



[historicreview@emichigancity.com](mailto:historicreview@emichigancity.com) | (219) 873-1400 | 100 E Michigan Boulevard, Michigan City, IN 46360

## **HISTORIC PRESERVATION COMMISSION**

**Monday, October 27th, 2025 – 6:00 P.M. (LOCAL TIME)**

**Common Council Chambers City Hall, 100 East Michigan Boulevard**

### **- M I N U T E S -**

- **CALL TO ORDER:** The meeting was called to order by Ms. Dalton.
- **ROLL CALL** by Ms. Wendy Vachet (Director of Public Works, non voting):
  - Present were Ms. Joyce Dalton, Ms. Amy Bowman, Mr. Hurt, Ms. Sheree Wilson, Mr. Lawrence Zimmer, Ms. Pat Matsey, Ms. Dee Haddad, Ms. Rose Tejeda, Mr. Todd Zeiger (Indiana Landmarks Advisor filling in for Ms. Parcell, non-voting), and Mr. Steve Hale (Legal Advisor, non-voting).
  - Not present were, Mr. Greg Coulter (City Council Liaison, non-voting) and Mr. William Espar.
- **APPROVAL OF TODAY'S AGENDA:** Mr. Hurt made a motion to approve the agenda. Ms. Matsey seconded, and all present members voted in favor of the motion. The motion passed unanimously.
- **APPROVAL OF MEETING MINUTES FOR SEPTEMBER:** No motion was made to approve the minutes.
- **STATEMENT OF PURPOSE:** Read by Ms. Matsey
- **CORRESPONDENCE:** None
- **CERTIFICATES OF APPROPRIATENESS (COA):**
  - COA #2025-49 - 418 E. 8th St. – Porch Railing, Columns, Porch Deck and Steps, Paint and Stain, Shutters
    - Mr. Zeiger read the staff report on behalf of Ms. Parcell.
    - The proposed project includes replacing rotting wood on the windows, doors, and porch with real wood, and replacing the

badly settled concrete first-floor porch and stairs with a new wooden deck and steps. The applicant plans to stain the deck and stairs in Pecan and paint the porch and all trim in Sherwin Williams SW2829 Classical White. The project also includes rebuilding the columns, handrails, and trim wood as shown in the design attached to the COA application, and adding shutters.

- Staff provided the findings of fact. The existing porch columns and balusters are not original to the house and are deteriorating. Replacement of the porch elements with wood meets historic district standards. It is unknown whether the steps were originally wood. The proposed stain and paint colors are appropriate for the historic district. The design of the proposed porch columns and balusters is compatible with the style and age of the house. Shutters are not recommended and are generally not approved by the Commission when none currently exist and there is no evidence they existed previously.
- Staff recommended approval of the replacement of the existing porch railing, columns, porch deck and steps, and the proposed paint and stain as submitted, and denial of the proposed shutters.
- Mr. Hale noted that since there are multiple elements in the application, any motion should include all of them and add the windows to the motion as submitted. He stated that the Commission could combine the approval of the porch elements and the denial of the shutters into one motion or separate them. Mr. Hale also clarified that the motion could be based on the staff report and its findings of fact.
- Ms. Matsey asked for clarification regarding the reference to the windows. Mr. Hale explained that after speaking with Deb, it was determined that several windows may have rotting wood, and staff recommends they may be replaced in kind with real wood. Mr. Zeiger confirmed that, since this would be an in-kind replacement, the windows can be replaced as needed.
- Ms. Wilson made a motion to approve COA #2025-49 for 418 E. 8th Street for the porch railing, columns, porch deck and steps, paint and stain, and shutters, approving all items as submitted with the exception of the shutters, which are denied. Ms. Bowman seconded the motion. The motion passed 7-0.
- COA #2025-050 - 516 Wabash St. - Sign, Plaque
  - Mr. Zeiger read the report on behalf of Ms. Parcell.

- The structure has new siding, windows, and a door, rendering the house non-contributing within the historic district.
- The proposed project includes the installation of a 4' x 4' architectural ground sign and a 12" x 22" hours plaque.
- Staff provided the findings of fact. The building currently has no permanent signage. It is rated as non-contributing, and the proposed signs are compatible with the surrounding historic district.
- Staff recommended approval of the installation of the ground sign and small wall plaque sign as submitted.
- Mr. Hale stated that the Commission does not have the authority to grant approval for zoning ordinance conditions. He noted that Article 19 of the zoning ordinance contains regulations regarding signs and that approval from this Commission does not replace the requirement for a sign permit. He clarified that all legal signs must obtain a permit and that this condition should be included in the motion.
- Mr. Zimmer made a motion to approve COA #2025-050 for 516 Wabash Street – Sign and Plaque – as submitted, with the provision that the applicant obtain a city permit for the installation of the sign. Ms. Vachet conducted a roll call vote, and all members present voted in favor. The motion passed 7-0.
- COA #2025-051 - 600 Franklin – Window Replacement
  - Mr. Zeiger presented the staff report for 600 Franklin.
  - The subject property features a wide front gable wall and a large corner entry tower on its northwest side. The foundation and walls are constructed of large rusticated stone blocks, with wide, tapered buttresses at the corners. The windows are arched and composed of art glass. The roof is covered with slate tiles. A one-story section with a shed roof, interrupted by three gables, extends from the main gabled wall. The central gable contains a pair of wood entry doors topped by a stone cross, while the other two gables feature arched windows. The main gabled wall also contains a large arched window.
  - Description of Proposed Project is to replace 13 windows on the rear (east) façade, lowest level, with glass block, and replace 11 windows on the rear (east) façade, main level, with commercial-grade aluminum-frame vinyl windows by Perfekt.
  - The findings of fact are, the windows proposed for replacement with glass block are deteriorated, located on the rear façade, and positioned at or near grade, the glass block will allow light transmission while providing protection from alley traffic and

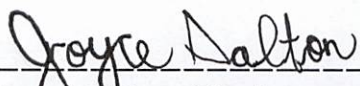
vandalism, as the area inside serves as a food pantry, the main-level windows have deteriorated frames, and many do not close properly, the vinyl windows are not recommended and are generally not approved by the Commission, the replacement windows should match the existing casement style and lite division, using simulated divided lites, and the narrow-framed fiberglass windows would closely replicate the existing appearance and are included in the pre-approved window list.

- The recommended motions are approval of replacement of 13 existing ground-level windows on the rear façade with glass block, and approval of replacement of 11 existing main-level windows on the rear façade with windows from the pre-approved list, or equivalent, with the following conditions: Matching size, style, and lite division using simulated divided lites, and final approval of the 11 main-level windows to be granted by staff.
- Applicant Matthew Cubic, President of the congregation, provided historical context about Catherine Barker and Barker Hall. He noted that the upper-level ballroom ceiling has been fully restored to meet historic preservation standards and mentioned ongoing efforts to secure additional capital funding for future restoration projects.
- Ms. Wilson made a motion to approve COA #2025-051 – 600 Franklin Street – Window Replacement as submitted. Ms. Bowman seconded the motion. All members present voted in favor, and the motion passed 7-0.
- Mr. Zimmer clarified that “simulated divided lite” refers to a muntin bar that is applied to the surface of the glass, rather than placed between panes.
- Ms. Wilson also noted that the applicant might qualify for a façade improvement grant.

- **MAINTINENCE REVIEW**

- Wendy Vachet presented the staff report for all maintenance review items.
- Ms. Dalton asked about the property at 421 E. 8th Street, noting that two years ago it was under review and now the owners are converting it into two separate apartments with individual entrances. She asked whether this change requires returning to the Commission for approval. Ms. Vachet clarified that if there are any physical changes to the building’s exterior appearance, the project must come back before the Commission; however, zoning matters are handled separately.

- Ms. Wilson made a motion to approve the staff report presented by Ms. Vachet on the maintenance review items. Mr. Hurt seconded the motion, and all members present voted in favor.
- **COMMITTEE REPORTS:** None
- **OLD BUSINESS:**
  - Mr. Zeiger noted that Deb is currently working on the project and will provide an update to the Commission at the November meeting.
  - Ms. Vachet stated that she and Ms. Galante are reviewing ordinance edits and design guidelines and will report back to the Commission in November.
- **NEW BUSINESS**
  - Ms. Vachet mentioned that implementation of the new fee schedule has been postponed until January, pending the activation of the City's Square payment system.
- **COMMISSION AND STAFF COMMENT**
  - Ms. Dalon thanked Ms. Galante for all of her work.
  - Ms. Sheree asked whether black roofs made of coal tar or slate are considered appropriate, noting that only asphalt shingles would be inappropriate for the historic district. She also inquired about MCMs. Mr. Zeiger explained that, for most Mid-Century Modern houses, the roofs are typically not visible.
- **PUBLIC COMMENT**
  - None
- **ADJOURNMENT:** Ms. Matsey made a motion to adjourn. Ms. Wilson seconded the motion, and all members present voted in favor.

  
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 Joyce Dalton (Chairwoman)

ATTEST:

  
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 Gianna Galante (Executive Assistant/HPC Liaison)