

MINUTES OF A SPECIAL MEETING OF THE COMMUNITY AFFAIRS COMMITTEE OF THE VILLAGE OF KENILWORTH HELD AT THE VILLAGE HALL, 419 RICHMOND ROAD AT 5:00 P.M. ON TUESDAY, SEPTEMBER 18, 2007.

A special meeting of the Community Affairs Committee of the Village of Kenilworth was held at 5:00 p.m. on Tuesday, September 18, 2007. The meeting was called to order at 5:05 p.m. and the following persons were present:

Present:	Cristy Laier Tom Terrill Katie White	Chairperson Trustee Trustee
Other Village Officials Present:	Brad Burke Jim Hughes Jackie Bossu	Village Manager Village Trustee Village Trustee
Others Present:	Andrew Heckenkamp Ted Hild	Illinois Historic Preservation Agency Illinois Historic Preservation Agency

Chairperson Laier reported she and Manager Burke were just returned from a tour of the Village with Andrew Heckenkamp and Ted Hild from the Illinois Historic Preservation Agency (IHPA). Chairperson Laier introduced Andrew Heckenkamp and Ted Hild and reviewed their respective jobs at the Illinois Historic Preservation Agency (IHPA).

Mr. Hild noted his opinion that the Village does have a potential National Register Historic District in the community. Mr. Hild explained the three different boundaries contemplated by any district nomination and noted such boundaries may be geographic, temporal/time based, or cultural in nature. Mr. Hild stated, based upon his observation, it appears the Village has four different distinct neighborhoods throughout the Village and any National Register District nomination will have to figure out how to deal with these respective areas.

Andrew Heckenkamp suggested it would be appropriate for the Village to pursue a multiple property nomination for the whole community. He said it would be easier for individual properties to be listed on the National Register if the whole town was identified as a district.

A discussion followed of the multiple property document approach versus individual property listings.

Ted Hild provide a summary of other communities with multiple property document nominations in the state of Illinois.

Chairperson Laier asked if there was any limit on the length of the Statement of Significance. Mr. Heckenkamp said the statement could be any length as long as all questions are answered.

Member White said based upon the tour, what guidance can Mr. Heckenkamp give the Village. Mr. Heckenkamp suggested the whole Village could be nominated as a single historic district.

Chairperson Laier noted the Village is really a pretty cohesive community in terms of architecture.

Ted Hild said it was his understanding there have been three additions to the town all of which were completed by the 1920s, and noted the period for district could be the late 1800s to the 1920s.

Chairperson Laier inquired about the reporting on people of significance or important residents and asked if there is a threshold or a limit to how much information should be provided. Andrew Heckenkamp said the nomination could include a lot of information on individuals or only a little information and noted that decision would need to be made by the Village if it is pursuing the application.

Ted Hild suggested a discussion of the types and styles of homes in the nomination. Mr. Hild said he would want a whole section dedicated to George Maher and Maher's contributions to the community. Mr. Hild noted the application should reference all prominent architects and stated the Village could do a nomination form that has 200 pages or 20 pages.

Chairperson Laier expressed her opinion the Village wants to do this nomination for the betterment of the community and hopes to have a final product that may be a reference and resource for residents in the future.

A discussion of notification requirements pursuant to establishment of a National Register District followed. Mr. Heckenkamp noted if there are over 50 properties in the proposed district, notice is provided via the local newspaper.

Chairperson Laier expressed her opinion it may be best if a notice goes out to all residents directly, and noted there should be adequate opportunities for public input.

Ted Hild said the big concern is due process and any determination pertaining to the district be openly arrived at.

Chairperson Laier asked if three notices and opportunities for input are being suggested. Mr. Hild noted the notice opportunities would be the letter from the Village, the newspaper notice, and a public meeting.

Andrew Heckenkamp said the normal process would just be a neighborhood notice.

Chairperson Laier discussed the data entry process and Mr. Hild agreed the Lake Bluff database format was appropriate.

Chairperson Laier asked if the Village needs to identify landscape patterns and features. Ted Hild said descriptions and statements of significance are important, but the key for the Illinois Historic Preservation Agency in considering applications is determining if the building is contributing or non-contributing. He said that is the most critical feature of the application.

Member Terrill asked if the IHPA has experienced instances where people were disappointed that their home was identified as non-contributing to the proposed district. Mr. Hild said yes that does happen.

Member White asked for the definition of contributing and non-contributing. Ted Hild said contributing is that the building contributes to the character of the historical district with regards to spatial, temporal, and cultural boundaries. He said the view from the public way is the most important piece.

Jim Hughes asked if the Village would be making the determination for every house. Chairperson Laier said that would be the result of a survey, which is anticipated to be completed by a consultant retained by the Village.

Ted Hild said the Keeper of the National Register determines which properties or structures are added to the National Register. A discussion regarding the process of submitting an application for establishing a National Register District followed. The applicants go to the Illinois Historic Preservation Agency which goes to the State Review Board. The State Review Board decision is reviewed by the State Historic Preservation Officer who forwards a recommendation to the Keeper of the National Register. Mr. Hild said if you get through the State Review Board, a denial is unlikely.

Chairperson Laier asked if in instances of very little information being available on properties, would photos be sufficient. Ted Hild said the only thing you need is addresses and whether the property is contributing or non-contributing.

Andrew Heckenkamp said additional information is helpful but not necessary.

Member White asked if we are trying to do the whole Village, would the Village work with you to make sure the criteria is appropriate so it will apply to the most people as possible.

Member Terrill asked if there are instances where owners resist the "contributing" designation. Ted Hild said yes, but there is little that can be done to change this.

Member White said acknowledged that if Kenilworth received National Register District designation, the community can identify itself as "Historic Kenilworth". She asked Mr. Hild and Mr. Heckenkamp what are the arguments they most often hear against National District designation. Andrew Heckenkamp said people often think there is design review associated with the establishment of a district, but design review is not a part of the National Register District designation or process.

Ted Hild said people are leery of a government program that deals with property. People think it is the first step toward a more restrictive local ordinance to which the Illinois Historic Preservation Agency would have no connection.

Jim Hughes said the concept of an historic district may be used to establish criteria for design review. Some of the factors of historic districts may creep into design review criteria.

Member Terrill said some people are simply so anti-government that they will resist no matter what is being proposed.

Ted Hild said the architectural resources and historical resources are important regardless of the participation in a program or not. He said in a sense doing the National Register application may identify things that would apply in a local ordinance.

Member White asked if the Village wanted to do a shorter, quickened nomination, the Village could put something together that is not nearly as in depth that would give recognition but not give in depth histories, though it would not have the same impact. Ted Hild responded yes.

Chairperson Laier asked how to determine contributing or non-contributing. A further discussion of contributing and non-contributing followed.

Ted Hild provided an overview of the nomination process and noted it takes 6 to 9 months for the short form; however, the Village will need to prepare a chart of contributing and non-contributing structures for the application. Mr. Hild noted the nomination form could be used to complete more in depth surveys/research on properties at a later date.

Member White said communication is going to be critical as this project moved forward.

Ted Hild said ideally the nomination is the framework and the designation is just the beginning or starting point or stimulus for an intensive survey later.

A discussion regarding individual property designation versus a district designation followed. Andrew Heckenkamp said an individual listing in addition to a listing as part of a district is redundant as far as rights, privileges, and responsibilities.

Chairperson Laier said the next step is to collect the data, decide what buildings are contributing or non-contributing and write the statement of significance form.

Chairperson Laier asked if people write their own boundary description as requested in the nomination form. Ted Hild said based upon what the Village is contemplating, the proposed district boundaries would be the corporate boundary of the Village of Kenilworth.

Member White asked if anything in the Village surprised Mr. Heckenkamp and Mr. Hild while they were on the tour. Mr. Hild said he especially enjoyed the Maher properties.

Andrew Heckenkamp went over the time schedule for the procedure. He stated he will email a timeline of dates to the Village the first week of December once the 2008 calendar is established.

Chairperson Laier asked if Mr. Heckenkamp recommended an outline for the statement of significance in the application. Mr. Hild said he will send sample nominations.

The minutes of the July 10, 2007 meeting were placed before the Committee. Member Terrill made a motion to approve the minutes. Member White seconded the motion, which was unanimously carried, and the July 10th minutes were unanimously approved.

Chairperson Laier said the Committee needs to develop a work plan for the National Register District nomination process. Chairperson Laier noted she has talked with Gwen Sommers Yant about people who would be included in the application, and they concluded it could entail many pages. A discussion on the depth of research needed on important people in the community followed. Chairperson Laier suggested the discussion of people in the application may be more appropriate for a group of people rather than individuals and noted the individual community members involved with Kenilworth Community Development.

Member White asked if the Historical Society had a listing of famous names.

A discussion of the request for proposal process followed. Jim Hughes asked if there was anything about an approximate budget. Chairperson Laier said it was her understanding that costs were not to be included in the Requests for Proposals.

Chairperson Laier said the Requests for Proposals will be written so the Village will be able to choose line items in order to make a decision regarding total project cost.

Mr. Hughes suggested the more specific the Requests for Proposals, the better for any consultant in preparing a response.

A discussion followed of the Draft Requests for Proposals.

Chairperson Laier said the project description in the Requests for Proposals should be to focus on Sections 7 and 8 of the required nomination form. Chairperson Laier noted there were questions included at the end of the draft request for proposal that the Committee still needs to answer such as use of historic photos, current photographs, and photographs of public amenities.

Member White will talk to the Senior Boy Scouts about taking coordinate photos.

Chairperson Laier said it was her understanding any photographs taken should include a picture of the number, then the house, and she also suggested the street sign. These photos should be taken between November and March so that pictures will be clear and free of vegetation. Chairperson Laier suggested trying to target February 1st as a deadline for photos.

A discussion of the Historical Society's involvement followed. Jim Hughes suggested the Village needs to take this issue to the Historical Society to see in what ways they can help this process.

Member White said a coordination of efforts is needed. She said the Committee still needs to put together a list of tasks to do and who will be responsible for what activity.

Trustee Hughes said the advantage of historic districts will be important to communicate to clubs and organizations in town.

Member White said we need photos and criteria on each house. She asked if there were other needs.

Chairperson Laier said at the next meeting the Committee will do a coordination of efforts and a timeline for the project. Chairperson Laier said a consultant will have to determine if a house or building is contributing or non-contributing to the proposed district.

Member White said her understanding was that if the property met the spatial, temporal or cultural criteria, then it would be contributing.

Chairperson Laier said we could use maps highlighting the contributing and non-contributing buildings. A discussion of mapping the contributing homes in the district followed.

Trustee Hughes said the more clarity on the Requests for Proposals, the better the responses will be. He suggested saying part of the process will be a presentation. He said the Committee needs to be clear on what the consultant would be responsible for and what the Village would be responsible for. Trustee Hughes said you may want a reference in the RFP that says these are deliverables, and if status reports are required, meeting attendance may be mandatory.

Member Terrill asked if 30 day progress reports would be in line. Trustee Hughes said that would be appropriate and it should be noted who the consultant reports to. The Committee should ask for an overall timeline but let the consultant lay out the timeframe on when the work will be done.

Chairperson Laier said she and Manager Burke will work on the final Requests for Proposals and email the results out to the Committee. Then she would like to send it out to five consulting companies.

Member white said she thought they should be sent to ten companies to be able to compare with those consulting companies the Village is already familiar with. The list should include not only people we know well, but people we know will do good work.

Chairperson Laier said we should get the word out in the newsletter as soon as possible, and let the residents know the Board has decided to move forward with the National District nomination.

A discussion about a newsletter article followed. The article should make clear to the residents that the Village is proposing a National Register District for the whole Village.

Member White said the first newsletter article should be more of an introduction. We can do a letter with more details, and put it up on the website. Member White said the question the Village Board needs to be prepared to answer about this being a step toward additional preservation activities, and the answer is the current activities are not a step toward local historic districts.

Trustee Hughes said it may be helpful to go to other communities to get their Requests for Proposals.

Member White made a motion to adjourn. Member Terrill seconded the motion, which was unanimously carried, and the meeting adjourned at 7:16 p.m.

Respectfully submitted,

Brad Burke