

CITY OF ABILENE
HERITAGE COMMISSION
AGENDA

July 29, 2020 at 4:00 p.m.
Abilene Public Library ~ Meeting Room
209 NW 4th Street

Agenda Item
1. Call to Order
2. Approval of Agenda
3. Approval of the Meeting Minutes – February 20, 2020
Business
4. Downtown Historic District
5. 413 NW 3 rd Follow Up
6. 315 N Spruce Street Update
7. 805 Spruceway Update
8. Administrative Review Policy
9. Heritage Commission Membership
10. City Hall Renovation
11. Virtual NAPC Forum 2020
12. Comments
13. Adjournment

**CITY OF ABILENE
HERITAGE COMMISSION
SPECIAL MEETING MINUTES**

**February 20, 2020 at 4:00 p.m.
Abilene Public Library – Jordan Room
209 NW 4th Street**

Members Present: Duane Schrag (Chair), Brenda Finn-Bowers, Mary Burtzloff, Andrew Pankratz, and Nanc Scholl

Members Absent: Phil Hamilton (Vice-Chair), Joanne Hamilton

Staff Present: Clinton Franey, Jane Foltz

Others Present: None

Call to Order

The meeting was called to order at 4:00 p.m. by D. Schrag

Approval of the Agenda

Pankratz made a motion to approve the agenda. The motion was seconded by Finn-Bowers. The motion passed unanimously. (5-0)

Approval of the Meeting Minutes – December 19, 2019

Burtzloff made a motion to approve the minutes. The motion was seconded by Scholl. The motion passed unanimously. (5-0)

Business

1. Introduction of new Planning and Zoning Director

Clinton Franey was introduced as the new city Planning and Zoning Director and city staff liaison for the Heritage Commission.

2. National Register Workshop in Topeka, March 2, Topeka Kansas

Franey reviewed the flyer from the Kansas State Historical Society.

There was a brief discussion regarding the program and who wanted to attend. Franey will follow up and make the reservations.

Duane Schrag, Nanc Scholl, Mary Burtzloff, and Clinton Franey expressed interest in attending.

3. Kansas Historic Preservation Conference, Pittsburg Kansas, Fall 2020

Franey read the flyer and call for program committee invites to the group. The group expressed interest in attending and will discuss potentially hosting a class.

4. City Pool, Replacement Windows

Foltz discussed the situation with the original metal windows at the city pool. The city has money left of from the library/pool renovation. The original 12 windows are in rough shape, the operating mechanisms are not functioning, the frames are warped, opening and closing is difficult, and shatter proof glass is wanted. The group discussed possible tax credits, and possible State Historical Grants for the project. Pros and cons of replacement vs. rehabilitation were discussed. The group decided a field visit was required before any decision could be made, and the talk was tabled till a later date.

5. Letter Distribution to Downtown Abilene Historical District

Franey Discussed how February 20, 2020 the letter discussing the possible benefits that building owners have in the Downtown Historical District.

Scholl discussed she had already received a phone call from a building owner wanting her to come discuss. The feedback seemed positive.

6. Dangerous Building 413 NW. 3rd

Franey discussed the process of condemning 413 NW. 3rd due to it being structurally unsound. The owner has had six months to stabilize the property and has failed to do so.

7. Administrative Review Policy

Schrag brought up last months discussion on the Administrative Review Policy. He had concerns over a sign that was replaced in the Historical District and approved by staff without review from the Heritage Commission. Foltz explained staff will approve the permits when the sign replacement is similar to the sign that will be replaced. Schrag asked that the board be notified of in-house permit approvals regarding historical districts. Foltz explained we need to proceed with caution in the grey area and could solicit a KOMA violation as it could be perceived that the body is making a decision outside of a public meeting.

The Heritage Commission will discuss this new policy more and make adjustments in time.

8. Residency Requirement for Heritage Commission

Schrag brought to the group discussion about the residency requirement. Foltz explained a technical contradiction in city code and the Heritage Commission by-laws. There was general discussion and when the correction is made in code it will be brought to the commission to adopt or revise.

Adjournment.

Scholl made a motion to adjourn the meeting. The motion was seconded by Burtzloff. The motion passed unanimously (5-0) and the meeting was adjourned at 5.08 p.m.

City of Abilene – Heritage Commission

Attest:

Minutes Approved,

Clinton Franey
Director of Planning and Zoning

Duane Schrag, Chair
Phil Hamilton, Vice-Chair

APPLICATION FOR PERMIT

Permit #:

☒ Building ☐ Electrical ☐ Temporary Electrical ☐ Plumbing ☐ Mechanical ☐ Other

PERMIT TYPE

☒ Commercial ☐ Residential ☐ IndustrialMethod of Payment: ☐ Cash ☐ Charge

1. Project Site Address: 315 N Spruce St Abilene Txs.
2. Owner of Record of the Property: Tim Holm
3. General Contractor: Wildcat Services Inc. mailing address P.O. Box 583 Chapman, KS. 67431 zip 67431 phone 785-922-
4. Engineer: _____ mailing address _____ zip _____ phone _____
5. Class of Work: ☐ NEW ☐ ADDITION ☐ ALTERATION/REMODEL ☒ REPAIR ☐ DEMOLITION ☐ OTHER _____

6. Describe Work:

Repair Roof StructureLiving Area: _____ Garage Sq. Ft.: ~~3000~~ 4000

Addition Sq. Ft.: _____ Stories/Height: _____

Total Sq. Ft.: _____ Land Area: _____

Coverage %: _____ Occupant Load: _____ Occ. Class: _____

7. Use of Building: Storage UBC Bldg. Type: _____8. Value of Work: \$ ~~10,000~~ 20,000 TK

9. Total Permit Fees (use worksheet): \$ _____

10. Builder Declaration (List Contractors):

Electrical: NAPlumbing: NAMechanical: NA

I certify that I have read this application and state that the above information is correct, and that I as owner or builder, do agree to comply with all city adopted building codes, relating to building construction.

Signature [Signature] Date July 22 2020☐ Builder/Contractor ☐ Owner ☐ Agent for Owner ☐ Agent for Contractor

Building Inspection Department

Zoning District: _____ H.C. District: ☐ YES ☐ NO Flood Zone: _____

Set Backs: Front Yard _____ Rear Yard _____ L. Side Yard _____ R. Side Yard _____

Special Conditions: _____

Zoning _____ Engineering _____ Fire Dept. _____

Approved for Issuance By: _____ Date _____

Work Sheet

Building	Unit	Base	\$20.00
Each Additional \$1000 X	\$3.50=		
Additional Inspections	\$25.00		
Electrical	Unit	Base	\$20.00
Plumbing	Unit	Base	\$20.00
Sewer	\$10.00		
Septic	\$20.00		
Mechanical	Unit	Base	\$20.00
Fence*	\$25.00		
Curb Cut*	\$25.00		
Demolition*	\$50.00		
Sign*	TBD		
Roof*	\$25.00		
Knox Box*	TBD		

Total Applicable Units

PERMIT FEE / UNIT

\$ _____

*requires additional worksheet

Storm damage Repair
Roof Permit - Commercial
Mark Larson
wildcat doing the structure Repair
Repairing Trusses.



785-263-2550
419 N. Broadway Abilene, KS 67410
www.abilenecityhall.com

Memorandum

December 19, 2019

To: Heritage Commission
From: Kara Titus, Asst. to the City Manager
Subj: Administrative Review Project Types List

The following is a list of project types that the Zoning Administrator will have the authority to administratively approve. If the proposed project meets the Secretary of the Interiors' Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Zoning Administrator will administratively approve the proposed project. Upon approval of the administrative review, a release will be issued to the City Inspector. The Abilene Heritage Commission will confirm administrative approvals at their next regular meeting. If staff determines that the proposed project will likely "encroach upon, damage or destroy" a listed property, then the proposed project will be forwarded to the Abilene Heritage Commission for full review before issuance of a permit.

This list is only for State Law Review and does not apply to the issuing of Certificates of Appropriateness. Section 29-903 sets terms for Administrative Review for local review.

Properties listed on the National Register and/or the Kansas Register of Historic Places:

- Replacement of roofing materials with like-kind materials
- Installation of mechanical, plumbing, or electrical systems that require minimal changes
- Installations of awnings and signs on commercial properties
- Interior modifications that do not affect character-defining elements of the structure
- Installation of fire safety equipment, or minor alterations to meet the Americans with Disabilities Act
- Public improvements including improvements to streets, curbs, sidewalks, parking areas, parks, and other amenities
- Minor exterior building changes/fixes
- Minor exterior building changes/fixes to accessory structures
- Similar projects or replacements with like-kind materials.
- Any project that has been reviewed by the State Preservation Office for Tax-credit purposes and has received approval for their project from them.

The Heritage Commission Voted 5-0 to adopt this list on December 19, 2019

Signed

Kara Titus, Asst. to the City Manager

Duane Schrag, Chair

12/19/2019