

MINUTES
HISTORIC PRESERVATION COMMISSION
March 8, 2018

The March 8, 2018 special 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, Jung, Reynolds, Tracy, and Chairman Demsky
Absent: Commissioner McWilliams
Also present: Michelle House, Planner II

APPROVAL OF MINUTES - Chairman Demsky moved approval of minutes from the December 13, 2017 HPC special meeting to the next meeting.

GENERAL COMMUNICATIONS

Ms. House stated that the annual report was submitted to the Illinois Historic Preservation Agency and to the Federal National Resource Department. Submittal to agencies would keep Glenview up to date with current properties taking advantage of available tax credits.

OLD BUSINESS

- Discussion of Single-Family Residence “Birthday” mailer ensued.

Ms. House referenced the four (4) photo options could be used for the birthday card. She noted that the photo on the bottom right corner was a photo of a house that was currently registered for landmark status. It could be reviewed and photo shopped for quality if HPC would like.

Also, Ms. House stated that she was struggling with the wording of the card “to be cute and attract attention” for a more birthday card feel. She was open to commissioners’ input on wording.

Comments made were:

- Chairman Demsky felt Option 4 would be a good choice and added that it was a good example of an historic home. Home in Option 4 photo would appear more like a home and not too monumental.
- Commissioner Reynolds clarified that the photo option was meant to be the cover of the birthday card and that all of the options were good for different reasons.
- Commissioner Reynolds clarified with Ms. House that the first “run” would have the birthday card mailed to all homes over the 50 year mark at this time. Another mailing could then go out in 5 years or so.
- Commissioner Reynolds commented that liked the idea of being flexible. He noted that the next run could possibly have homes looking similar with a specific look and that a different photo may be more appropriate/relevant and indicative to the group reaching the 50 year mark at that time.

Chairman Demsky stated that the intent was to hopefully generate interest for historic preservation and consensus was that staff could move forward with Option 4 image for the first mailing. However, all options were appropriate for the intent of the birthday card and could be used at other times.

Regarding the language for the card inside, it was felt that the top two lines on the interior of the draft card would be best. Ms. House would consider different types of font and placement of text on the interior for a more “birthday look” in appearance. The bullet point information could be

placed on the back side of the card. Ms. House would revise as discussed and present to the commissioners at the next HPC meeting.

Commissioner Reynolds suggested having one main link for Historic Preservation information and suggested having a link such as: myhistorichome.com. Ms. House would investigate if this was possible. It was also suggested to have Ms. House email and phone number as contact.

NEW BUSINESS

- Historic Preservation Membership Composition Text Amendment

Ms. House summarized that the original HPC commissioners retired over the last few years. The text amendment under discussion would join the AC and HPC together and that the number of seats would be reduced to seven (7) which was the size of the AC. She explained that the meeting would be opened as HPC, then closed after business was discussed. The AC would then be opened to discuss AC case business for an open /close of each commission and would be the new policy. Commissioner Ciolek stated that the HPC would require a minimum of four (4) meetings per year unless there business would call and/or require more meetings.

- Discussion of Historic Kit Home Recognition Manual & Survey

Ms. House referenced a memo dated March 8, 2017 that was included in the commissioners' packet regarding the Kit Home Survey. The memo gave background information, project description and scope of work for the survey and RFP to consultant. It was felt that there were other kit homes in the area noted in the memo. Public notice would be forwarded to potential landmark status property owners. Research could be done to determine if homes were eligible for landmark status. Should an owner not want to be included, that would be respected but information gleaned would be kept in file.

Ms. House stated that an individual had been identified to do the survey and an approximate dollar amount (\$3,500-5,100) was considered. Staff would move forward on RFP, identifying consultant, and budget amount if all agreeable to the HPC. Staff would present additional information to HPC when available. She also mentioned that there could be grant funding from the state.

Commissioner Reynolds moved to approve the budgeted allowance of \$3,500 to \$5,100 for staff to request an RFP for services. Commissioner Tracy seconded the motion. Upon voice vote, motion passed.

Commissioner Reynolds clarified with Ms. House that a public notice would have to be posted for an HPC public meeting. Commissioner Reynolds clarified that the motion was authorizing the RFP and staff would return with additional information. Ms. House also stated that staff would talk with the potential consultant and present additional information.

There was no other business and the meeting was adjourned at 6:55 PM.

Respectfully submitted,

Janet Pomillo
Recording Secretary