



Oak Park Historic Preservation Commission

Article Establishing the Historic Preservation Commission



1886 house (Oak Park-River Forest Historical Society)

**CHAPTER 2, ARTICLE 23 OF THE VILLAGE CODE
HISTORIC PRESERVATION COMMISSION**

2-23-1: ESTABLISHMENT; COMPOSITION:

- A. There is hereby established in and for the Village a commission to be known as the Historic Preservation Commission.
- B. The Commission shall consist of a chairperson and ten (10) members, to be appointed by the Village President with the consent of the Board of Trustees. Appointments shall be on a staggered basis for terms of three (3) years, with the chairperson and three (3) members appointed during one year and no more than four (4) members and no fewer than three (3) members appointed in each of the two (2) succeeding years.
- C. At least eight (8) members of the Commission shall have demonstrated expertise in the discipline of history, architectural history, art history, architecture, engineering, planning, law, real estate, historic preservation or related field. One (1) member of the Commission shall be a homeowner or business owner or representative located in a designated Oak Park Historic District. Citizens without such demonstrated expertise or residence shall have a priority with regard to the appointment of members to the two (2) remaining slots on the Commission, except that all commissioners shall have a demonstrated interest, competence or knowledge in historic preservation. (Ord. 1999-0-8, 3-15-99)

2-23-2: DUTIES:

The Commission shall have the following duties:

- A. To conduct an ongoing survey and inventory for the purpose of identifying those historic landmarks within the Village that exemplify the architectural, social, cultural, economic and political history of the Village, State or Nation;
- B. To receive or make nominations for designation of historic landmarks; to review and recommend designation criteria to the Village Board; to hold hearings; and to recommend to the Board of Trustees such designations;
- C. To recommend to the Village Board the adoption of specific guidelines, based upon the Secretary of the Interior's Standards, to be used in the application of the Village's Historic Preservation Ordinance to the alteration, construction, relocation, removal or demolition of historic landmarks or of properties and/or improvements within historic districts;
- D. To review permit applications for alteration, construction, relocation, removal or demolition affecting historic landmarks, and properties and/or improvements in historic districts and to request the presentation of such drawings (floor plans,

elevations and details), specifications and other information as may be necessary to review those applications;

- E. To approve, modify or deny applications for certificates of appropriateness and certificates of economic hardship for historic landmarks, in accordance with [Article 9, Chapter 7](#) of the Village Code, and to respond to appeals of such decisions to the Village Board; (Ord. 1993-0-60, 6-7-93)
- F. To review proposed zoning amendments, applications for special use permits including planned use developments, subdivisions and applications for zoning variances that affect nominated, proposed or designated historic landmarks and historic districts, and may present evidence at public hearings in support or opposition or make recommendations thereon to the Zoning Board of Appeals, Plan Commission, Community Design Commission and Board of Trustees; (Ord. 1999-0-8, 3-15-99)
- G. To recommend to the Board of Trustees the adoption of an appropriate system of historically and architecturally compatible streetscape elements, including, but not limited to, paving materials, curbs, sidewalks, streetlights, street and historic district signage, and to make recommendations for the design and implementation of such streetscape elements;
- H. To advise the Village Board, Village Manager, any commission, or other agency on matters affecting nominated, proposed or designated historic landmarks or historic districts;
- I. To provide general guidance to interested parties on technical and financial aspects of historic preservation and to indicate to such parties that they may only rely upon independent professional advice and consultation as a basis for final decisions with regard to these matters;
- J. To advise and assist interested parties on procedures for inclusion in the National and State Registers of Historic Places;
- K. To nominate properties and/or structures, improvements or areas to the Illinois and National Registers of Historic Places;
- L. To maintain a library of preservation-related documents and to keep such materials available for public use;
- M. To inform and educate the citizens of Oak Park concerning the historic and architectural heritage of the Village by publishing, with Village Board authorization and Village staff assistance, appropriate maps, newsletters, brochures, books and pamphlets, and by holding programs and seminars;

- N. To call upon assigned Village staff members as well as other expert volunteers for technical advice and assistance;
- O. To request the Village Board to retain such specialists or consultants and to request the Village Board to appoint such citizen advisory committees as may be required from time to time;
- P. To investigate, review and recommend to the Village Board the acceptance of any gifts of property, transferred to the Village by an entity for the purpose of preserving or enhancing the historically significant aspects of properties, improvements or areas;
- Q. To conduct annual inspections on behalf of the Village and to prepare condition reports to the Village Manager and Village Board on all properties, easements or development rights transferred to the Village for the purpose of preservation;
- R. To recommend and assist in the application for funds on behalf of the Village from Federal, State and private sources with the Village Manager's prior approval, to further the goals of historic preservation herein set forth;
- S. To confer recognition, from time to time, as appropriate, upon owners of historic landmarks or property or structures within historic districts by means of award certificates, plaques or markers;
- T. To assume whatever responsibilities and duties may be delegated to it by the Village Board with regard to the Certified Local Government provisions of the National Historic Preservation Act of 1966, as amended;
- U. To perform, in a timely and thorough manner, all of the duties delegated to the Commission under the Historic Preservation Ordinance set forth in [Chapter 7 Article 9](#) of the Village Code.
- V. To recommend to the Board adoption of the Commission's Rules and Procedures, or amendments thereto. (Ord. 1993-0-60, 6-7-93)