

# Zionsville Architectural Review Committee

## minutes of April 28, 2009 meeting

Because of inclement weather, members of the Zionsville Architectural Review Committee met at 7:30 a.m. April 28, 2009 in the Zionsville Town Hall instead of taking a walking tour of Zionsville's downtown commercial district.

In attendance were members of the committee -- Elizabeth Demaree, Sharon Grebe, Betsy Harris, Drew Kogan, Don Scott and Andra Walters. Also in attendance were Ed Mitro, Zionsville town manager, and Terry Jones, Zionsville town planner.

The meeting was informal -- no agenda or request for approval of the March 24 minutes.

**The following topics were discussed:**

**The need for more frequent meetings of the committee.** With the onset of the actual Zionsville Downtown Façade Rehabilitation program approaching and the need to have an application packet in place, the consensus is that the committee needs to meet twice-monthly, at least in the short term. Thus, two meeting dates in May were established -- May 12 and May 26. The latter will be a walking tour of Zionsville's downtown commercial district, weather permitting. Sub-committees will meet as needed.

**Five-Step Process.** As part of her Zionsville Architectural Review Committee definition/mission statement (presented last month), Sharon Grebe presented the Five-Step Process. The purpose of this document is to summarize the façade rehabilitation grant/loan program for prospective applicants. Her concise, yet comprehensive, document covers application, review/approval, confirmation, execution and funding. Sharon, with the help of committee member Elizabeth Demaree will make refinements to this document in anticipation of presentation at the May 12 meeting.

**Bits and pieces.** Don Scott announced that the guidelines subcommittee has been meeting and has completed its work to date. The guidelines will include the technical standards for projects ranging from storefronts to building components such as materials. Betsy Harris announced that she has completed the survey of tenants in the downtown commercial district. With the assistance of Terry Jones, a listing of the commercial property owners is easily obtained and will be available in May. Committee members grappled with the ethic of granting moneys to building owners who have neglected their properties. We were reminded that our decisions should be based not on personalities but the overall betterment of the town's downtown commercial district. Ed Mitro mentioned similar rehabilitation projects which have been completed in Crawfordsville and Crown Point. Interest was expressed in visiting one of these locations and talking with parties involved.

The next meeting of the committee will be held at 7:30 a.m. May 12, 2009 in the Fireplace Room of the Zionsville Town Hall.

Respectfully submitted,

Betsy Harris, secretary