
MINUTES**HUTCHINSON LANDMARKS COMMISSION**

City of Hutchinson

Thursday, February 11, 2016 – 4:00 p.m.

City Council Chambers

125 E. Avenue B, Hutchinson, Kansas

1. Roll CallMembers present: Jo Higgins, Gale Wall, Ashley Maready, Tony Karam and Greg HolmesMembers absent: Warren Hixson and Wes BartlettStaff 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**

The minutes of the January 14, 2016, meeting were approved on a motion by Karam, seconded by Holmes, passed unanimously.

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)

Karam asked why the aluminum storm windows were approved. Jones stated that the storm windows will not be damaging to the existing windows and would be reversible.

5. Projects Approved by the SHPO: None.**6. Projects Approved by the City Council: None.****7. Old Business****a. City of Hutchinson Preservation Ordinance.**

McCarron stated that the ordinance will be on the March 1, 2016, City Council agenda, and that the Landmarks Commission members are welcomed to come. The meeting will be held at 9:00 a.m. in the City Council Chambers.

b. Inventory of Houston Whiteside Historic District Properties

Higgins stated that she has taken photos of all properties in the Houston Whiteside Historic District (188 homes) and is still compiling them to a slide show with addresses. Karam suggested putting them on a flash drive for staff to consider placing on the Kansas Historic Resources Inventory web site and City web site. McCarron stated that once we begin reviewing these properties, Staff will bring the original nomination forms for Landmarks Commission members to use for reference. During each meeting the Commission will review the photos and determine whether the contributing or non-contributing status of each property should be changed and whether any properties could potentially be removed from the District.

8. New Business

a. Approval for support letter for the 2016 Historic Preservation Fund (HPF) Grant

McCarron asked for approval and a signature for a support letter to send to the State along with the 2016 HPF grant application. The pre-application deadline is February 15, 2016.

Higgins motioned for approval, Holms seconded, and the motion passed unanimously.

b. Landmarks Commission training for the upcoming year

Jones reminded the Commission about the NAPC FORUM conference in Mobile, Alabama. Staff will pass along additional information in the near future.

c. Planning and Development Department 2015 Annual Report

McCarron provided an overview of the Planning and Development Department Annual Report for 2015. She stated that the Department works on a lot of projects and issues in addition to Historic Preservation. The annual report has been posted on the City's web site.

d. 2016 Historic Preservation Action Plan Status Update

McCarron provided status updates for items on the action plan. The HPF pre-application deadline is February 15, 2016. McCarron and Jones met with Karam to consider re-establishing a Friends of Preservation Group, and provided him with a list of names of former members.

9. Other Business

Higgins asked about the plans to talk with realtors and spreading the word on historical properties. McCarron stated that it is on the action plan and that it will be part of the new associate planner's tasks.

The Commission then discussed different properties and types of architecture that would be great additions to the historical register. McCarron stated that the property owners would have to agree and submit applications if they wanted to join. She added

that the local register would be a great start because it is tougher to get on the state register. Maready suggested that members bring photos and information about certain properties they feel should be included in the historical register and they can discuss them at the next meeting.

10. Adjournment – The meeting adjourned at 4:43 p.m.

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this 10th day of March, 2016

Attest: 
Casey A. Jones, AICP, CFM, Senior Planner