



# City of Columbia, Missouri

## Meeting Minutes

### Historic Preservation Commission

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Tuesday, August 5, 2025  
5:30 PM

Regular Meeting

Conference Room 1B  
Columbia City Hall  
701 E. Broadway

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#### I. CALL TO ORDER

Stephen Bybee - Chair, Melissa Hagen - Vice-Chair, Josh Parshall - Acting Secretary

**Present:** 5 - Melissa Hagen, Stephen Bybee, Tyler Travers, Carrie Gartner and Josh Parshall

**Absent:** 1 - Tanner Ott

#### II. INTRODUCTIONS

No introductions were necessary.

#### III. APPROVAL OF AGENDA

Commissioner Gartner moved to approve the meeting agenda as distributed.

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

#### IV. APPROVAL OF MINUTES

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

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

July 1, 2025 Meeting Minutes

**Attachments:** [HPC MINUTES 07012025](#)

#### V. DEMOLITION PERMIT APPLICATIONS

### Columbia Housing Authority Park Avenue Complex

**Attachments:** [Aerial Site Photo](#)  
[400 Block Park Ave ASSESSOR](#)  
[500 Park Ave ASSESSOR](#)  
[Moore & Fisher Walkways ASSESSOR](#)  
[Demo Plans](#)

Staff Liaison, Rusty Palmer, presented the application submitted by the Columbia Housing Authority for the proposed demolition of their properties along Park Avenue, from Providence Road to Eighth Street. He noted that CHA intended to start demolitions in late August or early September with asbestos abatement to take place first. He also noted that the new units will generally be smaller, with a mix of 2-bedroom and 4-bedroom units.

### 1120 Westwinds Dr

**Attachments:** [1120 Westwinds Dr ASSESSOR](#)  
[1120 Westwinds Dr](#)

Mr. Palmer also presented the application materials for the demolition of 1120 Westwinds, although there was little discussion.

Commissioner Gartner moved to close review of the demolition permit applications.

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

## VI. STAFF REPORTS

### A. Historic Properties Viewer Updates

Mr. Palmer presented the Commission with more minor updates to the Historic Properties Viewer (interactive map), which included each property's polygon being trimmed to the building footprint (where applicable), the names of each property in the tabular data being normalized for organizational and research purposes. He also indicated that Most Notable Properties that have been demolished will be denoted with a red hatched polygon to distinguish them from existing properties.

### B. HPC Webpage Updates

Mr. Palmer then presented updates to the HPC webpage, which were initiated to reorganize the page to be more user-friendly and to add missing information that has been requested by the public through the preservation plan input process. These updates include new headings on the page to organize the content by subject, addition of procedural flowcharts and FAQs, and improvements to the page in regards to accessibility.

## VII. OLD BUSINESS

**A. Preservation Plan & Grant Updates**

Attachments: [Preservation Plan 05082025](#)

Mr. Palmer indicated to the Commission that, due to the preservation plan consultant coming in under-budget, the excess funds from contract can potentially be used to reimburse the City for some of his staff time by amending the grant agreement. At the time of the meeting he was awaiting approval from the SHPO Grants Manager, and preparing to present the grant amendment to City Council for approval in mid-September.

**B. FY 25 CLG Grant Updates (Benton-Stephens Survey Phase I)**

Mr. Palmer indicated that a draft RFP was sent to the SHPO Grants Manager for review and approval. He expects it will be advertised throughout September, and he hopes to bring proposals back to the HPC for review and selection in either October or November.

**VIII. NEW BUSINESS****A. Preservation Plan Work Session & Mobilization**

Commissioners planned for a Preservation Plan work session on September 3rd in conjunction with regular meeting.

Commissioner Parshall will be working with Matt Fetterly to rewrite the History section. Commissioner Gartner will present ideas for action items to be included in the plan. Commissioner Bybee suggested that the plan needs a section devoted to Most Notable Properties, and he volunteered to look for local photos to replace or augment what's currently in the preservation plan draft.

Mr. Palmer suggested that the Commission review the SHPO's sample ordinance and definitions during the upcoming work session to determine if Columbia's definitions should be expanded.

Mr. Palmer also volunteered to list priority neighborhoods, including those with past surveys or without, and recommends potentially mapping neighborhoods or growth areas within the City based on historical architectural movements, styles, or chronology.

Commissioners agreed that photos are lacking and everyone needs to keep thinking of photos that would be helpful to illustrate concepts in the plan, whether they are architectural styles and features, best practices, or historical photos of significant people, places, or events in Columbia.

**IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF**

There were no additional comments at this time.

**X. NEXT MEETING DATE - (WEDNESDAY) September 3, 2025 at 5:30 PM****XI. 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](mailto: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](http://CoMo.gov/upload).