

Zionsville Architectural Review Committee

minutes of March 24, 2009 meeting

Members of the Zionsville Architectural Review Committee met at 7:30 a.m. March 24, 2009 in the Zionsville Town Hall.

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

Review committee chairman Rausch presided. The meeting agenda was adopted, and the February 24 meeting minutes approved as sent.

Sharon Grebe presented a comprehensive definition/mission statement of the architectural review committee. Her document included the following categories: background, purpose, scope of activity, responsibility/authority, membership, meeting/records and communications. Minimal changes to this document included the elimination of "Restoration" and insertion of "Rehabilitation" in the name -- the Zionsville Downtown Façade Rehabilitation Program and the following change under scope of activity, which now will read "marketing the program to respective property owners/tenants." In the meetings/records category, the opening: "The committee shall meet monthly" was changed to the committee shall meet regularly. (The original document presented is included in the secretary's file.)

Sharon's definition/mission statement also referred to Supporting Documents, ranging from town ordinances and codes to a letter to business owners/ operators. Committee discussion concluded the need for a process document, outlining a five-step process from application to completion of a façade project. This would be a simple five-paragraph handout for people interested in the project. Sharon will work on a process document and continue making refinements to her original document for further discussion at the April committee meeting.

Don Scott presented a "draft in progress" of façade rehabilitation guidelines (or standards) using storefronts as an example. Included were the importance of storefronts and a guide as to what changes are recommended and what are not. The draft also outlined the intent of the façade rehabilitation project, an overview and an introduction, defining facets such as protection, repair, replacement and alterations. The standards subcommittee, comprised of Don and committee members David Rausch and Andra Walters, will create technical standards (such as the storefronts example) for the following categories: windows; entrances, porches and balconies; roofs; masonry, and wood. They will continue working on the drafts in anticipation of the April meeting.

Betsy Harris reported that with the help of committee member Drew Kogan and planner Terry Jones, she has been working on a comprehensive listing of businesses in the downtown Zionsville commercial district. It will be completed for the April meeting.

Also nearly completed is a listing of property owners housing the businesses. She noted that while working on the inventory of businesses, she observed a wide range of potential façade rehabilitation projects.

The consensus of those at the March meeting was the need for a near-future walk-about of the downtown business district as background information for the committee members before actual implementation of the project.

Thus, the next meeting will be a walking tour of the aforementioned business district. The committee will meet at 7:30 a.m. April 28, 2009 in front of H. Kogan's Antiques & Lighting, 195 S. Main Street. (BYOC -- bring your own coffee) In the event of inclement weather, the committee will meet same time, same date in the Zionsville Town Hall Fireplace Room, 1100 West Oak Street.

Respectfully submitted,

Betsy Harris
Secretary