

MINUTES
Historic Preservation Commission
May 1, 2008
Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL

I. Call to Order

Chair Alt called the meeting to order at 8:35 p.m. on May 1, 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, 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 April 3, 2008 Regular Meeting and the March 27, 2008 Special Meeting.

Member Price moved to approve the minutes of the March 27, 2008 special meeting. Member Kenney seconded the motion. On voice vote, all voted aye. Motion passed. Member Price moved to approve the minutes of the April 3, 2008 regular meeting. Member Kenney seconded the motion. On voice vote, all voted aye. Motion passed.

V. Discussion of Trolley Tour

Member Kenney distributed the "Look at Local History Month" placemat. The placemats will be distributed to local restaurants. Member Nemcek moved to provide \$350 from the Commission's funds for the printing cost of the placemat. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.

Member Kenney distributed a spreadsheet showing the status of Tour advertising. She plans to take the advertisers' artwork to the printer shortly. Since one trolley tour sign space has not been sold, she feels that the Commission should place a Commission sign on the trolley with the Commission logo. Member Atwood stated that, if possible, she would still like to sell the final advertising space; however, Member Rozovics volunteered to create the Commission banner if the final advertising space could not be sold. Chair Alt stated that the publicity was completed, but he still must contact the Northwest Herald regarding an article.

Member Wyman distributed the tour map. Member Price stated that the Commission agreed to stop the trolley at Ringling Road, which was not shown on the map. The Commission stated that a handicapped trolley will be available on the hour. Member Price stated that she will be in period dress for the Tour. Member Kenney stated that individuals from the Historical Society and the Union Soldier Statue Fund will be at the trolley loading area. The Commission discussed the tents, coolers and tables that would be provided on the day of the tour. City Staff Helm will contact member Wyman when the check is printed for the final trolley company payment.

VI. Discussion of Certificate of Appropriateness Guidelines

City Staff Helm distributed a memorandum outlining some recommended changes to the Historic Preservation Ordinance. He stated that the City should consider revising the Ordinance provisions regarding the issuance of a Certificate of Appropriateness. He stated that recent events regarding a certificate of appropriateness issued for 200 W. Woodstock Street prompted a review of the Ordinance. City Staff Helm stated that the Ordinance does not have a penalty provision for failure to comply with the Certificate of Appropriateness. Furthermore, the Ordinance does not say which City Department is responsible to ensure that the property owner has complied with the certificate. Over the next several weeks, City Staff Helm will work with the City Attorney to revise the Ordinance. The Commission also requested that City Staff Helm draft a letter to the property owner at 200 W. Woodstock Street stating that the work may not be in compliance with the Certificate of Appropriateness issued by the Commission.

VII. Member Inquiries and Reports

Member Price stated that the Crystal Lake Park District recently hired her to provide historic programming for the community. Member Kenney stated that this is a very positive development.

VIII. Adjournment

There being no further business, Member Nemcek moved to adjourn the meeting at 9:45 p.m. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.