

## **Michigan City Historic Preservation Commission (HPC)**

Monday July 28th, 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 Mr. Dan Granquist at 6:02 pm.
- 2. ROLL CALL** by Ms. Wendy Vachet (Director of Public Works, non voting): Present were, Mr. William Espar, Mr. Dan Granquist, Mr. Lawrence Zimmer, Ms. Pat Matsey, Ms. Amy Bowman, 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) Ms. Joyce Dalton, Mr. Dwayne Hurt and Mr. Anthony Hicks.
- 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. Haddad made a motion to approve the minutes. Ms. Matsey 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):**
  - COA #2025-021 – 316 York St. – Fence Installment
    - Ms. Parcell stated that this item returned after a 30-day extension granted by the Commission last month to determine the primary building frontage. The Planning and Building Department confirmed that the building faces York Street and has always been oriented toward York Street.
    - Ms. Parcell confirmed that a privacy fence may be installed beginning at the front façade of the house extending backward. A 6-foot wood fence is permitted, but it cannot be installed along the York Street frontage. The fence is allowed on all other sides of the property.
    - Mr. Hale suggested that the motion specify the condition that a 6-foot-high wood fence may be built on all sides except the York Street frontage.
    - Ms. Matsey made a motion to approve the application as submitted with the condition that a 6-foot wood fence is permitted on all sides of the

house except along York Street. Ms. Bowman seconded the motion, and all members present voted in favor.

- COA #2025-024 – 631 York St. – Window Replacement
  - Ms. Parcell reported that the property is located in Elston Grove, is non-contributing, and is a gable-front structure built around 1894. The proposal is to replace 17 windows with new units of the same size.
  - The existing windows are primarily Marvin wood replacements, with the exception of the porch windows (vinyl) and one vinyl window on the north side.
  - The proposed replacements are Renewal by Andersen composite windows. Composite windows are permitted under the guidelines when replacing previously replaced windows. Replacement windows must match the size, operation, and proportions of windows typical of a building of this age. Renewal by Andersen windows are not on the City's pre-approved list.
  - Several double-hung windows are proposed to be replaced with sliding windows, including two second-floor double-hung windows on the front façade facing Spring Street. Staff recommended approval of the replacements provided that all windows match the size and operation of existing windows—meaning no sliding windows.
  - Petitioner Mr. Jeff Stricker stated that his intent is to provide an egress window for the upstairs studio apartment. Mr. Kevin Anderson, representing Renewal by Andersen, noted that the current windows do not meet egress requirements and argued that sliding windows would allow a larger opening for fire access.
  - Commissioners discussed zoning, safety requirements, and possible alternatives. Ms. Vachet clarified that the property is zoned Residential-3 Family, requiring compliance with fire code for ingress/egress. Mr. Zimmer suggested casement windows with simulated divided lights as a closer match to historic appearance. Mr. Anderson responded that casements would reduce the opening width and increase cost.
  - Discussion followed regarding whether the opening could be reframed for a compliant double-hung egress window. Mr. Stricker and Mr. Anderson indicated that reframing would be costly, and that sliders were preferred for practicality and safety.
  - Ms. Parcell and Ms. Vachet emphasized that safety and egress must be prioritized. Ms. Bowman and Mr. Granquist asked clarifying questions about site inspections and alternative window styles.
  - After deliberation, Mr. Zimmer initially moved to approve all windows except the second-floor front window, requesting the applicant return with alternative options. Following further discussion, the petitioner agreed to include simulated divided light details.

- Mr. Zimmer withdrew his initial motion and made a new motion to approve all window replacements, with the condition that the second-floor front window include a simulated check rail to preserve the appearance of a double-hung window while accommodating egress. Ms. Bowman seconded. All members present voted in favor.
- COA #2025-029 – 813 Franklin – New door and front entrance, brick repair, and repaint
  - Ms. Parcell reported that the petitioners wish to install a new exterior entry door on the south side of the building to provide access to the interior stairway. She emphasized the importance of retaining the recessed center doorway, the “Lilly’s” terrazzo floor entry, and the black art glass beneath the display windows. To accommodate the new door, storefront glass on the south side will be reduced, while the recessed center entrance and north side storefront will remain unchanged. The petitioners also plan to repair the bulging brick above the transom with matching materials, repaint the transom and business name area, and reuse salvaged black art glass from the south side to replace damaged material on the north side. Existing windows will remain, and the non-original entry door may be replaced. Staff recommended that full or  $\frac{3}{4}$  clear glass doors would be more historically appropriate than the proposed filigree design.
  - The petitioners also submitted a masonry repair quote detailing how the work will be performed.
  - Mr. Zimmer asked about the signage. Ms. Parcell stated that the applicant has relocated her restaurant and will not use the same sign. Mr. Zimmer also noted a discrepancy in the floor plans, which showed the new door on the right; applicants confirmed that the new door will be located in the middle.
  - Mr. Zimmer asked whether the second-floor bedrooms have windows. The applicants responded that there are skylights. Mr. Zimmer noted that skylights do not count as proper egress. Ms. Bowman asked if the upstairs units are currently occupied; Ms. Zhang confirmed they are not. Mr. Granquist reminded the Commission that the request at this time is limited to the entryway work. Ms. Zhang stated that work on the upstairs units will be addressed later. Ms. Vachet added that she will coordinate with the Building Commissioner on egress requirements.
  - Mr. Zimmer made a motion to approve the proposed work with staff’s recommendations, granting staff authority for final door approval, and noting that the door placement, shown on the left, shown on Sheet 4 should be disregarded. Ms. Matsey seconded. All members present voted in favor.

## **8. MAINTINENCE REVIEW:**

- COA #2025-026 – 124 W. 4th Street – Parking Lot Resurfacing: The applicant requested approval to resurface the existing parking lot. Staff did not note any issues, and the work is consistent with the property's current use and appearance.
- COA #2025-025 – 502 E. 10th Street – Reroof of House and Shed: The applicant requested approval to replace the roof on both the house and the shed. Staff reviewed the proposal and found it consistent with the guidelines for roofing materials and historic character.
- COA #2025-027 – 413 E. 7th Street – Roof and Siding Replacement: The application proposes replacement of both the roof and siding on the property. Staff confirmed that the proposed materials meet the guidelines and are compatible with the building's architectural style.
- COA #2025-028 – 524 Franklin Street – Patio and Fence Installation: Ms. Parcell reported that the fence style selected is pre-approved in the guidelines. She also noted that the proposed patio is not visible from the street, minimizing any impact on the historic streetscape.
- COA #2025-023 – 507 E. 10th Street – Reroof of House: Ms. Vachet stated that she is still waiting for photos of the property before the application can be approved. No further action was taken at this time.
- COA #2025-030 – 910 Washington Street – New Fence: The applicant requested approval to install a new fence on the property. Staff reviewed the proposal and confirmed that the fence style and placement comply with the guidelines.

## **9. COMMITTEE REPORTS: None**

## **10. OLD BUSINESS:**

- Paint Workshop Scheduling: Ms. Parcell stated that September is not feasible for the paint workshop and that staff is now looking at October, specifically October 11th. Ms. Haddad suggested distributing a Doodle poll to confirm availability. Mr. Zimmer asked if October 25th could be an option, but Ms. Parcell indicated that date would not work.
- Letter to RDC: Ms. Parcell reported that the letter prepared by Larry has been sent to the RDC. Staff has not yet received a formal response.

## **11. NEW BUSINESS**

- New HPC Representatives: Ms. Vachet mentioned that Ms. Shree Wilson and Ms. Rose Tejeda are proposed as new representatives for the HPC. Both appointments are still under review by the Mayor, and an update will be provided at the next meeting.
- Historic Property Survey Recommendations: Ms. Vachet discussed the map widget on the website, noting that its data source differs from the list maintained by staff. Ms. Parcell explained that the local historic districts were first designated in 1983, and around 2014, a National Register nomination was created for these same districts. At that time, Kurt Garner reviewed and re-rated all the districts, which

means the lists do not always align. Ms. Parcell recommended that the Board decide which list to follow—either the National Register or the 2014 listings. She noted that the National Register listings are the most accurate. Ms. Vachet asked whether Indiana Landmarks could provide a new GIS file. Ms. Parcell stated she would review the list, note any differences, and update only those properties as necessary. She will take responsibility for this task.

- Mr. Zimmer asked whether a property's grade would decrease if it were not maintained. Ms. Parcell stated that updates should be performed periodically, with the State of Indiana recommending maintenance every 5 to 10 years. Ms. Vachet noted that this item will be added to the Board's work plan.
- Temporary Art Installation – 120 W. 9th Street: The Board agreed that the temporary art installation will be removed within 30 days.
- Future Work Session: Ms. Vachet mentioned the possibility of holding a work session with UEA and RDC in the future. She noted that this would be addressed at a later date.
- Resignation: Ms. Vachet informed the Commission that Mr. Hicks has resigned

## **12. COMISSION AND STAFF COMMENT**

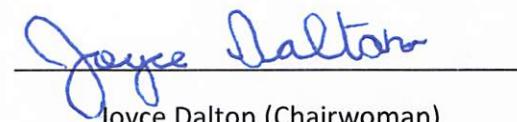
- Process Improvement and Communication: Ms. Vachet commented that the Commission is seeing improvements in its processes but emphasized that effective communication between the commissioners and internal staff is essential to maintain these gains.
- Membership Requirements: Ms. Vachet noted that the Commission's membership requirements are now up to date.
- Committee Considerations: Ms. Vachet suggested that the Commission may need to establish committees, potentially a communications or ad hoc committee, to improve operations and workflow.
- COA Application and Fees: Ms. Vachet discussed updating the COA application and streamlining instructions to make the process clearer. She noted that the COA fee has not yet been instituted but will be implemented no later than September 1st. She is exploring the possibility of lowering the fee, pending approval.
- Meeting Schedule: Ms. Vachet mentioned that some meeting dates currently fall on holidays and indicated that this will be addressed on the agenda for the next meeting to resolve the issue.
- Digital Packets and Presentation Materials: Ms. Vachet discussed transitioning to digital packets instead of physical packets to reduce paper use. She also mentioned preparing a presentation format for meetings going forward so that all attendees can clearly see discussion items.

## **13. PUBLIC COMMENT**

- Ms. Sheree Wilson introduced herself as the new RDC representative for the HPC. She mentioned that she has a background in general contracting construction,

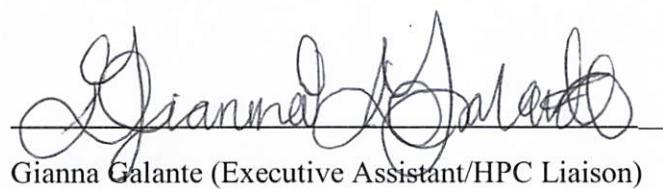
studied historic preservation as a minor in college, and is an alumna of the HPC Board.

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



\_\_\_\_\_  
Joyce Dalton  
Joyce Dalton (Chairwoman)

ATTEST:



\_\_\_\_\_  
Gianna Galante  
Gianna Galante (Executive Assistant/HPC Liaison)