

Historic Preservation Commission

MEETING DATE: Tuesday, December 8, 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 7:02 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were Craig Campbell, George Harris, Sandi Butler and Kevin Kenyon. A quorum was established. Individuals representing the Town were Planning and Zoning Administrator Kayla Hassett, Planning Director Rachel Christenson and Town Attorney Jeff Graham. Also in attendance was Tyler Martin representing Martin Insurance.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING

Upon clarification made at the end of the meeting, motion to accept the minutes from the October 13, 2020 meeting as written was made by Sandi Butler and seconded by George Harris. Roll call was taken and all members present approved. The motion was carried.

Motion to accept the minutes from the November 10, 2020 meeting as written was made by George Harris and seconded by Craig Campbell. Roll call was taken and all members present approved. The motion was carried.

Agenda order as to Sections IV and V switched per request made by Kayla Hassett on behalf of Petitioner, Tyler Martin.

IV. NEW BUSINESS

A. HPC12082020-01: 115 W. State St. – Bank Drive-through Demolition (Martin)
(Presentation provided in Google Drive)

- Kayla Hassett reported the following:
 - Petitioner, Tyler Martin, representing Martin Insurance is present.
 - Petitioner submitted demolition permit for removal of drive-thru and canopy located at 115 West State Street.
 - Presentation provided copy of permit application outlining plans to remove canopy on the east side of building and fill in hole with matching current roof. The Exit Lane will still exist in same area as will the BMO Harris Bank ATM, but brick pillars will be removed.

- Referred to commitments outlined in presentation as follows:
 - #1 – There will be a hole created in the existing mansard roof section. The contractors will be custom forming metal that matches exactly what currently on the rest of the mansard roof around the building. By opening this hole up we'll be able to see what kind of options we have to replacing or upgrading the existing mansard roof around the rest of the building.
 - #2- Currently the traffic flow from the parking lot goes north in all lanes creating an exit to State Street. Along with the Town Manager and Street Department we have agreed to creating an entrance lane would be a great idea. By removing the canopy we will be able to have room for an entrance lane from State Street.
 - #3- The Exit Lane will still exist in this area as will the BMO Harris Bank ATM. [Tyler Martin confirmed that the ATM will be freestanding and blue steel bollards will remain in place with improvement to asphalt and sealcoat in areas in which structure items are removed.]
- COA Request - To demolish the drive-through canopy and bank-teller island. Roof hole to be patched to match surrounding roof. Pavement to be patched and restriped.
- Staff Findings –
 - Ordinance 2010-06- Establishing a Historic Preservation Commission
 - A Certificate of Appropriateness (COA) is required for the demolition of any building or structure. (Sect. 6.A.1.a)
 - Historic District Design Guidelines –
 - Demolition may occur for buildings or additions which are of a later time and non-contributing to the Historic Preservation District or if they do not contribute to the neighborhood's streetscape, if approved by the HPC. (H6.C)
 - 115 W. State Street (the building, as shown) is considered historic, or "C" for contributing.
 - The canopy and other later additions are not included, and are not considered historic or contributing to the character of the historic district.
- Staff Recommendation – Approve, with condition that any a building permit will be obtained, and photos of what is inside/under the awning structure will be provided to Kayla Hassett before the hole is patched. Presentation also provided the following 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:
 - Sandi Butler commented that when many downtown buildings remove their canopy, often find a lot underneath. Tyler Martin expressed agreement and added that it will tell what options can be done economically in the future once the canopy is removed.
 - Kevin Kenyon asked if any changes have been made to the plans regarding the sign. Tyler Martin replied that there are no changes to be made to the sign as has been unwired and therefore will not be lit.

Motion to approve demolition as presented was made by George Harris and seconded by Sandi Butler. Roll call was taken and all members present approved. The motion was carried.

V. OLD BUSINESS

A. Local Façade Grant Update – Rules and Application Brainstorm

- Rachel Christenson opened and lead discussions by first asking HPC members if they were able to review other community grant guidelines and have ideas as to what is appropriate for the Town of Pendleton.
- The following discussions took place:
 - Craig Campbell commented that in the town's application submitted for the Food & Beverage funds, job creation was mentioned a few times and asked if this is a requirement for the Local Façade Grant applicants. Rachel Christenson replied that the Town of Pendleton will want to first consider building and business owners which intend to hire Madison County vendors in order to put money back into the larger community. Christenson stated that this consideration would be appropriate to meet this requirement. Christenson also stated that the Local Façade Grant could take into account work gained for the contractors as well as new employees hired for the business. Christenson added that the Town of Pendleton does not have to report back to Madison County, but should do best by placing stipulation, seeking copy of estimates from Madison County contractors with the exception when no contractor is available in the surrounding county for a specific line of work needed.
 - Kevin Kenyon asked if the Town has any idea as to buildings threatened by decay and if so, suggested prioritizing stabilization of these buildings for the first round of funds. Rachel Christenson replied that HPC can focus on structure buildings that are most vulnerable and recommended if such applicant applies, the Town can award bonus funds for these structures. Kenyon agreed with this approach.
 - George Harris suggested idea of determining different levels of needs – such as desperate, moderate and light.
 - Craig Campbell asked that after receiving OCRA grant funds for specific downtown areas, if businesses on State Street/alley are in more need of safety and rehab work or cosmetic only. Rachel Christenson replied that with the Downtown Revitalization Plan, she believes HPC can consider alley projects as have already addressed much of the front façade. Christenson also added the following comments:
 - Need to make sure the building owners have matching funds.
 - HPC should consider projects for the front façade as well as projects for the back of buildings.
 - If pursue OCRO funds, with already have received MSRP rehab funds, it may hurt eligibility/not be as competitive in the award process.
 - Craig Campbell commented that he is concerned with the Revolving Loan Fund Program through Redevelopment Commission as well as now with the Local Façade Grant if will get building owners to participate. Kevin Kenyon suggested to offer this money to go towards lower interest loans. Campbell recommended focus on structural projects versus cosmetic. Sandi Butler commented that should HPC market the fact that one can match funds from the Local Façade Grant and the Revolving Loan Fund Program, both will be successful. Campbell added that RDC is currently redoing the Revolving Loan Fund Program and need to get details worked out first. Rachel Christenson suggested adding to the Local Façade Grant application the option to use Revolving Loan Fund and Main Street Grant to meet matching fund requirement.
 - Craig Campbell commented that he planned to meet with Pendleton Business Association for their input on how to make the Revolving Loan Fund Program successful, but PBA not currently meeting due to COVID-19 reasons.
 - Sandi Butler asked if can set up meeting with PBA outside of HPC meeting. Jeff Graham advised that any meeting would be subject to the open-door law and will need a public/open meeting. Kayla Hassett suggested inviting business owners for input – those actively doing things with their buildings and/or have asked about grant opportunities in the past. All members agreed.
 - Rachel Christenson suggested that she and Kayla Hassett conduct an online survey to gain ideas from the public such as to minimum/maximum, types of projects as well as to

compile a list of questions for the property/business owners regarding their needs. Christenson also recommended that they set up a Zoom Meeting, called Façade Grant Program, and invite PBA and Main Street members along with local business owners to participate. Christenson added, as have many questions to why business owners did not tap into the Revolving Loan Fund, the survey should create a better starting point for a better result for the Local Façade Grant. Christenson and Hassett will get survey developed and out by the first of the year.

- Sandi Butler asked Rachel Christenson for her opinion as to which of the four community grant programs stood out to her as best example to follow. Christenson replied that Madison's grant program is very well developed, providing three categories. Christenson also stated that although the demolition category is likely not necessary for the Town of Pendleton, the rehabilitation category would be good to offer. Christenson added that Madison's grant spells out the guidelines as well as provides Q & A section with good explanation of projects. Overall, Christenson feels that Madison's grant application is applicable to the Pendleton community.
- Craig Campbell commented that HPC now have their focus for the LFG, but asked the HPC members if there are any other matters to discuss. Rachel Christenson replied the following:
 - Planning Staff have their marching orders and will get draft of survey to the HPC members for review
 - Will blast on social media and get newspaper article
 - Will blast through PBA and Main Street to reach out to their contacts
 - When marketing/promoting the downtown area, will partner/co-market with other organizations such as PBA and Madison County Visitor Bureau
- George Harris asked if branding agency for the Town of Pendleton is on retainer or on project basis. Jeff Graham advised that the Town needs a contract in place to gain assistance with promoting the grant program. Sandi Butler suggested to have article on the advancement made over the last 5 years to help promote the grant program.
- Rachel Christenson stated that Kayla Hassett is the Main Street liaison and can reach out to their members and invite them to join future HPC meetings to discuss the marketing piece for them on downtown.
- Kayla Hassett stated that as the Town of Pendleton is a certified local government, she will reach out to DHPA (Indiana DNR Division of Historical Preservation & Archaeology) for guidance, particularly for updates to design guidelines and building inventory considerations.
- Rachel Christianson stated that the Town Planning Staff will accept the applications, vent out and review, present to HPC for final determination if to award or need further information.
- Kayla Hassett added that a minimum award amount does not have to be assigned, even can consider small upgrade projects less than \$2,000.00. Hassett further noted that some communities have capped the award at \$5,000.00, but still have huge impact.
- Craig Campbell commented that the application (Food & Beverage Grant) indicates that individuals can apply for incremental amounts and believe should spread funds out. Campbell asked if an issue if funds cannot be spent in three (3) years. Rachel Christianson replied that nothing would happen, but that HPC should focus on getting funds spent.
- Kayla Hassett added that the projects should include at least one of the following four:
 - Brick/Mortar
 - Plans
 - Building Acquisition
 - Non-façade Improvements (public art, mural, crosswalk)
- Kevin Kenyon asked if there are any buildings downtown with no active owner. Craig Campbell replied that he believes all have been purchased/currently owned at this time. Campbell also thanked the HPC members for their input and stated that all are good points to bring into the LFG application.

Meeting was adjourned by Craig Campbell at 7:53 p.m.

Next meeting Tuesday, January 12, 2021