

Michigan City Historic Preservation Commission (HPC)

Monday June 23rd, 2025, 6:00pm (local time), City Hall; Common Council Chambers, 100 East Michigan Blvd.

--Meeting Minutes--

1. **CALL TO ORDER:** The meeting was called to order by Ms. Joyce Dalton at 6:02 pm.
2. **ROLL CALL** by Ms. Wendy Vachet (Director of Public Works, non voting): Present were Ms. Joyce Dalton, Mr. William Espar, Mr. Dan Granquist, Mr. Dwayne Hurt, Mr. Lawrence Zimmer, Ms. Pat Matsey, Ms. Amy Bowman Mr. Anthony Hicks, Ms. Dee Haddad, Ms. Deb Parcell (Indiana Landmarks Advisor, non-voting), and Mr. Steve Hale (Legal Advisor, non-voting). Not present were Mr. Greg Coulter (City Council Liaison, non-voting).
3. **APPROVAL OF TODAY'S AGENDA:** Ms. Bowman made a motion to approve the agenda. Mr. Espar seconded, and all present members voted in favor of the motion.
4. **APPROVAL OF MEETING MINUTES:** Ms. Bowman made a motion to approve the agenda. Mr. Hicks seconded, and all present members voted in favor of the motion.
5. **STATEMENT OF PURPOSE:** Read by Ms. Matsey
6. **CORRESPONDENCE:** None
7. **CERTIFICATES OF APPROPRIATENESS (COA):**
 - 315-319 E 9th - Picket Fence Repair and Replacement
 - Ms. Parcell reported that the owners have already begun removing the existing picket fence.
 - She confirmed that the commission had previously approved the use of dog-ear wood fencing for rear yards.
 - The fence is not yet secured at the top but will be, and it runs along the alley.
 - The proposed fence meets staff approval guidelines.
 - The Commission agreed to allow Ms. Vachet to approve this COA at the staff level.
 - 316 York St. – New Fence
 - Ms. Parcell reported that the property is contributing and was built around 1885.

- A new door has been installed without clear documentation of HPC approval.
 - Ms. Parcell stated that the door does not match the house's historic character.
- The applicants proposed a 6' wood privacy fence on all sides, including the York Street side.
 - Ms. Parcell clarified that York Street appears to be the front-facing side, and 6' privacy fences are not permitted in front yards.
- The Finding of Fact: Front yard fences must be no more than 36 inches tall and at least 50% visually open.
- Ms. Parcell recommended approval of the 6' fence on the sides and rear of the property, with installation not extending forward of the front wall of the home.
- Applicants Lisa Guzman and Mike Klein explained their intention to orient the home's front entrance toward the railroad tracks, stating it was originally that way.
- Mr. Granquist asked about the property's southern boundary; applicants confirmed it is 11th Street.
- Mr. Hicks asked whether the new door was approved by the Historic Preservation Commission. The applicants were unsure.
- Ms. Parcell recommended checking with the Building Department regarding the code for placing fences in the front of homes before the commission discuss this any further.
- Mr. Hicks made a motion to grant a 30-day extension for further discussion. Mr. Espar seconded. All present members voted in favor of the motion.
- 916 Pine St. – Window Replacement Request
 - Ms. Parcell stated the property is a contributing American Foursquare, built in 1902, in the Elston Grove district.
 - The COA request was tabled from the previous month.
 - Ms. Parcell stated that the original casement windows show deterioration and hardware failure, which was confirmed by a second contractor.
 - The applicants propose salvaging hardware from the second floor to repair lower-level windows, and replacing upper windows with approved materials (aluminum-clad or fiberglass-clad wood) of the same style, size, and configuration.
 - Ms. Parcell recommended approval, with final review by staff.
 - Mr. Zimmer requested confirmation that muntin bars would be applied to the glass surface. Ms. Parcell confirmed.

- Ms. Bowman made a motion to approve the COA as described, with final staff approval. Mr. Hurt seconded. All present members voted in favor of the motion.

8. MAINTINENCE REVIEW:

- COA #2025-022 – Paint touch-up. Approved by staff.
- COA #2025-020 – Belly brick bulge repair using matching materials. Ms. Vachet stated that the repair would be unnoticeable. Approved by staff.

9. COMMITTEE REPORTS: None

10. OLD BUSINESS:

- Ms. Vachet acknowledged HPC's letter to the Redevelopment Commission (RDC), emphasizing thoughtful preservation and awareness of financial limitations for property owners.
- All past meeting minutes are now up to date with the Clerk's Office.
- The 2025 Work Plan session was successful. Commissioners discussed the importance of communication with property and business owners.

11. NEW BUSINESS

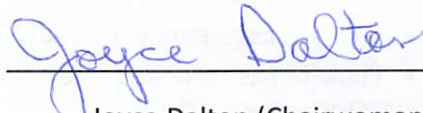
- Ms. Vachet announced a new 2025 contract with Indiana Landmarks.
- The city has launched a new website, and discussions are ongoing regarding the HPC page.
- A new "Historic Review" email address was created to centralize COA submissions (temporarily replacing CloudPermit).
- Ms. Vachet shared that updated HPC materials, including the revised COA application, design guidelines, and color palette will soon be available online.
 - Applicants are encouraged to submit one month prior to meetings to allow time for review.
- Mr. Zimmer asked for clearer drawing submission requirements. He suggested referring applicants to professionals.
 - Ms. Vachet, Mr. Hale, and Ms. Parcell agreed to explore the legalities and shared that Indiana Landmarks has a list of qualified preservation architects.

12. COMISSION AND STAFF COMMENT

- Ms. Vachet noted the HPC still needs a Secretary.
- Mr. Zimmer was nominated by Ms. Bowman. Ms. Matsey seconded. All present members voted in favor of the motion to elect Mr. Zimmer.
- Mr. Granquist proposed an amendment to the HPC ordinance to allow deadline extensions without automatic denial, pending City Council consideration.
- Ms. Bowman inquired about the role of commissioners when they observe unauthorized property work.

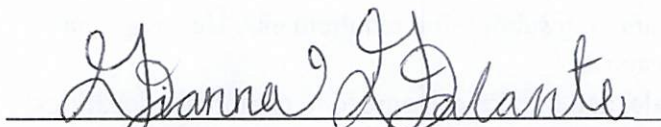
- Mr. Hale advised that HPC commissioners do not have enforcement power but may identify themselves. He strongly encouraged that commissioner notify the Building and Inspection Department about issues like this, and mentioned how commissioners should not discuss violations or penalties to property owners or contractors.
- Ms. Parcell reminded the commission about the upcoming Preservation Conference in Fort Wayne, which includes sessions specifically for HPC members. Details are available at www.indianalandmarks.org.

13. **ADJOURNMENT:** Ms. Matsey made a motion to adjourn. Mr. Espar seconded and all present members voted in favor of the motion.



Joyce Dalton (Chairwoman)

ATTEST:



Gianna Galante (Executive Assistant/HPC Liaison)