CALL TO ORDER
The meeting was called to order by Vice-Chairman Whitney French at 7:07 p.m.

ROLL CALL
Present were: Ken Boyer, Ken Donart, Whitney French (Vice-Chair), Richard Scheffrahn and Jeff Wehrli (CB Representative)
Also present: Senior Planner Angela Zubko
Members in the audience: None
Absent: Peter Bochek, Fred Dickson, Michael Garrigan (Chairman) and Stephanie Todd

APPROVAL OF AGENDA
Jeff Wehrli made a motion to approve the agenda as written, Ken Boyer seconded the motion. All agreed and the agenda was approved.

APPROVAL OF MINUTES
Jeff Wehrli a motion to approve the minutes as written from October 16, 2013 meeting and the November 6, 2013 special meeting minutes. Richard Scheffrahn seconded the motion. All agreed and the minutes were approved.

CHAIRMAN’S REPORT
Mr. Garrigan was not present so there was no report this evening.

NEW BUSINESS
1. Review and approval of the 2014 meeting date schedule- Ken Donart a motion to approve the 2014 meeting schedule, Ken Boyer seconded the motion. All agreed and the 2014 meeting dates were approved.

OLD BUSINESS
1. Draft Ordinance changes- discussion and recommendation on more information requested by the PBZ Committee- Planner Zubko stated Mr. Wehrli and herself discussed the proposed changes and the Committee was concerned about deleting owners consent. They requested a list of other CLG certified communities which Planner Zubko presented at the meeting on Monday. She also mentioned bringing Catherine O’Conner to a future COW meeting to help iron out some of their concerns. **ACTION:** Planner Zubko will get in contact to see if Ms. O’Conner can attend a meeting to help. The issue are future boards of municipal boards voting something to be historic against the owner’s consent. We are unique in the fact that it’s County and not a municipality. Possibly the state would understand the
uniqueness and leave in owner’s consent since we’re countywide and it could fall to a municipality as well.

2. Review of Phase I Engineering and type of information provided- **ACTION:** Planner Zubko will bring this back next month and explain what criteria is required to be looked at with regards to Historic Preservation in Phase I engineering when Ms. Todd is in attendance.

3. Review of future transportation plan- **ACTION:** This will come back at a future meeting for further discussion.

4. Discuss and decide on a date for special meeting to review reconnaissance survey & review how the Commission would like to go through these- Planner Zubko stated at the last special meeting we went through 51 properties. For Oswego Township there are 7 more streets to go through (around 100 address’) and then some missing pictures need to be collected. She is also working with GIS on color-coding and adding pictures to the GIS website for others to see once determined and added online. We will try to get some done at the next meeting and then set up the next special meeting date.

5. 5 year plan- Discuss template and process- Ms. French stated she made all the proposed changes. The next step in this plan is the assign potential completion dates and prioritize the list starting on page 14. **ACTION:** Ms. French will email it out as an assignment and we will go over this next month goal by goal and prioritize the goals.

6. Project Tracking sheet- discuss adjustments and select next steps for meeting 2013 goals- The Commission went through the 2013 goals and what was completed and not completed yet. There was discussion on the Millbrook Bridge which would fall under our 2013 goal of the first landmark.

7. Discussion on public outreach event- Ms. French stated there is no further information from the last meeting. Mr. Garrigan and Ms. French are going to figure out a topic and date. There will be more next meeting. Mr. Wehrli suggested maybe gearing it towards municipal leaders.

**PUBLIC COMMENT**
There was no public comment at this time

**ADJOURNMENT- Next meeting will be January 15, 2014** – Jeff Wehrli made a motion to adjourn, seconded by Ken Boyer, all agreed. Vice Chairman French adjourned the meeting at 8:13 pm.

Submitted by,
Angela L. Zubko, Recording Secretary & Planning & Zoning Manager

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