

CITY OF ABILENE
HERITAGE COMMISSION
MEETING AGENDA

March 19, 2020 at 4:00 p.m.
Abilene Public Library – Jordan Room
209 NW 4th Street

AGENDA ITEMS
Call to Order
Approval of the Agenda
Approval of the Meeting Minutes – February 20, 2020
Business <ol style="list-style-type: none">1. Introduction of new Planning and Zoning Director2. Heritage Commission Membership3. Historic District Street Signs4. Engle House 102 Highland Drive
Comments
Adjournment

**CITY OF ABILENE
HERITAGE COMMISSION
SPECIAL MEETING MINUTES**

**February 20, 2020 at 4:00 p.m.
Abilene Public Library – Jordan Room
209 NW 4th Street**

Members Present: Duane Schrag (Chair), Brenda Finn-Bowers, Mary Burtzloff, Andrew Panteratz, and Nanc Scholl

Members Absent: Phil Hamilton (Vice-Chair), Joanne Hamilton

Staff Present: Clinton Franey, Jane Foltz

Others Present: None

Call to Order

The meeting was called to order at 4:00 p.m. by D. Schrag

Approval of the Agenda

Panteratz made a motion to approve the agenda. The motion was seconded by Finn-Bowers. The motion passed unanimously. (5-0)

Approval of the Meeting Minutes – December 19, 2019

Burtzloff made a motion to approve the minutes. The motion was seconded by Scholl. The motion passed unanimously. (5-0)

Business

1. Introduction of new Planning and Zoning Director

Clinton Franey was introduced as the new city Planning and Zoning Director and city staff liaison for the Heritage Commission.

2. National Register Workshop in Topeka, March 2, Topeka Kansas

Franey reviewed the flyer from the Kansas State Historical Society.

There was a brief discussion regarding the program and who wanted to attend. Franey will follow up and make the reservations.

Duane Schrag, Nance School, Mary Burtzloff, and Clinton Franey expressed interest in attending.

3. Kansas Historic Preservation Conference, Pittsburg Kansas, Fall 2020

Franey read the flyer and call for program committee invites to the group. The group expressed interest in attending, and will discuss potentially hosting a class.

4. City Pool, Replacement Windows

Foltz discussed the situation with the original metal windows at the city pool. The city has money left of from the library/pool renovation. The original 12 windows are in rough shape, the operating mechanisms are not functioning, the frames are warped, opening and closing is difficult, and shatter proof glass is wanted. The group discussed possible tax credits, and possible State Historical Grants for the project. Pros and cons of replacement vs. rehabilitation were discussed. The group decided a field visit was required before any decision could be made, and the talk was tabled till a later date.

5. Letter Distribution to Downtown Abilene Historical District

Franey Discussed how February, 20, 2020 the letter discussing the possible benefits that building owners have in the Downtown Historical District.

Scholl discussed she had already received a phone call from a building owner wanting her to come discuss. The feedback seemed positive.

6. Dangerous Building 413 N. 3rd

Franey discussed the process of condemning 413 N. 3rd due to it being structurally unsound. The owner has had six months to stabilize the property and has failed to do so.

7. Administrative Review Policy

Schrag brought up last months discussion on the Administrative Review Policy. He had concerns over a sign that was replaced in the Historical District and approved by staff without review from the Heritage Commission. Foltz explained staff approved the permits as it was a like to like sign replacement. Schrag asked that the board be notified of in-house permit approvals regarding historical districts. Foltz explained we need to proceed with caution in the grey area and could solicit a KOMA violation as it could be perceived that the body is making a decision outside of a public meeting.

There was discussion about different safeguards to ensure staff doesn't incorrectly use this policy. Franey discussed as time progresses and while he is new, and this is a new procedure, in time the city staff, and the Heritage Commission will develop procedures and their own guidelines and standards on issuing over the counter permits without review. Roofs, like to like replacements, no damage or alteration to original materials, and replacement of original materials were all guidelines proposed for permits to be issued over the counter without review.

Franey assured the board that all over the counter permits will be e-mailed to the Heritage Commission. Schrag asked about being able to have an Urgent Meeting regarding certain permits, as the group doesn't want to hold up the permitting process. The group decided to discuss this new policy more and make adjustments in time.

8. Residency Requirement for Heritage Commission

Schrag brought to the group discussion about the residency requirement. Foltz explained a technical contradiction in city code and the Heritage Commission by-laws. There was general discussion and when the correction is made in code it will be brought to the commission to adopt or revise.

Adjournment.

Scholl made a motion to adjourn the meeting. The motion was seconded by Burtzloff. The motion passed unanimously (5-0) and the meeting was adjourned at 5.08 p.m.

Attest:

Minutes Approved,

Clinton Franey
Director of Planning and Zoning

Duane Schrag, Chair
Phil Hamilton, Vice-Chair



Staff Report

TO: Planning Commission
FROM: Clinton Franey, Director Planning and Zoning
SUBJ: Heritage Commission Membership Requirements
DATE: March 11, 2020

BACKGROUND:

Recently there has been some concern regarding expanding the current criteria for membership on the Heritage Commission board. Below is the current verbiage regarding membership.

29-1402. Membership: The Heritage Commission shall consist of seven (7) members, all of whom must reside within the city limits, to be appointed by the City Commission. The membership of the Commission shall include, but not be limited to, one architect, one member of the real estate profession, one city planning commissioner, one representative of the Dickinson County Historical Society, one trained historian or archaeologist, if available, and other individuals that the City Commission may wish to consider.

COMMENTS:

Departmental comments: There have been none recorded at this time.

Citizen comments: There have been no comments currently.

Heritage Commission Comments: The Heritage Commission has had members in the past express interest in being on the board but have not met the criteria. The commission recommends:

1. Change the requirement to allow membership to persons who own land in the city of Abilene, instead of all of whom reside within the city limits. Preference should be made to applicants who own historical property within the city limits but is not required.
2. Allow up to two members of the council to reside within a three-mile perimeter of the city limits of Abilene to follow the Planning and Zoning Board Language which states two members shall reside outside of the City but within three miles of the City limits (25-101).



STAFF RECOMMENDATION:

Staff recommends adopting provision one of the proposed changes to the Heritage Commission Board. Citizens living outside the City limits but owning property within City limits have a vested interest in the community.

Staff recommends not adopting provision two of proposed changes to the Heritage Commission board. The requirement for the Planning Commission membership outside the city limits is due to annexation, and other land use issues within city limits, affecting property outside city lines. Historic properties should not have any affect on land use outside the City limits, and the Heritage Commission does not regulate historic properties outside of the City limits.

ACTION:

The Planning Commission may:

1. Approve the membership requirements with the findings and conditions as stated by staff;
2. Approve the membership requirements with amendments to the findings and conditions as submitted by staff;
3. Deny the membership requirements with findings; or
4. Table the permit for additional information.

All actions require stated findings by the Planning Commission. Motions may reference the findings and conditions as stated in the staff report.