

Minutes
HISTORIC RESOURCES BOARD
City Commission Room, City Hall
1101 Poyntz Avenue
Monday, January 27, 2020
4:00 p.m.

Members Present: Eileen Meyer, Vice-chair; Ann Kosch; and Tom Hanson, Renee Erickson, Jana Fallin, Cameron Tross

Members Absent: Kevin West, Chair.

Staff Present: Ben Chmiel, Planner; John Adam, Senior Planner

Public Present: Linda Glasgow, Riley County Historical Museum

1. Meeting Opening

Meyer called the meeting to order at 4:00 p.m. Staff performed roll and confirmed a quorum. Meyer read the public comment policy and opened the floor to public comments. There were none.

Kosch moved to approve the December 16, 2019 minutes. Fallin seconded. Motion carried 5–0–1.

2. Work Session

2020-2025 CIP Requests

Chmiel presented the list of previous Capital Improvement Projects the Board requested from the City Commission last year.

Tross asked if there was a spreadsheet that details what the requested \$20,000 Union Pacific Depot Display Case was intended to cover and how the amount was determined. He said displaying that information to the Commission could help get support for the project. If possible, they could split the cost into phases instead of one large lump sum.

Kosch said that the cost of the Roundhouse Rehabilitation Feasibility Study surprised her since it ranges up to \$25,000. Chmiel said the number was based on a study done on the Community House a few years ago. Tross noted the project would go out for an RFP and that the \$25,000 would be a maximum expenditure, but during the bid process, any company could bid lower than that. Chmiel said the building is eligible for grant funding since it is on the State Registry. Once more solid plans were determined, Chmiel said it should be easier to find and obtain grant funding.

Kosch asked if the CIP could be used for maintenance; Chmiel said it could. Kosch believed Parks and Recreation were in charge of the upkeep of most city owned properties and said Parks and Recreation could use some help maintaining the structures. She said this could be a good way to help them. Tross agreed and asked if there is a CIP request from Parks and Recreation to have the Round House updated. He asked if there was a way they could work together to try to secure funding for this property. Chmiel said that this could certainly help achieve the desired funding for the revitalization project. Kosch said it would interesting to see Parks and Receptions 5-year plan to see if there were

any maintenance studies that the Board and Parks and Recreation could work together on. Chmiel said the Historical Resource Board was pursuing the Floral Hall rehab study without grant funding because they were not eligible for HPF or HTF from the State.

Kosch asked if Historical survey results had been distributed to property owners in the past as an educational initiative. She said there are instances where property owners may inherit property and are unaware of the proper procedure is for maintenance of properties listed on the Registry. Chmiel said survey info is typically made available to property owners at the conclusion of a survey, but no past surveys had been re-sent during his tenure. He added that the survey results for the Aggieville survey would be distributed to Aggieville property and business owners at its conclusion. Tross asked if the results of surveys could be compiled onto the cities website and list additional property information for surveyed properties. Chmiel said survey reports and property statuses were available to view on the city's website and on the States website. Kosch asked whether the Board could use CIP money to request that Civic Plus improve the interactive map. Tross asked if there was a system in place to notify property owners they are in a historical district. Chmiel said currently no, but noted it was a goal of his department to systematically notify property owners every few years.

Meyer opened the floor for public comment. Glasgow recommended that the display case be framed as more of an exhibit. Glasgow said they should have a professional give recommendations and ensure they address security, lighting, item preservation and more. Meyer said she agreed with clarifying the project is an exhibit. Erikson suggested it be described as a visible archival storage display sealed with humidity control and lighting.

Chmiel confirmed the consensus to shift the CIP requests up a year. The Meyer confirmed. Chmiel said he would document that and add it to the agenda for the next meeting for an official vote.

Historical Resources Board bylaws

Chmiel presented the adjustments to the Historical Resources Board's bylaws. He asked if the Board had any comments on the proposed language for the public comment portion. Kosch said there are approximately 20 advisory boards within the City of Manhattan and wanted to ask if each board has a slightly different version of the same set of rules. Chmiel said that is a possibility, but the legal department reviews all bylaws and ensures they are substantively all the same.

Kosch asked if the Board tweaked the language of the bylaws, would they have to go before the Legal Department again, and if so, how long would that take. Chmiel said they are aware there are possible changes but does not know how long it will take to be reviewed.

Kosch said she has looked into the history surrounding the incorporation of the public comment policy for advisory boards and is unsure as to why they are all being pressured to incorporate them. She said she has found no evidence that the City Commission wanted the policy to be pushed onto advisory boards. Kosch felt that the push for the public comment policy is a staff lead initiative. She said she understand the policy push is intended to prevent legal issues regarding treating citizens differently during meetings. Kosch said she knows of two people who had negative feeling about speaking at public hearings because the public comment policy was intimidating and uninviting. She said she wanted to ensure that any policies are humane and welcoming for citizens. Kosch said she would like to set a tone that implies public participation and comfort for citizens seeking involvement.

Chmiel said the policy could be included in agendas in smaller print. As well, it could continue to be displayed on the screens, and the language lightened. He said staff can help with that. Erickson said she believes it is important to continue to present the public comment policy at the beginning of meetings in order to set the tone and keep the meeting orderly.

Meyer said she liked some of the language which clarified the time limits for speakers and presenters. She was in favor of displaying the policy on the screens prior to meetings and reading it aloud.

Tross asked if Article 2, Section 1, could be reworded to relax the language to allow citizens who live outside of city limits to serve on the board, for instance business owners. Chmiel said he was unsure if resident requirements were a city-wide policy, or up to individual Boards, but would inquire. Term limits were discussed. Fallin described the potential for someone who was on the Board for a long time possibly being an issue. Meyer noted at the same time having experienced members is also valuable. Fallin suggested it could be further discussed. Tross described how it can at times be difficult to fill vacancies, but you don't want any one particular member having too much power. Kosch pointed out that the language says a member may not serve more than two *consecutive* terms and wondered if that meant someone could return to serve on the Board after a short hiatus. Tross concurred. Chmiel said the language could be clarified. The Board discussed the possibility of having term dates of members posted on the city website.

2019 Historic Preservation Report

Chmiel presented the 2019 Manhattan Historical Preservation Report. He said this will now be annual and will hopefully produce positive public relations and community engagement.

Tross asked if there are any identifiers such as plaques or signs that identify a property as being listed on the Historical Registry. He said it may incentivize other property owners to get their properties registered. Chmiel said on the state level, there is a standard marker, but he said it is voluntary and property owners probably have to purchase it. Meyer said she liked the report and thought it was presented very well. It was drafted in a way that kept it interesting.

Meyer opened the floor for public comment. Linda Glasgow asked if the public has access to the report. Chmiel said was available on the website.

3. Minor Review Updates

Sign Permit; 105 North 3rd Street (Unite Ateleir)

Received a sign permit for a pedestrian sign. The sign was installed on mortar joints to prevent damage to the masonry

Interior Renovation; 1100 Fremont Street (Delta Sigma Phi)

Chmiel said there is almost no structural work being done except in the basement. This is geared primarily to a basement kitchen remodel. On the third floor, they are replacing carpet. The renovation also included refinishing the original wood floors, repairing the staircase, and repairs to the roof. There were no other exterior modifications.

Sign Permit; 331 Poyntz Avenue (Celebrations)

Requested a sign permit to install four vinyl decals in their front facing windows.

Linda Glasgow, said she is working with a firm that is interested in images of historical buildings. She said she has been informed that the stairwell in the Delta Sigma Phi fraternity is in need of reconstruction. She is unsure if that is part of the current project. Chmiel said there was a post in the landing case that was in need of repair or replacement. Chmiel said he would contact the architect to ensure there are no aspects of the project that are in need of additional review.

4. Updates and Announcements

Linda Glasgow, asked for a volunteer from the Historical Resources Board to help plan for the historic summit and be its representative. Erickson volunteered.

Glasgow said March 4th is the date for the Friends of Historic Preservation advocacy day at the Statehouse and wanted to put that on the board members radar.

Fallin mentioned the County was planning to purchase and demolish the First Christian Church building adjacent to the county offices in order to create a parking lot. Hanson asked that if there was any way the city could intervene to stop the demolition of the building. Chmiel said there were a couple obstacles in that the property is just outside of the historic district and the city does not have jurisdiction over county property, in terms of issuing permits. The Board members expressed their dismay at the idea of destroying a building downtown for sake of a parking lot. Chmiel agreed it would be a loss and suggested the Board could write a letter expressing their concern. Tross said that he would like more information from the County before drafting such a letter.

5. Adjournment

Meyer adjourned the meeting at 5:40 p.m.

Next meeting scheduled: Monday, February 24, 2020 at 4:00 p.m.