



Mayor Brian N. Treece  
City of Columbia  
701 E Broadway  
Columbia MO 65205

April 9, 2019

Re: City Council Guidance Requested

Dear Mayor and Council Members,

At the regularly scheduled November 6, 2018 meeting of the City of Columbia Historic Preservation Commission, Pat Zenner and Rachel Bacon attended at the chair's request to discuss inclusion of information regarding the city's historic preservation plan in the soon-to-be-undertaken update to the City's Comprehensive Plan. We were advised by Mr. Zenner and Ms. Bacon that it is our responsibility, under our ordinance, to create such a plan and submit it for inclusion. We were unaware of that responsibility and have taken time at each of our subsequent posted meetings to discuss and prepare to host an initial community input event. That event was held on Saturday, April 6, 2019 at the J.W. Blind Boone Home. Led by volunteer facilitator Jessica Macy, we listened for 90 minutes as 18-22 citizens gave us their views in answering our initial set of questions (see page 3 of this letter). As a result of our preparatory discussions (and reinforced by comments made by our Saturday participants), we seek to undertake an information gathering process with the widest of community input.

As a result of staff concerns, articulated in the email dated Wednesday, April 3, 2019 (see page 4 of this letter and Pat Fowler's response page 5), the Commission seeks your permission to undertake a community input process designed to include more members of our community regardless of their residential address, economic status, race, creed, gender identity, type of employment, census tract, active or inactive neighborhood association status, access to available transportation, work schedule and parenting responsibilities and their interest in, or ability to, afford internet access and a home computer.

Our Commission seeks your permission to undertake a community input process that includes the following components:

1. At posted meetings (with agendas when a quorum of commissions are scheduled to appear) held in churches, community centers, public spaces, and places of business where our fellow citizens feel comfortable in sharing their views;
2. By seeking and accepting Invitations to speak and circulate our survey questions, by discussion or paper, at meetings of neighborhood associations, civic groups, business and professional associations regardless of location;
3. By posting of online surveys (our first set of survey questions is attached) on the city's website, our HPC facebook page, for those citizens with internet access and the ability to access that survey;

4. To promote the participation in one of our discussions or completion of our survey by posting on social media sites, both HPC sponsored and individually as members of our Commission;
5. Transmittal of all survey results, both compiled and un-compiled to the Commission for inclusion in the raw minutes to be circulated after each community event;
6. Hand circulation and collection of survey questions (including but not limited to the first set attached) at places where our fellow residents and neighbors gather including, but not limited to, churches, community centers, businesses, festivals, city parks, and the public spaces of the ARC, Farmer's Market, the US Post Office and the Daniel Boone Regional Library;
7. The circulation of raw minutes, without attribution to the speaker or contributor, of all comments taken at input sessions, regardless of whether they are posted meetings or the result of an invitation to a community group meeting.

We have sought and received the advice of our volunteer facilitator who has 12 accumulated years of experience working with not-for-profits, both local and regional. Our planning for April 6, 2019 and post event debriefing included conversation on how to be intentional to create opportunities for wider public comment and participation.

This letter is submitted with the intention of being added to the Reports Section of your upcoming April 15, 2019 City Council Meeting Agenda. I plan to be in attendance to approach the podium and discuss with you when the item is called, or alternatively to wait till the end of the meeting and approach the podium.

Thank you for your continued support of our work and the sacrifice of your time that you make on our behalf on a daily basis.

Sincerely,

Pat Fowler  
Chair

Amanda Staley-Harrison  
Vice Chair

Cc: Rusty Palmer, Pat Zenner, Tim Teddy, HPC Commission Members



## Columbia Historic Preservation Commission

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If you are unable to join us for our initial meeting on April 6, 2019, please respond to each of the questions below and return to us via one of the following methods:

- a) Mail to City of Columbia Historic Preservation Commission, c/o Rusty Palmer, Community Development Department, City of Columbia, 701 E Broadway, P.O. Box 6015, Columbia MO 65205;
- b) Scan and email to [rusty.palmer@como.gov](mailto:rusty.palmer@como.gov) with 'Preservation Plan Citizen Input' in the subject line of your email;
- c) Respond to our online city survey, coming soon, on [como.gov](http://como.gov) website.
- d) Conclude with your email address, optional, if you would like to receive meeting minutes and summaries from our combined efforts. Use additional sheets as needed. Thank you.

### Preservation Plan Citizen Input Q & A

1. How would you like historic preservation to benefit you?  
  
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2. What should the city's Historic Preservation Commission's priorities be?
3. Who should we reach out to and partner with to support historic preservation efforts?
4. How can we better serve our citizens and stay relevant?
5. What can we do to be more accessible?

Email: \_\_\_\_\_



Pat Fowler <historypat2021@gmail.com>

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**Re: Preservation Plan Community Input meeting flier and survey (two sided) - venue has changed**

1 message

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**Rusty Palmer** <Rusty.Palmer@como.gov>

Wed, Apr 3, 2019 at 4:22 PM

To: Pat Fowler <historypat2021@gmail.com>, Jose Caldera <jose.caldera@como.gov>, Nancy Thompson <Nancy.Thompson@como.gov>

Cc: Bill Cantin <bill.cantin@como.gov>, Heather Cole <heather.cole@como.gov>, Sheela Amin <sheela.amin@como.gov>, Tammy Baker <tammy.baker@como.gov>, Amanda J Staley Harrison <a.staleyharrison@gmail.com>, Jessica Macy <jessica@newchaptercoach.com>, "Zenner, Patrick" <Patrick.Zenner@como.gov>, Timothy T Teddy <Timothy.Teddy@como.gov>

Pat,

After speaking with the Law Department I have a few concerns with the requests you've made in your previous email.

The agenda you've attached is not the official meeting agenda, so I think we need to change the title on this flier. I can easily revise it to read, "Tentative Meeting Schedule (Final Agenda Available at CoMo.Gov)," and create a PDF for circulation, if that is okay with you. Or, we can use the official agenda, which is attached. Please let me know if you have a different preference for the flier.

The survey, on the other hand, is a bit more problematic. The Commission should seek approval and guidance from the Director of Community Development and Council (possibly others) before soliciting responses from other boards and commission members. The final questions may also need to be approved by our Community Relations Department prior to circulation to the public. They check format and content for ADA compliance, inclusive language, etc...

We have typically used Survey Monkey for the comprehensive plan input, and would prefer this method. This removes the burden of data compilation and analysis, as the program handles this work automatically. Of course, paper copies will always be available to those with special needs, or even the preference, at City Hall. So, for now, I think we need to retreat from the circulation of the survey in hard copy form. The agenda I've attached below can be printed and circulated as a flier at the Fair Housing Symposium, or anywhere for that matter. It is posted online already, and will be physically posted before the end of business today.

In the future, Commission procedures will need to include Council correspondence, seeking direction and authority to proceed with such projects. The preservation plan is a stated duty of the Commission in the establishing ordinance. However, the direction thereof should be reported to Council prior to any further action being taken. I think at that point, we can have an online survey prepared and ready for primetime. The outcome of the meeting this Saturday can focus the scope of the proposal to Council and as we move forward with the Preservation Plan.

Please just let me know if you have any questions. I'll be happy to help.

Thank you,  
Rusty



Pat Fowler <historypat2021@gmail.com>

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**Re: Preservation Plan Community Input meeting flier and survey (two sided) - venue has changed**

1 message

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**Pat Fowler** <historypat2021@gmail.com>

Wed, Apr 3, 2019 at 6:09 PM

To: Rusty Palmer <Rusty.Palmer@como.gov>

Cc: Jose Caldera <jose.caldera@como.gov>, Nancy Thompson <Nancy.Thompson@como.gov>, Bill Cantin <bill.cantin@como.gov>, Heather Cole <heather.cole@como.gov>, Sheela Amin <sheela.amin@como.gov>, Tammy Baker <tammy.baker@como.gov>, Amanda J Staley Harrison <a.staleyharrison@gmail.com>, Jessica Macy <jessica@newchaptercoach.com>, "Zenner, Patrick" <Patrick.Zenner@como.gov>, Timothy T Teddy <Timothy.Teddy@como.gov>

Hi Rusty,

Wow, that's a lot of requirements for a group of citizen volunteers. The use of survey monkey, while certainly readily available to those of us who can afford home internet service and a home computer, does not reach a segment of our citizenry who historically have been left out of any number of important conversations in our community. My observation as a citizen volunteer, in Columbia, for the past 19 years is that we create and perpetuate the same feedback loop with the 'usual suspects', a circumstance the city's Historic Preservation Commission is intentionally seeking to change. If we keep doing what we are doing, we keep getting what we are getting which is a smaller and smaller number of citizens who feel welcome in the conversation.

I hope the agenda has been put into required format so our meeting can go forward as planned for Saturday. Please let me know if that is not the case.

Regarding the rest of the information in your email, I'll reach out to Amanda to see if I can get some of her time (she's in the midst of opening a new exhibit at the museum) and then she and I can plan to appear before council at their April 15th meeting to seek their guidance.

Given the list of additional folks on this email I understand you are doing your job. Please understand that as citizen volunteers seeking to create a space and a place for all citizens to have input, we are doing ours.

Thank you.  
Pat