

KENDALL COUNTY
Historic Preservation Commission
Kendall County Office Building
Ellis House and Equestrian Center
13986 McKanna Road, Minooka, Illinois
9:30 a.m.
September 18, 2025

CALL TO ORDER

Chairman Jeff Wehrli called the meeting to order at 9:45 a.m.

ROLL CALL

Present: Eric Bernacki (Vice-Chair) and Jeff Wehrli (Chairman)

Absent: Elizabeth Flowers, Kristine Heiman (Secretary), and Marty Shanahan

Also Present: Ken Itle

No quorum was present.

APPROVAL OF AGENDA

No vote on the agenda occurred.

PUBLIC COMMENT

None

NEW/OLD BUSINESS

Historic Structure Survey Training-Overview of the Project Scope and Field Survey Process

Ken Itle, of Wiss, Janney, Elstner Associates, Inc. (WJE), explained the deliverables. The deliverables are the narrative report and survey forms. Mr. Itle explained the research methodology using plat maps and atlases. He explained the importance of visiting each site, noting existing buildings, and noting building materials. He provided a sample form for a site visit; the information is for the exterior only. Foundations should be noted; every structure should be documented, if visible, including dog houses and swimming pools.

Discussion occurred regarding pre-visit communication; a postcard could be mailed to property owners.

Discussion occurred regarding steps for visiting a property, including knocking on the door and explaining the process. If a property owner does not want you on the property, leave the property. If the property has no trespassing signs and looks unfriendly, don't go on the property. Brochures will also be handed out onsite.

Twelve (12) to fifteen (15) properties can be visited during one (1) day. A site visit lasts between fifteen (15) and thirty (30) minutes, starting around 9:00 a.m. There would be sixteen (16) total days to survey both townships. Volunteers would be asked to help between three (3) and five (5) days. Discussion occurred regarding how volunteers and WJE staff coordinate visits. The hope is to have the field work completed by Christmas.

Mr. Itle explained which properties were identified for surveying, including churches, cemeteries, and small bridges.

Discussion occurred regarding why Seward and Na-Au-Say Townships were selected and the plans to do the other townships. Discussion occurred regarding WJE's surveys in Will County.

Attendees reviewed Mr. Itle's planning map.

Discussion occurred regarding how to handle dogs when visiting a property.

The group left at 10:30 a.m. for 3230 Van Dyke Road, Minooka.

Site Visits at the Following Properties

3230 Van Dyke Road

16191 Hare Road

The group surveyed 3230 Van Dyke Road.

Mr. Itle discussed techniques for taking pictures.

Mr. Itle explained what to note when examining a structure, including roof, siding, and foundation.

The group surveyed 16191 Hare Road.

Mr. Itle discussed techniques for taking pictures.

The group returned to the Ellis House at Noon.

OTHER BUSINESS

None

ADJOURNMENT

Attendees completed the practice at Noon.

Respectfully Submitted,
Matthew H. Asselmeier, AICP, CFM
Director

Enc.