

Elkhart Historic & Cultural Preservation Commission

Meeting Thursday, March 21, 2024

Call to Order:

Ann Linley called to order the Elkhart Historic & Cultural Preservation Commission Meeting for Thursday, March 21, 2024 at 7:01 pm.

Roll Call:

Present: Raymond Enfield, JA Whitmer, Ann Linley, and Bill Zimmerman. Eric Trotter with the City of Elkhart Planning and Development and Deb Parcell with Indiana Landmarks.

Absent: Bobby Glassburn

Approval of Agenda:

N/A

Approval of Minutes:

Linley gave everyone a minute to look over the minutes from July 20, 2023 to see 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 Bill Zimmerman; motion carried. The July 20, 2023 minutes are approved.

Linley asked everyone if there were any additions, deletions or corrections to December 7, 2023 minutes.

Linley asked for motion to approve the minutes as presented. Motion made by Zimmerman, seconded by Whitmer; motion carried. The December 7, 2023 minutes are approved.

Linley asked everyone if there were any additions, deletions or corrections to February 15, 2024 minutes.

Linley asked for motion to approve the minutes as presented. Motion made by Whitmer, seconded by Raymond Enfield; motion carried. The February 15, 2024 minutes are approved.

Financial Report:

N/A

Hearing of Visitors:

N/A

Old Business:

N/A

New Business:

A: 24-COA-02, 221-223 Division Street

Deb Parcell: Application 24-COA-02 for property address 221-223 Division Street. The subject property is a contributing rated, Gable-front build around 1915. Parcell said that there is two parts to the project.

Description of the proposed project:

- 1) Installation of framed vertical lattice on the three undersides of front porch. High quality lumber to be used, painted appropriate colors complementing the residence's current color scheme. Fiberglass windows screens will be affixed to the back side of vertical grill screening to keep leaves and grass clippings from blowing under the porch.
- 2) Restoration of wood-framed glass windows along the foundation. Windows will be inoperable, and wood frames will be painted appropriate colors complementing home's current color scheme.

Staff Recommendation:

- 1) Currently, no skirting exists at the base of the front porch. Vertical wood lattice is a typical feature at the underside of porches, is appropriate for this c.1915 house, and meets the historic district guidelines. Staff recommends approval as submitted.
- 2) Original basement windows should be retained and repaired. Proposed repairs meet the historic district guidelines. Staff recommends approval as submitted.

Linley asked the applicant of 24-COA-02 221-223 Division Street to speak to his project.

The applicant, Timothy Shelly, introduced himself and signed in. Shelly said that he was working with Deb Parcell on the size of the vertical slats, coloring and getting things in place to work on it during the summer. Shelly pointed out that the current look of the house was the yellow house in the picture and the green house picture was when they bought the house eight to nine years ago. Shelly believed that the windows were still underneath the boards and cinder blocks that have kind of covered up the window areas if not they will replicate it. Shelly stated that there are six window, three on each side of the house and they will replicate what needed to be replicated or repair what needed to be repair. Shelly stated that he might be back to the Historical commission board in case the house needed a fencing guard or grill work in front to keep the kids from breaking them. Linley said that she was about to ask how the basement window's will be protected and she added that she was open to see some alternative materials other than glass window for safety and security perspective. Linley pointed out that it was necessary especially because the property has a driveway going down the side. Shelly said that once they get into it and if they find out that the window glass got broken a lot they will come back to correct it.

Linley asked if anyone from the commission had any question for the applicant. Whitmer complimented the applicant for the worked that he had done to the house and she was happy that the lattice that was on the old house was going to go down. Shelly said that what was interesting about the photo is that they replicated the original color of the house that was underneath the old shingle and they actually toned down the color because it was a little brighter harsher yellow.

Linley asked for a motion to approve **24-COA-02 221-223 Division Street** as presented. Motion made by Whitmer, seconded by Enfield; motion carried.

Announcements:

Trotter stated that he is in the process of working on their 2024 audit report. Trotter reminded the board that every other year as a certified local government they are required to submit a report to the state. Trotter is required to submit engineering education efforts, any new local landmarks, any national register activities, any updates to the local survey, adhere to the open door policy, statistical information of the number of COA looked at, if they were approve or denied and a commitment letter signed by him and the mayor. Trotter said that he will provide the state an updated resume from each board member. Trotter would be emailing the board members a request to get their updated resume which needs to cover educational background, work experience, demonstrate personal interest and preservation through volunteerism, organizational memberships, and or other activities and accomplishments for citizens without an existing professional resume, a brief outline covering these three points is acceptable. Trotter said that his deadline is May 3rd and two weeks before the due date he would have everything wrap up.

Trotter said that speaking of one of the elements which is continuing education; he sent out the educational opportunity that Parcell highlighted for him which he had seen but he had not registered from NAPC from alternative materials. Trotter pointed out the attendants: him, Linley, and Kevin. Trotter stated that the seminar was really good and printed out the handout for the board members. Trotter said that he encourage the members to look at it since the seminar was recorded and it was only one hour and half long.

Linley said that the recording of the seminar is email the next day about five o'clock and that allows you to keep the recording. Linley stated that she kept the artwork seminar for future reference because of our recent mural.

Trotter said that the commission is working in updating the zoning, subdivision, and preservation ordinance into the unified development ordinance document. Trotter stated that they are working through the zoning, done with the subdivision and it was the board's turn. Trotter said that he would request a late afternoon work session with the board members, Parcell and the consultants from Indianapolis which would take about couple hours to run through the outline of what they know and what they need to cover. Trotter said that he would be emailing a doodle poll to the members with a handful of dates for them to click on their availability and he will choose the one that the majority selected. Trotter said that if he was unable to send the doodle poll he would just do it through an old fashion email with the dates in it.

Trotter said that Parcel's contract was approved and she can send her first invoice for the first half of the year.

Adjournment:

Linley said that she would accept a motion to adjourn the meeting at 7:16 pm. Motion made Zimmerman, seconded by Whitmer; motion carried.

Ann G. O. Linley
Ann Linley, Chair