



Historic Preservation Commission

City of Crawfordsville, Indiana

City Building
300 E. Pike Street, 2nd Floor
Crawfordsville, IN 47933

July 26, 2023 at 5:30 PM

Meeting Minutes

The City of Crawfordsville Historic Preservation Commission met as scheduled at 5:30 p.m. on Wednesday, July 26, 2023 in the Common Council Chambers of the Municipal Building. Members present were: Sue Lucas, Becky Hankins, Aaron Hurt, Thomas Meeks, and Thomas Neal. Member Emily Race was not present. Also in attendance were: Megan Huckstep, Director of Planning & Building Services; Tommy Kleckner of Indiana Landmarks; Erin Azar, Crawfordsville Main Street; Greg Morrison, Crawfordsville Main Street; Nicholas Busenbark, Crawfordsville Main Street; and Kathryn Vice, Executive Assistant, Planning & Building Services.

Becky Hankins, Historic Preservation Commission President, called the meeting to order at 5:30 p.m.

Meeting minutes from June 28, 2023 were presented for consideration. Thomas Neal made a motion to approve the minutes as presented. Sue Lucas seconded. Motion passed 5-0.

Updated financial reports were provided to the Commission for review. There were no changes from the meeting prior. Aaron Hurt moved to approve the financial reports as submitted. Sue Lucas seconded. Motion passed 5-0.

Under items of old business, an update was provided on the status of the Main-Green Local Historic District designation. It was reported to have gone Council for second and third reading and was approved on July 10, 2023. Planning Director Megan Huckstep stated that Tommy Kleckner of Indiana Landmarks recommended having the designation recorded.

Continuing under items of old business, Ms. Huckstep provided an update on 122-124 W Main Street. Ms. Huckstep reported having sent a letter to Ms. Cullings as a reminder of her upcoming October 11, 2023 grant deadline, by which she must have the façade work completed and receipts turned in. Ms. Huckstep reported that Ms. Cullings had accepted an offer on a residential property that she owns in order to acquire the matching grant funds for the work at 122-124 W Main Street. Thomas Neal inquired whether she had a plan from a structural engineer. Ms. Lucas reported that Ms. Cullings did have an assessment and estimate from KJG Engineering and would like to continue working with them. Aaron Hurt commented that it would likely be in everyone's best interest to work with her should she request an extension.

Under the final item of old business, the Commission considered a proposed mission statement. Ms. Huckstep reported that Mr. Kleckner had provided an updated draft of the



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mission statement with the requested changes. She stated that any approval by the Commission would be conditional on approval from the legal department. Mr. Kleckner reported additional minor changes, to read as follows:

It is the mission of the Crawfordsville Historic Preservation Commission, a publicly appointed municipal body, to preserve and protect historic and architecturally worthy buildings, structures, sites, and neighborhoods that impart a distinct aesthetic quality to the city or serve as tangible links to the community's diverse heritage. These efforts help to ensure the orderly growth and development of the municipality while maintaining its unique character. The Crawfordsville Historic Preservation Commission serves the citizens of Crawfordsville both as a steward of locally designated districts and as a resource for property owners and elected officials.

Sue Lucas moved to approve the revised mission statement conditional on legal review. Thomas Neal seconded. Motion passed 5-0.

Under items of new business, Mr. Kleckner presented a Local Level Design Review Training. Ms. Lucas took this opportunity to welcome Crawfordsville Main Street members present to attend the training. Mr. Kleckner's presentation began by reviewing what design guidelines are. He explained they are intended to be a preservation tool provided in the ordinance, they establish context and guidance for resources. Mr. Kleckner moved on to explain why design guidelines matter. He stated they create uniform standards, ensure that alterations reinforce preservation and protect property values, they are an educational tool, and support defensible decisions. Mr. Kleckner discussed the Secretary of the Interior's Standards four approaches for the treatment of historic properties as follows: preservation, rehabilitation, restoration, and reconstruction. He chose to focus on rehabilitation for the purposes at hand and then proceeded in reviewing the ten standards for rehabilitation. Mr. Kleckner summarized these standards in saying, "Repair before you replace. If you have to replace, replace in kind if at all possible, and don't do anything that cannot be undone." He then reviewed with the Commission how to address Certificates of Appropriateness using the guidelines. In order to apply the design review training in a practical manner, Mr. Kleckner led the Commission in an exercise using several real world scenarios with visuals. For each, members first shared their thoughts, then Mr. Kleckner explained the actual outcome and reasoning for such.

Under items of miscellaneous business, Ms. Huckstep stated that the application and budget sheet approved by the Commission at the June meeting do not need to go to Board of Works, so Staff will begin implementing those moving forward. She advised the Commission that the Montgomery County Courthouse would be bringing a Certificate of Appropriateness to the Commission for review. Thomas Neal advised that he possesses a book of the courthouse

Member