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

City of Hutchinson

Thursday, July 23, 2020 – 4:00 p.m.  
Via Zoom Meeting  
125 E. Avenue B, Hutchinson, Kansas

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**1. ROLL CALL**

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

Members present: Joel Haag (5/6), Jo Higgins (5/6), Shannon Whetzel (6/6), Gale Wall (5/6), Chelsey Dawson (5/6), and Greg Holmes (5/6).

Planning Staff present: Ryan Hvitløk, Director of Planning & Development; and Amy Allison, Senior Planner.

**2. APPROVAL OF MINUTES**

Higgins made a motion to approve the minutes from July 9, 2020 seconded by Holmes, passed unanimously.

**3. WRITTEN REPORTS**

a. Projects Approved Administratively

<b>Project #</b>	<b>Address</b>	<b>Description</b>	<b>Local Landmark</b>	<b>District and Contributing Status</b>
ADM20-000008	620 E Sherman Ave	Replace AC unit	-	Houston Whiteside, Non-Contributing
ADM20-000009	512 E Avenue A	Replace Furnace	-	Houston Whiteside, Contributing
ADM20-000010	201 W 12 <sup>th</sup> Ave	Install Fence – Permitted Materials	x	
ADM20-000011 (Pending)	525 E Avenue A	Reroof using like materials		Houston Whiteside, Non-Contributing

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

#### 4. NEW BUSINESS

- a. LM20-000003 – 515 E Avenue A (Scheble-Menke-Van Zandt House) – Request to replace side and rear windows with unlike materials

Roger Blecha, 515 E Avenue A, presented his amended request to the Landmarks Commission. The property owner proposed replacing 7 windows, 2 on the East Façade, 2 on the South Façade and 3 on the West Façade with Ply Gym premium New Generation uPVC vinyl double hung windows. The size and shape of the windows would remain the same. The reason for the request is that the windows are beyond repair in most cases. The applicant will replace/repair the wood windows on the front of the structure with compliant windows but would like to replace the back windows with the requested material.

Allison presented the Planning Staff's presentation. Due to the revised plans to only change the material of windows on non-visible facades, staff felt that the requirements set forth for historic review had been met based on similar approvals granted. Staff did not feel that the proposal would adversely affect the historic nature of the structure or district. Staff recommended approval of the revised plan.

Motion by Higgins, seconded by Holmes, passed unanimously.

- b. RFP for Memorial Hall

Hvitløk presented a request by City Council to develop a request for proposals (RFP) for Memorial Hall. Hvitløk expressed his opinion that the Landmarks Commission would be the best body to develop and review an RFP due to the unique requirements for historic properties. Any development of the site would have to be reviewed by the Commission. Memorial Hall is primarily used as a rental property with revenues ranging from \$6,900 in 2017 to \$10,000 in 2018 and \$9,100 in 2019. Revenue in 2020 has only been \$318 thus far. The space can be rented for a day or multiple days, with common uses being concerts, community events, dance recitals and commercial entertainment events like wrestling. The annual expense to operate Memorial Hall is \$50,000. Hvitløk requested up to 2 volunteers to participate in a committee to review draft language in coordination with the Parks & Facilities Department and City Council.

Whetzel felt that one of the main priorities of the proposal should be maintaining the historic attributes of the property.

Holmes asked if staff would reach out to other communities with Memorial Halls to see what they are doing with the re-use of their buildings.

Wall felt that this was a great time to discuss the future of Memorial Hall due to the Downtown being the Hutchinson Healthy Neighborhood Initiatives next feature neighborhood.

Holmes asked Hvitløk if the Communities Concert group would like to rent the Hall for a full season this year. Hvitløk did not know their intentions for the year.

Wall wondered if Memorial Hall could be utilized in Downtown Walking Tours and wanted to make sure that the remaining original features of the building would be protected from re-development (stage, backstage, trap door to Cow Creek, etc.).

Holmes said that including the ability to not only use the indoor but also the outdoor space around Memorial Hall should be included in the proposal narrative as well. Holmes also asked about the ability to obtain a liquor license for the premises. Hvitløk responded by saying that many organizations have been able to obtain temporary liquor licenses and could not think of a requirement that would limit the ability to obtain an annual license.

Holmes was concerned about the cornerstone time capsule and would like to see that protected.

Hvitløk included that staff would recommend that the City or Developer obtain tax credits, not only for any construction, but also maintenance of the building to help with the cost of upkeep.

Wall asked if the City intended to retain ownership. Hvitløk said that the City Council was interested in hearing any proposal, but it was too soon to tell if the City would sell to a private developer.

Dawson and Wall volunteered to be on the Memorial Hall Committee.

## **5. OLD BUSINESS**

- a. None.

## **6. OTHER BUSINESS**

- a. Open comments from the audience – None.

## **7. ADJOURNMENT**

The meeting adjourned at 4:40 p.m. The next Landmarks Commission meeting is scheduled for August 13, 2020.

Respectfully Submitted,

Amy Allison

Senior Planner

Approved this 24<sup>th</sup> day of July 2020.

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

Ryan Hvitløk, AICP  
Director of Planning & Development