



City of Springfield

Agenda

Landmarks Board

John Hawkins (Chair) Walnut Street Representative	John Sellars Historian Representative	Vacant Real Estate Representative
Wanda Quintana Mid-Town Representative	Nichole Falconer Architect Representative	Adam Letterman (Vice-Chair) At-Large Representative
Seva Nix Commerical Street Representative	Bryan Lenox At-Large Representative	Erik Kiser At-Large Representative

August 7, 2024

5:30 PM

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

- 1. Roll Call**
- 2. Approval of Minutes**
 - 2.1. July 24, 2024
- 3. Unfinished Business**
- 4. New Business**
 - 4.1. Certificate of Appropriateness
1464 East Walnut Street (Applicant: Kevin Towe)
- 5. Communications**
- 6. Reports**
- 7. Adjourn**

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.

MINUTES OF THE LANDMARKS BOARD

DATE: July 24, 2024

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: John Hawkins-Chair, Adam Letterman-Vice Chair, Bryan Lenox, Erick Kiser, Seva Nix, John Sellars, Nicole Falconer, and Wanda Quintana. Absent: None. Staff members: Michael Sparlin, Senior Planner and Kyle Tolbert, Assistant City Attorney.

APPROVAL OF MINUTES: May 22, 2024, minutes were approved.

NEW BUSINESS:

Seva Nix recused himself.

Certificate of Appropriateness: **417 South Jefferson Avenue** – Paden Chambers, 1643 E. Lombard Street, applicant's representative and went over the proposed development to the site and gave some history of the building. He noted that there are additional demolition requests (stair/elevator tower, the skylight and gymnasium to reopen the space) and the area that already has been demolished will be the parking lot and will add the main drive-thru aisle to be placed next to the building off Jefferson Avenue. He went over what the new addition will feature as well as the existing historic window opening widths and floor levels to be part of the overall design, all will be compatible in size and scale and building material.

Mr. Hawkins noted that Mr. Chamber's presentation/design has exceeded expectations and is very impressed and asked about the new lift system and was told it will be part of the new addition.

Mr. John Hawkins closed the public hearing.

Board members discussed what was presented and all feel that is very detailed and are enthusiastic for the project, and asked if Building Development Services has seen the site plan regarding issues with traffic flow for the drive-thru and it was noted that they don't foresee a problem.

Board Action:

John Sellars motioned to **approve** Certificate of Appropriateness (417 South Jefferson Avenue). Landmarks Board member seconded the motion. The motioned carried as follows: Ayes: John Hawkins-Chair, Adam Letterman-Vice-Chair, Bryan Lenox, Erik Kiser, John Sellars, Nicole Falconer, and Wanda Quintana. Nays: None. Abstain: None. Absent: None. Seva Nix recused himself.

REPORTS: None.

COMMUNICATIONS: Discussed about taking a tour for members before meetings and noted this may be a possibility as Landmarks Board has their own budget. Staff to investigate the feasibility of tours and board members were all in favor.

Mr. Sparlin introduced new member Nicole Falconer, Architect Representative and noted that Jan Preston, Real Estate Representative has resigned effective immediately. It was noted that Bryan Lenox, At-Large has his real-estate license and he could move over to that category. Information will be sent to the Clerk's office about those changes.

Any other matters that fall under the jurisdiction of the Board:

ADJOURNMENT:

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



Michael Sparlin, Senior Planner

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Michael Sparlin, Senior Planner



LANDMARKS BOARD STAFF REPORT

LANDMARKS BOARD PUBLIC HEARING:



AUGUST 7, 2024

CASE: Certificate of Appropriateness

DESIGNATION: Walnut Street Urban
Conservation District - East

LOCATION: 1464 E. Walnut Street

APPLICANT: Kevin Towe

STAFF: Michael Sparlin, 417-864-1091

SUMMARY OF PROPOSAL:

1. Construct pergola in side-yard.

RECOMMENDATION:

1. Staff recommends approval.

FINDINGS FOR STAFF RECOMMENDATION:

1. The house at 1464 East Walnut Street is a non-contributing structure in the District.
2. The architectural survey did not list any architecturally significant features for this house and it was listed as a non-contributing structure. However, the Board still has architectural review of this property because it is within the Historic District.
3. This application appears to be consistent with the recommendation that 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.



LANDMARKS BOARD STAFF REPORT

APPLICANT'S DESCRIPTION OF PROPOSAL:

See application for description.

STAFF COMMENTS:

1. The architectural survey did not list any architecturally significant features for this house and it was listed as a non-contributing structure. However, the Board still has architectural review of this property because it is within the Historic District.
2. The *Standards* recommend 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.
3. Staff believes this application could be reviewed on the basis of compatibility on surrounding historic properties. 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.
4. All proposed work 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.



LANDMARKS BOARD STAFF REPORT

DESIGN STANDARDS & GUIDELINES:

WALNUT STREET DESIGN GUIDELINES:

New construction proposals shall be reviewed by the Board for a Certificate of Appropriateness. Generally, the new structure should be compatible with other structures in the area (see specific guidelines for design elements) but it should not imitate historic building styles. The structure should be “a true product of the present, not a false product of the past.”

The following guidelines apply specifically to new construction proposals:

1. Building height should be no taller than its tallest neighbor. On a corner lot, building height should match the majority of structures in all directions.
2. Maintain the same proportions in new construction as in the existing structures in the district in:
 - Width to height
 - Foundation to wall
 - Void to solid
 - Porches to structure
 - Roof to wall
 - Structure to yard
3. Roofs should be of similar slope and shape as those existing in the district. Generally, flat, mansard, and shed roofs are not appropriate.
4. New construction should not detract from the continuity of the streetscape. A uniform setback line should be maintained. If a building must be built behind the uniform setback line, low walls or plantings should be used to maintain alignment. No structure or addition should be built that projects beyond the uniform setback line.
5. New structures should have the same directional emphasis as other structures within the block.
6. Building components and design elements should be similar in size and shape to those already within the district.

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, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
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



LANDMARKS BOARD STAFF REPORT

compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

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.

ZONING ORDINANCE:

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

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

ARCHITECTURAL SIGNIFICANCE OF PROPERTY:

From National Register Nomination Form:

Built c. 1950. One-story frame house. Non-contributing.



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

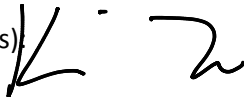
Date Filed:	
Received By:	
Review:	
☐	Administrative
☐	Landmarks Board

The applicant seeks to show the following:

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

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

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

Signature(s) 

Date:

Please type or print name(s) clearly:

Exhibit A: REQUEST FOR CERTIFICATE OF APPROPRIATENESS

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

For instructions, see pages 5-8

1. Property address: _____

APPLICANT INFORMATION:

2. Name of current property owner: _____

If corporation: Corporate Official: _____

Mailing Address: _____

Zip Code: _____ Telephone: _____ Fax: _____

E-mail: _____

3. AUTHORIZED REPRESENTATIVE:

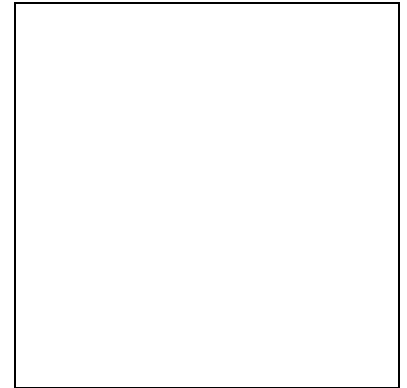
(The representative should have the authority to commit the applicant to changes that may be suggested by the Board):

Name: _____

Signature: _____

Mailing Address: _____ Zip Code: _____ Fax: _____

Telephone: _____ E-mail: _____



(Corporate Seal)

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: _____

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.)

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

1 – Site Plans
2 – Elevations
3 – Photographs
4 – Sample of materials to be used

5 – Product literature
6 – Drawings
7 – Exhibit C – Why proposed work should be approved
8 – State historic Preservation Officer Comments

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

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

Exhibit C: WHY PROPOSED WORK SHOULD BE APPROVED

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.)

1464 E Walnut

ARLINGTON HGTS ADD W 46 FT N 100 FT LOT 5 & N 100 FT LOT

Application for new pergola/car port build



Record Navigator

1 of 1

[Return to Search Results](#)

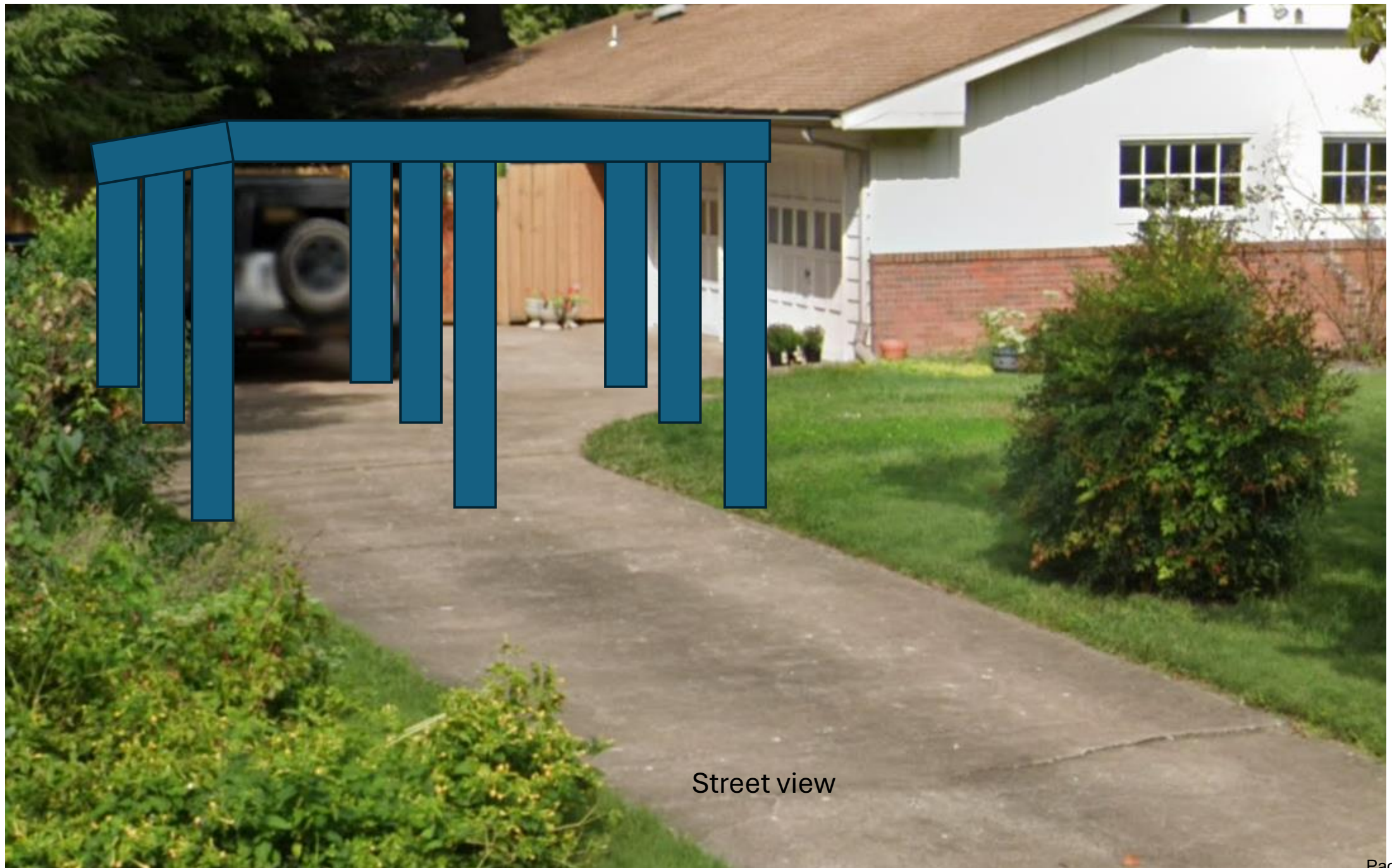
Actions

[Buffer Search](#)

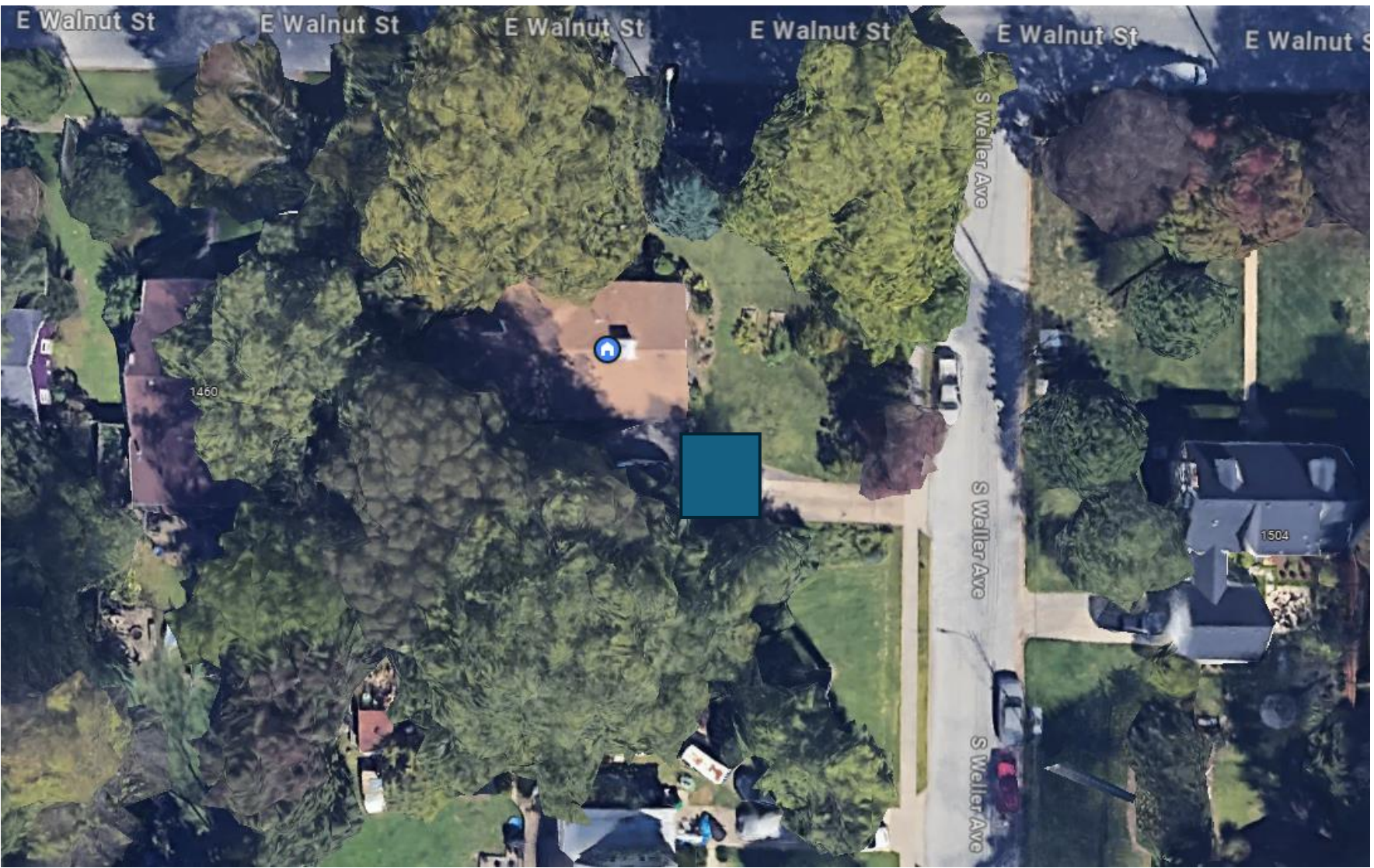
Links

[PAY NEW OR RENEWAL FEE WITH ONLINE CHECK.](#)

[CLICK HERE FOR SUBSCRIPTION INFO](#)



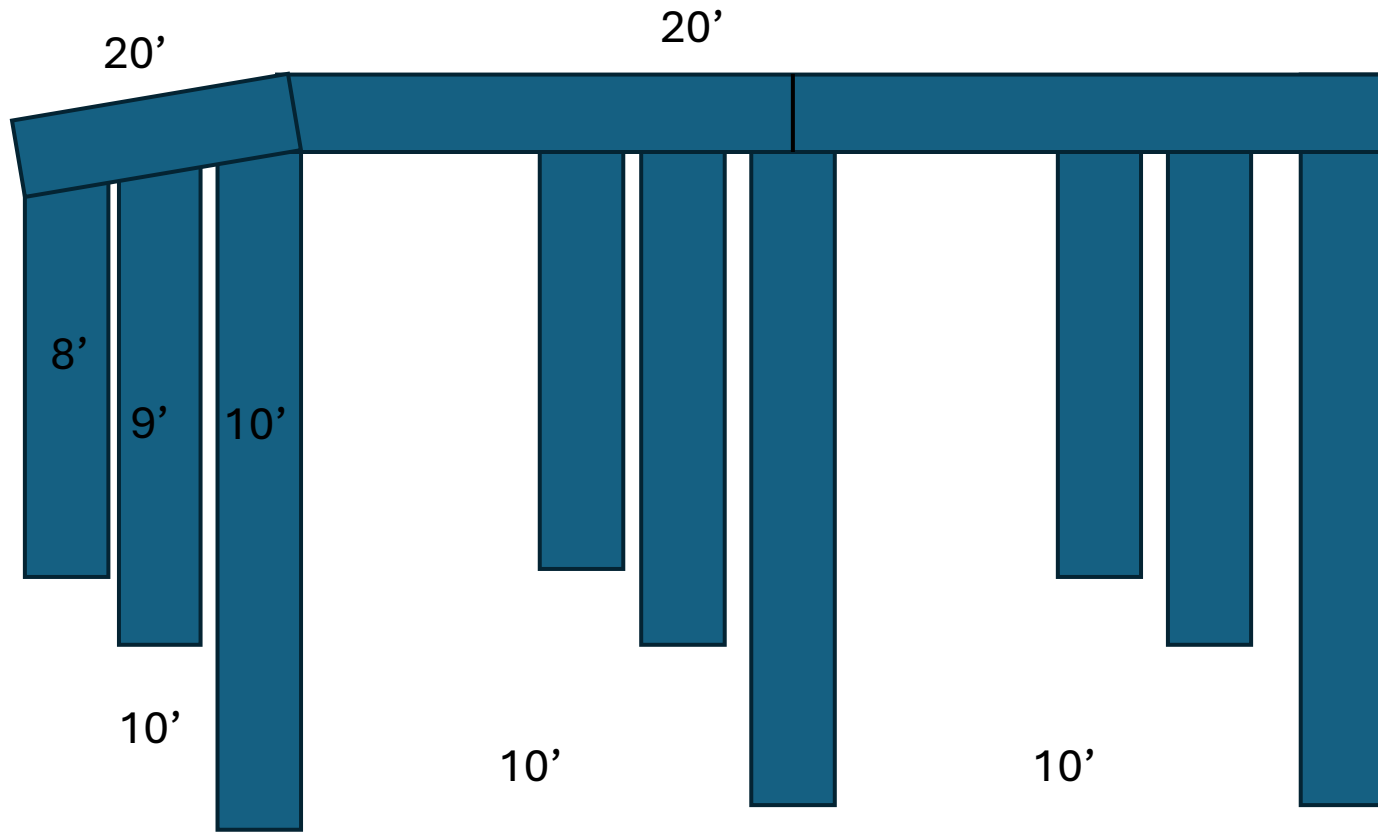
Street view

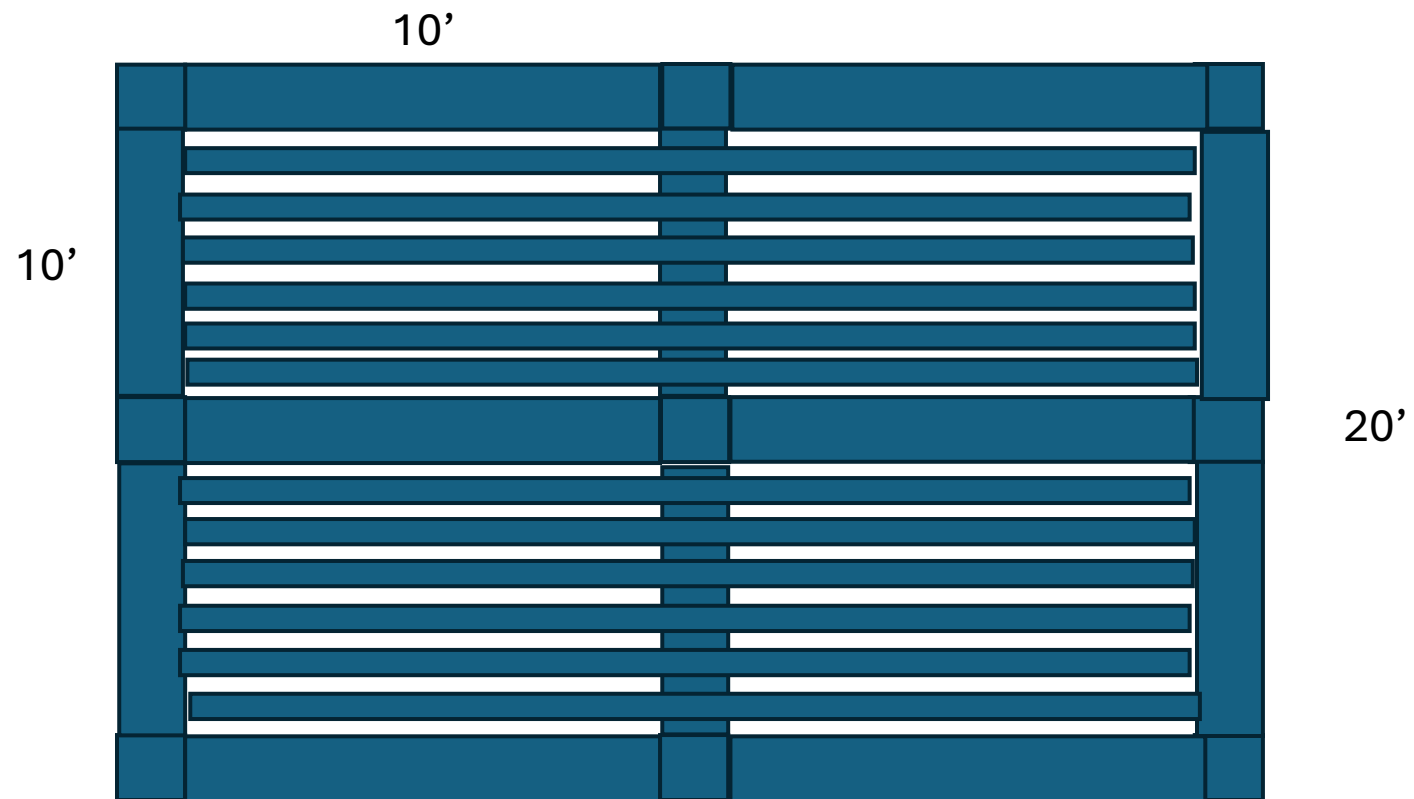


Location on property



Street view from Walnut





20'

Top View

- Overall size 20' x 20' / Natural wood color
- Posts 10' apart
- 3 rows of posts
- 38' offset from Weller St
- 93' offset from Walnut St
- All lumber treated
- Joists attached with ½" lag bolts (2 each) to each pole
- Each pole notched for each main joist
- Joist hangers for all remaining (16" spacing)
- Building materials
 - Posts (6"x6")
 - 24" concrete footers or post mounts mounted to existing concrete
 - Front posts: 10'
 - Mid posts: 9'
 - Back posts: 8'
 - Galvanized steel roof panels
 - Joists: 2"x8" (between posts)
 - Joists: 2x6
 - Guttering along lower side (back)
- Roof slope: 1.2" per 12 inch
- Not attached to existing house