CITY OF ABILENE
HERITAGE COMMISSION
AGENDA

March 16, 2023 at 4:00 p.m.
Abilene Public Library
209 NW 4th St.
Abilene, KS 67410

Agenda Item
1. Call to Order
2. Roll Call: ___ Andrew Pankratz, Chair ___ Barry Arp, Vice Chair ___ Mary Burtzloff ___ Nanc Scholl ___ Nicole Beck ___ Jeff Radabaugh 3. Approval of Agenda 4. Approval of the Meeting Minutes – January 19, 2023
Business 5. CAMP discussion 6. Administrative Review permit approvals: • 304 N Vine – plumbing permit • 209 Texas St – sign permits
7. Comments
8. Adjournment

CITY OF ABILENE
HERITAGE COMMISSION
MEETING MINUTES

January 19, 2023 at 4:00 p.m.
Abilene Public Library
209 NW 4th St. Abilene, KS 67410

Members Present: Andrew Pankratz, Barry Arp, Nicole Beck, Mary Burtzloff (Vice Chair)
Members Absent: Nanc Scholl, Jeff Radabaugh
Staff Present: Community Development Director Kari Zook, Administrative Assistant Kellie Olson

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Call to Order
The meeting was called to order by Vice Chair Burtzloff.

Approval of Agenda
Pankratz moved to approve the agenda, seconded by Arp. Motion carried unanimously 4-0.

Approval of the Meeting Minutes – December 15, 2022
Pankratz moved to approve the minutes as written, seconded by Arp. Motion carried unanimously 4-0.

Business

Annual election of Chair and Vice Chair
Motion by Burtzloff to elect Pankratz as Chair, seconded by Arp. Motion carried unanimously 4-0.
Motion by Burtzloff to elect Arp as Vice Chair, seconded by Beck. Motion carried unanimously 4-0.

Administrative Review permit approvals:

- 415 N Vine – electrical permit

Comments

- We welcome Kellie Olson as our new Administrative Assistant with the City of Abilene.
- There is one vacancy on the Heritage Commission. Membership requirements were discussed.
- Staff will soon be involved in the Storefront Beautification grant process that is coordinated through DKEDC and the Community Foundation.
- Heritage Commission goals for 2023 were discussed. Burtzloff would like to collaborate and raise awareness of practical resources for historical preservation needs and promote that information.
- The group photo will take place when all members are present.

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

Minutes Approved,

Attest:

_____

Heritage Commission

_____

Kari Zook
Community Development Director

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commission assistance & mentoring program®

What is CAMP®?

The Commission Assistance and Mentoring Program (CAMP) is the signature training offered by National Alliance of Preservation Commissions (NAPC). CAMP ® is led by qualified preservation professionals in support of local preservation commissions and the NAPC mission to "*build strong local preservation programs through education, advocacy, and training.*"

The goal of CAMP® is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentations, hands-on exercises, group discussions and networking (mentoring) opportunities. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.

Who Attends CAMP?

CAMP is designed to provide continuing education and support to local design review commissions and Main Street organizations, their staff and partners, such as neighborhood organizations, local and statewide non-profits, community leaders and public officials. Sessions are customized for the state or local community, where applicable.

How to Plan a CAMP:

For more information please email us at director@napcommissions.org or call NAPC at 757-802-4141. Call us to customize your CAMP®. Tell us a little about you, your community and local issues and we'll help you decided which CAMP and which individual sessions will work best for you. CAMP® is offered in the following formats:

CAMPCore®: This is a daylong, or two consecutive half-days, event with three trainers who cover the basics that every commission needs to be effective. Topics may include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards & Guidelines, and Hands on Design Exercise.

CAMPCustom®: This is a daylong, or two consecutive half-days, event with three trainers who cover the sessions of your choice. This is for clients who either have already had CAMPCore® or receive this training locally and need more "advanced" topics. Clients choose any 5 general sessions and 1 workshop from the CAMP Menu with the guidance of the NAPC staff and trainers.

CAMPOne®: One Presenter, One Focus. This is a 1 to 3 hour session with one trainer. Choose any one topic from the CAMP Menu or request a specific topic and/or speaker. This is ideal for those looking for a conference speaker or for a community that has a burning issue that needs to be addressed quickly.

General Sessions

1. DESIGN REVIEW

1.1 Envisioning Infill Design

The Secretary of Interior Standards call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility and most communities fall someone between these two extremes. This session will help you to find your community's place on this spectrum. It is especially useful for commissions that have few architects/designers, do not have frequent infill applications or are struggling with infill review.

Learning Objectives

Participants will:

1. Understand how to mentally translate flat plans into 3D buildings.
2. Be aware of common pitfalls with infill designs.
3. Break down historic building design to understand what makes for appropriate infill design.
4. Begin to create your own infill philosophy.

1.2 Standards and Guidelines

This workshop gives participants an understanding of the relationship between Federal Standards and local design guidelines. Workshop leaders will guide participants through the origin and development of a variety preservation-based review standards and guidelines. Through case studies, participants will distinguish between the four treatments under Secretary of the Interior's Standards and understand how the treatments work within the framework of local design guidelines. Participants will also compare the application and the inherent flexibility of the Secretary of the Interior's Guidelines for Rehabilitation.

Learning Objectives

**If you don't see what you need here. Call us! We are constantly updating our offerings and can customize sessions.*

Participants will:

1. Have a working knowledge of the evolution of design guidelines in preservation theory.
2. Understand the four treatments under Secretary of the Interior's Standards and how they can influence design guidelines.
3. Apply the inherent flexibility of the Rehabilitation Standards and understand where there is discretion.
4. Discover where to locate additional design guideline resources.

2. PROCEDURES & PROCESSES

2.1 Legal Basics

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. Workshop leaders will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

Learning Objectives

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Be familiar with common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

2.2 Legal Ethics

Accountable for their actions in the communities they serve, commissioners are routinely faced with ethical dilemmas. Workshop leaders will address commissioner responsibilities to the community and to the profession, as well as standards of professional conduct. The discussion will focus on widely accepted standards and practices for accurate, honest and forthright interactions with other commissioners, elected officials, staff, applicants, and the general public.

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Learning Objectives

Participants will:

1. Recognize a commissioner's role. Identify and discuss ethical issues encountered by commissions.
2. Identify and utilize widely accepted standards and practices for interactions with other commissioners, elected officials, staff, applicants, and the general public.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

2.3 Meeting Procedures

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. In this session, participants will learn to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Beyond legal considerations, participants will learn how professionalism, courtesy and consistency build support for the commission and its work.

Learning Objectives

Participants will:

1. Operate a meeting consistent with state and local statutes, ordinances and regulations which govern meeting procedures in their community.
2. Conduct meetings with professionalism, consistency and courtesy to all persons involved to maintain the reputation and credibility of their community's preservation program.
3. Adopt, adhere to and amend as needed rules of procedure to accomplish a clear and defensible decision-making process.
4. Recognize the need for regular reevaluation of their commission's meeting procedures.

3. ESSENTIAL STRATEGIES

3.1 Preservation Planning for Local Commissions

A preservation commission is most effective when its work is a part of the larger local planning process. Good planning can also strengthen

grant applications and bring in money to the community. Using successful plans from around the country, this workshop covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. The workshop will involve an overview of Certified Local Government benefits and responsibilities for preservation planning. Working with various types of plans and data requirements, participants will learn innovative techniques to involve the community and stakeholders; explore successful implementation techniques to assign responsibilities and to track performance measures.

Learning Objectives

Participants will:

1. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates.
2. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
3. Define data requirements for planning efforts and identify opportunities for data sharing.
4. Discover innovative techniques to involve the community and stakeholders.
5. Explore successful implementation techniques to assign responsibilities and track performance.

3.2 Identifying and Designating Historic Resources

Every preservation commission faces issues of determining what resources can and should be protected through local designation. This session deals with all aspects of identifying and designating resources. Topics include conducting historic resource surveys and using the information collected to determine eligibility for designation, drawing and defending district boundaries, and the legal aspects of the designation process.

Learning Objectives

Participants will:

1. Understand why documenting historic resources is the critical foundation for a successful local historic preservation program.
2. Understand how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
3. Understand the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value". to individual buildings within the district, and making the case for designation to various constituencies.
4. Understand that the designation process must follow the legal requirements set forth in the local ordinance.

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3.3 Preservation Incentives & Benefits

The days of grants are essentially gone, so how can commissions assist owners of historic properties? Tax incentives continue to be a major incentive for rehabilitation in many communities. Learn the basics of the Federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. Participants will also learn about other programs and how to develop and establish local incentives for historic properties.

Learning Objectives

Participants will:

1. Discuss the importance of setting clear goals when developing local incentives.
2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
3. Explore innovative local programs in other communities, including zoning and process-incentives.
4. Learn about opportunities for local funding or incentive programs and how to advocate for them.

3.4 Building Public Support

Historic preservation commissions tend to get bogged down in the day-to-day administration of its local ordinance and forget that one of its major responsibilities is to be effective spokesmen for historic preservation in its community. This session helps participants communicate effectively with a wide range of audiences, build support for designations, defend sometimes unpopular decisions and deal with reluctant elected officials. Workshop leaders will also offer creative suggestions for promoting historic preservation in the community.

Learning Objectives

Participants will:

1. Communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
2. Speak knowledgeably about their own preservation program, including the application review process, ordinance review standards, and benefits and responsibilities of designation.
3. Identify and capitalize on opportunities to promote historic preservation in their community.

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3.5 Mid Century Resources for Local Commissions

Across the country, construction from the 1950's and 1960's is now eligible for designation, yet many communities struggle with how to understand and manage these resources. However, recent resources may be the key to engaging new audiences and revitalizing preservation efforts as well as building better local government and planning. Receive an introduction to the architecture & design of the Era and gain the tools to engage new audiences.

Learning Objectives

Participants will:

1. Receive a general overview of why the Mid-Century Architecture and social history is significant from urban centers to small towns.
2. Understand and articulate effective cases for saving these resources.
3. Learn how to craft local government preservation projects focused on the Mid-Century era and how to incorporate them into your preservation planning.
4. Learn how to utilize these resources to engage underrepresented and diverse audiences.

HANDS-ON WORKSHOPS

W.2 Design Review Exercise

Working in small groups, participants will practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities to learn from each other in a lively and fun format.

Learning Objectives

Participants will:

1. Recognize the roles and objectives of the participants in the design review process: commissioner, property owner, staff, members of the public and design professional.
2. Articulate an appropriate design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the review standards.
4. Develop confidence in future decision-making and in building a defensible record.

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**If you don't see what you need here. Call us! We are constantly updating our offerings and can customize sessions.*

6 Topics | 3 Trainers

In-Person Training - $9,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendee

Virtual Training - $5,500

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendee

4 Topics | 2 Trainers

In-Person Training - $6,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual

- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendee

Virtual Training - $4,500
Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendeeTrainer honorarium

2 Topics | 1 Trainer

In-Person Training - $3,500
Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendee

Virtual Training - $1,500
Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendeeTrainer honorarium

1 Topics | 1 Trainer

In-Person Training - $2,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendee

Virtual Training - $1,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
    - $25 per additional attendeeTrainer honorarium

CAMP “Add-on”

- **Post-CAMP Meeting - $2,500 (for both virtual and in-person CAMPs)**
    - Includes:
        - 1-hour focus meeting with CAMP Trainers
        - Collaborative follow-up report from CAMP Trainers

Permit #: 2023-021-1

APPLICATION FOR PERMIT

___ Building ___ Electrical
___ Plumbing ___ Mechanical

ABILENE KANSAS

PERMIT TYPE

✓ Residential ___ Commercial/Industrial
___ Non-Residential

METHOD OF PAYMENT: ___ Cash/Check ___ Charge

Project Site Address: 304 N Vine

Property Owner: Mary Eisenhower

Phone/E-mail: 816-872-6036

General Contractor/Engineer: Denny's Plumbing

Class of Work: ___ New ___ Addition ___ Alteration/Remodel ___ Repair ___ Demolition Other _____

Describe Work: install new tank water heater

Value of Work: $ 1400

Site Plan attached: YES (NO)

Builder Declaration (List Contractors):

Electrical: _____

Plumbing: ✓

Mechanical: _____

Living Area: _____ Garage Sq. Ft.: _____

Addition Sq. Ft.: _____ Total Sq. Ft.: _____

Stories/Height: _____ Land Area: _____

Coverage %: _____ Occupant Load: _____

Occupant Class: _____ Use of Building: _____

ICC Building Type: _____

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. I acknowledge the city is not responsible for covenants related to the property listed above.

Signature: _____

Date: 2-1-23

___Builder/Contractor ___Agent for Contractor ___Owner ___Agent for Owner

Work Sheet

(to be completed by staff)

Building	Base $20	
	Each Additional $1,000 x $3.50 = _____	
	Additional Inspections $25	
Electrical	$20	
Mechanical	$20	
Plumbing	$20	Will invoice Denny's for $25 permit fee - ko
Sewer $10		
Septic $20		

Permit Fee: $ 25

Building Inspection Department

(for office use only)

Zoning District: _____ Historic District: _____
Flood Zone: _____ Corp of Engineer: _____

Setbacks: Front Yard _____ Side Yard _____
Rear Yard _____

Special Conditions:

_____

_____

Approved for Issuance by:

Signature: _____

Date: _____

ABILENE
KANSAS

PERMIT NO. 2023-042

APPLICATION FOR SIGN PERMIT

Address of Sign Location: 209 Texas Street

Name-Address of Sign Owner: Holt Motors LLC 209 Texas St Abilene, KS

Name-Address Sign Contractor: _____

Owner/Contractor Email Address: holtmotorsllc@gmail.com Phone #: 785-263-1561

Check Type of sign:

X 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.) 54

Total Area of Existing Signs (Sq. Ft.) _____

Total (Sq. Ft.) _____

Distance sign projects from wall _____ How is sign secured: Bolt Anchors + Bracket

Height between grade line and bottom of sign _____

Width of right-of-way from back of curb to building _____

Size of Sign(s)	1.)	2.)	3.)
	Width 3ft	Width ____	Width ____
	Length 18ft	Length ____	Length ____
	Depth 4in	Depth ____	Depth ____
	Weight 200lbs	Weight ____	Weight ____

Footings & Base information for free standing sign(s) _____

Of what material is sign constructed? aluminum and plastic

Is sign illuminated? Yes If yes, how? LED Lighting

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: Rebecca L Honyeucker Date: 02/17/2023

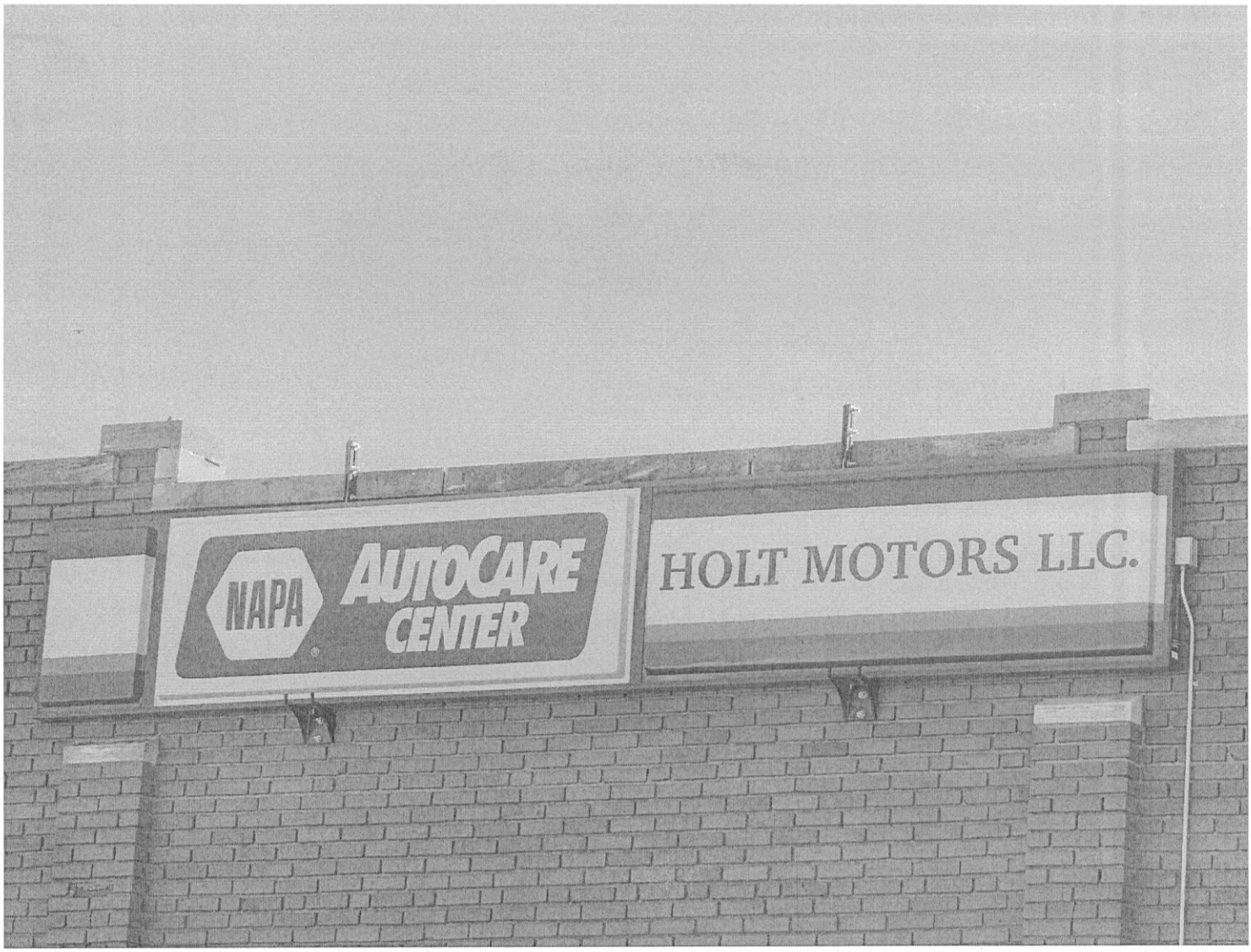
FOR OFFICE USE ONLY

Total Sq. Ft. of Lot ____ Zoning District ____ Sign Area to Lot Area Ration ____

Allowable Sign Area ____ Approved ____ Disapproved ____

Minimum Permit Fee is $25.00 up to 25 sq. ft. and $.20 per sq. ft. thereafter PERMITS FEE 30.80 Paid Ck# 4110

City Inspector: _____ Date: _____


NAPA
AUTOCARE
CENTER
HOLT MOTORS LLC.

ABILENE
KANSAS

PERMIT NO.
2023-043-1

APPLICATION FOR SIGN PERMIT

Address of Sign Location: 209 Texas Street

Name-Address of Sign Owner: Holt Motors LLC 209 Texas St Abilene, KS

Name-Address Sign Contractor: Fluters Creek Metal Works

Owner/Contractor Email Address: holtmotorsllc@gmail.com Phone #: 785 263 1561

Check Type of sign:

X Wall Sign ___ Projecting Sign ___ Free Standing ___ Roof Sign

___ Memorial Sign ___ Window Sign ___ Ground Sign ___ Portable

___ Tablets or Plaques ___ Other (Describe) _____

How many signs: 2 Area of proposed sign(s) (Sq. Ft.) 58

Total Area of Existing Signs (Sq. Ft.) _____

Total (Sq. Ft.) _____

Distance sign projects from wall _____ How is sign secured: Bolt Anchors + Brackets

Height between grade line and bottom of sign _____

Width of right-of-way from back of curb to building _____

Size of Sign(s)	1.)	2.)	3.)
Width	32"	32"	____
Length	122"	122"	____
Depth	2"	2"	____
Weight	80 lbs	80 lbs	____

Footings & Base information for free standing sign(s) _____

Of what material is sign constructed? metal

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: Rebecca J Longnecker Date: 02/17/2023

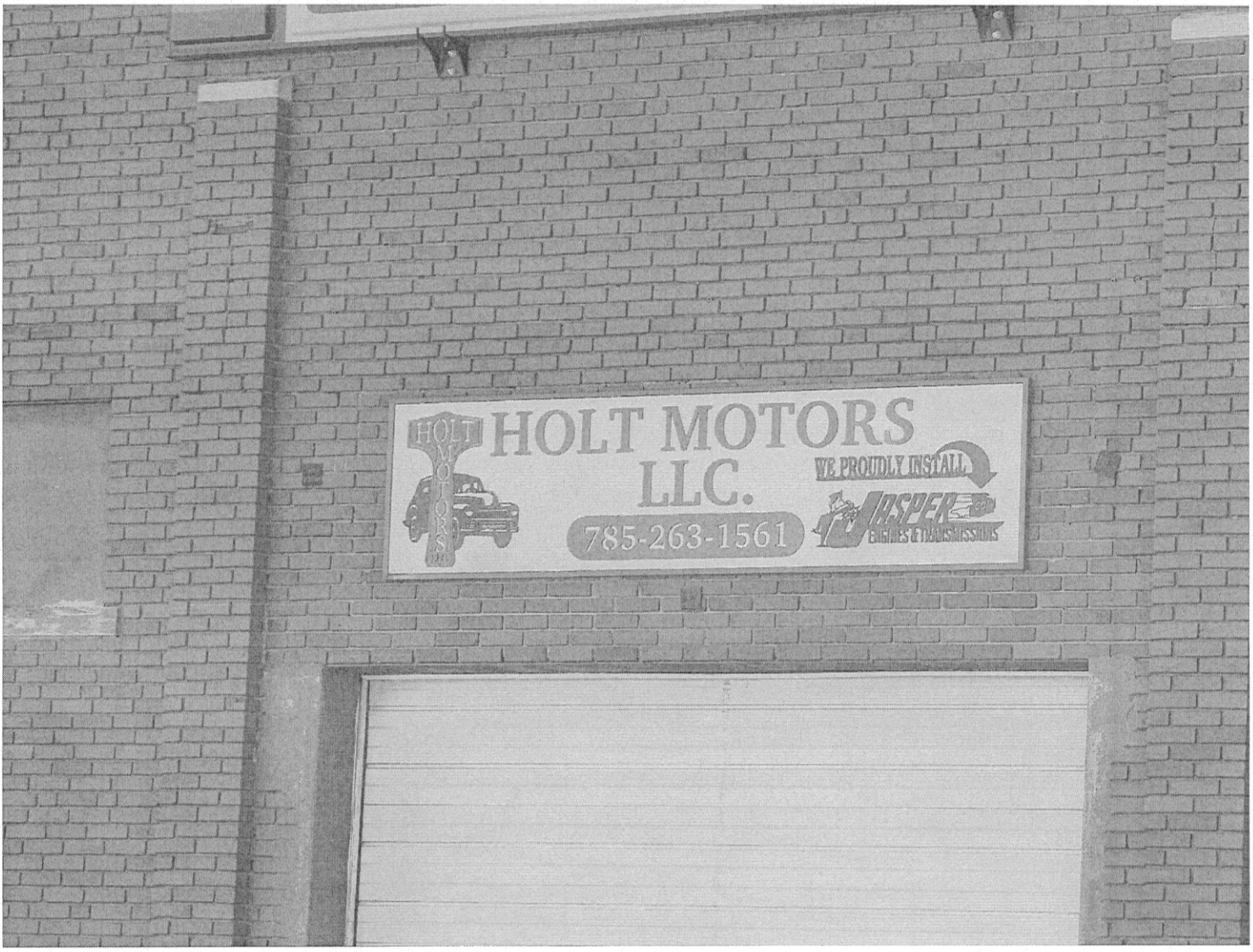
FOR OFFICE USE ONLY

Total Sq. Ft. of Lot ____ Zoning District ____ Sign Area to Lot Area Ration ____

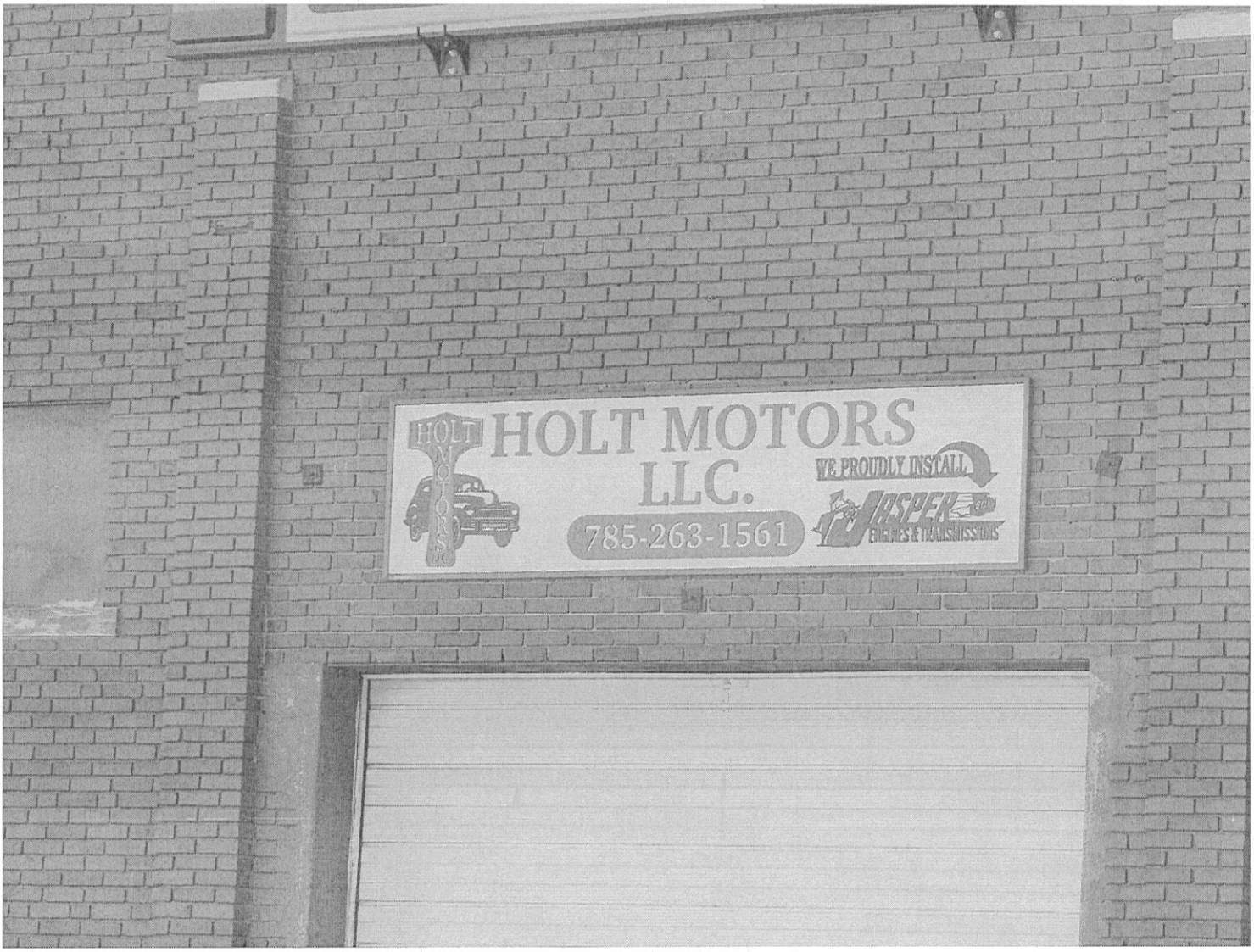
Allowable Sign Area ____ Approved ____ Disapproved ____

Minimum Permit Fee is $25.00 up to 25 sq. ft. and $.20 per sq. ft. thereafter PERMITS FEE 31.60 PAID ck# 4110

City Inspector: _____ Date: _____



Signs will be the exact same that are on our 321 N Spruce location. Yellow and blue in color.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