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HISTORIC PRESERVATION COMMISSION

Monday, November 17th, 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, Mr. Hurt, Mr. Lawrence Zimmer, Ms. Pat Matsey, Ms. Dee Haddad, Mr. William Espar, Ms. Rose Tejeda, Ms. 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. Amy Bowman and Ms. Sheree Wilson.
- **APPROVAL OF TODAY'S AGENDA:** Ms. Parcel noted that she would like an item added to the agenda. The item would be for a COA application (2025-017-916 Pine St.—Windows). She explained that it was originally supposed to be approved by staff, but the decision that came back earlier that day did not match what the Commission had previously approved. Ms. Tejeda made a motion to approve the agenda as amended. Mr. Espar seconded the motion, and all members present voted in favor. The motion passed unanimously.
- **APPROVAL OF MEETING MINUTES FOR SEPTEMBER and OCTOBER:** Mr. Hale asked for a motion to approve the minutes from the October 27th regular meeting. Ms. Tejeda made the motion, Mr. Espar seconded, and all members present voted in favor. The motion passed unanimously. Mr. Hale then asked for a motion to approve the minutes from the September 22nd regular meeting. Ms. Tejeda made the motion, Mr. Espar seconded, and all members present voted in favor. The motion passed unanimously.
- **STATEMENT OF PURPOSE:** Read by Ms. Matsey

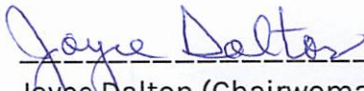
- **CORRESPONDENCE:** None
- **CERTIFICATES OF APPROPRIATENESS (COA):**
 - COA #2025-063 - 817 Spring - Roof Replacement, Gutters, Siding, Staircase
 - Finding of Fact:
 - 1. Roofing is an in-kind replacement and can be approved by staff.
 - 2. Gutters and downspouts are an in-kind replacement and can be approved by staff.
 - 3. Staircase is at the side/rear of the house; if replaced with in-kind materials and design, it can be approved by staff.
 - 4. Aluminum siding is not original to the house and can be replaced.
 - 5. Vinyl siding is not recommended and generally not approved by the Commission.
 - 6. Alternate siding must include a smooth face; proposed siding is textured.
 - 7. Soffit and fascia are an in-kind replacement and can be approved by staff.
 - Motion(s):
 - Approval of:
 - Roof, gutters and downspouts, soffit and fascia as submitted.
 - Approval of:
 - Staircase replacement with condition of:
 - a. matching materials and design.
 - Denial of:
 - Vinyl siding with textured surface.
 - Mr. Zimmer made a motion to approve the roof, gutters and downspouts, soffit and fascia as submitted. Ms. Tejeda seconded the motion, and all members present voted in favor, 8-0.
 - Mr. Zimmer then made a second motion for approval of the staircase replacement with the condition of matching materials and design. All members present voted in favor, 8-0.
 - Mr. Zimmer made a third motion for denial of the vinyl siding with textured surface. All members present voted in favor, 8-0.
 - COA #2025-064 - NW Corner of Franklin and 6th and SE Corner of Spring and 8th St. - Two Interpretive Panels
 - Finding of Fact:

- A. Proposed interpretive panels will be installed in public rights of way, not attached to a building.
 - B. Black frame color is compatible with the Historic District and its character.
- Recommended Motion(s):
 - Approval of
 - Installation of interpretive panels as submitted.
- Mr. Zimmer made a motion to approve the Installation of interpretive panels as submitted. Ms. Tejeda seconded. All present members voted in favor of the motion. 8-0
- COA #2025-067 - 114 E. 11th St. - Sign
- Ms. Parcell noted that this is rated contributing, non historic.
- Finding of Fact:
 - A. Proposed blade sign is appropriate style and size for the new 11th Street Station.
 - B. Power supplies are self-contained.
 - C. Typically historic signs are externally lit; type, style, and use of the proposed blade sign make internal lighting appropriate.
 - D. Care should be taken when mounting to historic façade to minimize damage to materials.
- Recommended Motion(s):
 - Approval of:
 - Installation of proposed blade sign as submitted.
 - Ms. Tejeda asked if the illuminated portion was not part of the sign face, but merely small white dots. Ms. Parcell confirmed that it was.
 - Mr. Hale commented that the motion should include the requirement to obtain sign approval from the Building Department in order to receive a sign permit.
 - Ms. Tejeda made a motion to approve the request as submitted, with the condition that the applicant seeks approval from the Building Department for a sign permit. All present members voted in favor of the motion. 8-0
- 2025-017 - 916 Pine - Windows
 - The applicant originally planned to repair all of the windows; however, once work began, they discovered that much of the mechanical hardware needed to operate the windows was rusted and could not be repaired. They therefore agreed to repair all windows on the lower level and replace the second-floor and

attic windows. The Commission approved that request earlier this year, consistent with staff's recommendation: approving the replacement of second-floor and attic windows to match the existing windows in type, style, and light division, and using a material approved by the Commission, with final approval by staff.

- What was submitted recently, however, were specifications for Andersen 100 Series windows, which were not among the previously approved products. The Commission has approved Andersen E-Series and A-Series windows, but not the 100 Series, which is a Fibrex composite.
 - Ms. Tejeda asked whether approving this product would result in it being added to the list of acceptable materials. Ms. Parcell noted that the submittal lists a smooth white finish, and she would expect a surface-mounted muntin bar and divided lights.
 - Ms. Vachet suggested tabling the item to the following week, noting that it may be too much to resolve at the last minute without adequate review by the Commission.
 - Mr. Zimmer asked whether any window styles on the front façade would be changed. The applicant intends to keep the first-floor windows in place and reuse hardware from the second and third floors to make them operable.
 - Ms. Tejeda made a motion to grant an extension to the COA and table the item. Mr. Zimmer seconded. The motion passed, 8-0.
- **MAINTINENCE REVIEW**
 - Ms. Vachet presented the staff report for all maintenance review items.
 - Ms. Tejeda made a motion to approve the staff report presented by Ms. Vachet. Mr. Zimmer seconded the motion, and all members present voted in favor. The motion passed 8-0.
- **COMMITTEE REPORTS:** None
- **OLD BUSINESS:**
 - Ms. Parcell noted that she plans to start the survey in winter (tentatively December) and knock out the survey in one day.
 - Ms. Vachet mentioned that staff is still working on the ordinance and design guidelines edits.
- **NEW BUSINESS**

- Indiana Landmarks contract: Ms. Parcell reported that Indiana Landmarks has a new CEO, and she recently received a promotion. Beginning in 2026, she will no longer be covering Michigan City; responsibilities will transition to Blake.
 - Ms. Vachet noted that the tentative meeting dates for next year have been finalized and are included in the meeting packet.
 - A work-planning session is scheduled for December 15, one hour before the regular meeting. Ms. Haddad asked whether it would be possible to participate via Zoom. Staff said they would look into it.
- **COMMISSION AND STAFF COMMENT**
 -
 - **PUBLIC COMMENT**
 - None
 - **ADJOURNMENT:** Ms. Tejeda made a motion to adjourn. Mr. Espar seconded the motion, and all members present voted in favor.



 Joyce Dalton (Chairwoman)

ATTEST:



 Gianna Galante (Executive Assistant/HPC Liaison)