



Elkhart Historic & Cultural  
Preservation Commission

**ELKHART HISTORIC & CULTURAL PRESERVATION COMMISSION  
REGULAR MEETING  
THURSDAY, OCTOBER 16, 2025**

**7:00 P.M.**

**Elkhart City Annex – 201 S 2<sup>nd</sup> St**

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**AGENDA**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF MINUTES – SEPTEMBER 18, 2025
- 5) HEARING OF VISITORS
- 6) OLD BUSINESS
  - A. NEIGHBORHOOD UPDATE/PROGRESS REVIEW/NOMINATIONS
- 7) NEW BUSINESS
  - A. 25-HP-03, PROCESS OF ESTABLISHING A CONSERVATION DISTRICT
- 8) ANNOUNCEMENTS
- 9) ADJOURNMENT

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If you are unable to attend, please contact Wendy Sonora at 574-294-5471 x 3256

**Webex Information**

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

Meeting number: 2302 631 2237

Password: Historic1

**HISTORIC & CULTURAL PRESERVATION COMMISSION MEMBERS**

<u>Name</u>	<u>Term</u>	<u>Appointed By</u>
Ann Linley, President	January 1, 2025 – December 31, 2028	City Council (Citizen)
J.A. Whitmer, Vice President	September 16, 2025 – December 31, 2027	Mayor
William (Bill) Zimmerman	September 15, 2025 – December 31, 2026	Mayor
Robert (Bobby) Glassburn	September 15, 2025 – December 31, 2028	Mayor
David Henke	January 1, 2025 – December 31, 2025	City Council (Member)
Vacant		Mayor
Vacant		Mayor

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

**Elkhart Historic & Cultural Preservation Commission**

**Meeting Thursday, September 18, 2025**

**Call to Order:**

Ann Linley called to order the Elkhart Historic & Cultural Preservation Commission Meeting for Thursday, September 18, 2025 at 7:01 pm.

**Roll Call:**

Present: Bobby Glassburn, JA Whitmer, Ann Linley, and Bill Zimmerman. Eric Trotter, Kyle Anthony-Petter with the City of Elkhart and Deb Parcell with Indiana Landmarks.

Absent: none

**Approval of Agenda:**

Linley asked for a motion to amend the agenda to add staff item D, under staff items, section eight: 25-COA-08 for 102 W Beardsley. Motion made by JA Whitmer, seconded by Bill Zimmerman; motion approved 4-0.

Linley asked for a motion to approve the amended agenda. Motion made by Bobby Glassburn, seconded by Whitmer; motion approved 4-0.

**Approval of Minutes:**

Linley gave everyone a moment to review the minutes for July 17, 2025, to see if corrections needed to be made.

Linley said she would accept a motion to approve the minutes as presented. Motion made by Zimmerman, seconded by Whitmer; motion approved 4-0.

**Hearing of Visitors:**

N/A

**Old Business:**

Linley asked if there were any neighborhood updates, progress reviews, nominations to report to the commission. Linley said that there are none.

**New Business:**

**A: 25-COA-06, 600 Prairie Street – New vinyl fence**

Deb Parcell read: 25-COA-06 applicants are Terry and Robin Gaugler at 600 Prairie Street in the State and Division Local and National Registered Historic Districts. The building is rated non-contributing because it was constructed outside the period of significance in 1971.

Description of proposed project: The owner proposes removal of existing chain link fence and replacement with vinyl fence.

**STAFF RECOMMENDATION:**

The house was built in 1971 and is non-contributing to the historic district. It is located on the southeast corner of Division and Prairie Streets, facing Prairie Street; driveway access is from the alley between State and Division Streets. The proposed 6'H vinyl fence will be at the rear and side of the property, not extending beyond the front façade of the house. The fence will be compatible with the neighborhood and existing house. Staff recommends approval as submitted.

Linley invited the homeowner's to speak to the COA and to state their name for the record.

The applicants, Robin Gaugler and Terry Gaugler, introduced themselves. Linley asked the commission members if they had any questions for the homeowners. Whitmer asked if there were two staff recommendation's, one for the fence and other for the slab and shed. Deb Parcell confirmed that there were two petitions, but one was staff approved. Mrs. Robin said that they are keeping the same existing storage shed that they have, but they are just turning it around to face a different way. Mrs. Robin explained that even with their chain-link fence they have been broken into their sheds three times and things like lawn mower have been stolen and she feels that with the privacy fence and with the shed facing away from the alley it will help detour that from happening. Whitmer said it is for security concerns. Mrs. Gaugler added that their dogs bark when people walk by and the fence will help reduce that because the dogs would not be able to see. Zimmerman asked if they have decided the color of the fence and if it will be white. The applicants confirmed that the color is white.

Linley said she would accept a motion to approve **25-COA-06, 600 Prairie Street** based on the staff recommendations. Motion made by Zimmerman, seconded by Whitmer; motion approved 4-0.

#### **Staff Items:**

##### **A: 25-COA-04, 214 State Street - New shingle roof**

Linley said that this is staff approval and it would just need to be read into the record.

Parcell read: 25-COA-04,214 State Street, another non-contributing building in the State and Division Local and National Registered Historic Districts.

Description of proposed project: The owner proposes tear off of the existing 3-tab asphalt shingle roof and replacement with Atlas Storm Master architectural asphalt shingles in Grand Teton.

#### **STAFF RECOMMENDATION:**

The proposed roof shingle replacement is similar to the existing shingles, and meets historic district guidelines for material and profile, so it can be approved by staff and it was.

Parcell said that the applicants came before the board for a metal roof couple months ago, but unfortunately Mr. Rushing lost his job and they were not able to afford moving forward with that, but they still need a roof and they are doing a more economical version, which is a replacement in kind.

##### **B. 25-COA-05, 215 State Street - New shingle roof**

Parcell read: 25-COA-05, 215 State Street applicants is Glenn Higgins. The building is rated Gable-front built on 1890.

Description of proposed project: The owner proposes tear off of the existing 3-tab asphalt shingle roof and replacement with Atlas Storm Master architectural asphalt shingles in Grand Teton; install membrane roof on flat portion of front porch, and eliminating built-in gutters.

**STAFF RECOMMENDATION:**

The proposed roof shingle replacement is similar to the existing shingles, and meets historic district guidelines for material and profile. Membrane roof installed on flat portion of front porch roof will not be visible from the public way. Built-in gutters on front porch are not currently in use – previously replaced with K-style gutters. All proposed work meets historic district guidelines and has been approved by staff.

**C. 25-COA-07, 600 Prairie Street – Driveway and Storage Shed**

Parcell said that the previous applicants that were here, and the commission heard their reasons for wanting to replace the storage building and turn it and then they want to install a cement slab for parking where there is existing gravel to have a nice firm place to park.

**STAFF RECOMMENDATION:**

The house was built in 1971 and is non-contributing to the historic district. We already talked about the location. It is located on the southeast corner of Division and Prairie Streets, facing Prairie Street; driveway access is from the alley between State and Division Streets. The proposed concrete slab will be located off the alley, at the south side of the property. The new storage shed will replace an existing storage shed. All proposed work meets historic district guidelines and has been approved by staff.

**D. 25-COA-08, 102 West Beardsley Avenue – Fence and Shed**

Parcell said that she forgot to add it as well. Parcell said that it is for the Havilah Beardsley House. They are looking to put up a fence on the west side of the property. The fence would start northwest corner of the house and then run back behind that carriage house that they are rehabbing, just north of it. They were also proposing a storage shed, which is extremely nice and then paint that colors to match the Havilah Beardsley house. Parcell said obviously things that meet the historic guidelines and we have approved those. Parcell added that they have been in conversation with them for a while about that, and it looked good. Parcell shared that she met a year ago with Bill to show her the location and things take time, but they are finally getting to it. Zimmerman asked if the color of the fence will be like the one in the picture, brown. Parcell said that the form does not specify, but she would assume and shared that the fence is pretty similar to the fence they put in on the east side of Ruthmere. Zimmerman shared that there is a property that buds to his funeral home and it is exactly like the one in the picture and it is very nice. Parcell said that it will be very similar to that. Linley thanked Parcell for the staff approvals.

**Announcements:**

Eric Trotter announced that as they are working on some amendments to the guidelines and district requirements, they would have to schedule a special meeting the first or second week of October. Trotter will let the commission members know since he needs to make sure the room is available and there is no other conflicts. Trotter said that it may not be a Thursday night. Trotter asked which day of the week did not work for them. Trotter explained that he has to give ten day notice out for people. Trotter said that he will aim for Tuesday or Wednesday and he will be in touch with them via email or with a telephone call to make sure that everyone is available that evening.

Zimmerman said that Wednesday does not work for him. Trotter said that he may aim for Tuesday. Linley confirmed that Tuesdays works for her. Trotter explained that the second Thursday of the month is board of zoning appeals and that will be too much traffic in the council chamber.

Linley asked if the special meeting would be the only thing on the agenda and what would the purpose of the special meeting be. Trotter responded that the purpose of the meeting is to discuss the district boundaries, the district standards and the designation, and it will be open to the public.

Whitmer asked Trotter for a printed copy once they have finalized the district guidelines.

Linley asked if there were any other announcements for the good of the order. Linley said that IT requested to suggest any improvements in the experience in the room and to report it to them.

Zimmerman said that he did have a question that did not pertain to the historic district. Zimmerman asked for an update on the status on the Middlebury School building, on the corner of prairie and Middlebury Street. Kevin Davis, deputy city attorney and the attorney for Historic commission, introduced himself. Davis asked if he was talking about 222 Middlebury Street. Zimmerman responded, yes. Davis said that the property went to in order to take action hearing about two to three weeks ago and the owner went into a compliance agreement for which the city, wants to see some improvements to the outside of the building. Davis explained that there is a timeline in which the owners needs to make sure the outside of the building is kept up to standards, trees removed, the building sealed for it to no longer be an eyesore and then the owner can start working in the inside of the building. Davis shared that there is some interest of the property from others, but this is the third time that this building has goes to an OTA hearing and this will be the last time because every time that we go to an OTA hearing, there's very little work that's done on the building. Zimmerman asked if there is a deadline that he has to complete. Davis responded that he wants to speculate and he thinks it is the end of the year, and he thinks that it is sometime in December fifth, fifteen or thirty-first. Zimmerman asked if that doesn't happen, then what happens. Davis responded that the city can act on the order to take action and he knows that people have talked about receivership for that, a possible receivership for that property, that's another option, but the city will then have an order to take action for which the city can actually go in and demolish the building, but the goal obviously that's a huge cost to take that building down. If there's someone else that has an interest in the building, we can always look at another step such as a receivership process. Zimmerman thanked Davis for the information. Davis said you are welcome and asked if there were any other questions.

**Adjournment:**

Linley said that she would accept a motion to adjourn the meeting at 7:19 pm. Motion made by Zimmerman, seconded by Glassburn; motion approved 4-0.

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Ann Linley, Chair

DRAFT



# Staff Report

Planning & Zoning

<u>Petition:</u>	25-HP-03
<u>Petition Type:</u>	Staff Report
<u>Date:</u>	October 13, 2025
<u>Petitioner:</u>	City of Elkhart
<u>Site Location:</u>	State & Division Local Historic District
<u>Request:</u>	To establish a Conservation District to meet the requirements from Section 1.4 A of Ordinance 4367 of the City of Elkhart which allows the Historic Commission to adopt preservation guidelines

## Staff Analysis

The petitioner is requesting to begin the process of establishing a Conservation District to meet the requirements from Section 1.4, A of Ordinance 4367 of the City of Elkhart which allows the Historic Commission to adopt preservation guidelines.

The State Division Street Local Historic district was established in 1981 with updates to the ordinance in 1991 and 1998. Since the time of district establishment, the neighborhood has seen many of the homeowner properties become rental. The neighborhood demographics and the financial needs of the individuals who live in the area have grown. The ability for residents to pay the cost of maintaining these homes to the ordinance standard has become untenable for most. As a result, the neighborhood has seen increases in deferred maintenance leading to deteriorating structures. That neglect, compounded with several fires, has resulted in large numbers of vacant lots as homes are demolished. Under the current design guidelines, the lack of flexibility of allowed building materials and a national shortage of skilled craftsmen with knowledge of how to maintain a historic home has compounded the struggle of this district.

The State Division Street district has not seen the structures preserved as originally hoped or improvement to property values since its creation in 1981. As a result, disinvestment and apathy towards the standards has grown and resulted in a steady decline of properties in the neighborhood. The request is to start the process of moving the historic district from a Local Historic District to a two-phased Historic Conservation District for the updated district boundaries outlined in earlier case 25-HP-01.

Many of the COA's that come in front of the Historic and Cultural Preservation Commission come from individuals or local not for profit groups that were cited for doing work without approval. The people who have tried to follow the guidelines are hampered by the cost of materials and inability to find qualified contractors. The amount of unpermitted work on weekends and non-Certificate of Appropriateness (COA) approved work has resulted in a growing number of structures now likely being considered non-contributing.

The process of moving from a Local Historic District to a Conservation District starts with the first phase as a 3-year period as a conservation district. During this phase, a certificate of appropriateness is required only for the following activities: demolition of any building, moving or relocation of any building or structure and any new construction of a principal building or accessory building or structure subject to view from a public way.

At the expiration of the initial 3-year period, the first phase of a conservation district continues and the second phase does not become effective if a majority of the property owners in the district object to the HCPC, in writing, to the requirement that Certificates of Appropriateness be issued for the following activities:

## Recommendation

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The Staff recommends **approval** of the model design guideline.

# Photos

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