

MINUTES  
HISTORIC PRESERVATION COMMISSION  
June 6, 2018

The June 6, 2018 special meeting of the Historic Preservation Commission was called to order at 7:09 PM by Chairman Demsky in the Dewes Conference Room of the Village Hall. Roll was called and a quorum was present. Upon roll call, the following were:

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

**GENERAL COMMUNICATIONS** - No General Communications for tonight's meeting.

**CONSENT**

None

**OLD BUSINESS**

- **Discussion of Single-Family Residence "Birthday" Mailer.**

Based on the last HPC discussion, Ms. House presented a mock-up of the birthday mailer, printed on paper, for review. Birthday Mailer would be printed on card stock and inserted in an envelope when mailed to single family residences. Staff was seeking comments from the HPC.

Comments made were:

- Commissioner McWilliams was please with the brevity of the mailer and wording.
- Correct spelling of 'truely' to **truly**
- Commissioner McWilliams suggested moving the text down slightly and on three lines:

**Your home is more than 50 years old,  
a truly remarkable milestone  
for a home and its owners!**

- Move word 'Historic' for HPC to be on one line:  
**Congratulations from the Village of Glenview  
Historic Preservation Commission!**
- It was suggested to move the logo to the middle of the page and have commissioners' signatures below text.
- It was suggested to move the logo to the top blank page
- Having the top page blank was okay and commissioners could sign around the bear logo on the bottom of the page
- Commissioner Reynolds clarified with staff that 'call to action' was on the back page
- Commissioner McWilliams suggested reviewing spacing on back for better flow. For example, the last bullet could be revised to:

Village of Glenview staff would be happy to discuss the process of designating your property! Please contact Michelle House, Planner, at [mhouse@glenview.il.us](mailto:mhouse@glenview.il.us) or call (847) 904-4307 with questions.

Regarding the estimated number of cards to be mailed, Ms. House would review and email the number to commissioners. Commissioners were undecided if cards would be individually signed or one card sign and printed with signatures already on the card.

A draft card incorporating the changes suggested tonight would be available for review at the next HPC meeting. Commissioners could also sign the card at that time.

A brief discussion ensued on whether the names of the commissioners should be listed on the back of the card. It was noted that the commissioners' names were posted on the HPC website. Option would be available to have the names of the commissioners on the card: 3 names on each side of the bear logo on the back of the card.

Commissioner McWilliams suggested a card stock weight of 65. Staff will investigate weight and cost. A brief meeting would be held on June 13<sup>th</sup> for review of the birthday card.

There was no other business, and Chairman Demsky adjourned the meeting at 7:20 PM.

Respectfully submitted,

Janet Pomillo  
Recording Secretary