

MINUTES OF THE HISTORIC PRESERVATION COMMISSION
February 17, 2020

The regular meeting of the Historic Preservation Commission was called to order by Chairman James Hartshorne at 5:05 p.m. at 118 W. Cook Avenue, Libertyville, Illinois.

Members present: Chairman James Hartshorne, Les Galo, Thor Jondahl, Mike Kollman and Melissa Senatore.

Members absent: Katherine Hamilton-Smith.

A quorum was established.

Village Staff present: Christopher Sandine, Associate Planner.

Commissioner Jondahl made a motion, seconded by Commissioner Galo, to approve the December 16, 2019, Historic Preservation Commission meeting minutes, as written.

Motion carried 5 - 0.

Old Business:

None.

New Business:

None.

COMMUNICATIONS AND DISCUSSION:

Discuss Certified Local Government Application.

Mr. Sandine stated the Commission has been working on an application to become a Certified Local Government. Mr. Sandine stated he recently reached out to the Illinois State Historic Preservation Office (IL SHPO) in mid-January to learn more about the process and what would be required for a complete submittal. Mr. Sandine stated he has sent the IL SHPO some draft documents for their review, but he has not received a response yet. Mr. Sandine stated the benefits for becoming a Certified Local Government include: 1) Becoming eligible to receive matching grant funds set aside specifically for preservation-related projects; 2) Participating in state and federal historic preservation protection and incentive programs; 3) Receiving direct technical assistance from the Illinois State Historic Preservation Office; 4) Joining a national network of communities and experts that provide valuable perspectives on local and statewide plans and programs; and 5) Playing an advisory role in the nomination process for the National Register of Historic Places.

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Mr. Sandine noted how the additional funding can be used for other architectural surveys or providing education opportunities for the public on historic preservation. Mr. Sandine stated the requirements to qualify as a Certified Local Government include: 1) Enacting a historic preservation ordinance and enforce state and local preservation laws; 2) Maintaining an adequate and qualified historic preservation review commission; 3) Maintaining a system for the survey and inventory of historic properties; and 4) Providing for public participation in the local historic preservation program. Commissioner Kollman stated that the Commission is achieving these requirements.

Chairman Hartshorne noted the process to request certification from the Illinois State Historic Preservation Office includes submitting: 1) Written assurance that the local government intends to fulfill the CLG requirements; 2) A copy of the local historic preservation ordinance to be reviewed and approved by the IL SHPO; 3) A list of locally designated landmarks and historic districts; 4) Résumés for all historic preservation commissioners, showing their demonstrated interest, knowledge, or expertise in historic preservation; and 5) A copy of the community's historic preservation plan, if available, or a statement describing the local preservation program, including survey, designation, and protection activities. Mr. Sandine stated that if the IL SHPO determines that the local government meets these requirements, the IL SHPO will prepare an agreement listing the CLG's responsibilities. Mr. Sandine stated this agreement is signed by the chief elected official and the IL SHPO, then is forwarded to the U.S. Secretary of the Interior. Mr. Sandine stated that if the Secretary does not take exception within 15 working days of receipt, the local government is certified as a CLG. Commissioner Kollman noted that a CLG must submit an annual report to the IL SHPO detailing its historic preservation activities. Mr. Sandine stated this item should not be an issue, as Staff submits this information annually to administration. Mr. Sandine stated that a majority of the submittal information has already been completed. Mr. Sandine stated one of the last items will be to complete the resumes for each Commissioner. The Commission requested electronic copies of the template to fill out. Mr. Sandine confirmed he will send the Commission electronic copies. Commissioner Galo questioned the timeline for applying. Mr. Sandine stated that ideally he would receive more information from the IL SHPO and then the Commission can act on that advice accordingly. Mr. Sandine noted that the Commission should work on completing the resumes and then Staff will review the full application with the Commission when completed.

Discuss Synergies with Libertyville/Mundelein Historical Society.

Commissioner Kollman stated Jenny Barry of the Libertyville/Mundelein Historical Society has reached out to the Commission and would like to find ways to work together moving forward. Commissioner Kollman stated their next meeting is Monday, March 2nd at 7:00 PM. Mr. Sandine suggested the Commission elect a volunteer to represent the Commission at the meeting to avoid any violations with the Open Meetings Act. Commissioner Kollman noted one area that the Libertyville/Mundelein Historical Society may be able to assist the Commission is with the www.historiclibertyville.com website. Commissioner Kollman noted that a majority of the pictures used on this website are pulled from their database. Commissioner Kollman stated it would be nice to have this website better maintained for the general public. Commissioner Kollman stated the Libertyville/Mundelein Historical Society is looking for additional ideas,

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energy, and opportunities to raise awareness for their group. Commissioner Kollman stated that part of the Historic Preservation Commission is also to raise awareness. Commissioner Kollman stated that story-telling in social media is an opportunity to connect with the public. Commissioner Jondahl and Commissioner Senatore volunteered to represent the Commission at the meeting.

Commissioner Kollman questioned how the Commission will be regulating murals in the future. Commissioner Kollman suggested that the Commission have some further discussions on murals and how they can be regulated. Mr. Sandine reminded the Commission that they have an ad-hoc member of the Commission who serves on the Fine Arts Commission. Commissioner Kollman reiterated it will be important to have references for when the next mural is proposed. The Commission suggested inviting Amy Williams to an upcoming meeting to further those discussions.

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

Motion carried 5 - 0.

Meeting adjourned at 5:55 p.m.