

**VILLAGE OF HUNTLEY
HISTORIC PRESERVATION COMMISSION MEETING
Tuesday, April 21, 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, April 21, 2015 at 6:01 pm in the Village Board Room, 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, and Diana Carpenter, Vice Chair Lonni Oldham and Chairperson Donna Britton

15

MEMBERS ABSENT: Commissioners Karen Langhenry and Jake Marino

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

20 PUBLIC COMMENT There were no public comments.

4. Approval of Minutes

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

**Page 2, Line 14, replace “suggested” with “noted that” and add “had volunteered to”
Page 3, Line 30, add “Director Nordman agreed to confirm the maximum number of Commission members that could serve on a subcommittee.”**

30

**MOVED: Commissioner Rizzo
SECONDED: Vice Chair Oldham
AYES: Commissioners Rizzo, Waters and Carpenter, Vice Chair Oldham and
Chairperson Britton
35 NAYS: None
ABSTAIN: None
MOTION CARRIED 5:0:0**

40 5. Old Business

Hackett House

Vice Chair Oldham asked Staff if there was any assistance Visit McHenry County needed as they set up operations in the Hackett House.

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Director Nordman offered to reach out to the representatives for Visit McHenry County and/or provide Vice Chair Oldham with their contact information to determine what assistance they may need from Staff and/or the Historic Preservation Commission.

50 *May – Local History Month - Historic Messages on the Electronic Message Board - SEC of Route 47/Main Street*

Commissioner Carpenter distributed copies of an e-mail message she had sent to Chairperson Britton and Vice Chair Oldham with suggestions for possible messages to be displayed on the Village electronic message board to commemorate the month of May as Local History Month.

5 Director Nordman suggested the message “May is Local History Month” and following with a message such as those suggested by Commissioner Carpenter.

Meeting with Newly Elected Village Board of Trustees Member(s)

10 Commissioner Carpenter noted that discussions at previous Historic Preservation Commission meetings included discussion of meeting with newly elected Village Board of Trustees members following the April 7, 2015 elections.

15 Director Nordman noted that Trustees Kanakaris and Leopold were re-elected, while former Plan Commission member Tim Hoeft was elected to his first term as Village Board Trustee. Director Nordman also mentioned that the newly re-elected and elected Village Board of Trustees members will be sworn in at the May 14, 2015 Village Board meeting.

20 Chairperson Britton suggested including the topic of Trustees’ Meetings on the next Historic Preservation Commission agenda to be held May 19, 2015 and including the work plan in the Historic Preservation Commission meeting packet prior to that meeting.

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

25 Chairperson Britton recalled the plan to send each Second Street property owner the introduction letter drafted by Commissioner Waters along with the Second Street historic data specific to each respective property and include the following items:

- Historic District/Landmarking Brochure
- Historic Preservation Commission Brochure
- 30 • Historic District Application Form
- Historic Landmark Application Form
- Second Street Walking Tour Map/Data
- Huntley Historic District Map

35 Discussion continued regarding the correspondence that would serve to “follow-up” the Second Street historic data packet sent to each of the property owners that may include realtor information promoting the value-added to properties following their historic designation.

40 Commissioner Waters agreed to draft the follow-up correspondence.

B. Pride in Preservation Program

45 Vice Chair Oldham noted that she had spoken to her neighbors the Glissendorfs (11613 Second Street) regarding their Pride in Preservation nomination and that they may still be interested in the program.

Chairperson Britton suggested each of the other Historic Preservation Commissioners bring other nominee properties to the next meeting.

50 Discussion ensued about possible nominees which include the house at the northeast corner of Mill and Church Streets and a house on Church Street, located three houses south of Main Street.

C. Look at Local History – May 2015

- Village Board Pride in Preservation presentation

5 Chairperson Britton noted that Commissioner Marino was interested in making the Pride in Presentation before the Village Board on Thursday, May 7, 2015.

Vice Chair Oldham reminded Staff that it would be appropriate to have a “Pride in Preservation yard sign available at the May 7th Village Board meeting.

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- Local History Month Proclamation

Staff noted that the proclamation prepared was similar to the “Month of May – Local History Month” proclamations read in previous years.

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- 05/23/15 Farmer’s Market update/schedule

Chairperson Britton noted that the Farmers Market will be held on the Village Hall property and a booth has been reserved for promotion of historic preservation. Additionally, tables will be available inside Village Hall for display of the historic photo contest entries.

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Chairperson Britton stated that in addition to the other handouts available at events such as the Farmers Market, it would be appropriate for a copy of the Second Street historical data to be made available for review.

25

- Photo Contest – Update

Commissioner Rizzo announced that she and Vice Chair Oldham had negotiated the donation of \$500.00 from TCF Bank for use as prizes to be awarded to selected photo contest winners.

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- Geocaching Huntley Area Public Library - Update

Chairperson Britton noted that the geocache event has been postponed until next year to avoid any conflict with downtown construction this year.

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D. Discussion - Possible Historic Ordinances Revisions

Chairperson Britton asked staff to determine if it was possible for several of the Commissioners to meet as a sub-committee outside of the monthly Historic Preservation Commission meeting.

40

6. New Business

A. Downtown Way-Finding Signage

45 Director Nordman reviewed the way-finding signage that will be installed as part of the downtown streetscape project. Commissioner Oldham stated the Commission was previously told that historic district signage would be considered as part of the streetscape project. Commissioner Oldham explained that sign toppers could be installed on the street signs along Woodstock Street to designate the district. Director Nordman stated that staff will investigate options for sign toppers.

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B. Certificate of Appreciation

Commissioner Carpenter stated that she had mistakenly thought that the historic Huntley photographs in the

Culver's restaurant were recently hung. Commissioner Carpenter explained that she has learned that they have been there for some time.

5 Discussion ensued about the possibility of creating a certificate of appreciation or recognition for businesses in Huntley that display Huntley's history as part of their interior décor.

C. Illinois Main Street Historic Preservation Conference - June 23, 24 and 25, 2015 - Carbondale, Illinois

10 Chairperson Britton explained that she believed it was important for someone from the Village to attend the conference in Carbondale. Director Nordman stated that it was not budgeted for staff to attend the event. Director Nordman stated that there are funds in the Commission's budget for registration fees should any of the Commissioner's wish to attend the conference.

15 D. Grant Writing/College Partnership

Chairperson Britton stated that the Commission should explore grant opportunities for the Past Perfect Software. Chairperson Britton explained that the Past Perfect website includes a list of available grants.

20 E. Map of Demolished Properties

Commissioner Oldham and Chairperson Britton explained that they have made a list of buildings that have been demolished in the Village. Chairperson Britton stated that she felt it was important to map these properties to help people understand how many buildings have been demolished over the years. Chairperson Britton asked if staff would be able to make a map of the properties. Director Nordman responded that staff would be able to make a map of the properties if provided the list.

7. Adjournment

30 At 8:04 p.m., A MOTION was made by Commissioner Waters to adjourn the meeting and was seconded by Commissioner Carpenter. Motion carried unanimously.

Respectfully submitted,

James Williams

Planner

35 Village of Huntley