

MINUTES
Historic Preservation Commission
December 6, 2007
Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL

I. Call to Order

Member Kenney moved to appoint Member Price as chair pro tem. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed. Chair pro tem Price called the meeting to order at 7:40 p.m. on December 6, 2007, at the Municipal Complex in Crystal Lake.

II. Roll Call/Attendance

Present were the following Commission members: Diana Kenney, Sandy Price, Tom Nemcek, and Bob Wyman. LeeAnn Atwood arrived during agenda item (V.). Also present was Mr. Tom Haas and Susan O'Grady of 200 W. Woodstock Street, and 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 November 1, 2007 Regular Meeting and November 14, 2007 Special Meeting

Member Kenney moved to approve the minutes of the November 1, 2007 regular meeting. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed. Member Nemcek moved to approve the minutes of the November 14, 2007 special meeting. Member Price seconded the motion. On voice vote, all voted aye. Member Kenney abstained. Motion passed.

V. 200 W. Woodstock Street– Certificate of Appropriateness for Window Replacement

Mr. Tom Haas and Ms. Susan O'Grady were present and asked the Commission to consider their Certificate of Appropriateness for window replacement. Ms. O'Grady asked the Commission why the Certificate of Appropriateness was not approved at the November 14, 2007 Commission meeting. Member Nemcek replied that homeowners should make it a priority to repair windows, rather than replace them. If repair is not possible, the windows must be replaced with a similar material and design. Member Kenney stated that she could not attend the November 14th Special Meeting, but she has reviewed the application and educated herself regarding historic windows. She stated that per the Secretary of Interior's Standards for Rehabilitation, homeowners must make it a priority to repair historic features, rather than replace them. Member Kenney asked if Ms. O'Grady had considered the tax freeze available for the restoration of landmarked homes. Ms. O'Grady responded that she was unaware of this program. Member Kenney stated that homeowners who do not restore properties per the Secretary of Interior Standards may be ineligible for the tax freeze incentive.

Ms. O'Grady asked about the replacement of the cracked glass. Member Kenney stated that the glass should be replaced. The Commission also discussed the status of the

building's storm windows. Member Nemcek and Member Kenney agreed to assist Ms. O'Grady and Mr. Haas with finding a contractor to replace or repair the window glass.

Member Price stated at the last meeting that she supported approving the Certificate of Appropriateness; however, after researching the issue, she feels that energy conservation can be achieved while preserving the existing windows. Mr. Haas mentioned that the main issue is the lack of window weather-stripping. The Commission agreed with this assessment.

Ms. O'Grady asked regarding the replacement of the wood posts on the porch with fiberglass posts. She mentioned that the previous wood posts were damaged by woodpeckers. Member Kenney and Member Nemcek stated that the posts must be replaced using the same material as the original. Member Wyman agreed to assist Ms. O'Grady and Mr. Haas with finding a solution to woodpecker damage.

Member Kenney moved to deny the Certificate of Appropriateness for the replacement windows as presented by Mr. Haas and his contractor at the November 14, 2007 special meeting. Member Nemcek seconded the motion. On roll call, Member Nemcek, Kenney, Price, Atwood and Wyman voted yes. Motion passed.

VI. Discussion of Trolley Tour

Member Price distributed a list of properties that the Commission could focus on for the 2008 trolley tour. The Tour is scheduled for June 8, 2008. The Commission went through the list identifying which properties to include on the Tour. The Commission agreed that the Tour would not include North or South Walkup Avenue. This street could be saved for a future Tour. Member Price mentioned that she preliminarily drove the tour and it took her 35 minutes. Member Price's list was modified by deleting some properties and adding others. The Commission expressed its appreciation for Member Price's hard work.

The Commission agreed to meet on a Saturday or Sunday morning and drive the tour together. Also, the Commission agreed to meet at Member Nemcek's house at 70 N. Caroline on Thursday, January 17, 2008 at 7:00 PM to discuss the Tour in detail. Member Wyman agreed to contact the trolley tour company and reserve the trolleys for June 8, 2008.

VII. Discussion of Commission Funds and Yearly Façade Grant Allocation

City Staff Helm stated that the Commission had \$4,903.57 in its account held by the City. Member Nemcek stated that the Commission should designate \$3,000 of Commission funds for façade grants during calendar year 2008. Member Kenney moved to allocate up to \$3,000 of Commission funds for façade grants in calendar year 2008. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.

City Staff Helm distributed a memorandum, dated September 6, 2007, regarding revising the façade grant application and evaluation criteria. Member Kenney stated that item number eight, in the evaluation criteria, should not be included. She stated that the

Commission is not qualified to determine the qualifications of contractors. Also, she stated that, at times, it may be difficult for the homeowner to find three qualified contractors. Member Nemcek is concerned that homeowners may not perform their due diligence in researching a project. He stated that the requirement of three bids or quotes is extremely important. He also pointed out that the Commission can waive this requirement if the homeowner provides an explanation of why he or she cannot get three quotes or bids.

The Commission agreed that a letter should be sent to all landmarked properties in January of each year announcing the availability of funds. The Commission would appropriate funds on a “first come – first service” basis.

Member Atwood asked that wording be added to prohibit property owners from applying for funds for the same project within a short time period.

VIII. Member Inquiries and Reports

City Staff Helm asked the Commission if it would like to renew its membership in the Illinois Association of Historic Preservation Commissions (IAHPC). The membership fee is \$50.00. Member Kenney moved to renew the Commission’s membership in the IAHPC. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

IX. Adjournment

There being no further business, Member Nemcek moved to adjourn the meeting at 10:15 p.m. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.