



I. CALL TO ORDER

II. MINUTES

- a. Consider approving the Historic Resource Commission minutes of the July 13, 2026, meeting.

III. ACTION ITEMS

- a. Consider a Certificate of Appropriateness for IGC Sporting Heritage Center awning replacement at 212 N. Penn Ave.
- b. Consider a Certificate of Appropriateness for 112 E. Main Street.
- c. Consider a Certificate of Appropriateness for 225 N. Penn Ave.
- d. Consider a Certificate of Appropriateness for a roof replacement at 207 N. Penn Ave.

IV. DISCUSSION

V. ADJOURNMENT



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
AUGUST 10, 2026**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider approving the Historic Resource Commission minutes of the July 13, 2026, meeting.

SUMMARY RECOMMENDATION City Staff recommends approval of the minutes.

BACKGROUND David Cowan prepared the minutes of the July 13, 2026, meeting for the IHPRC review and approval.

SUGGESTED MOTION I move to approve the minutes of the July 13, 2026 IHPRC meeting minutes.

SUPPORTING DOCUMENTS

1. Minutes of July 13, 2026 Meeting

Independence Historic Preservation Review Commission (IHPRC)

Meeting Minutes

July 13, 2026

Attendance

Present: Tabatha Snodgrass, Ken Brown, Brett Richards, Bill Gour, Darin Axthelm, David Cowan, Lisa Wilson and Jason Rutledge

Guest: Amy Rash

Absent: Brea Sanford and Gary Hogsett

Call to Order

Chairman Darin Axthelm called the meeting to order.

Approval of Minutes

Ken Brown recommended approval of the June 11, 2026, minutes.

Second: Brett Richards

Vote: Approved 5-0

Public Hearing

Chairman Darin Axthelm opened the public hearing to consider the nomination of the Girl Scout Cabin, located at 500 E. Locust (500 N. Park Blvd.), to the Local Register of Historic Structures.

Chairman Darin – any members who need to abstain? Ken Brown, yes I will abstain my vote.

Amy Rash, the owner of the building, was present, and she informed the IHPRC committee that with the help of local historian Ken Brown, she had applied to place the Girl Scout cabin on the local registry and on the State registry of historical structures. Her plan is to relocate the building, restore it, and use it as a venue for small gatherings. The purpose of using the building as a small event venue is to generate revenue to help offset maintenance and preservation costs.

Brett – Your plan is to relocate it?

Amy – Yes, our plan is to remove it from the floodplain and relocate it, I am not sure where that location will be.

Chairman Darin – You are placing it on the State register of historical structures?

Ken - Yes, by placing it on the State Register, she would then be eligible for Historic Tax Credits. Ken indicated, the process with the State takes time, the State has requested additional information, including updated photographs submitted by Steve McBride. Ken stated he would make the requested corrections and resubmit the application. He noted that the State review process may not be completed until the first of the year.

Amy – My plan is to visit with my contractor and mover in August to determine the logistics of the move, including how far the building can be relocated.

Brett – I reviewed the application, I felt it was detailed and met all of the requirements to be placed on the local register of historical places.

Chairman Darin – Are there any further questions? If no further questions, I will close the Public Hearing and is there a motion?

Motion: Bill – approve the nomination of the Girl Scout Cabin, located at **500 E. Locust (500 N. Park Blvd.)**, to the Local Register of Historic Structures.

Second: Jason Rutledge

Vote: Approved 4-0 (one abstention)

Action Items

Certificate of Appropriateness – 216 N. Penn

Karl Shane submitted an application to replace the awning at 216 N. Penn in conjunction with relocating his business from Main Street to 216 N. Penn Avenue. Shane was not present but Tabatha Snodgrass reviewed the application with the board and answered questions.

Motion: Brett Richards moved to approve the Certificate of Appropriateness for the replacement awning as presented.

Second: Ken Brown

Vote: Approved 5-0

Action Items

Certificate of Appropriateness – 117 E. Main

Rene Hines has applied for a Certificate of Appropriateness for 117 E. Main to replace her roof. She is currently working with M&M Roofing to finalize the project details but requested approval so work can begin as soon as possible due to a significant roof leak. During discussion, David Cowan informed the Commission that the Building Inspector would work with the contractor to ensure the roof replacement complies with the Historic District design requirements.

Motion: Jason Rutledge moved to approve the Certificate of Appropriateness for the proposed roof replacement pending review and approval by the Building Inspector to ensure compliance with Historic District requirements.

Second: Ken Brown

Vote: Approved 5-0

Discussion Items - None

Adjournment

Motion: Chairman Darin Axthelm moved to adjourn the meeting.

Second: Bill Gour

Vote: Approved 5-0



Office of the Assistant City Manager
120 North 6th Street
Independence, KS 67301

The meeting was adjourned.



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
AUGUST 10, 2026**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a Certificate of Appropriateness for IGC Sporting Heritage Center awning replacement at 212 N. Penn Ave.

SUMMARY RECOMMENDATION City Staff recommends approval in accordance with the Secretary of the Interior's Standards for Rehabilitation.

BACKGROUND IGC Sporting Heritage Center has submitted a sign permit application and a Certificate of Appropriateness application for a replacement awning at 212 N. Penn Avenue. The proposed awning will feature the words "IGC Sporting Heritage Center" in illuminated white lettering.

The Zoning Administrator has reviewed and approved the proposed awning for compliance with applicable zoning regulations. The IHPRC is being asked to review the proposed awning and determine whether to approve the Certificate of Appropriateness based on its compatibility with the Downtown Historic District.

In reviewing the application, the Commission should consider the applicable Secretary of the Interior's Standards for Rehabilitation, including, but not limited to, the following:

Standard 2: The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features and spatial relationships that characterize the property shall be avoided.

Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property shall be preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced whenever feasible. Where replacement is necessary, the new feature shall match the old in design, color, texture, and materials, based on available physical or documentary evidence.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials, features, or spatial relationships that characterize the property. New work shall be compatible with the historic property in terms of scale, proportion, massing, and materials.

SUGGESTED MOTION I move to approve the certificate of appropriateness for 212 N. Penn Ave.

SUPPORTING DOCUMENTS

1. IGC Awning_Redacted 2
2. IGS Awning

BUSINESS IGC Sporting Heritage Center
212 N Penn Ave Independence KS 67301
ADDRESS
Mark Leaman
CONTACT NAME [Business Owner]
PHONE [REDACTED] City License #
SIGN COMPANY Sharp Historic Awnings, LLC
Derek Sharp
CONTACT NAME

Location of sign or advertising structure, be specific in detail: Replace current awning on front of building

Black with white lettering		Size of lettering 10" wide by 16" tall	
Color	Dimensions	sq ft per face	
	Sunbeam	No	
Construction Material	Lit Internally? Y/N		

ELECTRICIAN _____

COMPANY NAME _____

PHONE _____ City License # _____

Does this design fit the guidelines of the historical district?

One set of detailed scale drawings and specifications [dimensions] showing proposed structure, method of construction and attachment to building or ground must accompany this application.

Stress and design calculation [if applicable] showing dead load and wind design must accompany this application.

Evidence that sign will comply with National Electric Code must accompany this application [if applicable].

Application submitted by _____

A \$25.00 fee must be paid and permit must be signed before work is started on installation of sign.

Zoning Administration

Date _____ Permit Number _____

City of Independence Kansas
Independence Historic Preservation and Resource Commission

A. APPLICANT INFORMATION

Name of Applicant: IGC Sporting Heritage Center

Mailing Address: PO Box 732 Independence KS 67301
(Street) (City) (State) (Zip)

Telephone: [REDACTED] Email: [REDACTED]

Is the Applicant an: ☐ Individual ☐ Corporation ☐ Partnership ☒ Other: 501(c)(3)

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% Interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☐ Owner ☐ Tenant or Lessee ☐ Purchaser under contract (with consent of owner) ☒ Other (please specify) Board President

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☒ Check here is same as applicant If the owner is not the applicant, please complete the following:

Owner's Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

C. PROPERTY INFORMATION

Street Address: 212 North Penn Ave Independence, KS 67301

Block Number(s): _____ Lot Number(s): _____

Zone of Property: _____

Have all municipal taxes due as of the date of this application been paid? ☒ Yes ☐ No

If no, please explain: _____

(This Space for Official Use Only)

DATE THIS APPLICATION WAS FILED WITH THE CITY: _____

DATE THE REPORT OF THE COMMISSION WAS SUBMITTED TO THE CITY: _____

THE APPLICATION IS DETERMINED TO BE COMPLETE THIS _____ DAY OF _____

City of Independence Kansas
Independence Historic Preservation and Resource Commission

D. CONSULTANT INFORMATION

Name, profession, complete address, telephone and email address of attorney, architect or other consultant representing applicant:

Derek Sharp, Sharp Historic Awnings, LLC 101 S Grant Ave Chanute KS 620-432-3172

Tabatha Snodgrass Independence Main Street 109 E Main Independence KS 67301 620-331-2300

E. CHNAGES PLANNED

Is a change of use planned for this property? If yes, indicate old and new uses. ___ YES ~~___~~ NO

Indicate the category of work contemplated (Check each appropriate description):

☐ Demolition ☐ Relcoation ☒ Change to exterior appearance ☐ Addition or new construction

Describe in narrative form the nature of the work contemplated. Use additional sheets if necessary.
Updating awning on building using the same frame in place. See attached

Please attach to this application any additional materials that pertain to the nature of the intended work, such as photographs, diagrams, architectural drawings, or specifications. Also, please include, where available, any historical documentation or photographs that supports the planned restoration and/or rehabilitation activity.

City of Independence Kansas
Independence Historic Preservation and Resource Commission

F. CERTIFICATION BY APPLICANT

I hereby certify that, as of the date I signed this application, I am a legal or equitable owner of the property described herein, or I am an authorized officer or principal of said owner. I further certify that if there are other legal or equitable owners of said property, I have identified them herein. I further certify that the contents of this Application are complete, accurate and true.

Applicant's Signature: _____

Printed Name: Mark Leaman

Title: Board President

Date: _____

**NOTE: SEE INSTRUCTIONS TO APPLICATIONS, PARAGRAPH 9, FOR IMPORTANT
NOTIFICATION REQUIREMENT THAT APPLIES TO ALL APPLICATIONS.**

***The IHPRC shall review the application for a certificate of appropriateness and determine
whether issuance of a certificate of appropriateness should be approved or denied within 45
days of receipt of the application.***

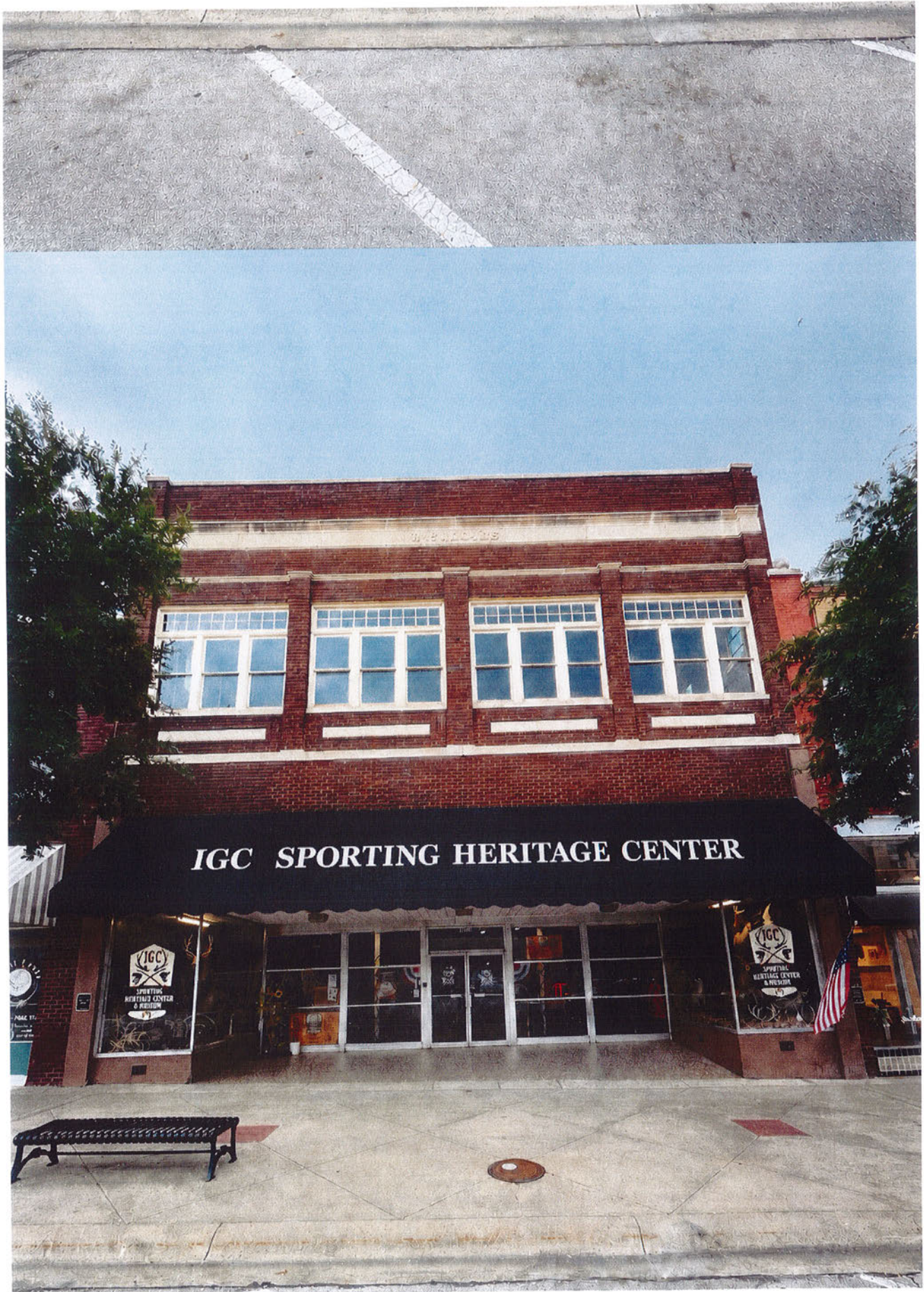
(This Space for Official Use Only)

APPLICATION TIMETABLE

1. Date application submitted: _____
2. Date application is deemed completed: _____
3. Date by which applicant must be notified that application is completed and that the hearing has been scheduled: _____
4. Hearing date: _____
5. Date Commission's decision is due (within 45 days of application) _____

Option 2: LARGE SIZED GRAPHICS INCLUDED
Size of Letters estimated to be 10" wide by 16" tall
"IGC Sporting Heritage Center"
Price: \$5,800.00
Independence Main Street Preferred Customer Discount: (\$500.00)
Sales Tax (9.5%) : \$503.50
Total: \$5803.50









**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
AUGUST 10, 2026**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a Certificate of Appropriateness for 112 E. Main Street.

SUMMARY RECOMMENDATION City Staff recommends approval in accordance with the Secretary of the Interior's Standards for Rehabilitation.

BACKGROUND Vincent Parker has submitted a building permit application and a Certificate of Appropriateness application for the proposed remodeling of the property at 112 E. Main Street. The proposed work includes removing the existing awning; installing sheathing, building wrap, and siding; installing a new awning; and painting the building. The IHPRC is being asked to review the proposed exterior improvements and determine whether to approve the Certificate of Appropriateness based on the project's compatibility with the Downtown Historic District.

In reviewing the application, the Commission should consider the applicable Secretary of the Interior's Standards for Rehabilitation, including, but not limited to, the following:

Standard 2: The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features and spatial relationships that characterize the property shall be avoided.

Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property shall be preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced whenever feasible. Where replacement is necessary, the new feature shall match the old in design, color, texture, and materials, based on available physical or documentary evidence.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials, features, or spatial relationships that characterize the property. New work shall be compatible with the historic property in terms of scale, proportion, massing, and materials.

SUGGESTED MOTION I move to approve the certificate of appropriateness for 112 E. Main Street.

SUPPORTING DOCUMENTS

1. 112 E. Main_Redacted

City of Independence Kansas

120 North 6th Street, Independence, KS 67301 www.independenceks.gov



REMODELING BUILDING PERMIT APPLICATION

Date 06/21/2026

PERMIT No

Applicant Vincent D Parker

Email [REDACTED]@[REDACTED].com

Phone [REDACTED]

Project address 112 E. Main, Independence, KS 67301

Project owner Vincent D Parker

Address if different from project 1717 NE 7th St. Oklahoma City, OK 73117

Is the structure considered historical? (50+ Year old substantially preserved) YES

Is the structure changing use? NO If yes, original use _____

Proposed use _____ Require zoning change? NO

If requiring zoning change indicate current and desired zoning _____ to _____

Do you require conditional use or variance? Not required

AREAS TO BE CHANGE OR REMODELED

AREA	MINOR	MAJOR	CHANGE/REMODEL
Driveway	☐	☐	
Garage	☐	☐	
Garage door	☐	☐	
Fences	☐	☐	
Gates	☐	☐	
Egress doors	☐	☐	
Windows	☐	☐	
Outside walls	☒	☐	Paint, repair awning, add sinage
Siding	☒	☐	
Envelope	☐	☐	
Inside walls	☒	☐	Paint, framing, drywall, trim work
Walls covering	☐	☐	

Minor work refers mostly to cosmetic or work not changing the primary function or structure of an element.
Major work includes structural, full replacement, and substantial changes in form or function of the elements.

Doors (inside)	☐	☐	
Stairs	☐	☐	
Insulation	☒	☐	add insulation
Subfloor	☐	☐	
Floor	☒	☐	Add new flooring on top of existing
Structure	☐	☐	
Mechanical	☐	☐	
Bathrooms	☐	☐	
Kitchen	☐	☐	
Ceilings	☐	☐	
Basement/Foundation	☐	☐	
Electrical system	☒	☐	Run new wiring for additional lighting
Plumbing	☐	☐	
Facia/Soffit	☐	☐	
Roof structure	☐	☐	
Roof covering	☐	☐	
Chimneys or sim.	☐	☐	

Please describe any major modifications to the original structure, in shape, form or function: _____

If adding square footage, how many square feet? _____

Estimated total cost of the project \$ 62200.00

Applicants signature and date

[Signature]

06/21/2026

FOR USE OF CITY OFFICIALS ONLY

APPROVED 07.22.26 BY

Maurice Goret

BUILDING OFFICIAL



FEES PAID _____ IN _____

DATE ____/____/____

CITY CLERK



JoyCo Property Management Services, LLC

Full Remodel Proposal (Interior + Exterior)

Interior Remodel Bid (Detailed)

Framing: \$3,200

Drywall Hang: \$4,000–\$6,000

Drywall Finish: \$5,600–\$8,800

Insulation: \$880–\$1,280

Electrical: \$1,600–\$2,400

LVP Flooring: \$2,400–\$3,400

Trim Work: \$1,400–\$2,000

Painting: \$2,400–\$3,200

Misc / Cleanup: \$1,000–\$1,600

Labor Total: \$26,400 – \$31,200

Materials: \$10,500

Interior Total: \$36,900 – \$41,700

Exterior Remodel Bid (Detailed - No Signage)

Demo: \$640 – \$1,280

Framing/Prep: \$640 – \$1,200

Sheathing + Wrap: \$480 – \$800

Siding Install: \$1,600 – \$2,800

Trim/Detail Work: \$1,200 – \$2,000

Awning Wrap: \$640 – \$1,200

Paint/Finish: \$800 – \$1,400

Labor Total: \$7,500 – \$9,500

*Submit
Quot\$*

Materials: \$8,000 – \$11,000

Exterior Total: \$15,500 – \$20,500

Total Project Cost

Low Total: \$52,400

High Total: \$62,200

Payment Terms

50% of the lesser amount due upfront prior to project start of \$26,200

25% due at approximately mid project completion \$13,100

25% due upon final completion \$13,100

Notes & Scope Clarification

Interior and exterior scopes are itemized separately for clarity.

Exterior bid does not include signage as that's the business cost not the building cost.

Final pricing subject to site conditions and approved scope changes.

City of Independence Kansas
Independence Historic Preservation and Resource Commission

A. APPLICANT INFORMATION

Name of Applicant: Vincent D Parker
Mailing Address: 1717 NE 7th St. Oklahoma City, OK 73117
Telephone Number: (Street) 9 (City) (State) (Zip)
Email: @yahoo.com

Is the Applicant an ☒ Individual ☐ Corporation ☐ Partnership ☐ Other

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☒ Owner ☐ Tenant or Lessee ☐ Purchaser under contract
(with consent of owner, ☐ Other (please specify) _____

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☒ Check here if same as applicant. If the owner is not the applicant, please complete the following:

Owner's Name: _____
Address: _____
Telephone Number: (____) _____ Email: _____

C. PROPERTY INFORMATION

Street Address: 112 E. Main
Block Number(s): 43; Lot Number(s): 20
Zone of Property: Sec.31 Twn.32 Rng.16

Have all municipal taxes due as of the date of this Application been paid? ☒ Yes ☐ No

If no, please explain: _____

[This Space for Official Use Only]

DATE THIS APPLICATION WAS FILED WITH THE CITY _____

DATE THE REPORT OF THE COMMISSION WAS SUBMITTED TO THE CITY _____

THE APPLICATION IS DETERMINED TO BE COMPLETE THIS _____ DAY OF _____

INDEPENDENCE HISTORIC PRESERVATION OFFICER

D. CONSULTANT INFORMATION

Name, profession, complete address, telephone and email address of attorney, architect or other consultant representing applicant:

There is not a need for one at this time as no planned work will be structural. Worked planned is cosmetic and/or functional

E. CHANGES PLANNED

Is a change of use planned for this property? If yes, indicate old and new uses. ☐ Yes ☒ No

Indicate the category of work contemplated [check each appropriate description]:

Demolition

☐

Relocation

☐

Change to exterior appearance

☒

Addition or new construction

☒

Describe in narrative form the nature of the work contemplated. Use additional sheets if necessary:

Interior remodel plans - Frame partition walls to create additional rooms / office space.

Install drywall, insulation. Electric wire for lights / outlets. Install LVP flooring. Install trim work

and paint.

Exterior plans - Demo existing awning. Install sheathing / wrap. Install siding. Trim / Detail work. Install awning wrap and paint.

Please attach to this application any additional materials that pertain to the nature of the intended work, such as photographs, diagrams, architectural drawings, or specifications. Also, please include, where available, any historical documentation or photographs that supports the planned restoration and/or rehabilitation activity.

F. CERTIFICATION BY APPLICANT

I hereby certify that, as of the date I signed this application, I am a legal or equitable owner of the property described herein, or I am an authorized officer or principal of said owner. I further certify that if there are other legal or equitable owners of said property, I have identified them herein. I further certify that the contents of this Application are complete, accurate and true.

Applicant's Signature: [Signature]

Printed Name: Vincent D Parker

Title: Owner

Date: 06/24/2026 [If signing for Applicant]

NOTE: SEE INSTRUCTIONS TO APPLICATIONS, PARAGRAPH 9, FOR IMPORTANT NOTIFICATION REQUIREMENT THAT APPLIES TO ALL APPLICATIONS.

The IHPRC shall review the application for a certificate of appropriateness and determine whether issuance of a certificate of appropriateness should be approved or denied within 45 days of receipt of the application.

[This Space for Official Use Only]

APPLICATION TIMETABLE

1. Date application submitted	
2. Date application is deemed complete	
3. Date by which applicant must be notified that application is complete and that hearing has been scheduled	
4. Hearing date	
5. Date Commission's decision is due (within 45 days of App)	



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
AUGUST 10, 2026**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a Certificate of Appropriateness for 225 N. Penn Ave.

SUMMARY RECOMMENDATION City Staff recommends approval in accordance with the Secretary of the Interior's Standards for Rehabilitation.

BACKGROUND Tabatha and Miranda, on behalf of property owner Michelle Lewis, have submitted an application for a Certificate of Appropriateness for the property at 225 N. Penn Avenue. The proposed work includes replacing a broken single-pane window with double-pane glass to match the existing glass and repainting the white and blue surfaces within the entryway black. The IHPRC is being asked to review the proposed exterior improvements and determine whether to approve the Certificate of Appropriateness based on the project's compatibility with the Downtown Historic District. In reviewing the application, the Commission should consider the applicable Secretary of the Interior's Standards for Rehabilitation, including, but not limited to, the following:

Standard 2: The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features and spatial relationships that characterize the property shall be avoided.

Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property shall be preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced whenever feasible. Where replacement is necessary, the new feature shall match the old in design, color, texture, and materials, based on available physical or documentary evidence.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials, features, or spatial relationships that characterize the property. New work shall be compatible with the historic property in terms of scale, proportion, massing, and materials.

SUGGESTED MOTION I move to approve the certificate of appropriateness for 225 N. Penn Ave.

SUPPORTING DOCUMENTS

1. Jubar Wellness_Redacted

City of Independence Kansas
Independence Historic Preservation and Resource Commission

A. APPLICANT INFORMATION

Name of Applicant: Michelle Dunn

Mailing Address: 225 N Penn Ave Independence KS 67301
(Street) (City) (State) (Zip)

Telephone: [REDACTED] Email: [REDACTED]

Is the Applicant an: ☒ Individual ☐ Corporation ☐ Partnership ☐ Other: _____

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☐ Owner ☒ Tenant or Lessee ☐ Purchaser under contract (with consent of owner) ☐ Other (please specify) _____

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☐ Check here is same as applicant. If the owner is not the applicant, please complete the following:

Owner's Name: Dominette Celli

Address: 223 N Penn Ave Independence KS 67301

Telephone Number: [REDACTED] Email Address: _____

C. PROPERTY INFORMATION

Street Address: 225 N Penn Ave Independence KS 67301

Block Number(s): _____ Lot Number(s): _____

Zone of Property: _____

Have all municipal taxes due as of the date of this application been paid? ☐ Yes ☐ No

If no, please explain: _____

(This Space for Official Use Only)

DATE THIS APPLICATION WAS FILED WITH THE CITY: _____

DATE THE REPORT OF THE COMMISSION WAS SUBMITTED TO THE CITY: _____

THE APPLICATION IS DETERMINED TO BE COMPLETE THIS _____ DAY OF _____

City of Independence Kansas

Independence Historic Preservation and Resource Commission

D. CONSULTANT INFORMATION

Name, profession, complete address, telephone and email address of attorney, architect or other consultant representing applicant:

Miranda Bruening 107 N Penn Ave miranda@echelonad.com

Tabatha Snodgrass indyksmnst@gmail.com

E. CHNAGES PLANNED

Is a change of use planned for this property? If yes, indicate old and new uses. ___ YES ~~___~~ NO

Indicate the category of work contemplated (Check each appropriate description):

☐ Demolition
construction

☐ Relcoation

☒ Change to exterior appearance

☐ Addition or new construction

Describe in narrative form the nature of the work contemplated. Use additional sheets if necessary.

Replace single pane of broken glass with double pane to match what is next to it

Paint the white and blue paint in the entry way to black

Please attach to this application any additional materials that pertain to the nature of the intended work, such as photographs, diagrams, architectural drawings, or specifications. Also, please include, where available, any historical documentation or photographs that supports the planned restoration and/or rehabilitation activity.

City of Independence Kansas
Independence Historic Preservation and Resource Commission

F. CERTIFICATION BY APPLICANT

I hereby certify that, as of the date I signed this application, I am a legal or equitable owner of the property described herein, or I am an authorized officer or principal of said owner. I further certify that if there are other legal or equitable owners of said property, I have identified them herein. I further certify that the contents of this Application are complete, accurate and true.

Applicant's Signature: Michelle Lewis

Printed Name: Michelle Lewis

Title: Owner

Date: 8-4-2026

**NOTE: SEE INSTRUCTIONS TO APPLICATIONS, PARAGRAPH 9, FOR IMPORTANT
NOTIFICATION REQUIREMENT THAT APPLIES TO ALL APPLICATIONS.**

The IHPRC shall review the application for a certificate of appropriateness and determine whether issuance of a certificate of appropriateness should be approved or denied within 45 days of receipt of the application.

(This Space for Official Use Only)

APPLICATION TIMETABLE

1. Date application submitted: _____
2. Date application is deemed completed: _____
3. Date by which applicant must be notified that application is completed and that the hearing has been scheduled: _____
4. Hearing date: _____
5. Date Commission's decision is due (within 45 days of application) _____



225 N. Penn



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
AUGUST 10, 2026**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a Certificate of Appropriateness for a roof replacement at 207 N. Penn Ave.

SUMMARY RECOMMENDATION City Staff recommends approval in accordance with the Secretary of the Interior's Standards for Rehabilitation.

BACKGROUND Certificate of Appropriateness – Roof Replacement - 207 N. Penn Ave.

The owner has submitted a Certificate of Appropriateness to replace the roof at 207 N. Penn Ave. The applicant is working with a roofing company to replace the roof which has a significant leak affecting the building and adjacent property. Staff recommends that the Independence Historic Preservation Review Commission (IHPRC) approve the Certificate of Appropriateness subject to final review and approval by the Building Inspector, with the condition that the replacement roof complies with applicable building codes and the Secretary of the Interior's Standards for Rehabilitation.

In considering this request, the IHPRC should evaluate whether the proposed work is compatible with the historic character of the building and the surrounding historic district. The Commission should ensure that distinctive historic materials and architectural features are preserved whenever feasible, that replacement materials are compatible with the historic structure, and that the work does not diminish the building's historic integrity. The Commission should specifically consider the following Secretary of the Interior's Standards for Rehabilitation:

- **Standard 2:** The historic character of the property shall be retained and preserved. The removal of distinctive materials or alteration of features and spatial relationships that characterize the property should be avoided.
- **Standard 5:** Distinctive materials, features, finishes, construction techniques, and examples of craftsmanship that characterize the property shall be preserved.
- **Standard 6:** Deteriorated historic features should be repaired rather than replaced whenever feasible. When replacement is necessary, the new feature should match the original in design, color, texture, and materials based on available evidence.
- **Standard 9:** New exterior alterations shall not destroy historic materials, features, or spatial relationships that characterize the property. New work shall be compatible with the historic property in terms of scale, proportion, massing, and materials.

Staff Recommendation: Approve the Certificate of Appropriateness for the roof replacement at 207 N. Penn Ave, contingent upon final review and approval by the Building Inspector to ensure the final roofing materials and installation are compatible with the historic character of the building and comply with applicable preservation standards.

SUGGESTED MOTION I move to approve the certificate of appropriateness for 207 N. Penn Ave. contingent upon final review by the Building Inspector for compatibility with the downtown historic district.

SUPPORTING DOCUMENTS

1. Certificate of Appropriateness - 207 N. Penn_Redacted



Certificate of Appropriateness

There is no fee to go to the Historic District Commission
(Please print clearly - See instruction on reverse side) **An incomplete application will not be accepted**

Overview

The City of Independence Kansas adopted its Historic Preservation Code to support Historic Neighborhoods that contain architecturally significant structures. The City also established a Landmark Historic District, which encompasses the most significant structures, regardless of location.

Construction in a Historic District

New construction or alterations of existing structures are not prohibited in Historic Neighborhoods; however, the construction or alteration is expected to be done in a historically appropriate manner. Applicants are encouraged to direct any construction to the rear of a structure, not visible from a public street. Additionally, materials used for new construction should be compatible with existing, historic materials.

Construction Approval

Generally, any work on the exterior or interior of a structure in the Historic downtown area requires approval from the Department of Building and Safety, and the Historic Commission through the submission and approval of a Certificate of Appropriateness Application.

Project Information

In accordance with Article VI, Section 50-156 Certificates of appropriateness, I hereby apply for review of the following proposed change(s):

Describe changes proposed for the structure's exterior. Include plans, photographs and other information as required by Section 50-169. - Criteria to determine appropriateness. (Use separate sheet, if necessary, please be specific):

Complete new Roof

Reason for Change: *NEEDS REPAIR*

Property Information

Property Address: *207 N. PENN, INDEPENDENCE, KS*

Is this property a rental?

☐ YES

☒ NO

Applicant Information

Who is applying for the Certificate of Appropriateness?

☒ OWNER ☐ AGENT ☐ CONTRACTOR (Signature Required)

Email:

[REDACTED]

Name:

JAMES SHANNON

Phone:

[REDACTED]

Cell:

[REDACTED]

Address:

304 N 1st

City:

INDEPENDENCE

State:

KS

Zip:

67301

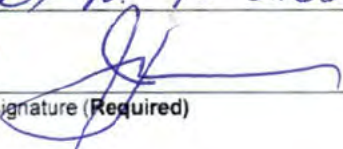
SIGN HERE

DATE

7/23/26

Applicant signature (Required)

Property Owner: ☐ Check box if same as above

Name: JAMES SNANPON	Email: [REDACTED]	Phone: [REDACTED]	Cell: SAME
Address: 304 N. 1st Street	City: INDEPENDENCE	State: KS	Zip: 67307
SIGN HERE 		DATE 7/23/26	

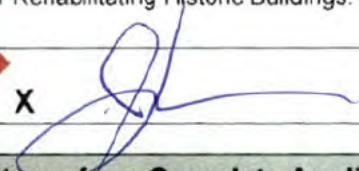
Property owner signature (Required)

APPLICATION CONTINUED ON NEXT PAGE

Required Review

Signature and submission of this application by Owner and/or Agent:

- 1) Authorizes the City and/or its representative(s) to enter upon the property and take any photos or undertake any inspections necessary for review and action on this application; and
- 2) Signifies that Owner/Agent understands that the Historic Preservation Code applies to interior and exterior work to this property and all properties designated historic at local, state or federal level; and
- 3) Certifies that the property now has or will have before the proposed project completion date, a fire alarm system or smoke alarm complying with the requirements of 2018 IFC; and
- 4) Certifies that the property owner has reviewed the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

SIGN HERE X 	DATE 7/23/26
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Required Items for a Complete Application. Check all that apply:

To obtain a Certificate of appropriateness, an applicant shall file an application in writing on a form furnished by the City. Prior to acceptance, every application shall:

- ☐ Identify and describe the work to be authorized by the Certificate of Appropriateness
- ☐ Describe the land on which the proposed work is to be done by legal description, street address, mortgage survey or similar description.
- ☐ Be accompanied by scaled plans, elevations, diagrams, photographs and other similar documents necessary to demonstrate that the proposed work is in compliance with this Chapter. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the proposed work shall conform to the requirements of this Chapter.
- ☐ Be signed by the owner of record and any contractor performing the work.
- ☐ Be accompanied by other data and information as may be necessary to demonstrate compliance with the requirements of this Chapter.

* Please note the commission may determine at the time of the meeting if the application is complete or incomplete

SIGN HERE X 	DATE 7/23/26
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Office Use Only

Review

Date:	Building permit required? ☐ YES ☐ NO	Application Complete? ☐ YES ☐ NO
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Staff Action:

☐ APPROVED ☐ DENIED	☐ Refer to Historic District Commission	Permit #
Signature X		

Historic District Commission:

Meeting Date:	Letter Date:
☐ APPROVED ☐ DENIED	Extension requested: Date:

Signature X

Final Inspection

☐ APPROVED

☐ DENIED

Conditions of Approval (if applicable):

Conditions provided in letter dated:

Conditions provided in permit #



Falcon Roofing Contract

Falcon Roofing LLC
Dalton Shaffer Sales/ Project Manager
620-550-1554
Dshaffer620@gmail.com

Client: James Shannon
Business: 207 N Penn Ave
Independence, KS 67301

Home: (620) 577-2275

Operator: TRAVIS.S

Estimator: Chris Carpenter

Cellular: (620) 330-6912

Reference: Travis Shaffer
Company: Falcon Roofing LLC
Business: 2905 N Old Rouse Rd
Pittsburg, Ks 66762

Business: (620) 330-3029

Type of Estimate: Wind/Hail

Date Entered: 6/10/2026

Date Assigned:

Price List: KSKS8X_JUN26

Labor Efficiency: Restoration/Service/Remodel

Estimate: SHANNON_JAMES



Falcon Roofing Contract

Falcon Roofing LLC
Dalton Shaffer Sales/ Project Manager
620-550-1554
Dshaffer620@gmail.com

SHANNON_JAMES

SHANNON_JAMES

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Tear off, haul and dispose of 10 ply built-up roofing*	18.12 SQ	194.28	334.43	3,854.78	(0.00)	3,854.78
<i>This line item is for the upper roof.</i>						
Tear off, haul and dispose of 5 ply built-up roofing	15.18 SQ	97.14	140.09	1,614.68	(0.00)	1,614.68
<i>This line item is for the lower roof.</i>						
Replace Sheathing - OSB - 1/2"	3,333.00 SF	1.48	468.62	5,401.46	(0.00)	5,401.46
<i>This line item is to cover roof decking and parapet walls to form a clean even surface for TPO membrane.</i>						
R&R Single-ply membrane - Fully adhered system - 60 mil	33.33 SQ	553.51	1,752.61	20,201.10	(0.00)	20,201.10
R&R Pitch pan / pocket - TPO*	3.00 EA	135.93	38.74	446.53	(0.00)	446.53
R&R Pipe jack flashing - PVC/TPO - Large	4.00 EA	126.64	48.12	554.68	(0.00)	554.68
R&R Flash parapet wall only - PVC/TPO - up to 3'	287.00 LF	15.90	433.52	4,996.82	(0.00)	4,996.82
R&R Drip edge - PVC/TPO clad metal	42.00 LF	7.56	30.17	347.69	(0.00)	347.69
Replace Additional charge for high roof (2 stories or greater)	18.12 SQ	32.22	55.46	639.29	(0.00)	639.29
R&R Rafters - 2x10 - stick frame roof *	288.00 LF	6.83	186.87	2,153.91	(0.00)	2,153.91
R&R Additional labor - 2x8-2x12 - rafter build*	288.00 LF	1.57	42.95	495.11	(0.00)	495.11
Remove Tear out wood flooring and subfloor	168.00 SF	3.93	62.72	722.96	(0.00)	722.96
<i>This line item is to remove the porch covering the roof.</i>						
R&R Sheathing - spaced 1" x 6"	378.00 SF	5.90	211.87	2,442.07	(0.00)	2,442.07
Content Manipulation charge *	33.33 SQ	72.66	230.07	2,651.83	(0.00)	2,651.83
Equipment setup, take down, and monitoring (hourly charge)	36.00 HR	70.00	239.40	2,759.40	(0.00)	2,759.40
R&R Aluminum termination bar / flashing for membrane roofs	295.00 LF	3.13	87.72	1,011.07	(0.00)	1,011.07
Total: SHANNON_JAMES			4,363.36	50,293.38	0.00	50,293.38
Line Item Totals: SHANNON_JAMES			4,363.36	50,293.38	0.00	50,293.38



Falcon Roofing Contract

Falcon Roofing LLC
Dalton Shaffer Sales/ Project Manager
620-550-1554
Dshaffer620@gmail.com

Summary

Line Item Total	45,930.02
Total Tax	4,363.36
Replacement Cost Value	\$50,293.38
Net Claim	\$50,293.38

Chris Carpenter

PAYMENTS TO BE MADE TO FALCON ROOFING LLC

Payments not received after 30 days will be subject to 18% APR.
Labor Warranty VOID if payment not received after 45 days

HOMEOWNER AGREEMENT

I, the homeowner, acknowledge that I have read and agree to all terms and conditions of this contract. I understand that I am responsible for payment of the full contract amount, including any insurance proceeds and deductible.

Homeowner Signature _____

Printed Name: _____

Date: _____

Phone Number: _____

YOU MAY CANCEL THIS TRASACTION, WITHOUT PENALTY OR OBLIGATION WITHIN THREE BUSINESS DAYS OF THE ABOVE DATE