

**Minutes**  
**HISTORIC RESOURCES BOARD**  
City Commission Room, City Hall  
1101 Poyntz Avenue  
Monday, April 26, 2021  
4:00 p.m.

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Kevin West, Chair	X	
Eileen Meyer, Vice-Chair	X	
Jana Fallin	X	
Tom Hanson	X	
Troy Henningson		X
Tanner James	X	
Bethany Pingel		X

**Staff Present:** Ben Chmiel, Planner.

**Public Present:** None.

**1. MEETING OPENING**

West called the meeting to order at 4:02 p.m. Staff performed roll call and confirmed a quorum. There were no comments from the public unrelated to items on the agenda.

West stated that he had a phone call with Kathryn Focke, one of the Riley County Commissioners to discuss the reutilization of First Christian Church. She commented on the letter of support for reutilization of the space the HRB provided a few months prior and asked if there is continued support in reutilizing the space. West said Focke said reuse of this space will likely become a County Commission agenda item in the near future and recommended that anyone who is interested in supporting the reuse of this space speak at the meeting.

Meyer moved to approve the minutes from the February 22, 2021 meeting. Hanson seconded. Motion carried 5-0-0. Fallin moved to approve the minutes from the March 22, 2021 meeting. Hanson seconded. Motion carried 4-0-1 (Meyer abstention).

**2. MAJOR REVIEW: 328 Poyntz (Eames Building) Awning Removal**

Chmiel presented the staff report. The request was to remove an awning above the storefront on the south façade that was most likely installed in 1941. Chmiel gave a brief overview of the history of the building. Chmiel examined the Secretary of the Interior Standards, emphasizing the relevancy of Standards 2, 4, and 5 in the context of the proposal, noting that the awning could be considered to have historical significance in relation to the Keller’s store that previously existed on the property. Staff ultimately recommended approval the project as proposed.

Fallin asked what the intended purpose of removing the awning was. Chmiel explained that it was primarily an aesthetic choice, and the awning is in apparent poor condition.

Meyer moved to approve the project as proposed with the condition that the existing awning is measured, documented, and photographed so that it may be used for any future awning replacement. Hanson seconded. Motion carried 5-0-0.

### **3. WORK SESSION: Historic Marker Design Guidelines**

Due to a previous discussion from HRB following a request for approval for historic signage from Daughters of the American Revolution, Chmiel presented proposed signage guidelines for historical sites, buildings, as well as interpretive signage. The guide would serve as a template for uniform signage typology at historical sites within Manhattan for those voluntarily creating signage and would not require review by HRB. Chmiel said the guide would be made available on the City website. Members of HRB was generally agreeable to the guide with recommendations to correct some spelling errors before the standards are made available online.

### **4. MINOR REVIEWS**

Chmiel presented the following minor reviews:

- 314 Poyntz Furnish Sign Permit, to add a new pedestrian sign;
- 327 Poyntz Photographer Sign Permit, to add a new pedestrian sign;
- 421 Poyntz Syndicate Sign Permit, to change the location of existing signage;
- 110 S. 4th Street Sign Permit, to add a window sign;
- 116 S. 4th Street Sign Permit, to install signboards along every bay on the property;
- and 311 Houston Interior Building Permit, to add two office space to the interior as well as an ADA compliant bathroom.

The board had no comments.

### **5. UPDATES AND ANNOUNCEMENTS**

Chmiel said he spoke with two K-State professors doing research on mid-century commercial buildings throughout Manhattan. They were seeking collaboration opportunity with the City. Chmiel told them uploading their research to the Kansas Historic Resources Inventory would be beneficial for future designations should property owners want to pursue nomination in the future.

### **6. FUTURE AGENDA ITEMS**

There were none identified.

### **7. ADJOURNMENT**

West adjourned the meeting at 4:31 pm. The next meeting was scheduled for May 24, 2021 in City Hall.