

**VILLAGE OF HUNTLEY
HISTORIC PRESERVATION COMMISSION MEETING
Tuesday, March 17, 2015
MINUTES**

5 CALL TO ORDER

Chairperson Donna Britton called to order the regularly scheduled meeting of the Village of Huntley Historic Preservation Commission for Tuesday, March 17, 2015 at 6:04 pm in Village Hall Conference Room C107, located at 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

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ROLL CALL - ATTENDANCE

MEMBERS PRESENT: Commissioners Geri Rizzo, Deb Waters, Jake Marino, and Diana Carpenter,
Vice Chair Lonni Oldham and Chairperson Donna Britton

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MEMBERS ABSENT: Commissioner Karen Langhenry

ALSO PRESENT: Director of Development Services Charles Nordman and Planner James Williams

20 PUBLIC COMMENT There were no public comments.

4. Approval of Minutes

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- A. A MOTION was made to approve the February 17, 2015 Historic Preservation Commission minutes with the following changes:**

Page 2, Line 32, delete “Director Nordman noted that the Village Manager’s office is working to produce the plaque as discussed.”

Page 2, Line 34, replace “Commissioner Rizzo” with “Chairperson Britton”

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Page 2, Lines 42, delete “the”

Page 3, Line 18 and 19, replace “letters” with “copies of correspondence” and “have received” with “has received”

MOVED: Vice Chair Oldham

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SECONDED: Commissioner Carpenter

**AYES: Commissioners Rizzo, Waters and Carpenter, Vice Chair Oldham and
Chairperson Britton**

NAYS: None

ABSTAIN: Commissioner Marino

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MOTION CARRIED 5:0:1

5. Old Business

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- A. Second Street Website Data Distribution and/or Meeting plan**

Commissioner Marino provided an update on the status of Second Street historical data formatting project noting that he is nearly complete with the individual property updates as well as with the Executive Summary.

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Upon completion of the Executive Summary and data formatting for the individual Second Street properties Commissioner Marino will transmit the information to Planner Williams who will in turn distribute the data to the other Historic Preservation Commissioners for their comments. Finally, two sets of the Second Street historical data will be produced. One master data file and the other containing the “separated” individual property data files.

Discussion ensued regarding the possible locations and format for follow-up meetings with Second Street property owners to review the historical data and/or the landmark/historic district application process.

5 Chairperson Britton and Vice Chair Oldham agreed to follow-up with local realtors to provide documentation that supports the value-added to properties through historic preservation and forward this information to the property owners along Second Street.

B. Pride in Preservation Program

10 Director Nordman stated that Staff had not heard from either the Pena family (11002 Woodstock St.) or the Marlowe family (11002 Church St.) who were each sent a letter in early February notifying them of the Historic Preservation Commission's interest in awarding their property a Pride in Preservation award.

15 Chairperson Britton noted that Commissioner Langhenry had volunteered to reach out to each of the two property owners and, in the meantime, determine another candidate-property to award the Pride in Preservation award at the April Historic Preservation Commission meeting.

20 Vice Chair Oldham nominated the property at 11613 Second Street owned by the Glissendorf family for the Pride in Preservation award and requested that staff send them a letter to determine if they are willing and able to accept the award at next month's Historic Preservation Commission meeting on April 21, 2015.

25 Discussion continued regarding possible format for the presentation of the Pride in Preservation properties at the Village Board meeting as well as potential non-residential candidate-properties that may be worthy of future Pride in Preservation awards and/or Certificates of Appreciation.

C. Look at Local History – May 2015

- Village Board Pride in Preservation presentation
- 30 ▪ Local History Month Proclamation

Director Nordman noted that the May 7, 2015 Village Board – Committee of the Whole meeting is scheduled to include the reading of the Proclamation and to review the properties having received the Pride in Preservation award over the course of the last year.

- 35 ▪ 05/23/15 Farmer's Market update/schedule for manning the booths

40 Chairperson Britton reviewed the plans for the Historic Preservation Commission's participation at the Huntley Farmers Market being held on 05/23/15 between 8:00 a.m. and 1:00 p.m. at the Huntley Village Hall property this year to avoid conflicts due to the construction scheduled for the downtown area this summer.

Chairperson Britton noted the Historic Preservation Commission will have a booth outside Village Hall and display area inside Village Hall will be available for the display of the photo contest submittals.

- 45 ▪ Geocaching Project with the Huntley Area Public Library Expenses

Chairperson Britton acknowledged that the geocaching event is being organized by Huntley Library personnel and noted that there may be an expectation that the Historic Preservation Commission participate in the purchase of items such as the commemorative coins that area awarded to geocache participants who complete the program.

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- Sawyer Kelley Mill Plaque

Director Nordman noted that the installation of the plaque for the subject property will have to wait until after the construction on-site and around the property is completed.

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- Hackett House Opening

Director Nordman stated that Visit McHenry County will be occupying the building in April but it will be later in the year before all site work is completed and a ribbon-cutting or opening ceremony is held. Additionally, Director Nordman noted that the visitor bureau plans to set aside an area within the facility's conference room wall for display items/information of local historic preservation interest, but the specifics of the display have not been finalized.

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Vice Chair Oldham agreed to coordinate the Hackett House historic preservation display within Visit McHenry County personnel.

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D. Finalizing Documentation – Hackett House and Property at SEC Main/Grove Streets

Chairperson Britton provided copies of survey documents completed for the Hackett House to Commissioner Marino for use in the documentation of the residence located at 11613 Main Street.

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E. Discussion - Possible Historic Ordinances Revisions

Historic preservation ordinances of various neighboring municipalities were discussed.

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The Historic Preservation Commission discussed forming a subcommittee of two or three members to further research the historic ordinances of other municipalities to determine elements within those documents that may be appropriate for integration into Huntley's historic ordinance.

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Director Nordman agreed to confirm the maximum number of Commission members that could serve on a subcommittee.

Commissioner Rizzo explained her efforts to secure financial sponsorship for the historical photo contest and stated that she will continue her efforts to pursue sponsors willing to provide prizes to award to the contest winners.

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6. New Business

A. Grant Writing/College Partnership

Chairperson Britton stated she is interested in pursuing grant programs to provide funding for implementation of a historic survey.

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Director Nordman stated the first step is finding an appropriate grant program offering funding for historic surveys and suggested reaching out to the historic preservation firm contacted for the quote for a historic survey provided to the Village Board last year to determine if they had information for a suitable grant program.

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Director Nordman distributed copies of the historic preservation correspondence provided to the Village Board through the course of 2014.

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Commissioner Carpenter suggested that following the Village Board of Trustees elections in April it would be a good time to sit down with any newly elected trustee board members to discuss historic preservation issues and initiatives.

Commissioner Carpenter suggested submitting suggestions for short messages to be posted in May on the Village's message board sign at the southeast corner of Route 47 and Main Street to commemorate May as Local History Month.

5 7. Adjournment

At 7:54 p.m., A MOTION was made by Commissioner Waters to adjourn the meeting and was seconded by Commissioner Carpenter. Motion carried unanimously.

10 Respectfully submitted,

James Williams

Planner

Village of Huntley