

**CITY OF ABILENE
HERITAGE COMMISSION
AGENDA**

November 18, 2021 at 4:00 p.m.
Abilene Public Library
209 NW 4th St.
Abilene, KS 67410

Agenda Item
1. Call to Order
2. Roll Call: ___ Duane Schrag, Chair ___ Mary Burtzloff ___ Joanne Hamilton ___ Phil Hamilton ___ Andrew Pankratz ___ Nanc Scholl ___ Barry Arp
3. Approval of Agenda
4. Approval of the Meeting Minutes – October 28, 2021
Business 5. HEAL – Historic Economic Asset Lifeline program 6. CLG annual report 7. Grant project proposal for historic preservation assistance updates 8. Administrative Review permit approvals: • 314 N Broadway – Right of Way permit • 800 N Buckeye – Roof permit
9. Comments
10. Adjournment

CITY OF ABILENE HERITAGE COMMISSION MEETING MINUTES

**October 28, 2021 at 4:00 p.m.
Abilene Public Library
209 NW 4th St. Abilene, KS 67410**

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

Members Absent: Mary Burtzloff

Staff Present: Planning & Zoning Administrator Kari Zook

Call to Order

The meeting was called to order by Chair Schrag.

Approval of Agenda

P. Hamilton moved to approve the agenda, seconded by J. Hamilton. Motion carried unanimously 6-0.

Approval of the Meeting Minutes – August 19, 2021

P. Hamilton moved to approve the minutes, seconded by Arp. Motion carried unanimously 6-0.

Business

Grant project proposal updates

Discussion was held regarding the establishment of criteria for administering grant funds.

Administrative Review permit approvals:

- 203 N. Cedar St.– Plumbing Permit
- 206 N. Spruce St. – Right of Way/Roof Permit
- 314 N. Broadway St. – Sign Permit
- 412 S. Campbell – Roof Permit
- 800 N. Buckeye Ave – Building Permit

Comments

- City staff were informed by Mud Creek Antiques on Buckeye that they will be replacing windows. This does not require a building permit but wanted to inform the Heritage Commission.
- Buckeye Antiques store front window has been replaced.

- 415 N Vine has submitted a building permit for an addition to the home. It is currently being reviewed by the Corp of Engineers as it is located right next to the levee. This structure is located within the Historic Vine District so the building permit and plans will come before the Heritage Commission for approval.
- Updates to the swimming pool building were discussed. There was a water leak this summer near a light fixture at the entrance of the pool house. A roofing company and electrician will be looking at fixing those issues in the near future.
- Updates to the park picnic tables were discussed. Lon Schrader with Public Works has worked on the broken concrete tops in the past. He will be working on them as time allows with a hopeful completion date by spring. The Director of Parks & Recreation is working with Kansas SHPO for tax credit availability on this project.
- A comment was received regarding the windows boarded up at 203 N Buckeye. The city has not received a formal complaint, so no code violation letter has been issued.

Adjournment

Scholl made a motion to adjourn, seconded by Arp. Motion carried unanimously 6-0.

Minutes Approved,

Attest:

Duane Schrag, Chair

Kari Zook
Planning & Zoning Administrator



Historic Economic Asset Lifeline (HEAL) Quick Guide

What does this program do?

The Historic Economic Asset Lifeline (HEAL) program offers matching grants for the revitalization of underutilized, vacant, or dilapidated downtown buildings. The grants are intended to bring buildings back into productive use as spaces for new or expanding businesses, childcare, housing, arts and culture, civic engagement, or entrepreneurship.

Who is eligible to apply?

- Building owners of underutilized, vacant or dilapidated downtown buildings
- The grant application must include a local nominating organization for the project.

When is the application due?

Emergency HEAL Category

- Building is in danger of collapse.
- Application open November 8-19, 2021.
- Award decisions will be made by November 23, 2021.
- Construction must begin by February 1st, 2022.

HEAL Category

- Building is stable.
- Application open November 8 - December 20, 2021.
- Award decisions will be made by January 10, 2022.
- Projects must be initiated and start construction no later December 31, 2022 and be complete within one year of the start of construction.

What is the Award Amount?

Up to \$20 per square foot per building size, not to exceed \$75,000 per project.



What are the Eligible Funding Activities?

Eligible expenses include:

- professional services (architect and engineering fees)
- exterior building surfaces
- masonry
- insulation
- foundations
- roofs and guttering
- fire escapes
- windows
- doors
- chimneys
- walls
- ceilings
- floors
- stairs
- escalators and elevators
- lighting and fixtures
- electrical wiring
- data and communication wiring (not including equipment)
- HVAC systems and components
- plumbing systems
- fire suppression sprinkler systems.

This list is not exhaustive. Project expenses not listed here are at the discretion of the Secretary of the Kansas Department of Commerce for eligibility under the grant.

Find program information and the application.

www.kansascommerce.gov/healprogram



Historic Economic Asset Lifeline (HEAL)

Sample Application



Select Which Grant You Are Applying For*

Emergency HEAL

HEAL

Select only one grant option.

Emergency HEAL

Building is in danger of collapse.

Application open November 8-19, 2021.

Award decisions on Emergency HEAL will be made by November 23, 2021.

Construction must commence by February 1st, 2022 for Emergency HEAL projects and be completed in 12 months.

HEAL

Building is stable.

Application open November 8 - December 20, 2021.

Award decisions on HEAL will be made by January 10, 2022.

Construction must commence by December 31, 2022 and be completed in 12 months.

Name of Project:

Limit: 50 words

Project Address *

Include the physical address number and street, city, and county of the project.

Find program information and the application.
www.kansascommerce.gov/healprogram



Historic Economic Asset Lifeline (HEAL)

Sample Application



Building square footage *

Limit: 50 characters

Building Owner and Project Contact *

First Name

Last Name

If the Project Contact is different than the Building Owner, please contact the Kansas Department of Commerce. If there is more than one owner of the building, please list the primary project contact.

Eligible applicants are the building owners of underutilized, vacant or dilapidated downtown buildings.

Project Contact Phone*

Project Contact Email*

DUNS Number *

Please provide the DUNS for the building owner.

If you need a DUNS number, visit <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705-5711. Be aware that it can take several days to receive a DUNS number.

Employer Identification Number (EIN)

Please provide the Employer Identification Number for the building owner.

Find program information and the application.
www.kansascommerce.gov/healprogram



Historic Economic Asset Lifeline (HEAL)

Sample Application



Project Narrative

In the following section, describe the scope of the project, explain the historical or architectural significance of the building to the downtown district, and describe how the building will be revitalized and put to use. Please be as concise and succinct as possible.

Project Description and Scope*

Limit: 1000 words

Provide an overall description of the project, including the current condition of the building and use (if it is partially utilized) and scope of work for the project.

Explain the historical or architectural significance of the building to the downtown district*

Limit: 1000 words

Describe how the building will be revitalized and put to use*

Limit: 1000 words

Find program information and the application.
www.kansascommerce.gov/healprogram



Historic Economic Asset Lifeline (HEAL)

Sample Application



Describe the intended use for the building once it is revitalized and how it will contribute to the downtown district and local economy.

Limit: 1000 words

Project Funding Need*

Provide reasoning for why the HEAL grant is being requested and what other sources and amounts of funding will be pursued for the project.

Project Timeline

Explain the proposed timeline for the project. Keep in mind that the matching funds for the project must be secured by September 30, 2022. The project timeline should be based on receiving the proposed award.

Proposed Timeline *

Limit: 1000 words

Provide dates and project milestones in a list format. Be sure to correlate milestones and project tasks with your budget and narrative.

Find program information and the application.
www.kansascommerce.gov/healprogram





Historic Economic Asset Lifeline (HEAL)

Sample Application

Attachments



Please provide the following attachments that relate to this application. If specific attachments are not available, you must explain why they are not available.

Project Budget and Narrative*

Attach separate documents for the proposed line-item budget for the project showing the amount of investment and funds applied to specific expenses and a narrative to support the expenses. The budget should also show the total amount of the project.

Bids and Estimates

Architectural Drawings

Architectural drawings must show proposed changes. Proposed changes must be consistent with Main Street Design Guidelines ([LINK](#)) and local codes.

Current Photos of Project Site*

Please provide any images relevant to the project.

Business Plan

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Provide a business plan for the building reuse.

Commerce Required Fiscal Forms *

Find the required Commerce Fiscal Forms under “Resources” on the HEAL webpage, complete them, and then upload them here. The forms are required as part of the application and submitting them does not guarantee funding.

Letters of Nomination *

Building owners of underutilized, vacant or dilapidated downtown buildings are eligible to apply for the HEAL program.

The grant application must include a local nominating organization for the project. A letter describing how the project will meet the needs of the downtown district and how expertise and assistance will be provided to the building owner in developing the underutilized building into an economic asset should be submitted by the nominating organization. Statement of Assurances

I verify that by submitting this application for consideration of funding by the Kansas Department of Commerce under the HEAL program, all information provided and presented here in is true and accurate. I understand that if the project submitted under the HEAL program is chosen to be awarded for funding, I must provide proof of securing the required match funding for the project as submitted by September 30, 2022 and complete necessary forms, contracts, and financial information for the Kansas Department of Commerce in order to receive funding. Once funding has been awarded and the project begins, I understand the project must be complete within 12 months of the start of the project. I also understand that I will be required to submit progress reports, proof of approved expenditures, and other documents including photos.



National Park Service
Heritage Preservation Assistance Programs
State, Tribal, and Local Plans & Grants Division

National Park Service Annual Products Report for CLGs

LOCAL GOVERNMENT NAME: _____ STATE: **Kansas**

PERSON WHO CAN ANSWER QUESTIONS
ABOUT RESPONSES TO THIS FORM: _____

TELEPHONE: _____

E-MAIL: _____

FEDERAL FISCAL YEAR: **October 1, 20xx, – September 30, 20xx**

Please contact SHPO staff for clarification on any terms, explanations of what to count, etc.

1. CLG Inventory Program

During the reporting period, how many historic properties did your local government add to your CLG inventory? _____

2. Local Landmarks and/or Historic Districts (a.k.a., Local Register) Program

a. During the reporting period, did your local government have the legal authority to create/amend local landmarks/local historic districts (or a similar list of designations created by local law)? Yes ☐ No ☐

b. If the answer to question 2a is “No,” please leave question 2b’s blank empty and proceed to question 3a. If the answer is “Yes,” during the reporting period, how many historic properties (i.e., contributing properties) in local historic districts/landmarks did your local government add to your local register (or similar list created by local law)? _____

3. Local Tax Incentives Program

a. During the reporting period, did your community have a tax incentives program/process under local law that could be used to benefit (directly or indirectly) historic properties? Yes ☐ No ☐

b. If the answer to question 3a is “No,” please leave question 3b’s blank empty and proceed to question 4a. If the answer is “Yes,” during the reporting period, how many historic properties did your local government assist through the local tax incentives program? _____

(Continued on next page)

4. Local “Bricks and Mortar” Grants/Loans Program

- a. During the reporting period, did your community have a local government-funded grants/loans program that could be used for rehabilitating/restoring/preserving historic properties? Yes ☐ No ☐
- b. If the answer to question 4a is “No,” please leave question 4b’s blank empty and proceed to question 5a. If the answer is “Yes,” during the reporting period, how many historic properties did your local government assist through your local government’s program? _____

5. Local Design Review/Regulatory Compliance Program

- a. During the reporting period, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government activities and/or 2) changes to, or impacts on, properties within a historic district)? Yes ☐ No ☐
- b. If the answer to question 5a is “No,” please leave question 5b’s blank empty and proceed to question 6a. If the answer is “Yes,” during the reporting period, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s)? _____

6. Local Property Acquisition Program

- a. During the reporting period, aside from eminent domain, did your local government have a program that could be used to acquire (and/or help others to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes ☐ No ☐
- b. If the answer to question 6a is “No,” please leave question 6b’s blank empty. You have finished the Annual Report. If the answer is “Yes,” during the reporting period, how many historic properties did your local government acquire (and/or help others to acquire) in whole or in part through purchase, donation, or other means? _____

Notes/Comments:

Thank you for filling out this form. Please send to:

Katrina Ringler
CLG Coordinator
Kansas State Historical Society
6425 SW 6th Avenue
Topeka, KS 66615
katrina.ringler@ks.gov
785-272-8681 ext. 215 (phone)
785-272-8682 (fax)

Because of its long-term uses, it will never be too late to provide this report’s information. For information collection burden language, see the guidance for completing the report.

[illegible]

C. List educational meetings and trainings attended by commission members and/or staff.
REMINDER: All commissioners and staff should attend at least one training per year.

Name	Meeting	Date

D. Please list properties considered for listing in the National Register and the recommendations of the commission and local government.

Property	Recommendation

E. If they have not already been sent to the State CLG Coordinator, please provide copies of all meeting minutes for the reporting months or a website address where minutes may be accessed (preferred).

2. Commission Activities

Provide any other information the commission believes might be useful to the Historic Preservation Office in understanding the work of the commission. This may include the commission's goals for the next year, projects for which HPF grant applications may be sought, and other activities planned for the coming year.

Thank you for filling out this form. Please send to:

Katrina Ringler
CLG Coordinator
Kansas State Historical Society
6425 SW 6th Avenue
Topeka, KS 66615
katrina.ringler@ks.gov
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ANNUAL STATE REPORT FOR CERTIFIED LOCAL GOVERNMENTS

Only for use by those CLGs who had an agreement with SHPO to review projects under the state preservation statute (K.S.A. 75-2724) through their local preservation commission.

Reporting Period: July 1, 20xx to June 30, 20xx

CLG _____ Compiler _____ Date Prepared _____

State Law Review

Please report on the number of design review cases conducted under the Kansas state preservation law (K.S.A. 75-2724) during the State Fiscal Year reporting period.

The facts concerning these cases should be explained in the minutes that have been sent to the SHPO throughout the year.

a. Reviews on State and/or National Register- listed properties

adverse effects (will damage or destroy) _____

no adverse effects (will not damage or destroy) _____

How many of the adverse effect decisions were overturned by the local government? _____

The “environs” provision of the state preservation law ended July 1, 2013.



PERMIT NO. _____

CITY OF ABILENE**USE OF RIGHT-OF-WAY PERMIT****\$10.00**

Application is made under the terms of Ordinances and Specifications of the City of Abilene, Kansas, governing excavation and/or construction within the public right-of-way, to accomplish the work herein described below. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said City Ordinances and Specifications and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application within one year hereafter.

Applicant agrees to notify Kansas One Call at 1-800-DIG SAFE (1-800-344-7233) the following utilities before excavation is made.

APPLICANTName Schurle Signs, IncLocation of Proposed Work: Abilene JewelryAddress 7555 Falcon Road314 N. Broadway Street, Abilene, KS 67410City Riley State Kansas Zip 66531Nature of Work: Install 32.5" x 11' 11.750" sign with embossed pan formed facePhone: 785-485-2885Start Date: 10/28/2021Cellular: 785-456-4747Completion Date: 10/28/2021Emergency #: same

Is the work being performed and/or the materials or equipment being used going to be within the driving and/or parking area of a street or alley? ☐ NO ☒ YES (If yes, submit a Traffic Control Plan showing type, quantity, and placement of approved traffic control devices reference Abilene City Code Chapter 6, Article 5, Section 518, paragraph C.)

Will work require full street closure? ☒ NO ☐ YES (If yes, then applicant must obtain a Request for Street Closure form from the Abilene Police Department.)

Duration of Street Closure: _____

Certification: I certify that I have read and understand Chapter 6, Article 5, Rights-of-Way, of the City of Abilene, Kansas Municipal Code, and agree to complete the aforementioned work in accordance with the provisions set forth therein. I agree to call the Community Development Department (263-2355) and/or Public Works Department (263-3510) to schedule appropriate inspections.

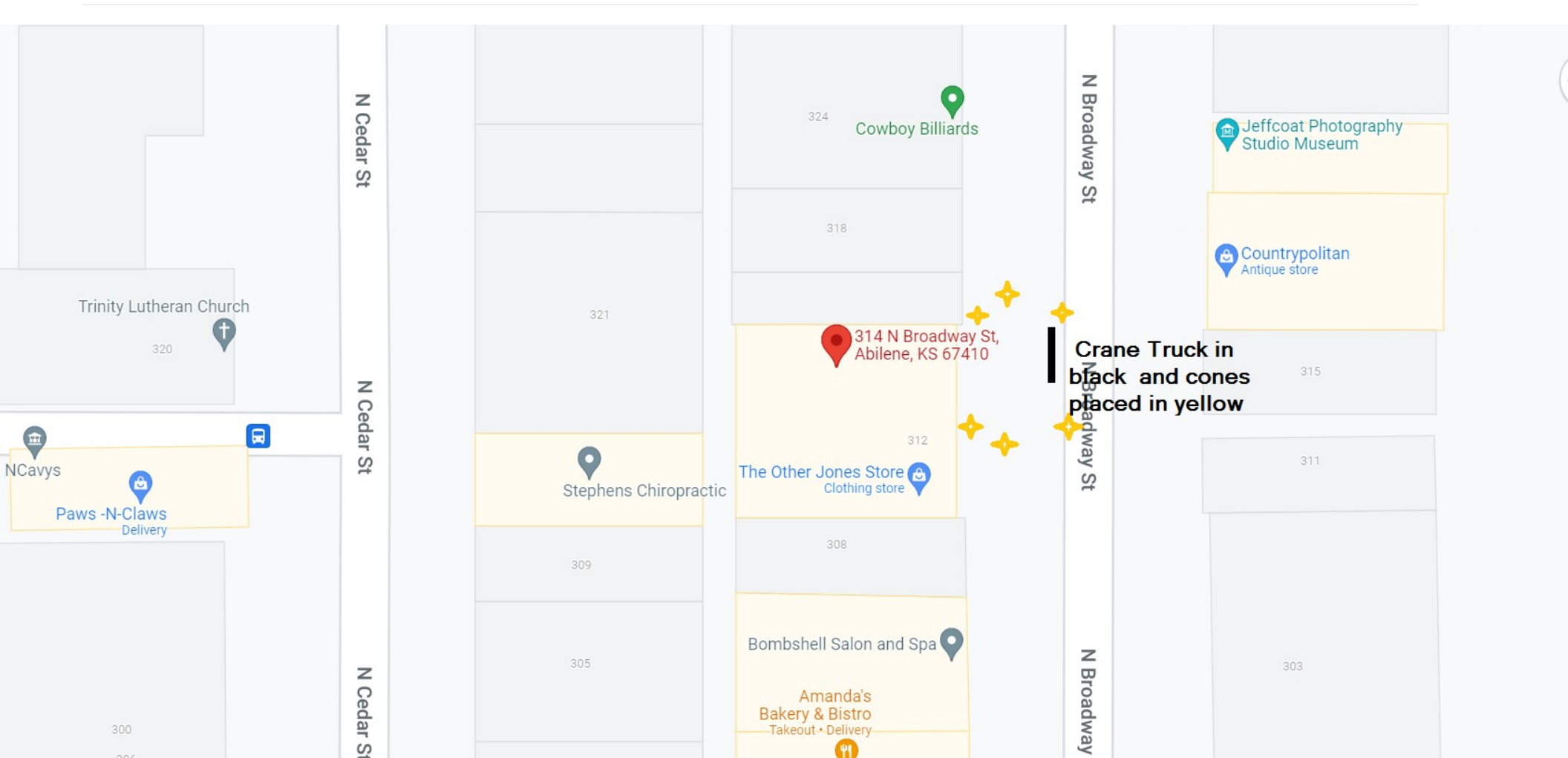
Signature Sharla GaminoTitle Office ManagerPrint Name Sharla GaminoDate 10/25/2021Company Schurle Signs, Inc

(Office Use Only)

Special Conditions: _____

APPROVED ☐ DISAPPROVED ☐

Authorizing Agent: _____ Date: _____



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



PERMIT NO. _____

Permit Fee: \$25.00

RESIDENTIAL ROOF PERMIT APPLICATION

Project Site Address:

800 N Buckeye Ave, Abilene, KS 67410

Property Owner of Record:

Barry Arp

Roof Contractor: Weddle and Sons Inc State Registration Certificate#: 13-115046

Type of roof: (pitched, flat) Flat

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

Describe sheathing material: OBS Decking and Synthetic Underlayment

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 residential roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions may 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.

Contractor/ Owner Weddle and Sons Inc Date: 11/4/2021

City Inspector: _____ Date: _____

Community Development Director: _____ Date: _____