

# VILLAGE OF LAKE BLUFF HISTORIC PRESERVATION COMMISSION REGULAR MEETING

**WEDNESDAY, NOVEMBER 10, 2021 - 7:00 P.M.**

Members of the public may view and participate in the meeting via:

- In person at the Village Hall Board Room, 40 E. Center Ave.
- Online: [www.lakebluff.org/VirtualHPC](http://www.lakebluff.org/VirtualHPC)
- Dial-in: **(312) 626-6799**. Enter meeting ID **872 5941 4275**.  
Press # when prompted for a Participant ID.
- The meeting will be live-streamed at [lakebluff.org/Channel19](http://lakebluff.org/Channel19)

## AGENDA

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### **1. Call to Order and Roll Call**

### **2. Consideration of September 9, 2021 Regular Meeting Minutes**

### **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. Choosing Lake Bluff Discussion**

- a.) Historic Preservation Regulations (Ordinance) - Recommendation**
- b.) Historic Preservation Incentives - Recommendation**
- c.) Other - Branding and Education - Recommendation**

### **5. Commissioner Report**

### **6. Staff Report**

- a.) 2022 Meeting Dates**

### **7. 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 Glen Cole at 847-234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF  
HISTORIC PRESERVATION COMMITTEE SPECIAL MEETING**

**September 9, 2021**

**7:00 P.M**

**Virtual Meeting & Village Hall Board Room  
40 E. Center Ave.**

**DRAFT MINUTES**

**1. Call to Order and Roll Call**

Chair Kraus called to order a virtual meeting of the Historic Preservation Committee (HPC) of the Village of Lake Bluff on Thursday, September 9, 2021, at 7:00 p.m.

The following members were present:

Present:        Steve Kraus, Chair  
                  Paul Bergmann  
                  Janie Jerch  
                  Margarette Minor  
                  Lois Nicol  
                  Randolph Liebelt

Also Present:  Glen Cole, Assistant to the Village Administrator (AVA)

**2. Consideration of Minutes**

**a. March 10, 2021 Regular Meeting**

**b. March 15, 2021 Special Meeting**

**c. April 19, 2021 Special Meeting**

Member Bergmann moved to approve the March 10, 2021 Regular Meeting Minutes; March 15, 2021 Special Meeting Minutes; and April 19, 2021 Special Meeting Minutes as presented. Member Minor seconded the motion. The motion passed on a unanimous voice vote.

**3. Non-Agenda Items and Visitors**

Chair Kraus stated that 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.

There were no requests to address the HPC.

**4. “Lost Lake Bluff” & “Lake Bluff Then and Now” Presentations**

Chair Kraus presented the agenda item. At the September 9 meeting, the HPC discussed a draft ordinance at the Village Board for incentives for preservation. Village President Charlot, Village Administer Irvin, and Chair Kraus met with a number of members of the real estate community to get their feedback on preservation of theory and of the current housing stock. They had discussions

with a number of owners of historic homes which will be a part of a series of meetings with owners of homes that are on the HPC's short list and the others that are historic within the Village. The purpose of those meetings is to gather information from those property owners directly involved with efforts to either rehabilitate historic homes or to prevent the demolition of historic homes and to get their feedback as directly involved property owners in the real estate community. He stated that the real estate community is representing new buyers and new interests to the community. They gave their opinions on what may or may not work from their perspective. He has met with two families and would like to put a process together where the HPC can meet with a number of other families in small group settings with two or three families along with one or two HPC members. The purpose of this is to get their impression and understand their knowledge of preservation initiatives in Lake Bluff. He would like to gain their input into what they are looking for from the Village since they live in a historic home and how to maximize the value of their home when it is time to sell. Chair Kraus said the purpose of this agenda item is to see if the HPC members are interested in participating in these meetings.

Chair Kraus also stated that the History Walks with the History Museum have been a part of the 125<sup>th</sup> celebration. There are ten of them that are now online. There is an upgrade to the software that will be coming out in a couple of weeks and, along with the upgrade, one more tour will be released. It will tentatively be called "Lake Bluff Then and Now." It is a pictorial representation of homes generally built before 1920 that are no longer there and will show what has replaced them. The History Museum is starting another initiative called "The Lake Bluff Survivors" which will show homes built in 1920 or earlier that are still there.

Chair Kraus presented a slideshow of "Lost Lake Bluff" examples. He said that the Museum has some records of demolitions, but he was able to get demolition information through a listing of every building permit issued in Lake Bluff for a 24-year period from the County. He noted that homes north of North Avenue do not have photographs as this area was not previously the subject of a Village historic survey; many of the old photographs are from the Susan Benjamin survey of '98. He believes that every time there is a reassessment with the County, they take a photograph of the homes. Chair Kraus added that once this is released, he is going to ask residents if they have photographs of their homes or of people who have lived in those homes.

Member Minor said that what struck her was that so many of the demolished homes were designed for summer in a resort location and now there is a Village that is sustaining life 12 months out of the year.

In response to a question from Member Nicol, Chair Kraus said the tours will be organized by street on the app. He added that he is hoping to embed videos through the new app version. It will not necessarily be a walking tour, but it will be designed as more of a research tool.

Chair Kraus presented a map of the demolished residences in the Camp Meeting area and within the Village as a whole.

Chair Kraus said that this fits in with what the HPC wanted to do with the Choose Lake Bluff initiative.

## **5. Preservation Incentives Discussion**

Chair Kraus said that one item that the HPC has been working through this summer is compiling an initial list of preservation incentives. He would like to get a sense from the Commissioners on if this is what they would like to pursue or if it would be too difficult to implement.

### Financial Incentives

AVA Cole introduced the preservation incentives list. The list begins with financial incentives. Member Bergmann added that there is a whole series of other financial incentives provided by others that can piggyback off this list, including freezing tax increases. Chair Kraus added that these incentives should be marketed to homeowners or buyers.

In response to a question from Member Nicol, AVA Cole said that the financial incentives depend on what tax rates are in that intervening period.

Chair Kraus shared the real estate community and homeowners stated to not link fees waived to being a landmark and that these incentives should support more historic houses than just landmarks. In response to questions from the Commissioners, Chair Kraus said that the trigger would most likely have to be in an application process. Before that, the HPC deemed the house to be significant, or it would be done on a by request of the homeowner.

In response to a question from Member Minor, Chair Kraus said that the problem the HPC is trying to resolve is the distinction between landmarking and preserving the home. His end goal is to save the house and if a homeowner does not want to landmark their home, but is interested in the incentives, perhaps there are alternatives that should be considered.

Member Minor said that landmarking has criteria to meet and, if you are giving incentives without landmarking, it could be arbitrary. There could be a good reason to tear down a house so without that set of criteria, the HPC's policies may be ineffective. Chair Kraus responded that if the home is not tied to a landmark, it would probably have to go to the HPC to decide whether it is landmark worthy.

In response to a question from the Commissioners, AVA Cole said that all of these financial programs have a cost and there are different ways to conceptualized and manage them. When it comes to building permits, the Village is getting a not entirely predicted or expected stream of revenue which makes it less painful.

AVA Cole introduced fee waivers for building permits and said that the Village already provides this incentive for landmarks (25%). Chair Kraus said that he is in favor of 100% building fees waived for landmarked homes. Member Nicol added that perhaps there can be gradation so if there is a significant home that is not landmarked, then there can be a 50% reduction to building fees.

Member Minor commented that there are basic administrative costs for building permits. She also stated that it is important as interviews are conducted to understand if people would landmark their homes if it was only a 25% or 50% discount verses a 100% discount because the ultimate goal is to find out what motivates them.

AVA Cole introduced the second item on the list. The Village could provide a local property tax rebate on house. Senior citizens in the Village today already get a rebate on their local property taxes subject to means testing, so this item is following that framework already in place. AVA Cole added that if someone gets this, there is not guarantee they will reinvest it or demolish the home in the next year. AVA Cole said that, regarding a different state tax freeze program, if a homeowner pays 25% of the value of their home again, they will get about 15 to 20% back over the course of eight to 12 years. This may be harder to justify if the homeowner is not planning on staying in the home for that time.

In response to a question from Chair Kraus, Member Bergmann answered that in cases where there is a \$1 million historic property where the Village levy is under \$2,500 per year and the property owner hits the 25% threshold and the property owner reinvested \$250,000 into it, the tax avoided would increase from \$10,000 to \$12,000. The homeowner does not start to be charged that \$12,000 until the eighth year. In the ninth year, the homeowner is charged 25% of that and the homeowner is charged another 25% by the second year. The homeowner builds up to the full tax burden at the 12<sup>th</sup> year.

Chair Kraus said that there is a Village portion and an existing senior tax rebate. The Village can implement something similar for renovations to a historic home. Chair Kraus added that there is also a state tax freeze. In response to a clarification from Chair Kraus, Member Bergmann said that in order for a home to qualify in the state freeze program, a home needs to be landmarked and it the construction guidelines have to follow the interpretation of the State Historic Preservation Office.

AVA Cole presented an example of avoided state taxes based on an 11-year period.

Chair Kraus said that feedback that he has gotten from the people he has spoken with is that many homeowners would fall into the category of not wanting government looking at their plans and approving them. He said this is off-putting to people. People will need to know that under the state rules, homes need to be landmarked, and homeowners need to follow state rules of inspection.

Chair Kraus said that if the HPC were to propose something similar to the senior tax rebate program for historic or landmarked homes, the HPC will need to think about a dollar value and a permanent or not permanent rebate as well as thinking of the trigger it may have on homeowners.

AVA Cole introduced the next item on the list. The Village could make maintenance and façade grants available for landmark property owners.

Member Bergmann said that taking a percentage of either building permits or demolition permits and using it as a funding source has been discussed many years ago. For some reason, it was never implemented. There was a thought at the time that the money could be used as a funding source for putting together a pot of money to grant people with this money for incentive purposes.

Chair Kraus said that an owner of a historic home who wishes to rehabilitate their home will be able to apply for money from either the Village or a third-party entity that will partially help fund that renovation. He added that some parts of the country have non-profit organizations that do this

sort of grant. Chair Kraus said that some other entity could be created that would fundraise to create a pool of dollars and decide how this should be allocated to historic homes.

In response to a question from Member Minor, the grants can be awarded to either people looking to restore their facades or for people to prevent a demolition from occurring. Chair Kraus mentioned that there could be a third category known as “demolition in place” where property owners of certain structures want to invest in their home, but cannot afford it. In other cities, there are demolition in place ordinances where there are homes that are falling into disrepair that have value to the community. A pool of money is offered for that home to be fixed with some attachments so that the funding source gets the money back either when the house is sold or in some other manner such as guaranteed loans.

Member Bergmann said that other tools are available to stair step off of this. If the HPC is trying to present prevent demolition by neglect and there is a low-income household, if they qualify for low-income standards according to the County, then the household would qualify for a standard without the HPC having to make an independent determination. This is a way for families that do not have a lot of money and the state and county deem that they do not have a lot of money to receive a grant to rehabilitate a feature to their house.

Member Nicol said that she thinks there would be very few households that fall under that category in Lake Bluff.

#### Regulatory Incentives

AVA Cole presented the Regulatory category. The first activity is zoning flexibility where homeowners can seek zoning relief when they would like to renovate their house outside of the zoning rules. He said that this happens informally already but that this process could be made formal.

Member Bergmann offered an example of this at 210 Center Avenue.

Chair Kraus said that this activity would fast-track the process as the HPC works with the PCZBA for owners of a historic home that need flexibility in zoning. It would be communicated to homeowners that there are processes in place to assist the homeowner to build the home they need to build even with the existing zoning rules. He said he would like this process to be straightforward. He will meet with the chair of the PCZBA to discuss this activity.

AVA Cole presented the second activity. This changes the underlying zoning rules for historic properties. For example, floor area directly turns into value and landmarked homes could receive a bonus to floor area that will most likely turn into money at the back end (at sale) whether or not it is built by the current owner. It can also serve as a disincentive as landmarks that are torn down would permanently lose some economic value. He said that it will be a considerable process for the Village to change bulk regulations.

Chair Kraus said to consider the example of a historic home on a large but non-divisible lot. If that home is maxed out on buildable footprint, this process will allow the homeowner an additional square footage to build.

Member Bergmann said that in this scenario, the opportunity to increase the size of their rooms which would be an enormous incentive to some people.

Chair Kraus said that if the bonus square footage a homeowner would like to add is 250 square feet, the value per square foot would add to the value for the homeowner of perhaps \$62,500 in value that the homeowner will not receive until they sell it, but it is additional value that could be granted to a property owner of a historic home who wished to do a rehabilitation that they could not otherwise do because of the zoning ordinance. The challenge is on a small home where the bulk is maxed out. Chair Kraus said that this would require landmarking.

Member Bergmann said that what appeals to him is that this essentially differentiates the price of a landmark; a homeowner can market their home at two different price levels to their realtor when they are ready to sell.

In response to a question from Member Minor, Chair Kraus said that the challenge is if there is a caveat to the bonus so that it cannot impact the neighbors. Part of the process is considering property owners and neighbors. This bonus will help the owner of a property who is strained by the zoning code not have to tear down and rebuild to create the home they want. This would also help a seller who could apply to have this potential bonus be available to a new homeowner who would like to buy a house and instead of tearing it down, could rehabilitate it to make it 20% bigger.

Member Minor said that the phrasing should be “up to” the percentage because there should be some caveats as there are certain situations where it will not work.

AVA Cole said that this is a balancing act because many communities do not regulate floor area. He said that one consideration to make is how many conditions to put on it before it becomes unpredictable. He said that an unpredictable incentive would be unlikely to be effective as it would not translate into sales price.

Chair Kraus said that a marketing perspective is that homeowners can increase the size of their home within reason.

AVA Cole explained the transfer of development rights activity where homeowners of landmark properties can sell their unused development potential. Developers then buy these rights to allow for larger developments. He said that this is uncommon in communities of Lake Bluff’s size.

### Third Party Incentives

AVA Cole introduced the last category, Third Party. This section lists activities pursued by a foundation, non-profit, housing authority, or other specialized, arms-length entity that the Village can participate in.

AVA Cole said that the first activity, land banking, began as a way for distressed areas to pick up tax foreclosed properties and to bundle them and to get better development out of it.

Chair Kraus said that this is outside of the scope of their Commission, but what is interesting to him is that a homeowner can fund rehabilitation and receive money back until the eventual sale of the home.

In response to a question from Chair Kraus, AVA Cole said the second activity, local preservation easements, is somewhat of a subset of the first activity. Land banking is all types of property interests and local preservation easements is looking at one particular of forms, such as façade, preservation, or conservation easements.

Member Bergmann said that easements theoretically devalues homes. It involves having the home assessed in two different conditions, with and without the easement, and an organization like Landmarks Illinois also asks for a cash contribution equal to their costs. The homeowner pays the lawyer in doing this and pays into a trust fund for Landmarks Illinois to inspect their property every year to make sure that easements have not been changed. All of the consideration paid is tax deductible against the homeowner's personal income. It is not deductible against real estate taxes. Property owners will need to seek this outside of the HPC.

Chair Kraus said that this is relative; that, to the degree that an individual property owner wishes to take advantage of these types of arrangements, this desire will dovetail with the needs of the Village of preserving a landmark structure.

AVA Cole introduced the third activity, loans and revolving funds. As property owners are looking to make an investment, municipalities or other authorities can be in the business of giving loans or a lower interest rate lone or alone with different credit worthiness considerations. AVA Cole offered a modern example, PACE, or Property Assessed Clean Energy which is an arrangement that gives money up front to install solar panels in which a property owner would pay that back for a property tax assessment over the next ten or so years.

The fourth activity, Village interest subsidies for private loans, allows for an entity to endorse and/or subsidize costs to obtain credit from a private lender.

Chair Kraus said this activity is worth asking a private lender about.

### Summary and Discussion

Chair Kraus summarized what has been discussed. His sense of the HPC is that they are interest in, perhaps, a program of a few different incentives. Building permit rebates will begin at 100% for analysis, recognizing that is not final. For local property tax rebates, an estimate of \$2,500 a year is being analyzed. In response to a question from Chair Kraus, Member Bergmann said that a local property tax rebate of 100% should initially be examined to determine the dollar amount.

Chair Kraus said that for maintenance and façade grants, low income situations will receive a grant and this matter will receive low priority. Zoning flexibility will be working with the PCZBA on a case by case basis. Chair Kraus said he will plan for a meeting with Chair Peters of the PCZBA to get a sense whether they are interested or not. Zoning bonuses will require much work.

Member Minor said zoning bonuses is a topic the HPC should be talking to families about. Chair Kraus asked for financial scenarios on this. Member Bergmann added that the HPC should speak with the building department on this to determine how many maxed out houses there are in the Village.

Member Minor said that when the HPC last spoke, it seemed that there was a double handful of properties that Chair Kraus was interested in and now it feels like this is open to a much broader pool. This may not be the case, but if it is a much broader pool, the cost to do these things could be significantly greater to the Village than the scope of a double handful number of houses. Chair Kraus said that some of these incentives probably are not appropriate for more than the “double handful” of homes. He said he thought of designing these in respect to the double handful, but not for everything. Chair Kraus said this is where the landmark status can come in as well. He said at this point, thoughts should be limited to the small group of landmarks and the “double handful.” Member Minor added that based on how much the Village can absorb from a dollar amount, the HPC can determine the limits that homeowners can build. Chair Kraus said that there is not financial impact to the Village. Chair Kraus asked for examples of building permit and property tax rebates.

Member Minor said that the third party incentives may not be something that the HPC has control of, but the goal is to educate people. Chair Kraus asked what a façade easement would look like on a modestly sized historic home and what the financial impact would be. AVA Cole added that when tax deductibility for the federal level is being discussed, unless a home is on the national register or unless the Village has local historic districts, a deduction cannot be taken. However, other property tax benefits can be given.

Chair Kraus spoke about his neighborhood meetings. He received positive feedback on the one-on-one discussions. Chair Kraus told the members of the HPC to consider if they want to participate in those meetings.

## **6. Commissioner Report**

There was no Commissioner report.

## **7. Staff Report**

AVA Cole presented the current version of Lake Bluff Online.

A member of the audience, Ms. Deborah Fischer, said that GGL donated a great number of MLS records to the Lake Bluff History Museum. Chair Kraus responded that the MLS listings are slowly being added to the Museum records.

Chair Kraus said that the next two meetings will be on October 13 and November 10. There will be a pause in December and January.

**8. Adjournment**

There being no further business to consider, Member Jerch motioned to adjourn. Member Nicol seconded the motion. Upon a motion duly made and seconded, the meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Glen Cole  
Assistant to the Village Administrator

## VILLAGE OF LAKE BLUFF

### **Memorandum**

**To:** Chair Kraus and Members of the Historic Preservation Commission

**From:** Glen Cole, AICP      Assistant to the Village Administrator  
Samantha Lenoach      Administrative Intern

**Subject:** **Agenda Item #4 - Choosing Lake Bluff Discussion**

**Date:** November 4, 2021

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Staff recommends the HPC discuss the following topics concerning its *Choosing Lake Bluff* plan at its November regular meeting:

- **Historic Preservation Regulations:** At the HPC's last joint meeting with the Village Board in April, the Village Board was interested in further HPC study of incentives, branding, and education (*Lake Bluff Online*) and did not take any action on the HPC's recommended Ordinance.

The HPC's proposed new historic preservation ordinance contains a number of important administrative improvements that Staff recommends should be adopted this winter before the Village's next construction season begins in the spring.

Staff suggests the HPC recommend adoption of an Ordinance with **only** administrative improvements. The provisions that would be **omitted** are shown in **highlight** in the attached draft. In summary, the **omitted provisions** include:

1. The establishment of historic districts.
2. Extended delay periods for alterations and demolitions.
3. Mechanisms that prevent an approval (e.g. for demolition) from (i) being transferred to a subsequent owner; (ii) expiring after one year if not acted upon; and (iii) being subject to non-minor changes unless the applicant receives a new approval or completes a new delay period.
4. Mechanisms that extend the delay period where (i) an applicant submits their materials in close proximity to a meeting of the HPC, or (ii) an applicant fails to appear before the HPC.
5. An expanded scope of review for demolition review (for properties that are not landmarks).
6. An expedited process to allow the chairperson to approve demolition reviews for properties that are not identified as "significant" in a Village resource survey.
7. A prohibition on the Village nominating a property as a landmark during a pending demolition application.
8. A mechanism that reduces the length of a demolition delay where the property was landmarked during the pendency of a demolition application.

- **Historic Preservation Incentives:** The HPC had limited discussions regarding preservation incentives in early 2021 and discussed these further at its September regular meeting. As the HPC will not meet in December, it will be difficult to develop these incentive proposals further before the Village begins its biennial budget this January.

It is important that recommendations with a financial impact on the Village be transmitted to the Village Board to be considered as part of the budget, and it may be also beneficial to receive feedback from the Village Board before developing these policies further.

Based on the HPC's discussion at its September meeting, we understand that the HPC is interested in recommending a package of four incentives as shown on the following page. Staff has prepared a number of exhibits that illustrate the impact of each proposed incentive.

Staff recommends that any referral to the PCZBA (by way of the Village Board) regarding a floor area bonus include exploring the concept of "heritage lots," i.e. preserving the buildability of existing small lots in the Village. This concept has featured in deliberations by the HPC and others since 2017.

- **Branding and Education:** Chair Kraus recommends that the HPC, as part of any transmittal to the Village Board, emphasize the importance of (i) completing and publishing *Lake Bluff Online* in the near future; and (ii) incorporating Lake Bluff's history as an important asset in the Village's future branding efforts.

<b>Annual Cost of Local Preservation Incentives (Illustrative)</b>	
<b>Program (Assumptions)</b>	<b>Annual Net Costs to Village</b>
<b>(NEW) Façade Maintenance Grants</b> <i>The Village annually funds façade maintenance grants, subject to to-be-determined program requirements.</i>	\$10,000
<b>(NEW) Building Permit Fee Waivers</b> <i>100% of building permit fees are waived for landmarks (up from 25% today). No additional properties are landmarked.</i>	\$6,000
<b>(NEW) Local Property Tax Rebate</b> <i>70% of properties receive the incentive. The incentive is 100% of the Village levy. No additional properties are landmarked.</i>	\$40,000
<b>State Property Tax Assessment Freeze</b> <i>The Village continues to participate in the State's property tax assessment freeze program.</i>	No net change.
<b>(NEW) Floor Area Ratio Bonus</b> <i>The Village provides a 20% bonus to the floor area of landmarks subject to certain conditions.</i>	Unclear; likely revenue positive or neutral.
<b>Total &gt;&gt;</b>	<b>\$56,000</b>

<b>Benefits of Local Preservation Incentives (Illustrative)</b>	
<b>For a typical \$500,000 home (2,000 sq. ft.) investing \$200,000 in existing renovations</b>	
<b>Program</b>	<b>Benefit Compared to Demolition</b>
<b>(NEW) Façade Maintenance Grant</b>	\$2,500
<b>(NEW) 100% Building Permit Fee Waiver</b>	\$6,000
<b>(NEW) Local Property Tax Rebate (Total Value Over 12 Years)</b>	\$16,000
<b>Avoided Demolition Fee and Tax</b>	\$13,500
<b>State Property Tax Assessment Freeze (Total Value Over 12 Years)</b>	\$58,100
<b>(NEW) Floor Area Ratio Bonus</b>	N/A**
<b>Total &gt;&gt;</b>	<b>\$96,100 (48%)</b>

**Assumptions:**

- No adjustments for net present value (NPV) / time value of money (TVM).
- No inflation in either overall and Village rate of taxation (true over last 5 years).
- 100% of renovation value will be realized in assessed value.
- Assessed value remains static over 12 years – no market gain or depreciation.
- \*\* - Generally, single-family residential listings in the Village are currently \$240/sq. ft. Current construction prices vary substantially but are roughly equal to these sale values.

**Attachments**

- **Floor Area Ratio Bonus (p. 5).** A table illustrating the floor area of current landmarks is attached, as well as columns that illustrate the effect of a hypothetical floor area bonus that may be proposed by the HPC.
- **Façade Grants (p. 6).** One funding source for façade grants identified in the past is some or all of the Village's revenues from the demolition tax. A historical table of demolition tax revenues is attached.
- **Building Permit Fee Waiver (p. 6).** A table illustrating the Village's annual revenues from building permits is attached, including the revenues that would be attributable to landmark properties before any discount is applied.
- **Tax Rebate (p. 7).** A table illustrating the most recent Village property tax levy upon current landmarks is attached.
- **Timeline (p. 8).** A timeline summarizes the process undertaken by the HPC since 2018 to recommend regulatory changes concerning historic preservation in the Village.
- **Historic Preservation Ordinance.** A copy of the HPC's April recommendations to the Village Board, unedited except that provisions to be adjusted to match the status quo are shown in **highlight**.

**Estimated Floor Area Ratio of Current Village Landmarks**

<b>Address</b>	<b>Lot Area</b>	<b>Allowable FAR</b>	<b>Estimated FAR As Built</b>	<b>Net FAR</b>	<b>Net FAR (Bonus 20%, Max 500 sq.ft.)</b>	<b>Bonus Necessary to Allow 500 Sq. Ft. Addition</b>
406 E. Prospect Ave	4,340	1,736	1,193	69%	57%	0%
415 E. Prospect Ave	4,954	1,982	1,190	60%	50%	0%
548 E. Scranton Ave	5,873	2,349	2,255	96%	80%	17%
400 Ravine Ave	7,369	2,948	2,265	77%	66%	0%
401 E. Prospect Ave	8,455	3,382	3,520	104%	91%	19%
525 E. Center Ave	9,300	3,660	3,688	101%	89%	14%
550 E. Center Ave	10,241	3,848	4,700	122%	108%	35%
115 E. Center Ave	12,400	4,280	4,383	102%	92%	14%
502 E. Prospect Ave	12,400	4,280	3,513	82%	73%	0%
419 E. Prospect Ave.	12,501	4,300	4,300	100%	90%	12%
231 E. Prospect Ave	12,600	4,320	2,072	48%	43%	0%
333 Crescent Dr	22,133	5,813	1,996	34%	32%	0%
319 Crescent Dr	23,576	5,958	3,534	59%	55%	0%
700 E. Center Ave	27,878	6,388	6,618	104%	96%	11%
673 Maple Ave	27,992	6,399	2,707	42%	39%	0%
271 Ravine Forest Dr	31,481	6,748	4,949	73%	68%	0%
113 Moffett Rd	72,580	10,858	9,703	89%	85%	0%
1799 Shore Acres Road	144,741	18,074	5,373	30%	29%	0%
1010 Green Bay Rd	359,806	39,581	10,785	27%	27%	0%
982 N. Sheridan Rd	475,117	51,112	15,990	31%	31%	0%

*DISCLAIMER: The above table is only an estimate based solely on records prepared by the Shields Township Assessor and the Lake County Chief Assessor, both independent units of government. The Village's floor area ratio rules require evaluating further data beyond that maintained by the Assessor's office, and many Village landmarks predate the Village's floor area rules and have no building plans or floor area calculations on file that would be necessary in order to prepare detailed estimates. Nothing in this table indicates that a particular building or lot may be lawfully expanded under the Village's zoning regulations. It is the responsibility of a property owner to conduct their own investigation and demonstrate that a proposed addition is lawful when applying for a building permit.*

**Historic Demolition Tax Revenues**

<b>Fiscal Year</b>	<b>Revenue</b>
2017	\$60,000
2018	\$72,500
2019	\$20,000
2020	\$0
2021 (unaudited)	\$10,000
<b>Average</b>	<b>\$32,500</b>

**Historic Building Permit Revenues**

<b>Fiscal Year (Ending April 30)</b>	<b>Total Revenue</b>	<b>Landmark Permit Fees*</b>
2017	\$586,801	\$365
2018	\$528,010	\$3,535
2019	\$399,066	\$3,380
2020	\$357,229	\$29,000
2021 (unaudited)	\$381,610	\$4,100
<b>Average</b>	<b>\$450,543</b>	<b>\$8,076</b>

\* - Fees listed do not reflect the discount for landmarks; but this discount would be reflected in the revenue column. Building permits for landmark properties are included here whether or not they were actually designated as a landmark at the time the building permit was issued (i.e. were eligible for the 25% credit). For example, a property designated as a landmark in 2020 would have the fee due for a 2017 permit listed here.

**Village Property Tax Levy for Landmark Properties**

<b>Address</b>	<b>Village Levy</b>
982 N. Sheridan Rd	\$11,599.16
113 Moffett Rd	\$6,678.20
700 E. Center Ave	\$5,609.14
1799 Shore Acres Road	\$4,685.26
1010 Green Bay Rd	\$4,464.68
525 E. Center Ave	\$3,214.16
550 E. Center Ave	\$2,915.68
115 E. Center Ave	\$2,899.50
271 Ravine Forest Dr	\$2,420.50
502 E. Prospect Ave	\$2,326.84
401 E. Prospect Ave	\$2,242.82
419 E. Prospect Ave.	\$1,970.28
319 Crescent Dr	\$1,936.32
548 E. Scranton Ave	\$1,819.40
673 Maple Ave	\$1,722.78
400 Ravine Ave	\$1,629.22
333 Crescent Dr	\$1,608.72
415 E. Prospect Ave	\$999.78
406 E. Prospect Ave	\$888.64
231 E. Prospect Ave	\$772.06
<b>Average</b>	<b>\$3,120.16</b>
<b>Median</b>	<b>\$2,284.83</b>

**Timeline of Historic Preservation Proposals Since 2018**

<b>May 2018 - March 2019</b>	Begin historic preservation strategic planning and visioning, which results in <i>Choose Lake Bluff</i> after eight meetings.
<b>March 2019</b>	Present <i>Choosing Lake Bluff</i> plan to Village Board of Trustees.
<b>June 2019</b>	Follow-up presentation on <i>Choosing Lake Bluff</i> . (Proposes revising Ordinance in conjunction with other planned code amendments in 2020.)
<b>July 2020 - October 2020</b>	Begin reviewing proposed revisions to Ordinance (three meetings).
<b>October 2020</b>	Recommend revised Ordinance to Village Board. Village Board remands Ordinance to HPC for further review.
<b>January 2021 &amp; February 2021</b>	Conduct four public listening sessions regarding Ordinance.
<b>March 2021</b>	Deliberate regarding revised Ordinance and other policies; recommend to Village Board. Village Board requests joint meeting with HPC.
<b>April 2021</b>	Village Board and HPC joint meeting.
<b>September 2021</b>	HPC resumes discussion regarding other policies (incentives).
<b>November 2021</b>	<i>Present.</i>

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ORDINANCE NO. 2021-\_\_

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**AN ORDINANCE COMPREHENSIVELY AMENDING  
THE VILLAGE'S HISTORIC PRESERVATION REGULATIONS  
AND THE REGULATIONS GOVERNING THE  
HISTORIC PRESERVATION COMMISSION  
(TITLE 2 AND TITLE 9, CHAPTER 14 OF THE MUNICIPAL CODE)**

Passed by the Board of Trustees, \_\_\_\_\_, 2021

Printed and Published, \_\_\_\_\_, 2021

Printed and Published in Pamphlet Form  
by Authority of the  
President and Board of Trustees

VILLAGE OF LAKE BLUFF  
LAKE COUNTY, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

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Village Clerk

ORDINANCE NO. 2021-\_\_\_

**AN ORDINANCE COMPREHENSIVELY AMENDING  
THE VILLAGE'S HISTORIC PRESERVATION REGULATIONS  
AND THE REGULATIONS GOVERNING THE  
HISTORIC PRESERVATION COMMISSION  
(TITLE 2 AND TITLE 9, CHAPTER 14 OF THE MUNICIPAL CODE)**

**WHEREAS**, the Village is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

**WHEREAS**, the Village of Lake Bluff is a community with a rich historical, cultural, and architectural character that is unique among northern Illinois communities; and

**WHEREAS**, the preservation of historically, culturally, and architecturally significant residential properties in the Village is necessary to maintain the essential character of the Village and to protect the value of properties in the Village; and

**WHEREAS**, the Village desires to promote the preservation of older homes while ensuring that homeowners are provided flexibility to adapt all homes to the changing needs of families and the community; and

**WHEREAS**, on February 12, 2001, the Lake Bluff Board of Trustees adopted the Village's Historic Preservation Ordinance as Ordinance No. 2001-03, which amended the Lake Bluff Municipal Code to provide a set of regulations for the designation and protection of landmarks within the Village ("**Historic Preservation Regulations**"); and

**WHEREAS**, the Village desires to comprehensively amend the Historic Preservation Regulations, which amendments include implementing the following changes (collectively, the "**Proposed Amendments**"):

- (i) Allowing for the establishment of Historic Districts with the consent of property owners;
- (ii) Extending the review periods applicable to the alteration or demolition of historically significant structures, as well as the demolition of structures not designated historically significant;
- (iii) After a reasonable transition period, providing that only a property owner may apply for a designation of their property under the Historic Preservation Regulations during the pendency of a demolition request;
- (iv) Ensuring that an owner meaningfully participates in the reviews required by the Historic Preservation Regulations;
- (v) Improving the usability, clarity, efficiency of administration, and ease of use of the Historic Preservation Regulations;
- (vi) Amending the regulations governing the Historic Preservation Commission;

And

**WHEREAS**, at its meeting on \_\_\_\_\_, the Historic Preservation Commission recommended the Village Board approve the Proposed Amendments as set forth in this Ordinance; and

**WHEREAS**, the Proposed Amendments necessitate conforming changes to Title 2 (Boards and Commissions), Section 1-12-13 (Comprehensive Fee Schedule), and Section 10-11-7 (Tree Regulations) of the Village Code; and

**WHEREAS**, public notice of the proposed amendment to Section 10-11-7 was duly advertised on or before September 1, 2020 in the *Lake County News-Sun*, and at the conclusion of a public hearing held by the Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") on September 16, 2020, the PCZBA recommended that the Village Board amend Section 10-11-7 as set forth herein; and

**WHEREAS**, the Board of Trustees has determined that adoption of the Proposed Amendments as set forth in this Ordinance is in the best interests of the Village;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS**, as follows:

**Section 1. Recitals.**

The foregoing recitals are incorporated herein as the findings of the President and Board of Trustees.

**Section 2. Amendments to Title 9 of the Municipal Code.**

Chapter 13, entitled "Historic Preservation," of Title 9, entitled "Building Regulations," shall be, and it is hereby, amended to adopt a revised Chapter 1 as set forth in **Exhibit A** attached to and, by this reference, made a part of this Ordinance.

**Section 3. Amendments to Title 2 of the Municipal Code.**

Title 2, entitled "Boards and Commissions," of the Lake Bluff Municipal Code, shall be, and it is hereby, amended to add a new Chapter 9, entitled "Historic Preservation Commission," as set forth in **Exhibit B** attached to and, by this reference, made a part of this Ordinance.

*[Continued on next page.]*

**Section 4. Amendment of Section 1-12-3 of the Municipal Code.**

Section 1-12-13, entitled "Schedule of Fees, Charges and Rates," of Chapter 12, entitled "Comprehensive Fee Schedule," of Title 1, entitled "Administration," of the Municipal Code is hereby amended to update references to the revised Historic Preservation Regulations as follows:

CONSTRUCTION/BUILDING FEES

Description	Amount	Municipal Code Provision
Building permit fee reduction for landmark designated structures <u>properties where a Protected Feature is located pursuant to the Village's Historic Preservation Regulations.</u>	Reduction of 25% of total building permit fee	<u>9-14-3(K)</u>
Building permit fee reduction for certified landmark designated structures <u>properties where a Certified Feature is located pursuant to the Village's Historic Preservation Regulations.</u>	Reduction of 50% of total building permit fee	<u>9-14-3(K)</u>
Demolition Tax for landmark designated structures <u>where the principal residential structure is a Protected Feature pursuant to the Village's Historic Preservation Regulations.</u>	12,500.00	<u>1-81-2,</u> <u>9-14-3(K)</u>
Demolition Tax for certified landmark designated structures <u>where the principal residential structure is a Certified Feature pursuant to the Village's Historic Preservation Regulations.</u>	15,000.00	<u>1-81-2,</u> <u>9-14-3(K)</u>

**Section 5. Public Hearing to Amend the Zoning Regulations.**

A public hearing to consider amending to Section 10-11-7, as set forth in Section 6 of this Ordinance, was duly advertised on or before September 1, 2020, in the *Lake County News-Sun*. The public hearing was commenced and completed by the PCZBA on September 16, 2020, on which date the PCZBA recommended that the Board of Trustees amend Section 10-11-7 as set forth in Section 6.

*[Continued on next page.]*

**Section 6. Amendment of Section 10-11-7 of the Zoning Regulations.**

Section 10-11-7, titled "Tree Replacement," of Chapter 11, titled "Trees," of Title 10, titled "Zoning Regulations," of the Lake Bluff Municipal Code, is hereby amended as follows [additions are **bold and double-underlined**; deletions are struck through]:

**10-11-7 TREE REPLACEMENT:**

[\* \* \*]

**B. Exemptions:** Tree replacement will ~~will~~ **shall** not be required if the ~~v~~**V**illage Forester determines that any of the following circumstances exist:

[\* \* \*]

6. When the protected tree to be removed is located within the foundation footprint of an addition which creates additional gross floor area for a residential building ~~designated as a landmark pursuant to this code~~ **that is a Protected Building pursuant to Title 9, Chapter 14 of this Code**; provided, that the combined gross floor area for the existing residential building and the addition is compliant with the maximum gross floor area restrictions for the residential building under these zoning regulations, **(i)** that the addition does not require any variations; and **(ii)** that the **Historic Preservation Commission has approved the addition as described in Section 9-14-3(K)(3) of this Code.** ~~village's historic preservation commission has conducted an advisory review pursuant to this code and determined that the addition is consistent with the purposes and goals of the village's historic preservation regulations. In this event, replacement trees will not be required for the removed protected trees within the construction footprint.~~

[\* \* \*]

**Section 7. Severability.**

If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

**Section 8. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

*[Signature page follows.]*

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2021, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Village President

**ATTEST:**

\_\_\_\_\_  
Village Clerk

**FIRST READING:** \_\_\_\_\_

**SECOND READING:** \_\_\_\_\_

**PASSED:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**PUBLISHED IN PAMPHLET FORM:** \_\_\_\_\_

**EXHIBIT A**  
**(Comprehensively Amended Chapter 14 of Title 9)**

**CHAPTER 14. HISTORIC PRESERVATION**

<b><u>9-14-1</u></b>	<b><u>PURPOSE AND GOALS</u></b>
<b><u>9-14-2</u></b>	<b><u>DEFINITIONS</u></b>
<b><u>9-14-3</u></b>	<b><u>GENERAL PROVISIONS</u></b>
<b><u>9-14-4</u></b>	<b><u>CRITERIA FOR DESIGNATION</u></b>
<b><u>9-14-5</u></b>	<b><u>DEMOLITION REVIEW FOR BUILDINGS MORE THAN 50 YEARS OLD</u></b>
<b><u>9-14-6</u></b>	<b><u>DESIGNATION OF LANDMARKS</u></b>
<b><u>9-14-7</u></b>	<b><u>DESIGNATION OF HISTORIC AREAS (DISTRICTS AND NEIGHBORHOODS)</u></b>
<b><u>9-14-8</u></b>	<b><u>CRITERIA FOR CHANGES TO PROTECTED FEATURES</u></b>
<b><u>9-14-9</u></b>	<b><u>ADVISORY REVIEW OF CHANGES TO PROTECTED FEATURES</u></b>
<b><u>9-14-10</u></b>	<b><u>VOLUNTARY CERTIFICATION OF PROTECTED FEATURES</u></b>
<b><u>9-14-11</u></b>	<b><u>CERTIFICATE REVIEW FOR CERTIFIED FEATURES</u></b>
<b>TABLE I</b>	<b>LIST OF LANDMARK FEATURES</b>
<b>TABLE II</b>	<b>LIST OF HISTORIC DISTRICTS</b>

1 **CHAPTER 14. HISTORIC PRESERVATION**

2 **9-14-1 PURPOSE AND GOALS**

- 3 A. **Purpose.** The purpose of this chapter is to promote historic and  
4 architectural preservation in the Village. The Village seeks to protect,  
5 enhance, and perpetuate those historical structures, buildings, sites, and  
6 landscapes valued by the Village and its residents that are significant to the  
7 Village history, culture, and architecture.
- 8 B. **Goals.** This chapter is created in order to achieve the following goals:
- 9 1. To foster civic pride in the beauty and accomplishments of the past  
10 as represented in the Village landmarks;
  - 11 2. To preserve, promote, maintain, and enhance the Village historic  
12 resources and character as a community comprised principally of  
13 well-maintained single-family residential neighborhoods and small,  
14 thriving business areas oriented to serve the day-to-day needs of  
15 local residents;
  - 16 3. To protect and enhance the Village attractiveness to residents,  
17 businesses, visitors, and prospective home buyers and businesses;
  - 18 4. To maintain and improve property values in the Village;
  - 19 5. To protect, preserve, and enhance the Village aesthetic  
20 appearance and character;
  - 21 6. To encourage the historic designation of structures, buildings, and  
22 landscapes at the local, state, and national levels; and,
  - 23 7. To educate the general public on the significance of historic  
24 preservation.

25 **9-14-2 DEFINITIONS**

26 **ALTERATION**. Any of the following:

- 27 i. Any act or process that requires a building permit and changes the  
28 exterior appearance of one or more Protected Features.
- 29 ii. Any act or process that requires a building permit and changes, as  
30 viewed from any adjacent public or private street, **the Streetscape**  
31 **of a Historic District** and/or the exterior appearance of a Property  
32 where one or more Protected Features are located.
- 33 iii. Any act or process that requires a building permit and that modifies  
34 a Protected Landscape. (This Chapter does not regulate changes  
35 to existing plantings, terrain grades, natural courses or bodies of  
36 water, or other objects that are not subject to a building permit under  
37 this Title 9.)
- 38 iv. A Demolition of a Feature is not an Alteration of that Feature.  
39 However, a Demolition may constitute an Alteration to a Feature  
40 that is not to be demolished. For example, where only part of a  
41 Building is Protected, the Demolition of the part not Protected may  
42 constitute an Alteration of the remainder.

1 **APPROVED.** Work that has been authorized by an affirmative act of the  
2 Commission or the Village Board, and not due to the expiration of an  
3 applicable delay period. Any administrative changes authorized by this  
4 Chapter shall not affect the Approved status of the Work.

5 **AUTHORIZATION.** Having satisfied the applicable Review requirement  
6 under this Chapter in order proceed with Work, whether by Approval of the  
7 Commission or the Village Board or the expiration of any applicable delay  
8 period.

9 **AREA.** A specific geographic division of the Village.

10 **BUILDING.** Anything constructed or erected, the use of which requires  
11 permanent or temporary location on or in the ground, and which is intended  
12 for human occupancy or habitation. Examples of some Buildings that may  
13 be Protected under this Chapter include, without limitation: houses, barns,  
14 stables, sheds, garages, courthouses, offices, train depots, churches,  
15 schools, stores, and theaters.

16 **BUILDING COMMISSIONER.** The Building Commissioner appointed from  
17 time to time by the Village President and Board of Trustees, including any  
18 duly appointed Deputy Building Commissioners.

19 **CERTIFICATION.** A voluntary, binding agreement by the Owner of a  
20 Property that contains Protected Features. The agreement, which shall run  
21 with the land and be binding upon future Owners, shall provide that any  
22 Alteration or Demolition of Protected Features on the Property shall be  
23 subject to the Certificate Review process provided in Section 9-14-11.

24 **CERTIFIED.** A Feature or subtype of Feature that is Protected and, further,  
25 that is located on a Property whose Owner has voluntarily agreed shall be  
26 subject to the Certificate Review process provided in Section 9-14-11 in  
27 lieu of the Advisory Review process provided by Section 9-14-9.

28 **COMMISSION.** The Lake Bluff Historic Preservation Commission  
29 established in Title 2, Chapter 9 of this Municipal Code.

30 **COMMISSIONERS.** Members of the Commission.

31 **DEMOLITION.** Any act or process that alters the exterior appearance of a  
32 Feature and either:

- 33 i. Destroys, removes, or physically relocates to a different Property at  
34 least 50 percent of a Building or Structure, as measured by the  
35 proportion of linear feet of exterior wall being demolished to the total  
36 linear feet of existing exterior wall. For the purposes of this  
37 subsection (i), the following actions shall be considered to be  
38 destruction:
- 39 a. Removal of the finish materials from both sides of a segment  
40 of a wall;
  - 41 b. Enclosing a segment of an existing exterior wall such that it  
42 becomes an interior wall; and,
  - 43 c. Cutting new openings or enlarging existing openings will  
44 result in the entire width of the new opening being treated  
45 as destroyed.

1 ii. Destroys, removes, or physically relocates to a different Property a  
2 Structure that does not have exterior walls.

3 iii. Rules of Interpretation:

4 a. Where only part of a Building or Structure is Protected, the  
5 criteria provided in this definition are calculated for the  
6 Building or Structure as a whole as well as to the individual  
7 part(s) that are Protected.

8 b. Activities taking place on a single Property within any  
9 consecutive 36 month period shall be deemed cumulative  
10 for the purposes of determining whether an act or process  
11 satisfies this definition, even where some or all of the  
12 preceding Work is Authorized under this Chapter.

13 **DEMOLITION LETTER OF INTENT.** A letter of intent notifying the Building  
14 Commissioner that the Owner desires to engage in a Demolition subject to  
15 review pursuant to Sections 9-14-5, 9-14-9, or 9-14-11 of this Chapter. The  
16 letter shall include, at a minimum:

17 i. An existing site plan of the Property illustrating the proposed extent  
18 of Demolition.

19 ii. A brief description of any Features on the Property proposed to be  
20 demolished.

21 iii. Photographs of the Property, which shall include a photograph of  
22 the Property from all streets adjacent to the Property.

23 **FEATURE.** Part of or an entire building, structure, or landscape.

24 **HISTORIC DISTRICT.** An area that has been so designated by an  
25 ordinance adopted by the Village Board of Trustees pursuant to the  
26 procedures and standards set forth in this Chapter to recognize and protect  
27 its special historic, visual, aesthetic, cultural, archaeological, and/or  
28 architectural significance.

29 **HISTORIC NEIGHBORHOOD.** An area that has been so designated by an  
30 ordinance adopted by the Village Board of Trustees pursuant to the  
31 procedures and standards set forth in this Chapter to recognize and protect  
32 its special historic, visual, aesthetic, cultural, archaeological, and/or  
33 architectural significance; but where the property owners did not consent  
34 to the higher levels of protection created by establishing a Historic District.

35 **RESOURCE SURVEY(S).** The following professional survey(s) of  
36 historical and architectural resources conducted at the direction of the  
37 Village, copies of which are maintained in the offices of the Village Clerk:

38 i. "Summary and Architectural Survey," Historic Certification  
39 Consultants, 1998;

40 ii. "A Summary and Inventory of the Southeast Survey Area," Historic  
41 Certification Consultants, 2003;

42 iii. "Summary and Historic Resource Survey: Estate Areas of Lake  
43 Bluff," Benjamin Historic Certifications, 2008; and.

44 iv. "A Summary and Inventory of Historic Resources 2018-2019,"  
45 Benjamin Historic Certifications, 2019.

1 **LANDMARK.** A Feature that has been designated as a historic landmark  
2 by an ordinance duly adopted by the Village Board of Trustees pursuant to  
3 the procedures and standards set forth in this Chapter in order to recognize  
4 and protect its special historic, visual, aesthetic, cultural, archaeological,  
5 and/or architectural significance.

6 **LANDSCAPE.** Manmade improvements to a portion of land or territory that  
7 are significant as a form of architecture and not merely as a complementary  
8 setting for one or more structures or buildings. Landscapes may consist of  
9 manmade improvements such as dividers (such as walls and fences),  
10 drainage and engineering structures (such as retaining walls), site  
11 furnishings (such as benches, planters, and urns), fountains and bodies of  
12 water, lighting, signage, sculptures, and other works of art. Landscapes do  
13 not include existing trees and plantings (whether naturally occurring or  
14 consciously planted), terrain grades, natural courses or bodies of water, or  
15 objects that are not subject to a building permit under this Title 9. Examples  
16 of Landscapes that may be Protected under this Chapter include manmade  
17 features in such places as, without limitation: parks, gardens, arboreta,  
18 plazas, greens, and recreational grounds.

19 **MUTUALLY AGREED CONDITIONS.** Conditions agreed to by the  
20 Commission and the Owner in order to cause the early termination of a  
21 Review, as set forth in Section 9-14-3(G)(2).

22 **OWNER.**

- 23 A. The person, corporation, or other legal entity that has a fee interest in  
24 a Property, as evidenced by the name that appears on the title records  
25 in the office of the Lake County Recorder or as otherwise determined  
26 by the Building Commissioner.
- 27 B. Where this Chapter requires mailings to an Owner, said requirements  
28 shall be satisfied by mailing to the address on file with the Lake County  
29 Chief Assessor's office for the mailing of property tax statements.
- 30 C. When the Property is in a land trust or is subject to a long term land  
31 lease, or when one or more persons, corporations, or other legal  
32 entities have an ownership interest in the Property (including beneficial  
33 interests and long term lessee interests), the rights afforded to, and  
34 obligations imposed on, Owners in this Chapter shall apply and be  
35 exercised as if there were only one Owner. Neither the Village nor the  
36 Commission shall have any obligation to investigate or determine the  
37 legal relationship among the multiple Owners. It shall be deemed to be  
38 sufficient for the purposes set forth in this Chapter for any one Owner  
39 to act for and bind, the Property (which shall include, without limitation,  
40 the delivery and receipt of notice and the provision of written consent),  
41 unless the Commission receives, within the applicable time periods or  
42 any extended time periods as the Commission shall deem appropriate,  
43 clear and convincing evidence, as determined by the Commission, that  
44 such Owner does not have the exclusive authority to act for, and bind,  
45 the Property. Absent such a timely protest or objection, the Commission  
46 shall have the right to rely on representations made by any one Owner  
47 with respect to the exercise of the rights and obligations set forth in this  
48 Chapter.

1 **PROPERTY.** Land and improvements identified as a separate zoning lot  
2 for purposes of the Village's zoning and subdivision regulations.

3 **PROTECTED.** A feature or subtype of feature that, except if it is Certified,  
4 is subject to Advisory Review pursuant to Section 9-14-9 because it is:

- 5 A. The subject of a Landmark designation;
- 6 B. Identified as contributing to the special characteristics of a Historic  
7 District by the ordinance establishing the Historic District; or,
- 8 C. The subject of a pending application that, if approved or adopted,  
9 would cause it to satisfy (i) or (ii).

10 **QUALIFIED REPRESENTATIVE.** The Owner of a Property or Feature that  
11 is the subject of an application under this Chapter, or the Owner's  
12 representative having power of attorney.

13 **REVIEW.** Any of the following processes provided by this Chapter:

- 14 A. Demolition Review for Buildings over 50 years old pursuant to  
15 Section 9-14-5;
- 16 B. Advisory Review for Protected Features pursuant to Section 9-14-  
17 9; and,
- 18 C. Certificate Review for Certified Features pursuant to Section 9-14-  
19 11.

20 **STRUCTURE.** Anything constructed or erected, the use of which requires  
21 permanent or temporary location on or in the ground, but which is not  
22 intended for human occupancy or habitation. Examples of some Structures  
23 that may be Protected under this Chapter include, without limitation:  
24 bridges, fire towers, silos, roadways, railroads, and gazebos.

25 **STREETSCAPE.** The visual elements of a street, including without  
26 limitation: the road, exterior form and appearance of adjoining buildings,  
27 sidewalks, street furniture, trees, open spaces, and other design elements  
28 that in combination form the street's character.

29 **WORK.** The specific act or acts proposed to be undertaken by an  
30 application for a Review.

31 **9-14-3**

**GENERAL PROVISIONS**

- 32 A. **Purpose.** This Section provides the general rules of process, procedure, and  
33 interpretation common throughout this Chapter.
- 34 B. **Regulated Activities.** It shall be a violation of this Code for any person to  
35 conduct an Alteration or Demolition, as those terms are defined in Section 9-  
36 14-2, without first satisfying the applicable Review requirement. The Building  
37 Commissioner, shall not issue a permit for any activity defined as an Alteration  
38 or Demolition until said reviews have been satisfied, including without limitation  
39 construction, demolition, or sign permits.
- 40 C. **Village Orders Exempt from Review.** The Building Commission may  
41 expressly exempt from Review under this Chapter any Work necessary to  
42 comply with a lawful order of the Village, including, without limitation, Work  
43 necessary to correct what the Building Commissioner determines to be an  
44 immediate health or safety problem. The Building Commissioner may subject

1 the Work to appropriate conditions to advance the purpose and goals of this  
2 Chapter.

3 **D. Partial Natural Destruction or Demolition.** In the case of partial natural  
4 destruction or demolition of a Protected Feature, the Owner shall be required  
5 to obtain Authorization for the Work prior to reconstruction. Although exact  
6 duplication of the previous Feature may not be required, the reconstructed  
7 exterior appearance of the Feature shall be in harmony with the exterior  
8 appearance of the Protected Feature prior to the damage. The reconstructed  
9 Feature shall thereafter remain a Protected Feature.

10 **E. Preliminary Workshops.**

- 11 1. **Who May Apply.** Prior to a formal submittal under this Chapter, any  
12 applicant may, and is encouraged, to request a preliminary workshop  
13 with the Commission.
- 14 2. **Purpose.** The purpose of a preliminary workshop is to broadly present  
15 the commission with the applicant's proposal and to provide the  
16 applicant with any preliminary views or concerns that Commissioners  
17 may have when positions are still flexible; adjustment is still possible;  
18 and before the applicant is required to expend the time and resources  
19 necessary to prepare the complete documentation required for a formal  
20 submittal.
- 21 3. **Notice.** No notice of a preliminary workshop shall be required except  
22 that the review shall be shown on the Commission's regular agenda in  
23 accordance with the Open Meetings Act (5 ILCS 120/).
- 24 4. **Procedure.** At the meeting at which the preliminary application is  
25 considered, any Commissioner may make any comments, suggestions,  
26 or recommendations regarding the preliminary application; provided,  
27 however, that no recommendation shall be made, and no final or  
28 binding action shall be taken, with respect to any preliminary application  
29 by the Commission. Any views expressed in the course of the  
30 Commission's review of any preliminary application shall be deemed to  
31 be only preliminary and advisory and only the individual views of the  
32 Commissioner expressing them. Nothing said or done in the course of  
33 such review shall be deemed to create or to prejudice any rights of the  
34 applicant or to obligate the Commission or any Commissioner to  
35 approve or deny any formal application following full consideration  
36 thereof as required by this Chapter.

37 **F. Applications.**

- 38 1. **Form.** Applications under this Chapter must be made in a form and  
39 number determined by the Building Commissioner.
- 40 2. **Minimum Requirements.** Every application must include, at a  
41 minimum, the following information:
- 42 a. The applicant's name and address.
- 43 b. The Owner's name, if different from the applicant's.
- 44 c. If the application concerns a specific property: an address,  
45 assigned property index number, and, if available, a legal

1 description to identify the subject property;

2 d. If the application concerns an area, a description of the  
3 boundaries of the area and a vicinity map; and,

4 e. Such other relevant information as requested by the Building  
5 Commissioner or the Commission.

6 f. For Review applications that propose to undertake Work:

7 (1) Identification of any architect or developer involved in  
8 the proposed Work.

9 (2) If the Applicant is not an Owner:

10 (A) The Owner's authorization to apply; and,

11 (B) A statement as to why the Applicant is necessary  
12 and fit to serve as a Qualified Representative  
13 before the Commission in the Owner's absence.

14 3. **Summary Denial of Incomplete Applications.** The Building  
15 Commissioner may summarily, and without hearing, deny any  
16 incomplete application after providing the applicant a reasonable  
17 opportunity to correct any deficiencies.

18 4. **Withdrawal of Application.** An applicant has the right to withdraw  
19 without prejudice an application at any time prior to the final decision  
20 on the application, including if it has been tabled by the Commission or  
21 the Village Board of Trustees. Requests for withdrawal must be in  
22 writing by the applicant.

23 **G. Public Notice of Applications.**

24 1. **Mailed Notice to Surrounding Owners.** Where required by this  
25 Chapter, the Village will send notice to the owners of all properties  
26 located within 300 feet from the property line of the subject property  
27 including any streets, alleys, and rights-of-way, as well as to the owners  
28 of any subject property that are not applicants. Notice shall be by first  
29 class mail postmarked no less than 15 days nor more than 30 days in  
30 advance of the scheduled meeting date. The notice shall include, at a  
31 minimum:

32 a. The date, time, place and purpose of the hearing or meeting;

33 b. The name of the applicant;

34 c. If the application concerns a specific property: an address,  
35 assigned property index number, or legal description to identify  
36 the subject property;

37 d. If the application concerns an area, a description of the  
38 boundaries of the area; and,

39 e. The action or relief sought by the applicant.

40 2. **Newspaper Notice.** Where required by this Chapter, the Village will  
41 publish notice in a newspaper of general circulation within the Village  
42 no less than 15 days nor more than 30 days in advance of the  
43 scheduled meeting date. The minimum contents of the notice shall be

1 the same as required for mailed notice to surrounding owners.

2 3. **Posting of Signage.** Where required by this Chapter, the Village will  
3 provide at least one sign which shall be prominently displayed within  
4 the property or an adjacent right-of-way at a place visible from the  
5 adjacent public or private street until the final disposition of an  
6 application. It shall be a violation of this Code for any person to remove,  
7 destroy, deface, or tamper with signage posted pursuant to this Chapter  
8 without Village authorization. The applicable notice requirement shall  
9 be deemed to be satisfied even when signage is damaged or  
10 destroyed. The contents of the sign shall include, at a minimum:

11 a. The action or relief sought by the applicant; and,

12 b. The date, time, and location of the hearing(s) or meeting(s). A  
13 general statement as to the regular meeting schedule of the  
14 Commission satisfies this requirement.

15 4. **Open Meetings Act.** In addition to these requirements, the Village shall  
16 fully comply with the requirements of the Open Meetings Act (5 ILCS  
17 120/) for meetings, including posted notice of meeting agenda on its  
18 website and premises.

19 H. **Conduct of Public Hearings.** Where this Chapter requires a public hearing to  
20 be held, the following rules of procedure shall apply:

21 1. **Open Meetings Act.** All public hearings are subject to the Open  
22 Meetings Act (5 ILCS 120/).

23 2. **Representation.** All interested parties may appear for themselves or  
24 be represented by a person of their choosing.

25 3. **Submission of Testimony.** All persons offering testimony at a public  
26 hearing shall testify under oath. An attorney shall be sworn if he/she  
27 offers testimony, but not if he/she is questioning a witness,  
28 summarizing witness testimony, or addressing the body conducting the  
29 hearing on procedural issues. All persons wishing to testify at the public  
30 hearing shall state for the record his/her name and place of residence.  
31 Written statements will be accepted prior to the hearing to be entered  
32 into the public hearing record.

33 4. **Submission of Evidence.** Any person may appear at a hearing and  
34 submit evidence, upon receiving recognition from the Chair of the  
35 Commission. Any person may ask relevant questions of other  
36 witnesses, but only through the Chair and at the discretion of the Chair.  
37 All persons shall state his/her name for the record before submitting  
38 evidence or questioning a witness at the public hearing.

39 5. **Redundant or Irrelevant Testimony.** The Chair may use reasonable  
40 discretion in determining when testimony has become redundant or is  
41 not relevant to the proceedings.

42 6. **Continuances.** The Chair, with approval of the Commission, may  
43 continue the public hearing. In order to reopen the hearing, no new  
44 notice shall be required if a hearing is continued to a date specified,  
45 provided that a public announcement of the future date, time, and place  
46 of the continued hearing is made at the hearing and placed in the

1 minutes. If the hearing is adjourned, rather than continued to a date  
2 specified, in order to reopen the hearing all notices must be given that  
3 would have been required for the initial public hearing.

4 **I. Conclusion of Reviews (Authorizations).**

5 1. **Reviews Cumulative.** Any Review or Authorization under this Chapter  
6 is a cumulative requirement of Title 9 and Title 10 of this Code. No  
7 Authorization shall allow Work to be undertaken except upon the  
8 applicant's receipt of every permit or approval that may be required by  
9 the codes and ordinances of the Village, including without limitation  
10 demolition and building permits.

11 2. **Mutually Agreed Conditions of Approval.**

12 a. **Purpose.** The Commission and the Owner may mutually  
13 agree to specific conditions or restrictions that advance the  
14 purpose and goals of this Chapter. Without limitation,  
15 examples of such conditions may include:

16 (1) The donation or gift of specified Features to a unit of  
17 government or a non-profit organization concerned  
18 with restoration, rehabilitation, local history,  
19 archaeology, or neighborhood conservation or  
20 revitalization.

21 (2) Deferral of the unelapsed portion of a review delay,  
22 such that the Work may proceed yet the Commission  
23 may later consider the design of improvements to be  
24 subsequently constructed whether or not such  
25 improvements would otherwise be subject to the  
26 Commission's review.

27 (3) The Owner's subsequent Certification of any  
28 remaining Protected Features.

29 (4) The Owner's commitment to restore, rehabilitate, or  
30 reinvest in other Features outside the scope of the  
31 Work under review. Such features may be Protected  
32 or otherwise be important to the special character of  
33 a streetscape or area.

34 b. **Enforcement.**

35 (1) It shall be a violation of this Chapter to proceed with  
36 Work contrary to any Mutually Agreed Conditions  
37 unless and until a new Review is conducted and a  
38 new Authorization obtained.

39 (2) The Building Commissioner may withhold permits to  
40 authorize Work contrary to any Mutually Agreed  
41 Conditions unless and until a new Review is  
42 conducted and a new Authorization obtained.

43 (3) The Commission may require that the Owner enter  
44 into a binding covenant providing that the Owner and  
45 all subsequent Owners of the Property will fulfill any

1 Mutually Agreed Conditions. Such a requirement  
2 shall run with the land unless and until it is either  
3 satisfied or released by the Commission or the  
4 Village Board of Trustees by order, resolution, or  
5 ordinance duly adopted.

6 **3. Non-Transferable.** Unless explicitly provided for otherwise in the  
7 order, resolution, or ordinance granting a favorable decision, any  
8 Authorization to perform a particular Work shall not run with the land,  
9 shall only benefit the Owner, and shall not be transferable to a  
10 successor Owner.

11 **4. Administrative Changes to Authorizations.** The Building  
12 Commissioner may administratively approve the following changes to  
13 an Authorization without further review by the Commission, or may refer  
14 them to the Commission for further review:

15 a. **Reductions to Scope of Demolitions.** The Building  
16 Commissioner may administratively approve any reduction  
17 to the scope of a Demolition.

18 b. **Changes Requested by the State of Illinois Historic  
19 Preservation Office.** The Building Commissioner may  
20 administratively approve any change to an Alteration that is  
21 requested by the Illinois State Historic Preservation Office.

22 c. **Minor Changes.** The Building Commissioner may approve  
23 minor changes that, in his sole discretion, satisfy all of the  
24 following:

25 (1) The change is necessary to, and consistent with,  
26 proper completion of the Work reviewed by the  
27 Commission;

28 (2) The change is the minimum necessary to overcome  
29 the particular difficulty encountered;

30 (3) The change is not inconsistent with the purpose and  
31 goals of this Chapter; and,

32 (4) The change does not violate any condition of  
33 approval, including any Mutually Agreed Conditions.

34 d. **All Other Changes.** All changes referred to the  
35 Commission shall be reviewed only in accordance with the  
36 same procedures and standards established under this  
37 Chapter for an original application, including a full set of  
38 updated application materials. Any applicable delay period  
39 shall begin anew for the review of the changes proposed to  
40 the Work.

41 **5. Time Limitation Upon Authorization.**

42 a. **One Year To Commence:** Unless explicitly provided for  
43 otherwise in the order, resolution, or ordinance granting a  
44 favorable decision, no Authorization to perform a Work shall  
45 be valid for a period longer than one year unless the Work

1 proposed is lawfully commenced within that period and is  
2 thereafter diligently pursued to completion. The expiration of  
3 an Authorization for failure to commence Work within the  
4 maximum time provided shall be automatic and not require  
5 any hearing or decision.

6 **b. Extensions Up To One Additional Year:** The Village  
7 Administrator may extend the time limit one or more times  
8 where he determines that an extension is appropriate and  
9 necessary either (i) to promote the purpose and goals of this  
10 Chapter or (ii) to avoid undue hardship; but in no  
11 circumstance may the Village Administrator provide an  
12 extension that would allow the Work to first commence later  
13 than two years after the date of an Authorization. The Village  
14 Administrator shall provide notice to the Commission of any  
15 extensions granted.

16 **J. Successive Applications.**

17 **1. Second Applications Without New Grounds Barred For One Year.**

18 Whenever any application filed pursuant to this Chapter has been  
19 finally denied on its merits, a second application seeking essentially the  
20 same relief, whether or not in the same form or on the same theory,  
21 shall not be brought for a period of one year unless, in the opinion of  
22 the Village Administrator or the Commission, there is substantial new  
23 evidence available or a mistake of law or fact significantly affected the  
24 prior denial.

25 **2. New Grounds to be Stated.** Any such second application shall include  
26 a detailed statement of the grounds justifying consideration of such  
27 application.

28 **3. Summary Denial With or Without Hearing.** Any such second  
29 application may be denied by the Village Administrator summarily, and  
30 without hearing, on a finding that no grounds appear that warrant a new  
31 hearing. In any case where such application is set for hearing, the  
32 applicant shall be required to establish grounds warranting  
33 reconsideration of the merits of its application prior to being allowed to  
34 offer any evidence on the merits. Unless such grounds are established,  
35 the application may be summarily dismissed for such failure.

36 **4. Second Applications After One Year.** Whether or not new grounds  
37 are stated, any such second application filed more than one year after  
38 the final denial of a prior application shall be heard on the merits as  
39 though no prior application had been filed. All evidence from any prior  
40 applications and proceedings, to the extent available, will be deemed  
41 admitted to the Commission and made part of the new record. The  
42 applicant shall be required to place in the record all evidence available  
43 concerning changes of conditions or new facts that have developed  
44 since the denial of the prior application. In the absence of such  
45 evidence, it shall be presumed that no new facts exist to support the  
46 new petition that did not exist at the time of the denial of the prior  
47 application.

1 K. **Adjustments to Fees for Protected or Certified Status.** Various Sections of  
2 the Municipal Code provide for special treatment of properties based on their  
3 status under this Chapter, including without limitation the increase or reduction  
4 in fees or taxes otherwise due. Where such adjustments are provided, the  
5 following eligibility rules shall apply:

6 1. Where a Property is certified, the Property in its entirety and any activity  
7 thereupon shall be treated as Certified.

8 2. Where any feature on a Property is Protected yet the Property is not  
9 Certified, the Property in its entirety and any activity thereupon shall be  
10 treated as Protected.

11 3. Where the Municipal Code provides for a reduction in fees, and the fees  
12 concern Work that is subject to the Commission's review, no reduction  
13 shall be provided unless the Work is Approved by an affirmative act of  
14 the Commission. No reduction in fees shall be provided for work  
15 Approved pursuant to a Certificate of Economic Hardship.

16 **9-14-4**

**CRITERIA FOR DESIGNATION**

17 A. **Purpose.** The Commission shall find that at least one of the following criteria  
18 is applicable when weighing whether to recommend the designation of a  
19 landmark, the recognition of a historic neighborhood, or the designation of a  
20 historic district.

21 B. **Effect of National Register Designation.** Any feature or area listed on the  
22 National Register of Historic Places shall be subject to the rebuttable  
23 presumption that it satisfies the criteria set forth in this Section.

24 C. **General Considerations.**

25 1. The feature or area has significant character, interest, or value as part  
26 of the historic, aesthetic, cultural, or architectural characteristics of the  
27 Village, the state of Illinois, or the United States.

28 2. The feature or area is closely identified with a person or persons who  
29 significantly contributed to the development of the Village, the state of  
30 Illinois, or the United States.

31 3. The feature or area involves the notable efforts of, or is the only known  
32 example of work by, a master builder, designer, architect, architectural  
33 firm, or artist whose individual accomplishment has influenced the  
34 development of the Village, state of Illinois, or the United States.

35 4. The unique location or singular physical characteristics of a feature or  
36 area make it an established or familiar visual feature.

37 5. The activities associated with a feature or area make it a current or  
38 former focal point of reference in the Village.

39 6. The structure or building is of a type or is associated with a use once  
40 common but now rare, or is a particularly fine or unique example of a  
41 utilitarian structure or building and possesses a high level of integrity or  
42 architectural significance.

43 7. The feature or area has yielded or is likely to yield historically significant  
44 information, or even prehistoric data.

1 **D. Architectural Significance.**

- 2 1. The feature **or area** represents certain distinguishing characteristics of  
3 architecture inherently valuable for the study of a time period, type of  
4 property, method of construction, or use of indigenous materials.
- 5 2. The feature **or area** embodies elements of design, detail, material, or  
6 craftsmanship of exceptional quality.
- 7 3. The feature **or area** exemplifies a particular architectural style in terms  
8 of detail, material, and workmanship which has resulted in little or no  
9 alteration to its original construction.
- 10 4. The feature **or area** is one of the few remaining examples of a particular  
11 architectural style and has undergone little or no alteration since its  
12 original construction.
- 13 5. The feature **or area** is, or is part of, a contiguous grouping that has a  
14 sense of cohesiveness expressed through a similarity of style  
15 characteristics, time period, type of property, method of construction,  
16 or use of indigenous materials and accents the architectural  
17 significance of an area.
- 18 6. The detail, material, and workmanship of the feature **or area** can be  
19 valued in and of themselves as reflective of or similar to those of the  
20 majority of the other visual elements in the area.
- 21 7. The landscape is significant in its own right as a work of landscape  
22 architecture and not merely as a complementary setting for one or more  
23 structures or buildings.

24 **E. Historic Significance.**

- 25 1. The feature **or area** is an exceptional example of an historic or  
26 vernacular style, or is one of the few such remaining properties of its  
27 kind in the Village.
- 28 2. The feature **or area** has a strong association with the life or activities of  
29 a person or persons who significantly contributed to or participated in  
30 the historic or cultural events of the United States, the state of Illinois,  
31 or the Village.
- 32 3. The feature **or area** is associated with an organization or group,  
33 whether formal or informal, from which persons have significantly  
34 contributed to or participated in the historic or cultural events of the  
35 United States, the state of Illinois, or the Village.
- 36 4. The feature **or area** is associated with a notable historic event.
- 37 5. The feature **or area** is associated with an antiquated use due to  
38 technological or social advances.
- 39 6. The feature **or area** is a monument to, or a cemetery of, a historic  
40 person or persons.

41 **9-14-5**

**DEMOLITION REVIEW FOR BUILDINGS MORE THAN 50 YEARS OLD**

- 42 **A. Review Required; Purpose.** The Commission shall review any proposed  
43 Demolition of a Building that is over 50 years old that is not subject to another

1 Review under this Chapter in order to:

- 2 1. Evaluate if the subject Building(s) satisfies the criteria for designation  
3 provided in Section 9-14-4;
- 4 2. Encourage the restoration, rehabilitation, and reuse of an existing  
5 Building, even where the Building may not satisfy the criteria for  
6 designation;
- 7 3. Provide feedback concerning the effects of any proposed Work upon  
8 existing Streetscapes, even where such Streetscapes are not within a  
9 Historic District; and,
- 10 4. Capture important historic information before it is irrevocably lost by the  
11 act of Demolition.

12 **B. Who May Apply.** Any Qualified Representative may apply, as or on behalf of  
13 an Owner, for Demolition Review.

14 **C. Application.** In addition to the general requirements of Section 9-14-2  
15 concerning applications, the applicant must provide:

- 16 1. A complete Demolition Letter of Intent; and,
- 17 2. A complete demolition review questionnaire, as the Commission may  
18 establish from time to time by resolution duly adopted.

19 **D. Public Notice (Sign).** The Village shall provide one or more signs for the  
20 subject property announcing the review as provided in Section 9-14-2; except  
21 that no public notice is required for applications reviewed under the expedited  
22 procedure provided in this Section.

23 **E. Procedure.**

24 1. **Expedited.** A Demolition subject to review under this Section shall be  
25 deemed Approved without further review when:

- 26 i. The proposed Demolition is of a Building that is not identified as  
27 "Significant" in a Resource Survey; and
- 28 ii. The Chairperson of the Commission approves, in advance and  
29 in writing, the application.

30 2. **Regular.** Upon receipt of a complete application and upon reasonable  
31 notice to the applicant, the Commission shall conduct its review at a  
32 regular or special meeting of the Commission. The Commission shall  
33 examine whether the subject Building or other Features on the Property  
34 meet the criteria for designation provided in Section 9-14-4 in addition  
35 to fulfilling the other purposes of Demolition Review. Following an initial  
36 review meeting, the Commission may continue to meet regarding the  
37 review or may allow the delay period to elapse without any further  
38 consideration.

39 **F. Maximum Review Duration (Demolition Delay).** A delay of 120 days shall  
40 apply following the submittal of a complete application. After the delay expires,  
41 the applicant may notify the Building Commissioner in writing that it no longer  
42 intends to participate in the Demolition Review process. After such notification,  
43 and notwithstanding any determination of the Commission, the Building  
44 Commissioner shall evaluate the application strictly on its merits under all other

1 Village codes and regulations. The 120 day delay period shall be terminated  
2 or extended under the following conditions:

3 1. **Termination by Commission.** The Commission may terminate its  
4 review at any time after it determines that the subject Building does not  
5 satisfy the criteria for designation provided in Section 9-14-4; provided,  
6 that the Commission shall not be required to terminate its review upon  
7 such a finding. The Commission may not terminate its review under this  
8 Subsection unless the sign required by this Section has been posted  
9 for at least seven days.

10 2. **Termination by Designation.** If any Feature on the Property is or  
11 becomes a Protected Feature, it is ineligible for Review under this  
12 Section. The Work shall thereafter be subject to Advisory Review.  
13 Where a pending application causes a Feature to become Protected,  
14 but the application ultimately fails, such failure shall be deemed an  
15 Authorization for the Work.

16 3. **Extension by Village Board of Trustees.** The Village Board of  
17 Trustees may, in its sole discretion and by resolution duly adopted,  
18 extend the time period for up to an additional 60 days where it  
19 determines that an extension will promote the purpose of this Section,  
20 the purpose and goals of this Chapter, and the public welfare without  
21 causing undue hardship on the applicant, which resolution shall set  
22 forth what objectives the Village Board aims to achieve during the  
23 extension.

24 4. **Tolling for Late Application.** Where an application is submitted less  
25 than ten business days prior to a regularly scheduled meeting of the  
26 Commission, the delay period shall not begin until ten business days  
27 prior to the Commission's subsequent regularly scheduled meeting.  
28 The delay period shall not begin to elapse even when (i) the  
29 Commission does not conduct the scheduled meeting triggering this  
30 extension; or (ii) where the Commission considers the application  
31 during this extension.

32 5. **Tolling for Qualified Representative.** When a Qualified  
33 Representative fails to appear for any scheduled review meeting, the  
34 Commission may, by motion, cause the applicable delay period to be  
35 tolled until the earliest of:

36 a. 30 days after a failure to appear;

37 b. The next regular meeting of the Commission; or,

38 c. The Commission's consideration of the application at a  
39 special meeting.

#### 40 9-14-6

#### DESIGNATION OF LANDMARKS

41 A. **Purpose.** The designation of a Landmark recognizes and protects specified  
42 Features of special historic, visual, aesthetic, cultural, archaeological, and/or  
43 architectural significance.

44 B. **Who May Apply.** A Landmark nomination may be submitted by any one of the  
45 following parties:

- 1 1. One or more Commissioners.
- 2 2. The Village Board of Trustees.
- 3 3. The Owner of the Property where the Feature(s) to be designated as a
- 4 landmark are located.
- 5 4. Notwithstanding anything contained in this Section 9-14-6.B to the
- 6 contrary, only an Owner may submit a Landmark nomination after
- 7 **<insert the date 3 years following the adoption of this Ordinance>** if a
- 8 nomination would cause a stay of proceedings under Section 9-14-6.E
- 9 of this Code.

10 C. **Form of Application.** In addition to the general requirements of Section 9-14-2

11 concerning applications, the applicant must provide:

- 12 1. A statement describing why each Feature to be designated as a
- 13 landmark is meritorious for designation as a landmark in view of the
- 14 criteria for designation in Section 9-14-4;
- 15 2. Photographs of each Feature to be designated as a landmark as
- 16 viewed from each adjacent public or private street; and,
- 17 3. Other available information, such as elevation drawings and historic
- 18 records, that may further substantiate the present condition and
- 19 significance of each Feature to be designated as a landmark.

20 D. **Notice.** The Village shall publish notice and provide mailed notice to each

21 affected Owner as well as surrounding property owners, all as provided in

22 Section 9-14-2.

23 E. **Stay of Proceedings.** Upon the filing of a complete application, any Feature

24 proposed to be designated as a landmark shall be Protected and subject to the

25 applicable review provisions of this Chapter during the pendency of the

26 landmark application.

27 F. **Procedure.**

- 28 1. **Commission Recommendation.** Upon receipt of an application and
- 29 after the required notice has been provided, the Commission shall
- 30 consider the application at a public hearing within 90 days following the
- 31 receipt of a completed application. The Commission may recommend
- 32 the Village Board designate a landmark where, based on the record of
- 33 the hearing, the proposed feature(s) satisfy one or more of the criteria
- 34 provided in Section 9-14-4; or may recommend the Village Board deny
- 35 the application where the area-feature(s) does not satisfy the criteria
- 36 based on the record of the hearing. The affirmative vote of at least four
- 37 Commissioners shall be required to make a recommendation to the
- 38 Village Board.
- 39 2. **Failure to Act by Commission.** If the Commission does not, or cannot,
- 40 act to either recommend or not recommend the designation of a historic
- 41 neighborhood landmark within 90 days after the date of the
- 42 Commission's first meeting to consider an application, such inaction
- 43 shall be deemed to be a recommendation that the Village Board deny
- 44 the application.
- 45 3. **Village Board Consideration of Designation.** The Village Board shall

1 initiate and complete consideration of establishing the proposed  
2 landmark within 90 days of the Commission's recommendation. The  
3 Village Board shall review and give due consideration to the findings,  
4 recommendations, and record of the Commission in determining to  
5 recommend the designation of a landmark. The Village Board may, by  
6 ordinance duly adopted, designate the landmark where, based on the  
7 evidence presented, the proposed area-feature(s) satisfies the criteria  
8 provided in Section 9-14-4.

9  
10 4. **Failure to Act by Village Board.** If the Village Board does not, or  
11 cannot, act to either approve or deny the designation of a landmark  
12 within 90 days after the date of the Commission's recommendation,  
such inaction shall be deemed to be a denial of the application.

13 **G. Effect of Designation.**

14 1. **Recordation of Ordinance.** The Building Commissioner shall cause  
15 the enacting Ordinance to be recorded in the office of the Lake County  
16 Recorder of Deeds.

17 2. **Notice to Owners.** The Building Commissioner shall cause notice to  
18 be delivered to the Owner advising them of the designation and of the  
19 review requirements that will thereafter apply to the Property.

20 3. **Review of Alterations and Demolitions Required.** Any Feature  
21 designated as a landmark shall be a Protected Feature and shall  
22 thereafter be subject to Advisory Review or, where a Certification is  
23 present, Certificate Review.

24 **H. Withdrawal of Designation.**

25 1. **Automatic Withdrawal of Designation.** The landmark designation of  
26 a Protected Feature that has been Demolished (i) in accordance and  
27 compliance with this Chapter and Demolished pursuant to a valid  
28 demolition permit, or (ii) the Protected Feature has been completely  
29 destroyed by natural destruction, shall be deemed to have been  
30 automatically withdrawn as of the date of demolition without hearing or  
31 decision.

32 2. **By Application.**

33 a. **Conditions for Withdrawal.** No Landmark designation shall be  
34 withdrawn except where:

35 (1) The reasons for which the designation was once  
36 appropriate are no longer present, including without  
37 limitation, because: such qualities have been lost or  
38 destroyed, or additional information has been  
39 discovered;

40 (2) The original designation was clearly in error; or,

41 (3) There was prejudicial procedural error in the designation  
42 process.

43 b. **Procedure.** The procedure to consider withdrawing a landmark  
44 designation shall be the same as provided in this Section for the  
45 initial designation of a Landmark, including the qualifications of

1 applicants; notice; hearings before the Commission; and final  
2 action by the Village Board.

- 3 3. **Notice.** The Building Commissioner shall cause notice of a withdrawal  
4 to be delivered to the Owner and recorded against the Property in the  
5 office of the Lake County Recorder.

6 **9-14-7 DESIGNATION OF HISTORIC AREAS (DISTRICTS AND NEIGHBORHOODS)**

7 **A. Purpose.** The designation of an area as either a Historic District or a Historic  
8 Neighborhood recognizes and protects special historic, visual, aesthetic,  
9 cultural, archaeological, and/or architectural significance in a specified area of  
10 the Village. It may consist either of a single contiguous area, or it may be  
11 constructed as a thematic neighborhood or district that includes multiple areas  
12 or scattered sites connected by a unifying theme. The distinguishing feature  
13 between a Historic District and a Historic Neighborhood is that the majority of  
14 Owners within a Historic District previously supported the higher levels of  
15 protection provided by a District.

16 **B. Who May Apply.** An area may be nominated for designation under this Section  
17 only by an Owner of Property within the proposed boundaries of the nominated  
18 area.

19 **C. Form of Application.** In addition to the general requirements of Section 9-14-  
20 2 concerning applications, the applicant must provide:

21 1. A statement describing why the nominated area is meritorious for  
22 designation in view of the purpose of this Section and the criteria for  
23 designation in Section 9-14-4;

24 2. A list identifying those Features that contribute to the special  
25 characteristics of the nominated area, including:

26 a. A common address, parcel identification number, or legal  
27 description of each Property where such contributing Features  
28 are located;

29 b. Photographs of each contributing Feature as viewed from each  
30 adjacent public or private street; and,

31 c. Other available information, such as elevation drawings and  
32 historic records, that may further substantiate the present  
33 condition and significance of each contributing Feature.

34 3. A map and a list that identifies each Property within the nominated area  
35 that does not contain a contributing Feature, whether by common  
36 address, parcel identification number, or legal description.

37 4. A petition supporting the application signed, at a minimum, by the lesser  
38 of (i) the Owners of at least 10 Properties within the proposed  
39 boundaries of the nominated area or (ii) the Owners of 51 percent of  
40 the Properties within the proposed boundaries of the nominated area.  
41 In calculating the proportion of supporting Owners, the rules of validity  
42 applicable to a canvass of Owners under this Section shall apply.

43 **D. Notice.** The Village shall publish notice and provide mailed notice to each  
44 Owner within the nominated area and surrounding property owners, all as  
45 provided in Section 9-14-2 of this Code.

1 E. **Stay of Proceedings.** Upon the filing of a complete application, any Feature  
2 identified as contributing to the special characteristics of the proposed  
3 designation shall be Protected and subject to the applicable review provisions  
4 of this Chapter during the pendency of the application.

5 F. **Standard of Review.** A designation of an area as either a Historic District or a  
6 Historic Neighborhood under this Section shall only be established where:

7 1. The nominated area, as a cohesive whole, satisfies one or more of the  
8 criteria provided in Section 9-14-4 of this Code;

9 2. The nominated area, as a cohesive whole, possesses adequate  
10 integrity of location, design, materials, and workmanship (all as defined  
11 by the Secretary of the Interior for use in identifying historic resources  
12 for the National Register of Historic Places) that merit recognition and  
13 protection; and

14 3. Either:

15 a. **Contiguous Designation.** The nominated Historic District or  
16 Historic Neighborhood consists of a single contiguous area  
17 that:

18 (1) Is geographically definable and reasonably compact in  
19 size; and

20 (2) Includes at least 50 percent of the properties, by number  
21 and not area, that are the location of a contributing  
22 Feature; or

23 b. **Thematic Designation.** The nominated Historic District or  
24 Historic Neighborhood consists of one or more areas or  
25 scattered sites where:

26 (1) The contributing Features within the nominated area are  
27 thematically related; and

28 (2) Every Property within the nominated area contains a  
29 Feature that satisfies at least one of the criteria provided  
30 in Section 9-14-4 of this Code.

31 G. **Procedure.**

32 1. **Commission Recommendation.** Upon receipt of an application and  
33 after the required notice has been provided, the Commission shall  
34 consider the application at a public hearing within 90 days following the  
35 receipt of a completed application. The Commission may recommend  
36 to the Village Board that it designate the nominated area if the  
37 nominated area satisfies the criteria provided Subsection 9-14-7.F of  
38 this Code.. The affirmative vote of at least four Commissioners shall be  
39 required to make an affirmative recommendation and proceed to a  
40 canvass of Owners in accordance with Subsection 9-14-7.G.3 of this  
41 Code. If the Commission determines that the nominated area does not  
42 satisfy the criteria in Subsection 9-14-7.F of this Code, the nomination  
43 shall be denied.

44 2. **Failure to Act by Commission.** If the Commission does not make a  
45 recommendation to the Village Board to approve the nomination make

1 a within 90 days after the date of the Commission's first meeting to  
2 consider an application, the nomination shall be deemed denied.

3 **3. Canvass of Owners To Voluntarily Establish a Historic District**

4 a. Within 30 days following the Commission's  
5 recommendation to designate an area as a Historic District,  
6 the Village shall, by certified mail, return receipt requested,  
7 deliver to an Owner of each Property within the designated  
8 area a written statement that:

9 (1) Summarizes the reasons for designation set forth in  
10 the application;

11 (2) Describes the criteria for an area to be designated a  
12 Historic District;

13 (3) Describes the effects of Historic District designation;

14 (4) States that, if the canvass is not successful, the  
15 nominated area may instead be designated a  
16 Historic Neighborhood.

17 (5) Describes the effects of Historic Neighborhood  
18 designation.

19 b. The written statement shall be accompanied by a written  
20 ballot form on which each Owner of Property shall have the  
21 opportunity to state their approval or disapproval of  
22 establishing a Historic District.

23 c. Each Owner may complete the ballot form and return it, in  
24 the manner and at the location described on the ballot form,  
25 within 45 days after the date of mailing by the Village. No  
26 ballot form shall be counted unless it is received by the  
27 Village on or before the date that is 45 days after the date  
28 on which the Village mailed the ballot form.

29 d. Not more than one ballot form shall be counted or  
30 considered for any one Property within the designated area.  
31 Conflicting responses from multiple Owners of the same  
32 Property shall preclude all ballot forms for that Property from  
33 being counted or considered. Any percentage calculation of  
34 Owners shall exclude, from both the numerator and  
35 denominator, any Property (i) owned by the Village and (ii)  
36 returned ballots excluded by operation of this subsection.

37 e. A canvass of owners shall be considered successful if:

38 (1) Owners of more than 50 percent of the Properties  
39 within the nominated area return completed ballot  
40 forms; and

41 (2) More than 50 percent of the Owners who return  
42 completed ballots supporting the designation of the  
43 nominated area as an Historic District.

44 f. Promptly upon determination of the outcome of the canvass,

1 the Building Commissioner shall cause the results to be: (i)  
2 transmitted to the Village Board; (ii) posted in Village Hall;  
3 and (iii) delivered by first class mail to the Owner of each  
4 Property within the area nominated to be an Historic District.

5 **4. Village Board Consideration of Designation.** The Village Board shall  
6 initiate and complete consideration of a nomination to designate an  
7 area an Historic District within 90 days of the conclusion of the canvass.  
8 If the Village Board determines that the proposed area satisfies the  
9 criteria provided in Subsection F of this Section, the Village Board may  
10 undertake one of the following actions by ordinance duly adopted:

11 a. If the canvass of owners was successful, the Village Board  
12 may designate the nominated area as either a Historic  
13 District or a Historic Neighborhood.

14 b. If the canvass of owners was unsuccessful, the Village  
15 Board may designate the nominated area as an Historic  
16 Neighborhood.

17 **5. Failure to Act by Village Board.** If the Village Board does not approve  
18 or deny the application for a designation of an Historic District or  
19 Historic Neighborhood within 180 days after the date of the canvass is  
20 complete, the application shall be deemed denied.

#### 21 **H. Effect of Designation as a Historic District.**

22 **1. Recordation of Ordinance.** The Building Commissioner shall cause  
23 the enacting Ordinance to be recorded in the office of the Lake County  
24 Recorder of Deeds.

25 **2. Notice to Owners.** The Building Commissioner shall cause notice to  
26 be delivered to each Owner of Property within the Historic District  
27 advising them of the designation and of the review requirements that  
28 will thereafter apply to the Property.

29 **3. Review of Alterations and Demolitions Required.** Any Alteration or  
30 Demolition occurring within the boundaries of the Historic District shall  
31 thereafter be subject to Advisory Review or, where a Certification is  
32 present, Certificate Review.

#### 33 **I. Effect of Designation as an Historic Neighborhood.**

34 **1. Honorary Designation Only.** The designation of a Historic  
35 Neighborhood is an honorific title that the Commission and the Village  
36 will endeavor to recognize through education and outreach. A Historic  
37 Neighborhood shall not confer any new rights, privileges,  
38 responsibilities, or restrictions upon a property within its boundaries;  
39 nor shall it create any favorable or unfavorable presumption concerning  
40 any other designation available under this Chapter.

41 **2. Notice to Owners.** The Building Commissioner shall cause notice to  
42 be delivered to each Owner of Property within the Historic  
43 Neighborhood advising them of the designation.

44 **3. Subsequent Canvass.** No sooner than two years following the date of  
45 a Historic Neighborhood designation, an Owner within the Historic

1 Neighborhood may apply to the Village Board to authorize a new  
2 canvass to be conducted in accordance with Subsection 9-14-7.G.3  
3 of this Code. The application must be submitted with a petition signed  
4 by at least 25 percent of the Owners of the Properties within the Historic  
5 Neighborhood supporting the designation of the area as an Historic  
6 District. If the canvass is successful, the Village Board shall consider  
7 whether to designate the Historic Neighborhood an Historic District in  
8 accordance with the procedures set forth in Subsection 9-14-7-G.4 of  
9 this Code.

10 **J. Withdrawal of Historic District Designation.**

11 **1. Conditions for Withdrawal.** No area designated a Historic District or  
12 Historic Neighborhood shall have its designation withdrawn except  
13 where:

- 14 a. The reasons for which the designation was once  
15 appropriate are no longer present, including without  
16 limitation, because: such qualities have been lost or  
17 destroyed or additional information has been discovered;
- 18 b. The original designation was clearly in error; or,
- 19 c. There was prejudicial procedural error in the designation  
20 process.

21 **2. Procedure.** The procedure to consider withdrawing an area  
22 designation shall be the same as provided in this Section for the initial  
23 designation, including without limitation the nature of qualified  
24 applicants and required support by Owners; notice; hearings before the  
25 Commission; a canvass of owners; and final action by the Village  
26 Board. However, the following modifications apply:

- 27 a. **Failure to Act.** If the Commission fails to vote to  
28 recommend to the Village Board to remove the designation  
29 within 90 days after the Village receives a complete  
30 application, the Commission shall be deemed to have made  
31 a recommendation to deny the application.
- 32 b. **Canvass After Commission's Recommendation.** A  
33 canvass of owners shall occur regardless of whether the  
34 Commission recommends approval or denial of the  
35 application. Such a canvass shall be conducted in  
36 accordance with the procedures set forth in Subsection 9-  
37 14-7-G.4 of this Code.
- 38 c. **Village Board Consideration of Withdrawal.** When a  
39 Historic District designation is at issue, the Village Board  
40 shall have the authority, in its discretion, to retain or remove  
41 the District designation and concurrently designate part or  
42 the entirety of the prior District as a Historic Neighborhood  
43 without additional procedure.

44 **3. Notice.** The Building Commissioner shall cause notice of a withdrawal  
45 to be delivered to each affected Owner and recorded against the  
46 Property in the office of the Lake County Recorder.

2 **CRITERIA FOR CHANGES TO PROTECTED FEATURES**

3 A. **Purpose.** The Commission shall consider the following criteria when weighing  
 4 the appropriateness of proposed Alterations or Demolitions to Protected  
 5 Features **or within Historic Districts;** and shall urge the Owner to incorporate  
 6 the following criteria into any proposed Work.

7 **B. General Standards.**

- 8 1. Any permitted alteration or demolition should promote the purpose and  
 9 goals of this Chapter and the general welfare of the Village and its  
 10 residents.
- 11 2. Alterations that do not affect any essential architectural or historic  
 12 features of a Feature, as viewed from any adjacent public or private  
 13 street, ordinarily should be permitted.
- 14 3. The construction of new structures and buildings, and alterations to  
 15 landscapes, should not be discouraged when such construction or  
 16 alteration does not destroy significant historical, architectural, or  
 17 cultural features and is compatible with the size, scale, color, material,  
 18 and character of the existing features, neighborhood, or environment.
- 19 4. If possible, the construction of new structures and buildings, and  
 20 alterations to landscapes, should be undertaken in such a manner that,  
 21 if such construction or alteration were to be removed in the future, the  
 22 essential form and integrity of the original feature would be unimpaired.
- 23 5. The distinguishing original qualities or character of a feature and its  
 24 environment should not be destroyed. No alteration or demolition of any  
 25 historic material or distinctive architectural feature should be permitted  
 26 except when necessary to assure an economically viable use of a site.
- 27 6. Demolition should not be undertaken if a feature is economically viable  
 28 in its present condition or could be economically viable after completion  
 29 of appropriate alterations, even if demolition would permit a more  
 30 profitable use.

31 **C. Rehabilitation Guidelines.**

- 32 1. Reasonable efforts should be made to use a feature for its originally  
 33 intended purpose or to provide a compatible use that requires minimal  
 34 alteration of a feature and its environment.
- 35 2. All features should be recognized as products of their own time.  
 36 Alterations that have no historic basis and that seek to create an earlier  
 37 appearance than the true age of the property are discouraged.
- 38 3. Changes that may have taken place over time evidence the history and  
 39 development of a feature and its environment. These changes may  
 40 have acquired significance in their own right, and this significance  
 41 should be recognized and respected when dealing with a specific  
 42 architectural period.
- 43 4. Distinctive stylistic features or examples of skilled craftsmanship that  
 44 characterize a feature should be maintained and preserved if possible.
5. Deteriorated architectural features should be repaired rather than

1 replaced, if possible. In the event replacement is necessary, the new  
2 material should match the material being replaced in composition,  
3 design, color, texture, and other visual qualities. Repair or replacement  
4 of missing architectural features should be based on accurate  
5 duplications of features, substantiated by historic, physical, or pictorial  
6 evidence rather than conjectural designs or the availability of different  
7 architectural elements from other buildings or structures.

- 8 6. Surface and other forms of cleaning of a feature should be undertaken  
9 with the gentlest means possible. Sandblasting and other cleaning  
10 methods that will damage a feature should be avoided.

11 **D. Architectural Design Guidelines.**

- 12 1. The height of a feature after alteration should be compatible with the  
13 height of the original feature.
- 14 2. The relationship between a feature and adjacent open spaces after its  
15 alteration should be compatible with such relationship prior to such  
16 alteration.
- 17 3. The relationship among the height, width, and scale of a feature after  
18 alteration should be compatible with such relationship prior to such  
19 alteration.
- 20 4. The directional expression of a feature after alteration, whether its  
21 vertical or horizontal positioning, should be compatible with the  
22 directional expression of the original feature.
- 23 5. The roof shape of a feature after alteration should be compatible with  
24 the roof shape of the original feature.
- 25 6. The architectural details, general design, materials, textures, and colors  
26 of a feature after alteration should be compatible with the architectural  
27 details, general design, materials, textures, and colors of the original  
28 feature.
- 29 7. The appurtenances, including, without limitation, signs, fences,  
30 landscaping, accessory structures, and pavings, of a feature after  
31 alteration should be compatible with the appurtenances of the original  
32 feature.

- 33 **E. Secretary of the Interior Guidance.** In addition to the foregoing guidelines,  
34 the Commission may consider the most recent revision of the Secretary of the  
35 Interior's *Standards for Rehabilitation* (36 CFR 67) and *Guidelines for*  
36 *Rehabilitating Historic Buildings*.

37 **9-14-9**

**ADVISORY REVIEW OF CHANGES TO PROTECTED FEATURES**

- 38 **A. Review Required; Purpose.** No Alteration or Demolition may occur to a  
39 Protected Feature **or within a Historic District** without first satisfying the  
40 requirements of this Section except if a Certification applies. The Commission  
41 shall review any such proposed Alteration to or Demolition in order to:

- 42 1. Evaluate the consistency of any proposed Work with the Criteria  
43 provided in Section 9-14-8 and either:
- 44 a. Allow Work that is generally consistent with the criteria to

1 proceed expediently and with a minimum of procedural  
2 delay; or,

3 b. For Work that is inconsistent, attempt to reach mutually  
4 satisfactory resolutions that satisfy the Owner's interests  
5 and the Commission's concerns.

6 2. Allow the Commission to provide an Applicant with information and best  
7 practices concerning historic rehabilitations, restorations, and adaptive  
8 reuses within the Village.

9 B. **Who May Apply.** Any Qualified Representative may apply, as or on behalf of  
10 an Owner, for Advisory Review.

11 C. **Application.** In addition to the general requirements of Section 9-14-2  
12 concerning applications, the applicant must provide:

13 1. For a request for Demolition of a Building, whether or not Protected, a  
14 complete Demolition Letter of Intent shall be required.

15 2. For all other requests subject to Advisory Review, a detailed description  
16 of the proposed Work shall be required, as well as any architectural  
17 drawings, sketches, and photographs indicating how and to what extent  
18 the Work will affect any Protected Features. Such information may be  
19 in the form of a partial or complete application for a building permit.

20 D. **Notice.**

21 1. **Protected Demolition (Mailed and Sign).** Where the Demolition of a  
22 Protected Feature is proposed, the Village shall provide mailed notice  
23 to surrounding properties as well as one or more signs for the subject  
24 property announcing that it is under Advisory Review, all as provided in  
25 Section 9-14-2.

26 2. **Demolitions Over 50 Years Old (Sign).** Where the Demolition of a  
27 Building over 50 years old is proposed, the Village shall provide one or  
28 more signs for the subject property announcing that it is under Advisory  
29 Review as provided in Section 9-14-2.

30 3. **All Other Work (Sign).** For all other requests, the Village shall promptly  
31 provide one or more signs for the subject property announcing that it is  
32 under Advisory Review as provided in Section 9-14-2 only if the Review  
33 is not terminated after the Commission's first consideration of the  
34 Review.

35 E. **Procedure.**

36 1. **Initial Meeting.** Upon receipt of an application and after providing any  
37 required public notice as well as reasonable notice to the applicant, the  
38 Commission shall conduct its review at a regular or special meeting of  
39 the Commission. At the conclusion of its initial review, the Commission  
40 shall, by motion, conclude that:

41 a. The Work is not inconsistent with the criteria provided in  
42 Section 9-14-8 and that no further review is necessary, upon  
43 which finding the review shall be terminated;

44 b. The Work is inconsistent with the criteria provided in Section

1 9-14-8, and further review is necessary; or,

- 2 c. Insufficient information is present to determine the Work's  
3 consistency with the criteria provided in Section 9-14-8,  
4 thereby requiring further review.

- 5 2. **Subsequent Meetings.** Following its initial review meeting, the  
6 Commission may continue to conduct its review in subsequent  
7 meetings or may allow the delay period to elapse without any further  
8 consideration.

9 F. **Maximum Review Duration (Delay).** No sooner than (i) 120 days following  
10 the submittal of a complete application to Demolish a Protected Feature or a  
11 Building that is not Protected but over 50 years old, or (ii) no sooner than 35  
12 days following the submittal of a complete application for any other Work, the  
13 applicant may notify the Building Commissioner in writing that it no longer  
14 intends to participate in the Advisory Review process. After such notification,  
15 and notwithstanding any determination of the Commission, the Building  
16 Commissioner shall evaluate the application strictly on its merits under all other  
17 Village codes and regulations. The applicable delay period, whether 120 or 35  
18 days, shall be terminated, reduced, or extended under the following conditions:

- 19 1. **Termination by Commission.** The Commission shall terminate its  
20 review if it determines that the Work is not inconsistent with the criteria  
21 provided in Section 9-14-8; provided that the Work need not satisfy  
22 each and every criteria provided therein. Such Work shall be deemed  
23 Approved Work. Where a sign is required by this Section, the  
24 Commission may not terminate its review under this Subsection unless  
25 the sign has been posted for at least seven days.

26 2. **Credit for Prior Demolition Review.** Where the proposed Work was  
27 the subject of Demolition Review immediately prior to the affected  
28 Features becoming Protected Features, the delay period shall be  
29 reduced by any delay incurred during Demolition Review; provided that  
30 no such reduction shall accrue for delay during the pendency of an  
31 application seeking to designate a Landmark or a Historic District.

32 3. **Extension by Village Board of Trustees.** The Village Board of  
33 Trustees may, in its sole discretion and by resolution duly adopted,  
34 extend the time period where it determines that an extension will  
35 promote the purpose of this Section, the purpose and goals of this  
36 Chapter, and the public welfare without causing undue hardship on the  
37 applicant, which resolution shall set forth what objectives the Village  
38 Board aims to achieve during the extension.

39 a. The delay period for a Demolition of a Protected Feature  
40 may be extended for up to an additional **245 days.**

41 b. The delay period for any other proposed Work may be  
42 extended for up to an additional **60 days.**

43 4. **Tolling for Late Application.** Where an application is submitted less  
44 than ten business days prior to a regularly scheduled meeting of the  
45 Commission, the delay period shall not begin until ten business days  
46 prior to the Commission's subsequent regularly scheduled meeting.  
47 The delay period shall not begin to elapse even where (i) the

1 Commission does not conduct the scheduled meeting triggering this  
2 extension; or (ii) where the Commission considers the application  
3 during this extension.

4 **5. Tolling for Qualified Representative.** When a qualified representative  
5 fails to appear for any scheduled review meeting, the Commission may,  
6 by motion, cause the applicable delay period to be tolled until the  
7 earliest of:

8 a. 30 days after a failure to appear;

9 b. The next regular meeting of the Commission; or,

10 c. The Commission's consideration of the application at a  
11 special meeting.

12 **9-14-10 VOLUNTARY CERTIFICATION OF PROTECTED FEATURES**

13 A. **Purpose.** This Section allows an Owner of Protected Features (e.g. that are  
14 landmarked or within a historic district) to voluntarily consent to a higher level  
15 of review for future changes to their property. This additional rigor of review  
16 provides the Owner and the community with the maximum assurance available  
17 under this Chapter that the special historic, architectural, and cultural features  
18 present upon their property will be preserved for future enjoyment even after  
19 any future change in ownership. Additionally, Certification may provide the  
20 Owner with access to additional financial incentives that are not available to  
21 other Protected Features that are not so Certified.

22 B. **Who May Apply.** The Owner of a Property where one or more Protected  
23 Features are located may apply for Certification.

24 C. **Procedure.** The Village Administrator is authorized to accept and enter into a  
25 Certification, in a form approved by the Village Attorney, on behalf of the Village  
26 and cause it to be recorded against the Property in the office of the Lake  
27 County Recorder. The Certification shall run with the Property and bind future  
28 Owners to irrevocably consent to the Certificate Review provided in Section 9-  
29 14-11.

30 D. **Extinguishment of Certification.** No Certification may be withdrawn,  
31 revoked, or extinguished except:

32 1. **By the Village Board.** The Board of Trustees may extinguish a  
33 Certification by ordinance or resolution duly adopted. No hearing shall  
34 be required prior to the Board's consideration of extinguishment. There  
35 is no procedural right to apply to the Village Board to compel its  
36 consideration of extinguishment.

37 2. **By Operation of this Chapter.** When every landmark and historic  
38 district designation has been withdrawn from the property such that no  
39 Protected Features remain, the Property's Certification shall be  
40 extinguished automatically without hearing or decision.

41 Where a Certification is extinguished, the Building Commissioner shall cause  
42 notice of the same to be delivered to the Owner and recorded against the  
43 Property in the office of the Lake County Recorder.

44 **9-14-11 CERTIFICATE REVIEW FOR CERTIFIED FEATURES**

1 A. **Review Required; Purpose.** No Alteration or Demolition may occur to a  
2 Certified Feature without first satisfying the requirements of this Section. The  
3 Commission shall review any such proposed Alteration to or Demolition in  
4 order to:

5 1. Evaluate the consistency of any proposed Work with the Criteria  
6 provided in Section 9-14-8 and either:

7 a. Allow Work that is generally consistent with the criteria to  
8 proceed expediently and with a minimum of procedural  
9 delay; or,

10 b. For Work that is inconsistent, attempt to reach mutually  
11 satisfactory resolutions that satisfy the Owner's interests  
12 and the Commission's concerns.

13 2. Allow the Commission to provide an Applicant with information and best  
14 practices concerning historic rehabilitations, restorations, and adaptive  
15 reuses within the Village.

16 B. **Who May Apply.** Any Qualified Representative may apply, as or on behalf of  
17 an Owner, for Certificate Review.

18 C. **Application.** In addition to the general requirements of Section 9-14-2  
19 concerning applications, the applicant must provide:

20 1. For a request for Demolition of a Building, whether or not Protected, a  
21 complete Demolition Letter of Intent shall be required.

22 2. For all other requests subject to Certificate Review, a detailed  
23 description of the proposed Work shall be required, as well as any  
24 architectural drawings, sketches, and photographs indicating how and  
25 to what extent the Work will affect any Certified Features. Such  
26 information may be in the form of a partial or complete application for a  
27 building permit.

28 D. **Notice.**

29 1. **Demolition (Mailed and Sign).** Where the Demolition of a Protected  
30 Feature is proposed, the Village shall provide mailed notice to  
31 surrounding properties as well as one or more signs for the subject  
32 property announcing that it is under Certificate Review, all as provided  
33 in Section 9-14-2.

34 2. **All Other Requests (Sign).** For all other requests, the Village shall  
35 provide one or more signs for the subject property announcing that it is  
36 under Certificate Review as provided in Section 9-14-2 only if the  
37 Review is not terminated after the Commission's first consideration of  
38 the Review.

39 E. **Procedure.**

40 1. **Certificate of Appropriateness.** An applicant may seek the  
41 Commission's approval of an Alteration or Demolition by demonstrating  
42 that it is consistent with the criteria provided in Section 9-14-8. It shall  
43 be the burden of the Applicant to establish these circumstances. Upon  
44 receipt of an application and after providing any required public notice  
45 as well as reasonable notice to the applicant, the Commission shall

1 conduct its review at a regular or special meeting of the Commission.  
2 At the conclusion of its initial review and any subsequent review, the  
3 Commission shall, by motion and with the affirmative vote of at least  
4 four Commissioners, conclude that:

5 (1) **Approved.** The Work is not inconsistent with the criteria  
6 provided in Section 9-14-8 and that no further review is  
7 necessary, upon which finding the review shall be  
8 terminated;

9 (2) **Approved with Conditions.** The Work would not be  
10 inconsistent with the criteria provided in Section 9-14-8  
11 if the Work is undertaken subject to certain conditions,  
12 which shall be binding upon the Applicant unless  
13 appealed if the Work is undertaken.

14 (3) **Continuance or Denial.** That the review should be  
15 continued, or the application denied, because either:

16 a. The Work is inconsistent with the criteria  
17 provided in Section 9-14-8; or,

18 b. Insufficient information is present to determine  
19 the Work's consistency with the criteria provided  
20 in Section 9-14-8, or additional investigation is  
21 necessary; provided that the applicant shall be  
22 provided a minimum of one continuance to  
23 provide additional information for the  
24 Commission before a denial on this basis.

25 2. **Certificate of Economic Hardship.** As an alternative to a Certificate  
26 of Appropriateness, or subsequent to the denial or conditional approval  
27 of a Certificate of Appropriateness, an applicant may seek the  
28 Commission's approval of an Alteration or Demolition in spite of  
29 acknowledged inconsistency with the criteria provided in Section 9-14-  
30 8 by demonstrating the presence of a financial hardship as the Property  
31 cannot be put to a reasonable beneficial use or that the Owner cannot  
32 obtain a reasonable economic return from the Property absent the  
33 proposed Work. It shall be the burden of the Applicant to establish these  
34 circumstances.

35 a. **Evidence of Hardship.** Any Applicant seeking a Certificate  
36 of Economic Hardship is encouraged to submit all of the  
37 following additional information as may be available to  
38 substantiate the claimed hardship and to assist the  
39 Commission in its determination:

40 (1) Evidence of any attempt to contact the State Historic  
41 Preservation Agency to apply for any favorable  
42 treatment available for historic properties under statute.

43 (2) A report from a licensed engineer or architect with  
44 experience in rehabilitation as to the structural  
45 soundness of the building or structure on the property  
46 and its suitability for and the economic feasibility of

1 rehabilitation or reuse.

- 2 (3) The amount paid for the property, the date of purchase,  
3 and the party from whom purchased (including a  
4 description of the relationship, if any, between the owner  
5 and the person from whom the property was  
6 purchased).
- 7 (4) The assessed value of the land and improvements  
8 thereon according to the two (2) most recent  
9 assessments.
- 10 (5) Real estate taxes for the previous two (2) years.
- 11 (6) Remaining balance mortgage, if any, and annual debt  
12 service, if any, for the previous two (2) years.
- 13 (7) All appraisals obtained within the previous two (2) years  
14 by the owner or applicant or their lenders in connection  
15 with the purchase, financing, or ownership of the  
16 property.
- 17 (8) Any listing of the property for sale or rent, price asked,  
18 and offers received, if any.
- 19 (9) Any consideration by the owner as to profitable adaptive  
20 uses for the property.
- 21 (10) If the property is income producing, the annual gross  
22 income from the property for the previous two (2) years,  
23 itemized operating and maintenance expenses for the  
24 previous two (2) years, and annual cash flow before and  
25 after debt service, if any, during the same period.
- 26 (11) Form of ownership or operation of the property, whether  
27 sole proprietorship, for profit or not for profit corporation,  
28 limited partnership, joint venture, or other.
- 29 (12) Any other information, including income tax bracket of  
30 the owner, applicant, or principal investors in the  
31 property, reasonably necessary for a determination as  
32 to whether the property can be reasonably sold or yield  
33 a reasonable return to present or future owners.

34 b. **Initial Meeting.** Upon receipt of an application and after  
35 providing any required public notice as well as reasonable  
36 notice to the applicant, the Commission shall conduct its  
37 review at a regular or special meeting of the Commission.  
38 At the conclusion of its initial review and any continuation,  
39 the Commission shall, by motion, conclude that:

- 40 (1) The Applicant has established that, based on the  
41 evidence provided, a financial hardship may exist that is  
42 meritorious of further study by the Village; or,
- 43 (2) The Applicant has failed to demonstrate that a financial  
44 hardship exists, and the application shall be denied.

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- c. **Study Period.** If the Commission finds that a financial hardship may exist absent approval of the proposed Work, the application shall be delayed for a period not to exceed 60 days. During this period of delay, the Commission shall make recommendations to the Village Board to alleviate the alleged financial hardship or to otherwise preserve the subject property. Such plans and recommendations may include, without limitation: a relaxation of the provisions of this Chapter; a reduction in real property taxes; financial assistance; building code modifications; and/or zoning or subdivision relief.
  - d. **Decision on Approval.** If the Commission determines, by the affirmative vote of at least four Commissioners, that a financial hardship persists at the end of the Study Period the Commission shall approve the Work as a Certificate of Economic Hardship.
3. **Notice to Owner.** If the Owner is not present when an application is denied or approved with conditions, the Building Commissioner shall cause notice of the Commission's decision to be served either by personal delivery or by certified mail, return receipt requested. The Owner shall be deemed notified of the decision as of the date of mailing.
- F. **Appeals.** Where a Certificate Review is denied or approved with conditions, the Applicant may appeal the Commission's decision to the Village Board by filing an appeal in writing with the Village Administrator within 15 days of being notified of the decision. The Village Board's review shall not be a public hearing. The Board may receive comments on the contents of the record but no new matter may be considered by the Village Board unless such matter is new or was not known at the time of the Commission's deliberations. The Village Board shall review and give due consideration to the findings, recommendations, and record of the Commission and thereafter may affirm the Commission's decision or else provide approval to the applicant with or without conditions.

**TABLE I  
LIST OF LANDMARK FEATURES**

<b>Ordinance</b>	<b>Feature</b>	<b>Address</b>
2005-04	Lake Bluff Village Hall (Building)	40 E. Center Ave.
2005-16	Stonebridge Manor House (Building) Stonebridge Gate House (Building) Jens Jensen Landscape (Landscape)	0-230 Jensen Lane f.k.a. 136 Green Bay Road
2005-24	T-Form Camp Meeting Cottage (Building)	548 E. Scranton Ave.
2005-29	“Claire Haven” House (Building) Detached Garage (Building) Masonry Wall and Features (Structure)	700 E. Center Ave.
2006-04	John Magaw House (Building)	525 E. Center Ave.
2006-20	Rev. Charles Trusdell House (Building)	115 E. Center Ave.
2006-08	Elmer Vilet House (Building) Elmet Vilet Cottage (Building)	401 E. Prospect Ave.
2007-01	Frank Lloyd Wright Bungalow (Building)	231 E. Prospect Ave.
2007-03	Munroe and Virginia Winter House (Building)	333 Crescent Dr.
2007-08	Harlan Colonial Revival House (Building)	271 Ravine Forest Dr.
2008-06	Caroline Morse Ely Estate – Orangerie (Building)	113 Moffett Rd.
2008-30	John Murdock House (Building)	550 E. Center Ave.
2009-02	Richard Reuter House (Building)	319 Crescent Dr.
2010-08	John Nash Ott House (Building)	1799 Shore Acres Rd.
2012-15	<u>Crab Tree Farm (Estate Parcel)</u> (Buildings, Structures, and Landscapes – See Ordinance)	982 N. Sheridan Rd.
2012-16	<u>Crab Tree Farm (Farm Parcel)</u> (Buildings and Structures – See Ordinance)	975 N. Sheridan Rd.
2016-10	Ralph Poole House (Building)	1010 Green Bay Rd.
2018-11	William Edward Sims House (Building)	673 Maple Ave.
2018-19	Camp Meeting Cottage (Building)	406 Prospect Ave.
2018-20	Harlan Colonial Revival House (II) (Building)	502 Prospect Ave.
2018-23	French Eclectic Camp Cottage (Building)	415 Prospect Ave.
2018-24	Cornish / Cochran House (Building)	400 Ravine Ave.
2018-25	Cloes House (Partial Building)	419 Prospect Ave.

**TABLE II**  
**LIST OF HISTORIC DISTRICTS**

Ordinance	Name

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**EXHIBIT B**  
**(New Chapter 9 of Title 2)**

**CHAPTER 9. HISTORIC PRESERVATION COMMISSION**

- 2-9-1            CREATION; APPOINTMENT; TERMS OF OFFICE; CHAIR; COMPENSATION**
- 2-9-2            DUTIES**
- 2-9-3            RULES OF PROCEDURE**

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## CHAPTER 9. HISTORIC PRESERVATION COMMISSION

### 2-9-1 CREATION; APPOINTMENT; TERMS OF OFFICE; CHAIR; COMPENSATION

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- A. **Creation; Purpose.** There is hereby created the Lake Bluff historic preservation commission. The purpose of the Commission shall be to assist the Village Board in making decisions and establishing policies regarding the preservation, protection, enhancement, rehabilitation, reconstruction, maintenance, and use of historic structures, buildings, sites, and landscapes in the village, and to educate Village residents on the importance of historic preservation, all as further provided in this chapter.
- B. **Appointment; Qualifications.** The Commission shall consist of seven members appointed by the Village President, with the advice and consent of the board of trustees. The Village President shall attempt to appoint to the commission at least one person each from the History Museum board, the Lake Bluff Plan Commission and Zoning Board of Appeals, and the Lake Bluff Architectural Board of Review, and three Village residents. Commissioners shall also be appointed on the basis of expertise, experience, and interest in historic preservation, architectural history, building construction and engineering, finance, neighborhood organization, and real estate development. Consideration shall be given to appointment of residents from a variety of geographic areas within the Village.
- C. **Terms of Office.** Commissioners shall serve for a term of four years and until their successors have been appointed and have qualified for office. Commissioners shall be eligible for reappointment. The Village Board shall have the power to remove any commissioner for cause. Any vacancy that may occur shall be filled for the balance of the unexpired term by appointment by the Village President, with the advice and consent of the board of trustees.
- D. **Chair.** The village president, with the advice and consent of the board of trustees, shall designate one commissioner as chairperson.
- E. **No Compensation.** All members shall serve without compensation.

### 2-9-2 DUTIES

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Subject to the laws of the State of Illinois, this chapter, and any other ordinances and resolutions of the village, the Commission shall have the following powers and duties:

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- A. To perform those functions set forth in the Village's Historic Preservation Regulations, as codified in Title 9, Chapter 14 of the Municipal Code.
- B. To inform and educate the residents of the Village concerning the historic and architectural heritage of the Village by preparing appropriate publications and by conducting programs and seminars.
- C. To provide information and assistance concerning the preparation of any application set forth in the Village's Historic Preservation Regulations, or any application for a State or Federal program or designation concerning historic preservation.

- 1 D. For Protected Features pursuant to the Historic Preservation Regulations,  
2 to seek designation of "historic buildings" with the Illinois Historic  
3 Preservation Agency and the United States Department of the Interior  
4 under the Illinois Property Tax Code, 35 ILCS 200/1-1 *et seq.*, or as  
5 "certified historic structures" under the Tax Reform Act of 1986, 26 USC  
6 section 1 *et seq.*, or under other legislation subsequently enacted by the  
7 State of Illinois or the United States.
- 8 E. To develop and maintain technical information relating to historic  
9 preservation, rehabilitation, and restoration, and to provide assistance  
10 relating to such matters to architects, contractors, property owners, and  
11 other persons involved in real estate development and construction within  
12 the village.
- 13 F. Upon referral by the Building Commissioner or another Village board or  
14 commission, to review and provide recommendations regarding any  
15 application for subdivision, site plan approval, or other zoning relief that  
16 may involve historic preservation considerations; provided that the  
17 Commission's recommendation shall not be a prerequisite to the  
18 consideration, approval, or denial of said applications.
- 19 G. To study and make recommendations to the Village Board of Trustees  
20 other desirable changes to Village rules, regulations, and policies to  
21 promote historic preservation within the Village, including without  
22 limitation changes to the Village's building, subdivision, or zoning  
23 regulations or the fees charged for development.
- 24 H. To submit an annual report to the Village Board of Trustees summarizing  
25 the Commission's activities during the preceding year and reviewing  
26 current preservation issues in the Village.
- 27 I. To seek certified local government status from the United States  
28 Department of the Interior for purposes of qualifying for financial and  
29 other assistance available through the Department of the Interior and  
30 other sources.
- 31 J. To perform such other functions as directed by the Village Board of  
32 Trustees, including those functions provided in 65 ILCS 5/11-48.2 not  
33 otherwise provided for in the Historic Preservation Regulations.

34 **2-9-3**

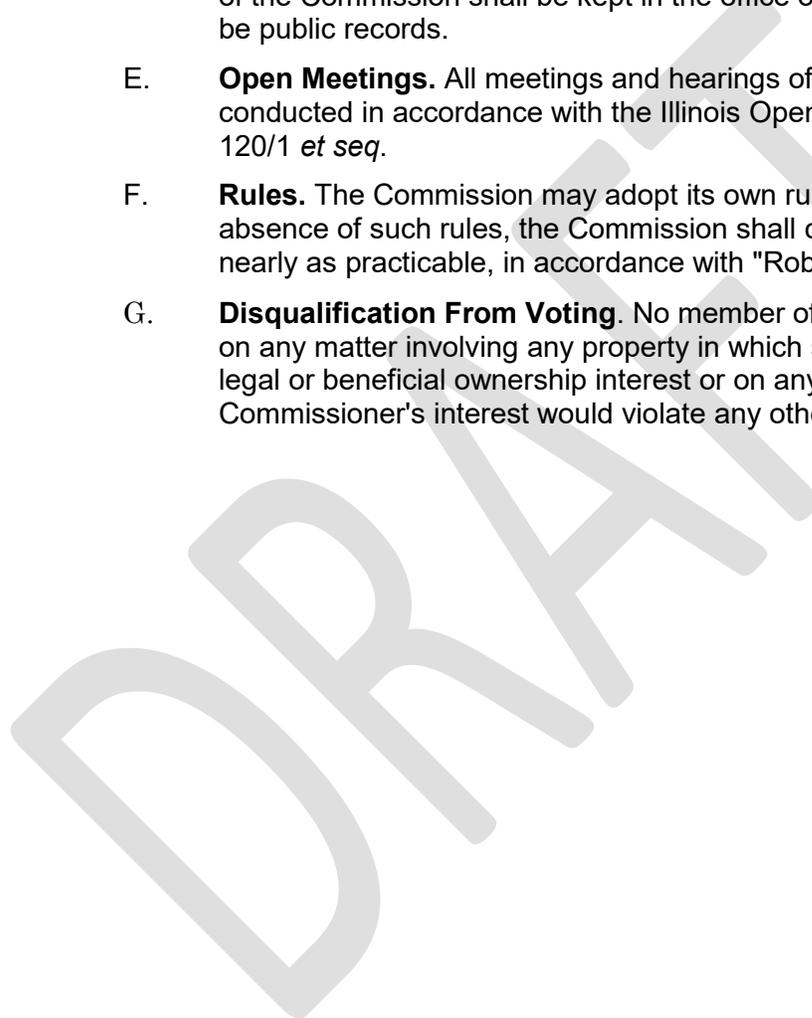
**PROCEDURE**

- 35 A. **Meeting Schedule.** Commission meetings shall be held on the second  
36 Wednesday of each month commencing at the hour of seven o'clock  
37 (7:00) P.M. in the board room, village hall, and at such other times and  
38 places as may be called by the chair, and at such other times as the  
39 Commission shall determine, upon proper notice pursuant to the open  
40 meetings act, 5 Illinois Compiled Statutes 120/1 *et seq.*
- 41 B. **Presiding Officer.** The Commission chairperson shall preside over all  
42 meetings and hearings of the Commission. In the absence of the  
43 chairperson, the vice chairperson shall assume the duties and  
44 responsibilities of the chairperson. In the absence of the chairperson and  
45 vice chairperson, a temporary chairperson shall be elected by the

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Commission and shall assume the duties and responsibilities of the chairperson.

- C. **Quorum.** A quorum of the Commission shall consist of four members.
- D. **Secretary; Records.** The Village Administrator or his or her designee shall serve as the secretary to the Commission. The secretary shall keep minutes of all proceedings, record the vote of each member, the absence or failure to vote of any member and records of hearings and other official actions. In the absence of the secretary, the village clerk or deputy village clerk shall have the duties of the secretary under this section. All records of the Commission shall be kept in the office of the village clerk and shall be public records.
- E. **Open Meetings.** All meetings and hearings of the Commission shall be conducted in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*
- F. **Rules.** The Commission may adopt its own rules of procedure. In the absence of such rules, the Commission shall conduct its business, as nearly as practicable, in accordance with "Robert's Rules Of Order".
- G. **Disqualification From Voting.** No member of the Commission shall vote on any matter involving any property in which such Commissioner has a legal or beneficial ownership interest or on any other matter where such Commissioner's interest would violate any other applicable law.



**VILLAGE OF LAKE BLUFF**

**Memorandum**

**To:** Chair Kraus and Members of the Historic Preservation Commission  
**From:** Glen Cole, AICP Assistant to the Village Administrator  
**Subject:** **Agenda Item #6 - Staff Report**  
**Date:** November 4, 2021

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The HPC should review and discuss the following proposed schedule of 2022 meeting dates:

Month	Meeting Date	Notes
Jan 2022	Wed, Jan 12, 2022	Cancelled if no applications
Feb 2022	Wed, Feb 09, 2022	
Mar 2022	Wed, Mar 09, 2022	
Apr 2022	Wed, Apr 13, 2022	
May 2022	Wed, May 11, 2022	
Jun 2022	Wed, Jun 08, 2022	
Jul 2022	Wed, Jul 13, 2022	
Aug 2022	Wed, Aug 10, 2022	
Sep 2022	Wed, Sep 14, 2022	
Oct 2022	Wed, Oct 12, 2022	
Nov 2022	Wed, Nov 09, 2022	
Dec 2022	Wed, Dec 14, 2022	Cancelled if no applications