



Elkhart Historic & Cultural
Preservation Commission

**ELKHART HISTORIC & CULTURAL PRESERVATION COMMISSION
SPECIAL MEETING
THURSDAY, SEPTEMBER 10, 2026**

5:00 P.M.

Council Chambers – 2nd Floor

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF MINUTES – MAY 21, 2026
- 5) HEARING OF VISITORS
- 6) OLD BUSINESS
 - A. NEIGHBORHOOD UPDATE/PROGRESS REVIEW/NOMINATIONS
- 7) NEW BUSINESS
 - A. 26-COA-09, 515 EAST STREET – NON-LIT FABRICATED LETTERS
 - B. 26-COA-10, 231 DIVISION ST – NEW SHED
- 8) STAFF ITEMS
 - A. 26-COA-05, 931 WEST FRANKLIN STREET – FENCE REPLACEMENT
 - B. 26-COA-06, 234-236 DIVISION STREET – CONCRETE PAD
 - C. 26-COA-07, 234-236 DIVISION STREET – SIDEWALK REPLACEMENT
 - D. 26-COA-08, 234-236 DIVISION STREET – CHIMNEY REPAIR
- 9) ANNOUNCEMENTS
- 10) ADJOURNMENT

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

Teams Information

<https://teams.microsoft.com/meet/270311232899369?p=AvM8phMt8hB6Gy53pi>

Meeting ID: 270 311 232 899 369

Password: NM2gT9wD

HISTORIC & CULTURAL PRESERVATION COMMISSION MEMBERS

<u>Name</u>	<u>Term</u>	<u>Appointed By</u>
William (Bill) Zimmerman, Chair	September 15, 2025 – December 31, 2026	Mayor
Doug Mulvaney, Vice Chair	January 1, 2026 – December 31, 2027	City Council (Citizen)
J.A. Whitmer, Treasurer	September 16, 2025 – December 31, 2027	Mayor
Robert (Bobby) Glassburn	September 15, 2025 – December 31, 2028	Mayor
David Henke		City Council (Member)
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, May 21, 2026

Call to Order:

Bill Zimmerman called to order the Elkhart Historic & Cultural Preservation Commission Meeting for Thursday, May 21, 2026 at 6:04 pm.

Roll Call:

Present: Carrie Brunson, Doug Mulvaney, JA Whitmer, and Bobby Glassburn via Teams.

Absent: Bill Zimmerman

Approval of Agenda:

Doug Mulvaney asked for a motion to approve the agenda as presented. Motion made by JA Whitmer, seconded by Carrie Brunson; motion carried with the following roll call vote:

Carrie Brunson – Yes
Doug Mulvaney – Yes
JA Whitmer - Yes
Bobby Glassburn – Yes

Approval of Minutes:

Mulvaney said that he would accept a motion to approve the minutes for March 19, 2026, as presented. Motion made by Whitmer, seconded by Bobby Glassburn; motion carried with the following roll call vote:

Brunson – Yes
Mulvaney – Yes
Whitmer - Yes
Glassburn – Yes

Hearing of Visitors: NA

Old Business:

Mulvaney asked staff if there were any old business, neighborhood update, progress review or nominations.

Kyle Anthony-Petter planner II, staff member for the commission, said no.

New Business:

A: 26-COA-03, 175-177 State Street – Non-Illuminated sign

Anthony-Petter read staff report: The proposed project is to install a non-illuminated vinyl printed sign panel on the first floor on the portico.

Applicable Guidelines:

Commercial Standards: Signs: Add a New Sign to Replace a sign or where no sign has existed previously.

- New signs should be in proportion and be similar in color and details to the building.
- Signage should not cover nor remove elements of the building that give it its character.
- Signs designed in the same period as the building's construction are recommended – allowing the use of modern materials for their fabrication.
- New signs should be installed with anchoring that does not destroy or cause removal of historic materials.

Staff Analysis

The petitioner is requesting to install a non-illuminated vinyl printed sign on the building's first story portico on the front façade.

The petitioner recently reached out staff to talk about requirement for signage for this property and was made aware of the need for approval from the Commission before permits.

The proposed sign area will be placed on the portico with the lettering and image of the sign to be located in the center of the sign. The sign will be installed on top of the existing vinyl siding and will be able to be removed if needed in the future. This request for the property reflects the petitioners wanting to add signage to the front of their building to better identify its location.

Recommendations

The Staff recommends approval of the request based on the following findings of fact:

1. The proposed sign should be and is in proportion and similar in color and details of the building;
2. The proposed sign will not cover nor remove elements of the building that give it its character;
3. The proposed sign will be installed with anchoring that does not destroy or cause removal of historic materials;
4. The proposed color, graphics, and scale is compatible with the district and its character;

Whitmer asked if the sign would be on the white part in front, centered and how much space it would take up. Petter responded that since it is a vinyl wrap and explain that the vinyl will fill the whole area of it, but the lettering will just be just in the middle.

Todd Lehman, petitioner introduced himself, from Sign tech services at 1508 Basher Rd in Goshen is working with Lifeline Youth Ministries. Lehman said that this home is used for interns at Lifeline and it was primarily funded by Craig and Connie Volmer thus the reason to recognize the family and name the house the Fulmer House.

Mulvaney asked the commission if there were any questions for the petitioner. Whitmer said that her only question was already answered by staff.

Mulvaney said that he would accept a motion to approve 26-COA-03, as presented. Motion made by Whitmer, seconded by Brunson; motion carried with the following roll call vote:

Brunson – Yes
Mulvaney – Yes
Whitmer - Yes
Glassburn – Yes

Applicant said that if you see Connie Fulmer, she does not know about this. Mulvaney said that this was a surprise.

B: 26-COA-04, 302 East Beardsley Avenue – Awning

Mulvaney told Anthony-Petter that they have written staff reports which are very detailed with staff analysis and recommendations which were consulted with city council, and he agreed that it was not necessary to read it into the record. Mulvaney said to just give a summary of what is proposed and the recommendations.

Anthony-Petter read: The proposed project is the installation of a new steel framed awning on the piazza on the front of the building.

Recommendations

The staff recommends **approval** of the request based on the following findings of fact:

1. The proposed awning for the building where no photographic or physical evidence exists has been designed based on historic images of the district.
2. The proposed design does not cover up elements of the building that give it its architectural character.
3. The proposed awning will match the design, shape and coverings evidenced in the historic image(s) with one of those photos being included in your packet.
4. The proposed awning's installation will be specified in such a way as not to require removal or damage to original materials;

Mulvaney asked the commission if there were any questions to staff. Whitmer asked if there was information in the packet. Anthony-Petter said yes and indicated that it was on page four in the packet which was a photo from 1924 showing the awnings that were installed on the windows, and a similar design will be on the Piazza on the front area.

Whitmer asked if the awning would be like it shows on the window. Whitmer asked if this was for year-round use. Anthony-Petter responded that it is for the summer, for the warm months, and it will be taken down when it gets cold. Mulvaney added that the frame would probably stay up. Whitmer asked if the steel structure frame would stay up. Anthony-Petter responded that it is all removable. Mulvaney asked if the whole thing could come in potentially. Anthony-Petter said yes. Whitmer asked if the awnings were still on the windows. Anthony-Petter responded yes and added

that they are typically installed in May, in spring and then as it gets colder than they are taken down.

Mulvaney asked the petitioner to come forward to speak to the application.

Jacqueline Beals introduced herself with custom Awning. Beals said that it has a perception for couple of years. It is coming to fruition this canopy, if you have the renderings that we have proposed, it will be just as they are rendered. Beals added that the frame stays up over the winter months, but the canvas comes down. Mulvaney said will shield from the rain if the rain shows up at an event and commented that he thinks it looks great and it is very consistent to what he has seen in some other historic properties that have awnings already and they have extended out over patios and balconies. Beals said that they have been fortunate enough to be taking care of the Ruthmere for some years and the awnings on the windows are also of this vintage, which is a steel frame and not typically what you will see in modern architecture. Whitmer asked if the awning matches the window awnings. Beal confirmed yes and said that it is a traditional green and white, black stripe.

Mulvaney said that he would accept a motion to approve 26-COA-04, as presented. Motion made by Whitmer, seconded by Brunson; motion carried with the following roll call vote:

Brunson – Yes
Mulvaney – Yes
Whitmer - Yes
Glassburn – Yes

C: Elkhart County Bridge # 265 Improvement Project

Mulvaney said that he assumed that the historic commission was notified because it is a qualifying body. Anthony-Petter responded, yes, that is pretty much and that is why there is not a COA number. Anthony-Petter explained that it is essentially because the city is a certified local government and anytime that there is a project that uses federal funds within the area and the city is one of the bodies that are notified to present comments if any. In this case they are planning on taking down the bridge and then installing a new bridge. The bridge is in Middlebury, and it is not in Elkhart, but because Elkhart is one of the bodies that are able to provide comments, they notify the city. Anthony-Petter said that the recommendation that they would be looking for is approval of no comments.

Mulvaney said that he would accept a motion to approve no comment. Motion made by Whitmer, seconded by Brunson; motion carried with the following roll call vote:

Brunson – Yes
Mulvaney – Yes
Whitmer - Yes
Glassburn – Yes

D: NR/Local Designation – Commission Training

Deb Parcell said that the commission is supposed to do training as part of the contract with Indiana Landmarks. Parcell said that she was about five years overdue.

Whitmer asked what the training topic was. Parcell said Local designation and National register designation. Parcell explained that the two different kinds and said that probably the commission already knew all this information, but it is refresher.

Parcell presented the historic designations to the historic commission as part of the city contract with Indiana landmarks. Parcell said that they would do training for the community as well if she has the opportunity.

The presentation was about Historic Designation showing and explaining the National register and Local designation differences like how houses are selected, history, federal fund usage, the process on how the districts are created, how a property is considered to be in the national register, eligibility like age, architectural, style and facts and myths. Local designation process, creating history districts, single sites, rating of houses and the process for COAs applications which are only required for outside work. The presentation also explained the phases on how to create a conservation district.

At the end of the presentation Whitmer said “we really gone backwards because we are now in conservation rather than forward.” Parcell said as you are working on new guidelines, she thinks that those are going to be helpful. It will allow a lot more staff approval, it has more flexibility for materials, but there are still certain things. Parcell said that preservation means preserving, and she believes that we can preserve a few of them.

Announcements:

A: Historic Preservation Month

Anthony-Petter said that May is Historic Preservation month. It happened across the county, different commissions, different preservation groups celebrate the month of May. He just wanted to remind the commission that it was preservation month.

Anthony-Petter announced that whenever the commission meets again the design guidelines will need to be updated because some of the information in them has changed, like email addresses, and he will be adding the second half of the design guidelines, which are commercial. Mainly when commercial buildings have signage that would not fit in a residential sense but are more commercial.

Adjournment:

Mulvaney said that he would accept a motion to adjourn the meeting at 6:45 pm. Motion made Whitmer, seconded by Brunson; motion approved 4-0.

Bill Zimmerman, Chair

PETITION #: 26-COA-09

FILING FEE: \$ No Fee

PETITION to the HISTORIC COMMISSION

PETITION TYPE: CERTIFICATE OF APPROPRIATENESS

Property Owner(s): _____

Mailing Address: _____

Phone #: _____ Email: _____

Contact Person/Applicant: Kacie Kirby / Eye 4 Group

Mailing Address: _____

Phone #: _____ Email: _____

Subject Property Address: 515 East St.

Present Use: comm/residential Proposed Use: comm/residential

Description of Work: non-lit fabricated letters on building

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) OR REPRESENTATIVE (PRINT): Mike Surak , President

SIGNATURE(S): Michael Surak DATE: 7/21/2026



8250 Dean Road
Indianapolis, IN 46240
O: 317.815.5929
F: 317.815.5930
RealAmericaLLC.com

To whom it may concern,

RealAmerica LLC authorizes Eye 4 Group LLC to install the monument sign at 515 East Apartments located at 515 East St, Elkhart, IN 46516.

If you have additional questions, please reach out to me at [REDACTED].

Thank you,

Bryan Fleming

Construction Manager

RealAmerica Companies

8250 Dean Road

Indianapolis, IN 46240

[REDACTED]

[REDACTED]

[REDACTED]



Real America

515 East Sign Package - Building Sign

Contact:

Bryan Fleming | [REDACTED]

Jobsite Location:

515 East Apartments | 515 East Street | Elkhart, IN 46516

Sales Representative:

Kacie Kirby
[REDACTED]

Designer:

Kyle Harrison
[REDACTED]

Sales Order:

11792

Date:

7/8/26

Version

1

BUILDING SIGN - MOCKUP ON RENDERING
(NON-LIT FLUSH STUD-MOUNTED INTO BUILDING BRICK)



File Path: group/ Clients/Real America/515 East

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Colors, Finishes and Materials
The colors that appear within this document are created electronically using the latest in computerized design software. You will be asked to approve the actual paint and vinyl samples prior to the start of fabrication and/or install.

Fabrication per UL/NEC 600
All electrical signage is fabricated per UL/NEC 600 standards. Customer (who is purchasing) is responsible for the electricians fees including parts/labor for hook up of the sign.

Site Survey and Verification
The proposed signage in this packet will most likely require a new sign/site survey prior to fabrication. Production will begin only after the permit is issued/approved by the municipality.

BUILDING SIGN - BUILDING SPECS
(NON-LIT FLUSH STUD-MOUNTED INTO BUILDING BRICK)



File Path: group/ Clients/Real America/515 East

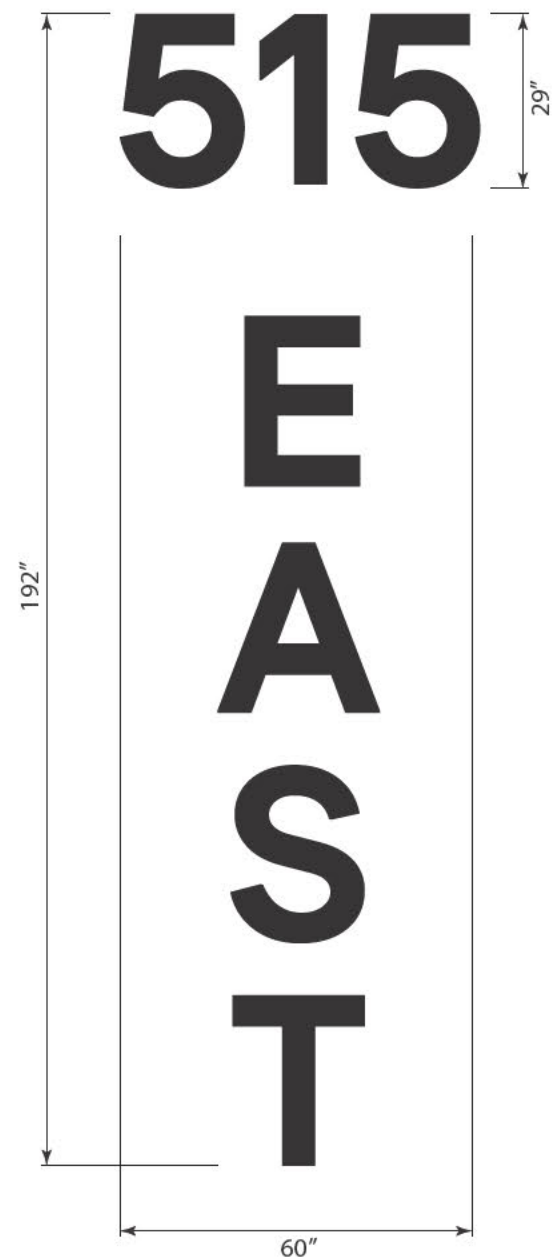
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BUILDING SIGN - DETAILS
Qty: 1 - 60"W x 192"H x 3"D
Non-Lit 3" Deep Fabricated Black Aluminum Letters
Flush Stud-Mounted into Building Brick

SIMILAR PRODUCT EXAMPLE:



FRONT VIEW:



SIDE VIEW:



ISOMETRIC VIEW:



File Path: group/ Clients/Real America/515 East

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SITE MAP - SIGN LOCATION



File Path: group/ Clients/Real America/515 East

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Colors, Finishes and Materials
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Site Survey and Verification
The proposed signage in this packet will most likely require a new sign/site survey prior to fabrication. Production will begin only after the permit is issued/approved by the municipality.



Staff Report

Planning & Zoning

Petition: 26-COA-09

Petition Type: Board Item

Date: August 20, 2026

Petitioner: 515 East, LP

Site Location: 515 East Street

Local Landmark or District: State & Division Street Local and National Register Historic Districts

Rating: Non-Contributing

Date Constructed: c. 2024

Description of proposed project:

1. Install non-illuminated stud-mounted 3in deep fabricated black aluminum letters 192 in. x 60 in. wall sign on the north elevation between the second and three story.

Applicable Guidelines:

Commercial Standards: Signs: Add a New Sign to Replace a sign or where no signage exists.

- New signs should be in proportion and be similar in color and details of the building.
- Signage should not cover nor remove elements of the building that give it its character.
- Signs designed in the same period as the building's construction are recommended – allowing the use of modern materials for their fabrication.
- New signs should be installed with anchoring that does not destroy or cause removal of historic materials.

Applicable Sections of the Zoning Ordinance:

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 515 East Street.



Staff Analysis

The petitioner is requesting to install a non-illuminated stud-mounted 3in deep fabricated black aluminum letters 192 in. x 60 in. wall sign on the north elevation between the second and three story.

This petition is part of a larger request in completing the residential building project which came in front of the commission in 2024 as 24-COA-01. The request is to provide signage of the address for the building in larger lettering than typical.

The petitioner recently reached out staff to talk about requirement for signage for this property and was made aware of the need for approval from the Commission before permitting.

The proposed sign area will be placed on the brick wall with the lettering of the sign to be located in the center of the building between the second and third floors. This request for the property reflects the petitioners wanting to add an away to better identify its location. With this building being new construction, the typical worry of damaging historic material is not a concern.

Recommendation

The Staff recommends **approval** of the request based on the following findings of fact:

1. The proposed sign should be in proportion and be similar in color and details of the building;
2. The proposed sign will not cover nor remove elements of the building that give it its character;
3. The proposed sign will be installed with anchoring that does not destroy or cause removal of historic materials;
4. The proposed color, graphics, and scale is compatible with the district and its character;

Photos



515 East Street, August 13, 2026

Attachments

Petition, appeal letter, affidavit, and site plan.

PETITION #: 26-COA-10

FILING FEE: \$ No Fee

PETITION to the HISTORIC COMMISSION

PETITION TYPE: CERTIFICATE OF APPROPRIATENESS

Property Owner(s): Juan M. Macias Cabral / Katirica Cruz

Mailing Address: [REDACTED]

Phone #: [REDACTED] Email: [REDACTED]

Contact Person/Applicant: Juan M. Macias

Mailing Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Subject Property Address: 231 Division St Elkart IN

Present Use: Single Family Residence Proposed Use: [REDACTED]

Description of Work: First of all, I would like to apologize. I was not aware that a permit was required to build a shed in the backyard of my home.

A city official informed me that I must stop construction until I obtain the appropriate permit from your office.

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) OR REPRESENTATIVE (PRINT): Juan M. Macias

SIGNATURE(S): [Signature] DATE: 08/05/2026

I sincerely hope you can assist me with the process. I have attached photographs of the materials I plan to use. The roofing material matches the color of my home's existing roof, and the siding is the closest match to the current siding on the house.

I hope this information is helpful. Please do not hesitate to contact me if you need any additional information or documentation.

Thankyou very much for your time and consideration.

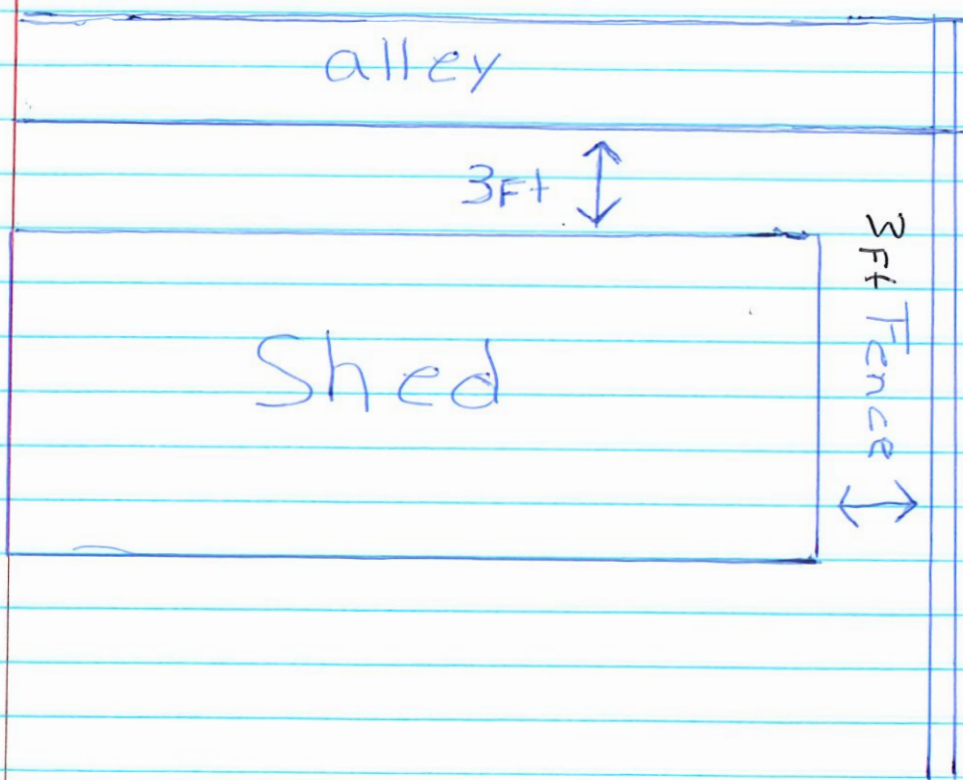
Sincerely,

Shed dimensions

24 feet long

10 feet wide

8 feet height







231 Division Street

237 1/2 Division Street

237 Division Street

Street Apt A

on Street

et

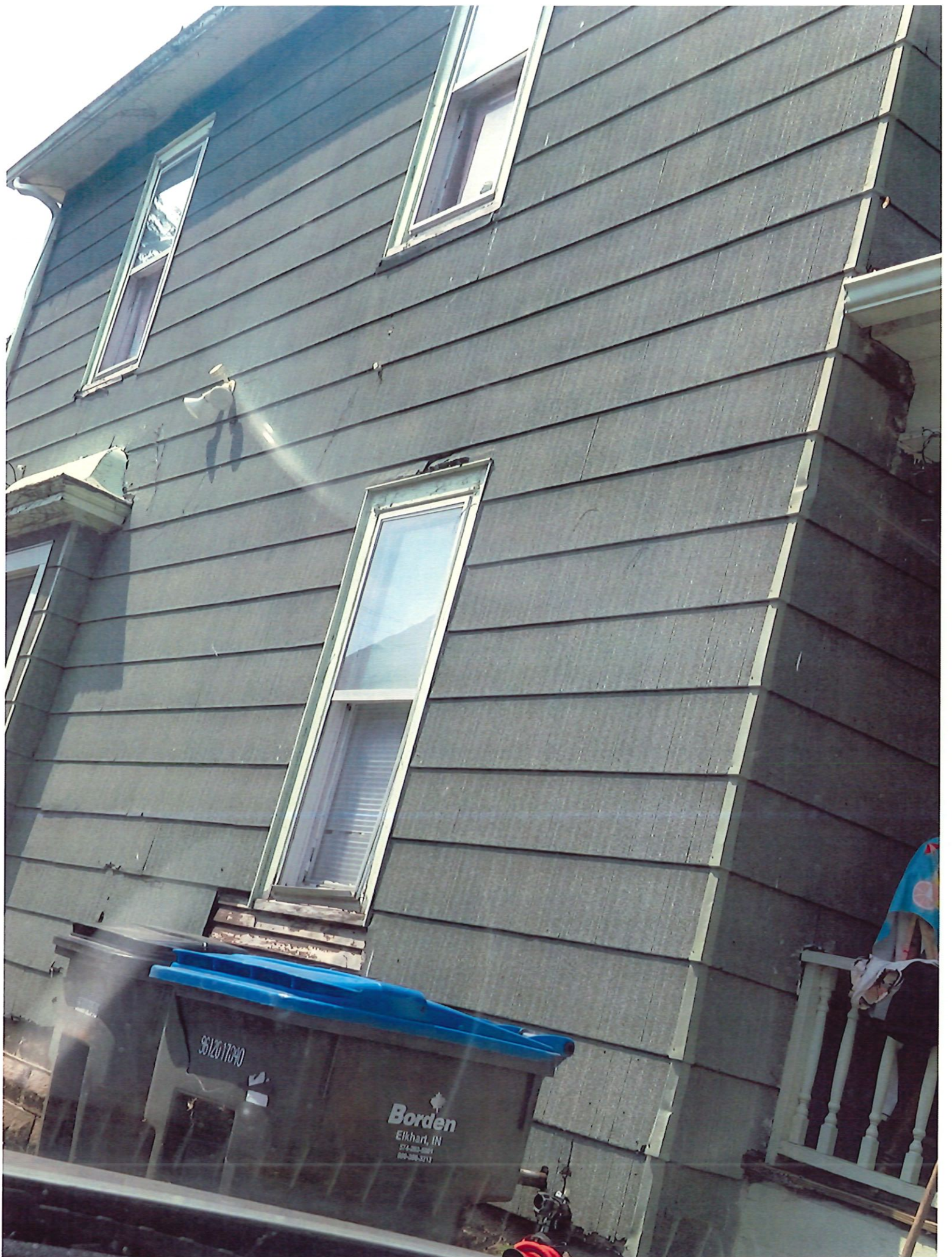
Apt B











5:47

42



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2



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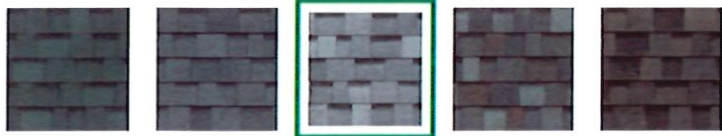
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ADD TO CART





Staff Report

Planning & Zoning

Petition: 26-COA-10

Petition Type: Board Item

Date: September 10, 2026

Petitioner: Juan M Macias Cobral and Katiria Cruz

Site Location: 231 Division Street

Local Landmark or District: State & Division Street Local and National Register Historic Districts

Rating: Contributing

Date Constructed: c. 1899

Description of proposed project:

1. Install a new 24ft long by 10ft wide by 8ft high wood framed shed in the rear yard.
2. The siding will be 36" x 16" Charcoal Gray Pro-Rib Steel Panel.
3. Use Owens Corning TruDefinition Architectural Shingles in Sierra Gray.

Applicable Guidelines:

Residential Standards: Site Project: Garages, Landscaping, Parking Area, Decks, Driveways, Sidewalks and Paths: Construct a new Garage: New Construction

- **Setbacks and Site Parameters.** Specific features that should be used in defining physical context include: building age, style, design character, materials, the entries, and the placement of accessory structures. Reflect the traditional setbacks seen within the block.
- **Massing and Scale.** Establish a sense of human scale in building design.
- **Architectural Character.** Design a new building to reflect its time, while respecting key features of its context.
- **Materials.** Use materials that match the historic building in look and detailing.

Applicable Sections of the Zoning Ordinance:

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 231 Division Street.



Staff Analysis

The petitioner is requesting to install a new 24ft long by 10ft wide by 8ft tall shed in their rear yard. The shed will use Owens Corning TruDefinition Architectural Shingles in Sierra Gray. The siding for the shed will be 36" x 16" Charcoal Gray Pro-Rib Steel Panel.

This petition comes in response to the petitioner starting construction on a shed and stopping following being made aware that approvals were needed before work could be completed. The petitioner recently reached out to staff following being made aware of needing a permit and approval by the Commission to complete the shed which had been started. The petitioner then submitted a COA a few days later.

When a new garage or shed is proposed to be constructed the design guidelines makes reference to following the new construction guidelines. Due to the current state of the shed, which is about 75% complete the framing and general shape is known. As a part of the submitted documents no elevations were given showing the location of doors or windows when complete.

New construction should differentiate new work from the existing historic architecture and design but should be compatible with existing massing, size, scale and architectural features to protect the historic integrity of the district. The height of a new structure and its height to width proportions should be consistent with adjacent buildings in the district. Building materials used on a new structure should be compatible in scale, texture and color with adjacent structures.

Materials should appear similar in scale, proportion, texture, and finish with traditional building types. Material should match the historic building in look and detail. The use of pre-approved materials for siding and trim would be recommended to better fit with the district. The vertical metal siding does not match existing siding on the house or in the district and should be horizontal. No example of the use of metal siding on sheds or houses in the district could be found that matches the proposed siding.

The proposed roofing material is an approved material and will fit with the district and the house. The placement and location will match existing sheds and garages in the district along alleys. A portion of the shed will be visible from the street (Division Street) but will be most visible from the alley.

Staff appreciates the petitioner wanting to make improvements to their property, but following the existing process is necessary to ensure compliance with the Commission and the City.

Recommendation

The Staff recommends **approval** of the shed based on the following findings of fact:

1. The proposed shed meets the setback of the area which reflects the traditional setbacks within the block;
2. The proposed shed will fit the scale of the other shed in the district;
3. The roof form will be like those historically found in the District;

The Staff recommends **approval** of the roof material based on the following findings of fact:

1. The proposed roof will be similar in color and material to the house;
2. As the roof is new, the installation will not destroy or cause removal of historic materials;
3. The proposed roof shingle is similar to other roofs and meets historic district guidelines for material and profile.

The Staff recommends **denial** of the siding material based on the following findings of fact:

1. The proposed siding material would not match the historic buildings in the area in look and detailing;
2. Other siding material from the pre-approved materials list or other alternative materials could be used;
3. The proposed siding material is not similar in scale, proportion, texture, and finishes with those used traditionally on this building type;

Photos



231 Division Street (Middle House) Google Maps, May 2023



August 13, 2026



August 31, 2026



August 31, 2026

Attachments

Petition, appeal letter, affidavit, and site plan.

PETITION #: 26-COA-05

FILING FEE: \$ No Fee

PETITION to the HISTORIC COMMISSION

PETITION TYPE: CERTIFICATE OF APPROPRIATENESS

Property Owner(s): Karina Ramirez

Mailing Address: [REDACTED]

Phone #: [REDACTED] Email: [REDACTED]

Contact Person/Applicant: Jorge D Ramirez De Santos

Mailing Address: [REDACTED]

Phone #: [REDACTED] Email: [REDACTED]

Subject Property Address: 931 W Franklin St, Elkhart IN 46516

Present Use: Fence Proposed Use: Replacing the fence and to prevent intrude

Description of ^{work}: Replacing the fence with a white vinyl fence. Because the old fence is literally falling apart!
wood

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) OR REPRESENTATIVE (PRINT): Karina Ramirez

SIGNATURE(S): Karina Ramirez DATE: 6/03/26

Zoning Clearance Application - Fence

Property Owner Information:

Owner's Name:

Owner's Phone #: Owner's Email Address:

Is Owner the Applicant? ☒ Yes ☐ No

Property Information:

Property Address: # of Units: # of Stories:

Occupancy: ☒ Occupied ☐ Vacant How Long?

Current Use of Property:

Proposed Use of Property:

Description of Work Information:

Type of Proposed Structure:

Type of Fence: Fence Material:

Fence Height:

Description of Work:

INSTALL FENCE

Contractor Information:

Name/Company Name:

Phone #: Email Address:

NOTICE: THE PROPERTY OWNER/CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR CONSTRUCTION OVER ANY PUBLIC AND PRIVATE EASEMENT WHENEVER MAJOR IMPROVEMENTS ARE MADE TO A BUILDING OR STRUCTURE OR A NEW USE. PARKING/LOADING FACILITIES SHALL CONFORM TO THE EXISTING ZONING ORDINANCE. A SEPARATE BUILDING PERMIT APPLICATION MAY BE REQUIRED PRIOR TO STARTING WORK. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 365 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

CERTIFICATE OF OCCUPANCY REQUIREMENTS: All new construction and substantial improvements to an existing property require a valid Certificate of Occupancy prior to occupancy of a building. The following inspections are required: Structural, Electrical, Heating, Ventilation, Air Conditioning, Plumbing, and Zoning (paving & landscaping must be complete and the address displayed). The signature of the Building Commissioner and Zoning Administrator are also required for the final Certificate of Occupancy. Final approval to occupy a building is **NOT GRANTED** until the Certificate of Occupancy is issued by the Building Department. Occupancy of a building without a Certificate of Occupancy may result in the issuance of substantial daily fines. It is the responsibility of the property owner or their representative to contact the Building Department to request a Certificate of Occupancy. The Building Department staff will contact the Planning & Zoning Department staff for a zoning inspection. It is the responsibility of the property owner or their representative to see that all the inspections listed above have been completed. By applying for this Zoning Clearance, if the undersigned is not the property owner of record, the undersigned representative assumes the responsibility to inform the property owner(s) of these requirements. A copy of this form is given to the undersigned representative, and one is retained in the records of the Office of Planning & Development. I have read the above statement and understand the requirements for a Certificate of Occupancy. I further understand that it is my responsibility to inform the property owner(s) of these requirements.

SIGNATURE OF OWNER OR AUTHORIZED AGENT*

DATE

*IF NOT THE OWNER, RELATIONSHIP TO OWNER

To Be Completed By Office Staff:Zoning Permit #: Required Setbacks: Front Rear R Side L Side **Staff Comments:**
Staff Signature: Date:

ZONING CLEARANCE

City of Elkhart

229 S. 2nd Street, Elkhart, IN 46516

(574)294-5471

A ZONING CLEARANCE MUST BE ISSUED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT

ZONING CLEARANCE # _____

FEE: \$ _____

JOB & OWNER INFORMATION

Property Address: 931 West Franklin St

Property Owner: Karina Teresa Ramirez

Phone: _____

Property Owner's Address: _____

Contractor: _____

Phone: _____

Contact Email: _____

*Present Use of property: SFR

*Proposed Use of property: _____

*Example: Single Family Residence, Duplex, 3-Unit, Commercial, Manufacturing, etc.

Type of Proposed Structure (check all that apply):

- ☐ New Residential Build ☐ Residential Addition ☐ New Commercial Build ☐ Commercial Addition
☐ Accessory Structure (circle one): shed, detached garage, deck, pergola, gazebo, handicap ramp, stairs/steps
☐ Fence ☐ Sign ☐ Pool ☐ Driveway

New Structures: Type: _____ Sq.Ft.: _____ Height to Peak: _____

Fence Installation: Type: Privacy Material: Wood Height: 6' x 8'

Pool Installation: Type: _____ Sq.Ft.: _____ Depth: _____

Sign Installation: Type: _____ Sq.Ft.: _____ Height: _____

Description of Work: Fence

Property Owner (or Representative) Signature: Karina Ramirez

Date: 7-1-26

Note: (1) The property owner/contractor shall assume responsibility for construction over any public and private easement (2) Whenever major improvements are made to a building or structure or a new use, parking/loading facilities shall conform to the existing zoning ordinance.

Certificate of Occupancy requirements on back of form. Property Owner Signature Required.

OFFICE USE ONLY

Zoning: _____ Required Zoning: _____ Map #: _____ Number of Units: _____

Proposed Setbacks: Front _____ Rear _____ R Side _____ L Side _____

Required Setbacks: Front _____ Rear _____ R Side _____ L Side _____

Additional Conditions (check those required):

- ☐ BZA Action ☐ Plan Commission Action ☐ Historic District ☐ Wetlands
☐ Floodplain ☐ Corridor/Overlay District ☐ Curb Cut Approval ☐ Technical Review

Staff Signature: Kyle anthony - Better

Date: 6/1/26

Comments: finished side out

CERTIFICATE OF OCCUPANCY REQUIREMENTS

All new construction and substantial improvements to an existing property require a valid Certificate of Occupancy prior to occupancy of a building. The following inspections are required:

- + Structural Inspection
- + Electrical Inspection
- + Heating, Ventilation, and Air Conditioning Inspection
- + Plumbing Inspection
- + Zoning Inspection (paving & landscaping must be complete; address displayed)

The **signature of the Building Commissioner and Zoning Administrator** are also required for the final Certificate of Occupancy.

Final approval to occupy a building is **NOT GRANTED** until the Certificate of Occupancy is issued by the Building Department.

Occupancy of a building without a Certificate of Occupancy may result in the issuance of substantial daily fines.

It is the responsibility of the property owner or their representative to contact the Building Department to request a Certificate of Occupancy. The Building Department staff will contact the Planning & Zoning Department staff for a zoning inspection. It is the responsibility of the property owner or their representative to see that all the inspections listed above have been completed.

By applying for this Zoning Clearance, if the undersigned is not the property owner of record, the undersigned representative assumes the responsibility to inform the property owner(s) of these requirements.

A copy of this form is given to the undersigned representative, and one is retained in the records of the Office of Planning & Development.

I have read the above statement and understand the requirements for a Certificate of Occupancy. I further understand that it is my responsibility to inform the property owner(s) of these requirements.

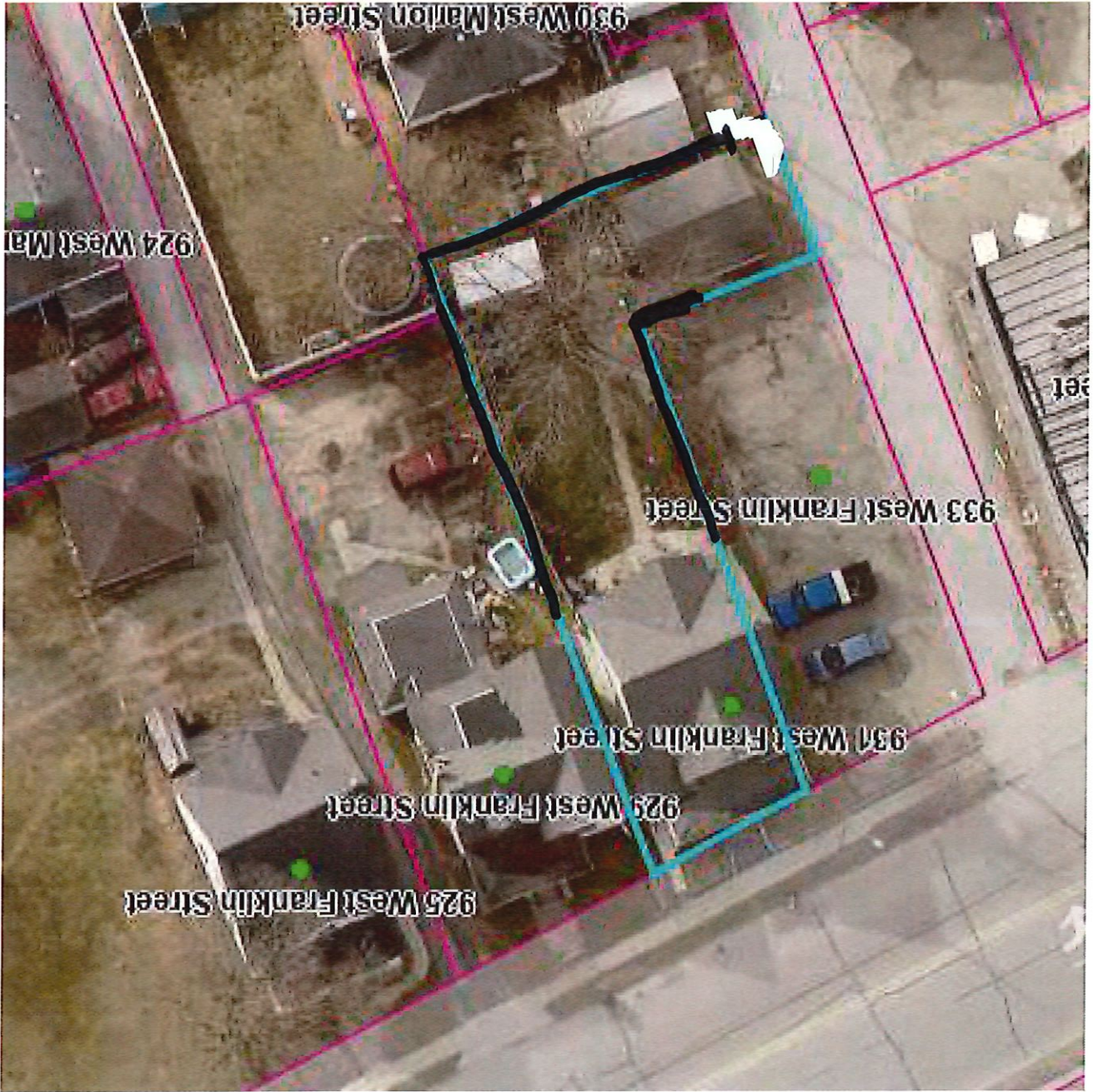
Property Owner Signature:  Date: 7-1-26

Property Owner Printed Name: Karina Ramirez

Representative Signature: _____ Date: _____

Representative Printed Name: _____

Relationship to Property Owner: _____





Staff Report

Planning & Zoning

Petition: 26-COA-05

Petition Type: Staff Item

Date: June 17, 2026

Petitioner: Karina Ramirez

Site Location: 931 West Franklin Street

Local Landmark or District: Local Landmark (Single Site Historic District)

Rating: Contributing- IHSSI (County Survey)

Date Constructed: c. 1910

Description of proposed project:

1. Remove and replace existing 6-foot-tall wood fence and install 6-foot-tall wooden fence in the rear yard.

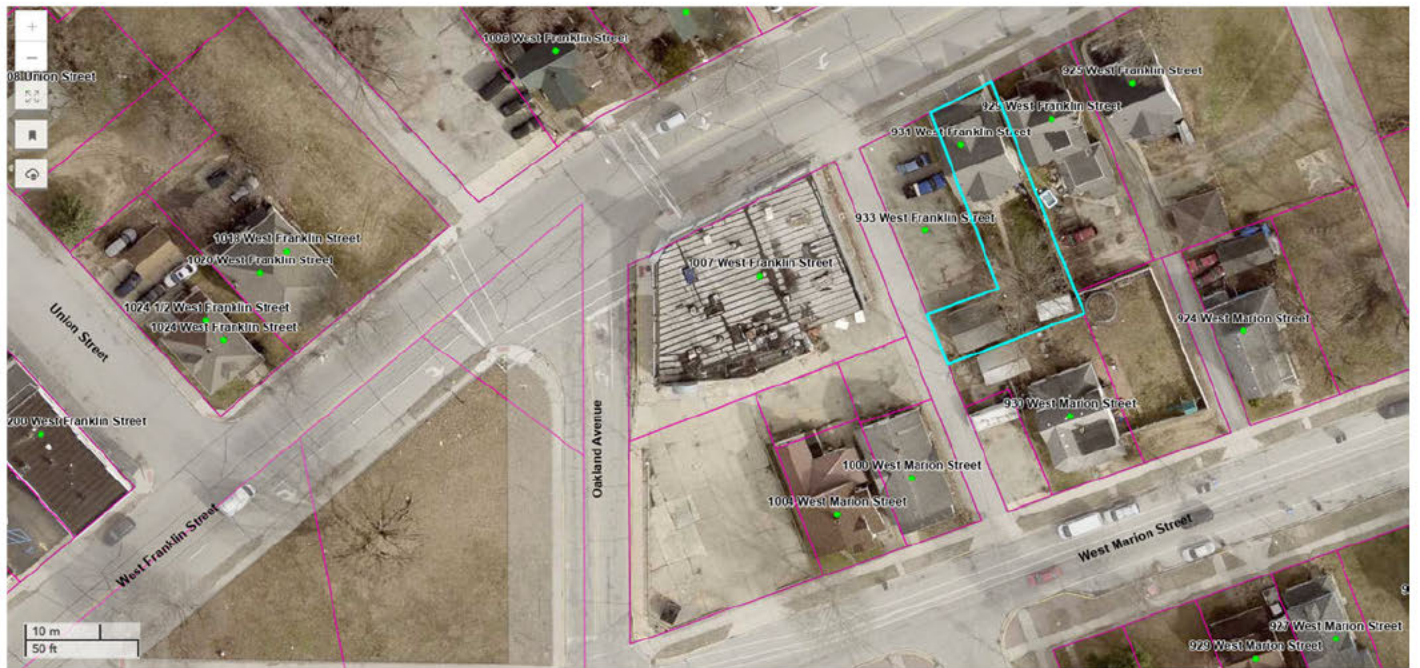
Applicable Guidelines:

Residential Standards: Fences and Retaining Wall: Replace an existing fence.

- Existing historic fences should be repaired rather than replaced.
- If an existing historic fence is beyond repair, defined as more than 50% needing replacement, then a new fence should either match the historic fence in design, material and installation or utilize one of the approved designs and materials.

Applicable Sections of the Zoning Ordinance:

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 931 West Franklin Street.



Staff Analysis

The petitioner is requesting to replace an existing 6-foot fence and install a new 6-foot wood fence in the rear of the property.

The petitioner recently submitted a Zoning Clearance for a new fence in the rear yard. Staff approved the permit in error and were made aware of the mistake when the permit was uploaded to the system, and it was discovered the property was a Single Site Historic District. The petitioner then filled out a Certificate of Appropriateness soon after.

The proposed fence will be placed in the back yard and will be placed in the same location as the existing fence. This request for the property reflects the petitioner's wanting to replace the existing fence due to condition of the wood and reduce long term maintenance. The proposed fence will match the existing fence in material and similar design. The existing fence is not historic and based on Google Mapping has existed at least since 2007.

The proposed work meets the historic district guidelines for replacement of an existing fence with a pre-approved fence design and materials and has been approved by staff.

Recommendation

The Staff recommends **approval** of the request based on the following findings of fact:

1. The proposed fence comes from the pre-approved designs and material list;
2. The proposed fence will match the existing fence in height, installation, material, and design;
3. The proposed fence is in the rear yard, minimally visible from the street;
4. It meets historic district guidelines for size, location, material, and design, and can be approved by staff.

Photos



931 W Franklin Street (House on the Right) Google Maps, May 2023

Attachments

Petition, appeal letter, affidavit, and site plan.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All information requested must be completed on this application. If you have questions, please call the City Planning and Zoning Department at 294-5471.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance Number 4041 of the City of Elkhart, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be issued by the Historic and Cultural Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in walls or fences or construction of walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

=====

Owner's Name Mike Timmons Russ + Tori Brayton File Number 26-COA-06

Address [REDACTED] Date 6.24.26

Zip Code 46516 Phone: Toni Cell [REDACTED] Work [REDACTED]

ADDRESS WHERE WORK IS TO BE DONE 234 + 236 Division St

Existing Use of Structure (residential) (residential, commercial, etc.)

Proposed Use of Structure Residential

Description of Project:

concrete
Make walkway on west side of house along
inside of front gate + fence to create safe
walking surface to open + close gate.
3 feet by 13 feet

CONCRETE Pad across end of driveway, inside
of Gate, repair potholes + erosion.
Prevent further erosion problems 10 feet by 15 feet
wide & deep

The following documents must be submitted:

SEE PHOTOS
Site Plan Legal Description Photographs Building Plans

Samples/Swatches Other

Signature of Owner: Michael Gene Timmons Toni Brayton Date: 6.24.26





NEW
Side
Walk



CONCRETE
Pad



CONCRETE
Pad

Pot holes +
EROSION





Staff Report

Planning & Zoning

Petition: 26-COA-06

Petition Type: Staff Item

Date: July 2, 2026

Petitioner: Mike Timmons/ Russ Brayton & Toni Brayton

Site Location: 234-236 Division Street

Local Landmark or District: State & Division Local and National Register Historic Districts

Rating: Contributing

Date Constructed: c. 1920

Description of proposed project:

1. To install a new 3ft by 13 ft long sidewalk along fence line in the front yard.
2. Install a 10ft wide by 15ft long concrete pad in the front yard along the sidewalk.

Applicable Guidelines:

Residential Standards: Site project-garages, landscaping, parking areas, decks, driveways, sidewalks and paths: Install a new parking area, driveway, sidewalk or path.

- Where driveways from the front exist throughout the district, a new driveway from the front should be designed in a similar manner as exists throughout the district.
- New sidewalks should be designed and installed like those found throughout the district.
- Secondary paths on the site should be installed within side and rear yard.

Applicable Sections of the Zoning Ordinance:

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 234-236 Division Street.



Staff Analysis

The petitioner is requesting to install a 3ft by 13ft long sidewalk along the fence line in the front yard to create a walking path to open and close the front gate of their fence.

The proposed sidewalk will be placed in the front yard and will be placed in the location of the existing fence. This request for the property reflects the petitioner's wanting to install a sidewalk along an existing fence to make opening and closing the gate easier and safer based on petitioner's documents.

The petitioner is also requesting to install a 10ft wide by 15ft long concrete pad to pave over a portion of an existing gravel driveway in front of the city sidewalk in the front yard. The design of the parking pad does not match any examples of other parking pads in the district and will be too small to park a car due to the location. This parking pad will cover the first 15ft of the driveway with half being in front of the existing gate and the other half behind it.

This request will increase the amount of paved surfaces along the front of the house. The added sidewalk along the front is not meant to be used as a driveway or to increase the area to drive on or park on in the future unless proper approvals are granted.

The proposed work meets the historic district guidelines for installing a new parking area and sidewalk and has been approved by staff.

Recommendation

The Staff recommends **approval** of the request based on the following findings of fact:

1. The proposed driveway will be paving a part of an existing gravel driveway;
2. The proposed fence will match the existing fence in height, installation, material, and design;
3. The proposed fence is in the rear yard, minimally visible from the street;
4. It meets historic district guidelines for size, location, material, and design, and can be approved by staff.

Photos



234-236 Division Street, Google Maps, May 2023

Attachments

Petition, appeal letter, affidavit, and site plan.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All information requested must be completed on this application. If you have questions, please call the City Planning and Zoning Department at 294-5471.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance Number 4041 of the City of Elkhart, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be issued by the Historic and Cultural Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in walls or fences or construction of walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

=====

Owner's Name Mike Timmons File Number 26-COA-07

Address [REDACTED] Date 6.24.26

Zip Code 46516 Phone: Home [REDACTED] Work [REDACTED]

ADDRESS WHERE WORK IS TO BE DONE 234 + 236 Division St

Existing Use of Structure (residential) commercial, etc.) [REDACTED]

Proposed Use of Structure Residential

Description of Project:

Partial Sidewalk Replacement, East side of House.
current sidewalk is 17" wide. I want to replace about
23' From Front corner of house to public sidewalk
and widen it to 3 feet to accomodate trash carts
which are about 2 feet wide. also some of
current sidewalk is cracked & pieces are
missing. See attached photos.

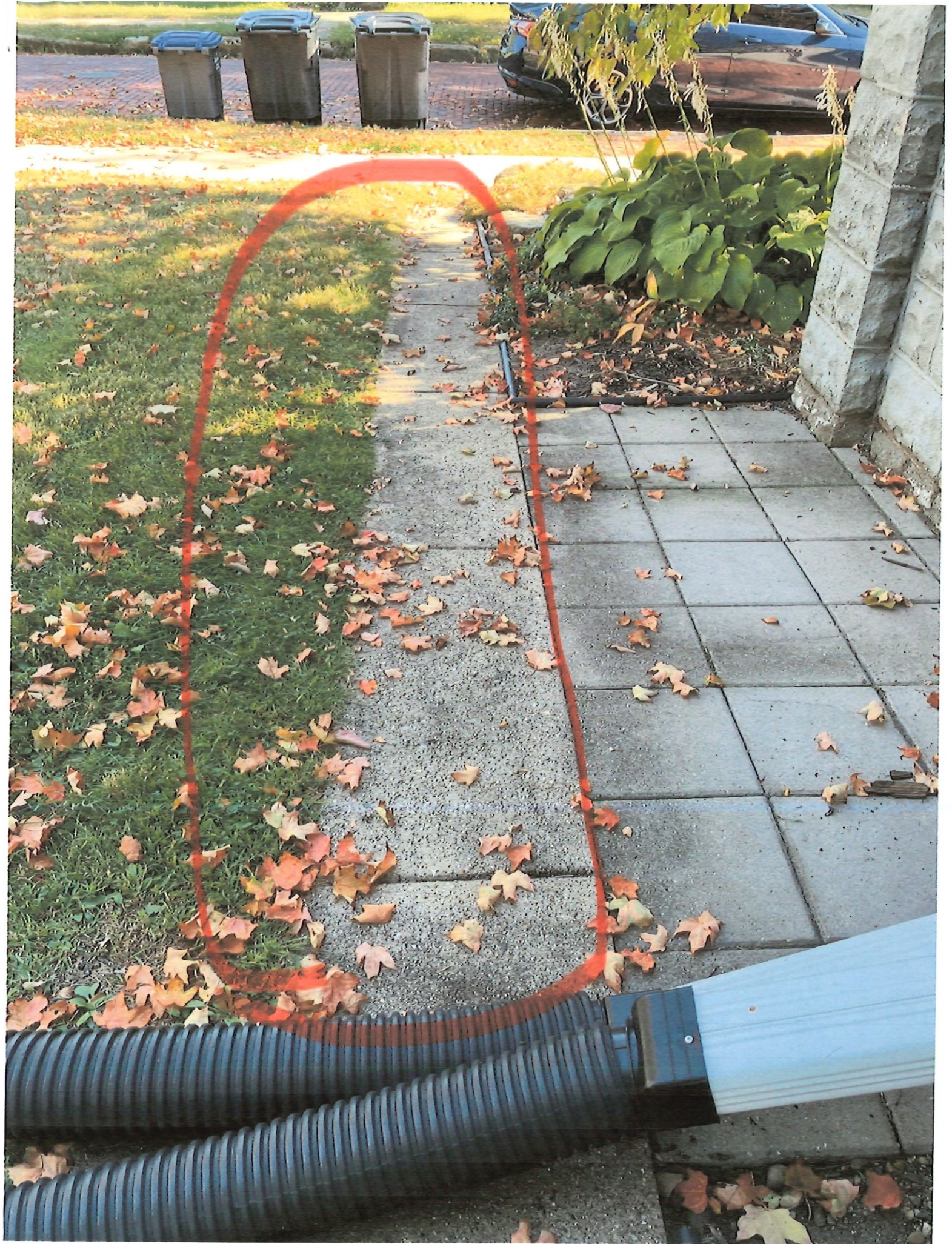
The following documents must be submitted:

[REDACTED] Site Plan [REDACTED] Legal Description [REDACTED] Photographs [REDACTED] Building Plans

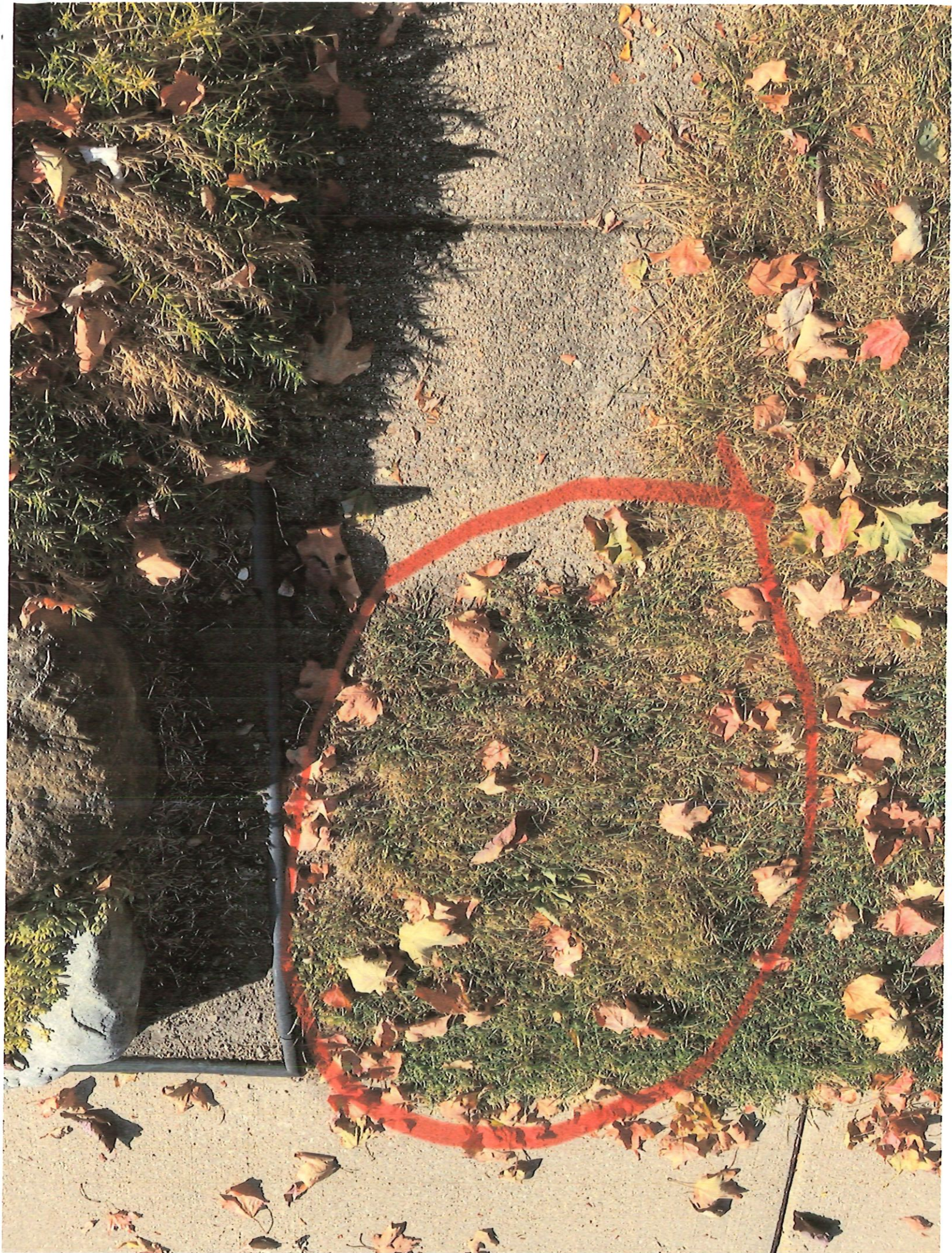
[REDACTED] Samples/Swatches [REDACTED] Other [REDACTED]

Signature of Owner: Toni Brayton Date: 6.24.26











Staff Report

Planning & Zoning

Petition: 26-COA-07

Petition Type: Staff Item

Date: July 2, 2026

Petitioner: Mike Timmons/ Russ Brayton & Toni Brayton

Site Location: 234-236 Division Street

Local Landmark or District: State & Division Local and National Register Historic Districts

Rating: Contributing

Date Constructed: c. 1920

Description of proposed project:

1. To install a new 3ft by 23ft long sidewalk along the east side of the house to replace an existing 17in. wide sidewalk.

Applicable Guidelines:

Residential Standards: Site project-garages, landscaping, parking areas, decks, driveways, sidewalks and paths: Install a new parking area, driveway, sidewalk or path.

- New sidewalks should be designed and installed like those found throughout the district.
- Secondary paths on the site should be installed within side and rear yard.

Applicable Sections of the Zoning Ordinance:

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 234-236 Division Street.



Staff Analysis

The petitioner is requesting to install a 3ft by 23ft long sidewalk along the east side of the house to replace an existing 17in. wide sidewalk.

This request for the property reflects the petitioner's wanting to replace a 17in wide sidewalk which has started to crack and fall apart into pieces according to the documentation given to staff. A wider sidewalk is being requested to better accommodate track carts, which are wider than the existing sidewalk. The existing and proposed sidewalk is along the side of the house and connects into the city sidewalk. The proposed sidewalk will match the existing sidewalk in material and similar design but will be wider than the existing.

The proposed work meets the historic district guidelines for installing a new sidewalk and has been approved by staff.

Recommendation

The Staff recommends **approval** of the request based on the following findings of fact:

1. The proposed sidewalk will be designed and installed like other sidewalks found throughout the district;
2. The proposed sidewalk will be a secondary path on the site and will be installed within the side yard;
3. The proposed sidewalk will match the existing and will not affect the historic integrity of the house;
4. It meets historic district guidelines for location, material, and configuration, and can be approved by staff.

Photos



234-236 Division Street, Google Maps, May 2023

Attachments

Petition, appeal letter, affidavit, and site plan.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All information requested must be completed on this application. If you have questions, please call the City Planning and Zoning Department at 294-5471.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance Number 4041 of the City of Elkhart, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be issued by the Historic and Cultural Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in walls or fences or construction of walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

=====

Owner's Name Mike Timmons File Number 26-COA-08

Address [REDACTED] Date 6.24.26

Zip Code 46516 Phone: Cell [REDACTED] Home [REDACTED] Work [REDACTED]

ADDRESS WHERE WORK IS TO BE DONE 234 + 236 DIVISION ST

Existing Use of Structure (residential, commercial, etc.)

Proposed Use of Structure Residential

Description of Project:

Repair Chimney - see attached photos
will match existing bricks, mortar,
joints as close as possible

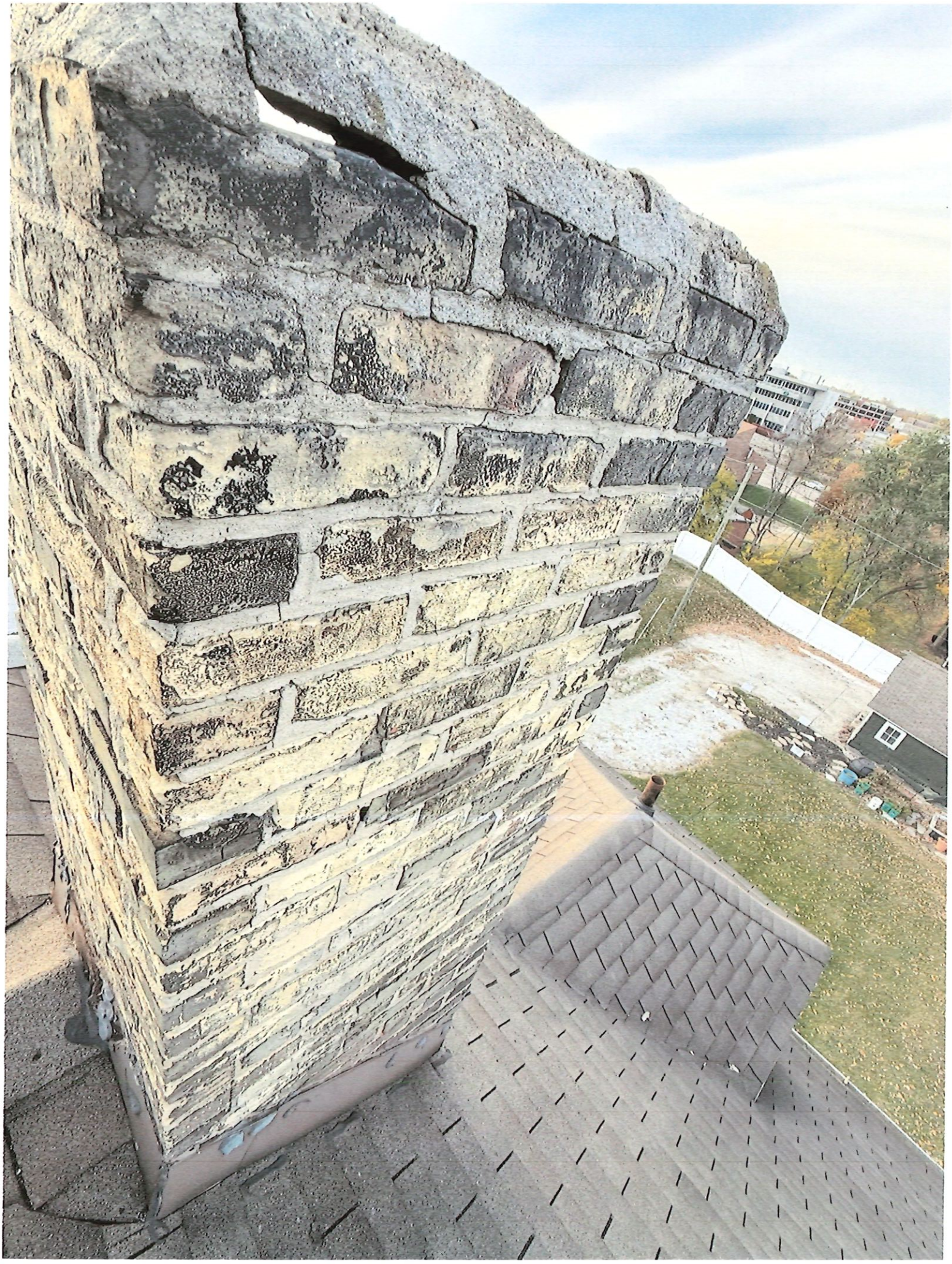
The following documents must be submitted:

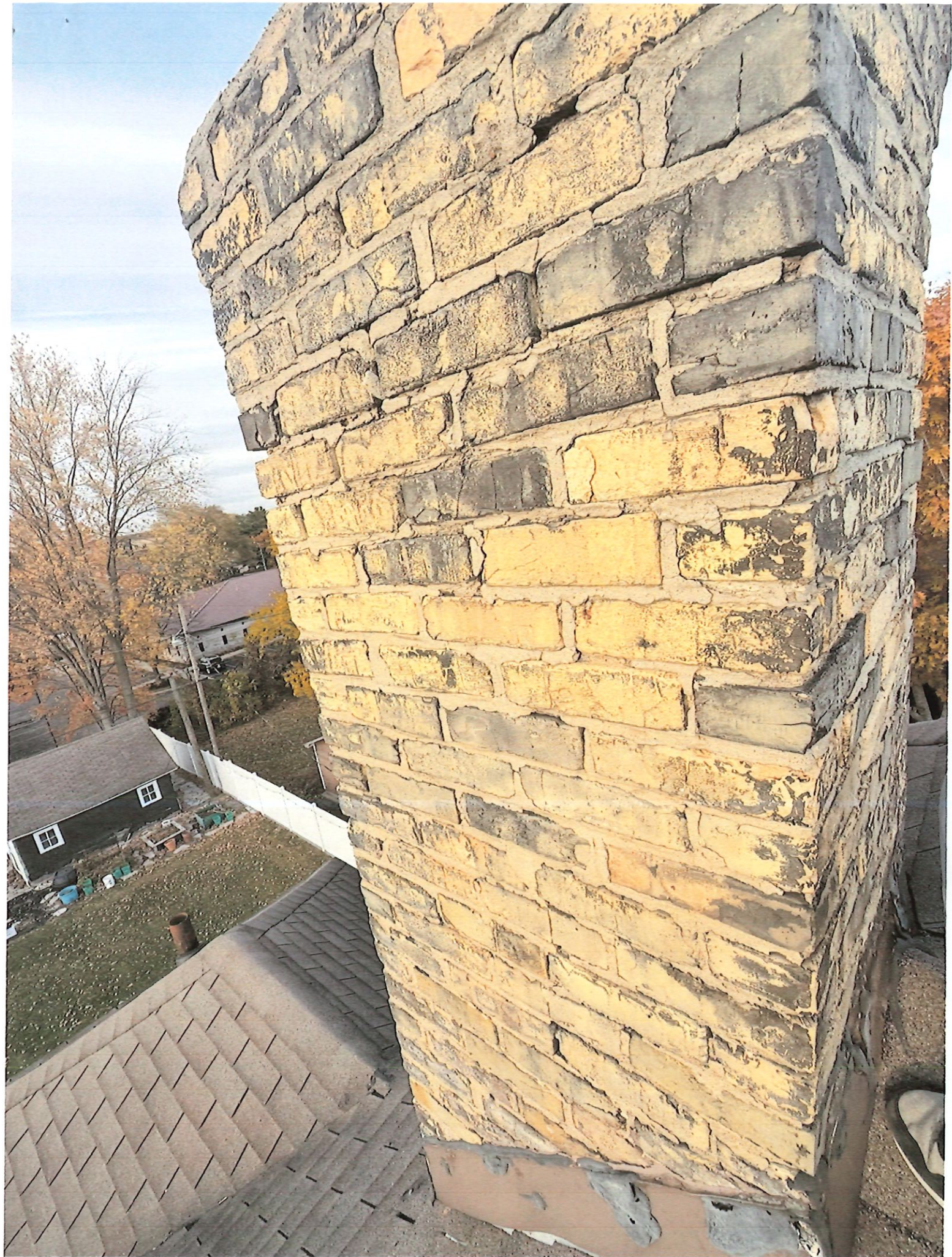
Site Plan Legal Description Photographs Building Plans

Samples/Swatches Other

Signature of Owner: Michael Gene Timmons Theresa S. Brigh Date: 6.24.26













Staff Report

Planning & Zoning

Petition: 26-COA-08

Petition Type: Staff Item

Date: July 2, 2026

Petitioner: Mike Timmons/ Russ Brayton & Toni Brayton

Site Location: 234-236 Division Street

Local Landmark or District: State & Division Local and National Register Historic Districts

Rating: Contributing

Date Constructed: c. 1920

Description of proposed project:

1. To repair existing chimney with matching brick and mortar joints.

Applicable Guidelines:

Residential Standards: Chimneys: Repair an existing chimney and associated decorative parts.

- Repair chimneys and their associated decorative parts with the original materials or those that match the original in color, texture and brick face orientation.
- Mortar strength, color and joint placement should match the original.

Applicable Sections of the Zoning Ordinance:

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 234-236 Division Street.



Staff Analysis

The petitioner is requesting to repair the existing chimney with matching brick and mortar joints where needed. Due to the deteriorating condition of the mortar as a result natural forces (wind and rain). This request for the property reflects the petitioner's wanting to repair the existing chimney due to condition of the joint and reduce further deterioration.

The replacement mortar will need to match the original in strength, color and joint placement. The use of stronger mortar (a higher cement ratio) may be suitable due to the increase in natural forces that occur with chimneys because of more exposure to the weather and reduce frequent repointing of joints. A type O or N mortar would be suitable for use on the chimney.

The proposed work meets the historic district guidelines for repairing a chimney with matching brick and mortar joints and has been approved by staff.

More information about Repointing Mortar Joints in Historic Masonry Building can be found in Preservation Brief 2.

Recommendation

The Staff recommends **approval** of the request based on the following findings of fact:

1. The proposed mortar repair will match the original mortar in strength, color and joint placement;
2. The proposed fence will match the existing fence in height, installation, material, and design;
3. The proposed fence is in the rear yard, minimally visible from the street;
4. It meets historic district guidelines for mortar replacement of strength, color and joint placement, and can be approved by staff.

Photos



234-236 Division Street, Google Maps, May 2023

Attachments

Petition, appeal letter, affidavit, and site plan.