



ORLAND PARK HISTORIC MARKER PROGRAM

RULES AND PROCEDURES

Dated: 1-15-08

Intent

The intent of the Village of Orland Park's Historic Marker Program is to mark the significance of sites and buildings in a historic district or at a landmark and educate the public on the community's local history. The Orland Park Historic Marker Program is open to designated contributing structures in a historic district like the Old Orland Historic District. The placement of markers will increase the awareness of the historic district(s) and landmark(s) in the community and also strengthen the cause for historic preservation and sustainable development.

Part One: Procedures

1. Nomination Submittals

- a. To nominate a structure for a historical marker, the nominator must first complete an official Nomination form and submit it to the Development Services Department for processing and review.
 - i. Only one marker may be requested per nomination.
- b. The nominator must include the following items with the completed marker nomination.
 - i. Response to the completed form "Reason for a Marker".
 - ii. The list of Sources and Documentation (see: Relative Importance of Documentation below).
 - iii. Photocopies of locally available primary source material.
 - iv. An adequate description of the proposed marker location, along with the following items:
 1. At least one color photograph of the proposed marker location in order to demonstrate the appropriateness of the location for public access and safety considerations.
 - a. If a structure is being marked, photographs showing all sides of the complete structure must be provided.
 2. At least one detailed map clearly locating the proposed marker location, including compass and directional indications.
 - v. The Ownership and Permission form.
 1. The owner of the building or site must be informed of the marker and must give his/her permission to locate a marker on their property.
 - a. The Ownership and Permission form is a contract between the current owner of the building or site and the Village that the current owner will not remove the marker from the site.
 - vi. A written, signed and notarized correspondence verifying the validity of the primary and secondary sources provided to the Village of Orland Park Development Services Department.

2. The Historic Preservation Review Commission's Role in Nomination

- a. The Historic Preservation Review Commission may submit nominations to fulfill annual or long term goals of the marker program in collaboration with individuals and/or organizations.

3. Additional Requirements for a Historic Marker

- a. The Development Services Department or the Village Board of Trustees may require a change in location from the one proposed by the nominator before a marker is approved.
- b. Approval of all markers will be contingent upon receipt of permission from location owners.
- c. For the standard format/ design and proper placement of historic markers, refer to the Program Design Guidelines of the specific historic district. Markers must comply with the Program Design Guidelines and the format/ standard.

4. The Approval Process

- a. Before a marker can be installed, it must be recommended for approval by the Historic Preservation Review Commission and then approved by the Village Board of Trustees.
 - i. The Historic Preservation Review Commission must conduct a review of the nomination before a recommendation for approval.
 - ii. The nomination will be reviewed by the HPRC and the Development Services Department for:
 - 1. Historical/ Architectural significance;
 - 2. Completed submissions of information and forms;
 - 3. Compliance with Program Design Guidelines and any other relevant evaluation factors, codes, policies, informational publications, and/ or instructions.
 - iii. If the Historic Preservation Review Commission believes the building or site has local or Village-wide historical and/or architectural significance and that there are/will be sufficient primary sources to prove that local or Village-wide significance, then it may recommend to the Village Board of Trustees approval of the proposed marker, its content, its location and installation without submitting the notarized statement.
 - iv. Approval from the Village Board of Trustees allows the ordering and installation of the marker.

5. Relocation, Removal, or Replacement of Historic Markers

- a. Historic markers may be relocated or removed only with the permission of the Village Board of Trustees. Markers may be relocated,
 - i. Because of persistent vandalism;
 - ii. If a hazard to viewers may be reduced or eliminated;
 - iii. If a more accurate location has been determined;
 - iv. If a change in land use has occurred putting the marker in danger or rendered it inapplicable; or
 - v. Because of temporary construction work.
 - 1. The marker must be relocated as close to its original position as possible when the construction work is completed

- b. Administrative Approval for relocating, removing, or replacing historic markers may be issued by the Development Services Department for minor changes to the appearance, position, or text of the historic marker.
- c. Costs associated with relocation or removal of markers will be the responsibility of the petitioner seeking relocation or removal unless current placement is a hazard to the public or disadvantageous to the Village.
- d. When replacement of a Village historic marker is requested because it has been damaged/ vandalized or stolen, or because the text contains errors, the marker shall be reviewed by the HPRC according to the marker Program Design Guidelines in effect at the time replacement is requested. Some replacement markers may require the full nomination process for approval.

Part 2: Program Rules

6. Relative Importance of Documentation

- a. In determining the accuracy of facts or statements
 - i. Primary source documentation takes precedence over secondary source documentation in the evaluation and interpretation of information;
 - ii. Legal documents take precedence over private papers, such as letters or journals;
 - iii. Testimony from disinterested and authoritative sources takes precedence over testimony from interested individuals.

7. National Register Sites

- a. Inclusion in the National Register of Historic Places (NRHP) does not automatically qualify an entity for a marker.
- b. When an entity listed in the NRHP or designated a National Historic Landmark is marked with an historic marker, the text of the marker shall include that fact.
- c. If an entity has a pending nomination for the NRHP, a Nomination for an historic marker will not be processed or approved until the pending nomination has been acted on by the Keeper of the NRHP.

8. Funding for the Historic Markers

- a. A historic marker shall be purchased by the Village Board of Trustees. A Nominator may choose to contribute in the purchase and/or reimburse the Village partially or fully.
- b. Nominators may pay/ donate the full cost of a marker, which qualifies under the Program Design Guidelines of the specific historic district, and is approved through the above process. Such markers are still the property of the Village of Orland Park.
 - i. Markers completely paid for without using Village Board funds are not in approval competition with other nominations.
 - ii. Because Village funds are limited, nominators who are able to fund the full cost of the markers—or request fewer Village funds—are encouraged to do so. Such nominations take priority in the process and are expedited.
 - iii. In the event a nomination is made and no funds are available to proceed with the ordering and installation of a historic marker, markers will be ordered and installed in the order of their approval when funds are made available.

9. Ownership and Maintenance of Historic Markers

- a. All Village historic markers are the property of the Village of Orland Park.
- b. The Village encourages cooperative relationships for day-to-day site maintenance with other public or private entities on whose land a historic marker is installed.
- c. Any historic marker needing repairs must be reported to the Development Services Department. Marker repairs must conform to the official format outlined in the Program Design Guidelines of the specific historic district.
- d. Local site maintenance help for historic markers is desirable, but is not required for the approval of a marker.

10. Compliance with Program Design Guidelines

- a. Nominations for historic markers must comply with the Program Design Guidelines of the local historic district, any other relevant evaluation factors, codes, policies, informational publications, and instructions of the Orland Park Historic Marker Program, the Land Development Code, the Village Code and applicable state and federal laws.

11. Approval of Non-Village Format Historical Markers

- a. Parties seeking signage which may or may not amount to non-Village format markers are bound to the Land Development Code's sign regulations.
- b. Non-Village format markers are any sign which may display a date or the date of the building's construction, original use, architect, historical fact(s) and/or relevance, personal information, advertisement or message having to do with the historical or architectural quality of the site or building.

12. Eligible Sites for Review for an Historical Marker

- a. The following is a list of contributing buildings in the Old Orland Historic District that are currently (c. 2008) eligible to apply for consideration for Historic Markers by the above rules and procedures:
 - i. 9960 W 143rd Street
 - ii. 9999 W 143rd Street
 - iii. 9953 W 143rd Street
 - iv. 9925 W 143rd Street
 - v. 9917 W 143rd Street
 - vi. 14306-10 Union Avenue
 - vii. 14314 Union Avenue
 - viii. 9952 144th Street
 - ix. 9967 144th Street (NRHP)*
 - x. 14316 Beacon Avenue
 - xi. 14320-24 Beacon Avenue
 - xii. 14330 Beacon Avenue
 - xiii. 14315 Beacon Avenue
 - xiv. 14339 Beacon Avenue
 - xv. 14420 Second Avenue
 - xvi. 9830 144th Place (NRHP, ISHS)[†]
- b. Buildings or sites that participated in a local, state, or national event of

* NRHP, National Register of Historic Places

[†]ISHS, Illinois State Historical Society

- importance or significance.
- c. Buildings or sites with landmark status per the requirements of the Orland Park Land Development Code (Section 5-110).
- d. Buildings or sites that are listed as contributing structures of the latest historic building survey of the Old Orland Historic District;
- e. Buildings or sites that are contributing structures of a Historic District other than the Old Orland Historic District as determined by a historic building survey.

13. Ineligible Sites for Review in the Nomination Process

- a. Buildings less than 70 years old.
 - i. These properties are considered too recent to be properly evaluated for architectural and historical significance.
- b. Buildings or sites that are listed as non-contributing by a historic building survey of the Old Orland Historic District.
 - i. These are buildings or sites that are generally considered either too altered or lacking individual significance in terms of their contributions to the Old Orland Historic District.