

**MINUTES**  
**Historic Preservation Commission**  
**May 3, 2007**  
**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 May 3, 2007, at the Municipal Complex in Crystal Lake.

**II. Roll Call/Attendance**

Present were the following Commission members: Chairperson Brice Alt, 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 April 5, 2007 Regular Meeting and April 11, 2007 Special Meeting**

Member Rozovics moved to approve the minutes of the April 5, 2007 regular meeting. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed. Regarding the April 11, 2007 meeting minutes, Member Rozovics noted that five Commissioners agreed to distribute yard signs. Also, Member Rozovics stated that she is responsible for securing a second docent for her trolley. With those changes, Member Rozovics moved to approve the minutes of the April 11, 2007 special meeting. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.

**V. Review of Façade Grant Application: 263 King Street**

Member Rozovics presented her application dated May 3, 2007 for chimney tuck pointing and re-flashing. She stated the previous contractor, who performed the work in 2005, did a poor job of repairing the area. Her latest grant request is to repair the faulty work of the previous contractor. Chair Alt asked if the Commission should pay for the same work twice. Chair Alt asked if Member Rozovics contacted the previous contractor to repair the work or compensate her. Member Rozovics stated that the previous contractor does not have any assets and is not worth pursuing for damages.

Member Nemcek wanted the Commission to discuss how much should be allocated toward façade grants this year and then in 2008. City Staff Helm stated that the Commission has about \$2,000 - \$2,500 in the account. Chair Alt suggested leaving \$500 in the account and giving away the rest. Member Nemcek stated that this might not be a good policy since the Commission may want to fund a larger project in the future. City Staff Helm agreed to create a list of past Commission expenditures and revenues. Member Rozovics stated that a letter could be sent to landmarked properties advertising the façade grant funding. Member Atwood felt that the Commission might want to keep a financial cushion in the account.

The Commission then discussed how to ensure that façade grant funding is given to projects using quality contractors. Chair Alt felt that the Commission should not pay for the homeowner's mistake of picking a poor contractor. Member Nemcek stated that the Commission should receive at least two quotes from reputable contractors. Member Rozovics stated that the Commission does not have the expertise to evaluate the quality of contractors. Member Atwood stated that the Commission should give the grant funds to 263 King Street, since the Commission should have evaluated the original quote in the 2005 façade grant application more closely. Member Nemcek moved to table the application to the next meeting. After discussion, Member Nemcek requested to withdraw his motion. Member Nemcek moved to approve grant funding for 263 King Street in the amount of 50% of the project costs, not to exceed \$500. The grant funding would be given to the owner following proof that the project was completed per the May 3, 2007 application. Member Atwood seconded the motion. On voice vote, all voted aye. Motion passed. Member Rozovics abstained.

Following the approval of the grant funds, the Commission felt that in the future the Commission may want to require more than one quote from a grant applicant, and analyze the quotes more closely. The Commission agreed to discuss this item at a future meeting.

**VI. Discussion of 2007 Trolley Tour**

Member Atwood gave City Staff Helm four checks from Tour advertisers. Chair Alt recommended that each Commission member write his or her own personalized notes based off the template provided by Member Wyman. The next Tour meeting will be Wednesday, May 16, at 7:30 p.m at Member Nemcek's residence. Chair Alt agreed to submit one final press release to Member Atwood for distribution.

**VII. Member Inquires and Reports**

Chair Alt announced the IAHPC conference in June 2007 in Chicago. City Staff Helm agreed to e-mail the Commission regarding the conference. Chair Alt also announced another educational opportunity in Evanston regarding the financial benefits of local, state and federal incentives for homeowners of landmarked homes.

**VIII. Adjournment**

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