

DIXON HISTORIC PRESERVATION COMMISSION

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Minutes of the Commission meeting of March 25, 2013

- 1. Call to order.** The meeting was called to order in Council Chambers at City Hall at 132p by John McLane, Chair.
- 2. Roll call.** Commissioners present were James Higby, Greg Langan, John McLane, and Duane Paulsen. These were joined at 150p by Commissioner Linda Brantley. Also in attendance were Mayor Burke, Josh Albrecht, and Dean Sheaffer.
- 3. Approval of minutes.** Minutes of the meeting of March 4, 2013 have been distributed electronically, and printed copies have been distributed to all persons present at today's meeting. **Duane Paulsen moved, and Greg Langan seconded, that the minutes be approved as printed and read. Voting Aye: Higby, Langan, McLane, and Paulsen. Voting Nay: None. Motion carried.**
- 4. Notices and communications.**

Several items were included in the Commissioners' meeting agenda packet:

- a. the Secretary's letter to Mayor Burke regarding the Commission's recommendation that City Council change section 6-18-3.D of the Ordinance to eliminate term limits for Commission officers – Mayor stated that the letter has been forwarded to the City Attorney and City Council Members for their consideration at an upcoming Council meeting
- b. a single-page document containing capsule biographies of Historic Preservation Commissioners for presentation at the Commission's upcoming special meeting for property owners
- c. the map of the Downtown Historic District
- d. the list of property owners in the Downtown Historic District, as corrected and updated
- e. an essay by Duane Paulsen titled "Capitalizing on Dixon's History" which he will present at the Commission's upcoming special meeting for property owners
- f. the Secretary's draft of a letter of invitation to property owners
- g. the Commission's protocol for handling applications for façade modification, adopted at its December 4, 2012 meeting

In addition to the above, the Commission has received an Application for Exterior Alterations Design Review (Certificate of Appropriateness) from Mr. Trirong Khuntangta, which itemizes in detail his plans to make improvements to the exterior of his building located at 216 W. 1st St. in Dixon IL. Per adopted protocol the Secretary will write a letter of acknowledgement to Mr. Khuntangta, while Commissioners will make a site visit to inspect the First Street property and discuss his proposals. The application will be made part of New Business at the Commission's next meeting.

Finally, the Commission heard a presentation by Dean Sheaffer on the subject of a possible "streetscaping" project in Dixon, which would impact First Street from Madison Avenue to Crawford Avenue. Mr. Sheaffer also furnished a comb-bound book that he had produced in 1999 for the city of Geneva IL for their streetscaping project. The book, titled *Third Street Improvements Historic Report*, features chapters on Project History and Methodology, Historic Landscape Context, Streetscape Inventory, Streetscape Design Recommendations, and Resources. Commissioners generally expressed favorable reactions and interest, which resulted in several looseleaf copies of his book being made and distributed. Sheaffer summarized the various entities that contributed to the success of the Geneva project, which included the local historical society. James Higby remarked that there were three officers and one other member of the Lee County Historical Society currently serving on the Commission, and that the Society might serve as a

research contributor to such a project. Higby will consult with the LCHS President regarding this possibility.

5. Public comment. There was no public present.

6. Old business.

a. The Commission once again took up the old business of planning a special meeting for property owners in the Dixon Historic District.

i. **James Higby moved, and Linda Brantley seconded, that invitations [to the Commission's special meeting for property owners] be sent to owners of commercial property only. Voting Aye: Brantley, Higby, Langan, McLane, and Paulsen. Voting Nay: None. Motion carried.**

ii. **James Higby moved, and Linda Brantley seconded, that Mayor and Commissioners and Josh Albrecht each give five-minute presentations on a relevant topic of their choice [at the special meeting for property owners]. Voting Aye: Brantley, Higby, Langan, McLane, and Paulsen. Voting Nay: None. Motion carried.**

Secretary's note: At the previous meeting, each of the above had identified their presentations, to wit:

Mayor will introduce the Commission and briefly discuss the notion of fair play on a level playing field for all property owners.

Langan will summarize the history of the National Registry movement in the U.S., as well as the origins of the Dixon Historic Preservation Commission.

Paulsen will present a history of Dixon and how we can capitalize on our heritage.

McLane will discuss historic preservation from an architect's point of view.

Brantley will relate her own experiences with building renovation as the owner of downtown property, speaking to the case for esthetics and outlining the procedure for making application to the Commission.

Higby will discuss the Dorochoff Survey and project some panels from the survey.

Albrecht will summarize financial assistance plans available to property owners in the District.

iii. Josh Albrecht announced that Dixon Main Street needs a presenter for its May 15 Noon "Lunch and Learn" meeting. He suggested that the Commission might hold its special meeting for property owners concurrently with that meeting and make its presentation at that time. He pointed out that several property and business owners normally attend Main Street meetings, and that this might include a large portion of the Commission's target audience. **Duane Paulsen moved, and Greg Langan seconded, that the Historic Preservation Commission make its presentation to property owners at the May 15 "Lunch and Learn" meeting of Dixon Main Street. Voting Aye: McLane, Paulsen, Brantley, Higby, and Langan. Voting Nay: None. Motion carried.**

iv. In the light of the decision made in paragraph iii. above, the Secretary will meet with Josh to formulate a revision of the draft of a letter of invitation to property owners.

7. **New business.**

- a. **James Higby moved, and Greg Langan seconded, that the Commission endorse a proposal for a Downtown Historic District Landscape Report by [Dean] Sheaffer Landscape Architects. Voting Aye: Paulsen, Brantley, Higby, Langan, and McLane. Voting Nay: None. Motion carried.** The Secretary will compose and send a letter to this effect to Mayor and City Council.
 - b. The Chair set the next meeting for Monday, April 1, 2013, at 1:30 P.M. in Council Chambers.
8. **Adjournment. Greg Langan moved, and Linda Brantley seconded, that the meeting be adjourned. Voting Aye: Langan, Paulsen, Brantley, Higby, and McLane. Voting Nay: None. Motion carried.** Adjournment then occurred at 253p.

Respectfully submitted by James Higby, Secretary
Dixon Historic Preservation Commission