



The Village of
Glenview

VILLAGE OF GLENVIEW
HISTORIC PRESERVATION
HANDBOOK

GLENVIEW HISTORIC PRESERVATION COMMISSION

Revision Date: May, 2006

GLENVIEW HISTORIC PRESERVATION HANDBOOK

Table of Contents

1.	INTRODUCTION.....	1
2.	HISTORIC PRESERVATION IN GENERAL.....	1
	A. Historic Preservation Defined.....	1
	B. Reasons to Preserve	2
	C. Historic Significance	2
	D. Benefits.....	3
	E. Responsibilities.....	3
	F. Limitations.....	3
3.	LANDMARK DESIGNATION	4
	A. Purposes.....	4
	B. Criteria.....	4
	C. Process.....	5
4.	FINANCIAL INCENTIVES.....	7
	A. State of Illinois Residential Property Tax Assessment Freeze.....	7
	B. Cook County Class ‘L’ Property Tax Assessment Reduction	8
	C. Federal Tax Deduction for Preservation Easement Donation.....	8
	D. Federal 20% Historic Preservation Tax Credit.....	9
	E. Federal 10% Historic Preservation Tax Credit.....	10
5.	PRESERVATION IN CONTEXT.....	10
	A. Key Dates in Glenview’s History	10
	B. Landmarks in Glenview	10
	C. The Commission.....	11
	D. Glenview Is A Certified Local Government (CLG).....	11
	E. Local, State and Federal Involvement in Preservation	12
	F. Relationship to Other Land Use Regulations.....	12
	G. Historic Surveys	13
	H. Preservation Planning	13
	I. Researching the Property.....	14
6.	CERTIFICATE OF APPROPRIATENESS	16
	A. Purposes.....	16
	B. When Required	16
	C. Criteria.....	17
	D. Process.....	18
 APPENDICES		
	A: Frequently Asked Questions.....	20
	B: Key Dates in Glenview’s History	26
	ACKNOWLEDGEMENTS	27

GLENVIEW HISTORIC PRESERVATION HANDBOOK

1. INTRODUCTION¹

More than 2,300 communities across the country have preservation regulations that recognize the importance of preserving, protecting and using historical resources to preserve and enhance the character of their communities.

The Village of Glenview (the “Village”) is one of those communities. Its historic preservation regulations are embodied in Section 98, Article XI, Subsections 531 through 539, of the Village’s Municipal Code (the “Preservation Ordinance”). The Preservation Ordinance establishes the Village’s Historic Preservation Commission (the “Commission”) and the regulatory framework for historic preservation in the Village. The Village adopted the Preservation Ordinance in 2002 and amended it in 2003 and 2004. This Handbook is a complement to the Preservation Ordinance. It is intended to help Village property owners understand, participate in and take advantage of the Village’s preservation process. This handbook is not a law, nor is it a substitute for the Preservation Ordinance, and it does not address all aspects of the Preservation Ordinance. Please make reference to the specific provisions of the Preservation Ordinance.

A list of “Frequently Asked Questions” and brief responses is attached as Appendix A.

For more information, call the Village Development Department at 847-904-4307. The full text of the Preservation Ordinance can be found on the Village’s website: www.glenview.il.us. Go to the Home Page and then click on “commissions”-then-“list/descriptions”-then-“historic preservation code”.

2. HISTORIC PRESERVATION IN GENERAL

A. Historic Preservation Defined

The Preservation Ordinance defines historic preservation as the:

protection, enhancement, perpetuation and use of buildings or sites of special character or value for the people of the Village.

In general, a historically significant property or a property with special character will be property that is associated with:

- the heritage or character of the Village; or

¹ The information and provisions of this Handbook and its appendices may not be relied upon by any person or entity. Reference to the full Glenview Historic Preservation Ordinance is strongly recommended.

- an historical event or a pattern of historical events significant to the Village; or
- people in Village's history who made significant contributions to the Village; or
- important architecture or the work of an important architect.

B. Reasons to Preserve

Historic preservation is about saving our built heritage: i.e., our history, architecture and sense of place. Historic landmarks serve a community by providing a point of reference, an element of identity and a source of pride. In exchange, the community protects these landmarks and uses them to help educate its citizens about the Village's history. Preservation is a dynamic process that brings citizens together to identify and enhance our Village's built heritage. Significant properties are a scarce and non-renewable Village resource that constitute important physical links with significant aspects of the history of our Village, State and Nation. They are important to our identity as a people and as a community. When these resources are substantially or adversely altered or demolished, they are gone forever. Our historic and architectural heritage represents development that has had, and will continue to have, a profound effect on our collective identity. Winston Churchill is often credited with having said that: "First we shape our buildings and then our buildings shape us."

As our increasing technological capabilities change our relationships with each other and as our built environment becomes increasingly homogenous, it becomes increasingly important to protect our physical past. Protection of historic properties allows us to honor and understand past events, eras, movements and people that are important to us. Photographic and written descriptions are often not sufficient. Some historic properties represent works of art that are an intrinsic part of our culture. Historic properties are often a significant component of the beauty, character and comfort of the built environment that we have come to cherish. The quality of our lives, and the quality of the lives of those who will come after us, is profoundly affected by the existence of these increasingly scarce and non-renewable resources.

C. Historic Significance

In general, a property eligible for Village designation as an historic landmark must be historically important for its representation of broad patterns of Village, State or National history; for its association with the life of a historically important person; for conveying high architectural or artistic values; or for its archeological contributions.

It is important to remember that not everything old is worth preserving. In the face of nostalgic associations and a national tourism industry that has discovered

that “history sells,” determining the historic importance of properties for landmark purposes must be undertaken soberly, with a clear and rational eye. If the properties we confer landmark status upon are not truly significant in history, architecture or archaeology, we devalue the importance of other properties that merit designation as a landmark.

D. Benefits

The owner of a Village designated historic property will enjoy the prestige and honor of the Village’s recognition that the property is an important element of the Village’s heritage. Additionally, the citizens of the Village will benefit from the protections afforded historic properties within the Village as a whole and within their respective neighborhoods.

On a financial level, properties designated as local landmarks may be eligible for a freeze in property tax increases or a reduction in property taxes for a period of time. Properties listed on the Federal government’s National Register of Historic Places may be eligible for reimbursement of a portion of costs expended in rehabilitation of an historic property or for a tax deduction in return for granting a preservation easement protecting the building’s exterior.

Although multiple factors effect property values, some studies have shown that the property values of historic properties tend to appreciate at a faster rate than similarly situated non-historic properties.

E. Responsibilities

Designation of a property as a Village Landmark confers important responsibilities upon the property owner. For instance:

- The owner must be a steward for the care and maintenance of its historic property.
- The owner may have an obligation to avoid allowing an historic building to deteriorate substantially (sometimes called “demolition by neglect”).
- Exterior alterations to an historic property will require review and approval by the Village and only those changes that will not adversely effect the significant historic or architectural aspects of the property will be allowed.
- Acceptance of financial incentives for rehabilitation may be accompanied by further obligations upon the property owner.

F. Limitations

We cannot take lightly the importance of long established rights of private property protected by the Federal and State constitutions. A Village Landmark

designation creates a legal restriction on private property that substantially limits the property owner's ability to make exterior changes. For this reason, we must be careful to assure that a landmark property truly meets the applicable standards in a material way and has significant value to the Village as a whole; not just to a vocal few.

3. LANDMARK DESIGNATION

A. Purposes

The Preservation Ordinance states that its overall purpose is to promote the protection, enhancement, perpetuation and use of buildings or sites of special character, historical significance or value for the people of the Village by:

- (i) Providing a mechanism to identify and preserve the distinctive, historic, architectural and/or landscaping characteristics of the Village that represent the Village's cultural, social, economic, political and architectural history.
- (ii) Fostering civic pride in the beauty and notable accomplishments of the past as represented in the Village's landmark and historic districts.
- (iii) Stabilizing and improving the property values of properties designated as Village Landmarks or located within Village historic districts.
- (iv) Protecting and enhancing the attractiveness of the Village to its businesses, homeowners, residents and tourists, visitors and shoppers, thereby supporting and promoting business, commerce, industry and providing economic benefit to the Village.
- (v) Fostering and encouraging preservation, restoration and rehabilitation.

B. Criteria

The Village's Preservation Ordinance establishes the criteria by which it will judge the historic significance of properties that may be designated as Village Landmarks. The Commission evaluates nominated properties on the basis of nine (9) designation criteria, **any one of which** is sufficient to designate a property. These criteria are described below:

- (i) Its character, interest or value as part of the development heritage or cultural characteristics of the Community, County, State or Country.
- (ii) Its location as the site of a significant Village, County, State or National event.
- (iii) Its identification with a person or persons who significantly contributed to the development of the Village community, County, State or Country.

- (iv) Its embodiment of distinguishing characteristics of an architectural and or landscape style valuable for the study of a period, type, method of construction or use of indigenous materials.
- (v) Its identification as the work of a master builder, designer, architect or landscape architect whose individual work has influenced the development of the Village, County, State or Country.
- (vi) Its overall embodiment of design, detailing, materials or craftsmanship which renders it architecturally significant.
- (vii) Its overall embodiment of design elements that make it structurally or architecturally innovative.
- (viii) Its unique location or singular physical characteristics that make it an established or familiar visual feature.
- (ix) Its location in an area that has yielded or may be likely to yield information important in history or prehistory.

The Preservation Ordinance requires than one additional consideration be weighed: whether the property owner opposes or supports the designation. Additionally, a property must have sufficient integrity of location, design, materials and workmanship to be worthy of designation.

C. Process

(i) Application

- Any person, organization or association may submit an application to the Commission requesting that a building, place or area be designated as a landmark.
- The Commission may initiate its own request for designation.
- Applications submitted by an applicant (other than an owner or the Commission) must be accompanied by payment of a non-refundable fee of \$100.

Under the Preservation Ordinance, the Commission has the authority to recommend, to the Village Board, and the Village Board of Trustees has the authority to approve, a landmark designation without the consent of the property owner.

(ii) Notification and Preliminary Review

Following receipt of an application, the Commission will schedule a Preliminary Review and will send written notice of the scheduled review to the owners of record of the property or properties involved.

A Preliminary Review meeting will be held within five (5) business days after the notice has been mailed or delivered to the property owner or owners. The meeting at which the Preliminary Review is held is open to the public.

At the Preliminary Review meeting, the Commission will determine whether the application merits a formal public hearing. The applicant may present reasons in support of the application.

The Commission will either deny the application or will schedule a formal public hearing to consider the application. The Commission's determination will take into consideration the designation criteria described in Section 3B of this Handbook.

(iii) Permit Issuance Pending the Public Hearing.

Following the Commission's receipt of an application, no permits for alteration, construction, removal or demolition of the property or structure involved will be issued pending the outcome of the Preliminary Review. If the Commission determines that the property does not warrant landmark designation, the permits may then be issued. If the Commission schedules a public hearing, no permits will be issued pending the final determination by the Village Board of Trustees.

(iv) Public Hearing.

Within seventy-five (75) days after the Commission's receipt of an application, the Commission will hold a public hearing. Written notice of the date and time of the public hearing will be provided to the property owner or owners. The Commission will also publish notice in a newspaper of general circulation within the Village. Any person may provide testimony or evidence in support of, or in objection to, the designation sought by the application.

(v) Village Action

Within thirty (30) days following the conclusion of public hearing (as it may have been continued) the Commission will issue a written report and recommendation to the Village Board containing the Commission's findings. Within sixty (60) days following the Commission's submission of its report and recommendation, the Village Board will, by majority vote, take final action to approve or deny the application for designation.

If the Village Board fails to act within the sixty (60) day time period, the application for designation will be deemed to be denied.

4. FINANCIAL INCENTIVES²

A. State of Illinois Residential Property Tax Assessment Freeze

Establishes a “Freeze” in property assessment valuations for eight (8) years at the level applicable in the year rehabilitation begins. The assessment is returned to the market level assessment (as determined by the County Assessor) over a period of four (4) years thereafter through incremental increases. Applies to owner-occupants of landmark historic residences who rehabilitate their homes. This program is administered by the Illinois Historic Preservation Agency.

- (i) Financial Incentive: The assessed valuation of historic homes is frozen for eight (8) years at the level of the year in which rehabilitation begins. The valuation is gradually returned to market level over a period of four (4) years thereafter. The assessed valuation in those last four (4) years will be the valuation as frozen, plus 25% of the then current assessment valuation in the 9th year, 50% in the 10th year, 75% in the 11th and 100% in the 12th year).
- (ii) Required Landmark Status: Must be designated by the Village under the Preservation Ordinance or listed on the National Register of Historic Places.
- (iii) Eligible Buildings: Must be a single-family, owner-occupied residence (which may include condominiums and co-ops), or an owner-occupied residential building with no more than six (6) units.
- (iv) Rehabilitation Standard: Must be substantially rehabilitated, as approved by the Illinois Historic Preservation Agency, in a way that significantly improves the condition of the building and is in accordance with the U.S. Secretary of Interior’s “Standards for Rehabilitation.”
- (v) Minimum Value of Rehabilitation Required: The cost of rehabilitation must be equal to or greater than 25% of the property’s market value as determined by the County Assessor.
- (vi) Other Key Requirements: Applications must be submitted to the Illinois Historic Preservation Agency within two (2) years of project completion. If within the eight-year freeze period, the property is sold or its use changes from that of a single-family owner-occupied residence, the tax freeze approval will be revoked. Subsequent rehabilitation work must also

² No tax or financial advice whatsoever is provided in this Handbook or its appendices including, without limitation, the sections and statements that relate to financial incentives. Readers are encouraged to seek the advice of appropriate professionals in connection with all matters and information described in this Handbook.

meet applicable standards. The property owner is required to file an affidavit with the County Assessor each year verifying ownership and use.

B. Cook County Class ‘L’ Property Tax Assessment Reduction

Provides a reduction of property tax assessment levels for a fixed period at a lower tax assessment level. The owner must make an investment in the substantial rehabilitation of the building. Applies to income-producing properties only (i.e., not owner-occupied residences). This program is administered by the Cook County Assessor’s Office in conjunction with local municipalities, such as the Village.

- (i) Financial Incentive: Assessment levels for the structure (excluding land) are reduced to 16% for the first ten (10) years, 23% in 11th year and 30% in the 12th year. The assessment level returns to the normal assessment in year 13. In some cases, the incentive can be renewed for rental residential buildings in year ten (10) for one or more additional ten (10) year periods. The Class L incentive is not a tax-freeze program; property continues to be reassessed, but at lower assessment levels. .
- (ii) Required Landmark Status: Must be an individual landmark designated by the Village.
- (iii) Eligible Buildings: Must be multi-family residential, not-for-profit, commercial or industrial use (Class 3, 4, or 5a/5b under Cook County tax classification structure; does not apply to owner-occupied residences).
- (iv) Rehabilitation Standard: Must be substantially rehabilitated to significantly improve the condition of the building. Must be approved by the Cook County Assessor’s Office and the Village, in accordance with the U.S. Secretary of Interior’s “Standards for Rehabilitation.”
- (v) Minimum Value of Rehabilitation Required: Rehabilitation costs must equal at least 50% of the building’s market value, as determined by the Cook County Assessor, in the year prior to commencement of work.
- (vi) Other Key Requirements: The Village Commission must certify to the Cook County Assessor that the rehabilitation meets the U.S. Secretary of Interior’s “Standards for Rehabilitation.” The Village Board of Trustees must adopt an inducement ordinance or resolution supporting the grant of incentive by the County Assessor.

C. Federal Tax Deduction for Preservation Easement Donation.

Provides a federal tax deduction arising from the donation and grant of an easement to protect an historic structure’s exterior. The easement must be donated to a “qualifying” organization (such as the Landmarks Preservation Council of Illinois). The easement assures that the building’s exterior will be maintained in good condition and not adversely altered or demolished. This program is administered by the National Park

Service (with respect to National Register of Historic Places eligibility) and the Internal Revenue Service (with respect to tax regulations).

- (i) Financial Incentive: A Federal tax deduction is available, generally based on the reduction in fair market value to the property as result of the easement donation as determined by a qualified appraiser and approved by the IRS.
- (ii) Required Landmark Status: Must be a “Certified Historic Structure”. To be certified, the building must be listed individually on the National Register of Historic Places or be a contributing property in an historic district listed on the National Register of Historic Places or certified by the U.S. Secretary of the Interior as a contributing property within a locally designated historic district.
- (iii) Eligible Buildings: Any building that satisfies the required landmark status (including income-producing properties and owner-occupied residences).
- (iv) Rehabilitation Standard: No rehabilitation is required.
- (v) Minimum Value of Rehabilitation Required: Not applicable.
- (vi) Other Key Requirements: The value of a tax deduction varies depending on a variety of factors, including whether applicable Village development requirements would or would not allow building changes that are foreclosed by the easement donation. By donating an easement, the property owner gives up certain rights of control over the building exterior (and agrees to certain covenants necessary to maintain the building’s exterior).

D. Federal 20% Historic Preservation Tax Credit

Provides a federal tax credit for rehabilitation of historic properties. (A tax credit differs from an income tax deduction in that a tax credit lowers the amount of tax owed, while a tax deduction lowers the amount of income subject to taxation.) Applies only to income-producing properties.

- (i) Financial Incentive: Provides a tax credit of 20% of the qualifying costs expended to rehabilitate an eligible structure.
- (ii) Required Landmark Status: Must be a “Certified Historic Structure”. To be certified, the building must be listed individually on the National Register of Historic Places or be a contributing property in an historic district listed on the National Register of Historic Places or certified by the U.S. Secretary of the Interior as a contributing property within a locally designated historic district.

- (iii) Eligible Buildings: Buildings used for commercial, agricultural, industrial, or rental residential purposes (i.e., not owner-occupied residential).
- (iv) Rehabilitation Standard: Must be substantially rehabilitated as defined by IRS rules and in accordance with the U.S. Secretary of Interior’s “Standards for Rehabilitation.” The work must be reviewed and certified by The Illinois Historic Preservation Agency.
- (v) Minimum Value of Rehabilitation Required: Equal to or greater than the building’s “adjusted basis” as determined by the IRS.
- (vi) Other Key Requirements: The Illinois State Historic Preservation Officer (SHPO) will make a recommendation regarding a project’s compliance with the applicable standards. The National Park Service (NPS) must approve the project. Plans showing the work proposed must be approved before the work commences and after it is completed. Applicable rules include restrictions on the type of expenditures that will qualify, the date the rehabilitated building is “placed in service”, the value of “adjusted basis”, passive investment activity, and alternative minimum tax requirements.

E. Federal 10% Historic Preservation Tax Credit

Same as the 20% tax credit described in Section 4D above, except that: (1) the building to be rehabilitated must have been constructed prior to 1936; (2) the building may not be a Certified Historic Structure; and (3) the applicable tax credit is 10% of qualifying expenses.

5. PRESERVATION IN CONTEXT

A. Key Dates in Glenview’s History

The Village of Glenview is rich in history. **Appendix B** contains a chronological outline of selected key events in Glenview’s history.

B. Landmarks in Glenview

The Village is in the early stages of its preservation efforts. As of the date this Handbook was last revised, the Village had designated two structures as Village Landmarks:

- (i) The Glenview Civic Building (the old Village Hall), located at 1930 Prairie Street, built in 1929. The building is significant for its:
 - character and interest as part of the development and cultural characteristics of the community of Glenview.
 - location, which has been the site of significant local events.

- identification with people who significantly contributed to the development of the Village.
 - location and physical characteristics that make it recognizable.
- (ii) 1121 Waukegan Road (now the Glenview Area Historical Society), built in 1864. This structure is significant for its:
- role as part of the development heritage of the community. (It was the farmhouse on the farm property that now constitutes the area of downtown Glenview).
 - identification with people that significantly contributed to the development of the community. (It was built by Sarah Hutchings whose descendants still live in Glenview).
 - distinguishing characteristics of an architectural style of the period in which it was built (1864).

C. The Commission

The Commission implements the Preservation Ordinance. The Commission consists of seven (7) members appointed by the Village President and approved by the Village Board for staggered terms. The members of the Commission must be residents of the Village and must include one Commissioner who is an active member of the Village Historical Society, one Commissioner who is a licensed real estate broker, one Commissioner who is a State-licensed architect and one Commissioner who is a resident or property owner within a local historic district (if any). The other Commissioners are chosen at large.

The Commission provides a forum for identifying preservation issues and developing Village policies for the preservation, protection and use of historic properties. The Commission also has a responsibility to educate the public about the benefits and responsibilities of historic preservation.

The Commission has embarked on a series of initiatives intended to stimulate interest in historic preservation.

D. Glenview Is A Certified Local Government (CLG)

In 1980, Congress amended the National Historic Preservation Act to provide for certification of local governments (i.e. municipalities) by the U.S. Secretary of the Interior. To become a Certified Local Government, the local government program must adopt a Preservation Ordinance, establish a qualified heritage preservation commission, maintain a system for identifying and evaluating historic properties, provide for adequate public participation in its activities, and perform other functions delegated to it by the State Historic Preservation Officer. The Illinois Historic Preservation Agency will approve certification if it agrees that the local municipality has met its standards. Certified Local Governments exercise greater autonomy in the National Preservation Program and are eligible

for special pass-through grants from the Federal Historic Preservation Fund. Glenview was certified as a Certified Local Government in 2004.

E. Local, State and Federal Involvement in Preservation

The Federal government, the State government and the Village government all play an important role in historic preservation. At the Federal level, the National Register of Historic Places is administered by the National Park Service under the provisions of the National Historic Preservation Act and associated Federal regulations. Listing on the National Register of Historic Places is primarily honorific for private properties (except where Federal financial assistance or approvals are involved). Federal agencies are required by law to consider the effect of a Federally funded, licensed, assisted or regulated activity on properties listed on (or eligible for) the National Register of Historic Places. Because Federal funds are often used in local activities, the National Register of Historic Places can, in fact, affect development at the local level.

At the State level, listing on, or eligibility for, the National Register of Historic Places can trigger review by the Illinois Historic Preservation Agency before any Illinois State funds or approvals are issued. Illinois' agencies are required by Illinois law to consider the effects of State licensed, funded, assisted or regulated activities on properties listed on the National Register of Historic Places.

The Federal and State regulations are most often procedural in nature; i.e. they require the Federal and State governments to merely consider the impact on historic resources. At the local level, however, municipalities, such as the Village, have the authority to review all building permit applications involving proposed alterations to Village Landmarks and all demolition permit applications involving Village Landmarks to prohibit such proposed alteration or demolition if the applicable standards are not satisfied.

Because all Illinois municipalities derive their regulatory power from the State government, the State of Illinois, like other states, has established a framework of laws that "enable" and authorize municipalities such as the Village to designate historic landmarks and districts and to regulate changes to landmark structures and structures located within historic districts. Municipalities, such as the Village, that are "home rule" governmental units may have even greater authority in this respect than municipalities that are not home rule.

F. Relationship to Other Land Use Regulations

In addition to the requirements of the Preservation Ordinance, other Village land use regulations may also apply to Village Landmark structures. These may include building code, zoning, site plan review, appearance review and subdivision control.

Zoning regulations generally govern the uses of property, the size and location of structures (height, setbacks, etc.), maximum densities allowed (floor area ratio,

number of dwelling units, minimum lot size, permeable surface area, etc.), and minimum number of parking spaces and loading berths. It is possible that an historic structure will not comply with some or all of these regulations. In some cases, however, the historic structure will not be required to comply if it qualifies as a legal-non-conforming structure or use.

Site plan approval generally governs the layout of buildings on a site, adequacy of vehicular and pedestrian access to the public way and other considerations. In many cases, this will effect an historic structure only if changes are proposed, such as an addition or a reconfiguration of a roadway or curb cut location.

Appearance review generally governs the exterior architectural characteristics of structures. In most cases, the landmark considerations will govern with respect to the existing structure.

Subdivision control regulations generally govern the division of property for conveyance and the adequacy of public infrastructure to serve the property (roadway access, sanitary sewer, storm-water run off, water supply, etc.). In many cases, these regulations will not apply to a landmark property unless the use or density of the existing structure is to be changed or unless an addition, building modification or a reconfiguration of a roadway or curb cut location is proposed.

G. Historic Surveys

The Commission may use surveys to determine what historic structures and other resources the Village may have that are worthy of preservation. Surveys are a comprehensive collection of data on the historical and architectural character of a community. Surveys are accomplished through field work that includes photographing structures and research in libraries, historical societies and municipal records.

The information gathered from an historic survey serves as the basis for developing preservation goals and subjects for nomination as Village Landmarks. A community preservation plan can be compiled with the data collected by the surveys, enabling planning and development decisions to be made in a preservation context. Most importantly, a survey raises community awareness of the historic and architectural resources it possesses.

H. Preservation Planning

Once surveys have identified the Village's resources worthy of preservation, the Village can use this information to establish historic resource protection strategies. The importance of preserving certain buildings can be balanced against other pressing Village issues, such as managing traffic conditions and parking availability, providing affordable housing and stimulating economic development. In the planning process, the concerns and ideas of all interested groups and persons can be aired.

Preservation plans frequently include an historical overview of the community, description of the community setting, survey of significant resources and notation of properties that might be eligible for local or National Register listing. Also included is an evaluation of the impact of public policies and requirements including zoning, building codes, transportation plans and economic development plans. Preservation plans establish preservation-focused goals and objectives and a program for achieving them.

I. Researching the Property

In order to designate a property as a Village Landmark, the Commission will determine whether it believes that the property meets one or more of the designation criteria listed in Section 3B of this Handbook. To make that determination, the Commission will visit the property and will evaluate facts and records that help support the proposition that the applicable criteria will be satisfied. Research must be undertaken, therefore, to identify supporting facts, records and other information.

Among the questions for which answers should be sought in undertaking research on the history of a project are the following:

- When was the structure built?
- Who was the architect and builder?
- What changes have been made over time?
- How was the property used during its period of significance?
- What is the condition of the property today?
- What are the property's key historic characteristics?
- Is the property associated with important events, activities, or persons?
- How does the property relate to the history of the Village, State or Nation?

There are many types of information that potentially can be useful in undertaking this research. A good place to start is to obtain a copy of the original building permit and permits for all subsequent work from the Village's records. Other information that may be useful includes:

- title, deed, land, tax, insurance and estate records
- publicly available maps and plats
- newspapers and magazines

- photographs and post cards
- original architectural and construction drawings
- architectural journals
- census, cemetery, religious institution and genealogical records
- Village ordinances, resolutions, minutes and reports
- commercial, community and government histories
- oral histories
- corporate, business, court and military records
- directories
- family and personal papers

The categories of information described above can potentially be found, among other sources, in:

- Village, County, regional and State libraries
- local and regional branches of the National Archives
- museums
- historical societies (including the Glenview Historical Society)
- State archives
- genealogical societies
- historic preservation organizations (such as the Landmarks Preservation Council of Illinois)
- universities and colleges
- newspaper archival files
- Village Hall and census records

Two excellent pamphlets on this topic are: (a) The National Park Service's "National Register Bulletin No. 39," prepared by Eleanor O'Donnell (1991, revised 1998) and (b) the City of Chicago's "Your House Has A History" (1998). Copies of these documents

and an additional list of sources can be obtained upon request to the Commission's staff at the Village Hall.

6. CERTIFICATE OF APPROPRIATENESS

A. Purposes

The purpose of the review for, and issuance of, a Certificate of Appropriateness is to assure that the proposed work will be consistent with the landmark designation and will not result in an adverse impact to the significant historic characteristics of the landmark property. Whether an addition may be constructed depends on whether the standards of review have been satisfied. Additions should be compatible with the scale, massing and architecture of the landmark property. Generally, a landmark property may not be demolished.

B. When Required

Where a Certificate of Appropriateness is required, no building permit or demolition permit will be issued for proposed work on or in a landmark property without first receiving approval from the Village Board of a Certificate of Appropriateness.

Certificates of Appropriateness are required under the following circumstances:

- (i) Building Permit Required and Affects Exterior Appearance. Where proposed work (e.g., addition, alteration, demolition, rehabilitation, reconstruction and renovation) on a landmark building requires a building or demolition permit and the work would produce a change in the exterior architectural appearance of those portions of the landmark building that are visible from the public way.
- (ii) Moving. Where the landmark building is proposed to be moved.
- (iii) No Building Permit Required, but Effects Specified Feature. Where proposed work on a landmark building would not require a building or demolition permit, but the work would effect a specific feature of the exterior architectural appearance of the building and the ordinance designating the landmark expressly describes that feature as having particular architectural or historical significance.

Reference should be made the Village's Building Code to determine under what circumstances a building permit will be required for work proposed.

Certificates of Appropriateness are not required under the following circumstances:

- (i) Interior Work; unless the interior work will involve changes to the building exterior visible from a public way.

- (ii) Routine Maintenance and Minor Repairs; so long such work would not require a Village building permit and would not involve substantial changes to the portions of the building's exterior architectural appearance that are visible from the public way.
- (iii) Replacement In-Kind of Exterior Materials. For example, patching a roof with materials that are the same roof materials as exist on the structure or otherwise are in accordance with the recommendations of the U.S. Secretary of Interior's Standards for Rehabilitation.
- (iv) Work Effecting Exterior Site Features; so long as the designation ordinance does not expressly provide that the site features are a significant feature of the designation.

C. Criteria

The following Village standards contained in the Preservation Ordinance are derived essentially from the U.S. Secretary of Interior's "Standards and Guidelines for Archeology and History Preservation." In a general sense, these standards address the effect of the proposed work upon the historic, aesthetic and architectural value, characteristics and significance of the landmark. In making a recommendation to the Village Board of approval or denial of an application for a Certificate of Appropriateness, the Commission will be guided by the following criteria:

- (i) A property shall be used for its historic purpose or be utilized for a new use that requires minimal change to the defining characteristics of the building or property and its site environment.
- (ii) The historic character of a property shall be retained and preserved. The removal of historic materials and/or alterations of features and spaces that characterize a property shall be avoided.
- (iii) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
- (iv) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (v) Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
- (vi) Deteriorated historic features shall be repaired or restored rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials.

Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

- (vii) Chemical or physical treatment, such as sandblasting, that causes damage to historic material shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible.
- (viii) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- (ix) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
- (x) New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- (xi) Contemporary design for alteration and addition to existing properties shall not be discouraged when such alteration or addition does not destroy significant, historical, architectural, or cultural material and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

D. Process

(i) Applications.

Applications for building and demolition permits submitted to the Village's Development Department will be forwarded to the Commission within 15 days for determination of whether a Certificate of Appropriateness is required for the work proposed. If the Commission determines that the proposed work will not require a Certificate of Appropriateness, the Commission will return the permit application to the Development Department accompanied by a statement that no Certificate of Appropriateness is required. If the Commission determines that the proposed work will require a Certificate of Appropriateness, the Commission will schedule a public hearing as described below.

(ii) Public Hearing

Within sixty (60) days after the Commission's receipt of an application for a Certificate of Appropriateness, the Commission will hold a public

hearing. Written notice of the date and time of the public hearing will be provided to the property owner or owners. The Commission will also publish notice in a newspaper of general circulation within the Village. Any person may provide testimony or evidence in support of or in objection to the designation sought by the application.

(iii) Village Action

Within thirty (30) days following the public hearing (as it may have been continued) the Commission will issue a written report and recommendation to the Village Board containing the Commission's findings. Within sixty (60) days following the Commission's submission of its report and recommendation, the Village Board will, by majority vote, take final action to approve or deny the application for Certificate of Appropriateness. If the Village Board fails to act within the sixty (60) day time period, the application for Certificate of Appropriateness will be deemed to be denied.

APPENDIX A

FREQUENTLY ASKED QUESTIONS¹

1. GENERAL

Q: What is historic preservation?

A: Historic Preservation (as defined by the Preservation Ordinance) is the protection, enhancement, perpetuation and use of buildings or sites of special character or value for the people of the Village.

Q: Why preserve?

A: Historically significant properties are a scarce and non-renewable Village resource that constitute important links with the Village's past. They are important to our identity as a people and as a community. When these resources are substantially or adversely altered or destroyed, they are gone forever. Preservation strives to enhance the attractiveness of the Village to businesses, homeowners, residents, tourists, visitors and shoppers. Landmark preservation helps to support and promote business, commerce, industry and to provide economic benefits to the Village.

Q: What is a landmark property?

A: In general, it is a property designated by Village ordinance as a landmark because the property is important for its representation of broad patterns of Village, State or National history; for its association with the life of an historically important person; for conveying high architectural or artistic values; or for its archeological contributions.

Q: What are the functions of the Village Historic Preservation Commission?

A: The Commission provides a forum for identifying preservation issues and developing Village policies for the preservation, protection and use of historic properties. The Commission also has a responsibility to educate the public about the benefits and responsibilities of historic preservation.

Q: What does the Preservation Ordinance provide?

A: The Preservation Ordinance provides a mechanism to identify and preserve the distinctive historic and architectural features of the Village that represent the Village's cultural, social, economic, political and architectural history.

¹ The information and provisions of this Appendix A may not be relied upon by any person or entity. Reference to the full Historic Preservation Ordinance is strongly recommended.

Q: What is the difference between a Village Landmark designation and listing of a property on the National Register of Historic Places?

A: Listing on the Federal government’s National Register of Historic Places, is primarily honorific for private properties; it will generally not preclude alterations or demolition (unless Federal or State funds or other approvals are involved.) Additionally, some of the most widely used financial incentives for historic rehabilitation (such as tax credits and preservation easement donations) depend on listing on National Register of Historic Places.

Listing as a Village Landmark means that the Village has the authority to review all building permit applications (including demolition and building relocation) and the authority to approve or prohibit issuance of a permit. Additionally, listing as a Village Landmark may make a building eligible for the residential property tax freeze or the Class “L” tax assessment reduction.

2. BENEFITS

Q: What are the non-financial benefits of owning a Glenview Landmark?

A: The owner of a Village designated historic property will enjoy the prestige and honor of the Village’s recognition that its property is an important element of the Village’s heritage. By requiring that proposed new construction and exterior alterations be reviewed by the Commission, the architectural integrity of the Village’s historic buildings and neighborhoods can be safeguarded against unsympathetic projects that would destroy the qualities that have made some buildings visual landmarks to generations of Village residents and have given some neighborhoods their special character and identity.

Q: What financial benefits are available for landmark properties?²

A: The following four types of incentives are available under applicable circumstances as described below:

- Illinois Residential Property Tax Assessment Freeze. Applies to owner-occupied single family homes and condominiums designated as a Village Landmark or listed on the National Register of Historic Places. This incentive provides for a “freeze” in property assessment valuations for eight (8) years at the level applicable in the year rehabilitation begins. This assessment valuation is returned to market level over a period of four (4) years thereafter through incremental increases. To qualify, at least 25% of the property’s market value, as determined by the County Assessor, must be spent on an approved rehabilitation project. Other requirements apply.
- Cook County Class ‘L’ Property Tax Assessment Reduction. Applies to income-producing properties (i.e., not owner-occupied residences) designated as a Village Landmark. This incentive provides for a the reduction of property tax assessment

² No tax or financial advice whatsoever is provided in this Handbook or its appendices including, without limitation, the sections and statements that relate to financial incentives. The provisions of this Section may not be relied upon. Readers are encouraged to seek the advice of appropriate professionals in connection with all matters and information contained herein.

levels for a twelve (12) year period, ten (10) years of which will be fixed at 16%. The owner must invest at least 50 percent of the building's market value in substantial rehabilitation, as determined by the Cook County Assessor. Other requirements apply.

- Federal Tax Deduction for Preservation Easement Donation. Applies to properties listed on the National Register of Historic Places or contributing properties in an historic district listed on the National Register of Historic Places or certified by the U.S. Secretary of the Interior as a contributing property within a locally designated historic district. This incentive provides for a tax deduction for the incremental value of an easement in an historic structure's exteriors that is donated to a qualifying party. The easement provides the qualifying party with rights to assure that the building's exterior is maintained in good condition and not altered or demolished. The value of the tax deduction is calculated by a qualified appraiser in accordance with IRS regulations.
- Federal Historic Preservation Tax Credits. Applies to income-producing properties (i.e., not owner-occupied residences) listed on the National Register of Historic Places or contributing properties in an historic district listed on the National Register of Historic Places or certified by the U.S. Secretary of the Interior as a contributing property within a locally designated historic district. This incentive provides for a tax credit of 20% of the qualifying costs expended to rehabilitate a qualifying structure. A 10% tax credit is available for income-producing properties that are not listed on the National Register if the building was built prior to 1936. Other requirements apply.

3. RESPONSIBILITIES

Q: What are some of the responsibilities of the owner of a Village Landmark?

A: Alterations to the property will require review and approval by the Village and only those changes that will not adversely affect the significant historic or architectural aspects of the property will be allowed. The owner may have an obligation to avoid allowing the building to deteriorate substantially (sometimes called "demolition by neglect"). Acceptance of Village, State or Federal financial incentives may be accompanied by further obligations upon the property owner.

Q: Is the owner of a landmark property obligated to rehabilitate or restore a landmark property?

A: No. Property owners are, however, encouraged to properly maintain their landmark properties.

Q: What other Village regulations affect a landmark property?

A: Some of the other Village regulations affecting property (whether or not the property is a Village Landmark) include zoning regulations, site plan review requirements, appearance

review, subdivision control and building code requirements. These requirements are independent of Preservation Ordinance requirements.

Q. What are the penalties for violating the Historic Preservation Ordinance?

A. The Preservation Ordinance states that “Any person who causes the alteration, demolition or removal of any designated landmark or improvement within a historic district without a Certificate of Appropriateness or Certificate of Economic Hardship who shall be found guilty by a court of competent jurisdiction shall be fined not less than \$50.00 nor more than \$500.00 for each violation. Each day that such violation shall continue to exist shall constitute a separate violation.”

4. PROPERTY VALUES

Q: Will landmark designation reduce the market value of a designated property?

A: Various factors affect property value and will depend on the individual property, its location, and other considerations. Some property purchasers regard landmark designation as a positive attribute, while others may be concerned about the limitations on alterations to the property that would apply. Some studies have shown that the property values of historic properties tend to appreciate at a faster rate than similarly situated non-historic properties. Nevertheless, it has not been determined conclusively or reliably whether landmark designation will increase, decrease or have any effect on property values.

5. LANDMARK DESIGNATION PROCESS

Q: How is a property designated as a Village Landmark?

A: Any property may be nominated by any person for Village Landmark status. The Preservation Commission may also nominate properties. Properties to be considered that are nominated by an individual or by the Commission will be evaluated for their historic significance under the criteria established in the Preservation Ordinance. The Commission will hold a Preliminary Review meeting to determine whether a nominated property appears to have merit sufficient to proceed with the process. If so, the nomination will be scheduled to be considered at a public hearing of the Commission. After the hearing, the Commission will determine whether or not it will recommend to the Village Board of Trustees that the property should be conferred with landmark status. After the Commission makes its recommendation to the Village Board of Trustees, the Board which will consider the matter in a public meeting. The Village Board of Trustees is the final decision-maker and may adopt, reject or modify the Commission’s recommendation. If the Village Board of Trustees approves the structure as a Village Landmark, the Board will adopt an ordinance making the designation legally enforceable.

Q: Is consent by the owner of property nominated required in order to designate a structure as a landmark by Village ordinance?

A: No. Owner consent is not required to designate a property as a landmark. The Commission must, however, consider whether the property owner opposes or supports the designation when determining whether a property should be designated a landmark.

Q: What properties are eligible for Village Landmark designation?

A: Properties that possess architectural, cultural or historical significance to the Village may be considered for designation. The Commission will apply the nine (9) criteria contained in the Preservation Ordinance to determine whether a property possesses any of those qualities. Additionally, the Preservation Ordinance requires consideration be given to whether the property owner opposes or supports the designation. Finally, a property must have sufficient integrity of location, design, materials and workmanship to be worthy of designation.

Q: Can landmark designation be rescinded?

A: Yes. Landmark de-designation follows the same process described above for Village Landmark designation.

6. ALTERATIONS, ADDITIONS AND DEMOLITION

Q: What kind of work on a landmark property will require Village review and approval of a Certificate of Appropriateness prior to issuance of a building permit for the work?

A: (1) Work (e.g., addition, alteration, demolition, rehabilitation, reconstruction and renovation) that requires a building or demolition permit and would affect that portion of the building's exterior architectural appearance that is visible from the public way.

(2) where the building is proposed to be moved.

(3) work, though not requiring a building or demolition permit, that would affect a specific feature of the exterior architectural appearance of the building where the designation ordinance expressly describes that feature as having particular significance.

Q: What kind of work on a landmark property will not require approval of a Certificate of Appropriateness?

(1) Interior Work; unless the interior work will involve changes to the building's exterior that are visible from a public way.

(2) Routine Maintenance and Minor Repairs; so long as such work would not require a Village building permit and would not involve substantial changes to the portions of the building's exterior architectural appearance that are visible from the public way.

- (3) Replacement In-Kind of Exterior Materials. For example, patching a roof with materials that are the same as the existing roof materials or would otherwise be recommended by the U.S. Secretary of Interior’s “Standards for Rehabilitation.”
- (4) Work Affecting Exterior Site Features; so long as the designation ordinance does not expressly provide that the site features are a significant feature of the designation.

Q: Can a new addition to a Village Landmark property be constructed?

A: The answer depends on whether the standards of review have been satisfied. In general, additions that are not readily visible from the adjacent public ways will be allowed by the Village (subject to zoning and other Village requirements). Additions should be compatible with the scale, massing and architecture of the landmark property.

Q: Can a designated landmark be demolished?

A: Generally, a landmark property may not be demolished.

APPENDIX B

KEY DATES IN GLENVIEW'S HISTORY

1832-1836	First Settlers
1853	First Post Office – Glenview and Waukegan Road
1871	First Post Office – Telegraph Road (now Shermer Avenue)
1872	Milwaukee Railroad – single track
1892	Milwaukee Railroad – double track called Barr Station
1892	Population 300 – Village called Oak Glen
1895	Village name changed to Glen View
1899	Village incorporated
1899	Glenview Police Department established
1901	First wooden sidewalks installed
1902	First cement bridge on Waukegan Road built
1902	Gasoline street lamps installed
1903	First telephone exchange
1910	Public Utilities – gas and electric laid
1912	Concrete sidewalks laid
1912	Volunteer Fire Department established
1916	First Water Tank – water distribution system installed.
1917	First Glenview Days – dedication of Bear Fountain
1918-1919	First Sewer System laid
1920	First Boy Scout Troop established
1921	Glenview Road paved
1921	Glenview State Bank established
1923	Glenview Chamber of Commerce formed
1926	Parent-Teachers Association formed
1927	Park District established – an independent political entity under provision of Illinois State Law
1928	Adoption of a zoning ordinance
1928	Streets paved
1928	Civic Building erected
1930-1933	Roosevelt Park built
1933	Establishment of the Glenview Plan Commission
1937	First Recreation Board
1937	Abandon well water system and install of Lake Michigan water supply system
1939	Glenview Library Association established
1945	Glenview Health Council established
1946-1947	New Fire Station built
1960	First Village Manager hired; Robert Van Dusen
1965	Glenview Area Historical Society established
1974	New Police Station built
1974	Vote to purchase and develop Grove
1977	Glenbrook Hospital opened
1982	Present Village Hall dedicated
1984	Public Works Center built
1988	Patten House dedicated
1994	Present downtown train station built
1995	Naval Air Station Glenview decommissioned
1997	Death of last member of Wagner Family, working farm for sale.
2002	Preservation Ordinance first enacted
2004	Old Village Hall, 1930 Prairie Street, designated as first Village Landmark
2005	Glenview Area Historical Society, 1121 Waukegan Road, designated as second Village Landmark

ACKNOWLEDGEMENTS

VILLAGE OF GLENVIEW

Kerry D. Cummings, President, Board of Trustees

GLENVIEW HISTORIC PRESERVATION COMMISSION

David Silver, Chairman
Constance Conway, Commissioner
Beverly Dawson, Commissioner
Charles Kramer, Commissioner
Alex Pappas, Commissioner
Richard Wendy, Commissioner

Staff Liaison: Lisa Porter

Author: Richard Wendy