



AGENDA

HUTCHINSON LANDMARKS COMMISSION

Thursday, October 13, 2016 – 4:00 p.m.
City Council Chambers
125 East Avenue B, Hutchinson, Kansas

1. ROLL CALL

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Higgins (Vice Chair) | <input type="checkbox"/> Bartlett (Chair) | <input type="checkbox"/> Whetzel |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Dawson | <input type="checkbox"/> Holmes |
| <input type="checkbox"/> Karam | | |

2. WELCOME BY CHAIRPERSON

3. APPROVAL OF MINUTES – Meeting of September 22, 2016

4. PROJECTS APPROVED ADMINISTRATIVELY – None.

5. PROJECTS APPROVED BY THE SHPO – None.

6. PROJECTS APPROVED BY THE CITY COUNCIL – None.

7. NEW BUSINESS

- a. Update on the 2016 Historic Preservation Fund (HPF) Grant
- b. Revised Historic Preservation Action Plan (see attached)

8. OLD BUSINESS

- a. Continued inventory of Houston Whiteside Historic District properties.

9. OTHER BUSINESS

- a. Highlights from CLG Training and Kansas Preservation Conference, September 28-29, 2016, in Abilene, Kansas.
- b. Open comments from the audience. (Please limit comments to five minutes.)

10. ADJOURNMENT

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Stephanie Stewart	620-694-2617
	Aaron Barlow	620-259-4198	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.

MINUTES**HUTCHINSON LANDMARKS COMMISSION**

City of Hutchinson

Thursday, September 22, 2016 – 4:00 p.m.
City Council Conference Room
125 E. Avenue B, Hutchinson, Kansas

1. Roll Call

Members present: Jo Higgins, Gale Wall, Tony Karam, Wes Bartlett, Chelsey Dawson, Shannon Whetzel and Greg Holmes.

Staff present: Jana McCarron, Planning Director; Casey Jones, Senior Planner; Aaron Barlow; Associate Planner and Stephanie Stewart, Planning Technician. Steve Dechant; City Council Member was also in attendance.

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

Higgins asked if we had an update on placing the Houston Whiteside District sign toppers at the intersection of Avenue A and Plum Street. Jones stated that he will look into it.

Karam motioned to approve the August 11, 2016, minutes. Holmes seconded, and the motion 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. Review draft Comprehensive Plan. Regional Setting, Historic Preservation and Downtown.**

Jones reviewed the Regional Setting, Historic Preservation and Downtown section of the comprehensive plan with the Landmarks Commission. It was well received and a few comments and suggestions were added. Discussion ensued.

b. Update on the 2016 Historic Preservation Fund (HPF) Grant

Jones stated that as of today the RFP's for the cost comparison tool and for the consultation services have been posted on the City's web site. Jones and Barlow will send a mailing to preservationists and design professionals stating that qualified applicants have until October 31, 2016, to apply. Discussion ensued.

8. Old Business**a. Inventory of Houston Whiteside Historic District properties**

Review of the North side of East 1st Avenue, Cleveland Street and Ford Street.

Contributing Status Changes:

The Commission acknowledged that the house at 526 East 1st Avenue has been demolished. No other potential status changes were identified.

Staff will compile photos of all properties in the Houston Whiteside District for members to carefully review for a formal motion and recommendation to forward to the State. Bartlett thanked Higgins for all her time and hard work on taking the photos and creating the presentations.

(Dawson left.)

9. Other Business

a. CLG Training, September 28, 2016, in Abilene, KS.

Jones stated that Barlow, Stewart, Higgins and Bartlett will attend the Kansas Preservation Conference and Certified Local Government (CLG) Training. He added that the City has received a scholarship from the State to reimburse attendees for their conference registration fees and lodging costs.

b. Kansas Preservation Conference, September 28-29, 2016, in Abilene, KS.

c. Open Comments from the audience.

Dechant spoke on the enthusiasm he has seen from the Landmarks Commission members and thanked them for their efforts.

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

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this ____ day of _____, 2016.

Attest: _____



AMENDED 2016 HISTORIC PRESERVATION ACTION PLAN

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	Timeline	Resources	Revised Timeline
1. Apply for grant funding to assist with rehabilitation		HPC	Ongoing	\$\$\$\$ Local match is typically 25% of project costs	Ongoing
2. Actively promote NRP program to Houston Whiteside residents	a. Conduct direct mail campaign	PP	Mar 2016	\$	Depends upon State approval of NRP updates
	b. Link Facebook pages to resources	HWNA	Jan 2016	\$	
3. Offer educational opportunities for historic preservation	a. Conduct historic preservation workshops	PP	2016 & Bi-annually	\$\$\$	2018
	b. Conduct historic neighborhood tours	HWNA	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	Nov / Dec 2015	\$\$\$ Local match of approximately 25% is required	In progress, consultant should be selected by Nov 7.

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	Timeline	Resources	Revised Timeline
1. Conduct a survey to assess all structures in the Houston Whiteside District	a. Take photos of all HW properties	LM	Dec 2015 – Apr 2016	\$	
	b. Conduct detailed assessment, including recommendations for contributing status	PP	Jan 2016 – May 2016	\$	November 2016
2. Petition the State to make reductions in Historic District size, if warranted		PP	July 2016	\$	After completion of S.2.1.b

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 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	Timeline	Resources	Revised Timeline
1. Make presentations to the Board of Realtors advising them of Historic	a. PP will contact the Board of Realtors to schedule presentations	PP	2016 and Bi-annually	\$	April 2017, Will call Tosha in January

Preservation requirements					
Action	Tasks	Lead	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	Ongoing	\$	After completion of S.2.3
	b. Send preservation brochures to the Realtors	PP			
3. Develop a customized Historic Preservation brochure for the Houston Whiteside District		PP	Aug 2016	\$	April 2017
4. Distribute Historic Preservation brochures to Houston Whiteside property owners door-to-door biannually (every two years)		HWNA, LM	Sep 2016 – Oct 2016	\$	May 2017
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	Jan 2016 (Monthly / Ongoing)	\$	Depends on new utility billing software. PP will talk to Angela
6. Continue efforts to publicize the historic districts	a. Seek out opportunities for more sign toppers, plaques, etc.	PP	Ongoing	\$	March 2017. PP will meet with Brian and Kraig
	b. Organize events, such as walking tours, awards ceremonies and preservation month	LM, HWNA			
7. Consider reestablishing a Friends of Preservation group		LM	2016	\$	

CC = City Council
HNI = Healthy Neighborhoods Initiative
PP = Preservation Planner

HC = Housing Commission
HWNA = Houston Whiteside Neighborhood Association
SHPO = State Historic Preservation Office

HPC = Housing Program Coordinator
LM = Landmarks Commission
\$ = < \$500

\$\$ = 500 - 1000

\$\$\$ = 1001 - \$10,000

\$\$\$\$ = > \$10,000

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	Timeline	Resources	Revised Timeline
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	Feb 2016 – Apr 2016	\$	May/June 2017
2. Apply for grant funding to assist with historic preservation compliance cost estimates		PP	Annually	\$\$\$ Local match is typically 25% of project costs	In progress
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	Quarterly	\$	Ongoing. Contractor list by end of 2016

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