

DIXON HISTORIC PRESERVATION COMMISSION

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Minutes of the Commission meeting of August 24, 2015

1. **Call to order.** The meeting was called to order by John McLane in Council Chambers at 130p.
2. **Roll call.** Commissioners present were James Higby, Greg Langan, John McLane, and Duane Paulsen.
3. **Approval of minutes.** Minutes of the meeting of August 3, 2015 have been distributed electronically, and printed copies have been distributed to all persons present at today's meeting. **Greg Langan moved, and Duane Paulsen 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.**
 - a. Included in the revised meeting agenda packet were four documents:
 - i. email correspondence between Commission Secretary Higby and City Manager Nord over the period beginning 20150817 and ending on 20150821 (2p);
 - ii. a memo to the Commission from Secretary Higby regarding the cost of the 27 bronze plaques, with two attachments (1+5p);
 - iii. two photographs of the façade of the Union Block Building (105-107 West First Street) which show the progress of its renovation as of 4p on Friday, August 21, 2015 (2p); for the record, the Commission has received neither inquiry nor application for façade modification at those addresses; and
 - iv. A report titled "Downtown Dixon Historic District - A Brief Summary" by Greg Langan, with two attachments (3+2p).
5. **Public comment.** There were no comments by the public.
6. **Old business.** The Commission reviewed the status of its three historic signage projects.
 - a. To date only three bronze plaques have been installed by property owners - City Hall, Commerce Towers, and 214 West First Street.
 - b. Mayor and Council have seen the proposal for Town Square Block and have directed City Manager Nord to add the project to the list of requests for next year's budget, which begins May 1, 2016.
 - c. Regarding a bronze plaque for the former I.N.U. power plant, Mr. Nord stated in an August 21, 2015 email to the Commission Secretary that "the same information will need to be provided as was given for Town Square".

7. New business.

a. The election of Commission officers took place as follows: **John McLane moved, and Greg Langan seconded, that James Higby serve another term as Commission Secretary. Voting Aye: Langan, McLane, and Paulsen. Voting Nay: None. Abstention by Higby. Motion carried. Duane Paulsen moved, and Greg Langan seconded, that John McLane serve another term as Commission Chair. Voting Aye: Paulsen, Higby, and Langan. Voting Nay: None. Abstention by McLane. Motion carried. John McLane moved, and Greg Langan seconded, that Duane Paulsen serve another term as Commission Vice-Chair. Voting Aye: Higby, McLane, Langan, and Paulsen. Voting Nay: None. Motion carried. Thus were McLane, Paulsen, and Higby re-elected Chair, Vice-Chair, and Secretary, respectively.**

b. Commissioners discussed the status of its three historic signage projects. The Commission is concerned about the slow progress in the installation of the bronze plaques already in stock and the delays until after May 1, 2016 in the realization of its other two projects. The Commission is unsure of the meaning of "the same information will need to be provided as was given for Town Square" from City Manager Nord's email quoted above, as the Commission had indeed submitted text to him and requested, in a letter dated July 20, 2015 with Mayor copied in, "that he seek a bid for a bronze plaque to be installed on or near the former Illinois Northern Utilities Company power plant on River Street, the plaque to feature text as presented to the Commission by James Higby at its July 20, 2015 meeting." There were no motions made with regard to the status of these projects.

c. Commissioners studied two color photographs showing a façade modification in progress at 105-107 West First Street. The Commission is unanimous in its opinion that the Commission should have been consulted about this project prior to the issuance of a building permit. **Duane Paulsen moved, and John McLane seconded, that a letter be sent to Mayor and City Council regarding this matter. Voting Aye: McLane, Paulsen, Higby, and Langan. Voting Nay: None. Motion carried.**

[Secretary's note: A letter will be drafted and sent to the intended parties.]

d. Commissioner Langan shared his brief monograph on the origin and history of the Downtown Dixon Historic District, which included two attachments: a map of the District and a letter from the Commission to property owners advising them of our mission. **Duane Paulsen moved, and James Higby seconded, that the Commission approve Langan's report for submission to Mayor and City Council. Voting Aye: Paulsen, Higby, Langan, and McLane. Voting Nay: None. Motion carried.**

[Secretary's note: A memo will be drafted and sent to Mayor and City Council.]

e. The next two Commission meetings are scheduled for September 28 and October 26 at 130p in Council Chambers.

f. **Greg Langan moved, and John McLane seconded, that the Commission go on record to express great appreciation to James Higby for the outstanding work he has done for the Commission as its Secretary. Voting Aye: Langan, McLane, and Paulsen. Voting Nay: None. Abstention by Higby. Motion carried.**

[Secretary's note: The Secretary will humbly accept the accolade and strive to remain worthy.]

8. **Duane Paulsen moved, and Greg Langan seconded, that the meeting be adjourned. Voting Aye: Higby, Langan, McLane, and Paulsen. Voting Nay: None. Motion carried, and the meeting was adjourned at 255p.**

Respectfully submitted by James Higby, Secretary
Dixon Historic Preservation Commission