MINUTES
Historic Preservation Commission
August 5, 2010
Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL

I. Call to Order

Chair Alt called the meeting to order at 7:05 p.m.

II. Roll Call/Attendance

The following commission members were present: Chair Brice Alt, Bob Wyman, and Diana Kenney. Member LeeAnn Atwood arrived shortly after the approval of the minutes. Members Tom Nemcek, Michelle Rozovics and Sandy Price were absent. Staff member Latika Bhide was present.

III. Public Comment

There was no one in the public who wished to comment.

IV. Approval of Minutes of the July 8, 2010 Regular Meeting

Member Kenney moved to approve the minutes of the July 8, 2010 regular meeting. Member Wyman seconded the motion. On voice vote, all members present voted aye. Motion passed.

V. Penkava Grant Disbursement

Staff Bhide said that the Penkava's had submitted the pictures (of the completed work) and the receipts for grant disbursement. Member Kenney asked whether all the windows in the house were now replaced. Staff Bhide said that she was not sure, but that Mrs. Penkava had mentioned that they were looking to complete some other projects such as roof replacement. Member Kenney made a motion to approve the $500 grant award for the window restoration. Chair Alt seconded the motion. On voice vote all members voted yes. Motion passed.

VI. Member Inquiries and Reports

Because the Commission wanted to wait for the members to arrive, Chair Alt suspended the agenda to discuss reports or member enquiries. Chair Alt asked how the National Night Out event was. Member Kenney said that there were at least 800-1000 people and the T-shirt canon had shot out about 100 t-shirts. There were a number of children's activities including a *baggo* tournament. Member Wyman said that the Knights (of Columbus) were not able to generate (sizeable) funds at the event. Chair Alt gave Member Kenney information regarding the 'Mice on Main' program that he had seen in Greenville, South Carolina. Member Kenney asked if this was something the Commission would like to look into for Preservation month? Chair Alt said that he thought this may be more in line with other downtown promotions. Staff Bhide said that there was a 'Weatherization and Energy Efficiency Tactics for Historic Structures' seminar in Rock Island on August 21st.

VII. Proposed Ordinance changes

Staff said that based on the discussions at the previous meeting, the definitions for '*Contributing Property*', '*Non Contributing Property*' and '*Not in Present State*' have been added as follows:
CONTRIBUTING PROPERTY

A property within a designated historic district that has characteristics and features that relate to the historic context and historic significance of the district and that has been specified in the designation as contributing.

NON CONTRIBUTING PROPERTY
A property within the boundaries of a designated historic district that lacks the architectural characteristics relating to the historic context and historic significance of the district and that has been identified in the designation as noncontributing.

NOT IN PRESENT STATE
A property within the boundaries of a designated historic district that currently lacks the architectural characteristics relating to the historic context and historic significance of the district and that has been identified in the designation as not in present state. A property designated as not in present state does not noticeably detract from the historic district's sense of time, place and historical development and with the appropriate rehabilitation could be reclassified as a contributing property.

Also, Section ***295-7 Officers*** of the Ordinance has been amended to include the following language regarding conflicts of interest:

B. ~~Members of the Commission must declare a conflict of interest and refrain from voting.~~ Members of the Commission must state if they have a conflict of interest and abstain from voting on any matter before the Commission in which they have a conflict. A conflict of interest is defined as a situation in which a public official's decisions are influenced by the official's personal interests.

Additionally, Section ***295-10 Authority and Duties*** of the Ordinance has been amended to include:

T. 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.
U. To allocate funds towards charitable causes or not-for-profits, to attract speakers, exhibits or other historic preservation activities at the Commission's discretion to further the Commission's mission.

The Commission was in agreement with the changes, as proposed. Chair Alt made a motion to recommend approval of the changes to the City Council. Member Atwood seconded the motion. On voice vote, all members voted yes. Motion passed.

Staff Bhide said that staff had discussed one other provision under ***Section 295-10 Authority and Duties***, that related to HPC review (prior to a Planning and Zoning Commission review) of zoning amendments, special uses or variations in the preservation district or affecting landmarked properties. She asked if the Commission wished to revise this provision. Chair Alt asked for examples of when a variation would be necessary. Staff Bhide said typically downtown properties require a variation from the requirement to provide parking on-site. Chair Alt asked about residential properties. Staff Bhide said that residential properties typically sought a variation from the setback requirements (for additions or detached structures) or a relief from the building and impervious coverage

requirements. She said that if the landmarked structure were being modified, the Commission would have to issue a Certificate of Appropriateness. Following a brief discussion, the Commission said they did not feel the need to review every variation or special use as long as the façade was not being changed. Staff Bhide said that she would have the amended language available at the next meeting.

Staff Bhide said the other area that staff wanted to discuss was Section ***295-16 Certificate of appropriateness***. She asked if the Commission wanted to specify in greater detail when a COA was required. The Commission discussed various scenarios but decided that they did not want to amend this Section.

The Commission then discussed the Façade Grant application. Member Kenney said that the changes discussed last time were not incorporated in the application. Staff Bhide said that those changes were noted and that the application was not changed because the Commission had not discussed the complete application. She said that a revised application incorporating any changes that were discussed today would be available at the next meeting.

The Commission discussed the examples of eligible and ineligible work listed in the application. They discussed deleting the roofing item under ineligible work as they did not want to exclude anything (asphalt shingles) that was permitted under the Secretary of Interior guidelines. They also discussed removing the painting item from the list of ineligible work. There was some discussion regarding canopies - the Commission decided that canopies would be left out of both lists. Also, the Commission discussed changing the headings to reflect that is was an illustrative rather than a comprehensive list of items.

Member Kenney said that the Crystal Lake Historical Society will dedicate the (restored) Union Soldier on September 11, 2011. She said that the statue was originally dedicated on September 11, 1889. The year 2011 will also be the 150th anniversary of the start of the Civil War and the 175th anniversary of the founding of Crystal Lake.

Member Kenney also indicated that on August 15th, Colonel Palmer House would host the last summer Sunday and the theme was 19th century needlework. Chair Alt said that he had visited the McHenry Historical Society fair in Union.

VIII. Adjournment

There being no further business, Chair Alt moved to adjourn the meeting at 8:00 p.m. Member Kenney seconded the motion. On voice vote, all voted aye. Motion passed.