



# City of Columbia, Missouri

## Meeting Minutes

### Historic Preservation Commission

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Tuesday, April 1, 2025

7:00 PM

Regular Meeting

Conference Room 1B

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

#### III. APPROVAL OF AGENDA

Commissioner Gartner moves to approve the agenda as distributed.

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

#### IV. APPROVAL OF MINUTES

Commissioner Gartner moves to approve the March meeting minutes as distributed.

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

March 4, 2025 Regular Meeting Minutes

**Attachments:** [HPC MINUTES 03042025](#)

#### V. DEMOLITION PERMIT APPLICATIONS

No demolition permit applications were submitted for consideration at the April meeting.

#### VI. STAFF REPORTS

A. FY 2025 Budget Update

**Attachments:** [FY 25 Budget](#)

## B. Procedural Flowcharts Update

Attachments: [COA & CEH Flowchart](#)  
[Landmarks & Districts Flowchart](#)

Mr. Palmer indicated that the flowcharts were not yet approved by the Department, but anticipated few revisions would be necessary.

Commissioner Gartner asked that the FAQs she and Mr. Palmer worked on be added to the departmental review so they can be posted online with the flowcharts.

## C. Benton-Stephens Survey Phase I Updates

Attachments: [Draft Grant Agreement](#)

Mr. Palmer reported that the grant agreement was forwarded to Council, and he anticipates it will be approved before the May meeting. He noted that funding could be secured and work would begin as early as late summer.

## D. Most Notable Plaque Order

Commissioner Bybee reported that the plaques were to be ordered very soon, but that the Centro-Latino property was separated from the Labor Temple by Historian Deb Sheals. This would potentially mean that a 7th plaque would be needed since both structures were historically relevant and worthy of recognition.

Commissioner Gartner moved to approve additional funding for the additional plaque (7 total) to be added to the order.

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

# VII. OLD BUSINESS

## A. Most Notable Properties Event Planning

Commissioner Hagen indicated that she would order food closer to the day of the event, but that funding needed to be allocated.

Commissioner Gartner moved to appropriate up to \$450 from the HPC's Noncontractual Services budget.

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

Commissioners discussed a discrepancy in the scheduled time of the event, and settled on doors opening at 5:30 PM and the event to start at 6:00 PM on May 7th, at Riechmann Pavilion in Stephens Lake Park.

Commissioner Bybee reported that property photos and research were being completed on-schedule for the event.

Commissioners also discussed promotional materials that could be shared with guests at the event including the flowcharts and FAQs, as well as QR codes for the HPC webpage, the BeHeard page seeking preservation plan input and other preservation plan input.

## B. Juneteenth Event Planning

Commissioner Bybee reported to the group that there are a number of options available for the HPC if the group is interested in setting up table/booth for Juneteenth. He noted that he would try to coordinate a spot, but would want to revisit this discussion at the May meeting.

## C. Preservation Plan Input Session

**Attachments:** [Preservation Plan 70% Draft 02212025](#)

The Commission opened the floor to the public for any comments on the latest draft of the preservation plan prepared by the consultant.

Members of CoMoPreservation in attendance noted they had nothing new to add at that time.

Commissioners noted that the plan has not seemed to change much in response to feedback so far. SHPO review staff indicated that there's still a lot to do to get the 70% mark that the current draft is supposed to be at.

Commissioners indicated a desire to have a plan that is ready for public consumption before we release the consultant.

Mr. Palmer noted that SHPO approval is needed before the reimbursement can be processed, so that should be the primary concern.

Feedback has indicated a lack of clear goals, but Mr. Palmer noted that goals will be built by synthesizing public input, and now is the time to start that process.

Commissioners then discussed the attainability of goals. One suggestion has been to include more history of HPC and preservation in Columbia, for which Mr. Palmer compiled a timeline based on grant projects, City Council ordinances, and our local of landmark designations.

## VIII. NEW BUSINESS

### A. Preservation Plan Comment Review

**Attachments:** [CoMo Preservation Feedback for Historic Preservation Plan](#)  
[BeHeard Responses](#)  
[SHPO Comments 70% draft](#)  
[SHPO Sample HPC Ordinance](#)  
[1996 HPC Exploratory Report](#)

This topic was combined with the previous topic for the purposes of these meeting minutes.

B. CoMo Preservation East-Campus/Eastland Hills Survey Grant Application

Attachments: [East Campus Map](#)

Mr. Palmer indicated that he had been approached by CoMoPreservation and Clyde and Cecile Bentley about the HPC supporting their application for a CLG Grant with the State Historic Preservation Office. The SHPO announced a second round of applications due to the lack of interest in their 2025 CLG grants.

Mr. Palmer noted that if the City joined in any official capacity, particularly in regards to monetary contributions, he would likely be tasked with administering the grant in addition to the Benton-Stephens survey grant the HPC has submitted an application for. He suggested that the HPC offer a letter of support for the CoMoPreservation application given the long-term planning already in place for HPC grants.

CoMoPreservation representatives asked if they can move forward with the application without having City/HPC offer the financial support. Mr. Palmer indicated that they were free to do so, and that the case would be mutually beneficial.

There was discussion about using the preservation plan to develop criteria for setting priorities for historic surveys, considering what's been done already. Mr. Palmer noted that this should already be a component of the preservation plan, although it would need to be refined. The HPC has typically maintained an unofficial short-list of grant projects which include a number of surveys over areas that have not been researched.

CoMoPreservation will get us more information; next round of applications due in August.

C. Deconstruction vs. Demolition

This topic was tabled until the May meeting, but Commissioner Hagen noted the possibility of tax credits for projects that deconstruct instead of demolish. Council could establish.

Commissioner Gartner noted that the video from the training includes links to articles, including a sample ordinance and test cases that show cost effectiveness.

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

CoMoPreservation representatives provided notes on flowcharts and offered to buy beverages and to help advertise as appropriate for the Most Notable Properties event in May.

Stephen asks for an update regarding the Smith Street salvage performed by CoMoPreservation.

May: National Historic Preservation Month — CoMoPreservation is requesting a mayoral proclamation potentially to be read at Most Notables event and at later CoMoPreservation event on May 20th.

**X. NEXT MEETING DATE - May 6th (Regular Meeting) May 7th (Most Notable Properties)****XI. ADJOURNMENT**

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](http://CoMo.gov/upload). (Effective Jan. 1, 2023)