

MINUTES
Historic Preservation Commission
August 2, 2007
Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL

I. Call to Order

Member Kenney moved to appoint Member Atwood as chair pro tem. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed. Chair pro tem Atwood called the meeting to order at 7:30 p.m. on August 2, 2007, at the Municipal Complex in Crystal Lake.

II. Roll Call/Attendance

Present were the following Commission members: Diana Kenney, Bob Wyman, LeeAnn Atwood, Tom Nemcek and Michelle Rozovics. Also present was Eric Helm, Assistant to the City Manager and Sandra Price.

III. Public Comment

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

IV. Approval of Minutes of the June 7, 2007 Regular Meeting

Member Kenney moved to approve the minutes of the June 7, 2007 regular meeting. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.

V. Application for Certificate of Appropriateness for 660 E. Terra Cotta Avenue, Colonel Palmer House

City staff Helm presented the application for the Certification of Appropriateness submitted by the Crystal Lake Park District. He also presented the City staff review of the application completed by the Planning and Economic Development Department. Member Kenney, who has some familiarity with the project, was available to answer any questions. The Commission discussed the application and found the change to be clearly appropriate and in accordance with the criteria set forth in Chapter 295 of the City Code. Member Rozovics moved to approve the Certificate of Appropriateness for 660 E. Terra Cotta Avenue per the application dated July 2, 2007 received by the City's Planning and Economic Development Department. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

VI. Application for a Façade Grant for 660 E. Terra Cotta Avenue, Colonel Palmer House

City staff Helm presented the application submitted by the Crystal Lake Park District for a Façade Grant. The project would include tearing off the existing roof and the installation of a new roof, including replacement of underlayment as necessary. Member Nemcek expressed concern that the Commission did not have price estimates from contractors for the work. The Commission would like to wait until price estimates are received prior to approving the grant funds. City staff Helm stated that the Commission's Façade Grant Application does not specify that the project couldn't be started prior to the grant award; therefore, the Commission may be able to approve the grant after the project

has begun. This may assist the Park District, since it is believed that the project may begin in late August or early September. Member Kenney would like to wait until September to approve the grant. Member Kenney moved to table the consideration of this item until the September 2007 Commission meeting. Member Rozovics seconded the motion. On voice vote, all voted aye. Motion passed. The Commission wanted City staff Helm to contact the Park District and state that the Commission is not denying the request, but would like additional information prior to approving the funds.

VII. Discussion of Trolley Tour

Chair pro tem Atwood asked what the Commission would do differently next year. Atwood stated that more advertising should be placed on the trolleys. City staff Helm stated that the Commission had a current account balance of \$5,943.57. He will e-mail a breakdown of Tour expenses and revenues. Member Rozovics asked if the Commission should consider alternating between organizing the Trolley Tour and the Housewalk. Member Nemcek stated that the Commission should organize the Trolley Tour again. Member Kenney asked if the Commission should consider performing two tours in one year. Member Rozovics felt the Commission could do two tours at one time. Member Kenney felt that additional tour times could be added to the day. She also felt that greater attendance from City employees would be beneficial. The Commission agreed that the Tour should begin and end in the same location, with preferably the same drivers and increased advertising signage placed on the trolleys. Member Rozovics agreed to contact the trolley company to negotiate for additional signage.

VIII. Discussion of Commission Funds and Yearly Façade Grant Allocation

Member Kenney stated that property owners should apply for a Façade Grant at the same time each year. Member Nemcek felt that the Commission might want to consider grant applications each quarter, instead of once a year. This would provide property owners the flexibility to apply for projects, while at the same time allow the Commission to review applications at regular intervals. City staff Helm agreed to research other municipal historic preservation commission façade grant programs and offer guidance on the revision of the existing program.

IX. Discussion of Results of IHPA Evaluation

City staff Helm presented the CLG evaluation form used in a recent evaluation of the Commission's activities. He stated that the IHPA would like the City to consider performing future property surveys. Member Kenney also stated that the IHPA was surprised that a community the size of Crystal Lake did not have more plaqued properties.

X. Member Inquires and Reports

Member Nemcek asked for the Commission's opinion regarding the plaque for the Dole Mansion. He felt the plaque should be bigger and more detailed to demonstrate the significance of the Dole Mansion to the community. Several Commission members felt the plaque should be the same size as the other landmarked properties, but the Commission should fund an additional marker. This marker could be a public display or

other more detailed marker situated somewhere on the property. Member Nemcek agreed to create the wording for the standard landmark plaque.

Ms. Price stated that she is designing the next public exhibit for the City Hall display case. She also expressed interest in rejoining the Commission. She agreed to send a letter to City staff Helm stating her interest in rejoining the Commission.

Member Rozovics is open to the Commission's comments regarding her porch restoration at 263 King Street. She will keep the Commission informed regarding the project.

XI. Adjournment

There being no further business, Member Kenney moved to adjourn the meeting at 9:30 p.m. Member Rozovics seconded the motion. On voice vote, all voted aye. Motion passed.