



# City of Columbia, Missouri

## Meeting Minutes

### Historic Preservation Commission

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Tuesday, February 6, 2024

7:00 PM

Regular Meeting

City Hall  
Conference Room 1B  
701 E. Broadway

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#### I. CALL TO ORDER

Meeting called to order at 7:03 PM

#### II. INTRODUCTIONS

Stephen Bybee - Chair, Melissa Hagen - Vice-Chair, Meg Ross - Secretary

**Present:** 5 - Melissa Hagen, Stephen Bybee, Meg Ross, Veronica Lemme and Carrie Gartner

**Absent:** 2 - Tanner Ott and Tyler Travers

Special Guest Speaker - History of the Orr Street Coal Gas Plant with  
Chris Cady

Guest Speaker was not present.

#### III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

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

#### IV. APPROVAL OF MINUTES

Commissioner Gartner moved to approve the agenda as distributed.

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

January 2, 2024 Meeting Minutes

**Attachments:** [HPC MINUTES 01022024](#)

#### V. DEMOLITION PERMIT APPLICATIONS

405 Edgewood Avenue

**Attachments:** [405 Edgewood APP](#)  
[405 Edgewood ASSESSOR](#)  
[405 Edgewood Ave](#)

Staff Liaison, Rusty Palmer, presented the demolition permit application materials for 405 Edgewood Avenue. The owners were in attendance to discuss their plans for the property and to answer questions. They indicated that they are salvaging many items for reuse in their new home.

Commissioner Gartner moved to approve the agenda as distributed.

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

## VI. STAFF REPORTS

### A. Demolition Permit Application Review Training

Mr. Palmer provided a cursory overview of the public interface Commissioners will now use to review demolition permit applications. He noted that staff must modify internal settings to make attached files available for the public to view in the portal, and asked that Commissioners contact him directly if they are not available.

### B. FY 24 CLG Grant Updates (Preservation Plan)

Mr. Palmer reported that the RFP was still out for bids, and he hopes to have bid packages in time for consideration and consultant selection at the March meeting.

### C. MNP Event - Reichmann Pavilion Rental

**Attachments:** [Rental Invoice](#)

Mr. Palmer indicated that the Reichmann Pavilion was secured for the day of May 8th at a cost of \$400.

Commissioner Hagen indicated that she would contact Dive Bar for catering services again this year.

Commissioners asked Liaison Palmer to inquire other departments/groups within the City about the availability of tablecloths that could be borrowed for the event.

## VII. OLD BUSINESS

#### A. Most Notable Properties Selection - Additional Properties Considered

**Attachments:** [209 S Glenwood](#)  
[300 S Rustic Rd](#)

Mr. Palmer presented two additional Most Notable Properties nominations, which included the properties at 508 Thilly Avenue and 300 S. Rustic Road.

After review of the application materials, Commissioner Bybee moved to approve each property separately.

Commissioner Hagen seconded, and both motions passed unanimously by voice vote.

#### B. Deb Sheals MNP Quote

**Attachments:** [Deb Sheals Proposal](#)

Mr. Palmer presented the group with a proposed contract submitted by Deb Sheals for her services as an architectural historian. The quote included a \$550 per property fee, for a total of \$5,500 for the completion of research for the 10 properties selected by the Commission for recognition.

Commissioner Gartner moved to allocate \$5,500 from various budget accounts to secure the services outlined in the contract.

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

#### C. Henry Kirkland House Updates

Commissioner Bybee reported that the property owner was anticipating an offer to be placed for the home soon.

#### D. McKinney Building Updates - Vidwest Conversations

Commissioner Gartner discussed her conversations with VidWest about documenting the McKinney Building for marketing and capital campaigns. She noted that the gentleman she spoke to had a number of ideas for how to document the interior of the space, including 3D modeling options.

Commissioner Bybee then shared his idea for a scanning hub to be located within the building to allow members of the public to scan, or photograph, their photos and heirlooms to create a visual database of the items.

### VIII. NEW BUSINESS

#### A. MNP Plaque Order

Mr. Palmer noted that with the expenses allocated for the architectural research of the 10 Most Notable Properties nominations, the budget was not available to order 10-12 plaques as originally discussed. He noted that he is in possession of 8 plaques at this time.

Commissioner Gartner moved to allocate the funding necessary (~\$550) to purchase the two additional plaques needed this year.

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

**B. HPC Membership to Newspapers.com**

Commissioner Bybee asked the Commission to appropriate up to \$150 for the purpose of securing an annual membership to Newspapers.com.

Commissioner Gartner noted that other departments may benefit from sharing the subscription and be willing to also share the costs.

Commissioner Bybee moved to approve the allocation of \$150.

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

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

Members of CoMo Preservation were in attendance, and at the conclusion of the meeting asked if the City offered low-interest rehabilitation loans, and if demolition permit forms were available online.

Mr. Palmer indicated that the City does not currently offer preservation loans, and that the demolition permit application process was recently translated to an entirely online process.

Guests also noted that Deb Sheals will someday retire, and inquired about who may be able to fill her shoes.

They also asked for clarification of the CLG acronym often used at HPC meetings. Mr. Palmer indicated that CLG stands for, "Certified Local Government," adding that maintaining CLG status gives the Commission first priority for Federal Historic Preservation Fund grant money, offered by the State Historic Preservation Office.

**X. NEXT MEETING DATE - March 7, 2024****XI. ADJOURNMENT**

Commissioner Hagen moved to adjourn the meeting at 8:50 PM.

Commissioner Gartner seconded 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 (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)