



# City of Columbia, Missouri

## Meeting Minutes

### Historic Preservation Commission

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Tuesday, December 3, 2024  
7:00 PM

Regular Meeting

City Hall  
Conference Room 1B  
701 E. Broadway

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#### I. CALL TO ORDER

Stephen Bybee - Chair, Melissa Hagen - Vice-Chair, Meg Ross - Secretary

**Present:** 7 - Melissa Hagen, Stephen Bybee, Meg Ross, Tanner Ott, Tyler Travers, Carrie Gartner and Josh Parshall

#### II. INTRODUCTIONS

New Commissioner Josh Parshall was introduced to the group by Chair Stephen Bybee.

#### III. APPROVAL OF AGENDA

Commissioner Gartner moved to approve the agenda as distributed.

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

#### IV. APPROVAL OF MINUTES

Commissioner Gartner moved to approve the agenda as distributed.

Commissioner Travers seconded and the motion passed unanimously by voice vote.

October Meeting Minutes

**Attachments:** [HPC MINUTES 10012024](#)

#### V. DEMOLITION PERMIT APPLICATIONS

Staff Liaison, Rusty Palmer, presented demolition permit applications for four properties.

Commissioner Bybee noted that he was interested in speaking with the owner of 1501 Bouchelle and requesting a tour since the home is located in the East Campus Neighborhood.

Commissioner Hagen then moved to close review of the properties.

Commissioner Gartner seconded and the motion passed unanimously by voice vote.

4309 I-70 Drive SE

**Attachments:** [4309 I-70 Drive SE ASSESSOR](#)  
[4309 I-70 Drive SE](#)

403 N Fifth St

**Attachments:** [403 N Fifth St ASSESSOR](#)  
[403 N Fifth St](#)

1501 Bouchelle Ave

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1020 Crestland Ave

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## VI. STAFF REPORTS

A. FY 2024 CLG Annual Report Review

**Attachments:** [CLG Annual Report](#)  
[CLG Annual Report APPX](#)

Mr. Palmer reported that FY 2024 CLG Annual Report was submitted to the State Historic Preservation Office just before Thanksgiving. He commended commissioners for everyone meeting their annual training requirement.

## VII. OLD BUSINESS

A. Preservation Plan Public Comment Session

Mr. Palmer indicated that the draft report can be obtained by contacting him directly.

Commissioner Bybee encouraged everyone in attendance to help spread the word about the BeHeard webpage and survey.

Members of the public in attendance then shared concerns about the preservation planning process. Clyde Bentley noted a difference between preserving neighborhoods and individual properties. Cecile Bentley noted the lack of authority granted to the HPC in stepping in when historic properties are to be demolished or significantly altered. She hopes that the preservation plan can lead to increased powers for the HPC in such instances. Christine Gardner indicated she has great concern for the West-Central neighborhoods. Previous neighborhood planning efforts fell short of protecting sensitive areas in the neighborhood. She is also concerned about the trend of single-family homes, which present homeownership opportunities, being replaced with multi-family developments that are out of context and not well-maintained.

## B. Benton-Stephens Survey Phase II Grant Application - Resolution of Support

**Attachments:** [Pre-Application w attachments COMPRESSED](#)

Mr. Palmer presented the final draft CLG Grant application for Phase II of the Benton-Stephens Historic Survey. He noted that 238 resources were included in the survey area, which was an appropriate scale for the next phase based upon anticipated budgeting.

He also reported that City Council approved a resolution of support for the project at their meeting on December 2nd.

Mr. Palmer noted that the Commission would also need to approve a resolution, which is a required component of the grant application.

Commissioner Gartner moved to approve a resolution in support of Phase II of the Benton-Stephens Neighborhood Historic Survey as outlined in the final draft grant application presented by Mr. Palmer.

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

## C. Benton-Stephens NA Meeting Recap

Commissioners Bybee and Hagen both attended a recent meeting with the Benton-Stephens Neighborhood Association, where they discussed the Most Notable Properties program and the HPC's upcoming historic survey of the neighborhood.

## VIII. NEW BUSINESS

### A. Most Notable Properties Applications

Mr. Palmer indicated that he had received just two applications thus far, from the owners of 1805 University Avenue and 504 N. William Street.

Commissioners then discussed methods to attract and recruit more applications from property owners.

### B. Most Notable Properties Plaque Order

**Attachments:** [Quote - Erie Landmark](#)

Mr. Palmer noted that cost of the plaques continues to rise, and asked if alternative materials would be acceptable for future orders to help save on costs, given he received a quote of \$320 per plaque. He noted that bronze was cost-prohibitive with larger plaques ordered in the past so he had explored the use of cast aluminum, which was significantly less expensive. He also noted that the foundry indicated that a bronzing treatment could be added for a small fee to mimic the look of the previous plaques.

Commissioners asked Mr. Palmer to secure 2-3 more quotes for their review at the January meeting.

### C. Procedural Flow Charts - Review

Attachments: [COA & CEH Flowchart](#)

Mr. Palmer presented the procedural flowcharts for certificates of appropriateness and economic hardship, and local landmark and district designation. He noted that the draft flowcharts were still a work in progress, but he will present them to the Director of Community Development for review and approval. After their content is approved, they will be forwarded to the City Marketing Division to apply the City branding. The final charts will then be uploaded to the HPC webpage and can be shared publicly.

### D. Gentle Density Discussion

Attachments: [Gentle Density Overview](#)

Commissioner Gartner reported on a recent forum she attended regarding gentle density and ways it can work with preservation plan when multi-family housing is built sympathetically with the neighborhood character.

### E. December & February Events w/ SHPO & CoMo Preservation

CoMo Preservation hosting SHPO speakers on Tuesday, December 17th, and the HPC is hosting an event, Saturday, February 8, 1-4pm. Both events will held at the Columbia Public Library.

## IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Dennis from CoMo Preservation asked if the HPC would want their group to promote the Most Notable Properties program and call for applications. Commissioners noted the need for more applications and asked CoMo Preservation to please share the information.

Christine Gardner noted a concern she has with gentle density and multi-family properties hindering home ownership; potential problems with infrastructure, i.e. water run-off, sewer capacity, given our aging infrastructure.

## X. NEXT MEETING DATE - January 7th, 2025

## XI. ADJOURNMENT

Commissioner Hagen moved to adjourn.

Commissioner Gartner seconded 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 (573-874-2489) 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.

**USB DRIVES PROHIBITED:** Due to cybersecurity concerns, flash drives and other media devices are no longer permitted for delivering files or presentation materials. A speaker who desires to display a presentation must upload the presentation, in advance, to the city network using an upload portal. To upload your files and learn more, visit [CoMo.gov/upload](https://CoMo.gov/upload). (Effective Jan. 1, 2023)