

Item 3

MINUTES

HUTCHINSON LANDMARKS COMMISSION

City of Hutchinson

Thursday, December 10, 2015 – 4:00 p.m.

City Council Chambers

125 E. Avenue B, Hutchinson, Kansas

1. Roll Call

Members present: Jo Higgins, Gale Wall, Ashley Maready and Wes Bartlett

Members absent: Warren Hixson, Tony Karam and Greg Holmes.

Staff present: Casey Jones, Senior Planner; and Stephanie Stewart, Planning Technician.

2. Welcome by Chairperson

Karam and Holmes were absent, so Maready welcomed everyone in attendance.

3. Approval of Minutes

The minutes of the November 12, 2015, meeting were approved on a motion by Bartlett, seconded by Wall, passed unanimously.

4. Projects Approved Administratively

Project #	Address	Description	Local Landmark	District and Contributing Status
15-LM-24	101 N. Plum St. (also known as 428 E. 1 st Ave.)	Minor repairs to porches on East and west elevations Using like materials.	Yes - Listed in 1993 (Former Adela Hale School and Cranford School of Business)	Houston Whiteside National Register District (C)

5. Projects Approved by the SHPO: None.

Jones brought in a set of plans of the new entry addition on the Law Enforcement Center and Reno County Courthouse for the Commission to look at per last month's meeting request.

6. Projects Approved by the City Council: None.

7. New Business

- a. **15-ADM-12: 2016 Historic Preservation Action Plan.** Consider recommending approval of the *2016 Historic Preservation Action Plan* and forwarding it to the City Council.

Motion by Higgins to recommend approval of the *2016 Historic Preservation Action Plan* and forward it to the City Council for their consideration, seconded by Maready, passed unanimously.

b. Resolution of Meeting Dates for 2016

Jones added that when an application comes in that it would be nice if at least one Landmarks Commission member showed up to meet with the applicant 5-10 minutes before the meeting to help answer question and go over the project.

Motion by Wall to approve the Resolution of Meeting Dates for 2016, seconded by Higgins, passed unanimously.

8. Old Business – Update to the Preservation Ordinance.

Staff is still working on a draft to bring before the Commission before it goes to the City Council next year.

9. Other Business – None.

Higgins stated many of the “older” homeowners in the Houston Whiteside District are downsizing and the new homeowners are unaware of their homes being historic. The Houston Whiteside Neighborhood Association has sent out welcoming baskets to the new homeowners along with historic home information.

10. Adjournment – The meeting adjourned at 5:15 p.m.

Respectfully Submitted,
Stephanie Stewart

Approved this _____ day of _____, 2016

Attest: _____

Item 7.a.



2016 HISTORIC PRESERVATION ACTION PLAN

Approved by the Hutchinson Landmarks Commission, December 10, 2015

Approved by the Hutchinson City Council, January 5, 2016

PURPOSE:

The purpose of this Action Plan is to actively promote and adequately protect historic resources located in the City of Hutchinson. Further, the Plan seeks to accurately assess the historic status of those properties listed on the local, state and national registers.

Strategy 1: Minimize the impacts of deteriorating housing stock on the ability to perform historic rehabilitation / preservation.

Discussion: Many homes in the Houston Whiteside Historic District have deteriorated to the point where repairs needed are costly. Residents seek the cheapest available option when performing rehabilitations.

Action	Tasks	Lead	Interested Parties	Timeline	Resources
1. Apply for grant funding to assist with rehabilitation		HPC	HC, HNI, HWNA	Ongoing	\$\$\$\$ Local match is typically 25% of project costs
2. Actively promote NRP program to Houston Whiteside residents	a. Conduct direct mail campaign	PP	LM	Mar 2016	\$
	b. Link Facebook pages to resources	HWNA	LM	Jan 2016	\$
3. Offer educational opportunities for historic preservation	a. Conduct historic preservation workshops	PP	HC, LM	2016 & Bi-annually	\$\$\$
	b. Conduct historic neighborhood tours	HWNA	PP, LM	May 2016 & Annually	\$
4. Seek funding for architectural services for historic properties	a. Apply for Historic Preservation Fund grant to assist residents of Houston Whiteside with architectural services for historic rehab projects	PP	LM	Nov / Dec 2015	\$\$\$ Local match of approximately 25% is required

CC = City Council
HNI = Healthy Neighborhoods Initiative
PP = Preservation Planner
\$\$ = 500 - 1000

HC = Housing Commission
HWNA = Houston Whiteside Neighborhood Association
SHPO = State Historic Preservation Office
\$\$\$ = 1001 - \$10,000

HPC = Housing Program Coordinator
LM = Landmarks Commission
\$ = < \$500
\$\$\$\$ = > \$10,000

Strategy 2: Accurately reflect the status of historically-designated properties and extent of historic districts.

Discussion: One factor that contributes to the lack of support for historic preservation in the Houston Whiteside District is the shape and size of the district itself. Containing 184 properties, the district is one of the largest in the State of Kansas. Homes in the district, particularly on the fringes, do not have a uniform character and style. Some homes on the edges of the district were constructed in a different time period than those at the core. Finally, some homes have been modified and are no longer contributing to the historic nature of the district.

Action	Tasks	Lead	Interested Parties	Timeline	Resources
1. Conduct a survey to assess all structures in the Houston Whiteside District	a. Take photos of all HW properties	LM	PP, HWNA	Dec 2015 – Apr 2016	\$
	b. Conduct detailed assessment, including recommendations for contributing status	PP	LM, HWNA	Jan 2016 – May 2016	\$
2. Petition the State to make reductions in Historic District size, if warranted		PP	LM, CC, HWNA, SHPO	July 2016	\$

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Strategy 3: Educate Realtors along with new and existing residents about historic district requirements and the ramifications of owning historic properties.

Discussion: The Houston Whiteside Historic District has experienced significant property resales, which has made continuity of education difficult. Property owners indicate they are unaware they live in a historic district. Many of the property owners that were active when the district was initially formed no longer live in the district and/or are no longer promoting preservation.

Action	Tasks	Lead	Interested Parties	Timeline	Resources
1. Make presentations to the Board of Realtors advising them of Historic Preservation requirements	a. PP will contact the Board of Realtors to schedule presentations	PP	LM, HWNA, CC	2016 and Bi-annually	\$

Action	Tasks	Lead	Interested Parties	Timeline	Resources
2. Inform Realtors of Historic Preservation requirements when they list historic properties for sale	a. Monitor new listings and notify the preservation planner when properties are listed for sale	HWNA	LM	Ongoing	\$
	b. Send preservation brochures to the Realtors	PP			
3. Develop a customized Historic Preservation brochure for the Houston Whiteside District		PP	LM, HWNA	Aug 2016	\$
4. Distribute Historic Preservation brochures to Houston Whiteside property owners door-to-door biannually (every two years)		HWNA, LM	PP	Sep 2016 – Oct 2016	\$
5. Provide Historic Preservation brochures to owners and tenants when utilities change hands	a. Acquire lists of new utility billing accounts for properties in the historic districts. Mail information to the owner and tenant	PP	LM, HWNA	Jan 2016 (Monthly / Ongoing)	\$
6. Continue efforts to publicize the historic districts	a. Seek out opportunities for more sign toppers, plaques, etc.	PP	LM, HWNA	Ongoing	\$
	b. Organize events, such as walking tours, awards ceremonies and preservation month	LM, HWNA	PP		
7. Consider reestablishing a Friends of Preservation group		LM	HWNA, PP, CC	2016	\$

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Strategy 4: Raise citizen awareness about historic properties and the ramifications of performing work without permits and historic review and enhance the ability of the City Council to review appeals.

Discussion: Based upon recent actions by the City, citizens in the Houston Whiteside District have the impression that it is acceptable to do work without obtaining building permits and without historic review. Presently, there is no penalty assessed to homeowners and landlords who do work without permits or review. Further, upon appeal to the City Council, inadequate information is provided for the Governing Body to make a determination.

Action	Tasks	Lead	Interested Parties	Timeline	Resources
1. Consider establishing fines for failure to obtain building permits on historic properties	a. Research other cities to see if fines are levied for violations and present findings to the Landmarks Commission. b. Landmarks Commission makes recommendation to the City Council. c. City Council action.	PP	LM, CC	Feb 2016 – Apr 2016	\$
2. Apply for grant funding to assist with historic preservation compliance cost estimates		PP	LM, CC, HWNA	Annually	\$\$\$ Local match is typically 25% of project costs
3. Update and improve preservation resources on the City web site	a. Reference the State’s list of preservation contractors b. Add preservation resources and links to useful information	PP	LM, HWNA	Quarterly	\$

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