

# Crawfordsville Historic Preservation Commission

April 24, 2019

5:30 p.m.

EOC Training Room

Basement, Municipal Building

Type of Meeting: Regular Meeting

Members Present: Becky Hankins, Steve Frees, Thomas Neal, Sue Lucas, Emily Race and Robyn Thompson

Members absent: Larry Patton

Others in Attendance: Brandy Allen, Director, Planning & Community Development; Tommy Kleckner and Emily Royer, Indiana Landmarks; Darren Chadd of Taylor, Chadd, Minnette, Schneider and Clutter; and Megan Huckstep, Executive Assistant of the Department of Planning & Community Development

## Agenda Topics

Commission President Becky Hankins called the meeting to order at 5:30 p.m. and the roll was called.

Meeting minutes of February 27, 2019 were presented. Steve Frees made a motion to approve the minutes as presented. Thomas Neal seconded. Motion approved 5-0.

Financial Reports were updated and presented to the Commission for review and consideration. Balances for each fund were discussed and Ms. Allen noted that \$46,000.00 dollars was transferred out of the loan fund and put back into the rehabilitation fund. Ms. Allen also provided a brief overview of the grant and loan program. She explained that the loan was a low interest loan from the City with an annual payment once a year. Ms. Allen explained how the program originated and provided the process for obtaining a grant and loan. She noted that the grant amount was up to \$7,000.00 dollars but was a matching grant and emphasized that loan funds could not be used as matching funds. Discussion arose regarding whether the grant and loan program needed to be marketed or certain buildings needed to be targeted. It was also mentioned whether incentives could be given to the owners who complete their restorations the correct way, historically. Ms. Allen explained that typically owners do not want to do a complete restoration. After further discussion, Emily Race moved to accept the financial report as presented. Thomas Neal seconded. Motion approved 6-0.

Under items of new business, Brandy Allen reported that Mayor Barton was looking to move forward with a contract with Historic Landmarks for the remainder of 2019. Items the contract would cover would include: commission training, basic knowledge, legal aspects, design review for single sites as well as districts, review of ordinances and guidelines, in addition to certificate of appropriateness's, and obtaining Certified Local Government Status. Tommy Kleckner with Historic Landmarks gave an overview of services Historic Landmarks provides. He stated that it was important for the Commission to reread the Crawfordsville Historic Preservation Ordinance and understand their roles as Commission members. Ms. Kleckner explained the CLG status. He identified items that he would need which included resumes from Commission members and a letter of support from Mayor Barton. Commission members agreed to work on getting resumes emailed to Planning Director Brandy Allen by May 18, 2019.

Discussion also arose regarding district map and the Historic Preservation Guidelines. Tommy Kleckner stated that the guidelines should be updated. It was noted that the district map was used from the interim report for Downtown Crawfordsville. Emily Royer with Historic Landmarks agreed to provide training at the next Commission meeting on May 22, 2019. Four Commission members requested copies of the Interim Report. Planning Director Brandy Allen agreed to check the cost of having the report copied.

In other business, Sue Lucas invited Commission members to the Indiana Main Street Regional Conference. She noted that there was an IMPA Community Scholarship Available for those interested. It was noted that the conference was held in Southbend, Indiana but would be very beneficial for the Commission. Brandy Allen agreed to share the link to the conference for those interested in the conference.

With no further business, the meeting adjourned at 6:40 p.m.

Minutes Approved: May 22, 2019 yes

Becky Hopkins  
President

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Member

[Signature]  
Member

Emily Rane  
Member

[Signature]  
Member

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