



Design Committee Meeting | Thursday, January 12, 2023 | City Council Chambers | 9:00 a.m.

Minutes

Call to order, Cassie Ragan

Roll Call: Michelle Kendall, DDD Executive Director

Chris Bankston	Present
Tara Bennett	Present
Roy Dufreche	Present
Tom Pistorius	Present
Cassie Ragan	Absent
Jeffrey Smith	Present

Old Business:

1. Approval of minutes from November 3, 2022

Roy Dufreche made a motion, seconded by Chris Bankston, to approve the meeting minutes as written.

Chris Bankston	Yes
Tara Bennett	Yes
Roy Dufreche	Yes
Tom Pistorius	Yes
Cassie Ragan	Absent
Jeffrey Smith	Yes

Yes: 5 | No: 0 | Absent: 1 | Abstain: 0 | Motion carried.

2. Approval of minutes from December 8, 2022

Roy Dufreche made a motion, seconded by Chris Bankston, to approve the meeting minutes as written.

Chris Bankston	Abstain
Tara Bennett	Yes
Roy Dufreche	Yes
Tom Pistorius	Yes
Cassie Ragan	Absent
Jeffrey Smith	Yes

Yes: 4 | No: 0 | Absent: 1 | Abstain: 1 | Motion carried.



3. Architectural Review: 113 N Oak St

Ms. Kendall mentioned this is being presented to the group again due to some confusion about the process for approvals from the City’s building department, stating that the Design Committee has not voted for approval on this project. Members discussed the process and reviewed the Unified Development Code, which indicated that, a review and the Design Committee did not merit approval of 113 N Oak since it is under the purview of the Hammond Historic District. Ms. Kendall confirmed this matter would be brought to the attention of the building department.

A discussion of reimbursement of sidewalks took place and desires of the committee to take a look at that process to ensure it is firmed up.

New Business:

1. Façade Grant: 123 S Oak St

Ms. Kendall presented the façade grant packet for 123 S Oak S, stating that the project was completed in the fall of 2022 and the application meets the requirements for the full grant amount.

Jeffery Smith made a motion, seconded by Roy Dufreche, to approve the façade grant for 123 S Oak St in the amount of \$2,000.

Chris Bankston	Yes
Tara Bennett	Yes
Roy Dufreche	Yes
Tom Pistorius	Yes
Cassie Ragan	Absent
Jeffrey Smith	Yes

Yes: 5 | No: 0 | Absent: 1 | Abstain: 0 | Motion carried.

2. Nominations for Open Committee Seat

Ms. Kendall reviewed the process and eligibility to nominate and appoint members to the Design Committee. Chris Bankston nominated Michelle Juneau.

3. 2023 Goals & Workplan

Ms. Kendall presented in progress projects including Relationship Building with City Administration, Department Heads (building, planning, parks & grounds), and Historic District ; Hammond Welcome Sign; Railroad Park History Exhibit; and Thomas Street Lighting (capital outlay). The Master Plan formed in 2020 has not be adopted by Hammond City Council. An area of focus may need to be building complete streets and protect pedestrians at intersections, namely Thomas and Oak.



Mr. Smith proposed the committee develop small plaques to be installed on historic buildings potentially starting with the buildings identified in the Hammond Historic District walking tour.

4. Director's Report

Ms. Kendall presented the report including streamlining processes between the City, DDD, and Historic District. Ms. Kendall mentioned that the building department is notifying the DDD of demolitions. Members discussed clarifying the Design ordinance with City Council to include demolitions as a part of the review for structures in the DDD before a permit can be released, as the current interpretation is that demolitions are not covered under building permits. Ms. Kendall also noted structures for improvement that were presented to the Historic District Commission, including 116 W Thomas St.

Members discussed Railroad Park History Exhibit, brick selling campaign, corporate sponsorships for courtyard furniture, and closure of the 100 block of NW Railroad Ave.

-Adjournment

