

---

---

**MINUTES****HUTCHINSON LANDMARKS COMMISSION**

City of Hutchinson

Thursday, March 8, 2018 – 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 (2/3), Gale Wall (3/3), Wes Bartlett (3/3), Shannon Whetzel (3/3), Greg Holmes (3/3), and Joel Haag (3/3). Member Chelsey Dawson (1/3) was absent.

Planning Staff present: Jana McCarron, Director of Planning and Development; Aaron Barlow, Associate Planner; and Jade Shain, Planning Technician.

**2. Welcome by Chairperson** – Bartlett welcomed all who were in attendance.**3. Approval of Minutes from February 8, 2018.**

Holmes motioned to approve the minutes from January 11, 2018, seconded by Higgins, and passed unanimously.

**4. Written Reports**

## a. Projects Approved Administratively

Two projects were approved administratively. First, Case No. ADM18-000001 (429 E 1<sup>st</sup> Avenue) dealt with a roof repair and replacement. Second, ADM18-000002 (101 S Walnut) dealt with wireless network antennas on Memorial Hall.

## b. Projects Approved by the SHPO – None

## c. Projects Approved by the City Council – None

## d. Other Reports – None

**5. Old Business – None****6. New Business**

## a. Historic Preservation Action Plan Prioritization Activity.

McCarron and Barlow presented the Historic Preservation Action Plan Prioritization Activity. Commission members scored each strategy by the potential impact of the strategy and the feasibility of the strategy. Each score ranged from 1 to 4. For the Impact Score, a rating of 1 meant the strategy would have very little impact to the community

and 4 would have a big impact to the community. For the feasibility score, a rating of 1 meant that there was no staff-time or funding for the project and 4 meant that there is time and funding available. The results are as follows:

1. **Presentation to the Hutchinson Homebuilders Association about Historic Preservation.** Score: Impact (4) and Feasibility (4).
2. **Apply for a Preservation Technology and Training (PTT) Grant to fund a virtual historic tour mobile application.** Score: Impact (4) and Feasibility (3).
3. **Host a special event to honor recipients of the preservation award.** Score: Impact (1) and Feasibility (2).
4. **Hire a consultant to create a field guide (coloring book) of historic styles or historic buildings in Hutchinson.** Score: Impact (2) and Feasibility (2).
5. **Develop a Facebook marketing campaign to promote historic preservation in the city that includes the following: a. Photo scavenger hunt with zoomed-in photos of historic features b. Local architecture alphabet c. Architectural styles in Hutchinson.** Score: Impact (3) and Feasibility (3).
6. **Host an event similar to the Antique Roadshow at the museum where residents can have antiques appraised.** Score: Impact (2) and Feasibility (2).
7. **Develop a historic preservation course for continuing education credits (Contractor, Realtor or otherwise).** Score: Impact (3) and Feasibility (1).
8. **Provide Historic Education to Contractors.** Score: Impact (3) and Feasibility (2).
9. **Host a Seminar to educate Downtown business owners on the historic tax credit process.** Score: Impact (3) and Feasibility (3).
10. **Create a customized historic preservation brochure for Downtown Business owners.** Score: Impact (3) and Feasibility (3).
11. **Distribute brochures to new property owners and tenants when utilities change on historic properties.** Score: Impact (3) and Feasibility (3).

b. Infill Study Implementation Plan

This item was tabled on a motion by Hagg, Seconded by Holmes, and passed unanimously.

## 7. OTHER BUSINESS

- a. Save the Date: 2018 Kansas Historic Preservation Conference in Lawrence, September 20-22, 2018.

**8. ADJOURNMENT**

The meeting was adjourned at 5:10 p.m.

Respectfully Submitted,

Jade D. Shain

Planning Technician

Approved this 12th day of April 2018.

Attest:  \_\_\_\_\_

Aaron Barlow, Associate Planner