

MINUTES
Historic Preservation Commission
October 2, 2008
Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL

I. Call to Order

Chair Alt called the meeting to order at 7:30 p.m. on October 2, 2008, at the Municipal Complex in Crystal Lake.

II. Roll Call/Attendance

Present were the following Commission members: Brice Alt, Diana Kenney, Sandra Price, Tom Nemcek and Bob Wyman. 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 September 4, 2008 Regular Meeting

Member Kenney moved to approve the minutes of the September 4, 2008 regular meeting. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

V. Final Approval of the Façade Grant Disbursement: 127 College Street (Window Restoration)

City Staff Helm presented the request from Mr. and Mrs. Penkava for façade grant funds. The Commission previously approved the project on August 7, 2008, pending proof of project completion. Mr. and Mrs. Penkava submitted receipts and pictures showing that the restoration project was completed per the certificate of appropriateness and the façade grant conditions. Member Kenney moved to approve the disbursement of \$500 to Mr. and Mrs. Penkava for the window restoration at 127 College Street. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

VI. Discussion of 2009 Trolley Tour

Member Kenney distributed the proposed Trolley Tour route. The Commission agreed to drive the proposed route on Saturday, November 8, 2008 at 7:00 AM. The Commission felt the proposed route was a good place to start.

VII. Discussion of Certificate of Historic Preservation Ordinance: Certificate of Appropriateness

City Staff Helm presented the proposed changes to the enforcement provision of the Historic Preservation Ordinance. He stated that Member Rozovics and the City Attorney discussed modifications to the ordinance and following the discussion, Member Rozovics found the changes acceptable. The new wording shall read:

Any person who undertakes or causes an alteration, construction, demolition or removal of any nominated or designated landmark or property within a nominated or designated Historic District without a certificate of appropriateness, **or violates the provisions of a certificate of appropriateness**, shall upon conviction be punished by a fine of not less than \$100 nor more than \$2,000.

City Staff Helm stated that the City Council's approval is ultimately needed to approve the change. Member Kenney moved to recommend to the City Council that the City Code be modified to reflect the changes. Member Price seconded the motion. On voice vote, all voted aye. Motion passed.

VIII. Discussion of Commission's Design Guidelines: Windows and Storm Windows

City Staff Helm distributed a memorandum that showed proposed changes to the Commission's design guidelines for landmarked structures. The Commission felt the language was acceptable with one change:

- "If after making every effort to match the original storm/screen window design and material, the owner may ~~choose~~ **propose** an aluminum storm window with baked-on, 'paint-like' enamel finish. Anodized aluminum is not acceptable."

With this change, Member Kenney moved to approve the change to the design guidelines for landmarked structures. Member Price seconded the motion. On voice vote, all voted aye. Motion passed.

IX. Discussion of CLG FY09 Grant Application

Member Kenney believes that the second printing of the Downtown Walking Tour brochure does not require the completion of the CLG grant application. City Staff Helm will contact the IHPA to confirm this. He will also get a quote for the second printing. Member Kenney and Chair Alt agreed that the brochure's format and contents should remain the same.

X. Member Inquires and Reports

Member Kenney stated that Chair Alt's efforts with geocaching could receive an award. She thanked Chair Alt for spearheading this effort.

Chair Alt stated that next year's "Look at Local History Month" placemats should involve a scavenger hunt. Member Kenney stated that this is a good idea and will be considered. Member Price stated that she is also creating a "take-home" scavenger hunt for tour groups.

XI. Adjournment

There being no further business, Member Price moved to adjourn the meeting at 8:10 p.m. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.