



Elkhart Historic & Cultural  
Preservation Commission

**ELKHART HISTORIC & CULTURAL PRESERVATION COMMISSION  
NOVEMBER 21, 2024**

**7:00 P.M.**

**Council Chambers -- 2<sup>nd</sup> Floor**

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**AGENDA**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF MINUTES- SEPTEMBER 19, 2024
- 5) FINANCIAL REPORT
- 6) HEARING OF VISITORS
- 7) OLD BUSINESS
  - A. NEIGHBORHOOD UPDATE/PROGRESS REVIEW/NOMINATIONS
- 8) NEW BUSINESS
  - A. APPROVAL OF 2025 MEETING CALENDAR
- 9) ANNOUNCEMENTS
- 10) ADJOURNMENT

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If you are unable to attend, please contact Wendy Sonora at 574-294-5471 x 1013

**WebEx Information**

<https://signin.webex.com/join>

Meeting number:  
2300 080 9347

Password:  
Historic1

THE NEXT MEETING IS DECEMBER 19, 2024 AT 7:00 P.M. IN THE COUNCIL  
CHAMBERS

City of Elkhart  
Municipal Building  
229 South Second Street  
Elkhart, Indiana 46516  
574.294.5471 Ext. 1018

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**Elkhart Historic & Cultural Preservation Commission**

**Meeting Thursday, September 19, 2024**

**Call to Order:**

Ann Linley called to order the Elkhart Historic & Cultural Preservation Commission Meeting for Thursday, September 19, 2024 at 7:01 pm.

**Roll Call:**

Present: Bobby Glassburn, JA Whitmer, Ann Linley and Bill Zimmerman. Eric Trotter with the City of Elkhart.

Absent: N/A

**Approval of Minutes:**

Linley gave everyone a minute to look over the minutes for June 20, 2024 to see if there were any concerns or if any corrections needed to be made.

Linley said she would accept a motion to approve the minutes as presented. Motion made by JA Whitmer, seconded by Bobby Glassburn; motion carried.

Linley said the June 20, 2024 minutes are approved.

**Approval of Agenda:**

The recorder secretary reminded the board to approve the agenda.

Linley asked the board if there were any additions or changes to the agenda.

Linley asked for a motion to approve the agenda as presented. Motion made by Bill Zimmerman, seconded by Whitmer; motion carried.

Linley said the agenda is approved.

**Financial Report:**

Linley asked everyone to take a moment to review the financial report in their packet.

Eric Trotter presented the following financial report: the 2024 budget indicates we paid two invoices which paid for the board members memberships and the two halves of professional services contract with Indiana Landmarks for Deb Parcell (\$7,460.00). That leaves a balance of **\$540.00** at the end of the year which will roll back.

Trotter said that he has not heard of any adjustments for 2025 contract with Indiana Landmarks and he is assuming that it is going to be the same. Trotter shared that their budgets are going Saturday for tentative, for public hearing and if there is any adjustment they will roll with it next year.

There were no changes to the donation account for 2024. That leaves a balance of **\$5,467.92**.

Ann Linley said she would accept a motion to approve the financial report as presented. Motion made by Zimmerman, seconded by Glassburn; motion carried.

Linley said the financial report is approved.

**Hearing of Visitors:**

N/A

**Old Business:**

Linley said Deb Parcell is not present therefore we do not have any neighborhood update/progress report/ review nominations from her.

Linley asked Trotter is he had any news that needed to be shared. Trotter responded that they did a couple staff approvals for some fences but he apologized because he did not have the addresses with him but they were all within the parameters of the ordinances and they were able to approve them as staff approval. Trotter said that he will bring it for next month.

**New Business:**

**A: 24-COA-06, 144 Division Street – Playground**

Parcell connected via WebEx but she was unable to turn on her camera to read the staff report. Eric told Parcell that he will read the staff report and she could be available for questions.

Eric Trotter: application number is 24-COA-06, the applicant is the City of Elkhart Parks and Recreation. The property address is 144 Division Street. The local landmark or District is the State and Division local and National Register Historic District. The Rating is contributing non historic. The architectural style is park.

Description of the proposed project: Elkhart City Parks and Recreation proposes construction of a small playground. (See design attached to COA application)

Applicable Ordinance Authority: Section 12.6 of Ordinance 4041 of the City of Elkhart requires a Certificate of Appropriateness to be issued for a conspicuous change in the exterior appearance of the existing building by demolitions, moving, additions, new construction, alteration, color change or maintenance of existing buildings, including windows, doors and all exterior features, walls or fences. As such, a Certificate of Appropriateness must be issued for the work proposed at the 144 Division Street.

Applicable Guidelines: Major landscape items should be compatible with the character of the neighborhood in size, scale, design, material, and color.

**Staff Recommendation:**

As the proposed playground meets Historic District guidelines for size, scale, design, material, and color, staff recommends approval. Filed by Deb Parcell on September 19, 2024.

Linley asked if there were any questions or concerns from the commission.

Trotter said that Jamison Czarnecki, the parked superintendent, was connected via WebEx and Adam Fann representative from Elkhart re-development commission was in the audience to answer any questions.

Jamison Czarnecki was not able to unmute himself via WebEx. Trotter asked Adam Fann to take over the microphone.

Adam Fann introduced himself as assistant Director of redevelopment. Fann said that he was happy to answer any questions.

Linley said that it is a big area and she wanted to make sure that the neighborhood next immediate neighbors were ok with this idea. Fann responded that Park's department has had some neighborhood input on it. They have given their desires as far as the type of playground, colors, and things like that. Fann continued to say that the redevelopment commission has some funds that they have talked to Mr. Czarnecki about to extend the fencing that is in front of the SoMa Commons gardens onto this parcel where the playground would be to unify the whole thing. Fann added that they would add some additional lighting, remove the curb cut that is currently there to the property so there's no longer a drive approach into the property. They would also be removing the small retention wall or curb that is on the backside of the sidewalk and they would also be looking to correct some ADA compliance issues with the sidewalk that is in front of the property.

Linley asked if that is all wrapped into the price tag that was in the paperwork. Fann responded that it would be all extra that the commission would be funding on its own. Linley said that she was wondering about that little half wall because she saw children doing Superman things that did not end up well.

Fann said that the parcel in the corner of Hug and East Street was sold to a private developer that will be doing a LIHTC credit development which LIHTC stands for low income housing tax credits. He believes that there would be 40 to 43 units and they will start conversations with the developer to see if a staircase going from the property below on Hug Street up to the parcel on Division Street would be something that they would be interested in teaming with the city to have it installed.

Zimmerman asked if the entire area around the playground would be fenced. Fann responded no it would be just the front like currently it is but they are trying to match that same style of fence and then also do another gateway entrance. Zimmerman asked if there are any restrictions or code that mandates that the whole playground has to have a fence around it. Fann responded no that he was aware of but that would be more of a park's department question. Fann added that they have a lot of parks that do not have fences all the way around them.

Zimmerman asked what type of material would be there for flooring on the ground area when children come down the slides. Fann responded that he believed that Parks would be using wood chips like they do in a lot of the other parks on their play systems. Zimmerman said that some of the playgrounds that he had experience with have the rubberized type material and he did not know if there was any code for the safety of the children or people using that or need to be used. Fann said that wood chip are still commonly used and acceptable. Fann said that Jamison did text in and say that the natural play elements were requested by the neighborhood that's part of this design.

Fann said that this parcel is currently owned and the parcel that has the SoMa commons park on it is currently owned by the redevelopment commission but he is working with Jamison to transfer those parcels to the parks department for their ownership.

Linley asked for a motion to approve **24-COA-06 144 Division Street** based on the staff recommendations. Motion made by Whitmer, seconded by Glassburn; motion carried.

Linley said 24-COA-06 144 Division Street is approve.

**Announcements:**

Linley asked Trotter if there were any announcements that evening. Trotter said that he would like to share that the scholarship he applied for was granted. The annual preservation conference in October that will in Madison Indiana. He will be attending camp again and then going to the rest of the conference that week and he will report back in November after his attendance. Trotter shared that since he is a scholarship recipient he has to attend certain things to meet the obligations of the scholarship. Trotter shared that Parcell is also attending camp.

Linley asked the commission if they have any announcement for the good of the order. Whitmer said that she does not have an announcement but a questions. Whitmer asked Parcell if she had any progress on her problems on Division Street that issue with the violation of her covenants. Parcell responded no we have not have any progress with that at all until she has some legal help with that one. Whitmer said that maybe next month they will have a more full report when Parcell is in person. Parcell said that for the moment nothing to report.

Glassburn announced that he would not be present for next months meeting because he will be out of the country.

**Adjournment:**

Linley said that she would accept a motion to adjourn the meeting at 7:19 pm. Motion made Glassburn, seconded by Whitmer; motion carried.

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Ann Linley, Chair



Elkhart Historic & Cultural  
Preservation Commission

**ELKHART HISTORIC & CULTURAL PRESERVATION COMMISSION  
REGULAR MEETING 2025 DATES**

File by Date

Meeting Date

Thursday, January 2, 2025

Thursday, January 16, 2025

Thursday, February 6, 2025

Thursday, February 20, 2025

Thursday, March 6, 2025

Thursday, March 20, 2025

Thursday, April 3, 2025

Thursday, April 17, 2025

Thursday, May 1, 2025

Thursday, May 15, 2025

Thursday, June 5, 2025

Wednesday, June 18, 2025\*

Thursday, July 3, 2025

Thursday, July 17, 2025

Thursday, August 7, 2025

Thursday, August 21, 2025

Thursday, September 4, 2025

Thursday, September 18, 2025

Thursday, October 2, 2025

Thursday, October 16, 2025

Thursday, November 6, 2025

Thursday, November 20, 2025

Thursday, December 4, 2025

Thursday, December 18, 2025

Note: All meetings are held in the Council Chambers, 2<sup>nd</sup> floor, City Municipal Building at 7:00p.m., the 3<sup>rd</sup> Thursday of each month unless indicated (\*).

Reviewed and adopted by the City of Elkhart Historic and Cultural Preservation Commission at its regular meeting November 21, 2024.

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Ann Linley, Chair

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229 South Second Street  
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