CALL TO ORDER

APPROVE MINUTES

December 2018 Minutes

Documents:

12-17-2018 HPC MINUTES.PDF

NEW BUSINESS

Historic Preservation Commission Committee Assignments

Public Relations & Education Committee Report

District Committee Report

COA Committee Report

COA Applications

216 N. 4th Street, Lafayette, IN 47901

Documents:

COA_216 N 4TH STREET -PFCU DOWNTOWN.PDF

STAFF REPORT

PUBLIC COMMENT

ADJOURNMENT
Historic Preservation Commission Minutes  
December 17, 2018, 7:00 p.m.  
Lafayette City Hall – Board of Works Room

**Commission Members in Attendance:** John Burns, Julie Ginn, Sean Lutes, Shawna McCully, Amy Paget, Glen Vick, Kurt Wahl

**Commission Members not in Attendance:** Kevin Klinker, Patti Morgan

**Staff in Attendance:** John Collier, Michelle Conwell, Dann Keiser

**Guests:** Matthew Weller, Wabash Valley Trust for Historic Preservation; Sheila Klinker, State Representative; Steve Spencer, contractor for 407 S. 3rd Street project, Cassie Wade, Bauer Family Resource Center

Noting a quorum, President Kurt Wahl called the meeting of the Lafayette Historic Preservation Commission to order at 7:00 pm.

**Approval of November 2018 Minutes**

John Burns moved to recommend approval of the minutes of the November 19, 2018 meeting. Sean Lutes seconded the motion. The motion passed unanimously.

**New Business**

**Election of Historic Preservation Commission Officers for 2019**

President Wahl initiated discussion regarding the election of officers. He reminded Commissioners that the Ordinance states that the President may only serve three consecutive terms and he is finishing his third term so he cannot continue to be president. He also stated reminded Commissioners of the discussion about this at the November 2018 meeting where individuals volunteered for officer positions. Those nominated include John Burns for President, Sean Lutes for Vice President, Glen Vick for Secretary. President Wahl opened the floor for any other nominations. There were none.

Julie Ginn moved to call for a vote to approve the slate of officers as listed. Shawna McCully seconded the motion. The motion passed unanimously.

Then, Mr. Wahl initiated a discussion about Committee assignments. Each Commissioner serves on one of the three committees. Mr. Wahl volunteered to continue to serve as Chair on the COA Committee. Sean Lutes and Julie Ginn both agreed to continue to serve on the COA Committee, as well. Regarding the District Committee, Shawna McCully and John Burns both agreed to continue to serve on the committee and Shawna agreed to continue as Chair. Patti Morgan also serves on that Committee but was not in attendance to confirm her participation. Regarding the Public Relations and Education Committee, Glen Vick asked to withdraw as Chair of the committee, but is willing to continue to serve as a member of the committee. Amy Paget and Kevin Klinker are two remaining members who would likely serve on that committee. Committee assignments will be confirmed at next month’s meeting.

**Public Relations and Education Committee report**

No report was made by the Public Relations and Education Committee.
**District Committee report**
District Committee Chair, Shawna McCully, stated that the committee met and discussed plans by the Roman Catholic Diocese to demolish 1014 South Street. There was discussion as to whether or not the Commission should take action. The Wabash Valley Trust for Historic Preservation scheduled a meeting with key individuals in early December to discuss the project and it was a very positive and productive meeting. The Trust has done a great job and carried the ball on this initiative to date, but the Commission is there to act if necessary.

Mr. Wahl then asked for public comment on this issue. Mr. Matthew Weller, Vice President of Wabash Valley Trust for Historic Preservation, asked to speak. He spoke of the historic and architectural integrity of the structure and the fact that it is ranked as Notable and listed on the National Register of Historic Places. As part of the City’s demolition review process, the Lafayette Board of Works voted to uphold the 60-day waiting period before demolition of the structure could take place. Mr. Weller explained that this is the only action the Board of Works can take, but it’s not the only action the City of Lafayette can take. In cases where the demolition of a historic structure is imminent, then it may be appropriate for the Historic Preservation Commission to establish interim protection by designating the property as a local historic district. The demolition of the structure would be an irreversible loss of the historic district and the downtown in general and the City and the Historic Preservation Commission have the tools to protect the property and Mr. Weller asked that the Commission consider using the tools at its disposal to take action to further the goals of saving the structure. Mr. Weller stated that he believes the Trust would support this decision.

Mr. Burns asked if there has been any further dialogue with the Church since the meeting that the Trust hosted in early December with interested individuals. Mr. Weller indicated that he has reached out to Mr. Bumbleburg, who represents the diocese on this matter, and shared notes from the Trust’s meeting with him, but to date he has not heard any developments from the church. Mr. Weller has heard that the church is interested in considering options and alternatives at this time, but he has no official confirmation of that. At this time, we feel the structure is very much in danger and has asked that the church revoke its demolition permit request.

Mr. Wahl mentioned that he sat in on the District Committee meeting, and options available to the Commission were discussed. We feel that the Trust is doing a great job and we feel we’d rather have the Trust run with this for now. He asked if Mr. Weller would get back with the Commission in early January to let us know of any progress made on the issue. That would give the Commission time before our January meeting to make some decisions. Mr. Weller agreed.

Mr. Vick asked when the 60-day waiting period expires. Mr. Weller stated Feb. 2, 2019. Consequently, there would be time for the Commission to act, if necessary, prior to the expiration of the 60-day waiting period.

**COA Committee report**
COA for 407 S. 3rd Street – Mr. Wahl reviewed the COA with the Commissioners. Bauer Family Resource Center owns the property and two representatives from Bauer were in attendance including the contractor for the renovation project, Steve Spencer. Mr. Wahl explained the proposed modifications to the porch including the construction and installation of a new fiberglass balustrade on top of the porch roof, similar to the one shown in the historic etching of the home. The project also includes the replacement of the existing columns with 10” diameter, fiberglass columns with bases and capitals to be painted. The project also includes the installation of two, new pendant-type light fixtures to be added to the porch in the future. The applicant would like to consult with Dann Keiser on an appropriate fixture and asked that the Commission give Dann the authority to approve on behalf of the Commission at a later date. The project also includes the installation of paired,
historic brackets under the roof line of the home that have been in storage in the basement for a long time. There are 15 existing brackets so there are not enough to re-install brackets in all of the original locations, but there are enough to do the west side and at least part of the south side. Finally, the project includes the refinish the oak doors and trim with oak lumber. The COA Committee recommended approval. Mr. Keiser explained that much of the work is repair and maintenance, so does not require a COA for that work. The replacement of wood columns with fiberglass is acceptable with Secretary of Interior standards.

Mr. Wahl asked if they intend to make a new bracket to get the right quantity since the original brackets were paired. Mr. Spencer stated they would reinstall the 15 brackets that they have and offered to answer any additional questions.

Mr. Burns asked if the balustrade would be a right angle balustrade or curved as the packet shows a curved balustrade. Mr. Spencer clarified it would be right angle and the curved one shown in the packet was for information only.

Julie Ginn moved to approve the COA for 407 S. 3rd Street as submitted. John Burns seconded the motion. The motion passed unanimously.

Cassie Wade, Chief Operating Officer of Bauer Family Resource Center, stated it has been a pleasure working with Steve Spencer on this project and that they have put a lot of love and attention on this home and were able to find funding source for further repair and so she appreciates the Commission’s support.

COA for 507 Columbia Street
Mr. Wahl gave an overview of the COA for 507 Columbia Street to remove the existing, peeling material covering the original brick surface on the upper story of the building. The property owner, Curtis Anthony, was not present at the meeting as the COA Committee determined that his presence was not critical and the Committee could address any questions from the Commission, particularly since the work has already been done. Concerns about the material falling onto the sidewalk below prompted the work to be done before the COA was officially approved by the Commission, but Mr. Collier sent an email to all Commissioners in advance of the work being done to let them know of the City’s safety concerns and the need to initiate the work quickly.

In addition, Dann Keiser and John Collier met with the contractor before the work began and Dann gave direction on the appropriate way to remove the material other than using an air hammer. The concern was not to do damage to the brick. Dann believes the project is within compliance with the Secretary of Interior Standards. Mr. Collier asked if Mr. Keiser could provide tuck pointing specification information to the property owner as that is the next step he intends to take in the spring. As a maintenance project, review by the Commission for tuck pointing is not necessary if Secretary of Interior standards are followed.

The COA Committee recommended approval of the COA.

Amy Paget moved to approve the COA for 507 Columbia Street as submitted. Glen Vick seconded the motion. The motion passed unanimously.

**Staff Report**
No official report, but Mr. Collier thanked the Commissioners for being so timely in their responses to emails he sends to them. Also, Mr. Keiser and Mr. Collier are meeting with three property owners tomorrow regarding three potential COAs for a future meeting.

**Public Comment/ Adjournment**

President Wahl asked for additional comments from the public. There were no comments from the public.

There being no further business to bring before the Commission, Sean Lutes moved to adjourn the meeting. Julie Ginn seconded the motion. The motion passed unanimously and the meeting of the Historic Preservation Commission was adjourned at 7:27 p.m.

Respectfully submitted,

John Collier, Recording Secretary

Approved: __________________________

Glen Vick, Secretary
Historic Preservation Commission
**LAFAYETTE HISTORIC PRESERVATION COMMISSION**
515 Columbia Street  Lafayette, IN 47901  765-807-1090

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

<table>
<thead>
<tr>
<th>OFFICE USE ONLY<strong><strong><strong><strong>DO NOT COMPLETE ANY ENTRIES CONTAINED IN THIS BOX</strong></strong></strong></strong>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received: 1/15/19</td>
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<tr>
<td>LOCAL HISTORIC DISTRICT OF PROJECT:</td>
</tr>
<tr>
<td>______Approved, ______Approved with Amendments, ______Denied, ______Tabled, ______Withdrawn by Owner</td>
</tr>
<tr>
<td>Approved By:</td>
</tr>
</tbody>
</table>

**ADDRESS OF PROJECT:**

| 216 N 4th Street  Lafayette IN |

**4th AVE. 340 Main St.**

Brief description of proposed work: (Please PRINT CLEARLY or TYPE)

Adding exterior (canopy) signage

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What are the approximate start and finish dates of the proposed work?

Start: 2/2019  |  Completion: 8/2019

Present use of property: Retail/Apartments

Proposed use of property: Office/Apartments

**APPLICANT** (Please PRINT CLEARLY or TYPE)

<table>
<thead>
<tr>
<th>Name: Herman Neil</th>
<th>Mailing Address: 1551 W. Hentschel Boulevard</th>
<th>Unit Lafayette, IN 47901</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 765-497-8521</td>
<td>E-Mail: <a href="mailto:hneill@purdue.edu">hneill@purdue.edu</a></td>
<td></td>
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**PROPERTY OWNER** (Please PRINT CLEARLY or TYPE)

<table>
<thead>
<tr>
<th>Name: W.H. Long</th>
<th>Mailing Address: 301 N 5th Street</th>
<th>Lafayette IN 47901</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 765-420-7800</td>
<td></td>
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**CONTRACTOR** (Please PRINT CLEARLY or TYPE)

<table>
<thead>
<tr>
<th>Name: Teague Construction Management Inc</th>
<th>Mailing Address: 102 North Third Street</th>
<th>Lafayette, IN 47901</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 765-497-5232</td>
<td></td>
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</tbody>
</table>

**CONTACT PERSON:** P. Jovan Pav | Phone: 765-497-4595

E-Mail: jovan.r@kjarchitectures.com

**ESTIMATED COST OF PROJECT:**
The Lafayette Historic Preservation Commission is a nine-member board who meets monthly to review the COA applications that are subject to commission review. The Lafayette Historic Preservation Commission cannot render judgment nor process an Application without the specific documentation listed below. It is the Applicant/Owner who must provide comprehensive documentation of the proposed project with adequate information so that there is a complete understanding of the project for the commissioners and staff when rendering a decision. Applications will NOT be processed without all required or requested documentation. An incomplete COA application may delay the COA review process.

These items must have been completed before submitting application: (Please check yes or no below)
1. Are all zoning approvals met and in compliance for the proposed work? Yes____ No____
2. Are there any Variances pending or necessary for the proposed work? Yes____ No____

Documentation to be submitted with application: (Minimum requirements for all COA Applications)
(Please place a check-mark at each listed item below that you include with this application)
✓ Photos of building exterior (all visible elevations) maximum of 4 photos to a 8½”x11” sheet
✓ Complete drawings of proposed project
✓ Floor plans of affected levels
✓ Exterior elevations of all areas where work will occur (minimum 11”x17” sheet)
✓ Signed application
✓ Site plan (If project affects ground floor exterior)
✓ Sample or brochure plus specifications and color samples of all permanant materials to be used
✓ Written description of proposed project and 1 set of full-sized plans
✓ Photos of adjacent or attached structures showing locations of connection
✓ Electronic versions of complete drawings of the proposed project are acceptable

NOTE: See categories below for specific projects and additional documentation as applicable.

WINDOW PROJECTS (Additional Documentation)
(Check-mark all that apply)
✓ Elevation drawings of each window type
✓ Window section drawing(s): with head, sill, jamb, mullion, and muntins with all dimensions
✓ Condition statement of existing windows describing the type and extent of deterioration for windows to be removed or replaced. If replacement windows are proposed, submit photos showing condition and extent of deterioration.
✓ Note indicating whether or not windows are original
✓ Note on plan and elevations which windows are new and which are original to remain
✓ Note materials to fill in opening and indicate structure to be removed if applicable

DOOR(S) PROJECTS (Additional Documentation)
(Check-mark all that apply)
✓ Close-up photo(s) of the existing door(s) to be replaced and photos of doors on adjacent buildings
✓ Condition statement of the existing doors describing the type and extent of deterioration
✓ Door elevation drawing(s) of each door type
✓ Door section(s)
✓ Note on plan and elevations which doors are new and which are original to remain
**SIGNAGE (Additional Documentation)**

(Check-mark all that apply)

- [ ] Color photo(s) of the entire building with proposed location of the signage indicated.
- [ ] Close-up photo of the proposed signage location
- [ ] Detailed drawings showing the dimensions of the sign and how it will be attached to the building
- [ ] Description of the proposed sign and bracket materials, dimensions, sign lettering, signage lighting, and method of attachment to the building. We recommend you use existing holes where possible. If new anchorage holes are necessary, place anchorage in existing mortar joints and avoid damaging existing bricks and permanent exposed building materials.

Please note: Signage area and permits must be approved by the City of Lafayette Engineering Department.

**STOREFRONTS/FACADES, AWNINGS, SHUTTERS, AND OTHER ARCHITECTURAL ELEMENTS (Additional Documentation)**

(Check-mark all that apply)

- [ ] Clear description, photos and elevation drawings of proposed signage, lighting, awnings, security systems, and accessibility provisions (i.e. lifts, ramps, handrails etc.).
- [ ] Color photos/elevations showing storefront/ façade of all floors as they relate to all proposed work.
- [ ] Drawings specifying the plan, section, and construction details.

**NEW CONSTRUCTION, ADDITIONS, GARAGES, AND CARRIAGE HOUSES (Additional Documentation)**

(Check-mark all that apply)

- [ ] Same requirements as listed on page 2 under **Documentation to be submitted with application**

**STOOPS, STEPS, FENCES, HANDRAILS, PORCHES, AND BALCONIES (Additional Documentation)**

(Check-mark all that apply)

- [ ] Color photos and construction plans detailing the location of the proposed stoops, steps, fences, handrails, porches, and balconies.
- [ ] Drawings specifying the proposed work, construction details, and installation method for all improvements under this section.
- [ ] Drawings of existing conditions without the proposed work

**ROOFS (Additional Documentation)**

(Check-mark all that apply)

- [ ] Color photos detailing the location of the roof(s)
- [ ] Drawings specifying the plans, construction details, and installation methods.

**STREETS CAPING (Additional Documentation)**

(Check-mark all that apply)

- [ ] Drawings and specifications of proposed site plan, including trees, plantings, grates, sidewalk amenities, signage, art work, sculptures, fountains, benches, tables, seating, etc.
- [ ] Drawings of the existing conditions without the proposed work
Please note: If the COA is approved, any changes or amendments to the approved COA will require additional review by city staff or the Historic Preservation Commission. An approved COA is valid for 12 months from the date of approval of the COA. After 12 months COA application must be resubmitted and reapproved by the HPC or Staff to continue the project.

REQUIRED SIGNATURE: The undersigned certifies that the statements set forth in this application including all drawings and specifications submitted herewith are true and correct, and agrees that the proposed improvements described in this application will be constructed in all respects in accordance with the approved COA as specified in the application, drawings and specifications submitted herewith. The undersigned further agrees to abide by any amendments approved to be part of this project by the Lafayette Historic Preservation Commission or Staff.

Applicant: (Print clearly or type) Herman Neill
Signature of Applicant: __________________________ Date: 1-15-2019
Owner Print clearly or type) __________________________
Signature of Owner (if different): __________________________ Date: 1-15-19

APPLICATIONS AND DOCUMENTATION:
Applicant must provide 13 copies of the completed and signed COA Application and all documentation noted to be submitted with COA Application including: Materials to be used, detailed written description of the project with dimensions, drawings to scale, construction methods, finishes, manufacturing brochures and specifications as well as clearly labeled photographs of the building and affected areas. Plus any additional documentation as requested by Staff or the COA Committee. Electronic versions may be submitted if available in addition to the 13 copies noted above. The copies will be supplied to each Commissioner and the City Staff for the Lafayette Historic Preservation meeting.

The Commission follows the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings when reviewing applications. Applications should follow these standards and guidelines when applicable. Additional guidelines, Preservation Briefs, Bulletins and “The Resource Guide”, can be accessed on line at www.lafayette.in.gov

Certain work in a Historic District may be approved by the Staff in lieu of being reviewed by the Lafayette Historic Preservation Commission, but the applicant will still be required to submit this application for Staff review with all documentation as noted for the proposed project. 

Staff is authorized to approve the following: Signs that comply with the guidelines, Installation of storm windows, Installation of re-skimming of canvas awnings and canopies of a simple design, Installation of historically appropriate hand rails, Temporary removal of historic building components for the purpose of repair, Replacement of roof sheathing when there are no structural changes, Removal of chimneys that are only visible from the rear of a structure, Installation of stained or leaded glass windows, Installation of appropriate historical shutters, Removal of a non-original addition or alteration to a structure, and Extension of an approved COA for up to one additional year if the project scope has not changed. If questionable, please contact Staff to determine whether your project must be reviewed by the Lafayette Historic Preservation Commission.
PURDUE FEDERAL CREDIT UNION
DOWNTOWN BRANCH
SCHULTZ BUILDING
216 N. 4th STREET LAFAYETTE, IN 47901

SIGNAGE SUBMITTAL
1/24/2019
Blade Sign

Solid Canopy frame with black fabric with open ends

ATM

Night Deposit
Blade Sign lighting example

Blade Sign lighting example
Canopy similar to picture but with open ends

Canopy with PFCU Logo
Light fixture mounted under canopy

Open ends

Light fixture – Color to be Black

12"
305 mm

4 1/4"
108 mm

12"
305 mm