

**VILLAGE OF HUNTLEY  
HISTORIC PRESERVATION COMMISSION MEETING  
Tuesday, March 18, 2014  
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 18, 2014 at 6:00 pm in the 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, Jake Marino, Deb Waters, 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 18, 2014 Historic Preservation Commission Meeting Minutes as written.**

**MOVED: Commissioner Rizzo**

**SECONDED: Commissioner Carpenter**

**AYES: Commissioners Rizzo, Marino, Waters, and Carpenter and Vice-Chair Oldham**

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**NAYS: None**

**ABSTAIN: Chairperson Britton**

**MOTION CARRIED 5:0:1**

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5. Old Business

A. Discussion - 2014 Work Plan

Commissioner Carpenter stated that when she and Vice-Chair Oldham met with Village Manager Johnson and Mayor Sass they expressed their appreciation for the Plan's content and had no specific comments.

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B. Discussion – Historic Survey Request Letter

Commissioner Carpenter noted that at the meeting with Village Manager Johnson and Mayor Sass, the discussion of the 2014 Work Plan initiative to conduct a *professional architectural survey*, Village Manager Johnson requested specifics about how the Village Staff's previous historic survey work would be integrated into the proposed historic survey. Additionally, in regard to the survey, Village Manager Johnson asked for particulars about the number of structures that would be included in the survey, cost of survey and the scope of work to be provided by the company that may be selected to perform the survey project.

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Director Nordman noted that Staff would be able to determine an estimate for the number of structures to be included in the survey area and Commissioner Carpenter agreed to work with Staff to determine appropriate historic survey companies to contact in order to arrive at an estimate for the cost of performing the historic survey.

Commissioner Carpenter mentioned that Village Manager Johnson and Mayor Sass appeared comfortable with posting an historic preservation message on the Route47/Main Street digital sign, particularly during Local History Month in May, as well as including historic preservation promotional information on other Village resources including water billing and Huntley e-news. Commissioner Carpenter encouraged the other Commission members to keep pertinent historic facts and information on-hand in order for it to be included within these various resources.

In regard to the schedule of future meetings with other Village Trustees as well as the Village Manger and Mayor, Commissioner Carpenter and Chairperson Britton agreed to meet to meet and discuss, but in the meantime Commissioner Carpenter provided copies of the 2014 Work Plan, Historic Survey request letter (dated 02.28.14) and map, and Second Street historic survey information to be supplied to the six Village Trustees.

### C. Discussion – Art Contest

Commissioner Rizzo reviewed the art contest score sheets distributed to the Historic Commissioners and also reviewed a sign out sheet provided to the Huntley Park District for monitoring the distribution of the illustration and canvas boards available to art contest participants. Commissioner Rizzo noted that the art contest schedule includes collection of the completed artwork between May 1<sup>st</sup> and May 9<sup>th</sup>, with judging conducted on Saturday, May 10, 2014 at the Huntley Park District’s Cosman Center.

Director Nordman noted that the most recent issue of the Huntley E-news includes an Art Contest announcement and includes the link to the art contest information on the Village’s website.

Chairperson Britton requested discussion under *Old Business* of the following items:

#### 25 Sawyer Kelley Mill

Prior to the Sawyer Kelley building being razed, Chairperson Britton reiterated concerns made previously that the structure be documented and surveyed including additional photos of the structure inside and out.

30 Director Nordman stated that Staff would investigate when an opportunity for interested persons to enter the building to perform the work suggested by Chairperson Britton.

35 Additionally, Chairperson Britton reminded the Historic Commission that the survey and documenting of the Sawyer-Kelley Mill may also provide an opportunity for determination of an appropriate artifact and/or portion of the old building to be fashioned in some manner in the design of the proposed new structure to be built on the site.

#### Hackett House

40 Chairperson Britton requested Staff share any updates regarding the subject property and Director Nordman noted that the Village Board is still considering potential funding sources making the necessary improvements to the property and that no specific plans for the interior or exterior of the building have been specifically discussed or finalized.

45 Commissioner Rizzo asked who would be preparing the necessary grant requests and Director Nordman stated that the grant requests would most like be drafted by Village Staff.

#### Farmers Market – May 24, 2014

50 Chairperson Britton stated previous discussions have included a display of the art contest art work at the May 24<sup>th</sup> Farmers Market, but that specific plans for the display have yet to be determined.

Commissioner Rizzo pointed out that the potential conflict with the breakfast held at the American Legion on Saturdays during the Farmers Market may make use of the Old Village Hall's space a more appropriate location for the art work display.

5 In regard to other *Old Business* items, Commissioner Carpenter suggested that the other Commissioners begin to think about the next logical steps for the use of the historic data collected and organized for the properties along Second Street and Chairperson Britton suggested reaching out to individual property owners and encouraging historic designations for their property using the correspondence previously produced by Commissioner Waters.

10 6. New Business

A. Discussion - 2014 Pride in Preservation (PiP) Award

15 Chairperson Britton noted that at last month's Historic Preservation Commission meeting, Commissioner Langhenry suggested awarding the Pride in Preservation award on a quarterly basis.

20 Planner Williams noted that the property owner at 11210 South Myrtle Street received correspondence from the Village that their property had been nominated for the Pride in Preservation award and had contacted the Village Staff to acknowledge their willingness to accept the award.

Commissioner Marino suggested awarding a PiP each quarter, inviting the award-winning property owner to the corresponding Historic meeting held that quarterly-month, and then inviting all of the quarterly award winning property owners from the preceding year to the Village Board meeting in May to be recognized.

25 After significant discussion it was decided to invite the 11210 South Myrtle Street property owner to the Historic Commission meeting in May 2014 to acknowledge their Pride in Preservation award and discuss the potential for historic designation for the subject property.

30 B. Downtown TIF Update

Director Nordman stated that the Village Board has reviewed the first phase of downtown streetscape plan and will be approving the final revisions to the plan during their meetings in April.

35 Vice Chair Oldham asked if the funds will be budgeted from the TIF program and Director Nordman confirmed that this would be the case, adding that funds may also come from grant programs if and when those types of programs become available.

40 In regard to the Sawyer-Kelley Mill site, Commissioner Carpenter asked if the timetable for development review by the Plan Commission and Village Board had been set and Director Nordman stated that a public hearing will be scheduled for the proposed project to be reviewed by the Plan Commission, but, that no date had been set.

45 Commissioner Carpenter pointed out that any development review process for the Sawyer-Kelley Mill site should allow ample time for the incorporation of elements salvaged from the original building into the design of the proposed structure on the site.

7. Adjournment

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At 7:33 p.m., A MOTION was made by Commissioner Marino to adjourn the meeting and was seconded by Commissioner Rizzo. Motion carried unanimously.

Respectfully submitted,

5 *James Williams*

Planner

Village of Huntley