

VILLAGE OF DOWNERS GROVE  
ARCHITECTURAL DESIGN REVIEW BOARD  
VILLAGE HALL - COMMITTEE ROOM  
801 BURLINGTON AVENUE

JANUARY 20, 2016, 7:00 P.M.

Chairman Pro tem Davenport called the January 20, 2017 meeting of the Architectural Design Review Board to order at 7:06 p.m. and asked for a roll call:

**PRESENT:** Chairman Pro tem Davenport; Mrs. Acks, Ms. Englander, Mr. Larson, Mr. Riemer

**ABSENT:** Chairman Matthies, Mr. Casey

**STAFF:** Village Planning Manager Stan Popovich; planners Rebecca Leitschuh and Scott Williams

**VISITORS:** Charlotte and Byron Holtzen, 5226 Carpenter St., Downers Grove; Amy Gassen, 5320 Benton Ave., Downers Grove; April Holden, 1231 Ross Ct., Downers Grove; Ken Lerner, 4933 Whiffen Pl., Downers Grove; Shanon Tully, 5413 Main St., Downers Grove

**APPROVAL OF OCTOBER 21, 2015 MINUTES**

**MOTION BY MR. LARSON, SECONDED BY MR. RIEMER TO APPROVE THE OCTOBER 21, 2015 MINUTES. MOTION CARRIED BY VOICE VOTE OF 5-0.**

**OLD BUSINESS** - None

**NEW BUSINESS**

Planning Manager Stan Popovich introduced new staff members: Senior planner Rebecca Leitschuh and planner Scott Williams. Another planner, Ms. Swati Panday, started today but was not present. Commissioners also introduced themselves.

**A. Review of Historic Preservation Ordinance:** Mr. Popovich summarized actions taken to-date by the village council: the historic preservation ordinance was revised with notable changes: 1) maintain a 51% owner consent for contiguous historic districts; and 2) two ADRB meetings will be held for a contiguous historic district (preliminary hearing followed by a recommendation meeting). He reported that current copies of the ordinance were on the dais for commissioners and a copy was also located on the village's web site.

**B. Update on Implementation Strategies:** Mr. Popovich walked through the additional changes that occurred since the ordinance had passed -- the process was now simplified for the residents; there were no filing fees; the historic preservation web page was updated; and a number of steps were being taken to promote historic preservation through

various media outlets. Directing the commissioners to the ADRB web page on the overhead, Mr. Popovich pointed out the various links and information found on the new web site.

Mr. Popovich summarized that promoting historic preservation will be done through various communication strategies, the first being a historic preservation video located on the [www.youtube.com](http://www.youtube.com) site. Staff hopes to provide different preservation ideas every couple of weeks using the videos. To date, Mr. Popovich stated there was one formal landmarking application received by staff this week and a few interested individuals did call staff. Mr. Davenport shared with staff positive comments, pointing out all of the work that was done on this project. He thanked everyone for their participation.

As a last report to the implementation strategies, Mr. Popovich stated that he spoke to the GIS department about updating its interactive mapping to include the 2013 survey and make the map more accessible on-line, with the goal to have certain information as a pull-down menu as early as February.

Other historic preservation initiatives included staff working on a plaque program, working with various community-interest groups to assist individuals in the application process, coordinating efforts with the park district and the historic society for the May 7<sup>th</sup> Founders Day event at the library, and staff applying for a CLG grant at the federal level.

**C. Review New Historic Landmark and Historic District Applications:** A page-by-page review of the New Historic Landmark application followed with Mr. Popovich explaining in more detail the process staff would follow. General discussion followed.

Resident, Ms. Amy Gassen, 5320 Benton Avenue, explained she and her husband wanted to landmark their home (for architectural style) and she found the landmarking process very simple overall. The most tedious part was obtaining the addresses within 250 feet of her home. Ms. Gassen said she would offer her assistance to other applicants since the process was so simple and she had gone through it. She also was very pleased to have worked on the historic preservation ad hoc committee. Per questions about notification, dialog was raised that the township office could assist with the owner notification process. Turning to Ms. Gassen's application, Mr. Popovich briefly paged through the application itself, pointing out to commissioners that discussion on this property would actually take place next month.

A question was asked about the mailer notification, wherein Mr. Popovich explained that a mailer notification would be sent to those homeowners who stated in the ARDB/Adhoc Committee surveys that they were interested in landmarking their homes. It was staff's intention to provide homeowners with as much landmarking information as possible.

Continuing, Mr. Popovich proceeded to walk through the application for the creation of a historic district, noting there were no applications received yet. Regarding surveys, Mr. Davenport, anticipating future questions by applicants, recommended that staff mention in the application something about obtaining a compilation of plats. Additional comments followed that obtaining addresses within 250 feet of a proposed district would be time-consuming as compared to an individual landmarked home. Minor edits were also noted in the application.

**D. CLG Grant Application:** Returning to the discussion about a CLG grant, Mr. Popovich reported the village would be applying for a CLG grant at the federal level. The

grant funds would be used toward a public education project such as creating brochures about historic preservation, the application process, architectural styles, and the Sears Catalog homes. More details were shared.

## **PUBLIC COMMENT**

Ms. Christine Martin, 701 Maple Avenue, commended the village for all of its work on preservation. She inquired about the plaquing process, wherein Mr. Popovich explained that a plaque would be given to an applicant by the mayor. It would be complementary to the historical society's plaque.

Mr. Ken Lerner with the Pierce Downers Historic Association also appreciated all of the work done by staff and the commissioners. He welcomed the idea to partner with the ADRB and assist with the application and plaque process. He asked if the commissioners would consider reaching out beyond the boundaries of the current surveys. Mr. Popovich explained how he would consider the process – contact the interested parties from the survey first, followed by reaching out beyond the boundary of the surveys and partnering with local community groups. Distribution of the future mailings and brochures were explained by Mr. Popovich.

Mr. Popovich announced he would follow up with the names of homeowners who were interested in landmarking their homes. Commissioners also divided up a list of homeowner names to contact for future landmarking.

## **ADJOURNMENT**

**MS. ENGLANDER MOVED TO ADJOURN THE MEETING. MRS. ACKS SECONDED THE MOTION. THE MEETING WAS ADJOURNED AT 8:09 P.M. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 5-0.**

/s/ Celeste K. Weilandt  
Celeste K. Weilandt  
(As transcribed by MP-3 audio)