

Historic Preservation Commission

MEETING DATE: Tuesday, November 10, 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 7:18 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Craig Campbell, Sandi Butler, George Harris 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.

Members from the public in attendance include Tyler Martin, Cecilia Calvert and Deborah Hale.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING

The acceptance of the minutes from the October 13, 2020 meeting was tabled by Craig Campbell and such will be addressed at the December HPC Meeting.

IV. OLD BUSINESS

A. Local Façade Grant Update – Rules and Application Brainstorm

- Rachel Christenson reported the following:
 - Town of Pendleton has been awarded the Local Façade Grant in the amount of \$250,000.00 from the Madison County economic program, specifically the Food & Beverage Tax Revenue Fund.
 - Town of Pendleton applied in December 2019 and received notification in September 2020 that funding was awarded and expect to receive fist round funds in March 2021.
 - Historic Preservation Commission has time to work on Local Façade Grant application and guidelines.

- Seeks HPC member input before putting grant program together.
- Shared the following details/presentation (Presentation available in Google Drive):

Project Background:

- Staff applied for \$250,000 worth of funds from the Madison County Economic Development Program (Food & Beverage Tax) in December of 2019.
- Application was funded by the County Commissioners in September 2020.

Basics Required by Madison County per Approved Funding Application:

- Grant funds must be expended by the Town in a three-year period.
- Funds may only be awarded to properties in the Pendleton Local Preservation District and the Downtown Business District.
- Funds requested must be matched dollar for dollar by the property or business owner.
- Eligible improvements are for façade work only (not interior remodels).

Goals of Program:

- Preserve/rehabilitate facades in the Pendleton Local Historic Preservation District and Downtown Business District.
- Stimulate investment in Historic Downtown Pendleton.
- Maintain and expand the economic contribution of the Downtown Business District.
- Promote architectural appreciation in Historic Downtown Pendleton.
- Initiate aesthetic improvements in Historic Downtown Pendleton.

Our First Steps to Developing our Own Program that Works for Pendleton:

- Research other local façade grant programs administered by Indiana communities (see selected guidelines and applications staff collected on Google Drive).
- Decide some of the basics:
 - What are eligible activities? What are ineligible activities? (How much interior is acceptable? Roofs? Sidewalk improvements? Purchase of personal property that does not become part of real estate? Can this be used for signage and awnings?)
 - Should there be a maximum or minimum award amount?
 - What timeframe should work be completed?
 - Do we accept applications on a rolling basis, quarterly, or twice a year?
- Decide some of the non-basics:
 - When do we distribute the matching funds (should it be a reimbursement grant, do we distribute funds up-front, or do we pay contractors directly)?
 - Do we accept in-kind donations or will we require a cash match?

o What happens if plans change halfway through a project due to unforeseen discoveries, etc.? With most projects taking place on historic buildings, some unexpected issues will likely arise and need to determine to what amount will additional funding be awarded.

o What if there are liens on the property? Should they still be eligible for funding?

o What happens if someone fails to complete their project?

o What legal issues should we be considering?

Proposed Timeframe for Guideline/Application Roll-out:

- December 8th HPC Meeting: Review Draft Guidelines and Application
- January 12th HPC Meeting: Review Draft Guidelines and Application
- February 9th HPC Meeting: Review Draft Guidelines and Application
- March 9th HPC Meeting: Finalize Guidelines and Application and formally adopt, make available to the public.
 - o Christenson asked HPC members to research other community programs before the next HPC meeting.
- The following discussions took place:
 - o Kevin Kenyon commented that should HPC find that the match becomes an issue with property owners, asked if owners can resort to a low interest loan to meet their 50/50 match requirement as cash is very lean overall at the moment. Rachel Christenson replied that HPC will need to determine the maximum loan amount. Christenson stated that the Planning Department have had several owners over the last few months applying for improvement permits, such as Joanna Owens for window replacement from tornado damage and would have been nice to assist with costs by referring them to the Local Façade Grant. Christenson added that HPC needs to be mindful as other groups have resources available such as the Main Street and the Redevelopment Commission with their Revolving Loan Fund.
 - o Craig Campbell asked if the requirements for funds to be used in a three-year period as well as match dollar for dollar are required per Commissioner or decision made by the Town of Pendleton. Rachel Christenson replied these terms were placed in the grant application, but may have some flexibility and can revisit terms should funds not be spent (for example, consider adjustments such as a 75/25 or 60/40 match). Christenson encouraged HPC members to stick with the original grant application, but stated can revise should program not work. Craig Campbell commented he feels best to start with a 50/50 match and adjust if necessary. Campbell added that the Redevelopment Commission also agrees with a 50/50 match in regards to their Revolving Loan Grant and feels that the two programs will work well in conjunction with each other. Christenson stated that applicant could be creative and use the funds from the Revolving Loan Grant as a match, getting more 'bang for the buck'. Christenson added that once the funds from the two programs are awarded, a half-million dollars will be invested in the Town of Pendleton.
 - o Craig Campbell asked if the Town of Pendleton plans to apply for the Food & Beverage Tax Revenue Grant every three years. Rachel Christenson replied that it depends, as program is very competitive. Christenson further explained:
 - Second time in seven years that the Town of Pendleton has been invited to apply
 - May have other community projects in Pendleton that may take precedence in next three years

- Project examples include waste water treatment, GIS, Tram and Wayfinding signage
- Projects currently receiving priority in Madison County involve health and safety focuses
- Sandi Butler asked if grant can be also used on back façade versus just front façade projects. Rachel Christenson commented that she believes the HPC can make a case for side/back façade projects as many front façade projects have been completed over the last five year. Butler suggested outdoor restaurant seating in rear would be nice renovation project. George Harris commented that improvements to the alley will also provide additional parking opportunities.
- Craig Campbell thanked Rachel Christenson for her hard work. Campbell asked the HPC members to do research on other community projects and to get thoughts back to Christenson before the next meeting. Christenson thanked the HPC members for their support of the program.

V. New Business

A. HPC11102020-01: 115 W. State St. – Martin Insurance Pole Sign

- Kayla Hassett reported the following:
 - Presenting COA Request to HPC as Petitioner proposes different location and Planning Staff did not wish to proceed without approval from the Commission.
 - Shared copy of Sign Permit Application and images of previous BMO Bank Sign as well as current view.
 - Upper floor will be occupied by beauty parlor and downstairs will be occupied by Martin Insurance.
 - Parking lot will offer 38 parking spots, with 30 designated for public and 8 designated for employees only (6 in rear and 2 up front) during the hours of 9 am to 5 pm, Monday – Friday. Per Tyler Martin, the Town of Pendleton is currently leasing the parking lot.
- Kayla Hassett presented the following (presentation available in Google Drive):

COA Request:

To reface the existing internally illuminated pole sign with a sign with a white background and dark lettering. The petitioner is willing to leave the sign unlit.

Staff Findings

Ordinance 2010-06 - Establishing a Historic Preservation Commission

- A Certificate of Appropriateness (COA) is required for a change in the exterior appearance of any historic building or any part or appurtenance to such a building, including light fixtures and signs. (Sect. 6.A.1.c)

Historic District Design Guidelines-

- Document does not specifically address signs.
- States that non-historic buildings (or structure, in this case) should be governed by Planned Business Design Guidelines. (H6.A.1)
- 115 W. State St. (the building) is considered historic, or “C” for contributing.
- The pole sign is a separate structure, and is not considered historic or contributing to the character of the historic district.
- Because the pole sign is a separate, non-historic structure, the HPC could refer to the Planned Business Design Guidelines for guidance.

Planned Business Design Guidelines

- Internally illuminated signs should be composed of light lettering and symbols on a dark background. (G5.C.2)

Question for HPC:

- Is it enough to just leave the sign unlit, or “off”, or do additional conditions need to be put in place to issue a COA? Seeking HPC input as the background is not dark or opaque as well as internal illumination mechanicals have not been removed.

Key Renovation Guidelines:

- Replace new brick on first floor to match original brick color, mortar & pattern on the second.
- Clean and repair brick & limestone by gentlest means possible. Do not sandblast.
- Restore original window and door openings on the first floor.
- Replace awning with more appropriate material and size if awning is necessary. If possible, remove awnings and restore original façade.
- The following discussions took place:
 - George Harris asked Petitioner if would consider dark background for sign. Tyler Martin replied that he felt the white background matched the brand in place better. Harris commented that he did not have an issue if illuminated the sign if dark background. Tyler Martin replied that if permitted to leave with the white background, they could unwire at the junction box as would be easier than taking risk of damaging the sign.
 - Kevin Kenyon asked Petitioner if agreed to not lighting the sign. Tyler Martin replied yes and confirmed that they are not open in the evening; therefore, no need to be illuminated. Rachel Christenson asked for confirmation that the wires can be disconnected at the junction box to avoid having to dismantle the sign to prevent lighting. Tyler Martin confirmed yes. Kayla Hassett added that the Petitioner will be refacing the existing sign.

A motion to accept disconnecting power at the junction box for the petitioned Martin Insurance Pole Sign was made by George Harris and seconded by Sandi Butler. All members present voted in favor of motion. The motion was carried.

- The following secondary discussions took place:
 - Tyler Martin expressed interest in removing the existing drive-thru canopy to allow for more convenient parking. Martin indicated that in doing so, it will leave a hole in the metal and planned to patch metal until able to construct an entirely new facade. Martin asked if another COA (Certificate of Appropriateness) will be needed prior to removing the drive-thru and replacing metal. Craig Campbell advised that a COA will likely need to be submitted.
 - Kayla Hassett asked if the façade can be separated at one story. Tyler Martin replied that he does not believe this is possible as would have to shave brick as the sides of the bottom level and top level do not match, with brick stopping at the limestone cap.
 - Tyler Martin further explained that in removing the drive-thru they would be looking at a 15 feet section/hole and once the Local Façade Grant comes available, he plans to contact engineer for new façade options. Craig Campbell and Kayla Hassett confirmed that an application for COA would be appropriate step when ready to tear down awning and patch metal. Hassett will provide application to Martin.

- Representatives from the Madison County Daughters of the American Revolution (DAR), Cecilia Calvert and Deborah Hale, appeared to provide HPC with update on military headstones. Calvert provided the following update:
 - Conducted investigation/research on the military headstones and were not able to locate the exact plot; therefore, have secondary plan to create a DAR marker, as provided for Nathaniel Richmond, to serve as a memorial versus headstone.
 - Have plans to add two memorials for William Wall and Johan Philip Hobough in 2021 for their families in line for the Bicentennial Celebration.
 - Future plans for large historic marker, yet not immediate as currently focusing on the 250 Year Anniversary of the U.S. Constitution.
- Kayla Hassett commented that she feels Planning Department Staff can address project from this point forward.

VI. Adjournment

Motion to adjourn meeting made by George Harris, seconded by Sandi Butler. Meeting was then adjourned by Craig Campbell at 8:06 p.m.

Next meeting Tuesday, December 8, 2020