

Historic Preservation Commission

MEETING DATE: Tuesday, January 12, 2021

MEETING TIME: 6:00 p.m.

LOCATION: Pendleton Town Hall
100 W. State Street
Pendleton, Indiana

ORDER OF BUSINESS

I. CALL TO ORDER

Meeting was called to order by Craig Campbell at 6:04 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Craig Campbell, Dan Trauthwein and Kevin Kenyon. A quorum was not established. Individuals representing the Town were Planning and Zoning Administrator Kayla Hassett and Shanna Kelly attending on behalf of the Town Attorney Jeff Graham. Also in attendance was Tammy Bowman.

III. ELECTION OF OFFICERS

Recommendation made by Craig Campbell to table Election of Officers until the next meeting scheduled for February 9, 2021 was approved by all Board Members present.

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Recommendation made by Craig Campbell to table the approval of the December 8, 2020 Meeting Minutes until the next meeting scheduled for February 9, 2021 meeting was approved by all Board Members present.

V. OLD BUSINESS

A. Local Façade Grant – Rules and Application Brainstorm

- Kayla Hassett reported the following:
 - Shared results of the Historic Façade Questionnaire to see what downtown building and business owners are interested in for projects/improvements.
 - Survey was sent to downtown building and business owners.
 - Survey results include:
 - Survey sent out to 19 business/building owners; good portion (13) responded.
 - Survey recipients included businesses in which Planning Department Staff felt would be interested in participating in grant program.

- Kayla Hassett provided a brief overview of questions included in the survey and responses received:
 - Most of the survey participants owned buildings downtown and all are business owners.
 - Pie chart reflected how each owner saw the condition of their building rating from Excellent-Good-Fair-Poor-Endangered.
 - 61% plan to do exterior improvements to their building in the next 1-3 years.
 - Only one owner not interested in making improvements in the next 1-3 years.
 - Types of exterior improvement projects interested in include, but not limited to, window repair, paint, repairs/improvement to the back of the building, awning removal/replacement. A few owners showed interest in complete renovation, structural repair and site improvement.
 - High expense and lack of funding are the main factors preventing exterior improvements sooner.
 - General estimate of exterior improvement needs cost ranging from \$40,000 to \$250,000.
 - 69% (or 9 participants) showed interest in participating in grant if offered to help fund 50% of costs with a 50/50 match.
 - About 50% of responses indicated that owners need more than 50% of cost of exterior improvement to implement project.
 - About 53% indicated they *may* be interested in a special loan program should it be offered; with 23% interested and another 23% not interested.
 - Comments made by survey participants also shared with the RDC members.
- The following discussions took place:
 - Craig Campbell asked if the Lumberyard would be eligible to apply. Kayla Hassett replied that the Lumberyard is in the Downtown Business District although not a historic building.
 - Kayla Hassett commented that the HPC members can focus more on the contributing buildings that are located along State Street versus those buildings to the north and south of downtown Pendleton – something to consider in the application process. Hassett will place the survey results in Google Drive for review, while keeping participants confidential.
 - Tammy Bowman asked if signage can be considered if historically appropriate and suggested allowing flexibility with signage as eye catching. Craig Campbell replied that this topic should be put on the Agenda for discussion. Campbell also acknowledged the signage guidelines are fairly strict, however, ed to make sure signage fits the guidelines in place.
- Kayla Hassett presented the City of Madison's Grant Application –P.A.C.E. Preservation and Community Enhancement Grant Program. (Document provided in Google Drive)
 - Kayla Hassett shared the City of Madison's website that covers the P.A.C.E. guidelines and presented the following information:
 - Grant Program offers three different grants:
 1. Rehabilitation Grant offering exterior or structural rehabilitation assistance.
 2. Dilapidated Structures Grant provides for the partial demolition of dilapidated buildings.
 3. Dangerous Buildings Grant provides demolition of dangerous buildings.

- P.A.C.E. applications are reviewed one time per month and awarded every month.
- P.A.C.E. Grant Programs are matching grant programs, matching up to 50% of the costs up to the funding limit set for each program:
 1. Rehabilitation Program – applicant’s contribution to the maximum limit of \$7,500.
 2. Dilapidated Program – applicant’s contribution to the maximum limit of \$25,000.
 3. Dangerous Building Program – applicant’s contribution to the maximum limit of \$10,000.
- Hassett provided overview of the P.A.C.E. Table of Contents for consideration and suggested to HPC to consider factors such as:
 - Seek three contractor quotes as application requirement.
 - Require Certificate of Appropriateness (COA) in hand first before applying or determine how long applicant has to obtain (COA) in the application process.
 - Allow projects already in the works to apply.
 - Require any property with unsightly violation or in poor standing with the Town to resolve issue prior to application.
- Hassett commented that the City of Madison P.A.C.E. program is a good example to follow.
- Craig Campbell asked how Madison’s Grant Program is funded such as Food and Beverage Tax funds. Kayla Hassett replied that the Madison’s Town Council enacted an Ordinance establishing a non-reverting fund for the purpose of distributing the monies granted for the preservation of the community. Tammy Bowman added that these funds could have come from Gaming Tax (casino funds appropriated per capita to municipalities and portion to unincorporated County projects and/or from EDIT – Economic Development Income Tax. Hassett agreed that Madison likely used similar funding sources for their grant program.
- Hassett encouraged HPC members to review Madison’s P.A.C.E. Grant Program as serves as a comprehensive description and was just updated this past year. Hassett asked members to look at the eligible improvements and to determine if should be broader. Hassett also suggested to consider criteria/guidelines and whether or not to be open to exterior **and** interior improvements that support the exterior façade.
- Hassett commented that the survey results reflect a lot of façade work to be done and expect good participation.
- Dan Trauthwein asked if the committee can leave open for each building application, whether to grant interior improvements as well as exterior. Craig Campbell replied that HPC can set criteria as desires, but need to be conservative as Food & Beverage tax money is only for three years and not guaranteed thereafter. Campbell also expressed concern with allowing inside improvements as feels need to be tied to structural support with a greater focus on exterior façade. Campbell added that HPC can allow broad projects, yet need to be conservative with grant award amounts as only have a total of \$250,000 in funds.
- Hassett shared examples of eligible exterior projects for the City of Madison:
 - Repair of existing historic elements (excludes normal maintenance)
 - Reversal of previous inappropriate alterations
 - Demolition of non-historic additions

- Reconstruction of original architectural elements based on documentation or evidence
- Historic garage, guest house, or carport rehabilitation
- Exterior wall repairs
- Repairs to historic slate or standing seam roofs
- Hassett also shared examples of ineligible work:
 - Interior elements
 - New construction of elements without documentation or evidence of historic existence on the building
 - Plumbing or electrical work inside the structure
 - Paint without repair of existing historic elements
 - Landscaping
 - Complete roof replacement
 - Sidewalks and driveways
- Hassett gave a brief overview of other documents included in the P.A.C.E. Grant Program project – Grant Application Map Area, Application Description o Project, Budget Worksheet and Scoring Matrix to name a few.
- Hassett stated that Rachel Christenson is very good at developing project scoring worksheets. Hassett also suggested that each year, the scoring matrix can be weighted differently to lead to different project focuses.
- Tammy Bowman, member of the public, took a few moments to introduce herself to the HPC members sharing the following experiences:
 - Executive Director of South Madison Community Foundation
 - A lot of grant application examples and scoring matrix without architectural focus, but with more of a community impact focus
 - Served on other grant communities
 - Studied history in college
- Kevin Kenyon suggested to require obtainments of COA early in the application process for feasibility sake. Kenyon added concerns with awarding funds on signage as have experienced issues with signage in the past. Kenyon stated that signs can come and go, while structural improvements stay in place. Kenyon also commented that structural improvements is where funds should be spent.
- Craig Campbell asked Kayla Hassett for timeline. Hassett asked for the HPC members to read over the P.A.C.E. Grant Program, mark up with expertise to help staff know what members wish to see for the program.
- Craig Campbell stated he will send an email out to HPC members with a copy of the P.A.C.E. Grant Program and survey results, asking for feedback in two weeks. Campbell will then get feedback to Kayla Hassett.

VI. NEW BUSINESS

No new business to report.

VII. ADJOURNMENT

Meeting was adjourned by Craig Campbell at 6:52 p.m.

Next meeting Tuesday, February 9, 2021