

**LDMK**



**VILLAGE OF WINNETKA, ILLINOIS**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**LANDMARK NOMINATION APPLICATION**

Thank you for considering landmark status for your property. If you have questions about landmark nomination or about this application, please contact Christopher Marx, Associate Planner in the Community Development Department, at 847.716.3587 or [cmarx@winnetka.org](mailto:cmarx@winnetka.org).

Please attach responses to questions on this form separately. If you do not know the answer or if the question does not relate to your property, simply write, "don't know" or "not applicable."

To assist you, attached is *How to Research Your House*, a page of useful resources for learning more about your property. Both the Community Development Department (phone no. 847.716.3587) and the Winnetka Historical Society (phone no. 847.501.6025) can answer many of your questions.

The Historic Preservation Commission (HPC) meets the first Monday of each month at 7:00pm at Village Hall. Your application is reviewed by the HPC at a public hearing. The Village will notify your neighbors of this public hearing at least 15 days before the meeting date.

A decision by the HPC to recommend the property as a landmark will take place at this meeting or the following meeting. After the HPC's written report is sent to the Village Council, the landmark nomination is placed on the Council's agenda for its next available meeting date.

The Village Council designates a Winnetka Landmark by ordinance. A preliminary vote to designate a landmark at one Village Council meeting will be followed by a final vote at the following Council meeting. The Village Council meets on the first and third Tuesdays of the month.

**MATERIALS FOR SUBMISSION**

**Please provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to [cmarx@winnetka.org](mailto:cmarx@winnetka.org).)**

1. Property Information

Site Address: \_\_\_\_\_ Parcel Identification Number(s) (PIN): \_\_\_\_\_

2. Property Owner Information

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

3. Current plat of survey.

4. Deed proving ownership.

5. How long have you owned the property? \_\_\_\_\_

If you know, list previous owners of the property and when they owned it. Do you know whether any of the owners had a particular influence on the village's history? \_\_\_\_\_

6. Date of construction, if known: \_\_\_\_\_

In the following section, we ask about information that is important in evaluating landmark requests. For questions that are not relevant, write "none" or "not known." Please provide sources for your information. Referring to the title and page number of a book is fine. For other documents, it would help to include a copy of your source. If the source is Village Hall, simply write what the reference is, for example: "Water hook-up – Village Hall."

1. If known, name of architect: \_\_\_\_\_ Architectural firm: \_\_\_\_\_  
Designer and/or Builder: \_\_\_\_\_ Do you have original plans? \_\_\_\_\_

Is the property associated with a historical person or group? If so, please explain. \_\_\_\_\_  
\_\_\_\_\_

Is the property associated with a notable historic event? If so, please explain. \_\_\_\_\_  
\_\_\_\_\_

2. Alteration History: Please include current photos of all sides of the building and older photos, if available. The "structure files" at the Winnetka Historical Society may have older photos.

If known, describe changes made to the outside of the building since it was built. Have important change been made to the property as viewed from the street in the last 50 years? Please include descriptions of alterations, dates and architects, if known. (*Note: Building permit records at Village Hall are helpful.*)  
\_\_\_\_\_  
\_\_\_\_\_

If known, describe changes made over the last 50 years to the original property, not including alterations to the building itself. These changes could include subdivision, fences, or new structure added to the property. (*Note: Sanborn maps at Village Hall and the Historical Society are helpful. Also, many buildings in the Village have been moved from their original sites.*) \_\_\_\_\_  
\_\_\_\_\_

3. Do you have any other information about the property or anecdotes you would like to share? This information can be based upon here-say, so long as you tell the source. \_\_\_\_\_  
\_\_\_\_\_

4. Provide a written statement describing the building, structure, property, object or site and set forth reasons of support of the proposed designation, such reasons including but not limited to one or more of the criteria listed in Section 15.64.030 [Evaluation of Landmarks] of the Village Code (attached).

5. An evaluation of the building, structure, property, object or site pursuant to the "System for the Evaluation of Landmarks" (attached).

6. A written statement describing the buildings, structures or properties adjacent to or across from the subject building, structure, object or site.

7. Please specify whether you are applying to be a "designated landmark" or a "certified landmark". Exterior alterations of a "designated landmark" are subject to an advisory review by the Historic Preservation Commission (HPC). Whereas exterior alterations of a "certified landmark" are subject to a binding review by the HPC. For more information on the certification of designated landmarks please see Section 15.64.070 of the attached chapter of Village Code (15.64).

8. \_\_\_\_\_ I/We hereby certify that I/We am (are) the owner(s) of the property described in this application and wish to make application for designation of this property as a landmark by the Village of Winnetka.

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

## HOW TO RESEARCH YOUR HOUSE

The three important items are: the name of the **original owner**, the **architect's name** and **when** the house was built. After that, you can fill out the historical picture of your house by establishing the **chain of ownership**, learning about the people who lived in your house, studying the architect's work, learning more about the house's style and the historical context of that style or establishing when alterations were made, or additions built.

**Village Hall:** 510 Green Bay Road, phone no. 847.501.6000

Community Development Department, on the first floor of Village Hall, has a "house file" for each property in the Village with records of building permit applications and other information. The staff also has *Sanborn* maps, which were produced in 1938; these are excellent resources for seeing how your neighborhood developed.

Public Works Department, 1390 Willow Road, phone no. 847.716.3531

Water & Electric Department, 1390 Willow Road, phone no. 847.716.3531, records go back to 1893. These records show the date that the original water hook-up was made and who owned the house at that time.

**Winnetka Historical Society:** 411 Linden Street, phone no. 847.501.6025

The museum has compiled folders, called *structure files*, based upon real estate listings for houses that were sold between 1945-1975, including some photos. The Society also has an early *Sanborn* map. The museum keeps a technical information file on renovation and restoration topics (see the Landmark Preservation Commission's "Technical Information Series" sheet for topics) and has a number of architectural style reference books. The Society also has a copy of the State's 1972 historical structures survey; you can see if your house is listed on it.

**Cook County Recorder of Deeds:** County Building, 118 N. Clark Street, Chicago, 312.443.5060

Bring your house's *property identification number (P.I.N.)* (it's on your property tax bill) and the *legal description of the property* (it's on the purchase documents, the plat of survey or can be obtained from the Cook County Treasurer's office, Rm. 112 in the County Building) to 118 N. Clark, Room 120, which is on the first floor. Once inside, proceed down the stairs on the east wall to the **Tract Department** in the basement.

The **Tract Department** provides two sheets of instruction: "Conducting a Tract Search" and a sheet that defines the abbreviations used in the records. These are very helpful.

Some basics:

- WD= Warranty Deed; D = Deed; both convey title to real estate (grantor = seller, grantee = buyer)
- QC = Quitclaim: a simple change of ownership
- TD = Trust Deed represents indebtedness, similar to a mortgage (grantor = borrower, grantee = lender). Sometimes you can determine when a house was built from the *first* Trust Deed.
- Release: when indebtedness or other obligation is satisfied.

The clerk will provide a computer search of records that are dated *after* October 1, 1985. **Prior to 1985:** A staff person uses your **legal description of property** to look up your property in an index book to determine the proper **tract book** (a large 14" x 18" volume that lists transactions for each property). When using the tract book, it works best to copy the entire entry line, starting with the **document number** (a "T" accompanying the document number means "Torrens," which has a separate document filing system.) Make sure to copy every line so that you don't have to go back!

**Microfilm Library:** You must have the **document number** to review individual documents that are kept in the microfilm library, which is next to the Tract Department. (Be sure to mention if the property is "Torrens".)

You can sign out only three documents at a time to review at the microfiche readers. Some documents will state the occupations and the prior addresses of the people buying or selling the property, which will help fill out the picture of who lived in your house.

**Chicago Title and Trust:** This option is priced out of the market: Special Services on the third floor of 171 N. Clark St., Chicago, will research your house's "chain of ownership" in its own tract books for a fee.

**Winnetka Public Library:** has past issues of *Winnetka Talk* on microfilm back to 1917, although finding anything relevant to your house will be a matter of sheer chance. The library has architectural magazines and histories of Winnetka. The library also has a genealogy collection and an obituary file on the basement level, which can help you learn more about who lived in your house. You can also find biographies in Marquis' publications: *Who's Who in Chicago* or the earlier version, *Book of Chicagoans*.

**The Burnham Library at The Art Institute of Chicago:** (312.443.3666) may have information if you know the architect's name. There are three resources at the Burnham Library: the Burnham Index, an index to old journals that would review the work of the better-known architects; the card catalog and the librarians. The library also has oral histories from architects, which are also available on the library's internet site.

**Chicago Historical Society:** (312.642.4600) has extensive clipping files, social directories and building permit records. *The Economist* is a particularly good source of building permits between 1888-1946, but you must know the date you're looking for. For lesser-known architects, this might be a good resource.

**Illinois Department of Natural Resources - Historic Preservation Division:** (217.782.4836). If a house appears on the State's 1972 Historic Structures Survey or if it was published in a journal, I.H.P.A. may have a card on file with photos, floor plans and a notation as to which journal the house is published in. The cards are filed both by town and by architect.

**University of Illinois at Chicago Library:** Map Department (312.996.5277) has a full collection of *Sanborn* maps on microfiche that can be printed out if needed.

**Other Ideas:**

Interview former owners of your home or long-time neighborhood residents. The **Winnetka Historical Society** points out that this can be valuable information but use it with caution unless it's documented. The Historical Society also recommends making photocopies of all documents when possible or noting exactly the sources used.

If you have performed a reasonably thorough study of your house, consider offering the material to the **Winnetka Historical Society** for its collection when you are done.

**Chapter 15.64**  
**LANDMARK PRESERVATION**

---

Sections:

- 15.64.010 Definitions.
- 15.64.020 Landmark Preservation Commission.
- 15.64.030 Evaluation of landmarks.
- 15.64.040 Landmark designation.
- 15.64.050 Amendment or rescission of designation.
- 15.64.060 Alteration of designated landmarks.
- 15.64.070 Certification of designated landmarks.
- 15.64.080 Maintenance and public safety exclusion.
- 15.64.090 Enforcement.
- 15.64.100 Interpretation, purpose and conflict.
- 15.64.110 Amendments.

**Section 15.64.010 Definitions.**

As used in this chapter:

"Alteration" means any act or process that changes the exterior architectural appearance of a building, structure or property including, but not limited to, the erection, construction, reconstruction, addition, repair, rehabilitation, restoration, relocation or demolition of such building, structure or property.

"Building" means any structure, having a permanent roof supported by columns or walls, built for the support, shelter or enclosure of persons, animals or chattels.

"Commission" means the Village of Winnetka Landmark Preservation Commission.

"Designated landmark" means a building, structure, object or site designated by ordinance of the Village Council as being significantly representative or reflective of the historical, cultural or architectural heritage of the United States, state of Illinois, county of Cook or the Village, or significantly representative of an architectural or engineering type inherently valuable for the study of style, period, craftsmanship or method of construction and thus worthy of protection and preservation.

"Director" means the Director of Community Development or the Director's authorized representative.

"Exterior architectural feature" means the architectural character, general composition and general arrangement of the exterior of the building including, but not limited to, the kind, color and texture of the building material and the type, design and character of any windows, doors, light fixtures, signs and appurtenant elements.

"Owner" means the person, corporation or other legal entity to whom the latest general real estate tax bill was sent or which appears on the records of the Cook County recorder of deeds.

"Potential landmark" means a building, structure, object or site identified by the Commission pursuant to its survey and research efforts as potentially being significantly representative or reflective of the historical, cultural or architectural heritage of the United States, state of Illinois, county of Cook or the Village, or potentially significantly representative of an architectural or engineering type inherently valuable for the study of style, period, craftsmanship or method of construction and thus potentially worthy of protection and preservation.

"Structure" means anything constructed or erected which, or the use of which, requires permanent or temporary location on or in the ground, or attached to something having permanent or temporary location on or in the ground.

(Ord. MC-192-97 § 8, 1997; prior code § 20.01)

### **Section 15.64.020 Landmark Preservation Commission.**

- A. Creation. There is created a Landmark Preservation Commission for the Village.
- B. Composition. The Commission shall consist of seven unpaid members who shall be residents of the Village and appointed by the Village President with the approval of the Village Council.
- C. Qualifications. Members of the Commission shall be appointed on the basis of expertise, experience or interest in historic preservation, architecture, architectural history, urban planning, building construction, real estate, finance, engineering or neighborhood organization.
- D. Appointment and Terms of Office. Initially, the Chairperson shall be appointed for a term of five years, the Vice-Chairperson shall be appointed for a term of four years, with the remaining five members being appointed for staggered terms of five, four, three, two and one year, respectively. Thereafter, such members or their successors shall be appointed for a term of five years. All members shall serve until successors are appointed or until removed by the Village President.
- E. Rules and Procedures. The Commission may develop and adopt rules and procedures necessary to carry out its functions under the provisions of this chapter.
- F. Powers and Duties. The Commission shall have the following powers and duties:
  1. To conduct an ongoing survey of the Village using the criteria identified in Section 15.64.030 of this chapter to identify buildings, structures and properties by address or location that are of historic, cultural or architectural significance, and potential landmarks;
  2. Upon receipt of an application for landmark designation from a property owner, to hold public hearings and make findings and recommendations to the Village Council on the application, in accordance with the procedures established in Section 15.64.040 of this chapter;
  3. To hold public meetings and review applications for alteration affecting designated landmarks and comment upon such alteration;
  4. To compile information concerning potential and designated landmarks;
  5. To prepare, keep current, and publish maps and/or registers of potential and designated landmarks;
  6. To develop and maintain technical information pertaining to the physical and financial aspects of preservation, renovation, rehabilitation and reuse, and on procedures for inclusion on the National Register of Historic Places and to make such information available to the owners of potential and designated landmarks;
  7. To establish an appropriate system of certificates, markers or plaques for designated landmarks;
  8. To inform and education the residents of the Village concerning the historic, cultural or architectural heritage of the Village;
  9. To seek grants and donations to achieve the purposes of this chapter and, upon authorization by the Village Council, to seek the certifications or approvals necessary to qualify the Village, the Commission or the owners of designated landmarks, for financial or other assistance; and
  10. Upon authorization by the Village Council, undertake any other action or activity necessary or appropriate to the implementation of the powers and duties, or the implementation of the purposes of this chapter.

(Prior code § 20.02)

### **Section 15.64.030 Evaluation of landmarks.**

- A. Criteria. The Commission shall consider the criteria provided in this chapter in order to evaluate potential landmarks and upon

owner application as provided in Section 15.64.040 of this chapter to recommend a structure, building, object or site to be a designated landmark.

1. General Considerations.

- a. The structure, building, object or site has significant character, interest or value as part of the historic, cultural or architectural characteristics of the Village, the state or the United States,
- b. The structure, building, object or site is closely identified with a person or persons who significantly contributed to the culture or development of the Village, the state or the United States,
- c. The structure, building, object or site is the result of the notable efforts of, or is the only known example of work by, a master builder, designer, architect, architectural firm or artist whose individual accomplishment has influenced the development of the Village, the state or the United States,
- d. The unique location or singular physical characteristics of the structure, building, object or site make it an established and important visual feature,
- e. The activities associated with the structure, building, object or site make it a current or former focal point of reference in the Village,
- f. The structure, building or object is of a type or is associated with a use once common but now rare, or is a particularly fine or unique example of a utilitarian structure and possesses a high level of integrity or architectural significance;

2. Architectural Significance.

- a. The structure, building, object or site represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction or use of indigenous materials,
- b. The structure, building, object or site embodies elements of design, detail, material or craftsmanship of exceptional quality,
- c. The structure, building, object or site exemplifies a particular architectural style in terms of detail, material, and workmanship,
- d. The structure, building, object or site is one of the few remaining examples of a particular architectural style,
- e. The structure, building, object or site is, or is part of, a contiguous grouping that has a sense of cohesiveness expressed through a similarity of style characteristics, time period, type of property, method of construction, or use of indigenous materials, and accents the architectural significance of an area;

3. Historical Significance.

- a. The structure, building, object or site is an exceptional example or an historic or vernacular style, or is one of the few such remaining properties in the Village,
- b. The structure, building, object or site has a strong association with the life or activities of a person, persons, organization or group who significantly contributed to or participated in historic or cultural events,
- c. The structure, building, object or site is associated with a notable historic event.

B. System for Evaluation of Landmarks. The Village Council shall by resolution establish a system for the evaluation of landmarks consistent with the criteria set forth in this section.

(Prior code § 20.03)

**Section 15.64.040 Landmark designation.**

- A. Application for Designation. The procedure for designation of a landmark shall be initiated only upon the filing of a written application by the owner(s) of the proposed landmark with the Director. An application for designation of a landmark may be filed only by the owner(s) of the property proposed to be designated. The owner(s) may withdraw an application at any time.
- B. Contents of Application. Any owner application for landmark designation shall include at least the following information:
  - 1. The name(s), address(es) and telephone number(s) of the property owner(s) and the written consent of the owner(s) to such

designation;

2. The address(es), legal description, real estate index number(s), and most recent plat of survey of the property. If the property has no address, then a description of the general location of the property;

3. A written statement describing the building, structure, object or site and setting forth reasons in support of the proposed designation, such reasons including but not limited to one or more of the criteria listed in Section 15.64.030(A) of this chapter;

4. An evaluation of the building, structure, property, object or site pursuant to Section 15.64.030(B) of this chapter;

5. A written statement describing the buildings, structures or properties adjacent to or across from the subject building, structure, object or site.

C. **Schedule and Notification of Public Hearing.** Upon receipt by the Director of a completed application for designation the Commission shall promptly schedule a hearing on the application by setting a reasonable time, date and place for such hearing. Written notice of the time, date, place and purpose of the hearing shall be sent by certified mail to the property owner(s) and the owner(s) of properties contiguous to and across from the property that is the subject of the application not less than fifteen (15) days prior to the scheduled hearing.

D. **Public Hearing.** At the hearing, the Commission shall afford all persons and organizations present an opportunity reasonably to present oral or written testimony pertaining to the application. The Commission may adjourn or continue the hearing to another specified time, date and place without further public notice.

E. **Commission Consideration, Determination, Recommendation and Report.** Following receipt of testimony at the hearing or at its next meeting, the Commission shall make its determination and recommendation to the Village Council that, based upon the evidence received at the public hearing, the subject building, structure, object or site does or does not meet the criteria for designation prescribed in this chapter. The determination and recommendation shall be accompanied by a report which shall contain the rationale for recommending either approval or denial of the application for designation. The report shall include findings as to each of the five elements required by Section 15.64.040(B) of this chapter to be contained in the application. The report may also include an explanation or a significant feature or features of the building, structure, object or site that should be preserved and protected. In addition the report may include any other information or commentary that the Commission may deem pertinent to the determination or recommendation.

F. **Village Council Consideration and Designation.** The Village Council, upon a recommendation from the Commission pursuant to the application of the owner(s) that a landmark be designated, shall review the report and recommendation of the Commission. The Village Council shall take one of the following actions: (1) designate the landmark by ordinance; (2) refer the report and recommendation back to the Commission with suggestions for revisions and stating its reasons for such action; or (3) deny designation of the landmark.

G. **Notice of Designation.** Prompt notice of designation shall be sent by certified mail to the owner(s) of the designated landmark. The notice shall advise that alterations to such designated landmark will require comment as prescribed in this chapter.

H. **Appeals.** Denial of landmark designation by the Village Council shall be subject to reconsideration; provided that, the applicant shall file a written request with the Village President for reconsideration within thirty (30) days following denial and present substantial new evidence or information pertaining to the application. If the Village President determines that substantial new evidence or information has been presented a reconsideration by the Village Council shall be scheduled. If the Village President determines that substantial new evidence or information is lacking, the applicant shall so advised in writing and the denial of designation shall stand. When an application for designation of a landmark has been denied, no further applications involving the property shall be filed for a period of two years.

(Prior code § 20.04)

### **Section 15.64.050 Amendment or rescission of designation.**

The Village Council, upon recommendation of the Commission, may amend or rescind designation of a landmark only under any of the following conditions:

A. The structure, building, object or site has ceased to meet the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed;

B. Additional information shows conclusively that the structure, building, object or site does not possess sufficient significance to

meet the designation criteria;

- C. The original designation was clearly in error; or
- D. There was prejudicial procedural error in the designation process.

(Prior code § 20.05)

### **Section 15.64.060 Alteration of designated landmarks.**

A. Review of Alterations. Except as expressly provided in this chapter, no alteration of an exterior feature of a designated landmark may be performed and, if applicable, no building or other permits associated with such alterations may be issued until the Commission has completed its advisory review pursuant to this chapter. Application for advisory review shall be submitted to the Director on forms provided by the Village. If the proposed work requires a zoning variation or the issuance of a building or other permit, a completed application for such variation or permit shall accompany the application for advisory review. Upon the filing of a completed application for advisory review, the Director shall transmit such application to the Commission for its consideration. The Commission shall, as soon as practicable but within twenty (20) days of the date of filing of a complete application, fix a time for consideration of the application and give notice to the applicant; such consideration shall also be scheduled for a date within forty-five (45) days of the date of filing unless such time requirement shall be waived by the applicant. If consideration of an application by the Commission has not been initiated within forty-five (45) days, or having been initiated has not been concluded within forty-five (45) days following the submission by the applicant of additional evidence required by the Commission, the Director shall, if the plans are otherwise in compliance with applicable Village ordinances, issue the appropriate permits and approve the proposed alteration.

B. Consideration of Application; General Standards and Design Guidelines. The Commission shall consider the following general standards and design guidelines in its review of applications for advisory review:

1. General Standards.

a. Conformance with the Village Zoning Ordinance,

b. Reasonable effort shall be made to use the building, structure, object or site for its originally intended purpose or to provide a compatible use which requires minimal alteration, relocation or demolition,

c. The distinguishing original qualities or character of a building, structure, object or site should not be destroyed. The alteration, relocation or demolition of any historic material or distinctive architectural feature should be avoided except when necessary to assure an economically viable use of the property,

d. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object or site should usually be maintained and preserved,

e. Deteriorated architectural features should whenever possible be repaired rather than replaced. If replacement is necessary, the new material should match as closely as practicable the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features, where possible, should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings, structures, objects or sites,

f. The surface cleaning of buildings, structures, objects or sites should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods which will damage the architectural or historic features and building material shall be discouraged,

g. New buildings and structures and the alterations and relocation of existing buildings or structures shall not be discouraged when such work does not destroy significant historical or architectural features and is compatible with the size, scale, color, material and character of the property or neighborhood,

h. Alterations, relocations and demolitions which do not affect any significant exterior architectural or historic features of the building, structure, object or site as viewed from a private street, a courtyard open to the public or a public street, place or way should generally be permitted,

i. Demolition of a designated landmark shall be discouraged if the building, structure or property, as the case may be, is economically viable and can yield reasonable return in its present condition or can be made economically viable and yield reasonable return after completion of appropriate alteration, relocation, renovation or restoration work;

## 2. Design Guidelines.

- a. Height. The height of any proposed alteration should be compatible with the architectural style and character of the designated landmark.
- b. Proportions of Windows and Doors. The proportions and relationships between doors and windows should be compatible with the architectural style and character of the designated landmark.
- c. Roof Shape. The design of the roof should be compatible with the architectural style and character of the designated landmark.
- d. Scale. The scale of the structure should be compatible with the architectural style and character of the designated landmark.
- e. Directional Expression. The dominant horizontal or vertical expression of the facades should be compatible with the original architectural style or character of the designated landmark.
- f. Architectural Details. Materials, textures, colors and architectural details should be compatible with the original architectural style or character of the designated landmark.
- g. Appurtenances. Appurtenances including, but not limited to, signs, fences, accessory buildings or structures, permeable and impermeable surfaces should be compatible with the original architectural style or character of the designated landmark.
- h. Other. In addition to the foregoing, the Commission may consider the Secretary of the Interior's Standards for Rehabilitation Guidelines for Rehabilitating Historic Buildings (Revised 1983), and any amendments to such standards.

C. Commission Determination. The Commission shall make its required comment on the proposed work at the conclusion of its meeting (or adjourned or continued meeting) or within ten (10) days after such meeting (Saturday, Sunday and legal holidays excluded). The Commission shall determine whether the proposed alteration will be appropriate or not appropriate to the preservation of the designated landmark.

### D. Findings of Inappropriateness on the Application.

1. If the Commission determines that the proposed alteration is inappropriate, it shall make recommendations to the applicant concerning charges, if any, in the proposed alteration which would cause the Commission to reconsider its determination and shall confer with the applicant and attempt to resolve within thirty-five (35) days the difference(s) between the applicant and the Commission. If, at the completion of that period, the difference(s) between the applicant and the Commission have not been resolved, the Director shall, if the plans are otherwise in compliance with applicable Village ordinances, issue the appropriate permits and approve the proposed alteration.

2. If the Commission determines that the removal or demolition of a principal building or structure is inappropriate, it may request a conference with the applicant and extend the review process for a period not to exceed an additional ninety (90) days. Any delay by the applicant in complying with such a request for conference shall be added to the additional review period. During the extended review process the Commission shall attempt to reach a mutually satisfactory alternative to the proposed removal or demolition with the applicant. If, at the completion of that period, a mutually satisfactory alternative to the proposed removal or demolition has not been reached, the Director shall, if the removal or demolition is otherwise in compliance with applicable Village ordinances, issue the appropriate permits and approve the removal or demolition.

E. Alterations Requiring Action by the Zoning Board of Appeals. The Commission's determination on any alterations which requires a zoning variation or special use permit shall be made within forty-five (45) days of the filing of the application and shall promptly be forwarded to the Zoning Board of Appeals for its consideration in accordance with Section 3.44.010 of this code.

(Prior code § 20.06)

## **Section 15.64.070 Certification of designated landmarks.**

A. Certification; Binding Approval. The owner(s) of a designated landmark, the alteration of which is subject to the advisory review of the Commission, may request that any alteration be subject to the binding review of the Commission. Upon approval of such request by the Commission, a declaration, in a form and of substance acceptable to the Commission, shall be recorded by the Director in the office of the Cook County recorder of deeds. Upon recordation, such designated landmark shall become certified and subject to approval of the Commission for any proposed alteration. After a designated landmark has been certified, such certification shall not be withdrawn except for an express determination set forth in a resolution of the Village Council pursuant to the conditions set forth in

Section 15.64.050 of this chapter.

B. **Binding Review of Certified Landmarks.** The Commission's binding review shall be pursuant to the procedures, standards and considerations prescribed in Section 15.64.060 of this chapter.

C. **Certified Buildings and Structures; Application for Certification of Economic Hardship.** Upon findings of inappropriateness on the application and within one hundred twenty (120) days from the date of such findings, application for a certificate of economic hardship may be submitted to the Director by the owner of any property that has been certified pursuant to subsection A of this section. As part of the application, the applicant shall submit evidence concerning the following items:

1. An estimate of the cost of the proposed alteration and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission;

2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the building or structure on the property and its suitability for and the economic feasibility of rehabilitation or reuse;

3. Any decrease in the fair market value of the property or the return to the owner(s) as a result of the findings of inappropriateness; and

4. Any other information considered necessary by the Commission to make a determination as to whether the property does yield or may yield a reasonable return to the owner(s).

D. **Review of Application for Certificate of Economic Hardship.** Upon the filing of a completed application the Director shall transmit such application and associated materials to the Commission and it shall fix a meeting date and reach a timely decision on the application in accordance with the time periods prescribed in this chapter for consideration of an application for advisory review (including continuation of meetings).

E. **Consideration of Application.** Upon a determination that the findings of inappropriateness have denied, or will deny the owner(s) reasonable economic use of, or return on, the property, the Commission shall issue a certificate of economic hardship and approve the proposed alteration.

(Prior code § 20.07)

#### **Section 15.64.080 Maintenance and public safety exclusion.**

A. Nothing in this chapter shall be construed to prevent the ordinary maintenance of any exterior architectural features of a designated landmark.

B. Nothing in this chapter shall be construed to prevent any measures of alteration necessary to correct or abate the dangerous condition of any designated landmark where such condition has been declared dangerous by the Director and where the proposed measures have been declared necessary to correct such condition by the Director.

(Prior code § 20.08)

#### **Section 15.64.090 Enforcement.**

The Director is designated and authorized to enforce the provisions and regulations contained in this chapter.

(Prior code § 20.09)

#### **Section 15.64.100 Interpretation, purpose and conflict.**

In interpreting and applying the provisions of this chapter, such provisions shall be held to be the minimum requirements for the promotion of the public health, safety, comfort, convenience, prosperity and general welfare. It is not intended by this chapter to interfere with or abrogate or annul any ordinance, rule, regulation or permit previously adopted or issued, and not in conflict with any of the provisions of this chapter or which shall be adopted, or issued, pursuant to law relating to the use of buildings, structures or properties, nor is it intended by this chapter to interfere with or abrogate or annul any easements, covenants, or other agreements between parties; provided, however, that where this chapter imposed a greater restriction upon the use of buildings, structures or

properties, or the alteration of such buildings, structures or properties, than are imposed or required by such ordinance, rule, regulation or permit, or by easements, covenants or agreements, the provisions and regulations of this chapter shall control.

(Prior code § 20.10)

#### **Section 15.64.110 Amendments.**

A. The provisions of this chapter may be amended from time to time by ordinance, but no such amending ordinance shall be enacted without a prior public hearing before the Village Council. The public hearing shall be conducted in accordance with the procedures set forth in this chapter.

B. The Council shall hold the public hearing on any proposed amendment to this chapter after the amending ordinance is introduced.

C. Notice of the time and place of the public hearing shall be given to the general public no more than thirty (30) nor less than fifteen (15) days before the public hearing, by posting a notice at the Village Hall and by publishing a notice at least once in one or more newspapers published in the Village, or, if no newspaper is published in the Village, then in one or more newspapers with a general circulation with the Village.

D. Notice of any proposed amendments shall be given to the owner of record of any property that has been designated a landmark under this chapter. Such notice shall be served upon the owner or owners of the property in person or by certified mail not more than thirty (30) nor less than fifteen (15) days before the public hearing.

(Prior code § 20.11)

# SYSTEM FOR THE EVALUATION OF LANDMARKS

## TIER 1

<u>CATEGORY</u>	<u>FACTORS</u>	<u>POINT VALUE</u>	<u>WEIGHT*</u>	<u>SCORE</u>
Rarity: Architectural Type, Style and Period	-Extremely Rare	5		
	-Rare	4	_____	_____
	-Somewhat Rare	2		
	-Common	0		
Rarity: Method of construction and its application	-Extremely Rare	5		
	-Rare	4	_____	_____
	-Somewhat Rare	2		
	-Common	0		
Association with an Historical Event, Person, or Cultural Activity	-National	5		
	-State, County or Local	5	_____	_____
	-None	0		
Association with an Architect or Master Builder	-National	5		
	-State, County or Local	5	_____	_____
	-Architect or builder identified but of no known importance	1		
	-Architect or builder unknown	0		
Established or Familiar Visual Feature	-Symbol of Village as a whole	5		
	-Symbol of a neighbor- hood or a conspicuous and familiar structure in the context of the entire Village	4	_____	_____
	-A conspicuous and familiar structure in the context of a neighborhood	3		
	-Not particularly conspicuous or familiar	0		

**Tier 1 Score** \_\_\_\_\_  
(Add Above 5 lines)

\*The (or a) category with the highest point value is given a weight of 10. All other categories are weighted 1.

## TIER 2

CATEGORY	FACTORS	POINT VALUE		WEIGHT	SCORE
Alteration of (Originality) Design Integrity	-Excellent	5			
	-Good	4			
	-Fair	3	x	<b>10</b>	= _____
	-Poor	0			
Age of Structure	-pre-1900	5			
	-1900-1930	3	x	<b>4</b>	= _____
	-1931-1950	2			
	-1951 to present	1			
Alteration of Surrounding Properties (View from Property)	-Original	5			
	-Minor Alterations	3	x	<b>4</b>	= _____
	-Major Alterations	0			
Alteration of Original Site (View of Property)	-Original	5			
	-Minor Alterations	3	x	<b>3</b>	= _____
	-Major Alterations	0			
Structural Condition	-Exceptional	5			
	-Good	3	x	<b>3</b>	= _____
	-Fair	1			
	-Deteriorated	0			

**Tier 2 Score** \_\_\_\_\_  
 (Add Above 5 Lines)  
**Avg. Tier 2 Score** \_\_\_\_\_  
 (Divide Total by 5)

_____	+	_____	=	_____
<b>Tier 1 Score</b>		<b>Avg. Tier 2 Score</b>		<b>Total Score</b>

### Level of Significance

<u>Total Points</u>	<u>Category</u>
<b>80-94</b>	<b>Unique</b>
<b>65-79</b>	<b>Significant</b>
<b>50-64</b>	<b>Important</b>