

**CITY OF ABILENE  
HERITAGE COMMISSION  
AGENDA**

February 20, 2025, at 4:00 p.m.  
Abilene Public Library  
209 NW 4<sup>th</sup> St.  
Abilene, KS 67410

<b>Agenda Item</b>
1. Call to Order
2. Roll Call: ___ Nanc Scholl, Chair ___ Nicole Beck, Vice Chair ___ Mary Burtzloff ___ Andrew Pankratz ___ Barry Arp ___ Kevin Bailey ___ Jeff Radabaugh
3. Approval of Agenda
4. Approval of the Meeting Minutes – October 17, 2024
<b>Business</b>
5. Annual selection of Chair and Vice Chair
6. Administrative Review permit approvals: <ul style="list-style-type: none"><li>• 419 N Broadway – AFD building permit</li><li>• 302 N Vine – roof permit</li><li>• 109 NW 3<sup>rd</sup> St – right-of-way permit</li><li>• 206 NW 2<sup>nd</sup> St, 309 N Buckeye Ave, 307 N Spruce St, 404 N Broadway St – right-of-way permits</li></ul>
7. Comments <ul style="list-style-type: none"><li>• 2024 Heritage Commission Annual Summary Report</li></ul>
8. Adjournment

**CITY OF ABILENE  
HERITAGE COMMISSION  
MEETING MINUTES**

**October 17, 2024, at 4:00 p.m.  
Abilene Public Library  
209 NW 4<sup>th</sup> St. Abilene, KS 67410**

**Members Present:** Nicole Beck (Vice Chair), Mary Burtzloff, Kevin Bailey, Andrew Pankratz, Barry Arp

**Members Absent:** Nanc Scholl (Chair), Jeff Radabaugh

**Staff Present:** Community Development Director Kari Zook

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**Call to Order**

The meeting was called to order by Vice Chair Beck at 4:00 p.m.

**Approval of Agenda**

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

**Approval of the Meeting Minutes – April 18, 2024**

Burtzloff moved to approve the minutes as written, seconded by Bailey. Motion carried unanimously 5-0.

**Business**

**Administrative Review permit approvals:**

- 105 N Cedar – building permits (windows, front door)
- 511 NW 2<sup>nd</sup> St – building, electrical permits
- 106 Naroma Ct – roof, right-of-way permits
- 201 N Buckeye – plumbing permit

**Comments**

Vice Chair Beck spoke on a collaboration effort that the commission may be interested in. The Dickinson County Historical Society recently reinstated its preservation committee and is planning events and speakers during National Preservation Month in May 2025. The Heritage Commission does have an annual budget that they can vote to spend on items of their choice, and the majority were in favor of the collaboration. More details to come when Vice Chair Beck receives them.

Staff spoke about attending the NAPC Forum in West Palm Beach, FL, and the Heritage Homes Association monthly series in the newspaper highlighting different properties on their Little Town of Mansions website.

**Adjournment**

Arp made a motion to adjourn at 4:10 p.m., seconded by Pankratz. Motion carried unanimously 5-0.

Minutes Approved,

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Nanc Scholl, Chair  
Nicole Beck, Vice Chair  
Heritage Commission

Attest:

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Kari Zook  
Community Development Director

Permit# 2024-303

# Building Permit Application



City Code may be reviewed at [www.abileneks.citycode.net](http://www.abileneks.citycode.net) or at the Community Development Department.

### Permit to include:

(Check all that apply)

- Building
- Plumbing
- Electrical
- Mechanical
- Roofing

### District Type:

(Check all that apply)

- Residential
- Commercial
- Historic District
- Non-Residential
- Industrial
- Flood Zone

Please submit this form to:

Community Development  
419 N Broadway  
785-263-2355  
[kolson@abilenecityhall.com](mailto:kolson@abilenecityhall.com)

Project Site Address: 419 N Broadway Abilene Ks 67410

Property Owner: City of Abilene

Property Owner Phone/E-mail: \_\_\_\_\_

General Contractor/Engineer: Chads Painting LLC

General Contract Phone/E-mail: 785-280-3881

Class of Work:  New  Addition  Alteration/Remodel  Repair  Other \_\_\_\_\_

Describe Work: Repair wall + window replacement +  
In front of Fire Dept.

Value of Work: \$ 7,980.71

Site Plan attached: YES NO

### Builder Declaration (List Contractors):

(Must be licensed in the City of Abilene)

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

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

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

Roofing: \_\_\_\_\_

### Measurements, as applicable to the project:

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, easements, or right-of-way related to the property listed above.

Name Printed: Brenda Alvarez Date: 10-23-24

Signature: [Signature]

- Builder/Contractor
- Agent for Contractor
- Owner
- Agent for Owner

Work to commence within (30) days of application date and completed within one (1) year. Ref. Code: 2-204

### Work Sheet

(to be completed by staff)

#### Building

- Base Fee \$25
- Each Additional \$1,000 x \$3.50 = \$ 24.43
- Additional Inspections \$25

#### Electrical

- Base Fee \$25

#### Mechanical

- Base Fee \$25

#### Plumbing

- Base Fee \$25
- Sewer \$10
- Septic \$20

#### Roofing

- Base Fee \$25

*Waived - city Building*

Permit Fee: \$ 43.43

Due at time of application submission. Non-refundable.

### 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: \_\_\_\_\_



**Chad's Painting**

(785) 280-3881

chadspaintingks@gmail.com

Serving Abilene and  
surrounding areas

**ESTIMATE**

Fire Dept

Exterior Repair

ESTIMATE OF REPAIRS		As listed for Labor and Materials Verbal Agreements Not Binding
Owner	Date	
City of Abilene c/o Brendan Alavarez	9/6/2024	
Address	Phone	
419 N Broadway St Abilene, KS 67410		

Description of Labor or Material		
	Material	Labor
<b>1/3 deposit due to begin project/This project should take approximately 7-14 days to complete</b>		
8 - Engineered wood siding @ \$72.11 each	\$576.88	
3 - 3/8x7/16x10' steel flashing @ \$8.81 each	\$26.43	
3 - replacement windows @ \$824.48 each	\$2,473.44	
1 - foundation grade 2x8x10 lumber @ \$18.49 each	\$18.49	
1 - 2x8x8 lumber @ \$13.79 each	\$13.79	
9 - 1x4x8 engineered wood @ \$19.68 each	\$177.12	
2 - 39' rolls insulation R-19 @ \$49.04 each	\$98.08	
4 - 2x4x8 lumber @ \$5.34 each	\$21.36	
6 - tubes Big Stretch caulk @ \$13.29 each	\$79.74	
2 - gallons Benjamin Moore UltraSpec Exterior paint (body) @ \$73.46 per gallon	\$146.92	
1 - gallon Benjamin Moore UltraSpec Exterior paint (trim) @ \$73.46 per gallon	\$73.46	
Disposal of waste and debris		\$45.00
Remove and replace siding		\$1,600.00
Remove and replace windows		\$1,350.00
Remove and replace damaged framework		\$500.00
Caulk all to ensure everything is watertight		\$225.00
Paint body @ 250 ft <sup>2</sup> x 2 coats = total 500 ft <sup>2</sup>		
Paint body @ 500 ft <sup>2</sup> x \$0.75 per sq ft		\$375.00
Paint trim @ 120 ft <sup>2</sup> x 2 coats = total 240 ft <sup>2</sup>		
240 ft <sup>2</sup> x \$0.75 per sq ft		\$180.00

This estimate is valid for 45 days from the date of the estimate. If more than 45 days have lapsed a new estimate may need to be completed.

Material prices are based on current market prices as of the date of this estimate.

Chad's Painting & Remodeling, LLC will honor estimate prices on materials if the job is scheduled within 45 days of the date of the estimate.

Procurement & delivery charges may be added for special service on items not available locally.

Old materials will be junked unless otherwise instructed.

Total Material	\$3,705.71
Total Labor	\$4,275.00
Subtotal	\$7,980.71
Tax	n/a
<b>Total</b>	<b>\$7,980.71</b>



Dwight D. Eisenhower Municipal Building  
419 N. Broadway Street  
Abilene, KS 67410  
[www.abilenecityhall.com](http://www.abilenecityhall.com)  
Phone: (785) 263-2550  
Fax: (785) 263-2552

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INVITATION TO BID  
PROJECT: Exterior wall repair Abilene Fire Department.  
CITY OF ABILENE, KANSAS

You are invited to bid on the removal, repairs and replacement of an exterior wall at the Fire Department for the City of Abilene, Kansas Administrative Office.

The City of Abilene, Kansas, will receive sealed and or emailed bids until 4:00 p.m., Monday, September 9, 2024 at the Office of the City Clerk, 419 Broadway St, Abilene, Kansas 67410.

Bidders must specify.

- Removal of existing siding
- Removal and replacement of any damaged existing insulation
- Remove and replace old windows with new single-hung style window
- Remove and replace any damaged existing framework
- Waterproof/seal and repaint with the same color
- Install new wood siding that is comparable to what was removed
- Clean up and haul off all waste and debris from the job
- Estimation of job completion timeline
- In person site visit is a bid requirement to gauge the scope of work

The price includes delivery to Abilene, Kansas.

Parts and service availability will be considered in the evaluation of the bid.

The City of Abilene reserves the right to reject any and all bids and to waive technicalities under these specifications.

If you have any questions regarding this bid, please contact the Facility Maintenance Specialist, Brenden Alvarez at 785-200-0516 or [brenden@abilenecityhall.com](mailto:brenden@abilenecityhall.com) Site visits and in-person meetings as well as project walk-throughs, are required.

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# Abilene Fire Department

Before:



After:



Permit # 2024-313

Permit Fee: \$25  
Due at time of application submission.  
Non-refundable.



Please submit this form to:  
Community Development  
419 N Broadway  
785-263-2355  
[kolson@abilenecityhall.com](mailto:kolson@abilenecityhall.com)

**PAID**

NOV 01 2024  
ck# 2702

### ROOF PERMIT APPLICATION

Permit Type:  Residential     Commercial/Industrial

Project Site Address: 302 N Vine

Property Owner of Record: Greene Phone: \_\_\_\_\_

Roof Contractor: Best Roofing Phone: 200-4595

State Registration Certificate #: 13-117602

Type of roof: (pitched, flat) Pitched

Number of layers of existing covering: 1

Does the existing roof include wood shingles: NO

Describe sheathing material: Plywood

All roofing material and installation shall meet or exceed the requirements of the 2018 International Building or International Residential Code. Commercial Buildings may require additional information from the product manufacturer to ensure 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 base 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.

**SIGNATURES:**

Contractor     Owner / Occupant

Signature: Eugene Todd Date: 11-1-24

Print Name: Eugene Todd

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



PERMIT NO. 2024-302  
~~2023-271~~

**PAID**

**CITY OF ABILENE USE OF RIGHT-OF-WAY PERMIT <sup>CASH</sup> OCT 23 2024 \$25.00**

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 CLAYTON MCCULLOUGH  
Address 915 N.W 3RD ST  
City ABILENE State KS Zip 67410  
Phone: 785-466-1693  
Cellular: \_\_\_\_\_  
Emergency #: \_\_\_\_\_

Location of Proposed Work: 109 NW 3RD ST  
Nature of Work: CLEAN OUT OF BUILDING  
Start Date: 10/23/2024  
Completion Date: 11/23/2024

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 Public Works Department (263-3510) to schedule appropriate inspections.

Signature [Signature]  
Print Name CLAYTON MCCULLOUGH  
Company MCCULLOUGH SERVICES

Title \_\_\_\_\_  
Date 10/23/2024

(Office Use Only)

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_

APPROVED  DISAPPROVED   
Authorizing Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions and Requirements

- As outlined in Chapter 6, Article 5, Section 518, paragraph C of the Abilene City Code; all traffic control devices must comply to the current MUTCD (reference section 6F.57 through 6F.60). A copy of this is included with the City Standard Technical Specifications.
- If work is to exceed 20 working days, or materials, excavations or equipment left on site constitute any hazard to the general public, portable chain-link construction fence must be used to secure the area.
- Open excavations in streets or alleys ordinarily used for vehicular traffic must be completed and open to normal traffic within 10 days from start date or fine of up to \$500.00 per day may be assessed to permit holder.

\*Exceptions to this will be if a street or alley excavation is within an area that is completely closed to traffic during construction.



NW 3RD ST

N SPRUCE ST

NW 2ND ST

N BUCKEYE AVE

100

115

113

113

109

105

103

101

240

201

108

100

206

201

204

202

202

Will have cones, lights, & caution tape



**CITY OF ABILENE                      USE OF RIGHT-OF-WAY PERMIT                      \$25.00**

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 Don Neal (Tetra Tech)  
Address 415 Oak Street  
City Kansas City State MO Zip 64106  
Phone: (816) 412-1955  
Cellular: (314) 853-5955  
Emergency #: (816) 412-1747

Location of Proposed Work: See Attached  
Nature of Work: See Attached  
Start Date: 12/9/24  
Completion Date: 12/23/24

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 Public Works Department (263-3510) to schedule appropriate inspections.

Signature  Title Geologist II  
Print Name Donald Neal Date 12/4/24  
Company Tetra Tech

(Office Use Only)

Special Conditions: \_\_\_\_\_

APPROVED  DISAPPROVED

Authorizing Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions and Requirements

- As outlined in Chapter 6, Article 5, Section 518, paragraph C of the Abilene City Code; all traffic control devices must comply to the current MUTCD (reference section 6F.57 through 6F.60). A copy of this is included with the City Standard Technical Specifications.
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\*Exceptions to this will be if a street or alley excavation is within an area that is completely closed to traffic during construction.



City of Abilene Administration  
419 N. Broadway Ave  
Abilene, Kansas, 67410

December 4, 2024

RE: Abilene Kansas – Use of Right-of-Way Permit

Dear City of Abilene Administration:

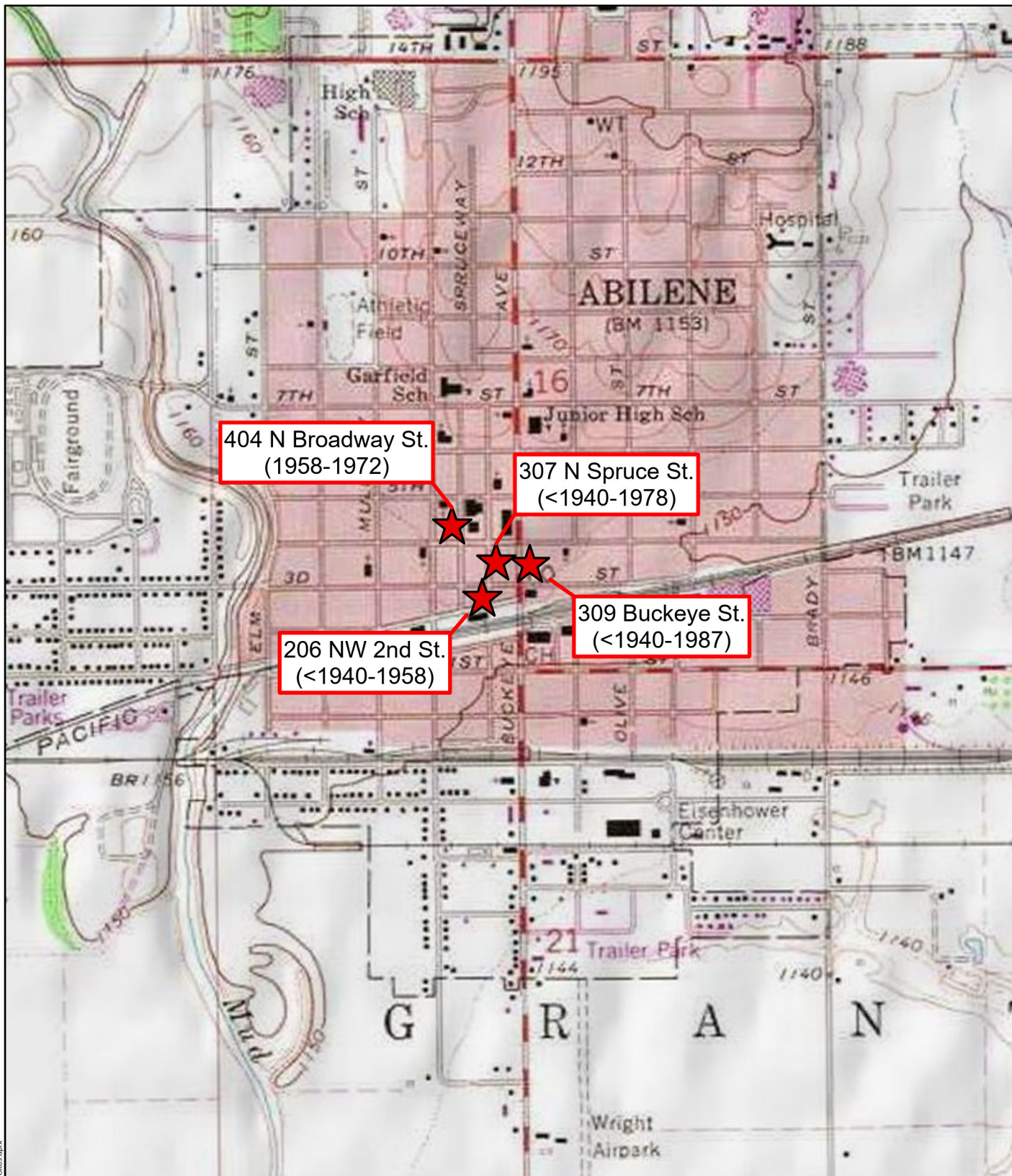
The U.S. Environmental Protection Agency (EPA) has tasked Tetra Tech, Inc. (Tetra Tech) to collect passive soil gas samples related to the former dry cleaners that operated at 404 N. Broadway St., 307 N. Spruce St., 309 Buckeye Et., and 206 NW 2<sup>nd</sup> St. The collection of soil gas samples will help to determine if releases of volatile organic compounds (VOCs), in particular tetrachloroethylene (PCE) and degradation products, have occurred to the soil subsurface. PCE was the primary cleaning solvent used by the dry-cleaning industry from approximately 1960 to 1980 and may still be used by current operating dry cleaners. Once PCE is released to the environment, it can move through the soil subsurface in gaseous or vapor form. These vapors may migrate into a structure through cracks, holes, drains and other small openings in a basement floor, wall, or foundation slab. This is called vapor intrusion and occupants of structures where vapor intrusion has occurred can be exposed to VOCs or other chemicals by breathing indoor air. This exposure may cause adverse health effects, depending on the type and amount of chemical and the length of exposure.

Tetra Tech on behalf of EPA seeks your voluntary cooperation to allow us to collect samples from these properties to further assess for the presence of PCE and degradation products in vapor phase. Tetra Tech will use passive soil gas (PSG) sampling technology at up to four locations (see Figures 2-5) on the sidewalks or adjacent street Right-of-Ways (ROWs). Locations are subject to off-set if presence of buried utilities are present. PSG sampling is a minimally invasive technology that involves the drilling of an up to two-inch diameter hole into the ground surface to a depth of three feet below ground surface. The PSG samplers are then placed into the subsurface for up to 14 days. After 14 days, the PSG samplers are collected and sent for laboratory analysis and any ground disturbance related to the sampling is restored using concrete patch or other applicable finishing material. EPA will provide the residents/businesses a copy of analytical results for samples collected from the respective properties.

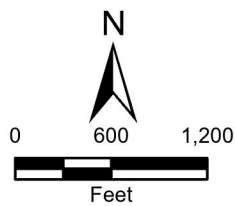
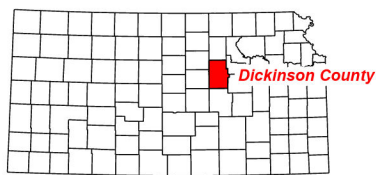
If you have any questions, please contact me at 816-412-1755 or email me at [Don.neal@tetrattech.com](mailto:Don.neal@tetrattech.com). You may also contact EPA's Site Assessment Manager Matthew Smith (913-551-7527, [smith.matthew.d@epa.gov](mailto:smith.matthew.d@epa.gov)) for additional information.

Sincerely,

Don Neal  
Tetra Tech Project Manager



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Pre-CERCLA Screening of Dry Cleaner Sites  
Abilene, Kansas

**Figure 1**  
Site Location Map







404 N Broadway St.  
(1958-1972)

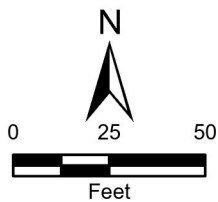
N Cedar St.

N Broadway St.

NW 4th St

**Legend**

-  Former Dry Cleaner Location
-  Proposed Passive Soil Gas Location



Pre-CERCLA Screening of Dry Cleaner Sites  
Abilene, Kansas

**Figure 2**  
Proposed Sample Location Map  
404 N Broadway St.







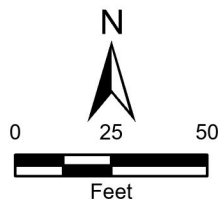
307 N Spruce St.  
(<1940-1978)

N Spruce St.

NW 3rd St.

**Legend**

-  Former Dry Cleaner Location
-  Proposed Passive Soil Gas Location



Pre-CERCLA Screening of Dry Cleaner Sites  
Abilene, Kansas



**Figure 3**  
Proposed Sample Location Map  
307 N Spruce St.

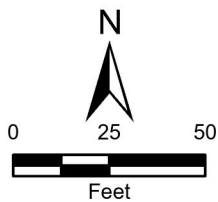


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**Legend**

-  Former Dry Cleaner Location
-  Proposed Passive Soil Gas Location

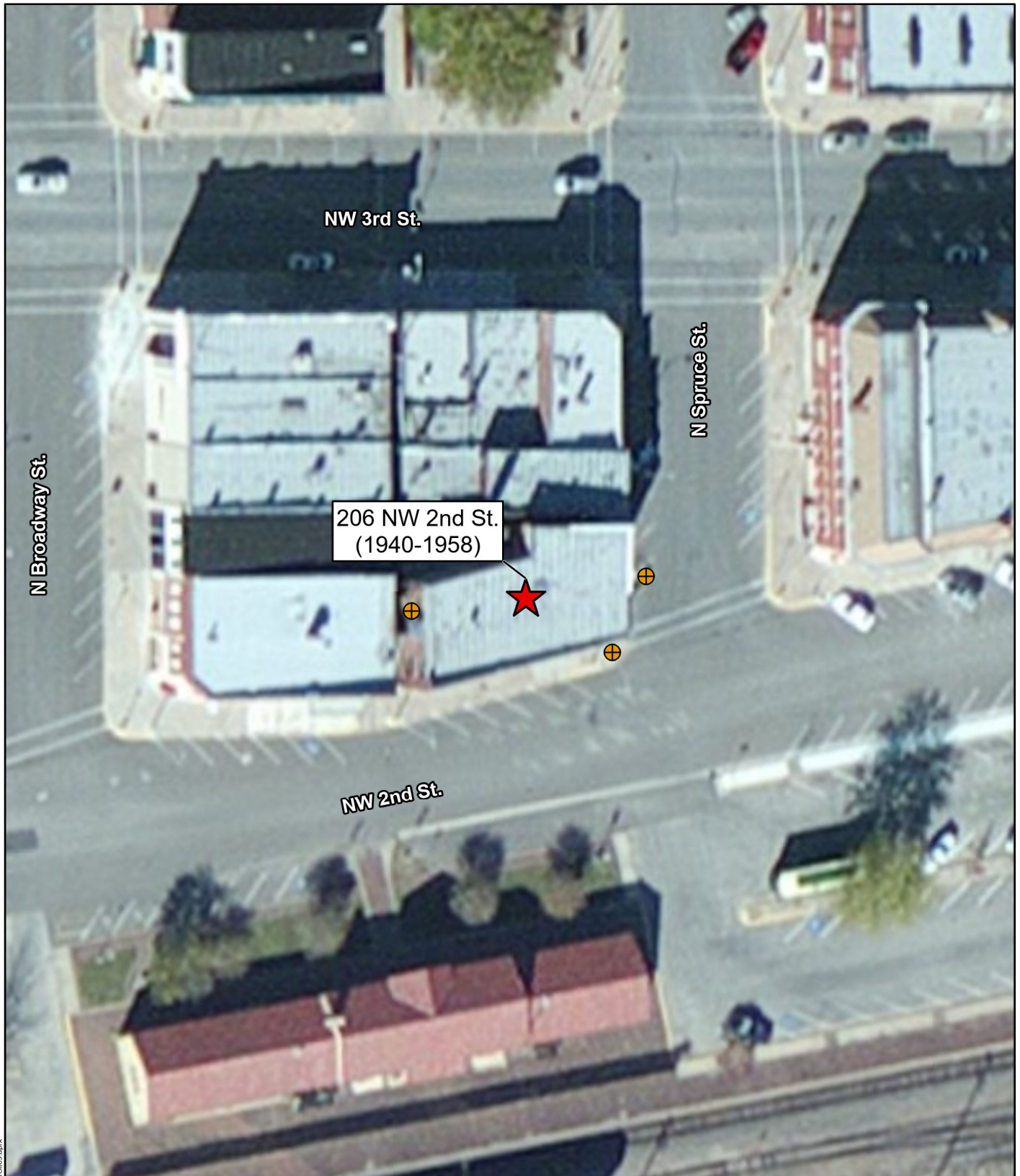


Pre-CERCLA Screening of Dry Cleaner Sites  
Abilene, Kansas



**Figure 4**  
Proposed Sample Location Map  
309 N Buckeye Ave.

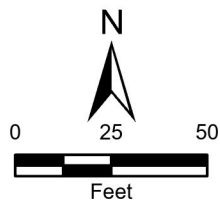


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**Legend**

-  Former Dry Cleaner Location
-  Proposed Passive Soil Gas Location



Pre-CERCLA Screening of Dry Cleaner Sites  
Abilene, Kansas

**Figure 5**  
Proposed Sample Location Map  
206 NW 2nd St.



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## Heritage Commission 2024 Summary

### Current Members and Term Expiration:

- Nanc Scholl, Chair 2027
- Nicole Beck, Vice Chair 2025
- Andrew Pankratz 2026
- Barry Arp 2026
- Mary Burtzloff 2027
- Jeff Radabaugh 2025
- Kevin Bailey 2026



### Training Opportunities:

- National Alliance of Preservation Commissions (NAPC) monthly webinars for continuing education of members and staff.
- Kari Zook, staff liaison, received a grant from the Kansas State Historic Preservation Office to attend the NAPC Forum in West Palm Beach, FL.

### National Preservation Month:

- The commission purchased a new banner that was hung over NW 3<sup>rd</sup> St during the month of May to recognize National Preservation Month.



### Administrative Review Permit Approvals:

- Building permit (3)
  - Roof permit (2)
  - Sign permit (1)
  - Electrical permit (2)
  - Plumbing permit (2)
  - Mechanical permit (1)
  - Right-of-Way permit (1)
-