

# Determination of Significance/Demo Review Info

## 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 (HPC).
  - Demolition applications are received by the Building Division and forwarded to the Planning Division.
  - 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 2nd floor of Highland Park City Hall, 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 HPC 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 HPC to document the current condition of the structure(s). This may include additional photographs or technical information demonstrating structural and historical integrity.
- Please refer to Section 170.040 of the Highland Park Code for additional information.

## DEMOLITION REVIEW PROCESS

At the HPC Meeting, City Staff will present a brief historical summary of the property for which you have submitted a Demolition Application. The Commission may ask questions of Staff and the owner/representative will 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 are satisfied (See FAQs for Criteria). If the Commission determines that the structure that is the subject of the Demolition Application satisfies:

**4+**  
LANDMARK CRITERIA  
**365-DAY DELAY**

- and has sufficient integrity of location, design, materials, or workmanship to make it worthy of preservation or rehabilitation -
- Mandatory 365-day Review Period
- Review Period starts on the date that the complete demolition permit application was submitted to the Building Division.

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LANDMARK CRITERIA  
**180-DAY DELAY**

- and has sufficient integrity of location, design, materials, or workmanship to make it worthy of preservation or rehabilitation -
- Mandatory 180-day Review Period
- Review Period starts on the date that the complete demolition permit application was submitted to the Building Division.

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LANDMARK CRITERIA  
**NO DELAY**

- or does not have sufficient integrity of location, design, materials, or workmanship to make it worthy of preservation or rehabilitation -
- Application for Demolition shall be processed.

Notes:

1. No “Regulated Activity” (demolition or any other action that requires a building permit) may take place during the review period.
2. During either a 180-day or 365-day review period, the HPC 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

# Demolition Review FAQs

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## WHAT IS THE HISTORIC PRESERVATION COMMISSION?

The Preservation Ordinance created the Historic Preservation Commission in 1984. The Commission is composed of nine residents, appointed by the mayor, with a demonstrated interest, knowledge, ability, experience, or expertise in architectural restoration, rehabilitation, and local history.

The Commission meets at 7:30 PM every second Thursday at City Hall to carry out its responsibilities, which include making recommendations to the City Council on preservation issues, identification of landmark buildings and areas, and review of alterations to landmarks. The Commission also presents a variety of public awareness programs, informing residents on the importance of preserving historic resources.

## CAN A DESIGNATED LOCAL LANDMARK BE ALTERED OR DEMOLISHED?

Once a site or structure has been designated as a local landmark, the property is subject to Commission approval for exterior alterations, construction or demolition plans requiring a building permit. Interior work is not typically reviewed by the Commission. Generally, building permits are required for any action other than basic maintenance and upkeep. This review process is an effective way to protect and preserve Highland Park's historical and architectural heritage and provides an excellent opportunity for property owners to receive free design review and technical advice from the Commission. *The HPC has not historically supported demolition of a landmark home.*

## WHAT IS INTEGRITY?

Integrity of a structure refers to the degree of original design and historic material remaining in place on a property, structure, area, object, or landscape of significance.

## WHAT ARE THE LANDMARK CRITERIA?

The Historic Preservation Commission will consider the criteria listed below for a building or structure proposed for demolition (Section 24.015):

- 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.

## ADDITIONAL QUESTIONS?

Contact the Planning Division: 847.432.0867  
1150 Half Day Road, 2nd Floor, Highland Park