

**MINUTES OF THE MEETING
ALTON HISTORIC COMMISSION
Tuesday, June 21, 2016 at 7:00 pm**

MEMBERS PRESENT: Doug Bader, Mary Anderson, Diane Plummer, Charlene Walker and Matt Asselmeier

MEMBERS ABSENT: Jonas Janek and Monica Mason

OTHERS PRESENT: Debbie Beck, Secretary

The meeting of the Alton Historic Commission was called to order by Doug Bader at 7:01 pm on June 21, 2016.

Diane Plummer moved to accept the minutes of June 7, 2016 as presented. Mary Anderson seconded the motion. Motion passed unanimously.

The minutes were then taken up for the sub-committee for May 20, 2016. Doug Bader stated that in the paragraph for the application it should read that the "spindles should be placed with boards at the top and bottom of the fence to give the illusion of an inset fence". Mary Anderson moved to accept the amended minutes of May 20, 2016. Matt Asselmeier seconded the motion. Motion passed unanimously.

506 WILLIAM ST.:

Mary Anderson stated that she drove by 506 William to look at the progress of the fence. Two weeks ago when she drove by she stated that the fence was not going up as approved in the application. It looked like a good neighbor fence, but with horizontal boards. She stated that when she drove by this week, that fence had been removed and a privacy fence had been put in its place. Doug Bader requested Matt Asselmeier to write a letter to Jamie Baker, include a copy of the minutes and a copy of the Certificate of Compliance, which had the instructions added about the top and bottom boards. Bader asked to have a motion that 506 William be placed onto the agenda for the next meeting to insure that the fence is being constructed as the sub-committee approved. Mary Anderson made the motion. Diane Plummer seconded the motion. Motion passed unanimously.

PROPOSED CHANGES TO HISTORIC COMMISSION REGULATIONS:

Matt Asselmeier presented a proposal to change the Historic Commission Regulations. (A copy of his original proposal is attached.)

1. Sub-section A(5) – no changes.
2. Sub-section A(6) – "An application fee of One Hundred Eighty Dollars (\$100) plus (\$2) per property shall be charged." Remove "Registered mail", pending review by city attorney. Diane Plummer made a motion to recommend this change to the City Council. Charlene Walker seconded the motion. Motion passed unanimously.
3. Sub-section B shall be amended as follows. "Preliminary Review: Upon receipt of an application for designation, the commission shall schedule a preliminary review to be held no later than

"twenty (20) calendar days after the receipt of a completed application". Diane Plummer made a motion to recommend this change to the City Council. Mary Anderson seconded the motion. Motion passed unanimously.

4. No changes.
5. Title 2, Chapter 6, shall also be amended by adding a Section 11, which shall state: "2-6-11: Application Deadline: Any person or entity filing an application before the commission as required in Sections 5, 6, 7, and 8 of this Chapter must submit all required documentation to the Building and Zoning Department no later than 12:00 Noon on the 4th business day preceding a regularly scheduled meeting of the commission. This section shall not apply if the application deadline creates a delay that would cause an unnecessary inconvenience to the applicant in cases of proposed alterations to historic structures." Matt Asselmeier made a motion to recommend this change to the City Council. Charlene Walker seconded the motion. Motion passed unanimously.

Doug Bader asked that Matt Asselmeier check with the city attorney for a practical deadline to post the agenda.

The second proposal, titled "Attendance by a Means other than Physical Presence" would be an entire new section, Section 12, "2-6-12: Attendance by a Means other than Physical Presence"

1. Title 2, Chapter 6 shall also be amended by adding a Section 12 which shall state:
"2-6-12: Attendance by a Means other than Physical Presence

Any member of the Alton Historical Commission or the Sub-Committee of the commission may attend and participate in a meeting remotely provided that the following criteria are met:

- A. The commissioner or sub-committee member shall notify the Building and Zoning Department in writing no later than twenty-four (24) hours prior to the commencement of the meeting of their desire to attend the meeting remotely.**
- B. In notifying the Building and Zoning Department, the Commissioner or Sub-Committee member shall state the reason for their physical absence from the meeting. The stated reason must be an approved reason for attendance by a means other than physical presence as defined by the Illinois Open Meetings Act. If the reason is not an approved reason for attendance by a means other than physical presence as defined by the Illinois Open Meetings Act, the Commissioner or Sub-Committee member may still attend the meeting remotely as a member of the public and not in their official capacity as a member of the commission or sub-committee.**

- C. The commissioner or sub-committee member attending the meeting from a remote location shall be solely responsible for ensuring that the necessary communication equipment is working properly; the City of Alton does not guarantee that it possesses the necessary devices for commission or sub-committee members to attend meetings remotely.**
- D. All members of the commission and sub-committee, regardless of whether or not they are physically in attendance of the meeting, shall comply with all applicable provisions of the Illinois Open Meetings Act and other related regulations regarding public meetings when conducting official Commission or Sub-Committee business.**
- E. A commissioner or sub-committee member that lawfully attends a meeting from a remote location shall be considered “in attendance” as it relates to Title 2, Chapter 1, Section 1 of the City Code, Title 2, Chapter 6, Section 3 (E) of the City Code, and any other reports that the commission is required to file.”**

Mary Anderson made a motion to recommend to the City Council. Matt Asselmeier seconded the motion. Motion passed unanimously.

HISTORIC COMMISSION AWARDS LOGISTICS:

It was suggested that a notice be printed in the paper, asking people to make nominations for the following awards:

STEWARDSHIP
SURVIVOR
COMMERCIAL
NEW CONSTRUCTION
PRESERVATION (Entire building or an important feature)
PAINT
ADAPTIVE RE-USE

Mary Anderson suggested that in order for an address to be nominated that a cut-off date of July 1st for completion of alterations be used. She also thought a new category, or sub-category, should be added for paint removal should be added. No other information to be added at this time.

There being no further discussion or comments from the public, the meeting was adjourned at 8:18 pm

Respectfully submitted,

Debbie J. Beck
Secretary

Proposed Changes to Historic Commission Regulations

Historic Landmark and District Amendments

The following are proposed amendments to Title 2, Chapter 6, Section 5 of the City Code of the City of Alton:

1. Sub-section A (5), which currently states “An indication of whether the property owner consents to the proposed designation” shall be deleted in its entirety and replaced with the following: **“Signed verification that the owner of record of a proposed landmark or fifty-one percent (51%) of the owners of record of a proposed historic district consent to the proposed designation.”**
2. Add Sub-section A(6). **“An application fee of One Hundred Eighty Dollars (\$180) plus Eight Dollars (\$8) per property shall be charged.”**
3. Sub-section B shall be amended as follows. “Preliminary Review: Upon receipt of an application for designation, the commission shall schedule a preliminary review to be held no later than ~~the next regular meeting of the commission~~ **thirty (30) calendar days after the receipt of a completed application.** The commission shall notify the applicant and the property owner as to the date, time and place of the meeting. At the meeting, the commission shall consider the application and ~~determine~~ whether it merits a public hearing. **The commission shall determine whether or not the application merits a public hearing up to fifteen (15) calendar days of the preliminary review.** In making the determination, the commission shall consider the following criteria:”
4. The above amendments shall not apply to applications for landmark or historic designation under review or pending as of the date of the adoption of this ordinance.

Application Deadline

1. Title 2, Chapter 6, shall also be amended by adding a Section 11 which shall state: **“2-6-11: Application Deadline: Any person or entity filing an application before the commission as required in Sections 5, 6, 7, and 8 of this Chapter must submit all required documentation to the Building and Zoning Department no later than 12:00 Noon on the Wednesday preceding a regularly scheduled meeting of the commission. This section shall not apply if the application deadline creates a delay that would cause an unnecessary inconvenience to the applicant in cases of proposed alterations to historic structures.”**

Stewardship
22nd Precinct

Survivor
628 Alby

Commercial

1. Frew's Bridal
2. 1320 Milton Rd. (Old Milton School)
3. Tattoo Parlor

New Construction
Pergola across from St. Mary's
Mary's garage on State

Preservation (Entire Bldg. or Important Feature)

1. 1423 State

Paint

1. 2223 State St. (Thymes Past)

Adaptive Re-Use

7th & Henry – Paint removed back to original
brick