

**MINUTES**

**TOWN OF NORMAL HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM C, CITY HALL  
100 EAST PHOENIX AVENUE  
NORMAL, ILLINOIS**

**SPECIAL MEETING  
January 12, 2010  
12:30 p.m.**

**Members Physically Present**

Kristen Allen, Nancy Armstrong, Kathy Burgess, Matt Felumlee Anne Matter, Bruce Warloe

**Members Physically Absent**

Bob Ward

**Others Physically Present**

Lauren Sunkel, Associate Town Planner; Jeff Hobbs

**Call to Order**

Ms. Matter called the meeting to order at 12:30 p.m. and noted a quorum was present.

**Minutes:**

The minutes were approved 6-0 as submitted.

**CA-10-01-01 – 313 W. Virginia – Restore wood windows**

Ms. Matter introduced Mr. Hobbs. Mr. Hobbs explained that he wished to replace six windows on the first floor at 313 W. Virginia. He shared two estimates, one for Pella wood windows and a second for Marvin wood windows.

Ms. Matter complimented Mr. Hobbs on the detail provided in his submission. Ms. Armstrong asked about the difference in the bids. Mr. Hobbs said that he preferred to install the Pella windows for better resale value of the home, but had obtained the second estimate to be eligible for the grant program.

Mr. Felumlee asked if Mr. Hobbs would be restoring the rest of the windows in the home. Mr. Hobbs said that he planned to do the project in phases.

The Commission was very pleased with the submission materials and the project.

Ms. Armstrong moved to approve the Certificate of Appropriateness request CA-10-01-01 for 313 W. Virginia Avenue for the restoration of the wood windows on the first floor as described in the application. Ms. Allen seconded.

Ayes: Kristen Allen, Nancy Armstrong, Kathy Burgess, Matt Felumlee, Anne Matter, Bruce Warloe  
Nays: None

The motion carried, 6-0.

**BG-10-01-01 – 313 W. Virginia – Restore wood windows**

With most details clarified prior to approving the Certificate of Appropriateness, Mr. Warloe moved to approve Bone Grant request BG-10-01-01 for 313 W. Virginia Avenue in the amount of \$2,995.41.

Ms. Armstrong seconded.

Ayes: Kristen Allen, Nancy Armstrong, Kathy Burgess, Matt Felumlee, Anne Matter, Bruce Warloe

Nays: None

The motion carried, 6-0.

Ms. Matter explained to Mr. Hobbs that in order to receive reimbursement for the project costs he must submit his cancelled check or paid in full invoice to the Planning office.

**Other Business**

Ms. Sunkel said that while she was out of the office Ms. Matter had contacted Town Planner Mercy Davison about work being done at 17 Broadway Place. Ms. Matter said that it had been brought to her attention by neighbors prior to Christmas that maintenance and repairs were being done, not only to the interior, but to the exterior of the home. This work included using a cementous material to fill in cracked tiles and the seams of the tile roof. While this type of work did not require a building permit a Certificate of Appropriateness had not been obtained. Ms. Davison contaced the current property owner who manages a business that flips and sells houses. The property/business owner was not aware of the requirements of the district.

Ms. Sunkel said that she had not yet seen the repairs made to the roof, but that she would as soon as the snow started to melt. Ms. Matter said that she was concerned about the tile being sealed and the home/roof not being able to “breathe” or properly ventilate.

Ms. Burgess asked what could be done now that the work had been completed and the damage done. Ms. Sunkel said that she would begin working with the property owner to right the wrong and then proceed from there. Obviously, the work had been done in violation of Town code and that she would follow proper procedure if the property owner was not responsive.

**Adjournment**

There being no further business, the meeting was adjourned at approximately 1:00 p.m.

Respectfully submitted,  
Lauren Sunkel  
Associate Town Planner