

MINUTES
HISTORIC PRESERVATION COMMISSION
November 9, 2016

The November 9, 2016 meeting of the Historic Preservation Commission was called to order at 6:30 PM by Chairman Demsky in the board room of the Village Hall. Roll was called and a quorum was present. Upon roll call, the following were:

Present: Commissioners Ciolek, McWilliams, Tracy, and Chairman Demsky
Absent: Commissioners Jung, Kramer, and Reynolds
Also present: Michelle House, Planner II

APPROVAL OF MINUTES

The minutes from the October 26th HPC meeting were not yet available and would be approved at the next Historic Preservation Commission meeting TBD.

GENERAL COMMUNICATIONS

Ms. House mentioned two (2) training opportunity:

- December 10th Joliet Area Historical Museum at 10:00 AM
- November 10th IL: Historic Preservation and Renovation at 8:00 AM – 12:00 Noon
Sponsored by the Illinois Association of Licensed Architects (CIA credits available for commission architects)

CONSENT

None

OLD BUSINESS

None

NEW BUSINESS

- Proposed Scope of Work for Professional Services regarding Development of Historic Preservation Informational Materials

Ms. House stated that a consultant had been hired by the village to review current materials, the historic preservation process in place, and to draft additional materials that would be “targeted” for individuals who may be interested in the historic preservation designation. Work was to take place the end of 2016 and the beginning of 2017. Purpose was to make process less daunting for potential/interested applicants. Scope of work included:

- Interviews
- Training workshops with HPC
- Drafting marketing materials

Chairman Demsky clarified that the HPC was looking at scope of services only. Glenview was seeking feedback from the commissioners regarding scope of services.

Comments made were:

- Commissioner Ciolek confirmed that electronic copy would be available as well as hard copy of material.
- Ms. House stated that all pertinent information would be available on village website as well as in person
- Chairman Demsky confirmed that some of the research work had been done by staff

- Some of the consultant's time would be used to review current material and consider ways to further promote Historic Preservation within the village.

Ms. House stated that interviews with staff would be conducted in 2016 and a workshop would be planned for commissioners early in 2017. Potential workshop dates would be forwarded to commissioners that would either coincide with an AC date or on another day. Days and dates would be dependent on availability and preference of commissioners.

There were no other comments and Chairman Demsky adjourned the meeting at 6:45 PM.

Respectfully submitted,

Janet Pomillo
Recording Secretary

DRAFT