

**City of Woodstock**  
**Old Courthouse and Sheriff's House Advisory Commission**  
**and**  
**Historic Preservation Commission**  
**Joint Meeting**  
**Monday, May 18, 2020 7:00 p.m.**  
**City Hall, 121 W. Calhoun St.—City Council Chambers [Remote Meeting]**

*Due to the current COVID-19 public health emergency, this meeting will be conducted remotely. **Members of the public can attend online by clicking [here](#) and entering this password: 083621.***

*Alternately, the public can listen and comment by telephone by dialing 312-626-6799 and entering Meeting ID 944 1304 1871 when prompted. When using this method to attend, members of the public can comment by dialing \*9 on their telephone at the appropriate times during the meeting. Prior to the meeting, questions may also be forwarded via email to [dmoore@woodstockil.gov](mailto:dmoore@woodstockil.gov).*

**AGENDA**

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVAL OF MINUTES**
  - a. Approval of Courthouse Advisory Commission Minutes for January 13, 2020
  - b. Approval of Historic Preservation Commission Minutes for February 24, 2020
- 3. PUBLIC COMMENT** - In accordance with the Illinois Open Meetings Act, the general public may address the Commission regarding any matter on the agenda or not on the agenda.
- 4. NEW & OLD BUSINESS**
  - a. Review and comment on latest designs for the Old Courthouse and Sheriff's House rehabilitation and remodeling project.
- 5. REPORTS AND PROJECT UPDATES**
  - a. Rebuild Illinois Fast Track Public Infrastructure program
- 6. FUTURE AGENDA ITEMS**
- 7. ADJOURNMENT**

**MINUTES**  
**CITY OF WOODSTOCK**  
**OLD COURTHOUSE AND SHERIFF'S HOUSE ADVISORY COMMISSION**  
January 13, 2020

The regular of the City of Woodstock Old Courthouse and Sheriff's House Advisory Commission was called to order at 7:01 PM by Chairman Dennis Sandquist on Monday, January 13, 2020 in the Council Chambers at City Hall.

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Jessica Campbell, Jim Campion, Tom Ellinghausen, Dean Lovewell, David Stumpf, Joseph White, and Chairman Dennis Sandquist. Jacqueline Lechner arrived at 7:07 PM.

**COMMISSION MEMBERS ABSENT:** Donovan Day

**STAFF PRESENT:** City Planner/Staff Liaison Darrell Moore, Assistant City Manager/Finance Director Paul Christensen, Economic Development Director Garrett Anderson, and Library Director Nick Weber.

**OTHERS PRESENT:** Friends of the Old Courthouse Board Member Susan Stelford and City Clerk Cindy Smiley.

**APPROVAL OF MINUTES**

Motion by T. Ellinghausen, second by D. Stumpf, to approve the minutes of the September 30, 2019 meeting.

Ayes: J. Campion, T. Ellinghausen, D. Lovewell, J. White, D. Stumpf, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: D. Day and J. Lechner. Motion carried.

**3. PUBLIC COMMENT**

There was no comment forthcoming from the Public.

**4. OLD BUSINESS**

There was no Old Business.

**5. NEW BUSINESS**

**a. Review and make recommendations to the City Council regarding the responses to the City's request for proposals for the Old Courthouse and Sheriff's House potential tenants.**

Chairman Sandquist noted this item is to review and possibly make recommendations to the City Council regarding the responses to the City's request for proposals (RFP) for potential tenants for the Old Courthouse and Sheriff's House.

It was the consensus of the Commission to review and discuss the RFPs in order of receipt and to allow participation of those petitioners present in this discussion.

Chairman Sandquist thanked Staff for their efforts in putting together an excellent RFP and for getting it out to potential tenants. He thanked those who responded and to those present this

evening. Opining there are many excellent ideas, Mr. Sandquist noted there are areas of overlap, which will require further discussion.

Mr. Christensen noted there is no pricing information presented, which could change future opinions. He suggested getting a broad overview of the proposals, list the Commission's preferences and then provide their recommendations to City Staff. Staff will then discuss space and pricing with the respondents, opining it may be possible to accommodate all or parts of most of the proposals in some way. He stated Staff would go through the proposals to develop leases and come back to the Commission with the final results of these negotiations.

The Commission proceeded with the presentations.

#### Woodstock Public Library

Library Director Nick Weber was present to answer questions regarding a proposal by the Woodstock Public Library to locate an arts-focused community center in the first-floor south gallery (zone 2) of the Old Courthouse and potentially the second-floor southern wing (zone 4).

Discussion ensued with it being opined it would be valuable to have a portion of the building as a public use space to support the public's investment. Commission members noted the public has told the City they would prefer the incorporation of an arts use since there has been an arts component in the building for a long time. Commissioners Campbell, Ellinghausen, and Stumpf expressed support for this proposal. Commissioner Ellinghausen urged finding uses and tenants that would not pigeon-hole spaces. Commissioner Stumpf agreed, opining this would not require a lot of renovation and expressed support for finding space for their proposal.

In response to questions from the Commission, Mr. Weber stated supplies and materials could be paid for through grant funding with the \$30,000 salary requiring tax funding. He envisions renting space to artists for individual studio space and classes, which would offset some costs. Mr. Christensen stated other revenue sources will be explored to cover part of the salary. He noted a public use for the building is one of the things the Commission must weigh. Mr. Weber confirmed both zone 2 and zone 4 would not be required, stating zone 2 would be preferred. He opined zone 4 would be possible, but would not provide as robust a program and no gallery space.

In response to questions, Mr. Moore stated NAAC, which currently operates the gallery in the Old Courthouse, has made it known they will leave the building at the end of 2020.

Chairman Sandquist stated this is his preferred use for zone 2, noting it is consistent with the current use and with the popular vision for the building. He stated his only concern is having part-time staff, opining this may be satisfactory for evenings and weekends, but would be a concern if daytime hours are included, which is his preference and the building should be open more. Mr. Weber stated this is a starting point for staffing with the possibility of expanding the hours and position as the project moves forward. Mr. Christensen noted this would provide a public use, even if initially part-time. Discussion followed of expansion of the program, partnering with other not-for-profits and/or businesses, and of the sale of art as a revenue source.

Discussion ensued of the effect this use would have on tax credits, with Mr. Moore opining it would not come close to the threshold, which would disqualify the project, based on the percentage

of the building having revenue-generating uses. Mr. Christensen stated a not-for-profit would be needed, which could be the Friends of the Old Courthouse group.

In response to questions, Mr. Weber stated the Library has presented arts programs on a more limited basis and has looked into expanded programs, noting this is a challenge with its current space. He noted additional space specifically designed for this purpose could open many doors for many new programs, citing looms and sculpture as examples.

### The Milk House

There were no representatives present from The Milk House. Review and discussion ensued of their proposal for use of the front first-floor of the Sheriff's House and the adjacent patio area for a farm-to-cone ice cream shop, which would be a second retail location for their Milk House Ice Cream business.

Commissioner Lovewell expressed agreement with the RFP's statement that there is a customer base for this use, but opined it is an inadequate use of the space. He opined this space is the most compelling offering for a restaurant and advocated for seeking out other proposals for a restaurant that would bring people to Woodstock from outlying areas.

Commissioner Campion noted no figures were provided regarding the petitioner's contribution to the build-out of the space or what they would pay for rent. Mr. Christensen stated the City would do the build-out with the petitioner paying market rent. He stated Staff would negotiate these terms in discussions with the petitioners. Discussion of this ensued with Mr. Christensen stating the City will complete the infrastructure and then negotiate things that may be of value to the City should a tenant leave.

Chairman Sandquist opined the City has recently completed the RFP process and no restaurants have submitted a proposal for use of this space. Thus, the Commission should move forward with the consideration of this proposal.

Commissioner Stumpf stated this proposal addresses that Woodstock is a rural community as it is a farm-to-table use. He disagreed that it would be a good space for a restaurant. Discussion ensued.

Discussion followed regarding a timeline for Historic Tax Credits and how this affects the timeline for buildout, with Mr. Christensen explaining the bonds and TIF components also.

Commissioner Lechner expressed agreement with Commissioner Lovewell, but noted this is the only proposal for that space and comes from viable, educated petitioners with a plan. Discussion followed with Commissioner Campbell opining people will come from out of town and noting the petitioners have a huge social media following. Commissioner Ellinghausen noted if this is not successful the space could be used for other uses. Commissioner Stumpf disagreed that this would be the best space for a high-quality restaurant. He urged the City to look at the number of jobs a proposal will bring, as well as the number of people. Discussion followed of the renovations needed for a restaurant in this space with some opining it could be destructive to the interior. Discussion followed of possible scenarios for this space.

## Ethereal

Michael Ervin, co-owner of Ethereal Confections, was present to answer questions regarding their proposal to locate an events venue on the first floor (zone 2), an incubator kitchen in the first-floor (zone 3), a green room/cocktail area in the second floor (zone 4), and a banquet facility in the second floor (zone 5 of the Old Courthouse as well as a catering kitchen in the lower level (zone 6) and a speakeasy in the first and second floor (zone 7) levels of the Sheriff's House in a three-phase approach.

Mr. Ervin expanded on their vision for the buildings, stating Ethereal would manage, market and operate the space.

Mr. Ervin described the various aspects of their business and its history, noting they draw business from a very wide area, have 150 retail locations selling their products, a distributor in Japan, and many business relationships. He opined Ethereal is a destination easily drawing from 50 miles away, describing some of their events. He expressed a willingness and some flexibility with the space to have synergy with other proposals, such as the arts space, stating they would need to look at how they could use the space and be sustainable.

Mr. Ervin talked about how the Old Courthouse and Sheriff's House will grow their business and how their proposal will provide new experiences including weddings, banquets, events, and an expanded speakeasy. He noted there are several businesses awaiting the availability of an incubator kitchen, explaining what this is. He stated the City's timeframe for buildout is a logical timeframe for Ethereal.

Mr. Ervin then discussed the business' sales and projections, opining the profit margins and debt service look good. He stated he looks at this proposal as a financial model to allow the entire building to be renovated and used. He stated they have a commitment to Woodstock and want it to be a destination for the Chicago area, opining this proposal will grow the visibility of Woodstock.

In response to questions and comments from the Commission concerning the phased approach proposed, Mr. Christensen expressed his belief that building renovations would probably be completed without phasing. He stated this would be discussed during negotiations with input from contractors.

Chairman Sandquist expressed support for the banquet usage in zone 5, but concern about designating this for the exclusive use of a single business. Discussion of this ensued.

Commissioner Stumpf expressed support for the proposal, opining it is an exciting vision which will support growth of a Woodstock business, provide a footprint that will grow, and provide flexibility to accommodate the library proposal.

Noting Ethereal currently has 45 employees, Mr. Ervin stated this will allow the business to expand to the second layer of management staff, hiring professionals to sell and manage. He stated the goal is not just to have more business, but to also sustain a professional organization that provides more value to the community.

In response to questions from the Commission, Mr. Ervin reviewed the financial information included in the proposal and talked about the various types of events that would bring people to Woodstock. He talked about how the spaces would be used, including for a large event or independently, so multiple events could take place at the same time. He stated it would be useful to have use of zone 2, but not required, discussing this further. He further described the concept and use of the incubator kitchen. He discussed the use and location of the speakeasy, stating the history and connection with the jail cells is appealing, noting they wish to make sure they have enough room.

Commissioner Ellinghausen expressed support for the proposal and a concern with the first-floor kitchen, opining if it should fail, there would be a kitchen on the first floor. Discussion of this ensued with Mr. Ervin explaining the reason for this location including food safety concerns and the need for storage.

Mr. Christensen noted some of these issues can be discussed and negotiated as Ethereal and the City work as a team to see what works, as with all applicants, to see if the proposals could work together.

Commissioner Campion expressed support for Ethereal's proposal for the use for zones 4 and 5. Commissioner Lovewell agreed, opining there is no better partner to execute the use than Ethereal. In response to his questions concerning the area identified by the Milk House, Mr. Ervin stated this could be used for the incubator kitchen as well as for a retail area for the incubator kitchen, which would generate revenue. Discussion ensued of the use of zone 3.

### Public House

Brian Lopprino, owner, was present to answer questions regarding a proposal by The Woodstock Public House, for the use of the first-floor rear (zone 7) of the Sheriff's House and the grassy area in front of the building as expanded seating for their existing restaurant.

Mr. Lopprino noted The Public House has been a tenant in the Old Courthouse for five years, talking about the funds they have expended for improvements to the building. He stated he has a good understanding of what is involved to remodel the building and opined the City must be realistic. He discussed the contributions he and his wife have made since coming to Woodstock and noted they employ 50-60 individuals.

Mr. Lopprino stated he is reluctant to put a proposal together, opining the City must commit to an architect and know what it will cost. He noted it appears his restaurant will lose part of its space for the elevator, opining this will not work. He stated the Public House is interested in the banquet area also, proposing to serve as the booking agent for the room with local approved caterers available to renters. He stated they are also interested in Zone 7, discussing how they would use the space. He opined the Sheriff's House could be used for public restrooms, a small museum manned by his staff, and an office for the Friends. He talked about the other proposals and how other spaces could meet their needs.

In response to a question from Commissioner Campbell, Mr. Lopprino confirmed they are interested in the jail cells and additional outside space, specifically the grassy area. He expressed interest in the Courtroom, stating he thought they would be responsible for the renovations, which is not feasible. He stated if the City is renovating the Courtroom area, he would be interested in serving

as the leasing agent for this space, with rents going to the City and the caterer receiving income from the food.

Noting they are a long-term tenant, Chairman Sandquist stated it makes sense they would want use of zone 7, which perhaps could make up for loss of the area designated for the elevator.

Discussion turned to Mr. Loprino's request for the green space with Commissioner Lovewell urging caution when subtracting green space. Mr. Loprino noted the space would be developed with green components as well as a water feature. Most commissioners did not object to use of the green space if it is well done, with Commissioner Lovewell dissenting. In response to questions concerning the existing patio, Mr. Loprino stated it is their wish to maintain this as well.

In response to questions concerning his plans for the jail cells, Mr. Loprino stated there is much to explore. Noting residents have expressed a wish for a steak house, he stated it may be possible to do an entrée-only steak house on Fridays and Saturdays, with both menus on other days. He confirmed that he would keep the jail cells as close to what they were historically as possible.

#### Miguel Acosta Proposal

Noting a 5<sup>th</sup> proposal was received after the submittal date, Mr. Moore asked the Commission if they wished to review and discuss this. In response to a question from Chairman Sandquist, Mr. Christensen opined there is nothing prohibiting this, as there could be a scenario whereby there may be open space remaining after all proposals are considered. It was the consensus of the Commission to review Proposal 5.

Miguel Acosta was present to discuss his proposal for the use of the first floor of the Sheriff's House for a restaurant, the second floor of the Sheriff's House for art and music classes for adults and youth, the lower level of the Sheriff's House for a vintage tattoo shop as well as space for martial arts, cross-fit, and/or Tai Chi classes, and the patio area in front of the Sheriff's House as additional seating for the restaurant and space for live music.

Mr. Acosta stated he has no formal written proposal, but many creative ideas. He noted he is an artist and businessman looking to relocate his business from Chicago to a nice small town. He stated he does all kinds of art, teaches martial arts, and is also a tattoo artist. He noted he has others who will join him in this endeavor, including performance artists and instrumental music teachers and stated he wishes to have space where families and people of all ages can come to enjoy art, food, and music. He described his current business and location, suggesting Commission members find more information on the internet. He stated, in addition to art and music classes and gallery space, he also teaches archery and other physical arts, has bingo for seniors and after-school programs for youth at his present location.

In response to questions, Mr. Acosta stated he would keep the layout of the building, noting he likes the Victorian look and would like to display historic photos of Woodstock. He stated he would offer a variety of foods. He stated he built out his current space and pays \$6,000 per month rent for 10,000 sf. He opined the space would not need much renovating for his uses. He stated he could use a portion of the building, rather than the whole

Chairman Sandquist stated this proposal would fit with the arts uses and suggested Mr. Acosta work with staff to flesh out his proposal.

There being no further presentations, general discussion ensued.

Following a brief discussion of the next step, Chairman Sandquist stated he would like Staff to meet with the petitioners concerning use of space, finances, rent, and comparables for each tenant. Mr. Christensen confirmed this is the plan, as well as reporting project status to the Council at its next meeting. Chairman Sandquist asked that Mr. Acosta's proposal be included to see where it could fit.

Commissioner Lovewell opined the response to the RFP was not adequate as it did not include a bid from a restaurant and urged that additional efforts be made to secure one. In response to the question of whether some other proposals should be rejected in order to do this, Commissioner Lovewell opined zone 7 should not automatically be given to the Public House, but rather the question should be what is the best way to bring people and money to the building. Commissioner Lechner noted Economic Development Director Anderson has been looking for a restaurant for a long time. Mr. Anderson stated of the five restaurateurs that were shown the Sheriff's House, none felt it was adequate, but rather gave a list of the building's shortcomings for a restaurant. Commissioner Lechner talked about what was done to market the building and opined it is functionally obsolete for a restaurant.

Commissioner Stumpf noted the Commission has been through a three-year process advertising for proposals in the appropriate ways. He opined the Commission should not ask for more proposals, but rather talk with those who have made proposals and optimize the space, noting there may be other opportunities for open space. He opined there is an opportunity to try to bring this to closure, stating the process should not drag on. Commissioner Campbell talked about the effect extending the process could have on Tax Credits and architectural drawings.

Discussion followed of the Commission's role in the process moving forward. Chairman Sandquist stated he is comfortable with the process thus far and with Staff meeting with the petitioners to refine a set of uses to fill the building. He stated he would like to see the complete use for each space with information such as space, rent, contribution by tenants, and proposed leases. Following further discussion, it was the consensus of the Commission for Staff to proceed as discussed and bring a plan back to the Commission for review. Commissioner Lovewell dissented, opining few people knew about this opportunity, yet the Commission is closing the process. He stated he does not believe the process is exhausted and expressed disagreement that a restaurant that might be interested in the Sheriff's house is "mythological."

## **6. REPORTS AND UPDATES**

### **a. Completion of the 2019 masonry work, possible 2020 work**

Mr. Moore noted that the 2019 masonry work was completed. He explained that the 2020 masonry work may be delayed to take advantage of tax credits.

### **b. Tax credit services**

Noting the Historic Tax Credit structure is complicated, Mr. Moore stated it has been deemed necessary to retain a Historic Tax Credit accountant for the process. Mr. Christensen explained this would also help secure investors.

**c. Architectural Services Contract**

Mr. Moore stated this item is scheduled for consideration at the next City Council meeting.

**d. Alternate building floor plan concept by Staff**

Mr. Moore showed a depiction of an alternate floor plan he developed, which would create more useable space, free up more windows, and also possibly result in a rooftop deck. Chairman Sandquist urged Mr. Moore to discuss this with Architect Gary Anderson to gain his comments.

**7. FUTURE AGENDA ITEMS**

In response to a question from Mr. Moore, it was the consensus of the Commission to hold a special meeting, if necessary, to review and discuss a completed concept plan.

Mr. Moore reminded the Commission that the next meeting will be on the 2<sup>nd</sup> Monday of the month.

**8. ADJOURNMENT**

Motion by J. White, second by T. Ellinghausen, to adjourn this meeting of the Old Courthouse and Sheriff's House Advisory Commission to the next regularly scheduled meeting on Monday, February 10, 2020 at 7:00 PM in the Council Chambers at City Hall. Ayes: J. Campbell, J. Campion, T. Ellinghausen, J. Lechner, D. Lovewell, D. Stumpf, J. White, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: D. Day. Motion carried.

Meeting adjourned at 9:40 PM.

Respectfully submitted,

Cindy Smiley  
City Clerk

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**

February 24, 2020  
City Council Chambers

**I. CALL TO ORDER:**

The Special Meeting of the Historic Preservation Commission of the City of Woodstock was called to order by Chairman Donovan Day at 7:00 PM on Monday, February 24, 2020 in the Council Chambers at Woodstock City Hall.

**II. ROLL CALL:**

**HISTORIC PRESERVATION COMMISSION MEMBERS PRESENT:** Erica Wilson, Rodney Paglialong and Chair Donovan Day.

**HISTORIC PRESERVATION COMMISSION MEMBERS ABSENT:** Jennifer Wegmann-Gabb and M. Dejon.

Motion by E. Wilson, second by R. Paglialong, to accept telephonic attendance by Jennifer Wegmann-Gabb. Ayes: E. Wilson, R. Paglialong and Chair D. Day. Nays: none. Abstentions: Absentees: J. Wegmann-Gabb and M. Dejon. Commissioner Wegmann-Gabb was added to the meeting.

**STAFF PRESENT:** Liaison City Planner Darrell Moore and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT:** Mrs. Pat Stahl.

**III. ACCEPTANCE OF MINUTES:**

Motion by R. Paglialong, second by J. Wegmann-Gabb, to approve the November 21, 2019 Minutes.

Commissioner Wilson noted that she was absent from the November 21<sup>st</sup>, 2019 meeting and she has some concerns pertaining to the Minutes with regard to the proposed development at the corner of Church and Madison Streets. She asked for clarification as it pertained to the voting and the Certificate of Appropriateness. Mr. Moore explained how the voting was handled and explained that the item should have been split into two items and voted on separately at the start. In response to further questions, Mr. Moore said the process is allowed in Roberts' Rules. Chair Day agreed that the item should have been split into two items and two votes from the beginning. Ms. Wilson opined the Minutes should have been clearer to make sure protocol was appropriately followed. Further discussion ensued. Ms. Wilson wanted to know what would happen to the site if the development doesn't go forward, now that the buildings were demolished. She also asked questions about the height of the proposed apartment building. D. Moore said Economic Development Director G. Anderson mentioned that the street level is lower in that section of town; however, the exact height was not provided. There was some discussion about vinyl windows being allowed in the historic district. D. Moore said the guidelines are a bit unclear as it pertains to the use of vinyl windows when for new construction vs. replacement and for residential vs. commercial buildings. It was the Commission's hope that the Code could be updated to clearly reflect the guidelines set forth.

Ayes: E. Wilson, J. Wegmann-Gabb, R. Paglialong and Chair D. Day. Nays: none. Abstentions: none. Absentees: M. Dejon. Minutes were accepted with the amendments noted above.

**IV. PUBLIC COMMENT:** none.

**V. OLD BUSINESS:** none.

**VI. NEW BUSINESS:**

a. 211 S. Madison Street – Certificate of Appropriateness for exterior remodeling  
Mrs. Stahl is looking for approval to add shutters, in a burnt sienna color, to the house and to remove the awning over the window. She added that the siding will be painted brown and the trim will be a cream/white color. She noted that the existing roof was previously completed and the new porch roof will be asphalt shingles like the roof. In response to a question from Chair Day, Mrs. Stahl said they are considering making the shutters, which will be painted burnt sienna.

Mr. Moore noted that the City re-zoned several properties, including this one to B2C, after some research was completed and several properties were found to be inappropriately zoned.

Motion to approve Certificate of Appropriateness made by E. Wilson, second by R. Paglialong. Ayes: E. Wilson, J. Wegmann-Gabb, R. Paglialong and Chair D. Day. Nays: none. Abstentions: none. Absentees: M. Dejon.

b. Discussion of the Design Review Guidelines and the historic preservation district  
D. Moore wanted to get some thoughts from Commissioners as to how guidelines are written, and how they might be revised, as it's been approximately nine years since changes have been made. He asked the Commissioners to take a look at the guidelines with respect to consistency with the 2019 Downtown Plan. There was some brief discussion pertaining to building height and Mr. Moore mentioned that the Commission could set a height limit so that nothing can be built higher than the Old Courthouse and Opera House. Other topics to consider are materials to allow, design guidelines, and perhaps create a policy to offer incentives or funding mechanisms that could come into play to assist the property owner while protecting the historic district.

R. Paglialong opined he'd like to review building heights and perhaps set limits, consider rooftop design guidelines, i.e. mechanicals, solar power and using rooftops for other purposes. J. Wegmann-Gabb said she'd like more information as to whether or not solar panels could be allowed in the historic district. For example, what should or should not be visible from the public right-of-way. Mr. Moore suggested discussing the historic structure survey during the Commission's monthly meetings. E. Wilson said she would like to discuss building materials and suggested having product representatives attend a Commission meeting to share the pros and cons of specific materials. D. Day opined that we need to consider efficiencies, costs, and the appropriate information vs. a builder's opinion. He wants more information why certain homes are contributing. Commissioners agree that the community, including the younger population, needs to be educated and made aware of the gem we have here in Woodstock as many people take historic districts for granted. Chair Day mentioned historical tax credits, perhaps helping builders / developers. Mr. Moore shared maps depicting the original central business district and the current historic district. He speculated as to how the boundaries have been redrawn and asked if the district limits should be revisited. He mentioned that residents in this district may be able to qualify for federal, and/or state, historic tax credits. Mr. Moore continued on to explain specific areas of

the historic district. Records indicate that 329 W. Lake Street may be the oldest home in Woodstock, circa 1840.

There was some discussion about plaqued houses and it was noted that this commission has the power to landmark homes. Mr. Moore will further research this before moving forward with the program.

J. Wegmann-Gabb suggested having an app that people could download to learn about Woodstock's historic district. The Commissioners would like to create a renewed appreciation for the historic buildings, perhaps compile a pamphlet, schedule a walking tour, and introduce the information to area students. D. Moore said the City has a template for a walking tour, perhaps it could be turned into an app. And, perhaps the WHS incubator program could create and manage it. Commissioners would like to create a 5-year strategic plan for new plaques, historic structures, and budget for specific things that cost money.

D. Moore said, going forward, the first course of action would be to invite Garrett Anderson to the next Commission meeting so that he can present the Downtown Plan. Commissioners agreed with this step. There was some discussion about TIF #1 and TIF #2, the areas including and the funding available.

## **VII. STAFF / COMMISSIONER UPDATES:**

### **a. Courthouse updates:**

Mr. Moore reported that the City secured Gary Anderson Architects. His firm will be doing conceptual design work, including adding a new connector that will include an elevator to make the building handicap accessible. This is a very difficult task due to all the stairs and the many different levels. He said the plan is to include a couple of scenarios for prospective tenants. The City received four applications in response to the RFP. Going forward, the architect will meet with applicants to find out their needs for the space. Mr. Moore mentioned the prospective tenants; the Public House is looking to expand, Ethereal Confections is looking to expand, the Milk House / ice creamery would be a new business in town, and the public library is looking for space to open an arts-focused community center. D. Moore said this Commission may want to take a look at the buildings sometime after the architect meets with applicants.

Mr. Moore suggested the opportunity for this Commission to have a joint meeting with the Old Courthouse and Sheriff's House Advisory Commission on Monday, March 16<sup>th</sup>. He opined that Chairman Sandquist would be open to this suggestion. He stated that this Commission's next regular meeting is scheduled for March 30<sup>th</sup>. E. Wilson said this Commission had gone through the Old Courthouse soon after the City purchased the building years ago. D. Moore said he did review the minutes from that meeting. He said the meeting on March 16<sup>th</sup> would be a great opportunity to ask questions to Architect Gary Anderson. Further discussion ensued.

Commissioners agreed that they'd like to be included in the Old Courthouse and Sheriff's House Advisory Commission's meeting on Monday, March 16<sup>th</sup>. Many of the Commissioners are not available to attend this Commission's Regular Meeting scheduled for Monday, March 30<sup>th</sup>; therefore, that meeting will be cancelled. A Special Meeting for the Historic Preservation Commission will be held on Monday, March 23<sup>rd</sup>, from 5:30-6:30 PM in the Council Chambers; presentation by Garrett Anderson.

**VIII. FUTURE AGENDA ITEMS:**

**IX. ADJOURNMENT:**

Motion made by R. Paglialong, second by E. Wilson, to adjourn this Regular Meeting of the Historic Preservation Commission. Ayes: E. Wilson, J. Wegmann-Gabb, R. Paglialong and Chair D. Day. Nays: none. Abstentions: none. Absentees: M. Dejon. Motion carried. Meeting adjourned at 8:43 PM.

Respectfully submitted,

Jane Howie  
Chief Deputy City Clerk

## MEMORANDUM

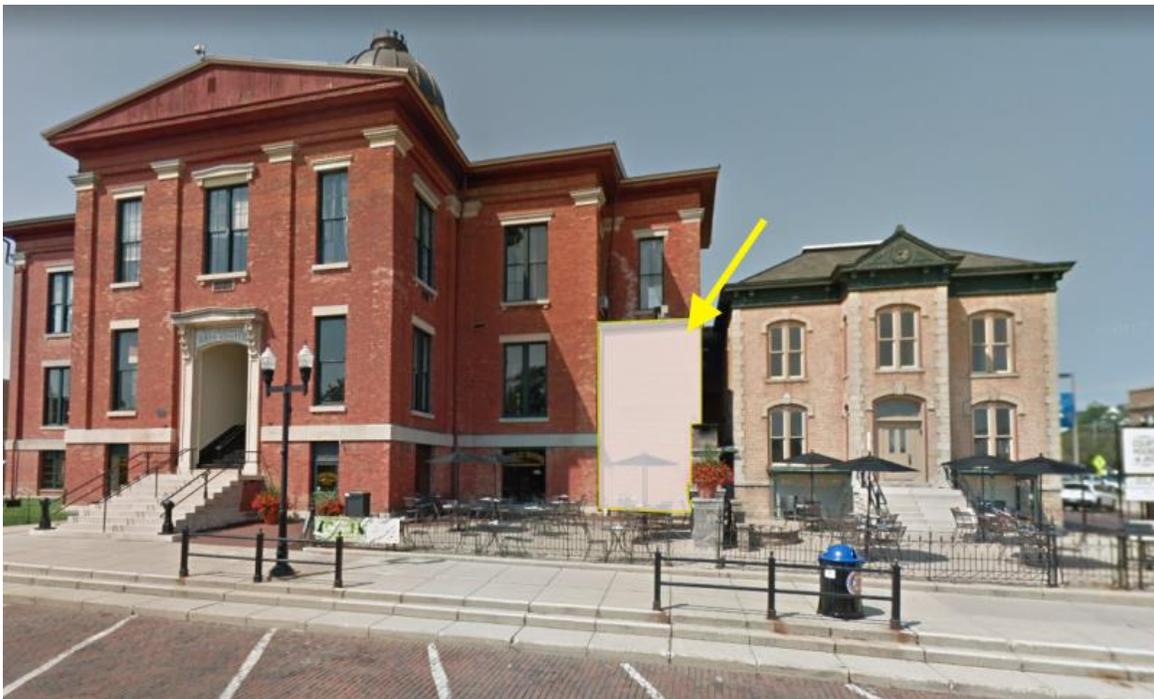
**To:** Members of the Courthouse Advisory Commission & Historic Preservation Commission  
**From:** Darrell Moore, City Planner  
**Date:** May 15, 2020  
**Re:** Courthouse Design Review

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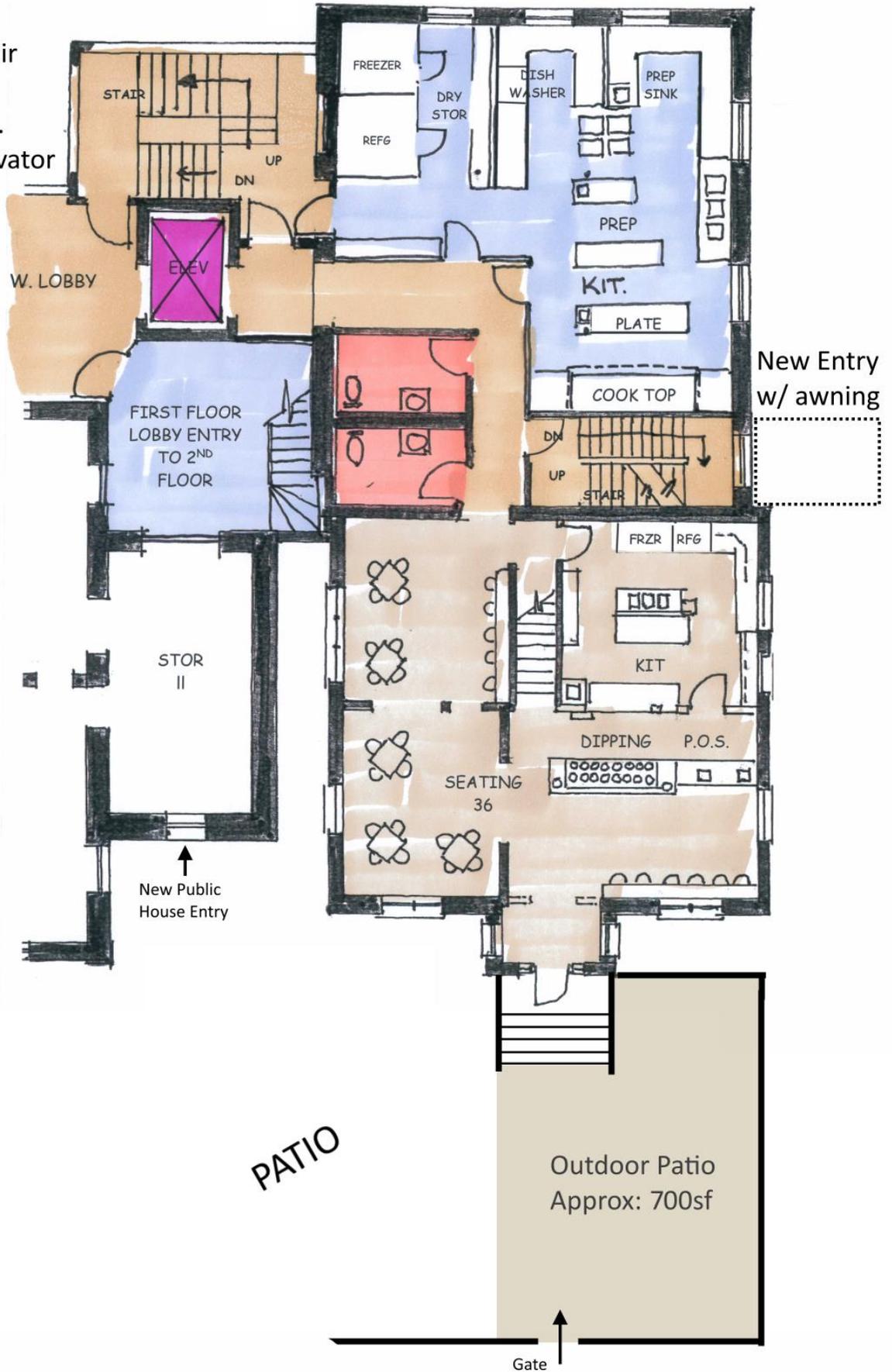
At the January 13 Courthouse Advisory Commission, the commission reviewed tenant proposals for the Old Courthouse and Sheriff's House submitted during the city's call for proposals at the end of 2019. Four proposals submitted before the deadline (The Public House, The Milk House, Library Maker Space, and Ethereal) were well received by the commission. But, because there were some areas of overlap in the spaces being sought, the commission directed staff to work with the prospective tenants and bring back a comprehensive plan for the building.

Since that time, the City Council has also met and reviewed the proposals. That body also requested to see a comprehensive plan. Subsequently, staff worked with Gary Anderson and conducted three rounds of meetings with the prospective tenants. The result has been a much more refined plan for the use of the building and the division of spaces in which all tenants are in general agreement. Because of the cancellation of meetings due to COVID-19, and the need to keep this process moving forward in order to obtain historic tax credits, this plan came back to the City Council prior to this commission. The council gave staff and Gary Anderson additional direction—primarily to add more bathrooms where possible, including in a bride's room.

The attached sketches represent the latest designs for the building. The commissions' comments on the designs are now sought and will be reported back to the City Council. In particular, concepts regarding the exterior addition are sought by the HPC, which will eventually be asked to issue a Certificate of Appropriateness for the design. The options provided in the attachment are concepts only; more details and design will be done before that certificate is requested.

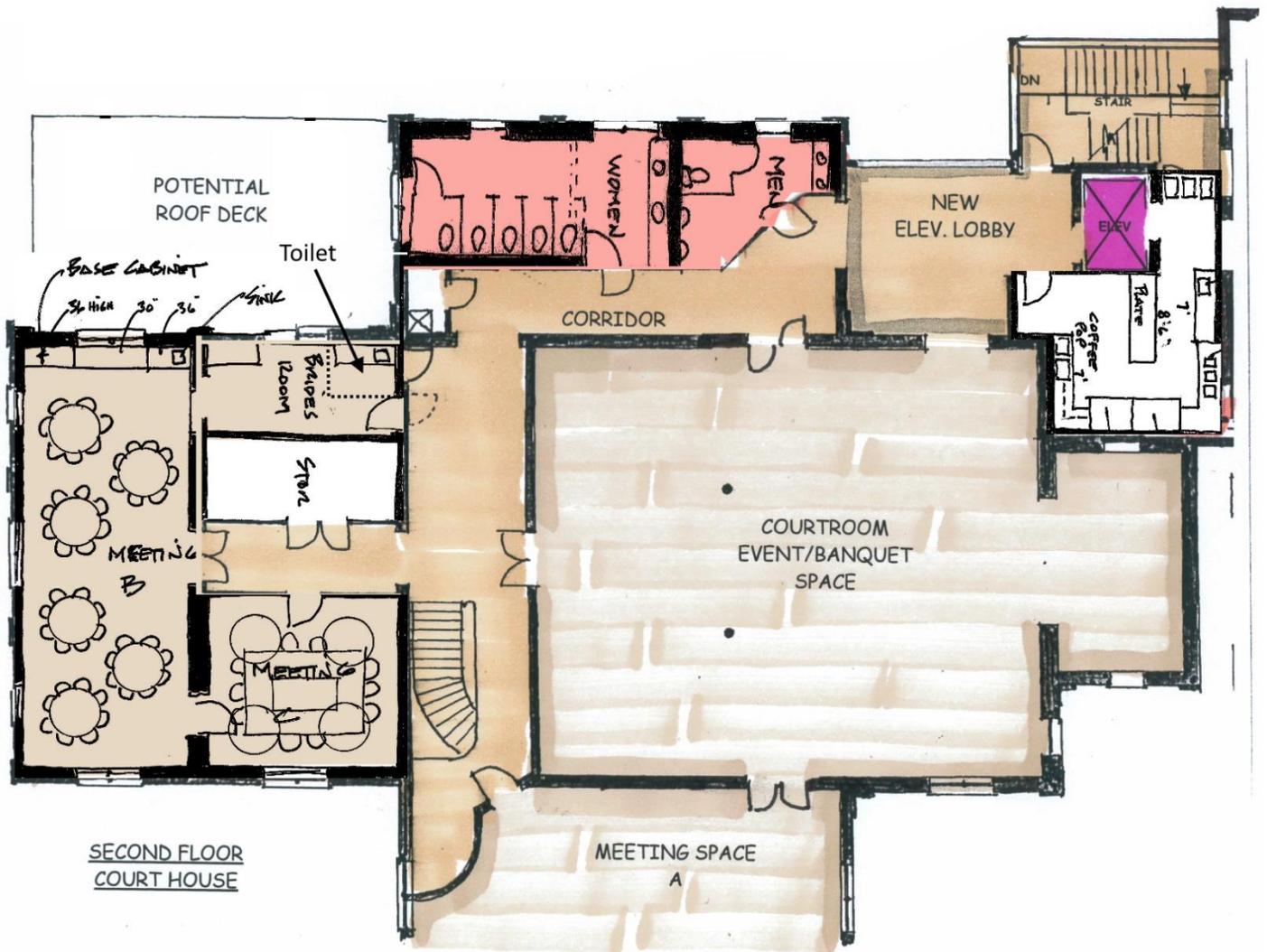


Wheelchair access via Throop St. lobby/elevator



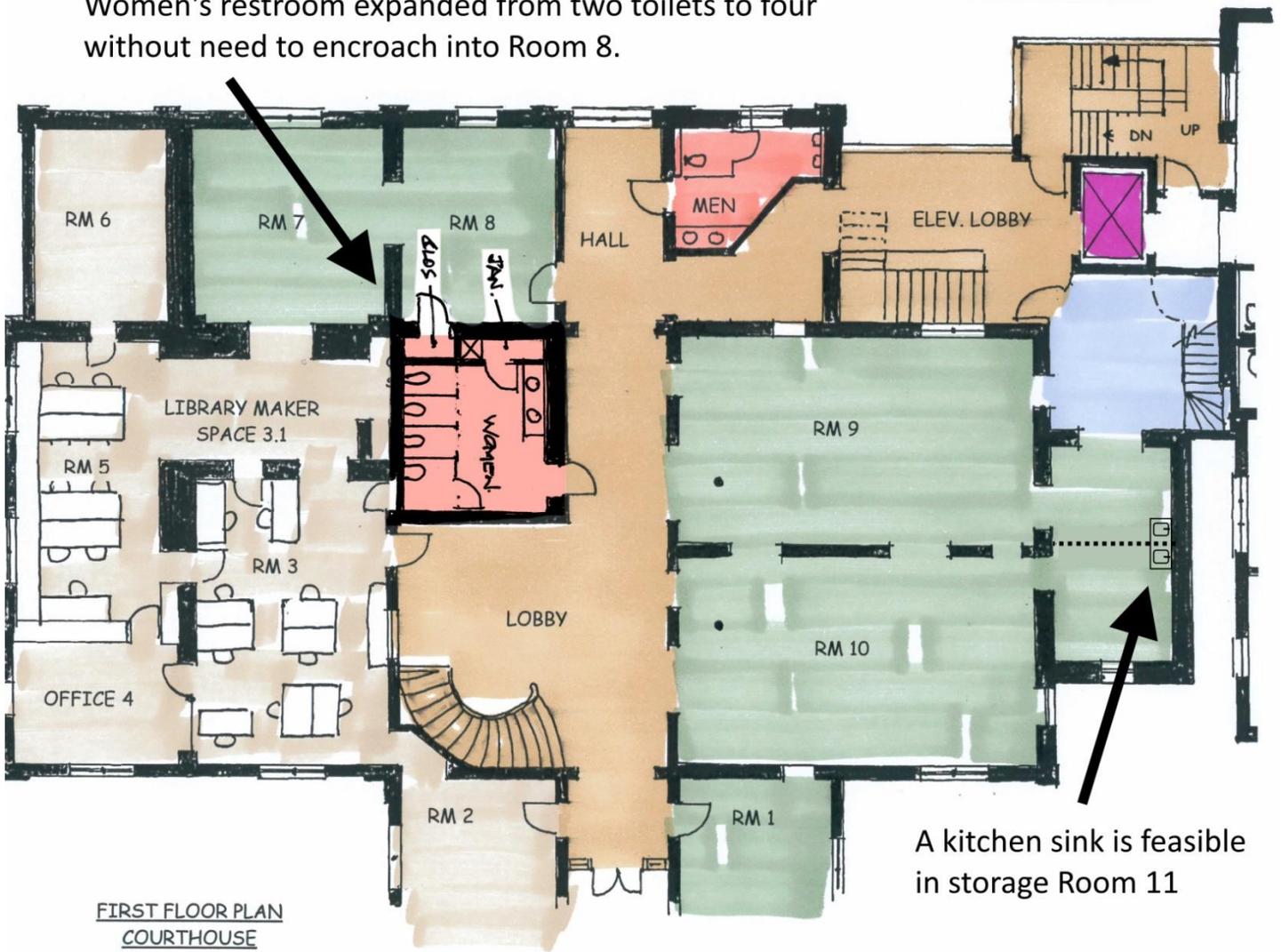


**SECOND FLOOR PLAN A**  
SHERIFF'S HOUSE & JAIL



Women's restroom expanded from two toilets to four without need to encroach into Room 8.

NEW ADDITION



FIRST FLOOR PLAN  
COURTHOUSE

A kitchen sink is feasible in storage Room 11



D005 Courthouse Central Corridor Perspective  
4/21/2020

WOODSTOCK COURTHOUSE  
20-1492





**D002 West Perspective - Scheme B**  
04/21/20

WOODSTOCK COURTHOUSE  
20-1492



**D001 West Perspective - Scheme A**  
4/21/2020

WOODSTOCK COURTHOUSE  
20-1492





**D004 Throop St. Lobby 2nd Floor Perspective**  
4/21/2020

WOODSTOCK COURTHOUSE  
20-1492



**D003 Throop St. Lobby Perspective**  
4/21/2020

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20-1492

