



City of Arkansas City

HISTORIC PRESERVATION BOARD MEETING

AGENDA

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

GoTo Meeting: <https://meet.goto.com/790805381> or by phone +1 (408) 650-3123 Access Code: 790-805-381

I. Call to Order

II. Roll Call

III. Consent Agenda

- [1.](#) Meeting minutes, November 25, 2024 meeting.

IV. Items for Discussion

- [1.](#) View a training video and discuss
- [2.](#) Discuss amending the boundaries of the Historic District in accordance with the 2018 Survey Report.

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, November 25, 2024 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

I. Call to Order

II. Roll Call

PRESENT: Foss Farrar, Jorge Lozano, Duane Oestmann, Dotty Smith
ABSENT: Kevin Cox

III. Consent Agenda

- 1. Meeting minutes, May 20, 2024 meeting.

Motion made by Lozano, Seconded by Oestmann to approve the minutes from the May 20, 2024 meeting as written.

Voting Yea: Cox, Farrar, Lozano, Oestmann, Smith

IV. Items for Discussion

- 1. Review the proposed storefront at 412 S Summit Street

Josh White presented the staff report. The project would involve the filling in of window openings. After consulting with the SHPO, he felt he didn't have enough information to recommend approval of the project citing that any infill on windows would not meet the Guidelines unless additional information was supplied. Janice Marr, Ivy Beals, Steve and Christi Lungren representing Angels in the Attic explained that the building is being used as a warehouse for Angels in the Attic. The windows in their current setup are a security risk for their organization. The windows are deteriorated and they would like to cover them with 6 X 6 memorial tiles used as a fundraiser. It was determined that up to 300 tiles could fit. The windows would remain. Jorge Lozano expressed concern that if the windows were not repaired prior to this project, they would deteriorate further and cause problems for the tiles and the building. Angels in the Attic confirmed they would repair the windows prior to any installations. They also proposed to change the size of the south window to more closely match the north window which the board agreed was more likely to be more historic. They also stated that the installation could easily be removed in the future if a future occupant wished to remove it and have windows again. After additional discussion, the board felt that the south window was likely not historic and it would be appropriate to change its size and since the group agreed to make the project removable this project could be approved.

Motion made by Smith, Seconded by Oestman to approve the permit for a storefront at 412 S Summit St as reviewed in accordance with K.S.A. 75-224 subject to the project being able to be reversed and the window sashes being repaired or replaced.

Voting Yea: Cox, Farrar, Lozano, Oestman, Smith

- 2. Discuss amending the boundaries of the Historic District in accordance with the 2017 Survey Report.

Josh White stated that a property owner in a non-conforming building had reached out to him about making the property contributing again. The property was listed as potentially contributing in the 2018 Survey Report. Josh noted that a recommendation of the survey report was to nominate a revision to the historic district. The board discussed the process and agreed that Josh should pursue a grant to pay for a consultant to assist in the project.

V. Other Items

Josh White noted that the board had not done any training recently and that since there were two new members a training session was overdue. He spoke of a video that would go over the Standards and a discussion could be held afterward likely at the January meeting. The board agreed this was an acceptable option.

VI. Adjournment

Motion made by Oestmann, Seconded by Smith to adjourn the meeting.
Voting Yea: Cox, Farrar, Lozano, Oestmann, Smith

DRAFT



Historic Preservation Board Agenda Item

Meeting Date: 1/27/2025
From: Josh White, Principal Planner
Item: Training

Purpose: View a training video and discuss

Background:

The Historic Preservation Board is required to have training once per year as part of our agreement with the SHPO to handle state law level reviews. I found a video conducted by the SHPO before the Lawrence Historic Resources Commission. It is less than 30 minutes. After the video, we can discuss the Standards and the review process. I have some printed materials I will give to all board members, and I will have some extra copies of some items that can be distributed to the public. Most of the information is now available online on the Kansas State Historical Society (KSHS.org) website or the National Park Service (NPS.gov) website.

Action:

View the video and discuss after

Attachments:

10/17/24 Lawrence Historic Resources Commission meeting video (part)

https://www.youtube.com/watch?v=bNRHAIEMpXU&list=PLzt8e_efB6wUYb3X1Qn-8XiEhHn3qr6Yz&index=5&t=4832s

The Secretary of the Interior's Standards for the Treatment of Historic Properties

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>



Historic Preservation Board Agenda Item

Meeting Date: 1/27/2025
From: Josh White, Principal Planner
Item: Historic District Revisions

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

Background:

The City was rewarded with a grant in 2017 to conduct a resurvey of our downtown historic district. The survey was conducted and completed in May 2018. The survey made recommendations to modify the historic district by adding some properties and removing others. The report also recommended creating a thematic nomination of Arkansas City’s historic churches but that will not be part of this project. This project also directly aligns with the City’s Comprehensive Plan goal to “promote the maintenance and preservation of historical resources” as well as its accompanying action item to “Expand the existing historic district to match the recommendations from the 2018 Resurvey of the Downtown Historic District.”

Recently the owner of a non-contributing building called me and wanted to know how he could qualify for grants and tax credits. I informed him that his building would have to be considered contributing to the district. I then checked with the SHPO regarding the process of getting that changed as it would likely now qualify as contributing to the district and was told the best way would be to amend the existing nomination and revise the boundaries and update the period of significance for the district using the updated survey data.

I have been looking into applying for a Historic Preservation Fund grant. This grant application and proposal is scheduled to be presented to the City Commission on January 21 and I will provide an update on the process.

Action:

Discuss update on amending the Historic district

Attachments:

Grant application

Form Name: Historic Preservation Fund grant
Submission Time:
Browser: unknown / unknown
IP Address: 127.0.0.1
Unique ID: 999999999
Location: 64.7511, -147.3494

2024 Historic Preservation Fund Grant

1. PROJECT INFORMATION

Project Title National Register Nominations for Arkansas City Downtown Commercial Historic District

Indicate which type of project you are proposing:

National Register Nomination

Project Location

County Arkansas City Downtown Commercial District, Cowley County

2. APPLICANT and PROJECT CONTACT

Applicant Name - Local government, non-profit organization, or university name City of Arkansas City

Applicant Email jwhite@arkansascityks.gov

Applicant Phone 620-441-4420

Applicant Mailing Address 118 W Central Ave,
Arkansas City, KS
67005

Project Contact Name - This should be the point of contact for this project.
Josh White

Project Contact Email jwhite@arkansascityks.gov

Project Contact Phone 620-441-4420

Project Contact Mailing Address 118 W Central Ave
Arkansas City, KS 67005

APPLICANT and PROJECT INFORMATION

3a. Is the applicant a Certified Local Government (CLG)?

Yes

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3c. Unique Entity Identifier (UEI) [REDACTED]

3b. U.S. Congressional District 4

3d. Please indicate an estimated ending date for the project. September 2026

3. PROJECT RATIONALE and OBJECTIVES

4a. Why is the project needed? Arkansas City is situated on a hill above the Arkansas and Walnut rivers, which mostly surround the city. The town was originally laid out in 1870 under various names, including Adelphi, Walnut City, Creswell and finally Arkansas City. It was formally incorporated as Arkansas City in 1872. The City grew quickly in the early years, but most of the early wood-frame buildings were replaced in the 1880s by stone and brick buildings, many with elaborate cast-iron trim. In 1983, a survey was conducted in the downtown area and the Arkansas City Commercial Center Historic District was formed. There is no evidence in City files to determine whether additional buildings were surveyed, but not included in the historic district. Since 1983, there have been several new buildings constructed, and several buildings have been torn down for parking lots or new buildings. There also are several buildings just outside of the current district that either have become eligible since the original survey in 1983 or, for whatever reason, were left out of the original district nomination. The original district contained 75 buildings. In 2017, a Historic Preservation Fund grant was used to conduct a new, updated survey. The survey report recommended some changes to the historic district, as well as a thematic nomination for Arkansas City’s Historic Churches. This project would make amendments to the existing historic district by adding some newly eligible properties and removing some properties that no longer hold any historic significance due to building demolitions. The city may investigate a thematic nomination for the historic churches in a future project or may work with the churches to assist them in becoming listed individually.

The City and its Historic Preservation Board believe this project to amend the current district directly aligns with the City’s Comprehensive Plan goal to “promote the maintenance and preservation of historical resources,” as well as its accompanying action items to “Expand the existing historic district to match the recommendations of the [2018] Resurvey of the Downtown Historic District” and “Encourage staff to individually list City Hall on the State and National Register of Historic Places or list as part of an expansion of the historic district.” We believe that listing the historic and cultural resources of our community on the National Register of Historic Places accomplishes this goal.

The city, realizing the importance of preservation, became a Certified Local Government in 2012. Funding for these types of projects is generally limited and this grant will make the project possible. Staff and volunteer labor will be utilized as part of this project, but a paid consultant is needed to ensure the process is completed properly. We further believe this project meets the medium priority of the state by updating information in older National Register and National Landmark nominations.

4b. Describe what questions or needs the project will address. Update the Historic District to match current conditions

4c. How does the project address the priorities listed in the Program Information document?

This project meets an urgent priority in that it is including modern buildings constructed between 1950-1980 and the medium priority in that it includes updating information on older National Register Nominations.

4d. Explain why grant support is required to address these needs.

The City will need to hire a consultant to ensure the process is completed properly

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4e. Would partial funding allow you to meet some of the project goals? Full funding would be needed to complete this project.

No

4f. Explain why partial funding is or is not an option.

4g. Please cite any research you may have conducted that laid the groundwork for this grant project (i.e. survey prior to a historic district nomination). A Survey was completed in 2018 as a foundation for this project.

4. PROJECT DESCRIPTION and PRODUCTS

5a. Select Eligible Product Type. National Register Nomination

5b. Write a narrative description of the project products. Note the number of products that may result from this project. The answer to this question should explain how the completion of these products will address the issues you have identified in your PROJECT RATIONALE and OBJECTIVES (from Section 4). The City of Arkansas City will use this grant funding to hire a historic preservation consultant to work with the City of Arkansas City Historic Preservation Board to prepare a nomination to the National Register for the amended Downtown Commercial Historic District. Approximately 13 properties would be nominated to be added to the National Register and Historic District. About five vacant properties would be removed from the district, as the historic structures have been demolished since the district was originally created. All work will meet the requirements in the Historic Preservation Fund (2024) Grant Products Manual, and National Register Bulletin 15.

5c. Describe how you will implement the project. Be sure to describe major components or phases of the project and the estimated dates when each will be accomplished. Once awarded funding assistance, the Historic Preservation Board will seek a qualified preservation consultant immediately through the City's Request for Proposal (RFP) process. Once the consultant is identified and is in place, the nomination process will commence.

5d. Explain the geographic boundaries of this project. Where will work take place? Please see an attached map of the area. The district consists of five commercial blocks along Summit Street and 2 1/2 blocks of 5th Avenue, adjacent to Summit Street. The project extends from approximately Chestnut Avenue south to Jefferson Avenue, generally alley to alley on both sides of Summit Street, and on 5th Avenue from 2nd Street to A Street.

5e. For projects involving survey of cultural resources only, estimate the number of acres within the project boundaries.

The proposed amendments would make the new district approximately 23 acres in size.

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5. APPLICANT ORGANIZATION and PERSONNEL

6a. Briefly describe the applicant organization. Include information concerning organizational structure, personnel, facilities, and past involvement in preservation-related issues or grant-funded activities. How is your organization suited to administer this grant?

The applicant organization is the City of Arkansas City, Kansas. The project is supported by the staff and facilities of the Arkansas City Neighborhood Services Division. The Neighborhood Services Division staff contact is Josh White, who will manage the project daily. Josh White is a professional planner who has been involved with Historic Preservation in Arkansas City since 2009. He has been involved with two previous historic preservation fund grants which consisted of the Survey of the historic district and the development of a walking tour brochure.

6b. Describe the project team and their qualifications. If the project is to be staffed by consultants hired from outside the applicant organization, describe the planned hiring process and the qualifications you will be seeking.

The project team is Josh White, Principal Planner, the Historic Preservation Board and a hired consultant who will be selected through a competitive bidding process. The consultant must meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards.

6c. Describe the role the local historic preservation commission will play in the project (e.g. conducting the project, reviewing drafts, serving on the project team, etc.).

The Arkansas City Historic Preservation Board will be involved in selecting a consultant, reviewing draft nomination statements and volunteer where otherwise needed for the project.

6d. List the qualifications of any additional resource persons not employed by the applicant organization or on the project team who might provide information or guidance for the project activities and development.

All financial and accounting measures will be handled by the Neighborhood Services Administrative Assistant, as well as Finance Division staff.

6e. Has the applicant previously received an HPF grant from the Kansas SHPO?

Yes

6f. Has the applicant sought out any other funding sources for this project?

No

6e. If so, describe the grant(s), including the project year and products produced.

N/A

6f. If so, describe the funding source, whether you have already applied for it, N/A and whether you were successful in receiving that funding.

6. PUBLIC EDUCATION and IMPACT

7a. Describe how the project will educate the public about methods and issues related to historic preservation. The public will learn the importance of preservation and educate them about the process of listing on the State and National Registers.

7b. Describe how the public will be involved in the project or informed about the project. What audience or sector of the public is most likely to be reached by this effort? The public will be informed about the project through mailings to property owners, as well as public meetings. The City will also post information about the project on its website and social media.

7c. How will the results of this project be distributed to the public? The project results will be posted on the city website and in the Kansas Historic Resources Inventory.

7d. If physical materials are to be produced, describe their intended content and their value to the targeted audience including project products intended for use by professionals or government officials. n/a

7e. Explain how the success of this project will be measured. The success of this project will be measured when the properties are listed on the State and National Registers.

7. PROJECT BUDGET

8a. Budget Narrative - Write a budget narrative that justifies each of the expenses noted in the budget chart. At the end of the budget narrative, please describe the accounting system that will be used for the project.

Salaries

- Grant Administrator will be Principal Planner Josh White:
 - 115 hours x \$52.76 per hour = approximately \$6,000.00
- City Historic Preservation Board will advise on hiring of consultant and will assist with public meetings:
 - 5 board members x \$33.49 per hour x 7 hours = approximately \$1172
- A consultant will be hired to produce the survey. It is estimated that the total cost for consultant services will be \$25,000.
- Indirect expenses of \$600 were added to account for miscellaneous administrative costs.

Communication

- Notifications will be mailed to property owners in the survey area:
 - 1 mailings x 100 property owners= \$75.00

Printing & Advertising

- Flyers will be printed to be mailed to all property owners, giving notice of public meetings. Public meetings also will be publicized via local media outlets (e.g. newspapers, websites, etc.):
 - Estimated costs for publications = \$75.00

8b. BUDGET CHART

Expense 1 - Type	Recipient Match
Expense 1 amount (\$)	6000.00
Expense 1-Funding Category	Administrative Salary
Expense 2 - Type	Recipient Match
Expense 2 amount (\$)	1172.00
Expense 2-Funding Category	Volunteer In-Kind services
Expense 3 - Type	Indirect Expenses
Expense 3 amount (\$)	600.00

Expense 3 - Funding Category	Other Administrative Salary
Expense 4 - Type	Recipient Match
Expense 4 amount (\$)	150.00
Expense 4 - Funding Category	Communication/Printing and Advertising
Expense 5 - Type	Federal Share
Expense 5 amount (\$)	25,000
Expense 5 - Funding Category	Consultant
Total Project Cost (\$)	32,922
Grant Request (\$)	25,000

8. HPF GRANT APPLICATION 25 ATTACHMENTS and SUBMISSION

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Upload written documentation from the applicant organization authorizing submission of this application and expressing support for this project.

Upload map if pertinent to this project.

Upload detailed budget chart (optional if budget figures were provided in Section 8).

9. ASSURANCES and RISK ASSESSMENT

Upload Assurances forms as one single PDF

Upload Risk Assessment form as one single PDF

10. DIGITAL IMAGES

Image 1

Image 2

Image 3

Image 4

Image 5

Image 6

Image 7

Image 8

Image 9

Image 10
