

MINUTES OF THE APPEARANCE REVIEW COMMISSION
July 8, 2021

The regular meeting of the Appearance Review Commission was called to order by Acting Chair Sarah Burger at 5:00 p.m. at 118 W. Cook Avenue.

Members Present: Acting Chair Sarah Burger, Les Galo, James Hartshorne, Mike Kollman, and Casey Rooney.

Members Absent: Chairman John Robbins and Tom Flader.

A quorum was established.

Village Staff Present: Christopher Sandine, Associate Planner; and John Spoden, Director of Community Development.

OLD BUSINESS:

None.

NEW BUSINESS:

Workshop with Staff on Responsibilities of the Appearance Review Commission and the Historic Preservation Commission

Mr. Christopher Sandine, Associate Planner, stated the purpose of this meeting is to provide an opportunity to outline the responsibilities for the Appearance Review Commission (ARC) and the Historic Preservation Commission (HPC). Mr. Spoden thanked the Commission for volunteering to serve on both the ARC and HPC. Mr. Spoden noted this is the same format associated with the Plan Commission/Zoning Board of Appeals and that it will be very beneficial for the Village to have the same individuals reviewing the aesthetics of each project required to go through this process.

Mr. Sandine provided the Commissioners with an information sheet that details “Why Design Review Matters”, which is a publication created by the Chaddick Institute at DePaul University. Mr. Sandine indicated that suburban growth and economic development can sometimes undermine the character and uniqueness of a community. Mr. Sandine noted the value of design review can affect property values, quality of life, the environment and sustainability, health and public safety, and economic development. Mr. Sandine stated design review provides economic benefits, such as enhancing property value, business and shopping impacts, tourism effects, and long-term investments. Mr. Sandine stated the elements of design review often include new buildings (architecture and materials), landscaping, lighting, and signage.

Mr. Sandine stated the Chairman for the Appearance Review Commission is John Robbins. Mr. Sandine stated Chairman Robbins has been on the Commission for a long time, although his schedule has kept him from attending every meeting as of late. Mr. Sandine stated that in these cases, an acting Chair will be appointed. Mr. Sandine stated he will be the Staff Liaison for the

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Commission. He noted that a quorum of four (4) Commissioner's will be required to hold any meeting. Mr. Sandine reminded the Commission of the Open Meetings Act, which indicates items set for review should not be discussed with other Commissioner's outside of an open meeting. Mr. Spoden noted the Village Attorney is planning to have a training on this item for all Commissioner's. Mr. Sandine also indicated that if a Commissioner has a conflict of interest with a particular item on the agenda, they should make it known for the record and refrain from voting on that item.

Mr. Sandine stated the purpose of the Appearance Review Commission is to promote qualities in the environment that bring value to the community, foster the attractiveness of the community as a place to live and work, maintain the integrity of the areas with discernable character, protect public investments, and raise the community's expectations for a quality environment. Mr. Sandine stated the Appearance Review Commission is a recommending body that reviews exterior design proposals and makes recommendations to the Village Board of Trustees. Mr. Sandine noted that additional review may be required by the Plan Commission/Zoning Board of Appeals, then the recommendation is forwarded onto the Village Board. Mr. Sandine stated that exterior design review is required for (re)development in connection with a building containing fewer than three (3) dwelling units. Mr. Sandine stated the jurisdiction for the Appearance Review Commission is to review and report on any matter referred to them by the Village Board of Trustees. Mr. Sandine stated in certain circumstances, they may be requested to provide their expertise and make recommendations on certain projects. Mr. Sandine stated the Appearance Review Commission should keep in mind the following when reviewing an exterior proposal: (1) Evaluate considerations in a reasonable and professional manner; (2) Do not design or assist in the design of any buildings or projects for approval, unless otherwise requested, (3) Keep cost considerations in mind when improving a design, but do not let them override other goals, and (4) Do not circumvent development controls, such as Fire or Building restrictions. Mr. Sandine stated the Appearance Review Commission is required to review new building constructions, exterior remodeling, and additions. Also, they are required to review new landscaping, lighting, and signage. Mr. Sandine stated the Municipal Code does allow Staff to review some material without sending it through the Commission. Mr. Sandine noted these include certain signage, fencing, landscaping, and lighting materials. However, exterior remodeling is not included within this list and will need to be reviewed by the Commission. Mr. Sandine stated the standards and considerations for reviewing exterior design elements can be reviewed in Section 7-57 of the Municipal Code. Mr. Sandine stated these items include visual compatibility, the quality of design and site development, considerations for existing buildings, and manuals or guidelines.

Mr. Sandine stated the process for the Historic Preservation Commission is very similar to the Appearance Review Commission. Mr. Sandine stated the Chairman for the Historic Preservation Commission is James Hartshorne. Mr. Sandine stated he will be the Staff Liaison for the Commission. He noted that a quorum of four (4) Commissioner's will be required to hold any meeting. Mr. Sandine once again reminded the Commission of the Open Meetings Act, which indicates items set for review should not be discussed with other Commissioner's outside of an open meeting. Mr. Sandine also indicated that if a Commissioner has a conflict of interest with a particular item on the agenda, they should make it known for the record and refrain from voting.

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Mr. Sandine stated the purpose of the Historic Preservation Commission is to: (1) Identify, preserve, and encourage the continued uses of places and special historical significance or value to the Village and the community; (2) Safeguard the Village's historic heritage as embodied and reflected in certain areas which can be designated as landmarks or historic districts; (3) Foster civic pride in the beauty and accomplishments of the past as represented in landmarks and districts; and (4) Protect and enhance the attractiveness of the Village to those who live, work, and play in Libertyville. Mr. Sandine stated the Historic Preservation Commission also intends to: (1) Foster and encourage preservation and rehabilitation efforts; (2) Foster the public's education about the history of the Village; (3) Encourage development which recognizes the importance of landmarks; (4) Survey, study, and list places eligible for designation; and (5) Encourage public participation in identifying and preserving historic resources.

Mr. Sandine stated the Historic Preservation Commission will conduct surveys and research of the community. Mr. Sandine showed the Commission a survey that was completed by Ramsey Historical Consultants in 2016 and uploaded to the website: <https://www.historiclibertyville.com>. Mr. Sandine stated the Historic Preservation Commission is responsible for determining whether an application meets the criteria for local landmark designation. Mr. Sandine stated the criteria is listed out in Section 7-114 of the Municipal Code. Mr. Sandine stated that the Village currently has four (4) local landmarks and one (1) historic district. Of the four (4) landmarks, one (1) is residential. The Downtown Historic District encompasses non-residential structures that are mainly located within the downtown (exception for the Fould's Building). Mr. Sandine stated the Historic Preservation Commission requires a Certificate of Appropriateness prior to any changes affecting the exterior architectural appearance. Mr. Sandine stated this certificate is required for any construction of a new single-family residence on a vacant lot; any demolition, in whole or in part, requiring a permit from the Village; any replacement structure constructed in conjunction with approval of a demolition; or any alteration or addition to a structure, as defined in the Commission's rules and regulations, that is visible, at any time of the year, from an adjacent property. Similar to the Appearance Review Commission, Mr. Sandine noted that signage also needs to appear before the Commission. Mr. Sandine noted Section 7-119 of the Municipal Code details the Design Guidelines that the Commission should consider when reviewing materials proposed within an Historic District. Mr. Sandine stated that in contrast to the Appearance Review Commission, the Historic Preservation Commission offers an applicant who was denied a Certificate of Appropriateness to apply for the Certificate of Economic Hardship. Mr. Sandine stated the Village Board may issue this certificate to allow for the work to be constructed after consideration of multiple economic materials.

Mr. Sandine stated the Development Review Process included the following steps: (1) Pre-Application Meeting with Staff; (2) Application Deadline for Submittals; (3) ARC/HPC Meeting; (4) PC/ZBA Meeting (if necessary); and (5) Village Board of Trustees.

Commissioner Kollman questioned if the Historic Preservation Commission will still work on education and provide guidance to the Libertyville community. Mr. Spoden stated that both Commission's will still have their original responsibilities, which would allow for the Historic Preservation Commission to continue with their goals of educating and promoting preservation. Mr. Sandine stated one goal from earlier in the year was to become a Certified Local

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Government through the State of Illinois. Mr. Sandine stated he will work with the new Commissioner's on gathering their resumes. Mr. Spoden stated a full application will likely appear before the Commission in the coming months. Mr. Sandine stated he has the information available but needs the updated resumes to continue. Mr. Sandine stated the intention is to have the Certified Local Government certification by the end of the year.

COMMUNICATIONS AND DISCUSSION:

With no further discussion, Commissioner Rooney moved and Commissioner Kollman seconded a motion to adjourn.

Motion carried 5 - 0.

Meeting adjourned at 5:54 p.m.