



# City of Columbia, Missouri

## Meeting Minutes

### Historic Preservation Commission

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Tuesday, March 3, 2020  
7:00 PM

Regular Meeting

Conference Room 1B  
Columbia City Hall  
701 E. Broadway

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#### I. CALL TO ORDER

7:10 p.m. Regular Meeting Called to order by Amanda Staley Harrison

**Present:** 6 - Mark Wahrenbrock, Pat Fowler, Amanda Staley Harrison, Melissa Hagen, Stephen Bybee and Michael Ohnersorgen

#### II. INTRODUCTIONS

Guest in attendance introduced themselves. The following individuals were in attendance: Erin Holmes from MU Kinder Institute; Kelli Lopez from J2100 class; and Rachel Barent from the Columbia Missourian newspaper

#### III. APPROVAL OF AGENDA

Commissioner Ohnersorgen moves to approve the agenda as submitted.

Commissioner Staley-Harrison seconds

**Move to approve agenda as presented**

#### IV. APPROVAL OF MINUTES

February 4, 2020 Regular Meeting

**Attachments:** [Regular Meeting Minutes](#)

Commissioner Warrenbrock moves to approve the minutes as presented.

Commissioner Staley-Harrison seconds

**Move to approved February 4 regular meeting minutes as presented**

#### V. PUBLIC COMMENT

No public comments offered

#### VI. NEW BUSINESS

## A. FY 2021 HPC Budget Requests

**Attachments:** [Staff Report to Historic Preservation Commission](#)  
[FY 2021 Budget Allocation](#)

In preparation for making the FY 21 HPC budget request the idea of requesting funding for the production of radio spots was discussed. During the discussion Commissioner Bybee agree to reach out to KOPN about any costs for production/airing of the potential History Minute radio spots. There was significant discussion on the topic and it was determined that KOPN will most likely be the target radio station for this product. Commissioner Bybee agrees to get airing cost estimate to Mr. Zenner by Friday for inclusion in the upcoming budget discussion.

**VII. STAFF REPORTS**

## A. Demolition Reports

Mr. Zenner gave an overview of the issue concerning placement of demolition permit applications on the HPC's agenda. Prior to Mr. Zenner assuming the HPC liaison role, the demolition permit notice practice was to notify Commissioners via email and to place a "general" heading on the HPC's agenda where such applications were to be discussed. This practice, however, was seen as being incomplete since the location of the demo permit was unknown and the public would be aware of a project's location so that they could offer potential comments. Given this observation, Mr. Zenner indicated that he began putting "general" heading on the HPC's agenda and the specific locations of the properties for which a demo permit was submitted.

This change has created an unintentional conflict in that once an HPC agenda is posted it cannot be easily amended and republished. Furthermore, addition of demo permits received following the publication of an HPC agenda at a regular meeting is not permitted per City policy given the public is not adequately notified in advance of such additions. As a result of this conflict, Mr. Zenner explained that it is possible certain applications for demo permits may not actually be discussed during a scheduled HPC regular meeting since there is only a 30 day delay in approving such applications contained within the Building Code.

Mr. Zenner suggested that there were several possible ways in which this situation could be addressed. Possible options include revision of the 30 day delay to 45 days, the HPC Chair calling a special meeting to discuss "significant" demolition applications, or allow applications submitted outside of the 30 day delay window to be approved without formal HPC comment. There was general Commission discussion on these options.

Following discussion, Commissioner Staley-Harrison makes a motion that the HPC pursue an ordinance change to extend the 30 day demo permit review to 45 day review for purpose of allowing public input at our regular monthly meetings. Commissioner Warrenbrock seconds the motion. Prior to voting on the motion, Commissioner Warrenbrock requests amendment of the motion change "extend" to "expand". Commissioner Staley-Harrison accepts the amendment. All Commissioners vote in favor of the language edit and the motion.

Until the amendment is officially adopted, Commissioner Bybee will be the HPC contact person for demolition permits and documenting of historic structures prior to their demolition. It was discussed that potentially one additional Commissioner could assist Commissioner Bybee in the documenting process. There was discussion of ensure that no more than 3 total Commissioner participate to avoid potential Open Meetings requirements.

**Motion to pursue amendment of the demolition delay by expanding it from 30**

days to 45 days.

B. Status Report - Smithton Plaque, North Central Phase III Grant

Mr. Zenner and Mr. Palmer reported out that the Smithton Plaque had been order and that the Phase III survey grant had been approved.

**VIII. OLD BUSINESS**

No Old Business discussed

**IX. COMMISSIONER UPDATES & INFORMATION SHARING**

A. Updates

None offered

B. Information Sharing

Commissioner Ohnersorgen shares that May 7th will be a Jewell Cemetery Work Date (Missouri Main Street Connection)

1. CLG Save the Date Announcement

Attachments: [2020 CLG Forum Announcement](#)

2. 1115 Locust Street Pictures (pre-demolition)

Attachments: [1115 Locust Street Pictures](#)

Commissioner Bybee shares photos from 1115 Locust/Sacred Heart before its demolition in January.

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

None offered

**XI. NEXT MEETING DATE - April 7, 2020 @ 7 pm (tentative)**

**XII. ADJOURNMENT**

Commissioner Staley-Harrison moves to adjourn. Commissioner Hagen seconds

**Move to adjourn**