



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, March 5, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

Meeting called to order at 7:04 PM

Present: 6 - Melissa Hagen, Stephen Bybee, Meg Ross, Tyler Travers, Veronica Lemme and Carrie Gartner

Absent: 1 - Tanner Ott

II. INTRODUCTIONS

Guests included members of CoMo Preservation and Columbia Development Services Manager, Pat Zenner.

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

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

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

V. NEW BUSINESS

A. Architectural Salvage - Inventory & Conveyance

Attachments: [Sec. 29-2.3\(c\) - HPC Establishment, Powers & Duties, Applicability](#)
[Sec. 2-463 - Sale of Surplus Material](#)

Staff Liaison Palmer and Mr. Zenner spoke with the Commission about potential avenues for the transfer of architectural salvage to CoMo Preservation.

Commissioner Gartner moved to seek guidance from City Council and request a one-time exception from City purchasing regulations for the sale of City property.

Commissioner Lemme seconded; however, after discussion on the motion was withdrawn.

Mr. Zenner explained that transfer of the materials would be simplified if the two groups are able to agree on a formal partnership with the support and approval of City Council.

CoMo Preservation representative, Elena Vega, discussed the goals and objectives of the non-profit in regards to the shared vision between the two groups.

Further discussion centered on the potential for CoMo Preservation to immediately join the Commission on any future salvage efforts to take possession of any new salvaged materials. Mr. Palmer noted that it was unlikely that Parks & Recreation would allow the non-profit to continue storing items on City property.

Commissioner Gartner asked Mr. Palmer to investigate potential paths forward for the transfer of materials and any challenges that may arise.

Commissioner Gartner moved to schedule a work session with CoMo Preservation once a feasible route forward is determined.

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

B. FY 2025 Budget Request

Attachments: [City Clerk Budget Request Email](#)
[FY 25 Base Budget](#)

Mr. Palmer sought input from the Commission in regards to any necessary modifications to the Commission's budget for FY 2025.

Commissioners noted increased costs for recurring expenses, and Mr. Palmer shared historical data on Most Notable plaques and property research as evidence of the Commission's concerns. Mr. Palmer's data indicated an 83% increase in property research fees and a 50% increase in the cost of the bronze plaques given to each recipient. Mr. Palmer also noted that the property research associated with historic neighborhood surveys has increased in cost by 77% over the last 5 years, and ongoing survey of historic properties is a primary responsibility of the HPC as laid out in their establishing ordinance and their Certified Local Government organizational agreement with the State Historic Preservation Office.

Commissioners then discussed managing expectations in the future in regards to their budget and resulting spending power. Commissioner Hagen noted that, in particular, Most Notable Properties may have to be limited to 3-5 properties in the future due to the pronounced increase in expenses related to that program.

Commissioner Gartner made a motion instructing Liaison Palmer and Chair Stephen Bybee to prepare a budget request memo, inclusive of the historical cost data presented, seeking an increase to \$15,000 in the annual budget.

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

C. Commissioner Event Commitments

Commissioner Bybee noted a number of upcoming events and asked that commissioners be sure to devote some time to help with setup and cleanup duties. He also indicated an interest in creating sign-up sheets for events so we are sure to have Commission representation when/where it's needed.

VI. OLD BUSINESS

A. McKinney Building Task Force Updates

Commissioner Bybee and Liaison Palmer reported on the latest task force meeting and indicated that the next meeting would take place at Second Baptist Church on 3/11. The group has a public charette planned for 3/21 at 6 PM in the McKinney Building, seeking public input on the project.

B. Most Notable Properties - Site Visits

Commissioner Bybee shared the MNP property visitation schedule and invited commissioners to join the tours.

Mr. Palmer volunteered to create Google calendar invites as new tours are scheduled throughout March and April to ensure attendance is limited to no more than 3 commissioners.

C. Most Notable Properties - Event Planning

Mr. Palmer noted a need for a guest list and asked commissioners to access a shared Google sheet to add invitees.

Commissioner Gartner asked if a press release was available to post online, or to use as a template for this year's event. Mr. Palmer indicated that he would share a previous version.

Commissioner Ott suggested hosting future Most Notables events in historic locations triggering discussion of City policy requiring meetings to be held in public facilities to ensure full public access and ADA compliance.

D. Potential Term & Supply Contract for Historical Research

Mr. Palmer noted that past commissions had entered into annual term and supply contracts for historical property research. However; there was no further discussion.

VII. DEMOLITION PERMIT APPLICATIONS

Mr. Palmer presented information about the property at 2302 Paris Road, which was submitted too late for inclusion on the March agenda, but was likely to be deemed a nuisance property due to its condition. He indicated that the interior had been exposed to the elements for an extended period, and there was likely very little salvage materials remaining. Commissioners indicated no objections to the release of the demolition permit.

VIII. STAFF REPORTS

A. FY 2024 CLG Grant Updates - Preservation Plan

Attachments: [Preservation Plan RFP](#)

Mr. Palmer provided an update on the RFP process for selection of a consultant, noting that the RFP deadline had not yet passed. He contacted the State Historic Preservation Office seeking an extension, which was granted. Mr. Palmer anticipated review of proposals at the April meeting.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Dianna O'Brien, President of CoMo Preservation, confirmed dates for the McKinney Building project and offered to assist with promotion of the Most Notable Properties event.

X. NEXT MEETING DATE - April 2, 2024

XI. ADJOURNMENT

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. (Effective Jan. 1, 2023)