



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

March 12, 2025

5:30 PM

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

- 1. Roll Call**
- 2. Approval of Minutes**
 - 2.1. February 26, 2025
- 3. Unfinished Business**
- 4. New Business**
 - 4.1. Certificate of Appropriateness
600 North Benton Avenue (Applicant: Pitts Chapel United Methodist Church)
- 5. Communications**
 - 5.1. Demolition by Neglect / Historic Survey Overview
- 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: February 26, 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 Erik Kiser. Absent: Wanda Quintana. Staff members: Michael Sparlin and Andrew Menke, Senior Planners, Kyle Tolbert, Assistant City Attorney and Anita Cotter, City Clerk.

APPROVAL OF MINUTES: January 15, 2025 minutes were approved.

UNFINISHED BUSINESS:

Certificate of Appropriateness: **225 East Commercial Street** – Applicant has requested this be withdrawn per Andrew Menke, Senior Planner.

Board Action:

Bryan Lenox motioned to **approve** Certificate of Appropriateness (225 East Commercial Street). Adam Letterman seconded the motion. The motioned carried as follows: Ayes: None. Nays: John Hawkins-Chair, Adam Letterman-Vice-Chair, Seva Nix, Genevieve Henry, John Sellars, Erik Kiser, Nicole Falconer, and Bryan Lenox. Abstain: None. Absent: Wanda Quintana.

Motion denied.

NEW BUSINESS: Training

- Anita Cotter, City Clerk presented on the Sunshine Law.
- Kyle Tolbert, Assistant City Attorney presented the Code of Ethics.
- Michael Sparlin, Senior Planner presented the Landmarks Board responsibilities and decisions/interpretation.

COMMUNICATIONS:

Michael Sparlin updated about the survey and that is will not accomplish what the Landmarks Board hopes to do and also spoke on demolition by neglect. Kyle had presented to City Council about demolition by neglect in 2024 and the Board talked about previously sending a letter to City Council but has not at this time. The Landmarks Board would like to see the presentation added to agenda as well as the historic survey.

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:



MARCH 12, 2025

CASE: Certificate of Appropriateness

DESIGNATION: Historic Site – Pitts Chapel United Methodist Church

LOCATION: 600 North Benton Avenue

APPLICANT: Pitts Chapel United Methodist Church

STAFF: Andrew Menke, 417-864-1613

STAFF RECOMMENDATION: Approve

SUMMARY OF PROPOSAL:

1. Install detached signage north of structure as shown in submitted materials.

FINDINGS FOR STAFF RECOMMENDATION:

1. Pitts Chapel United Methodist Church was listed on the Springfield Historic Register as a Historic Site on September 13, 1976.
2. The National Park Services (NPS) Preservation Brief #25 states that new signs should respect the size, scale and design of the historic building.
3. NPS Preservation Brief #25 also states that sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.



LANDMARKS BOARD STAFF REPORT

APPLICANT'S DESCRIPTION OF PROPOSAL:

Construct a reader board sign, double-sided with electricity.

STAFF COMMENTS:

1. The proposed sign appears to be consistent with the National Park Services (NPS) Preservation Brief #25 which states that new signs should respect the size, scale and design of the historic building.
2. A building permit was issued by the City in error without review by the Landmarks Board and the sign has already been constructed. Planning staff became aware of the permit when the applicant sought to schedule a final inspection. The applicant was not aware of the requirement and has been cooperative in having the application go through the proper process.
3. 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.

DESIGN GUIDELINES AND STANDARDS

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.

[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:

Though this property has features of architectural significance, the nominating document did not specifically identify them. See attached City Council Resolution No. 6168, which designated this property as a Historic Site.

231

Sponsored by: _____

COUNCIL BILL NO. 76 - 535

RESOLUTION NO. 6168

A RESOLUTION

FINDING AND DECLARING certain premises to be historical sites within the City of Springfield, Missouri.

WHEREAS, the Historical Site Board of the City of Springfield has recommended that the following described properties be declared historical sites; and

WHEREAS, the City Council of the City of Springfield deems it desirable that such premises be preserved for their historical value for the citizens of Springfield and of the Country.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SPRINGFIELD, MISSOURI, as follows:

That the City Council hereby finds and declares that the Pythian Home, Pitts Chapel, and St. Joseph Church are historical sites of particular value and importance to the heritage of the people of the Country and the citizens of Springfield and urges the Historical Site Board to make all appropriate applications for State and Federal recognition of the aforesaid premises as historical sites.

Passed at meeting: Sept. 13, 1976

Jim Payne
Mayor

Attest: Donald H. Kelly City Clerk

Approved as to form: John W. Kelly City Attorney

Approved for Council action: John W. Kelly City Manager

August 13, 1976

332

EXPLANATION TO COUNCIL BILL NO. _____

PURPOSE: To declare the Pythian Home, Pitts Chapel and St. Joseph Church as Historical Sites in the City of Springfield, Missouri, and thereby placing them on the Springfield Historical Site Register.

To City Council Members

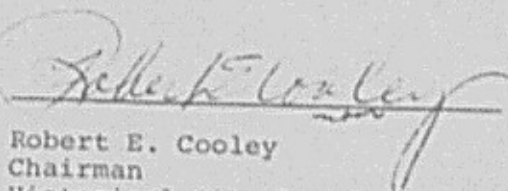
The Historical Site Board recommends that the following be declared Historical Sites in the City of Springfield:

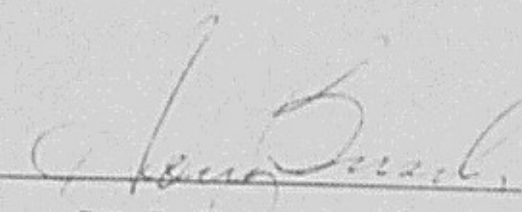
St. Joseph Church, 1115 North Campbell. A copy of a letter received from Fr. Edgar Probstfield is attached.

Pitts Chapel, 600 North Benton. Pitts Chapel United Methodist Church had the first Black congregation in Springfield. Written acknowledgement has been received from Rev. Houston S. Montgomery.

Pythian Home, 1451 East Pythian. A letter from Mr. George E. Nettell, Facilities Coordinator, is attached.

From Robert E. Cooley


Robert E. Cooley
Chairman
Historical Site Board


Don G. Busch
City Manager

MBW



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):

Youlanda Herron

Date:

2/18/2025

Please type or print name(s) clearly:

Youlanda Herron

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: 600 N. Benton Ave

APPLICANT INFORMATION:

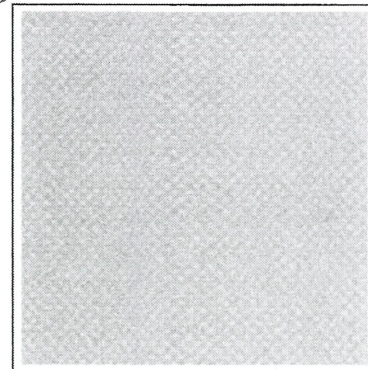
2. Name of current property owner: Pitts Chapel United Methodist church

If corporation: Corporate Official: _____

Mailing Address: 600 N Benton Ave

Zip Code: 65806 Telephone: 417-827-5070 Fax: _____

E-mail: youlanda.herron@sbglobal.net



(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: Steve Counts

Signature: [Signature]

Mailing Address: 3444 S. Campbell Ave Zip Code: 65807 Fax: _____

Telephone: 417-881-5309 E-mail: stevad@jch1printink.net

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

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

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

Exhibit C: WHY PROPOSED WORK SHOULD BE APPROVED

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.)

Reader Board Sign Double sided w
electricity



EXISTING VIEW



Customer: **Pitts Chapel**
Project Manager: **Steve Counts**

Location: **Springfield, MO**
Date Revised: **02.07.24**

Readerboard and Static Sign between Brick Pillars

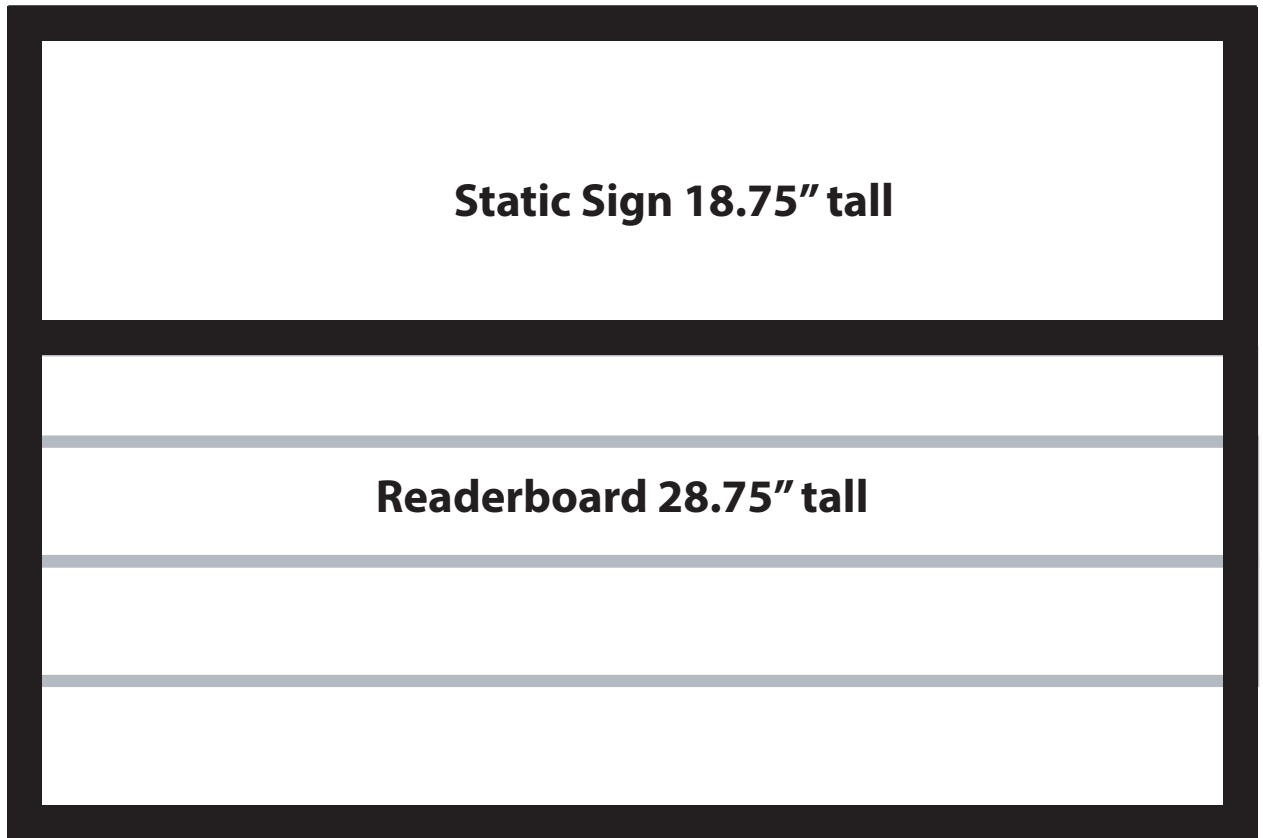
- ☐ Acrylic Readerboard Face - **White**
- ☒ Logo Face - **Black with White Letters**
- ☒ Box Frame - **Black**
- ☒ Monument Pillars - **Brick**

Pole sign with static acrylic face and a readerboard beneath, to be installed between brick pillars beside church building located at
600 N Benton Ave, Springfield, MO 65806

16" Deep

72" Wide

48" Tall



Customer: **Pitts Chapel**

Location: **Springfield, MO**

Project Manager: **Steve Counts**

Date Revised: **02.07.24**

Readerboard and Static Sign between Brick Pillars

- ☐ Acrylic Readerboard Face - **White**
- ☒ Logo Face - **Black with White Letters**
- ☒ Box Frame - **Black**
- ☒ Monument Pillars - **Brick**

Pole sign with static acrylic face and a readerboard beneath, to be installed between brick pillars beside church building located at 600 N Benton Ave, Springfield, MO 65806