



AGENDA
HUTCHINSON LANDMARKS COMMISSION
Thursday, May 12, 2016 – 4:00 p.m.
City Council Chambers
125 East Avenue B, Hutchinson, Kansas

1. ROLL CALL

- Higgins
- Wall
- Karam
- Bartlett (Vice Chair)
- Maready (Chair)
- Hixson
- Holmes

2. WELCOME BY CHAIRPERSON

3. APPROVAL OF MINUTES – Meeting of March 24, 2016

4. PROJECTS APPROVED ADMINISTRATIVELY

Project #	Address	Description	Local Landmark	District and Contributing Status
16-LM-05	521 E. Sherman Ave.	Replace existing front porch flooring with like materials and in like manner and install stair railings to match existing porch bannister.	Yes; Listed 2/20/1990; Resolution No. 2551; Filed in Bk. 224, Pg. 120 (5).	Penney House, Houston Whiteside National Register District (C)
16-LM-06	621 E. Avenue A	Reroof detached garage (Replace asphalt composition shingles with like asphalt composition shingles)	No.	Meisenheimer House, Houston Whiteside National Register District (NC)
16-LM-07	615 E. Sherman Ave.	Replace asphalt composition shingles on house with 30-year "harvest gold" asphalt composition shingles	No.	Hettinger-James House, Houston Whiteside National Register District (C)

5. PROJECTS APPROVED BY THE SHPO – None.

6. PROJECTS APPROVED BY THE CITY COUNCIL – None.

7. OLD BUSINESS

- a. 2016 Historic Preservation Fund (HPF) Grant – Awarded 5/2/2016.
- b. Inventory of Houston Whiteside Historic District properties.

8. NEW BUSINESS

- a. Training.

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Stephanie Stewart	620-694-2617
	Front Desk	620-694-2639	Charlene Mosier	620-694-2635

Note: Persons needing special accommodations should contact Meryl Dye, Assistant City Manager, at 620-694-2608 or 7-1-1 TDD Kansas Relay at least 48 hours prior to the meeting.

Landmarks Commission Agenda

b. 2016 Historic Preservation Action Plan Status Update

Action Item	Description	Responsible Party	Timeline	Status Update
1.1.a.	Link Facebook Pages to resources	Houston Whiteside Neighborhood Association	Jan 2016	
1.4.a.	Apply for HPF grant	Preservation Planner	Feb 2016	Grant awarded 5/2/2016.
2.1.a.	Take photos of all Houston Whiteside properties	Landmarks Commission	Dec 2015- Apr 2016	Complete.
3.5.a.	Acquire lists of new utility billing accounts in the HW District and mail information to owner / tenant	Preservation Planner	Jan 2016 & Monthly thereafter	Awaiting hire of Associate Planner
3.7.	Consider re-establishing a Friends of Preservation Group	Landmarks Commission	2016	Staff met with Tony Karam on 1/20/2016 and provided him with a list of names of former members
4.1.a.	Research other cities for fines	Preservation Planner	Feb-Apr 2016	Awaiting hire of Associate Planner
4.2.	Apply for grant funding for cost estimator	Preservation Planner	Feb 2016	Grant awarded 5/2/2016.
4.3.a.	Reference the State's list of preservation contractors on the City's website	Preservation Planner	Quarterly	Awaiting hire of Associate Planner
4.3.b.	Add preservation resources and links to useful information	Preservation Planner	Quarterly	Some links have been established; Awaiting hire of Associate Planner

9. OTHER BUSINESS

- a. Open comments from the audience. (Please limit comments to five minutes.)

10. ADJOURNMENT

MINUTES**HUTCHINSON LANDMARKS COMMISSION**

City of Hutchinson

Thursday, March 24, 2016 – 4:00 p.m.
City Council Chambers
125 E. Avenue B, Hutchinson, Kansas

1. Roll Call

Members present: Ashley Maready, Tony Karam, Wes Bartlett, and Greg Holmes.

Members absent: Jo Higgins, Gale Wall and Warren Hixson.

Staff present: Jana McCarron, Director of Planning and Development; Casey Jones, Senior Planner; and Stephanie Stewart, Planning Technician.

2. Welcome by Chairperson**3. Approval of Minutes**

Bartlett had two changes to the minutes from March 10, 2016. The address in the first paragraph was 510 and needed to be changed to 519, and in the second paragraph under 16-LM-04 he added the word “have” to “does not ‘have’ a level”.

Karam motioned to approve the minutes with the two changes. Holmes seconded the motion and it was passed unanimously.

4. Projects Approved Administratively: None**5. Projects Approved by the SHPO: None****6. Projects Approved by the City Council: None.****7. New Business**

- a. **16-LM-02: Consider a request for Landmarks Commission approval of proposed window replacements and exterior modifications to the house at 519 E Avenue A (Knorr House), a Contributing Structure to the Houston Whiteside National Register District.**

Jones stated that Higinio and Maria Castillo, the owners of 519 E Avenue A, contacted Dean Hachenberger of DH Home Improvements to repair, replace and/or remove windows and doors on the existing home. This is a contributing structure. The property once contained a contributing detached garage, which is no longer there. The City does not have records of a permit issued for removal of the garage. Due to the complexity of the applicant’s request, the Landmarks Commission members decided to review each elevation of the house separately.

North Elevation

- A. Elimination of the left-hand and right-hand windows on the second story sleeping porch and installation of wood lap siding. Staff recommendation: denial because standards #2,

#5 and #9 of the Secretary of the Interior's Standards for Rehabilitation* (Standards) are not met by the project.

- B. Replacement of center window on the second story sleeping porch with a wood window. Staff recommendation: approval.
- C. Replacement of two wood windows on the second story with one wood window. Staff recommendation: denial, Standards* #2 and #5 are not met.
- D. Elimination of the off-centered door on the ground level porch and installation of wood lap siding. Staff recommendation: denial, Standards* #2 and #5 are not met.

Hachenberger indicated he was available to answer questions about the proposal. Holmes asked if the off-centered door was original and Hachenberger stated that it must have been; however, now it has been closed off from the inside and the photograph showed the insulation that is visible through the glass panes on the exterior side of the door. He added that most homes built back then had many windows and doors for ventilation and light. Karam asked if the wood siding and trim would match the existing. Hachenberger said that Menards carries the cedar siding that matches the original and they would replace all the siding that is around the windows to be removed for a nicer look. Bartlett was concerned that changing the two smaller windows on the second floor to one wood window and removing windows on the sleeping porch would take away from the character and appearance of the home. He agreed that the sleeping porch may not have been original, but it does show the progression over the years, and has become historic in its own right, and that taking out any windows would be altering the historic significance. Maready added that the sleeping porch was there when the property was added to the State and National Registers.

Bartlett motioned for denial of the request to eliminate the two outer second story sleeping porch windows and approval to replace them with wood windows along with the center sleeping porch window. Denial of the request to replace the two smaller second story windows with one wood window, and denial of the request to eliminate the off-centered door on the porch on the first story. Holmes seconded and the motion passed unanimously.

South Elevation

- A. Elimination of the left-hand and right-hand side windows on the second story and installation of wood lap siding. Staff recommendation: approval.
- B. Replacement of center window with a vinyl window. Staff recommendation: approval.

Bartlett motioned for approval of elimination of the two windows and installation of wood lap siding along with replacement of the center window with a vinyl window. Karam seconded and the motion passed unanimously.

East Elevation

The Landmarks Commission decided to vote on each section of the staff recommendation separately for this elevation.

- A. Elimination of all four East-facing windows on the second story sleeping porch and installation of wood lap siding. Staff recommendation: denial, Standard* #2 not met.

Holmes motioned to deny the request to eliminate of all four East-facing windows on the sleeping porch and approval of replacing the existing wood windows with vinyl windows. Maready seconded and the motion passed unanimously.

- B. Elimination of one East-facing window in the gable on the second story and installation of wood lap siding. Staff recommendation: denial. This window has a wooden pediment, which is a distinctive feature, and Standard* #5 is not met.

Holmes motioned to approve the request to eliminate the second story East-facing window and replace it with wood lap siding, based upon street visibility. Karam seconded the motion. The vote was tied, two for approval and two for denial. The chairman cast the deciding vote to deny the request to eliminate the window. The Commission unanimously approved replacing the existing wood window with a vinyl window.

- C. Elimination of two East-facing windows on the second story near the rear of the house and installation of wood lap siding. Staff recommendation: approval.

Holmes motioned to approve the request to eliminate the two East-facing windows on the second story near the rear of the house, and installation of wood lap siding. Maready seconded and the motion passed unanimously.

West Elevation

- A. Elimination of South-facing door on the second story and installation of wood lap siding. Staff recommendation: approval.
B. Replacement of glass in bathroom window on second story to opaque glass. Staff recommendation: approval.

Bartlett motioned to approve the request to eliminate the second story door and replace it with wood lap siding, as well as to approve the request to replace the bathroom window glass with opaque glass. Karam seconded and the motion passed unanimously.

*Secretary of the Interior's Standards for Rehabilitation

- #2: The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize a property shall be avoided.
#5: Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
#9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

Jones stated that staff would prepare a letter for the homeowners indicating the Landmarks Commission's decision. The State will also be notified. McCarron added that the homeowners may appeal the decision if desired.

8. Old Business

a. 2016 Historic Preservation Fund (HPF) Grant Application:

Jones stated that the application was submitted and today he received a letter from Katrina Ringler stating that the State has received and accepted the application. The hearing will be held April 29, 2016, in Topeka and at that time the Board will consider the application and either approve or deny the request. Jones said that at least one staff member will be present.

- b. **Inventory of Houston Whiteside Historic District properties:** No discussion was held on this item during this meeting. The Landmarks Commission will continue reviewing photos of the Houston Whiteside properties at one of its next meetings.

9. Other Business: None

10. Adjournment – The meeting adjourned at 4:57 p.m.

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this _____ day of _____, 2016.

Attest: _____