

Request for City Council Action

Date: January 28, 2014

Agenda Section: Consent Agenda No. 5	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions and Committees No. 5.4	Approved:

Background:

Attached for Council review and acceptance are minutes from the meetings of City boards, commissions and committees which have recently been sent to the City Clerk's Office.

Recommended Action:

The Council is requested to accept the following set of minutes and place them on file:

Preservation Commission – November 18, 2013

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by _____ 2nd by _____ to _____

MINUTES

City of Carbondale Preservation Commission Monday, November 18, 2013 City Hall/Civic Center – 7:00 p.m.

1. **Roll Call:** Chair Parkinson called the meeting to order at 7:00p.m.

Members Present: Benedict, Doherty, Ittner, Parkinson, Sigler
VanAwken (7:03)

Members Absent: Booker, Clark, Comparato

Staff Present: Sergeev

Guests: Catherine O'Connor, Jamie Franklin, Rebecca Parkinson

2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Sigler, to approve the minutes of October 21, 2013. The motion passed on a unanimous voice vote.

3. **Communications and Reports:**

A. Educational and Technical Committee

Ms. Ittner spoke about the marker to be placed at the original site of Carbondale College. She said that the oral history just completed has memories of the old Varsity Theater and the West Elm neighborhood.

Mr. Parkinson asked the guests to introduce themselves, which they did. The Commissioners then introduced themselves to the guests. There was subsequent discussion regarding what the individual committees do for the Commission, and about potentially changing the name of the "Nomination and Hardship" Committee.

B. Nomination and Hardship Committee

No Report

C. Work Plan Committee

No Report

D. Certificate of Appropriateness Committee

No Report

4. **Old Business:**

A. Discussion on Plaques

There was discussion regarding the fundraising and the number of words on the plaque, figuring that the cost will be around \$2500. As of now, Ms. Sergeev reported that the fund account contains \$1300, with another donation on its way as of now.

Ms. Ittner moved, seconded by Mr. VanAwken, to approve the wording for the plaque.

The motion was approved by a unanimous voice vote.

Mr. VanAwken asked Ms. Sergeev to keep the Commissioners informed as to the level of funding available in the coming month. Ms. Sergeev responded that she would.

Mr. Parkinson stated that the goal is to have the plaque installed in May, as a celebration of Preservation Month.

B. Certificate of Appreciation for Oral History Project

Mr. Parkinson spoke about how grateful the Commission is for the assistance from those who have helped with the Oral History Project. He asked the members about permission to send out a letter to those who have helped. He added that he would like to have the thank you cards out before the end of the year.

Ms. Ittner stated that she has the names of the people they need to go to.

Ms. Doherty moved, seconded by Mr. Sigler, that a letter be sent.

The motion passed on a unanimous voice vote.

Mr. Parkinson asked for a motion that the same two people be recognized by the City for their assistance.

Mr. Sigler moved, seconded by Ms. Doherty, that the request for recognition be made.

The motion passed on a unanimous voice vote.

5. **New Business:**

A. Preservation Commission Objectives for the Future

Mr. Parkinson stated that he would like to take items A and C together. He then asked Ms. O'Connor to speak to the Commission and begin her evaluation.

Ms. O'Connor spoke about what it means to be a CLG City and how the Historic Preservation Commissions are set up in different states. She reviewed the importance of knowing the ordinance, the process for designation, and district involvement.

Mr. Parkinson explained that there are three district designations being worked on at this time.

Ms. O'Connor spoke about the tax credits and incentives for designated properties.

Mr. Parkinson stated that there seems to be a need for additional information in order to help potential designated property owners understand the process and what it means to them. He said that some wonder if they can make very minor changes to the exterior of their properties without permission from the City.

There was discussion regarding ways to provide information to the public, including making simple pamphlets and looking at other City's websites for ideas. Ms. O'Connor spoke about grants that are available to aid the Commission, including one to have consultants assist with the website and one that utilizes GPS to map out historic properties with information on each site. She mentioned RustinArc as a website to see what can be done with this sort of interactive information system and encouraged everyone to check it out.

Ms. O'Connor spoke about reimbursement money available for a conference in Springfield. She explained that the money would be sent directly to the City, then reimbursed to the individuals who attend for continuing education. She also talked about conducting a new survey, which has not been done by the City of Carbondale since 1991, to determine the historic sites and districts in the City.

There was discussion regarding the Arbor District being on the National Historic District list, but not on the local district list, and how this needs to be corrected.

Ms. O'Connor asked Ms. Sergeev to sign the document as the City representative to the Preservation Commission showing that the evaluation was completed. She said that she would scan and email a copy of the letter that she was going to compose for the City, so that Ms. Sergeev could forward it on to the Commissioners.

B. Preservation Commission Calendar for 2014

Ms. O'Connor stated that it would be a good idea for the Commission to meet with her again in about August to go over what kind of grant funding may be available at that time.

Mr. Parkinson asked to make June 16 optional, and cancel any meeting in July.

Mr. Sigler moved, seconded by Ms. Ittner, to approve the calendar as amended.

The motion was approved by a unanimous voice vote.

C. IHPA Evaluation

See item A.

6. **Comments by the Public, Commission Members and Staff:**

Mr. Parkinson reported that he had gone to the State of Illinois American Institute of Architects Convention. He stated that they talked about the state's tax credits, which was used in Peoria where the convention was held, and that they had built a brand new Caterpillar museum and made great improvements on the riverfront. He also spoke about the very successful rehabilitation of old buildings in England.

7. **Adjournment:**

Mr. Parkinson adjourned the meeting at 9:03 p.m.