

**VILLAGE OF HUNTLEY  
HISTORIC PRESERVATION COMMISSION MEETING  
Tuesday, August 20, 2013  
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, August 20, 2013 at 6:02 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, Jake Marino, Deb Waters, 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

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Public Comment There were no public comments.

Chairperson Britton welcomed Ms. Rizzo to the Huntley Historic Preservation Commission.

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4. Approval of Minutes

**A. Approval of the May 21, 2013 Historic Preservation Commission Meeting Minutes**

Approval of the Minutes was “tabled” until the next meeting.

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**B. A MOTION was made to approve the July 16, 2013 Historic Preservation Commission Meeting Minutes with the following changes:**

Page 2, Line 31, replace “has” with “had not”

Page 2, Line 51, replace “time” with “times”

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**MOVED: Commissioner Carpenter**

**SECONDED: Commissioner Waters**

**AYES: Commissioners Waters, Carpenter and Chairperson Britton**

**NAYS: None**

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**ABSTAIN: Commissioners Rizzo and Marino and Vice-Chair Oldham**

**MOTION CARRIED 3:0:3**

5. New Business

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A. Sawyer-Kelley Mill Building – Request-For-Proposal (RFP) process – Status Update

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Victor Narusis, Village of Huntley Economic Development Business Recruitment Coordinator, distributed a copy of the Request-for-Proposal (RFP) packet available on the Village of Huntley’s website and provided an overview of the distributed materials to the Historic Preservation Commission. Coordinator Narusis stated that the request for proposal project description included environmental remediation that may be needed in order to develop the property. Additionally, Coordinator Narusis stated the RFP information also divulges existing structural deficiencies within the subject building as a result of past fire damage. Coordinator Narusis also mentioned that any

significant use of the second floor of the structure would necessitate installation of a lift and fire suppression system at an estimated cost of between \$125,000 and \$150,000.

5 Commissioner Carpenter asked if the fact that the subject property is within the recently established Tax Increment Finance (TIF) District will be a potential benefit to the property and Coordinator Narusis stated that it could, however, given that the TIF is only eight months old, there are not any funds available at this time to apply to this or any other project within the TIF District.

10 Commissioner Carpenter asked if the Huntley Historic Commission's support for the restoration and reuse of the subject structure has been conveyed to the potential RFP applicants.

Coordinator Narusis stated that the Mandatory Applicant Meeting on August 27, 2013 at 10 am will provide an opportunity to convey this message to interested parties.

15 Commissioner Rizzo asked Coordinator Narusis' opinion about the viability of creating a foundation to assist in rehabilitation efforts.

20 Coordinator Narusis indicated that a viable attempt at restoring and reusing the structure may very well use a not-for-profit 501 (C) (3) and/or a foundation mechanism, however, he also pointed out that there are other ways to raise capital that do not necessarily require creation of a foundation or use of a not-for-profit.

25 Chairperson Britton asked if the Village would be interested in assisting with the process of creating a foundation and Coordinator Narusis stated that the question of whether the Village would be willing to participate in the process of creating a foundation would best be answered by the Village Board.

Vice-Chair Oldham asked if there was a possibility the deadline dates could be extended and Coordinator Narusis offered that the decision of whether or not to grant extensions fall to the discretion of the Village Board.

30 Discussion ensued regarding the relatively tight timeline posed by this RFP process and Director Nordman stated the process will need to be completed before an evaluation can be made as to the appropriateness of the time constraints.

35 Coordinator Narusis offered that the urgency resulting from the tight time schedule might assist in producing the desired results. Additionally, Coordinator Narusis pointed out that the request-for-proposal process was intended not to show what the Village is willing to do, but rather, is intended to find what the market will offer.

Commissioner Carpenter asked if any of the adjacent municipally-owned property is included as part of the RFP process and Coordinator Narusis stated that there is no additional property being offered as part of the RFP process.

40 Chairperson Britton asked the nature of the potentially environmental contamination on the subject site and Coordinator Narusis responded that there may be chemicals within the property's soil which may require mitigation. Chairperson Britton pointed out that the issue of removing environmental contaminants would have to be addressed whether the building was restored or removed.

45 Coordinator Narusis stated that an issue which arises when considering the restoration of the subject structure and the possible involvement of public funds becomes whether the investment of such funds are best served on the Sawyer-Kelley Mill building, the rehabilitation of the adjacent Hackett House property or a project aimed at improving facades of the various existing businesses in the downtown area. Coordinator Narusis added that funding sources for the rehabilitation of the Hackett House are also unspecified at this time.

50 Commissioner Marino asked if the mitigation of environmental contaminants affecting the subject property would have to be addressed if the rehabilitation project included nothing but the structure itself and Coordinator Narusis

agreed that in the scenario proposed by Commissioner Marino the mitigation of any contaminants within the soils of the subject may not be necessary.

5 In regard to the Hackett property at 11879 Main Street, Commissioner Carpenter agreed the property is emblematic of Huntley's history and an important gateway feature within the important Route 47/Main Street intersection.

Commissioner Rizzo agreed and stated that she believed the Village Board was strongly in favor of restoring that property.

10 Chairperson Britton mentioned that a few weeks ago, she, Vice-Chair Oldham, Village Manager Johnson and Village President Sass had met and discussed, among other topics, the proposed Sawyer-Kelley RFP process, and following that meeting she and Vice-Chair Oldham had made a concerted effort to reach out to various local and regional individuals and groups involved with historic preservation to spread the word about the program aimed at hopefully preserving the subject structure.

15 Coordinator Narusis stated he commended these efforts and welcomed any and all promotion of the Sawyer-Kelley building RFP process to any interested party.

20 Commissioner Waters asked what uses are envisioned for the subject site and Coordinator Narusis suggested that retail and/or office would probably be the most appropriate uses.

Commissioner Waters asked if the results of the most recent Citizen's Preference Survey had been provided as part of the RFP materials and Coordinator Narusis stated that this information has not been included in the RFP packet.

25 Discussion ensued including methods for notifying potential applicants who may be interested in responding to the Sawyer – Kelley request-for-proposal.

Additionally, Chairperson Britton reminded Coordinator Narusis that a written history of the Sawyer-Kelley building had previously been provided to Village Manager Johnson.

30 Chairperson Britton volunteered to attend the Tuesday, August 27, 2013 RFP applicant meeting to be held on the site of the Sawyer-Kelley building.

#### B. Education Programs

35 Chairperson Britton suggested the discussion of an historic preservation educational program coinciding with either the Farmers Market finale on Saturday, October 5, 2013 and/or the Huntley holiday event on the Square to be held this year on Saturday, December 7, 2013. The discussion included consideration of an event and/or program which includes, but is not limited to, nominating a Home and/or Business of the Year, a Home for the Season, story-telling and roasting chestnuts.

40 The promotion of events was discussed including Director Nordman noting that promotion through the Village's e-mailed newsletter is more efficient than promotion through water billings.

45 Staff indicated that they would investigate the regulations which may apply to accommodate the roasting of chestnuts in or around the Town Square.

Commissioner Marino stated he would begin to compile, with the assistance of Mary Beth Manning with the Huntley Area Public Library, items to be included in storytelling as part of an educational event.

50 6. Old Business

A. Pride in Preservation Program – Retrieval of Signs/Replacement Signs Cost Estimate

5 Director Nordman pointed out that given the significant amount of time that has transpired since 2012 Pride in Preservation program it is probably best to begin another program or order replacement signs for the next round of nominated properties.

B. Discussion – Draft Letter to Potential Landmark Property Applicants

10 The draft letter to prospective landmark/historic district property owners prepared by Commissioner Waters was distributed and following a brief discussion including the suggestion that Commissioner Rizzo’s name be added to the letter it was determined that the letter was sufficient for distribution.

C. Demolition Process Information

15 Director Nordman reiterated concerns the Village Attorney had previously expressed regarding revisions to the demolition permitting process that may result in a property owner incurring delays or affecting the prospective sale of a property.

20 Commissioner Carpenter stated that she believed that “waiting periods” which provide an opportunity to investigate alternatives to demolition are relatively common and customary.

Chairperson Britton stated that she was hopeful that a two week delay in the demolition of a property would accommodate time for the subject property to be documented and surveyed for posterity’s sake.

25 Staff stated that they would continue to investigate the possibility of revising the demolition process to accommodate the changes reflected in the information collected by Commissioner Waters.

D. Proposed Action Regarding Sawyer-Kelley Building

30 Commissioner Britton recounted her thoughts about the Sawyer-Kelley Mill RFP process including that the property may be entitled to take advantage of TIF District funds when they become available. Additionally, Chairperson Britton wanted all applicants to know that the importance that the Historic Preservation Commission places upon the preservation of the subject property and she expressed her belief that more time may be needed to secure parties willing and able to properly restore the property.

35 Commissioner Rizzo made the motion that if following the Tuesday, August 27, 2013 mandatory meeting of RFP applicants, the number of viable applicants is too few, a letter to the Village Board of Trustees’ attention requesting an extension to the Sawyer-Kelley building Request-for-Proposal process beyond the September 30, 2013 deadline is to be drafted by Commissioner Waters and made available for review and approval at the next Historic Preservation Commission meeting on September 17, 2013.

40 The Motion was seconded by Commissioner Marino and passed unanimously by a vote of 6 to 0.

45 7. Adjournment

At 8:17 p.m., A MOTION was made by Commissioner Marino to adjourn the meeting and was seconded by Commissioner Waters. Motion carried unanimously.

Respectfully submitted,

50 *James Williams*  
Planner  
Village of Huntley