

Historic Preservation Commission

MEETING DATE: Tuesday, October 13, 2020

MEETING TIME: 7:00 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 7:00 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Craig Campbell, Dan Trauthwein, Sandi Butler and Kevin Kenyon. A quorum was established. Individuals representing the Town were Planning and Zoning Administrator Kayla Hassett and Shanna Kelly representing Town Attorney Jeff Graham.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING

A motion to accept the minutes from the September 8, 2020 meeting as written was made by Sandi Butler and seconded by Dan Trauthwein. The motion was carried.

IV. TREASURER'S REPORT

(Treasurer Report provided in Google Drive)

- Kayla Hassett reported the following:
 - Account gaining interest and plenty of funds available
 - Only change not reflected is final order of street sign toppers
 - Current balance of account \$26,047.82
- Sandi Butler asked if funds can be earmarked, such as the Historic District Survey Project, for expenses to be paid out of the HPC account. Kayla Hassett responded that Linda Kreigh advised this can be accomplished as can assign project numbers to certain expenses within the HPC funds. Hassett further explained that HPC will just need to inform Kelley Dillon in the Clerk Treasurer's Office so she can create and assign a project number to an earmark expense.

V. OLD BUSINESS

A. Local Façade Grant Update

- Kayla Hassett reported the following:

- Town of Pendleton has been awarded the Local Façade Grant in the amount of \$250,000.00 in Food & Beverage Tax Revenue from the County.
- To receive funds in March 2021
- By January 2021, the Historic Preservation Commission needs to develop application and scoring sheet.
- HPC needs to conduct workshop to determine items such as percentage forgivable; minimum/maximum requests; if want similar grant as MSRP or leave open to façade/renovation grant; maximum yearly payout.
- Sandi Butler asked if funds can be used to clean-up the alley behind the Town Hall. Kayla Hassett replied that such projects can be included as the only outlined requirements for the Local Façade Grant is as follows:
 - 50/50 match
 - As Food & Beverage Tax Revenues, narrowed to downtown/Historic District
 - \$250,000 grant with \$250,000 match for a total \$500,000 program to be administered over the next three years
- Craig Campbell commented that HPC needs to wrestle this program along with the Redevelopment Commission, specifically as to their Revolving Loan Fund where local building owners in the TIF District on State Street between Interstate 69 and State Road 67 can enjoy lower end interest rates and/or forgivable loans, yet no applicants came forward due to lack of marketing. Sandi Butler suggested that these two programs coincide with each other.
- Craig Campbell stated the following in regards to the RDC Revolving Loan Fund:
 - Born out of the Food & Beverage Tax Revenues
 - Rachel Christenson sought these funds and was successful in getting awarded.
 - Do not wish for two funds/grants to compete with each other.
 - Revolving Loan Fund use is currently being determined and suggested the RLF be used for new business start-ups versus renovation, with leaving renovation for the Local Façade Grant.
 - Recommends HPC to do a better job marketing the grant as well as to involve Main Street and Pendleton Business Association.
 - Suggests getting business owners and building owners to participate in process.
- Craig Campbell will share report on the Local Façade Grant to the Redevelopment Commission.
- Sandi Butler asked if both grants can be marketed together. Dan Trauthwein commented that he liked idea to work programs together. Craig Campbell added that RDC has a solid outline as to the Revolving Loan Grant, but need to do the same with the HPC Grant.
- Craig Campbell stated that the Local Façade Grant is excellent and need to put spin on it with enough difference to not be in conflict with the RDC Revolving Loan Fund.
- Kayla Hassett shared video on Aurora's Local Façade Grant.
- Craig Campbell commented that the Local Façade Grant may have been minimalized a bit due to Covid-19 and asked if receive each year. Kayla Hassett replied that the funds are received one time and have three years to spend the funds. Hassett further commented that the funds are not automatic and will need to reapply again in three years. Hassett added she does not expect the need for this grant be long-term as expects an increase in market demand for downtown business.
- Kayla Hassett shared images of current downtown renovations such as the A & B Taylor Building and the new bakery renovations/face-lifts in which both may very well be interested in participating in the Local Façade Grant.
- Craig Campbell stated that the Local Façade Grant needs to be an Agenda item for discussion and asked if need to post as public meeting should the HPC members

wish to meet and discuss program details. Shanna Kelly stated she will consult with Jeff Graham to see if public notice is necessary.

- Kayla Hassett suggested members to get with Rachel Christenson for scoring matrix. Hassett also suggested to determine the minimum/maximum (such as Aurora allowed a maximum of \$5,000 request for a total \$10,000 project including the match) unless members wish to first see what types of requests are received.
- Craig Campbell stated once he receives notification requirements from Jeff Graham, he will contact members to set date and time for back-conference room meeting.

VI. New Business

A. Historic Preservation Progress Update

- Kayla Hassett shared images of current renovation projects in Google Drive and reported the following:
 - New Mural has been put up at Linnie B's Laundry. Potential spot in front of the mural for creating a space for picture taking, carving out an area for a bench and grassy area. Town may look into funds to cover the work.
 - Stormwater improvements being planned for the Old Depot parking lot and Fire Station.
- Dan Trauthwein commented that the decorative sidewalk at the U.S. Post Office is damaged. Kayla Hassett stated that the sidewalk has been damaged from salt and U.S. Post Office not willing to cover the costs.
- Sandi Butler expressed concern regarding building in downtown district (H & R Block and Black Swan Vapors) where windows have cloth hanging as well as roof not stable in the rear of the building. Kayla Hassett confirmed shared concern and Town of Pendleton currently addressing to get matters resolved. Hassett added the Town of Pendleton is also addressing a window replacement need for one of the Owen's buildings. Hassett stated there are several opportunities for the Local Façade Grant. Craig Campbell added a cap will need to be established for each applicant.
- Shanna Kelly confirmed that a public notice will be required when the HPC meets to discuss the Local Façade Grant. Craig Campbell stated he will email all members to set up meeting.

Meeting was adjourned by Craig Campbell at 7:40 p.m.

Next meeting Tuesday, November 10, 2020