

DIXON HISTORIC PRESERVATION COMMISSION

CITY HALL
P. O. BOX 318
DIXON IL 61021
dhpc@discoverdixon.org

Minutes of the Commission meeting of December 4, 2012

1. Call to order. The meeting was called to order in the Building Department Conference Room at City Hall at 1:40 P.M. by John McLane, Chair (change of venue was the result of a last-minute room scheduling conflict).

2. Roll call. Commissioners present were James Higby, Greg Langan, John McLane, and Duane Paulsen. Also in attendance was Mayor Burke.

3. Approval of minutes. Minutes of the meeting of July 17, 2012 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.**

The Secretary noted that the minutes of the April 18, 2012 Commission meeting lacked the location of the meeting, and thus were not in complete compliance with the requirements of the Illinois Open Meetings Act. A revised version, with the meeting location added, has 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 revised minutes be approved as printed and read. Voting Aye: Langan, McLane, Paulsen, and Higby. Voting Nay: None. Motion carried.**

4. Notices and communications. Commissioners were advised of relevant City Council action since the previous meeting.

a. Re-appointed to the Commission during that time were James Higby, Duane Paulsen, and Linda Brantley. A summary of the terms of all five Commission members was placed on file.

b. Per recommendations made by the Commission at its July 17, 2012 meeting for changes to the existing Historic Preservation Ordinance, City Council approved the Commission's suggested modifications at its September 17, 2012 meeting. All Commissioners have received copies of the new Ordinance, which has been placed on file.

5. Public comment. There was no public present.

6. Old business. There was no old business.

7. New business. The Commissioners discussed several topics.

a. In light of the requirements of the Illinois Open Meetings Act, the Commission discussed protocol for voting on questions. **Duane Paulsen moved, and Greg Langan seconded, that voting be conducted via roll call. Voting Aye: McLane, Paulsen, Higby, and Langan. Voting Nay: None. Motion carried.**

b. In anticipation of receiving applications for façade modifications by property owners, the Commission discussed procedures for handling and acting on applications as soon as possible after they are received. 1) As soon as the Commission receives an application at its email or postal address, or via the Building Department, the Secretary will, within 72 business hours, send via postal mail an acknowledgement of its receipt, a template for which has been placed on file, and will subsequently distribute copies of the application to all Commissioners, the Mayor, the Building Department, and Dixon Main Street; 2) The Chair will call a meeting to discuss the application as soon as possible after its receipt; 3) The Commission will invite the applicant to attend any and all meetings relating to his/her application; 4) The

Commission will make a site visit as part of the process; and 5) The Commission will invite a local architect to sit in on any meetings from which the Chair/Architect is absent, and at which an application is discussed. **Greg Langan moved, and Duane Paulsen seconded, that the plan outlined above be adopted by the Commission. Voting Aye: Paulsen, Higby, Langan, and McLane. Voting Nay: None. Motion carried.**

c. Mayor Burke outlined a new façade grant program which has been proposed by Dixon Main Street. After a brief question and answer period, **James Higby moved, and John McLane seconded, that the Commission endorse the façade grant program which has been proposed by Dixon Main Street. Voting Aye: Higby, Langan, McLane, and Paulsen. Voting Nay: None. Motion carried.**

d. John McLane made a report on the Historic Preservation Commission of the City of Morrison IL, which has been in the news. The Ordinance which establishes their Commission is available online, and is quite detailed, running eighteen pages. As this was an informational item, no action was taken.

e. The Commission discussed inviting area architects to a future meeting. No action was taken.

f. Greg Langan proposed that the Commission develop a plan for the orientation of property owners to the Commission's business. Commissioners will need a master list of property owners. **James Higby moved, and Greg Langan seconded, that the Commission schedule a special informational meeting for property owners as soon as possible after the first of the year. Voting Aye: Langan, McLane, Paulsen, and Higby. Voting Nay: None. Motion Carried.**

g. The Secretary called attention to a paragraph in the Dixon Historic Preservation Ordinance that establishes term limits for Commission officers. It is not urgent that the Commission take action to suggest revision of this paragraph. **James Higby moved, and Duane Paulsen seconded, that discussion of this topic be tabled. Voting Aye: McLane, Paulsen, Higby, and Langan. Voting Nay: None. Motion carried.**

h. The Commission discussed adding the revised Ordinance to its webpage on DiscoverDixon.org. **James Higby moved, and John McLane seconded, that the Secretary be directed to arrange for the addition of the revised Ordinance to the Dixon Historic Preservation Commission webpage. Voting Aye: Paulsen, Higby, Langan, and McLane. Voting Nay: None. Motion carried.**

8. Adjournment. **John McLane moved, and Greg Langan seconded, that the meeting be adjourned.** Adjournment then occurred at 3:56 P.M.

Respectfully submitted by James Higby, Secretary
Dixon Historic Preservation Commission