

THE TOPEKA LANDMARKS COMMISSION MEETING

Holliday Office Building
620 SE Madison Ave., Holliday Conference Room
1st Floor

AGENDA

Thursday, June 11, 2015

5:30 PM

- I. **Roll Call**
- II. **Approval of Minutes – May 14, 2015 Minutes**
- III. **CLGR15-06 by Scott Building Industries, LLC**, requesting approval for modifications to the exterior of the property located at 120 SE 10th Avenue, within the boundaries of the South Kansas Avenue State Historic District. 120 SE 10th Avenue is listed within the District as a non-contributing property.
- IV. **CLGR15-07 by Howard and Nancy Paul**, proposing the placement of an illuminated sign on property located at 634 S. Kansas Avenue, within the boundaries of the South Kansas Avenue Commercial Historic District. 634 S. Kansas Avenue is listed within the District as a non-contributing property.
- V. **Discussion of the Topeka Landmarks Commission By-Laws, allowing for the creation and responsibilities of a Design Review Committee**
- VI. **Consideration of Updated Administrative Approval Projects List**
- VII. **Presentation and Review of the of the Secretary of the Interior's Standards for Rehabilitation, and Guidelines for Rehabilitating Historic Structures**
- VIII. **Update on 2015 Historic Preservation Fund Grant Activities**
 1. Downtown Topeka Historic District Design Guidelines
 2. College Hill Historic Survey
- IX. **Discussion of Possible Modifications and Repurposing of the Topeka Worth Saving Endangered Properties Program**
- X. **Administrative Reviews and Approvals**
 1. **Sign Permit for 701 SE Quincy** (non-contributor to the S. Ks Ave. HD)
 2. **Interior Demo for mechanical and plumbing systems at 120 SW 10th Ave** (non-contributor to the S. Ks Ave. HD)
- XI. **Other Items**
- XII. **Adjournment**

ADA Notice: For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.



MINUTES OF THE TOPEKA LANDMARKS COMMISSION

Thursday, May 14, 2015

Topeka Shawnee County Public Library
1515 SW 10th Avenue, Room 101C

I) Roll Call:

Members Present: Murl Riedel, Paul Post, Bryan Falk, Amber Bonnett, Nelda Gaito, Leon Graves, David Heit, Jeff Carson, Grant Sourk (9)

Members Absent: None

Staff Present: Tim Paris, Dan Warner, Kris Wagers

II) **Approval of April 9, 2015 Minutes** – Mr. Carson moved approval of the minutes as typed, seconded by Ms. Bonnett. **APPROVAL (5-0-0; several members had not yet arrived).**

III) **Presentation of Certificate of Appreciation to Zach Snethen, Former Landmarks Commission Chair**
Mr. Riedel made the presentation, thanking Zach for his work on the Landmarks Commission.

IV) Update on 2014 Historic Preservation Fund Grant Activities

- 1) **Downtown Topeka Historic District Nominations** – Mr. Paris reported that both HPF funded nominations from 2014 were approved by the Kansas Historic Sites Board of Review and are now on the Register of Historic Kansas Places. The state will forward the nomination on to the National Park Service for their consideration of place on the National Register of Historic Places. A third historic district, Assumption Church Historic District, was also approved by the KHSBR.
- 2) **College Hill Historic Survey** – Mr. Paris reported he has a copy of the completed survey and copies can be provided; it is available online. It includes recommendations for expanding the College Ave. Historic District.

V) Update on 2015 Historic Preservation Fund Grant Applications

- 1) **Downtown Topeka Historic District Design Guidelines** – Mr. Paris reported that the Secretary of the Interior Standards apply to all three Historic Districts. The Landmarks Commission will be responsible for reviewing construction/remodel projects according to the Secretary of the Interior Standards. These standards are very broad, and the City of Topeka has obtained two grants (Historic Preservation Fund grant and Heritage Tourism Planning & Marketing Fund matching grant) to hire a consultant to write design guidelines designed specifically for Topeka's Downtown. These will adhere to all Secretary of the Interior Standards and personalize them for Downtown Topeka, making it easier to understand exactly what the guidelines are for Downtown Topeka.
- 2) **College Hill Historic Survey** – Mr. Paris reported that they received a grant to survey the north half of the College Hill neighborhood. The 2014 grant was for the south half of the neighborhood. Once complete, it will be incumbent on the residents of College Hill to gather support for the nomination to expand the Historic District.

Mr. Riedel explained for visitors present the "life cycle" of a historic district; it starts as a group of buildings and step 1 is to do a survey to identify dates, condition of buildings and whether they would

qualify for listing on the National Register. Next step is to submit a Historic District nomination, which uses the information from the survey.

Mr. Riedel asked Mr. Paris what the next step would be in each of the projects. Mr. Paris explained that a Consultant would be chosen for each of the above 2 projects, and a committee would be formed including representatives from the Landmarks Commission, those affected by the projects, and City Staff.

Mr. Riedel asked for volunteers from the Landmarks Commission to serve on the Selection Committees. Mr. Heit and Ms. Bonnet volunteered.

VI) **Update on 2015 Topeka Heritage Tourism Grant Awards**

Mr. Paris explained that there were 5 applications submitted and 3 were funded. The amount of money requested exceeded the amount of funds available. He reviewed the funded projects and explained that the applications had been reviewed by the Historic Tourism Committee and recommendations made to the Transient Guest Tax Committee. The Transient Guest Tax Committee voted to approve the recommendations of the Historic Tourism Committee during their April 28, 2015 meeting.

VII) **Review and Consideration of Nominations to Topeka Worth Saving Endangered Properties List – Mr. Riedel reviewed the purpose of the Topeka Worth Savings Endangered Properties List.**

- 1) **427 SW Topeka Blvd – Kansas Department of Labor "White House"** – The application being submitted by Mr. Riedel, he asked and Mr. Sourk agreed to Chair the meeting during the discussion.

Mr. Riedel provided a handout and reviewed the application. Mr. Warner reported that a demolition permit had been applied for and issued by the City.

Mr. Riedel reviewed the three considerations:

How significant is the property

How imminent is the threat

Are there viable plans for restoration.

Mr. Falk moved that the property be included on the Topeka Worth Saving Endangered Properties List.

Second by Mr. Graves. Mr. Heit asked that the criteria for being on the list be reviewed. Mr. Sourk stated that property on the list must be at least 50 years old but does not need to be officially recognized by any group as being historically significant. **APPROVAL** (8-0-1 with Mr. Riedel abstaining)

- 2) **Discussion of Future Program Nominations and Public Communications** – Mr. Warner stated that City staff from Planning and Department of Neighborhood Relations had met with Councilperson Karen Hiller and discussed the possibility of expanding the list to include more properties, adding those that aren't necessarily endangered, but are historic properties that people would be interested in if they were marketed as having historical significance. This might give those interested an opportunity to learn and react sooner when a property is endangered. It could also be a proactive way for City staff to reach out to property owners to talk about their options regarding tax credits, rebates, etc.

Mr. Paris pointed out that the list would be more of properties the public feel are significant and "worth savings" regardless of whether they are endangered.

Mr. Riedel asked how it would differ from being named a local landmark. Mr. Sourk explained it would allow the public to nominate a building rather than the property owner.

It was agreed that criteria would need to be established.

Ms. Donna Rae Pearson of the Topeka Shawnee County Public Library stated that she speaks with people

who express frustration that notice of demotions is often made too late to allow them to mobilize efforts to safe significant structures.

Mr. Sourk acknowledged that there does indeed need to be a better way to get the word out and educate people. They express frustration to her about not learning about these endangered properties early in the process so they can mobilize if necessary. Mr. Sourk pointed out that without the need for an Eviron Review, someone can request and receive a demolition permit without the public knowing.

Mr. Riedel suggested that the discussion be re-visited at the next Landmarks Commission meeting. He asked that Staff send out a list of the criteria used to determine whether a property should go on the Endangered list and perhaps those criteria could be tweaked to use for this new list.

VIII) Discussion of the Creation of a Landmarks Commission Design Review Committee – Mr. Warner reviewed the current process for reviewing construction/remodel in regard to historic guidelines and pointed out that a lot of money has already gone into to design, etc. Proposed is the creation of a Review Committee to work with architects and property owners before designs are complete to assure that applicants understand the requirements before they begin to design the projects so they save time and money in the long run. The goal is to work with applicants early and throughout the review process and work out design issues in compliance with the design guidelines.

Minor projects would still be reviewed by staff, as is currently done.

The Design Review Committee would include 3 Landmarks Commissioners, including at least one architect, and a person from the Planning Staff. Note that with 3 Landmarks Commissioners meeting, that constitutes an Open Meeting so we would need to publicize and make the meetings open to the public. Mr. Warner pointed out that the Landmarks Commission By-Laws allow for committees to be formed.

Mr. Carson asked if the Design Review Committee would have to review everything within the city limits. It would be only within the Historic Districts.

It was noted that there is currently a list that the Landmarks Commission has approved defining what constitutes a "major project" vs. a "minor project".

Mr. Carson asked how architects or others would know about the Design Guidelines and the Review Committee. It was noted that new investments or people from out of town are going to be seeking guidance from Downtown Topeka, Inc. and the Design Review Committee would be discussed there.

Mr. Post asked if a Design Review Committee meeting would be required. Mr. Warner stated they haven't really discussed or decided that yet. Mr. Heit pointed out that there are pre-app meetings that are required so it might be appropriate to make it a requirement. He also pointed out it could be voluntary but in the best interest of the architect/applicant to have the review ahead of time. Regardless, there will be a public learning curve.

Mr. Riedel noted that there was consensus among the Landmarks Commissioners that they are in support of a Design Review Committee and some sort of pre-application meeting. After discussion it was agreed that it would be best to plan to meet on a regular basis (i.e. once/week at a certain time) and if there was nothing to meet about, the meetings would be cancelled ahead of time.

IX) Other Items

Mr. Post stated that he will be contacting the gentleman from Iowa who offered to purchase the Docking State Office Building. He asked if there would be a problem with him stating that he is a member of the Landmarks Commission. Mr. Paris stated that he is not speaking for the body so sharing that he's on the Commission shouldn't be a problem.

Ms. Deborah Edwards invited all to the upcoming City Council meeting where the John Nelson Historic District will go up for vote. Mr. Paris added that also at that meeting, the Proclamation for Historic Preservation Month would be presented to Ms. Betty Nelson, the 100 year old granddaughter of John Nelson.

Mr. Riedel thanked all who were at the Dillon House when awards were presented.

Mr. Warner thanked Mr. Falk for attending the Board of Review on Saturday

X) Adjournment at 7:30PM

Topeka Landmarks Commission
Certified Local Government
State and National Historic District Project Review

Case Number: CLGR15-06

Project Address: 120 SE 10th Avenue

Historic District: South Kansas Avenue Commercial Historic District

Standards: Secretary of the Interior's Standards for Rehabilitation

Type of work: Exterior and interior renovations to a three-story office building for continued office use

Square Footage: 49,715 sq. ft.

Height: 3-Story

Property Classification: Non-Contributing

Attachments: **Site Plan** [] **Elevations** [] **Arch./Const. Plans** [X] **Pictures** [X]

Analysis Note: As a non-contributor to the South Kansas Avenue Commercial Historic District, the Secretary of the Interior's Standards for Rehabilitation apply only to the proposed modification's effect on the historic integrity of the surrounding district, and not to the historic integrity of this property, itself. As such, all Standards will be applied to the proposed exterior modifications, and not to the proposed interior modifications.

Applicable Standards:

- **Standard - A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

Analysis - No change in use is proposed in conjunction with this proposal, and therefore will have no effect on the surrounding historic district.

- **Standard - The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

Analysis - The proposed modifications will restore the original window openings on the 1st and 2nd levels of the building. This action will serve to enhance the historical integrity and character of the surrounding historic district.

- **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.**

Analysis - In addition to the restoration of the 1st and 2nd floor windows to their original dimensions, original decorative details inlaid above the 2nd level windows on the exterior of the south and east facades are being preserved, thus further protecting the integrity and character of the surrounding historic district.

- **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

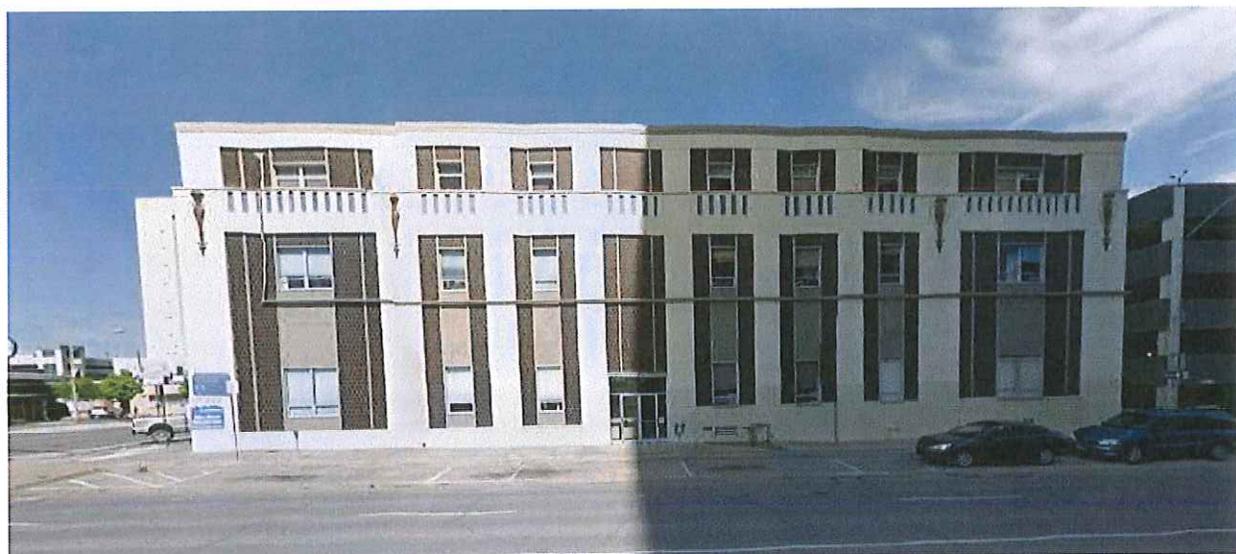
Analysis - An addition to the existing structure is proposed along the west face of the building, and will extend the south façade approximately 20 feet to the west. This addition is intended to enclose an existing exposed fire escape that is visible on the west face of the building, and provide a location for an elevator to the building's 2nd and 3rd floors. This addition will be slightly recessed from the south setback of the existing structure. The materials used for this addition will be compatible with the existing building, and will be compatible with materials used elsewhere within the historic district.

Planning Staff Recommendation: Based upon an evaluation based upon the Secretary of the Interior's Standards for Rehabilitation, the proposed project will **NOT** damage or destroy the historical integrity of the South Kansas Avenue Commercial Historic District.



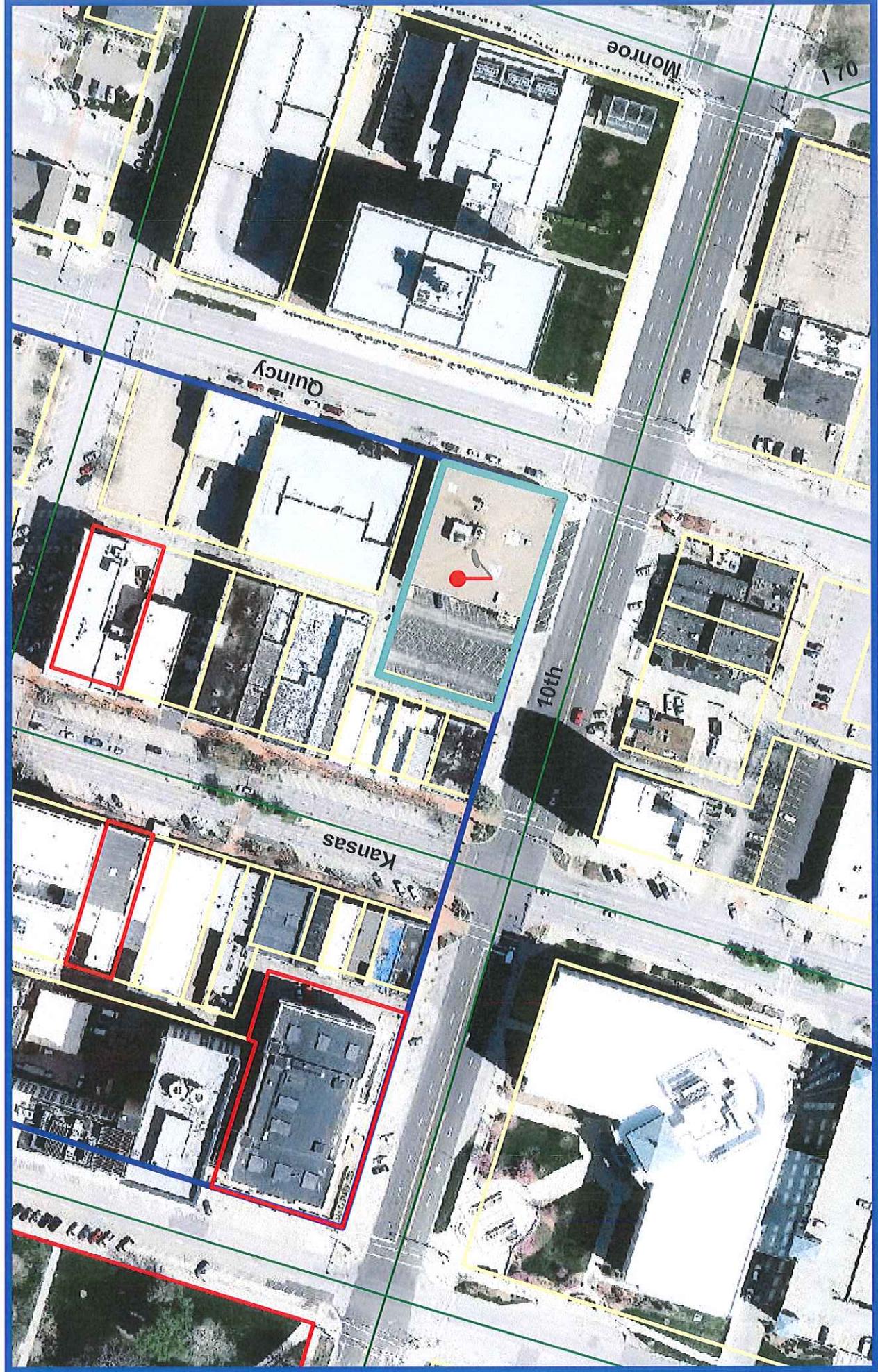
Timothy Parls, Planner II

6-1-15
Date



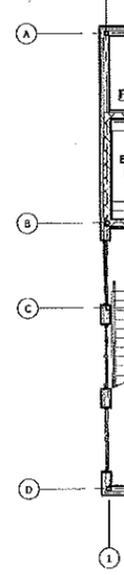
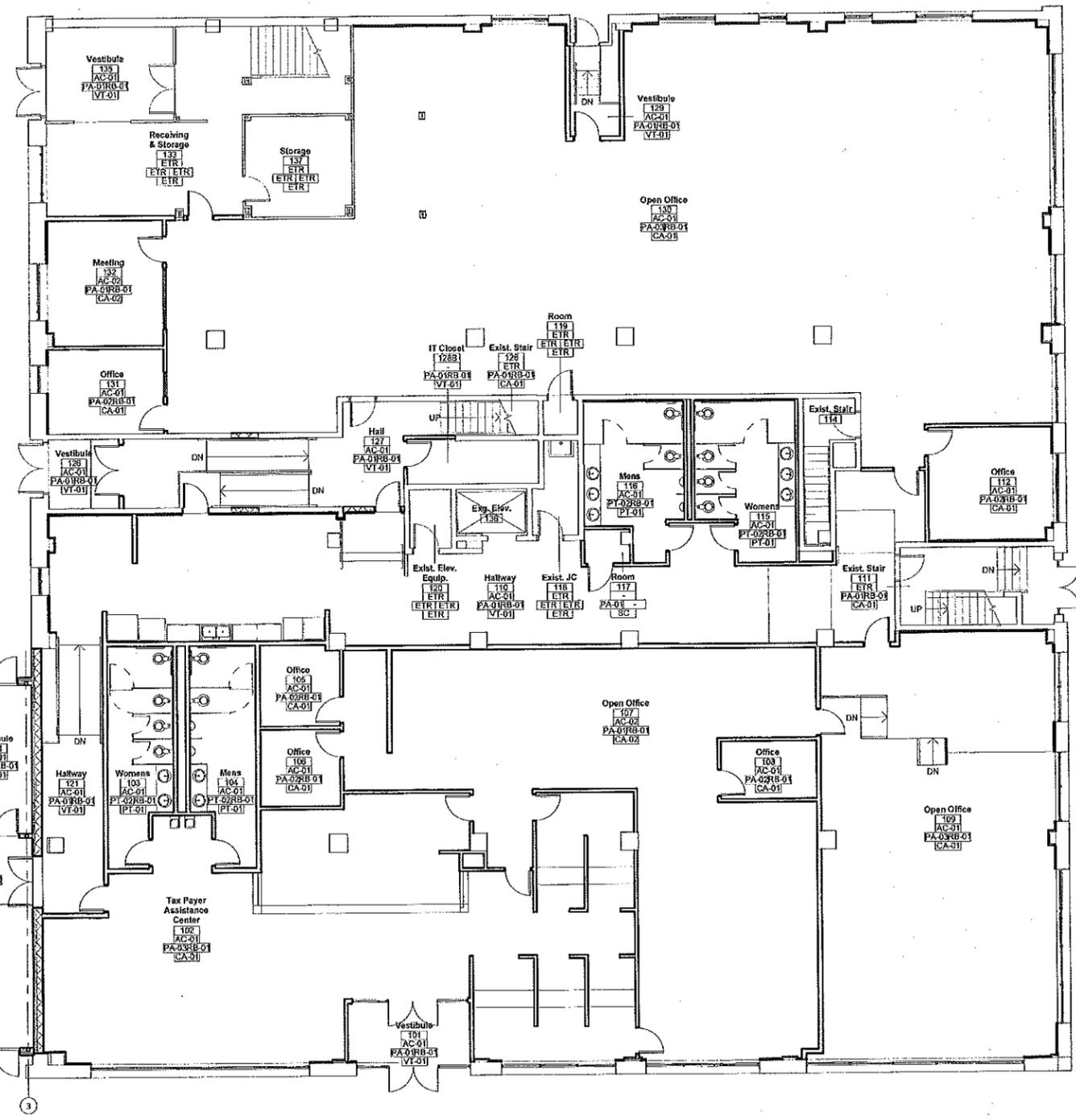


CLGR15-06 by Scott Family Partnership, LLC 120 SE 10th Ave



-  NHRP Listed Properties
-  S. Kansas Ave. Historic District
-  Parcels
-  Subject Property

Finish Legend					
Finish	Type	MFR	Series	Color	Notes
RB-01	Rubber Base	Roppo	4" Cove Base	Black/Brown - 103	
AC-01	Acoustical Ceiling Tile	Armstrong	Fisured Z2 Regular	White	
AC-02	Acoustical Ceiling Tile	Armstrong			
PA-04	Paint	Sherwin Williams			Ceiling
Floor					
CA-01	Carpet	TBD			
CA-02	Walk Off Mat	TBD			
PT-01	Porcelain Tile				
SC-01	Sealed Concrete				
VT-01	Vinyl Tile	Armstrong	Imperial Texture - Standard Excelon	Field Gray - 51927	
VT-02	Vinyl Tile	Armstrong	Imperial Texture - Standard Excelon	Charcoal - 51916	
Surface					
PL-01	Solid Surface	TBD			Cabinets
SS-01	Plastic Laminate	WilsonArt		Carbon Mesh 4890 38	Counter Tops
Walls					
PA-01	Paint	Sherwin Williams	Satin	Agreeable Gray - SW 7029	
PA-02	Paint	Sherwin Williams	Satin	Mega Griego - SW 7031	HM Door Frames
PA-03	Paint	Sherwin Williams	Satin	Gaunte Peak - SW 8250	Accent Walls
PT-02	Porcelain Tile				



A First Floor Finish
SCALE: 1/8" = 1'-0"

KDOR - SCOTT BUILDING

REVISIONS



An Existing Building Renovation for:
Kansas Department of Revenue
120 SE 10 Ave, Topeka, KS 66612

ARCHITECT
ARCHITECTURE INC.
906 S KANSAS AVE #200
TOPEKA, KANSAS 66602
PHONE: 785 / 271-7000
FAX: 785 / 271-7020
WWW.ARCHITECTDNEPA.COM

SHEET TITLE
First Floor Finish Plan

JOB: 14-035
DRAWN BY: BJ/K/TJ/RD
PROJECT MGR: SBO
PRINCIPAL: SEB
DATE: 05/15/15

KDOR - SCOTT BUILDING

SHEET

A-1.4a



B Ext South
SCALE: 1/8" = 1'-0"

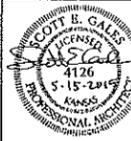


A Ext East
SCALE: 1/8" = 1'-0"

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KDOR - SCOTT BUILDING

REVISIONS



An Existing Building Renovation for
Kansas Department of Revenue
120 SE 10 Ave, Topeka, KS 66612

ARCHITECT
me
You know us by our work.
908 S KANSAS AVE #200
TOPEKA, KANSAS 66612
PHONE 785/271-7010
FAX 785/271-7020
WWW.ARCHITECTMEPA.COM

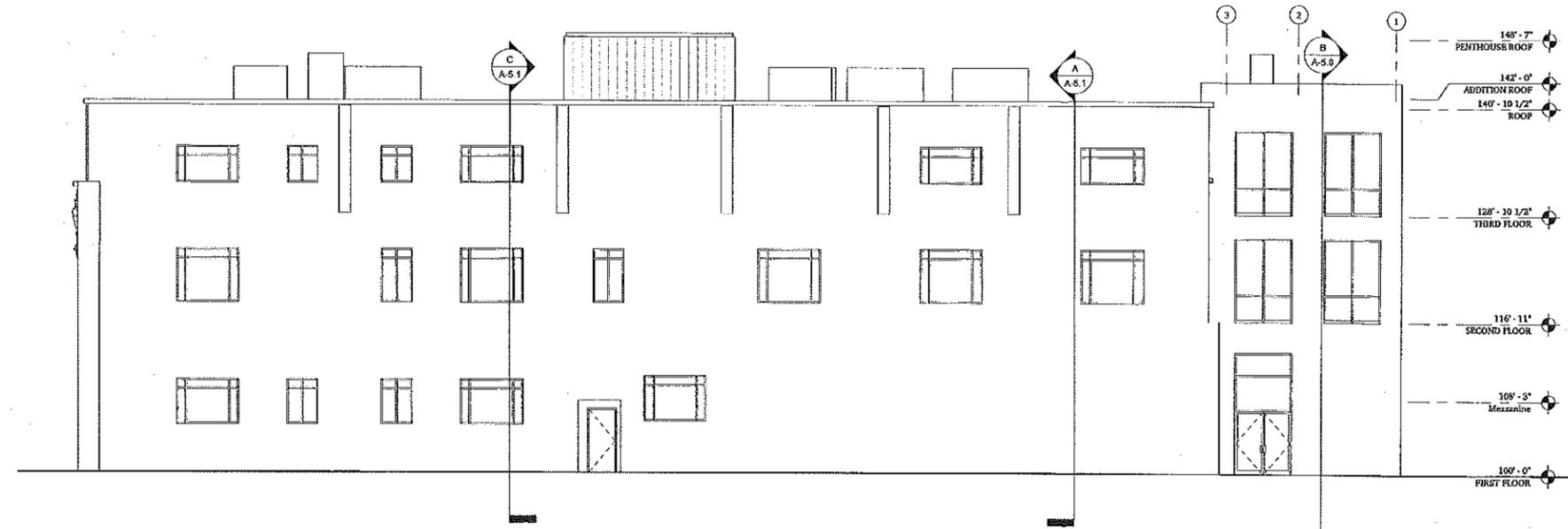
SHEET TITLE
Exterior Elevations

JOB: 14-035
DRAWN BY: BIR/TO/JRD
PROJECT MGR: SEG
PRINCIPAL: SEG
DATE: 05/15/15

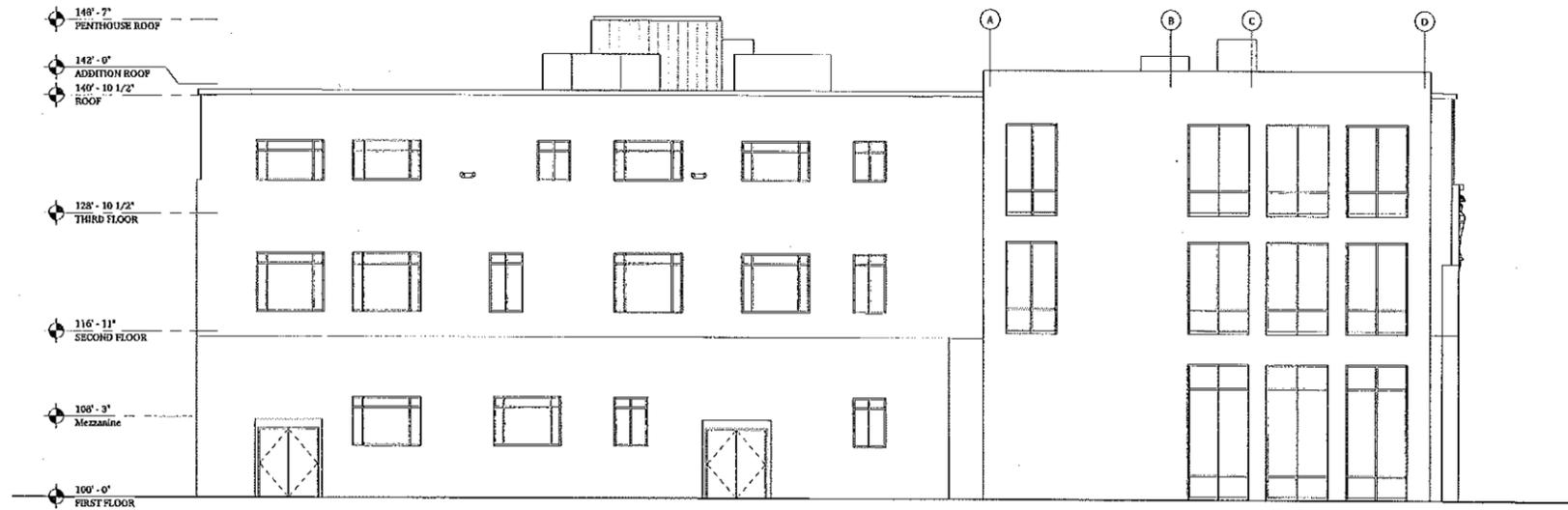
KDOR - SCOTT BUILDING

SHEET
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B Ext North
SCALE: 1/8" = 1'-0"



A Ext West
SCALE: 1/8" = 1'-0"

KDOR - SCOTT BUILDING

REVISIONS



An Existing Building Renovation for:
Kansas Department of Revenue
120 SE 10 Ave, Topeka, KS 66612

ARCHITECT
me
ARCHITECTURE P.C.
908 S KANSAS AVE #200 TOPEKA, KANSAS 66612
PHONE: 785 / 271-7010 FAX: 785 / 271-7020
WWW.ARCHITECTUREP.C.COM

SHEET TITLE

Exterior Elevations

JOB: 14-035

DRAWN BY: BJK/TJR/D

PROJECT MGR: SEG

PRINCIPAL: SEG

DATE: 05/15/15

KDOR - SCOTT BUILDING

SHEET

A-4.1

Topeka Landmarks Commission
Certified Local Government
State and National Historic District Project Review

Case Number: CLGR15-07

Project Address: 634 S. Kansas Ave.

Historic District: South Kansas Avenue Commercial Historic District

Standards: Secretary of the Interior's Standards for Rehabilitation

Type of work: Placement of illuminated sign along the upper façade of the building

Square Footage: 16 sq. ft.

Height: 1-Story

Property Classification: Non-Contributing

Attachments: Site Plan [] Elevations [] Arch./Const. Plans [X] Pictures [X]

Analysis Note: As a non-contributor to the South Kansas Avenue Commercial Historic District, the Secretary of the Interior's Standards for Rehabilitation apply only to the proposed modification's effect on the historic integrity of the surrounding district, and not to the historic integrity of this property, itself. As such, all Standards will be applied to the proposed exterior modifications, and not to the proposed interior modifications.

Applicable Standards:

- **Standard - A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

Analysis - The building located on the property was constructed in 1987, and as such, is a non-contributor to the historic integrity and character of the South Kansas Avenue Commercial Historic District. No change in use is proposed in conjunction with this proposal, and therefore will have no effect on the surrounding historic district.

- **Standard - The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

Analysis - No materials will be removed from this building to accommodate the placement of this sign at its proposed location.

- **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

Analysis - The proposed sign will not destroy the character of the property, nor introduce new materials not already present within the surrounding historic district. The illumination of this sign will not alter or reduce the historic integrity of surrounding properties within the South Kansas Avenue Commercial Historic District.

Planning Staff Recommendation: Based upon an evaluation based upon the Secretary of the Interior's Standards for Rehabilitation, the proposed project will **NOT** damage or destroy the historical integrity of the South Kansas Avenue Commercial Historic District.



Timothy Paris, Planner II

6-4-15
Date



CLGR15-07 by Howard and Nancy Paul 634 S. Kansas Avenue



-  NHRP Listed Properties
-  S. Kansas Ave. Historic District
-  Parcels
-  Subject Property

CLG 2/15/07

CITY OF TOPEKA SIGN PERMIT APPLICATION

DATE 10-3-2015

PERMIT NUMBER 201506042911

The undersigned hereby makes application to erect 1 sign(s) as specified herein, and does agree that the provisions of the sign ordinance will be complied with whether the same are specified herein or not.

LOCATION: 634 South Kansas Ave (padd = 932)

NAME OF BUSINESS: Subway

LEGAL DESCRIPTION: LOT _____ BLK _____ SUBDIVISION: _____

LEGAL DESCRIPTION ATTACHED TO APPLICATION

IS PROPERTY ON STATE OR NATIONAL HISTORIC REGISTER OR WITHIN 500' RADIUS OF SUCH PROPERTY? YES NO

TYPE OF SIGN(S): GROUND SIGN WALL SIGN POLE SIGN
 TEMPORARY SIGN ROOF SIGN BALLOON SIGN

WORK TO BE DONE: NEW SIGN REWORK/REPLACE SIGN FACE REPLACEMENT

HEIGHT ABOVE GRADE IS 12' FEET. SIZE OF SIGN: WIDTH 2' LENGTH 8'
TOTAL SQUARE FEET OF SIGN: 16 PER SINGLE FACE

SIGN CONSTRUCTION OF WHAT TYPE OF MATERIAL? Aluminum & Acrylic

IS SIGN ILLUMINATED? YES NO IF YES, HOW? Internal LED

APPLICATION SHOULD INCLUDE THE FOLLOWING ATTACHMENTS:

1. Drawings to scale indicating method of attachment, depth & size of sign foundation and structural members. city reserves the right of requiring seal on plans.
2. Site plan indicating location of sign with dimensions to property lines, indicate any streets, drives or curb areas.
3. New signs require a electrical inspection be completed before installation.
4. Balloon signs may be placed 4 times a year for 1 week.

Indicate date(s) that balloon sign will be flown: _____

Sign Company: Luminous Neon, Inc

Address: 1510 SW 41st Topeka, KS 66609 Phone: 785-267-2025

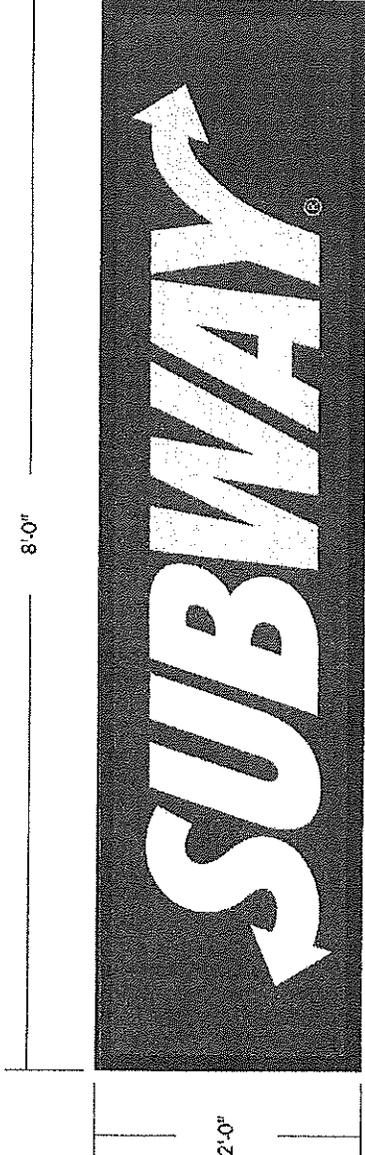
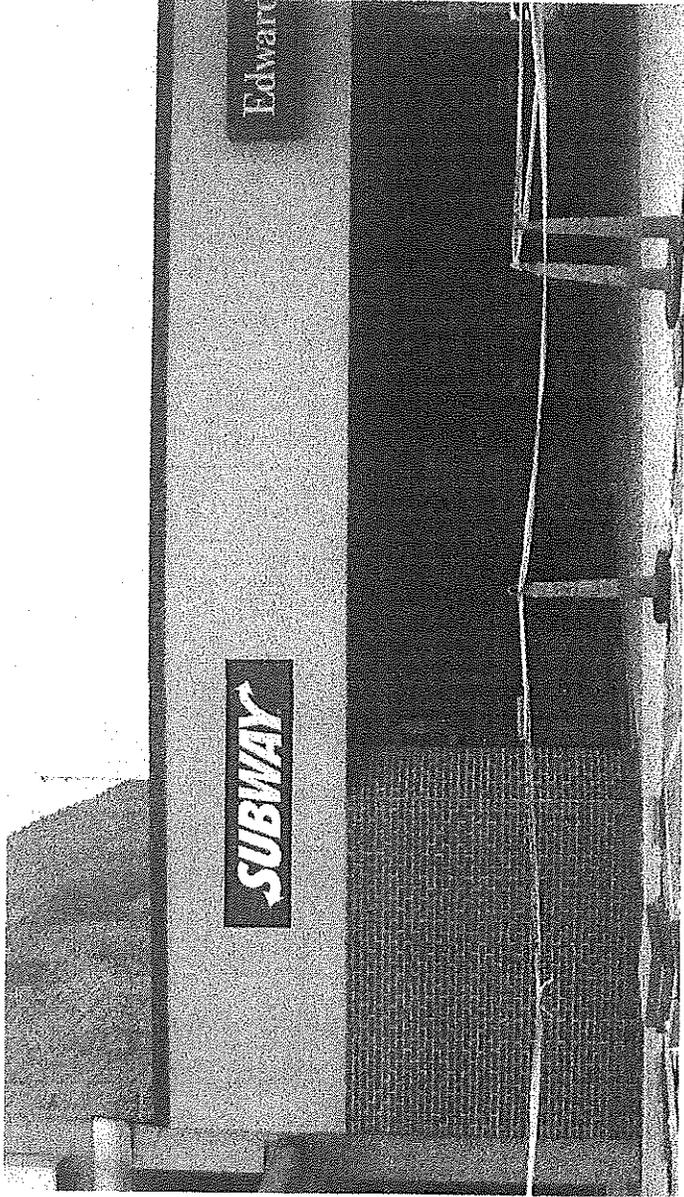
Engineering	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproved	Date _____	Initial _____
Water	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproved	Date _____	Initial _____
Traffic	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproved	Date _____	Initial _____
Zoning Insp	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproved	Date _____	Initial _____
Zoning of Property	<u>C-5</u>		Date _____	Initial _____

By the execution of this application I consent to have City of Topeka personnel enter onto the premises legally described herein for the purpose of inspecting the premises for compliance with applicable City Codes, during business hours.

x [Signature]
Owner or Contractor Signature

Historic District

RECEIVED
JUN 4 2015
TOPEKA PLANNING
DEPARTMENT

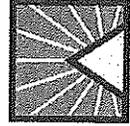


ALL NOTED DIMENSIONS ARE APPROXIMATE AND MAY BE MODIFIED SLIGHTLY DURING MANUFACTURING TO ALLOW PROPER COMPONENT USAGE

SPECIFICATIONS

- SINGLE-FACE, INTERNALLY-ILLUMINATED ALUMINUM SIGN CABINET PAINTED TO MATCH DURANODIC BRONZE.
- WHITE ACRYLIC FACE.
- APPLIED VINYL IN 7725-276 BOTTLE GREEN (OPAQUE) AND 3630-015 YELLOW. CLOSEST MATCH TO PMS 554 GREEN AND PMS 109 YELLOW.

CUSTOMER: SUBWAY NAME: JOE RUSSELL LOCATION: 634 SOUTH KANSAS AVE. TOPEKA, KS 66603	DATE: 6/2/15 DESIGN NO: KS-19249 ARTIST: AW
	SCALE: 3/4" = 1' DATE:



**LUMINOUS NEON
ART & SIGN SYSTEMS**

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TOPEKA LANDMARKS COMMISSION BYLAWS

ARTICLE I

Section 1. **Name.** The name of this organization, established by Ordinance No. 18420 of the City of Topeka, Kansas shall be the Topeka Landmarks Commission. The term “Commission” in the following sections of these bylaws shall mean the Topeka Landmarks Commission.

Section 2. **Membership.** Membership of the Commission shall be as established by the above cited ordinance, which specifies the number, method of appointment, and term of office.

Section 3. **Ex-Officio Members.** In addition, the following may sit on the Landmarks Commission as ex-officio members:

- 1) The director or designee of the development coordination office;
- 2) The director or designee of the ~~Metropolitan~~ Planning Department.

Ex-Officio members are non-voting members of the Commission.

ARTICLE II

Purpose

Section 1. **Bylaws.** The purpose of these bylaws is to establish rules for the internal organization of the Commission and for procedures of operation.

Section 2. **Landmarks Commission.** The function, powers, and duties of the Commission are as authorized by ordinance. With some exceptions, actions of the Commission are recommendations only, and subject to the approval of the City Council. The Commission, however, adopts its own set of rules and policies for procedure, consistent with its powers.

ARTICLE III

Organization

Section 1. **Officers.** The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary. The chairperson and vice-chairperson shall be elected by the Commission at its regular meeting in January of each year. Their terms in office shall be one (1) year. The Director of Planning, or his/her representative, shall serve as secretary to the Commission.

Section 2. **Chairperson.** The chairperson shall preside over all Commission meetings, unless the chairperson designates someone to preside in his/her stead. The chairperson shall appoint all committees and be an ex-officio member of all committees. The chairperson shall perform all the duties assigned to his/her office by the city and county governing bodies.

Section 3. **Vice-Chairperson.** The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term, and the Commission shall select a new vice-chairperson for the unexpired term at the next regular meeting.

Section 4. **Secretary.** The Director of Planning, or his/her representative, shall serve as secretary to the Commission. The Secretary shall prepare the agenda and the order of business for each regular meeting in consultation with the chairperson. The secretary shall keep the Commission informed on all communications. The secretary shall record the minutes of all meetings and shall provide copies to all members of the Commission, the governing bodies and other public agencies involved. The secretary shall act on behalf of the commission in the following matters, provided that matters shall first be presented to the Commission if there appears to be serious conflict of interest, public controversy, or the like:

- a. Represent the Commission on Planning matters at all meetings of the Governing Body;
- b. Prepare or present plans, policies, or procedures established by the Commission;
- c. Prepare the annual budget and review it with the Commission;
- d. Accept and prepare all routine communications on planning matters; and
- e. Give or serve all notices required by law, these bylaws, or adopted procedures.

Further, the Secretary shall be responsible to advise the chairperson directly, and the Commission as a whole, on matters regarding annual requirements for document reviews, and deadlines and content requirements for submission of various reports and documents to local governing bodies, the State of Kansas, and federal offices.

Section 5. **Committees.** The Commission may establish committees, including a Design Review Committee, as deemed necessary or convenient to carry out the various duties and functions of the Commission. Such committees may be made up of part or all of the members of the Commission and may include members outside the Commission and may meet upon such schedule and for such purposes as established by the Commission.

One standing committee of the Landmarks Commission shall be the Design Review Committee. The Design Review Committee shall:

- a) Include three (3) members being of the Landmarks Commission, at least one (1) member a design professional consistent with the City's Certified Local Government agreement with the Kansas State Historic Preservation Office; and
- b) Include Ex-Officio Members per Section 3; and
- c) Meet on a regularly scheduled basis; and
- d) Serve for a term of one (1) year and appointed consistent with Section 2; and
- e) Whose review authority shall be over Local Landmarks, and State and National listed properties; and
- f) Whose duties shall include:
 - 1) Review and recommendation for major projects to the Landmarks Commission for individually listed properties and for all properties within listed historic districts for compliance with the Secretary of the Interior's Standards for Rehabilitation; and
 - 2) Review and approval authority when necessary for minor projects for individually listed properties and for all properties within listed historic districts for compliance with the Secretary of the Interior's Standards for Rehabilitation; and
 - 3) Review and comment for Federal Section 106 projects; and
 - 4) Meetings with applicants as necessary to review project's designs for compliance with the Secretary of the Interior's Standards for Rehabilitation.

Section 6. **Attendance.** Any member who is absent without prior excuse from three consecutive meetings shall have such absence reported by the chairperson to the appointing authority. Members who accrue absences beyond a total of four in any 12 month period should consider relinquishing their appointments.

Section 7. **Planning Office/Staff Support.** The Planning Department shall provide professional and technical assistance to the Commission. Staff planners shall present recommendations of the Commission to the governing bodies. Recommendations of the professional staff, minutes of the Commission meetings, and other relevant material shall be presented to the governing bodies with the recommendations of the Commission. The Planning Department shall also provide professional and technical assistance to the governing body and to other boards, commissions, and agencies as deemed appropriate.

Article IV

Meetings

- Section 1.** **Regular Meetings.** The Commission shall meet at least once each month, with additional meetings upon call by the chairperson or upon petition of a majority of the members. All meetings shall be open to the public and notification shall be ~~given in the official newspaper and to those who request notification~~ announced through notice provided to the City Clerk.
- Section 2.** **Special Meetings.** Special meetings of the Commission or committees may be called by the respective chairperson. Such meetings may also be called at the request of a majority of the members of a committee or such committee's chairperson. Notice of special meetings shall be given by the Planning Director at least 24 hours prior to the meetings. The notice shall state the purpose and time and place of the meeting. Notice to the Commission members may be by telephone, mail or e-mail.
- Section 3.** **Agenda.** Agendas for all regular meetings shall be available at the Planning Department at least one week prior to each meeting. Between meetings of the Commission, the planning department staff will be available to provide information on matters which come or have come before the Commission.
- Section 4.** **Quorum Requirements.** A quorum of the Commission shall consist of 5 members. A quorum of a special study committee shall consist of a majority of the members appointed to the committee. No official business shall be conducted by the Commission, or any committee in the absence of a quorum. In the absence of a quorum at any meeting, the presiding officer, after consultation with those members present may adjourn the meeting to a specified date, time, and place. A quorum is not lost when a member or members abstain from voting.
- Section 5.** **Open Meetings.** All meetings of the Commission, and special committees shall be open to the public and attendance by representatives of the news media, except that closed sessions may be held in accordance with the provisions of the Kansas Open Meetings Act.
- Section 6.** **Voting Requirements.** Any matter requiring that a recommendation be made to either of the respective governing bodies of the city and county shall require the affirmative votes of not less than a majority of the seated members of the Commission.

Article V

Conduct of Meetings

Section 1. **Parliamentary Authority.** Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these bylaws and the Commission's adopted Rules of Procedure.

Section 2. **Staff Reports.** Staff reports on all agenda items shall be prepared and transmitted to the Commission members a minimum of three (3) days prior to the time of the meeting.

Section 3. **Appearance Before the Commission.** Petitioners or their representatives, members of the community at large or individuals or their representatives who feel that they will be affected by any action taken by the Commission may appear before the Commission to present views and statements either for or against agenda items. The public may address their comments or concerns to the Commission either in person or in writing. The Chairperson may at his/her discretion limit the length of presentation or discussion to ensure the orderly conduct of Commission business provided that the decision of the Chairperson may be overridden by a majority vote of those commissioners present.

Section 4. **Commission Action.** The Commission shall function as authorized by City Ordinance No. 18420 to include, but not limited to, the following functions:

- a) Familiarization and identification of all historic resources within the community;
- b) Identification of such resources as historic landmarks or districts;
- c) Administer Certificate of Appropriateness Review according to design criteria as defined to determine appropriateness of proposed undertakings relative to historic resources, landmarks, or districts;
- d) Review and comment on projects which may be determined to be a threat to an archaeological site as designated by the Kansas State Historical Office;
- e) Suggest sources of funds for preservation and restoration activities;
- f) Recommend incentives for preservation;
- g) Annually review the status of identified historic resources, landmarks, and districts;
- h) Propose alternatives or adaptive re-use for structures scheduled for demolition;
- i) Make and adopt an historic preservation plan;
- j) Implement a receivership program for the donation of conservation easements;
- k) Recommend legislation to the City Council to encourage historic preservation;
- l) Assist in the preparation of National and/or State register nominations;
- m) Upon request of the property owner, render advice and guidance with respect to any proposed work on a historic resource.

Section 5. **Motions.** Motions before the Commission shall be made in the affirmative on all public hearing items and shall be restated by the Chairperson prior to vote on that item.

Section 6. **Voting.** Voting may be by voice ballot or by individual voice ballot on all items as deemed appropriate by the Chairperson. Records of all votes shall be tallied by the secretary.

Section 7. **Conflict of Interest.** It is the duty of each member to vote on each issue. No member of the Commission, however, shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A. 75-4301 et seq. Should any member have such a substantial interest on a matter coming before the Commission or its committees, the Chairperson shall declare the abstention for each affected Commission member for that item on the agenda.

Section 8. **Record of Proceedings.** The secretary shall record the minutes of each meeting as a matter of public record and shall present such minutes to the Commission for approval.

Article VI

Amendments

Section 1. These bylaws may be amended by a majority of the Commission at any regular meeting, provided the members have been notified one (1) month in advance and the proposed amendment has been placed on the meeting agenda.

**List of Projects to be reviewed by Planning Staff and/or
the Topeka Landmarks Commission Design Review Committee**

The following is a list of projects that Planning Staff and/or the Topeka Landmarks Commission Design Review Committee, may review for **APPROVAL** on behalf of the Topeka Landmarks Commission, and Kansas SHPO in accordance with KSA 75-2724 and KAR 118-3-1, and Chapter 18.255 Historic Preservation, of the Topeka Municipal Code.

Individually Listed and All Properties within Listed Historic Districts

1. Reroofing (Using like material)
2. Repair using like material and not changing the current look, massing, and scale, including but not limited to the following:
 - a) Porches
 - b) Fascia
 - c) Building details (i.e. cornices, porch railings, pediments, etc.)
 - d) Window and door repair
 - e) Other interior features that are deemed to be contributing features to the structure's historical integrity.
3. Repair/replacement of mechanical, plumbing, and electrical equipment
 - a) in current location , or
 - b) installation of new such equipment on secondary or higher elevations that do not create new penetrations through structural elements of the building, or
 - c) are concealed within existing interior walls, or
 - d) other minor changes that follow the Secretary of the Interior's Standards for Rehabilitation.
4. Removal or alteration of interior features that, upon review and comment from the Design Review Committee, could be deemed to be a contributing feature to the historical integrity of a non-contributing property
5. Demolition of outbuildings and minor accessory structures not visible from the street frontage of the property, and are not identified as contributing features of the property in its nomination for historic listing.
6. Replacement of illuminated and non-illuminated wall signs that follow the Secretary of Interior's Standards for Rehabilitation.
7. Fences behind the plane of the associated structures' front elevation.
8. Repair or replacement of brick sidewalks, streets, alleys and stone curbing adjacent to a listed property, or located within the boundaries of an historic district consistent with the City of Topeka's adopted Brick Streets and Brick Sidewalks Policy.
9. Minor exterior building additions to listed properties, or properties within an historic district that do not damage or alter the historic structure, including, but not limited to the following:
 - a) Small additions to primary structures, less than 250 sq. ft. (e.g. removable wheelchair access ramp).
 - b) Small accessory structures not visible from the street frontage of the property, less than 250 sq. ft.
 - c) Additions to accessory structures not visible from the street frontage of the property that follow the Secretary of Interior's Standards for Rehabilitation.
 - d) Installation of new decks not visible from the street frontage of the property, less than 250 sq. ft.
10. Minor Zoning Variances for building-line setbacks
11. Review and comment for all National Historic Preservation Act Section 106 reviews submitted for comment by other City Departments, and outside entities

A TOPEKA WORTH SAVING

Annual Ten Most Endangered Properties Listing of Topeka, Kansas

Topeka Worth Saving (TWS), a program of the Topeka Landmarks Commission, seeks to identify properties of historic significance within the city of Topeka that face critical threats to their continued existence. Properties assigned to this list will provide a tool for raising awareness to the public at large, the Topeka Landmarks Commission, and the Topeka City Council. To assist in this effort, nominations from the public will be sought and used to generate an annual list of the ten most endangered properties in the city of Topeka. The goals of the program are as follows:

- Promote citizen involvement and public awareness of Topeka's rich cultural and architectural history;
- Utilize public input to proactively identify threatened properties and provide solutions;
- Provide the Topeka Landmarks Commission and the City Council with priorities in order to better align resources to address the public's concerns.

Each year, properties of historic significance across Topeka are threatened by demolition or neglect. Collectively, these properties contribute to our community's pride, identity, and quality of life. The threats faced by these buildings often go unnoticed, which prevents the public from developing solutions. TWS provides a tool for identifying these properties and raising awareness. Nominations to the list will be evaluated and prioritized, thus creating a work plan for the Landmarks Commission and other local preservation organizations. Identified endangered properties may be provided with technical assistance, and information for eligible properties regarding available Federal, State, and other private financial resources to address their concerns for the identified property.

Members of the public may nominate any property to the endangered properties list by submission of a nomination form to the Topeka Landmarks Commission. Nominations can be submitted at any time throughout the year. Properties may be currently listed on the national, state, or local historic registers, or they may simply possess historic significance. The nominator may coordinate with city staff to schedule a public presentation during a monthly Landmarks Commission meeting. In April of each year, the Topeka Landmarks Commission will evaluate all submitted nominations and determine the ten most endangered properties. This finalized list will be presented to the Topeka City Council in May as a communication that reflects the public's concerns for the well-being and continued use of those properties. Descriptions of the listed properties, along with details of the current status will be posted at www.topeka.org, following their presentation to the Topeka City Council.

Nominations to the list will be evaluated according to the following criteria.

- Historic Significance (architectural, cultural, or significant events)
- Severity of Threat
- Viability of Solution

Nominating and listing properties in the Endangered Properties list does not ensure protection from continued neglect, deterioration, or demolition. To address the threats facing these properties, it is imperative that citizens be engaged both vocally and financially. In this sense, the list serves to identify “opportunities” for preservation, as well as identifying those properties that are “endangered.”

For more information, or for questions regarding the Topeka Worth Saving program, contact Tim Paris at the Topeka Planning Department Office, 785-368-3728, or e-mail at tparis@topeka.org.

TOPEKA WORTH SAVING
Endangered Properties Nomination Form

Property Information

Name of Property: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Nominator Information

Name: _____

Address: _____

City: _____, State: _____, Zip: _____

Telephone: _____ Email: _____

Property Owner Information

Property Owner Name, if known: _____

Owner Address: _____

City: _____, State: _____, Zip: _____

Telephone: _____ Email: _____

Is the property owner aware of this nomination? Yes No

Property Details *(Please include the following information on additional pages.)*

1. Describe the property in detail. Include information about its historical significance, setting, overall appearance, style, current use and condition. Historic significance should include: historic use, association with significant person, group or event, or distinctive architecture. When possible, provide source for information.
2. Why is the property “endangered?” How imminent is the threat?
3. How might the property be re-used or adapted?
4. What physical restoration or repairs are required to preserve the property?
5. Do you know of any groups or individuals involved in saving this property? (Please provide contact information) To date, what has been done to mitigate the threat?
6. Provide Letters of Support for the nomination.
7. Designation, if known:
 - National Register of Historic Places
 - Register of Historic Kansas Places
 - Topeka Historic Landmarks
8. Nominations must include at least two current photographs of the endangered property.
9. Additional supporting materials if available: such as historic photographs or published news material.

Submit nomination to: Tim Paris, Planner II
 Topeka Planning Department,
 Holliday Building, 3rd Floor
 620 SE Madison Street
 Topeka, Kansas 66607

785-368-3728
tparis@topeka.org