CALL TO ORDER

ROLL CALL: Ken Boyer, Ken Donart, Whitney French (Vice-Chair), Michael Garrigan (Chair), Kristine Heiman, Richard Scheffrahn, Jeff Wehrli (CB Representative), 2 vacancies and Pete Iosue/Teska (PBZ liaison)
(Quorum is 5 members)

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Approval of minutes from the May 20, 2015 Meeting

CHAIRMAN’S REPORT

PUBLIC COMMENT

NEW BUSINESS
1. Review of Commission By-Laws
2. Ideas to Fill Vacancies on Commission

OLD BUSINESS
1. Update on grants for courthouse windows
2. Discussion on public outreach event- September 17, 2015
3. Review Reconnaissance Survey Pictures

PUBLIC COMMENT

ADJOURNMENT- Next meeting on August 19, 2015
CALL TO ORDER
The meeting was called to order by Chairman Michael Garrigan at 7:00 p.m.

ROLL CALL
Present: Ken Donart, Vice-Chair Whitney French, Chairman Michael Garrigan, Kristine Heiman, Richard Scheffrahn, and Jeff Wehrli (CB Representative)
Also present: Mike Hoffman: Teska Consultant; Andrez Beltran, Economic Development and Special Projects Coordinator
In the audience: None

APPROVAL OF AGENDA
Ken Donart made a motion to approve the agenda as written, Judy Gilmour seconded the motion. Approved 6-0.

APPROVAL OF MINUTES
Chairman Garrigan noted that on April 15, 2015 the Commission failed to reach quorum. Therefore minutes from the April 15, 2015 meeting did not need approval as it was not an official meeting.

CHAIRMAN’S REPORT
Chairman Garrigan updated the Commission on the landmark designation to Candace Hadley House. Mr. Donart and Ms. Heiman also attended. He stated that it was a successful event with 25 people including County Board Chairman John Shaw and Vice-Chair Gryder. Press was diverse including Kendall County Record and Glancer Magazine.

PUBLIC COMMENT - None

NEW BUSINESS
1. Discussion on Landmarks conference June 23-25. - Chairman Garrigan asked if everyone had received notice of the conference, and Ms. Heiman stated she had the schedule. Mr. Wehrli asked if it was in Carbondale, which Ms. Heiman stated it was. Chairman Garrigan stated the Commission historically budgeted for one Commissioner to attend. Mr. Garrigan stated he was not going to attend this year and offered for other members to go. Mr. Garrigan also stated that there was talk of the Illinois Historic Preservation agency may be integrated into the DCEO. Mr. Wehrli stated that were funds in the County budget for the trip.

OLD BUSINESS
1. Update on Millbrook Bridge – Mr. Wehrli stated the issue with the bridge is funding was difficult due to the trail not continuing. Mr. Wehrli stated that after some research by Forest Preserve staff that it appears an old County right-of-way existed that could link it to other Forest Preserve property. The property is currently owned by the township, who are open to creating a path. He also stated that the
Forest Preserve voted to put up a fence on the bridge due to engineer recommendations. He stressed that this fence was only temporary but is to be taken seriously. Mr. Wehrli added that new avenues for revenue open with the addition of the bridge to a trail system new. The next step is to positively ascertain the right-of-way exists. Mr. Wehrli stated that they are planning on going to the Millbrook meeting on Tuesday, May 26 at 7 pm to update them on the progress and clarify any misunderstandings.

2. Discussion of grants for Courthouse windows – Ms. French stated that there was a preliminary cost to replace the window but Jim Smiley was looking to do a more in depth study. Mr. Wehrli stated that additional information came in about the historicity of the windows which may change the pricing. There was also a discussion of timeline and specific areas to focus on.

3. Discussion on public/realtor outreach event- September 17, 2015 – The Commission discussed possibly changing the event to focus on municipalities and to update them on historic preservation. Ms. Heiman stated that a June 3 event was being held and was free which may be useful to experience. The Commission also discussed doing a public outreach event.

PUBLIC COMMENT- None

ADJOURNMENT- Next meeting will be on June 17, 2015
Whitney French made the motion to adjourn. Jeff Wehrli seconded. Approved 6-0.

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

To: Historic Preservation Commission  
From: Mike Hoffman  
Date: July 10, 2015  
Re: Bylaws

Given the current vacancies, it was suggested to review the current HPC bylaws and potentially make a change to the quorum requirements. I have scanned the Planning, Building & Zoning Department records, and have found two relevant items – the HPC Ordinance, and – a 2010 draft of proposed rules and regulations. I have extracted the ordinance section that addresses HPC membership and procedures, highlighting a proposed change to the quorum requirement. I have also attached the 2010 draft rules and regulations.

Staff would recommend discussion of a proposed ordinance amendment to adjust the quorum provisions as noted. If the Commission would like to review and discuss approval of a set of rules and regulations, the attached 2010 draft should serve as a good starting point.

Please review and provide Staff with comments during the meeting. Should you have any questions prior to the meeting, please contact me at 815.436-9485.

Attachments:
  1. HPC Ordinance Excerpt  
  2. Draft 2010 HPC Rules and Regulations (Bylaws)
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 nine (9) 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 nine (9) 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 (5) members. Fifty percent of the appointed and serving members of this Commission shall be necessary to constitute a quorum for the transaction of any business. 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.

2. POWERS & AUTHORITIES
The Preservation Commission shall have the following powers and authority.

A) To conduct an ongoing survey of the County to identify buildings, structures, areas, sites and landscapes that are of historic, archaeological, architectural, or scenic significance, and, therefore, potential landmarks or historic districts;

B) To hold public hearings and recommend to the County Board the designation of
landmarks or historic districts;

C) To compile information concerning and prepare descriptions of the landmarks and historic districts identified and recommended for designation and the characteristics that meet the standards for designation;

D) To prepare, keep current, and publish a map or maps showing the locations and exact boundaries of proposed and designated landmarks and historic districts and, if the Commission so chooses, the locations and boundaries of designated state or federal landmarks or districts;

E) To keep a register of all designated landmarks and historic districts;

F) To establish an appropriate system of markers or plaques for all designated landmarks, historic districts, and for streets, roads, trails, and highways leading from one landmark or historic district to another and to confer recognition upon the owners of landmarks or property within historic districts by means of certificates, plaques, or markers;

G) To nominate, landmarks and historic districts to any state or federal registers of historic places;

H) To advise and assist owners of landmarks and property within historic districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on any state or federal register of historic places;

I) To inform and educate the citizens of the County concerning the historic, archaeological, architectural, or scenic heritage of the County by publishing appropriate maps, newsletters, brochures, and pamphlets, and by holding programs and seminars;

J) To hold public hearings and to review applications for construction, alteration, removal, or demolition affecting landmarks or property within historic districts and issue or deny Certificates of Appropriateness for such actions;

K) To consider applications for Certificates of Economic Hardship that would allow the performance of work for which a Certificate of Appropriateness has previously been denied;

L) To develop specific criteria and guidelines for the proper alteration, construction, demolition, or removal of landmarks, or of property within historic districts;

M) To review proposed amendments to zoning regulations and map amendments, applications for special uses or applications for zoning variations that affect any and all landmarks or historic districts. Proposed zoning amendments, applications for special use, or zoning variations that affect any landmark or historic district as defined in this ordinance or any application for demolition of any structure which is more than 50 years old shall be reviewed by support staff and forwarded to the Preservation Commission for
review within seven (7) working days.

N) To administer on behalf of the County Board any property, or full or partial interest in real property, including a conservation right, by approval of the County Board;

O) To accept and administer on behalf of the County Board gifts, grants, money or other personal property as may be appropriate for the purpose of this Ordinance. Such money may be expended for publishing maps and brochures, for hiring staff or consultants or performing otherwise appropriate functions for the purpose of carrying out the duties and powers of the Preservation Commission and the purposes of this Ordinance.

P) To administer any system established by the County Board for the transfer of development rights;

Q) To call upon available County agencies and staff as well as other experts for technical advice; costs to be determined prior to activities and paid by petitioner except where included in the existing approved budget;

R) To retain specialists or consultants, or to appoint citizen, neighborhood or area advisory committees, as may be required, costs to be determined prior to activities and paid by petitioner except where included in the existing approved budget;

S) To testify before all boards, commissions, committees and municipalities on any matter affecting potential or designated landmarks or historic districts;

T) To periodically review any County Land resource management plan and to develop a preservation component in any comprehensive plan of the County and to recommend it to the Regional Plan Commission, the Planning, Building & Zoning Committee and the County Board;

U) To periodically consult the County zoning administrator, review any County zoning ordinance and building code, and to recommend to the County Board any amendments appropriate for the protection and continued use of landmarks or property within historic districts;

V) To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purposes of this Ordinance.

W) To recommend to the County Board the adoption of intergovernmental agreements between the County Board and Kendall County municipalities that allow for the nomination and designation by the County Board of individual landmarks and historic districts within incorporated areas and that afford the protection of landmarks and historic districts through the provisions of this Article, and

X) To periodically monitor designated landmarks and preservation districts for
demolition by neglect and to refer negligent cases to the appropriate county agency for enforcement.
Administrative Rules and Regulations
The Kendall County Historic Preservation Commission is authorized by the Historic Preservation Ordinance (Ordinance No. 2006-67, Art. II-1-E) to develop and adopt rules and regulations necessary to carry out its functions. The following Administrative Rules and Regulations have been adopted by the commission on _________

Meetings
CALENDAR OF REGULAR MEETINGS
In September or earlier, the KCHPC should vote upon the meeting schedule for the upcoming year. The Chair should send a copy of the meeting calendar to all newspapers in general circulation within the county and to Planning staff for posting on the county website.

AGENDA:
The Chair will prepare the agenda no later than 72 business hours prior to a meeting. Any member may place an item on the agenda by contacting the Chair.

POSTING THE AGENDA:
The Chairman must send the agenda to the KCHPC staff liaison who will post it on the building no later than 48 hours prior to the meeting. In the absence of a staff liaison, the Chairman will send the agenda to the County Administrator.

MEETINGS:
"G) Quorum. A quorum shall consist of five (5) 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."

MINUTES:
Minutes will be written by the Secretary. In the Secretary's absence, the Chairman will appoint another commission member to write the minutes. Minutes will show a vote of each member upon every question, or if absent or failing to vote. The Secretary will read the minutes aloud at the next meeting and neatly make any corrections to the draft copy. The author of the minutes will sign the minutes - the original draft with longhand corrections or additions - "Submitted by _____".

If a regularly scheduled meeting is not held for any reason, the Secretary will enter a "Minutes" document stating the reason there was no meeting held that month:
" Kendall County Historic Preservation Commission
Meeting Minutes – September 15, 2010"

Last changed: July 1, 2010
Present: (list each commission member who was present)
Absent: (list each commission member who was absent)

"Do to a lack of a quorum, no meeting was held"; or "The regular meeting was cancelled as "insert reason".

Submitted by:
______________, Secretary

Corrections will be inserted in the margin with a carefully drawn line around or through the corrected subject matter. Never erase or obliterate.

**BUDGET**

The Secretary will also be assigned the task of keeping the Commission's financial records. At each meeting, the Secretary will report budget balance as of the beginning of the month, the month's expenditures and income and the remaining balance in the Commission's budget allowance.

In September of each year, the Commission will prepare a budget proposal for the County Board's consideration for the following year.

**SUCCESSION**

The Chair will be responsible for notifying the County Board President of term expirations. There shall be (shall not be) a limit of __ terms each Commissioner may serve. At the first meeting following the expiration of the Chair's term of office and the Secretary's term of office, the Commission will vote to elect a new Chair and/or Secretary.