

VILLAGE OF HUNTLEY  
HISTORIC PRESERVATION COMMISSION  
May 19, 2015  
6:00 PM  
AGENDA



1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Minutes
  - A. Approval of the April 21, 2015 Historic Preservation Commission Meeting Minutes
5. Old Business
  - A. Second Street Website Data Distribution / Meeting plan
  - B. 05/23/15 Farmer's Market update
  - C. Photo Contest – Update
  - D. Discussion - Historic Ordinances Revisions
6. New Business
  - A. Historic District Signage
  - B. Meeting with elected Officials
  - C. Illinois Association of Historic Preservation Commissions membership
7. Adjournment

MEETING LOCATION  
Huntley Village Hall  
Village Board Room  
10987 Main Street  
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, please contact David Johnson, Village Manager at (847) 669-9600. The Village Boardroom is handicap accessible.

**VILLAGE OF HUNTLEY  
HISTORIC PRESERVATION COMMISSION MEETING  
Tuesday, April 21, 2015  
MINUTES**

DRAFT

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

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MEMBERS ABSENT: Commissioners Karen Langhenry and Jake Marino

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

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PUBLIC COMMENT There were no public comments.

4. Approval of Minutes

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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**

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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.

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*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 Chairperson Britton 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 May.

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 7<sup>th</sup> 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.

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- 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 Commissioner’s to meet as a sub-committee outside of the monthly Historic Preservation Commission meeting.

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6. New Business

A. Downtown Way-Finding Signage

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

*Subject to approval at the next meeting*

**HUNTLEY HISTORIC PRESERVATION COMMISSION**      *FINAL DRAFT*  
**2015 WORK PLAN**

GOAL	ENABLING LANGUAGE	OUTCOME	TIMEFRAME	COST
Assist in the preparation of, and review applications for, landmarks and historic districts	<p>§159.012 Authority and Duties. (b) “to provide information and assistance relevant to the designation of landmarks”;</p> <p>§159.012 Authority and Duties. (c) “to assist persons in the preparation of an application involving the designation or certification of landmarks and historic districts and the alteration or demolition of the same”;</p> <p>§159.012 Authority and Duties. (d) “to hold public hearings, review applications, conduct advisory review conferences, and make recommendations or decisions regarding the designation of landmarks and historic districts”</p>	Landmarked Properties and the creation, or expansion, of Historic District(s)	As requested	Costs associated with public notice requirements
Research and Prepare Handouts for Second Street	§159.012 Authority and Duties. (b) “to provide information and assistance relevant to the designation of Additions to Huntley Historic Districts”	Promoting the establishment and/or expanding Historical Districts.	On-going	TBD
Review requests for Certificates of Appropriateness	§159.012 Authority and Duties. (d) “to hold public hearings, review applications...and make recommendations or decisions regarding...Certificates of Appropriateness”	Maintenance of the integrity of the landmark /historic district designated properties	As requested	None
Participate in Farmers Market and Community Events	§159.012 Authority and Duties. (h) “inform and educate Village residents of the historic and architectural heritage of the Village”	Education	On-going	TBD
Promote Historic Preservation in Village newsletters and digital sign	§159.012 Authority and Duties. (h) “to inform and educate the Village residents concerning of the historic and architectural heritage of the Village...”	Education	On-going	None
Pride In Preservation Awards	§159.012 Authority and Duties. (h) “to inform and educate the Village residents concerning of the historic and architectural heritage of the Village...”	Education	Quarterly	TBD
Participate in Look at Local History Month	§159.012 Authority and Duties. (h) “to inform and educate the Village residents concerning of the historic and architectural heritage of the Village...”	Education	May	TBD

Goal	Enabling Language	Outcome	Timeframe	Cost
Provide advice to business owners pertaining to the Village's façade improvement assistance program	§159.012 Authority and Duties. (g) "to develop and maintain technical information relating to preservation, rehabilitation, and restoration, and to provide assistance relating to such matters to architects, contractors, tradespersons, craft persons, property owners, and others"	Preserve Character of Historic Structures	On-going	None
Collaborate with local history groups including, but not limited to Huntley Area Public Library (HAPL), Huntley Park District HPD), Huntley Historical Society (HHS)	§159.012 Authority and Duties. (h) "to inform and educate the Village residents concerning of the historic and architectural heritage of the Village..."	Education	On-going	TBD
Support annual art contest	§159.012 Authority and Duties. (h) "to inform and educate the Village residents concerning of the historic and architectural heritage of the Village..."	Education / Public Participation	On-going	TBD
Submit an annual written report to the Board of Trustees	§159.012 Authority and Duties.(m) "to submit an annual written report to the Board of Trustees"	Annual Report	TBD	None
Conduct a professional architectural survey of homes/businesses in old section of the Village.	§159.012 Authority and Duties.(a) "to conduct a survey of structures, buildings, sites, objects, and areas in the Village in order to identify those with architectural, historical, archaeological, or cultural significance"  (j) "to request technical advice and assistance from Village staff members, and to retain specialists or consultants when expressly authorized by the Board of Trustees"	Creation of a historic properties database	TBD	Approx. \$14,000

Dear Historic Property Owner,

The Huntley Historic Preservation Commission has documented some interesting information regarding the historic nature of your home at

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Enclosed please find a copy of this information. This information, as well as historic information about other properties on Second Street, is also easily accessible to you on the Village of Huntley website by going to [http://www.huntley.il.us/gov/historic\\_preservation\\_commission/documents/2ndStHistoricalInformation.pdf](http://www.huntley.il.us/gov/historic_preservation_commission/documents/2ndStHistoricalInformation.pdf)

We hope this information will be helpful to you in the appreciation of your special Huntley home. If you would be interested in pursuing a historic designation of your home or creating a Second Street Historical District, this information would be particularly helpful to the application process. Enclosed please find several brochures and publications explaining the Huntley Historic Preservation Commission, landmarking homes and districts in Huntley, current landmarked homes and district in Huntley and a walking tour map of historic Second Street. This information and application forms are also found on the Village of Huntley website. Any of the commissioners would be happy to provide you with information and assistance with that process as well. Your completed application can be turned in to the Huntley Village Hall or to any Huntley Historic Preservation Commissioner.

We do hope you will enjoy finding out some interesting historic information on your special Huntley home.

#### Huntley Historic Preservation Commission

Donna Britton, Chairperson	847-669-8141
Lonni Oldham, Vice-Chair	847-669-5204
Diana Carpenter	708-341-2536
Karen Langhenry	847-946-6730
Jake Marino	847-669-5280
Geri Rizzo	847-515-8001
Deb Waters	847-669-0639