

Elkhart Historic & Cultural Preservation Commission

Meeting Thursday, November 20, 2025

Call to Order:

Ann Linley called to order the Elkhart Historic & Cultural Preservation Commission Meeting for Thursday, November 20, 2025 at 7:07 pm.

Roll Call:

Present: JA Whitmer, Ann Linley, Bill Zimmerman, and Carrie Brunson (Proxy). Kyle Anthony-Petter with the City of Elkhart.

Absent: Bobby Glassburn

Approval of Agenda:

Linley asked the commission if there were any changes or amendments to the agenda. Staff said no.

Linley asked for a motion to approve the agenda as provided. Motion made by JA Whitmer, seconded by Bill Zimmerman; motion approved 4-0.

Approval of Minutes:

Linley gave everyone a moment to review the minutes for October 16, 2025, the discussion of the process of establishing the conservation district, to see if corrections or changes 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 or any message from Deb Parcell to report to the commission. Anthony-Petter said not that I am aware of.

New Business:

A: Approval of 2026 Meeting Calendar

Linley said we have before us the 2026 meeting calendar and we remain on our 3rd Thursday of the month. Linley asked the commission if they had questions or corrections to the proposed calendar.

Linley said she would accept a motion to approve the **2026 Meeting calendar** as presented. Motion made by Whitmer, seconded by Carrie Brunson; motion approved 4-0.

Staff Items:

Linley said that two COAs in the agenda were approved in the last month by staff and asked Anthony-Petter to read the staff report for 25-COA-09, 234-236 Division Street.

A: 25-COA-09, 234-236 Division Street - New shingle roof

Anthony-Petter read: 25-COA-09, 234-236 Division Street, rated contributing an American Foursquare, built about 1920.

Description of proposed project: Tear off existing 3-tab asphalt shingle roof on south and west end and replace with StormMaster Grand Teton architectural asphalt shingles; install ice and water shield.

Applicable Guidelines:

Roof: Retain the original shape and materials of the roof whenever possible. Replace with new material that matches the original as closely as possible in composition, size, shape, color, and texture.

STAFF RECOMMENDATION:

The proposed roof shingle replacement is similar to the existing shingles, and meets historic district guidelines for material and profile. All proposed work meets historic district guidelines and is approved by staff.

This was approved by Deb Parcell on October 29, 2025.

B. 25-COA-10, 226 State Street - New shingle roof

Anthony-Petter read:

Description of proposed project: Tear off existing 3-tab asphalt shingle roof and replace with IKO Dynasty (Beacon) architectural asphalt shingles in Summit Grey on house; EPDM roofing system on low-slope roof; install ice and water shield where applicable.

Applicable Guidelines:

Roof: Retain the original shape and materials of the roof whenever possible. Replace with new material that matches the original as closely as possible in composition, size, shape, color, and texture.

STAFF RECOMMENDATION:

The proposed roof shingle replacement is similar to the existing shingles, and meets historic district guidelines for material and profile. All proposed work meets historic district guidelines and is approved by staff.

This was approved by Deb Parcell on November 6, 2025.

Linley asked if there were any questions for staff about the staff approvals presented as part of 25-COA-09 or ten. There were no questions.

Announcements:

Linley asked if there were any announcements for the good of the commission. Linley wanted to remind the members of the commission that the Indiana Landmarks was having their holiday open house. Open house is at Poledor House in South Bend, which is at 402 W Navarre Street. Linley said that you can request tickets in Indiana Landmark's website. Linley explained that they are usually timed entries that way they do not have a hundred people in the house right at 5:00pm. It is from Five to Seven on December 9. Linley said that it is always fun to see, especially when it is a house in progress and you get to see what they are doing.

Adjournment:

Linley said that she would accept a motion to adjourn the meeting at 7:16 pm. Motion made by Whitmer, seconded by Zimmerman; motion approved 4-0.



Chair