

**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.