



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Wednesday, September 3, 2025
5:30 PM

Regular Meeting

Conference Room 1B
Columbia City Hall
701 E. Broadway

I. CALL TO ORDER

Stephen Bybee - Chair, Melissa Hagen - Vice-Chair, Josh Parshall - Acting Secretary

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

Commissioner Parshall seconds, and the motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Commissioner Gartner moved to approve the July meeting minutes as distributed.

Commissioner Hagen seconded, and the motion passed unanimously by voice vote.

August 5, 2025 Meeting Minutes

Attachments: [HPC MINUTES 08052025](#)

V. DEMOLITION PERMIT APPLICATIONS

Staff Liaison, Rusty Palmer, presented the demolition permit application materials for the property located at 2000 Allen Lane.

Commissioner Bybee indicated that he would contact the property owner about taking photos of the property before it is demolished.

Commissioner Gartner moved to close review of the application.

Commissioner Parshall seconded, and the motion passed unanimously by voice vote.

2000 Allen Lane

Attachments: [2000 Allen Ln APP](#)
[2000 Allen Ln ASSESSOR](#)
[2000 Allen Ln](#)

VI. STAFF REPORTS

FY 24 & 25 Grant Updates

Mr. Palmer provided updates on the two ongoing grant projects, noting that the preservation plan grant was drawing to a close, and the Benton-Stephens Survey grant RFP would be advertised in the coming days. He indicated that the final financial report and reimbursement request would be submitted to the SHPO for the preservation plan project prior to the end date of September 19th. He anticipated that the Benton-Stephens RFP would be circulated before the end of the month as well.

VII. OLD BUSINESS

Preservation Plan Grant Amendment

Attachments: [Attachment A Revisions Exhibit](#)
[Council Memo](#)

Mr. Palmer proposed a revision to the preservation plan grant agreement, with regards to the budget allocations, seeking to shift remaining consultant funds into the Personnel expense category. The revision will allow the City to submit Mr. Palmer's staff time devoted to the preservation plan as a grant-related expense, potentially capturing the remaining funding as a 60% reimbursement of his salary for those hours. Mr. Palmer noted that he had logged roughly 200 hours, which would equate to an additional \$4,000 reimbursed to the City.

Commissioner Gartner moved to approve the amended budget.

Commissioner Parshall seconded, and the motion passed unanimously by voice vote.

VIII. NEW BUSINESS

Preservation Plan Review & Work Session

Attachments: [Preservation Plan Draft 05082025](#)
[Historic Preservation Plan Definitions \(Current vs SHPO Sample\)](#)

Commissioners used the remaining meeting time to brainstorm ideas to improve the current draft of the preservation plan. Additional efforts are anticipated at each monthly meeting to follow, until the Commission is satisfied with the preservation plan draft and ready to present it to the public for additional comments.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

CoMo Preservation representative, Elena Vega, indicated that their group is generally happy with the direction of the plan and encouraged by the efforts to take public comments and make revisions where needed. She then shared a number of significant points that their group has prioritized for the preservation plan, and the Commission noted that the bulk of them were being addressed with the ongoing revision process.

X. NEXT MEETING DATE - Tuesday October 7, 2025 - 5:30 PM

XI. ADJOURNMENT

Commissioner Bybee moved to adjourn the meeting at 7:15 PM, and the meeting was adjourned.

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573.874.CITY (2489) or email CITY@CoMo.gov. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.

I. CALL TO ORDER