Agenda Item No: 5

Historic Preservation Commission
Agenda Supplement

Meeting Date: May 1, 2025

Item: Crystal Lake Cemetery Certificate of Appropriateness
459 Lake Avenue

Action: Vote to approve or deny the requested Certificate of Appropriateness.

Background:

The Crystal Lake Cemetery is the oldest public burying ground in Crystal Lake. The cemetery was consecrated in 1840. The cemetery is owned and maintained by Algonquin Township. On August 15, 2000, it received the City's Landmark Designation. Starting in 2003 the Crystal Lake Historical Society has been raising funds to repair and maintain the headstones in the cemetery. In 2020, the Commission working in conjunction with the Algonquin Township and the Historical Society started a team of volunteers to clean the headstones. The Save Our Stones (SOS) fund raising was established to raise funds to repair broken and unsafe stones. The Crystal Lake Historical Society with Algonquin Township requested a Certificate of Appropriateness and Grant in 2023 to repair several headstones. This second round of funding would allow additional stones to be repaired.

Ordinance Requirements: For landmarked buildings, the City's Historic Preservation Ordinance requires a Certificate of Appropriateness, to be issued by the Historic Preservation Commission, if work would be completed to the structure, which would require a building permit. The proposed exterior repairs would necessitate a Certificate of Appropriateness.



Request:

Algonquin Township and the Crystal Lake Historical Society have solicited Warner & Troost make repairs to the Best, Buck, Thompson, Nelson, Burmann, Coxx 1 & 2 and Buehler 1&2 headstones. Warner & Troost is a reputable company with the trained and knowledgeable craftsman to accomplish this work.

The proposed cost of these repairs is $15,137.50. See the attached application and proposal details.

The applicant also applied for grant funding.

Findings of Fact:

Once a property is historically landmarked, any significant changes to the exterior of the structure must be reviewed and approved by the Historic Preservation Commission through a Certificate of Appropriateness. The Commission determines if the proposed improvement is historically appropriate. In making a determination whether to approve or deny an application for a certificate of appropriateness, the Crystal Lake Historic Preservation Commission shall be guided by the Secretary of the Interior's "Standards for Rehabilitation."

The following are the standards for the certificate of appropriateness:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment.

   ☐ *Meets* ☐ *Does not meet*

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

   ☐ *Meets* ☐ *Does not meet*

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

   ☐ *Meets* ☐ *Does not meet*

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

   ☐ *Meets* ☐ *Does not meet*

5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building structure, or site shall be treated with sensitivity.

   ☐ *Meets* ☐ *Does not meet*

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

   ☐ *Meets* ☐ *Does not meet*

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible.

☐ *Meets* ☐ *Does not meet*

8. Significant archaeological resources affected by a project shall be protected and reserved. If such resources must be disturbed, mitigation measures shall be undertaken.

☐ *Meets* ☐ *Does not meet*

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

☐ *Meets* ☐ *Does not meet*

10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

☐ *Meets* ☐ *Does not meet*

PROJECT NUMBER: _____

CITY OF CRYSTAL LAKE
CERTIFICATE OF APPROPRIATENESS
APPLICATION

Please type or print legibly

PROJECT TITLE: TOMBSTONE REPAIRS

ADDRESS: CRYSTAL LAKE CEMETERY
459 LAKE AVENUE, CRYSTAL LAKE, IL

OWNER(S):

NAME: ALGONQUIN TOWNSHIP

ADDRESS: 3702 U.S Hwy 14, CRYSTAL LAKE, IL

APPLICANT (WITH OWNER PERMISSION) IS:
CRYSTAL LAKE HISTORICAL SOCIETY, P.O. BOX 1151, CRYSTAL LAKE, IL 60039-1151

PROPERTY INDEX NUMBERS (attach legal description): _____

BRIEFLY DESCRIBE THE CURRENT IMPROVEMENTS ON THE PROPERTY:

THE CRYSTAL LAKE HISTORICAL SOCIETY HAS BEEN RAISING FUNDS TO CLEAN & REPAIR HEADSTONES AT THE CEMETERY. THE FIRST PRIORITY WAS REPAIRABLE VETERAN HEADSTONES, SECOND PRIORITY WAS THOSE STONES OUR EXPERTS (WERNER & ROOST) DEEMED LIKELY TO STAY REPAIRED & ENDURE THE "TEST OF TIME"

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE CONSTRUCTION, ALTERATION, DEMOLITION OR USE PROPOSED:

WE ARE WORKING WITH WARNER & TROOST A KNOWLEDGABLE AND REPUTABLE MONUMENT COMPANY. WARNER & TROOST HAS PROVIDED A DETAILED LIST OF WORK TO BE PROVIDED TO THE FOLLOWING HEADSTONES/MONUMENTS: JAMES BEST (VETERAN), BUCK, THOMPSON, NELSON, COX (MARGARET), COX (SARAH), BURMANN, BUEHLER #1, AND BUEHLER #2. TOTAL PRICE IS $15,137.50

ADDITIONAL DOCUMENTATION REQUIRED:

PLEASE PROVIDE ARCHITECTURAL DRAWINGS OR SKETCHES FOR THE PROPOSED CONSTRUCTION OR ALTERATION. IN ADDITION, PLEASE PROVIDE PHOTOGRAPHS OF THE EXISTING IMPROVEMENTS AND A LIST OF MATERIALS TO BE USED IN THE PROJECT.

CONTRACTOR NAME: WARNER & TROOST

ADDRESS: 107 WATER STREET, EAST DUNDEE, IL 60118

PHONE: (847) 426-4511

~~ARCHITECT~~ CONTACT NAME: JASON SOLARZ, BRANCH MANAGER

ADDRESS: (ABOVE)

PHONE: (ABOVE)

ibdicl@sbcglobal.net

From: Randy Funk <rfunk@algonquintownship.com>
Sent: Wednesday, April 9, 2025 1:15 PM
To: [redacted]
Subject: RE: Crystal Lake Cemetery - Headstone repairs

Hi Diana,

We apologize for not getting back to you sooner. This email somehow slipped through the cracks. Please go ahead with the project.

Good job on raising the money!!

Pam

Pamela S. Gavers
Office Manager
Algonquin Township Supervisor's Office
3702 US HWY 14
Crystal Lake, IL 60014
847-639-2700 ext. 7
Fax 847-639-4529
pgavers@algonquintownship.com

From: [redacted]
Sent: Thursday, March 27, 2025 10:23 AM
To: Randy Funk <rfunk@algonquintownship.com>
Subject: Crystal Lake Cemetery - Headstone repairs

Hi Randy,

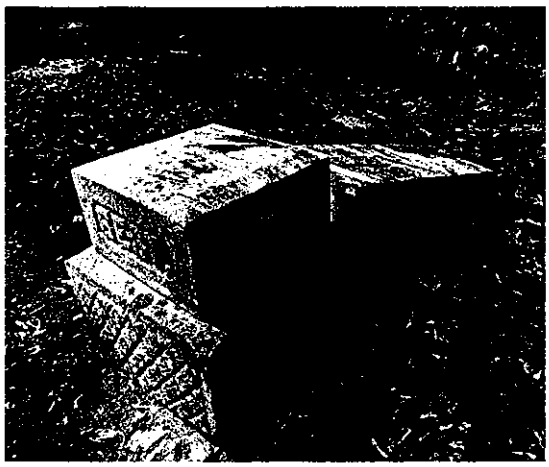
The Crystal Lake Historical Society has raised additional funds and would like to repair nine headstones that are currently in pieces on the ground at the Crystal Lake Cemetery.

Since Algonquin Township is the property owner, we need to start with you to get approval to move forward. Once we have the Township's approval, we will apply to the City of Crystal Lake Historic Preservation Commission for a Certificate of Appropriateness. After gaining these approvals, we will contract with Warner & Troost (see estimate below) to move forward with the project this Spring/Summer.

Do you need a formal request or is this email sufficient?

Thank you,
Diana Kenney, President
Crystal Lake Historical Society

Current Condition of Stones to be Repaired (April, 2025)



BEST (veteran)



BUCK



THOMPSON



NELSON



BURMANN





COXX (1 & 2)



BUEHLER (1 & 2)

WARNER & TROOST
MONUMENT COMPANY

WARNER & TROOST DUNDEE
107 WATER STREET
EAST DUNDEE, ILLINOIS, 60118
Phone: (847)426-4511

eastdundee@troost.com

Quote

Order No.: 098708

Memorial Specialist: Jason Solarz
Order Date: 11/25/2024

Prices valid for 30 days

Customer (2046001)	General Information
Crystal Lake Historical Society 660 E Terra Cotta Ave Crystal Lake IL 60014 [redacted] [redacted]	**Cemetery:** **Grave Nbr:** **Lot Nbr:** **Block Nbr:** **Section Nbr:** **Estimated delivery on or about, weather permitting:** 11/25/2024 **Dedication Date:**

Deceased: First	Middle	Last
(1)		
(2)		
(3)		
(4)		

Proof Requested: NO **Pre Need:** NO

#	ITEM	QTY.	UOM	UNIT PRICE	TOTAL
1	WORKORDER: BEST - REMOVE OLD FOUNDATION, NEW FOUNDATION, DRILL FOR STAINLESS STEEL PIN, RE-SET	1.00	EACH	2,237.50	2,237.50
2	WORKORDER: BUCK - REMOVE OLD FOUNDATION, NEW FOUNDATIN, DRILL FOR STAINLESS STEEL PIN, RE-SET	1.00	EACH	2,237.50	2,237.50
3	WORKORDER: THOMPSON - REMOVE OLD FOUNDATION, NEW FOUNDATION, DRILL FOR STAINLESS STEEL PIN, RE-SET	1.00	EACH	2,237.50	2,237.50
4	WORKORDER: NELSON - REMOVE OLD FOUNDATION, NEW FOUNDATION, DRILL FOR STAINLESS STEEL PIN, RE-SET	1.00	EACH	2,237.50	2,237.50
5	WORKORDER: COX (MARGARET) - REMOVE OLD FOUNDATION, POUR NEW, RE-SET, REMOVE BROKEN TOP PIECE, DRILL FOR STAINLESS STEEL PIN, ADD ADHESIVE, RE-SET	1.00	EACH	2,237.50	2,237.50
6	WORKORDER: COX (SARAH) - DRILL FOR STAINLESS STEEL PIN, ADD ADHESIVE AND RE-SET	1.00	EACH	987.50	987.50
7	WORKORDER: BURMAN - DRILL FOR STAINLESS STEEL PIN AND RE-SET	1.00	EACH	987.50	987.50
8	WORKORDER: BUEHLER 1 - DRILL FOR STAINLESS STEEL PIN, RE-SET. (TO ALSO REPLACE FOUNDATION ADD $1250)	1.00	EACH	987.50	987.50
9	WORKORDER: BUEHLER 2 - DRILL FOR STAINLESS STEEL PINS, RE-SET (ADD $1250 TO REPLACE FOUNDATION)	1.00	EACH	987.50	987.50

$ 15,137.50

It is further understood and agreed that the title to said monument shall remain the company's property until the full contract is paid and that the company is hereby authorized to use for advertising purposes photographs, pictures, sketches, blueprints or facsimile reproductions of this memorial. The purchaser agrees not to countermand this order. DELIVERY SUBJECT TO DELAYS CAUSED BY FACTORS BEYOND OUR CONTROL. FUTURE INSCRIPTION WORK NOT INCLUDED.

Payment Terms:
We request payment in full at the time the order is placed. If a payment plan is required, please remit a deposit of 75 percent plus tax and foundation fee in full. Any balance due must be paid in full prior to delivery. Granite will not be ordered nor will production be scheduled until the payment guidelines have been met.

All Pre-Need sales and In-Cemetery work require payment in full with the signed order.

Where the customer elects to have the company remit a cemetery fee on their behalf, a processing fee equaling the greater of $10 or 3 Percent of the cemetery fee will be assessed.

Up to two computer aided drawings (CADs) may be available per order. Additional CAD drawings requested by the customer will cost $50.00 each with payment required at the time of request.

Continued...