HUTCHINSON LANDMARKS COMMISSION

CITY OF HUTCHINSON

AGENDA
HUTCHINSON LANDMARKS COMMISSION
Thursday, February 11, 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 January 14, 2016

4. **PROJECTS APPROVED ADMINISTRATIVELY**

Project #	Address	Description	Local Landmark	District and Contributing Status
16-LM-01	*121 N. Main St.*	*Installation of aluminum storm windows over existing windows on the North elevation. The storm windows will have the appearance of double hung windows.*	*No.*	*Hutchinson Downtown Core North Register District (C)*

5. **PROJECTS APPROVED BY THE SHPO** – None.

6. **PROJECTS APPROVED BY THE CITY COUNCIL** – None.

7. **OLD BUSINESS**
   a. City of Hutchinson Preservation Ordinance.
   b. Inventory of Houston Whiteside Historic District properties.

8. **NEW BUSINESS**
   a. Approval for support letter for the 2016 Historic Preservation Fund (HPF) Grant
   b. Landmarks Commission training for the upcoming year.
      i. NAPC FORUM Conference – Mobile, AL
   c. Planning & Development Department 2015 Annual Report

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.

d. 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	Pre-application deadline February 15, 2016
2.1.a.	Take photos of all Houston Whiteside properties	Landmarks Commission	Dec 2015-Apr 2016	
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	Met with Tony Karam 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	Pre-application due February 15, 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

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, January 14, 2016 – 4:00 p.m.
City Council Chambers
125 E. Avenue B, Hutchinson, Kansas

1. **Roll Call**

   Members present: Jo Higgins, Gale Wall, Ashley Maready, Warren Hixson, Tony Karam and Wes Bartlett

   Members absent: Greg Holmes.

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

2. **Welcome by Chairperson**

3. **Approval of Minutes**

   The minutes of the December 10, 2015, meeting were approved on a motion by Maready, seconded by Bartlett, passed unanimously.

4. **Projects Approved Administratively**

Project #	Address	Description	Local Landmark	District and Contributing Status
15-LM-25	609 E. Avenue A	Interior bathroom remodel (moving a non-load-bearing wall); Remove tin siding from detached, non-contributing garage and install Hardie cement board siding	No.	Houston Whiteside National Register District The house is contributing, and the detached garage is non-contributing as it was construed outside the district's period of significance.

5. **Projects Approved by the SHPO:** None.

6. **Projects Approved by the City Council:** None.

7. **Old Business**

   a. **15-ADM-12: 2016 Historic Preservation Action Plan.** The City Council approved the 2016 Historic Preservation Action Plan on January 5, 2016, with the condition that Item 3.4, be revised to state that the distribution of brochures to Houston Whiteside property owners, will be done biannually. The Commission agreed and Karam suggested that when items are changed or updated then a new brochure shall be passed out.

b. **City of Hutchinson Preservation Ordinance.**

Jones stated that the Landmarks Commission has approved the proposed ordinance, and staff plans on taking this item to the City Council in February.

c. **Inventory of Houston Whiteside Historic District Properties**

Higgins stated that she has taken a few pictures. Jones said we would like to have all the property photos done by April, so the commission members can start assessing them by May. Karam asked how the public would be able to view these properties. Jones said there are two state wide databases, the Kansas Historical Register Database and the Kansas Historical Resources Inventory. Karam also suggested that we add them to the Landmarks page on the City's website.

8. **New Business**

a. **Election of Officers for 2016**

Karam nominated Bartlett, and Higgins nominated Maready. Maready stated she would like to be Chairman and Bartlett said he would be willing to serve as Vice-Chairman. Nominations were seconded and approved unanimously.

b. **Consider establishing a Design Review Committee to consult with applicants prior to presenting their projects to the Landmarks Commission.**

Jones suggested having one or two members meet with the applicant. The members agreed and all said they would be available as needed.

c. **Update on the 2016 Historic Preservation Fund (HPF) Grant opportunity**

Jones stated that the deadline for the grant application is coming up and that Stewart went to Topeka last week for a workshop over the HPF grants. The grant would fund having a consultant (either an architect or contractor) to give the applicant and the Landmarks Commission a cost estimate on historical property repairs.

Steve Dechant spoke on behalf of the City Council, stating that an accurate historical cost estimate from a consultant would be a great tool to help with determining case acceptance.

d. **Landmarks Commission training for the upcoming year.**

Jones said that no training has been scheduled yet and asked for ideas from the commission. The National Alliance of Preservation Commissions will present a national conference in Mobile, Alabama, this summer, and it is designed specifically for preservation commissions and staff. More information about the conference will be provided at the next meeting.

9. **Other Business** – None.

10. **Adjournment** – The meeting adjourned at 5:45 p.m.

Respectfully Submitted,
Stephanie Stewart

Approved this 14th day of January, 2016

Attest:_____
Casey A. Jones, Senior Planner

HUTCHINSON LANDMARKS COMMISSION

CITY OF HUTCHINSON

February 11, 2016

Kansas Historical Society
Cultural Resources Division
6425 SW Sixth Avenue
Topeka KS 66615-1099

RE: City of Hutchinson, 2016 Historic Preservation Fund Grant Support Letter

Dear HPF Grant Review Committee:

This letter is to confirm our wholehearted support for the 2016 Historic Preservation Fund grant funding from the Kansas Historical Society for the purpose of enlisting consultant services to develop a **historic preservation cost comparison tool**. As you are aware, the Hutchinson City Council has considered several appeals of Landmarks Commission decisions over the course of the past couple of years. During those appeals, property owners frequently claim that historic preservation is not "economical" when compared to replacement with modern materials. In the absence of reliable cost estimates from a qualified professional, it is difficult to determine the most economical option and to weigh the actual costs of alternative projects. The tool will provide us and the City Council with a good baseline to use for comparison.

Further, the Landmarks Commission will use the tool during the planning stage for projects to encourage historic property owners to comply with the *Secretary of the Interior's Standards for Rehabilitation*. This should help us to achieve a higher historic preservation compliance rate and minimize appeals from property owners. The cost comparison tool can also be used by other communities throughout the state, as construction costs are fairly similar in Kansas.

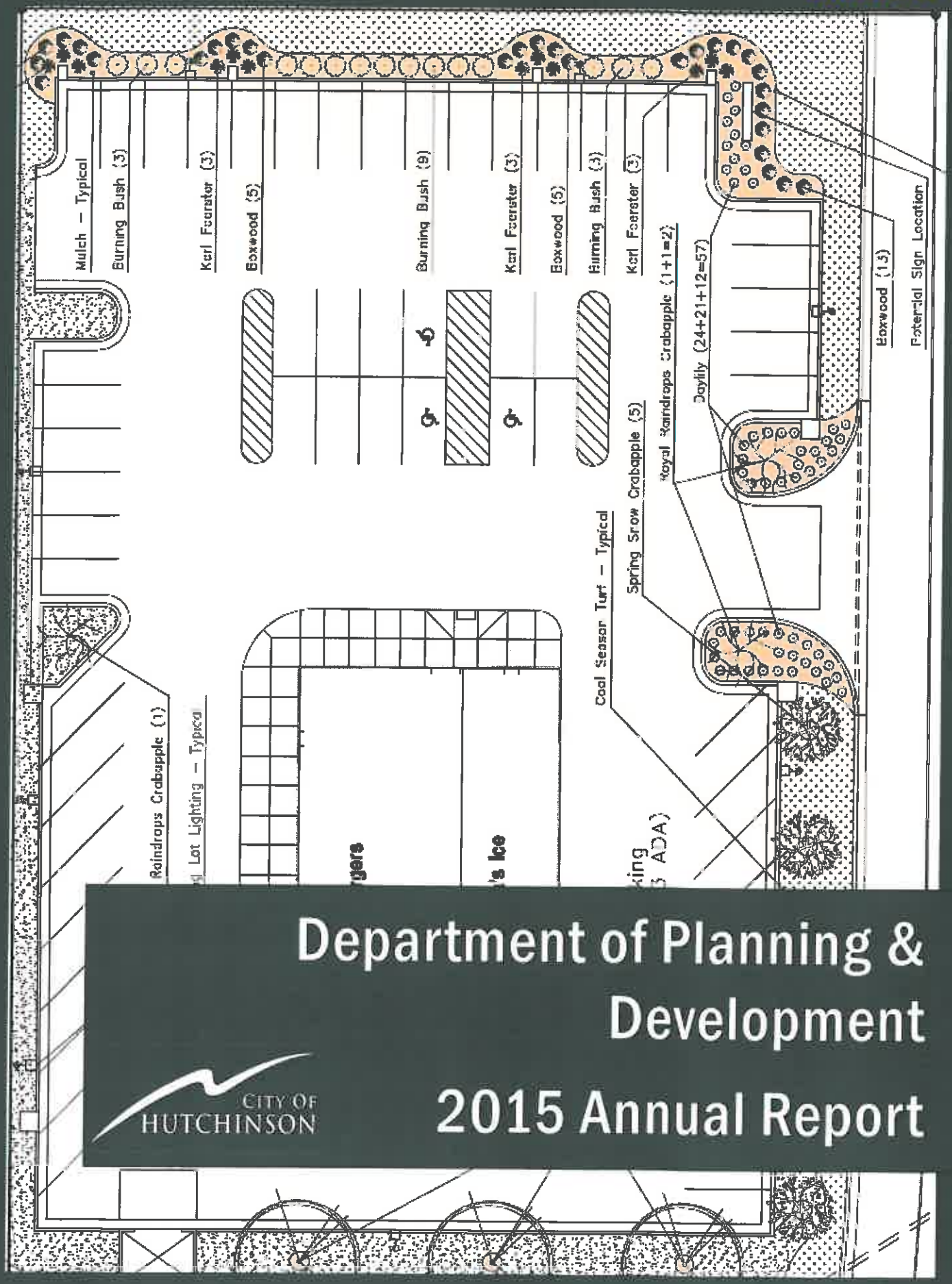
Finally, the grant proposal includes **on-call historic preservation professional consulting services**. This portion of the proposed grant funding will assist us in advising persons with unique or complicated projects. This up-front consultation will, we hope, achieve better compliance and minimize conflicts.

Thank you in advance for your earnest consideration of this project.

Best Regards,

Ashley Maready
Chairperson, Hutchinson Landmarks Commission

Exhibit 1



Department of Planning & Development

2015 Annual Report

CITY OF HUTCHINSON

Executive Summary

The 2015 Calendar year was a busy one for the Hutchinson Planning and Development Department. Achievements include:

- Launched Healthy Neighborhoods Initiative
- Adopted new Subdivision Regulations
- Implemented electronic packets for Planning Commission
- Developed an Historic Preservation Action Plan
- Designed and partially implemented a Rental Registration & Inspection Program
- Developed a Rural Housing Incentive District program
- Rehabilitated 5 properties using CDBG funds, with another 7 approved
- Painted 6 houses using Brush Up Hutch Paint funds
- Transferred 3 properties from the Land Bank and acquired 7 additional lots

2016 Work Plan

- Complete Avenue A CDBG grant
- Begin Comprehensive Plan process
- Adopt revised Historic Perservation regulations
- Seek Historic Preservation Foundation grant for architectural consulting services
- Implement Rural Housing Incentive Districts
- Implement Rental Registration and Inspection Program
- Implement CitizenServe

Department

Jana McCarron, AICP - Director of Planning & Development
Casey Jones, AICP - Senior Planner
Amy Denker - Housing Program Coordinator
Charlene Mosier - Planning Technician
Stephanie Stewart - Planning Technician
Vacant - Associate Planner

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Department Overview

Department Realignment

After evaluating operations and departmental needs, the Department created two Planning Technician positions in October 2015. This was accomplished by upgrading a Secretary position and downgrading one of the Associate Planner positions. The technicians perform technical components for planning and landmarks cases – mapping, mailings, legal notices, etc. – as well as clerical support functions. The technicians also serve as Planner of the Day, answering basic Planning & Development questions and issuing minor permits. The City has been divided geographically, with each technician responsible for zoning code enforcement in a given portion of town.

CitizenServe Installation

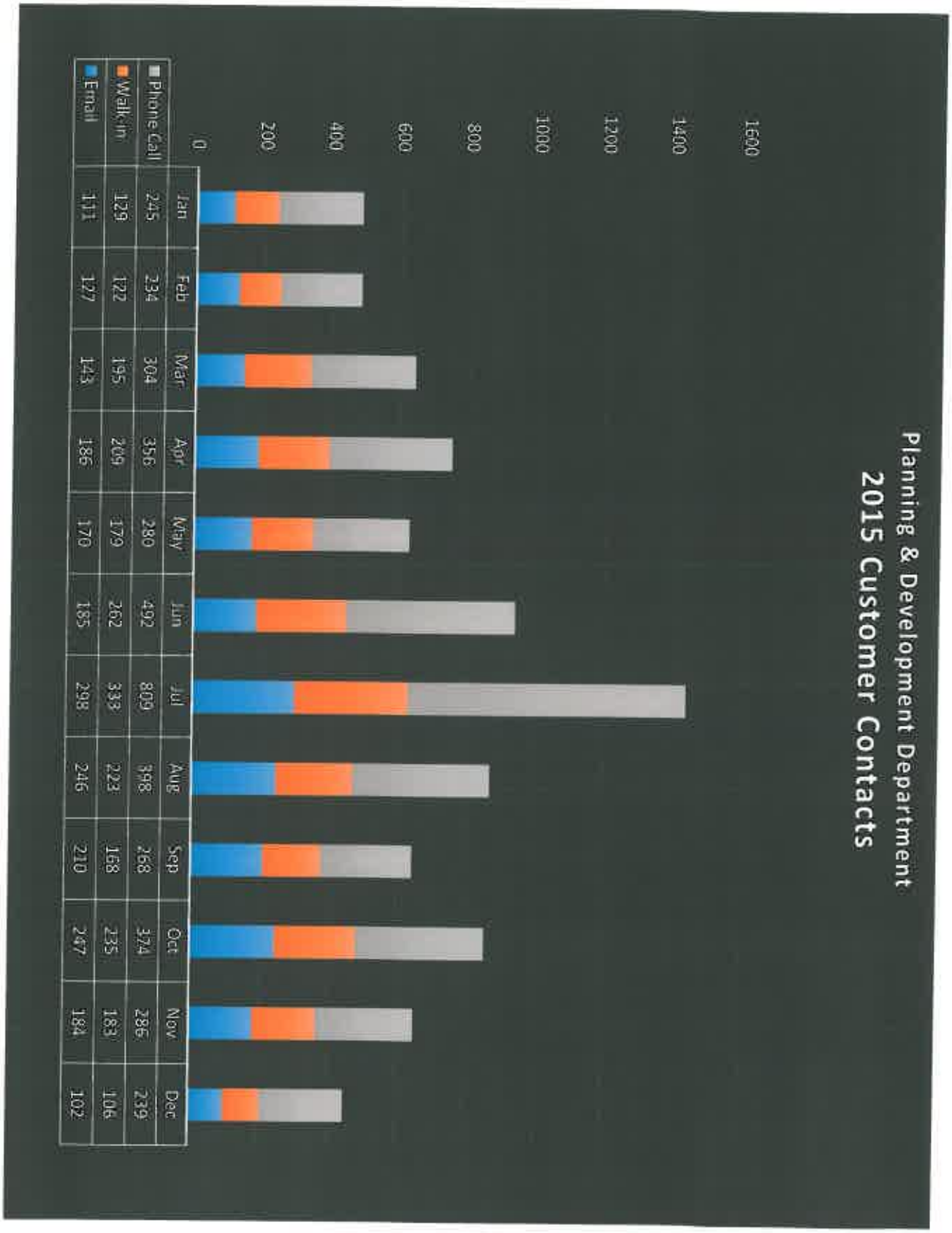
In August 2015, the Planning & Development Department, in collaboration with the Inspections & Information Technologies Department, began installation of a new permitting software package - CitizenServe. This program is web-based and allows for resident access to records via a web portal. Employees can record the results of inspections, upload photos and perform other activities from the field. The Rental Registration & Inspection module was launched in November 2015. Code enforcement is expected to be up and running by February 2016, with building permits available in April 2016. Planning is expected to be completed by June 2016.

Electronic Packets

In April 2015, the Department purchased I-Pads for the Planning Commissioners in order to implement electronic packets. The transfer to electronic packets has saved staff time, photocopying & postage costs. Total estimated savings for 2015 were $2,716.

Customer Contacts

In October 2014, the Department began tracking external customer contacts. This was in response to a perceived increase in development activity. From October through December 2014, there were 1,333 customer contacts made. During the same timeframe in 2015, 1,956 (1500+ in just Oct-Nov) contacts were made. This represents a 36% increase from 2014 and does not include the rental registration contacts handled by the Department's temporary employee. Total contacts for 2015 were 8,838. This is an average of more than 1400 customers per employee, which is remarkable considering we had seven months without full staffing. The chart below shows customer contacts by month and type.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Phone Call	245	234	304	356	280	492	809	398	268	374	286	239
Walk-in	129	122	195	209	179	262	333	223	168	235	183	106
Email	111	127	143	186	170	185	298	246	210	247	184	102

Housing & Neighborhoods

The Department made great strides in the Housing and Neighborhoods Division, including launching three major efforts to improve housing: the Rental Registration & Inspection Program, Rural Housing Incentive Districts and the Healthy Neighborhoods Initiative. Each of these is described below, along with other department achievements.

Avenue A CDBG Grant

In 2015, bids were awarded for repairs to 13 houses (5 in April 2015, 3 in November 2015 and 4 in December 2015). In July of 2015, the target area was expanded east to Lorraine Street and north and south to sections of E Sherman St and E Avenue B. Expansion of the project area allowed for the addition of 4 rental homes, which are required by the grant. The grant is anticipated to be completed April 2016.

Bravo Awards

The Bravo Awards were revised to include fewer properties and to make the awards more meaningful by providing gift certificates in addition to recognition by the City Council. Nine awardees were recognized in 2015, including:

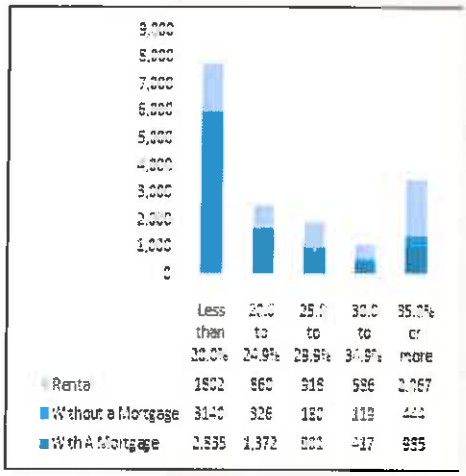
- 2722 Heather Parkway
- 213 W 7th Ave (Interfaith)
- 3201 E 4th Ave (Fire Science Building)
- 213 W Avenue B
- 130 E 13th Ave
- 821 N Pierce St
- 828 N Lee St
- 633 W Sherman Ave
- 1901 N Main St

Brush Up Hutch Paint Program

Funding from the Brush Up Hutch Paint Program was used for matching funds for the CDBG Avenue A Grant as well as to partially fund a Project Coordinator position with Interfaith Housing. In November 2015, the Community Improvement Commission formally adopted program guidelines. A total of 6 houses were painted in 2015.

Hutchinson Land Bank

The Hutchinson Land Bank acquired 7 vacant lots in 2015. Four vacant lots were sold or transferred to local property owners or organizations. The lots will be used for new housing and a public park expansion. For further information regarding the Hutchinson Land Bank, please refer to the 2015 Hutchinson Land Bank Annual Report.



Rural Housing Incentive Districts

In May 2015, a local developer approached the City hoping to establish a Rural Housing Incentive District (RHID) for construction of a new housing project. RHIDs allow for the taxes associated with new development to pay for the infrastructure costs of that development. The State of Kansas requires all local jurisdictions planning to use RHID financing to prepare a Housing Needs Analysis. The Housing Needs Analysis and resolution establishing RHID areas were adopted by City Council on November 17, 2015. Staff is working on a City Council Policy, which should be ready for Council review in January 2016. Following State approval of the Needs Analysis, RHID financing should be available as another tool to facilitate housing development in Hutchinson.

Spring Clean Up

Spring Clean Up was held on April 25 and 26, 2015. Dumpsters were placed at 15 locations around the community, and were monitored by City and Stutzman staff. In addition, TECH accepted E-waste. In total, 185.4 tons of waste was collected, including 4.25 tons of E-waste. This program will be administered by the Public Works Department in the future.

Moderate Income Housing Grant

In March 2015, the Hutchinson City Council accepted a Moderate Income Housing grant in the amount of $225,000 from the Kansas Housing Resource Corporation for completion of phase 2 of the Townhomes at Santa Fe Project (200 blk W 5th Avenue). The local match for the project is $54,500. A total of 10 units will be constructed.

Rental Registration & Inspection Program

In March 2015, City Council authorized establishing a mandatory rental registration and inspection program to begin operating in January 2016. The Planning & Development Department has worked in concert with the Inspections Department on program implementation. Milestones associated with program include:

Select vendor for Sungard replacement	May 2015
Develop draft list of rental properties	May 2015
Field verify multi-unit addresses	June 2015
Send initial letter to landlords	July 2015
Develop exemption and registration forms	August 2015
Conduct Fair Housing and Landlord/Tenant Act training	August 2015
Develop job description and advertise for Housing Inspector	September 2015
Send second letter/invite to IPMC workshop	October 2015
Conduct IPMC Workshop (3 sessions)	November 2015
Hire temporary Rental Registration Assistant	November 2015
Send invoices to landlords with smaller holdings	November 2015
Send invoices to landlords with larger holdings	December 2015
Hire Housing Inspector	December 2015

As of the date of this report 808 rentals have been registered, with 153 of those registrations occurring online. The deadline for registration is March 31, 2016.

Healthy Neighborhoods Initiative

In June 2015, the City launched the Healthy Neighborhood Initiative. Funded in part by a grant from the Hutchinson Community Foundation, the initiative has used the experience of two nationally-recognized experts in neighborhood revitalization. This effort looks at neighborhoods as markets in order to help strengthen and empower neighborhoods. The following milestones were achieved in 2015:

- Neighborhoods Director Hired (Hutchinson Recreation Commission) – March 2015
- Healthy Neighborhoods Training – March 2015
- Healthy Neighborhoods Workshop – June 2015
- Neighborhood Block Walks conducted – July 2015
- Healthy Neighborhoods Steering Committee established – March 2015
- Neighborhood Tours – Steering Committee – August 2015
- Selection of Feature Neighborhoods – Steering Committee – August 2015
  - Avenue A School Neighborhood (W Avenue A)
  - Graber/Farris School Neighborhood
- One-on-One Interviews – Neighborhoods Director – August-October 2015
- Avenue A School Visioning Meeting – August 2015
- Graber/Farris School Community Meeting –October 2015

NeighborWorks America Grants

As a partnering entity with NeighborWorks America, the City received funding to conduct housing and neighborhood efforts. Partnering entities cannot obtain an "affilitate" status and receive on-going funding, however, Interfaith Housing is in the process of becoming an affiliate organization. The following funded was awarded or finalized in 2015.

Community Leadership Institute Grants

The Allen School neighborhood group attended a CLI in 2012 and 2013. The group received, $4,000 to fund a community garden and a alleyway clean-up project. All funds have been expended and the grant was closed out in December 2015.

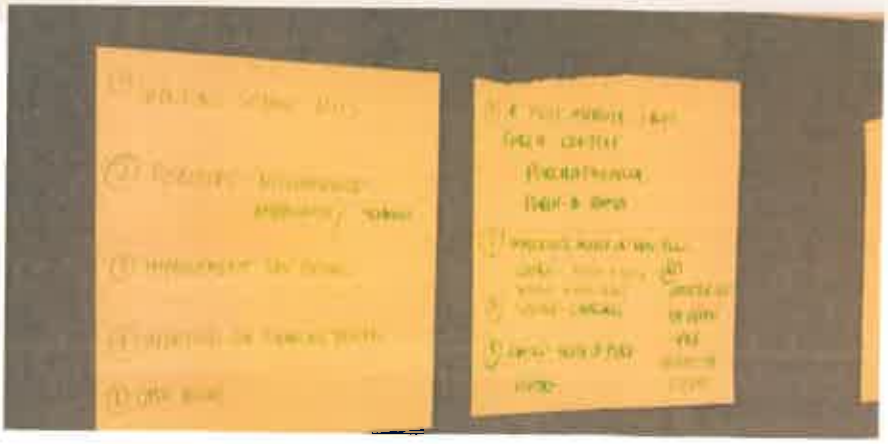
The Avenue A (E Avenue A) neighborhood group attended a CLI in 2014. The group received $2,000 in funding for a neighborhood social. The social was held at George Pyle Park in April 2015. All funds have been expended and the grant was closed out in 2015, however, the group has been successful in attracting funding from the Hutchinson Community Foundation, the City of Hutchinson and a private donor for the installation of playground equipment in George Pyle Park. The playground is expected to be built in Spring of 2016.

InterFaith Housing Test Build

In 2014, Interfaith Housing moved their focus from the Lincoln Gardens Project to a test build on E Avenue G. Two of the lots associated with the test build were donated to Interfaith by the Hutchinson Land Bank. The test build project will consist of the construction of two modular homes on infill lots. Building permits for the structures were issued in December 2015. A total of $23,000 in NeighborWorks funding was provided for the project.

Schubert Training

The Healthy Neighborhood Initiative described above was also partially funded by NeighborWorks America. This organization provided $10,000 toward the total project budget to support training efforts.



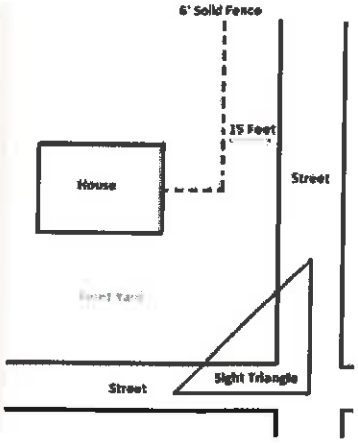
Planning & Development

The Planning & Development Department saw a continued heavy caseload for 2015. Notable accomplishments were adoption of subdivision regulations and development of an historic preservation action plan.

2015 Zoning Regulation Amendments

In February 2011, the City adopted new zoning regulations. The regulations are supposed to be reviewed by the Planning Commission on an annual basis. Notable amendments made in 2015 include:

- Expanded the list of structural features allowed in setback areas
- Reduced the rear yard setback required in the R-3, R-4 and R-5 zones
- Prohibited sale, manufacture or storage of explosives, including ammunition, as a home occupation



Subdivision Regulations Adoption

In May 2014, staff began the process of drafting new subdivision regulations. The regulations were needed in part because Reno County removed themselves from joint review in 2012. The former regulations were not part of City Code, but part of a joint resolution with Reno County adopted in 1991 and last updated in 1998. A part of the review and approval process, 50 meetings were held with staff, developers, the Planning Commission, a steering committee and other stakeholders. On October 20, 2015 the new subdivision regulations were adopted by City Council to be included as Chapter 9 of the Hutchinson Municipal Code.

2015 Planning Cases

The Planning Division experienced a continued high caseload for 2015, with the total of all cases, including violations being 267. While this is slightly less than 2014, it still represents a 47% increase over 2009 levels with the same staffing levels. In 2015, the Department began tracking a number of planning activities that were not previously tracked, including: # of fence permits issued (94);# of occupancy inspections performed (10); # of occupancy permits reviewed (60); # of residential accessory buildings reviewed (52); # of residential additions reviewed (43); # of residential duplexes reviewed (2); # of single family dwellings reviewed (17); # of residential swimming pools reviewed (4); and # of sign permits issued (68). The other activities represent a significant amount of planning staff time, totaling 350 customer contacts.

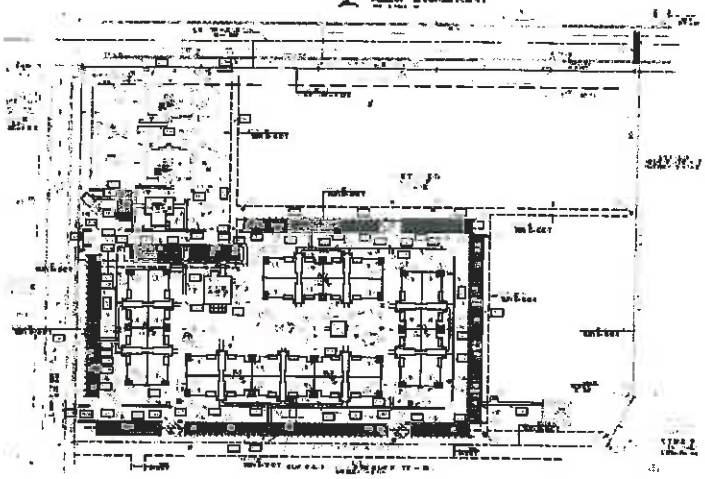
2015 Planning Cases cont...

	2009	2010	2011	2012	2013	2014	2015
Board of Zoning Appeals	4	6	11	10	9	4	8
CERT	18	36	29	33	34	67	34
Comprehensive Plan	1	0	0	0	0	0	2
Conditional Use Permit*	--	--	11	8	7	11	12
Fence Permits***	--	--	--	--	--	--	94
Floodplain Permit	1	0	0	0	1	0	1
Landmarks	57	47	82	89	64	27	24
Landmarks Appeal	2	0	1	3	1	2	3
Lot Split	5	7	4	2	1	1	5
Occupancy Inspections***	--	--	--	--	--	--	10
Occupancy Permits***	--	--	--	--	--	--	60
Plan Review**	--	--	--	--	--	4	7
Pre-Submittal Analysis**	--	--	--	--	--	24	18
Residential Accessory Buildings***	--	--	--	--	--	--	52
Residential Additions***	--	--	--	--	--	--	43
Residential Duplexes***	--	--	--	--	--	--	2
Residential Single Family Dwellings***	--	--	--	--	--	--	17
Residential Swimming Pools***	--	--	--	--	--	--	4
Subdivision	4	11	7	6	15	1	7
Sign Permits***	--	--	--	--	--	--	68
Site Plan Review*	--	--	--	--	6	17	11
Special Use Permit	17	13	7	2	2	2	4
Subdivision Variance**	--	--	--	--	--	1	0
Temporary Use Permit	19	18	23	32	21	19	16
Vacation	4	3	5	4	0	3	6
Zoning Amendment	5	5	4	7	5	5	10
Zoning Violation	44	49	38	44	65	101	102
Total	181	195	222	240	231	289	621

CERT= Home Occupation, Wireless Telecommunication and Zoning Certifications
*Implemented in 2011.
**Implemented in 2014, or began tracking in 2014.
***Implemented in 2015 or began tracking in 2015.

The following projects of note were approved during 2015:

- Panda Express
- Five Guys Burgers and Fries
- Pie Five Pizza
- Commerce Gardens
- Fire Station #3 reconstruction
- Murphy Oil
- Rib Crib
- Mattress Firm
- Buffalo Wild Wings
- The Alley
- Pro Pak addition
- Lampton Welding
- Helena Chemical expansions
- Rita's Italian Ice



2016 Preservation Action Plan

In September 2015, the Landmarks Commission and City Council held a study session to discuss the City's historic preservation priorities. Following the study session, staff and the Landmarks Commission worked on developing an action plan to address issues of concern. The plan was adopted by the Landmarks Commission in December 2015 and is slated for City Council consideration in early January.

Houston Whiteside Historic District