

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
WEDNESDAY, July 13, 2016**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, July 13, 2016 at 6:04 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Greg Kuzmar called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

**ROLL CALL:** Commissioners present included Greg Kuzmar, Kathy DeGuilio-Fox, Dominic Noce, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, Councilman Steve Wagner, School Town of Highland Commissioner Pat Krull Clerk-Treasurer Michael Griffin, Redevelopment Director Cecile Petro, and two representatives from Corporate Thread, Tom Porter and Tim Lobbezoo.

**General Substance of the Discussion**

**Presentation from Jim Louthen from Retown**

Jim Louthen from Retown presented his company’s approach to a public/private/partnership with the town of Highland as both an investor and developer. He provided information on the history of his company and examples of the work he is currently involved with in other states. Mr. Louthen explained that Highland is on the correct course by defining the area and accumulating properties. Highland is now at a juncture where a market study is needed to further define the project. Retown is interested in working with the Town to create a public/private/partnership in order to redevelop the proposed Art & Cultural District Area, as well as, to pursue senior housing within the town.

The Study Session ended at 7:14 PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION  
PUBLIC MEETING  
July 13, 2016**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on July 13, 2016 at 7:16 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Kuzmar called the meeting to order.

**ROLL CALL:**

Present on roll call included Redevelopment Commissioners Greg Kuzmar, Ed Dabrowski, Dominic Noce, Bill Leep, and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraleay, Councilman Steve Wagner, Clerk-Treasurer Michael Griffith, School Town of Highland Commissioner Pat Krull, and two representatives from the Corporate Thread, Tom Porter and Tim Lobbezoo. Taking minutes for the meeting was Director Petro.

**MINUTES OF PREVIOUS SESSIONS:**

Commissioner DeGuilio-Fox made a motion to approve the minutes as written for the Public Meeting and Study Session of June 8, 2016 and the Special Public Meeting and Study Session of June 22, 2016. Commissioner Noce requested a larger font for the minutes. Commissioner Noce seconded the motion. **Motion carried by unanimous voice vote.**

**PUBLIC COMMENTS:**

Mr. Tom Porter stated that he and his partner, Tim Lobbezoo, were present to provide any further information that may be needed for approval of his application for a Façade Improvement Grant. He stated that little or no maintenance has been performed on the building prior to his acquisition. In response to questions from the Commission, Mr. Porter stated that the basement has been completely redone, and that future improvements from the façade grant would include long board aluminum under the overhang, the stone would remain and be filled in at the bottom of the existing door after its removal, and that he would replace the existing steel with textured aluminum or steel for the fascia and soffits in a silver-toned metallic finish.

**SPECIAL ORDERS: None**

**COMMUNICATIONS: None**

**UNFINISHED BUSINESS AND GENERAL ORDERS:**

Commissioner Dabrowski made a motion to approve Resolution #2016-19, *A Resolution of the Highland Redevelopment Commission Providing Preliminary Approval to Mr. Thomas Porter's Request for a Façade Improvement Grant for 2929 Highway Avenue along with Exhibit A which provides a visual representation of the type of material with the color (silver-toned) that will be utilized for the project. In addition, the lower portion of where the existing door is currently located will be filled in with limestone once it is removed.* Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

**NEW BUSINESS:**

**ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:**

Commissioner Dabrowski made a motion to pay account payables as prepared in the amount of \$73,078.19. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

**BUSINESS FROM THE COMMISSIONERS: None**

**NEXT MEETING:**

A Special Public Meeting will be held on August 10, 2016, at 7:00 PM. A Study Session will precede the Public Meeting at 6:00 PM and may follow the meeting. The next full Study Session will be held on July 27, 2016, at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, August 4, 2016 at 6:30 PM. All meetings will take place in the town hall.

**ADJOURNMENT:** Commissioner Noce made a motion to adjourn the meeting. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:44 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION RECONVENED  
July 13, 2016**

The Highland Redevelopment Commission (“Commission”, “RC”) reconvened at 7:45 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

**ROLL CALL:** Present on silent roll call included Commissioners: Greg Kuzmar, Dominic Noce, Kathy DeGuilio-Fox, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, Clerk-Treasurer Michael Griffin, Councilman Steve Wagner, and School Town of Highland Commissioner Pat Krull.

**General Substance of the Study Session**

**Reviewed Presentation by Retown**

Commissioners briefly reviewed the presentation provided by Retown. They would like more information on Retown’s completed projects and they would like additional presentations from other potential developers before any action is taken. The Commission was pleased that Mr. Louthen brought up many good points concerning a public/private/partnership. The RC will discuss this topic again at the next meeting.

**8630 Kennedy Avenue**

The Director displayed a sample of exterior material from a company that has made an offer on the property located at 8630 Kennedy Avenue. The potential owner would like to apply for a Façade Improvement Grant. Discussion ensued. The Commission stated that it would not consider providing a façade grant for this building at this time.

**8620 Kennedy Avenue**

The Commission suggested a possible purchase price for this property at \$147,500.00. Attorney Green-Fraley will prepare an offer to the owners.

**2711 & 2717 Condit Street**

Commissioners directed Attorney Green-Fraley to counter offer the owner of 2711 & 2717 Condit Street with an offer of \$75,000.00.

**8610 Kennedy Avenue**

The Commissioners discussed the current challenges associated with short term leasing of the space at 8610 prior to the redevelopment of the property.

Study Session ended at 9:16 PM.

**Resolution No. 2016-19**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT  
COMMISSION TO PROVIDE PRELIMINARY APPROVAL FOR  
AN APPLICATION BY THE CORPORATE THREAD (MR.  
THOMAS PORTER) FOR A FAÇADE IMPROVEMENT GRANT  
FOR PROPERTY LOCATED AT 2929 HIGHWAY AVENUE**

WHEREAS, the Highland Redevelopment Commission (the "Commission"), governing body of the Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment District"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Commission on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2016 budget approved the Façade Improvement Grant Program which is intended to provide financial assistance for significant exterior building façade improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, The Corporate Thread has applied for a grant totaling \$38,454.00, of which \$26,917.80 will be supplied by The Corporate Thread, and not to exceed 30% or \$11,536.20 will be reimbursed to The Corporate Thread upon completion of the work with approved receipts. All property taxes must be paid and up to date and there shall be no liens against the property;

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

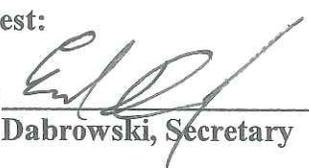
1. That the Commission finds and determines that it will be of public utility and benefit to approve the application by The Corporate Thread for a Façade Improvement Grant for property located at 2929 Highway Avenue.
2. That the Commission will provide up to and not to exceed reimbursement of \$11,619.00, based upon a total project cost of \$38,730.00. The Corporate Thread will provide \$27,111.00 of the total cost for the project.
3. That all reimbursements will be made upon delivery to the Commission of approved receipts of work performed, and that all property taxes are paid and up to date and no liens have been filed on the property.
4. That this Resolution shall be in full force and effect after its adoption by the Commission.

**ADOPTED AND APPROVED at a Special Meeting of the Highland Redevelopment Commission held on the 13th day of July 2016.**

**Highland Redevelopment Commission**

By:   
\_\_\_\_\_  
**Greg Kuzmar, President**

Attest:

By:   
\_\_\_\_\_  
**Ed Dabrowski, Secretary**

# Application

## Highland Main Street FAÇADE GRANT PROGRAM APPLICATION

Applicant Name THOMAS L. PORTER  
Mailing Address 3939 Highway 1175  
Business Name THE PORTER TRADING COMPANY  
Business Owner THOMAS L. PORTER  
Business Owner Address 2387 Highway 1175  
Property Address 2939 Highway 1175  
Phone Number 219 838-2813 Cell 219-308-5863  
Email TPORTER@CORPORATEMKTG.COM  
Fax Number 219-838-2990

Estimated Start Date ASAP (RUSH) Completion Date 6 weeks

Total Cost of Project \$ \_\_\_\_\_

Owner Cost \$ ~~38,439~~ + 38,730 per T.P. 7-8-16

Highland Main Street Façade Grant Program \$ ~~23,400~~ \$11,619.00 CIP 7-11-16

Please attach the following supporting documents:

- Appendix 1. Project description, including architectural renderings where applicable. Paint color samples where applicable
- Appendix 2. Photos of existing building and close-up photos of areas to be improved
- Appendix 3. Professional cost estimates from contractors, architects, and tradesmen. Be sure to include cost estimates for both the materials and labor. One alternate estimate must be provided for comparison
- Appendix 4. Written permission of building owner, if the applicant is not the owner.

Complete and return to: Cecile Petro - Redevelopment Director, Highland Main Street Committee 3333 Ridge Road, Highland IN 46322. Please call 219-972-7598 or email [cecep@hmsc.org](mailto:cecep@hmsc.org) for questions

MIDWEST PROPERTY IMPROVEMENTS  
 2143 CLINE AVE  
 IN  
 (773)981-0857  
 mgriffinmidwest@gmail.com

ADDRESS  
 Corporate thread. 2929  
 highway ave. highland indiana, 46322

ESTIMATE # 1048  
 DATE 07/07/2016

# Construction Bid 1

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>Soffits</b> Install new woodgrain solid aluminum soffits on front overhang of building est 60'x6'	1	0.00	0.00
Install new solid aluminum fascia panels on front overhang of building.			
<b>Material</b> Longboard aluminum fascia and soffit products.	1	0.00	0.00
<b>Material</b> All material furnished for above described work.	1	\$9450.00	\$9450.00
<b>Labor</b> All labor furnished for above described work.	1	\$6880.00	\$6880.00
<b>TOTAL</b>			<b>\$16,330.00</b>

Accepted By

Accepted Date

# Construction Bid 2



July 6, 2016

The Corporate Thread  
2020 Highway Avenue  
Highland, IN 46322  
219-838-2883  
Contact: Thomas Porter  
Cell: 219-308-5863

11111111111111111111

## ESTIMATE

- Remove stainless steel fascia and roof coping
- Install 1/2" wood lining on underside of overhang
- Install long board wood grain soffit
- Install long board solid fascia
- Install roof coping to match the solid fascia
- Clean up and remove debris
- Permit

TOTAL JOB COST: \$17,680.00



Project Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_

Contract No.: \_\_\_\_\_  
Date: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Price

Subtotal: \_\_\_\_\_  
 Sales Tax (11.0%): \_\_\_\_\_  
 Total: \_\_\_\_\_

# Glass Bid 1

Subtotal	_____
Sales Tax (11.0%)	_____
<b>Total</b>	<b>_____</b>

GEORGE'S NORTHWEST GLASS, INC.

6101 KENNEDY AVENUE  
HAMMOND, INDIANA 46323

TEL 219-844-2000 FAX 219-844-4302

❖ JOB PROPOSAL

DATE 6/20/2016

THE CORPORATE THREAD, INC.  
2929 HIGHWAY AVENUE  
2929 HIGHWAY AVENUE  
topfer@corporatethread.com



REMOVE EXISTING ALUMINUM, GLASS AND DISPOSE OF OFFSITE.

FURNISH AND INSTALL NEW BRONZE ANODIZED FINISH THERMAL STOREFRONT WINDOWS WITH HEAD RECEPTOR AND SUB SILL. (1) PAIR OF DOORS 7'0" X 7'0" WITH TRANSOM FRAME. AS PER ENCLOSED SKETCH.

DOORS TO BE MEDIUM STYLE WITH 4" STILES, 4" TOP RAILS, 6 1/2" BOTTOM RAILS.

HARDWARE TO INCLUDE 1 1/2 PAIR BUTT HINGES PER LEAF, STD PUSH, PULL, DEADBOLT LOCK, THRESHOLD,

FLUSH BOLTS ON INACTIVE LEAF OF PAIR, LCN1260 HDCP APPROVED DOOR CLOSERS

ALL GLASS TO BE 1" CLEAR LOW "E" TEMPERED INSULATED GLASS.

ALL WINDOW FRAMING TO BE T14000 SERIES THERMAL CENTER SET FRAMING.

ALL GLASS TO BE 1" CLEAR LOW "E" TEMPERED INSULATED GLASS.

CAULK AND SEAL AS NEEDED WITH BACKER ROD AND CAULKING TO MATCH FRAME FINISH.

ADD \$500 FOR COMPLETE SHOP DRAWINGS IF REQUIRED.

**Glass Bid 2**

INSURANCE REQUIREMENTS NOT COVERED BY OUR  
STANDARD \$3,000,000.00 (UMBRELLA POLICY)  
PAYMENT OR PERFORMANCE BONDS  
REMOVAL OR INSTALLATION OF ANY TEMPORARY  
ENCLOSURES, WALLS, OR BARRICADES  
FINAL CLEANING OF GLASS & METAL  
REPLACEMENT OF MATERIAL DAMAGED BY OTHERS

TOTAL JOB COST  
FOR PROPOSAL \$22,400.00 TAX INCL.

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

TERMS OF PROPOSAL: PRICE GOOD FOR 60 DAYS

ALL UNPAID ACCOUNTS SHALL BEAR INTEREST AT THE RATE OF  
12% PER ANNUM. CLIENT AGREES TO PAY ANY AND ALL COSTS OF  
COLLECTION OF ANY AMOUNTS DUE UNDER THIS AGREEMENT  
INCLUDING REASONABLE ATTORNEY FEES.

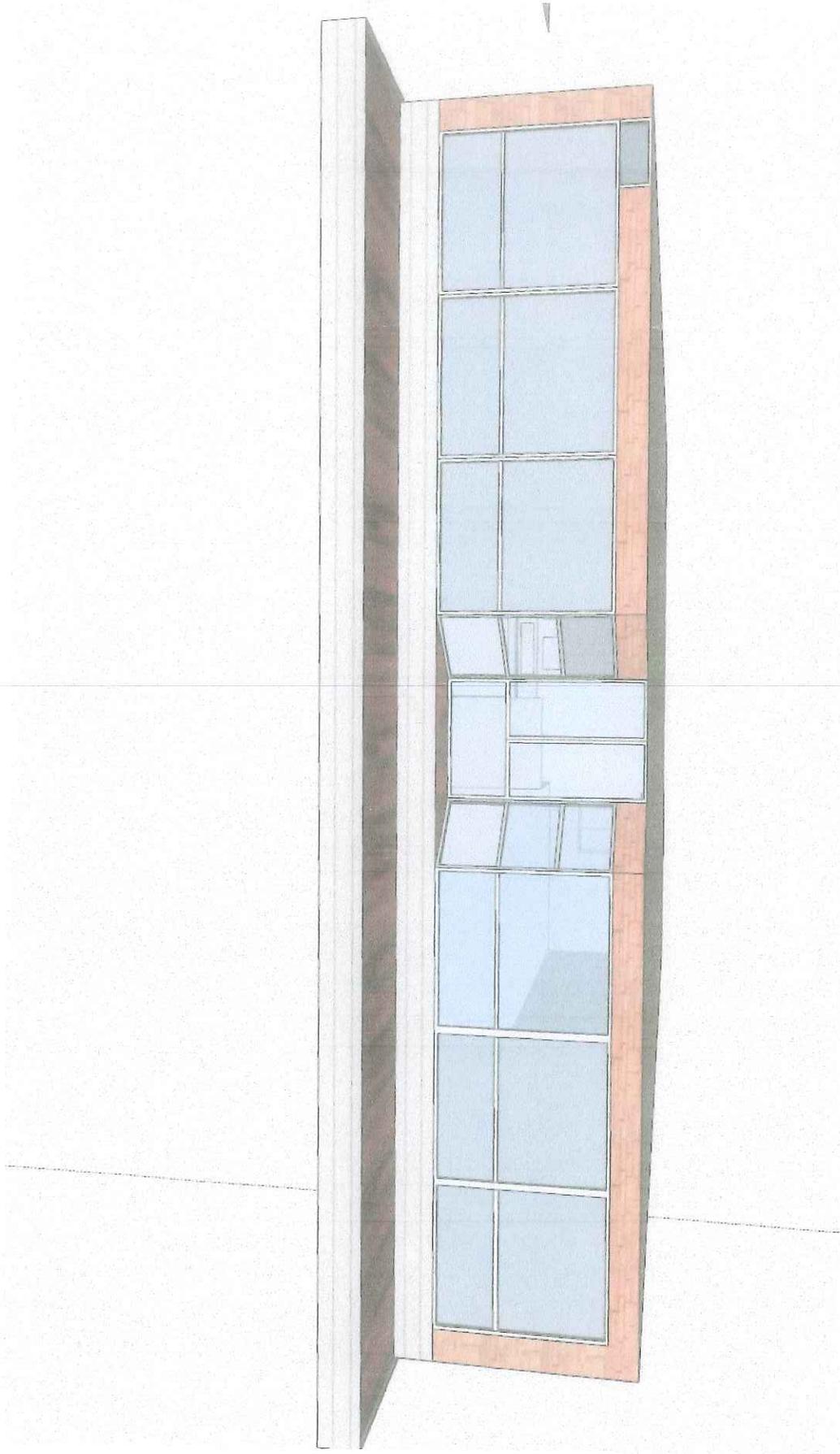
ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

# Current Store Front



# Conceptual Store Front Design



(materials-finish)

EXHIBIT A.

