
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 11th day of February, 2016

Attest: 

Casey A. Jones, AICP, CFM, Senior Planner