

MINUTES
HISTORIC PRESERVATION COMMISSION
August 29, 2018

The August 29, 2018 special meeting of the Historic Preservation Commission was called to order at 6:35 PM by Chairman Demsky in the Burnham Board Room of the Village Hall. Roll was called and a quorum was present. Upon roll call, the following were:

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

APPROVAL OF MINUTES

Chairman Demsky asked for comments/corrections to the minutes of the March 8th Historic Preservation Commission meeting. There were no comments or corrections. Commissioner Reynolds, seconded by Commissioner Tracy, moved to approve the minutes from the March 8, 2018 Historic Preservation Commission meeting as submitted. Upon roll call, vote was:

AYES: Commissioners Reynolds, Tracy, and Jung
NAYS: None
Abstained: Commissioner McWilliams
Motion carried.

Chairman Demsky asked for comments/corrections to the minutes of the June 6th Historic Preservation Commission meeting. There were no comments or corrections. Commissioner Tracy, seconded by Commissioner Reynolds, moved to approve the minutes of the June 6, 2018 Historic Preservation Commission meeting as submitted. Upon roll call, vote was:

AYES: Commissioners Jung, McWilliams, Reynolds, and Tracy
NAYS: None
Motion carried.

GENERAL COMMUNICATIONS

Ms. House stated that there were no general communications for tonight's meeting.

CONSENT

None

OLD BUSINESS

- Discussion of Single-Family Residence "Birthday" Mailer

Ms. House referenced the latest copy of the birthday mailer that was printed on the card stock that would be used for card mailing. Comments/corrections made were:

- Correct spelling of 'truly' by omitting the e.
- Commissioner signatures were to be in the space provided under **Historic Preservation Commission** and around the Village of Glenview logo on inside of card
- Consensus for text on inside was:

Your home is more than 50 years old.

This is truly a remarkable milestone for a home and its owner.

Congratulations from the Village of Glenview

Historic Preservation Commission!

- Consensus for text on back of card was:
- Eliminate top bolded sentence 'Additional information can be found here:'

- Eliminate ‘**For additional information**’ in second bullet
- Corrections would be made by staff. Corrected card would be available for signature at the next meeting. There were no other comments or corrections.

Commissioner Reynolds moved to approve the “Birthday” card/mailer with changes and edits made this evening. Upon roll call, vote was:

AYES: Commissioners Jung, McWilliams, Reynolds, and Tracy

NAYS: None

Motion passed

Commissioner Reynolds clarified with staff that all homes 50 years and over would receive the mailing this year. Mailings would then be done in 5 years for homes turning 50.

NEW BUSINESS

- Recommendation of Rebecca Hunter for Historic Kit Home Recognition Survey
- Ms. House summarized that one item included in the plan of action was to conduct another survey. Staff had previously considered a survey of historic kit homes in the downtown area. They had identified Rebecca Hunter who had the historical knowledge of kit homes and their identification characteristics. Staff would like to contract Ms. Hunter to conduct the kit home survey in an amount not to exceed \$5,950. Contracted amount would include field work, draft survey documents, presentations and attendance at public open house and HPC meetings, and final report of all kit homes in downtown area.

Comments made were:

- HPC was in agreement with scope of work
- Commissioner McWilliams clarified that staff had some information of existing kit homes. Ms. House mentioned that Ms. Hunter would “ride a bicycle” for a closer look in the designated area. Ms. Hunter was familiar with characteristics of kit homes and could identify homes that were not yet known.
- Ms. Hunter would also meet with homeowners, enter and document specific kit home characteristics.
- Commissioner McWilliams confirmed with staff that the amount designated for the survey was included in the 2018 budget.

There were no other comments.

Commissioner Reynolds moved to approve the historic kit homes survey as presented. Commissioner McWilliams seconded the motion. Upon roll call, vote was:

AYES: Commissioners Jung, McWilliams, Reynolds, and Tracy

NAYS: None

Motion passed.

Respectfully submitted,

Janet Pomillo
Recording Secretary