

**LEAVENWORTH PRESERVATION COMMISSION
COMMISSION CHAMBERS, CITY HALL
100 N. 5th Street
Leavenworth, KS 66048**

**REGULAR SESSION
Wednesday, July 1, 2026
6:00 p.m.**

AGENDA

CALL TO ORDER:

- 1. Roll Call/Establish Quorum**
- 2. Approval of Minutes: August 6, 2025**

OLD BUSINESS:

None

NEW BUSINESS:

- 1. ELECTION OF OFFICERS**
- 2. TRAINING VIDEO: APPLYING THE STANDARDS: MAIN STREET BUILDINGS**

To remain in good standing as a Certified Local Government, each commission member shall attend at least one information or training meeting each year as approved by the State Historic Preservation Office (SHPO). Staff will present a relevant training webinar that has been shared with us by the SHPO. For each commissioner in attendance, this will count as a required annual training. The webinar is approximately 30 minutes long.

OTHER BUSINESS/CORRESPONDENCE:

- 1. MINOR STATE LAW REVIEW AND/OR MINOR CERTIFICATE OF APPROPRIATENESS (19) –
No action required.**
 - 508 Delaware St - Replace air conditioning unit interior
 - 630 Cherokee St - replace electrical system on front of building
 - 424 Cherokee St - Replace wall sign with projecting sign
 - 511 Delaware St - Replace air conditioning system
 - 601 S 5th St - Repair existing windows on north wall
 - 601 S 5th St - Repair masonry
 - 1021 S 5th St - replace 2 original dining room windows, like for like
 - 417 N Esplanade St - Repair concrete sidewalk with concrete
 - 504 Delaware - awning with 13'9" x 8" company name
 - 219 N Esplanade - HVAC repair

- 1100 N 2nd Street - Interior modifications not affecting character-defining elements- Changing office to apartment
- 928 S Esplanade - Spot sewer repair
- 1017 3rd Ave - replace HVAC
- 928 S Esplanade - Black metal fence
- 420 S Esplanade - Stove lofts flat roof repair
- 1499 Limit Street - Fence replacement Greenwood Cemetery
- 408 Delaware St - 4' x 24' wall sign for Mimi Beauty Spa
- 214 Arch Street - Sidewalk replacement
- 117 Cherokee St - Replacement of roof

ADJOURN



LEAVENWORTH PRESERVATION COMMISSION MINUTES
COMMISSION CHAMBERS, CITY HALL
100 N 5th Street, Leavenworth, Kansas 66048
WEDNESDAY, August 6, 2025, 6:00 PM

CALL TO ORDER:

Board Members Present

Rik Jackson
Ken Bateman
Ed Otto
Dick Gibson

Board Member(s) Absent

Sherry Whitson

City Staff Present

Michelle Baragary
Kim Portillo
Sarah Roll

Chairman Jackson called the meeting to order at 6:00 p.m. and noted a quorum was present.

APPROVAL OF MINUTES: June 4, 2025

Chairman Jackson asked for comments, changes or a motion on the June 4, 2025 minutes presented for approval. Commissioner Gibson moved to approve the minutes, seconded by Commissioner Otto, and approved by a vote of 4-0.

OLD BUSINESS:

None

NEW BUSINESS:

1. 2025-14 LPC – 704 CHEROKEE ST.

A State Law review (KSA 75-2724) for proposed modifications to the property at 704 Cherokee St., a property located in the Leavenworth Downtown Historic District, under the Secretary of the Interior's Standards for Rehabilitation. The scope of work includes the removal of a 3' x 24' deck and construction of a replacement 12' x 12' deck on the rear of the property. The deck will be attached to and serve both 704 Cherokee St. and 706 Cherokee St.

STAFF ANALYSIS:

The property is located in the Leavenworth Downtown Historic District, which was listed in the Register of Historic Kansas Places and National Register of Historic Places in 2002. The property at 704 Cherokee St., built in 1897, is a two-story brick commercial building that features Jacobethan Revival style details with its steeply pitched parapet front gables; polychrome coat of arms ornamentation in the gables flanked by vertical pilasters; cast stone trim; and tall, narrow, paired windows. The nomination notes this building retains a high degree of integrity and is a contributing structure to the district. The property at 706 Cherokee St., built in 1905, is a two-story brick building with the first story storefront having new brick cladding and brick infill, altering the original openings. The nomination notes that because of the irreversible alterations, this building does not retain sufficient integrity to provide associations and feelings related to its period of significance or its original commercial function.

The first floor of 704 Cherokee is commercial space and the second floor is a loft apartment occupied by the property owner David Sachse. The proposed new deck would replace the existing deck at the rear of the buildings, and would expand 12' along the upper level and project 12' out from the buildings and serve both 704 Cherokee and 706 Cherokee. The stairs will be brought up to code and descend 6' 6" to the east to a 4' 6" x 4' platform and then flow south 7' 4".

REQUIRED REVIEWS:

The proposed project shall be reviewed utilizing the Standards for Rehabilitation as set forth by the Secretary of the Interior:

1. 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.

No such change is proposed.

2. 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.

The enlarged deck will not be visible from the street. No removal of historic materials or features is proposed.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

No such change is proposed.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

No such change is proposed.

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

The existing wood deck does not have unique construction techniques or examples of craftsmanship that characterize the historic property. No existing historic features, finishes or construction techniques will be altered.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

The proposed changes do not involve replacement of any historic features.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

No chemical or physical treatments are proposed.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

No known significant archeological resources exist for preservation.

9. 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.

The proposed deck will not destroy historic materials of the property, and will be compatible in scale and massing with the buildings.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

No such work is proposed.

ACTION/OPTIONS:

- Motion, to determine that the proposed changes to 704 Cherokee St. do not damage or destroy the Leavenworth Downtown Historic District.
- Motion, to determine that the proposed changes to 704 Cherokee St. do damage or destroy the Leavenworth Downtown Historic District.
- Motion, to Table item until the next meeting for the purpose of gathering additional information.

Commissioner Bateman asked if the staff had recommendations.

Ms. Baragary stated staff would recommend approval.

Commissioner Gibson requested the owners to approach the microphone for questions.

Chairman Jackson opened the public hearing.

Owner stated his name as David Sachse.

Chairman Jackson states they have reviewed the current structure as it is, and have also reviewed the proposed structure and have some questions that reference the deck.

Chairman Jackson points to the rendering on the submitted site plans and notes there are not any supports shown under the stairs of the new deck.

Mr. Sachse states there is currently 4x4 support there – the new structure will be supported with 6x6 support running adjacent to the building. The deck also currently has an awning that will remain and be maintained as well.

Commissioner Gibson states the deck is 12x17 with an 8 x 12 extension.

Mr. Sachse agrees that Commissioner Gibson is correct in that and the site plan should have reflected that.

Commissioner Gibson stated how they build is not for them to approve, but the piece hanging onto the building with no support is theirs to approve since the building is a historical piece. If there is no support on that piece hanging off the building and it falls, it will damage the building.

Mr. Sachse apologized for the miscommunication and stated there will be one, he had his preliminary drawings done by Menards who did not show the supports.

Commissioner Gibson asked Mr. Sachse if he is being required to address the issue of the piece of the deck that extends out into the parking lot by about 6 or 7 feet.

Mr. Sachse responded that there is a trailer parked right in front of the deck and blocks a parking spot so there wouldn't be any less parking area than there is now.

Commissioner Gibson asked about the new posts being in the parking lot and what will he do for a barrier to prevent vehicles from running into the posts and knocking the deck down.

Mr. Sachse stated there is no parking for anyone within the boundaries of the property line for 704 so that will not be an issue.

Commissioner Gibson reiterated his concern regarding anyone that drives behind the building could potentially back up and hit the pole which would make the deck come down. He provided a comment to planning that when this is reviewed for permit, there should be some sort of barrier to protect the support posts in the parking lot from vehicles backing into them.

Chairman Jackson asked if there are any other concerns.

With no other concerns or comments, Chairman Jackson closes the public hearing.

Commissioner Gibson motions to approve with a comment to plans reviewers that there is a concern about the support extending into the parking lot.
Commission Otto seconds the motion.

The request was voted upon and approved 4-0.

2. HELMER'S BUILDING – LETTER OF SUPPORT

STAFF COMMENT

On July 10th, 2025 the Development Review Committee met with members of Prime Development to discuss a proposed project for rehabilitation of the Helmer's Manufacturing Building located at 300 Santa Fe Street. The Helmer's Manufacturing Building is located within the Helmer's Manufacturing Company Historic District and is listed on the State and National Register of historic buildings.

The Scope of Work for this project includes renovation of the existing building from commercial office space to residential units. . The applicant intends to utilize historic tax credits and low income housing tax credits (LIHTC)

in the development of the project. As part of the historic tax credit application, the project is being reviewed for preservation compliance by the State Historic Preservation Office rather than the local Leavenworth Preservation Commission.

The existing building was built originally as a furniture manufacturing facility in 1909. Since ceasing operations, the building has been utilized for a variety of uses and is currently occupied by Besel's Home Improvement Company, with the majority of the building unutilized. The redevelopment will include approximately 102 multifamily units in the first phase. The site was rezoned from PUD, Planned Unit Development to RMX, Residential Multifamily, in 2024 in support of the project.

The developer has requested a letter of support for the project from the Leavenworth Preservation Commission to include with their LIHTC application

ACTION/OPTIONS:

- Motion, to approve signing of the included letter of support for a LIHTC application for Helmer's Building location at 300 Santa Fe Street.
- Motion, to deny signing of the included letter of support for a LIHTC application for Helmer's Building located at 300 Santa Fe Street.
- Motion, to Table item until the next meeting for the purpose of gathering additional information.

Commissioner Gibson asked if they are well aware of what it takes to create this project with renters and low income. He also asked if they have a good background looking at it?

Director Kim Portillo states that she does believe they do know what they are doing. She did not do a financial analysis of this project. However, this is an organization that does this similar work in different areas. This has been reviewed by the Development Review Committee, who has provided comments regarding requirements. Ms. Portillo does feel like this is a feasible project, as this property was rezoned in support of this project in 2024.

Chairman Jackson understands that the State has the final determination, he wants to clarify that they are asking this local organization if they are willing to support this project.

Ms. Portillo confirmed that this is correct.

Chairman Jackson asked if there are any questions from the Commissioners.

Commissioner Bateman clarified that this was an adaptive reuse project where they will be using historic tax credits and low income housing tax credits.

Commissioner Bateman also states he has been in the building many times. He believes that it is a very unique building, very underutilized, and believes that changing this to a residential mixed use project would be an absolutely superior use of this property.

He also states he believes they will have no problem getting the state historic tax credits. Though the numbers will not pencil out unless they do receive the historic and low income tax credits. Commissioner Bateman states that his interpretation of this is they will basically sign the letter and say yes, this is a property that needs to be used for adaptive reuse. Commissioner Bateman knows they will stay within their limits if they want the State to approve this project.

Commissioner Bateman states that signing this letter seems like a 'no brainer' to him.

Commissioner Gibson states he believes this is an excellent idea and there is no indication that the exterior of this is going to be changed with the drawings that were provided. It is a great opportunity.

Chairman Jackson asked if there are any other concerns.

With no other concerns or comments, Chairman Jackson requested a motion.

Commissioner Bateman motions to approve signing the letter in support of the project, Commission Gibson seconds the motion.

The request was voted upon and approved 4-0.

3. FIFTH STREET HISTORIC DISTRICT – 1015 S, 5TH STREET, 1021 S 5TH STREET, 420 ARCH STREET

STAFF COMMENT

The property owners of 1015 S. 5th Street, 1021 S. 5th Street and 420 Arch Street have petitioned the State Historic Preservation Office for nomination of a historic district to be known as the “Fifth Street Historic District” encompassing the aforementioned three properties. The State of Kansas Historic Sites Board of Review will vote on the nomination at their scheduled meeting on October 4, 2025. The Historic Sites Board of Review reviews nominations for both the state and national registers of historic places. As part of the Certified Local Government (CLG) requirements, they are required to send copies of the nominations within CLG boundaries to CLG’s for comment.

ACTION/OPTIONS:

- Motion, to support the nomination of the Fifth Street Historic District for listing in the State and National Register of Historic Places.
- Motion, to not support the nomination of the Fifth Street Historic District for listing in the State and National Register of Historic Places.
- Motion, to Table item until the next meeting for the purpose of gathering additional information.

Ms. Portillo states that the Kansas State Preservation Committee has requested that this board provide comment and also provide documentation of this board’s decision to support this or to not support it. They have requested that comments be submitted by October 4, 2025.

Commissioner Gibson asked where this property is in conjunction to the Arch Historic District is, and is it contiguous in any portion.

Ms. Portillo states it is not contiguous to the Arch Historic District.

Commissioner Bateman asked if it was not included in the 3rd Avenue Historic District because it could not be contiguous.

No one was sure why it was not included, possibly because the homeowners did not want it in that district.

Chairman Jackson confirmed it was just for the three addresses listed on the application. He asked if the district would just be inclusive of the three houses.

Ms. Portillo confirmed.

Commissioner Gibson stated that since these three properties are not contiguous to any other district, they would have to be their own historic district.

Commissioner Bateman asked what staff recommendation was for this.

Ms. Portillo states that staff does not have a recommendation for this at this time.

City Planner Michelle Baragary states by doing this, it will put more restrictions on the property owners.

Commissioner Bateman agrees and also stated that with this will also come tax credits for the homeowners as well.

With no other concerns or comments, Chairman Jackson requested a motion.

Commissioner Bateman motions to support the nomination of the Fifth Street Historic District for listing in the State and National Register of Historic Places., Commission Gibson seconds the motion.

The request was voted upon and approved 4-0.

OTHER BUSINESS/CORRESPONDENCE:

1. 1 Minor State Law Review and/or Minor Certificate of Appropriateness – No Action Required

- 604 Cherokee Street – projecting and wall sign
- 216 Pine Street – new 5' privacy fence
- 413 Delaware Street – interior building partition walls, add restroom
- 1028 2nd Avenue – exterior sewer line repair
- 520 Delaware Street – deck replacement in-kind size and materials

Chairman Jackson welcomed Sarah Roll to City Staff.

Chairman Jackson asked if the audience had any comments from their observations.

Mr. Ron Booth approached the stand to ask general questions about how the Preservation Commission works and operates in accordance with State and Federal Preservation Commissions.

All members of the Preservation Commission were happy to assist and answer the questions presented by Mr. Booth on the process of this committee.

Commissioner Bateman wanted to note that July 1, 2025 was the day that the 40% State tax credits went into effect for projects that use State historic tax credits.

With no further business, Chairman Jackson called for a motion to adjourn. Commissioner Bateman moved to adjourn, seconded by Commissioner Otto, and passed 4-0.

The meeting was adjourned at 6:47 p.m

Minutes taken by Planning Assistant Sarah Roll.