

**MINUTES**  
**CITY OF RICHMOND, INDIANA**  
**HISTORIC PRESERVATION COMMISSION**  
**Monday, January 13, 2014**  
**Richmond Municipal Building**  
**3<sup>rd</sup> Floor Council Chambers**  
**5:30 P.M.**

**Attendance:** Ron Hughes, \_\_X\_\_, David Inderstrod, President\_X\_\_, Lynn Johnstone \_\_X\_\_, Jill Nelson\_X\_, Beth Lunsford\_\_X\_\_, Joe Schroeder \_\_X\_\_, Michael Thuman \_\_X\_\_, Scott Zimmerman, Staff\_X\_\_.

David called the meeting to order at 5:30.

**BUSINESS**

**Welcome** – David welcomed new appointee Beth Lunsford to the commission. Beth lives in the 900 block of South 12<sup>th</sup> Street, is an instructor at Dennis Intermediate School and has a master of public history from Wright State University. Mayor Hutton sends her well wishes to the commission and regrets not being able to attend today.

**Election of Officers** – David asked for nominations for officers. Michael Moved, Seconded by Ron, to retain David and Jill as Chair and Vice-Chair for the commission. David asked if there were any other nominations. None were given. Scott was asked to confirm that the commission rules of procedure allowed multiple year terms for officers which it does. Motion passed unanimously.

**Approve Minutes** – The November minutes were amended to state that Clay Miller has been requested to present the Mothball Ordinance. Joe Moved, Seconded by Michael to adopt the December minutes and the November minutes as amended. Motion passed unanimously.

**Mothball Ordinance** – Revisions were made regarding the opportunity to grant variances to the Mothball standards and the timing of completion of work. (See attached) Michael Moved, Seconded by Ron, that the commission adopt the Mothball Ordinance proposal as amended and request the Unsafe Building Commission to reply with comments or suggestions by the next HPC meeting in March. Motion passed unanimously.

**Endangered Properties list** – The commission reviewed reasons why each property was considered endangered. Scott explained National Register of Historic District standards compared to local historic district or conservation district. The list will be given to the UBC for their comments.

Joe thanked Don Nordstrom for his two year effort on the commission to draw community attention on the need to address endangered the preservation of historic vacant properties.

Meeting adjourned at 6:40

**Next meeting:**

Monday, February 10, 5:30 p.m. in the city building council chambers 3<sup>rd</sup> fl.

**A proposed ordinance establishing the requirement for the security of vacant buildings to meet requirements for mothballing:**

**I. Disconnect all utilities at the street**

1. Turn off water at the street & drain the plumbing system at its lowest point. Open all faucets and put anti-freeze in all traps containing water.
2. Have the utility company disconnect electricity at the street and remove and cap meters.
3. Shut off LNG supply at the street. Disconnect and remove LPG tanks and heating oil tanks.

**II. Remove all flammables and combustibles from inside and outside**

1. Remove all upholstered furniture, combustible materials and trash from the building, including the basement and attic.
2. Remove trash and trash containers and combustible furniture from exterior stairwells, porches, fire escapes and outbuildings.
3. Remove shrubbery and vegetation adjacent to the building that could support or spread a fire.

**III. Secure the building to prevent entry/vandalism/weather damage/fire.**

1. Search the entire building to insure that it is unoccupied.
2. Construct entrance barriers using the following materials & methods:

**Materials Needed**

- a. 1/2" (4 ply) plywood, exterior grade CDX and 2" by 4" by 8' construction grade lumber
- b. 3/8" (course thread) by 12" carriage bolts (rounded head on weather side)
- c. 3/8"(course thread) construction grade nuts
- d. 1/2" (USS Standard) Flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt head.
- e. 3/8" (USS Standard) diameter flat washers for installation beneath the nut inside the building
- f. 1-5/8" (6d) galvanized or stainless steel ring-shank nails or comparable deck nails.

**Security Measures**

1. Openings in the basement, first floor doors and windows and any point of entry accessible from a porch, fire escape or other potential climbing point require additional security measures. These openings should be barricaded with plywood, 2x4s braces, carriage bolt sets and nails.
2. Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, roof, or other climbing point can be secured with nails in each brace, and every 12" around the perimeter. For all openings the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight. If possible carpenters should plywood & stub brace over the edge of the trimmer studs on each window and door casing and meeting the header board.

Barrier Procedure

1. Applying barriers is easiest with a inside & outside carpenter with appropriate tools & supplies. The inside carpenter will need a light. Exit is made over a ladder when the last window is boarded.
2. Cut plywood to fit over the window and door openings, flush with outside of the molding/trimmer stud. Avoid creating or leaving a lift surface if possible.
3. Cut the 2x4s to fit the horizontal dimension of the plywood. You will need two exterior and two interior 2x4 braces for each window and three sets for each door.
4. Drill two 3/8" holes in each brace, approximately 1/3 of the length of the brace from the outside edge of the door and window jams.
5. Prior to installation stack both 2x4 braces on the plywood as they will be installed & drilling through all for ease in installation.
6. The two window braces will be placed 1/3 of the distance from the top and the bottom of the window.
7. The three door braces will be placed: one in the center of the doorway and one 1/2 the distance from the center to the top and one 1/2 distance from the center to the bottom of the doorway.
8. Place the plywood over the exterior opening and nail every 12" along the perimeter to the window/door frame.
9. Place the 2x4 braces over the interior and exterior of the door or window.
10. Place the large washer over the carriage bolt and slide the bolt through the holes.
11. Place washer and nut inside and tighten securely. Torque the nut so that it slightly compresses the interior 2x4.
12. Color the said barriers as to minimize their appearance.

#### **IV. Allowance for variances to these standards**

1. The Unsafe Building Commission may grant variance to any of these standards to allow the building to still be considered a Mothballed property.
2. Once a Mothball application has been approved by the Unsafe Building Commission, the building owner has 60 days to complete the Mothballing process.