

MINUTES
Historic Preservation Commission
September 4, 2008
Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL

I. Call to Order

Chair Alt called the meeting to order at 7:45 p.m. on September 4, 2008, at the Municipal Complex in Crystal Lake.

II. Roll Call/Attendance

Present were the following Commission members: Brice Alt, LeeAnn Atwood, Diana Kenney, Michelle Rozovics, Sandra Price and Tom Nemcek. Also present was Eric Helm, Assistant to the City Manager.

III. Public Comment

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

IV. Approval of Minutes of the August 7, 2008 Regular Meeting

Chair Alt stated that the word "quadrant" on page three, Section X. Member Inquiries and Reports, should be changed to the word "coordinates". Member Kenney moved to approve the minutes of the August 7, 2008 regular meeting, as amended by Chair Alt. Member Price seconded the motion. On voice vote, all voted aye. Motion passed. Member Rozovics and Member Atwood were not present for the vote.

V. Review of Certificate of Appropriateness Application for Roof Replacement at 25 W. Crystal Lake Avenue

Member Kenney presented the application for the Certificate of Appropriateness on behalf of Downtown Crystal Lake. She stated the structure at 25 W. Crystal Lake Avenue needs a new roof due to leaking. She confirmed that the shingles will be dimensional and match the existing. The dormers and other areas will receive new flashing. Member Nemcek moved to approve the Certificate of Appropriateness for roof replacement at 25 W. Crystal Lake Avenue as outlined in the application and roof plan dated August 13, 2008. Member Price seconded the motion. On voice vote, all voted aye. Motion passed. Member Kenney abstained. Member Rozovics and Member Atwood were not present for the vote.

VI. Review of Façade Grant Application for Roof Replacement at 25 W. Crystal Lake Avenue

Member Kenney presented the application for a Façade Grant on behalf of Downtown Crystal Lake. The application involves the roof replacement at 25 W. Crystal Lake Avenue. Member Nemcek stated that the price received for the roof replacement was very competitive. Member Kenney stated that the garage roof will not be re-roofed as a part of this project. Member Price moved to approve the façade grant application for the roof replacement at 25 W. Crystal Lake Avenue in the amount of 50% of total project costs, up to a maximum disbursement of \$500. The grant funding would be given to the owner following proof that the project was completed per the application dated August 18, 2008. The Commission waived its requirement that the applicant receive three bids or proposals. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

Member Kenney abstained. Member Rozovics and Member Atwood were not present for the vote.

VII. Discussion of Trolley Tour

Member Nemcek will organize a date in October when the Commission will drive the proposed 2009 Tour route. Member Nemcek stated that the route should be finalized before Christmas. The ride will be scheduled at the next meeting.

VIII. Discussion of Certificate of Appropriateness Guidelines

City Staff Helm stated that he has been researching the most effective way to enforce a Certificate of Appropriateness and ensure that it is followed by the property owner. He presented a memorandum that outlined the enforcement methods of various communities and the City's administrative adjudication ordinance. Member Rozovics is concerned that a property owner who does not comply with the Certificate of Appropriateness would receive a misdemeanor. City Staff Helm and Member Rozovics agreed to discuss this issue with the City Attorney.

IX. Discussion of Design Guidelines: Windows and Storm Windows

City Staff Helm distributed a memorandum with proposed changes to the Commission's design guidelines. In the case of no storm windows, the Commission felt that the owner should use a material for the new storm windows that is compatible with the era of the home. Several Commission members felt that aluminum storm windows are acceptable as long as the design is acceptable and the aluminum has a powder coated, paint-like finish. Member Nemcek disagreed with this approach. The Commission discussed altering the guidelines to reflect the following: Storm Windows -

- Every effort should be made to retain and repair the components of the original screen/storm windows. If this cannot be done, only the deteriorated parts should be replaced.
- If total replacement is necessary, the owner should make every effort to match the original storm/screen window in design, operation, material and size.
- In the case of no previously installed storms/screens, the storm/screen windows should preferably be made of a material in keeping with the era of the home.
- If after making every effort to match the original storm/screen window design and material, the owner may choose an aluminum storm window with a baked-on, "paint-like" enamel finish. Anodized aluminum is not acceptable.
- The screen/storm windows should be installed so that the existing windows and frames are not damaged or obscured.
- The window panel should be full view or have the meeting rail match that of the window behind it.
- Storm windows with built-in lower screens are acceptable.
- The screen/storm windows cannot pan over the sill and must fit within the brick mold.

X. Member Inquires and Reports

Member Price presented receipts for the creation of the public lobby display. She requested reimbursement from the Commission for the amount of \$59.24. Member Kenney moved to approve a reimbursement of \$59.24 to Member Price for expenses related to the public

lobby display area. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

Member Kenney stated that several headstones have been vandalized at the Union Cemetery and Lake Avenue Cemetery, including Colonel Palmer's headstone. Member Kenney feels that the stones should be repaired in the spring. Member Nemcek asked about the Mt. Thabor cemetery. Member Kenney stated that, to her knowledge, this cemetery will not be plaqued in the near future.

Member Kenney stated that the Raue Center, Lakeside Legacy and other area groups are utilizing a trolley for their event. She wants the Commission's input on whether the Heritage Tour advertiser list should be given to them, if requested. The Commission adamantly opposed this idea. She also asked if the advertiser signs should be given to the event organizers, if requested. Again, the Commission adamantly opposed this idea.

Chair Alt stated that the Commission should apply for the CLG matching grant for reprinting of the Downtown Walking Tour brochure. City Staff Helm will contact the IHPA for the grant application and timeline. He will assist in the completion of the grant paperwork.

City Staff Helm distributed the Commission's account balance. The Commission can use this information to create the 2009 Commission budget.

XI. Adjournment

There being no further business, Member Kenney moved to adjourn the meeting at 9:15 p.m. Member Kenney seconded the motion. On voice vote, all voted aye. Motion passed.