

AGENDA
HUTCHINSON LANDMARKS COMMISSION
 Thursday, June 13, 2019 – 4:00 PM
 City Council Conference Room
 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"/> Haag |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Dawson | <input type="checkbox"/> Holmes | |

2. WELCOME BY CHAIRPERSON

3. APPROVAL OF MINUTES – Meeting of May 9, 2019

4. WRITTEN REPORTS:

- a. Projects Approved Administratively – None
- b. Projects Approved by the SHPO – None
- c. Projects Approved by City Council– None
- d. Other Reports – None

5. ACTION PLAN REPORTS - None

6. NEW BUSINESS

- a. 2018-2020 Historic Preservation Plan Update

7. OLD BUSINESS – None

8. ADJOURNMENT

The next Landmarks Commission is set for **4:00 pm, Thursday, July 11, 2019**, at City Hall.

Staff Contacts:	Jim Seitnater	620-694-2667	Charlene Mosier	620-259-4133
	Amy Allison	620-694-2638	Jade Shain	620-259-4134
	Aaron Barlow	620-259-4198		



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Item 3

MINUTES

HUTCHINSON LANDMARKS COMMISSION

City of Hutchinson

Thursday, May 9, 2019 – 4:00 p.m.
City Council Chambers
125 E. Avenue B, Hutchinson, Kansas

1. Roll Call

The meeting was called to order at 4:00 PM.

Members present: Jo Higgins (3/3), Shannon Whetzel (3/3), Joel Haag (3/3), Wes Bartlett (3/3), Greg Holmes (3/3) and Gale Wall (2/3). Chelsey Dawson (2/3) was absent.

Planning Staff present: Jim Seitnater, Interim Director of Planning and Development; Aaron Barlow, Associate Planner; and Charlene Mosier, Planning Technician.

2. Approval of Minutes

Holmes motioned to approve the minutes from March 14, 2019 seconded by Higgins, passed unanimously.

3. Written Reports

a. Projects Approved Administratively

Project #	Address	Description	Local Landmark	District and Contributing Status
ADM19-000001	17 E 2 nd Ave	Replace Antenna on Existing Sled	No	Downtown Core North District (key contributing), Baker Hotel (Plaza Tower)
ADM19-000002	119 N Main St	"Reffner's" Sign	No	Downtown Core North District (contributing), Stallman Block
ADM19-000003	521 E Sherman St	New Garage in Rear Yard	Yes	Houston Whiteside District (contributing), Penney House
ADM19-000004	500 E Avenue A	Garage extension, re-roof and window repair	No	Houston Whiteside District (contributing), McLeod House, Rayl-Way House
ADM19-000005	201 S Main St	"The Burt" Sign	No	Downtown Core South District (contributing), House Theatre/ C.L. Burt Building
ADM19-000006	201 S Main St	"Crystal Ballroom" Sign	No	Downtown Core South District (contributing), House Theatre/ C.L. Burt Building

- b. Projects Approved by the SHPO – None
- c. Projects Approved by the City Council – None
- d. Other Reports – None

4. Action Plan Reports - None

5. NEW BUSINESS

a. LM19-000002 225-227 South Main Street, Rehabilitation of Property

Barlow said the applicant is requesting historic review for the rehabilitation of the Steven's Building located at 225-227 South Main Street. The structure was constructed in 1876 and is listed on the State and National Register. It is not listed on the local register. It is located in the Downtown Core South District and is a contributing structure. The proposed project was approved for CDBG funds. The proposed use of the building will be for a hair salon, spa and retail. A number of photos of the building were presented. Repairs include tuckpointing all masonry as needed to re-establish the integrity of the walls and repair the building envelope. The interior changes will include some framing for offices and retail. Windows will be replaced and the glass storefront will be replaced. Roof repairs on the flashing will also be completed. The existing Stevens sign will remain on the structure. Seitnater gave some history and uses of the building in the past. Staff is recommending approval of the request.

Bids were received today on the project. Seitnater indicated that heating, air, and plumbing came in a bit high on the bid proposals and there will be some modifications to meet the cost factors. The grant is designed to renovate the building with the stipulation businesses are ready to move in immediately.

The Landmarks Commission must determine if the proposed project will damage or destroy the historic significance of the structure or the district based on the following factors:

Analysis of Secretary of the Interior’s Standards for Rehabilitation Required for Landmarks Commission Approval:

Factor	Analysis	Met Not Met
<p>1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.</p>	<p>The proposed salon/spa will not significantly impact the key characteristics of the structure. The applicant plans to repoint any deteriorating brick and replace the neglected windows on the south, east and west elevations of the building with double-hung windows made of appropriate materials.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.</p>	<p>No major exterior alterations are proposed. All major exterior work will be repair of deteriorated masonry and replacement of damaged windows with like materials.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.</p>	<p>The proposed renovations will not modify the exterior character of the building. There are no proposals to change the façade.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.</p>	<p>The “Stevens” sign is proposed to remain on the structure, which has gained some historical significance over time.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.</p>	<p>The applicant does not propose altering or removing any of the building’s distinctive features.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.</p>	<p>The applicant plans to repair or replace all double hung windows on the south, east and west elevations. Any windows beyond repair will be replaced with like materials with relevant features.</p>	<p><input checked="" type="checkbox"/> Met</p>

<p>7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.</p>	<p>No heavy cleaning treatments are proposed.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.</p>	<p>There are no known significant archeological resources on the property.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>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.</p>	<p>No new additions are proposed.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</p>	<p>No new additions are proposed.</p>	<p><input checked="" type="checkbox"/> Met</p>

Wall made a motion, seconded by Holmes to approve the proposed rehabilitation project at the property located at 225-227 South Main Street, based on finding that the project meets the Secretary of the Interior’s Standards for Rehabilitation and that the project will not damage or destroy the historic significance of the structure and the Downtown Core South National Historic District. The motion passed unanimously.

6. OLD BUSINESS

- a. Bartlett asked about saving limestone from the Sugar Mill demolition. Haag said the owner salvaged some limestone and the City has stored some stone to be used in a future landscaping project.

- b. Barlow said Katrina and Lauren from the State Historic Preservation Office will be here on July 25 to meet with Landmark members and have a short training.

- c. The current exhibit at the museum of historic Hutchinson photos is excellent and the June Landmark meeting could be held at the museum. Haag would like to see a historic video compiled of Hutchinson landmarks to use as an education and training tool.

8. Other Business - None

9. Adjournment

The meeting was adjourned at 4:35 p.m.

Respectfully Submitted,

Charlene Mosier

Planning Technician

Approved this day of 2019.

Attest: _____



2018–2020 Historic Preservation Action Plan (REVISED JUNE 2019)

PURPOSE:

The purpose of this Action Plan is to improve the effectiveness of local preservation efforts by educating relevant stakeholders, promoting local resources and connecting local businesses to incentives.

Strategy 1: Educate residents, business owners and development professionals (Realtors, contractors, etc.) of their role in the historic preservation process.

Discussion: As new residents, contractors, Realtors and other individuals involved in the development process move into the community, they may not be aware of Federal, State or local requirements for historic properties.

Action	Tasks	Lead	2018 Timeline	Resources	Status Update	Revised Timeline
1. Make presentations to the Hutchinson Homebuilders Association advising them of Historic Preservation Requirements	a. Schedule with Homebuilders Association b. Research contractors' role in historic preservation and create presentation c. Present to Homebuilders Association	PP, LM	October 2018 to April 2019	\$	Postponed due to shortage of available staff time.	October 2019 to April 2020
2. Make presentations to the Hutchinson Reno County Board of Realtors advising them of Historic Preservation Requirements	a. Schedule with Board of Realtors b. Research Realtors' role in historic preservation and create presentation c. Present to Board of Realtors	PP, LM	April 2019 to October 2019	\$	Postponed due to shortage of available staff time.	April 2020 to October 2020
3. Provide Historic Preservation brochures to owners and tenants when utilities change hands		PP, PLAN	After Utility Billing completes Munis implementation	\$	Project is still in progress	After Utility Billing completes Munis implementation
4. Provide additional education on historic preservation to residents and professionals through other means	a. Provide periodic workshops for homeowners b. Meet with Houston Whiteside Neighborhood Association at least once per quarter to answer questions and collect feedback on relevant issues	LM, PP	Ongoing	\$\$	Postponed due to shortage of available staff time. Staff will begin attending Houston Whiteside Neighborhood Association meetings.	Ongoing
Future Strategy: Develop historic preservation course with continuing education credits for professionals involved in historic preservation (Realtors, contractors etc.)		PP	Future	\$		Future

LM = Landmarks Commission
 DHRP = Downtown Hutchinson Revitalization Partnership
 \$ = < \$500

PP = Preservation Planner
 DM = Downtown Manager
 \$\$ = 500 – 1000

PLAN = Planning & Development Department
 HWNA = Houston Whiteside Neighborhood Association
 \$\$\$ = 1001 - \$10,000

Strategy 2: Raise community awareness of local historic resources by promoting historic preservation to residents and business owners.

Discussion: Many residents in and out of Hutchinson’s historic districts are not aware of historic resources in the City or how enforcing preservation regulations can benefit owners of historic properties and the surrounding community in the long term.

Action	Tasks	Lead	2018 Timeline	Resources	Status Update	Revised Timeline
1. Develop a social media marketing campaign to promote historic preservation in the City	a. Develop materials for social media campaign b. Coordinate with photographers c. Share materials through social media d. Create printed versions of materials when appropriate	PP, PLAN	July 2018 to March 2019, then ongoing after establishment of materials	\$	Cancelled. Staff will work with recently hired Public Information Director to develop suitable alternative project.	Cancelled
a. Develop a photo scavenger hunt with close-up photos of historic features		PP, PLAN	See above	\$		See above
b. Create a collection of images featuring local architecture and buildings shaped like the alphabet		PP, PLAN	See above	\$		See above
c. Feature architectural styles of homes located in Hutchinson as coloring book pages		PP, PLAN	See above	\$		See above
2. Apply for a Preservation Technology and Training (PTT) Grant to fund a virtual historic tour mobile application.		PP, PLAN	July 2019 to January 2020	\$\$\$	Postponed due to shortage of available staff time.	August 2019 to January 2020
3. Support historic preservation related items in the 2018-2020 Housing Action Plan		PP, LM	Ongoing	\$\$		Ongoing
<i>Future Strategy:</i> Host an event similar to Antiques Roadshow at the museum where residents can have antiques appraised.		PP	Future	\$\$		Future

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Strategy 3: Support Downtown businesses located within historic districts by connecting them with preservation incentives.

Discussion: Business owners in Downtown Hutchinson may not be aware of tax credits and other incentives available to them or may find the process intimidating.

Action	Tasks	Lead	2018 Timeline	Resources	Status Update	Revised Timeline
1. Create a customized historic preservation brochure for Downtown business owners		PP	July 2018 to October 2018	\$	Postponed during restructuring of departments and shortage of available staff time.	July 2019 to October 2019
2. Host a seminar to educate Downtown business owners on the historic tax credit process.	a. Schedule seminar location b. Coordinate with seminar speaker c. Advertise seminar through social media and other means	PP, DM, DHRP	September 2018 to November 2018	\$\$	Postponed during restructuring of departments and shortage of available staff time. As recommended by downtown development director, seminar will focus on wood window repair.	September 2019 to January 2020
3. Apply for a Historic Preservation Fund (HPF) Grant to develop Downtown design guidelines.		DM, DHRP, PLAN, LM	June 2018 to March 2019	\$\$\$	Postponed during restructuring of departments and shortage of available staff time.	June 2018 to March 2019

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