



**ZIONSVILLE ARCHITECTURAL REVIEW COMMITTEE (“ZARC”)
REGULAR MEETING MEMORANDA
FOR**

Tuesday, January 10, 2023 at 8:00 AM
In-person and Video Conference Meeting

Members Present:

(In-Person) Todd Rottmann – President; Tom Casalini – Vice President; David Rausch – Secretary; Steve Freeland; Cara Weber; & Justin Wagoner

(Via Zoom) Michael Billig

(Absent) Carol Mullet

Also Present:

(In-Person) Michael Dale – Director; & Owen Young – Manager

(Via Zoom)

1. Call to Order: Todd Rottmann called the meeting to order (@ 8:00 AM; [YouTube 00:01:00](#))
2. Recognition of Quorum by Mr. Rottmann.
3. Adoption of Agenda ([YouTube 00:01:27](#))
Motion: Cara Weber made a motion (seconded by Steve Freeland) to: Adopt the agenda as written.
The motion passed unanimously 7:0.
4. Approval of Minutes ([YouTube 00:01:43](#))
Michael Billig expressed that the May 10, 2022 Minutes are not finished yet but will be provided at the next meeting. The minutes for November 22, 2022 are completed. Mr. Rottmann pushes this agenda item to the next meeting for approval.
5. Reports
6. Old Business

7. New Business

A. ([YouTube 00:02:35](#)) Election of Officers

Mr. Rottmann introduces if there are any nominations or interest in the president position. Discussion occurs and requests if the existing officers wished to continue in their roles. Michael Billig decided to step down. David Rausch showed interest in the secretary position. David request some clarification on the role and its duties.

Motion: Cara Weber made a motion (seconded by Steve Freeland) to: Elect Todd Rottmann as President.

The motion passed unanimously 7:0.

Motion: Cara Weber made a motion (seconded by Steve Freeland) to: Elect Tom Casalini as Vice President.

The motion passed unanimously 7:0.

Motion: Cara Weber made a motion (seconded by Steve Freeland) to: Elect David Rausch as Secretary.

The motion passed unanimously 7:0.

8. Other Business:

B. ([YouTube 00:07:15](#)) Zionsville Business District – Improvement Program - Update

Todd Rottmann introduces the program and hands it over to Mr. Casalini. Mr. Casalini requested members do a walkabout with him. Four members have already done so. He asks what other members thought of the potential improvements. Mr. Rottmann expressed it was good to focus on a variety of aesthetics, accessibility, etc. going from block to block to see the inconsistencies. Specific topics discussed include:

- **East Main Street Landscaping.** Three blocks along the east side of Main Street need improvement or re-envisioning. The board is looking for a Landscape Architect.
- **Tree Removal.** A large tree in front of the future Topsy Mermaid will be removed.
- **Public Restrooms.** Searching for appropriate locations. Near the Town Christmas tree there is potential, and the structure could also be a gateway into the downtown.
- **Parking Lot.** The Town owned parking lot, formally a PNC, has been seen as a site for potential development. If the ZARC wishes to utilize this site, they should discuss it further with Ms. Sharp, the RDC's Executive Director.
- **Big Picture.** David Rausch expresses that the board should not view the downtown in a silo and attempt to have a broad view and look at other projects that are underway to help inform their vision. A priority list should be generated then focus on seeking funding.
- **Town Influence.** What properties does the Town own? What visions have been created for these parcels? Is there any other private development underway that would influence decisions? What is possible?
- **Lighting.** Tom Casalini is working with Duke Energy to add, replace, and improve the lighting within the village. This would add lighting in parking lots, active alleys, side streets, etc.
- **Bicycle Racks.** The type, size, and location needs to be determined.
- **User Experience.** Have a map or inventory created of the Village and the experience along each street. Where are the good public sidewalk spaces and where are areas that need improvement?
- **Prioritization.** The committee should take these priorities and organize them by cost, funding

sources, landowners, professionals needed, partnerships, etc.

- **Authority.** What authority or capacity does this committee have to execute these items or will there need to be partnerships with the Town or its Departments. Mr. Billig expresses that their bylaws may need to be amended.
- **Life Safety.** This could include sidewalk reconstruction, curb ramps, etc.
- **What is already being done?**

The Committee does not have any real authority to execute any of these items. ZARC is attempting to focus on the Village Business District and create an improvement list and bring it forward to the Town. It would then be up to Town Council, DPW, and Administration to support these various initiatives.

The next steps are to create a priority list; and meet with Town officials and staff to gather additional information.

9. ([YouTube 00:58:50](#)) Adjourn

Motion: Tom Casalini made a motion (seconded by Steve Freeland) to: Adjourn.

Meeting Adjourned at 9:00 am ([YouTube 00:59:30](#) meeting duration)

The next regularly scheduled meeting of the Zionsville Architectural Review Committee is for:

Tuesday, February 14, 2023, at 8:00 AM.