



MINUTES
Preservation Commission
Monday, April 16, 2018
City Hall/Civic Center – 7:00 p.m.

1. **Roll Call:** Mr. Clark called the meeting to order at 7:03 p.m.

Members Present: Clark, Van Awken, Benedict, Brown, Ittner, McCreary, Wren and Zurlinden

Members Absent: Sigler

Staff Present: Brightharp

Guests: None

2. **Approval of Minutes:** Mr. Wren moved to, and was seconded by Ms. Ittner, to approve the minutes of March 19, 2018.

The motion to approve the minutes passed with a unanimous voice vote.

3. **Communication and Reports:**

a) Educational and Technical Assistance Committee

1. SIH Brush Woman's Information-Ms. Ittner stated that she met a woman named Brush at SIH and that her husband might be related to Daniel Brush. Ms. Ittner stated that she is going to try to contact the lady to see if she could get more information about the family.
2. Total School Reunion Meeting-University school 1882-1969 that is located on campus is interested in getting any leftover materials from the Memorial Day celebration for the group to look at. Ms. Brown gave some more information on the Memorial Day celebration and what the timeline/events will be those days. Ms. Ittner stated that she would like the information around June if possible and Ms. Brown stated that she would be able to get them to her by then with whatever is leftover. Ms. Ittner stated that the group would be a tram tour on June 9th, giving the history of Carbondale and celebrating the 200th anniversary of the founding of Illinois.

b) Nomination and Hardship Committee- No Report

- c) Work Plan Committee- Mr. Clark stated that the Commissioner had received a copy of the proposed work plan that he and Mr. Wren had drawn up. Mr. Clark asked that the Commissioners look over the plan to see if anything needed to be included or added. Mr. Wren went through the work plan and broke down what they were

proposing for the next year versus what was included in the plan before. He spoke about doing articles for the Communique every other issue instead of every issue. They also looked at Founder's Day, promoting award programs, and national preservation month activities. There was also discussion about historic building fact sheets and the production of that list of properties or updating the fact sheets for those properties. The Commission decide to look at the current application for historic buildings nominations and possibly update it for future use. There was this discussion about an inventory list of designated properties and the fact sheets for the properties that are currently designated. Ms. Brown asked how many properties are currently listed in Carbondale and Mr. Wren stated that there are currently nine on the list. There was then discussion about the different properties that could be nominated for the historical designation. Mr. Wren asked about developing a Preservation slideshow and if it would be helpful moving forward. Ms. Brown stated that might be something to use for education purposes if it is developed. There was then discussion about taking sound bites from oral histories that Ms. Ittner is working on and putting them into the slideshow if it is made. Ms. Brown also brought up other topics that might be good to include in this type of digital media. Mr. Wren then discussed the City of Carbondale website for Preservation and the possibility of having a social media page for the Preservation Commission.

There was then discussion about adding Bruce Ashby as an associate member to the Preservation Commission and what he needs to do to make that happen. Mr. Clark went on to discuss different committees, what each of the committees are responsible for and what the bylaws are for the Commission. Mr. Clark asked if a PDF of the bylaws is available on the City of Carbondale website. Ms. Brightharp stated not at this time but that could be something to add to the website. There was then discussion about adding items to the website and what would be listed on the website under the Preservation Commission work plan. Mr. Van Awken then discussed a legal incident that took place a few years ago and taking that out of the work plan going into the future. Mr. Clark also discussed the link on the website for recent accomplishments for the Preservation Commission and how they should be listed.

Mr. Zurlinden then made a motion to approve the website work plan with the edits that the Commission decided to make, seconded by Mr. Wren.

The motion to approve passed with a unanimous voice vote.

Mr. Wren stated that the next item was the potential list of historic properties and that would need to be included in the next month's packet. Mr. Wren then went on to discuss the rest of the work plan including those items under the annual requirements heading, commission training and ongoing Preservation programs. There was then discussion about these different items.

Mr. Wren then made a motion to approve the work plan with the edits that the Commission decided to make, seconded by Ms. Ittner.

The motion to approve passed with a unanimous voice vote.

d) Annual Work Plan Monthly Review

1. April:

i. Founder's Day

1. Update of Founders Day Celebration-Mr. Wren stated that he looked in the notes from last year for when the last Founder's Day was celebrated and it was in April, but Ms. Brightharp stated that when she looked it up Carbondale was actually founded in August. It was then discussed when Founder's Day should be celebrated going forward. Ms. Ittner stated that the first one was decided to correlate with the Preservation Month and that's way it was put in April. It was then discussed to have Founder's Day take place in August and the Preservation Month be in May, also keeping the two as separate events for the Preservation Commission. It was then discussed making plans for next year once a date is decided on. Mr. Van Awken then discuss the date being in April and discussed the history of that date with the civil war, but it was discussed that the City was already founded by that time. Mr. Wren asked if that date was used in significance for Founder's Park and picking a date in August for Founder's Day, keeping those two items separate as well. It was then discussed again about keeping the events separate to have more events for the Preservation to do throughout the year.

ii. Promote Preservation Award Program in advance

iii. Preservation Awards Program(more outreach):

1. Nominations Due-Mr. Wren stated that last time the Commission met they discussed each Commissioner being back at least two nomination ideas. Mr. Clark stated that he had contacted a couple of places but had not heard anything back at this time. Mr. Clark stated that because of the deadline date he would like to table his two selections until next time the awards are open for nominations. Mr. Wren stated that he had a few nominations for consideration and he then read the list to the Commission which discussed each of the properties. Properties included the Ledbetter Building, the Shelton House, 513 West Walnut Street, 100 South Illinois Avenue building, the Hickory Lodge, 500 West Walnut Street building, 2001 South Maple, 601 West Walnut Street, 605 West Walnut Street, 704 West Elm Street, 316 West Jackson Church, and the Julia Building. It was discussed what could be nominated, what would allow a property to be nominated based on the amount of work that has been done and if they have received the award in the past. Ms. Ittner stated that it was nice to see a list made just based off of driving around Carbondale and looking for properties. Ms. Ittner also discussed nominating more than one of properties

and what of the properties should be nominated. Mr. Van Awken also stated that he would like to nominate Kirby's Market building and why he felt it should be nominated because of the work that has been done. Mr. Wren stated that they would move forward with the addresses that were presented for nomination and have a deadline of April 20th. It was then discussed if a bank owned property could be nominated for designation and Mr. Zurlinden stated that he would look into the matter.

Mr. Zurlinden then made a motion to approve the nominations made to the Commission for the Preservation awards, seconded by Ms. Ittner.

The motion to approve passed with a unanimous voice vote.

Mr. Clark stated that one of the properties that he had been looking at had recently installed solar panels and if that would apply to this type of nomination. There was then discussed if it would if would be allowed for the award. Mr. Clark also discussed nominated Dr. Tinney's home as well at 1032 West Tinney.

- iv. Conduct Annual Meeting and Election of Officers-Ms. Brightharp stated that since two of the members of the nomination committee wanted to be nominated as chair, leaving only one member of the committee so a ballot was made instead for the voting. Mr. Van Awken stated that he thinks it very important to acknowledge the history and moving forward for the Commission and the projects that are coming in the future, such as the Founder's Park. Mr. Van Awken stated that he feels that Mr. Wren would make a good chair and withdrew his nomination. Mr. Wren thanked Mr. Van Awken for all of his hard work that he has done over the past years that he has been part of the Commission and he hoped that he would be able to continue to move forward with the plans of the Commission with the help of members like Mr. Van Awken. Mr. Wren also stated many of the items and projects he would like to see the Commission do for the community over the next few years.

Mr. Van Awken then made a motion to approve Mr. Wren as Chair of the Preservation Commission and Mr. Clark as the Vice Chair of the Commission, seconded by Ms. Ittner.

The motion to approve passed with a unanimous voice vote.

- v. Commissioners Review Work Plan Draft
- vi. Approve Work Plan for Next Year
- vii. Provide Definitions for the Commission's Standing Committees

(pending from 2013)

2. May:
 - i. Communique Article (June/July edition)-Mr. Wren stated that the next deadline is May 18th for the articles and that the article continue to give information about Founder's Park. Ms. Brightharp stated that she had been in communication with Philip Brown to get background information on the Founder's Park site. Another man contacted Ms. Brightharp about showcasing a saxophonist that was famous from this area and having an article written about him. Ms. Brightharp also stated that moving forward the word count of the articles has to be taken into consideration for the amount of space that is allotted. Mr. Van Awken also spoke about the feedback he received from the last Communique article. Ms. Brightharp spoke about making sure to site any resources that are used for articles in the future. Mr. Wren stated that he would do a write up on any of the winners for the Preservation awards.
 - ii. National Preservation Month Activity-Mr. Wren stated that any of the ideas that have been stated would not be ready in time for this year's and to look into doing month long activities next year. Mr. Clark brought up the idea of volunteering at the Memorial Day Celebration or attending the event as a part of the Preservation month activity. Ms. Brown spoke about the events that would be taking place during the celebration and if help would be needed. Mr. Clark asked if this was an annual event and if the Preservation Commission should be involved in the celebration every year. Ms. Brown stated that people would need to contact Jennifer Sorrell the City Clerk for the City of Carbondale to become involved in the committee for the celebration.
 - iii. Historic Preservation Awards & Memorial Day Celebration
 - iv. Preservation Recognition Program (more outreach)
3. June:
 - i. Prepare FY 2018 CLG Report (05/01/17 - 04/30/18)-Ms. Brightharp will be taking care of putting the CLG Report.
4. July:
 - i. Preservation News - Communique Article – Quarterly-Ms. Brightharp stated that this item was based off of the current work plan but would change with the new work plan that has been voted on. Mr. Wren stated that this Communique article would be optional.

e) Certificate of Appropriateness Committee- No Report

f) Founders' Park Subcommittee-

1. Recap of recent subcommittee meeting (Agenda Published on the City of Carbondale Website)-There was not a meeting due to not getting the 24 hour media notice into Ms. Brightharp. Mr. Clark asked for clarification about the media notices and who could turn them into her. It was then discussed why the media notice is important and why it needs to be sent out before each of the meetings.

2. Contributions from Morris Library at SIU-Mr. Clark stated that if there was any historical information that is brought to the Commission it would be good to pass the information on to the University. Mr. Clark also spoke about historical information about the Civil War that involved the University and some of the research that he had been doing. Mr. Van Awken also stated that this information might help the Commission in getting a state grant for the park. There was then discussion about Daniel Brush's diary and the information inside it.

g) Founders' Day Subcommittee- No Report

h) Update of the Preservation Commission Page for the City Website

4. **Comments by the Public, Commission Members or Staff:**

Ms. Ittner shared information about the picture that hangs in the meeting room for the Commission. Ms. Brightharp stated that the Veterans of Foreign Wars group is dissolving and was wondering if the Preservation Commission would be interested in some of the artifacts from the group.

5. **Adjournment:**

Mr. Clark adjourned the meeting at 9:15 p.m.