

**CITY OF ABILENE
HERITAGE COMMISSION
AGENDA**

December 16, 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 – November 18, 2021
Business
5. CLG annual report
6. Grant project proposal for historic preservation assistance updates
7. Administrative Review permit approvals: • 301 N. Cedar St. – Right of Way permit
8. Comments
9. Adjournment

CITY OF ABILENE HERITAGE COMMISSION MEETING MINUTES

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

Members Present: Duane Schrag (Chair), Andrew Pankratz, Barry Arp, Mary Burtzloff

Members Absent: Nanc Scholl, Joanne Hamilton, Phil Hamilton

Staff Present: Planning & Zoning Administrator Kari Zook, City Inspector Travis Steerman

Call to Order

The meeting was called to order by Chair Schrag.

Approval of Agenda

An amendment was requested to add a building permit for 415 N Vine St. in item one of the Business section. Pankratz moved to approve the agenda as amended, seconded by Burtzloff. Motion carried unanimously 4-0.

Approval of the Meeting Minutes – October 28, 2021

Pankratz moved to approve the minutes, seconded by Arp. Motion carried unanimously 4-0.

Business

Building permit for 415 N Vine St. addition

Applicant Bob Morando was present to discuss the addition onto his home. The addition will include materials to match the existing look of the structure. The Corp of Engineers have approved the plans as it is located within 500 feet of the levee. Arp moved to approve the building permit, seconded by Burtzloff. Motion carried unanimously 4-0.

HEAL – Historic Economic Asset Lifeline program

Staff presented the information regarding the program including eligibility requirements, deadlines and the sample application.

CLG annual report

Discussion was held regarding the annual report that is due December 31, 2021 to SHPO. Commissioners will review the report and complete it at next month's meeting.

Grant project proposal updates

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

Administrative Review permit approvals:

- 314 N Broadway – Right of Way permit
- 800 N Buckeye – Roof permit

Comments

None

Adjournment

Pankratz made a motion to adjourn, seconded by Burtzloff. Motion carried unanimously 4-0.

Minutes Approved,

Attest:

Duane Schrag, Chair

Kari Zook
Planning & Zoning Administrator

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.

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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) _____

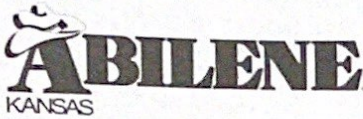
How many of the adverse effect decisions were overturned by the local government? _____

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

Grant program details

We need to finalize a proposal for the program to assist in the preservation of historically important buildings in Abilene. Here are some of the areas that need to be fleshed out. There undoubtedly are other specifics that need to be added; please offer any ideas you have.

1. What structures will be eligible for assistance? Should it be limited to buildings on the national/state/local historical register? Should residential properties be included? Should there be a designated zone, or could eligible structures be anywhere in the city limits?
2. How will the process for selecting buildings work? What will the criteria be? Douglas County held a series of public meetings to gather ideas about criteria; should we do the same? Should priority be given to work that prevents further deterioration? Will the HC review applications and then submit its recommendation to the city commission or should the HC make the final decision?
3. How much should the owner be required to contribute to the project cost? Should the amount vary with ability to pay, or with the perceived significance of the structure, or with the size of the project?
4. How much should the city commission set aside annually?
5. Should targeted allocations each year be rationed, ie allocate up to half the money for one project, then half the remainder for two or three projects, then the balance to smaller projects? If so, what should the allocations be?
6. What should the program be called?
7. What other details need to be worked out?



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.

APPLICANT

Name William & Carrie Sprouse
Address 330 S Factory
City Enterprise State KS Zip 67441
Phone: 785-479-6768
Cellular: 785-479-6435
Emergency #: _____

Location of Proposed Work: 306 NW 3rd
Abilene KS
Nature of Work: clean out
basement
Start Date: 11/18/21
Completion Date: 11/22/21

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 Carrie Sprouse
Print Name Carrie Sprouse
Company WCCRT, LLC

Title owner
Date 11/15/21

Special Conditions: _____ (Office Use Only)

APPROVED ☐ DISAPPROVED ☐

Authorizing Agent: _____ Date: _____