
Sec. 29-2.3. Overlay zoning districts.

The following overlay zones are hereby adopted, and each shall have the boundaries shown on the official zoning map maintained by the department. The provisions of each overlay zone district supplement or modify the standards and requirements of the underlying base zone district. In case of a conflict between the provisions of the overlay zone district and an underlying base zoning district, the provisions of the overlay zoning district shall apply. In case a property is included in two (2) or more overlay districts, and the provisions of one or more overlay districts conflict, the more restrictive overlay district provision shall apply.

(Ord. 20124, Amended, 12/01/2008, Prior Text; Ord. 19763, Amended, 12/17/2007, Prior Text; Ord. 17658, Amended, 04/21/2003, Prior Text; 15651, Added, 07/06/1998), Resolution to explore establishment adopted March 4, 1996)

(c) *HP-O historic preservation overlay.*

- (1) *Purpose.* The purpose of this section is to promote the economic, cultural, educational, and general welfare of the city by:
 - (i) Conserving and improving the value of property within the HP-O district;
 - (ii) Protecting and enhancing the attractiveness of the city to home buyers, home owners, residents, tourists, visitors, and shoppers, thereby supporting and promoting business, commerce, industry, and providing economic benefit to the city;
 - (iii) Providing a mechanism to identify and preserve the distinctive historic and architectural characteristics of the city;
 - (iv) Fostering civic pride in the aesthetics and cultural accomplishments of the past as represented in the city's landmarks and historic areas;
 - (v) Fostering and encouraging preservation, restoration, and rehabilitation of structures, areas, and neighborhoods; and
 - (vi) Promoting the use of landmarks and historic areas for the education, pleasure, and welfare of the people of the city.
- (2) *Historic preservation commission.*
 - (i) The historic preservation commission is hereby established, and shall consist of seven (7) members appointed by the council each of whom shall serve without compensation. Every attempt should be made to establish a balance of representation among members, and all members should have a demonstrated interest in historic preservation. Of the seven (7) members, there should be one with background and expertise in historic preservation and one with background and expertise as a real estate investor. The other five (5) members should include representatives from such disciplines as: architecture, design, law, real estate appraisal, and construction/general contracting, as well as a lay person active in historic preservation.
 - (ii) Two (2) of the initial members shall serve terms of one year, two (2) shall serve terms of two (2) years and three (3) shall serve terms of three (3) years. Thereafter, the terms of office for members of the historic preservation commission shall be three (3) years. Vacancies shall be filled for the unexpired terms only.
 - (iii) The historic preservation commission shall elect from its members a chair, a vice-chair and a secretary. Officers shall serve for one year and shall be eligible for reelection. The chair shall preside over all meetings. In the absence of the chair, the vice-chair shall preside. The

secretary shall prepare minutes and other necessary records of historic preservation commission meetings.

- (iv) The historic preservation commission shall meet regularly and at the call of the chair. A quorum shall consist of four (4) members. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) percent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the council of the vacancy. The commission shall act upon all completed applications for certificates of appropriateness and economic hardship at the meeting.
- (3) *Powers and duties.* The historic preservation commission shall have the following powers and duties:
- (i) Adopt rules for the conduct of its business that are consistent with the purposes of the commission and the requirements of the City Code, which shall be approved by council ordinance;
 - (ii) To conduct an ongoing survey for the identification of historically, archaeologically and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public (except for archaeological site locations, which shall be restricted);
 - (iii) To investigate and recommend to the planning and zoning commission and council the adoption of ordinances designating for protection areas as having special cultural, historic, archaeological, community or architectural value as "notable property;"
 - (iv) To investigate and recommend to the planning and zoning commission and the council the adoption of ordinances designating for protection properties or structures having special cultural, historic, archaeological, community or architectural value as "landmarks;"
 - (v) To investigate and recommend to the commission and the council the adoption of ordinances designating for protection areas as having special cultural, historic, archaeological, community or architectural value as "historic districts;"
 - (vi) To keep a register of all properties and structures which have been designated as "notable properties," "landmarks" or "historic districts," including all information required for each designation;
 - (vii) To confer recognition upon the owners of "notable properties," "landmarks" and property or structures within "historic districts" by means of certificates, plaques or markers; and to make recommendations for the design and implementation of specific markings of the streets and routes leading from one "notable property," "landmark" or "historic district" to another;
 - (viii) To advise and assist owners of historically significant property or structures on physical and financial aspects of preservation, renovation, rehabilitation and reuse;
 - (ix) To nominate "notable properties," "landmarks" and "historic districts" to the National Register of Historic Places, and to review and comment on any nominations to the National Register of Historic Places;

-
- (x) To inform and educate the citizens of the city concerning the historic, archaeological and architectural heritage of the city through publication or sponsorship of maps, newsletters, brochures, pamphlets, programs and seminars by the city, the commission or other appropriate parties;
 - (xi) To review applications for construction, alteration, removal or demolition affecting historically significant property. To hold public hearings on proposed or designated "landmarks" or structures within "historic districts" and issue or deny certificates of appropriateness for such actions. Applicants may be required to submit plans, drawings, elevations, specifications and other information as may be necessary to make decisions;
 - (xii) To hold public hearings on each proposed nomination of a National Register Landmark and of a "historic district" and on the guidelines developed for each nomination;
 - (xiii) To recommend that the director issue a stop work order for any construction, alteration, removal or demolition which would require a certificate of appropriateness for which a certificate has not been issued or to stop work that violates the conditions of a certificate;
 - (xiv) To consider applications for certificates of economic hardship that would allow the performance of work for which a certificate of appropriateness has been denied;
 - (xv) To develop specific design guidelines based on the Secretary of the Interior's Standards for Rehabilitation for the alteration, construction or removal of designated "landmarks" or property and structures within historic preservation overlay districts;
 - (xvi) To review and comment on proposed zoning amendments, applications for special use permits or applications for zoning variances that affect historically significant property, including but not limited to proposed or designated "notable properties," proposed or designated "landmarks" or "historic districts;"
 - (xvii) To call upon available city staff members as well as other experts for technical advice;
 - (xviii) To advise the council on the need to retain such specialists or consultants or to appoint such citizen advisory committees as may be required from time to time;
 - (xix) To testify before all boards and commissions, including the planning and zoning commission and the board of adjustment, on any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas;
 - (xx) To review any proposed change of zoning, zoning variance or any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas, upon referral from the planning and zoning commission or council;
 - (xxi) To make recommendations to the council concerning budgetary appropriations to further the general purposes of this ordinance;
 - (xxii) To develop a preservation component in the comprehensive plan and to recommend it to the planning and zoning commission and to the council;
 - (xxiii) To periodically review the Unified Development Code and to recommend to the planning and zoning commission and the council any amendments appropriate for the protection and continued use of historically significant property, "notable property," "landmarks" or property, sites and structures within "historic districts;" and
 - (xxiv) To review and comment on applications for demolition permits referred to the commission by the building official pursuant to the city's adopted building code(s). The commission may advise the property owner of any historical significance of the building to be demolished

and recommend alternatives. The commission may document historic resources to be demolished. The commission shall have no authority to deny an application for a demolition permit.

- (4) *Applicability.* The provisions of this section 29-2.30 shall apply to all property designated as a historic landmark or historic district as set forth in the sections that follow, subject to the clarifications and exceptions listed in the subsections below:
- (i) *City property.* Proposed improvements, alterations, demolition or clearance to a building, site, structure, or object owned by the city which has been designated a landmark or is within a historic district shall be approved according to the procedures and regulations of this section 29-2.3(c).
 - (ii) *Property owned by public agencies.* To accomplish the purposes of this section 29-2.3(c), the city may enter into agreements with other units of government. The historic preservation commission may recommend and the council may authorize such agreements. Such agreements may address, designation of landmarks and historic districts; administration of historic preservation fund resources; improvements to landmarks, properties in historic districts, and properties adjacent to landmarks and historic districts; and other mutually acceptable provisions.
 - (iii) *Religious institutions.* Religious institutions in current use as houses of worship are exempt from the provisions of this section.
 - (iv) *Prior permits.* Nothing contained in this section shall affect any building permit, demolition permit or land disturbance permit issued for property which becomes part of the HP-O district if the permit was issued prior to such designation.
- (5) *Landmark and historic district designation procedure.*
- (i) A petition to designate a landmark may be made only by the owner(s) of the proposed landmark. A petition to designate a historic district may be made only by the owners of at least sixty (60) percent of the Boone County tax map parcels in the proposed historic district. If a tax map parcel has more than one owner, all such owners must sign any petition mentioned in this section before the parcel shall be counted as supporting the petition and the parcel shall receive only one vote, regardless of the number of owners.
 - (ii) A petition to designate a landmark or historic district shall be on a form provided by the director and approved by the historic preservation commission. The petition shall clearly identify all historic and architectural features proposed for regulation. The petition shall identify the facts which support a determination that the proposed landmark or historic district meets the criteria for designation set forth below. Except as otherwise provided in this section, the petition shall be handled in the same manner as a petition for rezoning. Prior to setting a date for a public hearing before the planning and zoning commission, the director shall forward a copy of the petition to the historic preservation commission for its review. The historic preservation commission shall prepare a report to the planning and zoning commission and the council setting forth its recommendation on whether the proposed landmark or historic district meets the criteria for designation set forth in this section.
 - (iii) Not less than sixty (60) days prior to the circulation of any petition herein within a district or to create a district, affected Boone County tax parcel owners must be notified by certified mail of the nomination or other matter on which a petition is to be circulated, and all proposed regulations shall be clearly identified. Proof of such mailing shall be made to the historic preservation commission at the time it considers the petition, and the cost of

the mailing shall be borne by the person or organization sponsoring or otherwise promoting the petition.

- (iv) The ordinance placing property within the HP-O district shall designate the property as a landmark or as a historic district. The ordinance may designate a structure within a historic district as a landmark. The ordinance shall identify all historical and architectural features that shall be subject to regulation. No interior features shall be identified in any structure in a historic district unless the structure is designated as a landmark.
 - (v) Overall boundaries for local historic districts shall be determined by the same standards used by the National Register of Historic Places, as laid out in *Defining Boundaries for National Register Properties: National Register Bulletin 21* (Washington D.C.; U.S. Department of the Interior, 1995; rev. 1977) and included within the UDC Administrative Manual. Gerrymandering that has the apparent effect of overwhelming significant areas of opposition is prohibited.
- (6) *Criteria for designation.* In order to be designated as a landmark or historic district, a structure or district must have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration and it must meet one or more of the following criteria:
- (i) It has character, interest, or value as part of the development, heritage, or cultural characteristics of Columbia, Boone County, Missouri, or the United States;
 - (ii) It is the site of a significant local, county, state or national event;
 - (iii) It is identified with a person or persons who significantly contributed to the development of Columbia, Boone County, Missouri, or the United States;
 - (iv) It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;
 - (v) It is the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of Columbia, Boone County, Missouri, or the United States;
 - (vi) It contains elements of design, detailing, materials, or craftsmanship which renders it architecturally significant;
 - (vii) It contains design elements that are structurally or architecturally innovative;
 - (viii) Its unique location or physical characteristics make it an established or familiar visual feature of the neighborhood or city;
 - (ix) It has yielded or may likely yield information important in prehistory or history;
 - (x) Its character as a particularly fine or unique example of a utilitarian structure, with a high level of integrity or architectural significance;
 - (xi) Its suitability for preservation or restoration; or
 - (xii) It is at least fifty (50) years old or of most unusual historical significance.
- (7) *List of designated local historic districts and landmarks.*
- (i) David Guitar House, 2815 Oakland Gravel Road (District).
 - (ii) Miller Building, 823 East Broadway (District).
 - (iii) Taylor House Inn, 716 West Broadway (District).
 - (iv) Wright Brothers Mule Barn (now Fay Street Lofts), 1101 Hinkson Avenue (District).

-
- (8) *Certificate of appropriateness required.* A certificate of appropriateness shall not be required for interior construction or alteration of any structure in a historic district unless the structure has been designated a landmark. A certificate of appropriateness shall be required before the following actions affecting any historic or architectural feature identified in the ordinance placing the property in the HP-O district may be undertaken:
- (i) Any construction, alteration, removal, or any demolition in whole or in part regardless of whether a permit from the city is required.
 - (ii) Any construction, alteration, removal or demolition, in whole or in part, proposed by the city, for a city-owned landmark or structure within a historic district.
- (9) *Certificate of appropriateness procedure.*
- (i) An application for a certificate of appropriateness shall be made on forms provided by the director and approved by the historic preservation commission. The application shall identify the facts which support a determination that the proposed actions meet the standards for review and design guidelines set forth in subsection (10) below.
 - (ii) After determining that the application for certificate of appropriateness is complete, the director shall schedule the application for consideration by the historic preservation commission within a reasonable time. If a fully completed application for a certificate of appropriateness has not been acted upon within forty (40) days after the date the application was filed with the director, it shall be deemed approved, unless tabled or continued with the consent of the applicant. No motion to table or continue shall be made without the consent of the applicant. The director shall conspicuously place a sign on the property giving public notice of the meeting at which the application shall be considered. The sign shall be placed at least seven (7) days prior to the meeting.
 - (iii) Any person aggrieved by the decision of the historic preservation commission may appeal to the board by filing a notice of appeal with the director within thirty (30) days of the decision of the historic preservation commission. Notice of the historic preservation commission's decision shall be mailed to the applicant unless the applicant or the applicant's agent was present at the meeting at which the decision was made. The board shall provide a hearing and render a decision in accordance with the provisions of RSMo. Ch. 536.
- (10) *Standards for certificate decision and design guidelines.* In considering an application for a certificate of appropriateness, the historic preservation commission shall be guided by the following standards, and design guidelines in addition to any area-specific design guidelines included in the ordinance designating the landmark or historic district.
- (i) Reasonable efforts shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
 - (ii) The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
 - (iii) Building alterations that have no historical basis and which seek to create an earlier appearance shall not be allowed.
 - (iv) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. When these changes have

acquired significance in their own right, they shall be treated the same as if they were part of the original structure.

- (v) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be preserved when possible.
- (vi) Deteriorated architectural features shall be repaired, rather than replaced, whenever practicable. If replacement is necessary, the new material should match the material being replaced in design, color, texture, and other visual qualities. Repair or replacement of missing architectural features shall be based upon accurate duplication of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (vii) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- (viii) Every reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to any project.
- (ix) Contemporary design for alterations and additions to existing properties and for new construction may be permitted when such alterations, additions or new construction do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, material and character of the property, neighborhood or environment.
- (x) Whenever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- (xi) The height of any proposed alteration or construction shall be compatible with the style and character of the landmark and with surrounding structures.
- (xii) The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the landmark, and with surrounding structures.
- (xiii) The relationship of a structure to the open space between it and adjoining structures should be compatible.
- (xiv) The design of the roof should be compatible with the architectural style and character of the landmark and surrounding structures.
- (xv) The scale of the structure after alteration, construction or partial demolition should be compatible with its architectural style and character and with surrounding structures.
- (xvi) Façades should blend with other structures with regard to directional expression. Structures should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction or partial demolition should be compatible with its original architectural style and character.
- (xvii) Architectural details including materials and textures should be treated so as to make a landmark compatible with its original character or significant architectural style and to preserve and enhance the landmark or historic district.

(11) *Signs.*

-
- (i) Signs in the HP-O district are subject to the general sign regulations of the City Code. In addition, all signs for a landmark or structures in a historic district not specified in the application for landmark or historic district designation must receive a certificate of appropriateness from the historic preservation commission, which shall review the proposed sign in accordance with the following general guidelines:
 - (A) Additional sign restrictions included in the ordinance which designates a landmark or historic district; and
 - (B) Signs shall be designed and placed so as to appear an integral part of the building design, and to respect the neighboring properties and the district in general. Signs shall be designed with appropriateness relative to the services of the establishment served.
 - (ii) Nothing contained in this section shall prevent the use of normal "for rent" and "for sale" signs as permitted by the section 29-4.8 (signs). Any owner offering property for sale which is located within the HP-O district is required to advise potential purchasers that the property is located within the HP-O district. Any person violating this subsection shall be deemed guilty of an infraction and shall be fined as provided for in chapter 16 of the City Code.
- (12) *Certificate of economic hardship.*
- (i) A person whose application for a certificate of appropriateness has been denied or granted conditionally may apply for a certificate of economic hardship. Alternatively, an application for a certificate of economic hardship may be filed with the application for certificate of appropriateness. Application shall be made on forms provided by the director and approved by the historic preservation commission. If a fully completed application for a certificate of economic hardship has not been acted upon within forty (40) days after the date the application was filed with the director, it shall be deemed approved, unless tabled or continued with the consent of the applicant. No motion to table or continue shall be made without the consent of the applicant. The application shall identify facts which support a determination that denial of the application will deprive the owner of the property of reasonable use of or a reasonable economic return on the property. An application for certificate of economic hardship may include any or all of the information below:
 - (A) Estimate of the cost of the proposed construction, alteration, demolition or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the historic preservation commission for changes necessary for the issuance of a certificate of appropriateness;
 - (B) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
 - (C) Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition or removal; after any changes recommended by the historic preservation commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
 - (D) In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced

-
- in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
- (E) Applicant may demonstrate with factual data/evidence that the hardship is not self-created. If the property is income producing, the applicant may provide detailed annual income and expense reports for the property for the last two (2) years, rent rates and capitalization rates for the property and comparable properties, and any other pertinent information that would substantiate the applicant's claim concerning economic hardship;
 - (F) Appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property;
 - (G) Any listing of the property for sale or rent, price asked and offers received, if any, within the previous two (2) years;
 - (H) Assessed value of the property;
 - (I) Real estate taxes; and
 - (J) Form of ownership or operation of the property, whether sole proprietorship, for profit or not for profit corporation, limited partnership, joint venture, or other.
- (ii) An application for a certificate of economic hardship, if not filed with the application for certificate of appropriateness, must be made within sixty (60) days of a decision on the application for certificate of appropriateness. The director shall schedule the application for consideration by the historic preservation commission within a reasonable time. The director shall conspicuously place a sign on the property giving public notice of the meeting at which the application shall be considered. The sign shall be placed at least seven (7) days prior to the meeting.
 - (iii) Any person aggrieved by the decision of the historic preservation commission may appeal to the board by filing a notice of appeal with the director within thirty (30) days of the decision of the historic preservation commission. Notice of the historic preservation commission's decision shall be mailed to the applicant unless the applicant or the applicant's agent was present at the meeting at which the decision was made. The board shall provide a hearing and render a decision in accordance with the provisions of RSMo. Ch. 536.
- (13) *Continuing validity of certificates.* Certificates of appropriateness and certificates of economic hardship shall become void if the work authorized by the certificate is not commenced within six (6) months of the date of issuance. Certificates of appropriateness and certificates of economic hardship shall be issued for a period of eighteen (18) months and are renewable.
 - (14) *Variations.* The historic preservation commission may make recommendations to the board to allow variations for standard parking and lot line requirements for property in the HP-O district, where such variations will aid in the retention of the property's historic character and appearance. The historic preservation commission shall also make recommendations to allow designated properties to be utilized for noncomplying uses if such use would serve to perpetuate the viable contemporary utilization of the historic structure.
 - (15) *Review.* District boundaries and designation status may be reviewed after no less than ten (10) years, at the request of either the historic preservation commission or the petition of the owners of at least sixty (60) of the Boone County tax parcels in the district. After the initial ten-year

period, district boundaries and designation status may be reviewed no more often than once every five (5) years.

(d) *FP-O floodplain overlay.*

- (1) *Authority.* The council enacts these floodplain management regulations under its authority to adopt zoning regulations designed to protect the health, safety and general welfare which authority was granted to the City of Columbia as a home rule charter city by the people of the State of Missouri in Article VI, Section 19(a) of the Missouri Constitution and by the General Assembly of the State of Missouri in RSMo Ch. 89.
- (2) *Findings of fact.*
 - (i) *Flood losses resulting from periodic inundation.* The flood hazard areas of Columbia, Missouri, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base all of which adversely affect the public health, safety and general welfare.
 - (ii) *General causes of these flood losses.* These flood losses are caused by (1) the cumulative effect of obstructions in floodways causing increases in flood heights and velocities, (2) the occupancy of flood hazard areas by uses vulnerable to floods or hazardous to others, which are inadequately elevated or otherwise unprotected from flood damages.
 - (iii) The flood insurance study (FIS) that is the basis of this ordinance use standard engineering method of analyzing flood hazards which consist of a series of interrelated steps:
 - (A) Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for Boone County, Missouri, dated April 19, 2017 as amended, and any future revisions thereto;
 - (B) Calculation of water surface profiles based on a hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood;
 - (C) Computation of the floodway required to convey this flood without increasing flood heights more than one foot at any point;
 - (D) Delineation of floodway encroachment lines within which no obstruction is permitted which would cause any increase in flood height; and
 - (E) Delineation of flood fringe, i.e., that area outside the floodway encroachment lines but which still is subject to inundation by the regulatory flood.
- (3) *Purpose.* The purpose of the floodplain overlay district is to promote the public health, safety, and general welfare and to minimize those losses described in subsection (2) above and to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations 59.22(a)(3), and to meet the requirements of 44 CFR 60.3(d) by applying the provisions of this section to:

-
- (i) Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
 - (ii) Require that uses vulnerable to floods, including public facilities which serve such uses, be provided with flood protection at the time of initial construction; and
 - (iii) Protect individuals from buying lands that are unsuited for intended purposes because of flood hazard.
- (4) *General provisions.*
- (i) *Lands to which ordinance applies.* This section shall apply to all lands within the jurisdiction of the City of Columbia identified as numbered and unnumbered A zones and AE zones, on the Flood Insurance Rate Maps (FIRMs) for Boone County on map panels 29019C0165D, 29019C0260D and 29019C0355D dated March 17, 2011 and on map panels 29019C0169E, 29019C0170E, 29019C0188E, 29019C0266E, 29019C0267E, 29019C0270E, 29019C0280E, 29019C0281E, 29019C0282E, 29019C0283E, 29019C0284E, 29019C0286E, 29019C0287E, 29019C0290E, 29019C0291E, 29019C0292E, 29019C0295E, 29019C0305E, 29019C0315E, and 29019C0335E, dated April 19, 2017 as amended, and any future revisions thereto, and that portion of the X zone shaded, other flood areas, which is in the upper square mile of a flood drainage area. In all areas covered by this section, no development shall be permitted except upon the issuance of a floodplain permit to develop granted by the director under such safeguards and restriction as the director may reasonably impose for the promotion and maintenance of the general welfare and health of the inhabitants of the community and where specifically noted in this section.
 - (ii) *The enforcement officer.* The director of community development is hereby designated as the duly designated local floodplain administrator under this section.
 - (iii) *Rules for interpretation of district boundaries.* The boundaries of the floodway, flood fringe, and flood drainage area shall be determined by scaling distances on the official zoning map or on the flood insurance rate map or floodway map. Where interpretation is needed to the exact location of the boundaries of the district as shown on the official zoning map, as for example where there appears to be a conflict between a mapped boundary and actual field conditions, the director shall make the necessary interpretation. In such cases where the interpretation is contested, the board will resolve the dispute. The regulatory flood elevation for the point in question shall be the governing factor in locating the district boundary on the land. The person contesting the location of the district boundary shall be given a reasonable opportunity to present a case to the board and to submit technical evidence, if desired.
 - (iv) *Compliance.* No development within known flood hazard areas of the city shall be located, extended, converted or structurally altered without full compliance with the terms of this section and other applicable regulations.
 - (v) *Abrogation and greater restrictions.* It is not intended by this section 29-2.3(d) to repeal, abrogate or impair any existent easements, covenants, or deed restrictions. However, where this section 29-2.3(d) imposes greater restrictions, the provisions of this section 29-2.3(d) shall prevail.
 - (vi) *Interpretation.* In their interpretation and application, the provisions of this section shall be held to be minimum requirements and shall be liberally construed in favor of the council and shall not be deemed a limitation or repeal of any other powers granted by state statutes.

-
- (vii) *Warning and disclaimer of liability.* The degree of flood protection required by this section 29-2.3(d) is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood height may be increased by manmade or natural causes, such as ice jams and bridge openings restricted by debris. This section 29-2.3(d) does not imply that areas outside of the floodway, flood fringe, and flood drainage area boundaries or land uses permitted within such areas will be free from flooding or flood damage. This section 29-2.3(d) shall not create liability on the part of the city or any officer or employee thereof for any flood damages that may result from reliance on this section or any administrative decision lawfully made thereunder.
- (viii) *Appeal.* Where a request for a floodplain development permit to develop or for a variance is denied by the director the applicant may apply for such floodplain development permit or variance to these regulations directly to the board.
- (5) *Permit required.* No person, firm or corporation shall initiate any development or substantial improvement or cause the same to be done without first obtaining a separate floodplain development permit for development in this floodplain overlay district.
- (6) *Administration.* The director of community development is hereby appointed to administer and implement the provisions of this section. Duties of the director shall include, but not be limited to:
- (i) Review all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this section have been satisfied;
 - (ii) Review all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required;
 - (iii) Issue floodplain development permits for approved applications;
 - (iv) Notify adjacent communities, the State of Missouri Emergency Management Agency, the Missouri Clean Water Commission, and the Department of Natural Resources prior to any alteration or relocation of a watercourse, and shall submit evidence of such notification to the Federal Emergency Management Agency;
 - (v) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished;
 - (vi) Verify, record, and maintain record of the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures;
 - (vii) Verify, record, and maintain record of the actual elevation (in relation to mean sea level) to which the new or substantially improved non-residential structures have been floodproofed; and
 - (viii) When floodproofing is utilized for a particular non-residential structure, the director of community development shall be presented certification from a registered professional engineer or architect.
- (7) *Application for permit.* To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every such application shall:
- (i) Identify and describe the work to be covered by the floodplain development permit;

-
- (ii) Describe the land on which the proposed work is to be done by lot, block tract and house and street address, or similar description that will readily identify and definitely locate the proposed building or work;
 - (iii) Indicate the use or occupancy for which the proposed work is intended;
 - (iv) Be accompanied by plans and specifications for proposed construction;
 - (v) Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority; and
 - (vi) Give such other information as reasonably may be required by the director.
- (8) *General provisions for flood hazard reduction.*
- (i) No permit for development shall be granted for new construction, substantial improvements and other improvements including the placement of manufactured homes within all numbered and unnumbered A zones (including AE, AO and AH zones) and that portion of the X zone shaded, other flood areas, which is in the upper square mile of a flood drainage area, unless the conditions of this subsection are satisfied.
 - (ii) All areas identified as unnumbered A zones and X zones shaded, other flood areas, on the FIRM are subject to inundation of the 1% annual chance flood; however, the water surface elevation was not provided. The unnumbered A zones shall be subject to all development provisions of this section. If flood insurance study data is not available, the community shall utilize any base flood elevation or floodway data currently available from federal, state or other sources.
 - (iii) New construction, subdivision proposals, substantial improvements, prefabricated buildings, placement of manufactured homes and other developments shall require:
 - (A) Design or anchorage to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
 - (B) New or replacement water supply systems and sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and onsite waste disposal systems be located so as to avoid impairment or contamination.
 - (C) Construction with materials resistant to flood damage, utilizing methods and practices that minimize flood damage, and with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
 - (D) All utility and sanitary facilities be elevated or floodproofed up to the regulatory flood protection elevation.
 - (E) That until a floodway has been designated, no development, including landfill, may be permitted within zone AE and the flood drainage area (zone X shaded, other flood areas - upper square mile) on the city's FIRM unless the applicant for the land use has demonstrated that the proposed use, when combined with all other existing and reasonably anticipated uses, will not increase the water surface elevation of the 1% annual chance flood more than one foot on the average cross section of the reach in which the development or landfill is

located as shown on the flood insurance rate study incorporated by reference per section 29-2.3(d)(4)(i).

- (F) The storage or processing of materials that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal or plant life is prohibited.
 - (G) Storage of other material or equipment may be allowed if not subject to major damage by floods and firmly anchored to prevent flotation or if readily removable from the area within the time available after flood warning.
- (iv) Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, be required to assure that (1) all such proposals are consistent with the need to minimize flood damage, (2) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located, elevated and constructed to minimize or eliminate flood damage, (3) adequate drainage is provided so as to reduce exposure to flood hazards, and (4) proposals for development (including proposals for manufactured home parks) of five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals the regulatory flood elevation.
- (9) *Specific standards for flood hazard reduction.* In all areas of special flood hazard where base flood elevation data have been provided as set forth in section 29-2.3(d)(4)(i), the following provisions are required:
- (i) *Residential construction.* New construction or substantial improvements of any residential building or manufactured home shall have the lowest floor, including basement, elevated to at least two (2) feet above base flood elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of subsection (iii), below;
 - (ii) *Nonresidential construction.* New construction or substantial improvements of any commercial, industrial, or nonresidential building or manufactured home shall have the lowest floor, including basement, elevated to at least two (2) feet above base flood elevation. Buildings located in all A-zones may be floodproofed in lieu of being elevated provided that all areas of the building below the required elevation are watertight with walls substantially impermeable to the passage of water and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the official as set forth in section 29-2.3(d)(6)(vii);
 - (iii) *Elevated buildings.* New construction or substantial improvements of elevated buildings that include fully enclosed areas formed by foundation and other exterior walls below the base flood elevation shall be designed to preclude finished living space and designed to allow for the entry and exit of floodwaters to automatically equalize hydrostatic flood forces on exterior walls. Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria:
 - (A) Provide a minimum of two (2) openings having a total net area of not less than one square inch for every square foot enclosed area subject to flooding;
 - (B) The bottom of all openings shall be no higher than one foot above grade; and
 - (C) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic flow of floodwaters in both directions;

-
- (iv) Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used on connection with the premises (standard exterior door) or entry to the living area (stairways or elevator); and
 - (v) The interior portion of such enclosed area shall not be partitioned or finished into separate rooms.
- (10) *Manufactured homes.*
- (i) All manufactured homes shall be anchored to resist flotation, collapse, or lateral movement. Manufactured homes must be anchored in accordance with local building codes or FEMA guidelines. In the event that over-the-top frame ties to ground anchors are used, the following specific requirements (or their equivalent) shall be met:
 - (A) Over-the-top ties be provided at each of the four (4) corners of the manufactured home, with two (2) additional ties per side at intermediate locations and manufactured homes less than fifty (50) feet long requiring one additional tie per side;
 - (B) Frame ties be provided at each corner of the home with five (5) additional ties per side at intermediate points and manufactured homes less than fifty (50) feet long requiring four (4) additional ties per side;
 - (C) All components of the anchoring system be capable of carrying a force of four thousand eight hundred (4,800) pounds; and
 - (D) Any additions to the manufactured home be similarly anchored.
 - (ii) All manufactured homes to be placed within zones AH, AE and X shaded, other flood areas, on Columbia's FIRM on sites:
 - (A) Outside of a manufactured home park or subdivision;
 - (B) In a new manufactured home park or subdivision;
 - (C) In an expansion to an existing manufactured home park or subdivision; or
 - (D) In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is at least two (2) feet above the base flood elevation; and shall be securely anchored to an adequately anchored foundation system in accordance with the provisions of item (i), above.
 - (iii) Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within zones AH, AE and X shaded, other flood areas, on Columbia's FIRM that are not subject to the provisions of item (i), above, shall be elevated so that either:
 - (A) The lowest floor of the manufactured home is at least two (2) feet above the base flood elevation; or
 - (B) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and are securely anchored to an adequately anchored foundation system in accordance with the provisions of item (i), above.

-
- (11) *Recreational vehicles.* All recreational vehicles placed on sites within the identified floodplain on Columbia's FIRM shall either be on the site for fewer than one hundred eighty (180) consecutive days, and be fully licensed and ready for highway use or meet the permit requirements and the elevation and anchoring requirements for manufactured homes of this section. A recreational vehicle is ready for highway use if it is on its wheels or its jacking system, is attached to the site only by quick disconnect type utilities and security devices and it has no permanently attached additions.
- (12) *AH zones.* Within AH zones adequate drainage paths around structures on slopes shall be required in order to guide floodwaters around and away from proposed structures.
- (13) *AO zones.* Located within the areas of special flood hazard established in section (b)(1) are areas designed as AO zones. These areas have special flood hazards associated with base flood depths of one to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate; therefore, the following provisions apply within AO Zones:
- (i) All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as two (2) feet above the depth number specified in feet on Columbia's FIRM (at least three (3) feet if no depth number is specified).
 - (ii) All new construction and substantial improvements of nonresidential structures shall:
 - (A) Have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as two (2) feet above the depth number specified in feet on Columbia's FIRM (at least three (3) feet if no depth number is specified); or
 - (B) Together with attendant utility and sanitary facilities be completely floodproofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Such certification shall be provided to the official as set forth in section 29-2.3(d)(6)(vii).
 - (iii) Adequate drainage paths around structures on slopes shall be required in order to guide floodwaters around and away from proposed structures.
- (14) *Floodway area.*
- (i) Only uses having a low flood-damage potential and not obstructing flood flows shall be permitted within the floodway district to the extent that they are not prohibited by any other ordinance. All encroachments, including fill, new construction, substantial improvements and other developments must be prohibited unless a "no-rise" certification statement by a professional registered engineer or architect is provided. A "no-rise" certification statement shall be accompanied by supporting documentation which shall adequately demonstrate that encroachments shall not result in any increase in flood levels during occurrence of the base flood discharge. No use shall increase the flood levels of the regulatory flood elevation. These uses are subject to the standards of subsection (d). The following are recommended uses for the floodway district.
 - (A) Agricultural uses such as general farming, pasture, nurseries, forestry;
 - (B) Residential uses such as lawns, gardens, parking and play areas;
 - (C) Nonresidential areas such as loading areas, parking and airport landing strips;
or

-
- (D) Public and private recreational uses such as golf courses, archery ranges, picnic grounds, parks, wildlife and nature preserves.
 - (ii) In zone A unnumbered, obtain, review and reasonably utilize any floodway data available through federal, state or other sources or section 29-2.3(d)(8)(iv), in meeting the standards of this subsection.
- (15) *Variance procedures.*
- (i) The board shall hear and decide requests for variances from the requirements of this section.
 - (ii) In passing upon such applications, the board shall consider all technical evaluation, all relevant factors, standards specified in other subsections of this section, and:
 - (A) The danger that materials may be swept onto other lands to the injury of others;
 - (B) The danger to life and property due to flooding or erosion damage;
 - (C) The susceptibility of proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (D) The importance of the services provided by the proposed facility to the community;
 - (E) The necessity to the facility of a waterfront location, where applicable;
 - (F) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (G) The compatibility of the proposed use with existing and anticipated development;
 - (H) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - (I) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (J) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
 - (K) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
 - (iii) Any person aggrieved by the decision of the board on a floodplain variance application may appeal such decision to the circuit court of Boone County.
- (16) *Conditions for floodplain variances.*
- (i) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items (ii) through (vi) below have been fully considered. As the lot size increases beyond the one-half (½) acre, the technical justification required for issuing the variance increases.

-
- (ii) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the state inventory of historic places, without regard to the procedures set forth in the remainder of this subsection.
 - (iii) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
 - (iv) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (v) Variances shall only be issued upon (1) a showing of good and sufficient cause, (2) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (3) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - (vi) Any applicant to whom a variance is granted shall be given a written notice that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
- (17) *Penalties for Violation.* Violation of the provisions of this section 29-2.3(d) or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or special exceptions) shall constitute a misdemeanor. Any person who violates section 29-2.3(d) or fails to comply with any of its requirements shall upon conviction thereof be fined not more than one thousand dollars (\$1,000.00) and, in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the city or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.
- (18) *Amendments.* The regulations, restrictions, and boundaries set forth in this section may from time to time be amended, supplemented, changed or repealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the city. At least fifteen (15) days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the Region VII of the Federal Emergency Management Agency. The regulations of this section 29-2.3(d) are in compliance with the National Flood Insurance Program regulations.

**RULES OF PROCEDURE
HISTORIC PRESERVATION COMMISSION
COLUMBIA, MISSOURI
(ADOPTED BY THE HISTORIC PRESERVATION COMMISSION 10/28/98)**

SECTION 1. MEETING TIME AND PLACE

The Historic Preservation Commission shall hold regular meetings.

SECTION 2. QUORUM

A quorum of four Commissioners shall be necessary to conduct business at any regular or special meeting.

SECTION 3. RESPONSIBILITIES OF COMMISSIONERS

All Commissioners are subject to rules adopted by the Commission. The vote of all Commissioners shall be equal. The Commissioners should carry out their duties in a serious and considerate manner. It will be the responsibility of each Commissioner to research all available background information related to past actions of the Commission and the City Council, as well as pertinent documents. Commissioners should make every effort to attend all meetings of the Commission; any extenuation circumstances which would cause repeated absence from meetings would be a cause for a Commissioner's resignation to the appointing authority.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Commission may be called by the Chairman or by a majority of its Commissioners. At least 48 hours notice shall be given before any special meeting is held unless said time for notice of special meeting is waived by unanimous consent of the Commissioners.

SECTION 5. OFFICERS

At the first meeting in September of each calendar year, the Commission shall elect the following officers: Chairman, Vice-Chairman and Secretary. Election shall be by voice vote.

SECTION 6. DUTIES OF THE CHAIRMAN

The Chairman shall preside at all meetings in which he or she is in attendance, shall preserve order and decorum and decide all questions of order subject to an appeal to the Chairman. At the hour designated for Commission meetings, the Chairman shall call the Commission to order, and after roll call, if a quorum be present, he or she shall present the minutes of the last meeting for correction and approval. The agenda, which has been prepared by the Chairman, or caused to have been prepared by him, shall then be followed as to the order of business unless changes in the order of business are made by a majority of the Commissioners present. The Chairman shall conduct all meetings expeditiously and may, if the situation warrants, set reasonable time limits at public hearings. The Chairman may introduce motion on his or her own.

SECTION 7. DUTIES OF THE VICE-CHAIRMAN

The Vice-Chairman shall assume the duties of the Chairman during the Chairman's absence or disability. If a vacancy in the Office of the Chairman should occur, the Vice-Chairman shall become Chairman for the completion of the unexpired term of the Chairman.

SECTION 8. DUTIES OF THE SECRETARY

The Secretary shall be responsible for the maintenance of a record of the proceeding of all work meetings of the Commission and shall arrange for formal minutes to be taken at all public hearings, said record to be known as the minutes of the Commission meetings. In the absence or disability of the Chairman and the Vice-Chairman, the Secretary shall assume their duties and responsibilities. If a vacancy in the office of Vice-Chairman occurs, the Secretary shall become Vice-Chairman for the completion of the unexpired term of Vice-Chairman. If a vacancy in the office of Secretary occurs, the Chairman shall appoint a successor to fill the unexpired term.

SECTION 9. ORIENTATION OF INCOMING COMMISSIONERS

It shall be the duty of the Chairman to see that all incoming Commissioners are:

- 1) Introduced to members of the Planning and Development staff;
- 2) Introduced to other Commissioners;
- 3) Provided with all necessary reports, ordinances and material;
- 4) Given a brief meeting on the mechanics of the Commission.

The above orientation shall be accomplished prior to the incoming Commissioner's first regular meeting.

SECTION 10. AGENDA

An agenda stating the items to be discussed at each meeting, accompanied by a copy of the minutes of the preceding meeting, shall be mailed or otherwise delivered to each member of the Commission at least 48 hours before the meeting at which the agenda is to be considered. Emergency business not on the agenda may be included in the discussion by the consent of at least four Commissioners present at the meeting.

SECTION 11. ADDRESSING THE CHAIR

When a Commissioner is about to speak, he or she shall respectfully address himself or herself to the presiding officer, but shall not proceed with his or her remarks until recognized and named by the Chair. Commissioners shall address visitors and each other as Commissioner, Mr., Mrs., or Ms., etc.

SECTION 12. NAMING SPEAKER

When two or more Commissioners address themselves to the presiding officer at once, the presiding officer shall name the person who is to speak first, the other having preference to speak next.

SECTION 13. NUMBER OF SPEECHES- DISRESPECT

The Chairman may rule that no Commissioner shall speak more than twice on the same question, nor more than once until every Commissioner choosing to speak shall have spoken; and in all discussions, disrespectful language or personalities shall be avoided.

SECTION 14. INTERRUPTING SPEAKER

While a Commissioner is speaking, other Commissioners shall not hold private discourses or in any other manner interrupt the speaker.

SECTION 15. CALLING COMMISSIONERS TO ORDER

A Commissioner called to order shall immediately desist from speaking unless permitted to explain. If there is no appeal, the decision of the Chair shall be conclusive, but if the Commissioner appeals to the Commission from the decision of the Chair, those Commissioners present shall decide the question without debate.

SECTION 16. COMMISSIONERS WHO SHALL VOTE

Every Commissioner who shall be present when a question is stated by the Chair will vote thereon, unless excused by the Chairman, unless he or she has a direct pecuniary interest in the question, or unless he or she feels that voting on the question would be improper for any reason.

SECTION 17. REDUCING MOTIONS TO WRITING

Every motion shall be reduced to writing if the Chairman so desires.

SECTION 18. SECRETARY TO READ MOTIONS; SECOND REQUIRED

When a motion is made and seconded, it may be read aloud before it is debated. No motion shall be debated until seconded.

SECTION 19. WITHDRAWING MOTIONS

After a motion is made and seconded it shall be deemed to be in the possession of the Commission. The motion may be withdrawn at any time before a vote or amendment by the maker without consent of the second. The question may be reconsidered after a vote during the same meeting, only if a majority of those present vote favorable to re-open the item for another vote.

SECTION 20. VOTING ORDER FOR ROLL CALL VOTES

Commissioners shall vote in alphabetical order, rotating in succeeding meetings.

SECTION 21. TIE VOTES

In the event of a tie vote on a motion, the motion shall be defeated. Motions defeated by a tie vote shall be reconsidered at the next regular meeting. In the case of recommendations to the City Council, the motion shall be sent forward to the City Council without recommendation, but with indication of the tie vote.

SECTION 22. AMENDMENT OR SUBSTITUTE MOTION OR PROPOSITION

No new motion or proposition shall be admitted as an amendment or as a substitute for any pending motion which does not relate to the subject matter of the original motion.

SECTION 23. MOTIONS WHEN QUESTION IS UNDER DEBATE

When a question is under debate, no motion shall be entertained except for: “the question”; to amend; to refer to a committee or to an office of the City or the Commission; to table; to continue; or to adjourn.

SECTION 24. WHEN MOTION TO ADJOURN IS IN ORDER

A motion to adjourn shall always be in order, except: (1) when a member is in possession of the floor; (2) while the yes and no’s are being called; (3) while the commissioners are voting; (4) when it was the last preceding motion; and (5) when it has been decided that “the question” shall be taken.

SECTION 25. “THE QUESTION”

The motion to call for “the question” shall be in this form: “Call for the Question”. When recognized by the Chairman, the motion shall preclude all debate and amendments and the Chairman will immediately call for a vote on the main question, motion or amendment.

SECTION 26. WHEN INDIVIDUAL YES OR NO’S ARE RECORDED

If any Commission so requests, the individual yes and no votes upon any question shall be taken and entered upon the minutes.

SECTION 27. SITUATIONS NOT COVERED UNDER THE ABOVE RULES

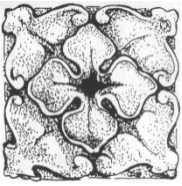
The Chairman shall rule on all questions that arise which are not otherwise covered by the above. The ruling of the Chairman under these circumstances may be overturned by a 2/3 majority vote of the Commissioners present.

SECTION 28. HOW RULES ARE REPEALED, ALTERED OR AMENDED

These rules shall not be repealed, altered or amended except by receiving the affirmative vote of Four Commissioners.

SECTION 29. PREVIOUS RULES

All previous rules and regulations of the Commission are hereby repealed and become null and void.



Columbia Historic Preservation Commission

Application No. _____
(for office use only)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness is issued approving the proposed work to be accomplished after the Historic Preservation Commission has established that the proposal is in keeping with the character of the landmark structure and/or district.

1. ADDRESS OF PROPERTY REQUIRING CERTIFICATE:

2. APPLICANT'S NAME: _____

ADDRESS: _____

PHONE NO: _____ EMAIL: _____

3. OWNER OF RECORD: _____
(If different than Applicant)

4. LEGAL DESCRIPTION:

5. IS THE LANDMARK BUILDING A CONTRIBUTING RESOURCE IN A LARGER HISTORIC PRESERVATION DISTRICT?

(circle) Yes No

6. NARRATIVE DESCRIPTION OF WORK:

(A copy of that portion of the plans/drawings which illustrate the changes and/or work to be accomplished to the Landmark building must accompany this application. Please emphasize specific changes affecting the historic features described in the original application for landmark designation).

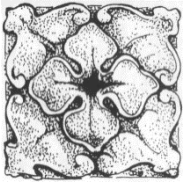
7. Attached to this Application are _____ Photograph (s) of the Property.

8. Return form to:

Columbia Historic Preservation Commission
Community Development Department
701 East Broadway
65201

(or) PO Box 6015
Columbia, MO 65205

Date ____ / ____ / ____ Signed _____
(applicant)



Columbia Historic Preservation Commission

APPLICATION NUMBER: _____

APPROVAL DATE: _____

CITY OF COLUMBIA, MISSOURI
HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

This certifies that _____

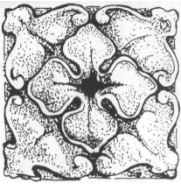
has permission to perform work on H-P designated property at _____

conforming with every respect to the terms of the applications on file in this office and to the provisions of the Historic Preservation Section of the Zoning Regulations of the City of Columbia, Missouri.

Historic Preservation Commission Chair

Building Regulations Supervisor

This certificate will become void unless work is commenced within six months of date of issuance.



Columbia Historic Preservation Commission

Petition for Historic Landmark and/or District Designation

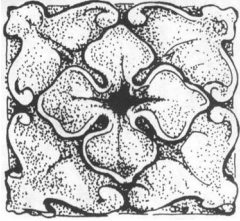
Landmark Property Address(es): _____ (For Districts, please attach a boundary map.)

Property Owner Name (Print): _____

Property Owner Signature: _____ Date: _____

1. In the space below, please identify all historical and architectural features of the landmark property proposed for regulation.

2. In the space below, please identify the facts which support the determination that the proposed landmark and/or district meets the designation criteria of Section 29-2.3(c)(6) of the UDC.



**City of Columbia Historic Preservation Commission
Application for Most Notable Property**

**Community Development Department, Planning Division
City of Columbia, 701 E. Broadway, Columbia, MO 65201
Planning@CoMo.Gov**

Address Being Nominated _____

Date Property Built (if known) _____

First Owner/Builder/Architect (if known) _____

Current Owner's Name _____
*(properties may be nominated by non-owners but owners must give permission for photography/
videography of property- see page 2 for release)*

Address _____

Phone Number _____ **E-mail** _____

Submitter's Name _____

Submitter's Phone number _____ **E-mail** _____

NOTE: The following information provides a starting point for historic research on the property. However, a lack of information should not be a deterrent for an application. All properties chosen for Most Notable will have a history of the property compiled by a historic preservation professional. This history will be provided to property owners for their own records.

Has anyone of local, regional, or national historic note ever occupied the property? If so, whom?

Does the property have any notable or unusual architectural qualities? If so, please identify.

Have any recent renovations been performed that have helped restore the property? If so, describe them briefly.

Is the property recognized by any other historic preservation organizations? If so, please identify.

Please describe any other unusual or interesting attributes or stories about the property.

Please attach current and/or early pictures of the property.

Owner's release for city public communications to photograph/video record around exterior property **and** for property information to be included online in an interactive historic map *(required for nomination)*

(signature)

(signature)

Owner's release for city public communications to photograph and video record up to three rooms/elements in the interior of the building *(optional- will require owner's presence)*

Rooms/elements of interest in the building's interior:

1. _____

2. _____

3. _____

(signature)

(signature)

Certificate of Appropriateness & Economic Hardship Procedure

Certificate of Appropriateness required for any interior construction or alteration of a landmark structure, and/or with any action affecting historic or architectural features identified in the establishing ordinance for the District.

Application Submittal Via CSS Online Portal

Completeness Check by Director

Scheduled for HPC Hearing (within 40 days or approved)

Sign Placed on Property (7 days prior to hearing)

Public Hearing Before the HPC

HPC Decision Based on Section 29-3.3(c)(10)

COA Approval

Work to begin within 6 months, Certificate of Appropriateness valid for 18 months, renewable.

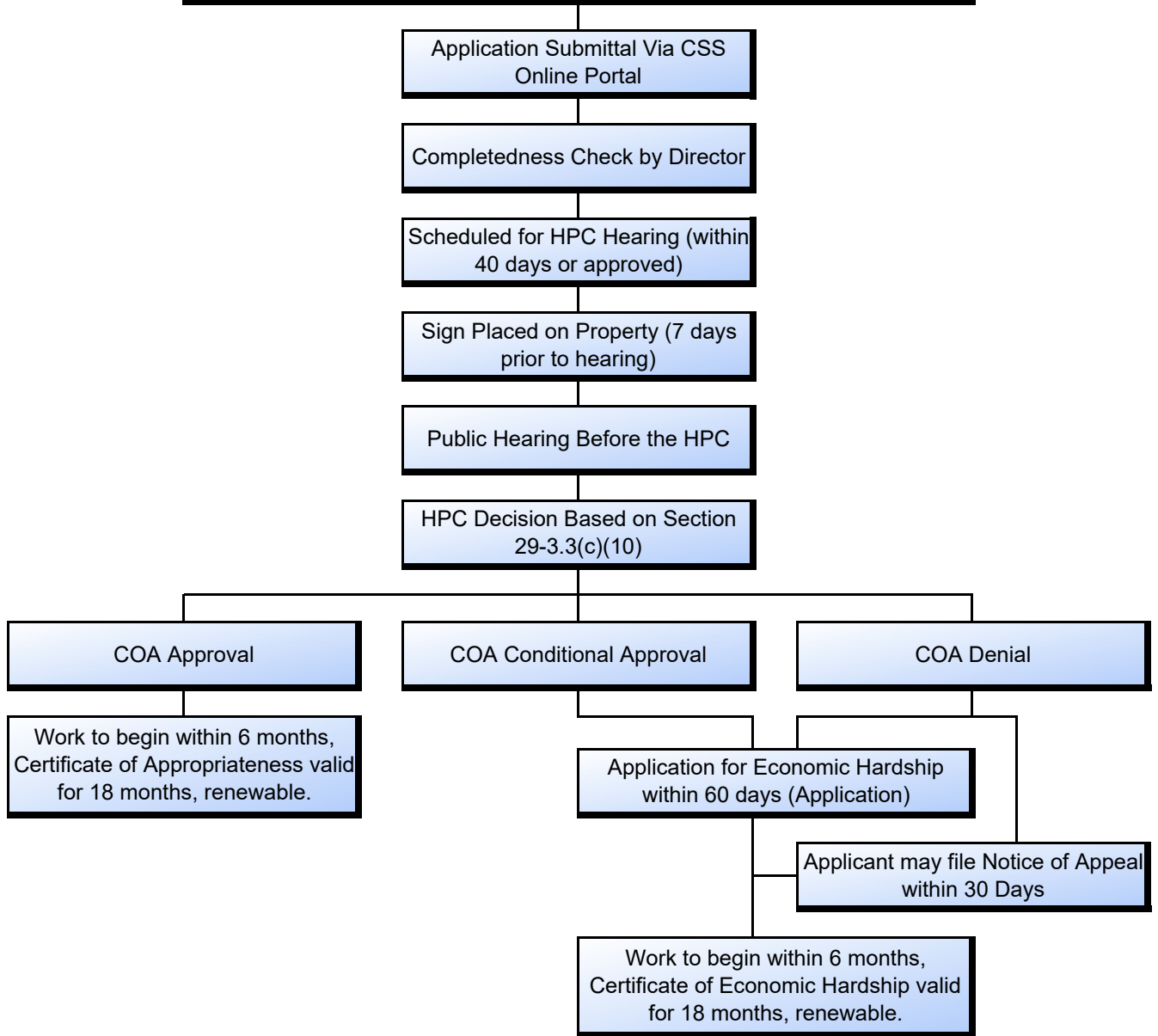
COA Conditional Approval

Application for Economic Hardship within 60 days (Application)

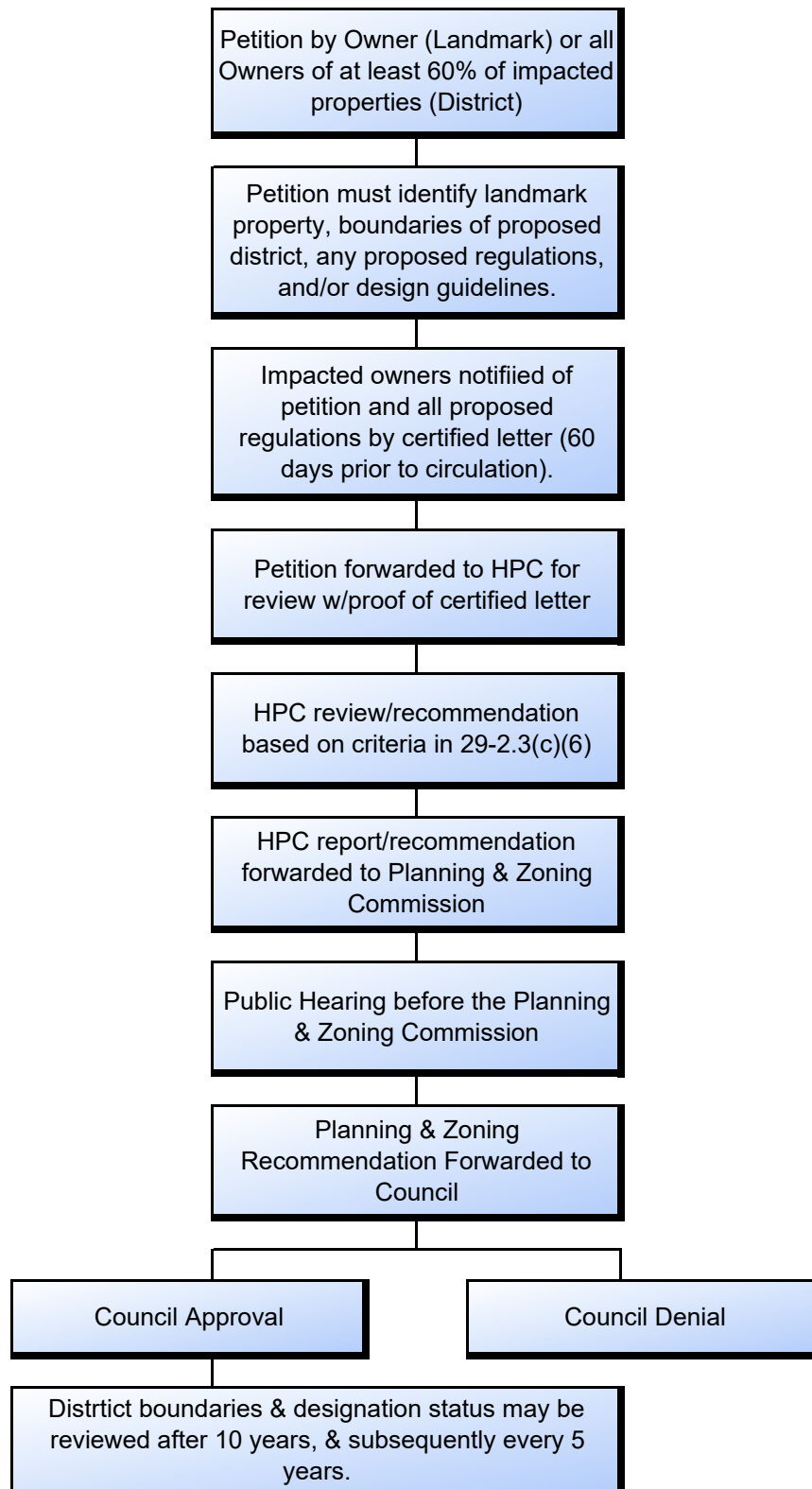
Applicant may file Notice of Appeal within 30 Days

Work to begin within 6 months, Certificate of Economic Hardship valid for 18 months, renewable.

COA Denial



Historic Landmark & District Designation Procedure



Reliable colleague. Known for meeting deadlines and following through with finished product.

Detail oriented communicator. Meticulous, analytical, and persistent, especially in written communication.

Community Organizer. Experienced having a vision, organizing volunteers, and bringing community groups together for collaboration.

STRENGTHS AND COMPETENCIES

Community Advocacy • Digital Photography • Adobe LR/PS • Relationship Building • Writing • Professional photography experience • Environmental Stewardship Group and Community Collaboration • Visual Storyteller and Blogger • Communicator

COMMUNITY LEADERSHIP

KIWANIS PARK PROJECT

2021

Organized invasive species removal project involving partnerships with City of Columbia, Parks and Recreation, local Kiwanis Club, and environmentally-minded neighbors and citizens

BOONE COUNTY HISTORICAL SOCIETY

2020-Current

Exhibit and Event Photographer: Photograph exhibits, artists, and cultural events at the Boone County History and Culture Center; photographs provided for use in publications
Imaging Lab Technician: Help the Waters Digital Imaging Lab scan, preserve, and catalog original glass plate negatives from several different Columbia photography studios.

RUSSELL ELEMENTARY OUTDOOR CLASSROOM COMMITTEE

2012-Current

Event Coordinator: Conceive of events to familiarize others with Russell Garden and Classroom projects; Assisted with securing and implementing \$10,000 Tree Resource Improvement and Maintenance grant; Spearheaded campus tree adoption project; Communicate plans and meeting notes with all members; Prepare schedules for outdoor workdays and volunteers; Facilitate collaboration between faculty, parents, local community, and committee; Organize infrastructure projects with CCUA and CGC

COLUMBIA HISTORIC PRESERVATION COMMISSION

2019-Current

Recording Secretary (2019-2021) and Presiding Chair (2021-Current), Photographer: Record, distribute meeting minutes; communicate with property owners to photographically document historical homes and businesses; Schedule meetings with owners and volunteers for architectural salvage; Organize, schedule, and assist with script-writing for historical walking tours

COUNTY HOUSE BRANCH NEIGHBORHOOD ASSOCIATION

2015-Current

Vice President and Historian: Organize habitat restoration schedule, volunteers, and grant; Planned, implemented food drive logistics and locations; Collect, archive, and share

historical records and photos pertinent to neighborhood; Initiated first annual fund-raising cooperative garage sale; Collaboratively plan seasonal events

VARIOUS VOLUNTEER/STIPEND

Missouri River Relief: Volunteer Photographer for Community events and programming	2021
Food Bank for Central and Northeast Missouri: Volunteer/Stipend photographer including Taste of the Tigers and Float Your Boat events	2017-Current
True/False Film Fest: Volunteer/Stipend photographer including the festival and annual Boone Dawdle	2009-Current
Access Arts: Photography Instructor and volunteer photographer	2010-2014

WORK EXPERIENCE

FOOD BANK FOR CENTRAL AND NORTHEAST MISSOURI

VOLUNTEER COORDINATOR 2021

- Coordinate, schedule volunteers to staff Central Pantry
- Interim Assistant Manager

VOLUNTEER ROOM EMPLOYEE 2020-2020

- Sort, package, and palletize food donations
- Work with Missouri National Guard during emergency health event

NEWZGROUP; MEDIA ANALYST 2011-2020

- Scan print and online media to compile information per clients' interests
- Conceive of new account interests to offer clients
- Analyze and modify existing keywords and strategies to maximize client acquisition

AMEC; TEMPORARY PHOTOGRAPHER 2009-2010

- Arranged artifacts to show measurements, depth, and scale for photographic documentation
- Photographed, touched up digital images of artifacts uncovered during surveys

MU HEALTHCARE; PHOTOGRAPHER 2008-2009

- publicity and publications photographer for University Health Care and Clinics
- provided digital photography for advertising and promotional campaigns, physician and administrative portraiture, environmental portraiture, and publications

EDUCATION

University of Missouri, Kansas City (Online), MO; Grant Writing Certificate	2021
Westminster College, MO; Bachelor of Arts in English	1990-1994
Columbia College, MO; Photography 4.0	1996-1998
University of Missouri, Columbia; Photography	1997-2002

The following are the results of a Board or Commission Application sent on September 11th, 2023 at 04:54PM (CDT).

First Name: Carrie
Middle Name:
Last Name: Gartner

Address: 115 Aldeah Ave.
City: Columbia
State: MO
Zip Code: 65203
Phone: 5732890973
Cell Phone: 5732890973
Email: carrie@carriegartner.com

City Limits: Yes
Ward: 1
Boone County: Yes
Registered: Yes

Board or Commission: Historic Preservation Commission
Category:

Employer: The Loop CID
Title: Executive Director
Office Phone: (573) 443-5667
Product or Service: Urban planning and economic development

Current Boards and Community Service: No current board or commissions

Past Community Service: Member, Bicycle and Pedestrian Commission

Board member, Local Motion

Member, Mayor's Task Force on Pedestrian Safety

Board member, International Downtown Association

President, Missouri Downtown Association

Board member, MU Museum of Art and Archaeology Museum Associates

Board member, Job Point

Why Do You Wish To Serve: In an era of generic cities, our history is one of the only things that will set Columbia apart. I'd like to be a part of that.

Experience: Accomplishments include:

Downtown Columbia Historic District (National Register); removal of the Broadway canopies; spearheaded historic preservation in downtown Columbia; successfully lobbied to preserve State Historic Tax Credits.

Diversity Statement: Columbia has lost an immense amount of physical, historic structures because neighborhoods of color were seen as disposable and the people within them were not heard. Only by preserving the historical record and creating an awareness of these hidden assumptions can this be prevented.

Applicant Monetary Interest: No
Applicant Family Monetary Interest: No
Explain:

Other Comments or Information: I'm a proud owner of a house named as one of Columbia's Most Notable Properties.

Read Duties: Yes

Reference Name 1: Deb Sheals

Reference Address 1: 29 S 9th St #210, Columbia, MO 65201

Reference Phone 1: 573-874-3779

Reference Name 2: Tanner & John Ott

Reference Address 2: 212 Bingham Rd Columbia, MO 65203

Reference Phone 2: 573-356-5893

How Heard About Vacancy: Other

How Heard Other: Meg Ross

Gender: Female

Sexual Orientation: Straight (heterosexual)

Age: 51-55 years old

Veterans Status: No

Disability: No, I do not have an ADA disability

Race: White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa

Info Accurate: Yes

CARRIE GARTNER, LPM

115 Aldeah
Columbia, MO 65203
(573) 289-0973

carrie@carriegartner.com
www.carriegartner.com
@carriegartner

Profile

From downtown development and creative placemaking to teaching and government relations, one constant has been my desire to make a difference in communities.

I'm experienced at developing and implementing long-range plans including revitalization projects, rebranding campaigns, marketing programs, and social media strategies. I'm accomplished at media relations, events and promotions, and brand management. I've organized arts and music festivals, conferences, and other special events and I can handle unforeseen problems without panicking (at least not too much). I've also done all of these things in support of downtowns and cities.

I live in a historic bungalow on a bike boulevard and can usually be found tooling around town on my bike.

Skills

- **Accomplished at marketing and public relations.** I've written and implemented any number of marketing, organizational identity, and member outreach plans and I'm skilled at brand management, both in traditional and social media. I've also served as press secretary for both a mayor and a state representative. Not only do I have experience as a spokesperson for an organization, I am also experienced at preparing others to speak to the media, constituency groups, and other organizations.
- **Experienced at developing and implementing long-range plans, including organizational restructuring, branding campaigns, and capital improvement plans.** I've taken both organizational branding and community improvement projects from brainstorming to planning to implementation. I successfully rebranded Downtown Columbia as The District to address a lack of public awareness about what our downtown had to offer. A decade later, when this was no longer a concern, I refreshed the brand with a new logo, videos, street banners, website, and social media campaign to better reflect what we had become, with the campaign receiving an IDA Marketing and Communications Award.
- **Proven success with social media and other online platforms.** At the University of Missouri I developed and implemented a 6 month plan that transformed a sluggish social media presence into a powerhouse, increasing Twitter impressions by 324%, Facebook impressions by 33%, and impressions across all platforms by 67%—while also creating a new presence for the organization on Instagram, Pinterest, and Vine. I am also experienced in website development, content creation, and various other online communication tools.

- **Strong emphasis on benchmarking and program evaluation.** Much of my work has focused on outreach, quality of life, beautification, and arts and culture and I understand the importance of using key metrics to emphasize the economic value of these efforts. Notably, I changed the public conversation in Columbia about cultural events through a surveying and benchmarking program of key festivals, shifting the press's focus to the arts as an economic generator for the city.

Experience

Executive Director

The Loop CID 2015 - present

The Business Loop is a former state highway that's been neglected for decades. A new Community Improvement District is bringing needed attention to this area focusing not just on walkability and beautification but on the infrastructure and investment necessary to make this an innovative corridor focused on makers and artisans.

We have an approved 10-year Corridor Plan to revitalize The Loop and a comprehensive economic development plan to attract local, small-scale manufacturers to the area. We were one of six cities in the nation to receive a 2018 EDA/Smart Growth America grant focused on small-scale manufacturing and one of five cities to receive a 2019 Etsy/Mastercard Maker City grant and designation. We were the first to successfully advocate for a change to the city's new zoning code that would better accommodate makers, artisans, and shared spaces along our corridor. This allowed us to start construction on our shared commercial kitchen incubator and I've successfully applied for project grants totaling nearly \$300,000.

Director of Communication and Public Relations

University of Missouri Health System 2014 - 2015

University of Missouri Health Care's core mission is to advance the health of all people, especially Missourians. Through exceptional clinical service, University of Missouri Health Care supports the education and research missions of the University of Missouri.

I managed a team in charge of communications that included press, web development, social media, publications, presentations, and more. In a short time I was able to rework their entire social media presence and begin switching out a patchwork of decades old websites for an updated and accessible web presence.

Executive Director

The District CID 2000 – 2014

The District is a live/work/play downtown that sparks the creative, the eclectic, and the local. It's a constantly adapting community of people, with tradition blending harmoniously with high tech and the latest trends in

fashion, food, and the arts. My work ran the gamut from public relations to government relations, from event planning to urban planning.

I shepherded in a new Community Improvement District, taking members from brainstorming to planning to implementation. The planning process led to the consolidation of two, independent organizations and the total recasting of the mission of The District. I was instrumental in the passage of two new downtown assessments, despite the lagging economy. The CID property assessment passed with overwhelming support (71% assessed value and 58% per capita) and a new CID sales tax passed with 63% of the vote. As a result, revenues increased by over 300%, finally allowing the organization to accomplish some key District improvement projects.

Campaign Manager, Lt. Governor Joe Maxwell 1999 - 2000

Political Director, MO Democratic Party 1997 - 1999

Campaign Manager, Joseph Vitale for Senate New Jersey 1997

Press Secretary, Mayor Susan Bass Levin New Jersey 1997

Chief of Staff, Assemblywoman Arline Friscia New Jersey 1996

Campaign Manager, Burnam for Representative Texas 1995 - 1996

Press Secretary, Wisniewski & Friscia for Assembly New Jersey 1995

Volunteer Experience

Member

Mayor's Task Force on Pedestrian Safety - Goal of drafting and implementing Vision Zero policies

Board Member

Museum Associates - MU Museum of Art and Archaeology

Board Member

Local Motion - A grassroots advocacy organization focused on transportation equity

Board Member

International Downtown Association, Research Committee

Board Member

Job Point

President

Missouri Downtown Association

Board Member

Standing Committee on Public Art - Traffic Box Art Subcommittee

Honors and Awards**Ten Most Influential Women in Columbia Award**

CoMo Magazine

Leadership and Management Merit Award

International Downtown Association

Partners in Education Program with Douglass High School

Professional Excellence Award Finalist

Columbia Daily Tribune "Women in Business Awards"

Golden Addy Award

Mid Mo Addy Awards

"Discover the District" Newspaper Campaign Design

Excellence in Redevelopment Award

Missouri Department of Economic Development

Best New Media Promotion in Missouri - District Website

Excellence in Redevelopment Award

Missouri Department of Economic Development

Special Event in Missouri - Twilight Festival

Downtown Planning Strategy of the Year

Missouri Downtown Association

Helping Urban Beautification (HUB) Plan

Education**LPM Certification i(Leadership in Place Management)**

International Downtown Association, 2022

PhD, Communication

University of Utah, 1998

Attended 1994-1998

MA, Speech Communication

California State University, Fullerton, 1990

Attended 1988-1990

BA, Speech Communication

California State University, Fullerton, 1988

Attended 1984-1988

MELISSA L. HAGEN

573.268.8023

mhdesigns15@hotmail.com

4704 Newcastle Drive

Columbia, Missouri. 65203

Profile

I am passionate about design, architecture and the preservation of history- in vernacular and high architecture; I believe it is imperative to preserve the framework of a town, and yet grow in a thoughtful and careful manner. How buildings and landscapes shape and tell the story of a community is extremely intriguing to me.

I have been an interior decorator for over 20 years and enjoy working with clients to create the home of their dreams.

Experience

Owner/Partner/Designer- The Staging Company; Columbia, Missouri January 2018–Present

Home Staging. Redesign. Interior Design.

- Own and operate a home staging company in which we stage vacant and occupied properties with the objective of a quick and more profitable sale. We work with either existing furniture/accessories or rent such items in which to showcase the space to its best advantage.
- Redesign a space using clients furniture and accessories.
- Custom window treatments, from concept to installation.
- Design spaces to reflect the owners and their personalities.

Owner/Designer- MH Designs; Columbia, Missouri 2008-Present

- Space planning
- Color consultations
- custom window treatments
- custom furniture
- accessory arrangement and/or purchasing.

Design Consultant- Ethan Allen Design Center; Columbia, Missouri 2006-2008

- Provide design consultations, which includes assisting clients with space planning and color selections.
 - Project planning
 - Self-marketing strategies including networking, newsletters, phone calls, and mailings.
 - Window treatment projects, from concept to installation.
-

Assistant to the Executive Director-Missouri Alliance for Historic Preservation-Columbia, Missouri

2005-2006

- Assist in event planning for statewide conferences, award programs and rambles.
- Assist in the coordination of press conferences and contact media.
- Manage database for new and existing members including honorary and board members.
- Proofread quarterly newsletter and other correspondence.
- Design stationary, membership forms, name badges, etc.
- Accounting duties including processing and recording cash receipts form new memberships, renewals, and rambles.
- Organize displays.
- Revamped existing paper filing system from the previous 30 years.
- Routine office duties.

Extra Curricular actives/organizations include:

- Member and Co-chair of the Historic Preservation Commission for the city of Columbia, Missouri. 2019-present.
- Historic Preservation Commission Representative for the Downtown Leadership Council, Columbia Missouri.
- Member, National Trust for Historic Preservation and the Preservation Leadership Forum.
- Member Missouri Alliance for Historic Preservation.
- Member Vernacular Architecture Forum.
- Member State Historical Society of Missouri.
- Member Missouri Main Street Connection.
- Member Our Lady of Lourdes Church
- Secretary for the Heritage Meadows HOA. 2014-present
- Home Staging certification through the Home Staging Resource.
- Member of RESA (Real Estate Staging Association)
- Member of ASHSR (American Society of Home Stagers and Re-designers)

Education

University of Missouri-Columbia- Columbia, Missouri

Bachelor of Arts degree in Art History and Archeology, minor in Environmental Design, 1999-2005.

- Emphasis in architectural studies with a focus on American Architecture and Historic Preservation (buildings and landscape)
-

Columbia College- Columbia, Missouri
General Studies, 1992-1999.

- Evening Studies.

References

Available upon request

The following are the results of a Board or Commission Application sent on July 27th, 2023 at 11:24AM (CDT).

First Name: Veronica
Middle Name: Lynne
Last Name: Lemme

Address: 603 Rollins Ct
City: Columbia
State: Missouri
Zip Code: 65203
Phone: (573) 489-1110
Cell Phone: (573) 489-1110
Email: Veronica@penpointpaperie.com

City Limits: Yes
Ward: 4
Boone County: Yes
Registered: Yes

Board or Commission: Historic Preservation
Category: layperson, board member

Employer: University of Missouri
Title: Training & Education Coordinator for Health Affairs
Office Phone: (573) 884-1505
Product or Service: Education

Current Boards and Community Service: Girls on the Run
Past Community Service: Columbia City Council-Comprehensive Plan Task Force (2011-2013), downtown business owner (2007-2010), Altrusa International (2003-2008)
Why Do You Wish To Serve: My husband and I have always been supporters of the downtown. I owned a business located in the downtown area at one time and we love our community. My husband and I are currently in the process of purchasing a historic building downtown and are very interested in maintaining the integrity of history of the building and learning more about the process. Hopefully one day our current home will qualify as well.
Experience: My experience is from serving with the previous task force and understanding the importance of preserving what makes Columbia's downtown and the entire city the wonderful town where our state University is located. My husband and I also live in the historic old southwest which has been a goal of ours since we married. Along with my experience I have my husband's expertise with his experience with Precision Construction services here in town. His schedule does not permit him the time to serve, but it was of value to both of us to be involved.
Diversity Statement: The wonderful thing about Columbia and why we love living here is the diversity the University brings to our town. When considering any decision within the city/county we should be very informed and considerate of all backgrounds and with that comes a responsibility to preserve all of the history from all walks of life that we represent here.

Applicant Monetary Interest: Yes
Applicant Family Monetary Interest: Yes
Explain: it is possible that if we do purchase the property downtown there could be city funds to help with some renovations is my understanding. In any instance that would impact my role or vote on the board I would certainly want to abstain from any such appearance of conflict of interest.

Other Comments or Information: I have lived in Columbia since 2002 and have always been a Mizzou sports fan so I feel like this is my home. I love this town and especially all the old parts. I very much want to get back to being involved and this would be a great way to do that and learn more about historic preservation. Thank you for your consideration.

Read Duties: Yes

Reference Name 1: Jon Poses

Reference Address 1: 21 N. Tenth St., Columbia, MO

Reference Phone 1: (573) 864-6917

Reference Name 2: Jim Pellock

Reference Address 2: 1729 W. Broadway, Suite 9A

Reference Phone 2: (573) 489-7663

How Heard About Vacancy: Other

How Heard Other: Rusty Palmer mentioned to my husband

Gender: Female

Sexual Orientation: Straight (heterosexual)

Age: 46-50 years old

Veterans Status: No

Disability: No, I do not have an ADA disability

Race: White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa

Info Accurate: Yes

The following are the results of a Board or Commission Application sent on May 6th, 2022 at 08:30AM (CDT).

First Name: Tanner

Middle Name:

Last Name: Ott

Address: 12 E. Ridgeley Rd.

City: Columbia

State: Missouri

Zip Code: 65203

Phone: (573)356-5893

Cell Phone: (573)356-5893

Email: jtannerott@alleyarealty.com

City Limits: Yes

Ward: 4

Boone County: Yes

Registered: Yes

Board or Commission: HPC

Category:

Employer: Ott Historic Rehab

Title: Vice-President

Office Phone: (573)356-5893

Product or Service: Building Renovation and Management

Current Boards and Community Service: North Village Arts District Board Member

Past Community Service: I had previously spent more time in Minnesota where I served on a few boards. The Ely Folk School and the town's local independent theater, Ely's Historic State Theater board.

Why Do You Wish To Serve: I'm passionate about preserving history. The stories and architecture of our historic places give communities personality and I want to help others gain a deeper awareness and respect for this perspective.

Experience: I have led numerous renovations projects of historic buildings.

Diversity Statement: It's important to see problems and opportunities through multiple lenses. That includes being aware of how people of different races, genders, religions, ages, and all backgrounds may feel about the issues, decisions and priorities that come across the HPC's agenda.

Applicant Monetary Interest: Yes

Applicant Family Monetary Interest: Yes

Explain: Our company owns property downtown and we will occasionally be in discussions with the City about various renovation projects - right of use contracts, building permits, etc. I will surely excuse myself if there is any conflict of interest.

Other Comments or Information:

Read Duties: Yes

Reference Name 1: Brian Connell

Reference Address 1: 2311 E Walnut St Suite B

Reference Phone 1: (573)875-2455

Reference Name 2: Patrick Earney
Reference Address 2: 113 West Blvd N.
Reference Phone 2: (573)234-2647

How Heard About Vacancy: Other
How Heard Other: Stephen Bybee

Gender: Male
Sexual Orientation: Straight (heterosexual)
Age: 26-30 years old
Veterans Status: No
Disability: No, I do not have an ADA disability
Race: White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa

Info Accurate: Yes

Tanner Ott

12 E. Ridgeley Rd. • Columbia, Missouri 65203
jtannerott@alleyarealty.com • 573.356.5893

Education

University of Minnesota, Minneapolis, Minnesota

August 2010 - May 2014

- Bachelor of Science in Business Administration
- Carlson School of Management
- Major in Finance
- GPA: 3.84

Stellenbosch University, Stellenbosch, South Africa (Near Cape Town)

January 2013 - July 2013

- Taught personal finance workshop in nearby rural community
- Performed research on using technology to enhance math education in impoverished communities
- GPA: 3.8

Professional Experience

Alley A Realty/Ott Historic Rehab, Columbia, Missouri/Ely, Minnesota, Vice President

September 2014 - Current

- Developing financial models and reporting information to owners and banks.
- Implementing new data management systems to improve company efficiency.
- Strengthening communication skills while corresponding daily with dozens of tradesmen and tenants.
- Honing sales skills by showing and leasing commercial space and successfully pitching project financing to banks.
- Sharpening my eye for historic architecture and learning appropriate maintenance of historic buildings.

Activities

North Village Arts District

October 2021 – Current

Board Member

Ely Folk School

January 2015 – November 2020

Board Member

Urban Land Institute

August 2013 – August 2014

Member

Building a Foundation Real Estate Development Course

September 2013 – May 2014

Student

Junior Achievement

November 2013 – May 2014

Mentor

Accomplishments

Preservation Alliance of Minnesota President's Award, Recipient

October 2019

- The President's Award is in recognition of one person in the state of Minnesota who recognizes the necessity and role of building reuse in terms of culture, legacy, and job creation.

Preservation Alliance of Minnesota Impact Award, Recipient

October 2017

- The Minnesota Preservation Awards program is PAM's way of recognizing exceptional preservation projects our state. The VFW Building in Ely received this award for the community impact award

Joel Labovitz Emerging Entrepreneur Award, Nominee

April 2017

- Since 1993, the Joel Labovitz Entrepreneurial Success Awards have recognized business owners who have dared to dream, taken risks and invested in the region. This year's award recipients, honored as part of U.S. Small Business Week, were selected from nominees from throughout the Twin Ports and Arrowhead Region.

1st Place United Health Group Innovation Challenge, Team Member

November 2013

- We conceptualized a new product or service that would promote healthy lifestyles. Our presentation showcased a mobile app action video game where children would interact with the food around them while grocery shopping. This gave children a fun environment to learn about healthy foods and influence their parents' buying habits.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
HISTORIC PRESERVATION COMMISSION MEMBER RESUME

Have you or an immediate family member ever served in the U.S. Armed Forces?

YES NO

If a professional resume, curriculum vita, or similar has not been provided for each Historic Preservation Commission (HPC) member, the following form should be completed.

"The request for certification shall include...Resumes for each of the current or proposed members of the historic preservation commission, including demonstration of their interest, competence or knowledge in historic preservation and, where appropriate, information sufficient to allow the SHPO to establish the qualifications of professional members." (Guidelines for Participation in Missouri's Certified Local Government Program IV.A.4.)

BASIC INFORMATION

HPC MEMBER (NAME) Meg Ross		CERTIFIED LOCAL GOVERNMENT NAME City of Columbia HPC	
EMAIL tim.meghon@gmail.com			
TELEPHONE (573) 673-1472	TERM START DATE 10/5/21	TERM END DATE (ANTICIPATED) 10/5/23	

EDUCATION

IDENTIFY ALL SCHOOLS ATTENDED AND MAJOR FIELDS OF STUDY. YOU MAY ALSO LIST ANY RELEVANT CREDENTIALS OR CERTIFICATIONS.
ATTACH ADDITIONAL CONTINUATION SHEETS IF NEEDED.

University of Missouri-Columbia, communications/political science
Licensed Realtor, Richmond VA

CURRENT OCCUPATION

homemaker, mom

BACKGROUND IN HISTORIC PRESERVATION

DESCRIBE THE MEMBER'S BACKGROUND IN HISTORY, HISTORIC PRESERVATION, OR RELATED FIELDS (showing a demonstrated interest, competence, or knowledge in historic preservation).

My husband and I have rehabbed over a dozen houses, the majority of which were built prior to WWII (in Missouri and Virginia). We are adamant about "sympathetic" rehabbing, trying to preserve as many original details as possible, or at least honoring the same feel.

Furthermore, while we lived in Virginia, I obtained my Realtor's license, focusing on older properties.

The following are the results of a Board or Commission Application sent on July 19th, 2022 at 06:03PM (CDT).

First Name: Tyler
Middle Name:
Last Name: Travers

Address: 106 McBaine Avenue
City: Columbia
State: Missouri
Zip Code: 65203
Phone: (573)727-4406
Cell Phone: (573)727-4406
Email: tylerchristiantravers@gmail.com

City Limits: Yes
Ward: 1
Boone County: Yes
Registered: Yes

Board or Commission: Historic Preservation Commission
Category: Layperson

Employer: State of Missouri (State Senate)
Title: Deputy Chief of Staff
Office Phone: (573)751-6607
Product or Service: Government

Current Boards and Community Service: Mayors Council on Physical Fitness and Health

Past Community Service: National Alliance for Mental Health, MU Student Suicide Prevention, Moms Demand Action

Why Do You Wish To Serve: I want to give back to the community and do what I can to preserve the rich history of our city and region.

Experience: I have a Bachelor's Degree in History from the University of Missouri, Columbia. I learned during my studies the intensive processes involved with historical preservation. I also developed a personal appreciation for regional history and for the need to preserve locations/artifacts themselves. I have enjoyed attending events/lectures at the beautiful new State Historical Society building and learning more about our community's history.

Diversity Statement: A primary reason that I have chosen to buy a home in Columbia and to lay roots here is because of the city's acceptance of all people regardless of race, religion, sexual orientation, gender identity, or any other individual characteristic. For four years now I have worked for the only openly LGBT+ Missouri State Senator and I have put countless hours into combatting anti-LGBT+ legislation in Jefferson City, as well as advocating for the Missouri Nondiscrimination Act (MONA). Here in Columbia specifically I know that we have a rich Black history, particularly within the Sharp End District, which much of the population probably does not know about. I want to do what I can to preserve and promote to the public these sorts of sites in Columbia, whether it puts the city's history in good light or not. I also know that there is much I do not know about Columbia and mid-Missouri's history, and I am very excited to learn as much as I can from local historians and leaders while doing this work.

Applicant Monetary Interest: No
Applicant Family Monetary Interest: No
Explain:

Other Comments or Information:

Read Duties: Yes

Reference Name 1: Kip Kendrick

Reference Address 1: 808 Fairway Dr., Columbia, MO 65201

Reference Phone 1: (573)823-7256

Reference Name 2: Martha Stevens

Reference Address 2: 903 Again St., Columbia, MO 65203

Reference Phone 2: (253)777-8419

How Heard About Vacancy: City of Columbia Website

How Heard Other:

Sexual Orientation:

Gender:

Age:

Veterans Status:

Disability:

Race:

Info Accurate: Yes

Tyler Travers

106 McBaine Avenue, Columbia, MO 65203
573-727-4406 | tylerchristiantravers@gmail.com

Education

- **University of Missouri, Columbia** - *Master of Public Affairs* (MPA). Expected graduation date of Fall '22. (4.0 GPA as of May '22).
- **University of Missouri, Columbia** — *Bachelor of Arts in History*. Dean's List every semester attended - August 2016 - May 2018 - Cumulative GPA 3.569. *Awarded a Multicultural Certificate.*
- **Three Rivers Community College** — *Associates Degree*, May 2016, Cumulative GPA 3.429.

Volunteer Service

Mayor's Council on Physical Fitness and Health (Columbia, MO); (2022-Present)

- Attends monthly meetings in order to help plan future events.
- Volunteered along with fellow Council members at the SPLAT! Jr. Obstacle Course Mud Run (July 2022).

Government Experience

Deputy Chief of Staff, Missouri State Senate District 7 (State Sen. Greg Razer); (Jan. 2021-Present)

- Worked intensively on legislation that ultimately became law (eg. [improving access to HIV medication](#), and [enforcing mental health parity](#)).
- Directly participated in legislative negotiations on behalf of the senator (eg. modifying and ensuring passage of the aforementioned mental health parity bill).
- Continual district office business of constituent casework, press relations, executive management, etc.

Legislative Assistant, Missouri State House District 25 (State Rep. Greg Razer); (Nov. 2018-Dec. 2020)

- Thoroughly researched and prepared Representative for bills both in committee and on the House Floor

- Prepared amendments, some of which (eg. a mental health-related addition to HB 1963 - 2020) became law.
- Dictated speechwriting
- Conducted constituent casework
- Managed meetings, press relations, etc.

Campaign Experience

Office and Volunteer Director, Martin Rucker for State Senate; (Aug. 2018-Nov. 2018)

- Recruited volunteers and organized campaign events
- Managed social media accounts
- Accompanied and directly assisted candidate at various public events

Field Worker, Stephen Webber for State Senate; Columbia, MO - (Aug. 2016-Nov. 2016)

- Diligently worked alongside Representative Webber as he ran for State Senate in and around Boone County, MO.
- Thoroughly canvassed the local community, with door-to-door knocking and phone banking.

Head Student Volunteer “Our Kids Our Future”; Poplar Bluff, MO — (May 2014-Aug. 2014)

- Personally invested in the community by promoting school tax initiative to fund new high school and upgrade existing facilities.
- Initiative passed with 56.15% of vote, passing a *tax levy* in heavily conservative district.
- Registered first-time voters and thoroughly canvassed local area going door to door

RUSSELL PALMER, AICP

SENIOR PLANNER

Certified planner with 8 years of project management experience coordinating review of complex development proposals in a collaborative environment. Multidisciplinary background in architecture, community development, and finance. More than 20 years of serving others. Successfully administered four Historic Preservation Fund grants totaling over \$150,000 in funding.

✉ rsslplmr@yahoo.com

📞 785-220-0632

📍 Centralia, Missouri

🌐 [linkedin.com/in/rsslplmr](https://www.linkedin.com/in/rsslplmr)

WORK EXPERIENCE

Planner/Senior Planner City of Columbia

08/2015 - Present

Columbia, Missouri

Responsibilities

- Facilitating pre-development concept meetings & coordinating Staff evaluation of zoning & subdivision applications.
- Preparing staff reports to the Planning & Zoning Commission, Historic Preservation Commission, & City Council clearly & concisely communicating background information & rationale for final recommendations.
- Reviewing proposed building and site construction plans for compliance with City zoning, subdivision, & other regulations.
- Acting as City Staff Liaison to the Historic Preservation Commission by facilitating meetings, administering grant projects, & representing the Commission to the public.

Teller Supervisor/Universal Banker/Teller Reliance Bank & First State Community Bank

08/2009 - 08/2015

Webster Groves & Columbia, Missouri

Responsibilities

- Supervised tellers & responsible for branch cash vault & ATM; up to \$500,000.
- Balanced daily cash transactions for three regional branches.
- Provided exemplary service anticipating client needs & selling retail bank products.

Drafting Technician Midwest Environmental Consultants

05/2007 - 08/2007

Jefferson City, Missouri

Responsibilities

- Collected soil samples & surveyed polluted properties.
- Drafted contaminant plume remediation maps.
- Completed general office & clerical duties.

Landscape Architecture Intern Multistudio

01/2006 - 08/2006

Kansas City, Missouri

Formerly known as Gould Evans Associates

Responsibilities

- Drafted plans & details for the Planning & Landscape Architecture studios, from concept to construction documentation.
- Performed site assessments & post-occupancy analyses of project sites.
- Prepared detailed graphics, from conceptual designs to construction plans, using hand drawing techniques & digital media, such as AutoCAD, Photoshop, & InDesign.

CORE ABILITIES

Community Development

Design Place-Making

Historic Preservation

Project Management

Meeting Facilitation

Grant Management

Technical Writing

TECHNICAL SKILLS

Graphic Presentation Software

Auto CAD, Sketchup, ArcGIS, Photoshop, InDesign, PowerPoint

Meeting Facilitation Training

Missouri Sunshine Law & Records Management, Conflict Resolution, Diversity & Inclusion, Advocacy

EDUCATION

Master of Arts in Architectural Studies University of Missouri

06/2011 - 05/2017

Human Environment & Behavior

THESIS

- Identifying Contributing Factors to Community Engagement

Bachelor of Landscape Architecture Kansas State University

08/2002 - 05/2008

Minor in Regional & Community Planning

CAPSTONE

- Green Meadow Conservation Community: Living the Low-Impact Lifestyle



ACHIEVEMENTS

Guest Speaker - Missouri Certified Local Government Forum (2018)

Invited by the State Historic Preservation Office to present on the topics of Columbia's brick streets policy, architectural salvage program, & experiences completing an architectural survey (North-Central Columbia) over multiple grant cycles.

Community Development Academy - Graduate (2013)

Completed a series of intensive courses that developed practical skills for effectively involving and empowering local citizens and leaders in community-based efforts.

Kansas Main Street Commission - Governor's Award for Excellence (2005)

Marysville, Kansas Downtown Revitalization - Prepared conceptual designs for the historic downtown. Integrated abandoned railbed as a centralized linear pedestrian trail connecting points of interest.

Kansas State University Extraordinary Student of the Year (2004)

Nominated by advisor for academic excellence through adversity.

Kansas State University Leadership Studies Scholarship (2002)

Awarded scholarship to join the inaugural class of the Leadership Studies Program. Recognized for community and scholastic leadership.



CERTIFICATIONS

American Institute of Certified Planners (05/2023)

Successfully completed AICP examination during May 2023 testing cycle.

Graduate Certificate of Community Processes (05/2013)

University of Missouri - Rural Sociology Department & MU Extension



ORGANIZATIONS

American Planning Association

Since August 2015

American Society of Landscape Architects

Past Member



SOFT SKILLS

Approachable

Adaptable

Collaborative

Persistent

Service-Minded

Curious

Creative Problem-Solver

Visual Communicator

Historic Preservation Commission 2024 Work Program

Work Program Topic	MONTH											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
CLG Report												
Historic Preservation Plan Grant Project												
Benton-Stephens Survey Grant Project Ph. I												
Benton-Stephens Survey Grant Project Ph. II												
Most Notable Properties												
Radio Programing												
Walking Tours												

- Full Commission
- Assigned Commissioner - Report to HPC
- Collaboration - Staff & Commission
- Staff

Sec. 29-2.3. Overlay zoning districts.

(c) *HP-O historic preservation overlay.*

(7) *List of designated local historic districts and landmarks.*

- (i) David Guitar House, 2815 Oakland Gravel Road (Landmark/District).
- (ii) Miller Building, 823 East Broadway (Landmark/District).
- (iii) Taylor House Inn, 716 West Broadway (Landmark/District).
- (iv) Wright Brothers Mule Barn (Fay Street Lofts), 1101 Hinkson Avenue (Landmark/District).
- (v.) William O. Fischer & C.F. Crane Buildings, 910 & 912 E. Walnut (Landmark/District)
[Approved by City Council December 9, 2022 by Ord. 025221]



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Wednesday, September 6, 2023
7:00 PM

Regular Meeting

Conference Room 1C
City Hall
701 E. Broadway

I. CALL TO ORDER

Melissa Hagen - Acting Chair, Tyler Travers - Acting Secretary

Present: 5 - Melissa Hagen, Meg Ross, Tanner Ott, Tyler Travers and Veronica Lemme

Absent: 1 - Stephen Bybee

II. INTRODUCTIONS

New Commissioner Introduction - Veronica Lemme

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

Commissioner Ross seconds and the motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Commissioner Hagen moved to approve the August meeting minutes as distributed.

Commissioner Ross seconds and the motion passed unanimously by voice vote.

August 1, 2023 HPC Meeting Minutes

Attachments: [HPC MINUTES 08012023](#)

V. STAFF REPORTS

A. CLG Evaluation Follow-Up

Attachments: [CLG Evaluation Report](#)

Staff Liaison Rusty Palmer shared the recommendations to the Commission from the recent CLG Audit performed by the SHPO CLG Coordinator.

B. Annual Work Program Review

Attachments: [HPC WORK PROGRAM 2024](#)

Mr. Palmer shared his draft of the FY 2024 HPC Work Plan with the Commission and asked for input from the group. The document will be updated throughout the year to reflect Commission work items and their timelines.

C. UC-O Study Updates

Mr. Palmer updated the Commission on the status of the UC-O study, indicating that the Director of Community Development, Mr. Tim Teddy, recently met with the consultant to discuss scoping for the project and to share demographic datasets the City has on-record.

D. Purchase of New PA System

Mr. Palmer noted the need for the Commission to purchase a new public address system for walking tours and other events.

Commissioner Hagen moved to approve up to \$1,700 from the HPC's Miscellaneous (New) account for new PA equipment, authorizing Liaison Palmer to purchase two wheeled portable speakers, and two wireless microphones. (COUNCIL B11270 - Historic Preservation Commission - Miscellaneous (New) - 1100-10-10-001-0120-0120-000-0000-505990)

Commissioner Hagen then noted that funding was available to pay annual dues to the Missouri Preservation organization.

Commissioner Hagen then moved to allocate \$60 from the Miscellaneous (New) account to pay CLG-level annual dues to Missouri Preservation.

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

VI. DEMOLITION PERMIT APPLICATIONS

Mr. Palmer presented the demolition permit application materials for 100 Austin Ave., 200 & 202 Austin Ave., and 1706 Hinkson Ave. to the Commission for their review.

Commissioner Ott moved to close review of all applications.

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

100 Austin Avenue

- Attachments:** [100 Austin Ave APP](#)
[100 Austin Ave ASSESSOR](#)
[100 Austin Ave](#)

200 & 202 Austin Avenue

- Attachments:** [200 & 202 Austin Ave APP](#)
[200 & 202 Austin Ave ASSESSOR](#)
[200 & 202 Austin Ave](#)
[Demo Plan](#)

1706 Hinkson Avenue

Attachments: [1706 Hinkson APP](#)
[1706 Hinkson ASSESSOR](#)
[1706 Hinkson](#)

VII. NEW BUSINESS

A. FY24 CLG Grant - Preservation Plan Grant Agreement

Attachments: [DRAFT Grant Agreement Columbia](#)
[Council Memo](#)
[Council Support Resolution](#)

Mr. Palmer presented the Commission with the FY 24 Financial Assistant Agreement provided by the State Historic Preservation Office for the procurement of a consultant to create an Historic Preservation Plan for the City of Columbia. HPC approval is required prior to awarding the grant, and the agreement will be forwarded to City Council as well, for their approval.

Commissioner Hagen moved to approve the Financial Assistance Agreement with the State Historic Preservation Office.

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

B. FY25+ CLG Grant - Benton-Stephens Survey

Attachments: [Survey Area Map](#)
[Benton-Stephens Survey Grant Pre-Application](#)
[Council Memo - Resolution of Support](#)

Mr. Palmer then presented the Commission with the FY 25 CLG Grant pre-application, seeking financial assistance and guidance from the SHPO in regards to an historic architectural survey of the Benton-Stephens Neighborhood; bounded by Broadway, College Avenue, Old Highway 63, and Business Loop 70.

Documentation of HPC and City Council support is required prior to submission of the final grant application. Mr. Palmer reported that he also forwarded the application to City Council, for a resolution of support, which is scheduled for their September 18th meeting.

Commissioner Hagen made a motion expressing HPC support for the submission of a grant application to the State Historic Preservation Office seeking financial assistance to complete an architectural survey of the Benton-Stephens Neighborhood.

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

C. City Purchase of the McKinney Building

Attachments: [McKinney Building MNP](#)
[McKinney Building - Missourian 08182023](#)
[McKinney Building Missourian 2023](#)
[McKinney Hall Missourian 1981](#)

Liaison Palmer explained reported on the City's recent approval of the purchase of the historical McKinney Building at 411 E. Broadway, and indicated that a committee is planned to determine future uses for the property; which would likely include an HPC representative.

VIII. OLD BUSINESS

IX. OFFICER ELECTIONS

Commissioner Ott moved to install Commissioner Bybee, Chair; Commissioner Hagen Vice-Chair; and Commissioner Ross, Secretary.

Commissioner Travers seconded all nominations and the motioned passed unanimously by voice vote.

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

XI. NEXT MEETING DATE - October 3, 2023

XII. ADJOURNMENT

Commissioner Hagen moved to adjourn the meeting.

Commissioner Ross 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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, October 3, 2023
7:00 PM

Regular Meeting

Conference Room 1A/B
City Hall
701 E. Broadway

I. CALL TO ORDER

Stephen Bybee - Chair, Melissa Hagen - Vice-Chair, Tyler Travers - Acting Secretary

Meeting was called to order at 7:02 PM by the Chair.

Present: 4 - Melissa Hagen, Stephen Bybee, Tyler Travers and Veronica Lemme

Absent: 2 - Meg Ross and Tanner Ott

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Commissioner Travers moved to approve the agenda as distributed.

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

September 6, 2023 Meeting Minutes

Attachments: [HPC MINUTES 09062023](#)

V. STAFF REPORTS

Staff Liaison Rusty Palmer noted that the FY24 preservation plan grant agreement has been submitted and discussed an ensuing timeline with the commission.

Mr. Palmer also indicated to the Commission that he has submitted the final FY25 grant application for the historic survey of the Benton-Stephens Neighborhood for SHPO consideration. He stated that a 4-5 year timeline should be anticipated for completion of the neighborhood in its entirety, which will be accomplished with successive grants to complete roughly 200 properties each year.

Staff Liaison Palmer detailed that previously approved commission funds were used to purchase a new PA system.

A. FY24 Preservation Plan Grant Updates

Attachments: [DRAFT Agmt & Approp Ordinance](#)

B. FY25+ Benton-Stephens Survey Grant Application

Attachments: [COMO Benton-Stephens FINAL-compressed](#)
[Locator Map](#)

VI. DEMOLITION PERMIT APPLICATIONS

Mr. Palmer presented the demolition permit application materials for this month's commission approval.

Commissioner Hagen motioned to close review of the applications.
Commissioner Travers seconds and the motion passes unanimously by voice vote.

VII. NEW BUSINESS

A. New Annual HPC Speaker Series

Commissioner Bybee discussed the goals of a continued speaker series hosted by the commission in the coming February.

B. 307 & 309 St. James Salvage

Commissioner Bybee discussed a potential near-future salvage of buildings on the St. James Street.

C. Coordination with COMO Preservation

Members of the public and/or COMO Preservation discussed future goals of transitioning the manner in which the commission's storage barn is utilized.

VIII. OLD BUSINESS

A. Most Notable Properties Budget & Timeline

Commissioner Bybee detailed the timeline of the current cycle of most notable properties.

B. Alspaugh Farm Property

C. McKinney Building Follow-Up

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Mr. Palmer asked the Commission to consider covering CLG Forum registration fees for him and any commissioners that wished to attend the event. The event takes place Friday, October 20th at the State Historic Preservation Office in Jefferson City. He indicated that he and Mr. Bybee were invited to participate in a panel discussion regarding issues faces by CLG communities throughout the state. The fees are \$25 per person, and are intended to cover the cost of meals throughout the day and other event expenses.

Commissioner Hagen moved to allocate funding for two registration fees (\$50 total) from the Commission's 'Dues and Other Professional Fees' account. (Council B11270 1100-10-10-001-0120-0120-000-0000-504100)

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

Liaison Palmer also asked the Commission to consider allocating \$15 for a registration fee for the "Begin at the Beginning: Creating a Preservation Realtor/Developer Course," training offered on October 12th by the National Alliance of Preservation Commissions. Mr. Palmer indicated that he can receive 1.5 hours of AICP continuing education credits, and the invitation stated that the link to the webinar may be shared.

Commissioner Travers moved to appropriate the \$15 fee for Mr. Palmer's registration for the event from the Commission's 'Dues and Other Professional Fees' account. (Council B11270 1100-10-10-001-0120-0120-000-0000-504100).

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

Absent: 2 - Ross and Ott

X. NEXT MEETING DATE - November 7, 2023**XI. ADJOURNMENT**

Commissioner Bybee moved to adjourn.

Commissioner Travers seconded and the meeting was adjourned 8:10 p.m.

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](https://www.cocomo.gov/upload). (Effective Jan. 1, 2023)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, November 7, 2023
7:00 PM

Conference Room 1B
City Hall
701 E. Broadway

I. CALL TO ORDER

Acting Chair - Melissa Hagen, Secretary - Meg Ross

Meeting called to order at 7:03 PM by Acting Chair, Melissa Hagen.

Present: 5 - Melissa Hagen, Meg Ross, Tanner Ott, Veronica Lemme and Carrie Gartner

Absent: 2 - Stephen Bybee and Tyler Travers

II. INTRODUCTIONS

Newly-appointed Commissioner Carrie Gartner introduced to the group.

Members of CoMo Preservation in attendance.

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda

Commissioner Gartner seconded and motion passed unanimously by voice vote

IV. APPROVAL OF MINUTES

Commissioner Lemme moved to approve minutes as distributed.

Commissioner Hagen seconded and the motion passed unanimously by voice vote, with Commissioner Gartner abstaining as meeting was held prior to her appointment to the commission.

October 3, 2023 Meeting Minutes

Attachments: [HPC MINUTES 10032023](#)

V. STAFF REPORTS

A. FY 24 & 25 CLG Grant Updates

Staff Liaison Rusty Palmer updated the Commission on CLG grant projects for FY24, FY25, and beyond.

FY24 grant funding procurement of a consultant to complete an historic preservation plan is underway, and Milestone #1 is complete. RFP will be circulated shortly.

FY25 grant project would fund a Benton Stephens Neighborhood historic survey, with an estimated timeline of 4-5 years. Mr. Palmer encouraged commissioners to be thinking of which specific areas of Benton-Stephens they want to prioritize.

B. Most Notable Properties Applications Update

Mr. Palmer noted that he has received only three applications for the Most Notable Properties. It is discussed as to how to get more applicants.

Mr. Palmer noted receiving applications for 705 S Greenwood Ave., 308 S Garth Ave., and 518 Noble Ct.

C. McKinney Building Tour Scheduling

Mr. Palmer indicated that the McKinney Building would be made available to the Commission for tours, but would require setting an appointment with Facilities Management. It was addressed that if 3 or more commissioners attended that it would need to be advertised as a public meeting.

VI. DEMOLITION PERMIT APPLICATIONS

No demolition permit applications were reviewed at this time.

VII. NEW BUSINESS

No New Business items for the November meeting.

VIII. OLD BUSINESS

A. Annual Speaker Series

Mr. Palmer reported that Commissioner Bybee requested this item to be added to the agenda, suggesting that the item be tabled until Commissioner Bybee is present.

B. Coordination with CoMo Preservation

Commissioner discussed a possible collaborative framework between the Commission and CoMo Preservation.

Commissioners asked if a new position on the HPC would be appropriate for a representative of CoMo Preservation, and whether that member should be a voting or non-voting member?

General consensus seemed to be that it would be best to wait until there was another opening and urge someone from CoMo Preservation to apply as opposed to asking City Council to create another seat.

Commissioners again discussed the potential disposition of salvage materials in the barn located within Rock Quarry Park, and whether or not CoMo Preservation could play a role.

No votes were held on these matters.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

There were no general comments at this time.

X. NEXT MEETING DATE - December 5, 2023

XI. ADJOURNMENT

Commissioner Hagen moved to adjourn the meeting at approximately 7:45 PM.

Commissioner Ott 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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, December 5, 2023
7:00 PM

Conference Room 1B
City Hall
701 E. Broadway

I. CALL TO ORDER

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

Present: 7 - Melissa Hagen, Stephen Bybee, Meg Ross, Tanner Ott, Tyler Travers, Veronica Lemme and Carrie Gartner

II. INTRODUCTIONS

Commissioners and Staff introduced themselves to the group for the benefit of new members since this is the first meeting with all Commissioners in attendance since the newest members were appointed.

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 November regular meeting minutes.

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

November 7, 2023 Meeting Minutes

Attachments: [HPC MINUTES 11072023](#)

V. DEMOLITION PERMIT APPLICATIONS

401 S. William Street

Attachments: [APPLICATION](#)

[ASSESSOR](#)

[Street View](#)

[Site Plan](#)

[Damage Photo](#)

Staff Liaison, Rusty Palmer, presented the demolition permit application for 401 S. William Street to the group, indicating that the structure is unsound due to some structural damage to one corner of the house.

Commissioner Bybee stated that he would reach out to the owner for a potential opportunity to document and salvage components of the structure.

Commissioner Hagen moved to close review of the demolition permit application.

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

VI. STAFF REPORTS

A. FY24 CLG Grant Updates (Preservation Plan)

Mr. Palmer reported to the Commission that the FY 24 CLG Grant is underway, and work had commenced on Milestone 2. This milestone includes advertising a Request for Proposals seeking a preservation consultant to complete a preservation plan for the City. He noted that final selection is not likely to happen until the February meeting or later.

B. Most Notable Properties Preliminary Application Review

Mr. Palmer then shared that he has received 3 applications for the latest round of Most Notable Properties.

Commissioner Bybee expressed a desire to get an application from the owner of the Broadway Diner.

Commissioner Hagen noted that she was expecting the owner of 209 Glenwood to also apply.

C. McKinney Building Tour Scheduling

Mr. Palmer reported on conversations he's had with Facilities Management regarding a tour of the McKinney Building for the Commission. Facilities Staff indicated that they would provide a key to Mr. Palmer upon request.

Mr. Palmer noted that open meetings law must be followed for any Commission activities. Therefore; tours of the building would need to be limited to 3 or less Commissioners (perhaps all could tour in shifts), or a meeting would have to be posted and open to the public. However; given the unknown state of the building's interior and accessibility, Staff indicated a desire to avoid holding a meeting onsite.

VII. OLD BUSINESS

A. Annual Speaker Series

Commissioner Bybee indicated that he has procured a speaker for an early 2024 event. He's been working with Marty Peyton to schedule a presentation on the Columbia Branch Railroad (Wabash/Colt) for February 3rd or 4th.

Mr. Bybee's goal is to create an annual speaking event with significant promotion to encourage greater outreach and engagement.

B. Most Notable Properties Event - Reichmann Pavilion Rental

Mr. Palmer noted that the Commission currently has 8 plaques in their inventory, and potentially ordering more would be appropriate early in the year.

He asked that the Commission vote to allocate up to \$500 for rental of the Reichmann Pavilion again this year for the event to take place in early May, as well as up to \$250 for catering for the event.

Commissioner Ott moved to allocate the funding as requested by Staff.

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

VIII. NEW BUSINESS

A. Central City UC-O Study Public Input (H3 Studio) - December 14th (Council Chambers)

Liaison Palmer reminded the Commission of the upcoming public input session with the consultant on December 14th. He indicated that the purpose of the study is to identify areas in central Columbia for conservation in many different respects; including affordable housing, historic preservation, community character, etc... Deliverables expected upon completion of the study include identification of significant pockets appropriate for conservation, and potential regulations and design guidelines for adoption by the City Council.

Commissioner Bybee noted some confusion about the process and the intent of the study.

Commissioner Ott recognized former Council-member and current North-Central Columbia Neighborhood Association representative, Pat Fowler, who had joined the meeting.

Ms. Fowler noted concerns about the displacement of existing populations within the identified central neighborhoods, as well as a need for reactivation of substandard lots, which are currently hindered from redevelopment due to existing subdivision and building code regulations.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

There were no additional comments at this time.

X. NEXT MEETING DATE - Tuesday January 2, 2024

Mr. Palmer confirmed that the City Council meeting originally scheduled for January 2nd (rescheduled from Jan 1 due to holiday) was cancelled by the City Council. As such, the Commissioner

XI. ADJOURNMENT

Commissioner Gartner moved to adjourn the meeting at 7:45 PM.

Commissioner Hagen 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](https://www.como.gov/upload). (Effective Jan. 1, 2023)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, January 2, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

The Chair called the meeting to order at 7:10 PM.

Present: 5 - Melissa Hagen, Stephen Bybee, Meg Ross, Tanner Ott and Tyler Travers

Absent: 2 - Veronica Lemme and Carrie Gartner

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Ott moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Commissioner Ross moved to approve the December meeting minutes as distributed.

Commissioner Ott seconded and the motion passed unanimously by voice vote.
December 5, 2023 Regular Meeting Minutes

Attachments: [HPC MINUTES 12052023](#)

V. DEMOLITION PERMIT APPLICATIONS

Staff presented application materials for the proposed demolition of 1801 Towne Drive. After limited discussion, Commissioner Hagen moved to close the review of the application.

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

1801 Towne Drive

https://energov.como.gov/EnerGov_Prod/SelfService#/permit/fba5f4c4-b0c4-47ee-886b-2fc4a002c9b3

VI. STAFF REPORTS

A. FY 24 CLG Grant Update (Preservation Plan)

Mr. Palmer reported there are no significant updates on the RFP at this time. Expects to have bids for February or March meeting review and approval.

VII. OLD BUSINESS

A. McKinney Building Tour

Commissioners discussed setting a time to tour the recently-purchased McKinney Building, now owned by the City. A time of 10AM on Friday, January 5th was decided upon.

Mr. Palmer reminded the Commission that touring shifts would be limited to no more than 3 members, since the building cannot be opened to the public at this time.

Liaison Palmer also indicated that he expects at least one Commissioner to be selected for the Mayor's taskforce for programming future uses of the building.

B. Annual Speaker Series

Commissioner Bybee reported that he has scheduled Marty Peyton to speak on the the Columbia Branch Railroad (Wabash/COLT) on February 3rd at Daniel Boone Regional Library.

C. Most Notable Properties Event Planning

Mr. Palmer indicated that reservations need to be made securing the Reichmann Pavilion in Stephens Lake Park for the event. He asked that the Commission allocate up to \$500 for the reservation fee.

Commissioner Bybee moved to allocate up to \$500 for the reservation.

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

VIII. NEW BUSINESS

A. Most Notable Properties Selection

Attachments: [208 S Garth](#)
[313 West Blvd S](#)
[518 Noble Ct](#)
[705 S Greenwood](#)
[805 Greenwood Ct](#)
[Alspaugh Farm Property](#)
[Broadway Diner](#)

Commissioners reviewed applications for 2024 Most Notable Properties recognition.

Commissioners moved to separately approve the nominations of the following properties: 208 S.Garth, 313 West Boulevard S., 518 Noble Court, 209 S. Glenwood, Stephens Library, Alspaugh Farm, and Broadway Diner.

Each motion was seconded and passed unanimously by voice vote.

Properties not selected for recognition (705 S. Greenwood and 805 Greenwood Court) are invited to reapply in the future. Commissioners expressed a desire for more interior photos of the homes for consideration.

B. Henry Kirklin Home - For Sale

Commissioner Bybee shared a number of photos he took of the Henry Kirklin Home and discussed the potential sale of the property now that it is on the market. Mr. Bybee expressed concerns about the potential to lose the structure to demolition, and indicated a desire to facilitate the sale of the property to a preservation-minded organization or individual.

Mr. Bybee then provisionally nominated the property for Most Notable Properties recognition, pursuant to the owner's authorization. Mr. Bybee had been in contact with the owner who had shown interest in the program, but had not yet signed the application.

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

C. African American Cultural Heritage Action Fund Grand Program

[https://savingplaces.org/action-fund-guidelines?
utm_medium=social&utm_source=facebook.com&utm_campaign=aachaf](https://savingplaces.org/action-fund-guidelines?utm_medium=social&utm_source=facebook.com&utm_campaign=aachaf)

There was no discussion of this item, it will be picked up at a future meeting.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Representatives from CoMo Preservation asked if their members could attend the tour of the McKinney Building. Mr. Palmer asked that they not attend at this time since the building will not be open to the public.

Guests also verified the date and time of the upcoming speaker series event at the Daniel Boone Regional Library, and offered to help promote the event through their online platforms.

X. NEXT MEETING DATE - Tuesday February 6, 2024**XI. ADJOURNMENT**

Commissioner Bybee moved to adjourn the meeting.

Meeting was adjourned at 9:04 PM.

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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, February 6, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

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](https://www.como.gov/upload). (Effective Jan. 1, 2023)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, March 5, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

Meeting called to order at 7:04 PM

Present: 6 - Melissa Hagen, Stephen Bybee, Meg Ross, Tyler Travers, Veronica Lemme and Carrie Gartner

Absent: 1 - Tanner Ott

II. INTRODUCTIONS

Guests included members of CoMo Preservation and Columbia Development Services Manager, Pat Zenner.

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 February meeting minutes as distributed.

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

V. NEW BUSINESS

A. Architectural Salvage - Inventory & Conveyance

Attachments: [Sec. 29-2.3\(c\) - HPC Establishment, Powers & Duties, Applicability](#)
[Sec. 2-463 - Sale of Surplus Material](#)

Staff Liaison Palmer and Mr. Zenner spoke with the Commission about potential avenues for the transfer of architectural salvage to CoMo Preservation.

Commissioner Gartner moved to seek guidance from City Council and request a one-time exception from City purchasing regulations for the sale of City property.

Commissioner Lemme seconded; however, after discussion on the motion was withdrawn.

Mr. Zenner explained that transfer of the materials would be simplified if the two groups are able to agree on a formal partnership with the support and approval of City Council.

CoMo Preservation representative, Elena Vega, discussed the goals and objectives of the non-profit in regards to the shared vision between the two groups.

Further discussion centered on the potential for CoMo Preservation to immediately join the Commission on any future salvage efforts to take possession of any new salvaged materials. Mr. Palmer noted that it was unlikely that Parks & Recreation would allow the non-profit to continue storing items on City property.

Commissioner Gartner asked Mr. Palmer to investigate potential paths forward for the transfer of materials and any challenges that may arise.

Commissioner Gartner moved to schedule a work session with CoMo Preservation once a feasible route forward is determined.

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

B. FY 2025 Budget Request

Attachments: [City Clerk Budget Request Email](#)
[FY 25 Base Budget](#)

Mr. Palmer sought input from the Commission in regards to any necessary modifications to the Commission's budget for FY 2025.

Commissioners noted increased costs for recurring expenses, and Mr. Palmer shared historical data on Most Notable plaques and property research as evidence of the Commission's concerns. Mr. Palmer's data indicated an 83% increase in property research fees and a 50% increase in the cost of the bronze plaques given to each recipient. Mr. Palmer also noted that the property research associated with historic neighborhood surveys has increased in cost by 77% over the last 5 years, and ongoing survey of historic properties is a primary responsibility of the HPC as laid out in their establishing ordinance and their Certified Local Government organizational agreement with the State Historic Preservation Office.

Commissioners then discussed managing expectations in the future in regards to their budget and resulting spending power. Commissioner Hagen noted that, in particular, Most Notable Properties may have to be limited to 3-5 properties in the future due to the pronounced increase in expenses related to that program.

Commissioner Gartner made a motion instructing Liaison Palmer and Chair Stephen Bybee to prepare a budget request memo, inclusive of the historical cost data presented, seeking an increase to \$15,000 in the annual budget.

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

C. Commissioner Event Commitments

Commissioner Bybee noted a number of upcoming events and asked that commissioners be sure to devote some time to help with setup and cleanup duties. He also indicated an interest in creating sign-up sheets for events so we are sure to have Commission representation when/where it's needed.

VI. OLD BUSINESS

A. McKinney Building Task Force Updates

Commissioner Bybee and Liaison Palmer reported on the latest task force meeting and indicated that the next meeting would take place at Second Baptist Church on 3/11. The group has a public charette planned for 3/21 at 6 PM in the McKinney Building, seeking public input on the project.

B. Most Notable Properties - Site Visits

Commissioner Bybee shared the MNP property visitation schedule and invited commissioners to join the tours.

Mr. Palmer volunteered to create Google calendar invites as new tours are scheduled throughout March and April to ensure attendance is limited to no more than 3 commissioners.

C. Most Notable Properties - Event Planning

Mr. Palmer noted a need for a guest list and asked commissioners to access a shared Google sheet to add invitees.

Commissioner Gartner asked if a press release was available to post online, or to use as a template for this year's event. Mr. Palmer indicated that he would share a previous version.

Commissioner Ott suggested hosting future Most Notables events in historic locations triggering discussion of City policy requiring meetings to be held in public facilities to ensure full public access and ADA compliance.

D. Potential Term & Supply Contract for Historical Research

Mr. Palmer noted that past commissions had entered into annual term and supply contracts for historical property research. However; there was no further discussion.

VII. DEMOLITION PERMIT APPLICATIONS

Mr. Palmer presented information about the property at 2302 Paris Road, which was submitted too late for inclusion on the March agenda, but was likely to be deemed a nuisance property due to its condition. He indicated that the interior had been exposed to the elements for an extended period, and there was likely very little salvage materials remaining. Commissioners indicated no objections to the release of the demolition permit.

VIII. STAFF REPORTS

A. FY 2024 CLG Grant Updates - Preservation Plan

Attachments: [Preservation Plan RFP](#)

Mr. Palmer provided an update on the RFP process for selection of a consultant, noting that the RFP deadline had not yet passed. He contacted the State Historic Preservation Office seeking an extension, which was granted. Mr. Palmer anticipated review of proposals at the April meeting.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Dianna O'Brien, President of CoMo Preservation, confirmed dates for the McKinney Building project and offered to assist with promotion of the Most Notable Properties event.

X. NEXT MEETING DATE - April 2, 2024

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. (Effective Jan. 1, 2023)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, April 2, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

Present: 6 - Melissa Hagen, Stephen Bybee, Meg Ross, Tyler Travers, Veronica Lemme and Carrie Gartner

Absent: 1 - Tanner Ott

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Minutes from the March meeting were not available for the publishing deadline for the April meeting agenda. They will be included in the May agenda for approval by the Commission.

V. DEMOLITION PERMIT APPLICATIONS

No demolition permit applications were received during the reporting period for the April meeting.

VI. STAFF REPORTS

A. McKinney Building Task Force Updates

Commissioner Bybee and Liaison Palmer reported that the first public input session was well-attended by the public. The next public meeting is not yet scheduled. A date will be set at the May task force meeting.

B. Architectural Salvage - Inventory & Conveyance

Staff Liaison, Rusty Palmer, gave a staff report in regards to a number of procedural questions posed by the Commission and members of CoMo Preservation over the last several months. He noted that the Office of Cultural Affairs has a revenue account that allows them to collect funds and reallocate them to an account used to fund their other programs. The HPC does not have a revenue account, so all collected funds would be deposited into the general fund, and would then have to be reallocated by City Council before the Commission could access it.

Mr. Palmer noted a number of concerns raised by the City Risk Management Division (George Hampton) in regards to architectural salvage activities. Unhoused populations, animals, and pest were primary issues. Additionally, Mr. Hampton noted that salvage activities directed by the Commission are not covered under the City volunteer insurance policy in the event of an accident or injury during an event.

The City Purchasing Agent quoted the City code section, noting that permission must be granted from the City Manager, which may require that CoMo Preservation be recognized as an official partner or quasi-governmental organization.

Mr. Palmer indicated that the City Law Department noted a number of concerns about the transfer of City property to a third party, and indicated they would not support the transfer under any circumstances.

Mr. Palmer also reported that the Parks & Recreation management team indicated that they have no interest in a long-term lease arrangement with the non-profit if the materials were to be transferred. However, they would open to permitting their use of the Rock Quarry storage barn for up to 90 days while they locate a new storage facility.

Commissioner Bybee suggested that the two groups schedule a work session to formulate a plan for moving forward once City staff is able to determine procedural steps that will be required.

Representatives from CoMo Preservation offered to help with some research into the operations of Historic City of Jefferson as a model.

C. Central-City Urban Conservation Overlay District Study Updates

Commissioners Hagen and Ross indicated they attended the latest public meeting for the study. They noted that Community Development Director, Tim Teddy, is still accepting comments via the BeHeard page for the project.

The next meeting date is still to be determined.

VII. NEW BUSINESS

A. Speaker Honorarium - Marty Paten (Columbia Branch RR)

Commissioner Bybee moved to allocate \$300 from the Commission budget to present a stipend to recent Columbia Branch Railroad speaker, Marty Paten, for this time and expertise.

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

B. FY 2024 CLG Grant - Consultant Selection

Attachments: [David L. Taylor Response](#)
[Designing Local Response](#)
[Guidelines for Evaluation Committee Members](#)
[Sample Evaluation Sheet](#)
[RFP Confidentiality Form Unsigned](#)
[14-2024 Proposal Ranking Score Sheet](#)

Commissioners reviewed and discussed two proposals submitted in response to the RFP circulated for the FY24 CLG Grant, which will fund consultant services to prepare a city-wide preservation plan.

David L. Taylor was given a score of 43.

Commissioners noted that he appeared to work alone from the proposal materials, was not located regionally, and the materials lacked visual appeal. However, positive factors they noted were that the proposal was within budget, the proposal was clearly focused on the needs described in the RFP, and the applicant presented a depth of experience and professional references.

Designing Local was given a score of 40.

Commissioners noted that the proposal was over-budget, there appears to be less depth of experience for the team, and that the proposal seemed to focus on National Register listings and community arts.

Commissioners then asked if Liaison Palmer could follow-up with Mr. Taylor to ask for additional work examples that included a stronger graphic component. They also wondered if Designing Local would be able to refocus their proposal based on the evaluation above and submit a new proposal within the stated budget.

Mr. Palmer indicated that he would consult with the Purchasing Division to circulate a best and final offer to both consultants, and he will report back once responses are received.

VIII. OLD BUSINESS

A. Most Notable Properties Food Allocation

Commissioner Hagen requested funding to provide food for the Most Notable Properties event to be held on May 8th. She then moved to allocate \$450 for this purpose.

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

B. Most Notable Properties Event Volunteer Sign-Up

Commissioner Bybee noted that he would be circulating a sign-up sheet for help with the Most Notables event, and volunteered to research and locate some table cloths for the event.

Commissioners Hagen, Bybee, Ross and Lemme all volunteered to help with set-up beginning at 10 AM.

Doors open at 6 PM for the reception, and the ceremony begins at 6:30.

Volunteers needed to help with cleanup immediately following the event.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Members from CoMo Preservation asked for verification from Mr. Palmer that Columbia Parks & Recreation would want the salvage materials removed from City property within 90 days, in the event the materials are transferred to their group. Mr. Palmer confirmed. They also expressed surprise that the City employs a 'Risk Manager', and agreed to help with some leg work in researching the relationship between the Jefferson City Historic Preservation Commission and their non-profit, Historic City of Jefferson.

X. NEXT MEETING DATE**XI. ADJOURNMENT**

Commissioner Bybee moved to adjourn the meeting at 8:40 PM.

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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, May 7, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Gartner moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Commissioner Gartner moved to approve both the March and April minutes as distributed.

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

March 5 & April 2, 2024 Meeting Minutes

Attachments: [HPC MINUTES 03052024](#)
[HPC MINUTES 04022024](#)

V. DEMOLITION PERMIT APPLICATIONS

Staff Liaison Palmer presented the demolition permit application for 406 Hirth Avenue.

After limited discussion, Commissioner Hagen moved to close review of the application.

Commissioner Ross seconded, and the motion passed unanimously by voice vote.

VI. STAFF REPORTS

A. McKinney Building Task Force Updates

Mr. Palmer and Commissioner Bybee updated the Commission on progress made by the McKinney Building Task Force to-date. Task force members and staff have been divided into working groups, each with a different focus and directive to report back to the larger task force in the coming months. At their May meeting, the task force is planning to set a date for the next public input session which will take place inside the McKinney Building.

B. FY 24 CLG Grant - Preservation Consultant (Best & Final Offer)

Attachments: [Designing Local BAFO Response](#)
[David L. Taylor BAFO Response](#)

Mr. Palmer presented the Commission with a best and final offer from each of the two consultants under consideration for the FY 2024 CLG Grant project (Preservation Plan).

Commissioners discussed the pros and cons of each submission. They noted budgetary issues and scope of work expectations as the primary considerations. The interest for a strong graphic presentation was also noted, but Commissioners noted that graphics could be sub-contracted, or done in-house as well.

Commissioner Hagen moved to select the proposal submitted by Mr. David Taylor.

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

VII. NEW BUSINESS

A. Most Notable Properties Ceremony Preparations

Assignments and event details were finalized.

VIII. OLD BUSINESS

A. CoMo Preservation Partnership Visioning & Future Joint Session

The Commission discussed the anticipated partnership with CoMo Preservation and expressed a desire to do more front-end research on the salvage programs, both here and elsewhere (Jefferson City) before trying to formulate an agreement. Commissioners noted a desire for clear delineation of responsibilities and duties for both organizations.

Mr. Palmer noted that CoMo Preservation leadership is interested in completing a new inventory of the items as soon as possible.

Commissioners noted that their busy schedule and summer heat would likely postpone a joint inventory session until the fall.

Mr. Palmer also indicated that the two groups could utilize the interim months to formulate a shared vision for the partnership.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Mr. Palmer and Commissioner Hagen shared information about a recent NAPC webinar on Commission/non-profit partnerships they both attended.

Dennis Fitzgerald, a representative from CoMo Preservation, was in attendance and asked if the Commission could share access to the webinar with his group. Commissioner Hagen noted that the HPC is a member of the NAPC, and the webinar was free only to member organizations. Mr. Palmer indicated that he would look into the issue and get in touch with Mr. Fitzgerald.

Mr. Fitzgerald also announced that CoMo Preservation was to hold their second anniversary celebration on May 28th at Cafe Berlin.

X. NEXT MEETING DATE**XI. ADJOURNMENT**

Commissioner moved to adjourn the meeting at 8:53 PM, 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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, June 4, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

Present: 6 - Melissa Hagen, Stephen Bybee, Meg Ross, Tanner Ott, Tyler Travers and Carrie Gartner

Absent: 1 - Veronica Lemme

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Gartner moved to approve the agenda as distributed.

Commissioner Ross seconded, and the motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

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

Commissioner Ross seconded, and the motion passed unanimously by voice vote.

May 7, 2024 Minutes

Attachments: [HPC MINUTES 05072023](#)

V. SUNSHINE LAW TRAINING

Assistant City Counsel, Earl Kraus, provided Sunshine Law training to the Commission.

VI. DEMOLITION PERMIT APPLICATIONS

After Staff Liaison Rusty Palmer's presentation of the two demolition permit applications, Commissioner Ott moved to close review of the current applications.

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

Mr. Palmer asked if the new online application process was working for commissioners as planned. Many indicated they have not received many of the recent applications until they were provided via the meeting agenda. Mr. Palmer noted that there was likely an issue with the process, whether human error or within the automation. He indicated that he would look into the issue and ensured that future applications would be sent to commissioners upon receipt.

303 Benton Street

Attachments: [303 Benton St APP](#)
[303 Benton St ASSESSOR](#)
[303 Benton St](#)

1117 Lakeview Avenue

Attachments: [1117 Lakeview Ave APP](#)
[1117 Lakeview Ave ASSESSOR](#)
[1117 Lakeview Ave](#)

VII. STAFF REPORTS

A. Preservation Plan Updates

Mr. Palmer indicated that the chosen consultant had not yet responded to the agreement that was sent by the City Purchasing Division.

VIII. OLD BUSINESS

A. Kirklin House Update

Commissioner Bybee informed the Commission that City Council approved the purchase of the Kirklin House unanimously. Next steps are not yet known, but are anticipated to be similar to the process used to determine uses for the McKinney Building.

B. McKinney Building Task Force Updates

Commissioner Bybee reported on the McKinney Building Task Force, indicating that the group has broken into smaller working groups to tackle many different aspects of the project. He and Mr. Palmer are tasked with compiling the history of the property and the building itself. Mr. Bybee asked that commissioners help spread the word about the survey seeking input on potential uses and programming in the building once it is renovated. He noted that the City Council, and the public at large, has to be convinced of the historic and cultural value of adaptive reuse of the building.

IX. NEW BUSINESS

A. CoMo Preservation Partnership Discussion

Mr. Bybee reported to the Commission that he had been in contact with members of CoMo Preservation and indicated that the HPC would not be ready for any formal discussions until probably August in regards to the disposition of the salvage materials in the Commission's possession.

CoMo Preservation President, Elena Vega, reported that their group had met with representatives from the Historic City of Jefferson. They indicated to her that they do not have a formal partnership with the Jefferson City Historic Preservation Commission.

Further discussion centered on potential collaboration between the HPC and CoMo Preservation on events such as the speaker series and walking tours.

B. Thank You Cards

Mr. Palmer noted that he did not bring the thank you cards to the meeting as intended. Mr. Bybee asked that this item be tabled until the July meeting.

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

There were no additional comments at this time.

XI. ADJOURNMENT

Commissioner Bybee moved to adjourn the meeting at 9:12 PM, 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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, July 2, 2024
7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

Stephen Bybee - Chair, Meg Ross - Secretary

Present: 4 - Stephen Bybee, Meg Ross, Tyler Travers and Carrie Gartner

Absent: 3 - Melissa Hagen, Tanner Ott and Veronica Lemme

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Commissioner Gartner moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Commissioner Gartner moved to approve the June 4, 2024 meeting minutes as distributed.

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

June 4, 2024 Meeting Minutes

Attachments: [HPC MINUTES 06042024](#)

V. DEMOLITION PERMIT APPLICATIONS

3705 W. Gibbs Road

Attachments: [3705 W. Gibbs Rd ASSESSOR](#)

[3705 W. Gibbs Rd](#)

Staff Liaison, Rusty Palmer, presented the demolition permit application for the structure at 3507 W. Gibbs Road.

After limited discussion, Commissioner Gartner moved to close review of the application.

Commissioner Bybee seconded, and the motion passes unanimously by voice vote.

VI. STAFF REPORTS**A. Preservation Plan Updates**

Mr. Palmer indicated that there were no updates to report, but that a kickoff meeting was to be scheduled prior to the next HPC meeting. He is required to meet with the consultant and the SHPO Grants Manager before work on the project can begin. He will report on the SHPO/consultant meeting at the August HPC meeting.

VII. OLD BUSINESS**A. McKinney Building Task Force Updates**

Commissioner Bybee and Liaison Palmer are working together on compiling the history of the McKinney Building and the property, which will be included in the full task force report to City Council.

The next task force meeting is scheduled for July 8, 2024 at City Hall.

B. Kirklin House Updates

Commissioner Bybee indicated that there were no new updates to share in regards to the Kirklin House.

VIII. NEW BUSINESS**A. CoMo Preservation Draft Memorandum of Understanding**

Attachments: [Draft of MOU with HPC](#)

Commissioners discussed a number of potential partnership opportunities and whether a memorandum of understanding was necessary for the types of events they envision.

Commissioner Gartner suggested that the item be tabled and reintroduced at the August meeting when more commissioners are present.

Other commissioners agreed, and Mr. Palmer was directed to include the item on the August agenda under Old Business.

IX. GENERAL COMMENTS BY THE PUBLIC, COMMISSIONERS & STAFF**X. NEXT MEETING DATE - August 6, 2024****XI. ADJOURNMENT**

Commissioner Bybee moved to adjourn at 8:15 PM, 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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, August 6, 2024

7:00 PM

Regular Meeting

City Hall
Conference Room 1B
701 E. Broadway

I. CALL TO ORDER

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

Commissioner Bybee called the meeting to order at 7:03 PM

Present: 4 - Melissa Hagen, Stephen Bybee, Meg Ross and Carrie Gartner

Absent: 3 - Tanner Ott, Tyler Travers and Veronica Lemme

II. INTRODUCTIONS

Clyde and Cecile Bentley joined the meeting to discuss the Central Area Zoning and Design Guidelines study.

III. APPROVAL OF AGENDA

Commissioner Gartner moved to approve the agenda as distributed.

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

July 2, 2024 HPC Meeting Minutes

Attachments: [HPC MINUTES 07022024](#)

V. STAFF REPORTS

A. Urban Conservation Overlay Study - Districts & Alternatives

Attachments: [Urban Districts Options](#)
[Design Guidelines Presentation FINAL Presented 20240424](#)
[East Campus Option 1](#)
[East Campus Option 2](#)
[East Campus Option 3](#)
[North Central Option 1](#)
[North Central Option 2](#)
[North Central Option 3](#)
[West Central Option 1](#)
[West Central Option 2](#)
[West Central Option 3](#)

Mr. and Mrs. Bentley spoke with the Commission about their concerns over the preliminary study findings; primarily in regards to the East Campus neighborhood. They noted that the report suggesting dividing the neighborhood into two separate study areas, and that many significant properties were not accounted for. They also expressed concerns about the terminology used in the report and wanted clear definitions for terms used by the consultants. They also asked if the Commission would be involved in the final approval or review phases of the study.

Staff Liaison, Rusty Palmer, noted that the Commission would likely receive a formal invitation from Council or from the Community Development Department to comment on the study, but that there was no reason they couldn't offer proactive feedback individually, or as a commission. He suggested that a letter could be written to Council, or to the consultants, outlining the Commission's concerns.

Commissioner Gartner agreed to write a letter and send it to Mr. Palmer for commissioners to review.

B. FY 2023 CLG Grant (Preservation Plan) Updates

Mr. Palmer reported on a recent meeting with the consultant and the SHPO grants manager, noting that the first public meeting required by the grant agreement would need to be scheduled in early September. The group discussed potential public locations for the meeting and Mr. Palmer agreed to schedule the meeting before the end of the week, once a location was secured.

C. FY 2024 CLG Grant (Benton-Stephens Survey I) Updates

Mr. Palmer indicated that there were no updates at this time. He anticipates that the final grant award will be granted in early 2025.

D. FY 2025 CLG Grant Pre-Application (Benton-Stephens II) Due 8/15

Liaison Palmer noted that the pre-application for the next phase of the Benton-Stephens survey would be due on August 15th. Commissioner Hagen indicated that she was working on the application and anticipated no issues with submitting it by the due date.

VI. DEMOLITION PERMIT APPLICATIONS

Commissioners reviewed the demolition permit application materials for the following properties.

Commissioner Hagen then moved to close review of the applications.

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

A. 2016 Hillcrest Drive

Attachments: [2016 Hillcrest Dr ASSESSOR](#)

[2016 Hillcrest](#)

B. 1110 Cosmos Place

Attachments: [1110 Cosmos Pl ASSESSOR](#)

[1110 Cosmos Pl](#)

C. 22 E. Ash Street

Attachments: [22 E. Ash ASSESSOR](#)

[22 E. Ash St.](#)

D. 1406 Court Street

Attachments: [1406 Court St ASSESSOR](#)

[1406 Court St](#)

E. 305 Waugh Street

Attachments: [305 Waugh St ASSESSOR](#)

[305 Waugh St](#)

F. 309 Waugh Street

Attachments: [309 Waugh St ASSESSOR](#)

[309 Waugh St](#)

G. 21 Pendleton Street

Attachments: [21 Pendleton ASSESSOR](#)

[21 Pendleton St](#)

VII. OLD BUSINESS

A. McKinney Building Task Force Updates

Commissioner Bybee and Mr. Palmer reported that they had been working together on property research for the McKinney Building, and that their report was completed recently and submitted to the Clyde Ruffin, the chair of the task force, for his review and compilation with other reports from the task force working groups.

They noted that the final task force meeting will take place in September, but the date has not been determined. The final report to City Council is anticipated in October.

B. CoMo Preservation Partnership Visioning & Future Joint Session

Commissioners reviewed a memo drafted by Commissioner Gartner in regards to potential collaboration opportunities with CoMo Preservation. Some recommendations included maintaining a joint calendar of events to avoid duplicating efforts and to hold joint events, sharing booths at festivals and other events, establishing boundaries and expectations, disposition of existing salvage items in the Commission's inventory.

The Commission further discussed additional details of the discontinuation of their salvage program, such as keeping certain items in a permanent collection to bolster their education and outreach efforts. A desire was expressed to create a clear procedure for the transfer of salvage efforts to CoMo Preservation. And finally, they discussed the potential use of any new and existing salvage funds for other Commission projects.

VIII. NEW BUSINESS

There was no New Business discussed at this time.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

X. NEXT MEETING DATE - September 4, 2024 (Wednesday)

Mr. Palmer reminded the Commission that the September meeting would not take place on the first Tuesday of the month due to Labor Day. He also noted that the first public meeting required for the preservation plan grant would need to be scheduled in early September as well.

Commissioners indicated availability the following week on September 10th, 11th, or 12th, and asked that Mr. Palmer secure a meeting room schedule the two meetings together. Mr. Palmer noted that many scheduling conflicts would mean a likely need to move the meeting to a building other than City Hall. He stated that he will inform the Commission once the meeting location and time are solidified.

XI. ADJOURNMENT

Commissioner Bybee moved to adjourn the meeting at 9:04 PM, 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)



City of Columbia, Missouri

Meeting Minutes

Historic Preservation Commission

Tuesday, September 10, 2024
5:30 PM

Regular Meeting & Preservation Plan PIM

Friends Room
Daniel Boone Regional
Library
100 W. Broadway

I. CALL TO ORDER

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

Present: 4 - Melissa Hagen, Stephen Bybee, Meg Ross and Tyler Travers

Absent: 2 - Tanner Ott and Veronica Lemme

II. INTRODUCTIONS

Mr. Palmer introduced Shawna Johnson, City Manager's Office Engagement Coordinator, then himself to those in attendance.

Members of the Commission and Preservation Consultant, David Taylor, each provided introductions as well.

Roughly 18 guests were present.

Commissioners, Staff, and Preservation Consultant David Taylor

III. APPROVAL OF AGENDA

Commissioner Hagen moved to approve the agenda as distributed.

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

IV. APPROVAL OF MINUTES

Commissioner Hagen moved to approve the August meeting minutes as distributed.

Commissioner Ross seconded, and the motion passed unanimously by voice vote.

August 6, 2024 Regular Meeting Minutes

Attachments: [HPC MINUTES 08062024](#)

V. STAFF REPORTS

General Grant Project Updates

Mr. Palmer reported that the Preservation Plan grant was now officially underway with the first public information session scheduled later in the agenda.

The Benton-Stephens Historic Survey Phase I grant application was selected by the State Historic Preservation Office for funding once the Federal funding for the SHPO is determined late in the year, or early next year.

The Benton-Stephens Historic Survey Phase II grant -preapplication was submitted to the SHPO. Response is anticipated later this fall.

VI. DEMOLITION PERMIT APPLICATIONS

There were no demolition permit applications submitted since the August meeting.

VII. NEW BUSINESS

CLG Grant Project Public Information Session - Historic Preservation Plan

Attachments: [Pres Plan Grant Agmt \[Executed\]](#)
[Columbia CLG Pre-App \[FINAL\]](#)
[Attachments](#)

Mr. Taylor discussed his experience and previous preservation projects. He shared some basic information he called Historic Preservation 101 for the public. He then explained the preservation plan and grant timeline and his goals and objectives for the project.

Commissioners, Mr. Taylor, and Mr. Palmer then fielded questions and comments from the guests in attendance.

Notes from the meeting will be reviewed at the September meeting.

VIII. OLD BUSINESS

Central Area Zoning & Design Guidelines - HPC Input

Attachments: [HPC Overlay Letter 8.30.2024](#)

Mr. Palmer reported that the comment letter from the HPC was provided to the Director of Community Development and the consultant.

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

There were no additional comments at this time.

X. NEXT MEETING DATE - October 1, 2024

XI. ADJOURNMENT - 7:45 PM

Commissioner Hagen moved to adjourn the meeting at 7:05 PM.

Commissioner Ross seconded, and the meeting 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)