

**CITY OF ABILENE  
HERITAGE COMMISSION  
AGENDA**

August 21, 2025, at 4:00 p.m.  
Abilene Public Library – Jordan Room  
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 – May 15, 2025
<b>Business</b>
5. Administrative Review permit approvals: <ul style="list-style-type: none"><li>• 407 N Vine – roof permit</li><li>• 414 N Vine – roof permit</li><li>• 1204 N Buckeye – roof permit</li><li>• 105 N Cedar – fence permit</li></ul>
6. Comments
7. Adjournment

**CITY OF ABILENE  
HERITAGE COMMISSION  
MEETING MINUTES**

**May 15, 2025, at 4:00 p.m.  
Abilene Public Library – Jordan Room  
209 NW 4<sup>th</sup> 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

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**Call to Order**

The meeting was called to order by Chair Scholl at 4:04 p.m.

**Approval of Agenda**

Beck moved to approve the agenda with the addition of the building permit for 400 N Poplar St (CKFF) under the Administrative Review permit approvals, seconded by Pankratz. Motion carried unanimously 6-0.

**Approval of the Meeting Minutes –April 17, 2025**

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

**Business**

**Kansas Preservation Conference 2025 Recap**

- Staff and commission members in attendance at the conference discussed the takeaways they learned and how the commission can move forward with its goals and objectives.
- Discussion regarding future goals included history mapping and design guidelines for both downtown and residential historic districts.
- CAMP presentation slides will be distributed to the commission upon receipt from SHPO. The reimbursement request for conference expenses has been submitted. NAPC is providing a one-year membership to all CAMP attendees.

**Administrative Review permit approvals:**

- 109 NW 3<sup>rd</sup> St – roof permit
- 400 N Poplar St (CKFF) – building permit

**Comments**

The Historic Preservation Month banner has been hung over NW 3<sup>rd</sup> St for the month of May.

**Adjournment**

Bailey made a motion to adjourn at 4:37 p.m., seconded by Arp. Motion carried unanimously 6-0.

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

All permits are subject to a 3-7 business day review period.

Permit # 2025-139  
(Assigned by City of Abilene)



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

### APPLICATION FOR ROOF PERMIT

All permits are subject to a 3-7 business day review. Work shall not commence until an approved permit has been issued. Permits will not be approved if any code violations are present on the property.

<b>Project Site Address:</b> <u>401 N. Vine</u>	<b>District Type:</b> (Check all that apply)
<b>Property Owner:</b> <u>William Short</u>	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial
	<input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Historic District
<b>Permit Fee: \$25.00</b> <i>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 \$3.95 processing fee. All payments are non-refundable.</i>	
<b>Roof Contractor:</b> <u>Eaton Roofing &amp; Exteriors</u>	<b>Phone:</b> <u>(316)943-0600</u>
<b>State Registration Certificate #:</b> <u>19-007451</u>	
<b>Type of roof:</b> (pitched, flat) <u>Pitched</u>	
<b>Existing roof materials:</b> <u>comp.</u>	
<b>Number of layers of existing covering:</b> <u>1</u>	
<b>Does the existing roof include wood shingles:</b> <u>NO</u>	
<b>Describe new roof materials:</b> <u>comp- Certain Teed Climak Flex</u>	
<b>Describe sheathing material:</b> <u>OSB</u>	
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.	

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. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.

I acknowledge receipt of the 'Specifications and Inspections' handout and agree to comply with all inspection requirements outlined.

**Name Printed:** Betty Moreno

**Signature:** Betty Moreno      **Date:** 5/21/2025

Builder/Contractor     Agent for Contractor     Owner     Agent for Owner

Permit # **2025-335**

(Assigned by City of Abilene)



### APPLICATION FOR ROOF PERMIT

All permits are subject to a 3-7 business day review. Work shall not commence until an approved permit has been issued. Permits will not be approved if any code violations are present on the property.

<b>Project Site Address:</b> <u>414 North Vine Street</u>	<b>District Type:</b> (Check all that apply)
<b>Property Owner:</b> <u>Douglas Kugler</u>	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial
	<input type="checkbox"/> Industrial <input type="checkbox"/> Historic District

**Permit Fee: \$25.00**  
*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 \$3.95 processing fee. All payments are non-refundable.*

Roof Contractor: McGee Roofing Phone: 785-632-6357

State Registration Certificate #: 13-116282

Type of roof: (pitched, flat) pitched

Existing roof materials: 1

Number of layers of existing covering: 1

Does the existing roof include wood shingles: NO

Describe new roof materials: Tamko Heritage

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.

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. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.

I acknowledge receipt of the 'Specifications and Inspections' handout and agree to comply with all inspection requirements outlined.

Name Printed: Chanvey West

Signature: Chanvey West

Date: 7-15-2025

Builder/Contractor     Agent for Contractor     Owner     Agent for Owner

Permit # 2025-359

(Assigned by City of Abilene)

**PAID**

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VISA 3730



All permits are subject to a 3-7 business day review period.

Please submit this form to:

Community Development

419 N Broadway

Abilene, KS 67410

785-263-2355

[kolson@abilenecityhall.com](mailto:kolson@abilenecityhall.com)

### APPLICATION FOR ROOF PERMIT

All permits are subject to a 3-7 business day review. Work shall not commence until an approved permit has been issued.

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

<b>Project Site Address:</b> <u>1204 N. Buckley</u>	<b>District Type:</b> (Check all that apply)
<b>Property Owner:</b> <u>Laura Matincik</u>	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial
	<input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Historic District

**Permit Fee: \$25.00**  
*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 \$3.95 processing fee. All payments are non-refundable.*

Roof Contractor: Laron McDonald Phone: 479-1759

State Registration Certificate #: 22-009852

Type of roof: (pitched, flat) Flat

Existing roof materials: TPO

Number of layers of existing covering: 1

Does the existing roof include wood shingles: no

Describe new roof materials: TPO

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.

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. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.

I acknowledge receipt of the 'Specifications and Inspections' handout and agree to comply with all inspection requirements outlined.

Name Printed: Mark Laban

Signature: [Signature] Date: 7-28-25

Builder/Contractor     Agent for Contractor     Owner     Agent for Owner

Permit # **2025-380**  
(Assigned by City of Abilene)



All permits are subject to a 3-7 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 FENCE PERMIT

Work shall not commence until an approved permit has been issued. Permits will not be approved if any code violations are present on the property.

<b>Project Site Address:</b> <u>105 N Cedar</u>	<b>District Type:</b> (Check all that apply)
<b>Property Owner:</b> <u>Nate McNeil</u>	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial
	<input type="checkbox"/> Floodplain <input checked="" type="checkbox"/> Historic District
<b>Permit Fee: \$25.00</b> <i>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 \$3.95 processing fee. All payments are non-refundable.</i>	
<b>1-800-DIG-SAFE has been contacted:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Will the fence encroach on any easement: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: Type of Easement: _____	
Purpose of Fence: _____	
Material of Fence: <u>Chainlink</u>	
Height of Fence: <u>1ft</u> Distance from Property Line: <u>Right on</u>	
<b>Site Plan (Required)</b> Please provide an aerial image of your property. You may obtain an aerial image from the Community Development Department or access one from the Dickinson County Parcel Map at <a href="https://www.dkcooks.gov/gis">https://www.dkcooks.gov/gis</a> . This aerial image should outline your entire property and include any existing buildings and fences.  <b>On the aerial image, please include the following site plan requirements:</b> <ul style="list-style-type: none"><li>• <b>Property outline:</b> Ensure the image includes the entire property boundary.</li><li>• <b>Existing features:</b> Clearly mark the locations of all existing buildings and fences.</li><li>• <b>Proposed fence details:</b> Show the location of the new fence and include:<ul style="list-style-type: none"><li>○ Distance from property lines.</li><li>○ Distance from any buildings or structures.</li><li>○ Dimensions of the new fence (height, length, etc.).</li></ul></li></ul>	

Applicant Name: Rachel McNeil  
Address: 105 N Cedar, Abilene KS 67410  
Phone: 785.280.0908 Email: \_\_\_\_\_  
Fence Contractor: Big Red  
Address: 2769 Indy Rd, Abilene KS 67410  
Phone: 785.200.0282 Email: \_\_\_\_\_

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. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.

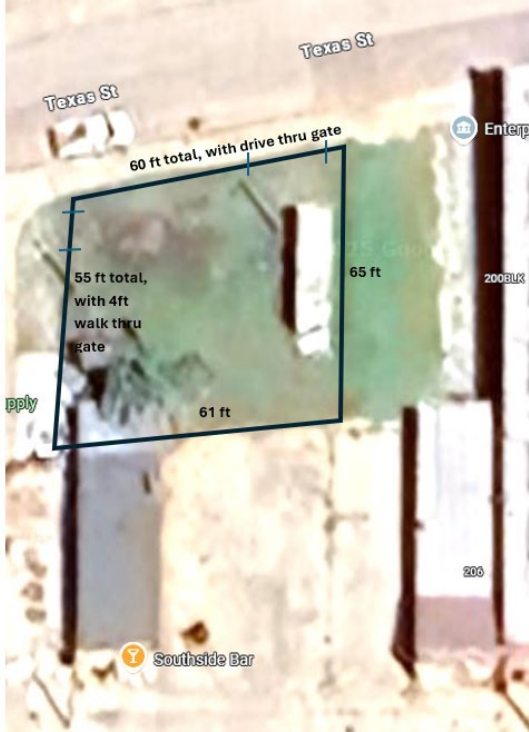
I acknowledge receipt of the 'Specifications and Inspections' handout and agree to comply with all inspection requirements outlined.

Name Printed: Rachel McNeil  
Signature: Rachel McNeil Date: 8/1/25

**From:** [Rachel McKee](#)  
**To:** [Kellie Olson](#)  
**Subject:** Fence permit  
**Date:** Friday, August 1, 2025 3:23:03 PM  
**Attachments:** [image.png](#)  
[image.png](#)  
[Fence permit.pdf](#)

Hi Kellie,

Attached is our fence permit. Please let me know if you need additional information!



Rachel McKee  
Admin. Asst. | CSR | Accountant  
McKee's Pool Supply | McKee's Inc.

■ 785-263-3747  
■ [mckeesswimmingpools@outlook.com](mailto:mckeesswimmingpools@outlook.com)  
■ [www.mckeesswimmingpools.com](http://www.mckeesswimmingpools.com)  
■ 105 N Cedar, Abilene KS 67410