CALL TO ORDER

ROLL CALL: Elizabeth Flowers, Kristine Heiman, Melissa Maye, Richard Scheffrahn, Jeff Wehrli, and Two Vacancies

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Approval of Minutes of the Previous Meeting

CHAIRMAN’S REPORT:

PUBLIC COMMENT:

NEW BUSINESS:
  1. Election of Officers
  2. Events

OLD BUSINESS:
  1. Millbrook Bridge Update-Dave Guritz
  2. Follow-Up on Stephenie Todd Resolution

PUBLIC COMMENT:

ADJOURNMENT:
MEMORANDUM

To: PBZ Committee
From: Matthew H. Asselmeier, AICP, Senior Planner
Date: February 8, 2017
Re: Amendment to the Kendall County Historic Preservation Ordinance

At the January 9th PBZ Committee meeting, discussion occurred regarding reducing the number of members on the Historic Preservation Commission and the requirements to be a member of the Historic Preservation Commission in order for the Commission to get a quorum at their meetings.

Staff drafted the attached proposed amendment to the Historic Preservation Ordinance which reduced the minimum required number of commissioners from seven to five, reduced the number of Commissioners required for a quorum from five to three, removed the professional requirements of the Commissioners and made other adjustments caused by the reduction in the number of Commissioners from seven to five.

Please review the attached proposed revisions and provide comments during the February 14th meeting. Should you have any questions prior to the meeting, please contact me at 630-553-4139.

MHA

Attachments:
1. Proposed HPC Ordinance Revisions
ORDINANCE # 2017-_____

AMENDMENT TO THE KENDALL COUNTY HISTORIC PRESERVATION ORDINANCE: ARTICLE II “Organization”

WHEREAS, the Kendall County Board established the Kendall County Historic Preservation Ordinance through Ordinance 2006-67; and

WHEREAS, the Kendall County Historic Preservation Commission, an agency of the Kendall County Board is invested with certain powers and duties pursuant to the Ordinance; and

WHEREAS, the Kendall County Historic Preservation Ordinance may propose landmarks & historic districts for designation by the County Board; and

WHEREAS, the Kendall County Board amends this Ordinances from time to time in the public interest.

NOW, THEREFORE, BE IT ORDAINED, the Kendall County Board hereby amends ARTICLE II. “Organization” of the Kendall County Historic Preservation Ordinance as presented in Exhibit “A”, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT FURTHER ORDAINED, this Amendment to the Kendall County Historic Preservation Ordinance shall be effective upon approval by the Kendall County Board.

IN WITNESS OF, this Amendment to the Kendall County Historic Preservation Ordinance was approved by the Kendall County Board on February 21, 2017.

Attest:

Debbie Gillette Scott Gryder
Kendall County Clerk Kendall County Board Chairman
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 five seven (5-7) members. All members shall be residents of Kendall County. The County Board Chair may 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, law, real estate, historic 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 five seven (5-7) 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 two three (23) 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 three four (34) 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 four five (45) 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.