

Monroe County Historic Preservation Board of Review



March 18, 2019

5:30 p.m.

**Monroe County Government Center
Planning Department
501 N. Morton Street, Room 224
Bloomington, IN 47404**

Monroe County Historic Preservation Board of Review Agenda

REGULAR MEETING

**North Showers Building
501 N. Morton Street, Room 224
Bloomington, IN 47404
March 18, 2019**

NEXT MEETING: Monday, April 15, 2019

1. Call to Order
2. Approval of Meeting Minutes PAGE 3
 - a. February 26, 2018
3. Old Business – Board Discussion
 - a. Monroe CDO Update – Historic Preservation Ordinances
 - i. County Rules and Procedures (i.e. COA Hearing Procedure) PAGE 8
 - ii. City of Bloomington’s Rules and Procedures PAGE 11
 - b. Preserving Historic Places: Indiana’s Statewide Preservation Conference
 - c. 2019 Work Plan PAGE 18
 - i. Education plan for Board members PAGE 19
 - c. Stinesville Bridge – National Registry
(Website Link: https://www.in.gov/indot/projects/i69/files/S5_Chapter051318.pdf and <https://www.in.gov/indot/projects/i69/2355.htm>)
 - d. Limestone Heritage Project
(Website Link: <http://www.monroecountylimestoneheritage.com/>)
 - e. Community Signage Project
 - f. Alexander Memorial
4. New Business:
 - a. Historic Preservation Month Update
5. Member Updates
 - a. Consideration of new Historic Preservation Board Application
6. Adjournment

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact Monroe County Title VI Coordinator Angie Purdie, (812)-349-2553, apurdie@co.monroe.in.us, as soon as possible but no later than forty-eight (48) hours before the scheduled event.

Individuals requiring special language services should, if possible, contact the Monroe County Government Title VI Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed.

The meeting will be open to the public.

Monroe County Historic Preservation Board of Review Agenda

REGULAR MEETING

**North Showers Building
501 N. Morton Street, Room 224
Bloomington, IN 47404
February 26, 2019**

NEXT MEETING: Monday, March 18, 2019

Members Present: Danielle Bachant-Bell, Debby Reed, Devin Blankenship, Duncan Campbell, David Vanderstel, Donn Hall

Staff: Jackie Nester

Public: Susan Snider Salmon, Steven Summit

1. Call to Order: 5:33 PM

2. Approval of Meeting Minutes

a. January 28, 2019 – Approved unanimously.

3. New Business:

a. 1812-HPNR-01

Tate-Tatum Farm National Register of Historic Places Nomination.

**One (1) 119.36 +/- acre parcel in Perry Township, Section 34 at 1780 E Rayletown RD.
Zoned AG/RR; ECO3.**

Vanderstel: Comments on the Historic Nomination?

Bachant-Bell: I sent out an updated checklist for the nomination as a reference point. This checklist gets sent to DHPA. Comments from last time, including Don Maxwell's question about changes to the roof were brought up. The National Register is different than a local designation in that we (HP Board) do not review past or future changes to the property. Anne and Lucas applied for an addition to the transverse barn a few weeks ago and received approval. Buildings or structures moved into the historic district can be considered contributing. The addition of the historic barn from another county to Monroe County can make it a contributing structure to this district. If the barn was constructed brand new, it would not be considered a contributing structure.

Blankenship: the barn is from a similar period and farm context.

Vanderstel: Yes, this is not like Greenfield Village. Any comments or questions?

Bachant-Bell: I wish Duncan Campbell was here since we had the discussion about statewide versus national significance. In the nomination presented, the information supports the statewide designation. I went with Mark Lossy's recommendation; he suggested statewide significance, not national significance. This does qualify for statewide significance since this property has been in tact since 1822. I would love if Anne and Lucas would locally designate but they need extra convincing before doing so.

Blankenship: I have a question – does the National Register nomination automatically add the property to the State Historic Register?

Bachant-Bell: Yes.

Blankenship: They just wouldn't have the local designation then?

Bachant-Bell: Correct. Whatever they do they'll do well but they have concerns that local designation would slow them down.

[Duncan Campbell arrives at 5:45 PM]

Campbell: You shouldn't add the amendment to the National Register nomination until it's been built. It's not uncommon that during the process of nominating a property to the National Register something on the property changes.

Bachant-Bell: It doesn't change the history of the transverse barn. I did receive a comment from Paul that he was not certain a moved barn could be contributing. I took that to mean they didn't have the history of the barn that was moved to the property, which this nomination will provide.

Campbell: The property is proposed as notable correct?

Bachant-Bell: Yes, it was notable in the 1989 Interim Report. That doesn't have bearing on this nomination since it's either nominated or it's not. The DHPA already stated this property is eligible.

Vanderstel: Motion to accept the nomination?

Blankenship: So moved.

Reed: Second.

Approved 5-0 with Bachant-Bell abstaining.

Reed: Danielle what is the time frame for approval for the National Register?

Bachant-Bell: Possibly 18 months. Not sure exactly.

Summit: Introduces himself. Interested person from the public – has a background in preservation and history interest.

Snider Salmon: I am also interested. I'm considering applying for the vacancy with the Historic Preservation Board.

4. Old Business – Board Discussion

a. Monroe CDO Update – Historic Preservation Ordinances

i. Rules and Procedures (i.e. COA Hearing Procedure)

Nester: update on the CDO – the HP chapter was not in the latest draft released to the public. Will likely be in the next draft, which we can share with the Board.

Discussion about the CDO.

Vanderstel: Do we have a lot on the March agenda? We could deal with the rules and procedure at the beginning of the meeting.

Bachant-Bell: We will have to fix the City's rules and procedures to be in the context of the County.

Nester: I will send an email to the County Commissioners to have a discussion about the demolition delay part of the ordinance.

Campbell: I could represent the Board when you meet with the County Commissioners to have this discussion.

b. Preserving Historic Places: Indiana's Statewide Preservation Conference

Bachant-Bell: Just FYI, CAMP is only \$10.

Discussion on the conference and scholarships.

c. 2019 Work Plan

i. Board Membership

Vanderstel: Doug Wilson was going to follow-up with Brewer regarding the HP vacancy.

Bachant-Bell: Nann said they were interested. Will we do anything about the 2019 work plan?

Vanderstel: signage is a natural fit.

Blankenship: We could educate the public in collaboration with the CDO code update.

Campbell: we had an education plan from previous years:

Monroe County Historic Preservation Review Board

Proposed education sessions in order of voted preference.

1. Review and explanation of our Local preservation ordinance & Indiana state enabling legislation.

2. The 106 Review process.

3. Heritage tourism and rural preservation.

4. Real estate financing & feasibility

5. The National Register process.

6. Attend Preservation Commission meetings at City of Bloomington or other communities.

7. Secretary of the Interior's Standards for Rehabilitation

8. State and federal tax credit incentives

9. Takings Law review.

10. other

Campbell: we created this when I first became chair. This was a list of education items that people felt they needed to know.

Vanderstel: Can you provide this list to the group?

[Nester to send out the education priorities to the board]

Campbell: We also did three educational videos, including how to do a National Register nomination, Takings Law, and Section 106.

Blankenship: It would be great to promote that in light of the limestone heritage website and our interest in preserving stone fences in the County. We could do a stone fence prompt on our social media (i.e. post stone fences and where they are located) for the month of May/June.

[Discussion about whether the City is doing anything for HP month. Nester to reach out.]

Blankenship: Also the covered bridge on N Maple Grove Road known as the Cedar Ford Bridge, can we verify 30% of the original bridge is being reused? I can talk with Lisa Ridge about this.

Bachant-Bell: I think it would be neat if we did something like art in the center of the Fullerton Pike roundabout. We could work with the County Commissioners to do something creative.

Blankenship: Yes and then the historic equipment preservation on properties like Debby's.

[Discussion about historic equipment preservation.]

Bachant-Bell: We should reference our 2019 work plan at every meeting and put it as part of our agenda.

Vanderstel: when should we start the education component? Next month?

Campbell: if agenda is light, we can do education secretary standards.

Bachant-Bell: The items we deal with the most are National Register standards and COA standards.

ii. Other Projects

c. Stinesville Bridge – National Registry

Blankenship: I want to bring this up again. Can we talk about the idea that funding for the Stinesville bridge was tied to the National Register designation? I remember thinking that the Town of Stinesville made a promise that they would go for National Register nomination. I want to follow-up on this and find out where the money came from for the bridge to see if we can find the answer to this question.

d. Limestone Heritage Project

(Website Link: <http://www.monroecountylimestoneheritage.com/>)

Vanderstel: My contact Nick said he is too busy for Limestone Heritage work at this point. We should plan to do promotion in schools for 2019-2020.

Reed: What is the window of funding for the grant?

Campbell: \$3,000 left in the INDOT mitigation grant. When Jordan checked they said we could still use the funding.

Reed: We did have a flyer?

Vanderstel: Nick wasn't able to do it.

Campbell: This should be a priority.

Vanderstel: we should promote the website for HP month.

e. Community Signage Project

Blankenship: In terms of research for each community, we have Don Maxwell focusing on communities around Lake Monroe, Debby Reed will focus on Handy, and Doug Wilson will focus on Mount Tabor.

Bachant-Bell: signage could be the highlight of preservation month on social media.

Blankenship: We have done events with the City prior

Nester to check in on what the City of Bloomington has planned for preservation month.

f. Alexander Memorial

Vanderstel: No update. Will email Debby Reed information on Alexander Memorial upcoming meetings.

5. Member Updates

6. Adjournment: 7:15 PM.

MONROE COUNTY HISTORIC PRESERVATION BOARD OF REVIEW

RULES AND PROCEDURES

Article I: Meetings

- A. The Monroe County Historic Preservation Board of Review ("Board") may adopt a schedule of regular meetings (e.g. the second Monday of every month at 5:30 p.m.). Upon adoption, the Board meetings schedule shall be posted and maintained on the meeting notice board ("Notice Board") in the Monroe County Courthouse, until the day after the final, scheduled meeting.
- B. The Board shall cause notices of its public hearings to be published in the Herald Times and the Journal newspapers, mailed to all interested parties, and posted on the Notice Board in the Monroe County Courthouse at least 10 days before each hearing.
- C. Special Board meetings may be called by the Board chairperson, and shall be called by the chairperson upon request of two voting, Board members. Notice of the date, time, location, and purpose of the meeting shall be mailed to each member at least three days prior to the meeting date. Special meeting notices shall be posted on the Notice Board at least forty-eight (48) business hours before the meeting.
- D. Regular meeting agendas shall be set and mailed to Board members at least six days before the meeting. Special meeting agendas shall be mailed to Board members with the special meeting notice. Nevertheless, during the meeting, the agenda may be amended by majority vote of the Board.
- E. A majority of the voting Board members shall constitute a quorum.
- F. All votes, on any recommendations, motions, proposals, resolutions, rules, regulations, or orders shall be taken by roll call of the Board. The vote of each Board member on each motion or other action shall be recorded in the minutes.
- G. No Board member shall participate in a Board hearing on, discussion of, or decision on any matter in which that member is financially interested, other than the preparation of a comprehensive plan or survey. In the event that any member disqualifies himself or that any member's eligibility is challenged by the public, by staff, or by other Board members, such fact shall be recorded in the minutes.
- H. Within a reasonable time after each meeting, the minutes of the meetings shall be made available to each member of the Board and to the public for inspection. The minutes shall include a record of Board members present
- I. All Board minutes and staff audiotape recordings of Board hearings and meetings, and all exhibits submitted by petitioners, remonstrators or staff shall be public records and shall be held by the Monroe County Planning Department subject to relevant public record retention schedules.

- J. The Board may attach such conditions to its approvals or recommendations as it deems necessary to promote the purposes of Monroe County Code Chapter 810 (“Chapter 810”)
- K. No petition or request will be heard unless the petitioner or petitioner’s counsel is present. If the petitioner or the petitioner’s counsel is absent, the petition may be moved to the end of the agenda and/or continued to the next noticed meeting. The Board may dismiss a petition for failure to prosecute, if the petitioner or petitioner’s counsel fails to attend two hearing dates (i.e., the date of the hearing as scheduled, as rescheduled, or as continued) without good cause.

Article II: Officers

- A. During its first meeting each year, the Board shall elect, a Chairperson and Vice-Chairperson, who shall serve for one year and who may be re-elected.
- B. The Chairperson shall preside over Board meetings, and on behalf of the Board shall exercise general supervision over the administration of Board affairs, including execution of contracts and agreements, the appointment of subcommittees and representatives, the determination of points of order and procedure, and the signing of all official documents.
- C. The Vice-Chairperson shall act as Chairperson of the Board during the absence or disability of the Chairperson. Upon the resignation or death of the Chairperson, the Vice-Chairperson shall succeed to the Chairpersonship until a new Chairperson and new Vice-Chairperson, as soon as practical, is selected for the remainder of the term.
- D. The Monroe County Planning Director (“Director”) or his designee shall attend each Board meeting, shall assist the Board by presenting it with information and opinions on matters before the Board, and shall serve as the Board’s Secretary and the Monroe County Historic Preservation Officer.

Article III: Filing and Processing of Petitions

- A. Petitions for Historic Designation or Certificates of Appropriateness shall be made on forms approved by the Board, which are available upon request in the Monroe County Planning Department. Upon determining that the petition is complete, the Director shall promptly place the petition on the Board’s hearing docket and shall cause a hearing notice to be published and posted.
- B. Nominations for National Register of Historic Places applications shall be reviewed and processed according to the Monroe County Historic Preservation Board’s *Policies and Procedures for Reviewing Nominations to the National Register of Historic Places*, adopted January 10, 2011.
- C. A petition may be withdrawn at any time by the petitioner. A case which has been withdrawn by the petitioner may not be placed on the Board’s hearing docket until, at least, 12 months after the date of withdrawal.

Article IV: Certificates of Appropriateness

- A. Certificates of Appropriateness shall be subject to the requirements and procedures set forth in Chapter 810 of the Monroe County Zoning Ordinance.

Article V: Historic Designation

- A. Historic District designations may be initiated and shall be determined in accordance with the procedures and regulations set forth in Chapter 810 of the Monroe County Zoning Ordinance.

Article VI: Amendments

- A. Amendments to these rules of procedure may be made by the Board during any Board meeting, upon the affirmative vote of a majority of its members. The suspension of any rule may be ordered at any meeting by a unanimous vote of the members present.
- B. These Rules of Procedure of the Historic Preservation Board of Review of Monroe County, Indiana, were approved by the affirmative vote of 6 members of said Board at the meeting of the Board held on the 10th day of January, 2011.

Cheryl Munson, Chairperson

Date

ATTEST:

Erin Shane, AICP Secretary

**Bloomington Historic Preservation Commission (“Commission”)
Rules and Procedures**

Article I: Meetings

- A. The Commission shall meet on the second and fourth Thursday of every month at 5:00 P.M. Meetings shall be in the McCloskey Conference Room of Showers City Hall unless noticed at another location.
- B. Notices of Meetings shall be submitted by the City of Bloomington Housing and Neighborhood Development Department (“HAND”) to the newspaper and posted in the Municipal Building at least 48 hours before each meeting.
- C. Special meetings may be called by the chairperson and shall be called upon request of two voting members of the commission. Three days notice is required.
- D. The agenda shall be set at least six days before each meeting and mailed to members.
- E. A majority of voting members shall constitute a quorum.
- F. All decisions, votes, recommendations, motions and communications of the Commission shall be by roll call. The vote of each member of the Commission shall be entered in the records of the Commission and shall appear in the minutes.
- G. No member of the Commission shall participate in the decision of the Commission involving any matter in which that person is directly or indirectly financially interested, other than the preparation of a Master Plan. In the event that any member disqualifies himself or that any member’s eligibility is challenged by members of the public such fact shall be entered on the records of the Commission and shall appear in the minutes
- H. As soon as possible, a summary of the minutes of the proceedings shall be made available to each member of the Commission. The minutes shall include a record of the Commission members and visitors present.
- I. All minutes or tape recordings of the proceedings and exhibits submitted by petitioners, remonstrators and staff shall be public records and shall be filed in the HAND office. The materials shall be part of the case and all such materials shall be held by the HAND office for a period of at least two years.
- J. The final disposition of any request, petition or resolution shall be in terms of a motion to grant, deny, or continue by the Commission. Additionally, the members of the Commission may attach such conditions to a motion as are deemed necessary to promote the purposes of Title 8 of the City of Bloomington Municipal Code.
- K. No petition or request will be heard unless the petitioner or his/her authorized representative is present at the time their case is called to be heard. The petition will be moved to the end of the agenda if a petitioner has not appeared in time for the hearing. If the petitioner does not appear, the case will be continued to the next noticed meeting. A petitioner who is unable to attend the hearing on his or her petition may request that the Staff Liaison present the petition to the Commission. Petitioner shall be clearly told that Staff will

merely present but not advocate for the petition and that petitioner will have thereby waived any real or perceived conflict. For purposes of these Rules and Procedures, no Demolition Delay case will be considered a petition, however members of the Commission may decide to delay the discussion until enough information is presented

- L. Upon resignation of a Commission member, the Mayor within 90 days shall appoint, a new member for the remainder of the resigning member's term.

Article II: Officers

- A. Annually at its first meeting of the year, the Commission shall select by majority vote of its members a Chair and Vice-Chair, who shall each serve for one year and who may be reelected to second one-year terms.
- B. The Chair shall preside over Commission meetings and on behalf of the Commission has the authority to take action on behalf of the Commission as authorized herein, and shall exercise general supervision over the administration of affairs, including entering into contracts and agreements, the appointment of subcommittees and representatives, the determination of points of order and procedure, and the signing of all official documents. The Vice-Chair shall have authority to act as Chair of the Commission during the absence or disability of the Chair. In the case of the resignation or death of the Chair, the Vice-Chair shall succeed to the Office of Chair until a new Chair is selected from the membership at the next duly noticed general meeting.
- C. The Vice Chair, with the assistance of HAND staff, shall be responsible for supervising the keeping of an accurate and complete record of all Commission proceedings, including keeping of records and minutes, the custody and preservation of all papers and document of the Commission, the maintenance of a current roster and qualifications of members, and the authority to certify all official acts on behalf of the Commission
- D. The City's Director of Planning or his designee shall appear at meetings and assist the Commission by presenting factual opinion on significant issues.

Article III: Filing and Processing of Petitions:

- A. Petitions for Historic Designation or Certificates of Appropriateness shall be made by the petitioner at least twelve (12) days prior to a Commission Meeting on forms approved by the Commission which are available on request in the Office of Housing and Neighborhood Development.
- B. Notices shall be posted no later than six (6) days before the Historic Preservation Commission hearing for designation of a property. For regular meetings the 48 hour public notice requirement shall be honored.
- C. A petition may be withdrawn at any time by the petitioner.

Article IV: Certificates of Appropriateness

- A. The Commission shall consider and may make final disposition of said petition at any properly scheduled meeting, but in no case more than thirty days after the acceptance of the complete application as certified by the Vice-Chair. However, the HAND staff may notify the petitioner that the petitioner may choose to attend a preliminary hearing to advise the Commission of the merits of the submittal in anticipation of the formal hearing and disposition of the request.
1. An application for Certificate of Appropriateness shall be subject to the following requirements:
 - a. No fee shall be charged for the application.
 - b. The application shall be accompanied by appropriate sketches, photographs, descriptions, and other information which the Commission finds necessary for its decision.
 - c. The Commission must state findings in report form addressing the criteria in Title 8. The Commission may attach conditions to the approval.
 - d. A Certificate of Appropriateness shall be issued by the Commission, if approved by the Commission, or if the petition is not acted upon by the Commission within thirty (30) days after it is filed.
 - e. The Commission may grant an extension of the thirty days' limit if the applicant agrees with the extension.
 - f. Expiration of a Certificate of Appropriateness: The Certificate of Appropriateness shall expire two years after issuance, unless at the time the Certificate is approved, the Commission approves an extension upon the request of the petitioner.
 - g. Right to Commission Review: In any case where an applicant does not receive a Certificate of Appropriateness or otherwise feels aggrieved by an action of the HAND staff, the applicant shall have the right to a review by the Commission. If an applicant feels aggrieved by an action of the Commission, the applicant shall have the right to a review by the Commission but only upon submission of new information.
- B. The Vice-Chair with the assistance of HAND staff shall be responsible for completion of the Commission report and creation of the Certificate of Appropriateness. A copy of the Certificate of Appropriateness shall be submitted to the petitioner. The original shall be kept with case records in the HAND Office.
- C. The Vice-Chair with the assistance of HAND staff shall also be responsible for notifying the petitioner of the Commission's decision.
- D. A Certificate of Appropriateness is not required for the following activities:
1. Routine maintenance as defined in Title 8: Work which would not require a building permit and any change that is not construction, removal, or alteration.

2. The installation of a single wall mounted mailbox near the main entrance on the front of the structure.
 3. The removal of an inappropriate fence type: chain link, board and batten, basket weave, split rail or stockade.
 4. Repair or replacement of existing sidewalks, driveways, and steps with the same materials.
 5. Roof repair where the surface matches existing roof materials, including both flat and shingled surfaces.
 6. Replacement or installation of mechanical equipment, skylights, or vents on a flat roof provided the new element is not visible from the public way.
 7. Ground installation of central air conditioning equipment provided that it is screened and not visible from the public way.
- E. Staff may approve or deny Certificates of Appropriateness for certain minor requests by property owners as set forth below. Certificates approved at the staff level, along with staff's findings of fact, shall be listed on the agenda for the next monthly meeting of the Commission.
1. Staff has approval authority regarding changes to:
 - a. pavement or exterior mechanicals or reception devices
 - b. trees (removal)
 - c. fencing
 - d. sidewalks
 - e. paving materials
 - f. patios or decks
 - g. placement of temporary or removable structures such as sheds or playground equipment
 - h. paint color
 - i. changes authorized for staff level approval by Design Guidelines approved by the Commission
 2. Staff shall not be authorized to grant or deny Certificates of Appropriateness for the following activities within a historic or conservation district:
 - a. demolition of a building, structure, or site
 - b. moving of a building or structure
 - c. construction of an addition to a building or structure
 - d. construction of a new building or structure
 3. An owner or any interested party aggrieved by a staff level decision may appeal the staff decision to the Commission.
 - a. Such appeal shall be filed with HAND within five days of the staff level decision being rendered.

- b. The filing shall specify the grounds for the appeal.
 - c. The appeal shall be filed on the form established by the Commission.
4. At the request of staff, an application for staff level approval may be forwarded to the full Commission at the next regularly scheduled meeting for full Commission review and consideration. In no case shall the time for approval of a completed application exceed 30 days.
 5. Staff shall consist of and be limited to those persons employed by the City's HAND whose job description includes the requirement that he or she assist the Commission.

Article V: Historic Designation

- A. The Commission may initiate or accept by petition of owners in fee simple, a request for designation of an Historic District or Conservation District.
 1. The Commission shall prepare a map based upon a survey conducted or adopted by the Commission which documents historic properties within the corporate limits of the City of Bloomington.
 2. The Commission may divide the district into secondary and primary areas.
 3. The Commission shall classify all buildings and structures within the districts as Outstanding, Notable, Contributing or Non-contributing.
 4. A report shall accompany all petitions to the Common Council for designation citing cause for accepting the district under the criteria in Title 8 of the Municipal Code.
- B. After three years, the status of a Conservation District will be reviewed by the Commission. Property owners will be notified 185 days before the 3rd anniversary of designation as a conservation district and asked to vote on whether to remain a conservation district or be elevated to a historic district. Unless 51% of the owners object in writing to the Commission, the Conservation District will be elevated to historic district status. Otherwise it will remain a conservation district. All owners shall have one vote, regardless of how many parcels or units they own in the district.
- C. A public hearing shall be held by the Commission to allow for public comment. Such public comment may be held separately or in conjunction with the Commission meeting where the action on the district is to occur. Other meetings involving the residents and owners, and Common Council members may be held to educate and publicize the proposed district.
- D. The Vice-Chair with the assistance of HAND staff shall be responsible for forwarding the findings of the Commission to the Common Council for final vote.
- E. The Commission recommends that design guidelines be adopted for a district, whether at the time of the designation or at a later time.

- F. The Commission may declare that a proposed district be placed under interim protection until action of the Common Council.
1. After declaring interim protection, staff shall notify the owner(s) by certified mail, to be postmarked no later than two days after the hearing at which the action was taken.
 2. The written notice shall include the appropriate ordinance citation, a description of the restrictions that apply to the property or properties, and advise the owner(s) that the restrictions are temporary until the action of the Common Council.
 3. An owner may apply for a Certificate of Appropriateness during interim protection but it will be invalid unless and until the district is approved by the Common Council. The Commission and owner(s) may use this process to come to an agreement on proposals for a building's future use and disposition.

Article VI: Committees

- A. A Historic District Committee comprised of three voting members shall be appointed by the Chair immediately after the first meeting of the year. It shall be the duty of this committee to:
1. Review applications for historic districts submitted by property owners for consistency with guidelines and standards.
 2. Prepare criteria and standards on which the Commission bases its actions, and define elements the Commission should consider of particular importance to a specific district being proposed.
 3. Present to the Commission proposals for the adoption of new districts and landmarks, based upon special significance or impending threats.
- B. Such other Committees, standing or special, as the Commission from time to time deems necessary to carry on the work of the Commission, may be created and members appointed by the Chair. The Chair and the advisory members of the Commission shall be ex-officio members of such committees.

Article VII: Maintenance

- A. Upon presentation of supporting evidence, the Commission may act upon reports of neglect and/or lack of maintenance that endangers significant architectural details of a property designated pursuant to Title 8 of the BMC.
1. Before any official action by the Commission, staff shall notify the property owner of the Commission's intent, giving a minimum of 21 days' advance notice.
 2. The owner or his or her agents may appear to present plans or evidence of upkeep at the next regular meeting of the Commission after such notice is made.
 3. After consideration of all the evidence, the Commission may find that a building's condition constitutes a threat to the historic fabric of the area

where the building is located and may move to forward these findings to the City's Legal Department for appropriate legal action.

Article VIII. Procedure for the review of a National Register nomination

- A. From time to time the Commission may receive applications for listing a structure or a district on the National Register of Historic Places. Within five days of receiving an application, staff must email the Indiana Division of Historic Preservation and Archaeology to notify them that an application has been received. After reviewing the completeness of the application according to the U.S. Department of the Interior's Bulletin #15, the Commission will duly notice a public hearing. Staff will draft a report applying the National Park Service criteria for evaluating whether to place a structure or district on the National Register. The public hearing will be noticed according to the following procedure, as fits the circumstances:

1. Letter announcing the nomination sent to the owner of an individual property not located in a historic district
2. Letter announcing the nomination sent to the owner(s) of property located in a historic district.
3. Letter announcing the nomination to the local authority (Mayor)
4. Letter announcing the nomination to the County Commissioners,
5. Legal Notice placed in the paper (if under 50 property owner)

- B. At an appropriately noticed public meeting (notice shall be not less than 30 days before the local hearing and not more than 75 days before the State Review Board Hearing) a determination will be made as to whether the structure or district meets the criteria for inclusion. The Commission's findings and the report will be forwarded to the State Review Board for their consideration. Following the notification by the Keeper of the National Register that a property has been listed, the following notices will be made:

The listing will be noticed according to the following procedure:

1. Letter of notification to all owners whose property is affected of the inclusion on the list.
2. Legal notice placed in local newspaper to announce the listing (if it contains more than 50 properties or letter #6 must be sent to each owner (if it contains fewer than 50 property owners).

Commented [CH1]: On 4/28/18 I received notice from Indiana DHPA that according to statewide CLG procedures it was not necessary to send them a copy of the nomination at the beginning of the process. DHPA stated that sending them an email acknowledging we had received an application would suffice.

Commented [CH2R1]:

2019 Work Plan

Monroe County Historic Preservation Board

Protecting Historic Resources

- Stone fence survey
- Board encouraging designation of local properties
- Community signage
- Historic equipment preservation – local historic designation

Board Member Education

- CDO Education
- Plan to attend Historic Preservation Annual Conference
- Crowd sourcing of historic resources (Apps to document historic structures/landmarks)
- Preservation month – May

Outreach

- Limestone Heritage

Monroe County Historic Preservation Review Board

Proposed education sessions in order of voted preference.

1. Review and explanation of our Local preservation ordinance & Indiana state enabling legislation.
2. The 106 Review process.
3. Heritage tourism and rural preservation.
4. Real estate financing & feasibility
5. The National Register process.
6. Attend Preservation Commission meetings at City of Bloomington or other communities.
7. *Secretary of the Interior's Standards for Rehabilitation*
8. State and federal tax credit incentives
9. Takings Law review.
10. other