

Zionsville Architectural Review Committee

minutes of the August 11, 2009 meeting

Members of the Zionsville Architectural Review Committee met at 7:30 a.m. Aug. 11, 2009 in the Zionsville Town Hall.

In attendance were members of the committee -- Sharon Grebe, Betsy Harris, David Rausch, Don Scott and Andra Walters. Terry Jones, Zionsville town planner, also attended.

Review committee chairman Rausch presided. The meeting agenda was adopted. Minutes from the July 28 meeting, were approved as amended.

Discussion included (1) the frequency with which a property owner could apply for a grant and (2) ownership of a property. It was the consensus that a building owner may apply for one grant per calendar year and the program would be administered on a building by building basis. In the event that a single building has multiple owners, the building would be eligible for one grant only (per calendar year).

Chairman Rausch will develop general administrative rules for the committee's review at its next meeting. The rules will be available to applicants.

The committee felt the need for a provision in which an applicant would state how a proposed project meets the program's Façade Rehabilitation Guidelines. The application, including the on-line version, will be updated to reflect this added provision.

Committee members Sharon Grebe and Drew Kogan will examine an application to ensure that all requested information has been received and is ready for review. If not, the Department of Planning will contact the applicant concerning the missing information. Committee members Andra Walters and Don Scott will then examine a complete application to ensure that the proposed project meets the program's guidelines. Once ensured, the application is ready for review by the committee at its next meeting. The Department of Planning will notify the applicant of the date for review. An applicant is encouraged to attend the review session.

The committee will meet on the second and fourth Tuesdays of the month. Should there be no applications for review on the second Tuesday, that meeting will be cancelled.

There being no further business the meeting was adjourned. The next meeting will be held at 7:30 a.m.. Aug. 25, 2009 in the Zionsville Town Hall.

Respectfully submitted,

Betsy Harris, secretary