



October 26, 2022

Historical Property Owner
Address
Independence, KS 67301

Dear Property Owner:

As the owner of a commercial building in the Downtown Historic District of Independence or the owner of a designated historical structure in Independence, you are no doubt proud of the historic designation. On July 19, 2006, the Historic Downtown District was designated on the National Register of Historic Places. This designation provides the district with access to grants, tax incentives, assistance with preservation efforts, heritage tourism and education opportunities. The designation also encourages the community to retain and use its existing resources in the established district and continues to contribute to the vibrancy of our downtown commercial and residential spaces.

The City of Independence currently has 21 designated historical places, including the downtown district. The Independence Historic Preservation and Resource Commission (IHPRC) is charged with historic preservation review, ongoing survey of historic structures, education, applications for historic structures and review and approval of certificates of appropriateness for work on historic structures.

This letter is being sent to remind property owners within the district or with a designated structure that an application is required to be filed with the City of Independence for any alteration, demolition or work on a historic building or building located in the Downtown Historic District. This application is reviewed by the IHPRC, after which a certificate of appropriateness can be issued. The IHPRC guidelines for approval are, but not limited to:

- 1) Specific design criteria for exterior alterations of historic properties or historic districts shall be based on the U.S. Secretary of the Interior's Standards for Rehabilitation as published in Section 36, Code of Federal Regulations, Part 67 as revised from time to time, and by further reference to such specific design criteria as the IHPRC may require.
- 2) New construction and additions to existing structures shall be sensitive to and take into account the special historic district or historic characteristics including height, scale, orientation, site coverage, spatial separations, facade and window patterns, entrance and porch size and general design, materials, texture, color, architectural detail, roof forms, vertical or horizontal elements, wall, fences, landscaping and other features.
- 3) An application for certificate of appropriateness for purposes of demolition shall be delayed for a period not to exceed 180 days. The maximum period of delay may be reduced whenever the IHPRC determines the owner will suffer extreme hardship or will be deprived of all beneficial use of the property by virtue of the delay. In either instance, the IHPRC shall use the delay to negotiate with the owner and interested parties to find a means to preserve the historic property.

- 4) For those structures or property(ies) that have been designated as a historic structure, or structures located in a historical district, which are being considered for condemnation as a dangerous and unsafe structure under K.S.A. 12-1750 et. seq., or a similar city ordinance, the IHPRC shall be considered an interested party and the city shall be required to give the IHPRC the same notice required to be given to the owner of the property. The IHPRC shall prepare a recommendation of whether the structure should be condemned as dangerous and unsafe and what alternatives are available for repair of the structure. The report shall be submitted at the date and time specified by the city commission for a public hearing.
- 5) Existing characteristics shall include trees, walls, paving materials, fencing, walkways and other site features that reflect the historic property(ies) significance or protected from demolition or alteration.
- 6) Landscaping shall be appropriate to the scale and feature of the historic property.
- 7) Accessory structures shall be appropriate to and compatible with the architectural features of the primary structure. Noncontributory structures shall not distract from the historic property(ies).
- 8) Archeological sites will be protected and preserved.
- 9) 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.
- 10) A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

In the event a certificate of appropriateness is denied, an appeal may be filed with the City, and the Independence City Commission shall conduct a hearing within 30 days to approve or deny the decision.

Attached is a copy of the application form for applying for a certificate of appropriateness for any historic structure designated in the City of Independence.

We appreciate your understanding and your efforts to maintain our beautiful and vibrant historic district. Please feel free to contact me with any questions or concerns.

Sincerely,

David Cowan

David Cowan

Building Inspector

(620) 332-2528 or (620) 332-2541

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