

**MINUTES**  
**Historic Preservation Commission**  
**February 2, 2006**  
**Municipal Complex**  
**100 W. Woodstock Street, Crystal Lake, IL**

**I. Call To Order**

Chair Alt called the meeting to order at 8:00 p.m. on February 2, 2006, at the Municipal Complex, 100 W. Woodstock Street.

**II. Roll Call/Attendance**

Present were the following Commission members: Chair Brice Alt, Diana Kenney, Tom Nemcek, Sandy Price, Sue Riegler and Bob Wyman. Also present was Eric Helm, Assistant to the City Manager.

**III. Public Presentations**

There was no public presentation.

**IV. Approval of Minutes of the January 5, 2006 Regular Meeting**

Member Price noted an error in section VII. Discussion of Design Guidelines for Certificate of Appropriateness. She noted that the second sentence should be revised to: "Member Price announced that she *does not* have copies of information from Member Wyman and Chair Alt, *but does have information from other Commission members*." Staff Helm noted the error and will make the correction. Member Kenney moved to approve the minutes of the January 5, 2006 regular meeting as amended. Member Price seconded the motion. On voice vote, all voted aye. Motion passed.

**V. Discussion of the Heritage Tour**

Chair Alt stated that the home at 135 University Street could no longer participate in the Tour. He will attempt to convince another homeowner to participate in the tour. Commission Members exchanged the research they have collected to date, including home values at various points in the history of the home. Member Riegler stated that the Algonquin Township sign is available, and the Commission approved the wording for the Township sign. Member Riegler will also contact the Park District to receive approval for the use of its sign. City Staff Member Helm informed the Commission that the City could obtain "Member Special Events" coverage from its insurance provider, IRMA. The City would be the named insured, with the homeowners listed as additional insureds. The Commission did not object to purchasing this additional coverage for the event. Member Wyman agreed to contact the newspapers to advertise the tour. Member Kenney agreed to collect advertisers for the Tour Booklet.

**VI. Discussion of Design Guidelines for Certificate of Appropriateness - Tom Nemcek**

Member Nemcek presented his research regarding Windows, Screen/Storm Windows, Shutters, Awnings, and Decks. City Staff Member Helm asked if it is the Commission's vision that the guidelines outline when a COA is needed. Member Price stated that the document should be easy to read. She mentioned an example from Naperville, which has a chart outlining when a COA is needed. Member Kenney stated that the guidelines should eventually include commercial properties. Member Nemcek stated that while this should be considered in the

future, the Commission's immediate concern should focus on residential properties.

The Commission recommended several modifications to Tom Nemcek's section of the design guidelines. Among them, the Commission mentioned that color selection should not be considered when discussing awnings. Member Wyman will present his research in March 2006.

**VII. Member Inquiries and Reports**

Member Kenney stated that within the City Hall display cabinet the Commission should consider highlighting different styles of homes in Crystal Lake. Member Riegler informed the Commission that she has a lot of verbiage, but few pictures for her display idea. Member Riegler and Member Wyman will conduct more research, but unless more pictures can be found, other ideas should be explored. Regarding the display cabinet, Member Wyman stated that during his research, he found that the Northwest Herald has many photos regarding Crystal Lake, but the photos are unorganized. Member Wyman agreed to contact the Northwest Herald about the organization of these pictures. Chair Alt announced a historic home for sale in Crystal Lake and showed the Commission the sale listing.

**VIII. Chair's Report**

There was no Chair's report.

**IX. Adjournment**

There being no further business, Member Riegler moved to adjourn the meeting at 9:20 p.m. Member Kenney seconded the motion. On voice vote, all voted aye. Motion passed.