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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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August 20, 2018 – 6:30 p.m.

CALL TO ORDER

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

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Approval of Minutes of the August 2, 2018 Special Meeting (Pages 2-52)

CHAIRMAN'S REPORT:

PUBLIC COMMENT:

NEW BUSINESS:

1. Approval of Kristine Heiman as Chairwoman of the Historic Preservation Commission
2. Approval of Jeff Wehrli as Vice Chairman of the Historic Preservation Commission
3. 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's Office (Pages 53-79)
4. Review and Recommendation on Article II The Historic Preservation Commission Section of the Historic Preservation Ordinance (Pages 80-86)

OLD BUSINESS:

1. Discussion of Awards for Historic Preservation (Pages 87-102)
2. Discussion of Social Media Campaign
3. Discussion of Doing a Meeting with Other Historic Preservation Organizations
  - a. Approval of a Rental Agreement Between LaSalle Manor Retreat Center and the Kendall County Historic Preservation Commission Allowing the Kendall County Historic Preservation Commission to Rent Meeting Space at LaSalle Manor for the February 13, 2019 Meeting with Other Historic Preservation Organizations at a Charge of Zero Dollars (\$0.00)
  - b. Discussion of Prospective Speakers (Pages 103-106)
  - c. Discussion of Prospective Invitees (Page 107)

CORRESPONDENCE:

PUBLIC COMMENT:

ADJOURNMENT: Next Meeting-September 17, 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.**

**Special Meeting Minutes of August 2, 2018-Unofficial Until Approved**

**CALL TO ORDER**

Chairwoman Heiman called the meeting to order at 6:31 p.m.

**ROLL CALL**

Present: Elizabeth Flowers, Kristine Heiman, Melissa Maye (arrived at 6:35 p.m.), and Jeff Wehrli

Absent: None

Also present: Matt Asselmeier, Senior Planner

In the Audience: David Guritz

**APPROVAL OF MINUTES**

Ms. Flowers made a motion, seconded by Mr. Wehrli, to approve the minutes from the June 18, 2018, meeting. With a voice vote of three (3) ayes, the motion carried.

Mr. Wehrli made a motion, seconded by Ms. Flowers, to approve the minutes from the July 23, 2018, meeting. With a voice vote of three (3) ayes, the motion carried.

**CHAIRMAN'S REPORT**

Without objection, Chairwoman Heiman amended the agenda to move the Millbrook Bridge agenda item to before New Business.

**PUBLIC COMMENT**

None

Ms. Maye arrived at this time (6:35 p.m.)

**OLD BUSINESS**

**Millbrook Bridge Update-Commission Could Vote to Submit Comments Regarding the Project**

David Guritz, Kendall County Forest Preserve District, provided an update on the Millbrook Bridge situation. Due to financial constraints and concerns about damaging the new bridge, the Forest Preserve District does not have the ability to open the historic bridge for public use. The Village of Millbrook does not possess the financial resources to preserve the bridge. The Village of Millbrook has not officially changed their previous position on the Millbrook Bridge. The Forest Preserve District met with Millbrook officials and the Forest Preserve District explored the BUILD Grant program. The studies were not in place and the Millbrook Bridge was not part of a vehicular plan.

The consensus of the Commission was that work to preserve the bridge has occurred for years and time has run out because of safety concerns. The funds are not available to rehabilitate the bridge for public use.

The Commission prepared a letter outlining their position on the preservation of the Millbrook Bridge. Ms. Flowers made a motion, seconded by Mr. Wehrli, to approve a letter to the Corps of Engineers, County Board, and Forest Preserve District. With a voice vote of all ayes, the motion carried unanimously.

## **NEW BUSINESS**

### **Nomination of Officers**

Ms. Flowers, seconded by Ms. Maye, moved to nominate Ms. Heiman to the position of Chairwoman.

Ms. Heiman, seconded by Ms. Maye, moved to nominate Mr. Wehrli to the position of Vice Chairman.

No additional nominations were presented.

The vote for officers will occur at the August meeting.

### **Discussion of Awards for Historical Preservation**

Discussion occurred regarding recognizing the importance of maintaining properties. The suggestion was made to recognize the guy in the Yorkville that superimposes current pictures over older pictures of structures. Discussion occurred regarding categories, including recognizing people. Commissioners will think about criteria and bring suggestions to the August meeting, including historic preservation research projects by residents, students, and libraries.

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

Mr. Asselmeier stated that County Administrator Koeppel was opposed to the Commission establishing a social media presence because of the regulations surrounding government to keep records and the concerns about Open Meetings Act requirement. The County does not have the staff to constantly monitor a social media page. Also, information on the page cannot be deleted. If a Commissioner wanted to run the page as a private individual, the County would not object. This information applies to social media only; the Commission could still undertake a traditional media campaign. This matter will be discussed at the August meeting.

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

The suggestion was made to have an event at the LaSalle Manor on February 13<sup>th</sup>. Mr. Asselmeier suggested reaching out to neighboring counties to see how their historic preservation commissions interact with the municipalities and historic preservation groups within their county.

## **OLD BUSINESS**

### **Review and Recommendation on Article I Purpose, Definitions, and General Provisions Definition Section of Historic Preservation Ordinance**

Commissioners had no changes to this article.

Commissioners will review Article II at the next meeting.

## **CORRESPONDENCE**

Discussion occurred regarding the new state Historic Tax Credit. Very few properties in Kendall County are currently eligible.

## **PUBLIC COMMENT**

None

## **ADJOURNMENT**

Ms. Flowers made a motion, seconded by Ms. Maye, to adjourn. With a voice vote of four (4) ayes, the motion carried. The Historic Preservation Commission adjourned at 7:47 p.m.

Respectfully Submitted,  
Matthew H. Asselmeier, AICP

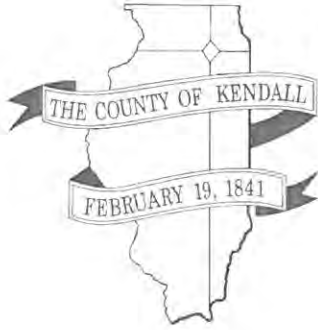
Senior Planner

Encs.



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**KENDALL COUNTY HISTORIC PRESERVATION COMMISSION**

111 West Fox Street • Room 204

Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

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August 3, 2018

Brant Vollman  
Department of the Army  
Corps of Engineers, Rock Island District  
P.O. Box 2004 Clock Tower Building  
Rock Island, IL 61204-2004

Dear Brant Vollman:

The Kendall County Historic Preservation Commission would like to thank the U.S. Army Corps of Engineers for allowing the Commission additional time to review the materials related to the Millbrook Bridge over the Fox River in Millbrook, Illinois.

The Kendall County Historic Preservation Commission recognizes the historic significance of the Millbrook Bridge. The Kendall County Historic Preservation Commission has tried for several years to obtain community support and find commonality of purpose for preserving the Millbrook Bridge. Saving the Millbrook Bridge has been investigated over a long period of time.

In lieu of funding for the preservation and continued maintenance of the Millbrook Bridge, unfortunately, due to the lack of funding, timing, and concerns for public safety, the Kendall County Historic Preservation Commission reluctantly and regretfully recognizes that it is in the best interest of the community that the Kendall County Forest Preserve District take the necessary steps to protect the safety of the community as it relates to the Millbrook Bridge.

Please direct any questions you have regarding this letter to Matt Asselmeier, Senior Planner, by mail to Kendall County Planning, Building and Zoning Department, 111 W. Fox Street, Yorkville, IL 60560, by telephone to 630-553-4139, or by email at [masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us).

Sincerely,

A handwritten signature in cursive script that reads "Kristine Heiman".

Kristine Heiman, Chairwoman  
Kendall County Historic Preservation Commission

CC: David Guritz, Director, Kendall County Forest Preserve District  
Scott R. Gryder, Chairman, Kendall County Board

[Home \(/dnrhistoric/Pages/default.aspx\)](#)   [Preserve History \(/dnrhistoric/Preserve/Pages/default.aspx\)](#)   [Historic Places \(/dnrhistoric/Preserve/Places/Pages/default.aspx\)](#)

## HIBS/HIER Program

The Historic Illinois Building Survey/Historic Illinois Engineering Record (HIBS/HIER) program (formerly the Illinois HABS/HAER), like its federal counterpart, is intended to document historic buildings and structures with measured drawings, photographs, and written descriptions.

Founded in 1995, the program sets the standards for the documentation of historic properties subject to provisions of state and federal legislative acts. These acts allow documentation of certain historic properties that are to be demolished or substantially altered as a result of projects involving state or federal funds, permits, licenses, or approvals. Though documentation of historic properties is most often prepared to conform to the Review & Compliance process, individuals and organizations may add appropriate materials to the HIBS/HIER collection on their own initiative. To be included in the collection, buildings, sites, structures, or objects must be listed in or eligible for the National Register of Historic Places.

A hallmark of HIBS/HIER is its emphasis on a comprehensive historic context for each structure. Although the level of documentation varies based on the nature and significance of the property, the following are general requirements: measured drawings or sketched floor plans; photographs (present view, and possibly historic views); history of the site; and architectural/site description. All materials are subject to the approval of the HIBS/HIER coordinator.

More than 200 structures—including commercial buildings, houses, and bridges—have been recorded. The HIBS/HIER collection is housed in the Abraham Lincoln Presidential Library in Springfield. Those wishing to use the HIBS/HIER collection should contact the Library's microfilm section at 217-785-7941.

[Click here for the HIBS/HIER collection list \(/dnrhistoric/Preserve/SiteAssets/Pages/Resource-Protection/HIBS-HIER%20List.pdf\)](#)

### **Note to Consultants and Governmental Agency Liaisons:**

As a result of the IHPA objective to refine and upgrade administered programs, the materials contained on this site represent the current policies, standards, guidelines, and general technical requirements concerning this program. Please discard any previous HIBS/HIER (or IL HABS/HAER) program information.

The HIBE/HIER program policies and requirements differ somewhat from the federal HABS/HAER program. These policies and requirements have been implemented to ensure the development of consistent, quality documentation for public use and the proper archival management of submitted documentation. Many tasks carried out by federal reviewers and managers are now the responsibility of consultants and sub-consultants developing HIBS/HIER documentation.

The effective date for these policies, standards, guidelines, and technical requirements is January 21, 1999. Any HIBS/HIER projects initiated or new project submittals received after this date will be reviewed in accordance with the accompanying administrative information contained in the following documents.

- Administrative Policies (</dnrhistoric/Preserve/Places/Documents/HHpolicies.pdf>)
- Standards (</dnrhistoric/Preserve/Places/Documents/HHstds.PDF>)
- Program/Technical Commentary  
(</dnrhistoric/Preserve/Places/Documents/HHTechComm.pdf>)
- Written Outline Format (</dnrhistoric/Preserve/Places/Documents/HHoutlineformat.pdf>)
- Archival Material Suppliers (</dnrhistoric/Preserve/Places/Documents/HHsuppliers.pdf>)

[PRESERVE HISTORY \(/DNRHISTORIC/PRESERVE/PAGES/DEFAULT.ASPX\)](/DNRHISTORIC/PRESERVE/PAGES/DEFAULT.ASPX)

[Archaeology \(/dnrhistoric/Preserve/Pages/Archaeology.aspx\)](/dnrhistoric/Preserve/Pages/Archaeology.aspx)

[Architectural Services \(/dnrhistoric/Preserve/Pages/Architectural.aspx\)](/dnrhistoric/Preserve/Pages/Architectural.aspx)

[Cemetery Preservation \(/dnrhistoric/Preserve/Cemetery/Pages/default.aspx\)](/dnrhistoric/Preserve/Cemetery/Pages/default.aspx)

[Certified Local Governments \(/dnrhistoric/Preserve/Pages/community.aspx\)](/dnrhistoric/Preserve/Pages/community.aspx)

[Contact Staff \(/dnrhistoric/Preserve/Pages/Contact-Staff.aspx\)](/dnrhistoric/Preserve/Pages/Contact-Staff.aspx)

[Federal/State Project Review \(/dnrhistoric/Preserve/Pages/Resource-Protection.aspx\)](/dnrhistoric/Preserve/Pages/Resource-Protection.aspx)

[Financial Incentives \(/dnrhistoric/Preserve/Pages/Funding.aspx\)](/dnrhistoric/Preserve/Pages/Funding.aspx)

[HARGIS \(/dnrhistoric/Preserve/Pages/HARGIS.aspx\)](/dnrhistoric/Preserve/Pages/HARGIS.aspx)

[National Register of Historic Places \(/dnrhistoric/Preserve/Pages/Places.aspx\)](/dnrhistoric/Preserve/Pages/Places.aspx)

[Preservation Laws \(/dnrhistoric/About/Pages/Laws.aspx\)](/dnrhistoric/About/Pages/Laws.aspx)

[Preservation Resources \(/dnrhistoric/Preserve/Pages/Links-FAQ.aspx\)](/dnrhistoric/Preserve/Pages/Links-FAQ.aspx)

**State Historic Preservation Office (/dnrhistoric/Preserve/Pages/default.aspx)**

## Quick Links

- [Contact Us \(/dnrhistoric/Pages/ContacUs.aspx\)](/dnrhistoric/Pages/ContacUs.aspx)
- [Donate to the Historic Sites](https://www.epayillinois.com/Home/ShowSiteLandingPage/37375)  
(<https://www.epayillinois.com/Home/ShowSiteLandingPage/37375>)

## Stay Connected

<http://www.youtube.com/user/HistoricSitesIHPA><http://www.twitter.com/Ilhistory><http://www.facebook.com/IllinoisHistory><http://alplm.tumblr.com/>

## Contact Information

**State Historic Preservation Office (Preservation Services)**

IDNR-One Natural Resources Way  
Springfield, IL 62702-1271  
(217) 782-4836

**Historic Sites**

DNR-One Natural Resources Way  
Springfield, IL. 62702-1271  
(217) 782-6302

**CUTTING THE RED TAPE** </sites/RegulatoryReform>

(<http://www.illinois.gov/>)

- ① [Web Accessibility \(http://www.dhs.state.il.us/page.aspx?item=32765\)](http://www.dhs.state.il.us/page.aspx?item=32765)
- ☎ [State Phone Directory \(https://cmsapps.illinois.gov/TeleDirectory\)](https://cmsapps.illinois.gov/TeleDirectory)
- 📋 [State Agencies \(/agencies\)](/agencies) 👤 [Illinois Privacy Info \(/Pages/About/Privacy.aspx\)](/Pages/About/Privacy.aspx)

[Bruce Rauner, Governor \(https://www.illinois.gov/gov\)](https://www.illinois.gov/gov)

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**Illinois Historic  
Preservation Agency**

1 Old State Capitol Plaza • Springfield, Illinois 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

**ILLINOIS HISTORIC PRESERVATION AGENCY (IHPA)  
ILLINOIS  
HISTORIC AMERICAN BUILDINGS SURVEY/  
HISTORIC AMERICAN ENGINEERING RECORD (IL HABS/HAER)  
PROGRAM ADMINISTRATIVE POLICIES**

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1. The IL HABS/HAER Coordinator, who is assigned to Preservation Services Division, administers the IHPA IL HABS/HAER Program.
2. IL HABS/HAER Documentation can be generated as result of state and federal statutory compliance requirements, local government/commission mandates or through voluntary contribution.
3. IL HABS/HAER Documentation requirements are established through the IHPA IL HABS/HAER Standards and Guidelines. General IL HABS/HAER technical assistance is contained in the IHPA IL HABS/HAER Program/Technical Commentary.
4. All IL HABS/HAER Documentation accepted for inclusion in the IL HABS/HAER Collection must meet the IL HABS/HAER Standards and Guidelines, IL HABS/HAER technical requirements and specific scopes of work as established by the IL HABS/HAER Program Coordinator.
5. No movement, demolition, alteration or other form of modification will be authorized on properties that are part of historic preservation statute mitigation until 100% IL HABS/HAER documentation is received, reviewed and accepted in writing by the IL HABS/HAER Program Coordinator.
6. A listing of IL HABS/HAER consultants/contractors will be maintained and updated as needed by IHPA for public use. The consultants/contractors carried on this list represent firms/organizations/individuals who have successfully completed at least one IL HABS/HAER



## IL HABS/HAER PROGRAM POLICIES (CONTINUED)

Documentation project and have expressed a desire to be considered for IL HABS/HAER work. This list is not to be considered an endorsement by IHPA. Consultants/ Contractors can be deleted from this list at their own request or through IHPA initiative due to consultant/ contractor failure to meet IL HABS/HAER Standards and Guidelines or IHPA generated scopes of work.

7. Specific IL HABS/HAER Documentation Scopes of Work are not formally established until the subject scopes are issued in writing by the IHPA and acknowledged in writing by lead agencies participating in regulatory project mitigation or entities generating IL HABS/HAER Documentation through self-initiative. It is strongly recommended that IL HABS/HAER consultants/ contractors not bid on IL HABS/HAER Documentation projects until IHPA and the concerned parties agree scopes of work in writing.
8. IL HABS/HAER consultants/contractors shall consult with the IHPA IL HABS/HAER Coordinator prior to commencing work in order to confirm the scope of work and specific historic contextual development requirements for each project.
9. IL HABS/HAER consultants/contractors, or their clients, will submit to IHPA a 95%, non-archival IL HABS/HAER submittal for review and comment prior to producing and submitting 100% IL HABS/HAER documentation for review and acceptance.
10. The IL HABS/HAER Program requires submittal of one archival set of 100% IL HABS/HAER documentation, one microfiche copy of the 100% documentation and color slides of the subject property.

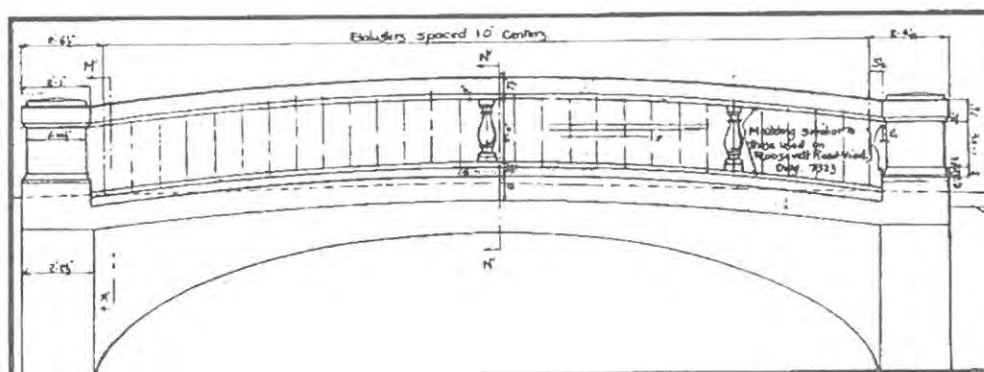
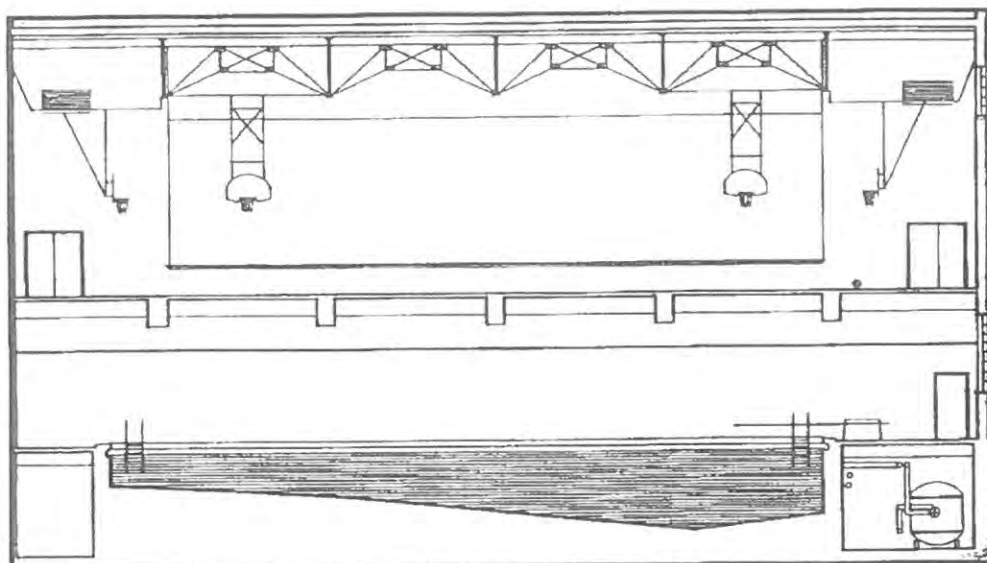


#### IL HABS/HAER PROGRAM POLICIES (CONTINUED)

11. IHPA review and comment period for IL HABS/HAER Documentation is generally thirty (30) working days. The review and comment period begins upon reception of complete IL HABS/HAER Documentation at IHPA offices.
12. IL HABS/HAER Collection is curated and managed by the Illinois State Historical Library (ISHL). Microfiched IL HABS/HAER documentation is available for public use. The 100%, archival set of IL HABS/HAER documentation is available for use, provided the IL HABS/HAER Coordinator or the ISHL Chief of Acquisitions authorizes such use.

Effective Date: 21 January 1999

THE ILLINOIS HISTORIC PRESERVATION AGENCY'S  
STANDARDS AND GUIDELINES FOR  
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION:  
IL HABS/HAER STANDARDS



Illinois Historic American Buildings Survey/  
Historic American Engineering Record  
Preservation Services Division  
Illinois Historic Preservation Agency  
Springfield, Illinois 62701

January 1999

Illinois Historic Preservation Agency

Director

Susan Mogerman

Preservation Services Division

State Historic Preservation Officer  
Deputy SHPO  
IL HABS/HAER Program Coordinator

William L. Wheeler  
Anne E. Haaker  
Stephen A. Thompson

Illinois State Historical Library

Director  
Chief of Acquisitions  
Microfilm Librarian

Kathryn Harris  
Gary Stockton  
Cheryl Pence

Preservation Services, a division of the Illinois Historic Preservation Agency, administers the state cultural resources program and is responsible for the Illinois Historic American Buildings Survey/Historic American Engineering Record (IL HABS/HAER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. IL HABS/HAER Documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Illinois State Historical Library Archives is the repository for these documents.

## PREFACE

This document outlines the Illinois Historic Preservation Agency's Preservation Services Division's Standards for Historical, Architectural and Engineering Documentation -- commonly known as the IL HABS/HAER Standards.

These performance standards define the criteria for IL HABS/HAER projects acceptable for accession in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives.

Acceptable IL HABS/HAER documentation often includes:

- \* Measured Drawings
- \* Large-Format Photographs
- \* Detailed Historical Context Development and Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted.

These standards will be used:

- \* In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- \* In preparation of voluntary documentation to be submitted for inclusion in IL HABS/HAER Collection.

William L. Wheeler  
State Historic Preservation Officer  
Illinois Historic Preservation Agency

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN  
ENGINEERING RECORD (IL HABS/HAER) PROGRAM STANDARDS  
for  
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

The IL HABS/HAER Standards address the development of documentation for historic buildings, sites, structures, and objects. IL HABS/HAER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. IL HABS/HAER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

The IL HABS/HAER Standards are intended for use in developing documentation to be included in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives. The Illinois Historic Preservation Agency has defined specific requirements for meeting these standards.

STANDARD 1: Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure, or Object.

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

STANDARD 2: Documentation Shall be Prepared Accurately from Reliable Sources with Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

STANDARD 3: Documentation Shall be Prepared on and Submitted in Materials that are Readily Reproducible, Durable, and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

STANDARD 4: Documentation Will be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN  
ENGINEERING RECORD (IL HABS/HAER) GUIDELINES  
for  
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

Introduction

The IL HABS/HAER Guidelines link the IL HABS/HAER Standards for Historical, Architectural and Engineering Documentation with more specific guidance and technical information. They describe the general approach for meeting the Standards for Historical, Architectural and Engineering Documentation. Agencies, organizations, and individuals proposing to undertake the production of IL HABS/HAER Documentation in a different manner will need to review and gain approval of their strategy with the IHPA IL HABS/HAER Coordinator prior to the execution of a contract for or the initiation of production of IL HABS/HAER Documentation.

The Guidelines are organized as follows:

- \* Definitions
- \* Goal of Documentation
- \* The IL HABS/HAER Collections
- \* Standard 1: Content
- \* Standard 2: Quality
- \* Standard 3: Materials
- \* Standard 4: Presentation

Definitions

The following definitions are used in conjunction with these guidelines:

Documentation -- Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.

Field Photography -- photography other than large-format negatives, intended for the purpose of producing documentation, usually 35mm.

Field Records -- notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.

Large-Format Photographs -- photographs made from 4x5" negatives. Appropriate techniques are to be implemented to correct perspective distortion.

Measured Drawings -- drawings produced on IL HABS/HAER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.

Photocopy - a photograph, with large-format negative, of a photograph or drawing.

Select Existing Drawings - drawings of original construction or later alterations that portray or depict the subject's historic value or significance.

Sketch Plan - a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

#### Goal of Documentation

The IL HABS/IL HAER Program is the historical, architectural and engineering documentation program of the Illinois Historic Preservation Agency that promotes the incorporation of accurate graphic and written documentation into the IL HABS/HAER Collection located in the Illinois State Historical Library Archives. The goal of the IL HABS/HAER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history.

IL HABS/HAER Documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. IL HABS/HAER Documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, IL HABS/HAER Documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. IL HABS/HAER Documentation provides future researchers access to valuable information that would otherwise be lost.

IL HABS/HAER Documentation is developed as a result of two separate catalysts. First, the Illinois Historic Preservation Agency, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq) and Section 106 of the



National Historic Preservation Act of 1966, as amended, requires recordation of historic properties to be demolished or substantially altered as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to IL HABS/HAER Standards and donate that documentation to the IL HABS/HAER Collection. Required Documentation Levels will vary.

IL HABS/HAER Standards describe the fundamental principles of the development of IL HABS/HAER Documentation. The IL HABS/HAER Guidelines listed under each of the following IL HABS/HAER Standards provides basic information about developing documentation for the IL HABS/HAER Collection. The IL HABS/HAER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of IL HABS/HAER Documentation is included in a separate document entitled IL HABS/HAER Program/Technical Commentary.

Documentation prepared for the purpose of inclusion in the IL HABS/HAER Collection must meet the requirements listed below. The IHPA IL HABS/HAER Coordinator retains the right to refuse documentation for inclusion in the IL HABS/HAER Collection when that documentation does not meet IL HABS/HAER requirements specified in this document.

Standard 1: Content - IL HABS/HAER Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.

#### Guidelines

Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the IL HABS/HAER collections.

1. Documentation Level I
  - a. Drawings: a full set of measured drawings depicting existing or historic conditions.
  - b. Photographs
    - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
    - (2) photocopies with large format (4x5") negatives of select existing drawings, site plans or historic views
  - c. Written Data
    - (1) contextual history(ies)
    - (2) architectural/site description

2. Documentation Level II
  - a. Drawings: original drawings photographically reproduced on archivally stable IL HABS/HAER mylar.
  - b. Photographs
    - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
    - (2) historic views
  - c. Written Data
    - (1) contextual history(ies)
    - (2) architectural/site description
3. Documentation Level III
  - a. Drawings: sketched floor plan
  - b. Photographs
    - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
  - c. Written Data
    - (1) contextual history(ies)
    - (2) architectural/site description

The IL HABS/HAER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the IL HABS/HAER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

Standard 2: Quality - IL HABS/HAER Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

#### Guidelines

For all levels of documentation, the following quality requirements shall be met:

##### 1. Measured Drawings

Measured drawing shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I

measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

## 2. Large-Format Photographs

Large-format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective-corrected and fully captioned.

## 3. Written Contextual History(ies) and Physical Descriptions

Written contextual history(ies) and physical descriptions for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted or endnoted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the IL HABS/HAER Collection is dependent upon high quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of IL HABS/HAER documentation is critical to the IL HABS/HAER Collection.

Standard 3: Materials - IL HABS/HAER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.

### Guidelines

For all levels of documentation, the following material requirements shall be met.

#### 1. Measured Drawings

Ink on translucent, archivally stable materials in standard size of 24x36".

## 2. Large-Format Photographs

Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4x5" negatives will accompany prints; print size will be 5x7".

## 3. Written History(ies) and Physical Description

Text contained within the IL HABS/HAER Written Outline Format; submitted on 8.5x11" archival bond paper.

## 4. Field Records

Field notebooks and field photography; photo identification sheet will accompany 35mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5x12" folding file.

## 5. 95% Submittals

95% review documentation can be submitted on non-archival materials.

## 6. 100% Submittals

All 100% IL HABS/HAER documentation accepted by the IL HABS/HAER Program Coordinator must be submitted in the standard, archival formats.

All IL HABS/HAER Documentation is intended for reproduction. Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard, but are maintained as a courtesy to the collection user. The basic durability standard for IL HABS/HAER Documentation is 500 years.

Standard 4: Presentation - IL HABS/HAER documentation shall be clearly and concisely produced.

### Guidelines

For all levels of documentation, the following requirements for presentation will be met.

#### 1. Measured Drawings

Level I measured drawings will be lettered mechanically (i.e. Leroy or similar) or in a hand-printed equivalent

style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.

2. Large-Format Photographs

5x7", black and white, fiber paper prints will be mounted on archival card stock, and labeled in the appropriate manner.

3. Written History(ies) and Physical Description

Data shall be typewritten on 8.5x11" archival, bond paper using the required IL HABS/HAER outline format and follow accepted rules of grammar and notation.

Sources of Technical Information for IL HABS/HAER Documentation

Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.

A Manual of Style. Chicago: University of Chicago Press, 1980.

HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.

HABS Historical Reports. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

HABS Historian's Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.

HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.

IL HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.

Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)

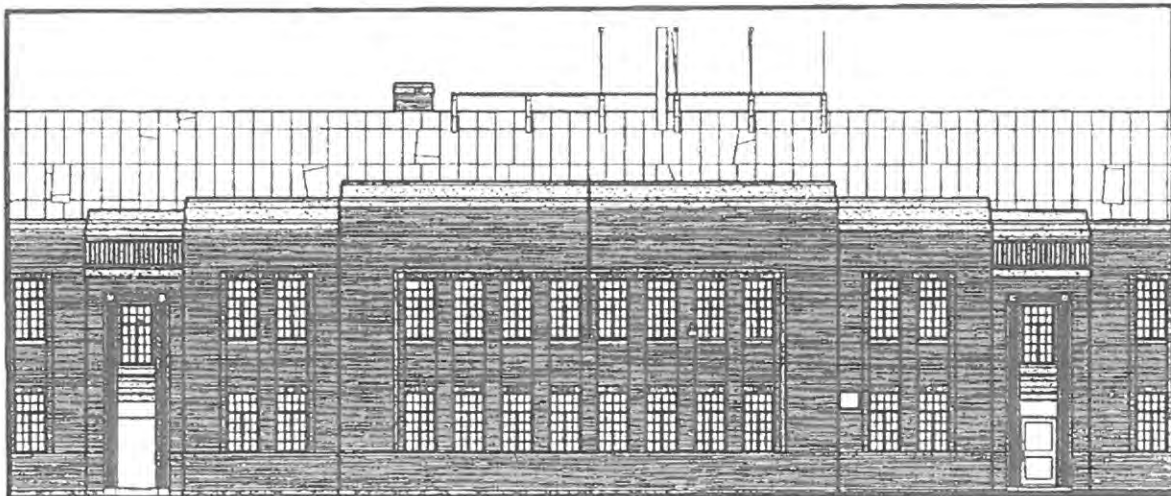
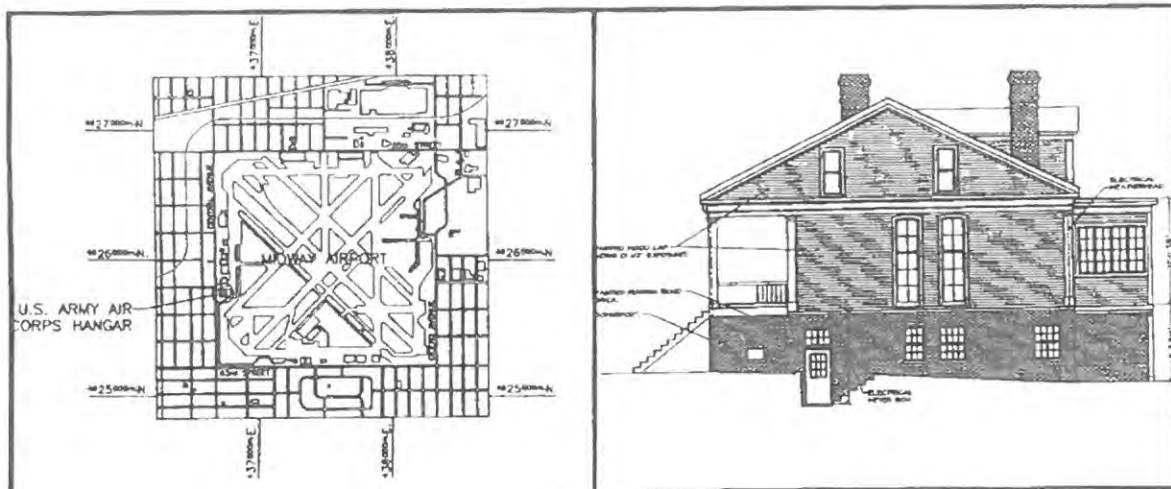
Photographic Specifications for the Historic American Buildings  
Survey and the Historic American Engineering Record. Omaha,  
NE: Great Plains Systems Office, National Park Service, 1996.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.:  
HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 21 January 1999

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/  
HISTORIC AMERICAN ENGINEERING RECORD

IL HABS/HAER Program/Technical Commentary



Illinois Historic Preservation Agency

Springfield, Illinois

January 1999



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## Preface

It is the goal of the Illinois Historic Preservation Agency (IHPA) to administer the IL HABS/HAER recordation process and collection in a manner that guarantees documents of the highest quality and content are produced and made available to the public.

Since the establishment of the IL HABS/HAER program in 1990, those involved in preparing IL HABS/HAER Documentation often inquire as to the degree of documentation required and preparation methods to be employed. IHPA has determined that some administrative details should be clarified.

The following are IHPA's general comments on the methodology of the selection of the appropriate level of documentation required for a historic property, as well as brief discussions of technical issues often overlooked or deleted from IL HABS/HAER Documentation submitted for acceptance.

## METHODOLOGY OF DOCUMENTATION LEVEL SELECTION

The primary reason IL HABS/HAER Documentation is produced is to comply with state and federal historic preservation statutes. IL HABS/HAER Documentation may be required pursuant to the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] or Section 106 of the National Historic Preservation Act of 1966, as amended.

IHPA's Preservation Services Division's Review and Compliance staff, who review and comment on statute required submittals, determine which level of recordation documentation is appropriate for each property. IHPA's documentation level selection varies depending on the significance of a property. The IHPA IL HABS/HAER Program Coordinator will determine the specific scope of work for each IL HABS/HAER project. The scope of work will be stated within the body of the general project Memorandum of Agreement or within other project correspondence. The end result of the documentation process is to provide users of the IL HABS/HAER Collection clear and concise documentation which is easily interpreted.

There are three levels of documentation within the IL HABS/HAER system. Level I or II documentation is often deemed appropriate for buildings/structures that exhibit an example of specific architectural style or element of engineering. Properties associated with noted architects, engineers, other significant persons or properties integrating the use of significant construction materials are also considered for Level I or II documentation. Level III documentation is often adequate for building/structures of lesser significance, or that can easily be interpreted graphically through large-format photography.

The written history and architectural/engineering description is an important, constant element of each level of documentation. IL HABS/HAER graphic documentation is meaningless without sufficient development of the subject property's historical contexts and precise physical description. The length and number of the historical context(s) to be developed for a property is determined by known information and the speculated relationship a property could have within a local, state or national context. Although IHPA strives to define specific context parameters for each recording project, other contextual issues are often discovered during primary and secondary source research and should be addressed. IHPA stresses the need to identify the who, what, when, where, why and how concerning the subject property and within primary and secondary context development.

## TECHNICAL COMMENTS

### Recordation Numbering System

Every IL HABS/HAER project is assigned an IL HABS/HAER number for the records of Preservation Services Division (PSD) and cataloging by the Illinois Historic Library Archive Section. The IL HABS/HAER numbering system contains elements that designate the county location of the property, the year that the documentation project was assigned, and the project number. For example, IL HABS/HAER No. G-1993-4 indicates that it is the fourth documentation project assigned in Gallatin county in calendar year 1993.

An example of the numbering system for a complex or multi-property IL HABS/HAER project in Cook County is as follows:

IL HABS No. CK-1999-1 = Complex or Multi-property Cover Document

IL HABS No. CK-1999-1-A = Building/Structure #1

IL HABS No. CK-1999-1-Z = Building/Structure #26

IL HABS No. CK-1999-1-EE = Building/Structure #31

Photographs for IL HABS/HAER submittals will be assigned decimal point designators and appear as follows:

IL HABS No. CK-1999-1.5 = Fifth Site/Streetscape Photo

IL HABS No. CK-1999-1-A.19 = Nineteenth Photo of Building  
/Structure #1

### Measured Drawings

When Level I measured drawings are stipulated as part of the recordation process, the IL HABS/HAER Program Coordinator will specify drawings that are required. Generally, drawings of buildings will consist of all exterior elevations, sub-level to attic floor plans, and large-scale examples of distinctive architectural elements, such as windows, cornice lines, and decorative stone/woodwork. Drawings of structures such as bridges and industrial sites shall include elevations along with engineering features that define significance.

If original drawings of a property exist, and Level II recordation is stipulated by PSD, it is often necessary to supplement the original drawings with large-scale distinctive feature drawings as determined by PSD. Original drawings for Level II may also need to be retraced due to discrepancies which would prevent the quality standard from being met. The procedure for reproduction of drawings consists of a photographic process using lithographic negatives and subsequent transfer to archivally stable mylar. Level II reproductions must also be sized to fit within the standard IL HABS/HAER title block format mylar sheets.

Level I and II drawings will be required on 24"x36" IL HABS/HAER standard title block formatted mylar sheets. During the initial IL HABS/HAER Program Coordinator/IL HABS/HAER Contractor consultation regarding scope of work requirements, the contractor will be issued, at cost, one mylar sheet for template purposes. It will be the contractor's responsibility to reproduce the required number of IL HABS/HAER formatted mylar sheets, incorporating the appropriate drawing surface.

Each set of Level I and II drawings will have a Title Sheet that includes the name of the building/structure/complex, a state map with the subject county in bold borders, a USGS area location map, a site plan, the subject property's significance statement, a project information statement, and an index of the accompanying drawing sheets.

The following technical requirements must be met:

1. Ink - type intended for use on plastic film, Pelikan-T or equivalent.
2. Scale of Drawings - uniform scale for plans, elevations, and sections within each set of drawings. Recommended scales are 1/8", 3/16", and 1/4" = 12". Details should be drawn at uniform but correspondingly larger scales with a minimum of 1/2" scales for door and window elevations and 1/2" scale for detail sections.
3. Line Weights - varying line weights are to be employed to give the illusion of depth. The range of pen weights should be limited to six or less. A wider range results in a loss of detail when drawings are reduced for reproduction. Recommended pen weight range, .19mm to .56mm.
4. Lettering - plain gothic (the standard Leroy style). Sizes designated in Field Instructions for Measured Drawings.
5. Title Blocks - completed as indicated in Field Instructions for Measured Drawings. For IL HABS/HAER Documentation, IL HABS/HAER numbers will be placed in the survey number block.
6. Graphic Scales - will be drawn on each sheet. English and metric scales are required.
7. Unknowns - it is not necessary to speculate where areas of construction are not known. Inaccessible areas should be labeled as such and left blank.

Field notes used in editing the drawings are included in the documentation submitted to IHPA. Field notebooks offer the most complete and accurate record of the buildings/structures recorded. It is imperative that all sketches and dimensions be legible and accurate. Sketches should be large enough so that the dimensions are not crowded. All field notebook covers and individual pages will be completely and neatly labeled and numbered.

Thirty-five millimeter black-and-white field photographs should be taken by the contractor to aid in the preparation of measured drawings and the written physical description. Field photographs must be labeled and submitted to IHPA, since they are used in the editorial review of drawings and the written description, and are transmitted to the Illinois State Historical Library as a part of the field notebook. A field photo identification sheet must also accompany submitted photos.

Thirty-five millimeter color slides must be submitted for each building or structure that is being recorded. Additional slides addressing building/structure details, the general site, etc. may be requested by IHPA. These slides may be used for educational or promotional lectures.

**Check Prints** - When the first drawings are near completion, prints will be sent to PSD for review and editing. Write any questions directly on the prints. Include photographs of the subject of each drawing. Prints and photographs will be reviewed and returned promptly. The same procedure will be used for other drawings until PSD approves the final drafts.

#### Sketch Plans

Sketch floor plans required as part of the Level III process should be simple, straight forward line drawings no larger than 8.5x11" in size. They can be freehand or hardline on 8.5x11" archival bond paper. They are generally not to scale, although elements should be drawn in correct proportion to one another. Property name, location, IL HABS/HAER number, north arrow, overall dimensions, name of person preparing the sketch, and the date drawn are required. IHPA recommends the submittal of Computer Assisted Drafting (CAD) floor plans for all submittals.

#### Computer Assisted Drafting (CAD)

The substitution of CAD submittals in place of hand produced Level I or II drawings will be acceptable, provided the IL HABS/HAER Consultant presents examples of CAD quality to be incorporated and gains the approval of the IL HABS/HAER Program Coordinator prior to the initiation of work.

Acceptable CAD IL HABS/HAER Documentation must demonstrate accurate depth and dimension through the implementation of variable line weights. Areas examined for accuracy will include the setback of

elevation features, such as roof lines, cornices, windows, porches, additions, truss systems, and the depth of features within cross-sections. Individual details will also be examined for depth and dimensional accuracy.

CAD drawings for title sheets, site plans and floor plans are acceptable for all levels of IL HABS/HAER Documentation. Lettering for CAD submittals must duplicate or be a close approximation of the plain gothic font.



## PHOTOGRAPHIC SPECIFICATIONS

Photographs that are part of IL HABS/HAER documentation must be produced and presented according to the criteria stipulated in Photographic Specifications for HABS/HAER, available from PSD. Basic requirements are as follows:

1. Equipment -- Large-format view camera capable of producing 4x5" negatives; black and white safety film, no film packs.
2. Views required -- The IL HABS/HAER Program Coordinator will consult with the IL HABS/HAER Consultant to determine the specific views to be photographed. It is often required that photocopies of historical views be submitted as part of the photographic documentation. Persons preparing the written documentation are more likely to locate pertinent historic photographs; when different individuals are producing photographic documentation and written reports, they should coordinate their efforts to procure and reproduce selected historic views.
3. Submission -- One original 4x5" black-and-white negative and one good quality, properly formatted, approximately 1/4" border, 5x7" print shall be submitted of each photograph. All prints must be on polyfiber base paper. Resin-coated papers are not archivally stable and will not be accepted.

IL HABS/HAER acceptable 100% photographic submittals must meet the following guidelines:

### 1. Arranging and Indexing Photographs

All mounted photographs are combined with the written data and 8.5x11" graphic documentation in the Photo-Data set. Photographs should be arranged in a logical and consistent manner. The preferred arrangement is as follows:

- a. Exterior Views/Details
- b. Interior Views/Details
- c. Photocopies

Photographs shall be keyed to a site or building plan.

Each view is assigned a sequential number starting with .1 and continuing until all photographs and photocopies have been numbered. An example of the sixth photo of a Coles County project would be CO-1994-1.6. This number is used in print, negative, mount card, and photo index labeling.

## 2. Photographic Index Sheet and Photographic View Key

An 8.5x11" archival bond photographic identification sheet is required and is labeled "Index to Photographs." The photo index sheet identifies the property recorded, all large-format photographic documentation available, the photographer, and lists captions for the photographs.

Photo angles will be keyed to a site or building plan on 8.5x11" archival bond paper and entitled "Photographic View Key". Individual view decimal numbers will be inserted in a photographic angle symbol indicating the position angle the view was taken from.

## 3. Mounting and Labeling Photographs

One 5x7" print mounted on an 8.5x11" archival photo mount card. Photo mount cards are available through archival materials suppliers. The information shown below is typed or printed in pencil in capital letters in the upper right corner when card holes are on the left margin:

IL HABS or HAER No. (V-1993-7)  
SEE INDEX TO PHOTOGRAPHS FOR CAPTIONS

Each photograph is labeled on the back. Use a No. 1 pencil and write on a hard surface so that the emulsion does not crack. In the upper right-hand corner, list the IL HABS/HAER No. with the sequential caption number.

## 5. Negatives and Negative Storage Sleeves

The IL HABS/HAER number for the property must be labeled on each negative. Use a Rapidograph pen with acetate ink and print the number in the margin on the base (shiny) side of the negative. The negative is submitted in an acid-free paper archival sleeve that is labeled with the appropriate IL HABS/HAER number. Type or print in pencil the number in the upper right corner of the negative sleeve.



## WRITTEN HISTORICAL AND DESCRIPTIVE DATA

The IL HABS/HAER historical and architectural/engineering data is compiled as a research source. It is not a definitive study or formal stylistic analysis of the subject property. The completed report is designed to provide IL HABS/HAER Collection users with basic graphic and contextual property information and to reference other sources for additional information.

The written history/architectural description is just one element of the total documentation. There is no need to include lengthy verbal physical descriptions which are better illustrated in required photographs or drawings. Simply refer the user to the appropriate graphic document. Primary features to include in the written report are property characteristics not apparent in the visual documentation, such as historical information, data on alterations and additional materials of construction, structural and mechanical systems, and a thorough annotated bibliography. It is more important to mention the significance of a feature than to merely describe it, such as decorative wood detailing based on a 19th-century pattern book design.

The IL HABS/HAER Outline Format is the applicable format for all IL HABS/HAER written documentation. This format insures program standardization and that data compiled is readily accessible. IL HABS/HAER Outline Format templates will be used as a checklist to insure that all necessary information is included in the submitted data. IL HABS/HAER Outline Format templates are available from the IL HABS/HAER Program Coordinator.

### Guidelines

#### 1. General

Be consistent within the entire project. Once an editorial decision is made, stick to it.

Indicate sources for all information.

Use A Manual of Style or A Manual for Writers of Term Papers, Theses, and Dissertations, both published by the University of Chicago Press, for general editorial practices.

Referenced sources within the body of IL HABS/HAER Documentation text must be properly footnoted or endnoted. Parenthetical notation is not acceptable. Endnotes for IL HABS/HAER Outline Format Introduction and Parts I/II text will follow Part II.

## 2. Assigning Name of Structure

The primary name shall be the historic name and will be listed in capital letters in the identification information section. Secondary names are also listed parenthetically following the historic name. If the historic name cannot be determined, the address is used as the primary name.

It is required that the name on each piece of documentation; drawings, photos, photo mount cards, and written be identical.

## 3. Location

The exact location of the recorded property must be carefully identified and indicated. For metropolitan buildings and structures, this includes number and street, city or town, county, and state. Although the format is constant, urban and rural location information requirements are somewhat different.

The recorded property is required to be located on a 7.5' USGS topographic map section and submitted on 8.5x11" archival bond, unless represented on an accompanying IL HABS/HAER 24x36" mylar Title Sheet. The appropriate USGS quadrangle map name and Universal Transverse Mercator (UTM) coordinates are to be included in the General Information/Identification section of the written document.

## 4. IL HABS/HAER Outline Format

The required outline format for IL HABS/HAER written documentation is divided into six primary sections:

1. Introduction - General Information/Identification
2. Part I - Historical Information
3. Part II - Architectural/Engineering Information
4. Part III - Sources of Information
5. Part IV - Methodology of Research
6. Part V - Project Information Statement

The format will be as indicated in the IL HABS/HAER Outline Format template available from the IL HABS/HAER Program Coordinator:

Historic Information; Historic Context Section, Part I(B) - IHPA will designate historic contexts to be elaborated on, in addition to the general history of the recorded property. When required, these contexts are included to demonstrate property linkage to a larger complex, specific governmental agency, taxing body, architectural/engineering styles/methods, urban/corporate development, etc.

Part I(B) may be produced in the narrative form, provided individual contexts and sub-contexts are indicated by centered headings.

Methodology of Research Section, Part IV - This section is intended to provide users of the written report background on the preparer's research approach and project staffing.

Project Information Statement Section, Part V - The language for this section will be provided by the IHPA Cultural Resource Manager reviewing the statutory submittal or the IL HABS/HAER Program Coordinator. The Project Information Statement verbiage will be duplicated in the appropriate section of the Title Sheet if any 24x36" IL HABS/HAER mylars are required.

## 7. Supplemental Materials

Often while researching a property for recordation purposes, property-related informational and graphic documents are located. This information will be of interest to the end users of the IL HABS/HAER Collection, and copies should be included for reference purposes. The two types of reproductions acceptable as part of the collection are:

Photographic Print with Negative - Important visual materials such as historic views, architectural drawings, and site plans. These must be submitted according to IL HABS/HAER standards and guidelines for photography. A complete bibliographical citation is required for each photocopy.

Clear Photocopy of Primary and Secondary Source Written Material - Copies of relevant written materials such as deeds, inventories and construction specifications can be submitted. Included items must be photocopied on 8.5x11" archival bond and included as appendices to the written report. Full bibliographic citation is required.

Supplemental Materials must be labeled and accompanied by an index sheet identifying the inclusions.

Supplemental materials may also be included in the field materials submitted for deposit. These submittals do not have to meet archival standards, but full bibliographic citations and source locations must be included.

## 100% SUBMITTALS

IL HABS/HAER 100% Documentation must be formatted and submitted as follows:

1. Level I, II or, as required, Modified Level III IL HABS/HAER 24x36" Archival Mylars

Submitted in a 26" crush-proof mailing/storage tube.

2. Level I, II and III 5x7" Photographic Negatives

Contained in properly labeled, archivally stable, paper sleeves and placed in a labeled, archivally stable 4x5" clamshell box.

3. Level I, II and III 8.5x11" \*Cover Sheet\*, Written Text, Maps, Site Plans, Floor Plans, Drawings, Supplemental Materials and Photographic Elements

\*Cover Sheet\* - use an 8.5x11" archival mount card without slits or 8.5x11" archival card stock.

Label as follows:

In the upper left-hand corner type or print with pencil the name of the building/structure and any secondary names, address (or vicinity), city or town, and county, each on a separate line. For example:

Guy Grand House (Magic Christian Headquarters)  
1269 Abbey Road  
Eddyville  
Pope County

Place the IL HABS/HAER for the building/structure in the upper right-hand corner.

In the center of the cover sheet, type or print with pencil in capital letters the kinds of information that are included in the complete set. This includes photographs and written historical and descriptive data.

Presentation - Format is as follows:

1. Cover Sheet
2. IL HABS/HAER Outline Format Text
3. USGS 7.5' Location Map Section
4. Site Plan
5. Floor Plans

6. Drawings
  - A. Elevations
  - B. Details
  - C. Mechanicals
7. Photographic Identification Sheet
8. Photographic View Key
9. Mounted Photographs
10. Supplemental Materials

Packaging - Submitted in a labeled 9x12" archivally stable clamshell box of sufficient depth.

#### ADMINISTRATIVE PROCEDURES AND ASSISTANCE

If IL HABS/HAER recordation is required within a mitigative memorandum of agreement, a section of the recordation stipulation will require the contractor or sub-contractors to consult with the IL HABS/HAER Program Coordinator prior to producing the required documentation. This consultation is required in order to define the specific scope of work for the contracted undertaking. The IL HABS/HAER Program Coordinator will be available throughout the recordation process for clarification of procedures and requirements in order to produce quality 100% documentation.

A 95% draft of drawings, photographs and written documentation will be submitted to the IL HABS/HAER Program Coordinator for approval before they are reproduced to archival materials. All final documentation must meet IL HABS/HAER standards and guidelines for quality, content, materials, and presentation prior to acceptance.

Each IL HABS/HAER project is required to be microfiched upon acceptance by IHPA. The IL HABS/HAER Program Coordinator can assist contractors in fulfilling this requirement by delivering acceptable 100% IL HABS/HAER Documentation to Midwest Microfilm of Springfield for this process. Midwest Microfilm has proven ability in the completion of this process and is competent in the handling of archival materials. Fees of approximately \$25 for this process are billed by Midwest Microfilm directly to the contractor. The IL HABS/HAER Program Coordinator will retrieve the microfiched IL HABS/HAER Documentation and transfer it to the collection repository at the Illinois State Historical Library.

A list of suppliers of IL HABS/HAER archival presentation materials is available from the IL HABS/HAER Program Coordinator upon request.

#### SOURCES OF TECHNICAL INFORMATION

- Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.
- Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.
- A Manual of Style. Chicago: University of Chicago Press, 1980.
- HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.
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- HABS Historian's Procedures Manual. Washington, D.C.: HABS/ HAER, National Park Service, 1983.
- HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.
- IL HABS/HAER Standards and Guidelines. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.
- Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)
- Photographic Specifications for the Historic American Buildings Survey and the Historic American Engineering Record. Omaha, NE: Great Plains Systems Office, National Park Service, 1996.
- Specifications for the Production of Photographs. Washington, D.C.: HABS/HAER, National Park Service, 1984.
- Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 21 January 1999





Illinois Historic  
Preservation Agency

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IL HABS/HAER WRITTEN OUTLINE FORMAT

ILLINOIS HISTORIC AMERICAN BUILDING SURVEY

NAME OF BUILDING (Secondary Name)

Location:

Present Owner:

This heading may be combined to Present Owner and Occupant if they are one and the same. Include address of owner if it is different from address of structure.

Present Use:

Significance:

PART I. HISTORICAL INFORMATION

(Double space between outline headings -- single space text)

(Omit any heading or part of a heading that is not appropriate, and re-number other outline headings as needed.)

A. Physical History

1. Date(s) of construction:
2. Architect:
3. Original and subsequent owners:
4. Builder, contractor, suppliers:
5. Original plans and construction:
6. Alterations and additions:

B. Historical Context:



PART II. ARCHITECTURAL INFORMATION

- A. General Statement:
- B. Description of Exterior:
  - 1. Over-all dimensions:
  - 2. Foundations:
  - 3. Walls:
  - 4. Structural system, framing:
  - 5. Porches, stoops, balconies, bulkheads:
  - 6. Chimneys:
  - 7. Openings:
    - a. Doorways and doors:
    - b. Windows and shutters:
  - 8. Roof:
    - a. Shape, covering:
    - b. Cornice, eaves:
    - c. Dormers, cupolas, towers:
- C. Description of Interior:
  - 1. Floor plans:
    - a. Describe by floors
    - b. Etc.
  - 2. Stairways:
  - 3. Flooring:
  - 4. Wall and ceiling finish:

- 5. Openings:
  - a. Doorways and doors:
  - b. Windows:
- 6. Decorative features and trim:
- 7. Hardware:
- 8. Mechanical equipment:
  - a. Heating, air conditioning, ventilation:
  - b. Lighting:
  - c. Plumbing:
  - d. Etc.
- D. Site:
  - 1. General setting and orientation:
  - 2. Historic landscape design:
  - 3. Outbuildings:

PART III. SOURCES OF INFORMATION

- A. Original Architectural Drawings:
- B. Early Views:
- C. Interviews:
- D. Bibliography:
  - 1. Primary and unpublished sources:
  - 2. Secondary and published sources:
- E. Likely Sources Not Yet Investigated:
- F. Supplemental Material:

PART IV. METHODOLOGY OF RESEARCH

- A. Research Strategy
- B. Actual Research Process
- C. Archives and Repositories Used
- D. Research Staff
  - 1. Primary Preparer: Name, Title, Organization
  - 2. Photographer: Name, Title, Organization
  - 3. Delineator: Name, Title, Organization
  - 4. Additional Staff: Name, Title, Organization

PART V. PROJECT INFORMATION

NOTE: The project information statement will be provided by the IHPA Cultural Resources Manager handling the mitigation proceedings. This statement will cite the state or federal statute the general project is being reviewed under and the applicable Memorandum of Agreement requiring IL HABS recordation.

For IL HABS/HAER projects submitted without statutory involvement, a short statement identifying why the project was undertaken will be appropriate.

The project information statement will be duplicated on the title sheet of IL HABS/HAER Level I and II mylars under the heading of "Project Information Statement".



## Illinois Historic Preservation Agency

1 Old State Capitol Plaza • Springfield, Illinois 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

### IL HABS/HAER ARCHIVAL MATERIAL SUPPLIERS

1. Illinois Historic Preservation Agency  
Attn: Stephen A. Thompson  
IL HABS/HAER Program Coordinator  
Preservation Services Division  
Old State Capitol  
Springfield, Illinois 62701  
217/782-8168  
217/524-7525 (fax)  
sthompso@hpa084r1.state.il.us

IL HABS/HAER 24x36" mylar templates @ \$6.00 per sheet

2. Light Impressions  
439 Monroe Avenue  
Rochester, New York 14603-0940  
1-800-828-6216  
1-800-828-5539

Photo Mount Cards, Crush-proof Tubes and Clamshell Boxes

3. Conservation Resources International, Inc.  
8000-H Forbes Place  
Springfield, Virginia 22151  
1-800-634-6932

Photo Mount Cards, Negative Sleeves and Slide Storage Sleeves

4. University Products, Inc./The Archival Company  
517 Main Street  
P.O. Box 101  
Holyoke, Massachusetts 01040  
1-800-628-1912

Archival/Rapidograph Pens

5. The Hollinger Corporation  
P.O. Box 8360  
Fredricksburg, Virginia 22404-8360  
1-800-634-0491  
hollingercorp@interserf.net

6. Gaylord Brothers  
P.O. Box 4901  
Syracuse, New York 13221-4901  
1-800-488-6160  
1-800-272-3412 (fax)



## Frequently Asked Questions (FAQ) on Senate Bill 3527, regarding State Historic Tax Credits

On May 31, 2018, the Illinois General Assembly passed Senate Bill 3527 by a sweeping majority in both the House of Representatives (101-11-1) and the Senate (51-0). On July 26, 2018, Gov. Bruce Rauner signed the bill at an event in Peoria.

Landmarks Illinois and AIA Illinois were closely involved with the drafting of the legislation, and we are providing the following answers to frequently asked questions about the new Historic Preservation Tax Credit Act, commonly referred to as the State Historic Tax Credit (SHTC). As such, Landmarks Illinois is providing this FAQ document to assist in answering basic questions.

More information will be released by the Illinois State Historic Preservation Office (SHPO) after the program rules have been developed.

### **What is this new program called?**

In the legislation it is entitled the "Historic Preservation Tax Credit Act."

### **What is the Historic Preservation Tax Credit Act?**

The Historic Preservation Tax Credit Act will provide a state income-tax credit equal to 25% of a project's qualified expenditures to owners of certified historic structures who undertake certified rehabilitations. Previously, a similar program, the River Edge Redevelopment Zone (RERZ) Historic Tax Credit, was only available in designated zones within five Illinois communities. The new legislation does not replace the RERZ Historic Tax Credit, but creates a new statewide rehabilitation incentive while it improves the RERZ Historic Tax Credit.

### **When did the bill become law?**

The bill passed out of the Illinois General Assembly (ILGA) on May 31, 2018, the final day of the legislative Session. The ILGA sent the legislation to Gov. Bruce Rauner on June 21, 2018, and he had 60 days to consider the bill and either sign or veto the legislation. Gov. Rauner signed the bill on July 26, 2018.

### **When will the Historic Preservation Tax Credit be available?**

Projects with qualified expenditures incurred on or after January 1, 2019, through December 31, 2023, will be eligible to apply for the state tax credit. The credit will end on or before December 31, 2023.

### **Is this a program for homeowners?**

Owner-occupied housing is not eligible for this credit. This program is for income-producing buildings, such as rental-residential, commercial, agricultural and/or industrial uses.

### **Does the new Historic Preservation Tax Credit take the place of the existing RERZ Historic Tax Credit?**



No, in addition to creating a new statewide credit, the law revises the RERZ Historic Tax Credit, which remains in effect through December 31, 2021.

**Can I use both the SHTC and the RERZ SHTC together?**

The intent of the legislation was to disallow using both the SHTC and the RERZ SHTC simultaneously. It is likely that this language will be clarified as part of the rulemaking process that will define how the program is to be administered.

**Which Illinois agency is responsible for administering the new credit?**

The State Historic Preservation Office (SHPO) of the Illinois Department of Natural Resources will manage the new program, as well as the revised RERZ Historic Tax Credit. To be eligible for the new program, projects must concurrently apply for the federal historic tax credit program through the SHPO, which recommends projects to the National Park Service (NPS) for ultimate approval. The Illinois Department of Commerce and Economic Opportunity will no longer participate in the RERZ Historic Tax Credit Program.

**How much money could my project get?**

The Historic Preservation Tax Credit issues tax credits, not direct funding, and has a \$15 million annual allocation for the program. Each project that qualifies can apply for 25% of its qualifying rehabilitation expenditures (QREs) up to a total of \$3 million in state income-tax credits. No project can receive more than \$3 million in Illinois Historic Preservation Tax Credits. Because projects must concurrently apply for the federal 20% income tax credit, projects may earn an additional 20% of their qualified expenses as a federal income tax credit.

**Is the new credit "certificated?"**

At the end of an approved project, the taxpayer will be given a certificate to claim their state income tax credit. However, what is often meant by "certificated" is that the credit can be transferred outside of the development partnership to outside investors. The Historic Preservation Tax Credit is not transferrable, nor is the RERZ Historic Tax Credit. Each credit can only be used by the partners, per the legislation's definitions of "Qualified Taxpayer."

**What is "recapture"?**

Following the Federal Historic Preservation Tax Credit, if a recapture event occurs within five years after the building was placed in service, all or a pro-rated portion of the credit previously claimed is recaptured. The recapture amount decreases by 20% for each year up to five years. Examples of recapture events include but are not limited to if the building is sold, the building ceases to be income-producing, or demolition.

**Does my project need to be in an RERZ to access this new credit?**

No, the new Historic Preservation Tax Credit is available in every community across the state, but your project must meet the criteria to be eligible and your building must be listed in or in the process of being listed in the National Register of Historic Places.



### **How do I know if my project is eligible?**

First, projects are required to follow the same provisions as for the Federal Historic Preservation Tax Credit:

1. the building must be listed individually on the National Register of Historic Places or contribute to a historic district that is either listed on the National Register or certified by the NPS for the purposes of the Tax Credit program;
2. the building must be used for income-producing purposes, such as rental-residential, commercial, agricultural, industrial or any combination thereof;
3. the rehabilitation (both interior and exterior) must meet the Secretary of the Interior's Standards for Rehabilitation (Standards); and
4. the project budget must exceed the greater of the building's adjusted basis (roughly the current depreciated value of the building, not including land) or \$5,000, either within a 24-month period or within a 60-month period, as long as phased plans are approved in advance.

**In addition, projects that meet one of the following criteria will be prioritized:**

1. the qualified historic structure is located in a county that borders a state with a historic property rehabilitation credit;
2. the qualified historic structure was previously owned by a federal, state or local governmental entity;
3. the qualified historic structure is located in a census tract that has a median family income at or below the state median family income;
4. the qualified rehabilitation plan includes in the development partnership a Community Development Entity or a low-profit (B Corporation)-or not-for-profit organization;
5. the qualified historic structure is located in an area declared under an Emergency Declaration of Major Disaster Declaration under the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act.

### **Is there a cost to apply?**

No, there is no cost to apply for either the State Historic Tax Credit or RERZ State Historic Tax Credit. However, both state tax credits have a fee of up to 2% of the value of the state credits that will be collected before the state credit certificate can be issued. For the 20% Federal Historic Tax Credit, the National Park Service will collect a review fee of up to \$6,500, depending on the project budget.

### **When can I begin to apply?**

Now that the bill has become law, the Department of Natural Resources will write specific rules concerning how the application process will work until the law goes into effect. We expect that nominations will not be accepted before January 1, 2019, and likely will be after that date.





## LANDMARKS ILLINOIS

### **Will every project that applies receive a credit?**

It is unlikely that every project that applies will receive the State Historic Tax Credit, unless the applications for that year add up to less than \$15 million in credits. The aggregate cap on the program means that the State Historic Preservation Office cannot commit more than \$15 million in total credits per year. A single project can receive no more than \$3 million in State Historic Tax Credits with the amount being determined as 25% of the qualifying rehabilitation expenditures; thus, the amount of credits could be less than \$3 million. The method by which the State Historic Preservation Office will determine how projects will be put in a queue for the credits is still being discussed.

### **Where can I find the text for the legislation?**

You can navigate to the Illinois General Assembly homepage and type in SB3527. Click the "Full Text" hotlink and read Amendment 3. Amendment 3 is the version of the bill language that was set to become law. Or, go here: [Senate Bill 3527 as passed](#)

DISCLAIMER: Landmarks Illinois is not a state agency and does not review or administer historic tax credits, nor does it represent that the information provided above has been approved by, or represents the opinion of, the State Historic Preservation Office. This document only represents the opinion of Landmarks Illinois and is not an official state or federal document. Information contained above is subject to change without notice and may not be utilized or quoted as fact for the purposes of planning or executing an historic tax credit project.





REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, ROCK ISLAND DISTRICT  
PO BOX 2004 CLOCK TOWER BUILDING  
ROCK ISLAND, ILLINOIS 61204-2004

August 6, 2018

SEE DISTRIBUTION LIST

The U.S. Army Corps of Engineers, Rock Island District (District) is considering issuance of a Department of the Army permit to the Kendall County Forest Preserve District to remove the Millbrook Bridge over the Fox River in Millbrook, Illinois. The Fox River has been identified as a "Section 10" traditionally navigable water. This is Rock Island District Permit Application No. CEMVR-OD-P-2018-0277.

You have previously received a letter dated May 8, 2018 concerning this project. The letter identified the Millbrook Bridge as an historic property eligible for the National Register of Historic Places and determined the demolition of the bridge would be considered an adverse effect. The letter also included a draft Memorandum of Agreement (MOA) that outlined efforts to mitigate the adverse effect.

From the May 8, 2018 letter we received a request from the Kendall County Historic Preservation Commission for a 60 day extension to review the information and submit comments. That extension was granted and it also allowed the Kendall County Forest Preserve District to pursue some additional funding in an attempt to preserve the bridge. Unfortunately that funding did not work out.

You are receiving this letter because you responded to the original letter and expressed interest in being a consulting party. At this time we are requesting your comments on the mitigation efforts outlined in the revised draft MOA (Enclosure 1).

Currently the only mitigation effort listed in the MOA is the Level III IL HABS / HAER documentation. Are there other mitigation efforts that you feel need to be identified and included in the MOA? In addition, within the HABS / HAER documentation, under the narrative contextual histories are there other themes you would like to see addressed?

We are requesting that comments and requests for additional mitigation efforts be returned to this office by September 7, 2018. At that time we will be moving forward with the signatory process for the MOA.

Should you have any questions, please contact me by letter, telephone or email at 309/794-5380 or [brant.j.vollman@usace.army.mil](mailto:brant.j.vollman@usace.army.mil).

Sincerely,

Brant Vollman  
Project Manager  
Regulatory Branch

Enclosures

Distribution list:

Illinois Department of Natural Resources  
Illinois State Historic Preservation Office  
Attn: Review & Compliance  
1 Natural Resources Way  
Springfield, Illinois 62702-1271

Kendall County Historic Preservation Committee  
111 West Fox Street  
Yorkville, Illinois 60560

The Village of Millbrook  
P.O. Box 51  
Millbrook, Illinois 60536

Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, Illinois 60560

**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 recommended as 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 project on 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 \_\_\_\_\_; 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 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 Level III IL HABS/HAER Standards and Guidelines (Appendix B). IL HAER No. for this documentation project will be: XXXX-X. 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;
    - b. ?????;
    - c. ?????

- C. Submittal of 95% non-archival IL HAER documentation for IHPA review and comment prior to the submittal of 100% IL HAER 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.

Execution of this MOA by the Corps and SHPO and implementation of its terms evidence that SCWO has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

**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**

**SIGNATORY:**

UNITED STATES ARMY CORPS OF ENGINEERS, ROCK ISLAND DISTRICT (DISTRICT)

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

Mr. Ward Lenz  
Chief, Regulatory Branch  
Operations Division

**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**

**SIGNATORY:**

ILLINOIS STATE HISTORIC PRESERVATION OFFICE (SHPO)

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

Deputy State Historic Preservation Officer  
Illinois State Historic Preservation Office



**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**

**SIGNATORY:**

Kendall County Forest Preserve District

\_\_\_\_\_ Date \_\_\_\_\_  
Mr. David Guritz  
Director  
Kendall County Forest Preserve District

**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. Kristinee Heiman  
Director  
Kendall County Historic Preservation Commission

**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**

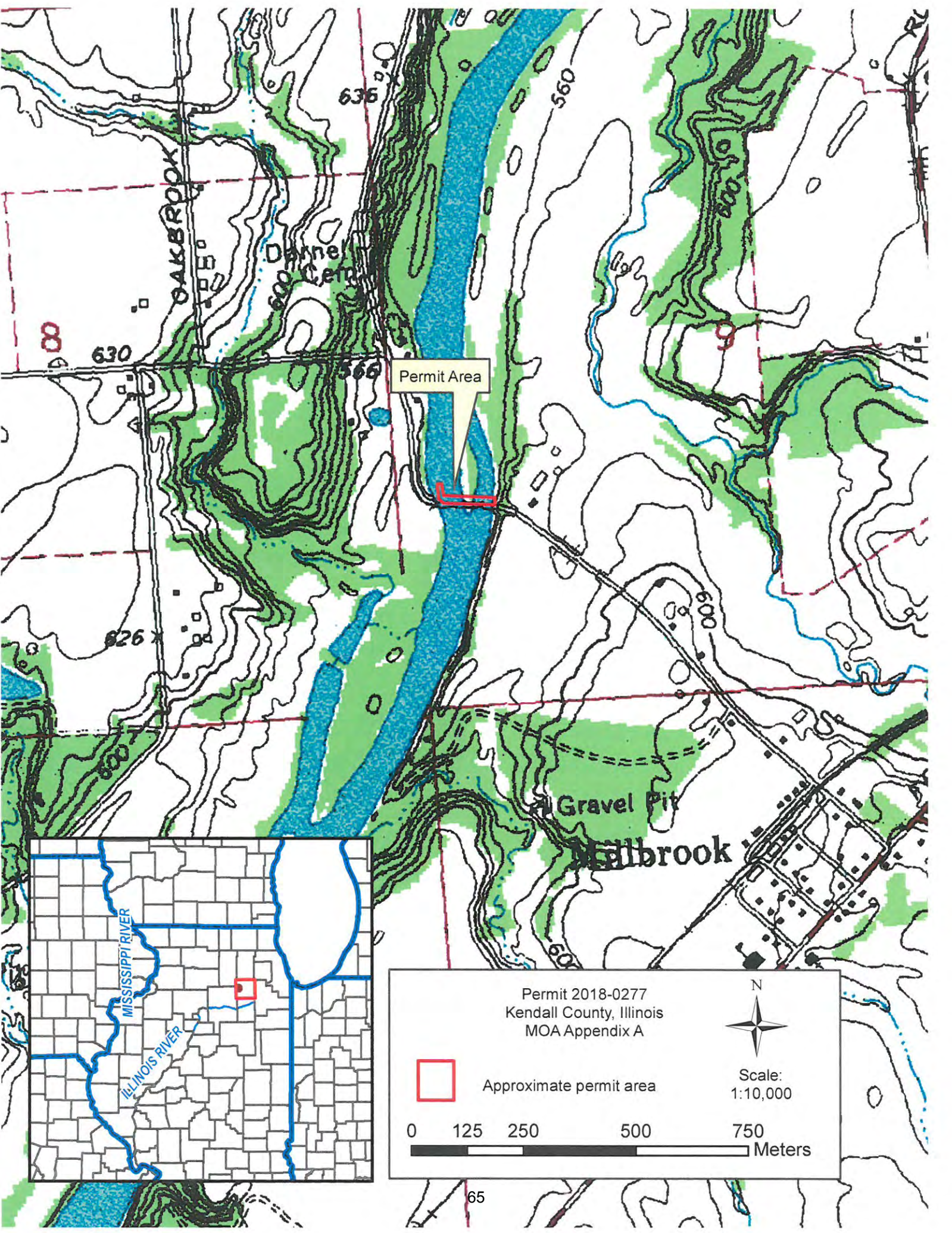
**CONCURRING PARTIES:**

Village of Millbrook

\_\_\_\_\_ Date \_\_\_\_\_  
Ms. Jackie Kowalski  
Village President  
Village of Millbrook

Appendix A  
Definition of the Project Area of Potential Effects





Permit 2018-0277  
Kendall County, Illinois  
MOA Appendix A

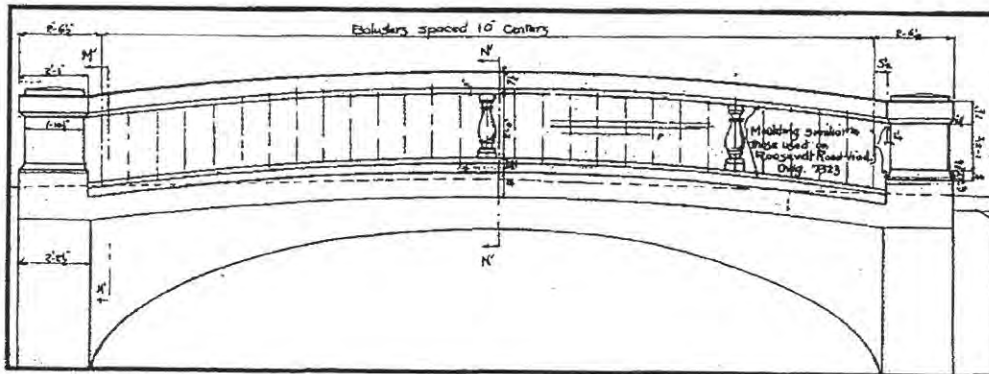
Approximate permit area

Scale: 1:10,000

0 125 250 500 750 Meters



Appendix B  
The Illinois Historic Preservation Agency's Standards and Guidelines for Historical,  
Architectural and Engineering Documentation: IL HABS/HAER Standards



January 1999

Illinois Historic Preservation Agency

Director

Susan Mogerman

Preservation Services Division

State Historic Preservation Officer  
Deputy SHPO  
IL HABS/HAER Program Coordinator

William L. Wheeler  
Anne E. Haaker  
Stephen A. Thompson

Illinois State Historical Library

Director  
Chief of Acquisitions  
Microfilm Librarian

Kathryn Harris  
Gary Stockton  
Cheryl Pence

Preservation Services, a division of the Illinois Historic Preservation Agency, administers the state cultural resources program and is responsible for the Illinois Historic American Buildings Survey/Historic American Engineering Record (IL HABS/HAER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. IL HABS/HAER Documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Illinois State Historical Library Archives is the repository for these documents.



## PREFACE

This document outlines the Illinois Historic Preservation Agency's Preservation Services Division's Standards for Historical, Architectural and Engineering Documentation -- commonly known as the IL HABS/HAER Standards.

These performance standards define the criteria for IL HABS/HAER projects acceptable for accession in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives.

Acceptable IL HABS/HAER documentation often includes:

- \* Measured Drawings
- \* Large-Format Photographs
- \* Detailed Historical Context Development and Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted.

These standards will be used:

- \* In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- \* In preparation of voluntary documentation to be submitted for inclusion in IL HABS/HAER Collection.

William L. Wheeler  
State Historic Preservation Officer  
Illinois Historic Preservation Agency

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN  
ENGINEERING RECORD (IL HABS/HAER) PROGRAM STANDARDS  
for  
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

The IL HABS/HAER Standards address the development of documentation for historic buildings, sites, structures, and objects. IL HABS/HAER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. IL HABS/HAER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

The IL HABS/HAER Standards are intended for use in developing documentation to be included in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives. The Illinois Historic Preservation Agency has defined specific requirements for meeting these standards.

STANDARD 1: Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure, or Object.

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

STANDARD 2: Documentation Shall be Prepared Accurately from Reliable Sources with Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

STANDARD 3: Documentation Shall be Prepared on and Submitted in Materials that are Readily Reproducible, Durable, and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

STANDARD 4: Documentation Will be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN  
ENGINEERING RECORD (IL HABS/HAER) GUIDELINES

for

HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

Introduction

The IL HABS/HAER Guidelines link the IL HABS/HAER Standards for Historical, Architectural and Engineering Documentation with more specific guidance and technical information. They describe the general approach for meeting the Standards for Historical, Architectural and Engineering Documentation. Agencies, organizations, and individuals proposing to undertake the production of IL HABS/HAER Documentation in a different manner will need to review and gain approval of their strategy with the IHPA IL HABS/HAER Coordinator prior to the execution of a contract for or the initiation of production of IL HABS/HAER Documentation.

The Guidelines are organized as follows:

- \* Definitions
- \* Goal of Documentation
- \* The IL HABS/HAER Collections
- \* Standard 1: Content
- \* Standard 2: Quality
- \* Standard 3: Materials
- \* Standard 4: Presentation

Definitions

The following definitions are used in conjunction with these guidelines:

Documentation -- Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.

Field Photography -- photography other than large-format negatives, intended for the purpose of producing documentation, usually 35mm.

Field Records -- notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.

Large-Format Photographs -- photographs made from 4x5" negatives. Appropriate techniques are to be implemented to correct perspective distortion.

Measured Drawings -- drawings produced on IL HABS/HAER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.

Photocopy - a photograph, with large-format negative, of a photograph or drawing.

Select Existing Drawings - drawings of original construction or later alterations that portray or depict the subject's historic value or significance.

Sketch Plan - a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

#### Goal of Documentation

The IL HABS/IL HAER Program is the historical, architectural and engineering documentation program of the Illinois Historic Preservation Agency that promotes the incorporation of accurate graphic and written documentation into the IL HABS/HAER Collection located in the Illinois State Historical Library Archives. The goal of the IL HABS/HAER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history.

IL HABS/HAER Documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. IL HABS/HAER Documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, IL HABS/HAER Documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. IL HABS/HAER Documentation provides future researchers access to valuable information that would otherwise be lost.

IL HABS/HAER Documentation is developed as a result of two separate catalysts. First, the Illinois Historic Preservation Agency, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq) and Section 106 of the



National Historic Preservation Act of 1966, as amended, requires recordation of historic properties to be demolished or substantially altered as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to IL HABS/HAER Standards and donate that documentation to the IL HABS/HAER Collection. Required Documentation Levels will vary.

IL HABS/HAER Standards describe the fundamental principles of the development of IL HABS/HAER Documentation. The IL HABS/HAER Guidelines listed under each of the following IL HABS/HAER Standards provides basic information about developing documentation for the IL HABS/HAER Collection. The IL HABS/HAER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of IL HABS/HAER Documentation is included in a separate document entitled IL HABS/HAER Program/Technical Commentary.

Documentation prepared for the purpose of inclusion in the IL HABS/HAER Collection must meet the requirements listed below. The IHPA IL HABS/HAER Coordinator retains the right to refuse documentation for inclusion in the IL HABS/HAER Collection when that documentation does not meet IL HABS/HAER requirements specified in this document.

Standard 1: Content - IL HABS/HAER Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.

#### Guidelines

Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the IL HABS/HAER collections.

1. Documentation Level I
  - a. Drawings: a full set of measured drawings depicting existing or historic conditions.
  - b. Photographs
    - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
    - (2) photocopies with large format (4x5") negatives of select existing drawings, site plans or historic views
  - c. Written Data
    - (1) contextual history(ies)
    - (2) architectural/site description

2. Documentation Level II
  - a. Drawings: original drawings photographically reproduced on archivally stable IL HABS/HAER mylar.
  - b. Photographs
    - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
    - (2) historic views
  - c. Written Data
    - (1) contextual history(ies)
    - (2) architectural/site description
3. Documentation Level III
  - a. Drawings: sketched floor plan
  - b. Photographs
    - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
  - c. Written Data
    - (1) contextual history(ies)
    - (2) architectural/site description

The IL HABS/HAER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the IL HABS/HAER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

Standard 2: Quality - IL HABS/HAER Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

#### Guidelines

For all levels of documentation, the following quality requirements shall be met:

##### 1. Measured Drawings

Measured drawing shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I



measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

## 2. Large-Format Photographs

Large-format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective-corrected and fully captioned.

## 3. Written Contextual History(ies) and Physical Descriptions

Written contextual history(ies) and physical descriptions for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted or endnoted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the IL HABS/HAER Collection is dependent upon high quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of IL HABS/HAER documentation is critical to the IL HABS/HAER Collection.

Standard 3: Materials - IL HABS/HAER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.

### Guidelines

For all levels of documentation, the following material requirements shall be met.

#### 1. Measured Drawings

Ink on translucent, archivally stable materials in standard size of 24x36".

2. Large-Format Photographs

Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4x5" negatives will accompany prints; print size will be 5x7".

3. Written History(ies) and Physical Description

Text contained within the IL HABS/HAER Written Outline Format; submitted on 8.5x11" archival bond paper.

4. Field Records

Field notebooks and field photography; photo identification sheet will accompany 35mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5x12" folding file.

5. 95% Submittals

95% review documentation can be submitted on non-archival materials.

6. 100% Submittals

All 100% IL HABS/HAER documentation accepted by the IL HABS/HAER Program Coordinator must be submitted in the standard, archival formats.

All IL HABS/HAER Documentation is intended for reproduction. Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard, but are maintained as a courtesy to the collection user. The basic durability standard for IL HABS/HAER Documentation is 500 years.

Standard 4: Presentation - IL HABS/HAER documentation shall be clearly and concisely produced.

Guidelines

For all levels of documentation, the following requirements for presentation will be met.

1. Measured Drawings

Level I measured drawings will be lettered mechanically (i.e. Leroy or similar) or in a hand-printed equivalent

style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.

## 2. Large-Format Photographs

5x7", black and white, fiber paper prints will be mounted on archival card stock, and labeled in the appropriate manner.

## 3. Written History(ies) and Physical Description

Data shall be typewritten on 8.5x11" archival, bond paper using the required IL HABS/HAER outline format and follow accepted rules of grammar and notation.

### Sources of Technical Information for IL HABS/HAER Documentation

Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.

A Manual of Style. Chicago: University of Chicago Press, 1980.

HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.

HABS Historical Reports. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

HABS Historian's Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.

HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.

IL HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.

Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)

Photographic Specifications for the Historic American Buildings  
Survey and the Historic American Engineering Record. Omaha,  
NE: Great Plains Systems Office, National Park Service, 1996.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.:  
HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 21 January 1999

## 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;

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. **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 Joliet Historic Preservation Award

The City of Joliet bestows an Annual Joliet Historic Preservation Award that recognizes properties that have undergone recent exterior and/or interior preservation, restoration, rehabilitation, adaptive use, or sympathetic additions as well as people who exhibit dedication to the field of historic preservation.

Applications for this award are available January 1<sup>st</sup> through March 1<sup>st</sup>. Nominations for this award are due March 1st.

**Nomination forms can be picked up in the Community Development Department or downloaded here:**

[Annual Historic Preservation Award Nomination Form](#) [Word]

[Annual Historic Preservation Award Nomination Form](#) [PDF]

For more information, please contact Jayne M. Bernhard, Staff to the Joliet Historic Preservation Commission by phone: (815) 724-4052; or email: [jbernhard@jolietcity.org](mailto:jbernhard@jolietcity.org)

**Past Award Recipients:**

- 2018 The Cathedral of Saint Raymond Nonnatus (604 North Raynor Avenue) for their front façade Restoration of the Neoclassical Style Cathedral of St. Raymond Church
- 2018 The Property Owners of 318 South Midland Avenue for their interior restoration of a 1924 Sears Model and Craftsman Style Bungalow
- 2018 MyGrain Brewery for their adaptive reuse of the Beaux Arts Style Joliet Union Station Located at 50 East Jefferson Street
- 2018 The Property Owners of 310 Bridge Street for the exterior preservation of the Castellated Romanesque Style Sehring Mansion
- 2017 University of St. Francis for renovation of the St. Clare campus/former Guardian Angel Home
- 2016 Joliet Township High School for the Fieldhouse addition and new Student Center @ Galleria addition to the Central Campus
- 2015 University of St. Francis for adaptive reuse of the Motherhouse
- 2015 University of St. Francis for the rehabilitation of the former Mode Theatre into the Robert W. Plaster Free Enterprise Center
- 2014 Joliet West High School American Studies Team for their "Joliet Limestone" historical exhibit
- 2013 Joliet Junior College Foundation for relocation and restoration of the Cronin School
- 2013 Blackhawk Chapter of the National Railway Historical Society for their celebration of the 100th anniversary of Union Station
- 2012 Oakwood Cemetery Association Volunteers for their care of the historic Oakwood Cemetery
- 2011 Karl and Rebecca Darley for their extensive renovation of 506 Buell Avenue
- 2010 Voyager Group for the renovation and adaptive reuse of the Morris-Niver Farmhouse
- 2009 Senior Suites for adaptive reuse of the former Joliet YMCA
- 2008 Jeff Bussean for the relocation of the John D'Arcy home on south Center Street

# Annual Joliet Historic Preservation Award

*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 who exhibit dedication to the field of historic preservation.*

**DEADLINE:** March 1, 2018 by 4:00 pm

**MAIL NOMINATION FORM TO:**

Joliet Historic Preservation Commission  
150 W. Jefferson Street  
Joliet, IL 60432

**EMAIL NOMINATION FORM TO:**

Jayne Bernhard, [jbernhard@jolietcity.org](mailto:jbernhard@jolietcity.org)

**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 <sup>th</sup> and February 15 <sup>th</sup>
<b>Deadline for nomination:</b>	March 1 by 4:00 pm
<b>Date of JHPC Review:</b>	March and April JHPC Meetings. <i>JHPC shall be provided with applications prior to the March meeting for their review</i>
<b>Date of final selection:</b>	April JHPC meeting
<b>Award given:</b>	Second May City Council meeting

**How the final selection will occur.** The JHPC will review the nominations at their March and April meetings and make a final selection at their April meeting. The Secretary of the JHPC will notify award recipient(s) by May 1<sup>st</sup>. The Joliet City Council will bestow the award via a proclamation at their second May Council meeting, which typically occurs the third Tuesday of the month.

**Physical Description of Award:** At a minimum, the recipient will receive a certificate, which will be bestowed at a City Council meeting. The JHPC also aspires to provide award recipients with a small sign that they could place on their property. City staff is still researching whether the JHPC has funds to purchase signs annually for this program. If the City 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 City's website as well as in hard copy form at City Hall.

**Award categories and number of awards to be given:** Nominations may be for a structure that has undergone exterior or interior preservation, restoration, rehabilitation, adaptive use, landscape restoration or sympathetic additions OR for a person who exhibits dedication to the field of historic preservation.

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

Award designation may simply be: “2018 Joliet Historic Preservation Award (s).” Or “Person of the Year” and “Project of the Year.”

Example

- “2018 Joliet Historic Preservation Award” *for the restoration of the home at \_\_\_\_\_*
- “2018 Joliet Historic Preservation Award” *for the adaptive reuse of the building at \_\_\_\_\_*
- “2018 Joliet Historic Preservation Award” *for the sympathetic building addition at \_\_\_\_\_*
- “2018 Joliet Historic Preservation Award” *for preservation work in the \_\_\_\_\_ neighborhood*

**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.

## **JPHC Commissioner Award Selection Procedure**

- **COW Meeting:** Group discussion on applications (30 minutes).
  - If any consensus, the COW can make a recommendation to be heard at the Regular Meeting.
  - COW can decide if one or more awards will be offered.
- **Regular Meeting:** Each commissioner secretly ranks applications by number of applications (5 minutes). For example, if there is 7 applications then you rank 1-7 with #1 being the highest ranking.
- Rankings are discussed (15 minutes)
- Recommendation made on number of awards to be bestowed followed by a recommendation and formal vote on awardees (5 minutes).
- A tie may result in a second vote for one.

# Annual Joliet Historic Preservation Award

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*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 who exhibit dedication to the field of historic preservation.*

**DEADLINE:** March 1, 2018 by 4:00 pm

**MAIL NOMINATION FORM TO:**

Joliet Historic Preservation Commission  
150 W. Jefferson Street  
Joliet, IL 60432

**EMAIL NOMINATION FORM TO:**

Jayne Armington, [jarmington@jolietcity.org](mailto:jarmington@jolietcity.org)

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: \_\_\_\_\_

## Form 2

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The JPHC asks you to nominate, for its annual Historic Preservation Awards, properties that have undergone recent exterior and/or interior preservation, restoration, rehabilitation, adaptive use, landscape restoration, or sympathetic additions. The purpose of the West Chester Preservation Awards Program is to raise awareness and appreciation of West Chester's historic character and to encourage the preservation of the Borough's historic integrity. The Commission will review the nominations and select final award recipients whose properties meet the following criteria created in the spirit of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The City of Joliet bestows an annual Historic Preservation Award during the month of May (National Historic Preservation Month).....All nominations must be submitted by 4:00 pm on March 1st. The Joliet Historic Preservation Commission will review all nominations and .....The recipient will be honored at the second City Council meeting in May.

Questions?

Contact: Jayne M. Armington, AICP  
Secretary to the Joliet Historic Preservation Commission  
Email: [jarmington@jolietcity.org](mailto:jarmington@jolietcity.org)  
Phone: 815-724-4052  
Joliet Historic Preservation Commission  
150 W. Jefferson Street  
Joliet, IL 60432

## Website

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For properties that have been restored, rehabilitated, or adaptively reused in keeping with the criteria for Historic Preservation Awards. The Historic Preservation Awards are reviewed by the JHPC and awarded by the City Council.

## Matt Asselmeier

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**From:** Bethany Salmon [BSalmon@oswegoil.org]  
**Sent:** Thursday, August 09, 2018 12:47 PM  
**To:** Bernhard, Jayne; Matt Asselmeier; Greg Peerbolte-Joliet HPC; Jason Engberg; jproulx@goplainfield.com; Lisa DiChiera; Jerad Chipman  
**Subject:** RE: Historic Preservation Awards Question  
**Attachments:** Attachment B - POS Award Ceremony VB Memo.pdf; Attachment A - POS Village Newsletters Articles.pdf

Oswego's HPC is in charge of the Property of the Season awards program. Awards are selected on quarterly basis and an article on the history of the building or property is published in the Village's newsletter. There are no specific categories as part of this prorma. To celebrate Historic Preservation Month in May, the Historic Preservation Commission presents all of the awards from the following years to the property owners at a Village Board meeting. At the Board meeting, property owners are presented with a plaque that includes a picture of the structure and the address of the property. I've attached an example of the articles published in the Village Newsletter and the plaques given to the property owners.

There is some additional information is available at the following link: <http://www.oswegoil.org/government/board-and-commissions-and-committees/historic-preservation-commission/property-of-the-season.aspx>

Please let me know if you have any questions.

**Bethany Salmon**  
Planner  
Community Development Department



100 Parkers Mill, Oswego, IL 60543  
630.551.2332  
[bsalmon@oswegoil.org](mailto:bsalmon@oswegoil.org)

**From:** Bernhard, Jayne <[jbernhard@jolietcity.org](mailto:jbernhard@jolietcity.org)>  
**Sent:** Thursday, August 9, 2018 11:18 AM  
**To:** Matt Asselmeier <[masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us)>; Bethany Salmon <[BSalmon@oswegoil.org](mailto:BSalmon@oswegoil.org)>; Greg Peerbolte-Joliet HPC <[g.peerbolte@jolietmuseum.org](mailto:g.peerbolte@jolietmuseum.org)>; Jason Engberg <[jengberg@yorkville.il.us](mailto:jengberg@yorkville.il.us)>; jproulx@goplainfield.com; Lisa DiChiera <[ldichiera@landmarks.org](mailto:ldichiera@landmarks.org)>; Jerad Chipman <[chipman@ci.montgomery.il.us](mailto:chipman@ci.montgomery.il.us)>  
**Subject:** RE: Historic Preservation Awards Question

We offer an annual award(s). We awarded four this year and gave out lawn signs to the awardees.

Here is the link to our award process:

<http://cityofjoliet.info/government/boards-commissions/joliet-historic-preservation-commission/annual-historic-preservation-award>

**Jayne M. Bernhard, AICP**  
Planner II

City of Joliet  
150 W. Jefferson Street  
Joliet, IL 60432



# Summer 2016 Property of the Season

The Oswego Historic Preservation Commission is proud to introduce the residence at 453 Douglas Street as the Summer 2016 Property of the Season.

The house at 453 Douglas Street traveled several miles to reach this final destination. Although it is unclear as to its original construction date, the now-residence for many years served as a schoolhouse at the corner of Cherry Road and Plainfield Road.

A side gable roof with cornice returns defines this wooden structure. In the 1940's a gable roof canopy with curved underside and knee brackets was added above the front entry along with a concrete stoop and wood board shutters. Because of its well documented past, the Village's 2009 Granacki Historic Survey rates this property as "contributing" as a historical resource.

History Timeline (excerpts from the Kendall County Record)

**June 1873:** The Kendall County Record noted that a schoolhouse was present on Gilbert Gaylord's property. Discussions were held to determine if the building should be radically improved or rebuilt. Miss Murray is presently teaching at the school.

**May 13, 1897:** John and Mary Gaylord sold one acre of land at the corner of Cherry and Plainfield Roads to the Directors of School District #7.

**February 1931:** The schoolhouse "had electric lights installed from a high-line."

**May 31, 1941:** Residents in three school districts, Wilcox, Gaylord and Walker, voted to consolidate the schools. The vote carried 41 to 25.

**March 1944:** Reinhold and Martha Zielke purchased a home at 454 S. Main Street and the adjacent vacant property (Lot 10) now known as 453 Douglas Street.

**September 30, 1944:** The Gaylord School property was sold by the School District. Reinhold Zielke purchased the schoolhouse for \$61. The acre of land was sold to Mrs. May Gaylord Cutter for \$211 and all of the school equipment (coal house, pump, etc.) sold for "a good price."

**October 1944:** The Gaylord School building was moved to the lot at 453 Douglas Street and converted into a residence.

**c. 1945:** A one-room side addition was added to the building.

The Property of the Season Program was created by the Oswego Historic Preservation Commission to honor properties, and their owners, that are deemed contributing to the historical and cultural character on the Village of Oswego. For the purposes of this program, a property can be identified as a structure, site, or permanent object such as a sign, clock, or other community icon. More details about the program are available on the Village's website.



Excerpt from Kendall County 1870 map



Gaylord School on Plainfield Road in Oswego Township in the late 1800's  
Class Photo credit: 150 Years Along the Fox



## Fall 2016 Property of the Season



### History Timeline

*(excerpts from the Kendall County Record):*

(June 1927) The women's restroom and gift shop in the Croushorn store opened June 4 (1927). The room was very neat and pretty. Anyone with articles to sell are invited to bring them to the room, which is open every afternoon and Saturday evening. (July 1927) The rest room and gift shop in the Croushorn building will continue under the management of Miss Harriett Walker. (in the Knapp Block on Main Street)

After her death in June 1948, and the death of her sister Edna in 1956, it appears that the property passed then to the surviving brother Fred (Clara) Walker, and then to Harriet's four nieces. It was noted in the Record, "Miss Walker will be greatly missed in her community, her church, and in the home where she and her younger sister have lived alone for 30 years since the death of their mother in 1918."

### 68 PARK STREET

In March of 1913 J.D. and Lizzie Russel and John and Nellie Herren deeded 68 Park Street to Harriet E. Walker for \$200. Harriet was the daughter of prominent Oswegoan Seth Edward Walker, who had passed away in January of that year. Seth, a farmer, came to the Oswego area from Massachusetts in the 1840s. He later married Alida Loucks, and together they had five children: Bert, Fred and Frank (twins), Harriet, and Edna.

An excerpt from the Kendall County Record in June 1913 reveals that "Oswego will be beautified by a number of new residences. L. [Lew C.] Young and his force of carpenters are working on the Walker bungalow." Harriet worked as a teacher and lived in the newly constructed residence with her sister, Edna and her mother, Alida, until her mother's passing in 1918. Both Harriet and Edna stayed in the home throughout their lives.

This home is a great example of the Bungalow house style categorized in the Arts and Crafts movement. Characteristics include low-pitch gable or hipped roof lines, deep overhanging eaves, exposed rafters or decorative eave brackets, and a front porch constructed from an extension of the main roof. While second stories are incorporated by use of dormers, the house creates a low profile and has the majority of rooms on the main level.

The Walker house's prominent feature is its large front porch that runs the length of the home. This porch played an important part in everyday life as an extension of the home - especially on summer days before air conditioning. The Walker sisters took advantage of this feature; the Record reported in July 1941 that "Twenty-nine ladies enjoyed the Red Cross picnic held July 18 on the spacious front porch at the home of the Misses Harriet and Edna Walker."

The side gabled roof also contains two dormers whose decorative eave brackets and detailed wood trim shows the care and craftsmanship the house underwent and continues to preserve.



Ed. Smith Family Reunion in 1906: (Back, L-R) Susie Croushorn (Roswell), Helen Dwyre, Susan Rice, Clara Walker, Fred Walker, Bird Morey, Louise Morey, Nellie Dwyre. (Front, L-R) Paul Dwyre, Raymond Dwyre, Bill Dwyre, Will Smith, Harry Morey, Anna Reed Smith, Ed Smith, Winifred Walker (Woolley).

**Photo from 150 Years Along the Fox. Fred Walker (Center back) was deeded the property in 1956.**



# Property of the Season

# Police Department News

## Winter 2016 Property of the Season A Short History of the Church of the Good Shepherd

By Sarah Kime



Exterior of the Federated Church, 1914

The Oswego Historic Preservation Commission is proud to announce that The Church of the Good Shepherd United Methodist has been chosen as the Winter 2016 Property of the Season. Its height, white siding, and Gothic Revival architectural style make it an eye-catching addition to the town's historic architecture. Although there have been some additions and improvements made to the building over the years, its original construction remains largely intact.

Located at the corner of Washington and Madison Streets in downtown Oswego, Illinois, the Church of the Good Shepherd was originally built as a place of worship for the German Methodist Evangelical congregation. Construction of the building began in the fall of 1895 and was officially completed in the summer of 1896. It was designed and built in the Gothic Revival style. Its tall bell tower houses a 958-pound bell that was cast by the Van Duzen Company in Cincinnati, Ohio and delivered to Oswego via locomotive. Its foundation is stone and concrete and its white siding was originally wood shingle.

Not surprisingly, the building's construction made for good headlines. The writers and editors of the Kendall County Record shared updates on the building's progress, including the anticipated installation of its notable stained glass windows. Many congregation members from several prominent Oswego families contributed funds to have these windows installed. Most donated to have them placed in memory of relatives and loved ones. The editors of the Kendall County Record made a note to print the names of each person who generously contributed over the course of two issues from March 25th to April 1st, 1896.

Those donors were Mr. and Mrs. Charles Knapp, William Shoger, Mr. and Mrs. Leonard Burkhart, Mrs. Minnie Leigh, Mr. and Mrs. L. H. Shoger, Mr. and Mrs. Mundsinger, John Roth, Mr. and Mrs. J. A. Schoger, Mr. and Mrs. Conrad Willie, Sophia Hansing, and Minnie Shoger.

Interestingly, a building in one form or another has always occupied that corner of Washington and Madison Streets from the beginning of Oswego's settlement. In fact, another church stood on the exact same spot, as was reported in the Kendall County Record on October 16th, 1895. The editors wrote:

"Another old landmark is gone, namely the stone church on the southeast corner of Madison and Washington Street. The

building stood there for over 50 years and in the first place was a two-story dwelling house."

Apparently, the stone church that was built prior to 1845 was erected for the first French Canadians to settle in Oswego. The Presbyterian congregation bought and used the old stone church until selling it to the German Methodists, who demolished it to make way for their new church building.

The German Methodist Evangelical congregation celebrated the completion of its church with a dedication ceremony that took place on Sunday, July 12th, 1896. This included sermons conducted in German to accommodate its large German-speaking population. The Evangelicals worshipped primarily at this church until the Congregational Church on the corner of Main and Benton Streets burned to the ground on February 29th, 1920. The Congregational members voted not to rebuild and decided to use the German Methodist Evangelical church as their meeting place instead.

This decision opened the church's doors to Congregationalists, Baptists, and Lutherans as well as the Evangelical Methodists. Church leaders began talk of officially joining together as a federated group under one roof. This led to the decision to rename the church the Federated Church where different religious groups could share the pulpit. This unique partnership lasted for nearly three decades.

However, a significant challenge arose for the churchgoers - securing long-term pastors for the congregation. Most of the pastors who came through the church's doors stayed for only a few years before moving on to other congregations or retiring altogether. Keeping a pastor for any length of time had become a problem, one that the church would need to solve if it hoped to continue to serve its growing membership.

## ■ Emergency Preparedness for Winter

Ready or not, here it comes. Unless you have recently located to the area, there is a good chance you have experienced a good old fashioned northern Illinois winter. Anything can happen, including thunder and lightning, heavy rain, an ice or snow storm, extreme cold, above average temperatures, and that could be in a single day! If you haven't thought about how to handle these conditions before they happen, you may find yourself wishing you had.

So what should you be concerned about? If you plan on traveling outside the local area you may want to make sure you have emergency supplies in your vehicle. Some items to consider include a first aid kit, jumper cables, a shovel and ice scraper, blanket, flashlight, warm clothes and accessories, water and snacks, and a flashlight. If you are just traveling within the community, unless it's a major storm, local public services, including police, fire, and public works should be able to assist before you have to reach for that emergency snack, although you may wait depending on road conditions and volume of calls for service. Regarding vehicle maintenance, be sure the window washer fluid reservoir is full to help visibility, tires have a safe amount of tread and required air pressure, the battery charge is sufficient, you have plenty of fuel, and the brakes are good. For most people it's not fun dealing with sudden vehicle repairs when it's nice out, let alone when it's snowing and the wind chill is below 0. Before heading out on the open road be sure all windows are clear of snow and ice. Most of us have seen that car on the road with just a small area of visibility through the windshield. Don't be that guy.

Don't forget about your home when preparing for or dealing with extreme winter weather. There is plenty you could do regarding energy efficiency: upgrade insulation, caulking and winterizing doors and windows, covering windows in plastic, installing storm windows, etc. But what should you do to prepare for an emergency? How are you going to handle an extended power outage? We have been very fortunate in this community to have excellent utility services. Having no power for a short period of time is an inconvenience; not having it for a long period of time can be life threatening, especially in cold conditions. A generator for the home is a luxury few of us have. Portable generators sell quickly at supply stores during an emergency so plan ahead. Have a supply of salt available for those slick surfaces and get those snow blowers dusted off and burn off that gas that's been sitting in those tanks since last spring.

Pets are very sensitive to extreme cold. You wouldn't want to be left out in the cold, would you? Pay attention to severe weather warnings and check on senior citizens to make sure their needs are taken care of. Visit the Oswego Police website, [www.oswegopoliceil.org](http://www.oswegopoliceil.org) for locations of warming centers in the area.

Do your part to prepare for extreme winter weather. Your local public safety employees will do their best to ensure your safety and the safety of those traveling in the community.

**Jim Cargo**  
Financial Advisor

**Edward Jones**  
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purchase tickets

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Friday, December 30

**Ice Cream Social**  
Tuesday, January 24

**Valentine Dinner & Dance**  
Oswego Kickers Club  
Saturday, February 11

**Spring Craft Fair**  
Saturday, March 18

**Oswego Senior Center**  
156 E. Washington Street  
Oswego, IL 60543  
(630) 554-5602  
Email: [info@oswegoseniorcenter.org](mailto:info@oswegoseniorcenter.org)  
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business day ahead to make your reservation, sug. don., \$5.  
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630-551-4454



# Economic Development News

## ■ Vacant Retail Space

We have received a great deal of outreach from the Oswego community concerning the empty Dominick's site and the Village's efforts to fill the property. We want you to know that we are also concerned by the ongoing vacancy and are deploying our resources to get new, high quality tenants in the space. However, here are some important facts about the site:

- The lease is held by Jewel-Albertsons, the parent company of Jewel Osco.
- Jewel-Albertsons lease on the Dominick's property is through 2021.
- We have spoken with other municipalities and understand the standard lease agreement with the local landlord gives Jewel-Albertsons the unilateral right to renew the lease automatically, in five year increments, for over 15 years.
- Through our collaboration with other Chicago-area towns, we know that Jewel-Albertsons has allowed these stores to remain empty and, in some cases, has recently renewed their lease for another five years.
- From what we understand, if this practice continues, Oswego's former Dominick's building could remain vacant for 20 years.

Oswego's Village President Johnson recently attended a press-event, alongside eight other municipalities with similarly vacant, former Dominick's stores.

The fact of the matter is that the Village is not a party to the lease and cannot change the current situation without assistance from Jewel-Albertsons. We are distressed by the vacancy and continue to reach out to Jewel-Albertsons and work with our neighbors to place a new business in the site. We are very willing to work with any potential new tenants, the landlord, and Jewel-Albertsons to fill that space immediately.

## ■ Contact Us

Visit our website for vacancy reports on retail, office, and industrial properties and to sign up for monthly ED e-Newsletter:

[www.oswegoil.org/ED](http://www.oswegoil.org/ED)  
630-551-2334

## ■ New Economic Development Director for the Village

My name is Corinna Cole and I am thrilled to introduce myself as Oswego's new Economic Development Director. I join the Village after almost 10 years working in Economic Development in New York City.



The term "economic development" is a vague concept. What does real economic development involve? Many people assume that it involves attracting new businesses, supporting current businesses, and facilitating those efforts. All of that is true. But – in my opinion – the most underrated and important aspect of economic development is building a sense of community.

Think about it: Where do you want to live? Where do you want visit a park or take a walk? How far do you want to go to shop? All of those things happen, for the most part, in the community in which you reside. And you chose that community based off of things like good schools, neighbors, the beauty of your surroundings, and convenience to work and shopping. That's the place you want to invest in, shop in, build up. That is an enormous part of building a vibrant, local economy.

What attracted me to Oswego is that sense of community. I've spent the past few weeks getting to know many people within this community; I've visited with local business owners, the Chamber of Commerce, nonprofits leaders, municipal employees, and elected officials. The thing that everyone here values most about Oswego is that sense of community. Even when I attended a conference in Chicago, so many people came up to me and said "I live in Oswego. What a great community!"

So as I get to work over the coming months, I'll be looking to attract new business, do my best to fill vacant space, and strive to improve downtown. However, throughout all of that, I am committed to partner with all of you to strengthen that feeling of community and ownership, so that Oswego continues to shine as a great place to live and have fun.

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The church tried to merge with the Oswego Prairie Church, a Methodist congregation then located on Wolf Crossing Road. That merger fell through after the Methodists voted to remain independent apart from the Federated Church. Finally, in January 1958, the congregation voted to become an Evangelical United Brethren Church. In celebration of its new affiliation, the congregation renamed itself the Church of the Good Shepherd.

The church building received some alterations over the years, including replacement vinyl siding, columns, and railings and a reconstructed front porch. The largest alteration is the significant addition built onto the west side of the church. The congregation saw a large population



boom in the first half of the 20th century and recognized that it needed more space to accommodate everyone. The addition was completed and dedicated in 1965.

In a 2009 report completed by the Granacki Historic Consultants of Chicago, the Church of the Good Shepherd was recognized for its historic significance to the architecture of this community. Its 120-year history as a building and as a meeting place for Oswego's various religious congregations is a fascinating example of this town's growth and evolution.

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## AGENDA ITEM

**MEETING TYPE:** Village Board

**MEETING DATE:** May 16, 2017

**SUBJECT:** Historic Preservation Commission – Property of the Season Awards

**ACTION REQUESTED:**

The Oswego Historic Preservation Commission (HPC) will be making a brief presentation recognizing the Properties of the Season that have been acknowledged over the past year. No further action requested.

**BOARD/COMMISSION REVIEW:**

The HPC selects sites to be awarded the honor of Property of the Season on a quarterly basis.

**ACTION PREVIOUSLY TAKEN:**

Date of Action	Meeting Type	Action Taken
2015-2016	HPC	Property of the Season sites selected quarterly
4/19/2016	Village Board	Proclamation – National Preservation Month

**DEPARTMENT:** Community Development

**SUBMITTED BY:** Bethany Salmon, Planner

**FISCAL IMPACT:** Not Applicable

**BACKGROUND:**

The Property of the Season program brings awareness to historic preservation and helps promote historical homes and buildings in and around the Village of Oswego. Each quarter, the HPC selects a local property to highlight as part of its Property of the Season program. Photos and the property's history are printed in the Village's newsletter and shared on the Village's website.

**DISCUSSION:**

The Properties of the Season for FY 2016-2017 include:

- 453 Douglas Street – Summer 2016
- 68 Park Street – Fall 2016
- 5 W. Washington Street, "First German Evangelical Church" – Winter 2016
- 59 Main Street, "Oswego Fire Station" – Spring 2017

The HPC will also highlight Preservation Month initiatives, which include the release of two updated walking tour brochures and a preservation resource guide.

**RECOMMENDATION:**

Memo and presentation provided for Board's information.

**ATTACHMENTS:**

Property of the Season 2016-2017 Plaques



**Property of the Season Awards  
2016-2017**



**453 Douglas Street**  
Summer 2016



**68 Park Street**  
Fall 2016



**5 W. Washington Street**  
"First German Evangelical Church"  
Winter 2016



**59 Main Street**  
"Oswego Fire Station"  
Spring 2017

## Matt Asselmeier

---

**From:** Bob Dressel [mailto: [REDACTED]]  
**Sent:** Friday, August 10, 2018 8:19 AM  
**To:** Matt Asselmeier  
**Cc:** Kathleen Armstrong  
**Subject:** Re: Kendall County Historic Preservation Commission Meeting Request

Matt,

I would be glad to talk about the property and history of our Lodge.

Bob

On Fri, Aug 10, 2018 at 7:55 AM, Matt Asselmeier <[masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us)> wrote:

Bob:

If possible, we would like you to speak at our meeting. If you could do a 10-15 minute presentation, that would be great.

Please see me a draft contract. The Kendall County Historic Preservation Commission meets again on August 20<sup>th</sup>.

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

---

**From:** Bob Dressel [mailto: [REDACTED]]  
**Sent:** Thursday, August 09, 2018 3:01 PM





**From:** Sean Foley [SMFoley@mchenrycountyil.gov]  
**Sent:** Friday, August 10, 2018 4:04 PM  
**To:** Matt Asselmeier  
**Subject:** RE: County Historic Preservation Activities Question - McHenry Co. HPC

## Historic Preservation Commission

Mr. Asselmeier:

In McHenry County we have a "Joint Council of Historic Groups" that meets twice a year, usually at some historic venue, or sometimes for training opportunities. The JC members include CLG's, non-CLG municipalities, historic societies, and probably a few that are just interested in history. It is mainly a networking consortium. The MC Historical Society is the lead agency. Our HPC participates.

Commissioners also work as volunteers with historic groups on their own projects they may be interested in. These typically are reported-on in regular commission meetings beforehand or afterward or both.

Our HPC also works to give County landmark status to non-CLG municipalities' properties through inter-governmental agreements. These are done on an occasional, ad-hoc basis as special projects.

We have an honorary Scenic Drives program, and many of these designations were done in cooperation with interested citizens/organizations, such as landowners along the routes, the Boy Scouts (for dedication ceremonies), and in one case as an elementary school project.

That's the overall scope of our partnering activities. Feel free to contact me if you'd like more information.

Sincerely,

*Sean Foley, Staff Liaison  
Historic Preservation Commission  
c/o Department of Planning & Development  
McHenry County, Illinois  
Tel. 815-334-4215 Fax: 815-334-4546  
[www.McHenryCountyIL.gov/HPC](http://www.McHenryCountyIL.gov/HPC)*

**From:** Dennis Sandquist  
**Sent:** Thursday, August 9, 2018 12:24  
**To:** Sean Foley <SMFoley@mchenrycountyil.gov>  
**Cc:** Matt Asselmeier <[masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us)>  
**Subject:** RE: County Historic Preservation Activities Question

Sean

## Matt Asselmeier

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**From:** Janine Farrell [jfarrell@willcountylanduse.com]  
**Sent:** Friday, August 10, 2018 12:22 PM  
**To:** Matt Asselmeier  
**Subject:** County Historic Preservation Activities Question

Hello Matt,

Your email was passed along to me regarding the County Preservation Commission partnering with local preservation groups to promote history. For Will County, I think this is difficult to quantify. Our Chairwoman is also the Executive Director of the Will County History Museum and Research Center. Four of our other Commissioners are active members in the different local historical societies in their areas. You can see that half of the Commission is basically ingrained in the local history groups in Will County. This means that landmark nominations are stemming from both the local group and the Commission working together. The Commission has always prided itself in reaching out to the local groups to assist them in preserving the important aspects of their community. In turn, those groups have always felt comfortable reaching out to the Commission or the Commission's staff liaison with questions or for help with technical issues, guidance, and expertise. This has been a relationship which has been fostered since the Commission was established over 25 years ago. I'm sorry I can't provide more concrete examples, but it's something that happens every day. One recent example is a historic church which was having issues with bats living in the chimney. They were asking our Chairwoman for some technical guidance on the problem. If you have any further questions, please do not hesitate to ask.

Thank you,

Janine Farrell  
Development Analyst II  
Will County Land Use Department  
58 E. Clinton St., Suite 100  
Joliet, Illinois 60432  
(815) 774-7896



### Will County Land Use Department Public Portal

Apply, pay, request, and view information regarding permits online.

<http://willcountylanduse.com/portal>

**From:** Matt Asselmeier [mailto:masselmeier@co.kendall.il.us]  
**Sent:** Thursday, August 09, 2018 10:24 AM  
**To:** Dennis Sandquist <DASandquist@mchenrycountyil.gov>; VanKerkhoff, Mark <vankerkhoffmark@co.kane.il.us>; Hoss, Paul <Paul.Hoss@dupageco.org> (Paul.Hoss@dupageco.org) <Paul.Hoss@dupageco.org>; susan.campbell@cookcountyil.gov; 'EWaggoner@lakecountyil.gov' <EWaggoner@lakecountyil.gov>; planning <planning@willcountylanduse.com>; Heidi Miller <hmiller@grundyco.org>; Hiland, Derek <dhiland@dekalbcounty.org>; Brian Gift <bgift@lasallecounty.org>  
**Subject:** County Historic Preservation Activities Question

Colleagues:

## Matt Asselmeier

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**From:** Hoss, Paul [Paul.Hoss@dupageco.org]  
**Sent:** Friday, August 10, 2018 9:01 AM  
**To:** Matt Asselmeier  
**Cc:** Dennis Sandquist; VanKerkhoff, Mark; susan.campbell@cookcountyil.gov; EWaggoner@lakecountyil.gov; planning@willcountyillinois.com; Heidi Miller; Hiland, Derek; Brian Gift  
**Subject:** Re: County Historic Preservation Activities Question

Yes the Wheaton park district operates in the county historical museum and provides the curator and outreach programs on behalf of the County

There was a point where it looked the the dupage historical museum housed in an historic building in downtown Wheaton was going to go away but we entered into this partnership that preserved the building and museum and through the partnership brought in a user that could fix and sustain the building-the PD.

In addition the park district through its programming now incorporated DuPage County history.

We also use the building and advertising of the museum for other activities and fundraisers including SCARCE high school programming etc.

Mike Bernard is the executive director of the Wheaton PD and he can be reached at 

I have reached out to mike and let him know you may be calling him.

Let me know if you need more information good luck!

Sent from my iPhone

On Aug 9, 2018, at 10:24 AM, Matt Asselmeier <[masselmeier@co.kendall.il.us](mailto:masselmeier@co.kendall.il.us)> wrote:

Colleagues:

Every year, the Kendall County Historic Preservation Commission attempts to have a gathering of all of the historic preservation commissions and groups in Kendall County to discuss a relevant topic and share ideas and updates on historic preservation.

In preparing for the 2019 meeting, the suggestion was made to have a presentation on how county HPCs partner with local communities and preservation groups. Do any of you have examples of how your county partners with local historic preservation groups to preserve and promote the history of your county?

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

Name	Organization	Position
Mr. Gary Golinski	United City of Yorkville	Mayor
Mr. Tom Giarrante	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	
Victor Scott	Fern Dell	President
Joan Hardekopf	Sandwich Historical Society	
Lisa DiChiera	Landmarks Illinois	
Maurice Drue Parrish	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	
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	
Melissa Maye	Kendall County HPC	
Jeff Wehrli	Kendall County HPC	

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