

# Demolitions and Historic Preservation Review in Highland Park

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## GENERAL INFORMATION

- All demolition applications for residential structures in Highland Park Zoning Districts R1, R2, R3, R4, R5, R5A, R6, R7, RM1, and RM2 are subject to a historic preservation review by the City's Historic Preservation Commission.
- The Commission meets on the second Thursday of every month at 7:30 pm. The meetings are held in the Pre-Session Meeting Room on the second floor of Highland Park City Hall, located at 1707 St. Johns Avenue.
- Demolition applications must be received at least **21 days (three weeks)** before the meeting date of the Commission at which the historic preservation review occurs. This deadline is important, so please factor it in to your timeline.
- An owner or owner's representative must attend the Historical Preservation Commission meeting at which the historic review of the Demolition Application is scheduled. This individual should be able to answer questions about the recent history and condition of the residential structure(s) in question and authorized to speak on behalf of the applicants.
- Photographs are required as part of the demolition permit application. However, additional exhibits may be presented at the meeting of the Historic Preservation Commission to document the current condition of the structure(s). This may include additional photographs or technical information demonstrating structural and historical integrity.

## PROCESS

At the Historic Preservation Commission Meeting, City Professional Staff will present a brief historical summary of the property for which you have submitted a Demolition Application. The Commission will have a chance to ask questions of Staff. The owner or his representative will also have the opportunity to address the Commission with any comments or additional information.

The Commission will discuss the building or structure proposed for demolition and determine which, if any, of the nine Landmark Criteria in the City Code are satisfied. If the Commission determines that the structure satisfies one or two of the Criteria for Landmark Designation, then the Commission is authorized to enact a **180-day review period**. This review period, or "demo delay," commences on the date that the complete demolition permit application was submitted to Highland Park's Building Division.

If the Commission determines that the structure satisfies three or more of the Criteria for Landmark Designation, it is authorized to enact a **365-day review period, or "demo delay."** As before, this

review period commences on the date that the complete demolition permit application was submitted to Highland Park's Building Division.

Please note the following:

- 1) No "Regulated Activity" (demolition or any other action that requires a building permit) may take place during this review period.
- 2) During either a 180-day or 365-day review period, the Commission may receive nominations to designate the building or structure as a local historic landmark.
- 3) There is an appeal mechanism whereby the City Council can reduce a 365-day review period to 180 days.
- 4) The Historic Preservation Commission has the authority to terminate a demolition delay based on a set of specific standards. Please speak with City Staff for more information on the City Council appeal and the possibility of requesting a termination.

### **CRITERIA FOR LANDMARK DESIGNATION**

These are the standards used to evaluate the architectural and historic significance of properties that appear before the HPC for a demolition review:

- 1) It demonstrates character, interest or value as part of the development, heritage or cultural characteristics of the City, county, state or country;
- 2) It is the site of a significant local, county, state or national event;
- 3) It is associated with a person or persons who significantly contributed to the development of the City, county, state or country;
- 4) It embodies distinguishing characteristics of an architectural and/or landscape style valuable for the study of a specific time period, type, method of construction or use or indigenous materials;
- 5) It is identifiable as the work of a notable builder, designer, architect, artist, or landscape architect whose individual work has influenced the development of the City, county, state, or country;
- 6) It embodies, overall, elements of design, detailing, materials, and/or craftsmanship that renders it architecturally, visually, aesthetically, and/or culturally significant and/or innovative;
- 7) It has a unique location or it possesses or exhibits singular physical and/or aesthetic characteristics that make it an established or familiar visual feature;
- 8) It is a particularly fine or unique example of a utilitarian structure or group of such structures, including, but not limited to farmhouses, gas stations or other commercial structures, with a high level of integrity and/or architectural, cultural, historical and/or community significance; and/or
- 9) It possesses or exhibits significant historical and/or archaeological qualities.