MINUTES
BLOOMINGTON HISTORIC PRESERVATION COMMISSION
REGULAR MEETING,
THURSDAY, NOVEMBER 20, 2014, 5:00 P.M.
COUNCIL CHAMBERS, CITY HALL
109 E. OLIVE ST., BLOOMINGTON, ILLINOIS

MEMBERS PRESENT: Mr. Kennedy, Ms. Graehling, Mr. Elterich, Mr. Westerhout, Mr. Sturgeon, Mr. Williams
MEMBERS ABSENT: Mr. Durham

OTHERS PRESENT: Mark Woolard, City Planner

CALL TO ORDER: Chairman Kennedy called the meeting to order at 5:00 P.M.
ROLL CALL: Mr. Woolard called the roll.

PUBLIC COMMENT: None

MINUTES: The commissioners reviewed the minutes from the October 16, 2014 meeting. Mr. Elterich moved to approve the minutes as drafted. Mr. Westerhout seconded the motion, which passed by a vote of 6-0.

REGULAR AGENDA:
Case BHP-36-14. Review of application submitted by Tim Maurer requesting a Certificate of Appropriateness for wood steps and a platform at the Francis Funk House, Italianate Variation, 1876/1914, located at 319 E. Chestnut in the Franklin Square National Register Historic District.

Chairman Kennedy introduced the case. Mr. Woolard stated the proposal is to replace the previous demolished concrete platform with wood steps and platform as originally constructed for the house. He said the platform is for aesthetics only and is not a functioning entrance. He stated a hand rail is required if there are four or more risers while the guard rail is required if there is 30" or more from the landing to the grade. Staff supports the project if the code is adequately addressed.

Mr. Tim Maurer, 317 E. Chestnut, stated the Funk home was built in 1876 and 100 years ago it was converted from a single family home into a duplex. He said the original Pillsbury blue prints show an ice door off of the platform and he wants to keep the original look of the platform even if it is not a functioning door.

There was discussion on riser height, stringers, rails, the non-functioning ice door, material options, and the next step for the petitioner. Chairman Kennedy stated the necessary information to make a decision is the code riser definition, the step count including the last step from the stringer onto the platform and the maximum height of the riser. Mr. Maurer stated this is a decorative non-functioning feature. Mr. Elterich stated the task of the commission is to only determine if the structure is appropriate to the original drawings which have been presented.

Mr. Williams stated this case has a purely decorative feature for a historic building and the applicant is attempting to restore the feature. He asked building safety's role in this case since it is not a functioning door. Chairman Kennedy asked the procedure when weighing the current entrance use versus the potential entrance use at a later date. Mr. Elterich stated since the door is only two feet wide, maybe this is not a porch.

Mr. Elterich moved to approve case BHP-36-14 as submitted. Mr. Westerhout seconded the motion which passed by a vote of 3 to 2 with the following votes being cast on roll call: Mr. Williams-abstain; Mr. Elterich-yes; Mr. Kennedy-yes; Ms. Graehling-no; Mr. Westerhout-yes; Mr. Sturgeon-no; Mr. Durham-absent.

Chairman Kennedy suggested a code interpretation from the building inspector, such as the definition of a riser may be helpful. Chairman Kennedy asked for clarity from legal regarding what the certificate of appropriateness actually means with regard to the code. He specifically asked if this commission has authority to override the code for historic structures and requested follow-up.

Case BHP-37-14. Review of application submitted by Action Roofing and Rodney Phillips requesting a Certificate of Appropriateness for new roofing for the Elizabeth Clark House, Cross-gabled Vernacular style, 1883-86, located at 1015 E. Jefferson Street in the Davis-Jefferson Historic District.

Chairman Kennedy introduced the case. Mr. Woolard stated the roof repairs were located on a large south section of 400 square feet. There was a 3' x 12' lower roof patch that was the first attempt to repair the leak. The work included architectural shingles.

Mr. Rodney Phillips stated the lower 3' x 12' section was the first attempt to repair a leak. When it persisted to leak, then the large section of approximately 400 square feet needed to be repaired. The 3' x 12' patched section of the roof will be repaired at some point and he said he will be back to request permission at that time.

Mr. Elterich moved to approve case BHP-37-14 as submitted. The motion was seconded by Mr. Westerhout and passed by a vote of 5-1.

OLD BUSINESS: Discussion Historic Preservation Agency Awards: Mr. Woolard provided a draft of an award criterion. There was discussion on the criteria, the recipients, the nomination process, categories, type of recognition and frequency.

Review of Procedures for Certificate of Appropriateness and Grant Applications: There was discussion on the application process, the language in the instruction document, follow up to applicants and incomplete applications for agendas. Mr. Sturgeon suggested emailing the applicant the criteria especially if the applicant is required to reappear with certain information.

Mr. Williams stated it is important for the building inspectors to follow through with the commission's detailed requirements. Mr. Westerhout said the contractor's bid is important if the applicant is utilizing a contractor. He suggested changing the language to include a statement

about how an insufficient submission of drawings and other information will delay the review of the application.

Chairman Kennedy clarified the first paragraph needs to include 'materials'. He said based on past cases, the commission always asks for a roof material sample and on masonry projects, there needs to include the type of mortar, type of brick, type of materials for capstones, carved stone, mortar and other joint materials. He said more detail is usually needed for window projects and porch projects. Mr. Westerhout suggested a project check list with a disclaimer stating that more information may be required. There was discussion on requesting the applicant to provide a list of detailed materials with examples to include, samples of roofing materials, species of wood, type of mortar, types of caulk and all material details. Chairman Kennedy stated there needs to be a paragraph which includes language requiring the applicant to write an explanation if there are project changes in scope from the original application. He also said the application needs to state they must submit a list which includes drawings and/or photos indicating all aspects of the project. He said any drawings must be to scale and adequately demonstrate the full project. Mr. Westerhout suggested a sentence saying if in doubt, please add more detail. Ms. Graehling stated the sentence stating that an insufficient submission of drawings may delay, should read will delay the approval. Chairman Kennedy said the sentence should be inadequate drawings and photos evidencing the full project as well as the materials list being used will delay the project review.

NEW BUSINESS: Report of Historic Preservation Activities: Mr. Williams asked about the status of the south door for the Stevenson House in Franklin Park. There was discussion regarding digitizing the commission packet instead of paper mailing. Mr. Williams explained his visit to Hannibal, Missouri and the importance of restoration details.

ADJOURNMENT: Mr. Westerhout made a motion to adjourn. Mr. Elterich seconded the motion which passed unanimously. The meeting was adjourned at 7:01 p.m.

Respectfully submitted,
Mark Woolard, City Planner

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