

MINUTES
Historic Preservation Commission
June 5, 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 June 5, 2008, at the Municipal Complex in Crystal Lake.

II. Roll Call/Attendance

Present were the following Commission members: Brice Alt, Diana Kenney, Michelle Rozovics, Sandra Price, Tom Nemcek and Bob Wyman. Also present was Eric Helm, Assistant to the City Manager and Diane Penkava from 127 College Street.

III. Public Comment

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

IV. Approval of Minutes of the May 1, 2008 Regular Meeting

Member Kenney moved to approve the minutes of the May 1, 2008 regular meeting. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.

V. Review Certificate of Appropriateness for Window Replacement: 127 College Street

Ms. Penkava presented her application for a Certificate of Appropriateness to replace exterior windows. Member Kenney asked if the windows can be repaired. Ms. Penkava responded that some can be repaired and some cannot; however, she would like to replace all of them so the windows match. Chair Alt asked if the windows are original. Ms. Penkava stated that they are most likely original windows. She reiterated that some can be repaired; however, she wants all the windows to match. She stated that eight of the fifteen cannot be repaired. Member Nemcek stated that the petitioner must repair the windows and not replace them. He stated that new windows will cause the exterior of the building to look different. Since the application calls for total window replacement and not just the replacement of the sash, the entire window opening will be altered. Chair Alt stated that the dimensions of the window openings will decrease with the new windows. Member Kenney agreed and stated that the sashes must be repaired and not replaced. Ms. Penkava asked for contractors that could replace the sash. Chair Alt, Member Kenney and Member Nemcek provided the name of several contactors that could perform the work. Member Nemcek also gave Ms. Penkava some additional advice on how to replace the sashes.

Finally, the Commission discussed the necessity of adhering to the Secretary of the Interior's Standards for Rehabilitation when reviewing an application for a Certificate of Appropriateness. Member Kenney read from the Standards, which recommends the repair of historic features, rather than the replacement of these features. Furthermore if the historic windows are completely missing, the homeowner must either replace the window with an accurate restoration or present a new design "that is compatible with the window openings and the historic character of the building" (Secretary of the Interior's Standards for Rehabilitation). Member Kenney stated that it would be difficult to approve the Certificate of Appropriateness for the new windows when repair is possible.

Member Nemcek moved to deny the Certificate of Appropriateness for the replacement windows as presented by Mr. and Ms. Penkava, which was received by the City on May 23, 2008. Member Kenney seconded the motion. On roll call, Member Alt, Nemcek, Kenney, Price, Wyman and Rozovics voted yes. Motion passed.

The Commission also discussed the storm windows and was undecided regarding the treatment of the storm windows. Ms. Penkava asked about the broken glass. Member Kenney stated that broken glass should be repaired immediately, since it is dangerous.

VI. Review of Façade Grant Application for Window Replacement: 127 College Street

Due to the denial of the Certificate of Appropriateness for window replacement at 127 College Street, Ms. Penkava withdrew her application for a façade grant.

VII. Review of Certificate of Appropriateness for Windows: 401 Country Club Road

The application for the Certificate of Appropriateness was submitted by Virginia Howley, the Lakeside Legacy Foundation Director of Design. While the petitioner was not present, Member Nemcek and Member Kenney explained the project, which involves the restoration of window sashes at 401 Country Club Road. Member Kenney stated that per the Secretary of Interior's Standards for Rehabilitation, the sashes should be repaired first and replaced only if repair is not possible.

Member Kenney moved to approve the Certificate of Appropriateness for the window sashes, with the following conditions:

- For the one window sash that is completely missing, the owner shall replace the window sash with an accurate restoration using historical, pictorial and physical documentation, per the Secretary of Interior's Standards for Rehabilitation.
- For all other windows with a sash, the owner shall attempt to restore the window sash; but, when restoration is not possible, an accurate replacement shall be fabricated using historical, pictorial and physical documentation, per the Secretary of Interior's Standards for Rehabilitation.

Member Rozovics seconded the motion. On voice vote, all voted aye. Motion passed.

VIII. Review of Façade Grant Application for Windows: 401 Country Club Road

The application for the Façade Grant was submitted by Virginia Howley, the Lakeside Legacy Foundation Director of Design. While the petitioner was not present, Member Nemcek and Member Kenney explained the project, since they are coordinating the restoration work. The Façade Grant would apply to the one window that is missing a sash and pay for the sash replacement. Since the project costs are not completely known and volunteers are being used to create the sash, the Lakeside Legacy Foundation is requesting 50% of the total project costs, up to a maximum disbursement of \$500.

Member Nemcek moved to approve the façade grant application for window sash replacement at 401 Country Club Road 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 May 4, 2008. The Commission waived its requirement that the applicant receive three bids or proposals.

Member Kenney seconded the motion. On roll call, Member Alt, Nemcek, Kenney, Price, Wyman and Rozovics voted yes. Motion passed.

IX. Discussion of Trolley Tour

Chair Alt stated that the Tour article was placed in the NW Herald. Member Wyman stated that 2/3 of the tickets were sold. Member Kenney stated that several Commission members will be in historic clothing for the tour. The Commission also discussed some final details.

X. Discussion of Certificate of Appropriateness Guidelines

City Staff Helm distributed a memo with some proposed changes to Article IV of the Historic Preservation Ordinance. The proposed changes specify that the City's Building Division would inspect work approved by the Certificate of Appropriateness. It would make the determination whether the work complied with the Certificate approved by the Commission. Furthermore, when a building permit is not required, the Certificate of Appropriateness would be valid for one year, with a possible extension of 90 days. Finally, the revision would add "work performed not in accordance with the certificate of appropriateness" to the penalty provision. Member Rozovics had concerns that the Building Division may not make an accurate determination of whether the work conformed to the Certificate of Appropriateness. She expressed concerns with the penalty provision and fines for the failure to comply with the Certificate of Appropriateness. City Staff Helm agreed to research the penalty provisions of other communities related to the Certificate of Appropriateness.

XI. Request for Commission Funds - \$500 for August 3, 2008 Sesquicentennial Celebration at the Colonel Palmer House

Member Kenney stated that the Historical Society is requesting Commission funds for the Sesquicentennial Celebration at the Colonel Palmer House. She stated that the funds will be used to offset various expenses, including those related to hiring a band and purchasing arts and crafts supplies. She stated that this type of event is within the Commission's mission to educate the community regarding the City's history. Member Nemcek moved to approved the funds for the Historical Society to be used for the August 3, 2008 Sesquicentennial Celebration at the Colonel Palmer House. Member Rozovics seconded the motion. On voice vote, all voted aye. Motion passed.

XII. Possible Action Regarding the Cancellation of the July 3, 2008 Historic Preservation Commission Meeting

It was noted that this meeting is typically cancelled by the Commission, since it is the first meeting following the Trolley Tour and it falls so close to the July 4th holiday. Member Rozovics moved to cancel the July 3, 2008 Historic Preservation Commission Meeting. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.

XIII. Member Inquires and Reports

Chair Alt distributed a flyer regarding the NAPC "Camp" for historic preservation commissioners. Several Commission members expressed interest in attending this "Camp" in Dubuque, Iowa.

Member Kenney gave an update regarding the Union Cemetery statute. She stated that a recent quote for the restoration effort is \$60,000, with \$25,000 - \$30,000 already raised.

Several Commission members felt that the Commission should continue to financially support the restoration of the Union Cemetery statute. The financial support of the statute will be placed on the next meeting agenda.

XIV. Adjournment

There being no further business, Member Kenney moved to adjourn the meeting at 9:50 p.m. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.