

**CITY OF ABILENE  
HERITAGE COMMISSION  
AGENDA**

May 20, 2021 at 4:00 p.m.  
Abilene Public Library  
209 NW 4<sup>th</sup> St.  
Abilene, KS 67410

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order                                                                                                                                                                                                                                                                                                                                                               |
| 2. Roll Call: ___ Duane Schrag, Chair ___ Brenda Finn-Bowers, Vice Chair<br>___ Mary Burtzloff ___ Joanne Hamilton ___ Phil Hamilton<br>___ Andrew Pankratz ___ Nanc Scholl                                                                                                                                                                                                    |
| 3. Approval of Agenda                                                                                                                                                                                                                                                                                                                                                          |
| 4. Approval of the Meeting Minutes – April 15, 2021                                                                                                                                                                                                                                                                                                                            |
| <b>Business</b><br><br>5. 303 N. Broadway remodel<br><br>6. Eisenhower Park concrete picnic tables<br><br>7. 200 W 1 <sup>st</sup> St. building permit<br><br>8. Grant project proposal updates<br><br>9. Administrative Review permit approvals: <ul style="list-style-type: none"><li>• 203 NW 3<sup>rd</sup> St – sign permit</li><li>• 101 N Cedar – roof permit</li></ul> |
| 10. Comments                                                                                                                                                                                                                                                                                                                                                                   |
| 11. Adjournment                                                                                                                                                                                                                                                                                                                                                                |

**CITY OF ABILENE  
HERITAGE COMMISSION  
MEETING MINUTES**

**April 15, 2021 at 4:00 p.m.  
Abilene Public Library  
209 NW 4<sup>th</sup> St. Abilene, KS 67410**

**Members Present:** Duane Schrag (Chair), Joanne Hamilton, Phil Hamilton, Andrew Pankratz, Nanc Scholl

**Members Absent:** Brenda Finn-Bowers (Vice Chair), Mary Burtzloff

**Staff Present:** Planning & Zoning Administrator Kari Zook

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**Call to Order**

The meeting was called to order by Chair Schrag.

**Approval of Agenda**

Pankratz moved to approve the agenda, seconded by P. Hamilton. Motion carried unanimously 5-0.

**Approval of the Meeting Minutes – March 18, 2021**

Pankratz moved to approve the minutes, seconded by J. Hamilton. Motion carried unanimously 5-0.

**Business**

**Downtown storefront windows**

Discussion was held regarding funding opportunities and assistance to downtown historical properties in the future. Chair Schrag presented information about the Douglas County Heritage Grant Program and the possibility of the City of Abilene Heritage Commission offering something similar. Discussion was held regarding completing an architectural survey of all businesses in the downtown historic district for inventory records as the first step before this grant program would be operational. There are possible grant funds available at the state level to complete this first step. The city code in Section 29-13 references the Minimum Maintenance Requirement and in Section 29-14 explains how the Heritage Commission shall inventory, promote, list, record, protect, preserve and enhance areas within the city that have special or historical sense. Follow up discussion will be held at next months meeting on how to move forward and approach the City Commission with this grant project proposal.

**Comments**

None

**Adjournment**

Scholl made a motion to adjourn, seconded by J. Hamilton. Motion carried unanimously 5-0.

Minutes Approved,

Attest:

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Duane Schrag, Chair

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Kari Zook, Planning & Zoning Administrator





# APPLICATION FOR PERMIT

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

Permit #: 2021-137

## PERMIT TYPE

☒ Commercial ☐ Residential ☐ Industrial

Shane Meeks 26  
Hort ma. 1. can



Method of Payment: ☐ Cash ☐ Charge

1. Project Site Address: 200 W 1st 785 479 0526  
2. Owner of Record of the Property: Shane Meeks 306 NE 6th Abilene 67410  
3. General Contractor: None  
4. Engineer: None

5. Class of Work: ☐ NEW ☐ ADDITION ☐ ALTERATION/REMODEL ☐ REPAIR ☐ DEMOLITION ☒ OTHER

6. Describe Work:

Put in Overhead door

Living Area: \_\_\_\_\_ Garage Sq. Ft.: \_\_\_\_\_

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: \$ N/A

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

10. Builder Declaration (List Contractors):

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_

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 Shane Meeks Date 5-10-21

☐ 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

|                          |             |             |                |
|--------------------------|-------------|-------------|----------------|
| <b>Building</b>          | <b>Unit</b> | <b>Base</b> | <b>\$20.00</b> |
| Each Additional \$1000 X | \$3.50=     |             |                |
| Additional Inspections   | \$25.00     |             |                |
| <b>Electrical</b>        | <b>Unit</b> | <b>Base</b> | <b>\$20.00</b> |
| <b>Plumbing</b>          | <b>Unit</b> | <b>Base</b> | <b>\$20.00</b> |
| Sewer                    | \$10.00     |             |                |
| Septic                   | \$20.00     |             |                |
| <b>Mechanical</b>        | <b>Unit</b> | <b>Base</b> | <b>\$20.00</b> |
| 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



PERMIT NO.  
2021-125

pd 5/11/21 cc

## APPLICATION FOR SIGN PERMIT

Address of Sign Location:

203 NW 3rd St.

Name-Address of Sign Owner:

Ameriprise Financial- 203 NW 3rd St.

Name-Address Sign Contractor:

Gleason & Son Signs- 2440 N 9th St, Salina, KS

Check Type of sign:

☒ Wall Sign      ☐ Projecting Sign      ☐ Free Standing      ☐ Roof Sign  
☐ Memorial Sign      ☐ Window Sign      ☐ Ground Sign      ☐ Portable  
☐ Tablets or Plaques      ☐ Other (Describe) \_\_\_\_\_

How many signs: 1      Area of proposed sign(s) (Sq. Ft.)      24  
Total Area of Existing Signs (Sq. Ft.)      NA  
Total (Sq. Ft.)      24

Distance sign projects from wall 1/4"      How is sign secured: threaded rods stud mounted and silicone  
Height between grade line and bottom of sign 22'  
Width of right-of-way from back of curb to building \_\_\_\_\_

Size of Sign(s)      1.) Width 2'      2.) Width \_\_\_\_\_      3.) Width \_\_\_\_\_  
Length 12'      Length \_\_\_\_\_      Length \_\_\_\_\_  
Depth 1/4"      Depth \_\_\_\_\_      Depth \_\_\_\_\_  
Weight \_\_\_\_\_      Weight \_\_\_\_\_      Weight \_\_\_\_\_

Footings & Base information for free standing sign(s) \_\_\_\_\_  
Of what material is sign constructed? aluminum FCO  
Is sign illuminated? No If yes, how? \_\_\_\_\_  
Do sign obstruct any window or exit? No

### ON BACK OF APPLICATION, WRITE MESSAGE & ALL SYMBOLS ON SIGN!

This is to certify that I agree that the provisions of the zoning ordinance, Section 22, will be complied with whether the same are specified herein or not.

Applicant Signature: Tiffany Nagel      Date: 5/4/21

### FOR OFFICE USE ONLY

Total Sq. Ft. of Lot \_\_\_\_\_ Zoning District \_\_\_\_\_ Sign Area to Lot Area Ratio \_\_\_\_\_

Allowable Sign Area \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Minimum Permit Fee is \$25.00 up to 25 sq. ft. and \$.20 per sq. ft. thereafter      PERMITS FEE \$25-

City Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

S1a

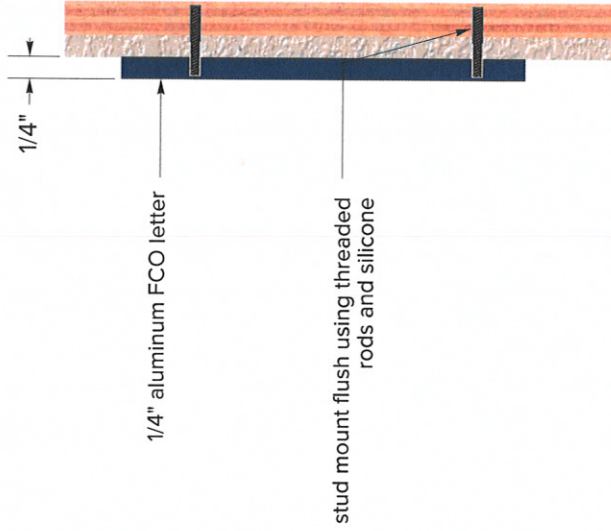
## Custom Non-Illuminated FCO Letterset

Install new 1/4" aluminum FCO letterset as shown.  
Stud mount flush. Letterset to be painted Ameriprise Dark Blue to match Matthews MP48524, finish satin.



Scale | 3/8" = 1'

Note: reduced clearance by 1/2 to achieve larger read



### Revisions:

|                                              |   |
|----------------------------------------------|---|
| Reduced clearance by half - JAS - 3.29.21    | X |
| preferred option - per client - JAS - 4.6.21 | X |
|                                              | X |

File Location: STND  
Drive/Clients/ CSTM X

AS ☒ CR ☐ EN ☒

Date: 02/03/2021

Designer: KB PM: JW

City/State: Abilene, KS

Address: 203 NW 3rd St

Drawing #

C68871-2

OE #

139610

Community Development  
Department  
PO Box 519  
Abilene, KS 67410-0519  
(785) 263-2355



PERMIT NO. \_\_\_\_\_

Permit Fee: \$25.00

## COMMERCIAL ROOF PERMIT APPLICATION

Project Site Address:

101 N. Cedar Abilene, KS 67410

Property Owner of Record:

Brenda Holm

Roof Contractor: Rescue Roofers State Registration Certificate # 19-001917

Type of roof: tile

Number of layers of existing covering: 1 Does the existing roof include wood shingles: no

Describe sheathing material: wood decking

All roofing material and installation shall meet or exceed the requirements of the 2003 International Building or International Residential Code. Commercial Buildings may require additional information from the product manufacture to insure code compliance.

New roof coverings shall not be installed without first removing all existing layers of roof covering where any of the following conditions occur:

1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a abase for additional roofing.
2. Where the existing roof covering is wood or wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of **any** type of roof covering.

In addition to the \$20.00 Roof Permit fee, the contractor shall supply the Building Official, when applicable, with a core sample of the existing roof covering of the structure which is to be roofed. Said sample will be supplied to the Building Official in a clear plastic container (preferably a freezer bag) and will become, and remain, the property of the City of Abilene.

Contractor/ Owner: [Signature] Date: 5/1/21

City Inspector: \_\_\_\_\_ Date: \_\_\_\_\_