



## **HISTORIC PRESERVATION BOARD MEETING AGENDA**

---

Monday, August 25, 2025 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

---

GoToMeeting: <https://meet.goto.com/604185325> Phone: +1 (224) 501-3412 Access Code: 604-185-325

**I. Call to Order**

**II. Roll Call**

**III. Consent Agenda**

- [1.](#) Meeting minutes, January 27, 2025 meeting.

**IV. Items for Discussion**

- [1.](#) Review the proposed awning at 305 S Summit Street
- [2.](#) Hold a public meeting to discuss the current Historic Preservation Fund grant involving Revisions to the Downtown Historic District.

**V. Other Items**

**VI. Adjournment**

Future Meetings: This Historic Preservation Board meets the 4th Monday of the month if there is any business to come before the Board, or at the call of the Chair.



# City of Arkansas City

## HISTORIC PRESERVATION BOARD MEETING

### MINUTES

Monday, January 27, 2025 at 5:30 PM — 118 W Central Ave, Arkansas City, KS

#### I. Call to Order

#### II. Roll Call

PRESENT: Kevin Cox, Foss Farrar, Jorge Lozano

ABSENT: Duane Oestman, Dotty Smith

#### III. Consent Agenda

1. Meeting minutes, November 25, 2024 meeting.

Motion made by Lozano, Seconded by Cox to approve the November 25, 2024 meeting minutes as written.

Voting Yea: Cox, Farrar, Lozano

#### IV. Items for Discussion

1. Review the proposed sign at 321 S Summit Street

White presented the staff report. The proposal was for a reverse lit channel letter sign placed on the sign board. White recommended approval. The board discussed the placement of the sign and after discussion, a motion was made by Lozano, Seconded by Cox to approve a permit for a sign at 321 S Summit St as reviewed in accordance with K.S.A. 75-224.

Voting Yea: Cox, Farrar, Lozano

2. View a training video and discuss

The board watched a training video originally presented to the Lawrence Historic Resources Board by Katrina Ringler of the SHPO. After the video ended discussion of the Standards for Rehabilitation was held.

3. Discuss amending the boundaries of the Historic District in accordance with the 2018 Survey Report.

White reported that the City Commission supported the grant application for a Historic Preservation Fund grant to amend the Downtown Historic District. He briefly discussed next steps and would finish the application and would notify the board if and when the grant was awarded.

#### VI. Adjournment

Motion made by Cox, Seconded by Lozano.

Voting Yea: Cox, Farrar, Lozano



# Historic Preservation Board Agenda Item

**Meeting Date:** 8/25/25  
**From:** Josh White, Principal Planner  
**Item:** Historic Review-305 S Summit St

**Purpose:** Review the proposed awning at 305 S Summit Street

**Background:**

The subject property is located at 305 S Summit Street. The proposed project is an awning that is unlit and mounted just above the storefront on the sign board. It will replace the existing awning. Staff recommend approval of the awning per the Guidelines for Awnings in Historic Districts and Individually Listed properties in accordance with KSA 75-2724, Kansas State Historic Preservation Law.

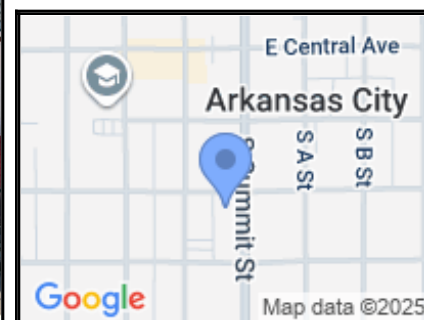
**Action:**

Make a motion to approve/disapprove the permit for a awning at 305 S Summit Street as reviewed in accordance with K.S.A. 75-224 subject to any discussed conditions.

**Attachments:**

**Staff Report**

**035-0210-00074**  
**City Drug Store**  
**305 S SUMMIT ST**  
**Arkansas City**



## LOCATION:

**County:** Cowley

**Address:** 305 S SUMMIT ST

### Address Remarks:

**City:** Arkansas City

**Zip:** 67005 - 2848

**Parcel ID:** 299-30-0-30-17-002.00-0

### Legal Description:

**Legal Description Remarks:** ARKANSAS CITY, BLOCK 82, Lot 26

**Latitude, Longitude 1:** 37.05963 -97.039383

**Latitude, Longitude 2:**

**Latitude, Longitude 3:**

**Latitude, Longitude 4:**

**Datum:** WGS84

## DESCRIPTION:

**Historic Name:** City Drug Store

**Alternate Name:** Keiser Best Ladies Wear/Franklin's/Stelen's

**Historic Function:** Commerce/Trade

**Subcategory:** Specialty Store

**Historic Function Remarks:** In 1905, this was a grocery. From at least 1912-1920, this was a drug store. Source: Sanborns. City Drug Store inhabited this space ca. 1912 into the early 1930s. Later, the building was occupied by a variety of stores including Keiser Best Ladies Wear (1938), Franklin's (1952) and Stelen's (1962) according to CDs.

**Present Function:** Commerce/Trade

**Subcategory:** Organizational

**Present Function Remarks:** In the 1980s a shoe store occupied this parcel. 2011 and 2017: Family Life Services of South Central Kansas



**Residential/Commercial/Religious Style:** Commercial Style

Section IV, Item 1.

**Secondary Style:**

**Barn Type:** Not Applicable

**Bridge Type:** Not Applicable

**Landscape Type:** Not Applicable

**Physical Description/Remarks:** Mid-century metal slip cover over upper facade of brick building. Storefront is replacement. Metal slip cover over brick building. Lower facade is covered with wood siding at transom area, piers, and bulkhead. Fixed canvas barrel-style awning in place over transom infill. Storefront has aluminum-framed glass display windows and a recessed central entry. Brick facade is exposed at rear facade. Building appears to be 1-1/2 stories possibly with mezzanine. A single door is extant in center of west facade with a large window opening south on the door on the ground floor. A row of four small horizontal openings are in place just below the eave. All openings are infilled with wood. The building extends approximately one-half the depth of the lot with a grass lot behind.

**Plan Form:** Rectangle

**Commercial Building Type:** Two-Part Commercial Block

**Roof Form:** Flat with Parapet

**Stories:** 2

**Condition:** Good

**Principal Material:** Metal

**Condition Remarks:**

**Architect/Designer/Builder:** Unknown

**Year of Construction:** 1900

**Certainty:** Estimated

**Date Notes:** Built between 1899 and 1905, according to Sanborns.

**General Remarks:**

**Ancillary Structures:** None

**Ancillary Structure Remarks:**

#### REGISTER STATUS:

**Listed in State Register:** Noncontributing

**Date of State Listing:** 08/27/1983

**Listed in National Register:** Noncontributing

**Date of National Listing:** 10/28/1983

**Historic District:** Arkansas City Commercial Center Historic District

**Demolished:**

**Date Demolished (if applicable):**

**Potentially Eligible for National Register:**

**Register Status Remarks:**

**Thematic Nomination (MPDF):**

**National Historic Landmark:**

#### SURVEY INFORMATION:

**Survey 1**

**Survey Project Name:** Arkansas City - Resurvey of Commercial Center Historic District and Adjacent Area (HPF2018)

**Sequence Number:** 035

**Surveyed By:** Spencer Preservation

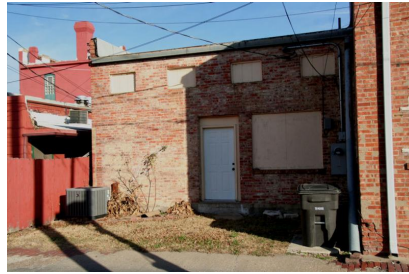
**Survey Date:** 12/11/2017



305 S Summit. Principal Elevation.  
07/24/2009.



305 S. Summit Storefront looking  
south. 12/11/2017. B. Spencer



305 S. Summit. West/rear facade.  
12/11/2017. B. Spencer



305 S. Summit. 1983 Historic View.  
Images: A Pictorial History of  
Cowley County (1996) scanned by  
Cowley Co. Historical Museum

☒ 305 S. Summit Site Plan 2017  
City of Arkansas City



305 S. Summit. East facade.  
12/11/2017. B. Spencer

**STAFF RECOMMENDATION**

City of Arkansas City Neighborhood Services Division  
 Josh White, Principal Planner  
 118 W Central Ave, Arkansas City, KS 67005  
 Phone: 620-441-4420 Email: [jwhite@arkansascityks.gov](mailto:jwhite@arkansascityks.gov) Website: [www.arkcity.org](http://www.arkcity.org)

CASE NUMBER  
 HR-2025-044

APPLICANT/PROPERTY OWNER  
 Cardinal Sign/Family Life Services of South Central  
 Kansas

MEETING DATE  
 August 25, 2025

PROPERTY ADDRESS/LOCATION  
 305 S Summit St

**PROJECT DESCRIPTION**

The subject property is located at 305 S Summit Street. The proposed project is an awning that is unlit and mounted just above the storefront on the sign board. It will replace the existing awning. Staff recommend approval of the awning per the Guidelines for Awnings in Historic Districts and Individually Listed properties in accordance with KSA 75-2724, Kansas State Historic Preservation Law.



Map data ©2025 Esri World Topographic map

CONSTRUCTION DATE  
 1900

CONSTRUCTION TYPE  
 Two-Part Commercial  
 Block

STATE/NATIONAL REGISTER  
 STATUS  
 Listed on the State and National  
 Registers as a Non-Contributing  
 Building

BUILDING SIZE  
 2,997 sq feet

SIZE OF PROPERTY  
 25' X 132'  
 0.08 acres

**STAFF RECOMMENDATION**

☒ **APPROVE**

☐ **APPROVE WITH CONDITIONS**

☐ **DENY**

According to the Guidelines for Awnings in Historic Districts and Individually Listed properties in accordance with KSA 75-2724, Kansas State Historic Preservation Law: "Shed shaped awnings that are fixed or operable with fixed or free-hanging valances. Awnings that are shaped to the window opening. Awnings that are made from canvas or synthetic fabrics such as acrylic or polyester coated canvas. Awnings that reflect the storefront openings and structural bays; one awning for each bay. Awnings that do not obscure or damage historic features" are recommended. This awning appears to meet all those guidelines and is only marginally different that the existing awning which has become damaged. The proposed awning would meet the Standards and could be approved per KSA 75-2724.

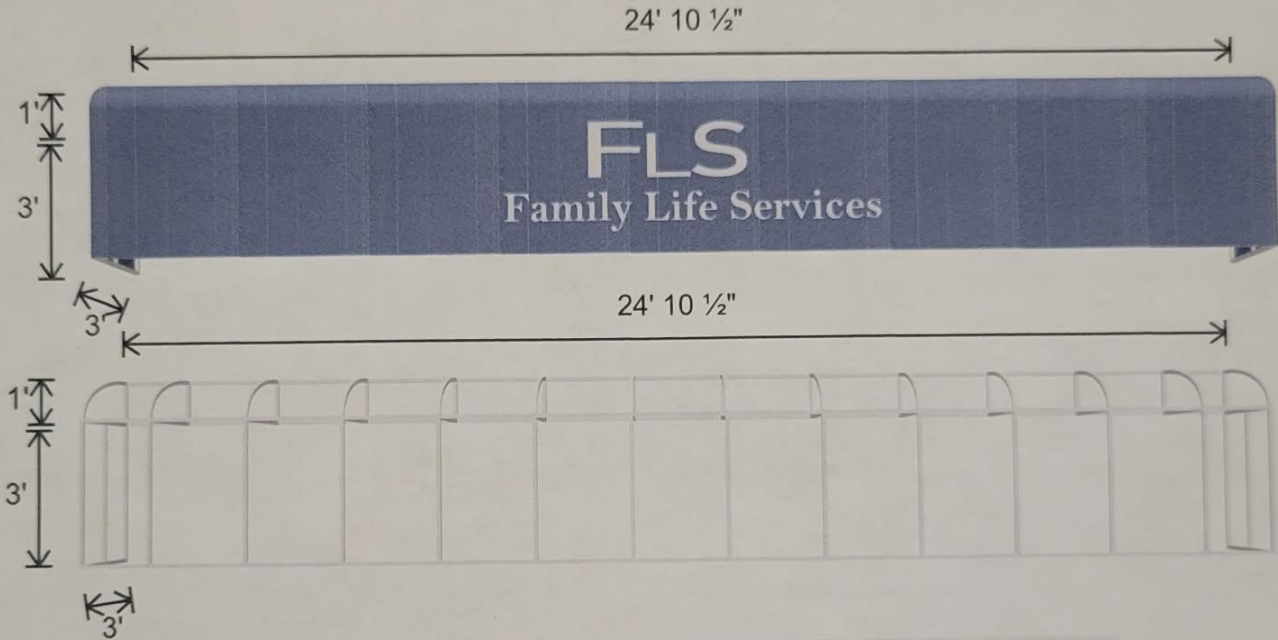
## Project Type &amp; Review Standards

	YES	NO	N/A
Historic use/reuse and minimal change to distinctive materials, features, etc.			X
Historic character retained; removal or alteration distinctive materials avoided	X		
No changes that create a false sense of historical development	X		
Changes that have acquired historical significance in their own right will be retained	X		
Distinctive materials, features, examples of craftsmanship, etc. will be preserved	X		
Repair deteriorated historic features; new features will match old in design			X
Chemical and physical treatments will be as gentle as possible			X
Protect and preserve archeological resources in place			X
New construction will not destroy historic features that characterize property and will be differentiated from the old; new work is compatible with size, scale, massing, etc	X		
New construction can be removed without destroying essential form & integrity	X		



Photo Courtesy of Cardinal Sign 8/1/2025 with added graphics





**JOB: Family Life Services**  
**FRAME: 1" aluminum staple grove .100" wall**  
**COLOR: mill finish**  
**COVER: sunbrella**  
**COLOR: sapphire blue #6041**

Drawing courtesy Cardinal Sign 8/1/2025



## Historic Preservation Board Agenda Item

Meeting Date: 8/25/2025  
From: Josh White, Principal Planner  
Item: Public Meeting for NHRP Nomination

**Motion:** Hold a public meeting to discuss the current Historic Preservation Fund grant involving Revisions to the Downtown Historic District.

**Background:** One of the requirements of the Historic Preservation Fund grant we are using to fund the revisions to the Historic District is to hold a public meeting to discuss the project. This meeting will include a presentation from Christy Davis of Davis Preservation as well as a time for members of the public to ask questions. No action is associated with this meeting but comments from the public will be used to influence the project as it moves forward.

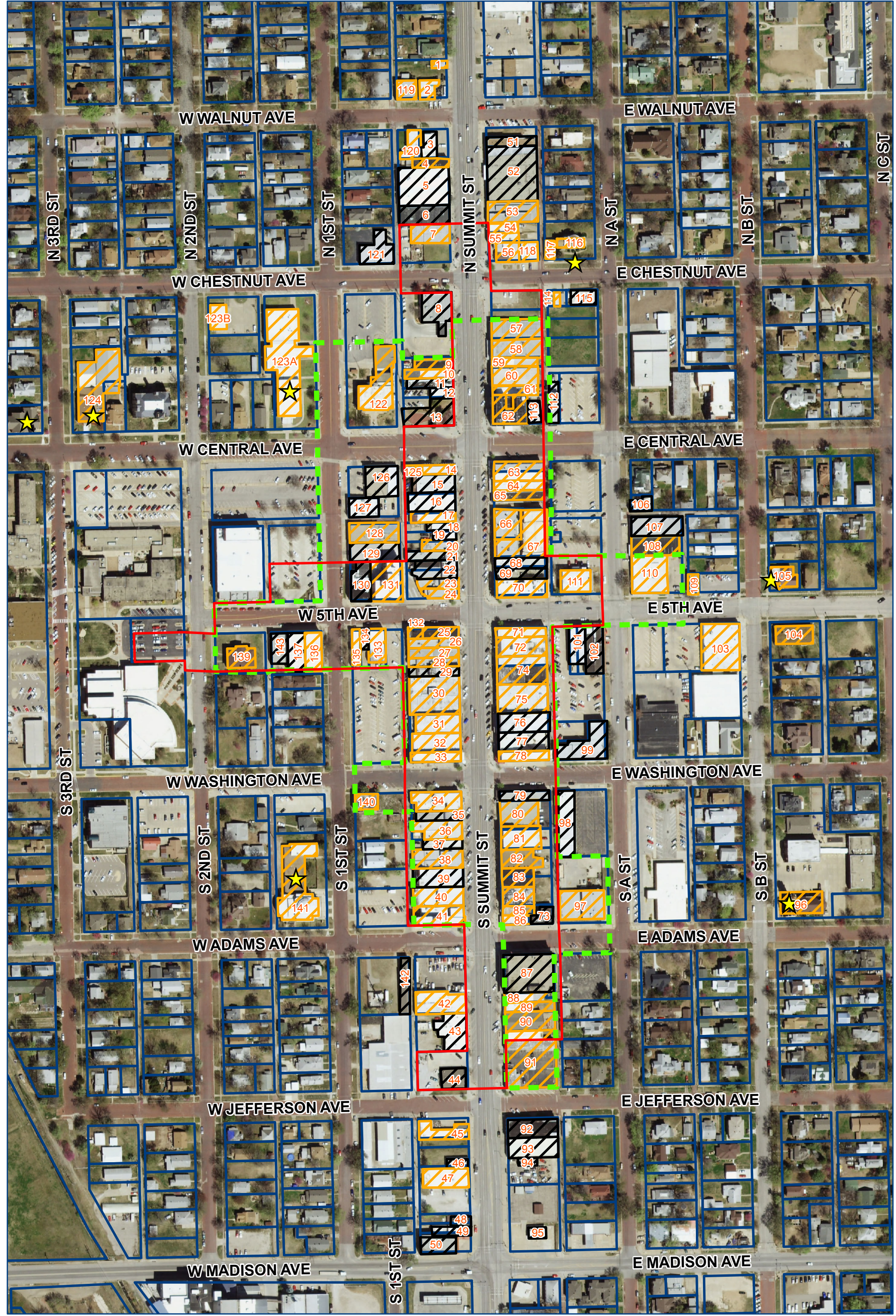
**Action:**

1. Hold the public meeting

**Attachments:** Project materials



# Downtown Historic District Survey Project



★ Churches

— Existing Historic District

- - - Proposed Historic District

Contributing

Non-Contributing

Produced by the City of Arkansas City GIS using the best available data to date. The City makes no warranty or representation, expressed or implied, with respect to the data displayed. April 27, 2018

