

November 22, 2016

Chairman Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, November 22, 2016 at 7:31 p.m. Other Board members in attendance included: Ralph Brown, Heather Wendel, Ann Harker, Vonda Alberson, Lisa Lawson, and Joel Gruber. Also in attendance were City Planner/Zoning Administrator Matthew Spring and Board Secretary Laura Tobias.

Citizens signing the register: None

Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Brown **moved to approve the October 25, 2016 meeting minutes**, seconded by Mr. Gruber. **Motion carried.** Ayes: Brown, Gruber, Lawson, Alberson, Bayliff, Wendel, Harker. Nays: None.

Citizens Comments Not on the Agenda

There were none.

Chairman's Introduction

Chairman Bayliff explained Board procedure to all present to include the order of business; the appeal process; citizens wishing to speak for or against a request; and the acquisition of all required permits upon any approval.

New Business

2017 Annual Plan – Mr. Spring stated that Code 36.047 (B) requires that the Restoration Board prepare an annual plan outlining its priorities and activities for the coming year. Accordingly, staff has prepared a draft Annual Plan for the Restoration Board for 2017. He requested questions, modifications, or changes if anyone had any.

1. Continue distribution of the new Design Manual Guidelines for the Old Tippecanoe City Restoration and Architectural District Booklet to all existing residents, tenants, property owners and business owners within the Restoration District.
2. Review photograph file and update as necessary.
3. Review physical limits of the Restoration District when property owners request addition to district.
4. Seek grant opportunities and funding sources in accordance with the goals delineated in the Tipp City Historic Preservation Plan.
5. Explore opportunities to work with the Downtown Tipp City Partnership and the Design Subcommittee regarding the education and motivation of the public.
6. Develop and disseminate new promotional materials to further the purposes of the Restoration Board and communicate the advantages of a strong Historic District.

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Ms. Alberson asked how the bullet points on the plan were prepared.

Mr. Spring explained it is a Code requirement, and in his opinion it is superfluous, because the duties of the Board are specifically outlined by Code. To come up with a draft plan, like the Board is going to make a decision outside of what Code mandates and requires, is difficult to formulate. The items put on the plan tend to be maintenance issues. In addition, some of the items discuss cooperating with the other entities, Boards, and organizations that partner with this type of work in the Historic District. Mr. Spring concluded that the bulk of the plan is the same each year, because the Board just does not have jurisdiction beyond that.

Ms. Wendel asked about the photograph file discussed in the bullets.

Mr. Spring explained it is an electronic grouping of photos of virtually every building in the District. From time to time, Board members have gathered together on a Saturday in April or May. The group goes out with digital cameras, the properties are divided up, and the goal is to get good pictures of as many of the façades as possible. The photograph file has been updated a few times over the years. Mr. Spring added that he takes pictures on a regular basis on his own.

Ms. Bayliff said that something in the plan she feels is exceptionally important is the connection with the Downtown Tipp City Partnership. They consider themselves to be a historical preservation organization. There has been past conflict between the recommendations of the Board and the recommendations of the Downtown Tipp City Partnership Design Committee. Ms. Bayliff confirmed she has connected with Kevin Guigou of the DTCP in order to work with them and be a little more connected. She is glad to see it in the plan and thinks it will be worth pursuing in 2017.

Mr. Spring suggested the Board invite Mr. Guigou to one of the Board meetings to provide a basic overview of the DTCP Design Committee. Mr. Spring added he is also on the Committee, but Kevin is the Chairman.

Ms. Alberson asked how often that committee meets. She mentioned she knows they provide grants, but wondered what else they do.

Mr. Spring explained they meet on a monthly basis. The overall concept of the Committee is the look of Downtown Tipp City. One of the main functions of the group is the administration of façade improvement grants. He explained those are grant dollars administrated by the Partnership through the Design Committee. It is a matching grant of 50%, up to \$1000. If a project had a total labor, cost, and material value of \$2000, the Partnership would reimburse up to 50% of that cost, up to \$1000. Mr. Spring added there is a currently a spreadsheet with approximately fifteen to twenty projects in various stages of completion, from projects completed several years ago to projects that are under consultation at this time. Some of the projects are decorative in nature, but many of them are maintenance issues that really need to be taken care of, whether it be a roof or tuck pointing. These are things that wouldn't require the Restoration Board's review or approval. Mr. Spring continued that two projects on the horizon are the roof of the "Eagles" Building and refurbishing the "Odd Fellows" neon sign.

Ms. Bayliff said she believes it helps if everyone works together, especially in relation to the Downtown Merchants, because the DTCP works with them the most. It would be helpful to have a united front on upcoming proposed changes.

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Mr. Spring reminded the Board of a situation with the Masons. The DTCP wanted to have the windows replaced to improve the look of the building, but they wanted to replace them with vinyl windows.

Ms. Bayliff continued, explaining the situation caused the Board and the DTCP to be at odds. She concluded it would be helpful to be on the same page.

Mr. Gruber asked who was going to schedule Mr. Guigou to come to a future Restoration Board meeting.

Mr. Spring offered to contact him. He suggested they schedule him to come to a meeting during a month when the Board is already meeting for another agenda item. He also suggested that, in 2017, he would put the Annual Plan on the agenda in September or October, so the Board isn't meeting in November solely for that purpose.

Chairman Bayliff asked for further discussion. There being none, Mr. Brown **moved to approve the 2017 Annual Plan**, seconded by Ms. Harker. **Motion carried.** Ayes: Brown, Harker, Wendel, Bayliff, Alberson, Gruber, Lawson. Nays: None.

Old Business

There was none.

Miscellaneous Business

There was none.

Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Ms. Alberson **moved for adjournment**, seconded by Ms. Wendel and unanimously approved. **Motion carried.** Meeting adjourned at 7:40 p.m.

ATTEST:


Board Secretary

APPROVED:

