

**Louisburg Historic Preservation Commission
Regular Meeting
6:30 p.m. Wednesday, Feb. 4, 2026
City Hall, 215 South Broadway Street
Louisburg, Kansas 66053**

Livestream link:

<https://boxcast.tv/view/historic-preservation-commission-g4wzux21kktpcwm7ss3i>

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Approval of the Minutes – minutes of the Nov. 5, 2025, regular meeting and the Dec. 4, 2025, special meeting were unavailable at packet distribution time. If available, they can be read and approved at the meeting or held until the next regularly scheduled meeting
6. Public Comments
Persons who wish to address the Historic Preservation Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. No action will be taken.
7. Public Hearing Business Items
8. Non-Public Hearing Business Items
9. Old Business
 - a. Brochure
10. New Business
 - a. Ordinance Discussion: Historic Preservation Boundaries
 - b. Ordinance Discussion: Historic Districts
 - c. Select attendee for joint workshop
 - d. Historic Preservation training
11. Adjournment

The next regular meeting is Wednesday, May 6, 2026

Louisburg Historic Preservation Commission
Special Meeting Minutes
Dec 11, 2025
City Hall Conference Room
215 south Broadway Street
Louisburg, KS 66053

Livestream Link:

<https://boxcast.tv/view/historic-preservation-commission-djttdd0t54c2npwhnvl>

The Louisburg Historic Preservation Commission special meeting opened with the Pledge of Allegiance led by Chairperson Travis Thompson at 6:30 p.m. in the City Hall Council Chambers.

Commission Members: Heather Wilson, Travis Thompson, Chuck Golladay, Beth Cates

Absent: Doug Carder

City Administrator: Nathan Law

City Staff: Jean Carder

Ms. Cates moved, seconded by Mr. Golladay, to adopt the agenda. Motion passed unanimously.

Ms. Cates moved, seconded by Mr. Golladay, to approve the Aug 5th, 2025, meeting minutes. Motion passed unanimously.

Public Comments: None

Introduction of New Members: Ms. Cates and Mr. Golladay introduced themselves

Public Hearing Business Items: None

Non-Public Hearing Business Items: None

Old Business:

- Brochure – Reviewed the draft. Agreement on suggestion to add Established & Incorporated dates to the front, whatever copy can fit in the middle section from the email sent by Ms. Carder on 12/11/25 and contact information to the back. Ms. Carder will work to get the edits made.

New Business:

- a. Mr. Thompson Reviewed CLG feedback
 - We do not have information on the city's ability to nominate historic districts
 - Other feedback was understood (e.g. conflict of interest)
 - Recommended we make boundaries city limits.
 - Mr. Golladay moved, seconded by Ms. Cates, to establish the ability for the city to nominate historic districts. Motion passed unanimously.
 - 2025 Annual Report – reviewed email from Ms. Carder for the 2025 Annual Report. Ms. Wilson moved, seconded by Ms. Cates, to add "Provided standard training in regular meeting". Motion passed unanimously.
- b. 2027 Budget
 - Discussion – no budget impact
- c. KOMA Review
 - Reviewed revised clarification to open meetings. This commission will not have small committees outside of open meetings.

Next meeting will be February 4th, 2026.

Adjournment:

Ms. Cates moved, seconded by Mr. Golladay, to adjourn at 7:18 p.m. Unanimously approved.
Submitted by Heather Wilson, Recording Secretary.



To: Historic Preservation Commission

From: Jean Carder

Date: Feb. 3, 2026

Re: HPC Brochure

The HPC brochure was updated as discussed at the October meeting and is attached for final comments.

Financial: None

Recommendation: Discuss and advise staff of any changes



Louisburg, Kansas

Register of Historic Places

Local Register designation

- recognizes individual buildings, sites, structures, landmarks and districts for their historic and architectural significance.
- demonstrates pride in ownership of a structure significant to our past.
- maintains Louisburg's cultural heritage.

A nomination may include a historic building, district, structure, site or landmark within the City limits.

A property owner may choose to nominate their property for the Louisburg Register of Historic Places. While this can aid in listing the property on State and National Registers, the local register:

- is a locally controlled review process
- provides recognition for properties that would not qualify for National or State Register of Historic Places.



*Encouraging
preservation, restoration
and rehabilitation
of historic properties
within the city*

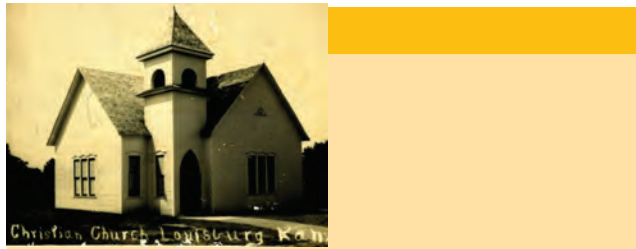
**For more information, contact
Louisburg City Hall
913-837-5371**

Criteria for Designation

The nomination of a structure must have sufficient integrity of location, design, materials or workmanship to make it worthy of preservation or restoration and meet one or more of the following criteria:



- character, interest or value as part of the community
- location as a site of a significant event
- identification with a person who significantly contributed to the development of the community
- display of distinguishing characteristics of an architectural style or the use of indigenous materials
- identification as a work of a master builder, designer, architect or landscape architect
- display of elements that make it a architecturally significant or innovative
- unique location or characteristics that make it an established or familiar visual feature
- character as a fine or unique example of a utilitarian structure including farmhouses, gas stations or other commercial structures
- location as a site of prehistoric or historic occupation or activity possessing significant archaeological value



The City's growth can be divided into three sections: Settlement, Establishment and Development.

Settlement: This area is defined as "old town" Louisburg and included the area south of Amity Street with Broadway as its western border and Metcalf Road as the eastern boundary and extending about to present-day S. Ninth Street. This 80 acres was platted in 1868. It included the City Park, which was donated by early residents.

Establishment: This area was known as Rogers Place, 80 acres of land along Rogers Road that was owned by the Rogers Family. The area near S. Fifth and Rogers Road was locally called "Sheep Meadows" and became home to the high school football field, which was used from about 1924-25 to 1947-48. In about 1925 the west side of the land became the Louisburg Golf Course and offered 5 holes for area duffers.

Development: The City doubled its city limits in the early 1990s when several subdivisions started construction. The housing market cooled during the Great Recession of 2008, but picked back up in the late 2010s through mid 2020s. The population of the city in 1990 was 1,964 and by 2025 it had surged to just more than 5,000 residents.



574 Public School Building, Louisburg, Kans.

Nomination

A property owner may apply to the Historic Preservation Commission for their property to be listed on the Louisburg Register of Historic Places. All forms, and more information, are available on the City's website.

Step 1: Submit Application for Nomination

A completed application will include information confirming property/site meets the criteria for consideration and is within the Louisburg Historic District. Within 30 days of receipt, city staff will certify the application is complete.

Step 2: Public Hearing at Historic Preservation Commission

The Commission will hold a public hearing on the nomination within 45 days of certification. Public notice will be given 20 days prior to the public hearing

Step 3: Commission Issues Report and Recommendation

Within 30 days of the public hearing, the Commission will recommend to the City Council as to whether the nominee shall be designated historic or not.

Step 4: City Council Designation

The City Council will review the recommendation and either reject the recommendation, or will, by ordinance, designate the structure/site as historic.

Once listed on the Register of Historic Places, a property is protected from demolition or alteration of significant exterior features without first being issued a Certificate of Appropriateness.



To: Historic Preservation Commission

From: Jean Carder

Date: Feb. 3, 2026

Re: Historic Preservation Boundaries/District Ordinance Discussion

The Historic Preservation Commission has previously discussed adjusting the boundaries and districts as outlined in Ordinance 1026, which is included in the agenda packet. Commission members should discuss desired language changes to consider for a draft review at the next regular meeting in May.

Financial: None

Recommendation: Discuss and advise staff of desired changes

ORDINANCE NO. 1026

AN ORDINANCE OF THE CITY OF LOUISBURG, KANSAS, ESTABLISHING THE HISTORIC PRESERVATION COMMISSION AND OUTLINING THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, the mayor has expressed a desire for the City of Louisburg, Kansas, to obtain the designation of Certified Local Government (hereafter CLG) to assist in preserving our community's historical assets; and

WHEREAS, the Governing Body has agreed that preservation of historical assets is in the best interest of the City, as long as such preservation does not infringe upon existing agreements entered into by the City, namely the K-68 Corridor Management Plan; and

WHEREAS, CLG is designed to promote the preservation of sites and structures within a local government's jurisdiction by establishing a partnership between local government, the National Park Service, and the Kansas State Historic Preservation Office, which seeks to encourage and expand local involvement in preservation issues; and

WHEREAS, to help facilitate such partnership, the Governing Body must establish an adequate and qualified historic preservation commission, allow for the enforcement of appropriate state and local legislation for the designation and protection of historic properties, allow for the maintenance of a system for the survey and inventory of historic properties, provide for adequate public participation in the City's historic preservation program, and allow for the satisfactory performance of all applicable responsibilities pertaining to said program, including any responsibilities specifically delegated to the City under the National Historic Preservation Act by the State Historic Preservation Officer;

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOUISBURG, KANSAS:

Section 1. AMENDMENT TO CITY CODE. The Governing Body adds Chapter XVIII of The Code of the City of Louisburg, Kansas, as follows:

CHAPTER XVIII. HISTORIC PRESERVATION

- | | |
|------------|--|
| Article 1. | General Provisions |
| Article 2. | Historic Preservation Commission |
| Article 3. | Survey and Inventory |
| Article 4. | Designation of Significant Historic Structures and Historic Sites. |
| Article 5. | Certificates of Appropriateness. |
| Article 6. | Fees and Enforcement. |

Article 1. General Provisions.

18-101. STATEMENT OF PURPOSE. The purpose of this Chapter is to promote the educational, cultural, economic, and general welfare of the community by:

- (A) Providing a mechanism to identify and conserve the distinctive historic and architectural characteristics and other historic resources of the City which represent elements of the City's cultural, social, economic, political and architectural history;
- (B) Conserving and improving the value of property in and around designated historic properties within the community;
- (C) Enhancing the attractiveness of the City to residents, current and prospective homeowners, visitors and shoppers and thereby supporting and promoting business, commerce, industry, and providing economic benefit to the City; and
- (D) Encouraging preservation, restoration, and rehabilitation of historic properties within the City.

18-102. DEFINITIONS. Unless specifically defined below, words or phrases in this chapter shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this ordinance its most reasonable application.

- (A) Alteration: Any act or process that changes one or more of the architectural features of a site or structure, including, but not limited to, the erection, construction, reconstruction, or removal of any structure.
- (B) Architectural Features: The physical elements of a structure or designed landscape which may include the setting, scale, detailing and decorative elements, size and shape of the structure/landscape or components of the structure/landscape (for example: roofs, cupolas, windows, doors, fireplaces, stairways, retaining walls, benches, lighting, paths, materials, textures, colors, and spaces).
- (C) Certification of Appropriateness: A certificate issued by the Historic Preservation Commission indicating its approval of plans for alteration, construction, removal, or demolition of a historic structure or historic site.
- (D) Commission: Historic Preservation Commission.
- (E) Construction: The act of making an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.
- (F) Criteria for Review: A standard of appropriate activity that will preserve the historic and architectural character of a historic structure or historic site.
- (G) Demolition: Any act or process that destroys in part or in whole a historic structure or historic site.

- (H) Historic Site: The location of a significant event, a prehistoric or historic occupation or activity, or a building or a structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural, or archeological value, regardless of the value of any existing structure.
- (I) Historic Structure: Anything constructed or erected with a fixed location on the ground that is worthy of preservation because of its particular historic, architectural, archeological, or cultural significance. Structure types that may be worthy of preservation include – but are not limited to – buildings, walls, fences, signs, billboards, sheds, towers, and bins.
- (J) Integrity of Association: A property’s direct connection with a significant event or person. To have integrity of association, the property must be where the significant event or activity occurred, and it must be sufficiently intact to convey the connection to an observer.
- (K) Integrity of Design: The combination of elements that create the form, plan, space, structure, style, and regional character of a property as it was originally conceived. It includes such elements as organization of space, proportion, skill, technology, ornamentation, and materials.
- (L) Integrity of Materials: The physical elements that originally were combined to form a property. For a rehabilitated property to have integrity of materials, most of its historical materials must have been preserved; it must be an actual historic property, not a re-creation.
- (M) Integrity of Setting: The physical environment (including natural or manmade features) related to a property’s functions, its significant role, or its design. Setting refers to the character of the place where a property played its significant role in history.
- (N) Integrity of Workmanship: The physical evidence of the crafts of a particular culture or people during the period in history or prehistory when a property was created.
- (O) Owner of Record: The individual(s), corporation(s), or other legal entity(ies) listed as owner on the records of the Register of Deeds of Miami County.
- (P) Removal: Any relocation of a structure in whole or in part on its site or to another site.
- (Q) Repair: Any change to a structure or site that is not construction, removal, alteration, or demolition.

Article 2. Historic Preservation Commission.

18-201. CREATION AND COMPOSITION. The Governing Body of Louisburg, Kansas, after due investigation and consideration, has determined that the nature and extent of the public use and interest to be subserved is such as to create and establish a City Historic Preservation Commission to consist of five (5) members. All members of the Commission shall be residents of the City and be appointed by the Mayor with the consent of the City Council, within 60 days of a vacancy on the Commission. The Mayor shall make every reasonable effort to appoint persons with a demonstrated interest, knowledge, or training in fields closely related

to historic preservation, such as history, architecture, landscape architecture, architectural history, archaeology, planning, engineering, real estate, law, finance, building trades, urban design, and geography. At least two (2) members shall be in a preservation-related profession, such as Archaeology, Architectural History, Conservation, Cultural Anthropology, Curation, Engineering, Folklore, Historic Architecture, Historic Landscape Architecture, Historic Preservation Planning, Historic Preservation, or History, unless the Governing Body determines that it has been unsuccessful, despite reasonable efforts, to appoint such members.

18-202. TERM OF OFFICE. The original terms of office for members of the Historic Preservation Commission shall be as follows:

1. Two members shall serve a one-year term;
2. Two members shall serve a two-year term;
3. One member shall serve a three-year term.

The original term of office shall begin with the first June appointive period of the City following the passage of the enabling ordinance. Thereafter each year the Mayor shall appoint successors, with consent of the City Council, to three-year terms. In the event a vacancy shall occur during the term of any member, the successor shall be appointed to serve the unexpired term.

18-203. OPERATION. The Commission shall choose its own officers, establish its own rules and regulations, and keep a record of its meetings. A majority of the appointed members shall be considered a quorum for the transaction of any business. The City Administrator, City Council Liaison, and Mayor shall be considered ex officio members entitled to attend all meetings, having an opportunity to provide input, but not having authority to vote.

18-204. MEETINGS. The Commission shall hold meetings on the first Wednesday of each month at 6:30 PM, and such other special meetings as they may deem necessary for the transaction of the necessary business of the Commission. While regular monthly meetings may be cancelled for lack of business, the Commission must meet at least twice each year. At the first meeting following the creation of the Commission, the sole member appointed to a three-year term shall act as presiding officer until such time that bylaws are established and officers of the Commission are duly elected.

18-205. CONTINUING EDUCATION. Commission members shall participate in continuing education as required by the Governing Body.

18-205. DUTIES AND RESPONSIBILITIES. All of the powers and duties enumerated herein are subject to the approval, denial, or modification by the Governing Body. Further, all funds necessary to carry out the Commission's duties and responsibilities shall be approved and appropriated by the Governing Body. In addition to other responsibilities assigned to the Commission as needed, the Historic Preservation Commission may:

1. Adopt its own bylaws and procedures related to the conduct of meetings subject to the laws of the State of Kansas and the policies and ordinances of the City of Louisburg;
2. Recommend to the Governing Body that the City conduct an ongoing survey to identify historically and architecturally significant properties and structures that exemplify the cultural, social, economic, political, or architectural history of the nation, state, or city;

3. Identify "historic structures" and "historic sites" that are eligible for listing in the Louisburg Register of Historic Places;
4. Make recommendations to the Governing Body on applications for designation and the adoption of ordinances designating properties having historic, community, or architectural value as "historic structures" or "historic sites";
5. Research and recommend to the Governing Body an appropriate system of markers for designated historic structures and historic sites;
6. Review all proposed National Register of Historic Places and Register of Historic Kansas Places nominations for properties within the city boundaries of Louisburg, pursuant to the guidelines established by the Kansas State Historical Society;
7. Review Applications for Certificates of Appropriateness pursuant to this Chapter;
8. Make recommendations to the Governing Body regarding funding for the purpose of carrying out the duties and powers of the Historic Preservation Commission and the purposes of this ordinance;
9. Advise other City boards and commissions on any matter affecting significant historic structures and historic sites;
10. Periodically make recommendations to the Governing Body regarding actions it deems appropriate for the protection and continued use of significant historic structures and historic sites;
11. Recommend to the Governing Body that Commission members be encouraged to participate in a historic preservation-related educational program each year;
12. Undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this ordinance;
13. Review and make recommendations upon all actions requiring building or demolition permits on properties listed on the National, Kansas, and/or Louisburg Register of Historic Places;
14. Create and submit an annual report of activities to the Governing Body. Such report shall be created in such format as may be designated from time to time by the Governing Body and/or the State Historic Preservation Office.

Article 3. Survey and Inventory.

18-301. SURVEY. The Governing Body shall authorize such ongoing survey as it deems appropriate to identify structures and sites that have historic, cultural, or architectural importance or value to the community. The survey may review and evaluate any prior surveys and studies by any public or private organization and compile appropriate descriptions, facts, and photographs and be consistent with the methods and forms provided by the Kansas State Historical Society. The Historic Preservation Commission shall evaluate the information

compiled through survey efforts and systematically identify properties that are potentially eligible for designation as indicated by survey results.

18-302. INVENTORY. The Commission shall create, and the City shall maintain, a detailed inventory of properties surveyed and evaluated for potential eligibility for designation. The inventory shall be maintained in a form compatible with the requirements of the Kansas State Historical Society and the Kansas comprehensive historic preservation planning process.

Article 4. Designation of Significant Historic Structures and Historic Sites.

18-401. LOUISBURG REGISTER OF HISTORIC PLACES. There is hereby established a Louisburg Register of Historic Places, which shall include all historic structures and historic sites designated as significant pursuant to this Section and exist within the following boundaries:

- a. K-68 Highway / Amity Street as the northernmost boundary;
- b. South Vine Street as the easternmost boundary;
- c. South Fourth Street as the southernmost boundary; and
- d. South Mulberry Street as the westernmost boundary.

Any structure or site that does not reside within these boundaries may not be considered for inclusion within the Louisburg Register.

18-402. NOMINATION OF HISTORIC STRUCTURES AND HISTORIC SITES. Nomination of a historic structure or historic site for placement on the Louisburg Register of Historic Places shall be made to the Historic Preservation Commission on a form adopted by the Governing Body and may be submitted by a member of the Historic Preservation Commission; owner(s) of record of the nominated property; the City Council; or any other person or organization. Any nomination for a historic structure or a historic site that is submitted by any other than the owner(s) of record shall not be considered valid unless proof of owner consent is included. Any nomination for a historic structure or a historic site that does not reside within the boundaries listed for the Louisburg Register of Historic Places shall not be considered valid for inclusion in such Register.

18-403. CERTIFICATION OF OWNER CONSENT FOR DESIGNATION. City staff shall, within thirty (30) days of receipt of a nomination for designation of a historic structure or historic site certify that the nomination provides adequate evidence that the owner(s) of record of the nominated property have provided the required consent for designation.

18-404. PUBLIC HEARING AND CONSIDERATION OF NOMINATIONS BY THE HISTORIC PRESERVATION COMMISSION. Once a nomination has been certified, it shall be presented at the next available meeting of the Commission for the purpose of a public hearing.

1. Hearings: The Commission shall hold at least one public hearing on each nomination considered for designation as a significant historic structure or historic site at a reasonable time and place established by the Commission. The hearing shall be held no later than forty-five (45) days following certification of a completed nomination. The hearing may be held during a regular meeting of the Commission or during a special meeting of the Commission called in part for that purpose.
2. Notice of Hearing: At least twenty (20) days in advance of the public hearing on the proposed designation, notice of same shall be published in the official City newspaper. The notice shall state the date, time, and place of the hearing and contain the street address and legal description of the nominated property. The City shall also send by regular mail a written notice of the public hearing, containing the same information as the published notice, to the owners of record

of all properties proposed for designation at least twenty (20) days prior to the hearing.

3. Conduct of Hearing: Any person or party may be present and heard at the meeting in person, by agent or by attorney.
4. Findings/Criteria for Designation: The Commission shall, based upon evidence submitted at the hearing, make a recommendation to the Governing Body as to whether or not a nominated structure or site should be designated historic. In order for the Commission to make a recommendation that a nominated structure or site should be designated as historic, the Commission shall make findings that such structure or site has sufficient integrity of location, design, materials, workmanship, or association to make it worthy of preservation or restoration; and possesses significant historical, archeological and/or architectural qualities, and thus qualifies for designation pursuant to one or more of the following criteria:
 - a. Its character, interest, or value as part of the development, heritage, or cultural characteristics of the community, county, state, or country;
 - b. Its location as a site of a significant local, county, state, or national event;
 - c. Its identification with a person or persons who significantly contributed to the community, county, state, or country;
 - d. Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of materials;
 - e. Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state, or country;
 - f. Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant;
 - g. Its embodiment of design elements that make it structurally or architecturally innovative;
 - h. Its unique location or singular physical characteristics that make it an established or familiar visual feature;
 - i. Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance; and/or
 - j. It has yielded or is likely to yield important historical or pre-historical information.
5. Recommendations: Within thirty (30) days after the close of the public hearing, if the Commission finds that the evidence submitted at the hearings meets the criteria for designation, it shall submit a recommendation to the Governing

Body that the nominated historic structure or historic site meets the criteria for designation. The recommendation shall be accompanied by the following information:

- a. Explanation of the integrity of the nominated historic structure or historic site as it relates to the criteria for designation;
- b. Explanation of the significance of the nominated historic structure or historic site as it relates to the criteria for designation;
- c. The Commission shall also set forth the following:
 - i. The significant architectural features of the nominated historic structure or historic site that should be protected;
 - ii. The types of construction, alteration, demolition, and removal that should be reviewed for appropriateness;
 - iii. Proposed design guidelines for applying the criteria for review of Certificates of Appropriateness to the nominated historic structure or historic site, which shall be based on the Secretary of the Interior's Standards for Treatment of Historic Properties;
 - iv. The relationship of the nominated historic structure or historic site to the ongoing effort of the Commission to identify and designate historic structures and historic sites that meet the criteria for designation;
 - v. Recommendations as to appropriate height and area regulations, setbacks, minimum dwelling size, floor area, sign regulations, and parking regulations necessary or appropriate to the preservation of the nominated historic structure or historic site; and
 - vi. A map showing the location of the nominated landmark, if applicable.

6. Evidence of owner's (s') consent for designation: For historic structures and sites, all owners of record must provide consent.

18-405. CONSIDERATION OF NOMINATIONS BY THE GOVERNING BODY. The Governing Body shall, after receiving the recommendation from the Historic Preservation Commission, either designate the historic structure or historic site, or reject the recommendation. If the Governing Body makes the designation, it shall do so by ordinance. The Governing Body shall not designate any structure or site unless the designation meets the public purpose of this Chapter. If the Governing Body chooses to reject the recommendation, it shall respond to the Commission with reasons for rejection of the nomination. The City Clerk shall provide a copy of the designation ordinance by regular mail to the owner(s) of record of the historic structure or historic site. The failure of the City Clerk to provide a copy of the designation ordinance to the owner(s) of record does not nullify the designation ordinance.

18-406. DESIGNATION ORDINANCE. The designation ordinance shall prescribe the significant architectural features; height and area regulations; setbacks; minimum dwelling size; floor of

construction, alteration, demolition, and removal that shall be reviewed for appropriateness; the design guidelines for applying the criteria for review of area; sign regulation; and parking regulation. After the designation ordinance is effective, the City Clerk shall record the historic structure or historic site within the Louisburg Register of Historic Places, setting forth the description of the real estate upon which the same is located, the fact that same has been designated historic and the nature and extent of the designation.

18-407. INTERIM CONTROL. No building permit shall be issued by the City of Louisburg for alteration, construction, demolition, or removal of a nominated historic structure or historic site from the date the complete nomination form with consent of owner(s) is first received by the City until the final disposition of the nomination by the Governing Body unless such alteration, removal, or demolition is authorized by formal resolution of the Governing Body. Notwithstanding the foregoing, any application for permit that complies with other ordinances will not be denied if more than 180 days have passed since a complete nomination form was received by the City.

18-408. DENIAL OF DESIGNATION. A determination by the Historic Preservation Commission that the nominated structure or site does not meet the criteria for designation may be appealed to the Governing Body. Rejection of a recommendation for designation by the Governing Body shall be a final administrative decision. Nominations for structures and sites which have been denied designation within the prior 12-month period will not be considered by the Commission.

18-409. AMENDMENT AND RESCISSION OF DESIGNATION. Designation may be amended or rescinded upon petition to the Historic Preservation Commission and compliance with the same procedure and according to the same criteria set forth herein for designation, except that designation cannot be amended or rescinded because of a change in consent of the owner(s).

Article 5. Certificates of Appropriateness.

18-501. CERTIFICATES OF APPROPRIATENESS. No person shall undertake the demolition, alteration, or construction of any historic structure or historic site without obtaining a Certificate of Appropriateness as set forth herein. Certificates of Appropriateness are issued by the Historic Preservation Commission in accordance with the stipulations of this section.

1. A Certificate of Appropriateness shall be required for designated historic structures for the following types of construction, alteration, or demolition:
 - a. Demolition requiring a permit;
 - b. Alterations of exterior features/materials identified as significant in the ordinance designating the historic structure;
 - c. Construction of additions;
 - d. Construction of new structures;
 - e. Alterations of the building site;
 - f. Alteration of spaces, features, and finishes within designated interiors.
2. A Certificate of Appropriateness shall be required for designated historic sites

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 elements from other historic properties, shall not be undertaken.
4. Changes to a property that have occurred may be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Significant architectural and/or archaeological resources affected by a project shall be protected and preserved; if such resources must be disturbed, mitigation measures shall be undertaken.
8. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
9. 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.

Article 6. Fees and Enforcement.

18-601. FEES. Any application for Historical Designation or Certificate of Appropriateness shall be accompanied by such fee as shall be specified from time to time by ordinance of the Governing Body of the City of Louisburg.

18-602. CIVIL ACTION. Any person who willfully constructs, reconstructs, alters, restores, renovates, relocates, stabilizes, repairs or demolishes any historic structure or historic in violation of this Chapter may be required to return the historic structure or historic site to its appearance and setting prior to the violation. Only the City shall have the authority to bring an action to enforce the provisions of this Chapter. In the event that the cost of returning the historic structure or historic site to its appearance or setting prior to the violation exceeds fifty percent (50%) of the value of the historic structure or historic site, the offender shall have the option of either returning the historic structure or historic site to its appearance and setting prior to the violation or paying to the City of Louisburg a dollar amount equivalent to the cost of reconstruction. This civil remedy shall be in addition to, and not in lieu of, any criminal prosecution and penalty.


18-603. APPEAL. Any decision made by the Historic Preservation Commission may be appealed to the Governing Body of the City of Louisburg by filing written notice of appeal with the City Clerk no more than ten (10) days after a final decision is made by the Commission. Upon appeal, any decision by the Governing Body to override a decision made by the Commission must be decided by at least a two-thirds majority of Council members present.

Section 2. If any particular section of this ordinance is declared to be unconstitutional or void, only that particular section is affected, and all other sections of this ordinance shall remain in full force and effect.

Section 3. This ordinance shall be in full force and effect from and after its publication in the official City newspaper.

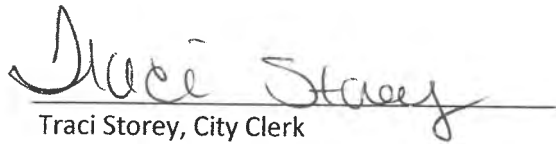
PASSED AND APPROVED by the Governing Body of the City of Louisburg, Kansas this

21 day of April, 2014.



Travis Thompson, Mayor

ATTEST:



Traci Storey, City Clerk



To: Historic Preservation Commission

From: Jean Carder

Date: Feb. 3, 2026

Re: Governing Body/Commission/Board Joint Workshop

Again this year, the Governing Body would like to meet with a representative of each of the City's boards/commissions/committees. This meeting is planned for Thursday, Feb. 26. Each board will be allotted about 15-20 minutes to speak to the Governing Body. Priority items to be discussed are budget requests for 2027 and any other topics the boards/commissions would like to bring forward. Previously, Historic Preservation had decided not to ask for any budgeted funds for 2027. Commission members should determine topics to be discussed with the Governing Body and appoint a representative from this group to attend that meeting and speak on behalf of the commission.

Financial: None

Recommendation: Discuss and direct staff accordingly.