

**CITY OF ABILENE
HERITAGE COMMISSION
AGENDA**

April 17, 2025, at 4:00 p.m.
Abilene Public Library
209 NW 4th St.
Abilene, KS 67410

Agenda Item
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 – March 20, 2025
Business
5. Kansas Preservation Conference May 7-9, 2025
6. Administrative Review permit approvals: <ul style="list-style-type: none">• 315 N Broadway St – plumbing, mechanical, electrical permit• 105 NE 4th St – sign permit
7. Comments
8. Adjournment

**CITY OF ABILENE
HERITAGE COMMISSION
MEETING MINUTES**

**March 20, 2025, at 4:00 p.m.
Abilene Public Library
209 NW 4th St. Abilene, KS 67410**

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

Members Absent: Jeff Radabaugh

Staff Present: Community Development Director Kari Zook, Administrative Assistant Kellie Olson

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 Bailey. Motion carried unanimously 6-0.

Approval of the Meeting Minutes – February 20, 2025

Burtzloff moved to approve the minutes as written, seconded by Bailey. Motion carried unanimously 6-0.

Business

Kansas Preservation Conference May 7-9, 2025 in Topeka, KS

- Details regarding the conference were previously emailed to members and discussed at today's meeting. Kari Zook and Nanc Scholl have submitted their anticipated travel expenditures to SHPO and have been approved to receive reimbursement upon completion of the conference. The MOU has been signed and returned to the Kansas State Historic Preservation Office. Burtzloff and Beck indicated they would like to attend the CLG training on Wednesday only. Staff will submit their registrations.
- Chair Scholl would like Abilene to be considered as a host for this conference in the near future. Abilene hosted in 2002 and 2016.
- The theme of this year's conference is Planning for the Future of Preservation, emphasizing the importance of trades, resiliency planning, and engaging the next generation of preservationists.

Heritage Commission Goals for 2025

Discussion was held regarding the commission's goals for this year and in the near future. The following ideas were shared during a brainstorming session:

- How to promote the mission for historic preservation in Abilene in a physical aspect. Perhaps identify historic city buildings and structures that need attention and improve their exterior appearance (i.e. Library, CVB, City Hall, Eisenhower Park, etc.).
- Submit features and publications highlighting historic properties and their past to the Abilene Reflector-Chronicle newspaper. References mentioned include the KansasMemory.org website, photography by Joseph Pennell, and the KU Libraries website, which has local Sanborn maps. Members will visit with

community members and revisit this topic at future meetings. Jeffcoat Museum has an abundance of photos and history of Abilene sites we could utilize for this project.

- Host historic home repair training workshops for property owners.

National Preservation Month – May

- The CVB has reserved the banner to be displayed over NW 3rd St after the conclusion of Antique Fest on May 10.
- Discussion was held regarding the Heritage Commission contributing a financial donation to the Dickinson County Historical Society preservation workshop event on May 3, 2025. Arp would personally like to contribute the \$200 request for advertising expenses from his business, Gun Junction.
- The event on May 3 is in need of speakers. Staff recommended they reach out to local business owners who have recently rehabilitated historic properties: Trevor Witt with Rackets Taphouse, Jason Barth with Abilene Dental Arts, Andy Gilmore with Garfield Senior Living/CVB general contractor.

Administrative Review permit approvals:

- 303 N Broadway St – building, plumbing, electrical permit
- 209 NW 4th St – fence permit

Comments - None

Adjournment

Beck made a motion to adjourn at 4:33 p.m., seconded by Arp. Motion carried unanimously 6-0.

Minutes Approved,

Nanc Scholl, Chair
Nicole Beck, Vice Chair
Heritage Commission

Attest:

Kari Zook
Community Development Director

Permit # **2025-039**
(Assigned by City of Abilene)



All permits are subject to a 3-14 business day review period.

Please submit this form to:
Community Development
419 N Broadway
Abilene, KS 67410
785-263-2355

kolson@abilenecityhall.com

Application for Commercial Building Permit: New Builds, Additions, and Alterations

All permits are subject to a 3-14 business day review period. Work shall not commence until an approved permit has been issued.

Building permits will not be approved if any code violations are present on the property.

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

Class of Work: <input type="checkbox"/> New Build <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Alterations	Permits to include: (Check all that apply) <input checked="" type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Mechanical <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Roofing <input type="checkbox"/> Sidewalk <input type="checkbox"/> Driveway/Curb Cut	District Type: (Check all that apply) <input checked="" type="checkbox"/> Historic District <input type="checkbox"/> Floodplain
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Project Site Address: 315 N. Broadway Abilene KS 67410

Property Owner: The Broadway LLC

Property Owner Phone/E-mail: info@blueprintprop.com

General Contractor/Engineer: Real Estate Partner LLC (Christopher Becker)

General Contract Phone/E-mail: 816-419-1165

Describe Work: Electrical Meter Split, Plumbing for Bathroom and Kitchenette, Installed Mini-split

Value of Work: \$ 15,000

Call 1-800-DIG-SAFE (Required before digging begins)

Site Plan attached: Required

See the 'Site and Building Plan Requirements' guide for requirements.

Building Plans Attached: Required

See the 'Site and Building Plan Requirements' guide for requirements.

Builder Declaration: (List Contractors)

Electrical, Plumbing, Mechanical, and Roofing Contractors must be licensed in the City of Abilene

Electrical: SK Electric

Plumbing: Denny's Plumbing

Mechanical: Smith Heating and Cooling

Roofing: _____

Driveway/Curb Cut/Sidewalk: _____

Measurements: (As applicable to the project)

Living Area: _____ Garage Sq. Ft.: _____

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

Stories/Height: _____ Land Area: _____

Coverage %: _____

Occupant Class: _____ Occupant Load: _____

ICC Building Type: _____ Use of Building: _____

Work Sheet
(to be completed by staff)

Building
 Base Fee \$25
 Each Additional \$1,000 x \$3.50 = \$ _____
 Additional Inspections \$25

Electrical
 Base Fee \$25

Mechanical
 Base Fee \$25

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

Roofing
 Base Fee \$25

Driveway/ Curb Cut
 Base Fee \$25

Sidewalk
 N/A – Cost Share may be available.

Total Permit Fee: \$ 75 x 2 = \$150

Payments are due at the time of application submission.
Payments made by credit or debit card are subject to a \$3.95 processing fee.
All payments are non-refundable.

Work commenced without permit. Per 2-201A, Section 109.4: Amendments to the IBC, a double permit fee is being imposed.

I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted building codes relating to construction. I acknowledge that the City is not responsible for covenants, easements, or right-of-way related to this application. I understand that I may contact the Register of Deeds office at 785-263-3774 for such information.

I acknowledge receipt of the 'Site/Building Plan requirements' and 'Required Inspections' handouts and agree to comply with all inspection requirements outlined. City Code may be reviewed at www.abileneks.citycode.net or the Community Development Department.

Name Printed: Christopher Becker

Signature:

Date: 3-7-2024

Builder/Contractor Agent for Contractor Owner Agent for Owner

Permit # 2024-353-2
 (REVISED from 2024-353-1)



Please submit this form to:
 Community Development
 419 N Broadway
 Abilene, KS 67410
 785-263-2355
kolson@abilenecityhall.com

APPLICATION FOR SIGN PERMIT

Please use one permit application for each type of sign (e.g., wall sign, monument sign, etc.). If you are installing more than one sign of the same type, you may include up to five of that sign type on a single form, with the details for each sign provided in the corresponding sections.

Minimum Permit Fee is \$25.00 up to 25 sq. ft. of total square footage of all signs on this application and \$.20 per sq. ft. thereafter.
 Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a 3.75% processing fee, with a minimum fee of \$2.50. All payments are non-refundable.

Address of Sign Location: 105 NE. 4th (The Donut Palace)

District Type: (Check all that apply)
 Residential Commercial Industrial Historic District

Property Owner: _____ Address: _____

Property Owner Phone #: _____ E-mail: _____

Contractor: Gleason and Son Signs - 2440 N. 9th Street, Salina, KS 67401

Contractor Phone #: 785-823-8615 Email: sales@gleasonandsonsigns@gmail.com

Type of Sign: **Select only one. For each additional sign type, a separate application is required.**

Awning/Canopy/Marquee Ground Pole Projecting Wall Roof Electronic Message Center (EMC)

Other (Describe) _____

SIGN 1 DETAILS

Size of Sign: Width 4' Length 5' Depth 14"

Total Area of proposed sign (sq. ft.) 20' Total Area of Existing Signs (sq. ft.) N/A new sign

Distance sign projects from wall: N/A Height between grade line and bottom of sign: 20'

Width of right-of-way from back of curb to building: 45'

Of what material is sign constructed? Aluminum extrusion frame w/retiners white lexan faces w/digitally printed overlays.

Footings & Base Information for free standing sign: Set 6.625" x 15' steel pole painted black. Drill through plate to epoxy (4) 3/4 X 2-3' steel rods foundation & set pole & weld sign to pole.

How is sign secured? Secure to anchor plate, 3/4" steel althread, epoxy and drilled in concrete, x 2/3" long steel rods.

Is sign illuminated? If yes, how? NO

Does sign obstruct any window or exit? No

SIGN 2 DETAILS

Size of Sign: Width _____ Length _____ Depth _____

Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____

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

Of what material is sign constructed? _____

Footings & Base Information for free standing sign: _____

How is sign secured? _____

Is sign illuminated? If yes, how? _____

Does sign obstruct any window or exit? _____

All applicants must sign on page 2 of this application, even if applying for fewer than 5 signs.

SIGN 3 DETAILS

Size of Sign: Width _____ Length _____ Depth _____
Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____
Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____
Width of right-of-way from back of curb to building: _____
Of what material is sign constructed? _____
Footings & Base Information for free standing sign: _____
How is sign secured? _____
Is sign illuminated? If yes, how? _____
Does sign obstruct any window or exit? _____

SIGN 4 DETAILS

Size of Sign: Width _____ Length _____ Depth _____
Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____
Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____
Width of right-of-way from back of curb to building: _____
Of what material is sign constructed? _____
Footings & Base Information for free standing sign: _____
How is sign secured? _____
Is sign illuminated? If yes, how? _____
Does sign obstruct any window or exit? _____

SIGN 5 DETAILS

Size of Sign: Width _____ Length _____ Depth _____
Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____
Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____
Width of right-of-way from back of curb to building: _____
Of what material is sign constructed? _____
Footings & Base Information for free standing sign: _____
How is sign secured? _____
Is sign illuminated? If yes, how? _____
Does sign obstruct any window or exit? _____

This is to certify that I agree that the provisions of the zoning ordinance, Article 27, will be complied with whether the same are specified herein or not.

I acknowledge receipt of the 'Site Plan and Specifications' and 'Inspection Requirements' handouts and agree to comply with all inspection requirements outlined. All permits are subject to a 3-7 business day review period. Work may not commence until an approved permit has been issued.

Applicant Name: Pennie Randall (Gleason & Son Signs)

Applicant Signature: Pennie Randall

Date: 3/26/25

Contractor Agent for Contractor Owner Agent for Owner

Applicant Copy

Site Plan and Specification Requirements

Sign Permits

► Site Plan and Rendering Requirements

The site plan should clearly show the layout of the property and proposed signs. It must include:

- **Property Boundaries**
 - Show the proposed location of the sign in relation to property boundaries, buildings, public rights-of-way, and any other existing signs on the property.
 - Include measurements for setback distances from streets, sidewalks, and other structures.
- **Elevation Drawings**
 - Provide detailed elevation views showing the sign's height, width, depth, and overall dimensions.
 - For wall-mounted signs, indicate mounting height from ground level.
- **Structural Details**
 - For ground-installed signs (e.g., pole signs), include footing and foundation specifications.
 - Specify materials, sizes, and types of support structures to ensure stability and compliance with safety standards.
- **Electrical Plans** (if applicable)
 - For illuminated or digital signs, provide electrical plans showing wiring, conduit, and disconnects as well as power sources.
- **Sign Specifications**
 - Include renderings or specifications detailing colors, materials, messaging, lettering, logos, and any other design elements.
 - Specify dimensions for all parts of the sign, including frames and any attached components.

► Additional Instructions

- Ensure all required elements are visible and accurately dimensioned to avoid delays in processing.
- For questions or assistance, contact the Community Development Department.
- Any changes made after permit approval must be submitted for re-approval before construction continues.



Community Development Department
City Inspector: Travis Steerman
419 N Broadway
Abilene, KS 67410
785-263-2355
kolson@abilenecityhall.com

Applicant Copy

Inspection Requirements

Sign Permits

For all sign installations, the following inspections are required. It is the responsibility of the permit holder to schedule these inspections as outlined below.

► Foundation and Footing Inspection

Required for ground-installed signs only (e.g., pole signs).

- This inspection must be completed after excavation and placement of footings, but before pouring concrete or setting the structure.
- Ensure that all work is accessible and visible for inspection.
- Work should not proceed to the next phase of installation until each required inspection has been completed and approved.

► Final Inspection

Required for all sign installations (both ground-installed and wall-mounted).

- This inspection verifies the completed installation, ensuring compliance with city code and safety standards.

Additional inspections may be required based on project specifics. The permit holder will be notified if further inspections are necessary.

City code may be reviewed at www.abileneks.citycode.net or at the Community Development Department.

Schedule Inspections:

Call 785-263-2355 or 785-200-0541



5 ft

4 ft

DONUT PALACE
-Espresso Coffee
-Boba Tea Fruit Tea

14in

15ft