

# HISTORIC PRESERVATION COMMISSION MINUTES

**MARCH 3, 2008 @ 3:30 P.M.**

**2<sup>ND</sup> Floor Conference Room  
County Administration Building  
189 E. Court Street, Kankakee**

## **CALL TO ORDER:**

Chairman Elisabeth Dunbar called the meeting to order at 3:30 P.M. Chairman Dunbar took roll call and the following were present (see in attendance). Chairman Dunbar asked that each member introduce themselves since Terry Johnston was absent last month.

## **IN ATTENDANCE( Roll Call):**

**Members** – Ms. Mardene Hinton, Mr. Terry Johnston, Ms. Elisabeth Dunbar, Dr. Jim Paul, Mr. Andrew Purcell, Ms. Ashley Lucas, Mr. Daron Kinzinger, Mr. John Adams.

**Staff** – Mr. Mike Martin, Ms. Michelle Sadler

**Others** – Mr. Jeff Jarvis

## **INTRODUCTION OF HISTORIC PRESERVATION MEMBERS:**

Everyone present at the meeting introduced themselves by name.

Ms. Mardene Hinton – Historian

Mr. Terry Johnston – Architect

Ms. Elisabeth Dunbar – Historian; H.P. Chairman

Dr. Jim Paul – Professor

Mr. Andrew Purcell – Attorney; H.P. Vice Chairman

Ms. Ashley Lucas – Housing Management

Mr. Daron Kinzinger – Realtor

Mr. John Adams - Historian

Ms. Michelle Sadler - Kankakee County Planning

Mr. Michael Martin - Kankakee County Planning

## **DECLARE QUORUM:**

Quorum declared

## **PUBLIC COMMENT PERIOD:**

None

## **APPROVAL OF FEBRUARY 4<sup>th</sup> (previous month) MINUTES:**

Chairman Dunbar asked for a discussion/approval of the previous month's minutes. John Adams asked about the discussion of the meetings being on the first Monday of the month. Chairman Dunbar pointed out that that discussion was on the second page third paragraph. A motion was made to approve the minutes as read by John Adams and seconded by Andy Purcell, motion carried.

## **ORDINANCE:**

Chairman Dunbar mentioned that every one should have received the draft ordinance at the previous meeting to review. Chairman Dunbar went on to say that the ordinance was fairly lengthy however was basic in the fact that it was a state written ordinance that other counties have used and was designed especially for counties. Kankakee county planning edited the ordinance with minor changes and inserted "Kankakee County" in to the ordinance. Chairman Dunbar then opened up the floor for comments / discussions pertaining to the draft ordinance. Mike Martin then discussed the process in which the ordinance was created. It was a state written ordinance that was designed for counties and has already been adopted by several counties around the state. Chairman Dunbar then asked Mr. Martin to explain the process in which an ordinance would have to travel in order to be passed. Mr. Martin stated that after approval at the Historic Preservation Commission it would go on to PZA for approval. Jeff Jarvis thought that it would go on to RPC next and then on to PZA. Ms. Michelle Sadler agreed that it would go from HPC to RPC to PZA to County Board. Mr. Johnston asked if it would also go to the State Attorneys Office and Mr. Martin agreed that it would. Ms. Michelle Sadler thought that it would go to SAO after RPC and prior to PZA. Chairman Dunbar asked if anyone had any concerns regarding the ordinance language and there were none. Chairman Dunbar also asked Mr. Martin if the commission had to have the ordinance in place and if that was a critical step, Mr. Martin agreed that in order to become a Certified Local Government (CLG) the County would need to have an ordinance passed. Mr. Johnston also asked for the definition of a CLG, Mr. Martin mentioned that Catherine O'Connor would best be able to elaborate on that when she arrived. Mr. Johnston mad a motion to approve the ordinance as read and it was seconded by Dr. Jim Paul, motion carried.

## **WORK PROGRAM:**

**Vacant Commission Seat-** Chairman Dunbar explained the number of seats available on the commission (9) and that there are eight filled. Four of the seats must be filled with an Attorney, historian or architectural historian, an architect or engineer and a real estate professional. Chairman Dunbar noted that the four specific seats were filled and that Ms. Mardene Hinton submitted an application to the County last week. The persons name is Ms. Patricia A. Wagner. Chairman Dunbar thanked Mardene Hinton for obtaining an applicant and went on to say that Ms. Patricia Wagner was very excited about this opportunity. Chairman Dunbar also noted that if there are others interested they can still apply with the county by turning in their application.

**County Survey-** Chairman Dunbar began discussing the Will county surveys at a cost of \$25,000 per Township, Kankakee has 17 Townships. Chairman Dunbar mentioned the 1977 survey that was mailed out prior to the meeting. Discussed what they call a windshield survey where they drive around and survey that way. Noted that money is an issue to update the survey however the 1977 survey was an excellent starting point. Mr. Andrew Purcell mentioned that there may be a way to update the survey without the cost that Will County spent by possibly breaking the Townships down smaller or dividing the County into quarters as opposed to Townships. Mr. Purcell asked how Kankakee County compared to Will County as far as size etc. Dr. Jim Paul mentioned approaching the other historical societies and asking them to provide information of items that should be included in the survey. Mr. Andrew Purcell mentioned possibly writing a letter to the municipalities within the County to first of all see if they have a Historic Preservation and second could possibly be a good source of information, if nothing else just to get the word out to the people that the County now has a Historic Preservation Commission.

**County Survey (Cont.)** - Chairman Dunbar mentioned focusing on the unincorporated areas first. Mr. Andrew Purcell noted that the Township Governments may be a good source since road commissioners have traveled those roads many times. Chairman Dunbar mentioned that we must take advantage of other surveys first by using Township Government and Municipalities. Chairman Dunbar said she would draft a letter to put on County letterhead to request any survey information available and send to Municipalities and Townships. A motion was made to support sending a letter to the Municipalities and Townships by Mr. Terry Johnston and was seconded by Mr. Daron Kinzinger, motion carries.

Ms. Mardene Hinton requested a map of the Townships within Kankakee County. Mr. Martin agreed to provide such a map. Chairman Dunbar requested that Mr. Delbert Skimerhorn give the Commission a presentation of what GIS mapping can do and its possibilities. Mr. Martin agreed to see if that would be possible with Mr. Skimerhorn.

**2008 work program-** Chairman Dunbar noted that we have many ideas to weigh out and that this will be an ongoing process.

**GUEST SPEAKER – CATHERINE O’CONNOR; ILLINOIS HISTORIC PRESERVATION AGENCY:**

Catherine O’Connor began her presentation and Mr. Terry Johnston asked what a CLG was. Ms. O’Connor replied that a CLG is a National Park Service program that operates in all 50 states therefore it is a national program. The Illinois State Historic Preservation agency helps to support the National Park Service CLG program, however it is a National program. Local governments strive to achieve CLG status with the National Park Service in order to qualify for CLG benefits. The benefits to local governments from participating in the CLG program are numerous. While CLG grants generally represent a relatively small amount of funds, they have often been used as seed money to attract funding from local government or other sources. Also, in many cases, the products generated by CLG grants have provided credibility to a fledgling local historic preservation program. Beyond being just a source of funds, the CLG program has helped institutionalize historic preservation and give it legitimacy as a function of local government. The CLG program has also led to increased cooperation between local preservationists and the State Historic Preservation Office and resulted in a strengthened statewide preservation network. Ms. O’Connor also mentioned that organizations such as National Trust for Historic Preservation and the Landmarks Illinois foundations both have money available and like to give it to communities that have a good Historic Preservation Commission and a good sound ordinance.

**Questions** -Mr. Andy Purcell as asked about he 70-30 % match for CLG grants. Ms. O’Connor stated that the agreement would be between the CLG government (the County) and her agency (Illinois Historic Preservation Agency). For example if the County were to submit an application which are typically due in November, the agency would contact us in January or February and say your application project cost of \$35,000 would need to be budgeted at 100% for the survey then the agency would reimburse 70% (\$24,500)as we would hit different benchmarks. The County would need to match the total project cost 30% (\$10,500). Chairman Dunbar asked if there were any guidelines for the funding source of the 30% County match. Ms. O’Connor replied that there are not other than matching funds cannot be funded with federal funds.

**Questions (cont.)** - Ms. O'Connor mentioned that for small communities without their own ordinance that it is critical that the County approve one so that small municipalities within the County could adopt the County ordinance simply by signing an intergovernmental agreement with the County. Ms. O'Connor also mentioned "The Commissioner" which is a quarterly news letter that is published by the Illinois Association of Historic Preservation Commission. The cost to join is \$50.00 per year. There are also three educational DVD's that were developed by the Illinois State Historic Preservation Agency that are for sale. Disk #1 – Residential Style Architecture. Disk#2 – Windows, preservation treatments. Disk #3 – The Secretary of the Interiors Standards for Rehabilitation, Interpretation and Application. Mr. Martin also passed out a CD copy of the Will County presentation that Amy Munro presented at our last meeting. A motion was made by Mr. John Adams to request \$50.00 from the Board in order to join "The Commissioner" (an Illinois Association of Historic Preservation Commission) membership. It was seconded by Mr. Andrew Purcell, motion carries. Chairman Dunbar suggested that the Kankakee Historic Preservation Commission watch the three informational DVD's over the next three meetings.

**New Business / Old Business:**

Mr, Andrew Purcell mentioned the Barn Quilts of Kankakee County Project, Honoring our rural heritage. Barn Quilt meeting minutes of February 18, 2008 were passed out for informational purposes.

**NEXT MEETING DATE:**

April 7<sup>th</sup> 2008 @ 3:30 P.M.

**ADJOURNMENT**

Mr. Johnston moved to adjourn and Ms. Hinton Seconded, motion carries. Chairman Dunbar adjourned the meeting at 5:05 P.M.