

City of Columbia
HISTORICAL ZONING COMMISSION
July 16, 2025

TO ORDER:

Chairperson Autumn Potter called the July meeting of the Historic Zoning Commission for the City of Columbia to order at 4:00 p.m. The meeting was held in Council Chambers, City Hall, basement level. Ms. Potter welcomed everyone to the meeting.

ROLL CALL: Quorum present and included the following:

Present were: Mr. Michael Lawrence
Ms. Melanie Lucas
Mr. George Nuber
Mr. James Shannon
Ms. Autumn Potter

Absent were: Ms. Lorie Fisher
Mr. Zach Hooten

Other attendees: Mr. Robert Archibald, Principal Planner
Mr. Austin Brass, City Planner
Ms. Sandra Richardson, Recording Secretary
Mrs. Melissa Sanders, Planner II

2. 1. APPROVAL OF MINUTES:

The June meeting minutes were presented for approval. Ms. Lucas moved for the approval of the minutes, with Mr. Nuber seconding. The minutes were approved with a vote of five to zero.

3. Old Business

There was no old business to discuss.

AGENDA ITEM #4.1

Case# 25-0241

Request from Sherron Scott for exterior alterations approval of a new roof material at 417 W. 6th Street, West Sixth/Mayes Place Historic District.

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Staff Recommendation:

Ms. Potter read the agenda item. Mr. Archibald presented the details of the staff report. The applicant requested a Certificate of Appropriateness, after-the-fact, to obtain a partial metal roof replacement. Specifically, the applicant is requesting the Historic Commission approve an already installed bronze-colored standing seam metal roof installed on the front and side porch roofs, the dome over the triple windows, and a small area over the stained-glass window. Staff reviewed the request for consistency with the City of Columbia Historic Design Guidelines for the partial replacement of roof covering materials. He referenced 4.2 b, d, and e, of the Historic Guidelines. The applicant received a stop work order on the project. The applicant's request to keep the standing seam metal roof on certain sections of the building is unusual for structures of such historical significance. He also stated that In-kind materials must be used when repairing localized areas of deteriorated roofing. The use of tar or asphalt for patching roofing or flashing is prohibited. Because this replacement did not utilize in-kind materials, staff cannot support this request.

Discussion:

Sherron Scott 417 W 6th Street, was present to answer questions. Discussion included that it is already done, asphalt shingles, continuation, the Sowell house down the street, the dome, dressing it up, the dome over the windows, the price point, the roof is seaming together, and the stop work order. Mr. Shannon stated that it had cooper turret on it. Mr. Archibald stated that the Sowell house was rebuilt as the original, and it did not have copper. It represented historically what was originally there in reference to the dome area. Mr. Shannon stated that the difference between the two is Ms. Scott's is a new design. The original design was a different roof. Additional discussion included the dome, the previous owner, pictures, porch, the original structure, original pictures, most of the roof is done, would like to see either one or the other, the asphalt, and original feature to the house. Mr. Nuber asked about the asphalt that is remaining, and if she had an estimate of the roof or what life that is in it. How old was it when will it have to be replaced based on its current age. Ms. Scott stated that the asphalt that is on had already been replaced. It is all new. Ms. Potter stated that it did need to be replaced. Mr. Nuber stated at least you have preserved your home. Mr. Nuber stated that it could be done with asphalt. There is no risk of water with the valley detail. Ms. Potter asked if the applicant could get an estimate on all metal or all asphalt. Mr. Brass discussed figure 3. Ms. Scott stated that they are not finished with the dome. Mr. Brass stated that what he is hearing is that the Commission is okay with the front porch being

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metal. Ms. Potter discussed previous homes, and compromising with whichever is the easiest and most cost effective. Mr. Brass showed Ms. Scott pictures, with the area of concern, and finding a way to compromise. Ms. Scott discussed the house down the street. Mr. Shannon stated that it is a different comparison. Mr. Lawrence discussed the original house. The Commission's job is to ensure historical integrity. He recommended having a conversation with her contractor for more direction on which way to go and the proper procedures to follow. Ms. Scott discussed her contractor situation. Mr. Lawrence stated that the Board appreciates the efforts to make the house look presentable. He also stated that there are rules and policies within the district that you live in that is the Commission's job to enforce. He stated that he feels the Commission is being as reasonable as possible by saying if you just fix what is on top of the turret. Ms. Potter asked that each roofline be its own material, and the Commission would prefer for the top roof to be all asphalt. That will be the easiest and simplest. You can leave the porch as is with the metal, and that will continue your work. She said I believe you mentioned painting and again what Mr. Lawrence was saying is that we are not here to, there are a lot of things that we are here to and I don't always agree with the way they look, but it is historically accurate, and that's our job making sure that we do what is in our guidelines. This Commission must hold everybody to the same thing. Ms. Scott inquired about the side window. Further discussion included the original back porch, laundry room, on the side there was already metal, and detached. Mr. Lawrence moved to approve the changes considering that the roof on the turret is conforming, whether it be metal or asphalt shingling, to the rest of the roof. Mr. Shannon asked him to clarify. Mr. Lawrence stated that he is approving her certificate request on the condition that the turret is uniformed to the rest of the roof, whether that be finishing the roof in metal, or asphalt shingling. Mr. Shannon seconded the motion. Ms. Scott stated that she didn't fully understand. Ms. Potter explained the upper roof, the main roof, the highest level including the turret has to either be all metal or all asphalt. Where the metal is on the front porch, the upper roof just has to be one consistent material so all metal or all asphalt. Mr. Brass stated that he wanted to make sure that Ms. Scott understands the motion. Ms. Scott stated that she wasn't expecting this because the house down the street got it. Mr. Brass asked with he sensitivity of the matter, right now the roof is in sound condition. Ms. Scott stated that she stopped due to the stop work order. Mr. Brass asked Ms. Scott if she was still in contact with the contractor. She discussed her conversation with him in reference to the orange sticker. Mr. Brass stated that there was a motion on the floor and a second, but with the sensitivity of the matter he stated that it may be better to defer till the next meeting so staff can sit down with the

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contractor. He stated that his concern is that he wants to make sure that Ms. Scott understands the severity of the motion. The other challenge is when Mr. Archibald has to enforce the matter. He also stated that he wants to make sure there is no hardships. He asked Ms. Scott if she thought that will be amicable if staff meets with the contractor. Mr. Brass stated that he felt with the language staff and the Commission are speaking, it may be beneficial if staff meet with the contractor, because the contractor put her in a very hard situation. There are sometimes that homeowners are not aware that they are in a historical district. Ms. Scott stated that she saw the house down the street and that is what she was going on. Mr. Brass stated that the house down the street is a whole another situation, but he feels that the Commission wants to work with folks and neighbors. He emphasized that he is just trying to make sure that she understands. Mr. Archibald stated that he had a conversation with Ms. Scott when she initially came in after the stop work order. He agreed that maybe the contractor needs to have a conversation with staff. Based on the fact that Ms. Scott get the contractor in contact with staff immediately. He asked the Commission to condition the deferral if they defer asking the contractor to have a conversation with staff. Mr. Lawrence stated that if Ms. Scott agrees then he will change his motion to a deferral. Ms. Scott stated I come back and bring the contractor to you. Mr. Shannon stated bring your contractor to us as soon as possible. Ms. Potter stated that what the Commission is going to do today is give her another month. She stated that we need to talk with your contractor, and she further explained. Ms. Scott expressed her concerns. Mr. Lawrence explained that the Commission was trying to work with her and give her other options. Ms. Potter explained the options. Mr. Lawrence moved to defer to the next meeting, He asked Ms. Scott the name of her contractor. She stated Jose Cervantez. Mr. Lawrence asked her to call Mr. Cervantez and explain that we have an issue. He told her per the Historic Guidelines that staff will send an email with step by step instructions referencing what she needs to do to get this issue resolved. Ms. Scott stated so now I got to get him to come down here tomorrow. Mr. Lawrence stated yes. Mr. Shannon seconded the motion. The motion to defer passed five to zero. Mr. Archibald stated that he will send her an email in the morning, and he asked that she get her contractor in contact with him.

AGENDA ITEM #4.2

Case# 25-0240

Request from Gunner Martin for exterior alterations approval of storefront elements including window replacement at 421 W. 7th Street, Columbia West End/West Seventh Historic District.

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Staff Recommendation:

Ms. Potter read the agenda item, and called for the staff report. Mr. Robert Archibald gave the details of the staff report. The front façade request was removed, and the alteration of the secondary elevations. Staff can support the new opening that is being proposed at the rear secondary elevations.

Discussion:

Ms. Kristen Newton, 818 S Main Street was present to answer questions. The discussion included the only thing changing is the back of the building now. Mr. Lawrence asked if staff supports the rear elevations provided. Mr. Archibald stated yes. He also stated that they are adding an additional opening, and he further explained. Mr. Lawrence asked if it would be compliant by guideline standards. Mr. Archibald stated yes. Further discussion included elevations, nothing to the front, the appearance at the front will not change. Ms. Potter moved to approve, and Mr. Nuber seconded. The motion to approve passed four to zero with Mr. Shannon abstaining.

AGENDA ITEM #4.3

Case# 25-0195

Request from Ron Ganser for exterior alterations of window replacement at 715 N. Garden Street, Columbia Commercial Historic District.

Staff Recommendation:

Ms. Potter read the agenda item, and called for the staff report. Mr. Robert Archibald gave the details of the staff report. The applicant requests approval to replace the existing vinyl-clad windows with vinyl-clad replacements. Mr. Archibald stated that the vinyl clad is prohibited. These are secondary windows. Staff would like to emphasize that replacing prohibited material with a similar one cannot be supported by staff. Vinyl is classified as prohibited in several sections of the Historic Zoning Guidelines. Specifically 5.20 Maintain Compatibility when replacing windows on the façade and prominent secondary elevation. Staff cannot support this.

Discussion:

Mr. Ron Ganser was present to answer questions. He asked if they could get aluminum that is vinyl clad. Ms. Potter stated that the only option is aluminum clad wood, or wood. There is no vinyl allowed. Mr. Ganser stated that wood is not going to be compatible. They will get aluminum clad wood. Ms. Potter moved to approve the aluminum clad wood window with the windows they are replacing instead of the vinyl. Mr. Nuber second the motion. The motion passed with a vote of five to zero.

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AGENDA ITEM #5.1

Case# 25-0186

Request from staff for review of case #25-0186 concerning entrance door at 28 Public Square.

Staff Recommendation:

Mr. Potter read the agenda item and called for the staff report. Mr. Robert Archibald gave the details of the staff report. In the original submittal staff did allow the change of the door size. Mr. Archibald stated that he just wanted to make the board aware. The door is a replacement door that was not accurate, but they are going to have to change the door size to make it historically appropriate.

Discussion:

The applicant just wanted to make this commission aware. Discussion included the architectural drawings, the façade alterations, making it more historically accurately, modifications, two side lights, how they are going to make it 42 inches wide without moving the lights, the 42-inch door fitting in the opening, the previous application does not show side lights. Mr. Brass further explained the historic image of the information provided. The applicant brought this to Mr. Archibald's attention, and he wanted to be transparent with the Commission.

5. Other Business

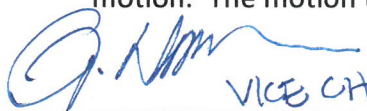
1. Administrative CoA's

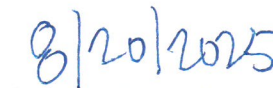
Mr. Archibald stated that there were Administrative CoA's to share with the Commission. He discussed the CoA's for 109 East 9th Street, and 1127 South High Street.

Mr. Shannon discussed existing non-conforming sign replacement. Mr. Archibald stated that it will go through administrative review.

5. ADJOURNMENT:

Mr. Shannon made the motion to adjourn the meeting with Mr. Nuber seconding the motion. The motion to adjourn passed five to zero. The meeting adjourned at 5:08 p.m.


VICE CHAIR



Historical Zoning Commission Chairperson Date