

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION**  
**December 2, 2014**

The regular meeting of the Historic Preservation Commission was called to order by Chairman Hartshorne at 4:00 p.m. at the Village Hall.

Members present: Chairman James Hartshorne, Jennifer Burkhart, Katherine Hamilton-Smith, Pam Hume, and Mike Kollman.

Members absent: Lorelei Anderson and Todd McDermott.

A quorum was established.

Village Staff present: Johanna Bye, Associate Planner, and John Spoden, Director of Community Development

**Discussion:**

Mr. Spoden reviewed Ordinance 12-O-15 which was adopted in February 2012. He stated that the ordinance allows homeowners to request that the Village make their home a local landmark. He stated that if a property is residential, we must have approval of the homeowner in order to create a local landmark. He stated that this is not the case for commercial properties and that a committee member or a member of the public can make a recommendation for landmark status. He stated that in addition to creating local landmarks, the ordinance allows for the creation of historic districts.

Commissioner Hamilton-Smith clarified the difference between being on the National Register and having National Landmark Status. She stated that in order to be placed on the National Register, a property must be significant to the local area. She stated that that in order to be considered a National Landmark, a property must be significant to the history of the nation as a whole.

Mr. Spoden stated that the ordinance requires a property with local landmark designation receive a Certificate of Appropriateness prior to any external changes taking place. He stated that the Historic Preservation Commission would replace the Appearance Review Commission in this case.

Commissioner Kollman asked if the Historic Preservation Commission has a budget. Mr. Spoden stated no, but that budgeting for the 2015-2016 fiscal year starts very soon. Commissioner Kollman stated that they had previously discussed needing a survey of all buildings in the downtown area in order to create a historic district and that this would have a significant fee. He asked if anyone knew what the potential cost of a survey would be. Commissioner Hume asked if the ordinance only applies to the downtown. Commissioner Kollman stated no, but that downtown is where we would logically start with the survey.

Mr. Spoden stated that there is currently a moratorium on the teardown of commercial buildings in the TIF District that will last through April. He stated that this moratorium was enacted in order to allow us to have a head start on historic preservation.

Commissioner Burkhart asked about the incentives for local landmark designation. Commissioner Kollman stated that there are tax benefits and potentially funds available to be used for work on the structure. He stated that historic designation can increase property values as well.

Mr. Spoden stated that we may consider creating subcommittees that can focus on different areas such as education, surveying, etc. Commissioner Burkhart stated that the first things that need to get done are to establish a budget and have a survey completed.

Commissioner Hamilton-Smith asked how often the Historic Preservation Commission would meet. Mr. Spoden stated monthly should be sufficient. It was agreed that the first Tuesday of every month at 4 p.m. would work and that the next meeting would take place on January 6, 2015. It was suggested that by the next meeting, each Commissioner would look up two town's historic preservation processes and ordinances to share with the rest of the Commissioners.

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

Motion carried 5 - 0.

Meeting adjourned at 5:13 p.m.