



City of Arkansas City

HISTORIC PRESERVATION BOARD MEETING

AGENDA

Monday, December 20, 2021 at 5:30 PM – 118 W. Central Ave., Arkansas City, KS

Please join our meeting for your computer, tablet or smartphone
<https://global.gotomeeting.com/join/159002829>
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Access Code: 159-002-829

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- I. **Call to Order**
- II. **Roll Call**
- III. **Consent Agenda**
 - [1.](#) Meeting Minutes, October 18, 2021
 - [2.](#) Administrative Reviews
- IV. **Items for Discussion**
 - [1.](#) Future Meetings
 - [2.](#) Board Nominations
 - [3.](#) Main Street discussion
- V. **Other Items**
 - 1. Project updates
- VI. **Adjournment**

Future Meetings: This Historic Preservation Board meets the 3rd 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, October 18, 2021 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

I. Call to Order

II. Roll Call

PRESENT: Jorge Lozano, Foss Farrar, Kayleigh Lawson

ABSENT: Charles Jennings, Kevin Cox

Staff present at roll call included Principal Planner Josh White and Public Information Officer Andrew Lawson

III. Consent Agenda

1. Meeting Minutes, September 20, 2021 meeting.

Motion made by K. Lawson, Seconded by Lozano to approve the September 20, 2021 meeting minutes as written.

Voting Yea: Lozano, Farrar, K. Lawson

IV. Items for Discussion

1. Discuss Chapter 5 Parks, Recreation and Natural and Historical Resources

White discussed changes to Chapter 5 of the Comprehensive Plan. Cox joined the meeting at 5:33 p.m. He then discussed the goals and actions. The board reviewed the actions. White updated the board on some of the activity happening in downtown. There has been a lot of interest lately. Farrar asked about the AC Office Building. White said there had been some interest but nothing to this point has gone anywhere. Cox suggested that we include an action to encourage development of upper story housing. White said that likely would be a goal in the housing chapter but it could also be added here if the board wanted to suggest that. Jennings joined the meeting at 5:48 p.m. The board agreed having it as an action here would also be a good idea. White discussed the Rural Housing Incentive District that the City is looking into. The program would assist developers with their costs for upper floor housing. White said that the board recommendations would be forwarded to the Planning Commission. He reminded the board the Jennings represents the board on the Planning Commission. Farrar asked for an update on Paris Park. A. Lawson gave a brief update on plans that are in work that would bring together the City, the school district, the Recreation Commission and Cowley College. Plans are in the very early days. Wilson Park will also be included in the discussion. The Public Building Commission will be looking into coordinating this effort. The City is looking at Valley Center as an example of a similar project. Farrar reiterated the importance of maintaining the pool facility as much as possible due to its historical significance in the community.

2. Time Capsule Discussion

A. Lawson said that the time capsule ceremony was set for 1:00 p.m. on October 29. The ceremony would not include burial but will officially close up contributions to it. City crews will bury it at a later date. The board discussed contents of the time capsule. A. Lawson noted that everything will be

sealed with multiple layers of protection to ensure the contents are preserved. A press release will be sent out soon.

V. Adjournment

Motion made by Lozano, Seconded by Jennings to adjourn the meeting.
Voting Yea: Jennings, Lozano, Farrar, K. Lawson, Cox
Farrar declared the meeting adjourned at 6:05 p.m.

DRAFT



Items for Historic Preservation Board Action

Meeting Date: 12/20/2021
From: Josh White, Principal Planner
Item: Administrative Reviews

Title: Administrative Reviews

Background:

Our agreement with the SHPO allows staff to do administrative reviews for minor projects. Staff routinely brings a report of the administrative reviews as part of the consent agenda.

1. **HRA-2021-019 110-118 S Summit Street**, TPO Roof. This was a State Tax Credit project reviewed by the SHPO.

Board Options:

1. Make a motion to approve the administrative reviews as part of the consent agenda.
2. Make a motion to remove from the consent agenda for discussion.

Kansas Rehabilitation Tax Credit Application
Qualified Historic Structure Certification
Part 1

RECEIVED
NOV 16 2021
CULTURAL RESOURCES

STC Project Number: 1935

Please read the instructions carefully before completing this application. Applications must be complete and submitted to KSHS for approval before certification can be awarded. This form may be submitted along with the Part 2 application. Type or print clearly. If additional space is needed, use continuation sheets or attach blank sheets. Be sure to include photos or documentation as requested in the application instructions.

Property Name: Arkansas City Area Arts Council Inc DBA Burford Theatre

Historic District: Arkansas City Commercial Historic District

Currently Contributes to District: Yes No Individually Listed

Date of Construction: circa 1925 Associated Structures Located on Property: Commercial Spaces

Address of Property

Street: 110A 110B 112 112B 114S 118S S Summit St

City: Arkansas City County: Cowley Zip Code: 67005

Owner Information

Legal Property Owner: Arkansas City Area Arts Council Inc

Type of Ownership Entity (check one):

- Individual Corporation LLC/LP* Bank Insurance Non-Profit*
- Government School Dist. University Fiduciary Other: 501C3

Street Address: 112 S Summit City: Arkansas City State: Ks Zip: 67005

Daytime Phone: 620-442-5895 Email: director@burfordtheatre.com

Signature of Owner: *Miranda A. Hoffmeister* Date: 10/14/21

*All Pass-Through entities must fill out the Additional Owners form providing ownership information for each shareholder within the entity.
**Non-Profit organizations must attach a copy of their 501(c)3 certification letter with this Part 1 in order to be eligible for the 30% credit.

State Office Use Only:

The State Historic Preservation Office has reviewed the Part 1 Application for the above-named property and determines that the property:

- Contributes to the significance of the listed historic district and is a "qualified historic structure" for the purpose of rehabilitation.
- Does not contribute to the significance of the listed historic district.
- Is an individually listed property.

Date:	12/01/2021	SHPO/Deputy SHPO Signature:	<i>Patrick Zellmer</i>
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December 1, 2021

Miranda N. Hofmeister
Arkansas City Area Arts Council, Inc.
112 S. Summit Street
Arkansas City, KS 67005
via email

**Re: State Rehabilitation Tax Credit application for the *Burford Commercial Building* located at 110A-118 S. Summit in the Arkansas City Commercial Center Historic District in Arkansas City, Kansas.
Kansas Rehabilitation Tax Credit Project #1935 - roofing**

Dear Ms. Hofmeister,

The Kansas State Historic Preservation Office (SHPO) has received information regarding the rehabilitation plan for the above-named property. The project scope of work, as submitted in the Kansas Rehabilitation Tax Credit Part 2 application, appears to meet the Secretary of the Interior's *Standards for Rehabilitation* if the following conditions are met:

- New roofing or flashing materials must not be installed over the top or exterior facades of the existing masonry parapets. Photographs documenting compliance with this condition must be submitted with the final application for certification of completed work.

When work is complete, please submit the Part 3—Certification of Completed Work application form, photographs documenting the completed work, KDOR Schedules I and II, and copies of the invoices to the SHPO office. Upon completion of the project and submission of the Part 3 application, SHPO will verify that all work has been done per the *Standards* and the eligible expenses will be certified.

Please notify this office immediately of any changes to the rehabilitation plan. **Changes to the plan, including additional work, must be submitted for review and approved by the SHPO before they are undertaken to qualify for tax credits. Any completed work that does not meet the *Standards* may result in the loss of credits for the entire project.**

This approval does NOT serve for purposes of review under the Kansas state preservation law (K.S.A. 75-2724). This project may be subject to additional regulations, statutes, or ordinances locally as well. Please contact your local permitting office for information about any additional review requirements. If you have any questions concerning the review of this project please contact Katrina Ringler at 785-272-8681, ext. 215 or at Katrina.Ringler@ks.gov.

Sincerely,



Patrick Zollner
Deputy State Historic Preservation Officer

cc: Josh White, City of Arkansas City

Kansas Rehabilitation Tax Credit Application

rec'd 11/16/2021

Description of Rehabilitation

Part 2

STC Project Number: 1935

Please read the instructions carefully before completing this application. Applications must be complete and submitted to KSHS for approval before certification can be awarded. Type or print clearly. If additional space is needed, use continuation sheets or attach blank sheets. Be sure to include photos or documentation as requested in the application instructions.

Property Name: Burford Commercial Bldg

Street: 110A 110B 112B 114S 118 South Summit St

City: Arkansas City

County: Cowley

Zip Code: 67005

Building Information:

Date of Construction: 1925

Primary Historic Materials: current roofing materials

Historic Use of Building: Retail Spaces

New/Current Use of Building: Commercial spaces

Proposed Start Date: 11/20/2021

Proposed Completion Date: 11/30/2021

Estimated Project Total: \$48,560.30

Amount of Grant Funds, Insurance Money: 0

Floor area before/after Rehabilitation: /

Project Contact:

Name: Miranda N. Hofmeister

Street: 112 S Summit St.

City: Arkansas City

State: KS

Zip: 67005

Phone: 620-442-5895

Email: director@burfordtheatre.com

Owner Information

Legal Property Owner(s): Arkansas City Area Arts Council, Inc.

Type of Ownership Entity (check one):

- Individual
- Corporation
- LLC/LP*
- Bank
- Insurance
- Non-Profit
- Government
- School Dist.
- University
- Fiduciary
- Other

Owner's Tax ID Number: [REDACTED]

SSN or FEIN (circle one)

Street Address: 112 S Summit St.

City: Arkansas City

State: KS

Zip: 67005

Daytime Phone: 620-442-5895

Email: director@burfordtheatre.com

Signature of Owner: Miranda N. Hofmeister

Date: 10/14/2021

*All Pass-Through entities must fill out the Additional Owners form providing ownership information for each shareholder within the entity.

State Office Use Only:

The State Historic Preservation Office has reviewed the Part 2 Application for the above-named property and determines that the rehabilitation:

- The rehabilitation described meets the Secretary of the Interior's Standards for Rehabilitation.
- The rehabilitation described does not meet the Secretary of the Interior's Standards for Rehabilitation.
- The rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.

Date:	<u>12/01/2021</u>	SHPO/Deputy SHPO Signature:	<u>Patrick Zolner</u>
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STATE TAX CREDIT REHABILITATION CERTIFICATION APPLICATION COVER SHEET

(TO BE SUBMITTED WITH PART 2)

RECEIVED
NOV 16 2021
CULTURAL RESOURCES

I certify that I have read the State Rehabilitation Tax Credit Instructions. I understand that my project scope of work must comply with the Secretary of the Interior's Standards of Rehabilitation and that the State Historic Preservation Office must approve all proposed work before physical work begins.

Miranda N. Hefner 10/14/21

Signature of Owner

date

Miranda N. Hefner 10/14/21

Signature of Project Contact

date

Please submit this form to the Kansas State Historical Society with your Part 2 form.

Refer to the Application Instructions for an explanation of and help with these forms.



PART 2 – SCOPE OF WORK

RECEIVED Section III, Item 2.

Property Name: Burford Commercial Building

NOV 16 2021

CULTURAL RESOURCES

In the sections provided, describe the proposed rehabilitation project. Be sure to include all work being done to the property and specific details about the work to be performed. Please attach additional sheets as necessary.

NUMBER 1	Architectural Feature:	Roof	Principal Material of Feature:	Poly ISO & TPO
	Approx. Date of Feature:	2003	Location of Feature:	Commercial Bld Roof

Describe existing feature and its current condition:

Roof is leaking through to second story of Burford Commercial Building. This roof is approximately 18 years old and is deteriorating rapidly. We have major concerns about any winter snow accumulation.

Photo no.	Drawing no.
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Describe proposed work on feature (include methods, materials, specifics):

At this time the contractor intends to overlay the existing roof with 1/2" high density poly ISO and 60 mil TPO single ply membrane. There will be TPO Wall flashing, TPO Curb Flashing and TPO through the wall scupper. He will install new roof drain flashing. Skylight will be covered.

NUMBER 2	Architectural Feature:		Principal Material of Feature:	
	Approx. Date of Feature:		Location of Feature:	

Describe existing feature and its current condition:

Photo no.	Drawing no.
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Describe proposed work on feature (include methods, materials, specifics):



Thomson Construction & Roofing
Brett Thomson Owner
P.O. Box 281
Winfield, KS 67156
Phone: 620-229-3555

**Final estimate with
current pricing**
09/22/2021
Claim Information

Company Representative
Danny Hartley
Phone: (316) 830-0104
danny@thomson-roofing.com

Shannon Martin
Burford Theater
118 South Summit Street
Arkansas City, KS 67005
(620) 886-1703

Job: Shannon Martin

Roofing Section

	Qty	Unit
Overlay existing roof with 1/2" High density poly ISO and 60 Mil TPO single ply membrane	67.50	SQ
Install TPO wall flashings	989.00	SF
Re flash curbs with TPO curb flashing	9.00	EA
Cover skylights with ISO and membrane	2.00	EA
Install 1" galvanized termination bar around perimeter	570.00	LF
Install plumbing vent TPO flashings	10.00	EA
HVAC removal and detach and reset as needed to be done by your HVAC contractor and billed directly to them	1.00	EA
Install TPO thru the wall scupper	1.00	EA
Install new roof drain flashing	1.00	EA
Includes all materials, labor, crane charges, dump fees and permits	1.00	EA
Sales tax	1.00	EA

TOTAL **\$48,560.30**

Two-year workmanship warranty, limited lifetime warranty on shingles.

Terms are balance due upon completion.

If additional layers of tear off exist, further charges may be incurred post estimate.

If solid deck sheathing is required additional charge may be added dependent upon current market pricing.

Note: Payment to be made by cash or check. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above estimate. It is contractually agreed that in the event of default, the said party agrees to pay all expenses incurred in collection, including reducing to judgment this obligation and including a thirty-three percent (33%) attorneys fees. The party further agrees that the proper venue for any or all legal proceedings arising out of this contract shall be Cowley County, Kansas. This contract may be withdrawn by us if not accepted within 30 days.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



Items for Historic Preservation Board Action

Meeting Date: 12/20/2021
From: Josh White, Principal Planner
Item: Future Meetings

Title: Future Meetings

Background:

We have been meeting the 3rd Monday of the month in the City Commission Room at City Hall. Does that still work for everyone? If so, we must make an adjustment in January because Martin Luther King Jr Day will always fall on the meeting date. We could just cancel the January meeting or pick an alternate date.

Board Options:

Discuss and make a motion on how to handle the January meeting or any other meeting scheduling changes



Items for Historic Preservation Board Action

Meeting Date: 12/20/2021
From: Josh White, Principal Planner
Item: Board Nominations

Title: Board Nominations

Background:

It is time for reappointments again and staff feels it would be helpful to have a recommendation from the board to give to the City Commission. Kayleigh Lawson is up for reappointment. Also, due to Charles Jennings winning a seat on the City Commission, the Planning Commission will nominate a new representative to take his place. At the first meeting in 2021, we will hold a reorganization meeting and elect Chair and Vice-Chair.

Board Options:

1. Discuss and make a motion to recommend that the City Commission reappoint Kayleigh Lawson for another 3 year term.
2. Make another recommendation
3. Provide no recommendation



Items for Historic Preservation Board Action

Meeting Date: 12/20/2021
From: Josh White, Principal Planner
Item: Main Street

Title: Main Street discussion

Background:

The City and the Arkansas City Area Chamber of Commerce are looking into becoming a Main Street Designated Community. I am serving on the coordinating committee and will provide an update on this process.

Board Options:

1. Hear the report. No action is required.