



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, October 2, 2018
7:00 PM

Regular Meeting

Conference Room 1B
Columbia City Hall
701 E. Broadway

I. CALL TO ORDER - 7:00 PM

Pat Fowler - Chair, Amanda Staley-Harrison - Vice-Chair, and Mary Kaye Doyle - Secretary

Guests - Dianna O'Brien; Amy Modrell-Miller, Senior Administrative Manager Community Development; Richard Stone, Engineering Manager Public Works

Present: 6 - Mark Wahrenbrock, Pat Fowler, DeAnna Walkenbach, Amanda Staley Harrison, Trevor Harris and Melissa Hagen

Absent: 1 - Mary Kaye Doyle

II. APPROVAL OF AGENDA

Commissioner Hagen moved that the Brick Streets topic be moved to the beginning of the agenda to be respectful of Mr. Stone's time.

Commissioner Staley-Harrison seconded, and the motion passed unanimously by voice vote.

III. APPROVAL OF MINUTES

Staff Liaison Palmer indicated that an issue arose with the previous meeting minutes. Commissioner Gagliardi's term ended earlier than expected, and as such he no longer had a vote at the meeting. New commissioner Melissa Hagen agreed to sponsor those votes and actions as the person replacing Mr. Gagliardi on the commission.

Commissioner Walkenbach moved that the minutes be pursuant to the proposed revisions.

Commissioner Staley-Harrison seconded, and the motion passed unanimously by voice vote.

September 5, 2018 Meeting Minutes

Attachments: [HPC MINUTES 09052018](#)

IV. PUBLIC COMMENTS

Dianna O'Brien, community member, is traveling to Cuba and will perhaps attend a preservation workshop while there. She offered to share what she learns. The commission is anxious to hear a report and perhaps share what she learns with home owners and preservationists in Columbia.

V. COMMISSION UPDATES & INFORMATION SHARING

Amanda Staley Harrison discussed Mark Stevenson's visit with the Mayor's Task Force on the Bicentennial about the configuration of the new park and the landscaping on either side of Broadway immediately adjacent. It may remove angled street parking that benefits the businesses at that corner. She reported that the Task Force agreed that Deb Sheals, vice chair, will carry his concerns to the Park subcommittee/working group.

Pat Fowler asked the commission if we could respond to the request by the applicant in the upcoming West Ash neighborhood downzoning to send a letter of support. The commission agreed that a letter similar to that sent supporting the earlier neighborhood downzoning be sent to council in advance of that meeting on October 15. The announcement of the November 8 Gala benefiting the Boone County Historical Society was also shared with the commissioners.

Commissioners discussed with Richard Stone the proper and best way to present possible changes to the current Brick Streets Policy both to neighbors of brick streets for discussion and to the city as proposed updates to the current Policy Resolution. The Historic Preservation Commission will invite members of the public, representatives of neighborhood associations with brick streets within the boundaries and adjoining property owners that we have contact information for to the October HPC meeting to discuss possible changes for Columbia Brick Streets Policy. Pat and Amanda asked Richard for a visual of brick street rehab to share at the next meeting. The current estimate to pull up a brick street, install concrete base 'trough,' a bedding layer of asphalt, and finally re-lay the brick is \$500,000 for approximately 140 lineal feet (based on recent work on University Avenue and lower Seventh Street). The transportation sales tax will begin to accrue, within a city account, for a brick streets specific purpose in 2020.

Trevor Harris agreed to begin drafting the changes into the existing resolution, share that with Liaison Palmer and distribute this document to members of the commission before the next meeting as a starting point for discussion.

VI. OFFICER ELECTIONS

Trevor Harris conducted the officer elections. The commission voted as follows: Mark Wahrenbrock, Secretary; Amanda Staley-Harrison, Vice Chair; Pat Fowler, Chair for the next 11 months until our next regularly scheduled officer elections take place in September 2019.

VII. STAFF REPORT

A. Finance Training with Amy Modrell-Miller Community Development Senior ASA

Amy Modrell-Miller and Liaison Palmer went through the current budget structure and procedures for approval of HPC expenditures. Discussion included allocating more funds to the grant match during next year's budget preparation. Amy specifically discussed travel expenses and the city procedure for management and preapproval of reservations and travel expenses, rather than as a reimbursement of Commissioner expenses. Sharing Economy services such as Airbnb, Uber, and Lyft are non-reimbursable expenses. A per diem is provided for food expenses, and mileage payment is based on a formula from Columbia to the destination compared with the cost of airfare and rental car fees.

The budget discussion also highlighted a potential problem of using FY2018 money to pay for planned workshop because the workshop takes place in October (FY19). We are awaiting a final answer from the City Finance office as to whether the commission can use approximately \$1,800.00 of FY18 money for the workshop that was planned and booked in FY18. Given the expected difference between the grant match \$8000 and the amount we have budgeted and its impact on our ability to fund Most Notable Properties Gala and other bi-annual celebrations, we decided to ask the SHPO office if we could re-apply for the third phase of the North Central Neighborhood Survey for FY 2020 instead of FY 2019.

B. FY 2018 Grant

\$8,000 from our FY2018 budget has been encumbered to fund the match for the FY2018 grant, which will continue into FY2019. The encumbrance of these funds negated the \$5,000 previously earmarked by the commission in June, for a modest contribution to the proposed DLC Downtown Charrette.

C. FY 2019 Grant Application

Due dates for FY 2019 Grant applications is October 14, before HPC will meet again. Because of budget limitations, HPC will not be able to fund the local match for the third phase of the North Central Neighborhood Historic Survey.

Commissioner Staley-Harrison moved that the Commission delay Phase III of the North-Central Survey until FY2020.

Commissioner Walkenbach seconded, and the motion passed with 4 Yes votes and 2 abstentions due to conflicts of interest.

D. Demolition Permit Applications

After limited discussion on the demolition permit applications, Commissioner Fowler moved that the Commission close its review.

Commissioner Staley-Harrison seconded, and the motion passed unanimously by voice vote.

E. Budget Process FY 2019

The Commission discussed changing how budget funds are allocated annually to allow for increased funding requirements and costs in future years when we apply for SHPO grant funding. February was as the appropriate time to contact both Community Development and Finance about changing how our funds are assigned to the various budget lines during the normal annual budget process.

VIII. OLD BUSINESS

A. Plaster Workshop Assignments & Updates

The Commission discussed remaining promotions, preparations and lunch arrangements. Amanda will continue with social media posts and each of the commissioners will contact their network of homeowners to invite them to register for the workshop.

B. Brick Street Ordinance November Discussion Preparations

Attachments: [Draft Report to Council](#)

[Current Policy Resolution on Repair, Maintenance, & Restoration of Brick Streets](#)

This topic was discussed during the Staff Report section of the agenda.

IX. NEW BUSINESS

A. Memberships in Statewide and Regional Organizations

The Commission deferred discussion of this topic to our November meeting given the length of the meeting. Liaison Palmer will distribute the list created by Melissa Hagen in advance of our next meeting.

B. Promoting Events, Workshops & Programs from Like-Minded Organizations

Discussion on this topic was deferred to the November meeting.

C. Student & Community Project Planning (5 min)

Discussion on this topic was deferred to the November meeting.

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

XI. NEXT MEETING DATE - NOVEMBER 6, 2018

XII. ADJOURNMENT

Commissioner Fowler moved to adjourn.

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

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