

Monroe County Historic Preservation Board of Review Agenda

REGULAR MEETING

Monroe Co. Courthouse, Meeting Room 315

April 11, 2011

5:30 PM

1. Call to Order
2. Approval of March 14, 2011 Meeting Minutes
3. Old Business
4. New Business
 - a. 1103-HPNR-01 – Matthews Stone Company National Register of Historic Places Nomination. 6293 N. Matthews Drive and 6445 W. Maple Grove Road. Presentation by Danielle Bachant-Bell. *CONTINUED FROM THE MARCH 14, 2011 MEETING.*
 - b. CLG 2010 Report

**Minutes for Monroe County
Historic Preservation Board Meeting
Monroe County Courthouse Meeting Room
March 14, 2011**

MEMBERS PRESENT:

Devin Blankenship, Lucretia Cregar, Nancy Hiller, Sharon McKeen, Cheryl Munson, Patsy Powell

STAFF PRESENT:

Erin Shane, Larry Wilson

PUBLIC PRESENT:

Nancy Hiestand, Danielle Bachant-Ball, Nancy Jonas

The meeting was called to order at 5:40 pm. Cheryl noted that the public hearing for Matthews Mansion has been continued to April 11, 2011 in order to allow the petitioner and staff to work out more details regarding the National Register application.

Cheryl suggested changing the minutes to reflect that the group agreed to move forward with a private sale of the Ketcham Barn timbers, the Board agreed. Lu motioned to approve the February 14, 2011 meetings minutes as amended, Devin seconded. With a voice vote of all ayes, the motion passed.

The Board agreed to move old business down on the agenda to allow Danielle Bachant-Bell to discuss the Matthews Stone Co. Historic District. Danielle talked about report and how she has made a lot of changes since the original submittal. She will send a revised application to Erin. Danielle and the Board discussed how she put the application together and the Board provided input on the local significance of the property. The Board also discussed the National Register criteria and whether the site would be eligible for Criteria D as follows: That have yielded, or may be likely to yield, information important in prehistory or history. Danielle did not believe the site would meet the Criteria D based on her analysis of similar submittals.

Nancy Jonas, current owner of Matthews Mansion, spoke about her house and information she has discovered over the years about the property. Nancy confirmed that she would sign an application to have the property locally designated. Erin noted she would bring said application to the next meeting.

Under old business, Cheryl informed the board that some metal was stolen from the Ketcham Barn silage chopper. She has reported the theft to the Sherriff's office. The Board discussed the auction for the barn timbers. Erin confirmed that county attorney Dave Schilling has a friend who will establish floor for auction – once that is done we will start the private sale. Cheryl

wants outreach to Steve Ferguson for the Ketcham timbers. The Board noted that Indiana Landmarks has sold timbers before so staff can check in with them about price for selling.

Devin talked about the house model brochure and how the Board needs to send out now to get interest before fair time. The Board noted that Cameron Raines may be the MCCSC coordinator to get word out. The Board also needs names from the RBB district. The Board noted that they could publicize to schools, kids, youth organizations. The Board could also announce on facebook. Erin will revise the brochure with inputs from the Board and will copy Nancy and Devin, and Mary on emails for brochure. Nancy agreed to promote the project.

The Board also discussed the need to prep the library wall for Historic Preservation Month. Mary and Erin will work together to get the materials up

Sharon McKeen will not be here for April 2011.

Devin talked about maintaining a Top 11 historic structures list (per township) to acknowledge people who have done well w/ historic homes. The Board can go through interim report, look for outstanding structures and determine if they still are and have been well maintained. Devin noted it may get more people interested in HP. Cheryl noted the paper could do an article about the homes. The Board noted that this idea could become an event – possibly during the May 2010 History Center room reserve. The Board agreed that a subcommittee of Lu, Devin, Sharon and Nancy will work on this concept. Lu will chair the subcommittee. Larry noted that they could include as part of this idea an antique road show style event where the Board brings in architecture historian to view pictures of house, etc.

Cheryl noted that is a good time to take photographs of resources. Patsy agreed to take pictures of Stark House, Nancy will shoot Funkhouser and Devin will take shots in Washington Township. For plaques, Erin will gather info for May meeting.

The Board discussed the recent demolition of Mt. Pleasant Church and how it has highlighted the need for the Board to initiate a demo delay ordinance. Bloomington has a 90 day demo ordinance, can be extended to 120. Nancy noted that the site has to be in the City inventory. Only six out of 125 demos have actually occurred in the City. The Board asked Erin to initiate text amendment with legal department.

Nancy also discussed the “black hole” of historic preservation oversight b/t the City and the County. Some of the former fringe territory is still under the City’s planning jurisdiction, but not under the City’s Historic Preservation oversight. This County does not have authority in this area, since Historic Preservation boundaries align with established planning boundaries. The Board agreed with Nancy that an interlocal agreement, or revised interlocal, is necessary for the city to initiate authority over those sites not in their HP territory but in their planning jurisdiction.

The meeting was adjourned at 7:45 PM.

PLANNER: Erin Shane, AICP
CASE NUMBER: 1103-HPNR-01, Matthews Stone Co. National Register Nomination
PETITIONER: Danielle Bachant Bell of Lord & Bach Consulting
LOCATION: 6293 N. Matthews Drive
6445 W. Maple Grove Road
REQUEST: Nomination to the National Register of Historic Places for the Matthews Stone Company Historic District

EXHIBITS

1. Matthews Stone Company Historic District Map, from the Monroe County Interim Report of the Indiana Historic Sites and Structures Inventory, 1989
2. Matthews Stone Company Historic District Boundary Map
3. Matthews Mansion in 2000, picture from the Monroe County History Center website
4. Plat Map for Matthews Stone Company Historic District
5. Picture - Drafting Building, 1930
6. Picture - Drafting & Administration Building, 2010
7. Picture - Company store building in background, 1885
8. Picture - Company store building, 2010
9. Picture - Mill building, old office and drafting building on left, company store near rail track, 1909
10. Picture - Mill building looking east, 2010
11. Picture - Interior of mill building, date unknown
12. Picture - Interior of mill building, 2010
13. Picture - Matthews Family and Mansion, date unknown
14. Picture - Matthews Mansion from west, 2010
15. Picture - Matthews Mansion from east, 2010
16. Picture - Matthews Mansion tower detail, 2010
17. DNR/DHPA Checklist & Guidelines for National Register Applications

RECOMENDATION

Approve the Matthews Stone Company National Register Nomination to the Monroe County Commissioners and the Indiana State Historic Preservation Officer (SHPO) based on the accepted responses to the National Register criteria.

AUTHORITY FOR REVIEW

The Monroe County Historic Preservation Board is a Certified Local Government (CLG) entity approved by the Indiana State Historic Preservation Officer and the Secretary of the Interior. According to the Indiana Certified Local Government Regulations, CLG's shall participate in the nomination of properties to the National Register. Applications for properties located entirely within the jurisdiction of a CLG will be directed to and processed by that CLG.

Completed National Register Applications are to be scheduled for public comment and review by the Commission at its next meeting, which must be within fifty (50) days of receipt of the completed application. The Commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. The chief elected local official, in this case the Monroe County Commissioners, shall transmit the report of the Commission and their recommendation to the State Historic Preservation Officer.

LOCATION / AERIAL MAP

The district is located in Richland Township, north of the Town of Ellettsville. The properties are located at the southwest and southeast corners of Maple Grove Road and Matthews Drive (formerly known as Mt. Tabor Road).

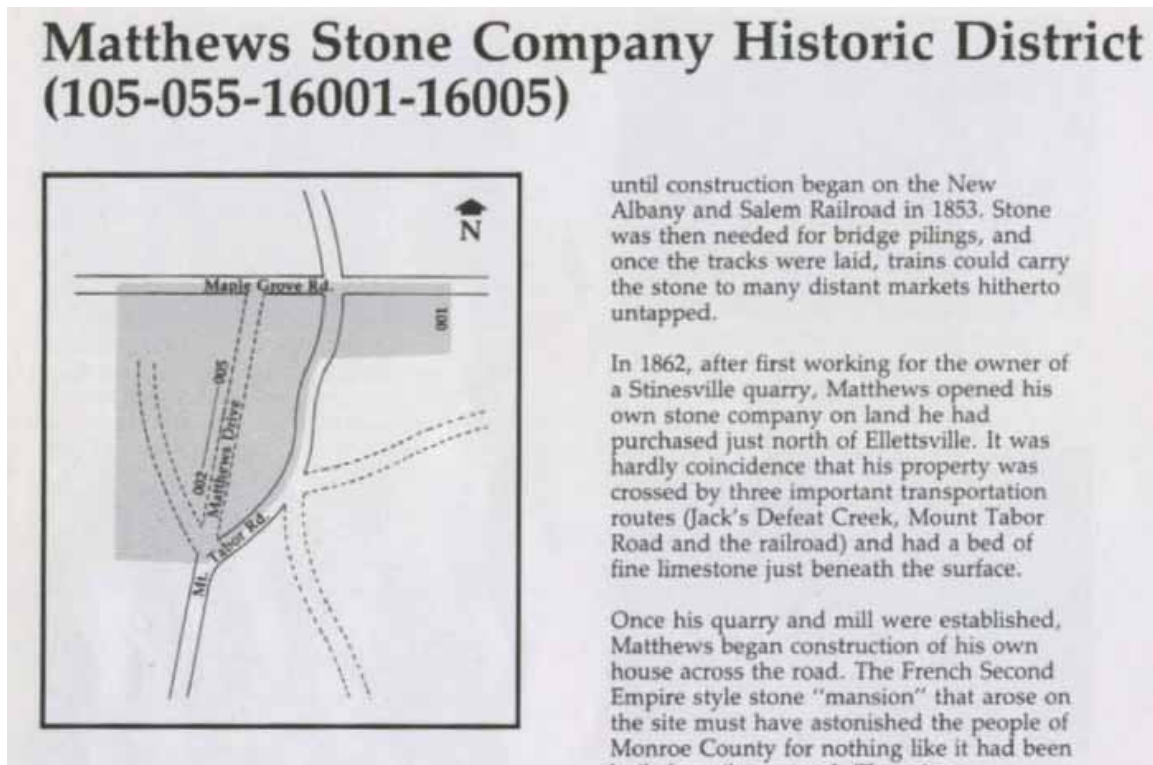


EXHIBIT 1: Matthews Stone Company Historic District Map, from the Monroe County Interim Report of the Indiana Historic Sites and Structures Inventory, 1989

Matthews Stone Co. Historic District Boundary Map



LEGEND



Parcels



Town of Ellettsville Jurisdiction



District Boundary

0 275 550 1,100 Feet

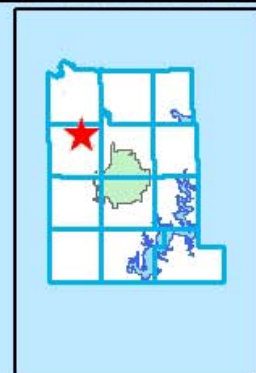


EXHIBIT 2: Matthews Stone Company Historic Boundary Map

LOCAL HISTORIC SIGNIFICANCE

The Monroe County Interim Report of the Indiana Historic Sites and Structures Inventory from 1989 has a special focus on the Matthews Stone Company Historic District, which highlights its local importance to the local community. According to the report, the district is a complex of buildings associated with an early family owned stone company. John Matthews, an accomplished stone carver from England came to Monroe County in 1849. In 1862, after working for a quarry in Stinesville, Matthews opened his own stone company on land he purchased just north of Ellettsville.

Once his quarry and mill were established, Matthews began construction of his own house across the road. He built a stone square three story house with a steeply pitched slate defined as a French Second Empire style mansion. The house has only four rooms and a central passage on each floor. The report notes that the mansion was the first of its kind in the area, as nothing like it has been built for miles around.

Matthews, with his sons and employees, quarried the 22 inch thick stone blocks for the walls of the house and carved many of the architectural features in the home. Construction on the house was interrupted by the Civil War, yet it was completed by 1869.



EXHIBIT 3: Matthews Mansion in 2000, picture from the Monroe County History Center website

The Matthews Brothers Stone Company flourished during the nineteenth and early twentieth century. John Matthews was quite progressive in that he first utilized steam power for the cutting of stone and in 1875, purchased the first channeling machine in Monroe County. The company has provided stone for many notable buildings including the National Cathedral in Washington DC and the Scottish Rite Cathedral in Indianapolis and the Indiana Memorial Union here in Bloomington.

TECHNICAL & SUBSTANTIVE REVIEW OF HISTORIC DISTRICTS

The Department of Natural Resources (DNR) via the Department of Historic Preservation and Archeology (DHPA) has provided the Board a checklist and guidelines to conduct a technical and substantive review of the Matthew Stone Company Historic District (Exhibit 4). The remainder of this section uses this framework to provide a review of the proposed district.

Section 1: Name of Property

The district name and survey number are correct and accurately reflect the properties. The “Not for Publication” and “Vicinity” boxes are populated “N/A”, in that they do not need additional restriction for public information.

Section 2: Location

The County code for Monroe County is 105 as is correctly listed in Section 2.

Section 3: State/Federal Agency Certification

This section is intended to be populated by the DHPA and NPS, not the applicant or Monroe County. The fields are blank.

Section 4: National Park Service Certification

This section is intended to be populated by NPS, not the applicant or Monroe County. The fields are blank.

Section 5: Classification

Ownership of the sites is correctly marked private and the category of property is marked as a district. The properties are considered a district because several parcels are involved and there is a somewhat large amount of acreage with a variety of resources, such as a quarry, mill and estate. The district is not contiguous, as there is a small piece of property just west of Matthews Drive, between the quarry and Matthews Mansion property. Furthermore, the majority of the quarry parcels are included in the district with the exception of the southwest corner of the site, that which falls east of Matthews Drive. As noted in the narrative description under Company Resources, the survey submitted for the quarry does align with the historic district boundary. The historic district boundary specific to the quarry is smaller than the survey provided for the same.

Section 5 in the application lists final counts for contributing and non-contributing resources in the district, while the narrative provides the descriptions and labels for the same. The maps do not define all of the contributing and non-contributing resources; although, some of the contributing buildings on the Company property map are accounted for.

To provide a one stop reference point, the Board has compiled the contributing and non-contributing resources in the district, to align with the total counts provided for in the application under Section 5.

COMPANY RESOURCES		
TYPE	CONTRIBUTING	NON-CONTRIBUTING
Building	1908 mill building	all metal mill building addition
	1920 drafting building	a metal utilities building on the east side of the primary mill building
	1931 administration building	all metal, tool and metal shop building on the east side of the site;
	1874 company store building	
Building Total	4 Contributing	3 Non-Contributing
Site	Company's land--drives and yards surrounding the mill buildings and the former quarry and scrabbling yard areas	
Site Total	1 Contributing	
Structure	pump house on the bank of Jack's Defeat Creek due east of the drafting building	Small metal pump house servicing the ponds.
	a second pump house at the edge of West Maple Grove Road at the north property boundary.	and a concrete block storage structure on the west side of the primary mill building
	limestone railroad bridge abutments on either bank of Jack's Defeat Creek.	
	Two slurry ponds, as a collective unit, are in the northeast corner of the district.	

COMPANY RESOURCES		
	A fence of large quarried blocks forms the western property boundaries	
	smaller fence of limestone blocks forms the boundary of a memorial area overlooking the mill yard	
Structure Total	6 Contributing	2 Non-Contributing
Object	elaborate stone entrance gate on North Matthews Drive	
	Bybee logo of a Corinthian column capital adhered to the side of the office building	
	five limestone benches along the facades of the administration and mill buildings (5)	
	a limestone urn facing the office parking area	
	part of a cathedral sculpture adhered to the southwest corner of the drafting building	
	two pilaster capitals placed on the west lawn of the administration building (2)	
	carved mailbox for the stone tool business	
	Two large Bybee family memorial urns and birdbath at the top of the hill overlooking the old quarry and mill Building (3)	
Object Total	15 Contributing	

MATTHEWS MANSION RESOURCES		
TYPE	CONTRIBUTING	NON-CONTRIBUTING
Building	House – Matthews Mansion	The 1990's garage building
Building Total	1 Contributing	1 Non-contributing
Structure	a dry stack stone wall with an iron and limestone entry gate	
Structure Total	1 Contributing	
Object	a three post-section of post and rail fence along portions of West Maple Grove Road	four concrete garden ornaments dating from the 1970's or 1980's (4)
	a limestone corner fence post along Matthews Drive and along portions of West Maple Grove Road	
Object Total	2 Contributing Objects	4 Non-Contributing

Section 6: Function or Use

The historic and current functions of the district are accounted for using categories from the National Register Bulletin, *"How to Complete the National Register Registration Form"*, updated in 1997.

Section 7: Description

Applicable architectural styles are noted for the district and also more specifically addressed in the narrative. Materials accounted in the district are also consistent with the categories in the National Register Bulletin, *"How to Complete the National Register Registration Form"*, updated in 1997.

The narrative associated with the Company Resources and the Matthews Mansion Resources list the date of original construction and subsequent additions on most if not all of the structures. Most of the contributing / non-contributing designations are accounted for in the introductory sections of the narrative, further clarified under Section 5.

All of the known resources on the property have been described, which provides a balanced distribution between age of resources, styles and contributing /noncontributing status.

Finally, the applicant provided narrative regarding interior details which presented a more in depth and thorough understanding of the properties. The flow of the narrative was systematically structured to lead the reader through the large properties while maintaining a sense of order in describing the business and estate features.

Section 8: Statement of Significance

The applicant warrants that the Matthews Stone Company Historic District meets three (3) of the National Register Criteria and one (1) Criteria Consideration noted in ***bold italic letters*** as follows:

The National Register Criteria for Evaluation is as follows:

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or***
- B. That are associated with the lives of persons significant in our past; or***
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or***
- D. That have yielded, or may be likely to yield, information important in prehistory or history.

The National Register also provides for Criteria Considerations specific to unique properties, as follows:

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or
- d. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- g. A property achieving significance within the past 50 years if it is of exceptional importance.***

The applicant makes a compelling case for each of the four criteria established. A summary paragraph is provided where the four criteria are identified. The applicant then proceeds to provide an in depth response for each criteria section.

The applicant warrants that the district is significant at the state level for its pioneering and continued contributions to the state's limestone industry. The Board agrees with this finding and would add that the district is also significant at the local level due to the large limestone industry presence in Monroe County in addition to the local significance of Matthews Mansion, as defined in the Monroe County Interim Report of the Indiana Historic Sites and Structures Inventory from 1989.

Contemporary history maintains that Matthews Mansion was designed by architect Jean-Louis Charles Garnier. As noted in the application, "...no primary or substantial secondary sources have been found to corroborate that Garnier, nor any other architect, designed the house."

The Monroe County Historic Preservation Board agrees with the findings as follows:

A. That are associated with events that have made a significant contribution to the broad patterns of our history;

The Board agrees that the Matthews Stone Company historic district meets Criterion A under the areas of Industry and Commerce for its significant contributions to the development and continued success of the Indiana limestone industry.

The company was established by John Matthews, one of the industry's earliest and most successful leaders, and is one of the few remaining historical collections of buildings associated with the limestone industry in Monroe County, Indiana. The Matthews complex began operations at the site between 1862 and 1864 and continues operating today, now as Bybee Stone Company, making it the oldest continuing limestone operation in the county.

B. That are associated with the lives of persons significant in our past; or

The Board agrees that the Matthews Stone Company historic district meets Criterion B for its association with John Matthews.

It is commonly established that Matthews began his stone business in Monroe County in 1862. Over the years Matthews initiated further industry innovations that allowed his business to thrive and grow while others failed. His long-lasting mark on the state's limestone industry has, in recent decades, given him the name, "father of Indiana limestone." As early as 1876, he was referred to as "a pioneer in the stone business of our own state."

C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

The Board agrees that the Matthews Stone Company historic district meets Criterion C for Architecture and Art.

The business/quarry site maintains two higher-style buildings, the 1874 Eclectic Late Victorian store building and the c.1931 Tudor Revival office building. East of the mill, across Jack's Defeat Creek and Mt. Tabor Road, is the French Second Empire home of John Matthews and his family built in 1880, and possibly designed by architect, Jean-Louis Charles Garnier. As a business the Matthews and Sons Stone Company, through its evolution into Matthews Brothers Stone Company and later followed by Bybee Stone Company, has made their own significant contributions to national works of

architecture and art through their quarried, milled and carved limestone from the 1860s to the present day.

g. A property achieving significance within the past 50 years if it is of exceptional importance.

The Board agrees that the Matthews Stone Company historic district meets Criteria Consideration G applies for its continued use, rebuilding and expansion of the site and its buildings over time, and their association with the third generation of Matthews into the late 1970's.

The company continued to supply carved stone for projects nationwide well into the 1960's and 1970's, the most significant of these projects being the National Cathedral in Washington, DC. The Bybee family has operated the company under the name of Bybee Stone Company since purchasing the property and company in 1979, and has continued to contribute significant works of art to national architecture projects, including the final ten years of construction of the National Cathedral in Washington, DC.

Section 9: Major Bibliographic References

The bibliography provided in the application includes footnotes reference throughout the narrative. The bibliography appears to be in the Chicago Manual of Style format.

Section 10: Geographical Data

The acreage listed for the district in Section 10 is the sum of several parcels. The historic district boundary is again displayed in Exhibit 4 of this report, encompassing Plats 14, 116, 42 and 309 of Section 03-09N-02W of Richland Township in Monroe County.

The quarry property has several documented acreages in sources such as property deeds, a March 1988 survey compiled by Kevin Potter (and submitted with this application), plat maps and the County's property tax record card. Not surprisingly, the quarry acreages from all sources vary from 46.11 acres to 47.025 acres. This variation in acreages is not uncommon as surveying benchmarks over time change or are removed, or simply, surveyors have differences of opinion.

There have also been surveys for the properties located adjacent south and east of the quarry and mansion parcels. A recent 2010 survey for the property to the south (owned by E. Davis) did result in a loss of approximately 1 acre for Plat 116, as shown in Exhibit 4.

The applicant has excluded the SE corner of the quarry site from Plat 14 (or a portion of the SE quarter of the NE quarter of the SW quarter of Section 3), which Board staff estimates to be 2.75 acres. This land lies east of Matthews Drive and is geographically separate from the main quarry operation. The applicant has also excluded .88 acres at the NW corner of Plat 14.

The Board confirms the 42.82 acres associated with the quarry for this historic preservation district dedication. Plats 42 and 309 represent the land associated with the Matthews Mansion. The Board also agrees with the 2.79 acres dedicated to the mansion.

RICHLAND
03-09N-02W
617.17 ACRES ACCORDING TO U.S. SURVEY

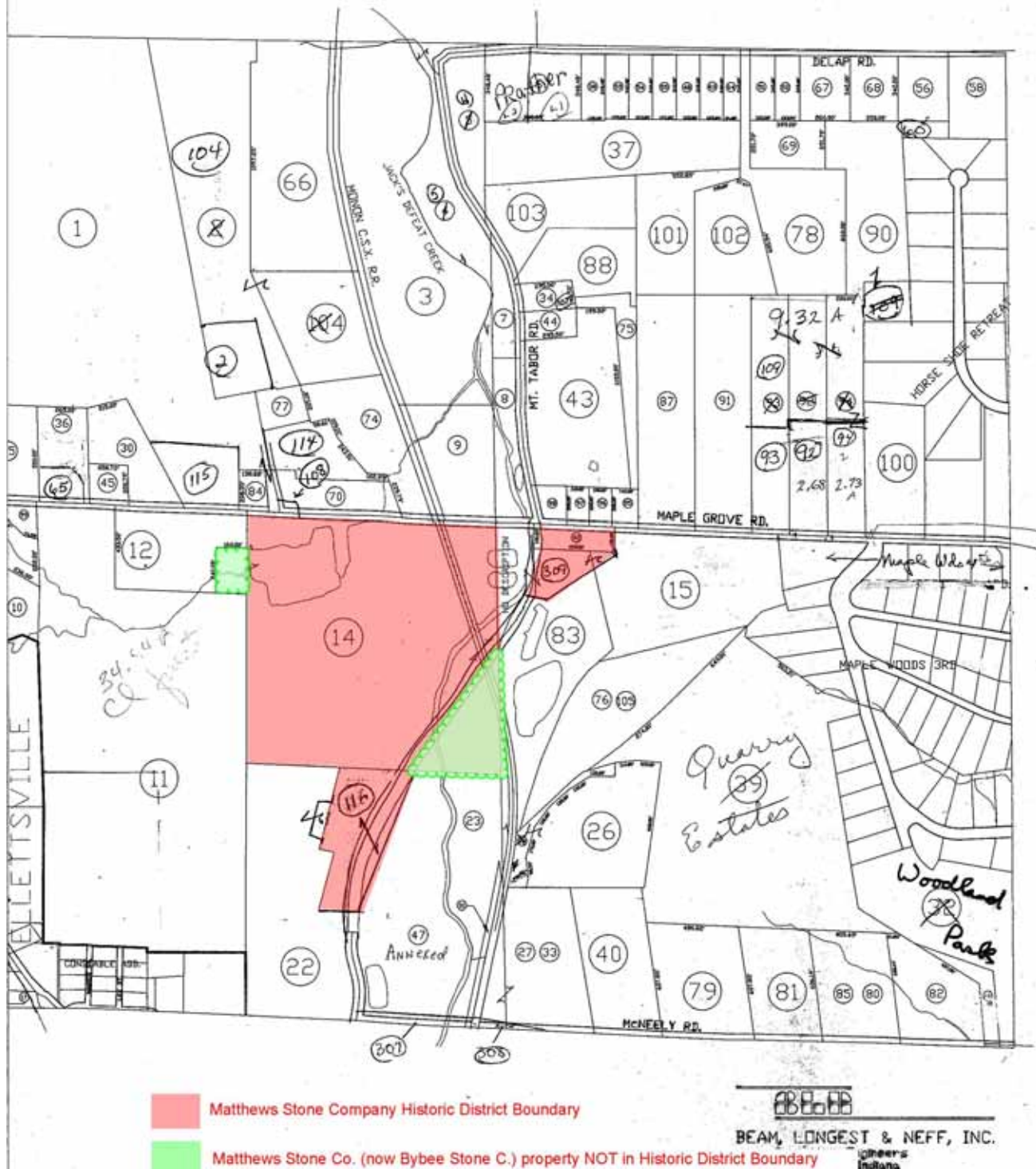


EXHIBIT 4: Plat map for the Matthews Stone Co. Historic District

Additional Documentation Section

Photography:

- Photo descriptions in the text reference photo number.
- The boundary survey / site plan for the business and estate reference point of view for each picture.
- The images are all clear and there is a combination of buildings and streetscapes.
- There are contributing and non-contributing photos in each shot from all areas of the district.
- The digital photo files are in .tifs format and are in color
- The digital photo files are labeled correctly and are on CD's as part of the application

Maps:

- USGS map: 7.5 minute topographical map is submitted in color and in good condition (original forwarded to state – Monroe County copy is b/w)
- Site map: business/quarry map is from a survey while the estate/mansion site plan is an aerial photo.

SITE PICTURES



EXHIBIT 5: Drafting Building, 1930



EXHIBIT 6: Drafting & Administration Building, 2010



EXHIBIT 7: Company store building in background, 1885



EXHIBIT 8: Company store building, 2010



EXHIBIT 9: Mill building, old office and drafting building on left, company store near rail track, 1909



EXHIBIT 10: Mill building looking east, 2010



EXHIBIT 11: Interior of mill building, date unknown



EXHIBIT 12: Interior of mill building, 2010



EXHIBIT 13: Matthews Family and Mansion, date unknown



EXHIBIT 14: Matthews Mansion from west, 2010



EXHIBIT 15: Matthews Mansion from east, 2010



EXHIBIT 16: Matthews Mansion tower detail, 2010

EXHIBIT 17: DNR/DHPA Checklist & Guidelines for National Register Applications

Checklist for Technical Review of Historic Districts

The Basics: Cover Sheets, Continuation Sheets, Photos/CD, and Maps

Working Your Way through the Cover Sheets

- Section 1:** Name: Does the name accurately reflect the significance of the property? Pay particular attention to the correct form for the name of the property
-Insert the survey number if available
-Pay attention to guidance in Bull. 16 for "not for publication" and "vicinity" boxes
- Section 2:** Location: County Code (Check Appendix II:5 in "How to Complete the National Register Registration Form")
- Section 3:** State/Federal Agency: Level of significance
- Section 4:** NPS Certification: Leave Blank
- Section 5:** Mark ownership & category
Resource Count:
 - Make sure it matches Description & site map
 - Make sure that various resources are classified as the appropriate type (building, site, structure, or object)
 - Make sure that all examples of a particular resource type (Ex: garages) within the period of significance are included. Can't only count the good ones.
 - For commercial districts: Be sure to count buildings, not storefronts. Admittedly this can be tricky.
- Section 6:** Make sure historic and current functions are indicated using categories taken exactly from "How to Complete the National Register Registration Form"
- Section 7:** Description:
 - Architectural classification and Materials entries **must** come exactly from Bulletin 16 Districts
 - Do the individual resource descriptions give the address, estimated date of construction, contributing/non-contributing status?
 - If only selected resources are described: Is there a good distribution geographically, architecturally, stylistically, and in terms of age and contributing/non-contributing status?
- Section 8:** Statement of Significance:
 - Make sure at least one Criterion is marked.
 - Make sure the appropriate Criterion is checked for the listed areas of significance
 - Follow guidance in Bulletin 16 covering the completion of the rest of the entries
 - Do the period of significance, criteria, and areas of significance match those marked on the cover sheets?
 - Is there an introductory paragraph with a summary of the criteria, areas of significance, and period of significance?

Section 9: Bibliography:

- Make sure there is a bibliography
- Make sure that any sources footnoted are included in the bibliography
- Make sure bibliographic entries follow an accepted format (like Chicago Manual of Style)

Previous Documentation: Is it necessary? Is it marked?

Primary Location of Data: Is something marked?

Section 10: Acreage of Property: Must be filled in

UTM References: This will be done in most cases by DHPA staff

Verbal Boundary Description:

- Make sure the boundary follows cardinal points (north, south, east, west) instead of left and right.
- Is the boundary one continuous line without breaks?
- Does the boundary start from one permanent location that will not change?
- Is the boundary as tight as it could be?
- The boundary should not run down the center of streets/alleys. Pick one side or the other

Verbal Boundary Justification:

- Does the boundary make sense?
- Does the explanation for the boundary make sense?

Additional Documentation Section

Photography

General Notes:

- Make sure there are photo descriptions in the text that include the 7 standard identification points (name of district with building address, county and state of district, name of photographer, date of photograph, location of negatives, photo number, description of view including direction of camera)
- Are the images clear?
- Are there a combination of individual buildings and streetscapes?
- Are there contributing and non-contributing resources represented?
- Are there photos from all areas of the district, not just focused in one area?

For Film Prints:

- Make sure that the photos have white borders
- Make sure labels are not labeled with ball point pen (pencil or photo pens are acceptable)
- Make sure stickers, labels, adhesives, and corrective type (White-Out) are not used

For Digital Photography:

- Make sure they are .tifs, measure 1200x1600, and are in COLOR
- Make sure they are labeled properly (IN_MarionCo_UnionStation1.tif, etc)

- Make sure there is a photo log on the CD
- Make sure there are two copies of the CD

Maps

USGS Map:

- Map must be a 7.5 minute topographical map
- Map must be full size (approximately 22x27) and color
- Map must be in good condition without tears or tape/adhesives/labels
- Make sure the map is not computer generated
- Make sure that the district is marked in pencil. Ink of any kind is not acceptable

Site Map:

- Map should only be in black and white. No color.
- Map must include: building footprints, addresses, street names, north arrow, a key, district name and location, clear boundary line, contributing/non-contributing status, and photo numbers with location and direction
- Does resource count on site map match the resource count in Section 5 of the cover sheet and any references to resource count in text?
- Does contributing/non-contributing status on map match to status in text?

Property Owner List

- Does the district have less than 50 property owners? If so, include a list of owners' addresses?

**Guidelines for Doing Substantive Review
for Sections 7 and 8 of the National Register Application**

Section 7

Section 7 is the physical/architectural description of the property. It should discuss primarily the appearance and condition of the property as it exists at the time of nomination but also discuss significant changes to the property that have occurred over time.

Section 7 should begin with a summary paragraph that briefly summarizes what the property is, what its physical setting is, its style (if applicable), the architect (if applicable), and its general condition. It should not include any discussion of how the property meets National Register Criteria (that's Section 8 material).

DHPA has posted guidelines for writing an architectural description on its website (www.in.gov/dnr/historic/3669.htm) which need not be followed exactly but provides a good general formula for preparing the description. It is important that the description be easy for the reader to follow, even without viewing photographs, and not jump around from one part of the property to another.

The physical description should be comprehensive and thorough but need not include a detailed description of every aspect of the property. For example, a house being nominated as a good example of a particular style should have a description that includes the stylistic features seen in the house but not necessarily detailed description of secondary spaces such as bedrooms, bathrooms, basements, attics.

If the property is a historic district, it is not necessary to describe every building but representative buildings (both contributing and non-contributing) from every section of the district and environmental character such as streets, gardens, other landscape features be included.

It is important that the description be composed of well-developed full sentences using good grammar. Sentence fragments are not acceptable.

Section 8

Section 8 is the statement that makes the case for how the property meets one or more National Register Criteria. If the property is being nominated for significance under more than one criterion, a statement for how it is significant under each criterion must be included. Make sure that each area of significance that is listed on the cover sheet is discussed in the statement.

Section 8 should begin with a summary paragraph that briefly identifies the property, indicates which National Register Criteria it is significant under, and what the level (local, state, national) of significance is. If the property was designed by an architect/engineer, that should be mentioned in the summary paragraph.

Properties being nominated under Criterion A for association with a particular event (event can be a broad pattern such as 'education' or a specific event such as a riot) must present enough information about the event to establish the importance of the property, but need not be an exhaustive history of the event.

Properties being nominated under Criterion B for association with an important individual must address a couple of questions:

1. Has the individual associated with the property truly made a contribution to one of the areas of significance listed in Bulletin 16 (at least at the local level) or was he/she simply prominent? A wealthy professional might have built a handsome home and been locally prominent but unless they did something significant in their professional life or made an important contribution to the civic life of their community, their prominence would not qualify as a Criterion B significance.
2. Is this the property the one most closely associated with that individual's contribution? If the property was their residence, did they live in the home during the period that they achieved significance? A childhood home or a retirement residence may only be appropriate if no other property remains. Also, their home may be less appropriate than the laboratory, office, theater, studio, or classroom where the contribution was made.

The statement need only present enough context to establish the significance of the property. In other words, if the property is being nominated as an outstanding example of a 20th century architectural style (Criterion C) that was important in its community, it is not necessary to present the history of the community from the settlement era to the 20th century. It is more important that the statement discuss the 20th century development of the community, and offer some of the reasons why the particular architectural style was predominant and how the property being nominated is an excellent representative of that style.

The statement need not include footnotes or endnotes but if it does, these should follow a recognized standard of style such as that presented in the Chicago Manual of Style.

2010 ANNUAL REPORT
Indiana's Certified Local Government (CLG) Program

CLG Community: Monroe County

Commission Name: Board of Historic Preservation

Reporting Period: January 1 to December 31, 2010 – **Calendar Year 2010**

Please complete this Annual Report and submit it to the Division of Historic Preservation and Archaeology (DHPA) **no later than April 18, 2011**. Please mail the completed report to:

Steve Kennedy, State CLG Coordinator
Division of Historic Preservation and Archaeology
402 W. Washington St., Room W274
Indianapolis, IN 46204

Please direct all questions about this report to Steve Kennedy at 317-232-6981 or skennedy@dnr.IN.gov.

Instructions: Please insert responses directly into this document where appropriate. Attach all supporting documentation to this form and submit it to the address above by the deadline.

Please provide the contact information for the person completing this report.

Name / Position: Erin Shane, AICP, Senior Planner / HP Board Secretary

Daytime Phone: 812-349-2560 E-mail Address: eshane@co.monroe.in.us

PART A: UPDATED CONTACT INFORMATION

Item 1: Contact Information for Primary Staff Person

The National Park Service CLG webpage lists staff contact information for each CLG in the country, and requests that this information be verified and updated periodically. To assist the DHPA with this annual update exercise, please provide the following information for the primary staff person to the commission:

Name: Erin Shane, AICP
Title: Senior Planner
Agency: Monroe County Planning
Address: Courthouse, Room 306, 100 W. Fifth Street, Bloomington, IN 47404
Phone: 812-349-2560
FAX: 812-349-2967
E-mail: eshane@co.monroe.in.us

If this staff person is new to the CLG since the 2009 annual report, please include a resume.

- **See Exhibit A**

Item 2: Contact Information for Commission Chairperson (or Proxy)

The DHPA normally directs many of its CLG-related e-mail communications to the commission's primary staff person AND chairperson (or another commission member).

Name of chairperson* elected for 2011: Cheryl Ann Munson

E-mail address of chairperson for 2011: munsonc@indiana.edu

*If the chairperson does NOT have an active e-mail account, please provide the name and e-mail address of the vice chair or another commission member.

PART B: NARRATIVE RESPONSES**Item 3: Continuing Education Efforts**

Provide a list of the continuing education efforts or training events attended by commission members and staff during the review period. Please give the name, date, location, and a brief description of the event and clearly indicate which commission members, staff, and/or advisors attended each event. The target is for a majority of commission members to attend one informational or educational meeting, training session, conference, or activity each year. Note: eligible events include those where the attendee is a “learner” as opposed to a “teacher, leader, facilitator, or presenter.” (Insert response here.)

Name	Date	Location	description
Lucretia Cregar	July 28-August 1, 2010	Grand Rapids, Michigan	National Alliance of Preservation Commissions' (NAPC) Forum 2010 annual conference <ul style="list-style-type: none">conference featured training sessions on a variety of topics,mobile workshops and tours, andnetworking opportunities with local preservationists from across the country.
Sharon McKeen	??	Louisville, KY	Window workshop sponsored by???

OTHER TRAINING ITEMS? Please provide dates, location and name of session and short summary of sessions.

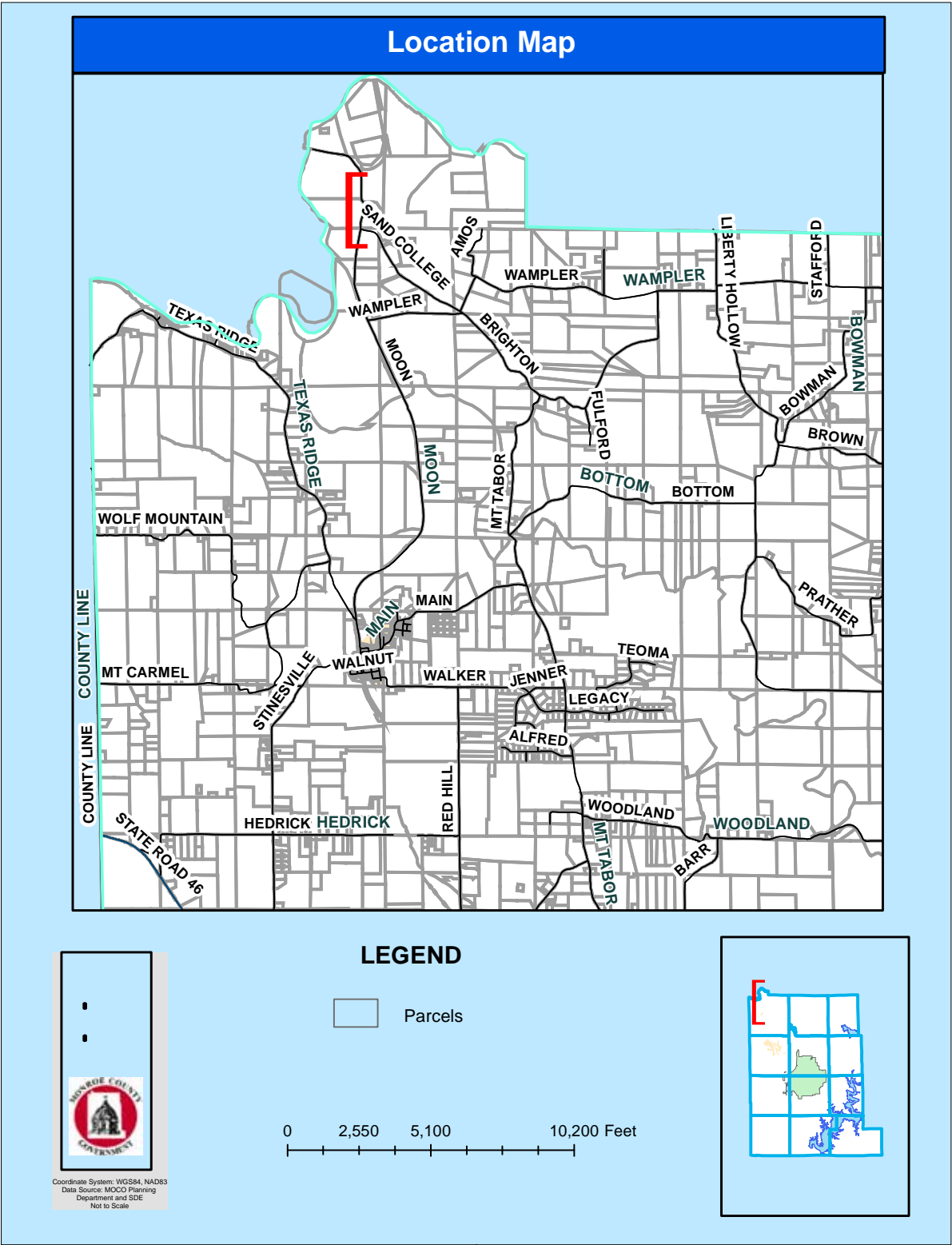
Item 4: Local Landmark Designation

Provide a list of all properties designated as local landmarks within the commission's jurisdiction during the reporting period (if any). If the landmark is an individual building, include the street address and building type (i.e., school, residence, commercial building, etc.). If the landmark is a district, indicate the type of district (i.e., commercial, courthouse square, residential, etc.) and include a map. If no local landmark designations were completed during the review period, indicate "None." (Insert response here.)

The Board processed one local landmark designation in December of 2010. The subject site, Breezy Point Farm, is a large farm over 100 acres that currently contains the following structures:

1. Single family home built in 1882 (with subsequent additions)
2. Drive thru corn crib built in 1890's (date approximate – exact year tbd)
3. Out house built in 1896
4. Bank cellar built in 1887
5. Barn (NW of house) built in 1898
6. Barn (S of house, across Sand College Rd.) built in 1897
7. Wood shed originally built in 1882, and rebuilt in 1950
8. Concrete silo built in 1901 (date approximate – exact year tbd)
9. Open tool shed next to concrete silo - not original to the farm and not part of the historic designation request

Only 30.66 acres of the farm which contain the structures are proposed for the Historic Preservation designation. This acreage aligns with Plat 8 in Section 32 and Plat 3 of Section 5. A location map and an aerial photo of the site are shown on the next two pages. A copy of the Board's report and the County Commissioner's ordinance is attached as Exhibit B.



An aerial photo showing all of the structures on the farm is shown here:

Breezy Point Farm - 8000 N. Sand College Road



To be identified as historic or architecturally worthy, a building, structure or place must possess one or more of the following significant attributes (Breezy Point Farm met the items noted in **bold**):

1. an association with events that have made a significant contribution to the broad patterns of County history;
2. **an association with the lives of persons significant in the County's past;**
3. **the distinctive characteristics of a type, period or method of construction;**
4. an example of the work of a master;
5. high artistic values;
6. an example of a significant and distinguishable entity whose components may lack individual distinction; or
7. **capability of yielding information important in prehistory or history.**

Item 5: National Register Activities

Provide a list of all the National Register applications for individual properties and/or districts that were received and reviewed by the commission during the review period (if any). For each application, please give the date that it was received, the date that it was considered by the commission, a description of any local actions taken, and the date that it was approved by the commission to be forwarded to the DHPA (as may be applicable during the reporting period). If no National Register Applications were considered during the review period, indicate "None."
(Insert response here.)

The Board did not receive, nor process, any National Register applications in 2010.

Please review your most recent city or county Interim Report publication and list below any potential districts that are identified but not yet listed in the National Register of Historic Places. Also include any districts that may have been identified by the CLG and/or DHPA since publication of the Interim Report. For each identified district, please answer the following questions:

Matthews Stone Company Historic District, 105-055-16001-16005

Is there currently local support for listing the district in the National Register of Historic Places?

☒ Yes ☐ No ☐ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☐ Yes ☒ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Clear Creek Historic District, 105-115-36001-36056

Is there currently local support for listing the district in the National Register of Historic Places?

☐ Yes ☐ No ☒ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☐ Yes ☒ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Sanders Historic District, 105-155-38001-38052

Is there currently local support for listing the district in the National Register of Historic Places?

☐ Yes ☐ No ☒ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☐ Yes ☒ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Stanford Historic District, 105-607-41001-41021

Is there currently local support for listing the district in the National Register of Historic Places?

☐ Yes ☐ No ☒ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☐ Yes ☒ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Victor Oolitic Stone Company Historic District, 105-115-46001-46010

Is there currently local support for listing the district in the National Register of Historic Places?

☐ Yes ☐ No ☒ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☐ Yes ☒ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Smithville Historic District, 105-115-51001-51056

Is there currently local support for listing the district in the National Register of Historic Places?

☐ Yes ☐ No ☒ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☒ Yes ☐ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Harrodsburg Historic District, 105-115-53001-53069

Is there currently local support for listing the district in the National Register of Historic Places?

☐ Yes ☐ No ☒ Unknown

Has the Commission and/or staff attempted to cultivate local support for listing the district?

☒ Yes ☐ No

Does the Commission have any near-future plans to apply for HPF grant assistance through the DHPA to list the district?

☐ Yes ☒ No

Item 6: Local Survey Update

Provide a narrative description of how the local survey data is kept up-to-date. Please give the year in which the local jurisdiction was last systematically surveyed on a city-wide or county-wide basis and provide a detailed description of how the survey data is kept up-to-date in terms of additions, deletions, designation changes, etc. Describe any on-going, systematic update efforts undertaken during the review period.

(Insert response here.)

- Monroe County's last survey update was published by Bloomington Restorations Inc. in June 1989.
- The board stays involved in revision of planning procedures to ensure that historic structures are considered in planning decisions – this is being done via updating the GIS, creating new driving tours, and ensuring historic preservation concepts are included into the County's new Comprehensive Plan
- An intern was secured to enter the county inventory into the GIS database, creating a point layer with inventory data (i.e. year of construction, construction type, name, etc.)
- Developing program to locate, identify, document, and survey stone walls
- Historic preservation data has been input into the GIS program for Stinesville, Harrodsburg, and Clear Creek. Bean Blossom and Washington township are underway. Now overlaying USGS topographic maps, aerial imagery, and new topographic data to attempt to detect old foundations and try to find additional buildings for Stinesville, Harrodsburg, and Clear Creek.

Item 7: General Preservation Accomplishments

Provide a list or summary of all preservation accomplishments sponsored by the commission during the review period. Examples include: Preservation Month and/or Archaeology Month activities, local heritage events and observances, locally hosted training events for the commission and/or the general public, plaque or marker installations, awards ceremonies, public outreach events, press releases and media events, brochures or publications produced, successful outcomes of particularly difficult or controversial COA applications, HPF grant-assisted projects completed, etc.

(Insert response here.)

Protecting Historic Resources

- Review 2 nominations for historic designation before year end. This is a list of proposed resources to begin with and potential Board or Community contacts to coordinate efforts:
 - ✓ Koontz House (Cheryl Munson)
 - ✓ Matthews Mansion
 - ✓ Jacob Bunker House
 - ✓ Joe Bunker House
 - ✓ Kirby House
 - ✓ Honey Creek School (MCCSC School Board, Susan Clandening)
 - ✓ Stone Walls/Fences (Planning Staff)
 - ✓ Mitchell House
- Get involved in revision of planning procedures to ensure that historic structures are considered in planning decisions – this is being done via updating the GIS and driving tours. (Ongoing)
- Resource information on historic stone walls
- Locate, identify, document, and survey stone walls
- Initiate discussions, research model ordinances, and develop support for a Demolition Delay Ordinance & Conservation Districts for Historic Structures / Areas in Monroe County

Board Member Education

- Plan to attend Historic Preservation Annual Conference
- Seek additional training and conference opportunities to enrich board member historic preservation education

Outreach

- Prepare exhibit and staff informational booth at the 2011 County Fair
- Prepare exhibit at Courthouse for May 2011 National Historic Preservation Month
- Prepare exhibit at Library (Gallery Wall) for May 2011 National Historic Preservation Month
- Develop historic structure model program with area schools
- Revise Maple Grove road driving brochure
- Complete 2 additional driving tour brochures
 - Smithville-Sanders
 - Stinesville
- Finish 2 Bike Tour brochures
- Create Top 10 list – most endangered structures / assets in Monroe County
- Create and maintain accessible web presence

Other

- Seek appropriate future for Ketcham barn timbers

PART C: STATISTICAL RESPONSES

Item 8: Certificate of Approval Statistics

Please account for all COA applications received so that the number reported for A equals the sum of the numbers reported for B through G. (Please check your math.)

- A. 0 Total number of all COA applications received during the review period
B. 0 Number of COA applications approved without conditions
C. 0 Number of COA applications approved with conditions
D. 0 Number of COA applications denied
E. 0 Number of COA applications withdrawn
F. 0 Number of COA applications tabled, NOT considered during the review period
G. 0 Other, please explain: _____

Does the Commission routinely announce and/or publish these statistics in order to help demystify the process for the public?

- ☐ Yes If yes, please describe how and when this is done.
☒ No If not, please consider adopting this practice within the current year.

Item 9: Other Commission Information

Does the commission have organizational membership in the National Alliance of Preservation Commissions (NAPC)?

- ☒ Yes
☐ No If no, please consider joining in the current year.

Check if applicable:

- ☒ Staff person has individual membership in NAPC
☐ One or more commission members have individual membership in NAPC

Does the commission hold an annual retreat or planning meeting for its members and staff to review accomplishments and lessons learned, identify and set new goals, and/or plan special events?

- ☒ Yes If yes, please give a brief description of it below.
☐ No If no, please consider starting this practice in the current year.

Board members and staff conduct an annual meeting (January) to review the accomplishments of the past years' work program and establish the coming years work program and the establishment of any revised goals or planning for special events.

Does the commission have a mission statement?

- ☒ Yes If yes, please insert it below.
☐ No If no, please consider adopting one in the current year.

The Monroe County Historic Preservation Board of Review was established in 2001 to promote the educational, cultural, economic, aesthetic and general welfare of the public through the preservation and protection of historic or architecturally worthy buildings, structures, sites, and neighborhoods that area significant at the local level.

Does the commission have a Code of Ethics?

☐ Yes

☒ No If no, please consider adopting/adapting the Code of Ethics of the National Alliance of Preservation Commissions (NAPC), which is available on-line at:

<http://www.uga.edu/napc/programs/napc/publications.htm>

Does the commission have its own website that is separate and distinct from the municipality's main web page?

☒ Yes Web Address:

<http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment/HistoricPreservation.aspx>

☐ No

PART D: ATTACHMENTS

Item 10: Letter of Commitment

Provide a letter that restates the municipal government's commitment to fulfill the duties and responsibilities delegated to it in Section 4(A-G) of *Indiana's Certified Local Government Regulations* for purposes of protecting cultural resources. This letter should be printed on the municipal government's letterhead and must be signed by the chief elected official AND the current chairperson of the Commission.

- **See Exhibit D for Monroe County's Letter of Commitment.**

Item 11: List of Commission Members

Provide a list that includes the following information:

- Commission Chair – name and term expiration date;
- Commission Members – name and term expiration date for each member;
- Commission Vacancies – give the number of vacant seats on the commission, if any;
- Advisory Members – list the name and organizational affiliation of each advisory member, if any.

Note: If any member is new to the commission since submission of the FY2009 annual CLG report, please provide a resume for that person. Each resume should specifically list and describe (1) any pertinent educational background related to architecture, archaeology, history, architectural history, or historic preservation, with the dates of degrees conferred (if any), (2) work experience directly related to architecture, archaeology, history, architectural history, or historic preservation (if any), and (3) the member's personal interest in and experience with historic preservation.

- **See Exhibit E for Monroe County's Letter of Commitment.**

Item 12: Local Preservation Ordinance

Required ONLY for: Bloomington, Elkhart, Evansville, Huntington, Lafayette, Mishawaka, Monroe County, Newburgh, St. Joseph County, and South Bend. Other CLGs please skip this item. Provide a printed copy of your local preservation ordinance, including any amendments. Please be sure the copy is clean, clear, and readable so it can be converted to a PDF.

- **See Exhibit F for Monroe County's Local Preservation Ordinance.**

Item 13: Updates to Commission Documents

If any new documents have been prepared – or older documents have been revised and updated – and adopted by the commission during the reporting period, please provide them as hard copy attachments to this report:

- Rules of Procedure or Bylaws;
- Code of Conduct;
- Code of Ethics;
- District Design Guidelines;
- Any other pertinent documents related to the routine operation of the commission (please do not include copies of recent HPF Grant applications). CLG Policies

Item 14: Commission Meeting Agendas, Staff Reports, and Meeting Minutes

For the Commission meetings held in March and July during the reporting period, please attach the meeting agenda, staff report(s), and the meeting minutes. If a meeting was not held in one of these months, please substitute the documents from the next monthly commission meeting held.

- See Exhibit G for Monroe County's March 2010 Agenda and Meeting Minutes.
- See Exhibit H for Monroe County's July 2010 Agenda and Meeting Minutes