
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

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 st 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 BUSINESSa. **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>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.</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>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.</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>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.</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>4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.</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>5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.</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>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.</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>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.</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>8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.</p>	<p>There are no known significant archeological resources at the project site.</p>	<p><input checked="" type="checkbox"/> Met</p>
<p>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.</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>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.</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.N one

6. OTHER BUSINESS

a.U pcoming: 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 13th day of May, 2021.

Attest: 

Ryan Hvitlæk, AICP, CFM
Director of Planning & Development