

MINUTES
HISTORIC PRESERVATION COMMISSION
December 16, 2020

The December 16, 2020 special meeting of the Historic Preservation Commission was called to order at 6:33 PM by Chairman Demsky in the board room of the Village Hall and by Webinar in commissioners' homes. Roll was called and a quorum was noted. Upon roll call, the following were:

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

APPROVAL OF MINUTES

Chairman Demsky asked for comments/corrections to the minutes from the November 11th HPC special meetings. There were no comments or corrections. Commissioner McWilliams, seconded by Commissioner Tracy, moved to approve the minutes of the November 11, 2020 Historic Preservation Commission as submitted.

At this time, Ms. House presented instructions on how the public could access the HPC meeting.

GENERAL COMMUNICATIONS - There were no general communications for tonight's meeting.

CONSENT - There were no consent items on the agenda for tonight's meeting.

OLD BUSINESS - There was no OLD Business for tonight's meeting.

NEW BUSINESS

- Review of Kit Home Survey Project Services Agreement from Farnsworth Group

Ms. House presented a general overview of the project service agreement from the Farnsworth Group. Fixed cost of the project was \$14,000 plus "normal reimbursable expenses such as mileage and printing". Fee would include:

- Three (3) meetings with HPC
- Travel to/from Joliet/Glenview for three meetings and 15 days of field survey
 - Additional days may be required for internal inspection due to homeowner availability
- Develop data survey to be used in the field for documentation for up to 100 homes.
 - Includes photograph of each home in survey from the right of way
 - Identified kit homes documentation of the associated kit home model with similarities noted
- Survey report including historical relevance of the kit homes, their installation and style, information regarding the various kit home manufacturers found within the survey area, map of kit home locations in the survey area, list of potential kit homes both eligible and ineligible for landmark designation, and requirement for landmark designation both locally and for National Register, research methodology and a bibliography
- Field data survey form and excel database listing homes within survey area that may potentially be kit homes.

- 30 minute power point presentation including historical relevance of kit homes, manufacturers found within the survey area, and house examples found within the Village of Glenview along with recommendation for how homeowner could expand their personal research.

Continuing, Ms. House stated that included in the village 2021 budget was \$9,775 that was designated for the Kit Home Survey. She further stated that staff suggested renegotiating with Farnsworth Group to reduce cost by reducing the number of items included in their proposal. Suggestions were:

- Reduce number of proposed meetings by combining topics or by meeting virtually
- Reduce the number of field days from 15 to 10

Discussion ensued and commissioner comments were:

- Chairman Demsky confirmed with staff that it was necessary to reduce the fee. Ms. House added that she did not foresee that the difference (\$14,000 - \$9,775) would be found within the 2021 budget.
- Fee could be reduced if Farnsworth Group determined that the proposed 15 trips were not necessary.
- Consider moving the total project to 2022 for the difference to be included in the 2022 budget.
- Number of kit homes could be found within the downtown district and radiate out from there.
- Consider survey the downtown district now and if needed, the outer area in 2022
- Commissioner Hebson stated that it was reasonable to complete 80% of the project followed by balance in the following year
- Commissioner McWilliams stated that if there were no constraints for a start date, the project could be “pushed” to 2022 for complete budget amount.
 - Ms. House stated that the money allocated this year was not necessarily rolled over to the following year. She added that with added expenses in the “Covid world”, it may be difficult to find additional funds
- Chairman Demsky confirmed with staff that Farnsworth Group had not yet been approached regarding fee reduction
- Commissioner McWilliams pointed out that it was difficult to talk about fee reduction because their \$14,000 fee was not itemized. He added that Chairman Demsky’s idea of giving a limit on number of travel days was a good starting point.
- Commissioner McWilliams suggested meeting virtually which could reduce time and travel fees
- Commissioner Tracy confirmed with staff that printing could be done at Glenview to eliminate printing cost.
- Chairman Demsky felt that it would not take 15 days to “scour” the village for kit homes especially since the number of kit homes would fall off dramatically beyond the train line.

Project was to begin in March. Further discussion was necessary between staff and Farnsworth Group before project could be approved and begin. Staff would discuss with Farnsworth Group about reducing the cost based on suggestions made at this meeting. HPC would meet one more time before March to discuss proposal, reduction of fee, etc. Purpose of tonight’s meeting was to review the proposal. It was determined that no action was to be taken at this meeting. Should

commissioners have additional questions/suggestions/comments, they should be submitted to Ms. House to follow thru with Farnsworth Group.

Good of the Order

Ms. House stated that the commissioners should submit any historic preservation training they attended and/or/participated in to staff for inclusion in the annual report.

There was no other business and Chairman Demsky adjourned the meeting at 6:48 PM.

Respectfully submitted,

Janet Pomillo
Recording Secretary