



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Wednesday, November 5, 2025

5:30 PM

Regular Meeting (Rescheduled)

Conference Room 1B

Columbia City Hall

701 E. Broadway

I. CALL TO ORDER

Called to order at 5:34 PM

Stephen Bybee - Chair, Carrie Gartner - Vice-Chair, Josh Parshall - Secretary

Present: 5 - Stephen Bybee, Carrie Gartner, Josh Parshall, Jennifer Luchau and Trey Cook

Absent: 1 - Melissa Hagen

II. INTRODUCTIONS

Guests - Cecille Bentley w/ CoMo Preservation and Louis Wilson

III. APPROVAL OF AGENDA

Commissioner Luchau moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Commissioner Parshall moved to approve the agenda as distributed.

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

October 7, 2025 Regular Meeting Minutes

Attachments: [HPC MINUTES 10072025](#)

V. DEMOLITION PERMIT APPLICATIONS

Staff Liaison, Rusty Palmer, indicated that this property was sent in error. It is not 50 years of age.

He then proceeded with presentation of the demolition permit application materials for 1004 W. Broadway and 1102 Coats Street.

After limited discussion, Commissioner Gartner moved to close review of the applications.

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

3501 Sierra Madre

Attachments: [3501 Sierra Madre ASSESSOR](#)

[3501 Sierra Madre](#)

1004 W. Broadway

Attachments: [1004 W Broadway ASSESSOR](#)

[1004 W Broadway](#)

1102 Coats St

Attachments: [1102 Coats St ASSESSOR](#)

[1102 Coats St](#)

VI. STAFF REPORTS

A. Preservation Plan Work Items

Mr. Palmer presented some of the items he had compiled since the October meeting, including a partial legislative history for Chapter 4 of the preservation plan, and updated mapping for local and national landmarks & districts. He indicated that he would be preparing additional mapping for the December meeting to help with visualization and justification of the survey priority areas.

VII. OLD BUSINESS

A. Preservation Plan Next Steps

Commissioner Parshall indicated that he would be in contact with Matt Fetterly in the coming weeks to compile the revised history chapter for the preservation plan.

Commissioner Bybee asked about the potential for offering Mr. Fetterly an honorarium for assisting with this component of the plan.

Commissioner Luchau questioned whether a disaster preparedness component could be added to the introduction as an additional benefit of the preservation plan and its goals and objectives, particularly that of the survey work. Commissioner Bybee noted that he would be revising this chapter as the project moves forward.

Commissioner Gartner indicated that she had started working on Chapter 1, and she would continue making revisions and refining the chapter.

B. Most Notable Properties Plaque Order - Replacing Old Plaques

Mr. Palmer noted that he had received inquiries about replacing the old sheet metal signs with the new laser-etched aluminum product provided by D-Sport. He had not yet requested a price quote, but intended to provide one to the Commission at the December meeting.

VIII. NEW BUSINESS

A. Benton-Stephens Phase I Survey - Consultant Selection

Attachments: [Guidelines for Evaluation Committee Members_1](#)

[Proposal Ranking Score Sheet](#)

[David Taylor Full Response](#)

[Columbia Historic Survey Services Qualifications_Designing Local](#)

[Loggia Columbia MO Survey_Final](#)

[Columbia Benton Stephens Proposal Owen Eastlake](#)

[Trileaf Proposal](#)

Mr. Palmer noted that at least one of the RFP responses was incomplete, and could not be selected without circulating a 'best-and-final-offer' letter to all respondents. Commissioners discussed the applications and decided that to request best-and-final offers from the respondents.

Mr. Palmer indicated that he would contact the Purchasing Division to modify the RFP to ease the requirements associated with the cost estimates to ensure that no responses would be disqualified in the next round.

Commissioner Gartner moved to request BAFOs from all respondents to ensure all proposals were accepted.

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

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Mr. Palmer noted that he was scheduled to meet with Parks & Recreation management to discuss potential projects on historic Parks properties, such as the Maplewood House, Henry Kirklín House, and the Locust Grove Baptist Church in Midway, which is slated to be relocated to the Village at Boone Junction on the City-owned Boone History & Culture Center property.

Commissioners also questioned the City's plans with the house located at the northeast corner of Garth Ave and Ash Street. It was boarded up by City staff, but no plans have been publicized about its future use. Mr. Palmer noted that the property was secured to limit potential squatting and resulting property damage, although security measures were limited.

Commissioner Bybee indicated that he was working with a few property owners to submit Most Notable Properties applications. CoMo Preservation representative, Cecille Bentley, asked if the Commission could provide them with a flier for circulation.

Commissioner Bybee also noted that he was working to schedule Cary Lindner to speak at the Commission's annual speaker series event in February, on the subject of historic Columbia restaurants.

Commissioner Luchau inquired about the potential for commissioners to attend the MoPres symposium in Joplin, in May 2026, and/or the national conference in Minneapolis in July. Mr. Palmer noted that a small amount is budgeted for travel and training expenses, and the commission would just have to vote to allocate the funding before City staff could book the covered expenses.

X. NEXT MEETING DATE - Tuesday December 1st @ 5:30PM

Commissioners noted that the next meeting date will be December 2nd (Tuesday) at 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.

USB DRIVES PROHIBITED: 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.