



**Municipal Building
200 S. Fourth Street
Glidden Conference Room**

MINUTES

Landmark Commission

January 28, 2016

7:00 PM

- A. Roll Call - Chairman Gable called the meeting to order at 7:00. Present were Chairman Donna Gable and Commissioner Don Whitmore. Also present were Community Development Director Ellen Divita, past Commissioner Sally DeFauw, prospective Commissioner Amanda Durik, and Executive Director of the Ellwood House Museum Brian Reis. Absent was Commissioner Collins (excused).
- B. Approval of Agenda – Additions / Deletions. Under new business, the Ellwood House Museum discussion was moved to the top of the agenda with approval of minutes to follow. With this addition, the agenda was approved.
- C. Public Participation – None.
- D. Approval of Minutes
 - 1. December 10, 2015 – S. DeFauw motion for approval of the minutes, seconded by D. Gable; all in favor.
- E. Old Business
 - 1. Walking Tour Update Status – D. Gable submitted a disk of photos to be used in the book. E. Divita will save in the City permanent record.
 - 2. Review of Landmark Commission Enabling Ordinances. Recognizing their ability to update the Commission By-laws, the Commission discussed changes they would like to recommend to the City Municipal code, Chapter 44. E. Divita had obtained a copy of each ordinance relating to the Commission and Chapter 44 in response to a question as to the number of Commission members. The City code still identifies 12 members; the State Historic Preservation Agency recommends 5-7. E. Divita will look at other municipal enabling ordinances and bring to the Commission for consideration.

3. 237 E. Lincoln Highway contractor T. Meadows has indicated they will leave the windows as they are and work to repair the tile. E. Divita has also reinforced the Commission's recommendation to clean the façade; the Commission provided technical advice to the latter. T. Meadows will be bringing new plans in for City approval.

F. New Business

1. Brian Reis, Director Ellwood House Museum update on Carriage House work. Mr. Reis provided an update on the roof and interior stabilization project underway at the 1899 Ellwood-Nehring Carriage House. The Carriage House received local Landmark distinction in 2011; therefore, the Landmark Commission will review any building permits.

Mr. Reis showed photos of the work in progress. After removing modern drywall materials from the interior of the Carriage House and investigating structural conditions within the building, they did identify some foundation heaving and rot. Working with the structural engineer and the architect, they have identified a solution to stabilize the structure.

Historically the structure would have had a wood shake shingle, but due to the short lifespan of these shingles, they are proposing a 40-year architectural shingle (IKO Cambridge, Aged Redwood), which mimics the original look. The gutters are the last element to be restored; they are not sure when they were removed but wish to restore them in order to channel water. The original gutters were semi-circles, which D. Whitmore identifies as a standard design that is not readily available at major national home retail stores such as Lowes. Mr. Reis said they have photos to know where they existed. D. Whitmore stated that brackets could be used as an alternative to the original hangers. The Collections and Facilities committee of the Ellwood House Association and the Board of Directors have both approved the plan. Mr. Reis asked the Landmarks Commission for their approval of the plan. E. Divita confirmed that the structural work inside would require a building permit; re-shingling does not, unless the decking is replaced. The actual permit will be reviewed by the Commission, once it has been submitted.

Motion for approval of the work by D. Whitmore, second by D. Gable; all in favor.

2. Discussion of Illinois Historic Preservation Agency Reports – Past reports were considered. D. Gable indicated she will assist with preparation of this year's report. The 2015 report will be due by March 31, 2016.

The results of a visit by the Agency in 2014 were reviewed:

- a. Continue community education. Representatives from the Agency are willing to visit DeKalb to put on a community workshop on the state tax credit incentives, as early as March. The Commission would like to choose an April date. The meeting could be held at the Library. April 28, 2016 is the meeting

for that month. There could be benefits to holding the community workshop in May, once NIU classes are over. S. DeFauw will identify room availability at the Library in May (16-20th) and work with E. Divita to set the date. E. Divita will explore with the state whether two sessions are possible (one for commercial owners, followed by a residential session), or if they prefer to cover both in one session.

The Commission would like to promote the session to other communities as well. The education seminar should also be marketed to local contractors. The Commission discussed whether the workshop should be tailored to either the residential tax freeze or the commercial tax credit, or both. The State Preservation officer recommended the Landmark Commission reach out to Roger Keys to assist in promoting the workshop and the Commission agreed. Other local contractors, such as Alfredo's Iron Works and Lucio Bortolin, known for preservation work, were discussed. Other local preservation groups should be contacted to help get the word out.

- b. Add additional Commissioners. E. Divita will send a press release and post on the City website a search for members. She will utilize the letter drafted by D. Gable.
- c. The State recommends the City of DeKalb update the existing district surveys and explore applying for a CLG grant. E. Divita informed the Commission that the current TIF budget includes funds for hiring a historic architect or consultant to review downtown buildings, identify stabilization and restoration projects, and price some projects. The City FY16 budget also includes funds for building assistance.

The Commission could then use this information to talk with property owners with TIF funds potentially available to help with restoration and renovation. D. Gable also discussed the need to survey the Huntley Park Historic District. Given the loss of downtown building facades in recent years, the Commission will assist in releasing an RFP for downtown survey and then consider applying for the survey through the State grant program next year.

A motion was made by D. Gable and seconded by D. Whitmore for the Commission to assist in release of a Request for Proposal to review downtown buildings and identify preservation projects. All in favor.

- d. Other items the City must do to maintain Certified Local Government status include attendance at education seminars, monitoring and notifying the State of proposed demolition and/or major alteration affecting designated local landmarks, reviewing requests for nominations, and carrying out general program requirements.

3. Discussion of Illinois Historic Preservation Agency Grant Cycle/Opportunity – Applications are due February 29, 2016. The Commission recognizes the need to survey the Huntley Park Historic District. Local match funds are needed to apply for a State grant. If a downtown survey can be funded by TIF in 2016, the Commission determined they would consider a CLG grant application for 2017 the Huntley Park Historic District, matched by TIF funds.

G. Determine future meeting schedule –

1. February 25, 2016
2. March 24, 2016
3. April 28, 2016

H. There being no announcements, Chairman Gable made a motion to adjourn at 8:38 pm.