



**AGENDA  
HUTCHINSON LANDMARKS COMMISSION**

Thursday, May 13, 2021 – 4:00 PM  
City Council Chambers, 125 E Avenue B

**1. ROLL CALL**

- Higgins                       Vacant                       Whetzel (Chair)                       Haag (Vice-Chair)
- Wall                               Dawson                       Vacant

**2. APPROVAL OF MINUTES** – Meeting of April 22, 2021

**3. WRITTEN REPORTS:**

a. Projects Approved Administratively

| Project #    | Address                   | Description                           | Local Landmark | District and Contributing Status |
|--------------|---------------------------|---------------------------------------|----------------|----------------------------------|
| ADM21-000004 | 11 Hyde Park Dr           | Replace existing fence                | Yes            | -                                |
| ADM21-000005 | 206 W 1 <sup>st</sup> Ave | Install sign on non-historic addition | -              | Individually Listed              |

- b. Projects Approved by the SHPO - None
- c. Projects Approved by City Council
  - i. 2021-2023 Preservation Action Plan – Approved with modifications
- d. Other Reports – None

**4. NEW BUSINESS** - None

**5. OLD BUSINESS**

- a. Houston Whiteside New Occupant Letter Modifications (attached)
- b. 2021-2023 Preservation Action Plan Modification (attached)

**6. OTHER BUSINESS**

- a. UPCOMING:
  - i. LM21-000003 (request to change the May 27, 2021 Landmarks Commission Meeting to May 20, 2021)
- b. Open comments from the audience

**7. ADJOURNMENT**

The next Landmarks Commission is set for **May 20, 2021.**

|                 |                 |              |        |              |
|-----------------|-----------------|--------------|--------|--------------|
| Staff Contacts: | Ryan Hvitløk    | 620-694-2681 | Vacant | 620-259-4198 |
|                 | Amy Allison     | 620-694-2638 | Vacant | 620-694-2677 |
|                 | Charlene Mosier | 620-259-4133 |        |              |



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

City of Hutchinson

Thursday, April 22, 2021 – 4:00 p.m.

City Council Chambers

125 E. Avenue B, Hutchinson, Kansas – Via Zoom Meeting

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**1. ROLL CALL**

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

Members present: Joel Haag (3/3), Shannon Whetzel (3/3), Gale Wall (3/3) and Chelsey Dawson (2/3). Jo Higgins (2/3) was absent.

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

**2. APPROVAL OF MINUTES**

Haag made a motion to approve the minutes from March 11, 2021 as corrected, seconded by Dawson, passed unanimously.

**3. WRITTEN REPORTS**

## a. Projects Approved Administratively

| Project #    | Address                      | Description                            | Local Landmark | District and Contributing Status  |
|--------------|------------------------------|--|----------------|-----------------------------------|
| ADM21-000002 | 719 E 1 <sup>st</sup> Avenue | Repair/replace frozen or cracked pipes | -              | Houston Whiteside Contributing    |
| ADM21-000003 | 125 N Main St                | Install Wall Signage                   | -              | Downtown Core North, Contributing |

## b. Projects Approved by the SHPO

## i. Leon Hotel Tax credits - Approved

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

## d. Other Reports – Allison said the Action Plan will be heard by the City Council on May 4th and a Proclamation will be given at City Council for Preservation Month.

**4. NEW BUSINESS**a. **LM21-000002 – 20 S Main Street – Request to replace 11 windows on rear façade with unlike materials**

Whetzel asked Allison for the staff presentation.

Allison said the applicant, Charles Stevens, is requesting historic review for the replacement of 11 wood and metal windows along the rear (alley) façade of their property at 20 S Main Street (Sanford's ComputerWorks). They propose to replace the windows with unlike vinyl material. The building is located in the Downtown Core South Historic Register District and is a contributing structure. Allison presented a Powerpoint showing photos for the project. She reviewed the following standards required for Landmarks Commission approval:

**Analysis of Secretary of the Interior’s Standards for Rehabilitation Required for Landmarks Commission Approval:**

| Factor   | Analysis  | Met   Not Met                                  |
|--|---|--|
| <p><b>1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.</b></p>  | <p>The proposed replacement windows will not impact the historic use of the property; built as a retail store, the property will remain retail. The proposed changes would not impact the defining historic characteristics of the building, due to the windows being on an alley-facing façade with little to no visibility from the public street.</p>  | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.</b></p>   | <p>The applicant has indicated the existing windows are beyond repair. He has proposed to include check rails on the replacement windows to match the style and scale of the existing windows. While the material is not typically a compatible material, the windows are proposed on a façade that is not visible to the district as a whole, nor is it included on the National or State Register’s listing.</p>  | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.</b></p>   | <p>The applicant is not proposing to embellish the proposed windows in a manner that would create a false sense of historical development. They have indicated a willingness to mimic what is existing in style and scale.</p>  | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.</b></p>  | <p>There have been no changes to the structure that have acquired historic significance in their own right which were not included in the original application for nomination.</p>  | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.</b></p>   | <p>The applicant is proposing to use a non-compatible material to the existing finishes, however, the windows in question are on a non-primary (rear) or alley facing façade that is not visible from the public street or from the overall district. The applicant is willing to modify the proposed windows by adding a check rail to match the existing style and scale.</p>   | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.</b></p> | <p>The applicant may speak to the current condition of the windows. Should the windows be deteriorated beyond repair, the replacement of the window should match the existing windows. The proposed windows, with check rail modification, appear to match the design and visual qualities of the existing windows but will not be of compatible material. The Landmarks Commission has approved use of vinyl as a suitable material when inconspicuous from the public right-of-way.</p> | <p><input checked="" type="checkbox"/> Met</p> |

|   |   |  |
|---|---|--|
| <p><b>7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.</b></p>   | <p>The applicant does not plan to use any cleaning or abrasive treatments as part of the project.</p>   | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.</b></p>  | <p>There are no known significant archeological resources at the project site.</p>  | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</b></p> | <p>The applicant is not proposing new construction, additions or exterior alterations that would destroy any listed historic features of the building. The applicant has agreed to modify the proposed window to match the massing, size, scale and architectural features to protect the historic integrity of the property.</p> | <p><input checked="" type="checkbox"/> Met</p> |
| <p><b>10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</b></p>   | <p>The proposed window replacements are not located on a primary elevation, the essential form and integrity of the building and the surrounding environment will not be impaired.</p>  | <p><input checked="" type="checkbox"/> Met</p> |

**Design Review Committee Comments:**

The Landmarks Commission Design Review Committee met on April 8, 2021. The following comments were made:

- Repair the existing windows. If repairing the windows is not a feasible option, please be prepared to explain to the Landmarks Commission the conditions of your existing windows.
- Install storm windows to protect existing historic windows.
- Modify the proposed windows by placing a check rail in the same proportions as the existing window style.

Charles Stevens, applicant, was in attendance. The windows are not visible from Main Street and are located along the alley side of the structure. The building also faces another building.

Allison said all factors have been met.

Motion by Dawson, seconded by Haag, to approve the request to replace 11 wood and metal windows on the rear (alley) façade of the property with vinyl windows at 20 S Main St because the project meets the Secretary of the Interior’s Standards for Rehabilitation and would not damage or destroy the historic character of the property. The motion passed with the following vote: Yes – Wall, Dawson, Haag. Whetzel.

Allison said staff will issue a certificate of appropriateness.

(Dawson left the meeting).

b. Houston Whiteside New Occupant Letter

The Landmarks Commission reviewed a draft letter to be sent to Houston Whiteside Historic District residents. The proposed letter provides some history of the district and lists a website that explains the Secretary of the Interior’s Standards for Rehabilitation. The letter also gives some information about tax credits, and assistance available from the Planning Department and the Houston Whiteside Historic District Neighborhood Association. The letter would be sent when a new water service is obtained.

Haag would like to expand this idea to properties along Main St as well. The Chamber and realtors could also be included to give a copy to new home buyers. The draft letter will be brought back to the next meeting after allowing the Director of Public Information and the Houston Whiteside Neighborhood Association time to review and provide comments.

**5. OLD BUSINESS**

- a. None

**6. OTHER BUSINESS**

- a. Upcoming: None
- b. Open comments from the audience – none.

**7. ADJOURNMENT**

The meeting adjourned at 4:30 p.m. The next Landmarks Commission meeting is set for May 13, 2021.

Respectfully Submitted,

Charlene Mosier  
Planning Technician  
Approved this     day of             2021.

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



April xx, 2021

Hello New Neighbor,

Welcome to the Houston Whiteside Historic District! You are receiving this letter because you have either purchased or are renting in the Houston Whiteside Historic District. Listed on the State and National Historic Registries in 2004, the Houston Whiteside Historic District is Hutchinson's only residential historic district. Houston Whiteside, sometimes known as the Silk Stocking District, was the home of many of Hutchinson's founding families. Many prominent Hutchinson residents lived in the area throughout the years, such as Judge W.R. Brown, Manufacturer John Nelson, Attorney Houston Whitelaw, but the district's namesake, Houston Whiteside, was the most famous. As the County and City Attorney, the first Editor of the Hutchinson News, Director of the Reno County State Bank, co-owner of the Hutchinson Lumber Company, a local farmer, and the author of "Historic Hutchinson", Mr. Whiteside was a contributing force to the creation and growth of early Hutchinson.

The Houston Whiteside district quickly became the "place" to own a home in the early years. During the 1880's housing boom, residents flocked to the area because it was conveniently located between downtown and the old industrial areas. Easy commutes were still prioritized in the 1880s. Many of the homes were built in the more formal architectural styles of the time: Foursquare, Queen Anne, Victorian (high-style to be exact) and Second Empire. If it was built in the late 1880s to early 1900s, Houston Whiteside most likely has it.

Because of the immense local and architectural heritage that resides in your neighborhood, the City along with the property owners at the time deemed preserving that history as critical to the continuation of the district. By listing the district as historic, protections have been put in place to ensure that the homes we love are maintained in the style in which they were built.

In order to protect the historic nature of these cherished properties, the Federal government has adopted standards by which historic buildings shall be maintained. For more information, the Secretary of Interior's Rehabilitation Standards can be found online at [www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm](http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm). The standards are the guidelines occupants of historic properties should use when preparing to rehab their homes. Whenever you pull a building permit from the City, the proposed work, including what materials you will be using, will be reviewed by these standards. Depending on the nature of the work, the review may be done administratively or by the Hutchinson Landmarks Commission. Information about the review process has been included in this letter.

With the added protections, the Federal and State governments have also created incentives for preserving historic properties. Federal and State Historic Tax Credits are available to property

owners who rehabilitate their properties to the Secretary of Interior Standards and meet other requirements. In addition, grants may be available to assist property owners with their rehabilitation projects. If you would like to see if your project would be eligible for tax credits, contact the Kansas State Historic Preservation Office at 785.272.8681 ext. 240. Contact the Hutchinson Planning & Development Department to see if there are any grants available, as well as other programs that are open to the Houston Whiteside Historic District.

Last, if you have not already attended, the Houston Whiteside Historic District Neighborhood Association is a great resource for owning an historic home. Many homeowners have gone through rehabilitation work on their homes and can help guide you through the process. In addition, they love to socialize and typically hold monthly meetings. If you have not already followed them on Facebook, you should join today!

If you have questions about rehabilitating your home and would like to speak with City Staff, please contact the Hutchinson Planning & Development Department at 620.259.4132.

Sincerely,

The Hutchinson Landmarks Commission





# 2021-2023 Historic Preservation Action Plan

**PURPOSE:**

The purpose of this Action Plan is to improve the effectiveness of local preservation efforts by educating relevant stakeholders, promoting local resources and connecting local businesses to incentives.

**Goal: Educate residents, business owners and development professionals (Realtors, contractors, etc.) of their role in the historic preservation process.**

**Discussion:** As new residents, contractors, Realtors and other individuals involved in the development process move into the community, they may not be aware of Federal, State or local requirements for historic properties.

| Action   | Tasks   | Lead         | Timeline                     | Resources |
|--|---|--------------|------------------------------|-----------|
| 1. <b>A. Develop historic preservation course with continuing education credits for professionals involved in historic preservation (Realtors, contractors etc.)</b> | <ul style="list-style-type: none"> <li>a. Identify criteria for CEUs for pertinent accreditations</li> <li>b. Engage local contractors, realtors, design professionals on needed educational opportunities</li> <li>c. Develop seminar</li> </ul>     | PP, LM       | Ongoing (Preservation Month) | \$        |
| 1. <b>b. Provide additional education on historic preservation to residents and professionals through other means</b>  | <ul style="list-style-type: none"> <li>a. Provide periodic workshops for homeowners</li> <li>b. Meet with Houston Whiteside Neighborhood Association at least once per quarter to answer questions and collect feedback on relevant issues</li> </ul> | LM, PP       | Ongoing (Preservation Month) | \$\$      |
| 2. <b>Apply for a Preservation Technology and Training Grant to fund a virtual historic tour mobile application</b>  | <ul style="list-style-type: none"> <li>a. Contact the Reno County Museum about their existing digital platforms and interest in collaboration</li> <li>b. Prioritize Commercial Districts</li> </ul>  | LM, PP       | Spring 2021                  | \$\$      |
| 3. <b>Host an event similar to <i>Antiques Roadshow</i> at the museum where residents can have antiques appraised.</b>   | <ul style="list-style-type: none"> <li>c. Contact Mark Buckley and Lloyd Armstrong</li> </ul>   | PP           | 2023                         | \$\$      |
| 4. <b>Prioritize small educational opportunities through local organizations to provide targeted education to Downtown Property/Business Owners</b>                  | <ul style="list-style-type: none"> <li>a. Contact the Chamber/Downtown Board</li> <li>b. Develop educational emails for outreach</li> </ul>   | PP, DM, DHRP | 2022                         | \$        |

LM = Landmarks Commission  
 DHRP = Downtown Hutchinson Revitalization Partnership  
 \$ = < \$500

PP = Preservation Planner  
 HWNA = Houston Whiteside Neighborhood Association  
 \$\$ = 500 – 1000

PLAN = Planning & Development Department  
 \$\$\$ = 1001 - \$10,000

**Goal 2: Preserve Local Historic Sites**

**Discussion:** Take an active role in preserving the physical heritage in our community.

| Action  | Tasks  | Lead          | Timeline     | Resources |
|---|--|---------------|--------------|-----------|
| 1. Memorial Hall Use Study                                | <ul style="list-style-type: none"> <li>a. Apply for an Historic Preservation Fund Grant</li> <li>b. Work with Parks Dept on Use and Rehabilitation Plan for Memorial Hall</li> </ul>   | PP, LM, Parks | January 2022 | \$\$\$    |
| 2. Review historic properties through strategic analysis. | <ul style="list-style-type: none"> <li>a. Review boundaries of existing historic districts</li> <li>b. Consider all potential outcomes when properties are nominated for listing</li> </ul>  | PP, LM, HWNA  | January 2023 | \$\$      |
| Future Strategy: Modern Architecture Survey               | <ul style="list-style-type: none"> <li>a. Apply for an Historic Preservation Fund Grant to conduct a survey of all modern/mid-century modern structures that have become historic</li> <li>b. Outreach to Property Owners about the benefits of preservation</li> <li>c. Identify potential areas</li> </ul> | PP, LM        |              | \$\$\$    |

**Goal 3: Maintain up-to-date information and resources for historic property owners**

**Discussion:** To encourage property owners to rehabilitate their properties with suitable materials, a directory of reference sources shall be maintained.

| Action  | Tasks   | Lead   | Timeline    | Resources |
|---|---|--------|-------------|-----------|
| 1. Add “Illustrated Architecture Dictionary” to Historic Preservation webpage |   | PP     | Summer 2021 | \$        |
| 2. Prepare an Accepted Materials Guide  | <ul style="list-style-type: none"> <li>a. Research accepted replacement materials for various rehabilitation projects</li> <li>b. Develop document</li> <li>c. Upload to Historic Preservation webpage</li> </ul> | PP, LM | Summer 2021 | \$\$      |

LM = Landmarks Commission  
 DHRP = Downtown Hutchinson Revitalization Partnership  
 \$ = < \$500

PP = Preservation Planner  
 HWNA = Houston Whiteside Neighborhood Association  
 \$\$ = 500 – 1000

PLAN = Planning & Development Department  
 \$\$\$ = 1001 - \$10,000