

APPROVED 7/9/2008

VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
PUBLIC HEARING

MAY 22, 2008, 7:00 P.M.

Chairman Davenport called the May 22, 2008 meeting of the Architectural Design Review Board to order at 7:00 p.m. and asked for a roll call:

PRESENT: Chairman Davenport, Mrs. Acks, Mr. Pappalardo, Mr. Mattheis

ABSENT: Mrs. Falco, Mr. Russ, Mr. Dunham

STAFF

PRESENT: Jeff O'Brien, Senior Planner

VISITORS: Resident Mr. John Schofield, 1125 Jefferson, Downers Grove; Mr. Devin Lavigne, Houseal Lavigne Associates, 114 E. Van Buren, Ste. 2C, Naperville, Illinois; Mr. Peter Kendall, Topografis

REMARKS FROM THE CHAIR

Chairman Davenport stated he and Joe Pappalardo attended the Village workshop over the past weekend. Staff will prepare the materials from the workshop to distribute to the members. Davenport briefly commented on the topics that were discussed at the workshop.

APPROVAL OF MINUTES

Minutes of the April 24, 2007 meeting were approved on motion by Mr. Pappalardo, seconded by Mr. Mattheis. Motion carried by voice vote of 4-0.

OLD BUSINESS

A. HISTORICAL PRESERVATION - CERTIFIED LOCAL GOVERNMENT STATUS

Mr. O'Brien, referencing a memo prepared by Planner Stan Popovich, stated Mr. Popovich contacted the Illinois Historical Preservation Agency and has provided the members with a description of the application process, contact information, specific information on the description of a local survey program, and how the Village will have to develop a plan as well as other information required for local government status.

He conveyed if the Village reaches Certified Local Government ("CLG") status, the Village has the opportunity to review all national nominations within the Village. Grant funding for preservation projects also become available from the State and can average anywhere from \$5,000 to \$15,000. Upon receiving the State's CLG status, the Architectural Design Review Board will be required to enforce the Village's ordinance, update the survey, and provide an annual report. In addition, staffing duties may have to be shared among the planners. Staff is of the opinion that the Village

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can apply for the CLG status; however, the certified status should be applied for as part of the comprehensive planning process so the Village can realize the full benefits of the CLG status. The Chairman reminded the Board that grants can be applied to fund certain preservation work. Per Mr. O'Brien, the Board will have to demonstrate to the State its ability to advance its preservation goals.

Asked if some of the funding could be used as assistance for participants to restore their buildings and for incentive purposes, Mr. O'Brien said some of the money could be used that way. Dialog followed that residents could apply for tax credits without having the CLG status but would have to appear before this Board. Mr. O'Brien explained a certified ordinance had to be in place and local protection of a property would have to be in place before someone could apply for the tax freeze.

As to making necessary changes to the ordinance to meet certification, Mr. O'Brien explained there were none. Hearing no further comments, Chairman Davenport reinstated his prior motion from last meeting.

CHAIRMAN DAVENPORT MADE A MOTION THAT THE ARCHITECTURAL DESIGN REVIEW BOARD RECOMMENDS THE VILLAGE COUNCIL TO DIRECT STAFF TO SEEK CERTIFICATION OF OUR HISTORIC PRESERVATION ORDINANCE BY THE ILLINOIS STATE HISTORIC PRESERVATION AGENCY AND THEIR SUBSEQUENT OF APPROVAL OF DOWNERS GROVE AS AN ILLINOIS CERTIFIED LOCAL GOVERNMENT.

SECONDED BY MR. PAPPALARDO.

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 4-0.

B. REVIEW OF DOWNTOWN PATTERN BOOK

Mr. Devin Lavigne of Houseal Lavigne Associates from Naperville, explained the purpose of HIS return was to check in with the Board. He distributed copies of the draft pattern book to the members and began reviewing it, stating this Board will have to determine how to present the book to the Village. Details followed on how the information, such as building heights, floor area ratio, etc., was gathered. Mr. Lavigne indicated that aerial photos, GIS information, oblique imagery, etc. were used in conjunction with historical documents and field visits. Mr. Kendall, from Topografics, discussed some of the breakdown of classifications used in reviewing the Village's downtown buildings, such as age, style, quality of the building's condition, value to its stylistic intent and urban character.

Mr. Lavigne asked for member input regarding the pattern book and its presentation. Mr. Kendall believed the pattern book was to be used as an inventory and a reference document for the Board. He also thought it would be interesting to provide a statistical comparison of buildings rated "excellent" and where they were located; i.e., clustered in one area or spread out.

As a reminder, Mr. Lavigne stated he was continuing to contact and receive feedback from the ten or so residents regarding downtown buildings and development patterns. The ADRB commented on the draft pattern book and provided direction to the consultant.

The 50 year increment for the age of the buildings was too broad; some of the newer buildings should be categorized as "Post-2000"; and, if date information on a building was available from the Village, it should be inserted. Additionally, there was a recommendation about alterations to a building. If the date of the original building was known, it should be noted, but the alteration should be asterisked with its own date. If a date was unknown, an approximate date or a tighter range of dates should be inserted. Another suggestion included using historical era photographs.

Mr. Schofield agreed the pattern book needed analysis and tabulation since the next step was action. He recommended finding comprehensive historical information from the Downers Grove Township Assessor's Office. In reviewing page 27, he recalled from the Village's redevelopment plans that some buildings were deemed valuable and others less valuable. However, he did not see any cross-reference to a clear determination on the record of whether there was a building worthy of moving or not, meaning there was some information from the Village that was readily available to the consultants. Lastly, in reviewing page 14, he stated that 5001 Main Street (Main Street Train Station) was categorized as "Post 2000" and "Post-Modern" which was in conflict with the actual construction of the structure. Mr. Schofield, while he liked the presentation, cautioned the consultants when presenting the pattern book in a public forum in its current form.

Mr. Pappalardo reiterated his comments about the dates and the trends that were occurring in the downtown area and the intent of the pattern book.

Mrs. Acks stated she was trying to understand the criteria used for the Urban Character.

Mr. Lavigne stated the final pattern book will consist of four sections: 1) the introduction of the pattern book and how it will be used, the history of the Village, its downtown, and its role; 2) an educational piece discussing street patterns, what is a Main Street, a street walk, storefronts, etc.; 3) architectural features; and 4) a final section including an inventory of the buildings and a Next Steps segment.

Further dialog followed that the Board will have to convey to the consultants as to where they want the Village's downtown to head, what Urban Character means to the Board, and the role of downtown.

Mr. Mattheis appreciated the symbolism/keys being used in the book and agreed accurate dating would be better. An additional category he suggested was to recognize the architects on some of the buildings or whether a building was, for example, a Sears building. Discussion followed that a tabulation would be in order for the buildings. Asked what was currently defining the downtown, Mr. Lavigne explained it was the zoning map. However, comments were made that there could be a concern about the buildings in the buffer zone. On that comment, Mr. Lavigne also discussed the idea of including described quadrants of the Village and their general characteristics. Comments from the Board members included that some of the downtown sections should be included because they were contributing elements to the downtown; i.e., transitional areas, even though they were not part of the downtown.

Mr. Lavigne stated he would avoid any recommendations to the Village about areas ready for downtown redevelopment as it was not his charge. In addition, the consultants noted the conclusions and analysis that come out of the pattern book may have a broader application.

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Another topic raised was the fact that gateway signage to Downers Grove could possibly shape future development in the Village.

Chairman Davenport recommended any bibliography information be included with the document. He recommended to not include the inventory as a stand-alone piece since it was an important piece of the overall project. He recommended the consultants review the Village's web site for information since it contained interactive maps and stormwater management information, if needed.

Overall, the Board members were fine with the draft pattern book. Mr. Lavigne offered to enlarge the pictures on the narrower blocks; the chair suggested that discretion be used.

A concern was raised about some owners possibly finding fault with the standard of "good urban character." Mr. O'Brien cautioned the members and consultants to realize that some buildings in the downtown area may come across as poor urban design but may, in fact, want to be recognized because they are special to Downers Grove. He provided some examples. In addition, discussion followed by the consultants that this first "cut" of the pattern book was from the perspective of being outsiders looking in at the Downers Grove community from an objective point of view. Mr. Lavigne stated the reason for presenting the book to the Board and interviewing residents helped them gain insight into what is important to Downers Grove.

Mr. Lavigne recommended that the members get their comments to him, and he could revise the book for the next meeting.

Mr. Schofield asked for clarification regarding the downtown zoning boundaries as it relates to the special service areas and suggested that in future maps they be illustrated as such, possibly as an overlay. Mr. O'Brien discussed that staff did convey to the consultants not to go into the transitional areas since some of the areas were single-family areas.

As a last suggestion, Chairman Davenport recommended that the overall key reference certain aspects, or groupings, in the pattern book for ease of use.

Mr. O'Brien reported the Board's next meeting will be June 26, 2008 and he expects to have another draft of the findings, recommendations and inventory. . Mr. O'Brien stated he may have to move the meeting date, however, due to a conflict with Heritage Festival. Members were directed to e-mail their comments to Mr. O'Brien.

NEW BUSINESS - None

PUBLIC COMMENT - None

Mr. O'Brien announced the Village received its first application for historic preservation consideration. The property is 5256 Carpenter Street

ADJOURNMENT

MRS. ACKS MOVED TO ADJOURN THE MEETING. MR. PAPPALARDO SECONDED THE MOTION. THE MEETING WAS ADJOURNED AT 8:20 P.M. MOTION CARRIED.

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/s/ Celeste K. Weilandt
Celeste K. Weilandt
(As transcribed by MP-3 audio)

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
July 9, 2008**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:36 p.m. Trustees present: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Trustees absent: none. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: Children's Librarian Amanda Blau.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of June 25, 2008. It was moved by Vlcek and seconded by Greene **THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 25, 2008 BE APPROVED AS CORRECTED.** Ayes: DiCola, Greene, Humphreys, Vlcek, Daniels. Abstentions: Read. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JULY 9, 2008 TOTALING \$50,126.74 AND ACKNOWLEDGE PAYROLLS FOR JUNE 2008 TOTALING \$160,422.45.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

Visitor: Children's Librarian Sharon Hrycewicz arrived at 7:39 p.m.

STAFF PRESENTATION ON THE 2008 CHILDREN'S SUMMER READING CLUB

Children's Services Librarians, Amanda Blau and Sharon Hrycewicz, performed the presentation they made in the classrooms of School District 58 and talked about the 2008 Children's Summer Reading Club (SRC). Over 2000 children have registered for SRC. Parents and children have both responded very positively to the new book prizes. Trustee DiCola commented that as usual, the SRC decorations are spectacular.

OLD BUSINESS

--Revision of the Library Rules of Behavior

At the last meeting the Board talked about revising the Library Rules of Behavior policy to include a prohibition on sleeping in the library. The Board packet contained a copy of the current Rules of Behavior policy with the proposed new rule on sleeping, Section 7.1.18, and with the proposed language modification of Section 7.2 on repeated violations, both of which follow:

7.1.18 Sleeping for extended periods of time is prohibited.

Patrons who fall asleep for more than a few minutes will be wakened and will receive two warnings that sleeping is not permitted. At the third offense the patrons must leave the library for the rest of the day.

7.2 Serious or Repeated Violations of the Library Rules of Behavior

Patrons who violate the same rules on repeated visits to the library will not continue to receive multiple warnings each visit. On subsequent visits the patrons will receive one warning and be notified that on further violations they must leave the building for the rest of the day. Patrons who consistently violate the rules of behavior over multiple visits will have their library privileges revoked or restricted. In the case of serious violations of the rules of behavior, patrons will have their library privileges revoked or restricted. Anyone who has had their library privileges revoked or restricted may appeal the decision through the Patron Grievance Policy, section VII C.

Bowen received responses from many MLS libraries regarding their rules of behavior. Many of them were very similar to Downers Grove, and he recalled that when the Board adopted the first formal rules of behavior back in 1987, the Downers Grove Library was one of the first in the State to do so. He wrote an article on the process of developing the rules for the journal of the Illinois Library Association, and he received scores of requests for copies of the library's policy from other libraries after the article was published. A great many libraries based their own policies on Downers Grove's original rules, which included a ban on sleeping. A few MLS libraries do not have any prohibition on sleeping. Most libraries do include a ban on sleeping in their rules and follow a procedure of two warnings and then out for the day on the third infraction. Other libraries have rules that do not include multiple warnings, and one library's policy simply states that a violation of any rule may be subject to removal or expulsion from the premises.

It was moved by Read and seconded by Vlcek **TO APPROVE THE RULES OF BEHAVIOR AS WRITTEN**. Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

NEW BUSINESS

--Action to Continue Participation in the Illinois Non-Resident Library Card Program

As stated in the Board packet, each year, by the end of July, a Public Library Board is required to determine whether or not its library will continue to participate in the Illinois Non-Resident Library Card Program and offer a fee card for purchase by individuals who are not served by a library. If the Board determines to participate in the Non-Resident Library Card Program, it must determine the method by which the fee will be determined, and the annual amount of the fee for the non-resident membership. Applying the mathematical formula to the current population and the 2007 tax levy results in a minimum fee of \$222.64 per household. (The current fee is \$215.) Bowen suggested rounding the fee up to \$225.

It was moved by Humphreys and seconded by Vlcek **THAT THE DOWNERS GROVE PUBLIC LIBRARY CONTINUE TO PARTICIPATE IN THE ILLINOIS NON-RESIDENT LIBRARY CARD PROGRAM AND USE THE GENERAL MATHEMATICAL FORMULA TO DETERMINE THE NON-RESIDENT FEE, AND TO SET THE NON-RESIDENT LIBRARY CARD FEE AT \$225, EFFECTIVE AUGUST 1, 2008.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen attended the American Library Association Conference last Friday – Tuesday. While his term as an ALA Councilor does not begin until the end of the 2008, he attended a number of the current Council meetings, as well as an orientation for new Councilors. He also had an opportunity to attend a number of programs on various subjects. One of his favorites in past years has been the annual program on Technology Trends. A panel of librarians with a wide variety of experience and backgrounds who are particularly interested in the application of technology to library services talk about new trends that they think may be significant. This is where he heard about things like blogs, instant messaging, and social networking, long before they became common knowledge. For the first time that Bowen could recall, none of the panelists had any really interesting new trend or technology to report. They talked about things like the band-width crunch – increasing use of the Internet to download movies, TV, and music requiring more bandwidth than some libraries have available, but no new trends.

At past meetings it has been suggested that Trustees might take turns attending Village Council meetings and make a brief statement about the Library, during the opportunity for public comment. The Village Council meetings are on the 1st and 3rd Tuesdays of the month at 7:00 p.m. There are two opportunities for public comment near the beginning of the meeting. The first is for comments on items on the meeting agenda, followed by general comments. This would be the place for a Trustee to make brief comments about the library. Suggestions for reports this summer would be the Garden Walk project, Summer Reading Club participation (after statistics are compiled in August). Later in the fall comments might cover the

programming that was discussed at the last meeting. The Trustees talked about attending a meeting after the Garden Walk expansion project is completed.

The RFP for carpet replacement in the library is ready, and a notice of invitation to submit proposals was published in this week's *Reporter*. Thanks to the Village, Carlson was able to use a recent RFP for carpet replacement at Village Hall as a template. Proposals were sent to three carpeting companies. A pre-proposal conference is scheduled for Friday, July 18 in the library Meeting Room, and the deadline for submission of proposals is 12:00 noon on Friday, August 8. The proposals will be opened the same day at 1:00 p.m. in the Meeting Room.

Enthusiasm for the Garden Walk expansion has been growing since the holiday weekend. Many brochures have been picked up, thirteen bricks were sold the past three days, and the office has received a number of inquiries about the donor brick program by phone and in person. Sebert Landscaping arrived early on Monday morning, July 7, to begin construction of the expansion, and concrete curbs were poured this morning. Sebert hopes to complete their work by Monday, July 14, and Oasis Irrigation will relocate irrigation heads later in the week. Sebert will water the landscape until Oasis has completed their work.

TRUSTEES REQUEST FOR INFORMATION AND ANNOUNCEMENTS

Trustee Vlcek asked if the library could provide a current report on the total amount of outstanding fines. Bowen will find out if such a report is available from the SWAN system, and if so, it will be provided at a future meeting.

Trustee Greene mentioned that she read a recent article on the energy savings of recycling certain materials, and recycled carpet is the second highest in energy savings, after aluminum, and it is double the savings of the third highest recycled material which is glass. Since energy saving related to carpeting is pretty significant, it's good the library has selected carpet with the highest recycled content and manufacturing process for the current re-carpeting project.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:36 p.m.