

**VILLAGE OF LAKE BLUFF
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING**

WEDNESDAY, AUGUST 12, 2015 - 7:00 P.M.

**VILLAGE HALL BOARD ROOM
40 E. CENTER AVENUE, LAKE BLUFF, ILLINOIS**

AGENDA

1. Call to Order and Roll Call

2. Consideration of the Minutes from the July 8, 2015 HPC Meetings

3. Non-Agenda Items and Visitors

The Chairperson and Members of the HPC allocate fifteen (15) minutes at this time for those individuals who would like the opportunity to address the HPC on any matter within its area of responsibility that is not listed on the agenda. Each person addressing the HPC is asked to limit their comments to a maximum of three (3) minutes.

4. Consideration of a Significant Demolition Application for the Complete Demolition of 306 E. Witchwood Lane

5. A Continued Discussion Regarding the History of Neighborhoods in Lake Bluff

6. Chairperson's Report

7. Staff Report

- Update on HPC's Review of Demolition and Historic Preservation Regulations
- Confirm Next Meeting Date – September 9, 2015

8. Adjournment

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF
HISTORIC PRESERVATION COMMISSION
JULY 8, 2015**

DRAFT MINUTES

1. Call to Order and Roll Call

A Regular Meeting of the Historic Preservation Commission (HPC) of the Village of Lake Bluff was called to order on July 8, 2015 at 7:07 p.m. in the Village Hall Board Room.

The following members were present:

Present: Paul Bergmann
 Mary Francoeur
 Robert Hunter
 Janie Jerch
 Randolph Liebelt
 Cheri Richardson
 Janet Nelson, Chair

Absent: None

Also Present: Brandon Stanick, Asst. to the Village Administrator (A to VA)

2. Consideration of the Minutes from the May 21 and June 10, 2015 HPC Meetings

Member Richardson moved to approve the May 21, 2015 Meeting Minutes with the following addition, requested by Chair Nelson, to paragraph 3 on page 3: “Chair Nelson asked if all of those charities were aware of the demolition request, particularly if the Art Institute was included. Mr. Allen stated that all charities know and did not object. The beneficiaries are kept informed of the proceedings.” Member Bergmann seconded the motion. The motion passed on a unanimous voice vote.

Member Hunter moved to approve the June 10, 2015 Meeting Minutes with corrections to typographical errors. The motion was seconded by Member Bergmann. The motion passed on a unanimous voice vote.

3. Non-Agenda Items and Visitors

Mr. Jim Arnold, three-year resident of the Village, expressed his support for stronger historic preservation regulations and inquired if anything can be done to address the demolition of older homes.

Chair Nelson described Lake Bluff’s approach to preservation and the balance sought between property rights and preservation.

4. A Continued Discussion Regarding Demolition Review and Historic Preservation Regulations

Chair Nelson led a discussion regarding the proposed changes to the building permit application for demolition that would require applicants to complete all information before it is considered a complete application.

Over the course of its discussion, the HPC requested the following changes:

- Question 2: reword and ask *what is the Property Owner's short-term and long-term plans for the property.*
- Questions 3: reword and ask for *a written description of any historical information with supporting documentation. Information regarding the property may be found at Village Hall (847-234-0447), Lake Bluff History Museum (847-482-1571) and the Lake County Recorder of Deed's Office (847-377-2575).*
- Question 4: reword and ask *why the house may not qualify for landmark designation status.*
- Question 5: reword and ask *what are the approximate costs to rehabilitate the home compared to the costs to demolish the home and build a new house.*
- Change the word "house" to "structure".

A to VA Stanick advised any changes or new requirements of the building permit application would require a public hearing with the Architectural Board of Review to amend the Building Code.

A discussion ensued regarding the Village's preservation regulations.

Member Bergmann expressed his opinion the current demolition delay process may not be long enough to actually conduct the research required for a landmark nomination submittal. Chair Nelson noted applications have been submitted in the past within the 90 to 120 day demolition review timeframe.

Following a discussion of the matter, it was the censuses of the HPC to recommend the demolition delay timeframe be extended from 90 days to 365 days, with an option for the Village Board to extend the demolition delay indefinitely, for both non-landmark and landmark designated structures.

Member Bergmann moved to recommend requiring answers to the following questions, as well as copies of the documentation identified below, to qualify as a complete building permit application:

- 1) Please explain the reason(s) you are proposing to demolish the structure.
- 2) What is the Property Owner's short-term and long-term plans for the property?
- 3) Please provide a written description of any historical information with supporting documentation. Information regarding the property may be found at Village Hall (847-234-0447), Lake Bluff History Museum (847-482-1571) and the Lake County Recorder of Deed's Office (847-377-2575).
- 4) Please explain why the structure may not qualify for landmark designation status.
- 5) Please identify the approximate costs to rehabilitate the structure compared to the costs to demolish and build new.
- 6) Have you considered relocating the structure to an alternate location? If so, please provide details.

- 7) Please prepare a written statement describing how best to preserve the Village's historical and architectural character.

Required documentation: plat of survey, elevation pictures of existing house, elevation drawings of proposed house (if available), an aerial map of the neighborhood (include surrounding blocks).
Member Jerch seconded the motion. The motion passed on the following roll call vote:

Ayes: (7) Bergmann, Francoeur, Hunter, Jerch, Liebelt, Richardson and Chair Nelson
Nays: (0)
Absent: (0)

Member Bergmann moved to recommend the demolition review timeframe of 90 days for non-landmark structures, and the advisory review period of 120 days for the demolition of landmark structures, be extended to 365 days with the option for the Village Board to extend the delay indefinitely. Member Francoeur seconded the motion. The motion passed on the following roll call vote:

Ayes: (7) Bergmann, Francoeur, Hunter, Jerch, Liebelt, Richardson and Chair Nelson
Nays: (0)
Absent: (0)

5. A Continued Discussion Regarding the History of Neighborhoods in Lake Bluff

Chair Nelson continued this item to the next meeting.

6. Chairperson's Report

Chair Nelson had no report.

7. Staff Report

A to VA Stanick confirmed the next HPC meeting is scheduled for August 12, 2015. He announced the Downtown Visioning Survey is available at lakebluff.org through July 31, 2015.

8. Adjournment

As there was no further business to come before the Commission, Member Richardson moved to adjourn the meeting. Member Francoeur seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 8:43 p.m.

Respectfully submitted,

Brandon Stanick
Asst. to the Village Administrator

VILLAGE OF LAKE BLUFF

Memorandum

To: Chair Nelson and Members of the Historic Preservation Commission
From: Brandon J. Stanick, Assistant to the Village Administrator
Date: August 7, 2015
Subject: **Agenda Item #4 - Review of a Significant Demolition Application for 306 E. Witchwood Lane**

The Village of Lake Bluff is in receipt of a building permit application seeking demolition of the structure located at 306 E. Witchwood Lane. This would constitute a "significant demolition" pursuant to Section 9-1-18H of the Village Building Code. The Historic Preservation Commission (HPC) is required to be notified of all significant demolition permit applications affecting at least 50 percent of the gross floor area of a structure that is at least 50 years old. The following information provides details regarding the application:

Address:	306 E. Witchwood Lane
Type of Permit Received:	Complete demolition
Completed Permit Application Received:	July 30, 2015
Owner:	Estate of May Ann Lea
Original Construction Date:	c.1950s (2003 Survey) 1956 (Lake County)



Architectural Survey Year:	Architectural Survey Designation:
2003	International

It is recommended the HPC consider one of the following actions:

- Terminate review of the Significant Demolition Application in the event the HPC determines the structure does not satisfy the landmark designation criteria;
- Take no action on the demolition delay which will expire in 90 days (**October 29, 2015**) from the time the building permit application for demolition was submitted; or
- Extend the demolition review and grant an additional 30 day delay, providing a total demolition delay of 120 days (**November 28, 2015**).

Please find the following documents attached for the HPC's review:

- A. Building Permit Application for Demolition;
- B. Aerial Map; and
- C. Letter Dated August 4, 2015 Advising Property Owner of the Meeting.

If you have any questions regarding this matter, please feel free to contact me at 847-283-6889.

VILLAGE OF LAKE BLUFF
APPLICATION FOR BUILDING PERMIT

JUL 30 2015

Bond Holder: _____
Date paid: ____/____/____
Receipt No: _____

BY:

THE UNDERSIGNED hereby applies to the Village of Lake Bluff, Illinois for a permit to alter, repair, install, raze a structure at: 306 E. Witchwood Lane

Owned by: Estate Mary Ann Lea Phone _____ Date: 7/30/2015

DESCRIPTION OF WORK: raze/demolition

The items are more fully set forth in the plans submitted with this application. The total cost as estimated, of the work contemplated, includes all the branches of labor, all materials, all appurtenances and all other necessary expenses to completely erect, alter, construct or enlarge the structure.

CONTRACTOR	NAME OF CONTRACTOR	PHONE
General:		
Excavation:		
Concrete:		
Masonry:		
Plumbing:		
Carpentry:		
Electrical:		
HVAC		
Structural Iron:		
Plaster/Drywall		
Roofing:		
Fencing:		
Other:		

Architects Name /Address /Phone: _____

Total Value Of Construction \$ _____

Contractor License Fee	\$
Electrical Permit Fee	\$
HVAC Permit Fee	\$
Plumbing Permit Fee	\$
Roofing Permit Fee	\$
Fence Permit Fee	\$
Demolition Fee	\$
Water Tap-on Fee	\$
Water Impact Fee	\$
Water Meter Fee	\$
Street & Walk Opening Fee	\$
Sanitary Sewer Fee	\$
Occupancy Permit Fee	\$
Building Permit Fee	\$
Fire Department Fee	\$
Naperville Fee	\$
Parkway Bond	\$
Other	\$
TOTAL PERMIT FEE	\$

Printed Name of Applicant: Amy Rockwell

Signature of Applicant: Amy Rockwell

Name & Daytime Phone of Person to be contacted: 847. 482-0769
AMY ROCKWELL

Regarding Project: AND RICHARD G. GOSHGARIAN
847. 234-2520
goshgarian@earthlink.net

Applicants Relationship to Project: (owner, Contractor, Architect) Executor HP 1073
Lake County, FL.
19th Judicial Circuit

Date Permit Issued: _____

Permit Issued By: _____

- The applicant agrees that all work accomplished will conform to pertinent ordinances of the Village of Lake Bluff and inspections will be requested in accordance with the procedures of the building Department.
- The applicant having read this application understands the intent and declares that the statements are true to the best of their knowledge and belief.



Lake County
Department of Information Technology
18 N County St
Waukegan IL 60085
(847) 377-2373



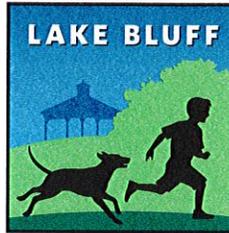
Map Printed on 8/4/2015
Parcel 1221302055 is outlined.

— Tax Parcels

Disclaimer:

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

BRANDON J. STANICK
Asst. to the Village Administrator



**NORTH SHORE LIFE
LAKE BLUFF STYLE**

August 4, 2015

VIA EMAIL TO: goshgarian@earthlink.net

The Estate of Mary Ann Lea
Attn: Richard Goshgarian
306 E. Witchwood Lane
Lake Bluff, IL 60044

**Re: Historic Preservation Commission - Significant Demolition Review
306 E. Witchwood Lane**

To The Estate of Mary Ann Lea:

On July 30, 2015 the Village of Lake Bluff received a complete building permit application for the full demolition of the structure located at 306 E. Witchwood Lane. In accordance with Section 9-1-18H of the Lake Bluff Municipal Code, the proposed demolition of 306 E. Witchwood Lane shall be reviewed by the Historic Preservation Commission (HPC) for a period of 90 days (ending on October 29, 2015) to allow time for the submission of a landmark nomination application. This review is required by Code because the structure is at least 50 years old and demolition is proposed for more than 50% of the gross floor area of the existing structure. The review is scheduled to be discussed at the HPC meeting on August 12, 2015 at 7:00 p.m. in the Village Hall Board Room (40 E. Center Avenue).

As required by Code, a sign shall be posted on the subject property indicating the date on which the HPC will review the proposed demolition application. The sign shall remain posted until the HPC's review period concludes.

If you should have any questions, or would like to discuss the matter further, please feel free to contact me at 847-283-6889.

Yours truly,

A handwritten signature in black ink, appearing to read "B. Stanick", written over a horizontal line.

Brandon J. Stanick
Assistant to the Village Administrator

CC: Drew Irvin, Village Administrator
Michael Croak, Building Codes Supervisor

**VILLAGE OF LAKE BLUFF
REQUIRED RESIDENTIAL DEMOLITION INFORMATION**

Pursuant to Section 9-1-18H of the Lake Bluff Municipal Code, all building permit applications for the demolition of a residential property that: i) proposes to destroy or remove at least 50% of the gross floor area of a building that is at least 50 years old, and ii) to destroy, alter or otherwise change the exterior elements or appearance of the building, must be reviewed by the Lake Bluff Historic Preservation Commission (HPC). The purpose of this "Demolition Review Process" is to allow time for the submission of a landmark nomination application. The review period commences the day after a full and complete application is received and is 90 days with options for the HPC to: i) terminate the review period early, ii) extend the review period to 365 days, or iii) ask the Village Board to extend the review period to a date recommended by the HPC.

To assist permit applicants with the Demolition Review Process, please prepare answers to the following information that will be shared with the HPC. All statements must be addressed by the applicant with supporting documentation to constitute a full and complete submission of the building permit application for demolition. The HPC may ask for additional information as necessary.

Address of Proposed Demolition: _____

Project Contact: _____ **Phone:** _____

Mailing Address: _____

Applicant: _____ **Phone:** _____

Mailing Address: _____

Owner: _____ **Phone:** _____

Mailing Address: _____

1. Please explain the reason(s) you are proposing to demolish the house.

2. What is the Property Owner's short-term and long-term plans for the property?

3. Please provide a written description of any historical information with supporting documentation. Information regarding the property may be found at Village Hall (847-234-0447), Lake Bluff History Museum (847-482-1571) and the Lake County Recorder of Deed's Office (847-377-2575).

4. Please explain why the house may not qualify for landmark designation status.

5. Please identify the approximate costs to rehabilitate the home compared to the costs to demolish the home and build a new house.

Type of Cost	Costs to Rehabilitate Structure:	Costs to Demolish & Build New Structure:

6. Have you considered relocating the house to an alternate location? If so, please provide details.

7. Please prepare a written statement describing how best to preserve the Village's historical and architectural character.

Please attach the following documents to your building application for demolition:

- Plat of survey
- Elevation pictures of existing house
- Elevation drawings of proposed house (if available)
- Aerial map of neighborhood (include surrounding blocks)

FOR OFFICE USE ONLY

Incomplete application received on:

Complete application received on:
