

**CITY OF ABILENE
HERITAGE COMMISSION
AGENDA**

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

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 16, 2025
Business
5. Annual selection of Chair and Vice Chair
6. Administrative Review permit approvals: <ul style="list-style-type: none">• 105 NW 3rd St – ROW permit• 307 N Cedar – mechanical permit• 312 N Buckeye – plumbing permit• 702 N Cedar St – roof permit
7. Comments and Staff Updates
8. Adjournment

**CITY OF ABILENE
HERITAGE COMMISSION
MEETING MINUTES**

**October 16, 2025, at 4:00 p.m.
Abilene Public Library – Jordan Room
209 NW 4th St. Abilene, KS 67410**

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

Members Absent: Jeff Radabaugh, Barry Arp, Nanc Scholl (Chair)

Staff Present: Community Development Director Kari Zook

Call to Order

The meeting was called to order at 4:07 p.m.

Approval of Agenda

Pankratz moved to approve the agenda, seconded by Bailey. Motion carried unanimously 4-0.

Approval of the Meeting Minutes – August 21, 2025

Burtzloff moved to approve the minutes as written, seconded by Pankratz. Motion carried unanimously 4-0.

Business

Administrative Review permit approvals:

- 400 N Poplar (CKFF) – demolition permit
- 115 NW 3rd St – roof permit
- 108 NW 3rd St – roof permit
- 108/115 NW 3rd St – right-of-way permit
- 800 N Buckeye – roof permit
- 414 NW 3rd St – roof permit
- 110 NE 3rd St – sign permit
- 200 W 1st St – building permit

Comments

- City staff are currently evaluating the structure at 511A NW 2nd St (previously the Webb Home Center), now owned by the City of Abilene. As conversations occur and a plan is solidified, staff will provide updates to the Heritage Commission.
- A schedule for the November 15, 2025, Dickinson County Historical Society Preservation Program was distributed.
- The Heritage Commission budget allocation for 2026 has been reduced to \$1,000.
- Kari Zook gave an update regarding her attendance at the National Trust for Historic Preservation PastForward Conference in September.

Adjournment

Bailey made a motion to adjourn at 4:20 p.m., seconded by Burtzloff. Motion carried unanimously 4-0.

Minutes Approved,

Heritage Commission

Attest:

Kari Zook
Community Development Director

PAID

NOV 13 2025 *ok # 9225*

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: Cameron Mooney
Address: 105 NW 3rd St
City: Abilene State: KS Zip: 67410
Phone: 785-263-2229
Cellular: 785-727-0542
Emergency #: use cell

Location of Proposed Work: Patterson Healthcare Pharmacy, 105 NW 3rd Abilene, KS
Nature of Work: Total remodel, including tear down drywall, restoration from fire
Start Date: 11/14/2025
Completion Date: 11/24/2025
Lumpsum to start.

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.) Dumpster will be roped off w/ caution tape & cones

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 Community Development Department (263-2550) and/or Public Works Department (263-3510) to schedule appropriate inspections.

Signature: [Signature], PharmD Title: Pharmacy Manager
Print Name: Cameron Mooney Date: 11/13/2025
Company: Patterson Healthcare Pharmacy

(Office Use Only)

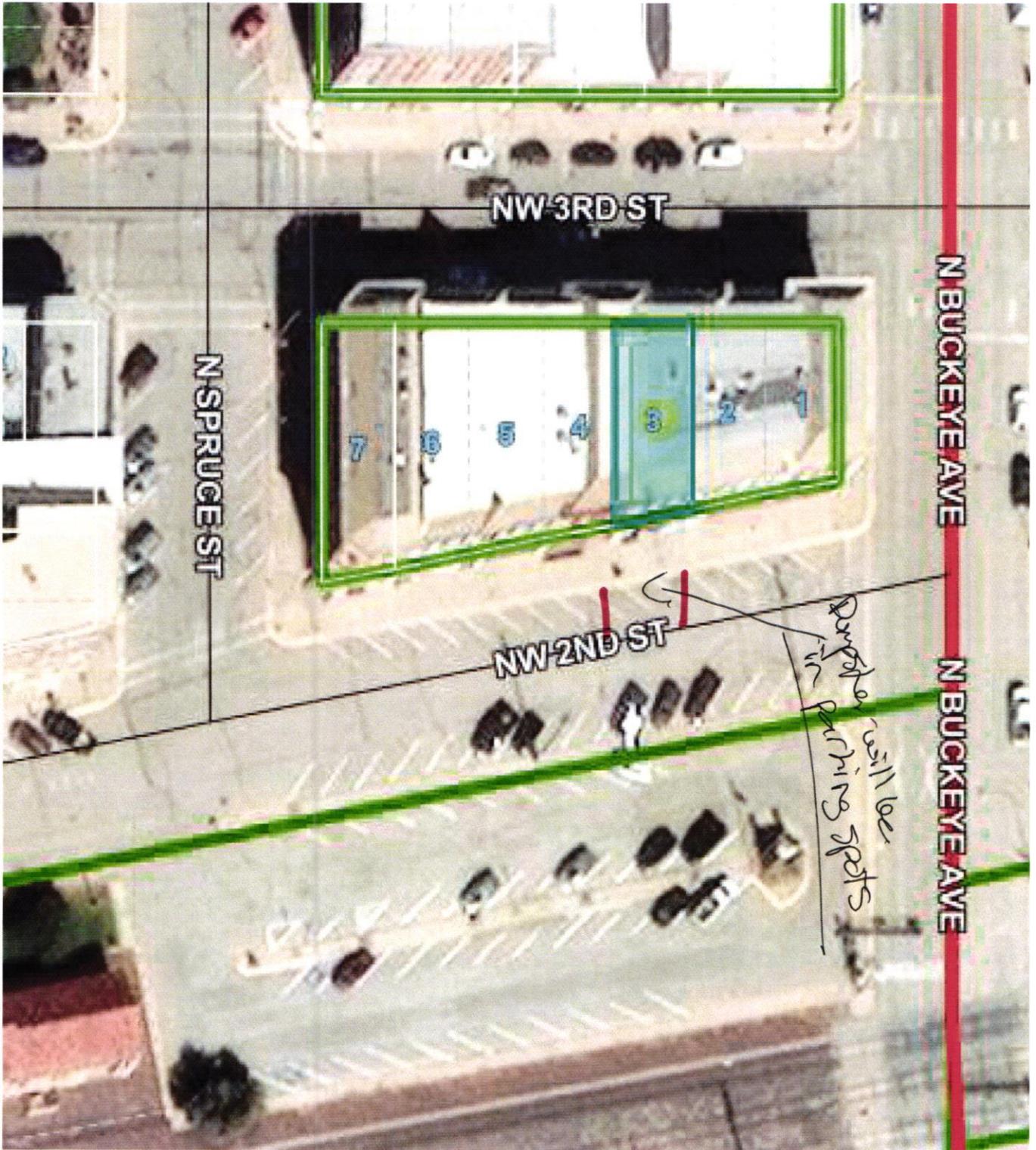
Special Conditions: _____

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 BUCKEYE AVE

N SPRUCE ST

NW 2ND ST

N BUCKEYE AVE

Dumper will be in parking spots

Permit #: 2025-670



Application for Electrical, Plumbing, and Mechanical Permit

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

Permit Applying For: <i>(Check all that apply)</i> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Mechanical	District Type: <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Historic District
--	--

Project Site Address: ~~305 1/2 N Cedar~~ 307 N Cedar - upstairs apartment

Property Owner: Joe Minick

Property Owner Phone/E-mail: 785-263-5248

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

Electrical: _____

Plumbing: _____

Mechanical: Wuthnow Htg & Air, Inc

1-800-DIG-SAFE has been contacted: YES NO

Description of work: Furnace replacement only

Permit Fees

Electrical
 Base Fee \$25

Mechanical
 Base Fee \$25

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

Total Permit Fee: \$ 25 [Send Invoice](#)

*Payments are due at the time of application submission.
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.*

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.

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 the city is not responsible for covenants, easements, or right-of-way related to the property listed above.

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

Applicant Name: Lindsay Wuthnow

Applicant Signature:

Date: 12/11/25

Builder/Contractor Agent for Contractor Owner Agent of Owner

Applicant Copy

Required Inspections

Electrical, Plumbing, Mechanical Permits

For each type of work being performed (Electrical, Mechanical, or Plumbing), the following inspections must be scheduled and completed as applicable. Failure to schedule or complete required inspections may result in delays, penalties, or the need to redo certain work. Please contact the Community Development Department to schedule your inspections.

► **Electrical Inspections:** *(Required for all new or modified)*

- **Rough-in Inspection:**
 - Inspect wiring before walls are covered.
 - Verify that cables, conduits, grounding, and bonding are installed according to code.
- **Service Inspection:** *Required when adding or upgrading service panels.*
 - Inspect service panel, grounding, and bonding for the new service or upgrade.
- **Final Electrical Inspection:**
 - Inspect outlets, switches, fixtures, and devices for proper installation.
 - Ensure all electrical work is complete and functional.

► **Mechanical Inspections:** *(Required for all new or modified projects)*

- **Duct and Vent Rough-in Inspections:**
 - Verify that ducts, vents, and related systems are installed before insulation or drywall.
- **Gas Line Pressure Test:** *Required for any new or modified gas lines.*
 - Test gas lines for leaks to ensure safety.
- **Final Mechanical Inspection:**
 - Inspect installed mechanical systems, including HVAC units, exhaust fans, or other mechanical components.

► **Plumbing Inspections:** *(Required for all new or modified projects)*

- **Underground Plumbing Inspection:**
 - Inspect plumbing located underground before it is covered.
- **Rough-in Plumbing Inspection:** *Required for all new or modified plumbing systems.*
 - Verify installation of pipes, drains, vents, and other components before walls are closed.
- **Gas Line Pressure Test:** *Required for any new or modifications.*
 - Must hold 20 lbs. for 20 minutes and must be witnessed by city inspector.
- **Final Plumbing Inspection:**
 - Inspect installed plumbing fixtures, water heaters, and other final plumbing components.
 - Ensure everything is fully operational and code compliant.

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

Permit #: 2025-657



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
785-263-2356
kolson@abilenecityhall.com

Application for Electrical, Plumbing, and Mechanical Permit

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

Permit Applying For: (Check all that apply) <input type="checkbox"/> Electrical <input checked="" type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical	District Type: (Check all that apply) <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Historic District
---	---

Project Site Address: 312 310 N. Billcree

Property Owner: Susan Roberts

Property Owner Phone: 785-263-6317

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

Electrical: _____

Plumbing: Denny's Plumbing

Mechanical: _____

Permit Fees

Electrical
 Base Fee \$25

Mechanical
 Base Fee \$25

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

Total Permit Fee: \$ 25.00 - send invoice

Payments are due at the time of application submission. 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.

1-800-DIG-SAFE has been contacted: YES NO

Description of work: Gas Pressure Test

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.

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 the city is not responsible for covenants, easements, or right-of-way related to the property listed above.

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

Applicant Name: Julie Potter Date: 11-21-25

Applicant Signature: Julie Potter Date: 11-21-25

Builder/Contractor Agent for Contractor Owner Agent of Owner