

**Minutes**  
**Historic Resources Board**  
**City Commission Room, City Hall**  
**1101 Poyntz Avenue**  
**November 24, 2008**  
**4:00 p.m.**

**Members Present:** Tom Roberts, Chair; Ray Weisenburger; Elaine Mohr; Tracy Anderson; Patrick Schaub; Bonnie Lynn-Sherow.

**Members Absent:** Brooke Norman-Tapp, Vice Chair.

**Others Present:** Tom Deaver; Dixie West.

**Staff Present:** Cam Moeller, Planner II; Brian Williams, Assistant to the City Manager.

**1. REVIEW CONTRIBUTING STRUCTURE WITHIN DOWNTOWN HISTORIC DISTRICT & ENVIRONS REVIEW**  
**Sign Permit, 317 Poyntz Ave Ste B, Drapery World (Knotsman/Stevenson Building; within environs of Downtown Historic District, Manhattan State Bank, Riley County Courthouse, and Community House).**

Moeller provided an overview of the proposal.

After a brief discussion, Lynn-Sherow moved that the Board find that the project meets the *Standards and Guidelines for Evaluating the Effect of Projects on Environs* and will not encroach upon, damage or destroy any listed historic property or its environs.

Mohr seconded the motion, which passed on a vote of 6-0.

**2. Code of Ethics**

Brian Williams, Assistant to the City Manager, led a discussion with the Board, and answered questions, regarding the recently adopted Code of Ethics for Elected and Appointed Officials.

**3. Property Owner Notification**

Moeller updated the Board about the survey of other Certified Local Governments (CLGs) in Kansas regarding property owner notification of environs reviews. Moeller noted that Salina was the only CLG found to have a notification process. Salina has a process in place to notify property owners of environs reviews, depending on the scope of the project, as well as to notify property owners in the environs when a property is nominated to the National Register.

Dixie West presented the Board with a list of signatures from owners of historic properties who would like to be directly notified by the City, by letter or email, of environs reviews occurring within the environs of their respective properties.

The Board discussed how property owners can be kept informed of Historic Resources Board agendas, which include scheduled environs reviews, by subscribing to the City's "In Touch" email system.

West said she believes many property owners are not aware of the In Touch system.

Lynn-Sherow moved that the Board send a letter to owners of historic properties, including property owners within historic districts, to inform them of the In Touch system.

Weisenburger seconded the motion, which passed on a vote of 6-0.

#### **4. Announcements and Updates**

Moeller informed the Board that the Kansas Historic Sites Board of Review had approved the nomination of the Houston and Pierre Streets Residential Historic District. The approval means that the District is now listed on the Register of Historic Kansas Places and the nomination will be forwarded to the National Park Service for it to be considered for inclusion to the National Register.

Roberts updated the Board about the Kansas Society of Professional Engineers (KSPE) conference on historic preservation that was held at K-State on November 7<sup>th</sup>.

#### **5. Future Items**

Lynn-Sherow requested that a future agenda item be added for the Board to discuss the preservation of historic brick sidewalks. Lynn-Sherow said she would prepare a sample of brick sidewalk preservation policies from other communities for the Board to consider.

#### **6. Upcoming Meetings:**

- Monday, December 15, 2008
- Monday, January 26, 2008

There being no other business, the meeting was adjourned.

Respectfully submitted,

Cam Moeller, AICP, Planner II  
CM/cm  
112408