

**CITY OF ABILENE HERITAGE COMMISSION
MEETING AGENDA
ABILENE PUBLIC LIBRARY - JORDAN ROOM, 209 NW FOURTH STREET
APRIL 16, 2026 - 4:00 PM**

- 1. Call to Order**
- 2. Roll Call: Chair Scholl, Vice Chair Beck, Burtzloff, Bailey, Pankratz, Arp, Radabaugh**
- 3. Approval of Agenda**
- 4. Approval of Meeting Minutes**
 - a. January 15, 2026
- 5. Unfinished Business**
 - a. [National Preservation Month](#) - May 2026
 - b. [Kansas Historic Preservation Conference](#) - The Sky is the Limit - October 8-9, 2026
 - c. Administrative Review permit approvals:
 - 105 NW 3rd St - electrical and roof permit
 - 312 N Vine - roof permit
 - 210 NW 4th St - building and sign permit
 - 101 NW 3rd St - roof permit
 - 205 N Broadway St - roof permit
- 6. Comments and Staff Updates**
 - a. Marysville staff will visit on April 29, 2026, in the Jordan Room, to discuss historic districts and code enforcement.
- 7. Adjournment**

**CITY OF ABILENE
HERITAGE COMMISSION
MEETING MINUTES**

**January 15, 2026, at 4:00 p.m.
Abilene Public Library – Jordan Room
209 NW 4th St. Abilene, KS 67410**

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

Members Absent: Jeff Radabaugh, Barry Arp

Staff Present: Community Development Director Kari Zook

Call to Order

The meeting was called to order at 4:02 p.m.

Approval of Agenda

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

Approval of the Meeting Minutes – October 16, 2025

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

Business

Annual selection of Chair and Vice Chair

Motion by Beck to elect Scholl as Chair, Beck as Vice Chair, seconded by Pankratz. Motion carried unanimously 5-0.

Administrative Review permit approvals:

- 105 NW 3rd St – ROW permit
- 307 N Cedar – mechanical permit
- 312 N Buckeye – plumbing permit
- 702 N Cedar St – roof permit

Comments

- 2026 Heritage Commission budget is \$1,000. With Preservation Month in May, we could utilize some funds for that event. When the 2026 State Preservation Conference details are announced, staff will send out the information, and some funds can assist with sending commissioners to the conference.
- Beck presented details from the preservation event that was held on November 15, 2025, at the Heritage Center. There were three speakers and a panel of five community members present. The biennial event was held in the center's new addition, with 48 people in attendance.

Adjournment

Beck made a motion to adjourn at 4:12 p.m., seconded by Bailey. Motion carried unanimously 5-0.

Minutes Approved,

Heritage Commission

Attest:

Kari Zook
Community Development Director

Permit # 2026-075
(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.

Project Site Address: <u>105 NW 3rd St</u>	District Type: (Check all that apply)
Property Owner: <u>Scott Patterson</u>	<input type="checkbox"/> Residential <input checked="" 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 LLC Phone: 785-632-6357

State Registration Certificate #: 13-116282

Type of roof: (pitched, flat) Pitched & Flat

Existing roof materials: Shingle & TPO

Number of layers of existing covering: _____

Does the existing roof include wood shingles: NO

Describe new roof materials: Remove & Replace Shingle/shingle & TPO w/TPO

Describe sheathing material: Shingle w/plywood & TPO w/Fiberboard

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: Tobie Gotchall

Signature: Tobie Gotchall

Date: 4-2-2026

Builder/Contractor Agent for Contractor Owner Agent for Owner

Office Use Only

Permit # 2026-053-1

Permit Fee: \$ 25.00



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 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 \$3.95 processing fee. All payments are non-refundable.

Address of Sign Location: 210 NW 4th Street, Abilene KS 67410

District Type: (Check all that apply)

Residential Commercial Industrial Historic District

Property Owner: Hanna Nagely Address: _____

Property Owner Phone #: 785-263-5209 E-mail: hannanagelyrealtor@gmail.com

Contractor: Erik Anderson

Contractor Phone #: 785-263-5851 Email: hannanagelyrealtor@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 3' Length 3' Depth _____ Sign Weight 40lbs

Total Area of proposed sign (sq. ft.) 9 sq Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: 1 ft 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? Plastic

Footings & Base Information for free standing sign: _____

How is sign secured? Bolts on Building

Is sign illuminated? If yes, how? Electrical

Does sign obstruct any window or exit? no

SIGN 2 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

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 3 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

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 _____ Sign Weight _____

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 _____ Sign Weight _____

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.

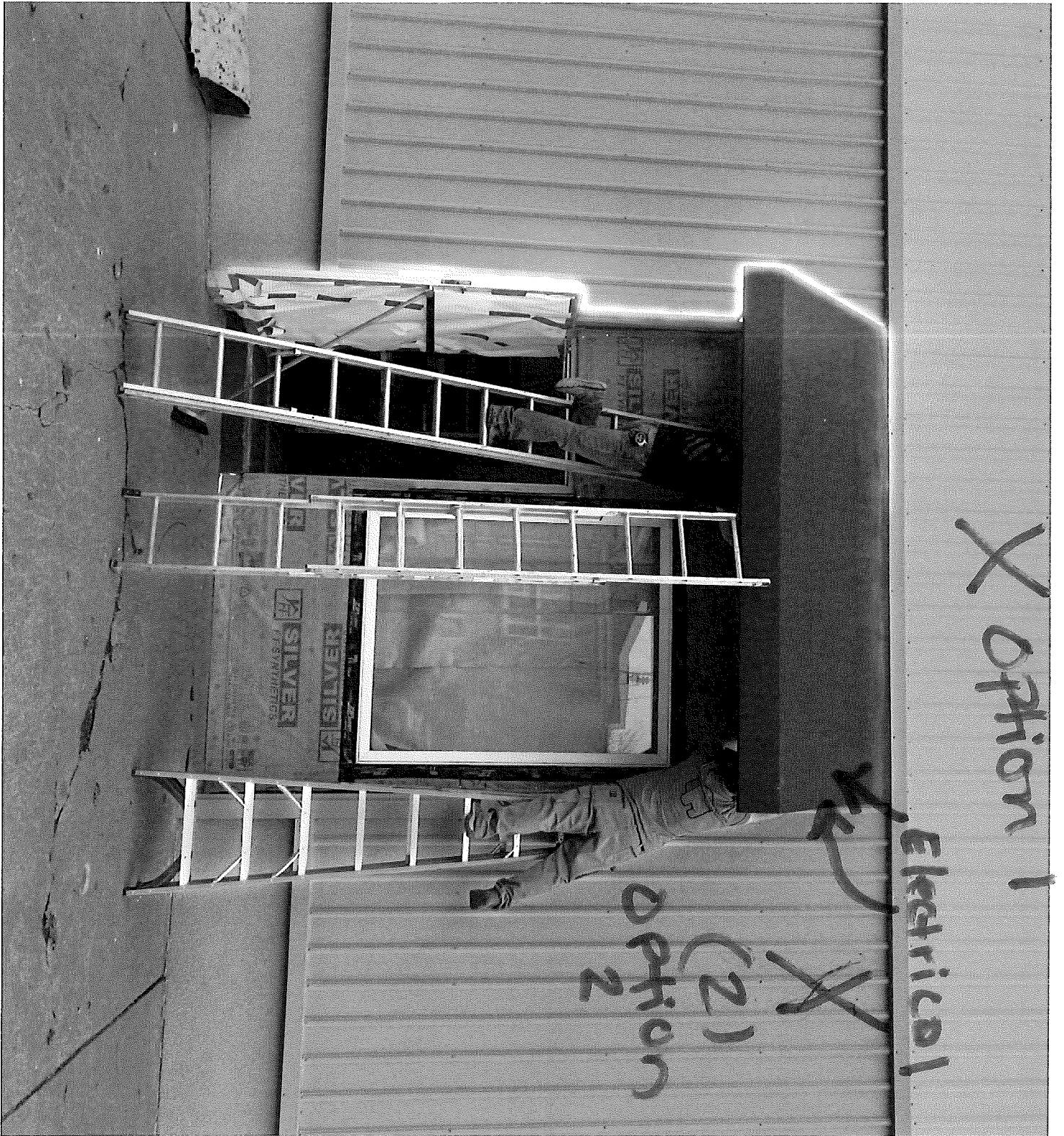
Applicant Name: Hanna Nagely

Applicant Signature: Hanna Nagely

Date: 03/22/2026

- Contractor
- Agent for Contractor
- Owner
- Agent for Owner





Option 1

Electrical

Option 2

3 x 3'
Round
6"
+ mark

Permit # _____
(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 type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Roofing <input type="checkbox"/> Sidewalk <input type="checkbox"/> Driveway/Curb Cut	District Type: (Check all that apply) <input type="checkbox"/> Historic District <input type="checkbox"/> Floodplain
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Project Site Address: 210 NW 4th St Abilene, KS

Property Owner: Heidi Anderson

Property Owner Phone/E-mail: 785-263-5209 Kansasbestrealty@gmail.com

General Contractor/Engineer: _____

General Contract Phone/E-mail: _____

Describe Work: Put in a window where there used to be a window.

Value of Work: \$ 500 5x6 Foot window

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: _____

Plumbing: _____

Mechanical: _____

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: \$ 25.00

*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.*

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 questions regarding property lines or easements should be directed to a licensed surveyor.

I acknowledge receipt of the 'Site/Building Plan requirements' and 'Required Inspections' handouts and understand that additional state and federal permits may be required prior to site work. I 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: Heidi Anderson

Signature: Heidi Anderson

Date: 3-25-26

Builder/Contractor Agent for Contractor Owner Agent for Owner

Before





3x3'
Round
6"
thick

Permit # 2020-037
(Assigned by City of Abilene)

PAID

MAR 09 2026

CV# 3856



APPLICATION FOR ROOF PERMIT

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

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.

Project Site Address: <u>312 N Vine</u>	District Type: (Check all that apply)
Property Owner: <u>Robin Black</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: KRH Construction, INC Phone: 785-200-4448

State Registration Certificate #: 19-004090

Type of roof: (pitched, flat) pitched

Existing roof materials: Asphalt 3-tab shingles

Number of layers of existing covering: 1

Does the existing roof include wood shingles: NO

Describe new roof materials: Architectural shingles

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: Kalen Howard

Signature: [Signature]

Date: 3-3-26

Builder/Contractor Agent for Contractor Owner Agent for Owner

Electrical/Plumbing/Mechanical Permit Application

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

Please submit this form to:
Community Development
419 N Broadway
785-263-2355
kolson@abilencityhall.com

Permit Applying For:
(Check all that apply)

- Electrical
- Plumbing
- Mechanical

District Type:
(Check all that apply)

- Residential
- Commercial
- Historic District
- Non-Residential
- Industrial

Project Site Address: 105 NW 3rd, Abilene KS 67410

Property Owner: Scott Patterson Trust

Property Owner Phone/E-mail: _____

Licensed Contractor(s): *(Must be licensed in the City of Abilene)*

Electrical: Koffman Electric Service Phone #: 785-263-3401

Plumbing: _____ Phone #: _____

Mechanical: _____ Phone #: _____

Description of work:

New electrical service and complete rewire of main level
Patterson Pharmacy

Permit Fees:

Electrical

Base Fee \$25

Plumbing

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

Mechanical

Base Fee \$25

Total Permit Fee: \$ 2500 **Send Invoice**

I certify that I have read this application and state that the above information is correct and that I, as owner or contractor, agree to comply with all City of Abilene adopted codes related to the above project. I acknowledge that city is not responsible for covenants, easements, or right-of-way related to the property listed above.

Name Printed: Alysa Urbanek Date: 1/14/2026

Signature: Alysa Urbanek

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

Permit # 2026-078
(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 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.

Project Site Address: <u>205 N Broadway Abilene KS</u>	District Type: (Check all that apply)
Property Owner: <u>Jill Lang</u>	<input type="checkbox"/> Residential <input checked="" 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: Bill's Roofing LLC Phone: (785) 614-1864

State Registration Certificate #: 20-002849

Type of roof: (pitched, flat) Flat

Existing roof materials: Roller Roofing Modified Bitumen

Number of layers of existing covering: N/A

Does the existing roof include wood shingles: N/A

Describe new roof materials: Coating

Describe sheathing material: N/A

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: Guillermo Castillo

Signature: [Handwritten Signature]

Date: 4-3-2026

Builder/Contractor Agent for Contractor Owner Agent for Owner

Applicant Copy

Specifications and Inspections

Roof Permits

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:

- 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.
- Where the existing roof covering is wood or wood shake, slate, clay, cement, or asbestos-cement tile.
- Where the existing roof has two or more applications of any type of roof covering.

Historic District Review Requirement

- If the property is located in the historic district, all projects must undergo review by the Heritage Commission. Many minor projects may qualify for Heritage Commission Administrative Review and can be approved quickly. However, larger projects or those involving significant material changes require approval from the full Heritage Commission board. Permits for properties in the historic district will not be issued until receiving either Heritage Commission Administrative approval or full board approval, as applicable.

Required Inspections:

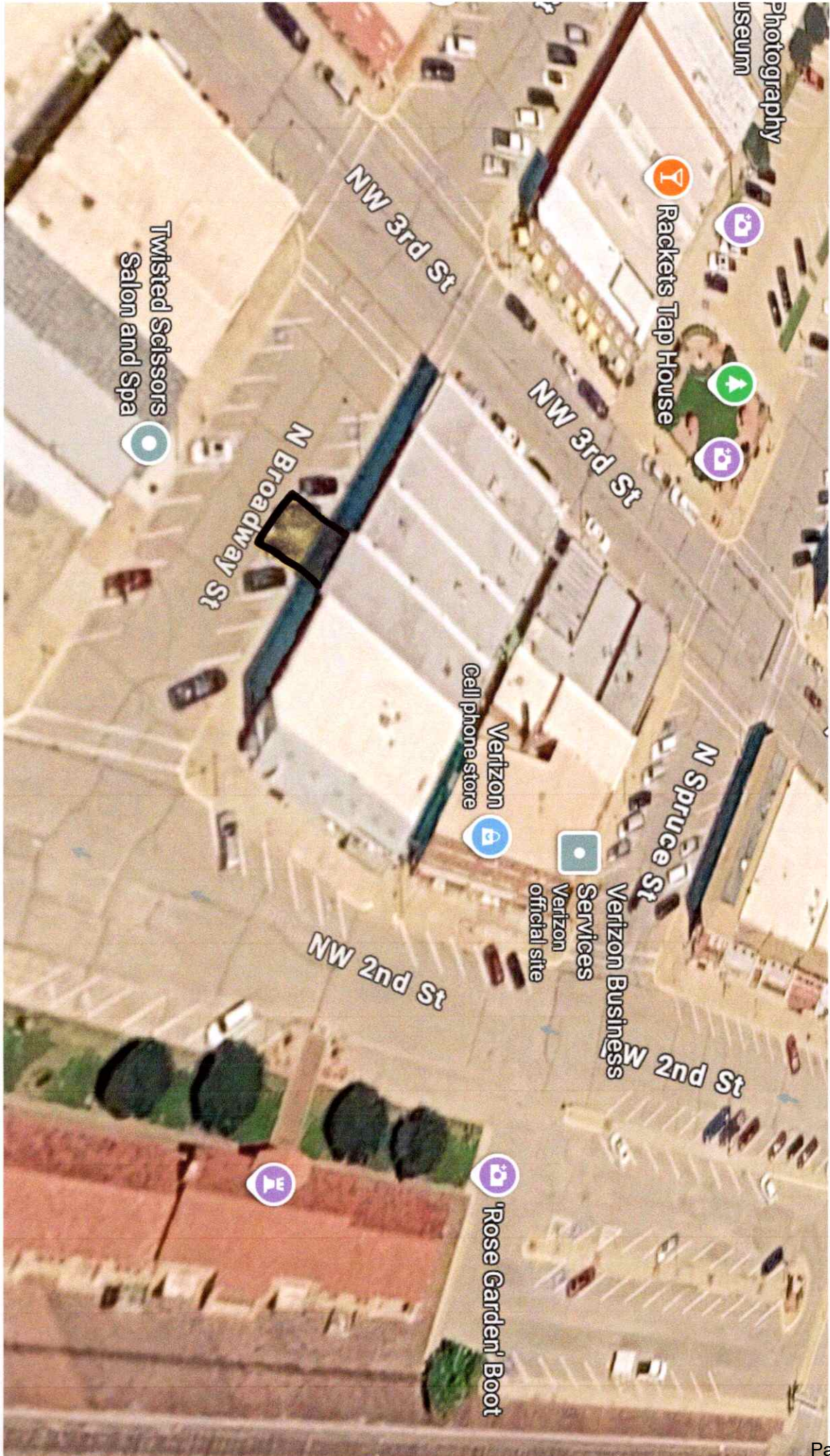
- **When:** Upon completion of the project.
- **Includes:** Verification that all materials and installation meet code requirements.

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

work zone
Safety cones



Daily Clean up at end of each business day

Permit # 2026-077
(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 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.

Project Site Address: <u>101 NW 3rd St</u>	District Type: (Check all that apply) <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Historic District
Property Owner: <u>Robert Royer</u>	
Permit Fee: \$25.00 <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>	
Roof Contractor: <u>McGee Roofing LLC</u>	Phone: <u>785-632-6357</u>
State Registration Certificate #: <u>13-116282</u>	
Type of roof: (pitched, flat) <u>Pitched & flat</u>	
Existing roof materials: <u>Shingle & TPO</u>	
Number of layers of existing covering: _____	
Does the existing roof include wood shingles: <u>NO</u>	
Describe new roof materials: <u>Remove & Replace shingle w/shingle & TPO w/TPO</u>	
Describe sheathing material: <u>shingle uses plywood & TPO fiberboard</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: Tobie Grotchall

Signature: Tobie Grotchall

Date: 4-2-2024

Builder/Contractor Agent for Contractor Owner Agent for Owner