

# Historic Preservation Commission

MEETING DATE: Tuesday, October 11, 2022

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 6:02 p.m.

### II. ROLL CALL AND DETERMINATION OF QUORUM

Board members in attendance were George Harris, Craig Campbell, Ted Julian, Sandi Butler and Bob Post. A quorum was established. Individuals representing the Town were Town Attorney Jeff Graham and Planning and Zoning Administrator Denise McKee. Attending via Zoom was Planning Director Hannahrose Urbanski. Others present: Town Council Member Marissa Skaggs.

### III. APPROVAL OF MINUTES OF PREVIOUS MEETING

**Motion made by Craig Campbell to accept and approve the Meeting Minutes from the August 09, 2022 meeting; seconded by Sandi Butler; roll call taken and all members present voted in favor of motion; motion carried.**

### IV. OLD BUSINESS

No old business to report

### IV. NEW BUSINESS

#### A. Discussion of façade ideas for Glass Shop building

##### o Hannahrose Urbanski reported the following:

- Jon Oliver is in the process of purchasing the old Glass Shop building next to the Wine Stable.
- Oliver is unable to attend this meeting, but seeks HPC input on the façade rehab ideas.
- Historic photos of the building were shared and HPC members were encouraged to email any ideas on the façade materials to the Planning Director, Urbanski, and she can relay those ideas to the owner. Photo presentation available on Google Drive.

- Oliver is seeking a COA next month from HPC for the following remodel projects:
  - Remove existing mansard roof
  - Remove wood siding
  - Remove drive-thru structure
- Certificate of Appropriateness (COA) process will be necessary and will be at least until the November HPC meeting before hearing.
- Oliver will likely focus on minor exterior work, as there are significant maintenance needs on the inside. He intends to complete more historical exterior work in the future.

Discussion and comments regarding the building included:

- Ted Julian commented that brick exterior would be nice.
- Bob Post informed there is a shared attic between the old Glass Shop building and the Wine Stable. Post added that the roofline of the original building, the oldest picture in the presentation, is the most desirable. Post added that the building does not currently have brick, and that cement was used at some point in time. Post further stated that in the historical image with the Coco-Cola sign, lap siding or metal siding was likely used.

#### B. HPC Design Guidelines Initial Review

- Hannahrose Urbanski reported the following:
  - Current HPC Design Guidelines are in good shape, but need Town branding template and table of contents, along with a few other improvements.
  - Desire to have HPC Guidelines updated by end of 2022.
  - Upgrades and recommendations for consideration and input shared
    - Page 23 – Design Details and Maintenance – Masonry: Document does not mention mortar repair and/or best practice for tuckpointing.
    - Page 14 – Consideration to not include Stucco as a recommended material.
    - Consider and learn what body determines if building is contributing or not (DNR, HPC).
    - All contributing buildings per the Town’s GIS were not included in the document. Amended document now includes all structures in its inventory and asking HPC members to recommend rehab guidelines and maintenance needs for each added. Rehab Guidelines and Questions were provided in Google Drive for review.
    - “Best practice” design guidelines for signage should be added.
  - Discussion / comments made include:
    - Sandi Butler informed that if a building is 50 years of age or older and exterior has not changed and still meets the

Secretary of Interior Guidelines, the building can be deemed contributing.

- Bob Post shared support of creating list of needs to work towards goal to make all contributing.
- Urbanski relayed idea on behalf of HPC member Tammy Bowman to add historic photos of any buildings that reflect periods of comparison for each building.

C. COI's issued by staff since last meeting

- Beauty Bar on State Street – wall sign with two (2) piggybacks. Not sure if sign has been hung yet as owner is working on the door.

Additional updates added to the Agenda:

- Hannahrose Urbanski discussed prepared document “Rehab Guidelines & Questions” (available on Google Drive):
  - Provided list of contributing structures that have no rehab guidelines.
  - Provided list of non-contributing structures that have rehab guidelines.
  - Projecting sign discrepancy from Old Code 158.10 stated they could not extend vertically above the window of a second story, but not prohibited per the new UDO. All members present expressed support of this amendment/inclusion to the UDO.
  - UDO does not disallow internally illuminated signage in the DB Zoning District as a whole. Although UDO limits illuminated signage in all zoning districts, historically, DB Zoning District did not allow at all. All members present expressed support of this amendment/inclusion to the UDO. Amendment will be written in a manner to address signage of the outside of the building.
  - Post signage amendment suggestion to limit post signs in all Zoning Districts, including DB, to 5 feet tall and 16 sq.ft. in area per side, with all Zoning Districts 10 feet from property line with DB exception of 2 feet from property line. All members present expressed support of this amendment/inclusion to the UDO.

## VI. ADJOURNMENT

**Motion to adjourn meeting made by Craig Campbell; seconded by Ted Julian; all members present voted in favor of adjournment.**

Meeting adjourned by George Harris at 6:42 pm.

Next meeting Tuesday, November 8, 2022 at 6:00 pm