



MINUTES
HISTORIC PRESERVATION COMMISSION - REGULAR SESSION
THURSDAY, SEPTEMBER 18, 2025, 5:00 PM

The Historic Preservation Commission convened in regular session at 5:01 PM, September 18, 2025. Chair Sarah Lindenbaum called the meeting to order.

Roll Call

Attendee Name	Title	Status
Mark Adams	Commissioner	Present
John Elterich	Commissioner	Present
Paul Scharnett	Commission Vice Chair	Present
Alan Lessoff	Commissioner	Present
Emma Meyer	Commissioner	Present
Sarah Lindenbaum	Commission Chair	Present
Dawn Peters	Commissioner	Absent

Staff Present: Jon Branham, Planner II; Marcus Ricci, Planner III; Alissa Pemberton, Planning Manager.

Public Comment

No public comment was provided.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

Item 4.A. Review and approval of the minutes of the June 26, 2025, regular meeting of the Bloomington Historic Preservation Commission.

Item 4.B. Review and approval of the minutes of the July 17, 2025, regular meeting of the Bloomington Historic Preservation Commission.

Commissioner Elterich made a motion, seconded by Commissioner Lessoff to approve the Minutes from June 26, 2025, and July 17, 2025, with the amendment of the addition of the staff powerpoint presentation as attachment.

AYES: Lindenbaum; Lessoff; Elterich; Meyer; Adams; Scharnett

Motion carried (viva voce).

Regular Agenda

The following item was presented:

Item 5.A. **BHP-26-25** - Consideration, and action on a request submitted by Rachel Sizemore for a **Certificate of Appropriateness** for second floor window replacement, for the property located at 1101 E. Jefferson Street, PIN 21-03-328-001.

Mr. Ricci presented the staff report, summarizing the request to replace the second-floor windows, and providing a history of the property including the structure's historic characteristics, noting the four previous requests for Certificates of Appropriateness (CoA). Rather than replacement windows of wood frame or wood with metal cladding, the applicant is proposing vinyl-clad, wood-framed windows, which would be acceptable under the City's Architectural Review Guidelines (ARG) as long as they visually match the windows they are replacing. The subject windows are not decorative windows; they match critical details of the windows they are replacing; and they are not located on the ground floor. He reviewed photographs of the current deterioration of several of the windows proposed for replacement.

Mr. Ricci also noted items relating to the next item for review – the related Funk Grant. The proposal meets the standards for review: the property is locally historically designated, the proposed activity is an exterior rehabilitation project that addresses exterior visual and structural components, it does not have a gutter or roof component, the project has not previously received Funk grant funding, and the proposed project expenses are for skilled labor and materials; prevailing wages will be required. It is eligible for additional funding as a major restoration project because the project cost is at least 45% of the property's Equalized Assessed Value (EAV).

Ms. Pemberton provided additional information about the proposal. This property is the James Neville House, located in the Davis-Jefferson area. It is a residential property that is occupied at all times. The property is required to have physical security due to its operational nature, and they are also struggling to address rainwater infiltration due to the deteriorated windows leaking into the house directly, and into the walls themselves. Although the current owner has obtained several CoAs in the 25 years they have owned the property this is the first time they have applied for a Funk Grant. The applicant obtained an estimate from Prairie Woodworks to repair the first-floor windows which was comparable to the estimate to replace them; this project cannot happen until the spring of 2026. The cost of repair on the second-floor is expected to be greater than the first-floor repair quote. She also noted the second-floor windows need to be addressed before this winter due to their significantly poorer condition. Most likely, the Applicant would replace the second-floor windows now, then address the repair of the first-floor windows in the next fiscal year (summer 2026) and apply for additional funding.

Rachel Sizemore (Applicant) spoke on behalf of the project and introduced her window contractor.

Vice-Chair Scharnett noted that, after close examination, the proposal is actually to replace *replacement* windows, not original windows. He asserted that this is an example of poorly-executed replacement work, and of the challenge that the Commission tries to address using the ARG's standards. He noted that the 25-year-old windows were in worse shape than the 100-year-old windows that they work hard to have owners retain.

Garreck Sakinis (Window World) clarified they are proposing to use aluminum-clad windows, not vinyl-clad. He explained the installation process and discussed the issues with ensuring weather sealing by using proper flanging techniques. Each window's frame and sill will be individually assessed during the installation and they will produce the necessary flashing on site.

Vice-Chair Scharnett and Mr. Sakinis discussed the flashing details and the need for proper sealing to prevent water damage, including wrapping the flashing around the sill and back behind the vertical frame members.

Vice Chair Scharnett made a motion, seconded by Commissioner Meyer, to approve a Certificate of Appropriateness for the replacement of the second-floor windows with aluminum-clad wood windows, with modifications to address the flashing issues including extending a leg behind the vertical jam member to prevent water intrusion at the base of the window, for the property at 1101 E. Jefferson Street.

Roll call.

AYES: Lindenbaum; Lessoff; Elterich; Meyer; Adams; Scharnett

Motion passed.

Item 5.B. **BHP-28-25** - Consideration, and action on a request submitted by Rachel Sizemore for a **Funk Grant** in the amount of \$15,000 for second floor window replacement, on the property at 1101 E. Jefferson Street, PIN 21-03-328-001.

Staff provided a brief recap of how the project complied with the requirements of the Funk Grant and referred to the Staff Report for further details. There were no questions.

Commission Lessoff made a motion, seconded by Commissioner Meyer, to approve a Funk Grant, of up to \$15,000 for the replacement of the second-floor windows with aluminum-clad wood windows, for 1101 E. Jefferson Street.

Roll Call.

AYES: Lindenbaum; Lessoff; Elterich; Meyer; Adams; Scharnett

Motion passed.

New Business

The following item was presented:

Item 6.A. Discussion related to a request for demolition of the residential structure at 414 E. Emerson Street PIN 14-33-405-014.

Chair Lindenbaum recounted that she had been sent a demolition review by Ms. Pemberton for this property, which is owned by Illinois Wesleyan University (IWU). The property is described as being in deplorable condition with exterior defects but with potential architectural merit. Commission members and staff discussed the possibility of salvaging materials from the property or possibly doing a recordation survey, similar to one the Vice-Chair Scharnett had completed for a different property.

Ms. Pemberton stated that she had inquired with IWU if they would be willing to have someone from the Old House Society assess the property for salvage potential. Chair Lindenbaum suggested allowing the Old House Society to inspect the property for salvageable materials. Commission members discussed the importance of preserving historic materials and the challenges of demolition. Chair Lindenbaum summarized the discussion and the need for further research on the property's historical significance and Ms. Pemberton agreed to contact the Old House Society to arrange an inspection.

Rob Baum (Core Construction) noted he was present and could answer questions related to the demolition request that his company was party to. He addressed the Commission regarding next steps of the demolition process and stated he would help get in touch with the IWU project manager to allow salvage.

Adjournment


Commission Vice-Chair Scharnett made a motion, seconded by Commissioner Meyer, to adjourn the meeting.

AYES: Lindenbaum; Lessoff; Scharnett; Elterich; Meyer; Adams

Motion carried (viva voce).

The Meeting Adjourned at 6:00 P.M.

CITY OF BLOOMINGTON



Sarah Lindenbaum, Chair



Alissa Pemberton, Staff Liaison



City of Bloomington
Historic Preservation Commission
September 18, 2025



CITY OF BLOOMINGTON
 HISTORIC PRESERVATION COMMISSION
 SEPTEMBER 18, 2025

Agenda

Item	Case Number	
4A	N/A	Review and approval of the minutes of the June 26, 2025, Special Session of the Bloomington Historic Preservation Commission.
4B	N/A	Review and approval of the minutes of the July 17, 2025, Regular Meeting of the Bloomington Historic Preservation Commission..
5A	BHP-26-25	Consideration, and action on a request submitted by Rachel Sizemore for a Certificate of Appropriateness for second floor window replacement, on the property at 1101 E. Jefferson Street.
5B	BHP-28-25	Consideration, and action on a request submitted by Rachel Sizemore for a Funk Grant in the amount of \$15,000 for second floor window replacement, on the property at 1101 E. Jefferson Street.
6	N/A	New Business
6A	N/A	Discussion related to a request for demolition of the residential structure at 414 E. Emerson Street.
7	N/A	Adjourn

BHP-26-25

1101 E. Jefferson St.

Consideration, and action on
a request submitted by
Rachel Sizemore for a
Certificate of Appropriateness
for second floor window
replacement



BHP-26-25

1101 E. Jefferson St.

Consideration, and action on a request submitted by Rachel Sizemore for a Certificate of Appropriateness for second floor window replacement

Revive Wood Clad Double Hung Pocket Replacement Window

Features and Benefits

- **Stainable and paintable natural wood interiors** – Choose from Clear Select Pine, Natural Alder or Douglas Fir
- **Sleek appearance and clean lines** – Recessed lock, keeper and tilt latch won't get in the way of your view
- **Low-maintenance exteriors** – Heavy-duty aluminum cladding protects the sash and pocket frame
- **Easy cleaning** – EZ Tilt sash makes washing the outside glass more convenient
- **Concealed jambliner** – Enhances window's appearance with the warmth of wood on the interior and color-matched aluminum cladding on the exterior
- **Easy sash operation** – Full-sized block and tackle balance system allows sash to smoothly glide open and closed
- **Exceptional structural stability** – Head frame corners are keyed, screwed and silicone-injected
- Full- or half-screen options

Sizes

Available in custom sizes

Glazing

- 3/4" inch double pane insulated glass comes standard with energy efficient Cardinal® LoE 366 coating; tinted, tempered, obscure and laminated glazing options available
- Double glazing and interior wood stops lend superior strength and sealing against moisture and air
- Custom and special glass types available
- Preserve protective film optional

Grilles

Windsor Divided Lite (WDL) = simulated divided lite

- 7/8" and 1-1/4" Perimeter Grille
- 7/8" and 1-1/4" Stick Grille
- 3/4" and 1" Profiled Inner Grille
- 13/16" Flat Inner Grille
- 7/8" and 1-1/4" Ogee WDL
- 5/8", 7/8", 1-1/4" and 2" Short Putty WDL
- 5/8", 7/8", 1-1/4" and 2" Short Contemporary WDL
- 2" Simulated Check Rail (DH picture only)
- Standard and custom grille patterns available

Interior Trim and Accessories

- 11 trim profiles • Stool and apron
- 7 interior stops • Base shoe and cove
- Rosettes

Finishes

- Interior – Available in Clear Select Pine, Douglas Fir or Natural Alder
 - Primed: white or black
 - Painted: white, black or gray
 - Stained: 9 color options
- Exterior – Heavy-duty extruded aluminum cladding

Clad Colors

- All clad colors painted in-house with the highly durable AAMA 2604 standard finish, or upgrade to AAMA 2605 for the most challenging of environments
- 24 Standard Clad Colors available in 2604 and 2605 finish
 - 20 Feature Clad Colors available in 2604 and 2605 finish (Custom color matching is also available)
 - 7 Matte Clad Colors available in the 2604 finish only

Hardware

Double hung lock available in champagne, white, bronze and black; optional finishes in faux bronze, oil rubbed bronze, satin nickel and bright brass

Performance Ratings

For current performance ratings, visit our website at windsorwindows.com and click on "Professional Information" in the menu bar



BHP-26-25

1101 E. Jefferson St.

HISTORICAL INFORMATION

- Year Built: 1885
- Architectural Style: Queen Anne (Significantly Altered)
- Architect: Warren H. Milner, with alterations in 1902 by Arthur L. Pillsbury
- Historic District: Davis-Jefferson Historic District
- Alternate Name: James S. Neville House

PROJECT

- Replace second floor windows with vinyl clad wood windows

Architectural Guidelines

- *Replacement of historic windows may be approved under the following conditions...*
- *Historic windows are not decorative windows...*
- *Match critical details such as window size, shape, operation, glass configuration, material and finish...*
- *Wood windows on the 2nd floor and above may be replaced with vinyl clad or aluminum clad wood windows with a shape and finish that appears to match the existing finish as visible from the street...*

Key Standards for Review

- No changes to the distinctive architectural features of the home are proposed.
- Existing exterior window trim will be retained, with only sills proposed for repair and capping.
- No change in the number, size, operation, or lite configuration is proposed. Repair of the windows would also require a substantial amount of material replacement due to the level of existing degradation.

BHP-26-25

1101 E. Jefferson St.

Consideration, and action on
a request submitted by
Rachel Sizemore for a
Certificate of Appropriateness
for second floor window
replacement



BHP-26-25

1101 E. Jefferson St.

Consideration, and action on
a request submitted by
Rachel Sizemore for a
Certificate of Appropriateness
for second floor window
replacement



BHP-28-25

1101 E. Jefferson St.

Consideration, and action on a request submitted by Rachel Sizemore for a Funk Grant in the amount of \$15,000 for second floor window replacement, on the property at 1101 E. Jefferson Street

Key Standards for Review

- The proposal addresses exterior visual and structural components of the building.
- Costs associated with this project are skilled labor and materials. Prevailing Wage will be required.
- The project is not barred from gaining funding by one of the program limitations, or by failing to meet requirements, terms, or conditions.
- The request meets all eligibility criteria and conditions; no limitations apply.
- The project *is eligible* for additional funding as “**Major Restoration**” project, defined as any project costing at least 45% of the subject property’s EAV.

2024 EAV = \$0 Project Cost = \$31,000

The Applicant has provided a quote for replacement and a quote for repair, and states that other previously acquired replacement quotes (not retained) exceeded the cost of the same scope of work.



Recommendation CASE BHP-26-25 & BHP-28-25

Certificate of Appropriateness & Funk Grant

Staff recommends the Historic Preservation Commission take the following actions:

Motion to approved the request for a Certificate of Appropriateness, as submitted by Rachel Sizemore, for a Certification of Appropriateness for second floor window replacement, on the property at 1101 E. Jefferson Street.

Motion to establish findings that the project is eligible and to approve the request by Rachel Sizemore, for a Funk Grant in the amount of \$15,000.00 for second floor window replacement on the property located at 1101 E. Jefferson Street.

DISCUSSION

414 E. Emerson St.

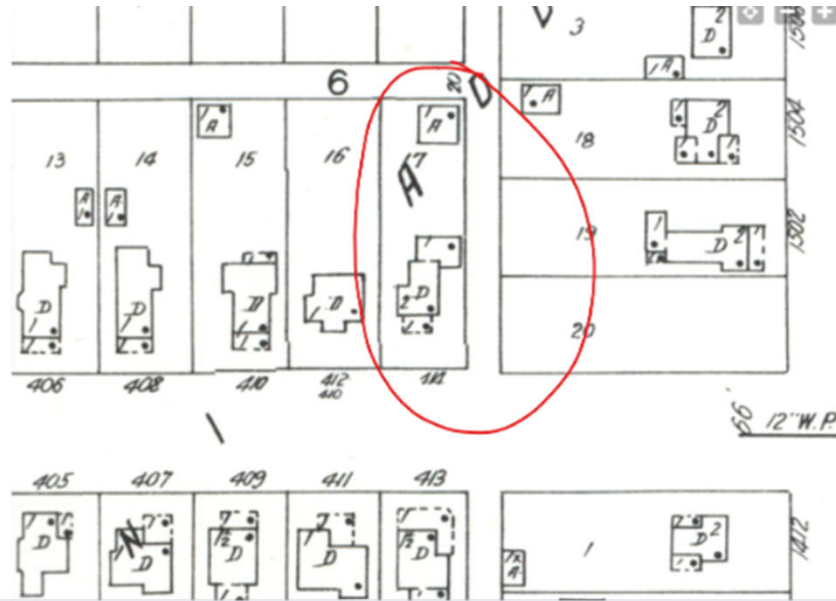
Potential Demolition Permit



414 E. Emerson St.

HISTORICAL INFORMATION

- Year Built: c. 1887
- Altered
- Routine birth/death/sale announcements



1953 Sanborn Map



Except for historic landmarks and buildings located in a historic district, buildings shall be subject to the requirements of this section where:

- (1) The proposed demolition exceeds 500 square feet of gross floor area; and
- (2) The building was constructed more than 50 years before the date of the application for a demolition permit, as determined on the basis of available records.

§ 44-1711A

Step 1

Chairperson Review

414 E. Emerson St.



414 E. Emerson St.



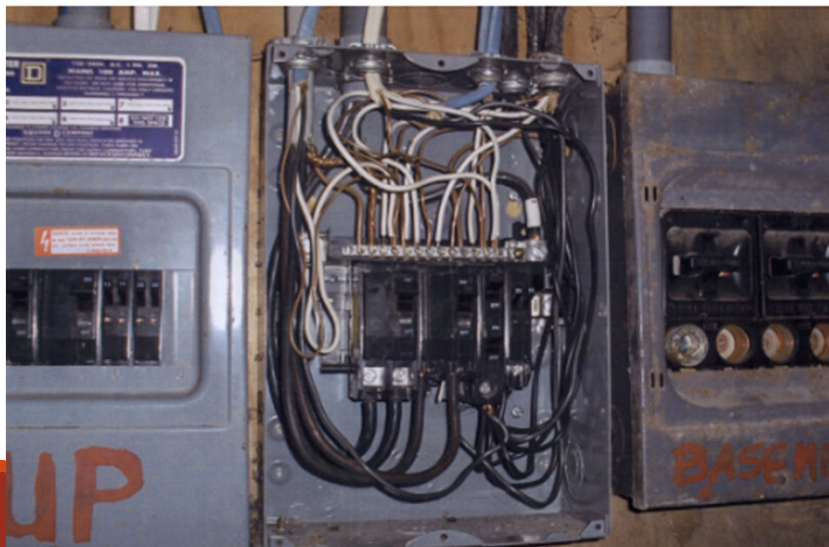
414 E. Emerson St.



If the chairperson or committee determines that the building is potentially significant, it shall schedule a public hearing before the Preservation Commission to consider the building's historical or architectural significance...
§ 44-1711B(2)(b)



If no alternatives to demolition have been identified and agreed to by the applicant within said sixty-day period, the Director of Development Services shall cause the demolition or building permit to be issued provided that it complies with all other requirements of this Code
§ 44-1711E(2)





NEXT MEETING

Historic Preservation Commission

October 16, 2025
