



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, October 7, 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

Present: 4 - Melissa Hagen, Stephen Bybee, Carrie Gartner and Jennifer Luchau

Absent: 1 - Josh Parshall

II. INTRODUCTIONS

Guests - Dennis Fitzgerald, CoMo Preservation

III. OFFICER ELECTIONS

Commissioners discussed nominations for the three officer positions for the commission. Commissioner Bybee moved to approve the proposed slate of officers, as follows:

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

Commissioner Gartner moved to approve the proposed officers, and the motion passed unanimously by voice vote.

Absent: 1 - Parshall

IV. APPROVAL OF AGENDA

Commissioner Bybee moved to the meeting minutes as distributed.

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

V. APPROVAL OF MINUTES

Commissioner Luchau moved to approve the September meeting minutes as distributed.

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

September 3, 2025 HPC Minutes

Attachments: [HPC MINUTES 09032025](#)

VI. DEMOLITION PERMIT APPLICATIONS

Staff Liaison, Rusty Palmer, presented the demolition permit application material for the property located at 1017 E. Brown School Road.

Commissioner Hagen moved to close review of the application.

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

1017 E. Brown School Road

Attachments: [1017 E Brown School ASSESSOR](#)

[1017 E. Brown School Rd](#)

VII. STAFF REPORTS

A. Preservation Plan Grant Closure

Attachments: [Final Financial Report - Columbia Preservation Plan \[REVISED\]](#)

[Final Project Report - Columbia Preservation Plan](#)

Mr. Palmer reported to the Commission that the Preservation Plan grant was now closed, and the final report and reimbursement request were submitted to the State Historic Preservation Office for approval and release of the funds back to the City.

B. Benton-Stephens Phase I Survey RFP Updates

Mr. Palmer then explained that the RFP was revised in response to questions from respondents who noticed inconsistencies in the scope of work that indicated the grant would fund preservation planning tasks. He noted that this was an errant component that was not updated from the previous grant documentation for the new RFP, which is seeking a consultant to complete Phase I of the architectural survey of the Benton-Stephens neighborhood.

He indicated that the addendum was circulated to all vendors, and that he anticipated consultant selection would take place in either November or December.

VIII. OLD BUSINESS

A. Preservation Plan Review

Attachments: [Preservation Plan Draft 05082025](#)
[SHPO Comments 100% draft](#)
[Preservation Plan Definitions Comparison](#)
[Preservation Plan Success Stories](#)
[HP Timelines](#)
[Historic Landmark FAQs](#)
[Historic District FAQs](#)
[FLOWCHARTS 04022025](#)
[MMSC_HistoricWindowRestoration \(1\)](#)
[MMSC_KeepingUpAppearances](#)
[MMSC_Masonry101](#)
[MMSC_Painting101](#)
[MMSC_ShadingDowntown](#)
[MMSC_StorefrontDesign](#)
[MMSC-Replacing-Historic-Building-Material](#)
[NR_FAQ](#)
[NRB-15_web508](#)

Commissioners discussed a number of working priorities over the next several weeks. In particular, one item missing from the plan prepared by the consultant is the prioritization of future survey areas.

Commissioner Gartner volunteered to write a priority statement for the plan that will be reviewed by the Commission at a future meeting.

Mr. Palmer noted that he is well-suited for compiling the legislative history of the Commission, and he was also mapping a number of different components that would be appropriate for the preservation plan. These include National Register Listings and the African-American Heritage Trail, among others.

IX. NEW BUSINESS

A. Most Notable Plaque Orders - Replacing Old Plaques

Mr. Palmer noted that there has been some interest in placing a bulk order with D-Sport to replace older versions of the Most Notable Properties plaques with the most-recent version.

Commissioners then discussed a potential plan for reaching out to former recipients to offer the opportunity to purchase the new plaques. Mr. Palmer will work with D-Sport to get a quote and plan for taking multiple payments for the order.

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Mr. Fitzgerald, with CoMo Preservation, reminded the Commission that his organization was hosting a window repair workshop on November 3rd, at Sawdust Studios, starting at 6 PM.

XI. NEXT MEETING DATE

Commissioners discussed a number of optional meeting times, given the November meeting falls on Election Day. Mr. Palmer indicated that he would follow-up with the group via email once he determines availability for a meeting room.

XII. ADJOURNMENT

Commissioner Bybee moved to adjourn the meeting, 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.