

**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**

Tuesday, January 5, 2016  
4:00 p.m.

VILLAGE OF LIBERTYVILLE  
Village Hall, 118 West Cook Avenue  
Libertyville, Illinois 60048

**Call to Order:** Roll Call.

**Approval of the Minutes of:** December 1, 2015.

**Old Business:**

Nominate Secretary of the Commission.

**New Business:**

Discuss hiring of historic survey consultant.

**Communications and Discussion**

**Adjourn**

*Any individual who would like to attend this meeting, but because of a disability  
needs some accommodation to participate, should contact the ADA  
Coordinator at 118 West Cook Avenue, Libertyville, Illinois 60048 (847) 362-2430.  
Assistive listening devices are available.*

## MEMORANDUM

**TO:** Chairman James Hartshorne  
Members of the Historic Preservation Commission

**FROM:** John P. Spoden, Director of Community Development  
Johanna Bye, Associate Planner

**DATE:** December 31, 2015

**RE:** **January 5, 2016 Commission Meeting**

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On Tuesday, January 5, 2016 at 4:00 PM, the Historic Preservation Commission will hold a meeting at *Village Hall, 118 W. Cook Avenue* to select a Secretary of the Commission and discuss the hiring of an historic survey consultant.

### Old Business:

Select a Secretary of the Commission: As part of the approval process for a Local Landmark Designation Application, the HPC Secretary is required to prepare the Commission's evaluation for the Village Board. The HPC does not currently have a secretary and though discussed, one was not chosen at the December meeting. The Commissioners will select a secretary at the January meeting.

### New Business:

Discuss Hiring of Historic Survey Consultant: At the December meeting of the HPC, the Commissioners met with potential historic survey consultant Lara Ramsey to learn more about her experience, survey process, and deliverables. At the January meeting, the Commissioners will discuss any outstanding questions and concerns. If ready, the Commissioners may choose to make a formal recommendation to hire Ms. Ramsey that will be forwarded to the Village Board for approval.

We look forward to discussing these issues with the Commission on Tuesday. If you have any questions or concerns please contact us at your convenience at (847) 918-2028 or at [jspoden@libertyville.com](mailto:jspoden@libertyville.com) or [jbye@libertyville.com](mailto:jbye@libertyville.com). See you on Tuesday!

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION**  
**December 1, 2015**

The regular meeting of the Historic Preservation Commission was called to order by Chairman Hartshorne at 4:05 p.m. at Village Hall.

Members present: Chairman James Hartshorne, Robert Del Prato, Katherine Hamilton-Smith, Pam Hume, Mike Kollman, and Tom Wilkinson.

Members absent: None.

A quorum was established.

Village Staff present: Johanna Bye, Associate Planner.

Commissioner Hume made a motion, seconded by Commissioner Hamilton-Smith, to approve the October 6, 2015, Historic Preservation Commission meeting minutes.

Motion carried 6 - 0.

**Discussion:**

Ms. Bye introduced Lara Ramsey of Ramsey Historic Consultants. She stated that Ms. Ramsey is one of three consultants who submitted proposals to do the historic survey of downtown Libertyville. She stated that Ms. Ramsey was at the meeting to tell the Commissioners more about her experience with historic surveys and to discuss her process for completing them.

Ms. Ramsey stated that Ramsey Historic Consultants is the successor to Granacki Historic Consultants. She stated that she has worked as an historic survey consultant in the Chicago area for ten years.

Ms. Ramsey mentioned the Certified Local Government (CLG) program through the Illinois Historic Preservation Agency (IHPA). She stated that historic surveys are often funded through grants made available to CLGs. She stated that the grants are federal money that is dispersed at the state level. Ms. Ramsey stated that the final product of her historic surveys can be in a form that would be approved by the IHPA for a CLG.

Ms. Ramsey stated that the first part of the survey process is to gather information. She stated that she may look at development patterns, building permits and Sanborn maps, in addition to other resources. She stated that next she completes her fieldwork, including photography. She stated that the best months to take photos are March and November. She stated that she often completes "hybrid" surveys where she will take an extensive look at properties that are 50 years old or older and do reconnaissance on newer properties that are most likely not historically significant. She stated that after the research and fieldwork phases, she inputs all of the information and then does more research if needed. She stated that the client then reviews her work and after this is done she puts

together the final report. She stated that the final report includes methodology, history of the surveyed area, breakdown of buildings by style, statistics and numbers, and the delineation of historic districts.

Commissioner Kollman asked about integration with SiteVista. Ms. Ramsey stated that she has not used the program but that one of the first things she would like to do is get in touch with Crystal Wilson. She stated that she can work within the program as our consultant.

The Commissioners asked about using volunteers to help with the survey work. Ms. Ramsey stated that in the past she has had skilled volunteers help with research, but that she is hesitant to use any and all volunteer help since she might be unsure of the volunteer's background and experience with historic survey work.

Ms. Ramsey stated that the historic survey of the downtown area would take approximately five months.

Ms. Ramsey stated that she would like to know the number of commercial structures and the number of residential structures in the downtown area.

With no further discussion, Commissioner Kollman made a motion, seconded by Commissioner Del Prato, to adjourn the Historic Preservation Commission meeting.

Motion carried 5 - 0.

Meeting adjourned at 5:45 p.m.