

March 22, 2023
5:30 p.m.
Common Council Chambers

Historic Preservation Commission
City of Crawfordsville
Meeting Minutes

The City of Crawfordsville Historic Preservation Commission met as scheduled at 5:30 p.m. on Wednesday, March 22, 2023 in the Common Council Chambers of the Municipal Building. Members present were: Sue Lucas, Becky Hankins, Thomas Neal, and Lewis McCrary. Also in attendance were: Megan Huckstep, Director of Planning & Building Services; Kathryn Vice, Executive Assistant, Planning & Building Services; Tommy Kleckner of Indiana Landmarks; Judith Kleine representing Masonic Cornerstone; and Jeff Lucas, City Councilman.

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

Meeting minutes from February 22, 2023 were presented for consideration. Vice President Sue Lucas made a motion to approve the minutes as presented. Thomas Neal seconded. Motion passed 4-0.

Updated financial reports were provided to the Commission for review. Planning Director Megan Huckstep reported that there were no changes to the reports since the last meeting. Ms. Huckstep explained that there had been no payments made and the balance remained the same as previously reported. Thomas Neal moved to approve the financial reports as submitted. Motion approved 4-0.

Under items of old business, Tommy Kleckner of Indiana Landmarks reported changes to the final draft of the proposed Downtown Rehabilitation Grant Program Guidelines to include additional application requirements per the request of the Commission. The additions were as follows:

Application Requirements, page 7, item 3: "Proof of matching funds including source of those funds must be documented in the application."

Application Requirements, page 7, item 4: "Applicant must demonstrate the project will proceed within 90 days from the date of grant award. An awarded grant will become null and void after 90 days unless an extension is approved by the HPC. An applicant of a nullified grant may reapply."

Application Requirements, page 7, item 5: "Applicant must include a project completion timeline in an application demonstrating the project will be completed within 18 months of grant award date."

Application Requirements, page 7, clause: "Failure to complete the project in accordance with approved project scope of work and/or requirements may be considered a material breach and shall entitle the city to withhold payment of a grant until such time as all material breaches are corrected to the city's satisfaction."

Mr. Kleckner also reported various title corrections in the planning department. Additionally, he has provided the cover page to his associate for redesign, as well as updated the logo. Mrs. Lucas noted two grammatical errors, which Mr. Kleckner rectified promptly upon notification. Mrs. Lucas acknowledged Mr. Kleckner's work and the encouraging progress that has been made from the commencement of the project. Thomas Neal questioned the timeline of the next steps, should the Commission approve the final draft at this time. Mr. Kleckner informed the Commission that upon their approval, the proposed guidelines would be presented to the Mayor and then to City Council. The question arose what kind of action the City Council would need to take. Planning Director Megan Huckstep stated that she would confer with the legal department in this regard, after which she would advise the Commission of next steps and dates to ensure their representation. Mr. Neal requested Mr. Kleckner's attendance at any such future presentations, to which Mr. Kleckner was agreeable. Ms. Huckstep took this opportunity to notify the Commission that the Board of Works has approved Mr. Kleckner's contract. Sue Lucas moved that the Commission forward the final draft of the Downtown Rehabilitation Grant Program Guidelines to Mayor Barton and the City Council. Thomas Neal seconded. Motion approved 4-0.

Referring back to the financials, Mrs. Lucas noted that there is \$1,300-\$1,400 left in the grant program with the pending sum that has been allocated to the W Main Street project. She reported there has been interest from other parties in the grant program, leading her to inquire the Commission on their opinion of requesting a reallocation of funds from the loan program to the grant program. Mr. Neal questioned what amount would be appropriate to request in a reallocation of funds. Ms. Huckstep informed the Commission of the last reallocation request in 2016 in the amount of \$20,000. Ms. Lucas noted that with the current balance, \$20,000 would provide funds for up to 3 grant opportunities. Mr. Neal proposed that with a request for reallocation of funds, it may be the appropriate time to direct the Council's attention to the need for additional funding for both the loan program and the grant program in order to encourage downtown redevelopment. Ms. Huckstep noted the original balance for both programs was \$300,000, that was split evenly between the grant and loan programs. Becky Hankins and Lewis McCrary were both agreeable to such a request. Thomas Neal moved to request that City Council reallocate \$20,000 from the loan fund to the grant fund. Lewis McCrary seconded. Motion approved 4-0.

Proceeding on with items of new business, discussion arose regarding the designation of a downtown historic district. Ms. Lucas provided a map to the Commission depicting the Crawfordsville Commercial Historic District on the national register and the current local districts. Mr. Kleckner clarified that the map was slightly inaccurate, as the Montgomery County Courthouse Local Historic District should include the attached parking lot to the north. Mr. Kleckner distributed a map with the proposed Main-Green Local Historic District portrayed in blue. Ms. Huckstep clarified that the intent is to expand upon what is already designated as a local historic district, with the long term goal of encompassing the entirety of Downtown to protect the buildings in that area. Following questions concerning the current properties included on the national register, Mr. Kleckner clarified that local designation is separate from national register and does not have to follow the same boundaries, nor does the proposal at hand align with that of the national register. Mr. Kleckner stated that he and his predecessor have generated a list of properties that would be included in a larger Crawfordsville Downtown Local Historic

District as part of the long term goal Ms. Huckstep previously mentioned. Mr. Kleckner indicated the push for the proposed local historic designation is not necessarily coming from property owners, but rather the City after the collapse of the east wall of the Journal Review building. He insisted that a local historic designation would give the Commission the opportunity to review proposed design to ensure that it was treated appropriately and ensure the integrity of historic preservation.

Mr. Kleckner proceeded to present each property within the proposed Main-Green Local Historic District and identify his recommended rating for each. The ratings are suggested as follows:

1. 131 North Green – Outstanding
2. 125 North Green – Contributing
3. 119 North Green – Notable (changing to Outstanding)
4. 117 East Market – Contributing
5. 103 North Green – Contributing
6. 132 East Main – Outstanding
7. 126 East Main – Contributing
8. 124 East Main – Contributing
9. 122 East Main – Contributing
10. 118 East Main – Outstanding

Further discussion was had with regard to public outreach on the proposal, encouraging members to speak directly with property owners. It was determined that formal action would not be taken at this time, but that the Committee would hold a public hearing at a future date. Sue Lucas moved to accept the recommendations of staff to approve the boundaries of the proposed Main-Green Local Historic District subject to a public hearing. Thomas Neal seconded. Motion approved 4-0.

Judith Kleine came forward to provide an update on the Masonic Cornerstone project. She reported that the HPF funds had been designated by Congress and now the State was applying for their portion. Ms. Kleine reiterated that they are focusing on the east elevation at this time and hope to have the windows done prior to the end of summer. Ms. Kleine stated they have used most of the ARPA funds provided and they would be putting together a presentation on how that money was spent. She added that next week the hardware on the south doors would be installed. Ms. Huckstep inquired on the status of the new concrete approach. Ms. Kleine informed the Commission that it is possible after the door hardware was installed, they may also get the concrete approach finished on the south side. She reported they were applying with MCCF, hopeful to acquire funds to finish the kitchen.

Discussion arose regarding CLG status. Mrs. Lucas inquired about upcoming training opportunities. Mr. Kleckner stated the NAPC has ongoing, online educational development opportunities and he will provide those to the Commission. He would also like to have a few training sessions in the summer and fall. Following up from last month's meeting, May is not a good time to hold Historic Preservation 101 for the local realtors, however Mr. Kleckner is still hoping to do some type of tour in the fall. Mrs. Lucas added that she spoke with Montgomery County MIBOR Chair Mike Brier, and they may have availability to do HP 101 in April. Mr.

Kleckner continued the conversation regarding the required reporting necessary to retain CLG status. He asked that Commission members report to Ms. Huckstep any continuing education they attended in 2022, so that he may include it in his report prior to its due date on April 14, 2023.

At this time, Mr. Kleckner informed the Commission that the Ramey-Milligan House National Register nomination would not be proceeding due to the property owner's wishes. He stated they will finish the final revisions and keep it on file with the hope that they may be able to complete the nomination in the future, perhaps with a new owner.

Circling back to the NAPC, Mrs. Lucas again brought forth the idea of the City becoming a member on behalf of the HPC, citing her recollection that it was only \$50 for Crawfordsville Main Street to join. Ms. Huckstep agreed to look at this.

With no further business, it was noted that the next meeting was scheduled for April 26, 2023. The meeting adjourned at 7:11 p.m.

Minutes Approved: 5:32pm 4/26/2023

President Vicki Smith

Member Lain McCreary

Member Mark

Pas Beely Hankins

Member Emily Race

Member Debra

Member