

Minutes
HISTORIC RESOURCES BOARD
City Commission Room, City Hall
1101 Poyntz Avenue
Monday, February 24, 2014
4:00 P.M.

Members Present: Patrick Schaub, Chair; Dixie West, Vice-Chair; Angie Danner; Dea Brokesh; Michael Krysko.

Members Absent: Michael Mecseri; Betty Mattingly.

Others Present: Kathy Dzewaltowski.

Staff Present: Kevin Credit, Planner; Lance Evans, Senior Planner.

1. Consider the minutes for the January 27, 2013 Historic Resources Board meeting.

Brokesh noted several corrections to the minutes. West moved that the minutes be approved as amended. Danner seconded the motion, which passed on a vote of 5-0.

2. HRB Action Plan Evaluation:

- Discussion of HRB Action Plan & goal matrix.

The Board discussed the goals listed in the action plan matrix, and went through each item, deciding on its status, order, and relative priority (the updated version of the matrix which reflects Board comments is shown below). The Board discussed creating an “ongoing” priority category for items that are of a high priority but may not necessarily have any immediate action for the Board to take on them, such as identifying future CIP requests or scheduling future training sessions with SHPO staff.

The Board discussed the importance of the website, and suggested that several of the goals could be accomplished by making sure that it was updated regularly. West suggested adding links to resources provided by SHPO on the website. Dzewaltowski asked if Code Services still provided a link to resources on the website concerning brick sidewalk repair and maintenance when they issued citations for sidewalks. Credit said that he did not know, but they could find out that information for the next meeting. West suggested that the Board create an action item to create opportunities for active collaboration with City Departments such as Code Services, Parks and Recreation, and Public Works so that the Board could be kept informed of ongoing City projects and policies, and also so that the Board could contribute information on preservation-related issues. The Board discussed inviting City Department representatives to come to meetings and discuss relevant projects on a case-by-case basis. The Board also discussed several of the 2011 Action Plan goals relating to historic marker guidelines, including identifying new locations for historic signs, and generally decided that those items were “low” in priority at this time.

After the Board finished going through each of the action items, Credit suggested updating the matrix and bringing it back next month for further review, as well as to determine implementation strategies to take on each item. No official action was taken.

3. 2014 CIP Projects:

- Discussion of HRB CIP project requests for 2014.

Schaub suggested that the Board combine ongoing discussion on the “Other Discussed Items (2011-2013)” from the 2011 Action Plan with the CIP requests discussion, since the topics largely overlapped. Schaub described each of the four projects that were requested in 2014. Credit explained that, as discussed previously, the entire City CIP had shrunk in recent years, and due to continued fiscal constraints, the best strategy for the Board may be to pick one very important CIP request and focus on it, rather than putting forward four.

The Board discussed eliminating the archeology study due to the fact that it was in Pottawatomie County and may not be likely to be funded. The Board also discussed the need for a feasibility study for the Community House before committing money to replacing the windows, thus eliminating that item. Credit explained that the feasibility study for the Community House was not likely to be awarded an HPF grant, since it was technically not a historic resource study. The Board then decided to eliminate the Community House feasibility study due to the lack of the possibility of leveraging additional funds. Danner suggested putting forward the Downtown Design Guidelines as the Board’s 2014 CIP request. West said that it seemed like the item most likely to pass. Danner moved that the Board support Downtown Design Guidelines as the CIP request for 2014. West seconded the motion, which passed on a vote of 5-0.

4. Administrative Review Summary:

- 404 Poyntz Avenue: Building Permit. *Within the Downtown Manhattan Historic District.*

Credit presented the Administrative Review Summary for the month of February.

5. Announcements and Updates.

No updates were presented.

6. Upcoming Meetings:

- Monday, March 24, 2014.
- Monday, April 28, 2014.

7. Adjourn.

2014 HRB Action Plan Goals

Priority	Item
High	Identify future phases for survey & protection of archeological resources.
High	Continue to expand on the information & resources available on the City website, as well as through informational brochures.
High	Create opportunities to enhance collaboration with City Departments (such as Code Services, Parks and Recreation, and Public Works) that deal with Historic Preservation issues on a regular basis.
High	Develop Downtown design guidelines.
Medium	Identification of potential historic districts, prioritized by community interest as well as level of engagement.
Medium	Develop 'Historic Sites Watch List' of structures/properties with potential historic significance or interest.
Medium	Collaborate on the development of design guidelines for entry corridors.
Medium	Public design charrette sponsored by local chapter of the AIA for future use of the Community House; Community House feasibility study.
Low	Finalize historic marker guidelines & establish process for review of historic markers, including creation of a logo that can be used on approved markers.
Low	Identify locations/districts where historic signs are desirable.
Low	Develop guidelines for historic signs within the community, including wayfinding signs to historic properties/districts.
Low	Encourage greater participation/listing of properties on the local Manhattan Register of Historic Places.
Ongoing	Identify & prioritize future CIP requests.
Ongoing	Research methods for further brick sidewalk protection, including ordinances, & identify future implementation steps.
Ongoing	Research methods to prevent demolition by neglect, & identify future action steps.
Ongoing	Schedule future training sessions with SHPO staff, to continue discussion of interpretation of historic standards.
Ongoing	Identify education opportunities for Board members, including Kansas Preservation Conferences & invitations for SHPO to visit with the Board.
Ongoing	Create opportunities for greater communication & coordination with the Manhattan/Riley County Preservation Alliance & other community groups.
Ongoing	Maintenance "punch list" for Union Pacific Depot.
Ongoing	Future "action plan" or strategy for use of City-owned properties over 50 years old.