AGENDA

December 16, 2015 – 7:00 p.m.

CALL TO ORDER

ROLL CALL: Ken Donart, Whitney French (Vice-Chair), Michael Garrigan (Chair), Kristine Heiman, Richard Scheffrahn, Jeff Wehrli (CB Representative), and John Sterrett (PBZ liaison)
(Quorum is 4 members)

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Approval of minutes from the August 19, 2015 meeting

CHAIRMAN’S REPORT

PUBLIC COMMENT

NEW BUSINESS
1. Farnsworth House
2. Update on an amendment to Article II.1 of the Kendall County Historic Preservation Ordinance to reduce the minimum required number of commissioners from nine to seven
3. 2016 Meeting Dates
4. Social Media and Marketing
5. 2016 Annual Regional Plan Commission Meeting

OLD BUSINESS
1. Update on Millbrook Bridge
2. Kendall County Historic Preservation Roundtable Workshop Debrief
3. Remote Meeting Attendance
4. Review Reconnaissance Survey Pictures

PUBLIC COMMENT

ADJOURNMENT- Next regular meeting on January 20, 2016
CALL TO ORDER
The meeting was called to order by Chairman Michael Garrigan at 7:05 p.m.

ROLL CALL
Present: Ken Donart, Vice-Chair Whitney French, Chairman Michael Garrigan, Kristine Heiman, and Jeff Wehrli (CB Representative)
Absent: Richard Scheffrahn
Also present: Pete Iosue: Teska Consultant;
In the audience: None

APPROVAL OF AGENDA
Jeff Wehrli made a motion to approve the agenda as written, Kristine Heiman seconded the motion. Approved 5-0.

APPROVAL OF MINUTES
Jeff Wehrli made the motion to approve of the minutes from the May 20, 2015 meeting. Whitney French seconded. Approved 5-0.

CHAIRMAN’S REPORT - None

PUBLIC COMMENT - None

NEW BUSINESS

1. Landmarks Illinois and the Illinois Association of Historic Preservation Commission
   Mr. Iosue stated that Landmarks Illinois had a survey link to gauge the public’s interest on historic preservation.

2. Farnsworth House
   Ms. French stated that she received some letters for the architects currently working on Farnsworth House. The architects were concerned with the direction the project. Ms. French forwarded the correspondence on to the other Commission members.

OLD BUSINESS

1. Update on Quorum
   Mr. Iosue stated that after considerable research there was no clear answer to the Commission questions from the previous meeting. However, after consulting the State’s Attorney’s Office, their advice was to follow staff’s recommendation of reducing the number of commissioners to be on the safe side. Mr. Wehrli added that after speaking both to the State’s Attorney’s Office and the Chairman of the Planning, Building, and Zoning Committee that both were comfortable with having a commissioner Skype in. The Commission’s consensus was to defer the decision until the next meeting to give time to consider and possibly find other members.
2. Update on the Millbrook Bridge  
Mr. Wehrli updated the Commission on the state of the Millbrook Bridge. The Village of Millbrook voted unanimously to deny the Forest Preserve access to an existing right-of-way for use in a trail system. As grants for a trail system were the major source of funding, the money to repair the bridge is no longer there. Mr. Wehrli added that while there is no hurry to remove the bridge, it is a public safety issue. The cheapest option would be demolition of about two hundred thousand dollars.

3. Discussion on Public Outreach event  
Ms. Heiman stated that the current date would not work well. She put forward September 30 as an alternate. The Commission agreed. The Commission also discussed possible topics and preparations for the event.

4. Review of Reconnaissance Survey Pictures  
- 1945 Van Dyke Road – Not Contributing  
- 230 Van Dyke Road – Significant  
- 3610 Van Dyke Road – Contributing  
- 3827 Van Dyke Road – Contributing  
- 3875 Van Dyke Road – Contributing  
- 4405 Van Dyke Road – Contributing  
- 4846 Van Dyke Road – Contributing  
- 1285 Holt Road – Contributing  
- 1680 Holt Road – Contributing  
- 2200 Holt Road – Contributing  
- 2851 Holt Road – Not Contributing  
- 3050 Holt Road – More pictures needed  
- 3526 Holt Road – Not Contributing  
- 15005 O’Brian Road - Contributing  
- 15815 O’Brian Road – Not Contributing  
- 16151 O’Brian Road – Contributing  
- 17725 O’Brian Road – Contributing  
- 4930 Whitewillow – Contributing  
The Commission ended at the root level of the Seward Township folder.

PUBLIC COMMENT - None

ADJOURNMENT - Next meeting will be on September 16, 2015  
Ken Donart made the motion to adjourn at 8:31 p.m. Jeff Wehrli seconded. Approved 5-0.

Respectfully Submitted,  
Andrez P. Beltran  
Economic Development and Special Projects Coordinator
ARTICLE II

THE HISTORIC PRESERVATION COMMISSION

1. ORGANIZATION

A) Appointment. The Kendall County Board shall by ordinance appoint members to the Kendall County Preservation Commission from names submitted by the County Board Chair.

B) Composition. The Preservation Commission shall consist of seven (7) members. All members shall be residents of Kendall County. The County Board Chair shall nominate to the Preservation Commission at least one (1) attorney, one (1) historian or architectural historian, one (1) architect/engineer, and one (1) real estate professional knowledgeable in historic preservation; the other members shall be persons with a demonstrated interest in archaeology, Kendall County history, architecture, engineering, preservation and/or the preservation of community character. Commission vacancies shall be posted in a newspaper of general circulation within the county and on the county internet website. Included in the seven (7) voting members, the County Board may appoint one of their members or staff to serve as a voting member of the Commission and liaison to the County Board.

C) Terms. Terms of the initial members shall be staggered so that three serve for one year; three for two years; and three for three years. Successors to initial members shall serve for three year terms. All ex officio members shall serve the term of their elected or appointed office. All members shall serve until their successors are appointed. Vacancies shall be filled by the Kendall County Board from names submitted by the County Board Chair.

D) Officers. Officers shall consist of a Chair, Vice-Chair and a Secretary elected by the Preservation Commission. The Chair shall preside over meetings. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. If both the Chair and the Vice-Chair are absent, a temporary Chair shall be elected by those present. The Chair, Vice-Chair and secretary shall serve a term of one (1) year and shall be eligible for re-election. No member shall serve as an officer in the same capacity for more than three (3) consecutive years. Once the member has served in the same capacity for three (3) years a one (1) year hiatus from that office must be followed. The Chair shall ensure that the following duties are performed:

i) That minutes are taken of each Preservation Commission meeting;

ii) That copies of the minutes, reports, and decisions of the Preservation Commission be published and distributed to the members of the Preservation Commission.
iii) The Kendall County Board Chair is advised of vacancies on the Preservation Commission and expiring terms of members; and

iv) That there be prepared and submitted to the Kendall County Board a complete record of the proceedings before the Preservation Commission on any matters requiring County Board consideration. The Kendall County Planning, Building & Zoning Department shall be the official keeper of the records.

E) Rules and Procedures. The Historic Preservation Commission shall have the authority to develop and adopt rules and procedures necessary to carry out its functions under the provisions of this Ordinance.

F) Meetings. Meetings of the Preservation Commission shall be held no less than monthly, except in those months when no business is pending, and shall be held at such times and places within the County as the Commission shall decide. Special meetings may be called by the Chair or by the consent of three (3) members. All meetings of the Commission shall be open to the public, shall follow all provisions of the Open Meetings Act and shall adhere to Robert’s Rules of Order. The Commission shall keep minutes of its proceedings, showing a vote of each member upon every question, or if absent or failing to vote, and shall also keep records of its official actions. Such minutes and records shall be open to the public for inspection at offices of the Kendall County Planning, Building & Zoning Department.

G) Quorum. A quorum shall consist of five four (§ 4) members. The transaction of business shall be made by a majority vote of those members in attendance while a quorum is present, except that the adoption, modification or rescission of any rule or part thereof shall require the affirmative vote of five (5) members.

H) Compensation. The members shall serve without compensation, but they shall be reimbursed for their expenses necessarily incurred in the performance of their duties as such and approved by the Director of the Planning, Building & Zoning Department, and if funds are available in the Historic Preservation Commission’s reserves.

I) Annual Report. The Commission shall submit an annual report of its activities to the Kendall County Board.
Kendall County Historic Preservation Commission Meeting Dates

***2016***

Kendall County Historic Preservation Commission meetings are held at 7:00 p.m. in the County Board room located at 111 West Fox Street Rooms 209 and 210 every 3rd Wednesday of the month.

January 20
February 17
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 21

**Preservation Month**

May

**Nomination of Commission Officers**

July

**Election of Commission Officers**

August
KENDALL COUNTY HISTORIC PRESERVATION COMMISSION
REMOTE ATTENDANCE POLICY

I. PURPOSE

The purpose of this Policy is to allow members of the KENDALL COUNTY HISTORIC PRESERVATION COMMISSION to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

II. DEFINITIONS

“Act” means the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.

“Commission” means the Kendall County Historic Preservation Commission, an advisory committee to the Kendall County Planning, Building and Zoning Committee of the County Board.

“Commissioner” means a member of the Commission.

“Meeting” means any open or closed meeting of the Commission that is subject to the Act.

“Qualifying Event” means: (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.

“Remote Means” means video or audio conference only.

III. REMOTE ATTENDANCE PERMITTED

Subject to the limitations set forth in Section IV below, a Commissioner may attend any Meeting by Remote Means if the Commissioner is prevented from physically attending the Meeting because of a Qualifying Event.

IV. RESTRICTIONS ON REMOTE ATTENDANCE

(a) No Commissioner may attend any portion of a Meeting by Remote Means unless:

   (i) a quorum of the Board is physically present at the Meeting; and

   (ii) he or she provides written notice to the Planning, Building and Zoning Department specifying the Qualifying Event at least one hour prior to the Meeting; and

   (iii) the Remote Means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the Meeting.

(b) No Commissioner may attend a Meeting by Remote Means for any reason other than a Qualifying Event.
V. Rules of Procedure When Remote Attendance Utilized

(a) When any Commissioner attends any portion of a Meeting by Remote Means as permitted by this Policy:
   (i) the minutes of the Meeting shall so reflect that such Commissioner attended the Meeting by Remote Means; and
   (ii) every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.

(b) A Commissioner attending a Meeting by Remote Means shall:
   (i) be permitted to fully participate in the Meeting as if he or she were physically present, subject to the Board’s guidelines and procedures for conducting the Meeting; and
   (ii) advise the Board if he or she leaves or returns from the Meeting; and
   (iii) advise the Board of all other persons in the same room as such Commissioner attending by Remote Means and whether and to what extent such other persons are able to hear the discussions at the Meeting; and
   (iv) shall be allowed to vote on matters before the Commission provided they are present for all discussion on the agenda item.

VI. Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

VII. Effective Date

This Policy was approved by a majority of the Kendall County Board at its Meeting held on September 15, 2015 and becomes effective [INSERT DATE POLICY IS EFFECTIVE].

VIII. Availability of Policy

The Policy shall remain on file together with the [ORDINANCE or RESOLUTION] of the Board approving this Policy.

IX. Amendments

This Policy may be amended by a majority vote of the Board at any time.