



HISTORIC PRESERVATION COMMISSION MEETING MINUTES

Date, Time & Location:

Thursday, March 12, 2026 — 9:00 A.M.
Municipal Building - City Hall, 300 W. Lincoln St.

Board Members:*

Voting: Emily Hostetler • Ryan Detwiler • Jennifer Newcomer • Adam Slone • Quinci Julian
Non-voting (ex-officio): Todd Nunemaker, Secretary • Martha Owen

Meeting Agenda:

1. Call to Order

- a. Adam Slone called the meeting to order at 9:00 A.M.

2. Roll Call

- a. **Present:** Adam, Jennifer, Emily, Ryan
- b. **Absent:** Quinci
- c. **Also Present:** Todd Nunemaker (City Planner), Martha Owen (Nappanee Library), Dan Slaven (Assistant City Planner), Deb Parcell (Indiana Landmarks)

3. Approval of the Minutes from February 12, 2025

- a. **Motion:** To approve the minutes of the February meeting as presented
- b. **Action:** Jennifer motioned to approve. Ryan seconded. Motion carried unanimously.

4. Staff Report: Deb Parcell

- a. Deb presented information on the Indiana SHAARD website and online map (State Historic Architectural and Archaeological Research Database)
 - i. It is a database to search surveys with data on historical sites, such as theaters, IHSSI, cemeteries, historic bridges, the National Register, etc

5. Petitions and Comments by Citizens

- a. None

6. Unfinished Business

- a. HPC Design Standards document updating.
 - i. Dan, Todd, Emily & Jennifer continue to work on incorporating Nappanee specific standards into the Indiana Landmarks document template
 - ii. Goal is to bring to HPC at April meeting for review
- b. Historic Window Restoration Seminar
 - i. Dan presented an outline of the program for March 30. Discussion was had concerning light refreshments for the event. Jennifer volunteered to

*Please visit nappanee.in.gov for board member appointment and term details

gather food items and supplies. Emily motioned to approve discretionary spending for refreshments. Ryan seconded. Motion carried 4-0. Advertisement of the event continues on Facebook, The Pace Newspaper and posters in downtown windows/businesses.

- c. American Legion Application Discussion
 - i. Deb Parcell clarified that the entire property, not just the original portion of the building, would be best under consideration. The entire property would be part of the application, the non-historical additions would be under limited review, the original building would be preserved and controlled. No specific action was taken at this time.
- d. HPC Award Night Nomination Form
 - i. Awards Night scheduled for May 5. The floor was opened for nominations. Additional nominations will be accepted, with voting at the April meeting.

7. New Business

- a. COA Review: Discussion was had on the idea of an Administrative Review Process for typical standard or small project reviews, as compared to COA reviews needing entire HPC discussion and approval. This would be following guidelines as outlined in the Indiana Landmarks Design Standards template, which is in progress (see above). Any Administrative Review would be completed by Todd, Dan and Deb (Indiana Landmarks staff). Report to HPC at regular meetings would follow any administrative decision. Adam made a motion to approve the use of Administrative Review. Ryan seconded. Motion carried 4-0

8. Presentation

- a. NONE

9. Announcements

- a. Next Meeting: Thursday, April, 2026, at Municipal Building
- b. Dietrich Building - 3rd Reading scheduled for April 20.
- c. Deb announced a CLG Webinar on March 25.

10. Adjournment

- a. Adam asked for a motion to adjourn. Emily motioned. Jennifer seconded. All approved. The meeting adjourned at 10:02 am.