

Item #8B:
Village Trustee Marshall
Historic Preservation Ordinance - Update



BENJAMIN
HISTORIC CERTIFICATIONS

Benjamin Historic Certifications, LLC
711 Marion Avenue
Highland Park, IL 60035
847-432-1865
847-432-1829 fax
www.benjaminhistoric.com

DRAFT

**PROPOSAL FOR CONSULTING ON HISTORIC SURVEY, FORMATION OF
PRESERVATION ORDINANCE, VILLAGE OF LONG GROVE**

To David Lothspeich, Village Manager
Village of Long Grove
August 9, 2013

This proposal is for the Village of Long Grove from Consultant Susan Benjamin and her staff, Benjamin Historic Certifications, to aid in formulating a preservation ordinance that will establish a preservation commission empowered to recommend the designation of historic districts, in particular the business district, and individual landmarks by the Village of Long Grove. The intention is to document and recognize the significance of the community's historic buildings in order to manage change while preserving the historic character of the community.

The Consultant will work with the Village Manager and other village staff members, Village Commissions, the Ad Hoc Committee working on an ordinance, the Long Grove Historical Society and interested members of the community.

Billing rates are figured at:

The process will include the following tasks at billing rates that are figured at
Principal: \$140/hr., Associate: \$100/hr.

1. Survey and write a report on Long Grove's Historic Business District. Consultant will gather information on the buildings in the business district, both historic and non historic, conducting an architectural survey to create an Excel data base of information that will then be placed on survey forms that will be created by the Consultant in collaboration with the Village and the Historical Society. There will be a form created for each building. This material will be used to determine if the

building is Contributing or Non-contributing when a historic district is created. The form will also be used to determine the history and significance of the various sections of each specific building as the building has changed over time. When it is known which sections of a building are historic and which are not, informed decisions can be made regarding proposed changes to the building. Volunteers can aid in this process by inserting information into the forms.

(Set up spread sheet (Assoc), 6 hours, (\$600); Coordination and Review (Principial)- 10 hours \$1400) Survey—100 buildings—1/2 hour per building, 50 hours-Assoc—(\$5000).

Create an illustrated Survey Report titled “Historic Resources in Village of Long Grove Historic Business District”. Contents will include: Brief history and description of survey area, description of survey objectives, methodology and evaluation criteria, history of preservation in Long Grove, history of the business district, illustrated description of building types and styles, maps, spread sheet by address, building type, details, date(s), rating of “C” (contributing) and N-c (Non-contributing). This material will be incorporated into landmark nomination when a historic district is created. (Principal- 40 hours (\$5600); Associate- 10 hours (\$1000)

2. The Consultant will review Long Grove’s Master Plan and any other material relevant for establishing a local preservation ordinance and will note how content will be applicable in ordinance. (Principal- 4 hours-\$560
3. The Consultant will analyze the model landmark ordinance provided by the Illinois Historic Preservation Agency’s (IHPA’s) Illinois Association of Historic Preservation Commissions, and the ordinance provide by the City of Highland Park. Consultant will then work with the Long Grove Village Manager and the Village Ad Hoc Committee to draft an ordinance for the Village of Long Grove. The steps will be
 - a. Meet with Village Manager to assess sample ordinances. Assemble a draft ordinance. Meet with the Village Manager to refine the sections of the ordinance so they are appropriate to the Village of Long Grove. Meet with Village manager (Principal- 3 hours (\$420) . Assemble draft 40 hours (\$5600); Refine with Village Manager- 6 hours \$840).
 - b. Meet with appropriate committees to continue to refine the proposed ordinance. 3 meetings of 3 hours each –9 hours- Principal, (\$1260)
 - c. Set up public meetings to introduce the ordinance to the community. 1 meeting to plan; attend one meeting. Planning meeting 3 hours (Principal – 3 hours (\$420); Principal, public meeting 3 hours \$420)
 - d. When the draft receives preliminary approval by the various committees, commissions and boards, work with the Village Attorney to firm up the sections of the ordinance. 2 meetings 3 hours 6 hours principal \$840)

4. Work with Village to establish specific design and maintenance guidelines for proposed alterations and additions to the buildings within a designated historic district. These guidelines would be in the form of an illustrated handbook and available on the Internet. Draft guidelines, Principal 4 hours (\$560). Associate 4 hours (\$400) Principal 2 meetings 3 hours each (\$840)
5. Work with the Village on an as needed basis to maximize the preservation potential of a designated historic district, preserving its aesthetic to make the district visually cohesive, as needed. (Principal Hourly)
6. Consultant will contact and bring in experienced professionals, including Anthony Rubano, IHPA architect with Main Street experience, who might be helpful in the preservation process. These could also include other members of IHPA staff, including Catherine O'Conner, staff head of the IAHP, as well as staff or members of other Illinois historic preservation commissions. Principal-6 hours (\$840)
7. Consultant will aid in the consideration of how the village commissions and committees can coordinate with preservation commission activities.

This is an estimate of maximum hours, which could be considerably fewer. Consultant would discuss fee with Village Manager if it appears that a greater number of hours to complete task would be needed once work is begun.

Estimated maximum fee for above tasks:

Survey of Historic Business District and Report, containing content that would be included in a Historic District nomination: \$13,600

Generation of Preservation Ordinance: \$10,360

Design Guidelines: \$1800

Coordinate and attend site visits with preservation professionals: \$840

Susan Benjamin,
Principal, Benjamin Historic Certifications