

VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
and
AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION
Public Works – Lunch Room
5101 Walnut Avenue

October 7, 2015
6:30 P.M.

AGENDA

1. Roll Call
 - a. Architectural Design Review Board
 - b. Ad Hoc Subcommittee on Historic Preservation
2. Minutes
 - a. Ad Hoc approval of minutes from the September 16, 2015 meeting
 - b. ADRB approval of minutes from the September 16, 2015 meeting
3. Historic Preservation Ordinance - Review Draft Ordinance
4. Break
5. Education and Incentive - Review Final Term Sheet
6. Public Comment
7. Adjournment
 - a. Ad-Hoc Subcommittee
 - b. ADRB

THIS TENTATIVE REGULAR AGENDA MAY BE SUBJECT TO CHANGE

DRAFT

VILLAGE OF DOWNERS GROVE

ARCHITECTURAL DESIGN REVIEW BOARD
AND
AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION
PUBLIC WORKS – LUNCH ROOM
5101 WALNUT AVENUE

SEPTEMBER 16, 2015, 6:30 P.M.

Chairman Pro tem Davenport called the September 16, 2015 meeting of the Architectural Design Review Board and AdHoc Subcommittee on Historic Preservation meetings to order at 6:33 p.m. and asked for a roll call:

ARCHITECTURAL DESIGN REVIEW BOARD

PRESENT: Chairman Pro tem Davenport, Members Mr. Casey, Ms. Englander, Mr. Riemer

ABSENT: Chairman Matthies, Mrs. Acks, Mr. Larson

AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION

PRESENT: Chairman Behm, Members Mr. Birch, Ms. Gassen, Mr. Geocariss, Mr. Jarosz, Mr. Zimolzak

ABSENT: Mr. Leitschuh

STAFF: Deputy Village Manager Mike Baker and Planning Manager Stan Popovich

VISITORS: John and Kathy Hebert, 802 Maple Ave., Downers Grove; Don Richards, 4735 Main St., Downers Grove; Mr. Philip Shaw, 5117 Brookbank Rd., Downers Grove; Mr. Mark Thoman, 1109 61st St., Downers Grove; Mr. Rich Kulovany, 6825 Camden Rd., Downers Grove; Ms. Melissa Nyssen 900 59th St., Downers Grove; Mr. Scott Lazar, 808 Maple Ave., Downers Grove; Ms. Peg Knight, 1101 Maple, Downers Grove; Mr. Gordon Goodman, 5834 Middaugh, Downers Grove; Chuck and Byron Holtzen, 5226 Carpenter St., Downers Grove

APPROVAL OF MINUTES – AD-HOC SUBCOMMITTEE – SEPTEMBER 2, 2015

THE MINUTES OF THE SEPTEMBER 2, 2015 AD-HOC SUBCOMMITTEE ON HISTORIC PRESERVATION MEETING WERE APPROVED ON MOTION BY MR. JAROSZ, SECONDED BY MS. GASSEN. VOICE VOTE:

**AYE: MR. BIRCH, MS. GASSEN, MR. GEOCARIS, MR. JAROSZ, MR. ZIMOLZAK,
CHAIRMAN BEHM**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

APPROVAL OF MINUTES – ADRB – SEPTEMBER 2, 2015

THE MINUTES OF THE SEPTEMBER 2, 2015 ADRB MEETING WERE APPROVED ON MOTION BY MS. ENGLANDER, SECONDED BY MR. RIEMER. VOICE VOTE:

AYE: MR. CASEY, MS. ENGLANDER, MR. RIEMER

NAY: NONE

ABSTAIN: MR. DAVENPORT

MOTION CARRIED. VOTE: 3-0-1

DOWNERS GROVE ORDINANCE – REVIEW TERM SHEET

Chairman Behm reviewed the powers and duties charged to each of the two committees by the Village Council. He reviewed the general duties and responsibilities of the Subcommittee and felt that both Boards were working with each other and proceeding to meet those duties and responsibilities. Asked if the two committees felt they were on task, general comments from the groups were positive and that they should focus on Goal No. 2.

In response to some questions, Mr. Baker handed out a term sheet that was focusing on narrowing down some of the ideas and concepts that may make their way into a draft ordinance. The draft ordinance would come at the next meeting. Mr. Jarosz had hoped to see a draft ordinance from village staff along with the ordinance from the Downers Grove Families for Sensible Historic Preservation in order to compare the two since some good recommendations were made in both documents.

After discussing the matter, it was decided to follow staff's lead and expand the term sheet to cover Goal No. 2 and the district idea. Mr. Baker explained how the term sheet was created in order to "capture" what the two committees had been discussing over the past meetings, finding common themes, and then becoming more specific. Details followed.

Key Proposed Changes to the Historic Preservation Ordinance

Addressing Key Proposed Change No. 1, Mr. Popovich asked for consensus whether a permit was needed on window and door replacements. A hearty discussion followed. Chairman Behm circled the discussion around and asked both committees if they agreed that if someone wanted to replace a window or door and the opening size did not change or affect the structure, did the applicant need a COA? If the door/window was the same size, the only concern Ms. Gassen voiced was would the replacements work with the character of the home? It was then brought up that the two committees would give leeway to siding, roofing and other elements, and if they were going to impose requirements for windows to include divided lights, etc., the committees had to be careful and consistent – remembering that the committees already discussed keeping structures versus making them historic and decreasing the loss.

The conversation then turned to someone removing a double-hung window and replacing it with glass block, wherein it was noted that was the very reason for the review process. But then it was brought up that a public hearing/notification process would have to take place. Dialog

followed that the windows/doors issue was minor compared to other aspects and if the two committees felt it was important for someone to review the windows and doors as it relates to the character to the home, then it should be important. Asked if changing the windows or door, or even the type of siding could affect a building's historic significance, some members thought it could. Mr. Casey mentioned the concise marketing piece that the City of Moline used for its landmarking.

Because so much time was spent on this topic, dialog followed that staff would take a straw poll of the members on each of the 13 Key Proposed Changes and if there were not objections, staff would move forward or make minor modifications.

Key Point No. 1 – No objections. Move forward.

Key Point No. 2 – No objections. Mr. Jarosz clarified that this applied to exterior improvements only. Members agreed to use standard language either found in other ordinances or use a graphic to depict the 90 degree angle suggestion, as suggested by staff. Move forward.

Key Point No. 3 – No objections. Move forward.

Key Point No. 4 – No objections. Staff will make minor revisions. Move forward.

Key Point No. 5 – No objections. Move forward.

Key Point No. 6 - No objections. Staff will research other codes. Move forward.

Key Point No. 7 – No objections. Move forward.

Key Point No. 8 – Ms. Englander noted that the provision is subjective. Staff noted in other situations, neglect is handled through the village's property code maintenance. A suggestion was made to refer to the village's property code maintenance and remove Key Point 8 all together.

Key Point No. 9 – No objections. Move forward.

Key Point No. 10 – No objections. Move forward.

Key Point No. 11 – No objections. Move forward.

Key Point No. 12 – No objections. Move forward.

Key Point No. 13 – Mr. Popovich introduced the idea of creating a sliding scale for approval based on the number of consenting property owners. Mr. Riemer suggested 100% consent would be less controversial. Mr. Casey suggested leaving it at 51% and the change should be made based on only one instance of a district being considered. He noted district may be a long way off.

Mr. Davenport noted that if it was changed to 100% it may appear that districts are not a priority. He noted he had no problem with the current ordinance. Chairman Behm noted it is hard to get a district but how do you make people comfortable with a district, 100% would make people comfortable. Ms. Gassen brought up the possibility of a non-contiguous district, but noted it would need to be thematic, i.e. all Four Squares or all Sears (kit) homes. Mr. Popovich confirmed a thematic district could not typically include various style homes in one thematic district. Chairman Behm noted the controversy with the 51%, while Ms. Gassen noted with 100% it may not increase the likelihood of a district being created. Chairman Behm noted the 100% gives people an opportunity to participate if they choose, but if they don't want to participate they don't have to.

DRAFT

Members agreed to remove Key Point 13 and instead require 100% consent for a historic district.

Key Proposed Changes to the Administrative User-Fee Schedule

Key Point No. 1 – Dialog followed to eliminate the words “offset the impact of eliminating filing fees” and for staff to review the incremental increase in demolition fees and determine how it would affect the preservation efforts. Move forward.

Key Point No. 2 - No objections. Move forward.

Key Proposed Changes to the Application and Review Process

Key Point No. 1 – No objections. Move forward.

Key Point No. 2 – No objections. Move forward.

Key Point No. 3 – No objections. Move forward.

(The committees took a five minute break at 7:50 pm; reconvened at 7:55 pm)

Public Education and Awareness Strategies

Per Mr. Baker, if there was concurrence with the strategies it would be turned into a work plan.

Strategy No. 1 – No objections. Move forward.

Strategy No. 2 – No objections. Move forward.

Strategy No. 3 – No objections. Move forward.

Strategy No. 4 – No objections. Move forward.

Strategy No. 5 – Mr. Jarosz noted this item shouldn't be a priority right now and wondered how to define areas for new surveys. Overall, no objections but to add “continue to complete/update/revise” surveys. Move forward.

Strategy No. 6 - No objections. Move forward.

Strategy No. 7 – No objections. Mr. Geocar is suggested coming up with a hash tag for historic preservation in the Village. Move forward.

Strategy No. 8 – No objections. Move forward.

Strategy No. 9 – No objections. Move forward.

Strategy No. 10 – No objections. Move forward.

Strategy No. 11 – No objections. Ms. Gassen suggested the plaque be presented to the property owners at a Village Council meeting. Move forward.

Strategy No. 12 – No objections. Move forward.

Strategy No. 13 – No objections. Add anyone who does a “decent” rehab on a structure, new construction that matches what is in the neighborhood. Glen Ellyn has four categories. Move forward.

Strategy No. 14 – No objections. Move forward.

Strategy No. 15 – No objections. Move forward.

Strategy No. 16 – No objections. Move forward.

Strategy No. 17 – No objections. Add design guidelines as a resource. Chairman Behm suggested that members keep in contact with those surveyed property owners who expressed

DRAFT

interest in the possibility of landmarking their properties. A discussion ensued about what to say to those property owners and how to keep them interested. It was noted it would need to occur quickly so no time or momentum is lost. Mr. Davenport suggested sending interested parties a summary of what has been discussed by the Village. Move forward.

Incentive Strategies

Strategy No. 1 – No objections. Move forward.

Strategy No. 2 – No objections. Move forward.

Strategy No. 3 – Chairman Behm suggested “historic” improvements not only in districts, but throughout the Village to create character. Mr. Casey inquired about maintenance and how Special Service Areas have been used in the past. No objections. Move forward.

Strategy No. 4 – No objections. Move forward.

Strategy No. 5 – No objections. Staff was asked to clarify what was meant by a rebate program. Move forward.

Dialog followed regarding the earlier comment about disincentive where someone who wanted to demolish a building would have to pay a higher fee to do it and possibly think twice about demolishing it. However, in talking through the matter, Chairman Pro tem Davenport believed there was a “gray” area that existed and it could be a potential “tool” used for unintended purposes in terms of control from the village side.

Members discussed the reasons why someone would purchase a property only to demo the structure, i.e., the land was more valuable or the structure had the same value as the land. Mr. Davenport reminded everyone that increasing fees does not affect a builder when constructing a new home, wherein, it affects the owner who is adding on to his or her structure or remodeling a home.

Mr. Jarosz suggested an increase in demolition fees for new construction only. Mr. Zimolzak suggested an increased fee on demolition of historic properties, but the discussion was had about what would constitute a historic property. Just a surveyed property or a listed property. Talk of a having a two-tier fee structure for full teardowns and partial teardowns was suggested as was discussion about the village staff having a list of the “vulnerable” structures within the village, similar to Landmarks Illinois and the National Trust. Mr. Jarosz suggested contacting the various preservation organizations and the community and asking them for their top 10 vulnerable buildings in the village. The information could then be compared, publicized, and promoted, thereby educating the community and creating less discourse when the next “Edwards” house came up. Mr. Davenport noted there isn’t a precedent for that to occur, as the Plan Commission doesn’t go out and solicit comments. Mr. Geocariss suggested engaging middle and high school students in debates about preservation, getting them to talk and to talk about it at home.

PUBLIC COMMENT

Chairman Behm opened up the meeting to public comment and stated five minutes would be allowed for each person.

Mr. Philip Shaw, 5117 Brookbank Rd., welcomed historic preservation. He shared how his own father took him and his siblings to historic places when they were younger. He learned five standards about historic preservation from a professor. The subject property represents: 1) the first of its kind; 2) the last of its kind; 3) the best of its kind; 4) is associated with a famous figure; and 5) something historic happened at the site. He stated the committees were discussing public policy on private property and he recommended members to use the five standards, pointing out the Edwards House may have been 100 years old but age was not stated in the five standards. He said the village may have to catch up to acquire one of the five standards for historic preservation. He also reiterated many resources were available to the members and what the public needed was less administration.

Mr. Gordon Goodman, 5834 Middaugh, believed that Key Point No. 7 under “Changes to the Ordinance” was a good recommendation which he supported. He believed the village wanted to reduce the amount of procedure in the committees’ plan yet emphasize the benefits and objectives of historic preservation programs that the village wanted to sponsor. As to Key Point No. 12, he thought it was very innovative to have non-contiguous historic districts but believed a descriptive theme was necessary to identify them. He agreed with the suggestion for D.5. to continue to revise and update the historic building surveys but stated that once they were updated, they should be used. Mr. Goodman distributed copies of the provisions in the village’s current ordinance relating to granting a demolition permit, noting the permit can be granted on the basis of either a site restoration plan or following the first review of a construction plan. He cited the Edwards House as an example and believed that for historically significant buildings that have been identified through the village’s survey it was not appropriate to grant a demolition based on the fact that the building should no longer be located on the site. He hoped the two committees would revise the criteria for granting demolition permits based on the fact that buildings have a historic significance and are to be replaced by another significant building unless they are of public danger. Lastly, under E.3 Incentive Strategies, Mr. Goodman suggested looking at Geneva’s ability to accept private party donations and make certain improvements towards historic structures. Examples followed, noting it gives people a sense of participation.

Mr. Scott Lazar, 808 Maple Ave., appreciated the discussion about the 100% voluntary preservation combined with the non-contiguous approach and believed it would create much interest in the community. He believed there was an opportunity for interest and progress. Mr. Lazar asked the committees to have exceptions in the ordinance based on health and accommodation for those with disabilities.

Mr. Rich Kulovany, 6825 Camden Rd., appreciated the committees’ work and supported the 100% vote. Regarding education, he believed it would be good to get the high schools involved by having debates or essay contests and getting their families engaged.

A note from Melissa Nyssen, 900 59th Street, who could not stay for the meeting, was read by Ms. Gassen. Ms. Nyssen supported having a delay period for demolitions especially if the home was historic. Alternatives could be explored, such as moving or buying it for a set period of time. Ms. Nyssen supported having a significant demolition fee for viable historic buildings.

Other topics discussed included that the definitions for contiguous and non-contiguous districts should be better defined other than just a “theme” for non-contiguous districts, i.e., a kit home versus a Sears home.

In closing, Chairman Behm recommended that the committees read the draft ordinances they were given either by staff or other entities and to review them, comment on what they like/dislike and send them to Mr. Popovich. Dialog followed on how staff would move forward with the draft ordinances previously discussed or supplied, the terms sheet, the input received tonight and what may have not been discussed.

A member asked Mr. Popovich how preservation ordinances address lead paint, asbestos, etc. and ADA requirements, wherein Mr. Popovich said there were no special standards for single-family homes since it was a federal regulation. However, it was suggested that the Moline document, which addresses some of those concerns, be sent to all members and staff.

ADJOURNMENT

MR. ZIMOLZAK MOTIONED TO ADJOURN THE AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION MEETING AT 9:00 P.M. SECONDED BY MR. GEOCARIS. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 7-0.

MR. RIEMER MOTIONED TO ADJOURN THE ADRB MEETING AT 9:01 P.M. SECONDED BY MS. ENGLANDER. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 5-0.

Respectfully submitted,

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



DEPARTMENT OF COMMUNITY DEVELOPMENT MEMO

To: ADRB and Ad Hoc Subcommittee
From: Mike Baker, Deputy Village Manager
 Stan Popovich, AICP, Director of Community Development
Subject: Draft Historic Preservation Ordinance
Date: October 7, 2015

Key Proposed Changes to the Historic Preservation Ordinance

Based upon the discussion and direction provided by the ADRB and the Ad Hoc Subcommittee over the past two months, the staff has prepared a draft of a proposed Historic Preservation Ordinance. The attached draft ordinance captures those proposed changes that were agreed to by the two boards at their September 16, 2015 meeting.

The key proposed changes from the September 16, 2015 meeting are shown in the table below. The left column identifies the proposed key changes, the center column identifies the desired outcome the proposed change meets, and the right column identifies the ordinance section and page number of the draft ordinance where the change has occurred. A listing of the desired outcomes is provided below the table. Additionally, within the revised ordinance, notations have been added to denote a key change (K.C. #1).

When reviewing the draft ordinance, it should be noted that the formatting and numbering of the ordinance has not been finalized. As such, there may be areas where numbering or lettering is not consistently used. The formatting of these items will be completed once the content has been vetted by both the ADRB and Ad Hoc Subcommittee.

Key Proposed Changes – as shown in the Desired Outcomes document from September 16, 2015	Desired Outcome	Where key proposed change can be found in the Draft Historic Preservation Ordinance
1. Eliminate Certificate of Appropriateness (COA) for construction projects that do not require a building permit, except for window and door replacements	2	Section 12.501, page 13
2. Require COAs only for construction projects that are visible from a public right-of-way, excluding alleys	2	Section 12.501, page 13 Section 12.502, page 14

3. Revise definitions and provide new definitions that are easy to read and understand (4, 5	4 & 5	Section 12.200, page 2
4. Reduce requirements for filing (e.g. eliminate requirements for pictures of all four facades or list of significant architectural features)	2	Section 12.301, page 5 Section 12.401, page 8 Section 12.503, page 15
5. Revise the public hearing requirements to align with public hearing requirements in Zoning Ordinance	2	Section 12.301, page 6 Section 12.401, page 10
6. Create certificate of economic hardship provisions	2	Section 12.600, page 22
7. Include references to the Zoning Ordinance and Comprehensive Plan	5	Section 12.100, page 2
8. Create provisions prohibiting demolition by neglect	5, 6	This item was not supported by the ADRB and Ad Hoc Subcommittee and was not included in the draft ordinance.
9. Create provisions for demolition by natural causes (acts of god)	2	Section 12.800, page 27
10. Clarify applicant for a historic landmark is the owner or the owner's authorized agent and the applicant for the historic district is a property owner or authorized agent within the proposed district	3	Section 12.301, page 5 Section 12.401, page 8
11. Create provisions that any property that is nominated as a landmark or district cannot complete construction which would change their historic status during the approval process	5 & 6	Section 12.301, page 6 Section 12.401, page 10
12. Create opportunity for non-contiguous historic districts	3	Section 12.200, page 5 Section 12.402, page 12
13. Include tiered historic district approvals based on the number of consenting property owners in the district. A lower number of consenting property owners equals a higher majority of board (ADRB & Council) member approval needed	3	This item was not supported by the ADRB and Ad Hoc Subcommittee and was not included in the draft ordinance.

Desired Outcomes

Over the past two months, the ADRB and AdHoc Subcommittee have engaged in extensive discussion on a range of topics related to the purpose and goals of Board and Committee. The discussion has identified

proposed revisions to the ordinance and related actions that revolve around the following set of themes/desired outcomes:

1. Create financial incentives
2. Reduce regulatory requirements
3. Emphasize voluntary participation
4. Simplify the process
5. Inform and educate
6. Instill pride and celebrate
7. Leverage partnerships

Chapter 12

HISTORIC PRESERVATION

Sections:

- 12.100. Findings.
- 12.200. Definitions.
- ~~12.300. Landmarks Designation Procedures.~~
- 12.301. Landmark Designation Procedures
- ~~12.400302. Landmark Designation Criteria.~~
- 12.400 Historic Districts
- ~~12.500401. Historic District Designation Procedures.~~
- ~~12.600402. Historic District Criteria.~~
- ~~12.600ART500. Certificate of Appropriateness (COA).~~
- ~~12.700501. Certificate of Appropriateness Not Required.~~
- 12.502 Certificate of Appropriateness – Required
- 12.503 Certificate of Appropriateness Application and Procedure
- ~~12.701. Application.~~
- ~~12.702. Issuance.~~
- ~~12.703504. Reviewing Criteria for Certificate of Appropriateness.~~
- ~~12.704505. Design Guidelines for a Certificate of Appropriateness.~~
- ~~12.705506. Appeal of Denial of a Certificate of Appropriateness.~~
- 12.507 Appeal of an Administrative Decision.
- 12.600 Certificate of Economic Hardship
- 12.700 Remedying of Dangerous Conditions
- 12.800 Demolition by Natural Causes
- ~~12.706900. Penalties.~~

Section 12.100. Findings.

The purpose of this ordinance is to promote the protection, enhancement, perpetuation, and use of improvements of special character or historical interest or value in the Village of Downers Grove by:

- I. Providing a mechanism to identify and preserve the historic and architectural characteristics

Downers Grove Municipal Code

1 of the Village which represent elements of the Village’s cultural, social, economic, political and
2 architectural history;

3 II. Promoting civic pride in the beauty and noble accomplishments of the past as represented in
4 the Village’s landmarks and historic districts;

5 III. Stabilizing and improving the economic vitality and value of Downers Grove’s landmarks
6 and historic areas;

7 IV. Protecting and enhancing the attractiveness of the Village to home buyers, visitors and
8 shoppers and thereby supporting business, commerce, industry, and providing economic benefit
9 to the Village;

10 V. Fostering and encouraging preservation and restoration of structures, areas, and
11 neighborhoods and thereby preventing future urban blight.

12 ~~V.~~VI. Implementing the policies and goals contained within the Comprehensive Plan and other
13 officially adopted plans of the Village. (K.C. #7)

14 (Ord. 4881, Add, 07/03/2007)

17 **Section 12.200. Definitions. (K.C. #3)**

18 For the purposes of this Chapter, the following words and phrases shall have the meanings ascribed to
19 them as follows:

21 Addition. Any act or process which changes one or more of the exterior architectural features of a
22 structure by adding to, joining with or increasing the size or capacity of the structure.

23 *Alteration.* Any act or process that changes one or more of the exterior architectural features of a
24 structure, including, but not limited to the erection, construction, reconstruction, or removal of
25 any structure.

26 ~~Addition. Any act or process which changes one or more of the exterior architectural features of a~~
27 ~~structure by adding to, joining with or increasing the size or capacity of the structure.~~

28 Architectural Integrity. The authenticity of a building or structure’s historic identity, evidenced by the
29 survival of physical characteristics that existed during the building or structure’s historic period.

30 *Board.* The Downers Grove Architectural Design Review Board.

31 *Building.* Any structure ~~enclosed~~ with ~~walls and~~ a permanent roof, separated on all sides from adjacent
32 open areas by walls, built for created for the support, shelter or enclosure of persons, ~~animals-~~
33 ~~animals, chattels,~~ or property of any kind ~~and which is permanently affixed to the land.~~

34 *Building Survey.* A written report conducted by an Illinois licensed architect or other qualified third party

Downers Grove Municipal Code

1 professional identifying at a minimum the architectural style, historical status and condition of all
2 structures and properties within a proposed historic district.

3 *Certificate of Appropriateness (COA).* A certificate issued by the Board pursuant to Section 12-~~700.~~500
4 ~~12-700.~~500 of this Chapter.

5 *Certificate of Economic Hardship.* A certificate issued by the Board pursuant to Section 12.600 of this
6 Chapter authorizing an addition, alteration, construction or removal or demolition even though a
7 certificate of appropriateness has previously been denied.

8 *Construction.* The act of adding an addition to an existing structure or the erection of a new principal or
9 accessory structure on a lot or property or the alteration, repair or rehabilitation to a building, site
10 or structure.

11 *Contributing Building.* A building, site or structure which may be part of a historic district that is at least
12 fifty (50) years old and possesses a moderate to good degree of integrity and a majority of its
13 architectural features and elements as designated by resolution of the Council.

14 *Council.* The Village Council of the Village of Downers Grove.

15 *Demolition.* Any act or process that destroys in part or in whole a building, structure or accessory
16 structure.

17 *Department.* The Department of Community Development.

18 *Design Guideline.* A standard of appropriate activity that will preserve the historic and architectural
19 character of a structure or area.

20 *Director.* The Director of the Department of Community Development.

21 *Exterior Architectural Appearance/Feature.* The architectural character and style and general
22 composition of the exterior of a structure, including, but not limited to the kind, ~~color,~~ and ~~the~~
23 texture of the building material and the type, design and character of all windows, doors, light
24 fixtures, signs, and other appurtenant elements.

25 *Exterior Modification.* Any alteration, addition, construction, demolition, rehabilitation, removal or
26 repair.

27 *Façade, Primary.* The portion of the façade that abuts or is nearest to a street yard and is visible from a
28 street.

29 *Façade, Rear.* The portion of the façade that abuts or is nearest to a rear yard and is not a primary or
30 secondary façade.

31 *Façade, Secondary.* The portion of a façade that abuts or is nearest to a side yard and abuts a primary
32 façade.

33 *Historic District.* A specific geographic area containing more than two (2) contiguous properties
34 designated by resolution of the ~~Village Council~~ after a recommendation by the Board.

Downers Grove Municipal Code

1 *Landmark.* Any building, structure or site which has been designated as a landmark by resolution of the
2 ~~Village Council after a recommendation by the Board.~~

3 *National Register Landmark.* A building, structure or site that is listed in the National Register of
4 Historic Places.

5 *Non-Contributing Building.* A building, structure or site which may be part of a historic district but does
6 not possess individual historic, architectural, archaeological significance, or integrity as
7 designated by resolution of the Council.

8 *Owner Consent Form.* A form provided by the Village identifying the owner(s) of record and their
9 consent to landmark or historic district designation.

10 *Owner of Record.* The person, corporation, or other legal entity listed on the records of the County
11 Recorder of Deeds.

12 *Potential Contributing Building.* A building, site or structure that was identified in a building survey that
13 is at least fifty (50) years old and possesses a moderate to good degree of integrity and a majority
14 of its architectural features and elements.

15 *Potential Historic District.* A specific geographic area containing more than two (2) contiguous
16 properties or an area composed of two (2) or more definable significant geographical areas, or
17 properties, that are spatially discrete from one another or from other areas, or properties that has
18 been identified in a building survey as possessing characteristics that could qualify the area as a
19 historic district or a thematic district.

20 *Potential Landmark.* Any building, structure or site which has been identified in a building survey that
21 may meet the requirements to be a landmark.

22 *Potential Non-Contributing Building.* A building, structure or site that was identified in a building survey
23 survey which may be part of a historic district but does not possess individual historic,
24 architectural, archaeological significance, or integrity.

25 *Potential Significant Building.* A building, site or structure that was identified in a building survey that is
26 at least fifty (50) years old and may individually be eligible for landmark status under one or
27 more of the Village's historic landmark criteria in Section 12.400.

28 *Rehabilitation.* The process of returning a property to a state of utility, through repair or alteration of the
29 exterior of the property, which makes possible an efficient contemporary use while preserving
30 those portions and features of the property which are significant to its historic, architectural and
31 cultural values.

32 *Removal.* Any relocation of a structure on its site or to another site.

33 *Repair.* Any external change that does not require a building permit or that is not construction, removal
34 or alteration.

Downers Grove Municipal Code

1 Significant Building. A building, site or structure that is at least fifty (50) years old and individually
2 eligible for landmark status under one or more of the Village’s historic landmark criteria in
3 Section 12.400 as designated by resolution of the Council after a recommendation by the Board.

4 Street For the purpose of this ordinance only, a private or public thoroughfare, including road, highway,
5 drive, lane, avenue, place, boulevard and any other thoroughfare (excluding alleys) that affords
6 the principal means of access to a property.

7 *Structure* Anything constructed or erected, the use of which requires permanent or temporary location on
8 or in the ground, including, but not limited to buildings, fences, gazebos, advertising signs,
9 backstops for tennis courts, radio and television antennae, including supporting towers,
10 swimming pools, satellite dishes, solar panels and wind generation devices.

11 *Structural Change.* Any change or repair in the supporting members of a building, structure, roof or
12 exterior walls or which would expand, reduce, or otherwise substantially modify the building in
13 height, width or bulk.

14 Thematic Historic District. An area designated as a ‘thematic historic district’ by resolution of the
15 Council composed of two or more definable significant geographical areas, or properties, that are
16 spatially discrete from one another or from other areas, or properties, and not part of an
17 established “historic district” as defined elsewhere in this chapter. A thematic district is organized
18 by ‘context’ or ‘property type.’ The context could be historic events, significant persons (such as
19 an architect), or architectural style or characteristic. The property type of a group of buildings or
20 structures included in such a district would be common physical and associative attributes (such
21 as ranch style and residential). (K.C. #12)

22
23 (Ord. 4881, Add, 07/03/2007)
24

25 **Section 12.300. Landmarks**

26 **Section 12.301. Landmark Designation Procedures. (K.C. #4, #10)**

27 1. An application for landmark designation may be submitted by ~~any interested party or by the~~
28 owner(s) of record of the property on which the proposed landmark is located or the owner’s authorized
29 representative. A filing fee may be ~~provided for by administrative regulation.~~ required as identified in
30 the User-Fee, License and Fine Schedule.

31
32 2. ~~Applications for landmark designation shall be filed with the Department on a form provided by-~~
33 ~~the Department and shall include the following, unless specifically waived by the Director:~~

34 ~~_____ a. _____ The name and address of the property owner(s).~~

Downers Grove Municipal Code

- ~~b. Owner Consent Form.~~
- ~~c. Proof of ownership.~~
- ~~d. The legal description and common street address of the property.~~
- ~~e. A written statement describing the property and setting forth reasons in support of the proposed designation.~~
- ~~f. A written statement indicating the applicant(s) is in receipt of a copy of the Historic Preservation Ordinance and acknowledging its requirements.~~
- ~~g. A list of significant exterior architectural features.~~
- ~~h. An overall site plan and photographs of the proposed landmark.~~
- ~~i. Any other information required by the Director.~~

~~3.2. A complete applications for landmark designation must be filed with the Department. An application for landmark designation shall be deemed to be complete only if the application is accompanied by an owner consent form containing the signatures of all owners of record of a property on which the proposed landmark is located.~~

~~3. From the date that a complete application for landmark designation is filed to the date that the application is granted, denied or expires, whichever comes first, no exterior architectural feature of the proposed landmark may undergo alteration, construction, or demolition if such alteration, construction, or demolition would be subject to the issuance of a certificate of appropriateness pursuant to the provisions of Section 12.700 after designation. Nothing in this paragraph shall prohibit any work that would not be subject to the issuance of a certificate of appropriateness or any work that is necessary to prevent or correct an imminently dangerous or hazardous condition as described in Section 12.700. (K.C. #11)~~

4. Within thirty (30) days of the receipt by the Department of a complete~~d~~ application for landmark designation, the Board shall schedule a public hearing on the application, said hearing ~~to~~ shall be held no more than sixty (60) days after such receipt. (K.C. #5)

- a. Notice of the required public hearing on a landmark application shall be published in the newspaper in accordance with Section 28.12.010.F of the Municipal Code.

~~Not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing, notice of date, time, place and purpose of the public hearing shall be sent by first class mail to the applicants as well as to the owners of all property located within two hundred fifty (250) feet of the proposed landmark. The public hearing notice shall also be published once in a newspaper having general circulation in the Village, not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing. The failure of any person to receive written notice shall not invalidate, impair or otherwise affect any action taken regarding~~

Downers Grove Municipal Code

~~the proposed landmark.~~

~~b.~~

b. Failure to provide any form of courtesy notice that is not required by state law or any defect in such courtesy notice does not invalidate, impair, or otherwise affect any application, public hearing or decision rendered in respect to the matter under consideration.

c. During the public hearing, the Board shall review and evaluate the application according to the criteria set forth in Section 12.400302. A majority vote of the Board shall be necessary to make a recommendation to the Council regarding the application.

ed. Within thirty (30) days following the date of the closing of the public hearing, the Board shall prepare its written evaluation, recommendation and all available information for submission to the Council. Within ninety (90) days of receipt of the Board's findings and and recommendation, the Council may act to approve or deny the landmark application.

A resolution passed by majority vote of the Council is necessary for approval of a landmark. If the Council approves or denies the application, a notice shall be sent to the property owner(s) of record via certified mail, ~~to the Department of Community Development~~, and filed with ~~to~~ the Village Clerk's office.

If the Council approves the application, the Village shall:

1. The Village, within thirty (30) days of the approval, shall eCause the approved landmark designation to be recorded with the County Recorder of Deeds within thirty (30) days.

2. Place such designation on the Village's official Zoning Map.

If the Council denies the application, such denial shall constitute a final administrative decision subject to ~~review administratively~~administrative review as provided by State law. If an application is denied, the owner(s) of record may not reapply for landmark status for the same property for two (2) years from the date of the denial by the Council.

~~i. If a building and/or site is designated as a landmark by the Council, such designation shall be identified on the Village's Official Zoning Map.~~

~~ii.~~

Landmark designation may be amended or rescinded by the same procedure and according to the same criteria set forth herein for designation.

~~iii. If an application is denied, the owner(s) of record may not reapply for landmark~~

~~status for two (2) years from the date of the denial by the Council.~~

(Ord. 4881, Add, 07/03/2007)

Section 12.400302. Landmark Designation Criteria.

The following criteria shall be utilized by the Board in determining the designation of landmarks:

~~a. The proposed landmark is over fifty (50) years old, in whole or in part; and~~

~~b. That one or more of the following conditions exist:~~

~~i. The property is a Ssignificant value as part of the historic, heritage or cultural characteristics of the community, county, State or Nation;~~

~~ii .b. The property was owned or occupied by Identification with a person or persons who significantly contributed to the development of of historic significance to the community, county, State or Nation;~~

~~eiii.. The property Rrepresentatives of the distinguishing characteristics of an architecturale inherently valuable for the study of a period, style, type, method of construction or use of indigenous materials;~~

~~d.iv The property represents Nnotable work of a master builder, designer, architect or artist whose individual work has influenced the development of the community, county, State or Nation;~~

~~e. Unique location or singular physical characteristics that make it an established or familiar visual feature;~~

~~f. Character as a particularly fine or unique example of a utilitarian structure, including but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance;~~

~~gv.. An aArea that has yielded or may be likely to yield, information important in history or prehistory.~~

~~Hvi.. A source of civic pride or identity for the community.~~

~~vii. The property is included in the National Register of Historic Places.~~

(Ord. 4881, Add, 07/03/2007)

Section 12.4500. Historic Districts

Section 12.401. Historic District Designation Procedures. (K.C. #4, #10)

1. An application for the designation of an historic district may be submitted by any ~~interested party~~

Downers Grove Municipal Code

1 property owner(s) of record within a -proposed historic district or an authorized representative of a
2 property owner(s) of record within a proposed historic district. A filing fee may be provided for by
3 administrative regulation required as identified in the User-Fee, License & Fine Schedule.

4
5 2. A complete application for historic district designation must be filed with the Department. An
6 application for landmark designation shall be deemed to be complete only if the application is
7 accompanied by:

8 a. An owner consent form containing the signatures of one hundred percent (100%) of all
9 owners of record of the properties within the proposed historic district. For condominium
10 condominium developments, owner consent must include the consent of all condominium
11 owners.

12 b. A written statement indicating the owners of record included on the owner consent form
13 have received copies of the Historic Preservation Ordinance and acknowledge its
14 requirements.

15 ~~Applications for historic district designation shall be filed with the Department on a form provided by the~~
16 ~~Department and shall include the following, unless specifically waived by the Director:~~

17 ~~—— a. —— The names and addresses of the property owners of each parcel of property to be included~~
18 ~~in the proposed district.~~

19 ~~—— b. —— Owner Consent Form signed by all owners of record of 51% or more of the properties to~~
20 ~~be included in the proposed historic district.~~

21 ~~—— c. —— Proof of ownership for all of the petitioning property owners.~~

22 ~~—— d. —— Photographs of the proposed district supporting the application.~~

23 ~~—— e. —— A written statement indicating the owners of record included on the owner consent form~~
24 ~~have received copies of the Historic Preservation Ordinance and acknowledging its requirements.~~

25 ~~—— f. —— A map delineating the boundaries of the area proposed to be designated.~~

26 ~~—— g. —— A written statement describing the area and properties within the historic district and~~
27 ~~setting forth reasons in support of the proposed designation.~~

28 ~~—— h. —— A list and photographs of significant exterior architectural features of properties in the~~
29 ~~district.~~

30 ~~—— i. —— A building survey for all buildings within the proposed district.~~

31 ~~—— j. —— Any other information required by the Director.~~

32 3. From the date that a complete application for a historic district designation is filed to the date that
33 the application is granted, denied or expires, whichever comes first, no exterior architectural feature of
34 any building within the proposed historic district may undergo alteration, construction, or demolition if

Downers Grove Municipal Code

1 such alteration, construction, or demolition would be subject to the issuance of a certificate of
2 appropriateness pursuant to the provisions of Section 12.500 after designation. Nothing in this paragraph
3 shall prohibit any work that would not be subject to the issuance of a certificate of appropriateness or any
4 work that is necessary to prevent or correct an imminently dangerous or hazardous condition as described
5 in Section 12.800. (K.C. #11)
6

7 ~~3. A preliminary hearing concerning the application shall be held by the Board within thirty (30) days of~~
8 ~~the receipt of the application by the Department. The following procedure shall be used for the~~
9 ~~preliminary hearing regarding the designation of historic districts:~~

10 ~~_____ a. _____~~
11 ~~Not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing, notice of date,~~
12 ~~time, place and purpose of the public hearing shall be sent by first class mail to owner(s)~~
13 ~~of record in the proposed district and to the applicant(s), as well as the owners of all~~
14 ~~property located within two hundred fifty (250) feet of the boundaries of the proposed~~
15 ~~historic district. The public hearing notice also shall be published once in a newspaper~~
16 ~~having general circulation in the Village of Downers Grove not less than fifteen (15) nor~~
17 ~~more than thirty (30) days prior to the date of the hearing.~~

18 ~~_____ b. _____~~
19 ~~_____ During the preliminary public hearing, the Board shall review and evaluate the~~
20 ~~application according to the criteria established by Section 12.600 and shall make a~~
21 ~~preliminary determination by majority vote regarding designation of the proposed historic~~
22 ~~district. Such preliminary determination shall be sent via certified mail to all owners of~~
23 ~~record within the proposed district.~~

24
25 4. The Board shall, within thirty (30) days of the of the receipt by the Department of a complete
26 application preliminary determination, schedule a public hearing on the application, said hearing to be
27 held no more than sixty (60) days after the date of the preliminary determination. (K.C. #5)

28 a. Notice of the Boards required public hearing on a historic district application shall be
29 published in the newspaper in accordance with Section 28.12.010.F of the Municipal
30 Code. Not less than fifteen (15) nor more than thirty (30) days prior to the date of the
31 hearing, notice of date, time, place and purpose of the public hearing shall be sent by
32 first class mail to the owner(s) of record in the proposed historic district and to the
33 applicant(s) as well as to the owners of property located within two hundred fifty (250)
34 feet of the boundaries of the proposed historical district. The public hearing notice also

Downers Grove Municipal Code

~~shall be published once in a newspaper having general circulation in the Village of Downers Grove, not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing. The failure of any person to receive written notice shall not invalidate, impair or otherwise affect any action taken regarding the proposed historic district.~~

b. Failure to provide any form of courtesy notice that is not required by state law or any defect in such courtesy notice does not invalidate, impair, or otherwise affect any application, public hearing or decision rendered in respect to the matter under consideration.

c. During the public hearing, the Board shall review and evaluate the application according to the criteria established by Section 12.600402. A majority vote of the Board shall be necessary to make a recommendation to the Council regarding the application.

ed. Within thirty (30) days following the date of the closing of the public hearing, the Board shall prepare its written evaluation, recommendation and all available information for submission to the Council. Within ninety (90) days of receipt of the Board's findings and and recommendation, the Council may act to approve or deny the landmark application.

A resolution passed by majority vote of Council is necessary for approval of an historic district. If the Council approves or denies the application, a notice shall be sent to the property owner(s) of record via certified mail. Written copies of the decision shall be ~~provided to the Department of Community Development and filed with~~ the Village Clerk.

If the Council approves the historic district application, the Village shall within thirty (30) days:

1. Cause the approved historic district designation to be recorded with the County Recorder of Deeds; and

2. Place such historic district designation on the Village's official Zoning Map.

If the Council denies the historic district application, such denial shall constitute a final administrative decision subject to administrative review as provided by state law. If an application is denied, the owner(s) of record may not reapply for historic district status for two (2) years from the date of the denial by the Council.

~~The Village shall, within thirty days of approval, cause the approved historic district determination to be recorded with the County Recorder of Deeds. If the Council denies the application, such denial shall constitute a final administrative decision subject to administrative as provided by law.~~

Downers Grove Municipal Code

~~i. If a building and/or site is designated as an historic district by the Council, such designation shall be identified on the Village's Official Zoning Map.~~

~~ii.~~

Historic district designation may be amended or rescinded by the same procedure and according to the same criteria set forth herein for designation.

~~iii. If an application is denied by the Council, the property may not be the subject of an application for a period of two (2) years from the date of the denial by the Council.~~

(Ord. 4881, Add, 07/03/2007)

Section 12.600402. Historic District Criteria. (K.C. #12)

The following criteria shall be utilized by the Board in determining the designation of historic districts:

a. No less than fifty-one percent (51%) of properties within the proposed historic district must be over fifty (50) years old; and

b. That one or more of the following conditions exists:

i. That the proposed historic district has a sense of cohesiveness expressed through a similarity or evolution of architectural style, time period, method of construction, or use of indigenous materials that reflect a significant aspect of the architectural heritage of the Village.

ii. That some architectural or land use characteristics are prevalent within the proposed district in a manner which distinguishes it from the rest of the Village and which is relevant to the historical development of the Village.

iii. The proposed district establishes a sense of time and place unique to the Village of Downers Grove, and/or;

iv. The proposed district is listed in the National Register of Historic Places.

~~The proposed historic district contains two or more contiguous properties along with such other buildings, places or areas within its definable geographic boundaries which, while not of such historic significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the landmark or landmarks located in such district;~~

~~b. A significant concentration of structures meeting any of the criteria for landmark designation;~~

~~c. The proposed district establishes a sense of time and place unique to the Village of Downers Grove, and/or;~~

Downers Grove Municipal Code

~~d. The proposed district exemplifies or reflects the cultural, social, economic, political or architectural history of the nation, the state, or the community;~~

~~e. An area nominated for designation as an historic district shall be identifiable by clear and distinct boundaries.~~

(Ord. 4881, Add, 07/03/2007)

Section 12.600ART500. Certificate of Appropriateness (COA).

(Ord. 4881, Add, 07/03/2007)

Section 12.700501. Certificate of Appropriateness Not Required. (K.C. #1, #2)

~~In addition to a building permit, demolition permit or moving permit, as the case may be, a certificate of appropriateness shall be required for all exterior modifications made to landmarks or to any building, structure, site or part thereof located within an historic district.~~

A certificate of appropriateness is not required for the following items:

a. Secondary or Rear Façade: Any work (e.g. addition, demolition, alteration, change in material, repair, or rehabilitation) performed on the secondary or rear façade of the principal building or structure if such work will result in no change to the exterior architectural appearance or feature of the building or structure that is visible from a street measured by a line of sight perpendicular to the primary façade(s). A street shall not include alleys.

b. Detached garages: New detached garages or changes to existing detached garages, including demolition (unless the garage has been deemed a landmark or significant building via resolution by the Council).

c. Rear yard improvements: Any accessory building or structure (e.g. shed, rear deck, rear porch, patio or trellis) located behind the principal building or structure.

d. Driveways and Sidewalks: new construction, repair or replacement

e. Fences: Any fence altered or constructed in compliance with fence regulations in Section 28.10.010 of the Municipal Code.

f. Reversible Appurtenances: air conditioning units, gutters, downspouts, antennas, satellite dishes and mail boxes.

g. Items that do not require a building permit:

i. Painting

ii. Landscaping

Downers Grove Municipal Code

1 iii. Repairing damaged architectural features to their original state

2 iv. Replacement of roof materials

3 v. Routine maintenance and cleaning

4 vi. Installation, repair or removal of storm doors

5 h. Replacement of aluminum clad or vinyl clad windows not original to the structure or contributing
6 to the historic significance as defined in a Council resolution

7 i. Replacement of aluminum or vinyl siding when associated with a structure not contributing to the
8 significance of a historic district as defined in a Council resolution

9 j. Signs and graphics

10 (Ord. 4881, Add, 07/03/2007)

11
12 **Section 12.502 Certificate of Appropriateness – Required (K.C. #2)**

13 A certificate of appropriateness shall be required before any addition, alteration, construction, demolition,
14 rehabilitation, removal or repair requiring a building permit from the Village that affects the primary
15 façade(s) exterior architectural features of any designated landmark or a contributing building or
16 significant building within a historic district or a thematic historic district.

17
18 **Section 12.502.A Certificate of Appropriateness – Minor Exterior Modification**

19 The Director may issue a Certificate of Appropriateness (COA) for proposed minor exterior
20 modifications. Minor exterior modifications include the following work performed on the primary
21 façade(s) of the principal building or structure or where such a projection of the work would be visible
22 from a street measured by a straight line of sight perpendicular to the primary façade(s):

23 a. Doors: In-kind replacement with use of wood or original material

24 b. Windows: In-kind replacement with use of wood or aluminum clad wood.

25 c. Exterior Building Materials: In-kind replacement of fifty percent (50%) or more of the
26 primary façade(s) with use of original material or fiber cement board in place of wood.

27 a.d. Porches: In-kind replacement in whole or replacement of porch columns with use of wood,
28 plaster or cement materials; porch flooring with use of wood or composite decking materials;
29 or other porch components with use of wood or original material

30
31 **Section 12.502.B Certificate of Appropriateness – Major Exterior Modification**

32 The Board may issue a Certificate of Appropriateness for proposed major exterior modifications. If the
33 proposed work does not fall within the categories as set forth in Section 12.502.A or 12.502.B, then the
34 proposed work shall be considered a major exterior modification. Major exterior modifications include,

1 but are not limited to, the following work performed on the primary façade(s) of the principal building or
2 structure or where such a projection of the work would be visible from a street measured by a straight line
3 of sight perpendicular to the primary façade(s):

- 4 a. Demolition of principal structure
- 5 b. Additions
- 6 c. Attached garages
- 7 d. New primary facades
- 8 e. Roofs: Any work that will result in a change in height or pitch; or use of material other than
9 asphalt, wood or original material

10
11 **Section 12.701503. Certificate of Appropriateness Application and Procedure.**

12 An application for a Certificate of Appropriateness (COA) shall be on a form provided by the Department
13 and shall be submitted to the Department. A filing fee may be required ~~pursuant to administrative~~
14 ~~regulation~~ as identified in the User-Fee, License & Fine Schedule. ~~Such application shall include the~~
15 ~~following: (K.C. #4)~~

- 16 ~~a. Owner's name, street address and legal description of the property involved.~~
- 17 ~~b. A brief description of the present improvements located on the property.~~
- 18 ~~c. A detailed description of the exterior modification proposed together with architectural~~
19 ~~drawings or sketches, if applicable.~~
- 20 ~~d. Name, address and telephone number of the developer, contractor or architect, if~~
21 ~~applicable.~~
- 22 ~~e. Any other information as required by the Director.~~

23 (Ord. 4881, Add, 07/03/2007)

24
25
26 **Section 12.702. Issuance.**

27 ~~1. The Director may issue a Certificate of Appropriateness (COA) for minor exterior modifications~~
28 ~~proposed to the landmark or building, structure, site or part thereof located within an historic district.~~

29 ~~Minor exterior modifications are as follows:~~

- 30 ~~a. Installation or removal of landscaping.~~
- 31 ~~b. Construction or alteration of fences.~~
- 32 ~~c. Construction or alteration of patios.~~
- 33 ~~d. Construction or repair of driveways and sidewalks.~~
- 34 ~~e. Construction of new sheds.~~

Downers Grove Municipal Code

- ~~f. Construction or alteration of open rear porches or decks.~~
- ~~g. Demolition or alteration of accessory structures not contributing to historic significance as defined by the findings of the Board.~~
- ~~h. Replacing or repairing wood or asphalt shingles.~~
- ~~i. Exterior painting.~~
- ~~j. Construction of new exterior steps.~~
- ~~k. Routine maintenance or cleaning.~~
- ~~l. Replacing aluminum clad or vinyl clad windows not original to the structure or contributing to the historic significance as defined by the findings of the Board.~~
- ~~m. Repairing damaged architectural features to their original state.~~
- ~~n. Replacing aluminum or vinyl siding when associated with a structure not contributing to the significance of an historic district.~~

The Director shall determine whether or not the proposed work is minor or major, in accordance with Section 12.502. The Director shall review any work not listed in Sections 12.501 and 12.502 to determine whether a certificate of appropriateness shall be required and what type of review is required. An appeal of the Director's decision shall be made in accordance with the procedures described in Section 12.507.

2. If the proposed work does not fall within the definition ~~of~~ of no COA required (Section 12.501) or is not a minor exterior modification (Section 12.502) as set forth above, then the proposed work shall be considered a major exterior modification and the consideration of the COA shall be by the Board as follows: (K.C. #5)

a. Within thirty (30) days from the receipt by the ~~Director~~ Department of a completed application for a COA, the Board shall schedule a public hearing on the application, such hearing shall be held not more than sixty (60) days after such receipt.

~~b. Notice of the Boards required public hearing on a COA application shall be published in the newspaper in accordance with Section 28.12.010.F of the Municipal Code.~~

~~c. Failure to provide any form of courtesy notice that is not required by state law or any defect in such courtesy notice does not invalidate, impair, or otherwise affect any application, public hearing or decision rendered in respect to the matter under consideration.~~

~~b. Not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing, notice of the time, place and purpose of the public hearing shall be sent by first class mail to the applicant(s) as well as to the owners of all property located within two hundred~~

Downers Grove Municipal Code

1 ~~fifty (250) feet of the property which is the subject of the proposed certificate of~~
2 ~~appropriateness. If the property is located within an historic district, all property owners~~
3 ~~owners within the historic district shall be sent notice by certified mail. The public~~
4 ~~hearing shall also be published once in a newspaper having general circulation in the~~
5 ~~Village not less than fifteen (15) nor more than thirty (30) days prior to the date of the~~
6 ~~hearing. The failure of any person to receive written notice shall not invalidate, impair or~~
7 ~~or otherwise affect any action taken regarding the COA.~~

8 de. During the public hearing, the Board shall review and evaluate the application according
9 to the criteria set forth in Section 12.~~504703~~ and 12.~~704505~~. A simple majority vote of
10 the Board shall be necessary for the approval of a COA.

11 ed. The Board shall notify the applicant of its decision in writing within fifteen (15) days of
12 the date of the hearing. If approved, the Director shall issue the COA. If denied, the
13 notice shall state the reasons for such denial.

14 ef. The COA shall remain valid for one year or until a building permit is issued, whichever is
15 less. If substantial changes to the plans submitted with the certificate are required, a new
16 certificate shall be required.

17 f. Applicant(s) denied the issuance of a COA may appeal the decision the Board to the
18 Village Council as provided by Section 12.506 or or apply for a certificate of economic
19 hardship as provided by Section 12.600. Either application must be completed within
20 thirty (30) days from the date of mailing of the notice of the decision of the Board ~~as~~
21 ~~provided by Section 12.705.~~

22 g. All permits involving the issuance of a COA shall be subject to a COA compliance
23 inspection. Such inspection shall be completed by the Department ~~of Community~~
24 ~~Development~~ prior to the issuance of any Certificate of Occupancy.

25 (Ord. 4881, Add, 07/03/2007)
26

27 **Section 12.~~703~~504. Reviewing Criteria for Certificate of Appropriateness.**

28 In making a determination whether to approve or deny an application for a Certificate of Appropriateness
29 (COA) the Board shall be guided by the Secretary of the Interior’s “Standards for Rehabilitation,” as
30 follows:

- 31 a. A property shall be used for its historic purpose or be placed in a new use that requires
32 minimal change to the defining characteristics of the building and its site environment;
33 b. The historic character of a property shall be retained and preserved. The removal of
34 historic materials or alteration of features and spaces that characterize a property shall be

Downers Grove Municipal Code

- 1 avoided;
- 2 c. Each property shall be recognized as a physical record of its time, place, and use.
- 3 Changes that create a false sense of historical development, such as adding conjectural
- 4 features or architectural elements from other buildings, shall not be undertaken;
- 5 d. Most properties change over time; those changes that have acquired historic significance
- 6 in their own right shall be retained and preserved;
- 7 e. Distinctive stylistic features or examples of skilled craftsmanship that characterize a
- 8 building, structure, or site shall be treated with sensitivity;
- 9 f. Deteriorated historic features shall be repaired rather than replaced. Where the severity
- 10 of deterioration requires replacement of a distinctive feature, the new feature shall match
- 11 the old in design, color, texture, and other visual qualities, and, where possible materials.
- 12 Replacement of missing features shall be substantiated by documentary, physical, or
- 13 pictorial evidence;
- 14 g. Chemical or physical treatments, such as sandblasting, that cause damage to historic
- 15 materials shall not be used. The surface cleaning of the structures, if appropriate, shall be
- 16 undertaken using the gentlest means possible;
- 17 h. Significant archaeological resources affected by a project shall be protected and
- 18 preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
- 19 i. New additions, exterior alterations, or related new construction shall not destroy historic
- 20 materials that characterize the property. The new work shall be differentiated from the
- 21 old and shall be compatible with the massing, size, scale, and architectural features to
- 22 protect the historic integrity of the property and its environment;
- 23 j. New additions and adjacent or related new construction shall be undertaken in such a
- 24 manner that if removed in the future, the essential form and integrity of the historic
- 25 property and its environment would be unimpaired.
- 26 k. Non-contributing structures in historic districts as defined by the building survey
- 27 submitted with the application for designation of an historic district are exempt from
- 28 these criteria and shall only be subject to the design guidelines set forth in Section
- 29 12.704.

30 (Ord. 4881, Add, 07/03/2007)

33 **Section 12.704505. Design Guidelines for a Certificate of Appropriateness.**

34 Design guidelines for applying the criteria for review of Certificates of Appropriateness (COAs) shall at a

Downers Grove Municipal Code

1 minimum, consider the following architectural criteria:

- 2 a. Height - the height of any proposed alteration or construction should be compatible with
- 3 the style and character of the landmark and with surrounding structures in a historic
- 4 district;
- 5 b. Proportions of windows and doors - The proportions and relationships between doors and
- 6 windows should be compatible with the architectural style and character of the landmark;
- 7 c. Relationship of Building Masses and Spaces - The relationship of a structure within a
- 8 historic district to the open space between it and adjoining structures should be
- 9 compatible;
- 10 d. Roof Shape - The design of the roof, fascia, and cornice should be compatible with the
- 11 architectural style and character of the landmark;
- 12 ~~e. Landscaping - Landscaping should be compatible with the architectural character and~~
- 13 ~~appearance of the landmark;~~
- 14 fe. Scale - The scale of the structure after alteration, construction, or partial demolition
- 15 should be compatible with its architectural style and character and with surrounding
- 16 structures in a historic district;
- 17 gf. Directional Expression - Facades in historic districts should blend with other structures
- 18 with regard to directional expression. Structures in a historic district should be
- 19 compatible with the dominant horizontal or vertical expression of surrounding structures.
- 20 Directional expression of a landmark after alteration, construction, or partial demolition
- 21 should be compatible with its original architectural style and character;
- 22 hg. Architectural Details - Architectural details including types of materials, colors, and
- 23 textures should be treated so as to make the landmark compatible with its original
- 24 architectural style and character of a landmark or historic district;
- 25 ih. New Structures - New structures in an historic district shall be compatible with the
- 26 architectural styles and design in said districts.

27 (Ord. 4881, Add, 07/03/2007)

30 **Section 12. ~~70506~~. Appeal of Denial of a Certificate of Appropriateness.**

31 A. When a minor COA is denied for either a landmark or a structure within a historic
 32 district, the applicant may, within thirty (30) days of the date of the decision, appeal the
 33 Director’s decision to the Board. Notice of such appeal shall be in writing to the
 34 Director, who shall notify the Board. The Department shall prepare the record and

1 forward it to the Board. The Board shall consider the findings of fact of the Director and
2 shall determine whether the COA should be approved or denied.

3 A-B. When a major Certificate of Appropriateness (COA) is denied for either a landmark or a
4 structure within ~~a~~ historic district, the applicant may, within thirty (30) days, appeal the
5 Board's decision to the Council. Notice of such appeal shall be in writing to the Village
6 Manager, who shall notify the Department. The Department shall prepare the record and
7 forward it to the Council. The Council may receive comments on the contents of the
8 record but no new material may be considered by the Council. The Council may affirm
9 or overturn the decision and may also send the application back to the Board with
10 recommended changes. Decisions of the Council shall constitute final administrative
11 decisions subject to administrative review as provided by State law.

12 (Ord. 4881, Add, 07/03/2007)

13
14 **Section 12.507. Appeal of an Administrative Decision**

15
16 **A. Authority**

17 The Board is authorized to hear and decide appeals where it is alleged there has been an
18 error in any order, requirement, decision or determination made by the director or any
19 other administrative official in the administration, interpretation or enforcement of this
20 zoning ordinance.

21 **B. Right to Appeal**

22 Appeals of administrative decisions may be filed by any person aggrieved by the
23 director's or other administrative official's decision or action. The Board is authorized to
24 make determinations about whether individuals filing appeals are "aggrieved" by the
25 decision or action.

26 **C. Application Filing**

- 27 1. Complete applications for appeals of administrative decisions must be filed with the
28 director.
29 2. Appeals of administrative decisions must be filed within 45 days of the date of the
30 decision being appealed.

1 **D. Effect of Filing**

2 The filing of a complete notice of appeal stays all proceedings in furtherance of the action
3 appealed, unless the director certifies to the Board, after the appeal is filed, that, because
4 of facts stated in the certification, a stay would cause immediate peril to life or property,
5 in which case the proceedings will not be stayed unless by a restraining order, which may
6 be granted by the Board or by a court of record based on due cause shown.

7 **E. Record of Decision**

8 Upon receipt of a complete application of appeal, the director or other administrative
9 official whose decision is being appealed must transmit to the Board all papers
10 constituting the record upon which the action appealed is taken.

11 **F. Notice of Hearing**

12 Notice of the Boards' required public hearing must be published in the newspaper in
13 accordance with Sec 12.010.F.

14 **G. Hearing and Final Decision**

- 15 1. The Board must hold a public hearing on the appeal within sixty (60) days of the date
16 that the appealed is filed.
- 17 2. Within forty-five (45) days of the close of the public hearing, the Board must take
18 action on the appeal. The board's decision must be in writing and be supported by
19 written findings of fact.
- 20 3. In exercising the appeal power, the Board has all the powers of the administrative
21 official from whom the appeal is taken. The Board may affirm or may, upon the
22 concurring vote of at least 4 members, reverse, wholly or in part, or modify the
23 decision being appealed.
- 24 4. In acting on the appeal, the Board must grant to the official's decision a presumption
25 of correctness, placing the burden of persuasion of error on the appellant.
- 26 5. All decisions of the Board are final administrative determinations and are subject to
27 judicial review only, in accordance with the Illinois Administrative Review Law, 735
28 ILCS 5/3-101 et seq.

1 **H. Review Criteria**

2 An appeal may be sustained only if the Boards finds that the director or other
3 administrative official erred.

4
5
6 **Section 12.600. Certificate of Economic Hardship (K.C. #6)**

7
8 **A. Application:**

9 Following denial of a certificate of appropriateness by the Board or by the Council on
10 appeal, the owner or designated representative may apply for a certificate of economic
11 hardship by submitting to the Board a completed application for a certificate of economic
12 hardship.

13 **B. Public Hearing Process:**

- 14 1. Within thirty (30) days of the receipt by the Department of a complete
15 application for a certificate of economic hardship, the Board shall schedule a
16 public hearing on the application, said hearing to be held no more than sixty (60)
17 days after such receipt.
- 18 2. Notice of the Boards required public hearing on a certificate of economic
19 hardship shall be published in the newspaper in accordance with Section
20 28.12.010.F of the Municipal Code.
- 21 3. Failure to provide any form of courtesy notice that is not required by state law or
22 any defect in such courtesy notice does not invalidate, impair, or otherwise affect
23 any application, public hearing or decision rendered in respect to the matter
24 under consideration.

25 At the public hearing, the Board shall take testimony presented by the owner(s) and any
26 other interested parties concerning the effect of the proposed alteration, construction,
27 relocation, removal or demolition of an eligible or designated historic landmark or
28 removal or demolition of a building, structure or improvement within a designated
29 historic district based upon the criteria set forth in Section 12.600.C and 12.600.D of this
30 Article.

31 **C. Standards For Board Decision And Factors To Be Considered:**

Downers Grove Municipal Code

1 1. The Board shall issue a certificate of economic hardship only if the Board finds
2 that the subject property cannot be put to any reasonably beneficial use or that the
3 owner/applicant will suffer a substantial economic loss thereon without the
4 alteration, construction, relocation, removal or demolition being sought by the
5 owner/applicant and that the owner/applicant is not responsible in any way for
6 the hardship from which he or she is seeking relief. The factors to be considered
7 by the Board and the Council on the issue of economic hardship shall include,
8 but are not limited to, the following:

9 i. A substantial decrease in the fair market value of the property as a result
10 of the denial of the certificate of appropriateness;

11 ii. A substantial decrease in the pretax or after-tax return to owners of
12 record or other investors in the property as a result of the denial of the
13 certificate of appropriateness;

14 iii. The cost of the proposed construction, alteration, relocation or
15 demolition, and an estimate of any additional cost that would be incurred
16 to comply with the recommendations of the Board for changes necessary
17 for the issuance of a certificate of appropriateness;

18 iv. The structural soundness of any structures on the property and there
19 suitability for rehabilitation;

20 v. The economic feasibility of rehabilitation or reuse of the existing
21 structure or improvement on the property in the case of a proposed
22 demolition.

23 vi. The owner/applicant's purchase of the subject property after the
24 enactment of the relevant provisions of the Historic Preservation
25 Ordinance without making said purchase contingent upon the
26 owner/applicant first obtaining necessary Council and/or Board
27 approvals under the Historic Preservation Ordinance shall be deemed to
28 be conclusive evidence of the fact that the applicant is responsible for his
29 or her own economic hardship, if any.

Downers Grove Municipal Code

1 D. Evidence:

2 1. The Board may solicit expert testimony. The applicant may be required to submit
3 evidence at the hearing to support any of the factors, including those listed above,
4 which the applicant believes to have contributed to the economic hardship which
5 the applicant alleges he or she would suffer if the applicant is not granted a
6 certificate of appropriateness. Specific information and documentation which
7 should be presented by the applicant as competent evidence at the hearing shall
8 include, but not be limited to, the following:

9 i. The amount paid for the property, the date of purchase and the party
10 from whom the property was purchased (including description of the
11 relationship, if any, between the owner and the person from whom the
12 property was purchased);

13 ii. The assessed value of the land and improvements thereon according to
14 the two (2) most recent assessments;

15 iii. Real estate taxes for the previous two (2) years;

16 iv. Remaining balance on mortgage, if any, and annual debt service, if any,
17 for the previous two (2) years;

18 v. All appraisals obtained within the previous two (2) years by the owner
19 or applicant in connection with his purchase, financing or ownership of
20 the property;

21 vi. Any listing of the property for sale or rent, price asked and offers
22 received, if any;

23 vii. Any consideration by the owner as to profitable adaptive uses for the
24 property;

25 viii. If the property is income-producing, the annual gross income from the
26 property for the previous two (2) years, itemized operating and
27 maintenance expenses for the previous two (2) years, and annual cash
28 flow, if any, during the same period;

29 ix. Executed construction agreements or proposals;

Downers Grove Municipal Code

1 x. Engineering or architect reports on the structural integrity of the
2 building or structure upon which work is being proposed.

3 xi. Any other relevant information, including, without limitation, income
4 tax bracket of the owner, applicant or principal investors in the landmark
5 or property in the designated historic district, reasonably necessary for a
6 determination as to whether the building can be reasonably sold or yield
7 a reasonable return to present or future owners.

8 In the event that any of the required information is not reasonably available to the
9 applicant and cannot be obtained by the applicant, the applicant shall provide to
10 the Board a statement of the information which cannot be obtained and describe
11 the reasons why such information cannot be obtained.

12
13 E. Issuance or Denial of Certificate Of Economic Hardship.

14 1. If the Board finds that the owner has not established that the owner will suffer a
15 demonstrable economic hardship as a result of the denial of a certificate of
16 appropriateness, then the Board shall deny the applicant's application for a
17 certificate of economic hardship.

18 2. If the Board makes an initial determination that the applicant has presented a case
19 which may establish that without approval of the proposed work all reasonable
20 use of, or return from, a designated historic landmark or building, structure, or
21 improvement within a historic district will be denied a property owner, but the
22 Board finds that reasonable alternatives may exist which should be addressed by
23 the applicant, then the application shall be delayed for a period of no more than
24 sixty (60) days following the finding.

25 During this period of delay, the Board shall investigate plans and make
26 recommendations to the Council to allow for a reasonably beneficial use or a
27 reasonable economic return, or to otherwise preserve the landmark or property
28 within the historic district. Such plans and recommendations may include,
29 without limitation, a relaxation of the provisions of this Chapter, financial
30 assistance, or other appropriate relief.

1 If, at the end of this sixty (60) day period, after reviewing its initial finding and
2 its subsequent proposals and the applicant's response thereto, the Board finds that
3 without approval of the proposed work the property cannot be put to any
4 reasonable use or the owner cannot obtain a reasonable economic return
5 therefrom, then the Board shall issue a certificate of economic hardship
6 approving the proposed work. If the Board finds otherwise, it shall deny the
7 application for a certificate of economic hardship. The Board shall notify the
8 applicant of its decision in writing within fifteen (15) days of the date of the
9 decision.

10 The Certificate of Economic Hardship shall remain valid for one year or until a
11 building permit is issued, whichever is less. If substantial changes to the plans
12 submitted with the certificate are required, a new certificate shall be required.

13 F. Appeal of Denial of Certificate of Economic Hardship

14 When a Certificate of Economic Hardship is denied for either a landmark or a structure within a
15 historic district, the applicant may, within thirty (30) days of the date of the decision, appeal the
16 Board's decision to the Council. Notice of such appeal shall be in writing to the Village
17 Manager, who shall notify the Department. The Department shall prepare the record and forward
18 forward it to the Council. The Council may receive comments on the contents of the record but
19 no new material may be considered by the Council. The Council may affirm or overturn the
20 decision and may also send the application back to the Board with recommended changes.
21 Decisions of the Council shall constitute final administrative decisions subject to administrative
22 review as provided by State law.

23
24 **Section 12.700. Remedying of Dangerous Conditions**

25 (a) In the event that a condition on a building, structure or site located within a historic district or on
26 a building, structure or site designated as a landmark, presents an imminent danger to the public
27 health, safety, or welfare or requires immediate construction, reconstruction, repair, alteration, or
28 demolition as ordered by a court of competent jurisdiction or as determined by a representative of
29 the Village, then such work may be performed without a certificate of appropriateness. Work
30 performed under such circumstances shall be the minimum necessary in order to render the
31 improvement safe, after which any additional construction, reconstruction, alteration or
32 demolition shall be processed in accordance with the provisions of Chapter 12.500 of this
33 Chapter.

Downers Grove Municipal Code

- 1 (b) Under the circumstances described in Section 12.700.a, the owner of the property shall notify the
2 Director in writing prior to performing the work necessary to make the property safe. If advance
3 notification is not practical due to the emergency nature of the situation, the Owner shall provide
4 written notification to the Community Development Director within seven (7) calendar days of
5 commencement of such work. In either case, the written notice shall include the following:
6 (i) A detailed description of the dangerous condition in question;
7 (ii) The timeframe needed to complete the work; and
8 (iii) The specific actions to be taken in the performance of such work.

9
10 **Section 12.800. Demolition by Natural Causes (K.C. #9)**

- 11 (a) For the purposes of this Section, natural demolition shall occur when an improvement is damaged
12 by fire, explosion or other casualty or act of God as defined in Section 28.15.040 of the Municipal
13 Code.
14 (b) In the case of demolition by natural causes of all or part of a landmark or an improvement located
15 within an historic district, the owner shall obtain a certificate of appropriateness prior to the
16 reconstruction when required under the provisions of this Chapter.

17
18 **Section 12.706900. Penalties.**

- 19 (a) Demolition occurring under the provisions of Section 12.700 and 12.800 of this Chapter shall not
20 be considered illegal demolition for the purposes of this Chapter, provided that the Director is
21 property notified in writing as provided in Section 12.801.b and 12.802.b
22 (b) It shall be unlawful to demolish any portion of any landmark or any improvement located within
23 a historic district unless specifically permitted through a certificate of appropriateness issued for
24 that property.
25 (c) It shall be unlawful to complete any construction or alteration to any landmark or improvement
26 located within a historic district unless specifically permitted through the certificate of
27 appropriateness provisions in Section 12.501, 12.502 or 12.503 of this Chapter.
28 (+)(d) Any person who violates any provision of this Chapter shall be guilty of an offense subject to the
29 general penalties for ordinance violations pursuant to Section 1.15. the Downers Grove Municipal
30 Code.

31 (Ord. 4881, Add, 07/03/2007)



Village of Downers Grove

Administrative Regulation Issued by Village Manager

Description: **User-Fee, License and Fine Schedule**

Manager's Name: David Fieldman, Village Manager Effective Date: 10/1/15

Category: **Financial Services**

New Administrative Regulation

Amends Previous Regulation Dated: 04/20/10

7/21/15; 2/1/15;
1/1/15; 06/15/14;
5/6/14; 4/08/14;
3/4/14; 2/11/13;
1/1/14; 3/15/13;
1/29/13; 1/1/13;
9/18/12; 6/5/12;
5/8/12; 1/1/12;
11/1/11; 10/11/11;
4/19/11; 11/9/10;
10/12/10; 9/7/10;
6/15/10; 5/18/10;

Description of Previous Regulation (if different from above):

USER-FEE, LICENSE AND FINE SCHEDULE

TABLE OF CONTENTS

- [Chapter 1: General Provisions](#)
- [Chapter 2: Administration](#)
- [Chapter 3: Alcoholic Liquor](#)
- [Chapter 4: Temporary Use & Public Gatherings](#)
- [Chapter 5: Animals and Fowl](#)
- [Chapter 6: Bicycles](#)
- [Chapter 7: Buildings](#)
- [Chapter 8: Business and Activity Licenses / Regulations](#)
- [Chapter 9: Office of Emergency Management](#)
- [Chapter 10: Electricity](#)
- [Chapter 11: Cable / Video Service](#)
- [Chapter 12: Historic Preservation](#)
- [Chapter 13: Health and Sanitation](#)
- [Chapter 13A: Housing](#)
- [Chapter 14: Motor Vehicles and Traffic](#)
- [Chapter 15: Offenses - Miscellaneous](#)

Chapter 12: Historic Preservation

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Application fee:		
Designation of Historic Landmark	\$0 \$100.00	12.300
Designation of Historic District	\$0 \$175.00	12.400 12.500
Certificate of Appropriateness:		
Minor exterior modification	\$0 \$50.00	12.502 12.701
Major exterior modification	\$0 \$100.00	12.502 12.701

Chapter 13: Health and Sanitation

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Nuisance Abatement Notification	\$44.25+ costs	13.8
Mosquito Abatement	\$39.00	13.9
Noxious Weed Removal	\$39.00 +actual cost of removal	13.18
Recycling Bin	\$15.00	13.49.4(e)

Chapter 13A: Housing

Reserved.

Chapter 14: Motor Vehicles and Traffic

Fees with regards to motor vehicles and traffic shall be as follows:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Handicapped Placard	\$2.00	14.108(f)
Replacement Placard	\$2.00	14.108(f)
Pay by Phone	\$0.50	14.109(a)(v)
Unpaid Parking Ticket Processing Fee	\$25.00	14.97.5(a)
Parking Deck:		14-109
4-hour parking	Free	
Daily fee parking (Level 3, 4, 5); Lot G, Lot H	\$3.00	
Permit Parking Lots:		14.123
<i>Rate Class I Quarterly Commuter</i>		
Resident	\$90.00	
Non-Resident	\$130.00	
<i>Rate Class II Reverse Commuter</i>		
	\$130.00	
Rate Class I, II, & VI (Late Fee)	\$25.00	
<i>Rate Class III (Downtown Employee)</i>		
Rate Class III (Late Fee)	\$25.00	
	\$10.00	
<i>Rate Class IV (DGN/DGS)</i>		
Rate Class IV (Late Fee)	\$250.00	
<i>Rate Class V (Lot L – multi day/overnight)</i>		
Rate Class V (Late Fee)	\$6.00/day	
<i>Rate Class VI Resident Overnight (Lot R)</i>		
Rate Class VI (Late Fee)	\$195.00	
<i>Rate Class VII (daily fee and one day parking permit)</i>		
Rate Class VII (Late Fee)	\$3.00	
<i>Parking Meter Zones</i>		
Parking Meter Zones	\$.25/hr	14.110(b)
Overweight Vehicles		14.162 (c)
Permit Size - Weight with Load:		
Up to 88,000 lbs.		
Single trip	\$55.50	
Round trip	\$83.50	



DEPARTMENT OF COMMUNITY DEVELOPMENT MEMO

To: ADRB and Ad Hoc Subcommittee
From: Mike Baker, Deputy Village Manager
Stan Popovich, AICP, Director of Community Development
Subject: **Draft Public Education and Awareness Strategies**
Draft Incentive Strategies
Date: October 7, 2015

Public Education and Awareness Strategies

As part of the goal to increase the number of properties or areas designated as landmarks and districts under the Ordinance, the ADRB and Ad Hoc Subcommittee developed a thorough list of public education and awareness strategies to accomplish this goal. The items in this list can be used individually, but more likely will be used together in a concerted public education and awareness program in the years to come. The numbers shown at the end of each item identify which of the seven desired outcomes are met by the proposed strategy. A listing of the desired outcomes is provided below.

The list of strategies has been discussed, evaluated and approved by both boards.

- Create easy to read and use applications (meets desired outcome numbers 2, 4)
- Create easy to use step-by-step guide emphasizing assistance that staff provides (2, 4, 5)
- Increase website presence (4, 5, 6) Update historic preservation page
 - Use top story feature
 - Create interactive mapping tool
 - Provide easy access to previous reports that are searchable
 - Provide easy way for interested parties to submit information on historic properties
- Create easy to read educational pamphlets that explain the benefits and clear up misconceptions about preservation (4, 5)
- Continue to complete historic building surveys (2, 4, 5, 6)
- Direct mail property owners of identified significant properties with updated materials and applications (2, 4, 5, 6)
- Use Village Facebook and Twitter accounts (4, 5, 6)
- Use Village Corner (weekly) and Newsletter (Quarterly) (4, 5, 6)
- Use Village You-Tube station to broadcast videos about preservation or landmarked properties (4, 5, 6)
- Create press releases for publication in local newspapers (4, 5, 6)
- Provide plaques for all landmarked properties (3, 5, 6)

- Create a recognition program that highlights and celebrates successes (3, 5, 6) -
- Create an awards program for historic landmarks (3, 5, 6)
- Encourage the Village, Park District and other local government agencies to landmark their properties (5, 6, 7)
- Continue to apply for IHPA grants for education programs and building surveys (4, 5, 6, 7)
- Personalize the approach to historic preservation by partnering with local group volunteers to communicate door-to-door with property owners about the historic significance of their property (5, 6, 7)
- Partner with local groups/government entities to provide assistance in identifying potential landmark properties (2, 4, 5, 6, 7)
- Create new historic preservation hashtag (5, 6, 7)

Incentive Strategies

As part of the goal to increase the number of properties or areas designated as landmarks and districts under the Ordinance, the ADRB and Ad Hoc Subcommittee developed a thorough list of incentive strategies to accomplish this goal. The items in this list can be used individually but can also be used in conjunction with one another. The list of strategies has been discussed, evaluated and approved by both boards.

- Village participation in IHPA tax freeze program (1)
- Federal tax credit program for historic commercial buildings (1)
- Consider "historic" public improvements throughout the Village (1, 6, 7)
- Increase demolition fees to provide a clear funding source for creation of historic preservation efforts (pamphlets, direct mail, plaques, etc.) (1,2)
- Consider a 'rebate' program for historic landmarks. Rebates could take the form of a financial incentive for a period of years once a landmark is established. (1, 3)

Desired Outcomes

Over the past two months, the ADRB and AdHoc Subcommittee have engaged in extensive discussion on a range of topics related to the purpose and goals of Board and Committee. The discussion has identified proposed revisions to the ordinance and related actions that revolve around the following set of themes/desired outcomes:

1. Create financial incentives
2. Reduce regulatory requirements
3. Emphasize voluntary participation
4. Simplify the process
5. Inform and educate
6. Instill pride and celebrate
7. Leverage partnerships