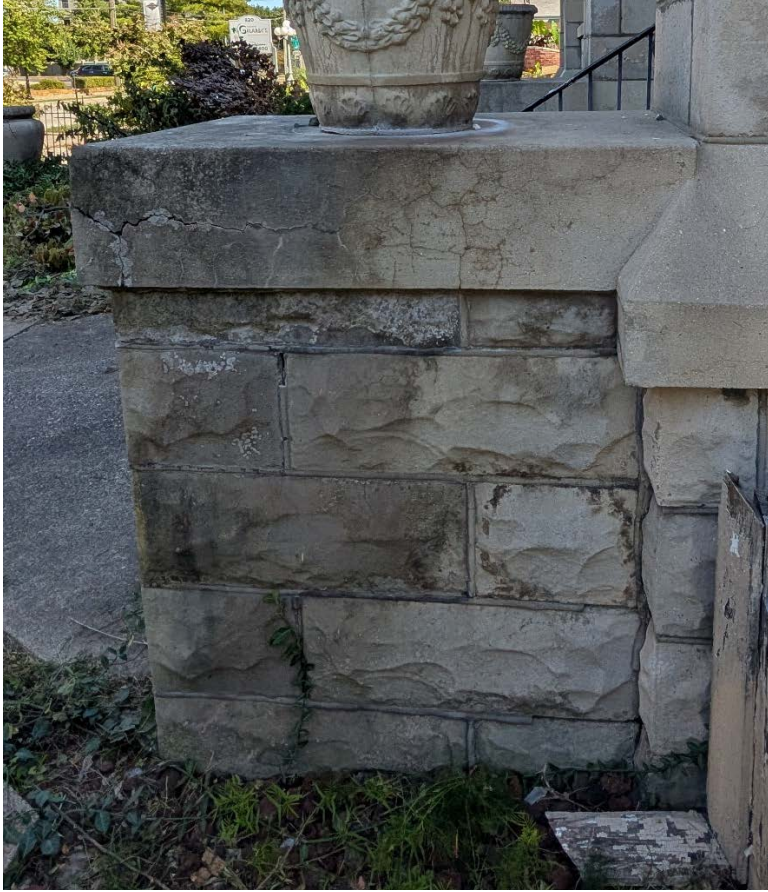
## D. Masonry Conditions

*Photos 25-31 – Areas requiring tuckpointing*









Photos 32-35 – Graffiti on masonry surfaces



*Photo 36-38 – Areas of concrete porch deterioration*





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## 2. Proposed Work Description

Phase 1 work will include the following exterior repairs and stabilization measures.

### *Porch Roof Reconstruction*

The deteriorated porch roof structure will be reconstructed in accordance with the engineer's structural drawing. The reconstructed porch roof will replicate the previous configuration, including roof pitch, overhang depth, beam dimensions, and decorative bracket detailing.

### *Clay Roof Tile (Porch Roof)*

The existing porch roof was historically finished with terracotta clay interlocking S-profile roof tiles (commonly referred to as Spanish tile). This one-piece clay tile profile creates a repeating wave pattern consisting of a raised roll and adjacent valley and was commonly used on Mediterranean Revival and Spanish Revival influenced buildings during the early twentieth century.

Original roof tiles were carefully salvaged during demolition of the deteriorated porch roof structure and will be reused wherever possible as part of the reconstruction.

If replacement tiles are required due to breakage or insufficient salvageable material, compatible clay tiles matching the existing material, size, profile, color, surface texture, and visible exposure will be used to maintain the historic appearance of the roof.

Replacement tiles have not yet been sourced and will be obtained from local architectural salvage suppliers where possible. If salvaged tiles cannot be located in sufficient quantity, a new clay tile with a closely matching S-profile, color, and dimensions will be selected to achieve the closest possible visual match to the existing historic roofing.

---

### *Gutter and Downspout Replacement*

All existing gutters and downspouts will be removed and replaced with aluminum K-style gutter systems and corrugated aluminum downspouts.

---

### *Soffit and Fascia Repair*

Existing soffit and fascia materials along the affected roof areas will be removed and replaced as part of the porch roof reconstruction and exterior repair work.

New soffit and fascia will consist of aluminum components selected to closely match the existing appearance, profile, and color while providing improved durability and reduced maintenance.

The replacement materials will maintain the existing visual proportions and architectural character of the roof overhangs and will be installed consistently across the repaired areas to provide a uniform finished appearance.

---

### *Exterior Wood Repair*

Localized repair of deteriorated exterior wood elements including window trim and porch components.

---

### *Masonry Repair*

Tuckpointing will be performed only where mortar deterioration is present. New mortar will match existing mortar in color, texture, hardness, and joint profile. Mortar joints will be tooled to match the existing joint profile.

---

### *Masonry Cleaning*

Graffiti will be removed using masonry-safe cleaning products and low-pressure water rinsing methods appropriate for historic masonry.

---

### *Exterior Painting*

Following repairs, affected exterior painted surfaces will be primed and repainted to provide a uniform finished appearance consistent with existing conditions.

The intent of this project is stabilization and preservation of the historic structure through repair and in-kind replacement of deteriorated materials.

---

## **3. Structural Drawings**

The engineer's structural drawing illustrating the reconstruction of the front porch roof structure was provided to the City as part of the building permit submittal and is included in Appendix B for reference.

### **Engineer's Structural Drawing**

Illustrates the reconstruction of the existing front porch roof framing.

---

#### 4. Materials and Product Information

This section contains manufacturer literature for materials proposed for use in the project. If anything ends up slightly different during construction, we will coordinate with staff.

---

##### *Gutters*

Aluminum K-style gutter system designed to match the scale and profile of the original gutters.

---

##### *Downspouts*

Corrugated 3" x 4" aluminum downspouts installed to match the existing drainage configuration.

---

##### *Soffit & Fascia Material*

Aluminum soffit and fascia components with a factory-applied finish will be installed. These materials are selected to provide a durable, low-maintenance exterior while maintaining the visual appearance, proportions, and architectural character of the existing roof overhang.

---

##### *Clay Roof Tile (Porch Roof)*

The existing porch roof was historically finished with terracotta clay interlocking S-profile roof tiles (commonly referred to as Spanish tile). Original tiles were carefully salvaged during demolition of the deteriorated porch roof structure and will be reused wherever possible as part of the reconstruction.

If replacement tiles are required due to damage or insufficient quantities, compatible clay tiles matching the existing material, size, profile, color, surface texture, visible exposure, and installation pattern will be used to maintain the historic appearance of the roof. Replacement tiles have not yet been sourced and will be obtained from local architectural salvage suppliers where possible.

If salvaged tiles cannot be located in sufficient quantity, a new clay tile with a closely matching S-profile, color, and dimensions will be selected. Final replacement tile selection will be based on achieving the closest possible visual match to the existing historic roofing.

### *Masonry Mortar*

Mortar used for tuckpointing will be selected to match the existing mortar characteristics including color, texture, hardness, and joint profile.

---

### *Graffiti Remover Product*

PROSOCO Sure Klean Graffiti Remover or similar masonry-safe cleaning product may be used to remove graffiti from masonry surfaces.

Cleaning will follow manufacturer recommendations including test areas, dwell times, and low-pressure water rinsing.

---

## **5. Construction Sequencing**

### **Trade 1 – General Contractor**

- Demolition of select existing elements
  - Rebuild main-level porch roof structure
  - Exterior wood repairs
  - Tuckpointing and concrete patching
  - Masonry cleaning and paint-related work
- 

### **Trade 2 – Roofing Contractor (Midwest Roofing)**

- Roofing installation on reconstructed porch roof
- Installation of gutters, soffit, and fascia

Estimated project duration: 60–90 days depending on weather and permitting.

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## **Appendix A — Material Reference Information**

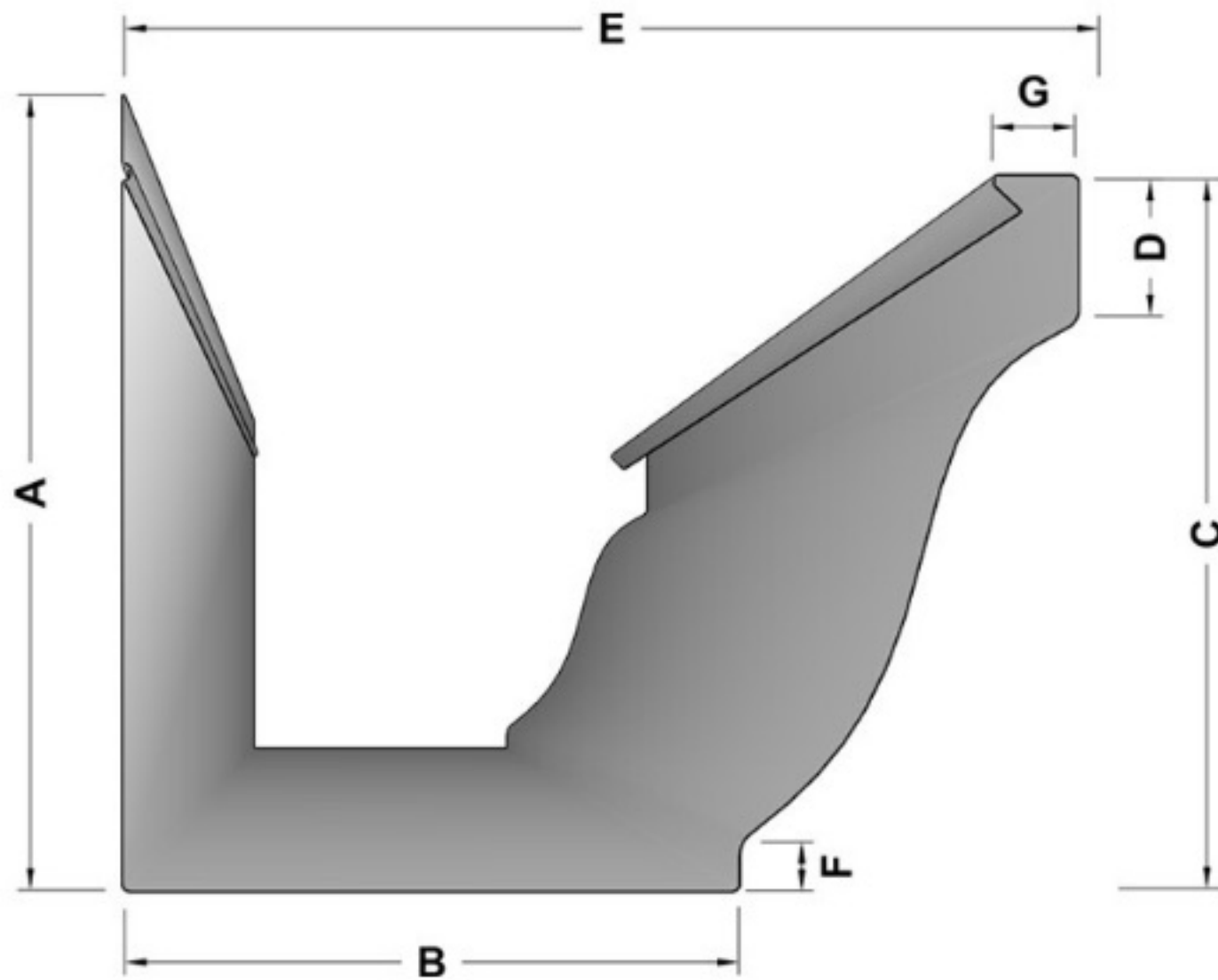
- A1 – K-Style Aluminum Gutter System
- A2 – 3" x 4" Corrugated Downspouts
- A3 – Aluminum Soffit System
- A4 – Existing Clay Roof Tile
- A5 – Masonry Mortar Product Data
- A6 – Graffiti Remover Product Data

## **Appendix B — Structural Drawings**

- B1 – Porch Roof Reconstruction Structural Drawing

# APPENDIX A

## A1 - K-Style Aluminum Gutter System



## K-Style Gutter / Ogee Gutter

### Notes:

5" and 6" K-Style Gutters are roll formed and available in up to 40' lengths.  
 4", 7" and 8" gutters are brake formed and available in lengths up to 20'.

## Dimensions for Standard Gutter Sizes

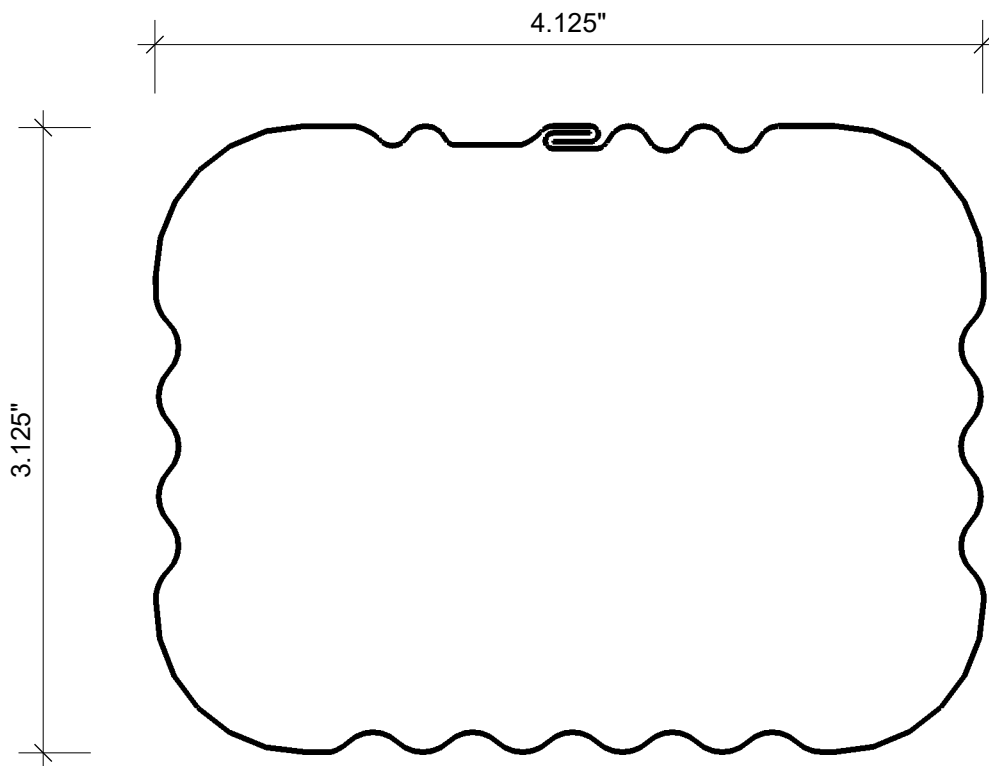
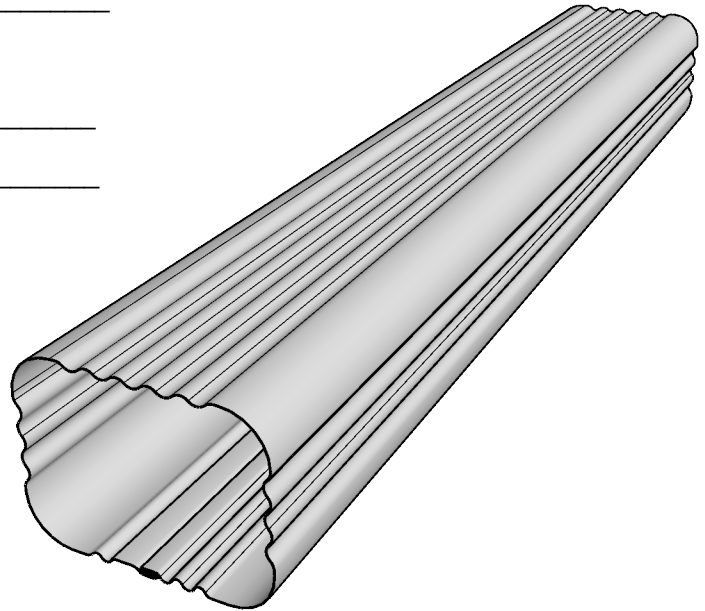
SIZE \ LOC.	A	B	C	D	E	F	G
4K	3 1/8"	2 3/4"	2 7/8"	9/16"	4"	7/16"	1/2"
5K	3 5/8"	3 3/8"	3 3/8"	9/16"	5"	9/16"	1/2"
6K	4 7/8"	3 7/8"	4 5/8"	1"	6"	5/8"	9/16"
7K	5 7/8"	4 5/8"	5 5/8"	1"	7"	5/8"	5/8"
8K	7 1/4"	5 3/8"	7"	1"	8"	5/8"	5/8"



# A2 - 3" x 4" Corrugated Downspouts

## Material Types Available

- 24 ga. Pre-Finished Kynar Steel Color: \_\_\_\_\_
- 24 ga. Galvalume Mill Finish
- .027 Aluminum Color: \_\_\_\_\_
- .032 Pre-finished Kynar Aluminum Color: \_\_\_\_\_
- 16 oz. Copper
- 20 oz. Copper
- 26 ga. Stainless Steel



**Notes:**

Corrugated Downspout available in Standard 10'0" lengths or custom lengths up to 20'0" long  
 One end of Downspout is pre-crimped to allow for easy installation.



1310 E. Cornwallis Rd.  
 Durham, NC 27713  
 P-(919) 544-8887 F- 544-8898

info@kmsheetmetal.com - www.kmsheetmetal.com

### Corrugated 3" x 4" Downspout

REVISIONS	
MM/DD/YY	REMARKS
1 03/26/2019	...ORIGINAL DRAFT OF DRAWING
2	...
3	...
4	...
5	...

D 001

# A3 - Aluminum Soffit System

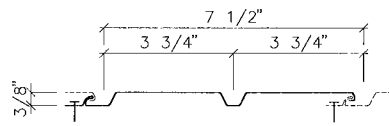
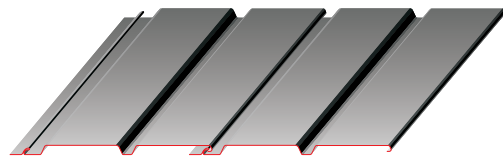
## Unsurpassed Quality Aluminum

- "Two-Coat" system includes a thermo-setting acrylic primer that is roller-coated, followed by a thermo-setting polyester (Polycoat 9000™) outside coating that is also roller-coated and baked over the primer. The "Two-Coat" system delivers an extremely durable and fade-resistant paint finish guaranteed not to flake or crack.
- Dark, rich decorative colors and complementary trims provide exceptional beauty that lasts.
- In-house aluminum coil coating ensures the best quality control.
- Complete color-coordinated range of accessories for limitless design possibilities.
- Chrome-free processes, water-conservation practices and waste minimization means full environmental responsibility far in advance of industry standards.

Aluminum Commercial Siding

Aluminum Trim Coils

Aluminum Shutters



V-Groove

**SOFFIT  
SELECTION**



# KAYCAN

All Kaycan aluminum sidings and accessories are backed by a lifetime limited warranty.

# ALUMINUM SIDING AND TRIMS

ENDURING PERFORMANCE



A4 - Existing Clay Roof Tile

TOP VIEW OF SHINGLE



UNDERSIDE OF SHINGLE



LENGTH



DEPTH



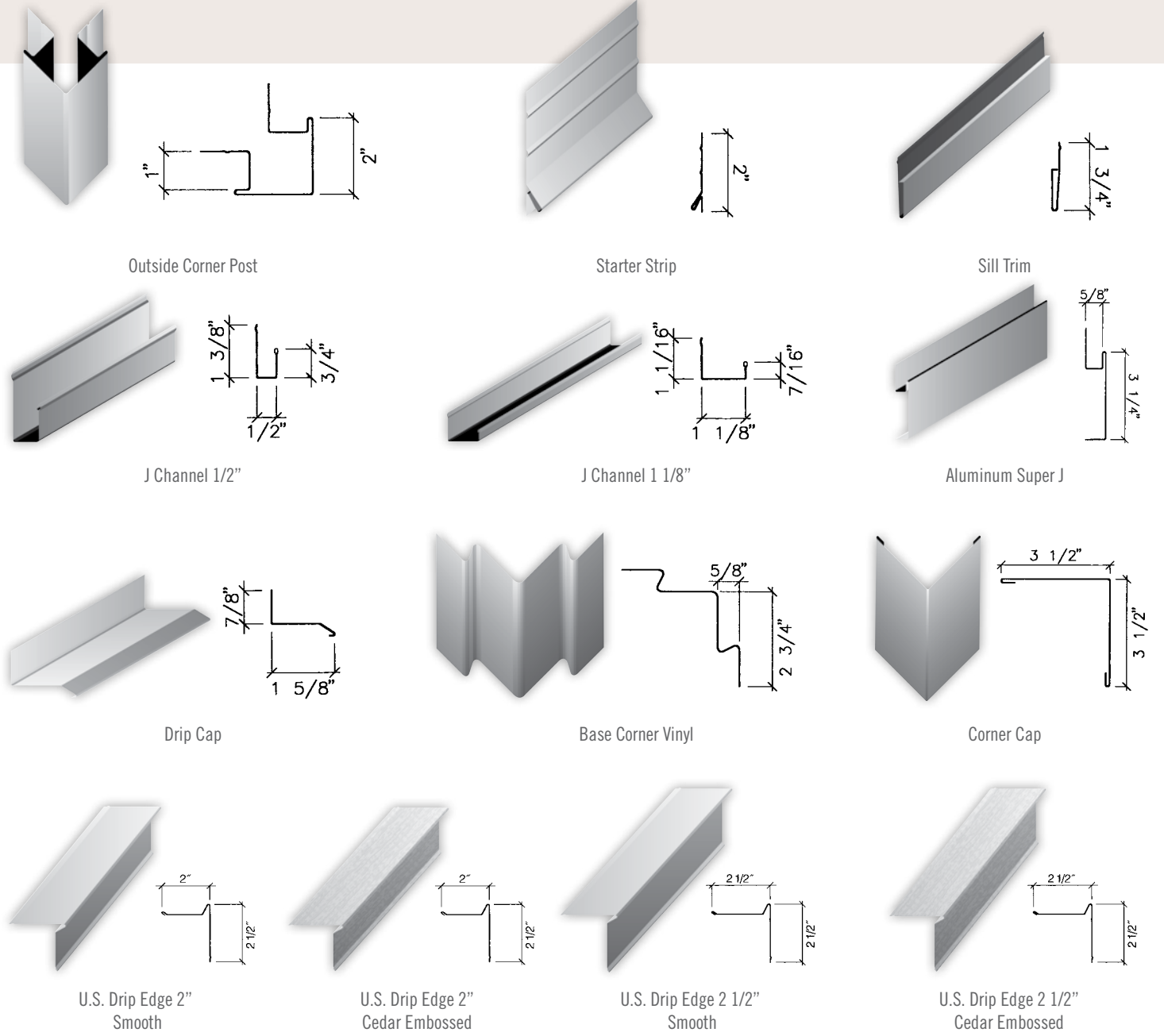
WIDTH



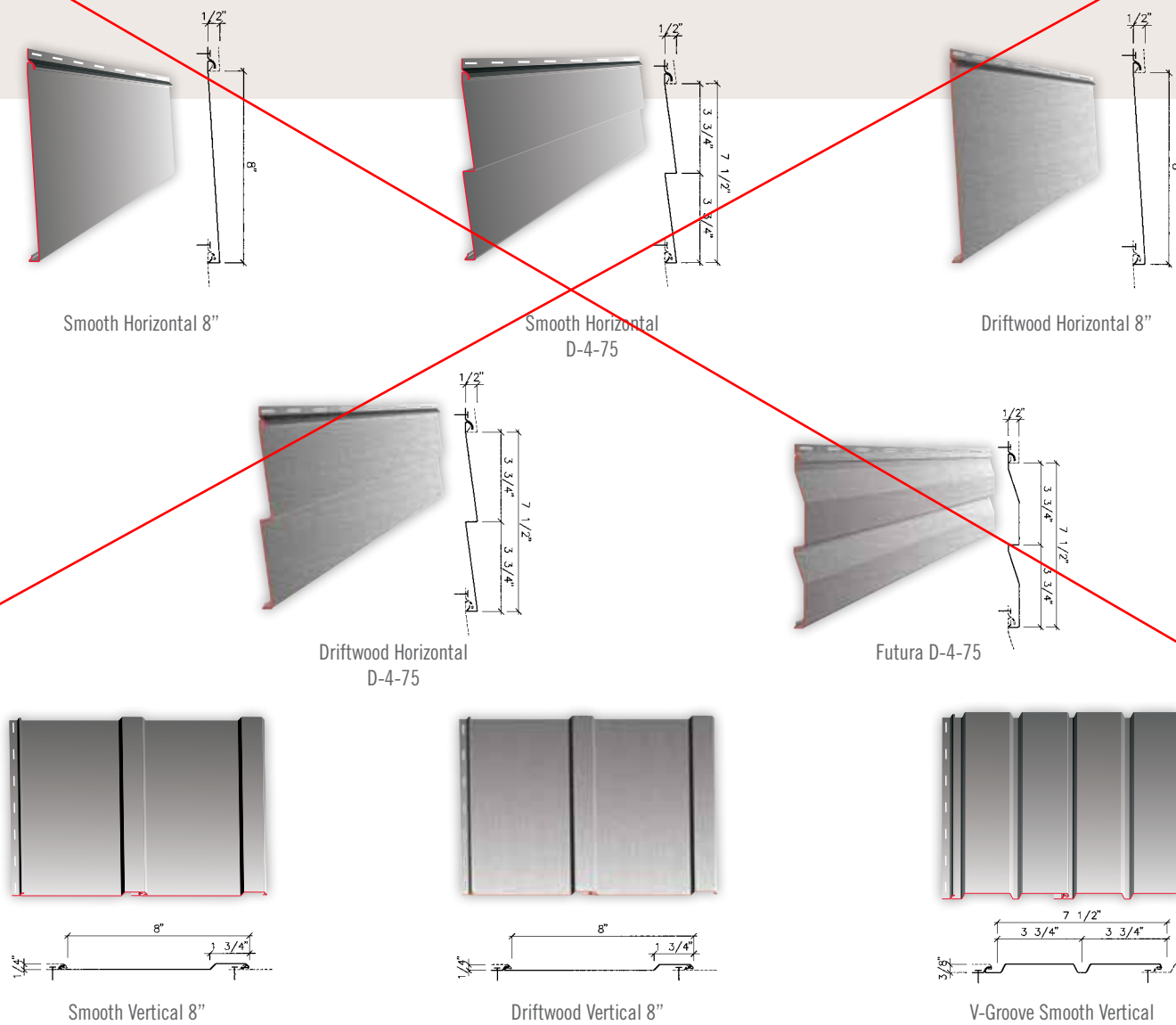
# Enduring Performance



## Aluminum Siding Accessories



## Aluminum Siding A3 - Aluminum Soffit System



**Kaycan's** Aluminum Siding and Trims have long been the established standard within the industry, with a proven track record of over four decades for sturdiness, performance and beauty.

All of **Kaycan's** aluminum products are coated using a proprietary two-coat system and an advanced **Polycoat 9000™** topcoat, followed by a baked-on processing for an extremely durable and fade-resistant paint finish. **Kaycan's** coating has the lowest abrasive characteristic in the industry.

**Kaycan's** Aluminum Siding is available with both a textured or smooth finish. A complete range of color-coordinated trims and accessories are available. In addition, **Kaycan** offers the widest range of Trim Coils manufactured with the same proprietary technology for the best quality and selection.

**Kaycan** has taken full environmental responsibility far in advance of the industry with chrome-free processes, water-conservation practices and waste minimization through recycle and re-use programs.



## AMERIMIX®

# AMX 500 Type M, S, N Masonry Cement & Sand Mortar

Product # AMX 500 M, S, N



regarding LEED qualifications for your specific product application and project location.

### Packaging:

Available in 80 lb. (36.3 kg) bags 3000 lb. (1,360 kg) bulk bags

### Approximate Coverage:

Bag Size / Water	Yield – For Laying Brick, Block or Cultured Stone
80 lb. (36.3 kg) 1.5 gal (5.7L)	Yield .78 ft <sup>3</sup> (0.02 m <sup>3</sup> ) will lay 12 = 8-inch (200 mm) concrete block, 40-50 standard brick with 3/8" (9.5 mm) mortar joints.
Bulk Bag 3,000 lb. (1,360 kg)	Yield 29.3 ft <sup>3</sup> (0.75 m <sup>3</sup> ) will lay up to 450 = 8-inch (200 mm) concrete blocks or 1350 standard brick with 3/8" (9.5 mm) mortar joints.

*NOTE: Yield and water are approximate. The yield above does not allow for waste and spillage. More water may be required to achieve desired consistency. Avoid overwatering*

### Safety:

READ THE SAFETY DATA SHEET (SDS) BEFORE USING THIS PRODUCT. SDS sheets are available on our website Amerimix.com or you can contact CHEMTREC (24 hours availability) 800-424-9300 or contact Amerimix Technical Services at 800-334-0784.

### 1. PRODUCT NAME:

Amerimix AMX 500 Type M, S, N Masonry Cement & Sand Mortar

### 2. PRODUCT DESCRIPTION:

Amerimix AMX 500 (M, S, N) Masonry Cement and Sand Mortar is a factory blend of masonry cement and dried masonry sand with a highly engineered formulation that meets applicable ASTM and ACI standards, provides long water retention, exceptional workability, and superior bond strength over masonry substrates.

### Features and Benefits:

- Meets property requirements of ASTM C 1714 and ASTM C 270
- Available in Type M,S,N
- Factory blended under controlled conditions to meet strict quality control standards for mix consistency and engineered performance tolerances
- High bond strength to masonry units
- Extended mortar board life, less re-tempering required
- Increased yield compared to typical field mix mortars
- May be pigmented

### Uses:

- For load and Non-Load Bearing construction
- Laying or resetting brick, block, and stone.
- Brick and block tuck pointing
- Above and below grade applications (type N above grade only)
- Scratch and brown or finish coat
- Masonry parging

### LEED Eligibility:

Regional Materials (MR-c5)

Recycled Material (MR-c4)

*NOTE: Amerimix products generally qualify for LEED Materials and Resources. Contact Technical Services for additional information*

### 3. TECHNICAL DATA:

Mortar	Required strength @ 28 days	AMX 500 strength results (PSI)	ASTM C270 Water retention min.	AMX 500 water retention results	ASTM C270 max air content	AMX 500 air content
Type M	2500 psi (17.2 MPa)	>2500	75%	>75%	18%	<18%
Type S	1800 psi (12.4 MPa)	>1800	75%	>75%	18%	<18%
Type N	750 psi (5.2 MPa)	>750	75%	>75%	18%	<18%

### Testing Notes:

- Mortar is designed to meet the requirements of ASTM C270 Standard Specification for Mortar for unit Masonry. This is a laboratory test procedure.
- Mortar should be tested in the field by following ASTM C780, Standard Test Method for Preconstruction & Construction Evaluation of Mortar for Plain & Reinforced Unit Masonry.

- Due to the procedure differences between ASTM C270 & ASTM C780, the compressive strength values resulting from field sampled mortars are not required nor expected to meet the minimum compressive strengths of the property specification requirements of ASTM C270 as tested under controlled laboratory conditions nor do they represent the compressive strength of the mortar in the wall.

### Applicable Standards:

#### Refer to:

ACI 530.1 Specification for Masonry Structures

- Recommended Practices and Guild Specifications for Cold Weather Masonry Construction
- Recommended Practices and Guide Specifications for Hot Weather Masonry Construction

#### ASTM International (ASTM)

- ASTM C91 Standard Specification for Masonry Cement
- ASTM C270 Standard Specification for Mortar for Unit Masonry
- ASTM C387 Standard Specification for Packaged, Dry, Combined Materials for Mortar and Concrete
- ASTM C595 Standard Specification for Blended Hydraulic Cements
- ASTM C780 Standard Test Method for Preconstruction and Construction Evaluation of Mortars for Plain and Reinforced Unit Masonry
- ASTM C979 Standard Specification for Pigments for Integrally Colored Concrete
- ASTM C1157 Standard Performance Specification for Hydraulic Cements
- ASTM C1329 Standard Specification for Mortar Cement
- ASTM C1314 Standard Test Method for Compressive Strength of Masonry Prisms
- ASTM C1384 Standard Specification for Admixtures for Masonry
- ASTM C1586 Standard Guide for Quality Assurance of Mortar
- ASMT C1714 Standard Specification for Preblended Dry Mortar Mix for Unit Masonry

#### National Concrete Masonry Association (NCMA)

- NCMA TEK Bulletin #8-2A Removal of Stains from Concrete Masonry
- NCMA TEK Bulletin #8-3A Control and Removal of Efflorescence

## 4. PRE-CONSTRUCTION GUIDELINES

### Job Mock Ups

Amerimix requires that when Amerimix AMX 500 Masonry Cement and Sand Mortar is used in any application or as part of any system that includes other manufacturer's product, the contractor and/or design professional shall test all the system components collectively for compatibility, performance, and long-term intended use in accordance with pertinent and accepted industry standards prior to any construction. Written documentation of the test performed shall be satisfactory to the design professional and contractor. Test results must include the means and methods of application, products used, project-specific conditions being addressed, and standardized tests performed for each proposed system or variation. Approved mock ups or sample panels should be retained until completion of the project.

## 4. INSTALLATION GUIDELINES

### Preparation:

1. For best results all materials should be stored between 40°F (4°C) and 80°F (27°C) 24 hours prior to application. The type of mortar selected should be coordinated with the type of application, type of masonry units and intended use. Mortars with lesser compressive strength should be used with softer masonry units or tuck-pointing applications.
2. For existing surfaces proper preparation is critical. Remove all loose particles, dirt, dust, or any foreign materials that would inhibit proper bond to brick, block, stone, or masonry substrates.
3. Protect uncoated aluminum from direct contact with Portland cement-based materials.
4. Certain conditions may require the substrate to be SSD (saturated surface dry) conditioned such as dry windy climates, porous substrates, or high temperatures.
5. The optimal temperature range for mortar application is between 40°F and 90°F (4°C and 32°C). Application outside of this range is possible when appropriate precautions for cold or hot weather construction are implemented in compliance with ACI, PCA, ASTM or Masonry Institute standards.
6. Shelf life of Amerimix materials is one year from date of manufacture. Do not use materials after this date.
7. NOTE: it is the responsibility of the installer/applicator to ensure the suitability of the product for its intended use.

### Mixing:

1. Use of a mechanical mixer will help ensure a more uniform mix.
2. Use approximately 1.5-gal (5.7 L) of clean potable water per 80 lb. (36.3 kg) bag. Pour approximately  $\frac{3}{4}$  of the required water amount into the mixer.
3. With the mixer running, add bags of dry mortar and mix thoroughly.
4. Add remaining water in small amounts as necessary to achieve optimum consistency and workability. Mix for a minimum of 5 minutes.
5. Let mix stand for 2 minutes to enable the absorption of water and re-mix.
6. Mortar should always be mixed to a firm, moist consistency. A mix that is too dry and crumbly will not provide the proper bond. AVOID A SOUPY MIX. Mortar that is too wet will be weak and will not provide adequate bond to the substrate and can result in reduced strength, efflorescence, cracking, dusting, or scaling.
7. Agitate material as necessary within its working time to maintain workability. Do not add any additional water.

### Laying Brick/Block:

1. AMX 500 should be installed in accordance with the provisions of applicable ASTM standards, product published specifications and local building code requirements. Always follow traditional industry best practices appropriate for the application and weather conditions.
2. When laying brick or block, a sound footing must be in place following project architectural/engineered specifications and or consulting with your local building code for required footing size and depth.
3. Apply a full bed of mortar onto the base/footing where the brick or block will be placed.
4. Butter the end of the brick or block with mortar before placing into the full bed of mortar. Tap into place while leveling. Continue establishing a brick pattern.

5. Agitate material as necessary within its working time to maintain workability. Do not add any additional water.
6. Tool joints once the mortar has set up enough and is thumb print hard. For consistency of finish and color, joints should be struck with consistent timing, avoiding early or late tooling.
7. For cleaning cure mortar for a minimum of 7 and no more than 28 days.

### Tuck Pointing:

1. Remove any existing soft, loose, unsound mortar from the mortar joints. Surface must be clean and free of any dirt, paint, sealers, or any foreign materials that would inhibit bond.
2. Bring the area to a Surface Saturated Dry (SSD) condition by misting the area with a hose or spray bottle.
3. Place mortar into the joint with a tuck-pointing trowel.
4. Use the tuck-pointing trowel to tool the joint and compact for a tight neat appearance.

### Curing:

Loss of surface water may occur quickly due to higher ambient air temperatures and windy conditions. Fog spray as needed. Protect from rain and freezing for 24 hours.

### Cleaning:

- Use water to clean all tools immediately after use.
- Dried material must be mechanically removed.
- Only clean potable water should be used in the cleaning process.

### Safety:

READ and UNDERSTAND the Material Safety Data Sheet (MSDS) before using this product. **WARNING:** Wear protective clothing and equipment. For emergency information, call CHEMTREC at 800-424-9300 or 703-527-3887 (outside USA). **KEEP OUT OF REACH OF CHILDREN.**

## 5. AVAILABILITY

Amerimix products are available throughout the US and Canada. For more information, contact Amerimix at:  
Toll-Free: 866-725-7383  
Website: Amerimix.com

## 6. TECHNICAL SUPPORT

For technical assistance please contact us at:  
Toll-Free: 866-725-7383

## 7. WARRANTY

### What Does This Warranty Cover?

Amerimix warrants that this product will (a) be free from defects in material and workmanship, and (b) conform to specifications set forth in Amerimix's product literature at the time of manufacture.

### How Long Does Coverage Last?

This warranty lasts for a period of one (1) year from the date of purchase. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS LIMITED TO THE DURATION OF THIS EXPRESS WARRANTY. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

### What Will Amerimix Do to Address Problems?

Amerimix will replace the defective product or refund the purchase price, at its option.

### What Does This Warranty Not Cover?

Amerimix will not be liable for damage or loss resulting from a failure to store, use, install or maintain the product in strict accordance with Amerimix's specifications and instructions. In no event will Amerimix be liable for damages in excess of the purchase price for the product. **CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES ARE NOT RECOVERABLE UNDER THIS WARRANTY.** Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

### How Do I Get Warranty Service?

Within thirty (30) days after discovering a defect in the product, contact Amerimix in writing at the following address:  
Amerimix Technical Support Group  
625 Griffith Road - Suite 100  
Charlotte, NC 28217

Include with your letter a brief description of the problem and any sales receipt, invoice or other proof of the date of purchase. To obtain Amerimix's technical or sales literature, please call (888) 313-0755 or visit our website at Amerimix.com

### How Does State Law Relate to This Warranty?

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

### DANGER:

This product contains Crystalline Silica and Portland Cement which are known to cause cancer, eye damage, lung disease, respiratory damage, silicosis, skin burns, and other serious medical conditions. Harmful if swallowed and corrosive.

### CAUTION:

Do not handle or use this product until you review and understand the instructions, including the safety precautions. The applicable safety precautions include wearing protective clothing, protective eyewear, protective footwear, protective gloves, and respiratory protection when handling or working around this product. Protective clothing should include face protection, impervious gloves, long pants, and a long-sleeved shirt. Eye and respiratory protection must comply with the guidelines of the Occupational Health and Safety Administration (OSHA). Do not breathe or otherwise ingest the dust from this product. Wash hands and clothing after handling or working around this product. This product should only be used outdoors or in a well-ventilated area and the user should avoid creating dust. Dispose of unused concrete

products in accordance with applicable law. Review the Safety Data Sheet, which is available online at [www.sakrete.com](http://www.sakrete.com), prior to handling or using this product.

**KEEP OUT OF REACH OF CHILDREN.**

**FIRST AID:**

Seek medical attention if you experience skin burns or irritation. If you ingest this product, rinse your mouth with water and seek medical attention if you feel ill. In the event of eye irritation, remove any contact lenses and carefully rinse eyes with water for several minutes. If eye irritation persists, seek medical attention. If inhaled, relocate to an area with fresh air and seek medical attention if you feel ill.

**WARNING:**

This product can expose you to chemicals including Crystalline Silica, which is known to the State of California to cause cancer, and Lithium Carbonate, which is known in the State of California to cause birth defects or other reproductive harm. For more information, go to [www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov).

**ENVIRONMENTAL ADVISORY:**

Uncured or crushed cured cement is an environmental hazard which may adversely affect fish and wildlife. Dispose of construction debris containing cement, including empty bags, at a permitted municipal disposal firm. Do not use crushed concrete as a fill near an aquatic habitat.

Amerimix  
400 Perimeter Center Terrace, Suite 1000  
Atlanta, GA 30346  
Ph: 866-725-7383  
[Amerimix.com](http://Amerimix.com)



PROSOCO®

**Sure Klean®**

MASONRY CLEANING PRODUCTS

# Graffiti Remover

Sure Klean® Graffiti Remover is an easy-to-use graffiti remover that does not contain methanol, methylene chloride or other halogenated solvents prohibited on many projects.

Sure Klean® Graffiti Remover is low-odor, removes a variety of graffiti media from most smooth masonry, split-faced concrete block, wood and metal surfaces, including spray paints and magic markers. For best results, masonry surfaces should be protected with the appropriate Sure Klean® Weather Seal anti-graffiti product.

Sure Klean® Graffiti Remover is water-rinsable and fully complies with all known VOC (volatile organic compound) regulations.

## ADVANTAGES

- Removes spray-painted graffiti from a huge variety of masonry and non-masonry surfaces.
- Rinses easily with cold or hot water.
- Added body allows for longer dwell times, better hang on the wall, and easier rinsing.
- Excellent chemical assist for cold-water removal of Sure Klean® Weather Seal Sacrificial Coating SC-1.
- Will not remove Sure Klean® Weather Seal Blok-Guard® & Graffiti Control protective treatments.
- Complies with all known VOC regulations.
- Contains readily biodegradable materials.

## Limitations

- Efficiency is reduced in cold weather.
- May damage synthetic or reflective glass.

## TYPICAL TECHNICAL DATA

<b>FORM</b>	Clear, colorless liquid citrus odor
<b>SPECIFIC GRAVITY</b>	1.03
<b>pH</b>	not applicable
<b>WT/GAL</b>	8.60 lbs
<b>ACTIVE CONTENT</b>	not applicable
<b>TOTAL SOLIDS</b>	not applicable
<b>VOC CONTENT</b>	30% maximum
<b>FLASH POINT</b>	>212° F (>100° C) ASTM D3278
<b>FREEZE POINT</b>	not applicable
<b>SHELF LIFE</b>	2 years in tightly sealed, unopened container

## SAFETY INFORMATION

Always read full label and SDS for precautionary instructions before use. Use appropriate safety equipment and job-site controls during application and handling.

**24-Hour Emergency Information:**  
INFOTRAC at 800-535-5053

## REGULATORY COMPLIANCE

### VOC Compliance

Sure Klean® Graffiti Remover is compliant with all national, state and district VOC regulations.

# Product Data Sheet

## Sure Klean® Graffiti Remover

### PREPARATION

Best practices are to protect all surfaces not set for cleaning from contact with the product, splash and/or wind drift, including people, vehicles, property, painted surfaces, plants and all surfaces not identified for cleaning. Best practices are to protect and/or divert pedestrian and auto traffic. Sure Klean® Strippable Masking is not appropriate for use with this product.

Painted surfaces, some metal finishes and glass may be damaged by the product. Always test for adverse effects before overall use. Protect, if necessary.

### Surface and Air Temperature

For best results, clean when air and masonry surface temperatures are 50°F (10°C) or above. Do not apply at temperatures below 40°F (4°C). Cleaning when temperatures are below freezing or will be overnight may harm masonry. If freezing conditions existed before application, let the masonry thaw.

### Equipment

Apply using a brush or low-pressure spray. Solvent-resistant or natural bristle brushes are appropriate. If spraying, use a solvent-resistant pump-style sprayer. A fan style tip results in the best spray pattern and most control.

Rinse with enough water and pressure to flush spent cleaner and dissolved soiling from the masonry surface and surface pores without damage. Inadequate rinsing leaves residues which may stain the cleaned surface.

Masonry-washing equipment generating 400–1000 psi with a water flow rate of 6–8 gallons per minute is the best water/pressure combination for rinsing porous masonry. Use a 15–45° fan spray tip. Heated water (150–180°F; 65–82°C) may improve cleaning efficiency. Use adjustable equipment for reducing water flow-rates and rinsing pressure as needed for sensitive surfaces. Rinsing pressures greater than 1000 psi and fan spray tips smaller than 15° may permanently damage sensitive masonry. Water flow-rates less than 6 gallons per minute may reduce cleaning productivity and contribute to uneven cleaning results.

### Storage and Handling

Store in a cool, dry place with adequate ventilation. Store away from other chemicals. Keep tightly closed when not dispensing. Do not alter or mix with other chemicals. Always seal container after dispensing. Published shelf life assumes upright storage of factory-sealed containers in a dry place. Maintain temperature of 45–100°F (7–38°C). Do not double stack

pallets. Dispose of unused product and container in accordance with local, state and federal regulations.

### APPLICATION

Read “Preparation” and the Safety Data Sheet before use. **ALWAYS TEST** a small area of each type of surface, paint coating and graffiti stain to confirm suitability and desired results before beginning overall application. Test with the same equipment, recommended surface preparation and application procedures planned for general application. Let test dry thoroughly before inspection. Make the test panel available for comparison throughout cleaning project.

### Dilution

Use as packaged. Do not dilute or alter.

### Typical Coverage Rates

Coverage varies based on surface texture and porosity. Always test. Coverage is in sq.ft. (sq.m.) per US gallon.

### Substrate Type

- Porous..... 75–150 sq.ft. (7–14 sq.m.)
- Semi-porous..... 150–250 sq.ft. (14–23 sq.m.)
- Non-porous ..... 250–500 sq.ft. (23–46 sq.m.)

### Application Instructions

Removal results may be unsatisfactory if Graffiti Remover dries on the surface. If testing indicates long dwell periods are required, reapply to prevent drying or use Enviro Klean® SafStrip or SafStrip 8.

1. Apply with a brush or low-pressure spray to a dry surface.
2. Allow to dwell for 3–20 minutes. Periodic agitation with a stiff bristle brush improves penetration. Some coatings will need multiple applications/increased dwell time.
3. Reapply as needed to prevent drying.
4. Working from the bottom to the top, pressure water rinse. Hot water is preferable.

### Removing Weather Seal Sacrificial Coating SC-1

1. Apply with a brush or low-pressure spray and allow to dwell for 3–20 minutes.
2. Working from the bottom to the top, pressure water rinse. Hot water is preferable.
3. Let masonry completely dry before reapplying Sacrificial Coating SC-1 to restore graffiti protection. See SC-1 product data sheet for more information.

Heavy graffiti staining may require more than one application. Call Customer Care at 800-255-4255 or visit [prosoco.com](http://prosoco.com) for more information on other paint, coating and graffiti-removal products.

# Product Data Sheet

## Sure Klean® Graffiti Remover

### Cleanup

Clean tools and equipment with fresh water. Dried residue may be cleaned with high-flash aromatic naphtha, mineral spirits or an equivalent cleaning solvent.

### WARRANTY

The information and recommendations made are based on our own research and the research of others, and are believed to be accurate. However, no guarantee of their accuracy is made because we cannot cover every possible application of our products, nor anticipate every variation encountered in masonry surfaces, job conditions and methods used. The purchasers shall make their own tests to determine the suitability of such products for a particular purpose.

PROSOCO, Inc. warrants this product to be free from defects. **Where permitted by law, PROSOCO makes no other warranties with respect to this product, express or implied, including without limitation the implied warranties of merchantability or fitness for particular purpose.** The purchaser shall be responsible to make his own tests to determine the suitability of this product for his particular purpose. PROSOCO's liability shall be limited in all events to supplying sufficient product to re-treat the specific areas to which defective product has been applied. Acceptance and use of this product absolves PROSOCO from any other liability, from whatever source, including liability for incidental, consequential or resultant damages whether due to breach of warranty, negligence or strict liability. This warranty may not be modified or extended by representatives of PROSOCO, its distributors or dealers.

### CUSTOMER CARE

Factory personnel are available for product, environment and job-safety assistance with no obligation. Call 800-255-4255 and ask for Customer Care – technical support.

Factory-trained representatives are established in principal cities throughout the continental United States. Call Customer Care at 800-255-4255, or visit our website at [prosoco.com](http://prosoco.com), for the name of the PROSOCO representative in your area.

### BEST PRACTICES

Rapid removal is the key to preventing graffiti. Studies show graffiti vandals move on from places where their work is not allowed to remain on view.

Sure Klean® Graffiti Remover is most effective when used to remove graffiti from surfaces protected with PROSOCO's Blok-Guard® & Graffiti Control products or Sacrificial Coating SC-1. These treatments keep graffiti media from soaking into the masonry, making graffiti removal much faster, easier and more effective.

Heavy graffiti staining may require more than one application.

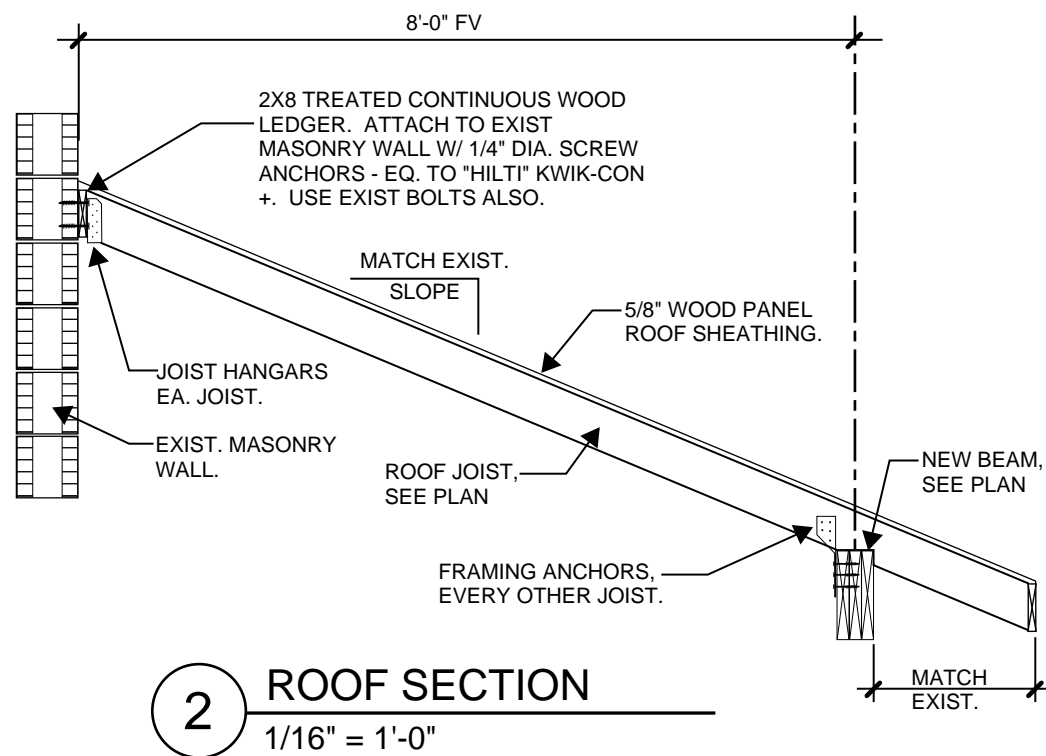
Do not allow Graffiti Remover to dry on the surface. If testing indicates long dwell periods are required, reapply to prevent drying or use Enviro Klean® SafStrip or SafStrip 8.

Never use products not specifically made and warranted for graffiti removal. The wrong cleaner can lock the graffiti in permanently.

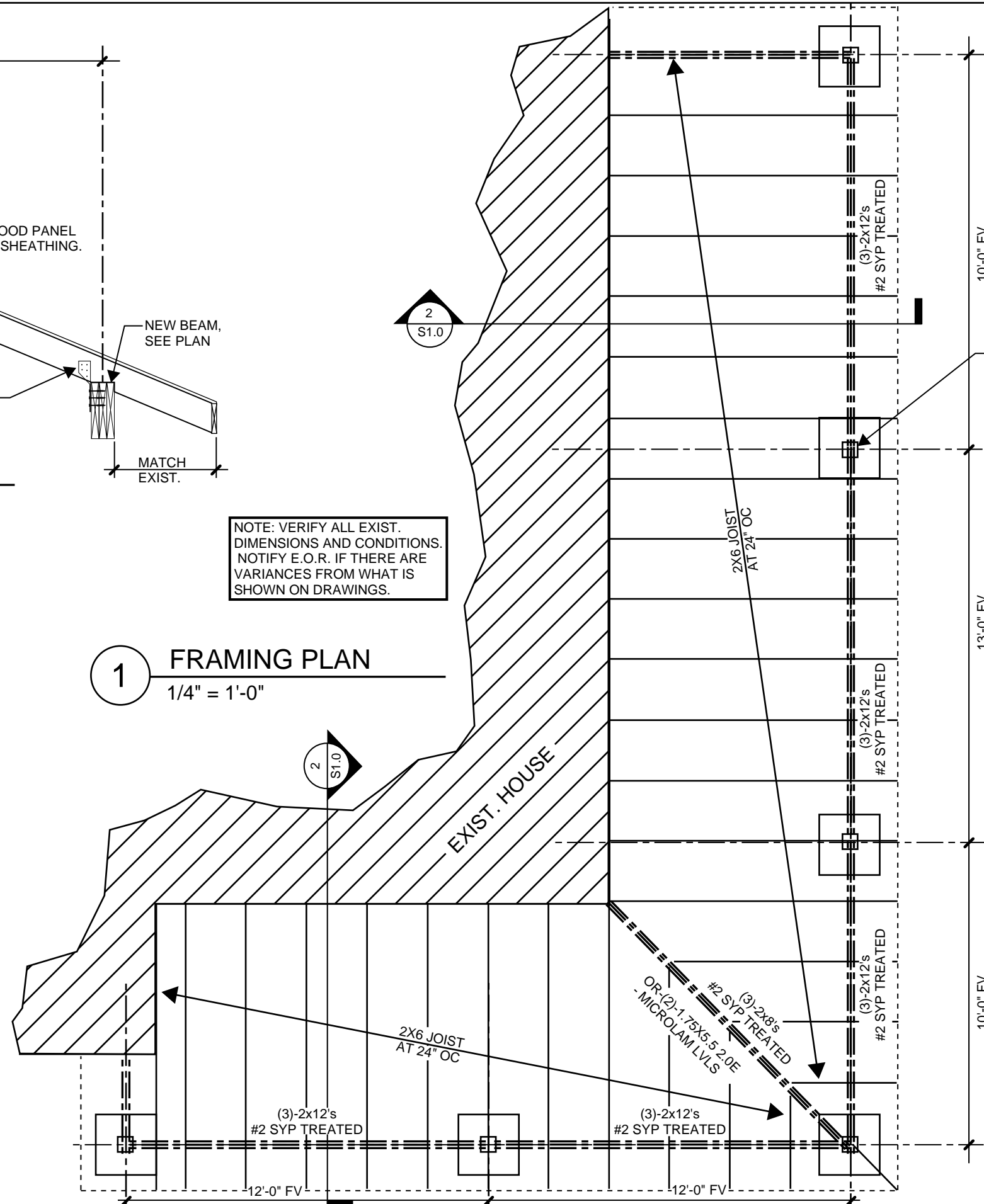
Hot water may improve removal effectiveness. Always work from the bottom up on masonry and concrete walls with large areas of graffiti. Keep areas already cleaned wet. If working from the top down, spent cleaner and dissolved graffiti media may run down and soak into the dry masonry beneath, making it harder to clean. Rundown onto wet masonry is much less likely to soak in, because the masonry pores are already filled with water.

Never go it alone. For problems or questions, contact your local PROSOCO distributor or field representative. Or call PROSOCO technical Customer Care at 800-255-4255.

# APPENDIX B



**2** ROOF SECTION  
1/16" = 1'-0"



**1** FRAMING PLAN  
1/4" = 1'-0"

NOTE: VERIFY ALL EXIST. DIMENSIONS AND CONDITIONS. NOTIFY E.O.R. IF THERE ARE VARIANCES FROM WHAT IS SHOWN ON DRAWINGS.

EXIST. WOOD AND STONE COLUMNS, VERIFY WOOD BEARING COLUMNS ARE IN GOOD CONDITION. TYP PROVIDE POST CAP FRM COLUMN TO BEAM.

**GENERAL WOOD FRAMING NOTES**

- WOOD FRAMING INCLUDING MISCELLANEOUS BEAMS, LINTELS, HEADERS, ETC. SHALL BE #2 GRADE SPF OR BETTER.
- ROOF FRAMING CALLED OUT ON THE PLANS TO BE STICK FRAMED SHALL BE SIZED FOR THE LOADS AND SPANS INDICATED ON THE PLANS IN ACCORDANCE WITH STANDARD ENGINEERING PRACTICES. SPAN TABLES PUBLISHED BY WESTERN WOOD PRODUCTS ASSOCIATION OR SOUTHERN PINE MARKETING COUNCIL MAY BE USED.
- LIGHT FRAMING SUCH AS PLATES, SILLS, CRIPPLES, BLOCKING AND ROOF FRAMING NOT OTHERWISE SPECIFIED SHALL BE #3 SPF OR BETTER.
- STUDS SHALL BE #2 GRADE SPRUCE PINE FIR OR BETTER.
- ALL WOOD FRAMING SHALL BE SELECTED SUCH THAT NO LUMBER WITH LARGE KNOTS, WARPS, SPLITS, OR DEFECTS IS USED.
- WHERE CALLED FOR ON PLANS TO USE FRAMING ANCHORS, JOIST HANGERS, HOLD DOWNS OR OTHER CONNECTION HARDWARE, USE GALVANIZED STEEL FRAMING ANCHORS EQUAL TO SIMPSON.
- ALL LUMBER IN CONTACT WITH CONCRETE OR MASONRY SHALL BE "TREATED" AND SHALL COMPLY WITH APPLICABLE REQUIREMENTS OF AWPA LP-2 STANDARDS C2 AND C9.
- WOOD FRAMING, ROUGH CARPENTRY, AND MISCELLANEOUS WOOD CARPENTRY WORK SHALL BE GOVERNED BY 2018 INTERNATIONAL BUILDING CODE REQUIREMENTS. ALL SUCH WORK SHALL COMPLY WITH CONSTRUCTION CONNECTION AND GENERAL REQUIREMENTS OF CHAPTER 23 OF THE CODE. IT SHALL BE A REQUIREMENT OF THIS CONTRACT THAT THE CONTRACTOR PROVIDE A COPY OF THIS CHAPTER TO ALL PERTINENT PARTIES.



William C. Bergmann PE - EN-022456  
Cert. of Authority - E-2016041596  
FEB. 20, 2026

SHEET NUMBER:

**S1.0**

DATE:  
FEB. 20, 2026

SCALE:  
NTS

**WALNUT STREET PORCH ROOF  
ROOF REPLACEMENT**  
812 E. Walnut St., SPRINGFIELD, MO

**Bergmann**  
Engineering  
Company  
2021 S Waverly Ave Suite 100,  
Springfield, MO 65804  
417.849.5360 | bergengco.com

Photos from email correspondence on 3/20/2026:





**THOMAS HOUSE/GREYSTONE DESIGNERS**

**812 East Walnut  
Ca. 1908**

Identified Architectural Features:

1. Two story Craftsman style house constructed with cast concrete blocks simulating cut stone
2. Hip roof with clay tiles
3. Basement and first floor area uses a block that simulates rough-faced cut stone
4. Wide projecting bevel block having a smooth-faced surface separating basement and first floor levels
5. Second floor is separated from the first floor having a smooth-faced surface and also by a belt course that uses a narrow smooth-faced block
6. Massive wrap around porch
  - a. Posts with smooth-faced blocks
  - b. Solid balustrade with smooth-faced blocks
  - c. Belt course on posts that support massive cast concrete "L" shaped brackets and curved knee braces
  - d. Smooth-faced bevel block separating basement and first floor is carried onto porch
  - e. Rough-faced block used under porch
7. Smooth-faced sills and lintels
8. Second floor lintels form continuous line across front of the house
9. Massive double-hung windows
10. Wide eaves supported by oversized "L" shaped brackets
11. Hip roof dormer with wide eaves and butt shingle siding

Identified Historical Importance:

1. Constructed by Marcellus Holbrook, President of Springfield Furniture Company (southwest corner of Chestnut Expressway and National Avenue) in 1918.
2. Cast concrete was a popular new building material at the turn of the century.
3. Only cast concrete house built on East Walnut Street
4. Representative of housing constructed by merchant and professionals after the turn of the century along Walnut Street.
5. F. R. Patton, Patton Creamery Company, purchased the house in 1918.
6. Edith Thomas was deeded the house in 1921 and her husband, Dr. A. W. Thomas, was a prominent Frisco Hospital physician.
7. House remained in the Thomas Family until 1967.

SECOND REGULAR SESSION  
HOUSE COMMITTEE SUBSTITUTE FOR  
**HOUSE BILL NO. 3490**  
**103RD GENERAL ASSEMBLY**

7507H.02C

JOSEPH ENGLER, Chief Clerk

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**AN ACT**

To repeal section 253.415, RSMo, and to enact in lieu thereof one new section relating to local historic preservation.

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*Be it enacted by the General Assembly of the state of Missouri, as follows:*

Section A. Section 253.415, RSMo, is repealed and one new section enacted in lieu thereof, to be known as section 253.415, to read as follows:

253.415. 1. This section shall be known and may be cited as the "Local Historic Preservation Act".

2. Each city, town, village and each county regardless of classification may create by ordinance or order a historic preservation commission, and grant to such commission any or all of the following powers and authority:

(1) To conduct ongoing survey and research to identify and document buildings, structures, objects, sites and districts that are of historic, archaeological, architectural, engineering, cultural or scenic significance to the locality, the state or the nation;

(2) To recommend to the governing body designation of significant historic properties as historic landmarks and historic districts, to prepare documentation supporting such nomination, and to maintain a register of designated landmarks and districts, and of significant historical, architectural and archaeological properties;

(3) To recommend to the governing body the establishment of regulations, guidelines and policies to preserve the integrity and ambience of designated landmarks and districts. The commission shall have the authority to review ordinary maintenance as deemed appropriate, new construction, alterations, removals, and demolitions proposed within the boundaries of a landmark or district, including review of plans for vacant lots and nonhistoric buildings and structures;

EXPLANATION — Matter enclosed in bold-faced brackets **[thus]** in the above bill is not enacted and is intended to be omitted from the law. Matter in **bold-face** type in the above bill is proposed language.

19 (4) To provide technical assistance to owners of older and historic, architectural,  
20 archaeological, cultural and scenic properties concerning the preservation and maintenance of  
21 the property;

22 (5) To recommend to the governing body programs and policies and economic  
23 incentives to encourage the preservation of significant historic landmarks and districts;

24 (6) To prepare a comprehensive historic preservation plan, or a preservation element  
25 to a master plan, to integrate the preservation program into the local government for planning  
26 and zoning for land use, building and fire codes, special-use permits, community  
27 revitalization, and heritage tourism;

28 (7) To participate in the conduct of land use, urban renewal and other city activities  
29 affecting landmarks and districts; and

30 (8) To acquire by purchase, gift, or bequest, fee title or lesser interest, including  
31 preservation restriction or easements, in designated properties and adjacent or associated  
32 lands which are important for the preservation and use of the designated properties.

33 **3. Public or private colleges and universities may observe local historical**  
34 **preservation regulations at the discretion of the governing body of such public or**  
35 **private college or university. The commission established under subsection 2 of this**  
36 **section and the governing body of any such city shall not have the power to designate**  
37 **any property or any building of any public or private college or university as historic**  
38 **and subject such building or property to requirements or regulations of such city**  
39 **relating to historic preservation.**

40 **4.** Commission members should, to the extent available, be persons with  
41 demonstrated interest or expertise in historic preservation. Representatives of historical  
42 societies and residents of historic districts are encouraged as members.

✓

## MINUTES OF THE LANDMARKS BOARD SOCIAL MEDIA SUB-COMMITTEE

DATE: February 6, 2026

TIME: 12:00pm

The meeting and public hearing of the Landmarks Board Media Sub-Committee was held on the above date and time in person in the Busch Building, 2 West Conference Room.

### ROLL CALL:

Landmarks Board members: Genevieve Henry and Seva Nix. Staff members: Andrew Menke, Senior Planner, Justin Crighton, Assistant Planning Director, Melissa Hart, Assistant Director of Public Information and Civic Engagement, and Kyle Tolbert, Assistant City Attorney.

**APPROVAL OF MINUTES:** None

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

The Landmarks Board sub-committee met to discuss the creation and management of social media content to enhance public engagement and education regarding historic preservation.

**Main Topic:** Establishing and populating social media channels (starting with Facebook, with potential for Instagram) to inform the community about the Landmarks Board's role, historic properties, and preservation efforts within the city.

### Key Arguments and Ideas:

#### Purpose of Social Media Presence:

- Educate the public on the Landmarks Board's functions, history, and purpose.
- Clarify common misconceptions, such as the difference between local and federal historic designations and the Board's advisory role (e.g., a 60-day demolition delay).
- Foster community interest and engagement in historic preservation.

### Content Categories and Specific Ideas:

#### Introductory Posts:

- Outline the history and mission of the Landmarks Board.
- Explain the nuances of local versus federal historic designations.

#### Biographical Posts:

- Feature individual board members with photos, their backgrounds, interest in historic preservation, and term information.
- Consider asking members to share their favorite historic building in the city.
- Announce new board members and potentially use posts to highlight open positions.
- A group photo of the Landmarks Board is planned (potentially March meeting), once more positions are filled.

#### Newsworthy Posts:

- Highlight high-profile projects nearing completion or undergoing significant changes (e.g., the YMCA building becoming Phelps County Bank, City Hall renovations, Ebbets Field reopening).
- Discuss projects that have come before the Landmarks Board, sharing renderings and the Board's involvement (e.g., the Missouri Hotel renovation).
- Address property demolitions carefully, focusing on factual information about the Board's process rather than making calls to action or singling out property owners.
- Feature large-scale community projects within historic districts, such as the Sankofa building and the footbridge rehabilitation.
- Cover city infrastructure works in historic areas, like the discovery of old brick roads during utility projects.

"Throwback Thursday" Posts:

- Show "before and after" photos of successfully preserved or renovated buildings/sites (e.g., The Table restaurant, Benton Avenue AME Church, and Gillioz Theatre).
- Explore historical themes like old trolley lines or the evolution of the downtown square.
- Potentially feature historically significant properties currently on the market.
- Incorporate urban legends or interesting anecdotal stories tied to historic places to encourage community engagement.

Educational Features:

- Define architectural elements and historic house styles with local examples.
- Illustrate how the Secretary of the Interior's Standards are applied in historic preservation, using examples like the Carnegie Branch Library.

Financial Incentive Spotlight (Future Topic):

- Educate the public on historic tax credits (federal and state, including Springfield's 35% state credit) and other local incentives for homeowners and income-producing properties.
- Consider showcasing success stories from property owners who utilized these incentives.

"This Day in History" Posts:

- Commemorate significant dates related to local historic buildings and events (e.g., opening of the footbridge, historic City Hall, the burning of the Greene County Courthouse).

Content Sourcing and Logistics:

- City files, the local History Museum, Greene County Archives, Greene County Historical Society, and possibly Public Works will be key sources for historical information and photographs.
- Melissa Hart will manage the social media pages requiring specific information and prompts from the Board for newsworthy items.
- Efforts will be made to locate the original Landmarks Board logo file for consistent branding.

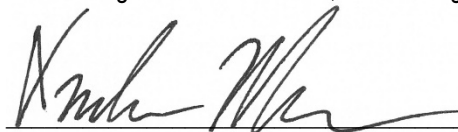
Platform Strategy:

- The initial focus will be on establishing a Facebook page, then potentially expanding to Instagram, recognizing their different demographics and content requirements.
- Content frequency is aimed at a few posts per week (3-4 times).

The sub-committee concluded with a plan to prioritize introductory posts and board member biographies, followed by integrating newsworthy and historical content as it becomes available or is specifically planned.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned by Genevieve Henry.



Andrew Menke, Senior Planner

**ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS  
NOTICE OF DECISION**

*Address: 533 South Jefferson Avenue*

On January 8, 2026, the Landmarks Board staff found the following to be a matter of fact:

That the proposed work will be done in conformance with the Secretary of Interior's Standards for Rehabilitation.

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).

That the proposed work will be done in conformance with all other relevant requirements of the Springfield Zoning Ordinance and Building Code.

Based on this finding of fact, the Landmarks Board staff approved the following work item(s) as shown in submitted materials:

1. Install fence between the cathedral and rectory, as described in submitted materials.

Approval of these work items does not constitute approval of plans for building code purposes or for rehabilitation tax credits nor does it certify that the zoning is appropriate for the proposed uses.

This certificate expires after six months.



---

Andrew Menke, Senior Planner  
Planning and Development

January 8, 2026

---

Date

**ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS  
NOTICE OF DECISION**

*Address: 1116 East Walnut Street, Unit B*

On March 30, 2026, the Landmarks Board staff found the following to be a matter of fact:

That the proposed work will be done in conformance with the Secretary of Interior's Standards for Rehabilitation.

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).

That the proposed work will be done in conformance with all other relevant requirements of the Springfield Zoning Ordinance and Building Code.

Based on this finding of fact, the Landmarks Board staff approved the following work item(s) as shown in submitted materials:

1. Remove carport.
2. Replace side-by-side windows on south elevation with a sliding patio door.
3. Remove east-facing back door and cover with like siding.
4. Replace window on south elevation with shorter window and cover with like siding.
5. Install fence along rear property line.

Approval of these work items does not constitute approval of plans for building code purposes or for rehabilitation tax credits nor does it certify that the zoning is appropriate for the proposed uses.

This certificate expires after six months.



---

Andrew Menke, Senior Planner  
Planning and Development

March 30, 2026

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Date