

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Approved 3/22/16

## MINUTES

### WEST CHICAGO HISTORICAL PRESERVATION COMMISSION MEETING

January 26, 2016, 7:00 P.M.

#### Members Present:

Janet Hale  
Rev. Bill Andrews  
Vincent Malina  
Richard Vigsnes

#### Staff:

John Said  
Jeff Harris  
Sara Phalen

#### Members Absent:

Blake Kennedy  
Cheryl Waterman

#### Guests:

Mike Bachner

#### 1. Call to Order, Roll Call and establishment of a Quorum.

A quorum was established. The meeting was called to order at 7:03 p.m.

#### 2. Certificate of Appropriateness Review

##### a. 133 N. Aurora St. – C.O.A. 16-01

The property owner wishes to install an eight (8') foot wood fence between the north property line and the north façade of the building. President Hale noted that the fence should be stained at a later date. A motion to approve as presented was made by Commissioner Andrews and seconded by Commissioner Vigsnes. The motion carried with an all aye vote.

#### 3. Preliminary Review

##### a. 108 Galena St.

City staff is still waiting for the business owner to submit a formal application for the replacement of their awning, which was done previously without filing a Certificate of Appropriateness. The business owner will also be requesting new window and door signage. One sign will be replacing the channel-letter sign above the door. This new signage will have smaller lettering, with the addition of their logo. On the storefront door, the owner proposes to add new window lettering, their logo and business hours, which will replace the existing vinyl lettering. On the storefront window, the existing signage will be replaced by the agent's name and phone number. All of the proposed signage will be vinyl. According to City staff, all of the proposed window signage will comply with the 20% maximum area established by the Commission. The property is allowed a total

of 25 square feet of wall signage, but is only proposing 18.5 square feet. The maximum window signage allowed is 42 square feet. The owner is proposing 37.5 square feet of window signage, which complies with Code. Jeff Harris has had correspondence with the sign contractor.

This preliminary review was conducted by the Commission to provide feedback to the sign contractor before a formal application is filed. Based on the renderings provided at the meeting, President Hale would like the lettering to be smaller so it does not infringe on the space around the window trim. This will allow for a needed border on all sides. Currently, staff is still waiting for the owner to submit the font sizes and lettering styles on the awning, labeling of the sign and awning lettering color, a complete Certificate of Appropriateness application, a submitted sign application, and a submitted building permit for the awning replacement. President Hale would also like clarification whether the lettering will be on the interior or exterior of the window.

#### **4. Historic District / Landmark Update**

##### **a. 151 W. Washington St.**

The City has reduced the letter of credit to a minimal amount to cover the remaining outstanding items to bring the site into compliance. These include the rebuilding of the porch on the east side of the property, the deck on the west side, and the porch by the front door – all of which the property owners will need Certificates of Appropriateness for.

##### **b. Bloomingfest 2016**

The annual Bloomingfest will take place on Saturday, May 21<sup>st</sup> from 9:00 a.m. until 3:00 p.m. in the downtown area.

#### **5. Approval of Minutes**

##### **a. November 24, 2015**

A clarification was presented by President Hale for item (c) under the Historical District/Landmark Update in which the term “blue prints” should be switched to “renderings.” Also, it was noted that no renderings had been submitted prior to the January Commission meeting. A motion to approve the minutes with the amendment was made by Commissioner Andrews and seconded by Commissioner Malina. The motion passed with three ayes and one abstention by Commissioner Malina.

#### **6. Other Business**

##### **a. Certificate of Appropriateness Regulations Amendment**

City staff have been directed by the Development Committee to prepare an amendment to the City’s existing regulations relating to the requirements for the review of certificates of appropriateness. The amendment that was proposed originated from recent discussions of the installation of bike racks around the downtown area. City staff has given the Historic Preservation Commission time to discuss the amendment at hand.

After much deliberation, the Commission sent three recommendations to the Development Committee, via City staff. 1) The addition of subsection 3 to Sections 4-94



and 4-95 to Chapter 4 (Buildings and Building Regulations) of the City Code. This new subsection would strike the final sentence from both sections, which states “all public improvement work within any right-of-way shall be exempt from this subsection.” This would allow the meaning of both sections to stay relatively the same, prior to the amendment. 2) President Hale suggested a new set of regulations that can be drafted to suit the specifications of the Historical Preservation Commission and the Development Committee. 3) The Historical Preservation Commission should be given the opportunity to review everything that is being proposed and send their comments forward for the approval of City Council. City staff will submit these suggestions to the Development Committee at their upcoming meeting on February 8, 2016.

**b. Neon Sign Regulations**

The Neon Sign Regulations were not discussed at this meeting, and tabled until the next meeting. A motion to table was made by Commissioner Andrews and seconded by President Hale.

**c. 2015 Certified Local Government Report**

This report is an overview of the Historical Preservation Commission’s activities conducted by the City of West Chicago for the calendar year 2015 (January 1<sup>st</sup> to December 31<sup>st</sup>). In regards to the 2015 Annual Report to the City Council, President Hale suggested that the text under the landmark nomination requirements add that the City of West Chicago charges a fee. This statement should be made public because not everyone is aware of it.

**d. Appointment of a Vice Chairperson**

The appointment of a Vice Chairperson was not discussed at this meeting, and will be up for conversation at the next meeting.

**e. Illinois Historic Preservation Agency Grant**

The City of West Chicago received an email from the Illinois Historic Preservation Agency regarding their annual grant program. Currently, the City is looking into taking advantage of this program. The City has begun consideration of a Structural Assessment Project in order to find the best approach in the reuse of the train depot at 119 West Washington Street. The City has reached out to an architect who is interested in the project. The deadline for the grant submission is the end of February.

**7. Adjournment**

A motion to adjourn the January 26<sup>th</sup> meeting was made by Commissioner Andrews and seconded by Commissioner Vigsnes. The motion carried with an all aye vote. The meeting was adjourned at 8:43 p.m.