



City of Springfield

Agenda

Landmarks Board

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

February 26, 2025

5:30 PM

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

- 1. Roll Call**
- 2. Approval of Minutes**
 - 2.1. January 15, 2025
- 3. Unfinished Business**
 - 3.1. Certificate of Appropriateness
225 East Commercial Street (Applicant: Concord Investment Group, Inc.)
- 4. New Business**
 - 4.1. Training Session
- 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: January 15, 2025

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, Genevieve Henry, Seva Nix, John Sellars, Nicole Falconer, Bryan Lenox, and Wanda Quintana. Absent: Erik Kiser. Staff members: Michael Sparlin and Andrew Menke, Senior Planners.

APPROVAL OF MINUTES: December 18, 2024, minutes were approved.

NEW BUSINESS:

Certificate of Appropriateness: **830 North Benton Avenue** – John Oke-Thomas, 1972 E. Chestnut the architect and representing Drury University (also present Gene Douglas and Alex Riddle). The church was originally designed and built for an African American Methodist Church and the development/idea dates from 1867 to have a 2nd African American church. The church was not built until 1922 due to lack of funds and was active to 2014 when it closed. It was placed on the National Register in 2002 and the significance is Pastor Oliver Brown (Brown v. Board of Education), noting that the building has a relationship between the African American community. The commitment from Drury is that they will restore the building to the same shape when it was built and are systematically disassembling it and putting it back as well as adding ADA features (east side), so it does not encroach onto the edifice of the building. The goal will be to offer tours and have some classrooms in the basement area, but the upper level they will be restoring the existing pews (same placement as before).

Discussed various features/options, i.e., doors (not original), windows (Marvin replacements), front steps (replacing with concrete), roofing, flooring, etc.

Board members note that this type of project is why the Landmarks Board exist and stating that it is worthy of saving.

Board Action:

Bryan Lenox motioned to **approve** Certificate of Appropriateness (830 North Benton Avenue). John Sellars seconded the motion. The motioned carried as follows: Ayes: John Hawkins-Chair, Adam Letterman-Vice-Chair, Seva Nix, Genevieve Henry, John Sellars, Wanda Quintana, Nicole Falconer, and Bryan Lenox. Nays: None. Abstain: None. Absent: Erik Kiser.

COMMUNICATIONS:

Questions on the SHPO grant and the criteria was not met and has been withdrawn, however Council would like to look at this further.

Landmarks Board Training to be scheduled on February 26, 2025 (2nd Landmarks Board meeting) and any topic that the members may have an interest in.

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



LANDMARKS BOARD STAFF REPORT

LANDMARKS BOARD PUBLIC HEARING:

FEBRUARY 26, 2025

CASE: Certificate of Appropriateness

DESIGNATION: Commercial Street Historic District

LOCATION: 225 East Commercial Street

APPLICANT: Concord Investment Group, Inc.

STAFF: Andrew Menke, (417) 864-1613



SUMMARY OF PROPOSAL:

1. Install signage on front elevation as shown in submitted materials

STAFF RECOMMENDATION:

The Landmarks Board must determine whether the request, if granted, will have a detrimental effect upon the Historic Landmark or Historic District or any adverse effect on an historical or architectural resource. Staff has concerns that the holes added to the I-beam for the installation of the sign will alter the current condition.

City staff has reached out to the State Historic Preservation Office for guidance and will provide additional information as soon as possible.

APPLICANT'S DESCRIPTION OF PROPOSAL:

1. Flora & Forge, LLC (business owner) is proposing to add a new metal sign to the front façade of the building. The sign will be attached to the I-beam by creating tapped threads in which the sign can be affixed.



LANDMARKS BOARD STAFF REPORT

STAFF COMMENTS:

1. Staff has concerns that the holes added to the I-beam for the installation of the sign will alter the current condition. City staff has reached out to the State Historic Preservation Office for guidance and will provide additional information as soon as possible.
2. The proposed sign appears to be consistent with the Commercial Street Design Guidelines. The proposed sign is located within the graphic channel as defined by the guidelines. The sign appears to be subordinate to the building, in staff's determination.
3. All proposed work is required to receive a building permit to be issued by Building Development Services. All other requirements of the COM-1 District, Zoning Ordinance and Building Code shall apply.

DESIGN GUIDELINES AND STANDARDS

COMMERCIAL STREET DESIGN GUIDELINES:

4.15.1. GUIDELINE:

Keep signs subordinate to buildings. Signs should fit within the existing features of the façade by use of the following practices:

- i. Align signs with other signs on adjacent buildings whenever possible;
- ii. Sign colors, materials, sizes, shapes, and methods of illumination should reinforce the overall composition of the façade;
- iii. Letters applied directly to facades are recommended;
- iv. Flush mounted signs are encouraged;
- v. Signs using trademarks and symbols are encouraged.

4.15.2. GUIDELINE:

Content of signs shall be limited to the business name and/or logo.

4.15.3. GUIDELINE:

Animated or flashing signs are not permitted.

4.15.4. GUIDELINE:

Internally-lit signs are acceptable where they do not overpower the building.

4.15.5. GUIDELINE:

A graphic channel shall be respected for business signage, defined as:

- i. 8' above sidewalk to 14' above sidewalk
- ii. 1' projection perpendicular to the building.
- iii. Variations, due to conditions, may be appropriate, but are subject to the Landmarks Board's approval.

Historic markers or temporary signs (intended for a specific public event) are permissible outside the graphic channel, subject to Landmarks Board approval.

4.15.6. GUIDELINE:

Where signs are located on marquees, signage must additionally conform to Guideline 4.9.2 governing marquees on existing buildings.



LANDMARKS BOARD STAFF REPORT

4.15.7. GUIDELINE:

Main floor window graphics (non-advertising) shall not exceed 25% coverage of the glass; upper floors shall not exceed 20% of the glass. Advertising graphics are limited to 10% of window area for permanent, and 15% for temporary graphics.

4.15.8. GUIDELINE:

Flags and banners are permissible outside the graphic channel. Board shall consider these on an individual basis.

4.15.9. GUIDELINE:

Wall advertising graphics were often used around 1900 in commercial districts. Such graphics are permissible. Proposed wall graphics should be evaluated by the Landmarks Board on a case-by-case basis, for responsiveness to the overall District atmosphere and theme and the impact on masonry building fabric.

4.15.10. GUIDELINE:

Original marquees should be maintained. New fixed marquees or canopies may be approved if it can be demonstrated that a canopy was original or that the building type would accept a canopy of the proposed type.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

The following standards would apply to this proposed alteration:

2. The historic character of a property will be retained and preserved. The removal of historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
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

[PRESERVATION BRIEF #25, THE PRESERVATION OF HISTORIC SIGNS](#) (see link for complete article)

New Signs and Historic Buildings

Preserving old signs is one thing. Making new ones is another. Closely related to the preservation of historic signs on historic buildings is the subject of new signs for historic buildings. Determining what new signs are appropriate for historic buildings, however, involves a major paradox: Historic sign practices were not always "sympathetic" to buildings. They were



LANDMARKS BOARD STAFF REPORT

often unsympathetic to the building, or frankly contemptuous of it. Repeating some historic practices, therefore, would definitely not be recommended.

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

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

- signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.
- new signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.
- sign placement is important: new signs should not obscure significant features of the historic building. (Signs above a storefront should fit within the historic signboard, for example.)
- new signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
- sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
- new signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and signloads should be properly calculated and distributed.

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:

The Commercial Street Historical Site District Architectural Survey that was prepared for this building stated the following:

This building has one of the most unique stairs of all the buildings. One can tell from the opening of the stair and the plan of the building what the original function probably was. Very few other structures demonstrated this.

The National Register nomination identified this property with the following narrative:

Constructed between 1902 and 1910. Proportionate to the earlier commercial buildings to the west, the façade of the three-story brick structure occupied by Phillip's Engraving Company is articulated by the light-colored continuous lintels and sills and a corbel table. The façade was reconstructed in 1981 due to structural weakness.



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):

Samuel Hitchcock

Date:

01/25/2025

Please type or print name(s) clearly:

Samuel Hitchcock

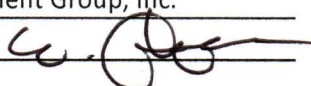
Exhibit A: REQUEST FOR CERTIFICATE OF APPROPRIATENESS

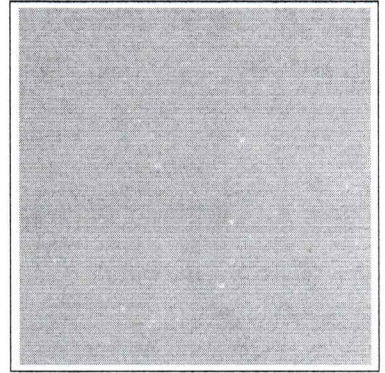
Please use this form only. Form may be photocopied. Please type or print.

For instructions, see pages 5-8

1. Property address: 225 E Commercial St, 65803

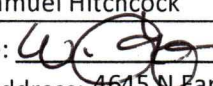
APPLICANT INFORMATION:

2. Name of current property owner: Concord Investment Group, Inc.
If corporation: Corporate Official: Craig Hosmer 
Mailing Address: 313 South Glenstone
Zip Code: 65802 Telephone: 417-869-9999 Fax: 417-869-2099
E-mail: craig.hosmer@hkrlawoffice.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: Samuel Hitchcock
Signature:  W. Craig Hosmer For Concord Inv. Grp Inc
Mailing Address: 4645 N Farm Rd 165 Zip Code: 65803 Fax: _____
Telephone: 417-343-4373 E-mail: flora.and.forge@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: 01-15-2025

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 | 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)

Storefront sign installation: metal sign to be affixed above the storefront windows.

Permit issued 01/15/2025

Permit Number: SGN2024-00304

Project Number: PRJ2024-02157 - SERENDIPITY storefront banner

Items 2,3,4,6,7 have been submitted to BDS through the eCity system.

Attached as hard copies are 1,2,3,6, and supplemental drawings.

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.)

The sign installation is a minor project. Tapped threads in the i-beam header is the only modification to the building. The sign can removed and there would be no significant visual difference from before.

13'-5 1/2"



20'-7"

Flora
&
FORGE

4645 N FARM RD 165
SPRINGFIELD, MO 65803
417-343-4373
FLORA.AND.FORGE@GMAIL.COM

SIGN WITH DIMENSIONS
PROPOSED SIZE AND
PLACEMENT

DATE: 01/25/2025

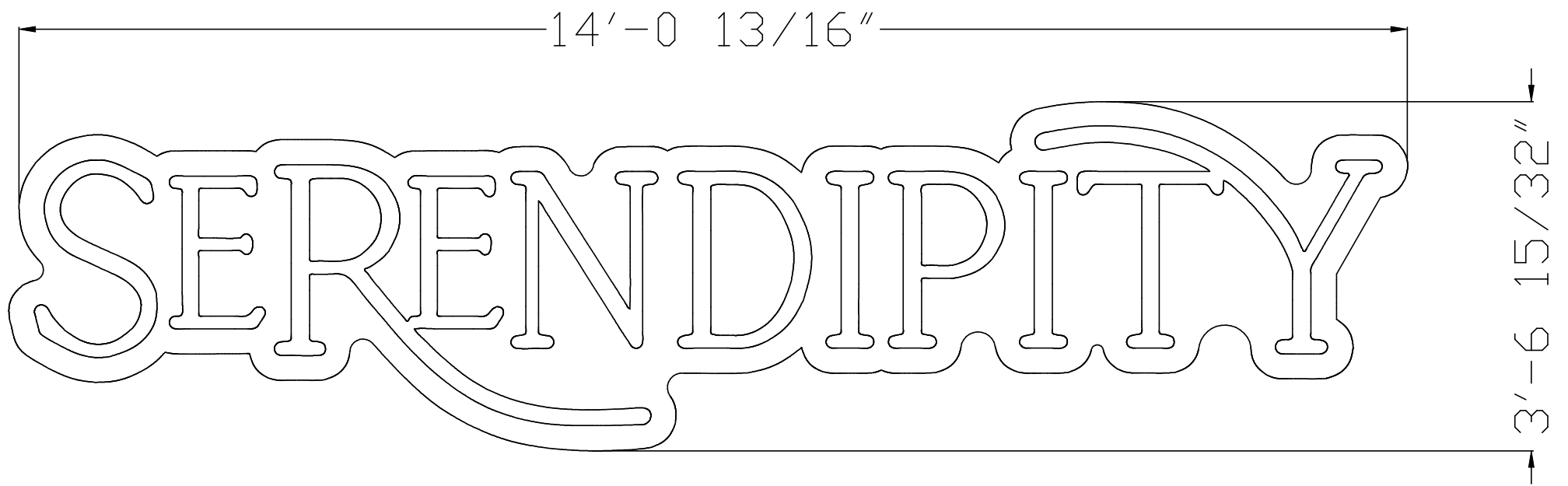


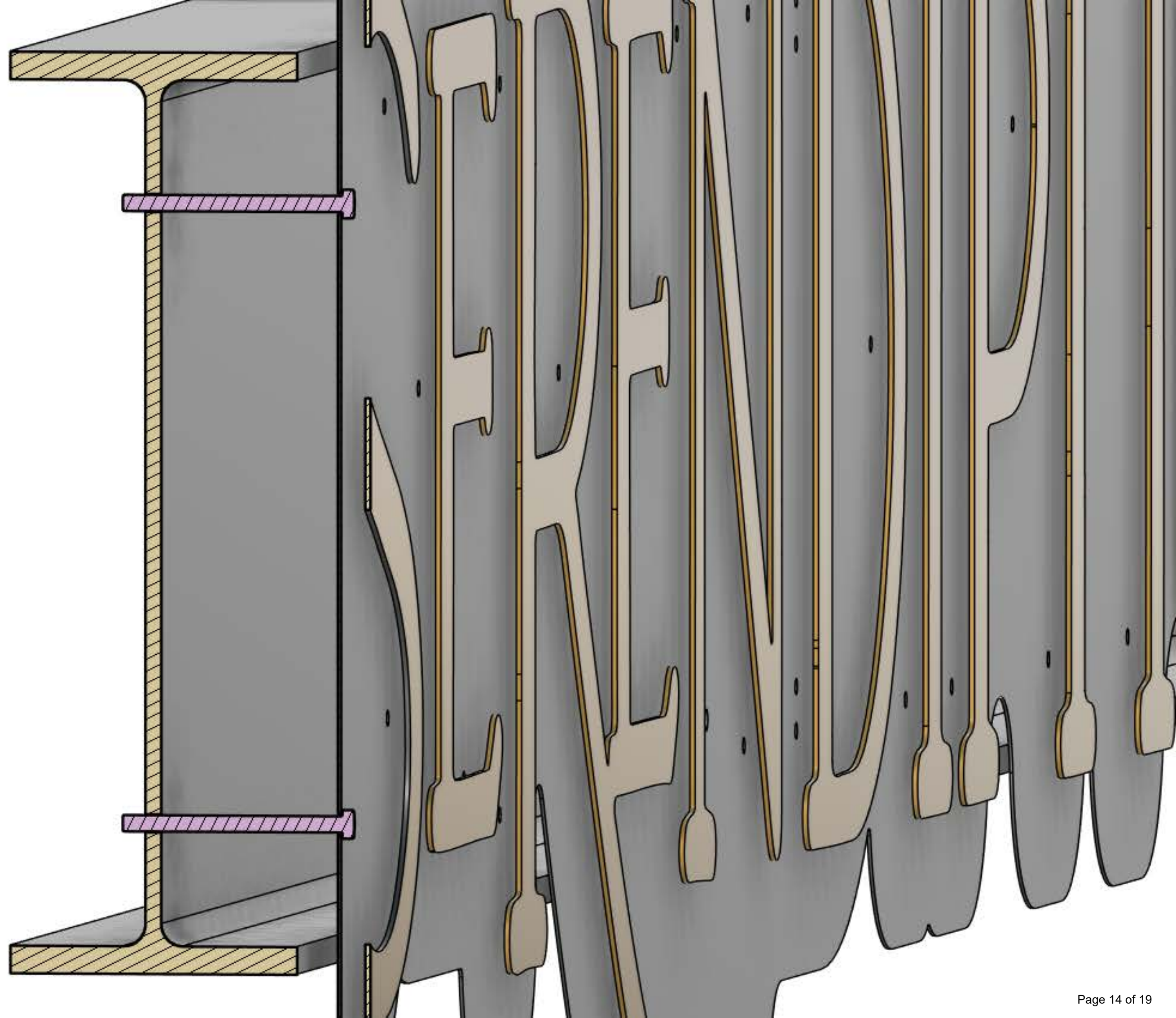
**SAMUEL HITCHCOCK
FLORA & FORGE LLC**

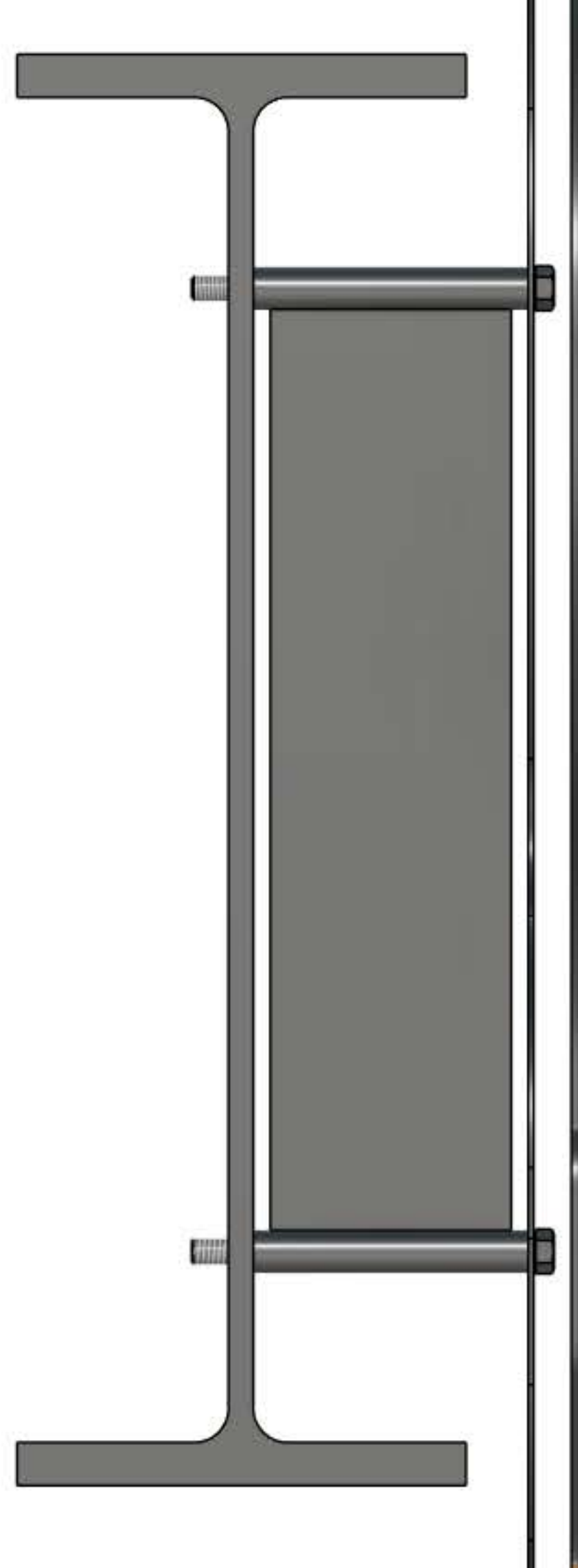
4645 N FARM RD 165
SPRINGFIELD, MO 65803
417-343-4373
FLORA.AND.FORGE@GMAIL.COM

**STORE SIGN
225 E COMMERCIAL ST
SPRINGFIELD, MO**

DATE: 12/13/2024









From: [Lake, Vincent C](#)
To: [Hornbeck, Elizabeth](#); [Menke, Andrew](#)
Cc: [Petrella, Elizabeth](#); [Starr, Ethan](#)
Subject: RE: [EXTERNAL] RE: Sign Installation Question
Date: Tuesday, February 25, 2025 10:37:55 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Good morning,

The NPS would also not recommend drilling into the I-beam. Due to steel's brittleness, drilling into it carries a risk of cracking the I-beam. Furthermore, there would likely be corrosion at the mounting point that would be an additional source of long-term issues. We recommend exploring a clamp at the top or bottom flange of the I-beam or mounting a sign through the mortar of the masonry above the I-beam.

Best,
Vince



Vincent C. Lake, Ph.D.

Technical Preservation Services

1849 C Street NW mail stop 2274
Washington, DC 20240
202-934-4352

From: Hornbeck, Elizabeth <Elizabeth.Hornbeck@dnr.mo.gov>
Sent: Monday, February 24, 2025 5:33 PM
To: 'Menke, Andrew' <amenke@springfieldmo.gov>
Cc: Petrella, Elizabeth <Liz_Petrella@nps.gov>; Lake, Vincent C <Vincent_lake@nps.gov>; Starr, Ethan <Ethan.Starr@dnr.mo.gov>
Subject: [EXTERNAL] RE: Sign Installation Question

This email has been received from outside of DOI - Use caution before clicking on links, opening attachments, or responding.

Dear Andrew,

Thank you for your inquiry regarding sign installation. You are correct that the only recommended attachment technique is connecting to the structure via the mortar so that it does not damage the brick. Drilling holes into the I-beam as proposed is not a compatible treatment and is not recommended. I wonder if a painted signboard could be designed that could be held in tension between the upper and lower bars of an I-beam without being unstable? Signs could also be inserted into the transoms.

I'm afraid I am not aware of any other installation techniques for signage, but SHPO definitely advises against drilling holes in the I-beam. I am cc'ing our two National Park Service reviewers (Liz and Vince) on this email in case one of them knows of any other installation techniques that I'm not aware of. I'm also cc'ing Ethan Starr who works with our CLGs on historic preservation.

All the best,

Elizabeth Hornbeck

Architectural Historian

Section Chief, Architectural Preservation Services

573-526-3764

Elizabeth.Hornbeck@dnr.mo.gov

State Historic Preservation Office

Division of State Parks, Missouri Department of Natural Resources

1659 E. Elm St., Jefferson City, MO 65101

Website: <https://mostateparks.com/page/84371/state-historic-preservation-office>

Check out SHPO's new Facebook page: <https://www.facebook.com/profile.php?id=61572601865032>



From: Menke, Andrew <amenke@springfieldmo.gov>

Sent: Friday, February 21, 2025 11:03 AM

To: Hornbeck, Elizabeth <Elizabeth.Hornbeck@dnr.mo.gov>

Subject: Sign Installation Question

Hi Elizabeth,

We have a pending application for the installation of a new sign on the front façade of 225 E Commercial St here in Springfield, which is within a historic district. The applicant is requesting to screw into the I-beam, which we have concerns about. I know Preservation Brief #25 speaks to connecting to the structure via the mortar on the front façade, but was wondering if you're familiar with other installation techniques? I'd love to hear if you have any advice.

This is going before our Landmarks Board on Wednesday (2/26).



Best,

Andrew Menke

Senior Planner

City of Springfield

Department of Planning & Development

Phone: (417) 864-1613