

Rockford Historic Preservation Commission

December 2, 2008 - 6:00 PM

Conference Room B

Rockford City Hall

Present: Laura Bachelder, Sally Faber, David Hagney, Maureen Flanagan, Mark McInnis, Alderman Doug Mark

Absent : Thomas Graceffa

Staff : Ginny Gregory, Arianne Clarke, Reid Montgomery

Others: Charlie Sturm

Approval of Minutes

David Hagney made a **MOTION** to **APPROVE** the minutes for the meeting of October 7, 2008 as submitted. The motion was seconded by Mark McInnis. The motion **CARRIED** by a vote of **5-0**.

David Hagney made a **MOTION** to **APPROVE** the minutes for the meeting of October 17, 2008 as submitted. The motion was seconded by Sally Faber. The motion **CARRIED** by a vote of **5-0**.

NEW BUSINESS

Certificate of Appropriateness – 320 South Third Street

Charlie Sturm proposed putting pipe rail to both sides of the front steps of the Natural Land Institute. He explained this type of pipe was typical in Haight Village, and the property already had the same pipe railing on one side of the property. He explained the need for better access up the staircase.

Mark McInnis asked what the guidelines indicated. Ginny Gregory read the following from the Design Guidelines for Historic Properties in Rockford:

If new handrails are required for concrete staircases and steps by the Building Code during a renovation, the preferred approach is a simple metal handrail going up the center of the steps, assuming that the steps are wide enough.

Charlie mentioned he wanted to use pipe railing as it was currently being used on the property.

David asked if the pipe railing would be going into concrete. Charlie replied it would be. Mark asked if the railing would be going on both sides of the staircase. Charlie replied he wanted to, but would put it on one side if that's what was required. David thought the railing would look better on both sides. Maureen Flanagan believed it was necessary on both sides.

Charlie stated he was planning on doing a neutral color for the railing. David thought anything too elaborate would detract from the house.

David Hagney made a **MOTION** to **APPROVE** the pipe railing. Maureen Flanagan seconded the motion. The motion **CARRIED** by a vote of **6-0** (Doug Mark arriving late).

Letter to RAAR

Ginny referred to the letter the Commission authorized in October to Rockford Area Association of Realtors (RAAR). She explained Sally and Maureen worked together to draft the letter.

Sally stated she would act as the contact for Lynn Hansen, President, and Steven Bois, CEO of RAAR. Maureen thought the letter should also be directed to the title companies. Sally believed it was the realtor's responsibility to read the documentation and explain everything to the buyer.

Sally suggested the letter come from Laura Bachelder. Doug Mark and Maureen believed that was a good idea. She also agreed it should be sent to the main title companies. Sally wondered if maybe this should be on a disclosure, similar to the disclosure the State provides. She also wondered if the historic property should be on a rider.

Doug Mark made a **MOTION** to **APPROVE** the letter to RAAR. Maureen Flanagan seconded the motion. Motion **CARRIED** by a vote of 6-0.

2009 Grant Application

Ginny apologized to the Commission as she didn't have time to discuss the annual grant opportunity from the State Preservation Agency with them before submitting the application because of due dates. She explained the money pays for the Economic Impact Report for this year, which is still being formatted by Rockford Area Economic Development Council. Sally asked if the Impact study was on the website, Ginny replied it was not yet, but will be when complete.

For 2009, she submitted a request for funds for Phase I and Phase II environmental site assessment at the Armory because until that is done no developer will look at the site. Maureen asked her if she already submitted the grant request. Doug asked how much the Phase I and Phase II would cost. Ginny believed the total cost was just over \$20,000. She explained the grant pays for up to 70%, but that how much we actually get depends on how many applications they receive and how much money they can spread around.

Membership changes

Ginny stated five of the seven terms will be expiring in 2009. Four of those terms can be renewed; however Laura will complete her second term in April and cannot be reappointed. First terms for Mark McInnis and David Hagney expire at the end of 2009. Thomas Graceffa's term, which is the completion of Mike Pauly's appointment, will expire in July. She asked that anyone whose term will be expiring let her know if they would like to serve a second term.

Annual Letter

Ginny explained she is working on the annual letter that is sent to owners of all locally designated properties.

The meeting adjourned at 6:23 p.m.

**Respectfully submitted by,
Arianne Clarke,
Sr. Administrative Assistant
Community Development Department**