



# MICHIGAN CITY INDIANA

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**HISTORIC PRESERVATION COMMISSION**  
**Monday, August 23, 2021**  
**City Hall – Mayor’s Conference Room – 6:00 P.M. CST**  
**- MEETING MINUTES-**

## **CALL TO ORDER**

The meeting was called to order by President Joyce Dalton at 6:00 PM.

## **ROLL CALL BY LILLIANA ROSADO**

### **VOTING MEMBERS**

Joyce Dalton  
Dan Granquist  
John Hendricks  
Anthony Holt  
Roger Potratz  
David Augustus

### **VOTING MEMBERS ABSENT**

Dwayne Hurt

### **ADVISORY MEMBERS PRESENT:**

Deb Parcell  
Lilliana Rosado

### **CITY COUNSEL LIASON: None**

### **VISITORS:**

Larry Yurko with Legacy Sign Group

## **REQUEST FOR AGENDA MODIFICATION FOR AUGUST 23, 2021**

An agenda item was requested to be added because the foundation of an historic district building was in need of expedited repair. Motion to modify the agenda by adding **COA 2021-036 802 Cedar St, Foundation Repairs – Maintenance Review** was made by Roger Potratz and seconded by John Hendricks. All members present voted. Joyce Dalton-Aye, Dan Granquist-Aye, John Hendricks- Aye, Roger Potratz-Aye, Anthony Holt-Aye, David Augustus-Aye: No Nays – Motion Passed and agenda item was added to today’s meeting.

## **DUANE PARRY – MAYOR**

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**APPROVAL OF AUGUST 2, 2021 MEETING MINUTES:**

Motion to approve minutes made by Dan Granquist and seconded by Anthony Holt. All members present concurred. Joyce Dalton-Aye, Dan Granquist-Aye, John Hendricks-Aye, Roger Potratz-Aye, Anthony Holt-Aye, David Augustus-Aye: No Nays – Motion Passed and Meeting Minutes were approved.

**CORRESPONDENCE:**

None

**CERTIFICATES OF APPROPRIATENESS:**

- **COA 2021-034 110 W. 9th Street Signage–**  
**Install two new vinyl wall graphics applied to painted brick walls. One vinyl wall graphic to go on front facade and one vinyl wall graphic to go on side facade.**

The proposed vinyl signs will be installed where signs have previously existed, over previously painted areas of brick. Vinyl should be tested to insure they do not take some of the face of the brick with it when removed. The brick underneath should be clean and in good repair.

**STAFF RECOMMENDATION:**

Approval as submitted with the condition the vinyl is tested to be sure it does not damage the wall during installation or removal.

Discussion included that the old signs were likely screwed and the owner wants to use a stick-on vinyl for the new signs.

Motion to approve staff recommendation was made by John Hendricks and seconded by David Augustus. All members present voted. Joyce Dalton-Aye, Dan Granquist-Aye, John Hendricks-Aye, Roger Potratz-Aye, Anthony Holt-Aye, David Augustus-Aye: No Nays – Motion Passed and staff recommendation was approved.

- **COA 2021-035 424 E. 10th Street Tuck pointing –**  
**Tuck point the foundation of the house.**

Foundation has areas of missing mortar, re-pointing with mortar that doesn't match or expanding foam.

**STAFF RECOMMENDATION:**

Approval as submitted with condition mortar matches existing in strength and color, and joints replicate the original look and depth.

The Commissioners agreed to all staff recommendations with the exception that the mortar should also be of similar chemical composition and strength as to not pop the brick surface after tuck pointing and have an analysis completed with an affidavit that the proper mortar is used for the repair.

Dan Granquist requested an update from the August 2 meeting regarding an affidavit that was requested of the tuck pointing material for COA 2021-033 - 722 Washington St. and Lilliana Rosado said she had not received anything. A discussion ensued that the HPC needs to have closure and follow-up that the HPC approval requirements are being followed. Lilliana did not know of a mechanism from the Building Inspection Department that would give feedback. It was requested that a form or process be discussed with the City Attorney, Amber Lapaich-Stalbrink and Joyce Dalton was to follow-up with the attorney. David Augustus commented that Type N mortar is typically a softer mortar than most brick and stone and would likely be adequate, but we should have it confirmed.

The approval that was discussed was conditional that an affidavit by the contractor be submitted to staff that the mortar being used is comparable to in color, chemical composition, texture, joint size and profile as originally installed.

Motion to approve the staff recommendation with the affidavit condition as noted was made by Roger Potraz and seconded by David Augustus. All members present voted. Joyce Dalton-Aye, Dan Granquist-Aye, John Hendricks- Aye, Roger Potraz-Aye, Anthony Holt-Aye, David Augustus-Aye: No Nays – Motion Passed and staff recommendation with affidavit condition was approved.

#### **MAINTENANCE REVIEW:**

- **COA 2021-036 802 Cedar St, Foundation Repairs** - Staff approved. Staff noted the foundation was bowing and needed expedited repairs.

#### **COMMITTEE REPORTS:**

- None. There are currently no committees.

#### **OLD (TABLED) BUSINESS:**

- New guidelines for the historic preservation commission for residential and commercial were e-mailed on the day of the August 23 meeting for review and comment. There was little time to do a formal review, so Deb Parcel would take comments through Labor Day weekend. The HPC would formally vote on acceptance of the Design Guidelines at the September meeting.
  - Dan Granquist had some comments for the guidelines:
    - Page 3; the guidelines need to be accessible and there should be notes included where people can obtain a copy of the guidelines. Joyce Dalton suggested we also have copies of the guidelines in the Planning Office for people who do not own a computer or have access to one, or do not know how to use one. The Design Guidelines will be posted on the City Website.
    - There are many references to the Historic District, which should be the “Historic Preservation Commission”. These will all be changed. Also, maps of the historic districts will be included. Dan Granquist noted that the Elston Historic District has a Scribner’s error and needs adjusted to close correctly. This needs followed up with the City attorney and may need formal approval by Council.
    - Page 6; there is an ambiguous statement that reads that the COA’s are due 2 weeks prior to the HPC meeting on the second Monday. This needs clearer language.

- Page 7; some re-wording of “we approve projects to be approved” is needed.
- Page 7; there is wording that says staff “overview”, when the words should be more direct, like staff “oversight” or “authorization”
- Page 7; Need to remove any reference to additional fees, since our HPC does not have fees.
- Other; minor grammatical issues throughout need cleaned up
- Need a link to the current building codes and any work in the historic districts needs to comply with the Michigan City building codes
- Page 17; more documentation needed.
- Page 29; more references to outside boards should be made here.
- End of Document; we need additional language on signs and murals where the HPC is deficient. Deb Parcell said we are increasing the language slightly. As long as we are being consistent, everyone agreed that was a good course of action.
- Roger Potratz had some comments as well:
  - There is no time period for COA’s. We should add a time period when they expire similar to a building permit and maybe at the same time as the building permit. The group thought 1 year from the COA approval would be adequate for expiration or require a renewal of the COA. This brought more discussion that the HPC board needs to have follow-up with applicants that they followed the approved COA.
  - Roger Potratz discussed the Lead Remediation section regarding single hung storm windows over double hung windows not being allowed. The group agreed that we should drop this requirement because some homeowners do not have ability to remove storm windows in the winter and the committee agreed.
  - Awnings needs to be addressed and Roger Potratz did not remember seeing it in the guidelines.
- Roger Potratz could not contact he contractor for the cupola inspection question from August 2, 2021 for COA 2021-031 110 W 9<sup>th</sup> St, but will try another contractor.

**NEW BUSINESS:**

- With the Delta Variant of COVID-19 ramping up, we discussed the need for Zoom Meetings. A motion was made by Anthony Holt and seconded by Dan Granquist to continue to meet in person with a mask or without a mask depending on requirements. All members present voted. Joyce Dalton-Aye, Dan Granquist-Aye, John Hendricks- Aye, Roger Potratz-Aye, Anthony Holt-Aye, David Augustus-Aye: No Nays – Motion to keep in-person meetings was passed and was approved.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

- Joyce Dalton requested a motion to adjourn the meeting at 7:05 PM. A motion was made for adjournment of meeting by Roger Potratz and seconded by David Augustus. All members present voted. Joyce Dalton-Aye, Dan Granquist-Aye, John Hendricks- Aye, Roger Potratz-Aye, Anthony Holt-Aye, David Augustus-Aye: No Nays – Motion to adjourn was passed.