



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, April 2, 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

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

Absent: 1 - Tanner Ott

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Minutes from the March meeting were not available for the publishing deadline for the April meeting agenda. They will be included in the May agenda for approval by the Commission.

V. DEMOLITION PERMIT APPLICATIONS

No demolition permit applications were received during the reporting period for the April meeting.

VI. STAFF REPORTS

A. McKinney Building Task Force Updates

Commissioner Bybee and Liaison Palmer reported that the first public input session was well-attended by the public. The next public meeting is not yet scheduled. A date will be set at the May task force meeting.

B. Architectural Salvage - Inventory & Conveyance

Staff Liaison, Rusty Palmer, gave a staff report in regards to a number of procedural questions posed by the Commission and members of CoMo Preservation over the last several months. He noted that the Office of Cultural Affairs has a revenue account that allows them to collect funds and reallocate them to an account used to fund their other programs. The HPC does not have a revenue account, so all collected funds would be deposited into the general fund, and would then have to be reallocated by City Council before the Commission could access it.

Mr. Palmer noted a number of concerns raised by the City Risk Management Division (George Hampton) in regards to architectural salvage activities. Unhoused populations, animals, and pest were primary issues. Additionally, Mr. Hampton noted that salvage activities directed by the Commission are not covered under the City volunteer insurance policy in the event of an accident or injury during an event.

The City Purchasing Agent quoted the City code section, noting that permission must be granted from the City Manager, which may require that CoMo Preservation be recognized as an official partner or quasi-governmental organization.

Mr. Palmer indicated that the City Law Department noted a number of concerns about the transfer of City property to a third party, and indicated they would not support the transfer under any circumstances.

Mr. Palmer also reported that the Parks & Recreation management team indicated that they have no interest in a long-term lease arrangement with the non-profit if the materials were to be transferred. However, they would open to permitting their use of the Rock Quarry storage barn for up to 90 days while they locate a new storage facility.

Commissioner Bybee suggested that the two groups schedule a work session to formulate a plan for moving forward once City staff is able to determine procedural steps that will be required.

Representatives from CoMo Preservation offered to help with some research into the operations of Historic City of Jefferson as a model.

C. Central-City Urban Conservation Overlay District Study Updates

Commissioners Hagen and Ross indicated they attended the latest public meeting for the study. They noted that Community Development Director, Tim Teddy, is still accepting comments via the BeHeard page for the project.

The next meeting date is still to be determined.

VII. NEW BUSINESS

A. Speaker Honorarium - Marty Paten (Columbia Branch RR)

Commissioner Bybee moved to allocate \$300 from the Commission budget to present a stipend to recent Columbia Branch Railroad speaker, Marty Paten, for this time and expertise.

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

B. FY 2024 CLG Grant - Consultant Selection

Attachments: [David L. Taylor Response](#)
[Designing Local Response](#)
[Guidelines for Evaluation Committee Members](#)
[Sample Evaluation Sheet](#)
[RFP Confidentiality Form Unsigned](#)
[14-2024 Proposal Ranking Score Sheet](#)

Commissioners reviewed and discussed two proposals submitted in response to the RFP circulated for the FY24 CLG Grant, which will fund consultant services to prepare a city-wide preservation plan.

David L. Taylor was given a score of 43.

Commissioners noted that he appeared to work alone from the proposal materials, was not located regionally, and the materials lacked visual appeal. However, positive factors they noted were that the proposal was within budget, the proposal was clearly focused on the needs described in the RFP, and the applicant presented a depth of experience and professional references.

Designing Local was given a score of 40.

Commissioners noted that the proposal was over-budget, there appears to be less depth of experience for the team, and that the proposal seemed to focus on National Register listings and community arts.

Commissioners then asked if Liaison Palmer could follow-up with Mr. Taylor to ask for additional work examples that included a stronger graphic component. They also wondered if Designing Local would be able to refocus their proposal based on the evaluation above and submit a new proposal within the stated budget.

Mr. Palmer indicated that he would consult with the Purchasing Division to circulate a best and final offer to both consultants, and he will report back once responses are received.

VIII. OLD BUSINESS

A. Most Notable Properties Food Allocation

Commissioner Hagen requested funding to provide food for the Most Notable Properties event to be held on May 8th. She then moved to allocate \$450 for this purpose.

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

B. Most Notable Properties Event Volunteer Sign-Up

Commissioner Bybee noted that he would be circulating a sign-up sheet for help with the Most Notables event, and volunteered to research and locate some table cloths for the event.

Commissioners Hagen, Bybee, Ross and Lemme all volunteered to help with set-up beginning at 10 AM.

Doors open at 6 PM for the reception, and the ceremony begins at 6:30.

Volunteers needed to help with cleanup immediately following the event.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Members from CoMo Preservation asked for verification from Mr. Palmer that Columbia Parks & Recreation would want the salvage materials removed from City property within 90 days, in the event the materials are transferred to their group. Mr. Palmer confirmed. They also expressed surprise that the City employs a 'Risk Manager', and agreed to help with some leg work in researching the relationship between the Jefferson City Historic Preservation Commission and their non-profit, Historic City of Jefferson.

X. NEXT MEETING DATE

XI. ADJOURNMENT

Commissioner Bybee moved to adjourn the meeting at 8:40 PM.

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. (Effective Jan. 1, 2023)