

Edwardsville Historic Preservation Commission

March Meeting Minutes

Date: Wednesday, March 13, 2019

Time: 7pm

Place: Council Chambers, City of Edwardsville City Hall, 118 Hillsboro Avenue, Edwardsville, IL 62025

I. CALL TO ORDER

Commission Chairman Jennifer Wilkins called the meeting to order at 7pm.

II. ROLL CALL

Present: Joe Hutton, Kurt Ackerman, Jeanne Coyle, Ryan Downey, Tom May, Kerry Smith and Jennifer Wilkins (excused absences: Bob Nickrent, Andrew Payne, Casey Weeks)

III. CITIZENS WISHING TO ADDRESS HPC

None

IV. COA DESIGN REVIEW

- a. **COA #1:** 722 Holyoake, Edwardsville Children's Museum. Owner: City of Edwardsville. Proposal is to add window signage. Director Abby Schwent. Vinyl perforation that goes on outside of window. Clear except for piece that has Museum's tagline (Grow, Learn, Play Explore) one vertical window treatment on each of the four front windows. The clear portion of the window material is tinted. Would cut down on light and heat streaming through the building, save energy and protect the interior original floors from being damaged by too much sun exposure. Junior Service League would fund it. Colorful, vertical banners in the front-facing windows. She realizes it cannot be more than 20 percent of total window space. Removable and will be installed on the exterior. Would match street pole banners. Walt says city planner says it meets city code.
Action: Tom May made motion to accept COA #1 as written. Kurt seconded. Roll call vote was a unanimous yes.
- b. **COA #2:** 725 St. Louis Street. Property owner is Michael McLean. Proposal is to build a new pool and fence. Wants to install pool on NW end of property 14x32 fiberglass pool. Bought reclaimed wrought iron fence. 48 inches tall.
Action: Kurt made motion to split pool and fence into 2 separate motions, Tom May seconded. Unanimous aye vote.
#1 Motion: Kurt Ackerman moved to accept motion for the pool. Tom May seconded it. Roll call vote was unanimous to accept pool and approve part 1 of COA #2.
#2 Motion: Kurt said city does not approve of style of fence, but Walt said the city's assistant public works director approved it. But Kurt said he was turned down on one of these fences because 2 years ago a deer gorged itself on the fence (yellow house framed house on corner). Cheryl Porter is the assistant public works director. But nothing in the HPC guidelines prohibits this. Owner proposes 2x2 steel posts with tapered picket on it.

City planner Emily Fultz saw the photos prior to the meeting.

Fence code says no sharp, pointed fence. City approves of this type of fence, it's a blunt top. It's the sharp point that city has an issue with. Motion: Tom moved to approve fence as submitted, Joe seconded. Roll call vote: Unanimous yes.

- V. ROBERTS RULES OF ORDER REFRESHER:** Jeanne Wojcieszak, city clerk and city council parliamentarian, provided us with an overview of parliamentary procedure.
- a. Must have a quorum to hold meeting (not necessarily the same people, but the same number of people). This is a majority plus 1 in order to hold meetings (in our case, 6 members of our total 10).
 - b. Agenda: We can vote to reorder our agenda items at the start of a meeting
 - c. Motions: Several types. Once a motion is pending (on the table), must dispose of it before any other motion is brought forth. Must make a motion before any discussion (as on a COA) can take place. Member who makes the motion is the first to speak. Everyone has a turn to talk before a member gets a second turn. The different types of motions are: Main Motion, Motions That Bring a Question Again (Before the Body), Subsidiary Motions (ex: tabling a motion until the next session), Privileged Motions and Incidental Motions (which aren't ranked). The other forms of motions mentioned here (other than the main motion) are occurring underneath the main motion. For example, a subsidiary motion may be to call the question. Member must be recognized by the chair to do this; it's a motion to stop debate (need a 2/3rds vote to approve calling the question).
 - d. Participation of the audience is up to the discretion of the chair.
 - e. When do we need roll call vote and when do we not? The chair can ask for the vote by acclamation, but if a member is not satisfied (and has a question about how many ayes and nays were said), a member (not necessarily the chair) can request a roll call vote.
 - f. Tabling a motion: the proper terminology is to "lay it on table"
 - g. Privileged motions: these aren't debatable (ex: motion to adjourn)
 - h. Incidental motions can happen at any time during meeting (ex: to suspend the rules, to appeal the decision of the chair, to raise a point of order, to withdraw a motion) can occur even though there's another motion pending.
- VI. APPROVAL OF MINUTES OF HPC MEETING in February 2019:**
Action: Tom May moved to approve as written, Kurt Ackerman seconded. Unanimous approval.
- VII. FINANCIAL REPORT** – None.
- VIII. CORRESPONDENCE** – None.
- IX. COMMITTEE REPORTS**
- a. Atta-boy letters - none
 - b. Historic districts and Landmarks updates - none
- X. OLD BUSINESS**
- a. Preservation Awards (Preservation and Design Awards/Awards of Excellence): Jennifer Wilkins led discussion about the HPC's first-ever annual HPC awards that will be presented (with plaques at the May City Council meeting) recognize excellence and celebrate National Historic Preservation Month in May. Suggested are awards that are intended to recognize properties that have been restored or rehabilitated in keeping with the historic character of Edwardsville and the requirements of the city's

commercial or residential design guidelines. The proposed awards would be given primarily for exterior improvements that can be enjoyed from the public right-of-way; projects should be in historic districts or should be an individually-listed landmark. In future years, projects outside of designated districts/properties could be considered if the work continues to the historic character of the neighborhood and reflects work that would be appropriate under the design guidelines as if the work required a COA; projects should be fully complete to be considered for an award; projects must have been completed within the past 3-5 years to be considered; buildings considered must be at least 50 years old. In future years, new construction projects (and/or additions) may receive an award for contextual new design in historic districts or neighborhoods; categories for award include commercial, residential and new construction. HPS may award any number of awards in each category every year. Jennifer Wilkins, Ryan Downey and Bob Nickrent worked on this project. Suggested that we award one per category. Tom May provided the HPC with several photos of potential award recipients; features/improvements he considered included fire restorations, new garages and additions, porch restorations, etc.

If any HPC member wants to submit a residential or commercial project to be considered for a vote of the winners during our April regular meeting, nominations must be submitted by email to Chair Jennifer Wilkins by March 20.

- b. HPC Calendar: Goshen Market starts up in May. In past years, HPC shared a table with Friends of LeClaire. Do we want to partner with them to offer walking tours from the market? And/or a children's scavenger hunt to ID basic features on buildings? Tom May says the fit with the library's summer programs may be another possibility.

XI. NEW BUSINESS

- a. End of city's fiscal year is April 30. Mayor Patton will appoint new members as of May 1. Keep your eye out for potential new HPC members. Plus, we need to vote at April meeting for Chair, Vice Chair and Secretary. Joe and Jen will comprise the nominating committee.
- b. CLG grant due in mid-April: Casey Weeks is interested working on that but needs help. It involves a re-surveying of Main Street. Community & Economic Development Director Walt Williams says city has matching funds in the program budget. He thinks the Grandview CLG grant award was \$8k to \$12k. Walt will share details of the Grandview survey with Jennifer and Casey.
- c. Postcards to Historic District residents: Walt Williams will be mailing these out to remind residents that they're required to apply for COAs if they plan on proposing any exterior improvements to their homes.
- d. **ADJOURNMENT:** Our next regular HPC meeting is April 10, 2019. Meeting adjourned at 8:35pm. Joe Hutton motioned, Tom May seconded.

Minutes respectfully recorded and submitted by Kerry Smith

