Agenda Item No: 6

Historic Preservation Commission
Agenda Supplement

Meeting Date: February 1, 2017

Item: Ordinance Review

Action: Discussion about current Ordinance Language

Background:

- The HPC currently has an Ordinance which outlines procedures, rules, attendance, grants, etc. The Commission from time to time reviews the ordinance to discuss any possible changes.
- The current attendance policy requires members to attend 2/3rds of all meetings; this is 7 meetings if 11 meetings are held.

§ 295-9 Removal and vacancy.

[Amended 9-16-1997 by Ord. No. 4088]

Any member may be removed for incompetence, neglect of duty, or malfeasance in office with the concurrence of the City Council. The Commission may recommend to the Council the dismissal of a member upon the failure of that member to attend 2/3 of all meetings held during a one-year period. The Council shall appoint members to fill all vacancies on the Commission.

- Per the Ordinance, The HPC has the following authority.

§ 295-10 Authority and duties.

The Commission shall have the following powers and authorities:

S. To award grant monies to any applicant that satisfies the necessary submittal requirements to be awarded Commission grant funds. The grant monies are to be awarded at the Commission's discretion and are intended to promote appropriate repairs, upgrades and changes to existing historic landmarked or historic district properties.

The grant application currently states:

Eligibility Factors

1. The site or structure must be locally landmarked or within an adopted Historic District by the City of Crystal Lake and located within the corporate boundaries of the City.
2. The project must comply with the Crystal Lake Historic Preservation Ordinance and all applicable City Codes and Ordinances. Failure to comply with the Historic Preservation Ordinance and other City Codes and Ordinances will preclude the disbursement of the approved funds.
3. The project must receive an approved Certificate of Appropriateness from the Historic Preservation Commission.
4. One façade grant is allowed per property every other calendar year.
5. Except in emergency repair situations, no work shall begin until a Certificate of Appropriateness has been approved.
6. The project shall be completed within twelve months of the application's initial approval.
7. Once the grant application has been approved, it is ultimately the responsibility of the applicant to ensure that the contractor performs the work correctly and provides a quality product. If the contractor fails to perform the work correctly, it is within the Commission's discretion to deny a subsequent façade grant application to correct the faulty craftsmanship for the same work previously approved.
8. Property taxes must be current and applicant shall have no debts owed to the City.