

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

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

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

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

**Staff Present:** Clinton Franey, Jane Foltz

**Others Present:** None

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**Call to Order**

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

**Approval of the Agenda**

Pankratz 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, Nanc Scholl, 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 NW. 3<sup>rd</sup>**

Franey discussed the process of condemning 413 NW. 3<sup>rd</sup> 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 will approve the permits when the sign replacement is similar to the sign that will be replaced. 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.

The Heritage Commission will 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.

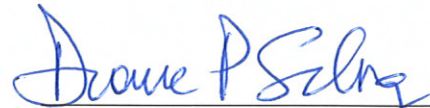
**Adjournment.**

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:

  
Brenda Wildman  
Planning and Zoning

Minutes Approved,

  
Duane Schrag, Chair  
Phil Hamilton, Vice-Chair