

## GUIDELINES: STANDARDS AND BEST PRACTICES

### Windows

Original or historical windows should be repaired so as to preserve, rehabilitate, or restore the condition and minimally-altered status of any home built before 1975 or more than 50 years prior to the date of proposed work. Epoxy or similar repair consolidates are recommended. Character-defining features should be preserved when portions of a window, window frame, or window shutter must be rehabilitated or replaced. Preserve glass panes, lite patterns, and hardware. Restore or repair deteriorated windows on the front façade or other publicly visible windows. To improve storm performance, install weather-stripping and new energy-efficient frames instead of replacing windows. Storm windows should meet all other criteria and maintain the historic function. Paint to match other windows according to appropriate color schemes.

If some but not all windows in a building are beyond repair and require more than 50% replacement of original materials, new windows can be installed so long as replacements match the size, shape, lite division, operation, and materials of existing windows. All wood windows are preferable with aluminum-clad options as a second-best option. Fiberglass-clad windows are acceptable for energy efficiency if the window looks and operates like the historical windows being replaced.

Materials and products outlined in the following list are approved:

- ◆ E-Series by Andersen: Made of wood, aluminum clad; Double-hung sash options available as well as casement, sliding, and other appropriate options that function much like historical wood windows
- ◆ A-Series: Energy efficient; Made of wood, fiberglass clad; higher performing than the E-Series with the same benefits; Double-hung sash options available as well as casement, sliding, and other appropriate options that function much like historical wood windows
- ◆ Kolbe: Wood options, Ultra Series aluminum clad, or VistaLuxe aluminum clad; Double-hung sash options available as well as casement, sliding, and other appropriate options that function much like historical wood windows
- ◆ Marvin: Signature Series or a wood option that is aluminum clad; Elevate fiberglass options that function like existing historic windows, or Tilt Pac Double Hung Sash Replacement System allows you to replace only the sash and hardware with a precise fit
- ◆ Parrett Windows: Custom wood and aluminum clad options
- ◆ Pella Windows: All-wood windows
- ◆ Windsor Windows: Pinnacle wood clad options, Legend cellular PVC options look much like wood windows

Fenestration should be protected. Placement of a window or other opening within a façade should be protected as a character-defining feature. The operational design should be maintained so that double hung, casement, hopper, fixed, and sash windows are replaced in kind. If a new opening must be added for a new window, it should be built into the rear or non-public view side and not into a primary facade.

New sashes utilizing applied grids on the exterior and interior should simulate original divided lite windows and have an internal divider that matches the grids or true divided lites. Composite materials for shutters may be considered if the design, profile, and installation replicate the original.

Existing windows may not be filled in with brick unless approved. If an opening is approved for in-fill, the entire window treatment, including trim, must be removed and exterior wood siding should be installed with staggered joints to blend the filled opening with the surrounding siding. Brick infill should be toothed to match the adjacent brick installation pattern; the entire window treatment, including decorative brick trim, must be removed. Filled windows may be opened into functional windows.

The following are generally not approved by the Sedalia Historic Preservation Commission:

- ◆ Vinyl clad or full vinyl sash and frame replacements
- ◆ Sashes that are larger or smaller than the original frames, openings or Glass size-to-frame ratio
- ◆ Changes in operation such as replacing a double hung window with a casement window
- ◆ New windows that have applied glass divisions but do not have an interior divider in the insulated glass
- ◆ Glass block in operable window openings
- ◆ Smoke tinted or reflective glass on building facades or on any window that is visible from any street or sidewalk
- ◆ The permanent removal of sash and frame to in-fill the opening
- ◆ Thermal glazing windows that have false “snap-in,” applied muntin and mullions, or sash with no divided lites
- ◆ Additions to front facades or primary facades
- ◆ Exterior security bars
- ◆ Vinyl sash packs

## Doors

The character-defining features of a historic door, surround, and placement should be preserved, rehabilitated, restored, or reconstructed. Original or historical doors on any home built before 1975 or more than 50 years prior to the date of proposed work should be repaired or rebuilt to maintain good, unaltered condition. Preserve glass panes, lite pattern, and hardware. Restore or repair deteriorated front façade or other publicly visible façade entrance doors. To improve storm performance, install weather-stripping and new energy-efficient frames instead of replacing for improving storm performance. Storm doors should meet all other criteria and maintain the historic function. To meet code or fire regulations, re-install a historical door so that it swings out to meet code requirements rather than replacing. Repair with the same material and matching decorative and functional features. Replace historic glass panes and related lite patterns and hardware. Repaint to match other doors according to appropriate color schemes.

If a door on a primary façade is more than 50% deteriorated, a new door can be installed so long as it matches the size, shape, lite division, operation, and materials of the existing door. If the door cannot be replaced with a similar option, try to reconstruct the original door design or use other doors from the same period of original construction by noting the features seen on the entries of houses and businesses in the district.

Materials and products outlined in the following list are approved:

- ◆ Steel
- ◆ Fiberglass
- ◆ Cedar
- ◆ Thermally Modified Wood
- ◆ MacBeath Hardwood
- ◆ PolyAsh
- ◆ Boral
- ◆ Wood Composite
- ◆ MiraTec
- ◆ Fibre Cement
- ◆ James Hardie fiber cement enhancements
- ◆ Cellular PVC
- ◆ Azek doors or door kits
- ◆ KlearFlex trim and casings
- ◆ Fypon moulding
- ◆ Palight sheeting



Historic main entrances and doors should be preserved. New entrances should be added to rear or alley facades. New entrances should be developed with proportions and details that are reflective of the period of the building and roughly equal to entrances on the primary façade or on the primary facades of other similar buildings in the district.

The following are generally not approved by the Sedalia Historic Preservation Commission:

- ◆ Storm doors with a metallic or reflective finish
- ◆ Security screens and bars
- ◆ Vinyl doors
- ◆ Narrowing or widening an existing historic door or doorway
- ◆ Replacing a historically double leaf door with a single door



*Photograph 32* Historic Wood Doors on a Dwelling Built c. 1920: The Front door is often not the first thing that we see as we walk or drive past a house. But if we look closely, the style and positioning of the door as well as the trim and surround all contribute to the integrity of the resource. Location: 514 Dal Whi Mo Ct., Sedalia, MO.



## Chimneys

Even if historic chimneys are no longer functional, they should be preserved in any home built before 1975 or more than 50 years prior to the date of proposed work so that the chimney and associated ornamentals remain in good, minimally-altered condition. Historical chimneys that are not character defining may be removed, and it is up to the owner whether to replace. Rehabilitate or restore historic chimneys and associated decorative parts with original or comparable materials that match the original in color, texture, brick face orientation, mortar strength, color, and joint placement. Decorative chimney pots or historic flue extensions should be retained. Any siding behind the chimney, missing roofing, or eave conditions must be repaired as part of the project.

When a chimney needs complete reconstruction down to the roof, all historic materials of good condition should be retained. When possible, salvage and reuse the historic brick for the outside face and utilize new masonry for the interior and flues. Corbeling or other decorative designs in the existing chimney should be replicated. Mortar, joint color, and detailing should match the original, and mortar hardness should be appropriate. Generally, mortar should be softer and more permeable than the masonry units.

Non-functional historic chimneys can be repaired or capped in concrete or limestone. Vents and other piping should be terminated before the cap.

The following are generally not approved by the Sedalia Historic Preservation Commission:

- ◆ Removal of a distinctive, character defining, historical chimney
- ◆ Covering with stucco or other coatings that obscure brick work
- ◆ The use of different brick types, mortar, or masonry in the same chimney
- ◆ Adding non-historic elements or oversized features

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*Q: I do not have the resources to restore my chimney, and I need a working fireplace for heat. How can I obtain a Certificate of Appropriateness (COA)?*

*A: Ask the Sedalia Historic Preservation Commission for help. Can you cap the historic chimney and install a woodburning stove in a different location? Can you terminate vents and restore exterior components? As a last resort, propose a long-term preservation plan for your home. In exchange for replacing the chimney, can you restore historic wood siding or porch spindling, for example?*

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## Exterior Walls, Siding, and Trim

Both the materials and pattern used in the exterior walls of a historic building protect the underlying structure and produce the architectural look that contributes to style and significance. The material used in the exterior walls of a historic building constructed before 1975 or more than 50 years prior to the date of proposed work must be preserved, rehabilitated, restored, and reconstructed through the use of matching wood siding, brick, stucco, trim, mortar, stone, and other materials. The original size, texture, pattern, paint color, stain, and other finishing must remain in good, minimally altered condition.

Only when matching materials cannot be obtained can modern replacements be used. However replacements should match the look, design, and pattern of the original exteriors. If the original materials are more than 50% deteriorated, a total exterior replacement can be approved. Buildings constructed within the last 50 years should use materials that are appropriate for their style and period of original construction.

Siding repairs and new sidings must be installed with the least damage to the original. Siding installations must be ventilated to prevent deterioration of the wall structure. Alternate sidings must have similar smooth face, lap exposure and orientation.

### Wood

Decorative wood shingle types such as fish-scales, fancy cuts, board-and-batten, board-on-board, lap siding, beveled lap siding, grove shingles, wood shakes, or other patterned shingles or sidings should be preserved, restored, or repaired rather than replaced to protect the pattern and form of installation. Corner boards, trim, eave boards, skirt boards, and flared mid-wall details should be replicated by the new siding and should be covered or flattened by the primary wall siding.

Replacement wood siding should match the existing profile, exposure, and thickness. Repair wood siding with the same material to match the thickness, texture, type of wood, cut, shape, and size. Wood materials of the same species type are recommended when replacing wood components, however mixing species types is preferred above the use of composite or synthetic boards, which should be avoided. Wood replacements should complement window trim and decorative details.

### Terra Cotta and Stucco

Failed stucco that cannot be re-attached with anchors and recoated can be replaced with approval. Terra cotta and stucco should match the size, color, shape and finish of the original. Traditional stucco construction methods are preferred, however modern stucco coating is appropriate for recoating and repair so long as the result does not diminish reveal for the windows, trim, doors, or other wall details.



## Brick and Stone

Original brick and stone materials can be repaired or replaced. Salvage and reuse original bricks and masonry for repairs. If salvaged materials are not possible, new brick or stone work should be of the same rake, type, color tone, texture, and size. Design patterns used on site like color and texture contrasts should be preserved or closely emulated in restoration, rehabilitation, and new construction. Bricks with concave, vee, weathered, indented, extruded, beaded, struck, raked, flush, or other makes should be used to match the same make as used on site. Bond patterns like stretcher, English, Flemish, English garden wall, Flemish cross, Flemish garden, or others should be chosen to match or compliment those used on site. If exterior walls must be re-laid, masonry should be replicated. Joints should utilize a mortar similar in joint rake, strength, color, mixed texture, depth, and decorative finishes of the original.

## New Building Construction and Additions

New projects can emulate the exteriors of historic structures in the district or propose an alternative, contemporary exterior that is complimentary. Contemporary sidings should be compatible with the historical features seen on local buildings in the district in terms of size, scale, massing, and materials, but do not necessarily have to emulate specific historical styles. If additions are approved, exteriors should match or compliment the main structure. Treatment patterns such as multi-toned fish-scale or flower-pattern tear-drop shingles are encouraged when treatment colors are similar to those in the district or to historical patterns identified through research. Existing patterns must be maintained.

## Cleaning

Cleaning should be performed by the gentlest means possible and care should be taken not to damage historic materials. Any cleaning should be first performed on a test patch before use on the entire building. Gentle power washing, bleaching, fungicides, weather proofing, UV protectants, or other treatments are allowed, but product research should identify lower-toxic alternatives and options appropriate for the material type.

## Paint

Regardless of the age of a building, exterior paint schemes should reflect the period and the styles demonstrated in the district. It is standard practice in a historic district that paint schemes include different but complimentary color for the walls or siding, trim, and window framing or trim. Paint schemes can vary according to the siding, fascia, and frieze but should be professionally and appropriately designed and applied. Appropriate paint schemes do not require a Certificate of Appropriateness application or review by the Sedalia Historic Preservation Commission. Owners may voluntarily select paint colors that are appropriate for the period and style of their home or business. Colors may not be appropriate if they are bright, bold, or of a tone that contrasts with other homes.





A.



B.

*Photograph 33 Painted Yellow American Foursquare Built c. 1900:* The bright yellow paint demonstrates the wide range of appropriate color schemes. This house has a quintessential front attic dormer and first-story porch that spans the width of the home (A) and Queen Anne influences such as a side gable (B) and floating tower window (A) with brown painted fish scales. Location: 1001 W Sixth St., Sedalia, MO.





*Photograph 34* Queen Anne Home Built c. 1891: This two-story dwelling demonstrates the colorful schemes that can be used without a Certificate of Appropriateness application. Location: 420 S. Grand Ave., Sedalia, MO.



*Photograph 35* Traditionally-painted Craftsman Style Home Built c. 1920: Location: 511 Dal Whi Mo Ct., Sedalia, MO.



The following exterior elements and sidings are generally not approved by the Sedalia Historic Preservation Commission:

- ◆ Vinyl, aluminum, or other synthetic siding or shingles; in the rare case that vinyl or aluminum siding or singles are approved, window heads and decorative features should not be covered or removed
- ◆ Toxic, banned, or regulated materials like asbestos or lead paint are not allowed and must be removed and replaced even if original materials are of the same make and a permit allows for covering, repairing or sealing
- ◆ Covering any wood or brick exteriors without removing original layers
- ◆ Mixing and matching exterior types unless there is a cohesive design scheme shown to be appropriate for the style and age of the home
- ◆ Removing craftsman components like wood medallions, decorative shingles, gable decorations, or porch trims
- ◆ Replacing brick with brick veneer
- ◆ Painting brick exteriors that have not been previously painted
- ◆ The use of sand or other abrasive blasting on terra cotta and stucco
- ◆ Spray on vinyl or permanent coatings
- ◆ Single-color walls, trim, and window frames
- ◆ Exceptionally bright or high-contrast paint schemes unless they match trends in the district and can be historically verified
- ◆ Murals on residential designed buildings

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*Q: I want to change the paint color on my house. Do I need a Certificate of Appropriateness (COA)?*

*A: Professional paint jobs do not require a COA. Homeowners can choose their own colors so long as schemes reflect the period and styles demonstrated in the district and include complimentary colors for the siding, trim, and window framing. Untraditional or artistic paint jobs requires a COA.*

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## Porches, Hoods, and Porticos

Because porches are among the most visible features of a historic building and help define the historic character, the columns, rails, balusters, decking, roof, steps and any ornamental elements should be treated to remain in good, minimally-altered condition. If a home was built before 1975 or more than 50 years prior to the date of construction, the porch and its components must be preserved, rehabilitated, restored, and reconstructed. The spacing of columns and balusters should be maintained to ensure consistency. Replace only missing or deteriorated parts to match the original in design, materials, scale, and placement. If wood working cannot be matched to replace a baluster, look for a craftsman or custom woodshop to reproduce a matching piece. Alterations should be minimized. Decorative lights should be limited in number and designed to suit the building. General lighting and security cameras should be sized and located to be as unnoticeable as possible. Ceiling fan styles should complement the building and should not have lights attached.

Only if the porch is more than 50% deteriorated can a replacement and rebuild be approved. If a new porch must be built where one no longer exists or if a structure must be replaced, significantly rehabilitated, or reconstructed, use historic photographs as inspiration and look at similar porches in the neighborhood. If the original or historic design cannot be duplicated, create a simplified design compatible with the building. Match the size, shape, scale, materials, and massing, and paint to match the appropriate. Use materials that were available when the original porch was constructed. If contemporary or alternative materials are proposed, match dimensions, profiles, detailing and finishes of historic designs.

Screening with narrow wood-framed screening or clear glass may be acceptable. Screens or glass should be set back from porch columns and balustrade. The porch should not appear as an enclosed, outdoor room.

The following exterior elements and sidings are generally not approved by the Sedalia Historic Preservation Commission:

- ◆ Removing and replacing an existing porch
- ◆ Installing a pressure-treated deck on the front of the house
- ◆ Enclosing porches on the front of the house
- ◆ Replacing balusters with contemporary deck railing panels
- ◆ Replacing original porch details with materials from an earlier or later period of construction

## Roofs

Roof form, material and details are considered character-defining features in many neighborhoods in the City of Sedalia, and roof features and condition contribute to the character and integrity of the historic district. Roofs are one of the most important parts of a historic structure, and work done on buildings constructed before 1975 or those resources built more than 50 years ago must be planned to preserve, rehabilitate, restore, or reconstruct the shape, pitch, eave details, shingling type and patterning, and any covering used on the deck. Form and material are important features that contribute to the look and design of a historic structure.

Materials such as slate, tile, and other unique materials are important design elements for historic buildings. However if a slate or tile roof cannot be repaired, some asphalt materials can give the new roof a similar look. Copper and lead roofs may be left unpainted, but terne-metal roofs should be painted with traditional roof colors. Necessary alterations should be modest so as to not detract from the historic façade.

Repair or replace damaged historic gutters with new gutters to match the originals. Make sure there are enough hangers to support the gutter. Hangers should be fastened directly to the fascia with straps that are under the roof shingles. Exposed hangers are not a best practice installation technique.

Newly constructed roof forms and reconstructions should be like those found on historic homes in the district. Roofs should not be extended above the parapet or converted to gabled, hipped, or pyramid roofs where none previously existed. Sprocketing, bell shapes, dormers, and other roof forms and features should be preserved. Proposals for pop ups or additions to the top of a building to add floors should not exceed one story (or 17') in height and should be set back from the main façade of the building so that they are minimally visible from the street. Owners have flexibility when planning work on their roof because a weather-proof roof will protect the whole house.

The following exterior elements and sidings are generally not approved by the Sedalia Historic Preservation Commission:

- ◆ A rooftop addition that is not set back from the front facade
- ◆ A rooftop addition that is significantly taller than buildings on either side or the height of the District overall
- ◆ Additions or changes that alter pitching or the form of the roofline
- ◆ Vinyl or composite shingles
- ◆ Painted roofs, unless shown to be historically appropriate



## Landscaping

### Walls, Walkways, Stairs, Driveways, and Beds

Existing stone, brick, or wood retaining walls, walkways, stairs, driveways, garden beds, borders, and other features should be preserved and restored if they were installed prior to 1975 or if they are more than 50 years old. Historic features should be repaired using the same materials and designs. Historic features that require more than 50% replacement or repair can be removed or replaced. However, new features and replacements must be reconstructions of historic designs and must be appropriate for the district. The use of stone, brick, and other materials historically used in sidewalks, walkways, steps, and curbs is preferred. Substitute materials may be considered when other alternatives are not feasible. Identify the source of limestone, stone, or other natural materials used in historical features on site so as to replace, repair, or expand with similar local features, when appropriate. Avoid intermixing new stones from outside of the region or synthetic components. Historic features should not be painted, capped or topped with concrete, or altered with coverings.

Rear and alley drives and parking areas are recommended above front entry driveways unless the home was built with a front-entry garage. Where historically front driveways were not constructed in the district, new driveways should be limited to rear access. Homes that had a front or side-entry garage, carport, or driveway at the time used as a reference point for restoration should be preserved and restored accordingly. New parking areas should be confined to the rear yard of the building and should not replace or remove mature vegetation. The expansion of driveways and the insertion of new parking should be minimized. Any changes to the width, length, or design of the walkway or driveway should be based on research showing historic features in the district.

Driveways can be re-paved, and concrete can be poured so long as the original design and location are maintained. However, front-facing brick and stone driveways cannot be paved or covered and must be protected through preservation or restoration. If a brick or stone walkway or driveway in the front or side yard is uncovered during the removal of concrete or pavement, it is preferred that the feature is restored so that the new walkway or driveway is made of brick or stone rather than concrete or asphalt. Historic stone, bricks, wood, and other materials may be salvaged and used elsewhere on site so long as the use is appropriate for the district and so long as the materials are not known to contain lead, asbestos, or other toxic components.

## Fencing

Existing historic fences installed prior to 1975 should be repaired using the same materials and designs with the exception of chain link fencing which can be replaced with a new fence of an appropriate design regardless of whether the chain link is more than 50 years old. Historic fences that require more than 15% replacement or repair can be replaced. Repair work should use the same materials and maintain or restore the original design. New fences can also be reconstructed according to the designs of other historic fences in the district or with the use of plans that are appropriate to the restoration period used as a reference for the home or business. Front yard fences should be no more than 36 inches tall and at least 50% open visually. The front yard fence should extend down the side yard to at least the front wall of the house. Rear and side yard fences may be solid in construction and as high as six feet, but they should start no further forward on the site than the front wall of the house. Fences should generally be constructed of wood, though property owners may propose alternative materials if a historic design is being used.

## Vegetation

Landscaping often contributes to the historic integrity of a district, and property owners and municipal authorities should preserve the mature and older-growth landscaping and urban forests that contribute to the district's historic character. Mature trees and plantings should only be removed if they are diseased, dead, or pose a risk to people or structures. No review is required for the planting of trees, perennials, annuals, vegetable beds, or other landscaping vegetation. No review is needed for mulching or composting. Traditional front yard grasses with defined planting beds are appropriate for most homes and businesses in a historic district. New landscaping projects are welcome and do not require review so long as they protect mature plants as well as built landscaping features.

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*Q: I want to plant flowers and shrubs. Do I need a Certificate of Appropriateness (COA)?*

*A: No review is required for the planting of trees, perennials, annuals, vegetable beds, or other landscaping vegetation. However, mature trees and plantings should only be removed if they are diseased, dead, or pose a risk to people or structures.*

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## Civil Infrastructure

The preservation and restoration of historic monuments, lighting, sidewalks, walkways, steps, curbs, gutters, and other features is required. Any proposed work should use the same materials, salvaged materials, or similar materials as those used within the district or in other districts in the City of Sedalia. No existing brick or stone sidewalks, curbs, streets, or other features will be removed, paved, or covered without agreement from the Sedalia Historic Preservation Commission and an approved form of mitigation that ensures that additional preservation, restoration, or reconstruction projects are completed elsewhere in the district or in another historic district in the City of Sedalia. When historic brick or stone sidewalks, curbs, streets, or other features are uncovered during a municipal or civil engineering project, the feature will be reconstructed. If reconstruction is determined to be unfeasible by the Commission, materials must be salvaged by the project applicant and used in an alternative civil preservation, reconstruction, or restoration project forwarded by the project applicant at the discretion of the Commission.

Any trees approved for removal from a historic district for the purpose of a municipal or civil engineering project shall be replaced within one year of project completion and in a location within the district or in another historic district in the City of Sedalia, at the discretion of the Commission. Three trees must be planted for every tree removed at the cost of the project applicant. If state or federal laws, permitting structures, or mitigation planning requires a greater ratio, the Commission will determine the species and location. Sidewalks that are raised due to the roots of mature tree will be bumped out or removed and replaced to protect the tree; only when ADA standards cannot be met shall the tree be removed with mitigation. The removal of a hazardous mature tree, as deemed by an arborist, does not require an application for a Certificate of Appropriateness (COA).

## Solar Panels, Wind Turbines, Satellite Dishes, Internet Communication

Projects must abide by the Civil Infrastructure guidelines in addition to minimizing harm to historic structures and landscaping. Mounting and installation should be done in a manner that is reversible and in locations shielded from public view. Equipment should be placed on the ground in the rear of the property and designed, sized, and located to avoid obscuring historic features. Installation of equipment on a roof is a last resort if no suitable ground locations are possible. Equipment proposed for a roof installation should not extend above the ridge line. With the exception of solar panels that can be installed in the most environmentally efficient location, equipment shall be placed on secondary roofs or rear wings and mounted to the rear of the roof and not towards the edge. Accommodating alternative energy projects is an important goal, and site-specific historic preservation mitigation is an option available to applicants should the Sedalia Historic Preservation Commission find that installations fall short of best practices.

## STRUCTURES BUILT WITHIN THE LAST 50 YEARS

The owners of structures that are contemporary or built within the last 50 years must undergo review if their property is located within a historic district and major exterior alterations are planned that can be viewed from the public right-of-way. Major alterations include: the removal or rebuilding of a front porch, changes in fenestration such as the addition of windows or doors that alter the symmetry or patterns of openings in the home, the total removal of original siding or roofing for replacement with inappropriate materials that are not compatible with the range of sidings seen in the district, a major change in the front façade that alters multiple architectural features, the entire replacement of the front façade, the building of a solid brick wall or fence in the front of the house that is taller than three feet, or changes in the overall dimensions or architectural style of the roofline (replacing roof materials is permitted without review). When major alterations can be seen from the public right-of-way, owners must apply for a COA and participate in a mandatory, non-binding review before the Sedalia Historic Preservation Commission. The *City of Sedalia Historic Preservation Guidelines* are otherwise voluntary for all projects with the exception of those subject to mandatory, binding review per the section CONSTRUCTION, ADDITIONS, COMMERCIAL DEVELOPMENT, DEMOLITION, AND THE MOVING OF EXISTING BUILDINGS.

## MANDATORY AND BINDING REVIEW BY THE SEDALIA HISTORIC PRESERATION COMMISSION

The few types of proposed work that must undergo binding review by the Sedalia Historic Preservation Commission include new construction, demolition, new additions, municipal improvements, new commercial and residential development, changes to lot sizes, art installations, flip to sells, and the moving of buildings. Owners and managers who want to alter a structure of any age must both apply for a Certificate of Appropriateness (COA) and abide by the Commission's review by applying best practices. Compliance may determine outcomes of building permit applications (Ord. No. 10350, § 2, 8-3-2015).

If an owner or manager does not both apply for a COA and implement Commission decisions, the penalty for a violation is that structures and land must be returned to the state of original appearance and setting. Should a violation be issued for failure to submit an application or comply with a COA issued by the Commission, it is the property owner's responsibility to pay for the return of their building to a pre-construction or pre-project state (Ord. No. 10562, § 1, 2-21-2017, Sec. 64-73).

Projects subject to mandatory, non-binding review under the *City of Sedalia Historic Preservation Guidelines* include:



## New Construction

The construction of a new structure greater than 150 square feet is subject to mandatory, binding review if the structure will have plumbing and/or electricity. This includes the development of new land or the redevelopment of neighborhoods. New building construction should incorporate the forms, features, and detailing seen in the architectural styles common in the City of Sedalia and meet or exceed best practices for new construction as outlined in the *Sedalia Historic Preservation Design Guidelines*.

New buildings should maintain the average perceived size of buildings as seen from the sidewalk. Façade heights of new buildings should fall within the established range along the block and respect traditional proportions of height to width. Floor-to-floor heights should appear like those of traditional buildings. Traditional spacing patterns created by the repetition of uniform building widths along streets should be maintained. Façade widths should reflect the range of the building widths in the district. Roof forms should be similar to those found in the historic district. The solid-to-void (wall-to window) ratio should be maintained; large surfaces of glass beyond a storefront are not allowed. Use similar window and door proportions to those seen in the district. If a larger window is needed, combine sets of vertically proportioned windows. Where permitted by zoning, taller structures should step down towards lower-scaled neighbors to minimize shading.

## Demolition

Examples include but are not limited to the demolition of any structure built within the last fifty years and those that are more than 50 years of age. A Certificate of Appropriateness application for the demolition of a historic structure built more than 50 years before the beginning of the project cannot be approved without proof that three or more major features are more than 50% deteriorated and will need to be fully replaced or that a good faith effort to move a structure was made. The Commission may deny any application for demolition at their discretion.

## Additions

The construction of an attached or detached addition or outbuilding includes all structures greater than 150 square feet as well as those smaller than 150 square feet if wired or plumbed. Examples of additions include but are not limited to:

- ◆ Mother-in-law units
- ◆ Accessory dwelling units on the same site as a single family residence
- ◆ A garage, shop, shed, or any outbuilding with power and/or plumbing
- ◆ Second story additions to a one-story building

## **Municipal or Government-Funded Projects**

Examples of municipal projects include but are not limited to bike lanes, trails, rails-to-trails conversions, new parks, or restoration areas. Projects must undergo a mandatory, binding review if funded in part or in full by the city, county, or any governmental agency or grant. City, state, and federal officials charged with any municipal improvement or sign installation within a historic district must hold preliminary discussions with the Sedalia Historic Preservation Commission and submit a Certificate of Appropriateness application. The Commission will review plans and designs as well as construction and improvements during the project timeline and confirm that best practices were implemented by evaluating the project at completion.

## **Commercial Development or Redevelopment**

Commercial development or redevelopment includes but is not limited to commercial residential, retail, office, and business projects as well as the long-term planning of projects. New development should incorporate the forms, features, and detailing seen in the architectural styles common in the City of Sedalia.

## **Civil or Environmental Engineering Projects**

Civil and environmental projects include transportation planning and infrastructure projects that change the built world. Examples include but are not limited to curb upgrades, intersection improvements, bridge repairs, and street lighting installations.

## **Changes to Lot Sizes**

Changes to lot sizes include the subdivision or consolidation of lots.

## **Art Installations**

Examples of art installations include but are not limited to murals, vintage-reproduction advertising, the historic preservation of vintage advertising painted on brick, water fountains, sculptures, and any permanent work of art or performance venue that is visible from the public right-of-way. Untraditional paint jobs and the painting of brick is subject to mandatory, binding review. Owners and managers must apply for a Certificate of Appropriateness and abide by the review decision when painting their own homes or businesses if the paint chosen is untraditional or diverges from the range of color schemes seen in the historic district.



## Flip to Sell Projects

If an owner remodels the exterior features of a building or home that they purchased within the last two years and sells, they meet the criteria of a flip to sell project. Exceptions include owners who used the building as a primary location of residence or business before or after the sell for at least a year. If the home or business is owner occupied before or after the remodel, refer to the mandatory, non-binding guidelines.

## The Moving of Buildings

Examples include moving buildings to locations within or outside of the historic district. If a building must be relocated to accommodate development, it should be relocated within the same district where it currently exists. If no location can be arranged within the district, a site should be selected in another historic district or in an area that is similar to its original location. Project applicants should submit a statement about the reason the building cannot remain in its present location and show proof of advertisements or other efforts to inform the public of the availability of the building for relocation.

## CONTACT INFORMATION

### City of Sedalia Community Development Director

Bryan Kopp, CBO, CFM  
200 S. Osage Ave., Office 203  
Sedalia, MO 65301  
[bkopp@sedalia.com](mailto:bkopp@sedalia.com)  
Direct: (660) 851-7637  
Office: (660) 827-3000 Ext. 1167

### City of Sedalia Historic Preservation Commission

John Simmons  
[JSimmons@sedalia.com](mailto:JSimmons@sedalia.com)  
(660) 827-3000  
Term Expires: 7/2027

Becky Imhauser  
[rebeccaimhauser@gmail.com](mailto:rebeccaimhauser@gmail.com)  
(660) 619-6861  
Term Expires: 7/2027





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## APPENDIX A CERTIFICATE OF APPROPRIATENESS APPLICATION





## Certificate of Appropriateness Application

Building and Site Development, City of Sedalia

200 S Osage, Sedalia, MO 65301

Phone: 660-827-3000 Fax: 660-827-7831

<b>Property Address/Location</b>	
<b>Applicant Name:</b>	<b>Property Owner of Record (if other than applicant):</b>
Address:	Address:
City / State / Zip	City / State / Zip
Email Address (REQUIRED):	Email Address (REQUIRED):
Telephone #:	Telephone #:
<b>Name of Local Historic District or Landmark</b>	<i>(Attach additional owners information if necessary)</i>
<b>Provide a brief description of proposed work</b>	
<b>ADDITIONAL ITEMS REQUIRED</b>	<p>In addition to this application, the following items must be submitted <i>(City staff may require additional items, depending on the nature of the request)</i>:</p> <p>_____ One (1) set of plans/drawings which illustrate the proposed changes to the exterior of the property and/or illustrations of changes to any significant architectural features specified in the ordinance designating the Local Historic District or Landmark. A site plan is required for any application involving a new structure, relocated structure, or addition to an existing structure. The site plan shall be drawn to an appropriate scale, and contain all information necessary to understand the proposed work. Plans shall be 8 1/2" x 11 or 11" x 17" size sheets.</p> <p>_____ One (1) set of color/material samples. Manufacturer's brochures may be substituted, at the Discretion of City staff.</p> <p>_____ One (1) set of current photos of the property</p>

### CERTIFICATION:

I certify that I am the Property Owner of Record or an Agent authorized by the Property Owner to file this application on their behalf and understand and acknowledge that a Certificate of Appropriateness is not a permit to begin work. If a Certificate of Appropriateness is issued for my project, I will obtain all required licenses and permits prior to commencing work.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<b>For Office Use Only</b>		
Date Received:	By:	File Number:
Level of Review: <input type="checkbox"/> Historic Preservation Commission <input type="checkbox"/> City Staff		
Action: <input type="checkbox"/> APPROVED AS SUBMITTED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED		
Date of Action:		