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**KENDALL COUNTY  
HISTORIC PRESERVATION COMMISSION**  
111 West Fox Street • Room 209 and 210 • Yorkville, IL • 60560  
(630) 553-4141 Fax (630) 553-4179

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**AGENDA**

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October 15, 2018 – 6:30 p.m.

CALL TO ORDER

ROLL CALL: Elizabeth Flowers, Kristine Heiman (Chairman), Sarah Herbig, Melissa Maye, and Jeff Wehrli (Vice-Chairman)

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Approval of Minutes of the September 17, 2018 Meeting (Pages 2-4)

CHAIRMAN’S REPORT:

PUBLIC COMMENT:

NEW BUSINESS:

1. Recommendation on FY 2018-2019 Commission Meeting Calendar (Page 5)
2. Approval of a Letter of Support for the Save the Historic Kendall County Jail (Pages 6-7)
3. Update on Touring the Basement of the Historic Courthouse

OLD BUSINESS:

1. Approval of a Memorandum of Agreement Between the United States Army Corps of Engineers, Rock Island District and the Illinois State Historic Preservation Officer Regarding the Millbrook Bridge Removal Project Located in Kendall County, Illinois (Pages 8-18)
2. Review and Recommendation on Article II The Historic Preservation Commission Section of the Historic Preservation Ordinance (Pages 19-25)
3. Discussion of Awards for Historic Preservation (Pages 26-29)
4. Discussion of Social Media Campaign
5. Discussion of Doing a Meeting with Other Historic Preservation Organizations – Other Meeting Logistics (Page 30)

CORRESPONDENCE:

PUBLIC COMMENT:

ADJOURNMENT: Next Meeting-November 19, 2018

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time.

**KENDALL COUNTY**  
**Historic Preservation Commission**  
*Kendall County Office Building*  
*Rooms 209 & 210*  
*111 W. Fox Street, Yorkville, Illinois*  
**6:30 p.m.**  
**September 17, 2018-Unofficial Until Approved**

**CALL TO ORDER**

Chairwoman Kristine Heiman called the meeting to order at 6:34 p.m.

**ROLL CALL**

Present: Kristine Heiman, Sarah Herbig, and Jeff Wehrli

Absent: Elizabeth Flowers and Melissa Maye

Also present: Matt Asselmeier, Senior Planner

In the Audience: None

**APPROVAL OF AGENDA**

Mr. Wehrli made a motion, seconded by Ms. Herbig, to approve the agenda as presented. With a voice vote of three (3) ayes, the motion carried unanimously.

**APPROVAL OF MINUTES**

Ms. Herbig made a motion, seconded by Mr. Wehrli, to approve the minutes from August 20, 2018, meeting. With a voice vote of three (3) ayes, the motion carried unanimously.

**CHAIRMAN'S REPORT**

None

**PUBLIC COMMENT**

Mr. Asselmeier reported that the Part-Time Office Assistant (Zoning) position is vacant.

Mr. Asselmeier reported that zoning related committees can no longer require the submission of addresses and email addresses.

**NEW BUSINESS**

None

**OLD BUSINESS**

**Approval of a Memorandum of Agreement Between the United States Army Corps of Engineers, Rock Island District and the Illinois State Historic Preservation Officer Regarding the Millbrook Bridge Removal Project Located in Kendall County, Illinois-Commission Could Also Refer the Matter to the State's Attorney Office**

Mr. Asselmeier reported that one of the Whereas was changed to reflect ACHP not to participate and no language was included regarding the interpretative piece. This proposal has not been reviewed by the State's Attorney's Office.

The consensus of the Commission was to send a message to the Forest Preserve District asking that space be reserved for an interpretative marker if funds become available in the future and to preserve, at a minimum, the plaques on the bridge stating when the bridge was constructed and by whom.

This item will be on the October Historic Preservation Commission agenda.

### **Review and Recommendation on Article II-The Historic Preservation Commission Section of the Historic Preservation Ordinance**

This matter was laid over until the October meeting.

### **Discussion of Awards for Historic Preservation**

Ms. Herbig suggested including a student's or a group of student's research project from Aurora University.

Mr. Wehrli suggested an award for the Walker property on Ashley Road as an adaptive reuse of a property. Mr. Wehrli also suggested an award for La Salle Manor.

Chairwoman Heiman liked the application example from the City of Joliet. Joliet's deadline was March 1<sup>st</sup> with awards presented in May. The consensus of the Commission was to use Joliet's application as a template.

The consensus of the Commission was to have the following categories: person/groups (including student projects and family farms), adaptive reuse, residential/commercial buildings, and site. These categories would be refined at future meetings.

The consensus of the Commission was to post the opening of applications in January. Applications would close in March and awards would occur in May at the day County Board meeting.

### **Discussion of Social Media Campaign**

Ms. Herbig said that she is willing to be the administrator for a Facebook page. She will maintain screenshots of deleted comments. Instagram is ADA compliant if captions are provided. If Ms. Herbig decided not to run the page in the future, a statement would be placed on the page saying the page is no longer operational. Posts can be deleted if a copy exists someplace else. Ms. Herbig will create a Facebook page for the Commission.

### **Discussion of Doing a Meeting with Other Historic Preservation Organizations**

#### **Discussion of Prospective Speakers**

Mr. Asselmeier reported that Bob Dressel and Sean Foley are the prospective speakers. The speakers would be restricted in ten to fifteen (10-15 minutes).

#### **Discussion of Prospective Invitees**

The Commission reviewed the invitee list. Mr. Asselmeier added the individuals provided by Ms. Herbig from Aurora University; he is looking for contact information for the save the jail group. Ms. Herbig requested that the President and Vice President of Aurora University be added to the list of invitees.

Commissioners reviewed the save the date cards. They will be mailed in October or November; the official invitation will be sent after January 1<sup>st</sup>.

### **CORRESPONDENCE**

None

### **PUBLIC COMMENT**

Mr. Asselmeier reported that a banquet facility is proposed on Hughes Road and Fox Township is reviewing their regulations to confirm that they are a dry township.

Discussion occurred about looking at the records in the basement of the historic courthouse. Mr. Wehrli will investigate securing a tour; this item will be placed on the Commission's October agenda.

**ADJOURNMENT**

Ms. Herbig made a motion, seconded by Mr. Wehrli, to adjourn. With a voice vote of three (3) ayes, the motion carried. The Historic Preservation Commission adjourned at 7:16 p.m.

Respectfully Submitted,  
Matthew H. Asselmeier, AICP  
Senior Planner

**PUBLIC NOTICE  
KENDALL COUNTY  
\*\*KENDALL COUNTY HISTORIC PRESERVATION COMMISSION\*\***

Notice is hereby given that the Kendall County Historic Preservation Commission shall hold their regularly scheduled meetings for Fiscal Year 2018-2019 on the third Monday of each month at 6:30 p.m. at the Kendall County Office Building, Room 209 & 210 at 111 West Fox Street, Yorkville, IL with the exception of the December 2018 meeting which shall be held on the third Tuesday of the month at 6:30 p.m. at the Kendall County Office Building, Room 209 & 210 at 111 West Fox Street, Yorkville, IL, the **January 2019** meeting which shall be held on the **third Tuesday** of the month at 6:30 p.m. at the Kendall County Office Building, Room 209 & 210 at 111 West Fox Street, Yorkville, IL and the February 2019 meeting which shall be held on the second Wednesday of the month at 7:00 p.m. at LaSalle Manor located at 12480 Galena Road, Plano, IL.

The specific dates of these meetings are as follows:

December 18, 2018	January 22, 2019	February 13, 2019	
March 18, 2019	April 15, 2019	May 20, 2019	June 17, 2019
July 15, 2019	August 19, 2019	September 16, 2019	
October 21, 2019	November 18, 2019		

Questions can be directed to the same department, telephone (630) 553-4139. Fax (630) 553-4179. All interested persons may attend and be heard.

If special accommodations or arrangements are needed to attend these County meetings, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time.

**KRISTINE HEIMAN, CHAIRWOMAN  
KENDALL COUNTY HISTORIC PRESERVATION COMMISSION**

## Matt Asselmeier

---

**From:** Lisa Wolancevich [redacted]  
**Sent:** Wednesday, October 03, 2018 12:45 PM  
**To:** Matt Asselmeier  
**Subject:** Re: Historic Kendall County Jail

Matt,

Your letter would be use for multiple purposes we are showing support for a project would be needed. So if you could send it to this email or to my home address 507 West Madison St in Yorkville Illinois. You can address it to me or you could and I said as to whom it may concern. Thank you so much for showing time and attention to this most precious project to save our history. We are meeting with city Council on 9 October to decide our fate a brother the building will be torn down or they will let us work to save it. If you are interested or if you want to lend support please come out and join us. 800 game farm road Yorkville 7 pm Tuesday 10/9/18 . Lisa Wolancevich

Sent from my iPad

> On Oct 3, 2018, at 8:06 AM, Matt Asselmeier <[masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us)> wrote:

>

> Lisa:

>

> This request will be placed on the Kendall County Historic Preservation Commission's October 15th agenda.

>

> To whom and where should the letter be sent?

>

> Thanks,

>

> Matthew H. Asselmeier, AICP

> Senior Planner

> Kendall County Planning, Building & Zoning

> 111 West Fox Street

> Yorkville, IL 60560-1498

> PH: 630-553-4139

> Fax: 630-553-4179

>

> -----Original Message-----

> From: Lisa Wolancevich [mailto:[lisa.wolancevich@co.kendall.il.us](mailto:lisa.wolancevich@co.kendall.il.us)] (mailto:[lisa.wolancevich@co.kendall.il.us](mailto:lisa.wolancevich@co.kendall.il.us))

> Sent: Tuesday, October 02, 2018 2:05 PM

> To: Matt Asselmeier

> Subject: Historic Kendall County Jail

>

> Hello Matthew,

> It was a pleasure speaking with you today per your request I am sending out what we are seeking from your commission. Yorkville Historic Preservation Society YHPS . Is a newly formed NFP with mission of preserving the Historic Kendall County Jail located at 111 West Madison St. In Yorkville Il. In July the Illinois state preservation recognized the sheriffs residence in jail house as Historic And we ended the building to the national trust. We are now in process of registering the building. In our research we found that the building is a queen Anne structure built in 1893 By the pauly Jail company. In August of this year Berglund construction came out of the building and it is in their opinion that the building despite its neglect has healthy bones and is in repairable condition.

> What we are asking is for a letter of support in saving a part of not

> only Kendall County but the state of Illinois history. If you would

> like any further information about us you may find us on Facebook at  
> go directly to jail or our website:  
> [YorkvilleHistoricPreservationsociety@wordpress.com](mailto:YorkvilleHistoricPreservationsociety@wordpress.com)  
> I can also be contacted by Email [lwolancevich@live.com](mailto:lwolancevich@live.com) Thank you Lisa  
> Wolancevich Chairman YHPS  
>  
> preservation society  
>  
> Sent from my iPad

## Matt Asselmeier

---

**From:** David Guritz  
**Sent:** Friday, September 28, 2018 1:03 PM  
**To:** Matt Asselmeier  
**Cc:** Vollman, Brant J CIV USARMY CEMVR (US)  
**Subject:** RE: Millbrook Bridge Question

Matt:

The Finance Committee gave direction last night to include the Illinois State Historical Society's costs for placement of a historic marker at the canoe launch as part of our FY19 budget.

We will work with KC-HPC to develop the 250-word marker. Separately, we will conserve the commemorative plaques for a future exhibit and/or incorporation into future interpretive elements on location.

Approval of the final MOA is on the agenda for approval Tuesday.

Contact me if you have any other questions:

Cell: 630-538-6303

Dave Guritz  
Director  
Kendall County Forest Preserve District  
(630) 553-4131  
[dguritz@co.kendall.il.us](mailto:dguritz@co.kendall.il.us)



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**From:** Matt Asselmeier  
**Sent:** Friday, September 28, 2018 12:55 PM  
**To:** David Guritz <[dguritz@co.kendall.il.us](mailto:dguritz@co.kendall.il.us)>  
**Subject:** Millbrook Bridge Question

Dave:

Did the Forest Preserve Board have an opinion regarding reserving space for an interpretative marker near the Millbrook Bridge?

Thanks,



## Matt Asselmeier

---

**From:** David Guritz  
**Sent:** Friday, October 05, 2018 9:44 AM  
**To:** Vollman, Brant J CIV USARMY CEMVR (US)  
**Cc:** Matt Asselmeier; Young, LaDonna; Jackie Lemmerhirt-Kowalski; Joe Frazee  
**Subject:** 2018-0277 9-12 MOA.doc / ILSHPO Log # 007051717  
**Attachments:** SKM\_C36818100510120.pdf

Brant:

Attached, please find the signature page for the final MOA.

On Tuesday, October 2, the Board of Commissioners unanimously approved the District's sign-off as a concurring agency. The meeting agenda can be viewed using this link, with minutes for the meeting posted later this month: <https://www.co.kendall.il.us/wp-content/uploads/FP-October-2-2018.pdf>

Although not part of the MOA, the District's Finance Committee also provided direction to include the costs for placement of a historic marker to commemorate Millbrook Bridge within the District's FY19 capital budget.

Sincerely,

Dave Guritz  
Director  
Kendall County Forest Preserve District  
(630) 553-4131  
[dguritz@co.kendall.il.us](mailto:dguritz@co.kendall.il.us)

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**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE UNITED STATES ARMY CORPS OF ENGINEERS,  
ROCK ISLAND DISTRICT  
AND THE  
ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
MILLBROOK BRIDGE REMOVAL PROJECT  
LOCATED IN  
KENDALL COUNTY, ILLINOIS**

**CONCURRING PARTIES:**

Kendall County Forest Preserve District

David Guritz Date 10/02/2018

Mr. David Guritz

Director

Kendall County Forest Preserve District

## Matt Asselmeier

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**From:** Vollman, Brant J CIV USARMY CEMVR (US) [Brant.J.Vollman@usace.army.mil]  
**Sent:** Wednesday, September 12, 2018 11:38 AM  
**To:** David Guritz; Matt Asselmeier; Young, LaDonna; Jackie Lemmerhirt-Kowalski  
**Subject:** 2018-0277 Draft MOA for Millbrook bridge...one more time! :-)  
**Attachments:** 2018-0277 9-12 MOA.doc

Good morning,

If I could impose upon you all one more time... After a fairly extensive conversation with the IL SHPO office I believe that I may have worked out the kinks in the MOA.

Please review it one more time and see if we are all in agreement on the document.

Changes to look for -

- We have opted to remove the stipulation that a historic marker be erected at the location. This way we don't have to get so far down into the weeds on the details of the sign and have time frame that it must be completed within to meet the sunset on the MOA.

- We have also modified the recordation guidelines to be in line with the National Park Service rather than the state of IL guidelines are out of date.

I have also tried to catch and correct the spelling names and roles.

Thanks you for your time in reviewing the new document.

If you need any additional information or assistance please contact me at your convenience.

Thanks,

Brant Vollman  
Archaeologist  
U.S. Army Corps of Engineers  
Rock Island District (Regulatory)  
P.O. Box 2004  
Clock Tower Bldg.  
Rock Island, Illinois 61204-2004  
309-794-5380 (office)  
573-424-4317 (cell)

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE UNITED STATES ARMY CORPS OF ENGINEERS,  
ROCK ISLAND DISTRICT  
AND THE  
ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
MILLBROOK BRIDGE REMOVAL PROJECT  
LOCATED IN  
KENDALL COUNTY, ILLINOIS**

**WHEREAS**, in accordance with Section 106 of the National Historic Preservation Act of 1966, as amended, the U.S. Army Corps of Engineers, Rock Island District (District) proposes to grant a permit (CEMVR-OD-2018-0277) in accordance with Section 404 of the Clean Water Act of 1972 (33 U.S.C. 1344) to the Kendall County Forest Preserve District to remove the Millbrook Bridge over the Fox River in Millbrook, Kendall County, Illinois; and,

**WHEREAS**, the Corps has consulted with the Illinois State Historic Preservation Office (SHPO) pursuant to 36 CFR 800.2(c)(1) and has come to an agreement on the project Area of Potential Effects (hereinafter, APE) pursuant to 36 CFR 800.4(a)(1), (Appendix A); and,

**WHEREAS**, the District has defined the undertaking's area of potential effect (hereafter, "APE") as the Permit Area (see Appendix A) in accordance with 33 CFR Part 325, Appendix C; and,

**WHEREAS**, the Millbrook Bridge was determined eligible for listing on the National Register of Historic Places by the IL SHPO June 17, 2017; and,

**WHEREAS**, the District has determined that the proposed demolition of the Millbrook Bridge constitutes an adverse effect; and,

**WHEREAS**, the SHPO concurred with the District's recommendations regarding the adverse effects to the Millbrook Bridge by letter dated September 11, 2018 (SHPO Log #007051717); and,

**WHEREAS**, the District has consulted with the Kendall County Forest Preserve District (Forest Preserve) regarding the effects of the Undertaking and has invited the Forest Preserve to sign this Memorandum of Agreement (MOA) as a Concurring party; and,

**WHEREAS**, the District has determined, and SHPO concurs that the proposed demolition of the Millbrook Bridge constitutes an Adverse Effect; and

**WHEREAS**, all parties mutually agree that there is no prudent or feasible alternative to the project as originally proposed, and

**WHEREAS**, in accordance with 36 CFR § 800.6(a)(1), the District has notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination with specified documentation and the ACHP has chosen *to / not to* participate in the consultation pursuant to 36CFR§ 800.6(a)(1)(iii); and

**NOW, THEREFORE**, the District and the Illinois SHPO agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

### STIPULATIONS

#### I. TERMS

- A. The Corps shall ensure that issuance of Permit No. CEMVR-OD-P-2018-0277 to Kendall County Forest Preserve District is withheld until this Memorandum of Agreement (MOA) has been executed by all signatories.
- B. The Millbrook Bridge will be documented in accordance with HIBS/HIER Standards and Guidelines. HIER No. for this documentation project will be: KE-2018-2. Specific Scope of Work for this project is as follows:
  - 1. Project area location map abstracted from appropriate 7.5 Minute USGS Quadrangle Map, submitted on 8.5 x 11” archival bond.
  - 2. Site Plan indicating footprint of the extant bridge, surrounding terrain features and other man-made features within a 200 yard radius of the bridge. Site plan presented on 8.5 x11” archival bond.
  - 3. Approximately ten (10) photographs of the subject bridge presenting approaches, elevations and superstructure / substructure elements.
  - 4. Written architectural /engineering description of the subject bridge.
  - 5. Narrative contextual histories.
    - a. Brief chronological context on the origins, development and functions of the Millbrook bridge;
- C. Submittal of 95% non-archival HIER documentation for SHPO review and comment prior to the submittal of 100% HIER documentation.

## **II. DURATION**

This MOA will be null and void if its terms are not carried out within two (2) years from the date of its execution. Prior to such time, the Corps may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation IV below.

## **III. DISPUTE RESOLUTION**

Should any signatory or concurring party to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, the Corps shall consult with such party to resolve the objection. If the Corps determines that such objection cannot be resolved, the Corps will:

A. Forward all documentation relevant to the dispute, including the Corps' proposed resolution, to the Advisory Council on Historic Preservation (ACHP). The ACHP shall provide the Corps with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the Corps shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. The Corps will then proceed according to its final decision.

B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, the Corps may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the Corps shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.

C. The District's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute remain unchanged.

## **IV. AMENDMENTS**

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

## **V. TERMINATION**

If any signatory to this MOA determines that its terms will not or cannot be carried out,

that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation IV, above. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the undertaking, the Corps must either (a) execute an MOA pursuant to 26 CFR § 800.6 or (b) request, take into account and respond to the comments of the ACHP under 36 CFR § 800.7. The Corps shall notify the signatories as to the course of action it will pursue.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE UNITED STATES ARMY CORPS OF ENGINEERS,  
ROCK ISLAND DISTRICT  
AND THE  
ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
MILLBROOK BRIDGE REMOVAL PROJECT  
LOCATED IN  
KENDALL COUNTY, ILLINOIS**

**CONCURRING PARTIES:**

Kendall County Historic Preservation Commission

\_\_\_\_\_ Date \_\_\_\_\_

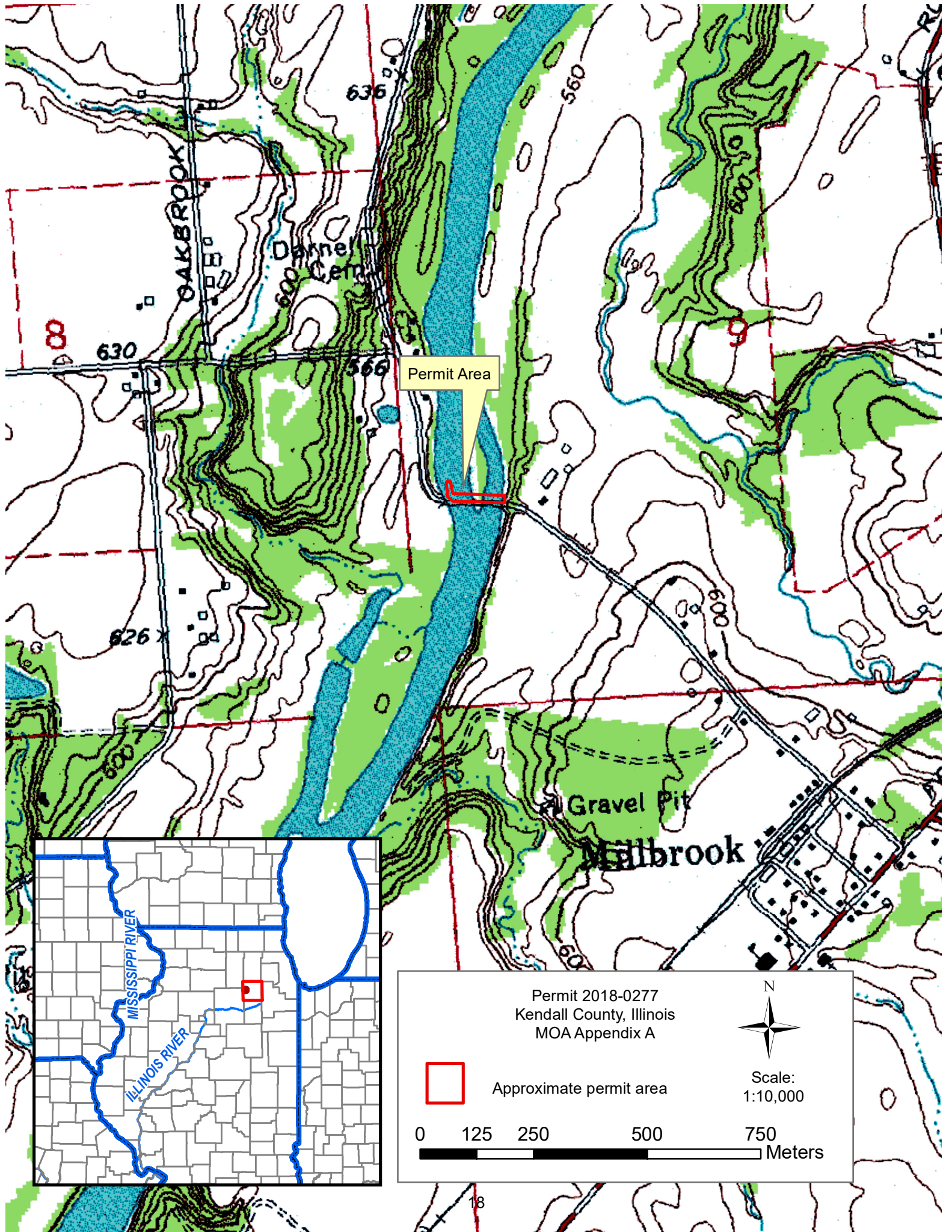
Ms. Kristine Heiman

Chairwoman

Kendall County Historic Preservation Commission



Appendix A  
Definition of the Project Area of Potential Effects



Permit Area

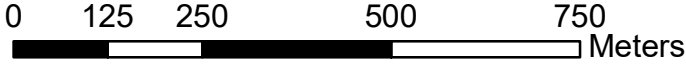



Permit 2018-0277  
Kendall County, Illinois  
MOA Appendix A

Approximate permit area

Scale:  
1:10,000

0 125 250 500 750 Meters



## 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 (5) members. All members shall be residents of Kendall County. The County Board Chair shall make a reasonable effort to 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 pre-history, history, or architecture. Commission vacancies shall be posted in a newspaper of general circulation within the county and on the county internet website. Included in the five (5) 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 (Amended 2.21.17).

C) *Terms.* 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 (Amended 2.21.17).

(55 ILCS 5/5-30012) (from Ch. 34, par. 5-30012)  
Sec. 5-30012. Appointment of preservation commission. The county board may by ordinance appoint a preservation commission from names submitted by the presiding officers of the county board. The preservation commission shall consist of at least five members. All members shall be residents of the county and may be residents of incorporated cities, villages and towns within the county. The chief executive officer of the county board shall make every reasonable effort to nominate to the preservation commission at least one attorney, one historian or architectural historian, one architect/engineer and one real estate professional knowledgeable in preservation, and the other members shall be persons with a demonstrated interest in pre-history, history, or architecture. Terms of the initial members shall be staggered so that at least five serve respectively for the following terms: one for one year; one for two years; one for three years; one for four years; and one for five years. Any additional initial members shall also serve terms staggered in the same sequence. Successors to initial members so appointed shall serve for five year terms. One of the members so appointed shall be named as chairman at the time of appointment and other officers may be elected by the preservation commission. Vacancies shall be filled by the county board from names submitted by the presiding officer of the county board. Any preservation commission member may be removed by the county board for cause, after public hearing.  
(Source: P.A. 86-962.)

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 (2) 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 (Amended 2.21.17).

(55 ILCS 5/5-30013) (from Ch. 34, par. 5-30013)

Sec. 5-30013. Meetings of preservation commission.

Meetings of a preservation commission shall be held monthly, except in those months when no business is pending, and shall be held at such times and places within the county as the preservation commission shall decide. All meetings shall be open to the public. The preservation commission shall keep minutes of its proceedings, showing the vote of each member

upon every question, or if absent or failing to vote, and shall also keep records of its official actions.

G) *Quorum*. A quorum shall consist of three (3) 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 (4) members (Amended 2.21.17).

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;

D) 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. **The Preservation Commission shall review and issue a ruling on an application for demolition within thirty (30) calendar days of the receipt of the application for demolition by the Planning, Building and Zoning Department. If the Preservation Commission fails to issue a ruling within the allotted time, the application for demolition shall be deemed approved.**

N) To administer on behalf of the County Board any **County owned** 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.

(55 ILCS 5/5-30011) (from Ch. 34, par. 5-30011)  
Sec. 5-30011. Authority of preservation commission. Every preservation commission established by ordinance of the county board pursuant to the report and recommendations of the preservation study committee shall have the following powers and authority:

(1) 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 preservation districts;

(2) To hold public hearings and recommend to the county board the designation of landmarks or preservation districts identified in the survey;

(3) To compile information concerning and prepare descriptions of, the landmarks or preservation districts identified and recommended for designation, and the characteristics that meet the standards for designation;

(4) To prepare, keep current, and publish a map or maps showing the locations and exact boundaries of both proposed and designated landmarks and preservation districts, and, if the preservation

commission so chooses, the locations and boundaries of designated State or federal landmarks or districts;

(5) To keep a register of all designated landmarks and preservation districts;

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

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

(8) To advise and assist owners of landmarks and property within preservation 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;

(9) 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;

(10) To hold public hearings and to review applications for construction, alteration, removal or demolition affecting landmarks or property within preservation districts and issue or deny certificates of appropriateness for such actions;

(11) To consider applications for certificates of economic hardship that would allow the performance of work for which a certificate of appropriateness may be, or has been denied;

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

(13) To review proposed amendments to zoning regulations, applications for special uses or applications for zoning variations that affect any landmark or preservation district. Proposed zoning amendments, applications for special use or zoning variations that affect any landmark or preservation district as defined in the ordinance establishing the preservation commission shall be transmitted to the preservation commission for review and comment prior to the date of the hearing by the county regional plan commission or zoning board of appeals;

(14) To administer on behalf of the county board any property, or full or partial interest in real property, including a conservation right, which the county may have or accept as a gift or otherwise, upon designation by the county board;

(15) To accept and administer on behalf of the county board such gifts, grants and money or other personal property as may be appropriate for the purposes of this Division. Such money may be expended for publishing maps and brochures, or for hiring staff persons 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 Division;

(16) To administer any system established by the county board for the transfer of development rights;

(17) To call upon available county agencies and staff members as well as other experts for technical advice;

(18) To retain such specialists or consultants, or to appoint such citizen, neighborhood or area advisory committees, as may be required from time to time;



(19) To testify before all boards and commissions including any county regional plan commission, and the zoning board of appeal on any matter affecting potential or designated landmarks or preservation districts;

(20) To periodically review any county comprehensive plan and to develop a preservation component in any comprehensive plan of the county and to recommend it to the county regional plan commission and the county board;

(21) To periodically consult with the county zoning administrator and review any county zoning ordinance and building code and to recommend to the county regional plan commission and the county board any amendments appropriate for the protection and continued use of landmarks or property within preservation districts;

(22) To adopt rules and procedures for operation of the preservation commission and the conduct of hearings and meetings;

(23) To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties, or to implementation of the purposes of this Division.

(Source: P.A. 90-655, eff. 7-30-98.)

# Annual Kendall County Historic Preservation Awards

*A recognition of properties that have undergone recent exterior and/or interior preservation, restoration, rehabilitation, adaptive use, or sympathetic additions as well as for people or groups that exhibit dedication to the field of historic preservation or for sites that possess importance to the history of Kendall County, State of Illinois, or the United States.*

**MAIL NOMINATION FORM TO:**  
Kendall County Historic Preservation Commission  
111 W. Fox Street  
Yorkville, IL 60560

**EMAIL NOMINATION FORM TO:**  
Matt Asselmeier, [masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us)

**DEADLINE:** March 1, 2019 by 4:00 pm

**Street address:** \_\_\_\_\_

**Current property owner:** \_\_\_\_\_

**Historic name and/or original owner (if known):** \_\_\_\_\_

**Current use:** \_\_\_\_\_

**Historic use:** \_\_\_\_\_

**Year built (if known):** \_\_\_\_\_

**Year rehabilitated, renovated, restored (if known):** \_\_\_\_\_

**Architectural style / form (if known):** \_\_\_\_\_

**Reason for nomination:** *Please provide a short description, between 50 and 500 words, explaining the project or person being nominated. The statement should clearly identify the purpose and scope of work, unusual challenges or innovative approaches, sensitive treatment of historic fabric, long-term impact and any other information that supports the nomination as being exceptional.*

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**Images:** *Please provide a minimum of five photographs or quality digital photographs in .jpg format on a CD ROM, flash drive, or by email highlighting the project. Before and after pictures are encouraged.*

**Submitted by:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

# Annual Historic Preservation Award

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<b>Application for Award Nomination Announcement:</b>	January 15 and February 15
<b>Deadline for nomination:</b>	March 1 by 4:00 pm
<b>Date of HPC Review:</b>	March and April HPC Meetings. <i>HPC shall be provided with applications prior to the March meeting for their review</i>
<b>Date of final selection:</b>	April HPC meeting
<b>Award given:</b>	Second May County Board meeting

**How the final selection will occur.** The HPC will review the nominations at their March and April meetings and make a final selection at their April meeting. The Secretary of the HPC will notify award recipient(s) by May 1. The Kendall County Board Council will bestow the award via a proclamation at their second May meeting, which typically occurs the third Tuesday of the month at 9:00 am.

**Physical Description of Award:** At a minimum, the recipient will receive a certificate, which will be bestowed at the County Board meeting. The HPC also aspires to provide award recipients with a small sign that they could place on their property. County staff is still researching whether the HPC has funds to purchase signs annually for this program. If the County does not have funding for this, donations may be sought.

Aluminum garden flags cost around \$70



Wooden garden flags cost around \$25



**Nomination Procedure:** Each nomination must include a completed application form and a minimum of five photographs or quality digital photographs. Applications will be available on the County's website as well as in hard copy form at Planning, Building and Zoning Department at 111 W. Fox Street in Yorkville.

**Award categories and number of awards to be given:** Nominations may be for a structure (residential or commercial) that has undergone exterior or interior preservation, restoration, rehabilitation, adaptive reuse, landscape restoration or sympathetic additions OR for a person or group that exhibits dedication to the field of historic preservation OR for a site that possesses importance to the history of Kendall County, State of Illinois, or the United States.

The HPC reserves the right to offer one or more awards based on the quality of submitted nominations. The HPC also reserves the right to offer zero awards.

Award designation may simply be: "2019 Historic Preservation Award (s)," "Person of the Year," or "Project of the Year."

Examples

- "2019 Kendall County Historic Preservation Award" *for the restoration of the home at* \_\_\_\_\_
- "2019 Kendall County Historic Preservation Award" *for the adaptive reuse of the building at* \_\_\_\_\_
- "2019 Kendall County Historic Preservation Award" *for the sympathetic building addition at* \_\_\_\_\_

**Award Review and Selection Criteria:**

***Preservation/Restoration***

- Only completed projects shall be considered.
- Historic character and features of the property shall be retained and preserved.
- Features, spaces, and spatial relationships that characterize a property shall be retained.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Original materials shall be retained (example: slate roof repair/replacement, removal of artificial siding, repair/restoration of wood siding).
- Historic materials and features shall be repaired rather than replaced.
- When material is replaced, the new shall match the old in composition, design, color and texture.
- Landscape and site features original to the site shall be preserved.

***Architecturally Compatible New Addition:***

- Only completed projects shall be considered.
- New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property.
- The new work shall be differentiated from the old but shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

## HPC Commissioner Award Selection Procedure

- **Meeting:** Each Commissioner secretly ranks applications by number of applications. For example, if there are 7 applications then you they are ranked 1-7 with #1 being the highest ranking.
- Rankings are discussed.
- Recommendation made on number of awards to be bestowed followed by a recommendation and formal vote on awardees.
- A tie may result in a second vote for one.

Name	Organization	Position
Mr. Gary Golinski	United City of Yorkville	Mayor
Mr. Bob O'Dekirk	City of Joliet	Mayor
Ms. Gail Johnson	Village of Oswego	President
Mr. Michael P. Collins	Village of Plainfield	President
Ms. Jackie Kowalksi	Village of Millbrook	President
Mr. Doug Holley	Village of Millington	Mayor
Mr. Paul Pope	Village of Lisbon	Mayor
Mr. Patrick J. Brennan	Village of Minooka	President
Mr. Jim Davis	Village of Newark	Mayor
Ms. June McCord	Village of Plattville	President
Mr. Rick Olson	City of Sandwich	Mayor
Mr. Matt Brolley	Village of Montgomery	President
Mr. Robert Hausler	City of Plano	Mayor
Mr. Richard C. Irvin	City of Aurora	Mayor
Mr. Lee Hohmann	Kendall County Historical Society	President
Bethany Salmon	Oswego Historic Preservation Commission	
Richard Kiefer	Plainfield Historical Commission	Chairman
Michael Bortel	Plainfield Historical Commission	
Jon Proulx	Plainfield Historical Commission	
Roger Matile	Little White School Museum	Director
Deanna Howard	Plano Library	Director
Jeanne Valentine	Plano Library	Adult Services Manager
Howard Manthei	Chapel on the Green	
Jeanette Lee	Montgomery Historic Preservation Commission	Chairwoman
Debbie Buchanan	Montgomery Historic Preservation Commission	
Robyn Sutcliff	Yorkville Historic Preservation Society	
Victor Scott	Ferndell	President
Joan Hardekopf	Sandwich Historical Society	
Lisa DiChiera	Landmarks Illinois	
Scott Mehaffey	Farnsworth House	
Dan Miller	Aurora Preservation Commission	
Candice Hadley	Gaylord House	
Jayne Armington	City of Joliet	Planner II
Brook McDonald	Dickson-Murst Farm	
Sarah Skilton	Oswego Public Library District	
Lynnette Heiden	Charles B. Phillips Public Library District	
Lisa Pappas	Plainfield Library District	
Amanda Bennett	Sandwich Public Library	
Joan Ferguson	Three Rivers Library	
Daisy Porter-Reynolds	Aurora Library	
Megan Millen	Joliet Library	
Elisa Topper	Yorkville Library	
Kathy Clark	Director of University Library	
Meg Bero	Executive Director of Schingoethe Museum	
Dr. Mark Soderstrom	University of Aurora	
Dr. Martin Forward	University of Aurora	
Dr. Gerald Butters	University of Aurora	
Dr. Aubrey Southall	University of Aurora	
Scott Gryder	Kendall County Board	
Lynn Cullick	Kendall County Board	
Judy Gilmour	Kendall County Board	
Bob Davidson	Kendall County Board	
Matthew Prochaska	Kendall County Board	
Matt Kellogg	Kendall County Board	
Audra Hendrix	Kendall County Board	
John Purcell	Kendall County Board	
Tony Giles	Kendall County Board	
Elizabeth Flowers	Kendall County Board	
Kristine Heiman	Kendall County HPC	
Sarah Herbig	Kendall County HPC	
Melissa Maye	Kendall County HPC	
Jeff Wehrli	Kendall County HPC	

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