

# Historic Preservation Commission

MEETING DATE: Tuesday, April 13, 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 George Harris at 6:00 p.m.

### II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Craig Campbell, George Harris, Kevin Kenyon, Tammy Bowman and Sandi Butler. A quorum was established. Individuals representing the Town were Planning Director Kayla Hassett and Shanna Kelly attending on behalf of the Town Attorney Jeff Graham.

### III. APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion made by Craig Campbell to accept and approve the Meeting Minutes from the March 2021 meeting; seconded by Sandi Butler; roll call taken and all members present voted in favor of motion; motion carried.

### IV. OLD BUSINESS

#### A. Local Façade Grant – Guidelines and Application Development

- Kayla Hassett shared proposed Local Façade Grant, located in Google Drive for review.
- Kayla Hassett reported the following:
  - Sandi Butler is reviewing the Local Façade Grant and most questions have been answered.
  - Sandi Butler to finalize review and to get back with Planning Department by Friday, April 17, 2021 should there be any need for changes.
  - Jeff Graham has reviewed and has given his approval.

Motion made by Craig Campbell to approve the Local Façade Grant Application as written unless Sandi Butler comes up with any technical issues and/or need for change by Friday, April 16, 2021; seconded by Sandi Butler; roll call taken and all members present voted in favor of motion; motion carried.

### V. NEW BUSINESS

#### A. HPC04132021-01: 110 W. High St. – Alterations related to conversion to business (coffee shop) use – Esta Henderson

Application and images provided in Google Drive for review.

Kayla Hassett reported the following:

- Petitioner Esta Henderson applied for Certificate of Appropriateness, but not present at meeting.
- Property located at 110 West High Street.
- Not quite sure where Petitioner is with the application as Kayla Hassett sent email to Petitioner week prior outlining information still needed for complete application.
- COA involves little green house on High Street that is being restored for a business.
- Property includes one house with a garage being used for residential use.
- Petitioner plans to have a drive-up window for coffee shop.
- L-shaped driveway provides enough room and all property owners seem to support as all share drive. Driveway goes around Solutions4ebiz to the side of the Purkeys Liquor Store to Pendleton Avenue. Have not received any comments from Purkeys Liquor Store.
- Looking at petition as private property matter.
- Resembles kind of an impromptu private access drive around the property which provides one-way traffic flow.
- Property owner does not have issues with petition, but may want to seek some coordination between the three owners if any issues arise.

The following discussions took place:

- Sandi Butler expressed concern about traffic flow should customer be waiting at drive-up window. Craig Campbell commented that the area would be tight, but expected wide enough space for another vehicle to get around.
- Kayla Hassett commented that she requested Petitioner to provide a sign and rendering of the sign to HPC.
- George Harris asked for the name and purpose of the business. Kayla Hassett replied that the business will be a coffee roasting café and retail.
- Kayla Hassett also mentioned that plans include ADA ramp and walkway.
- Denise McKee contacted Petitioner as was not present at meeting. McKee advised that Petitioner had planned to attend the May meeting and was working on matters outlined in Kayla Hassett's email.
- Kevin Kenyon asked if handicap ramp was long enough to meet ADA standards as need to be 1 foot x 12 feet to be in compliance. In review of plans, George Harris and Kevin Kenyon agreed that the ramp extension will meet standards.
- Kayla Hassett also mentioned that there are plans for airlock entry and that she requested specs on drive-up window and guard rail.
- Kevin Kenyon commented that this renovation/business will be a nice addition to that area.
- No motion made and matter to be continued to the next meeting by recommendation of Kayla Hassett.

## VI. ADJOURNMENT

Meeting adjourned by George Harris at 6:14 pm.

Next meeting Tuesday, May 11, 2021