1. CALL TO ORDER
2. ROLL CALL - ESTABLISHMENT OF A QUORUM
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
   1. Historic Preservation Commission - Regular Meeting - Sep 4, 2019 7:00 PM
5. PUBLIC COMMENTS
6. CHAIR'S REPORT
7. STAFF'S REPORT
8. OLD BUSINESS
   A. Appropriations
   B. App Development (no update)
9. NEW BUSINESS
   1. Annual Meeting Agenda
10. COMMISSIONER DISCUSSION
   A. Kiefner Debrief on Donovan Rypkema Presentation
11. ANNOUNCEMENTS
12. ADJOURNMENT
NEXT MEETING DECEMBER 4, 2019

*For information about this agenda or if any ADA assistance is needed, please contact staff at the Will County Land Use Department at (815) 774-7902.
1.) Commissioner Reappointments/Appointments
   a. Dan Seggebruch
   b. Judy Panozzo
   c. John Kiefner

2.) Bylaws Review - last updated February 6, 2018 (see attached)

3.) Ordinance Updates - a copy of the Ordinance is available at the link below
   <http://library.amlegal.com/nxt/gateway.dll/Illinois/willcounty_il/titlexvlandusage/chapter166historicpreservation?f=templates$fn=default.htm$3.0$vid=amlegal:willcounty_il$anc=JD_Chapter166>

4.) Set 2020 Meeting Dates
   a. January 8, 2020 (this is the second Wednesday due to January 1 holiday)
   b. February 5, 2020
   c. March 4, 2020
   d. April 1, 2020
   e. May 6, 2020
   f. June 3, 2020
   g. July 1, 2020
   h. August 5, 2020
   i. September 2, 2020
   j. October 7, 2020
   k. November 4, 2020
   l. December 2, 2020

5.) Fiscal Year End/SHPO Annual Report Review (to be distributed)
COMMISSION BYLAWS

These bylaws govern the function and operation of the Will County Historic Preservation Commission.

ARTICLE I - NAME

Section 1. Name. The name of the organization is the Will County Historic Preservation Commission, hereinafter referred to as the “Commission”.

ARTICLE II – PURPOSE AND DUTIES

Section 1. Purpose. The general purpose of these bylaws is to establish the organizational structure and rules of procedure of the Commission.

The general purpose of the Commission is described in AN ACT empowering Counties to establish and appoint Historic Preservation Commissions, 55 ILCS 5/5-30001, et seq. and in Will County Historic Preservation Ordinance, Resolution 92-192, and as may be amended from time to time.

Section 2. Principal Duties. The principal duties of the Commission shall be those prescribed by Illinois Statute and County Ordinance. They shall include, but not be limited to the following:

A. Update the Will County Cultural and Historic Preservation Plan (1976) and develop an historic preservation implementation program with Staff support from the Will County Land Use Department;

B. Commission or designated staff shall review and comment upon demolition permits;
C. Review and assist in County landmark nominations and Certificates of Appropriateness, and make recommendations to the County Board;

D. Conduct visitations to potential or nominated landmarks, so as to thoroughly examine the merits of granting landmark status;

E. Provide oversight for designated County landmarks;

F. Provide educational and informational opportunities to the Citizens of Will County; and,

G. Provide for the preservation of cultural resources as per adopted Goals and Objectives.

Section 3. Responsibility. The resolutions and matters decided by the Commission shall be presented to the Will County Board when such action by the Board is necessary to carry out the statutory mandates of the Commission.

ARTICLE III – MEMBERSHIP

Section 1. Members. The Commission shall consist of nine (9) voting members appointed by the County Board from the recommendation by the County Executive. Additional non-voting members may be appointed by the Chairman with Commission approval.

A. The Commission shall include as per State Statute: one architect/engineer, one real estate professional knowledgeable in preservation, one historian and/or architectural historian, and one attorney.

B. Staff provided by the Will County Land Use Department is considered a non-voting member.

C. Each voting member shall serve three-year terms or until a successor has been appointed as provided in the Ordinance. Commissioners’ terms will expire each December 1st.

D. At each November Commission meeting, the member(s) whose term(s) is/are expiring shall make known to the Commission if they have requested re-appointment through the County Executive’s office. The County Executive will then seek County Board approval for re-appointment at the November County Board meeting.

E. Any Commission member may be removed by the County Executive for cause after public hearing.
F. Each Commission member shall be available as appropriate for public comments on historic preservation issues.

G. Each Commission member shall attend at least one educational event per calendar year subject to appropriations.

Section 2. Voting. Each of the voting members shall have one equal vote on all matters presented to the Commission at regular or special meetings. No proxy or absentee votes shall be permitted, but teleconferencing votes that are audible to the public and when a quorum is present may be permitted under special circumstances and upon approval of all of the voting members present approved by the Commission. In the event that a member is absent and is able to teleconference, the chairman shall formally recognize a speaker before they address the Commission.

A majority vote of voting members shall suffice to decide any matter before the Commission except as otherwise designated herein or by County Ordinance.

Voting shall be considered by voice vote. At the Chairman’s discretion, roll call vote shall be taken. Other non-essential or regular business matters may be considered by voice vote, which does not require a recording of aye and nay votes. If requested by a member of the Committee, a roll call vote may be taken at any time.

Section 3. Resignation/Vacancy. Vacancies shall be filled immediately. The Commission may recommend a replacement to serve the remaining term of the vacating Commissioner to the County Executive for County Board approval. Membership shall be effective immediately upon Board approval.

ARTICLE IV – OFFICERS

Section 1. Officers. The officers of the Commission shall consist of a Chairman, Vice-Chairman, and a Secretary.

Section 2. Duties of the Chairman. The Chairman shall preside over all public meetings. In the event that the Chairman is not present, the Vice-Chairman shall preside. If both are absent, the meeting will be presided over by a Commissioner appointed by the Commission Chairman. The Chairman shall also be responsible for establishing subcommittees of the Commission and overseeing the progress of the subcommittees, and serve ex-officio on all subcommittees. The Chairman at the request of Staff shall also appear before the County Board with staff to represent the Commission and at other public meetings as necessary. The Chairman shall be available as a contact for public relations purposes.

Section 3. Duties of Vice-Chairman. The Vice-Chairman shall be prepared to preside over public meetings with little or no advance notification. The Vice-Chairman shall assist the Chairman in other duties as needed such as those specified in Article IV, Section 2.
Section 4. Duties of Secretary. The Secretary shall take and certify all minutes of Commission meetings. If the Secretary is not present, then a replacement will be appointed by the Chairman. The Secretary shall also be responsible for certifying annual reports and other records made by Staff if necessary.

Section 5. Term of Office. Officers subject to election by the Commission, the Vice-Chair and Secretary, shall serve one-year terms. Said Officers shall be elected by voting members at the Commission’s December meeting. The Officers’ terms will commence January 1\textsuperscript{st} and end December 31\textsuperscript{st}.

ARTICLE V – MEETINGS

Section 1. Regular Meetings. The Commission shall hold regular meetings no less than once a month. Regular meetings shall be held at 7:00 p.m. on the first Wednesday of each month at a location to be determined annually, unless otherwise approved by a majority of the voting members of the Commission and publicized in advance. Agendas for each regular meeting (including location and time) shall be made available to the public one (1) week in advance of each meeting. Regular meetings shall be held in compliance with the Open Meetings Act.

Section 2. Annual Meeting. Each November regular meeting shall serve as the Commission’s Annual Meeting. At this meeting, the following items shall be reviewed, discussed, and/or acted upon in addition to the regular order of business (Article V, Section 7):

1.) Commissioner Reappointments/Appointments  
2.) Bylaws Review  
3.) Ordinance Updates  
4.) Set Meeting Dates  
5.) Fiscal Year End/SHPO Annual Report Review

Section 3. Special Meetings. Special meetings of the Commission may be called by the Chair of the Commission or by written request to the Chair by a majority of voting members of the Commission. The Chair shall notify each commission member one (1) week in advance of the time, place, and purpose of the special meeting. Special meetings shall be limited to discussion of and action upon the specifically stated purpose for which the meeting was called.

Section 4. Executive Session. Executive sessions, closed to the public, may be requested for a specific stated purpose by any Commissioner at the onset of any regular meeting for the sole purpose of discussing one or more of the following items: a) pending litigation, b) land acquisition, c) personnel. Request must include whether the Commission shall or shall not reconvene following the executive session.

Section 5. Quorum. A majority of the voting members shall constitute a quorum for the transaction of Commission business. Whenever a quorum is not present at a regular or
special meeting, those present may adjourn the meeting to another day or hold the meeting for informational purpose only of such matters as are on the agenda; however, no binding action shall be taken.

Section 6. Absences. Whenever a member of the Commission fails to attend five (5) regular meetings within a calendar year, it shall be the responsibility of the Secretary to make these absences known to the Commission so that the absentee’s continuation in remaining on the Commission can be determined. The Chairman shall determine the removal of the Commission member. The Commission may vote, by majority of voting members, to recommend to the County Executive the removal or retention of said member. If it is determined to recommend removal of the absentee member, the Commission shall recommend appointment of a new member in accordance with Article III, Section 3 for the remainder of the original member’s term.

Section 7. Order of Business. Unless otherwise determined by the Commission, the order of business for regular and special meetings of the Commission shall be as follows:

1. Call to Order
2. Roll Call – Establishment of a Quorum
3. Approval of the Agenda
4. Approval of the Minutes
5. Public Comments
6. Chair’s Report
7. Staff’s Report
8. Old Business
9. New Business
10. Commissioner Discussion
11. Announcements
12. Adjournment

Unless otherwise determined by the Commission, the order of business for public hearings of the Commission shall be as follows:

(If part of a regular meeting: Motion to adjourn the regular meeting for the purpose of a public hearing. Regular meeting to reconvene following the public hearing or at another stated time as stated in the motion. Public comments shall be limited to a maximum 5 minutes. Total of all speakers, 15 minutes)

1. Call to Order
2. Roll Call Establishment of a Quorum
3. Staff Presentation
4. Petitioner(s) Presentation
5. Public Comments
6. Discussion
   (Motion to Close Public Hearing)
7. Closing of Public Hearing (by Chair)
Section 8. Minutes. The Commission shall keep minutes and voting records of all meetings and public hearings. Such minutes and records shall be open to the public for inspection and maintained at the office of the Will County Land Use Department. Copies of the minutes shall be distributed to all Commission members.

ARTICLE VI – SUBCOMMITTEES

Section 1. Purpose. A subcommittee structure may be established so that more thought and time may be given to Commission matters by delegating review and investigative functions to a portion of its membership and/or other designees. The subcommittees shall not be operating bodies, but rather reviewing and investigative bodies. Subcommittee actions are not instructions to the Commission, but rather shall constitute suggestions or recommendations.

Section 2. Subcommittees. The Commission may establish such standing or less permanent subcommittees as it may deem necessary to effectuate business. The Chair shall appoint all subcommittee members and subcommittee chairs with the advice and consent of the voting members of the Commission. The duties of each subcommittee shall be those duties specified at the time each subcommittee is established and may be modified from time to time by the recommendation of the Chair and approval of the full Commission. Non-voting members may serve on subcommittees, and may coordinate, but may not chair.

Section 3. Chairman as Subcommittee Member. The Chairman shall be ex-officio member of all subcommittees, but shall not vote on subcommittee matters.

Section 4. Actions by Subcommittee. The usual role of the subcommittee is to make recommendations to the full Commission, and draft reports, policies, plans, and other works for Commission approval. The subcommittee may be authorized to take action without further Commission review, if pre-approved by Commission vote or consensus.

Section 5. Standing Committee. The standing committees of the Commission may be created as necessitated by the activities of the Commission.

ARTICLE VII – RULES OF PROCEDURE

Section 1. Any matter not covered by these bylaws shall be determined by the parliamentary procedure detailed in “Robert’s Rules of Order” (most recently revised edition).
ARTICLE VIII – AMENDMENTS

Section 1. Amendment to Bylaws. These bylaws may be amended by a two-thirds (2/3) majority vote of the voting members, only after the proposed change has been read and discussed at a previous Commission meeting.

ARTICLE IX – EFFECTIVE DATE

Section 1. Bylaws Adoption. These bylaws shall be adopted upon an affirmative vote of a majority of the voting membership at a meeting duly called.

Section 2. Bylaws Amendments. Any amendment to the bylaws shall take effect immediately upon its approval by the Commission, unless the terms of the amendment otherwise provide.

The foregoing bylaws are hereby adopted by the membership of the Will County Historic Preservation Commission on this 5th day of December 2018.

Ayes: 5
Nays: 0
Absent: 4

Sandra Vasko
Chairwoman

Date 2/6/2019

ATTEST:

Ann Marie Nagel
Secretary

Date 2/6/2019