

Michigan City Historic Preservation Commission (HPC)

Monday January 27, 2025, 5:00pm (local time), City Hall; Common Council Chambers, 100 East Michigan Blvd.

--Meeting Minutes--

1. **CALL TO ORDER:** The meeting was called to order by Kyle Anthony-Petter at 6:00 pm
2. **ROLL CALL** by Kyle Anthony-Petter: Present were Joyce Dalton, Dan Granquist, Pat Matsey, Anthony Hicks, Amy Bowman, Dwayne Hurt (6:02 pm), Deb Parcell (Indiana Landmarks Advisor, non-voting), Kyle Anthony-Petter (Planning Department Advisor, non-voting). Steve Hale (Legal Advisor, non-voting) (Online) (Not present were Lawrence Zimmer, Greg Coulter (City Council Liaison, non-voting)).  
**Visitors:** Michael Hayes (Renewal by Anderson), 431 East 8<sup>th</sup> Street and Edward Doherty, 431 East 8th Street, Mara Walsh, 217 West 10<sup>th</sup> Street and Tony Muscarella, 217 West 10th Street
3. **BOARD ELECTION 2025:** Kyle Anthony Petter asked for nominations for President, Pat Matsey nominated Joyce Dalton and seconded by Dan Granquist. Roll was called. All voting members present voted yes. Kyle Anthony Petter asked for nominations for Vice President, Dan Granquist nominated Anthony Hicks, the nomination died when Amy Bowman nominated Dan Granquist and seconded by Anthony Hicks. Roll was called. All voting members present voted yes. Kyle Anthony Petter asked for nominations for Secretary, Joyce Dalton nominated Anthony Hicks and seconded by Pat Matsey. Roll was called. All voting members present voted yes.
4. **APPROVAL OF TODAY'S AGENDA:** Approved by all voting members present. Kyle Anthony Petter asked to add the November 25<sup>th</sup> meeting minutes to the agenda and move the board elections to after the roll call. Motion to approve by Pat Matsey, 2nd by Anthony Hicks: All voting members present voted yes.
5. **APPROVAL OF 11.25.24 and 12.18.24 MEETING MINUTES:** Motion to approve by Pat Matsey, 2nd by Anthony Hicks: All voting members present voted yes.
6. **STATEMENT OF PURPOSE:** Not read
7. **CORRESPONDENCE:** Kyle stated there was none.

## 8. CERTIFICATES OF APPROPRIATENESS (COA):

### A. COA 2024-145, 431 East 8th Street – Replace windows

Deb Parcell gave the following report:

**Application Number:** COA 2024-145

**Applicant's Name:** Tiffany Pecenka

**Owner's Name:** Edward Doherty

**Property Address:** 431 East 8<sup>th</sup> Street

**Local Landmark or District:** - Elston Grove Local and National Historic Districts

**Rating:** Notable

**Architectural Style:** Queen Anne

**Date Constructed:** c.1895

**Description of structure:** The subject property is constructed as a 2-story brick structure with a brick foundation, and asphalt shingle roof, and fishscale shingles in the attic gables. Windows are predominantly 1/1 wood double-hung windows. The front façade features a chamfered gable with 3 windows on each level. A round arch brick open entrance was probably added later. There are some wood storm windows and some aluminum storm windows added at a later date.

#### **Description of proposed project:**

Replace 15 windows with like units of the same size.

**Applicable Ordinance Authority:** Section 62-91 of Ordinance 3013 & 30687 of the City of Michigan City requires a Certificate of Appropriateness to be issued for work in a historic district when “a conspicuous change in the exterior appearance of the existing buildings by demolitions, moving, additions, new construction, alteration, color change or maintenance” is proposed. As such, a Certificate of Appropriateness must be issued for the work proposed at 431 East 8th Street.

#### **Applicable Guidelines:**

##### **Replace fewer than all the windows.**

- Original or early windows should be repaired using the same materials as original Epoxy or similar repair consolidates are recommended
- Where some but not all windows in a building are beyond repair, as defined as over 50% of the original window material requiring replacement, proposed replacements should match the existing windows that will remain in size, shape, lite division, operation and materials
- When some windows need replacement on different facades, and a phased plan is proposed, replacement projects should be undertaken one entire facade at a time. The applicant should specify which facade and the planned project timeframe
- Phased projects should be completed in less than three years to avoid colors that do not match over time or manufacturer's that change product lines.

The Commission has adopted the following list of approved windows and systems:

#### **Pre-Approved Replacement Window Products\***

*Disclaimer This information is provided to assist property owners. It is not an endorsement of products or exclusionary of similar products that may meet the standards in the Historic District Ordinance*

##### **• Andersen**

- E-Series – aluminum-clad
- A-Series – fiberglass-clad

- **Kolbe**
  - VistaLuxe – aluminum-clad
  - Ultra – aluminum-clad

- **Marvin**

- Signature Series – Ultimate (all wood or aluminum-clad) and Modern, Tilt-Pacs
- Elevate – fiberglass-clad
- Essential – fiberglass

- **Parrett**

- Wood and aluminum-clad wood
- Pella
- Architect Series – all-wood
- Impervia – fiberglass

- **Windsor**

- Pinnacle – aluminum-clad
- Legend – composite

*\*Note – guidelines specify that repair is recommended over replacement. When over 50% of the existing window would be replaced due to repair needs, then replacements would be in order. The chart provides a list of pre-approved products that staff could work with an applicant to approve if the proposed replacements match size and configuration.*

**Staff recommends the following actions:**

1) Finding of Fact:

- a. Existing wood windows are not over 50% deteriorated.

2) Motion:

- a. Denial of replacement windows. Staff can provide a list of wood window repair contractors and sources for storm windows.

**Filed by: Deb Parcell**

**Date: January 27, 2025**

HPC discussion: *Deb Parcell gave an overview of the progress since being given a 30-day extension last month. The Commission had asked to have someone come and assess the condition of the windows and Alicia Garsca, Sustainable Retrofitting LLC reviewed the windows and wrote an email that was read to the Commission. Alicia stated in her opinion the existing windows have seen deferred maintenance and inappropriate repairs, such as caulk in place of glazing they are in good and repairable condition. She provides the recommended contacting other window repair companies that have more experience with such projects as the project is more than her capacity. As well the metal weatherstripping track on the windows complicates the project.*

*Deb Parcell said that her recommendation stands that the windows are repairable and recommend denial of replacement windows according to the guidelines. Kyle Anthony-Petter then said that the applicant is here and should be given the chance to speak before the vote. Michael Hayes from Renewal by Anderson then spoke about the trouble of getting a response and getting someone to look at the windows in a timely manner as well as getting someone to come out to fix the windows. Dwayne Hurt asked if it was outside of the Commissions*

*boundaries to call the individuals from the list of contractors for windows to see if we can get a response from them as Micheal Hayes has had a difficult time. Deb Parcell said she was unaware that they were having a difficult time and it would have been helpful as she was unaware of it until last week that there was a problem getting anyone as Deb has more contact if needed. Dwayne Hurt made a motion that the Commission will allow the applicant to use these windows because he does not think it's fair that the homeowner has to wait that long for someone to answer back. When asked about the windows, Deb and Kyle agreed the windows are not beyond repair, it's a matter of finding someone to do it.*

Anthony Hicks made a motion to approve the COA as submitted of replacement windows with the condition that the windows and hardware be salvaged by South Bend Trade Works. Pat Matsey seconded the motion, and it passed unanimously.

B. COA 2025-001, 217 West 10th Street -- Paint, Front Porch, Concrete Walk, Windows, Back Porch

Deb Parcell gave the following report:

**Application Number:** COA 2025-001

**Applicant's Name:** Tamara & Liam Walsh, Mormic Prop. LLC

**Owner's Name:** Same

**Property Address:** 217 West 10<sup>th</sup> Street

**Local Landmark or District:** - Wabash Street Local and Haskell and Barker National Historic Districts

**Rating:** Contributing

**Architectural Style:** Gable-front/Queen Anne

**Date Constructed:** c. 1894

**Description of structure:** The subject property is a two-story wood-frame house set upon a brick foundation with gabled roof covered with asphalt architectural shingles. A porch spans the front façade. Windows are primarily 1/1 double-hung. The house has been clad with aluminum siding.

**Description of proposed project:**

- 1)Paint – siding and trim – exact colors to be determined.
- 2)Roof – replace shingles to match existing.
- 3)Front Porch – repair beadboard ceiling, railing, restore newel posts; replace porch deck boards with Trex or similar composite.
- 4)Concrete Walk – replace with new concrete
- 5)Windows – replace in existing openings with comparable style windows
- 6)Back Porch – add 3'x3' landing and replace stairs and non-original door.

**Applicable Ordinance Authority:** Section 62-91 of Ordinance 3013 & 30687 of the City of Michigan City requires a Certificate of Appropriateness to be issued for work in a historic district when “a conspicuous change in the exterior appearance of the existing buildings by demolitions, moving, additions, new construction, alteration, color change or maintenance” is proposed. As such, a Certificate of Appropriateness must be issued for the work proposed at 217 West 10<sup>th</sup> Street.

## Applicable Guidelines:

### Repaint a building.

- Exterior paint schemes should reflect the period of the building.
- Paint schemes should include different color for the walls, trim and windows – with windows being darkest in color such as black, dark green or deep red

### Administratively Approvable

*Painting with approved colors*

### Reroof an asphalt roof.

- Replace an asphalt roof with a new asphalt roof even if it previously replaced a slate or tile roof

### Administratively Approvable

#### Replacement of an asphalt roof in-kind or to match documented original.

Repair an existing porch and associated decorative details.

- Repair damaged portions of the porch and associated details in place
- Replace only missing or deteriorated parts to match the original in design, materials, scale, and placement

### Administratively Approvable

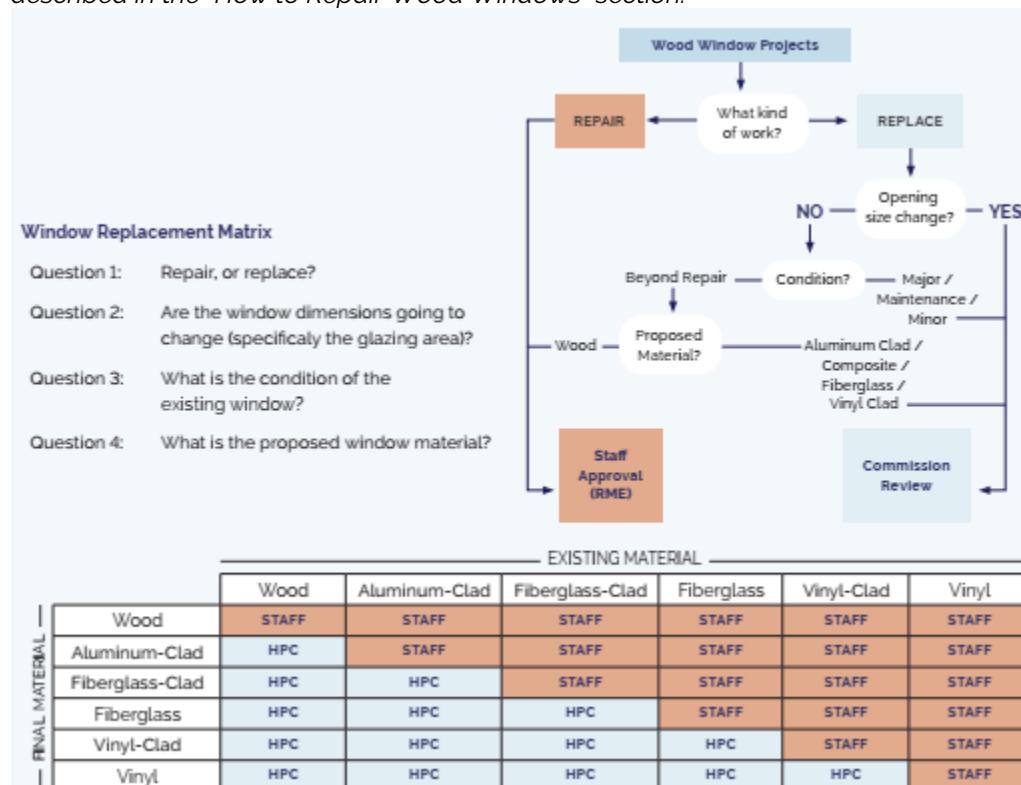
*Any repairs with materials and design to match existing.*

### Repair existing windows, sash, or jamb.

- Original or early windows should be repaired using the same materials as original Epoxy or similar repair consolidates are recommended

### Administratively Approvable

*Repair of windows using the same materials, or a combination of original materials and epoxy as described in the "How to Repair Wood Windows" section.*



### Staff recommends the following actions:

- 2) Finding of Fact:
  - a. Paint from pre-approved color palette can be approved by staff.
  - b. Matching existing shingles can be approved by staff.

- c. Front porch repair/replacement with materials and profiles to match existing can be approved by staff.
- d. Wood porch deck boards are not original; replacement with Trex or comparable composite material meets historic district guidelines.
- e. Replacing concrete front walk, in-kind, can be approved by staff.
- f. Windows do not appear to be over 50% deteriorated and should be retained and repaired.
- g. Attic windows are vinyl replacements and can be replaced.
- h. Front second-floor slider window is vinyl and can be replaced.
- i. Slider-style windows are not typical on the front of Queen Anne houses and can be replaced with a more compatible style.
- j. New wood stairs and landing on rear porch meets historic district guidelines.
- k. Rear porch door is not original and can be replaced.

**3) Motions:**

- a. Paint – approval, with final approval of color selection by staff.
- b. Roof – approval, with final approval of shingle style/color selection by staff.
- c. Front Porch repairs – approval as submitted.
- d. Replacement of front porch deck boards with Trex or similar – approval as submitted.
- e. Replacement of concrete walk – approval as submitted.
- f. Windows (excluding attic and front slider) – approval of repair.
- g. Attic windows – approval of replacement, with final approval by staff.
- h. Front slider window – approval of replacement, with final approval by staff.
- i. New landing and stairs for rear porch – approval as submitted.
- j. Rear door – approval of replacement, with final approval by staff.

**Filed by:** Deb Parcell

**Date:** January 27, 2025

*HPC discussion: None*

*Dan Granquist made a motion to approve COA 2025-001 217 West 10<sup>th</sup> Street per Deb Parcell's recommendations above as submitted by staff. Anthony Hicks seconded the motion, and it passed unanimously.*

**7. MAINTENANCE REVIEW**

- A. COA 2024-150 910 Washington Street-Roof, Gutters
- B. COA 2024-151 426 East 9th Street- Roof, Gutters, Siding, Window
- C. COA 2025-002 908 Franklin Street-Paint, Door

**8. Certificates of Appropriateness in Progress-** Kyle Anthony-Petter gave an update on 916 Pine Street on progress of the remodel of the restored windows.

**9. COMMITTEE REPORTS** - none given

**10. OLD BUSINESS** - none

## 11. NEW BUSINESS

- A. Goals for 2025: 38:00 *Deb Parcell talked about*
- B. 2024 Numbers: Approvals: 125, Denied: 7, Approved with Conditions: 16, Hailstorm of May 7<sup>th</sup>: 57 Staff: 86 Commission: 65
- C. Update on getting the word out about the historic district: *Deb Parcell brought an example of a door hanger, but the back of the hanger is blank which allows for space to add more information. The commission will need to think about how to distribute and print them. Anthony Hicks suggested including meeting dates and information about the commission. It was also suggested to include the website link or a QR code. Joyce Dalton suggested contacting the high school and Marquette and seeing if they have students who could help. Pat Matsey suggested forming a committee to map out the sections and agreed to head up the committee. Anthony Hicks will be overseeing the funding for the project. Deb Parcell talked about how Indiana Landmark is doing realtor training for continuing education credit. Deb then talked about a new project to streamline the training process for commissions in creating a video program with short interactive courses. Deb then asked about workshops for the coming year then gave examples of window repair, masonry, plaster and hazard materials.*

*Danny Armstrong with Armstrong Construction and Restoration suggested was getting involved with solar for new energy. Talked about the program, NCCER which is a nonunion one-year increment apprenticeship program for electricians and carpenters.*

*Pat Matsey then asked if there was a workshop about addressing energy efficiency in a historic district. Deb then talked about going over the guideline again as it's been 3-4 years since they were approved. As staff have suggested changes as working through them over in dealing with COAs has resulted in the need for change. Deb said that the design guidelines were never completed and needing a cover page and an introduction.*

*Deb talked about HPC Roundtable meetings and setting up a meeting in New Carlisle Indiana at the Old Republic to talk about new construction and appropriate design in the spring or late in the summer.*

- D. CLG Discussion: *Deb Parcell asked if the commission had a formal code of conduct with the city. A letter from the mayor is still needed saying that they support the creation of the certified local government.*
- E. Train Station Parking Garage: *Deb talked about the concern about the design of the openings in the parking garage but when staff looked back at the documents from*

*September 6<sup>th</sup>, 2022, meeting where the design was discussed but not voted on. Then came back on September 26<sup>th</sup>, 2022, meeting with a COA and revised drawings which look like the current building which was approved by the commission. Moving forward staff and the commission will need to be certain when revised drawings are submitted that there is a revision bubble drawn around any changes.*

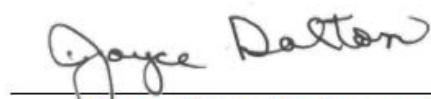
F. Rules and Procedures: *Kyle Anthony-Petter talked about updated document, which was included in the packet. The document for the Rule and Procedures has been reviewed by Steve Hale with word changes in a pink color of Article 1-5 with Article 6-11 has not been updated yet. Steve Hale noted that in Article 4 section 1 there is a typographical error there the words, as required by law, are repeated twice. In Article 4 section 4 the word affiliative should be affirmative and asked for the two changes to be made. Anthony Hicks made a motion to approve the document as submitted with the red line changes to include the changes in Article 4 section 1 and Article 4 section 4 of the entire document of Article 1 through 11. Amy Bowman seconded the motion, and it passed unanimously.*

G. **Historic Landmark Ordinance:** *Kyle Anthony-Petter presented the proposed ordinance and talked about starting the process to get the proposed ordinance approved by city council in the coming months. Work to get approval from the Commission next month and then move it to the city council for first reading and then a workshop.*

12. No public was present to comment during the Public Comment period.

13. Commission & Staff Comment: Kyle Anthony Petter, thanked everyone on the Commission as this was his last meeting with the Michigan City Historic Preservation Commission. Since Kyle started in July 2022 there have been 299 COA reviewed.

14. **Adjournment** - Meeting adjourned at 7:20 pm until Monday February 25 at 6:00 pm.



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Joyce Dalton  
Joyce Dalton (Chairwoman)

ATTEST:



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Gianna Galante  
Gianna Galante (Executive Assistant/HPC Liaison)