

HISTORIC PRESERVATION “CERTIFICATE OF APPROPRIATENESS” (COA) REVIEW



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT / CITY OF ST. CHARLES

(630) 377-4443

- A “Certificate of Appropriateness” (or COA) approval is required before the City can issue a building permit for exterior changes to buildings within a Historic District or landmark site.
- The City’s Historic Preservation Commission must review each project to ensure that the work that is proposed complies with the standards of the City’s Historic Preservation Ordinance.
- A COA review is required for any size exterior project that otherwise requires a building permit. Maintenance work which does not require a building permit does not require a COA approval.
- For general direction on projects, please consult the Commission’s Design Guidelines documents, which are posted on the City’s website: <http://www.stcharlesil.gov/historic-preservation/design-guidelines>
- For more information on Historic Preservation in St. Charles, visit: <http://www.stcharlesil.gov/historic-preservation>

HOW TO APPLY FOR A COA:

No separate application is required for a COA. You may either:

Submit a Building Permit application for the project. If the property is located in the Historic District, then the permit will be added to the next meeting agenda and the permit documents will be forwarded to the Commission for review. (If a review is not required, you will be advised prior to the meeting date.)

OR

Contact the Planning Division at (630) 377-4443. Determine if your project will require a COA review, and request to be added to the next meeting agenda. Submit the documentation directly to the Planning Division. (For larger projects, it is recommended to secure a COA approval before filing for building permit)

HISTORIC PRESERVATION COMMISSION MEETING:

WEDS. _____, 7:00 PM

The Commission meets twice monthly, on the 1st and 3rd Wednesday of each month, at 7:00pm in the Committee Room, second floor of the Municipal Center (2 E. Main Street). Agenda items can be added no later than Monday at noon prior to the Wednesday meeting.

Attendance at the meeting is strongly recommended. Applicants are invited to present information, ask questions, and respond to questions from the Commission. The representative attending the meeting should be familiar with the project and may be the property owner, architect, and/or contractor.

Commission Review & Action:

The Commission will review the proposal for compliance with the review criteria contained in the Historic Preservation Ordinance (For criteria, see attached). The Commission may take the following actions:

1. Approve a COA for the project as presented.
2. Approve a COA for the project with conditions.
3. Recommend to the City Council denial of a COA.
4. Table the COA request for consideration at a future meeting if additional information is requested.

DOCUMENTATION CHECKLIST:

Documents submitted with a Building Permit Application will be forwarded to the Historic Preservation Commission. Please ensure that the information listed below is either included with the Building Permit Documents or has been submitted directly to the City of St. Charles Planning Division.

The deadline to submit all documents is at noon on the Monday prior to the Wednesday meeting.

If the information provided is not complete, the Historic Preservation Commission will table the COA request at the meeting and will not vote on the proposal.

___ New Construction or Extensive Exterior Alterations

- ___ Complete scaled plan set of the entire structure
- ___ Specifications for all existing and proposed materials, labelled on plans or listed in a summary (Including siding/trim, roofing, doors, windows, ornamentation etc.)
- ___ Photographs of the existing building

___ Building Additions, Minor Exterior Alterations, Porches, etc.

- ___ Scaled drawings of each affected elevation showing how the project relates to the existing structure
- ___ Specifications for all existing and proposed materials, labelled on plans or listed in a summary (Including siding/trim, roofing, doors, windows, ornamentation etc.)
- ___ Photographs of the existing building

___ Sign or Awning Permits

- ___ Scaled elevation drawing showing the size of the sign face and letter; or an image with the sign properly scaled and digitally superimposed on a picture of the building
- ___ Specifications for all sign and awning materials; information on sign mounting (if applicable)
- ___ Information on any proposed illumination, including fixture details

___ Window, Door or Siding Replacement

- ___ Photos and documentation of existing materials (condition, age, reason for replacement)
- ___ Specifications/product information and images/details of the proposed materials (type/ design/dimension)
- ___ Full details on installation methods and finishing/trim work

Note: A site visit may be requested if documentation is inconclusive on the condition of existing materials.

___ Demolition or Building Relocation

- ___ Photos of building
- ___ Statement describing reasons for demolition or relocation
- ___ Information on proposed use of site
- ___ Documentation on the proposed relocation site

___ Fences and Walls

- ___ Scaled drawings and a plat of the survey showing the proposed location of the fence/wall
- ___ Information on height, style, material, thickness or spacing
- ___ Image or drawing of a typical fence section
- ___ Photographs of the property showing where the fence is to be located

REVIEW CRITERIA:

The Historic Preservation Commission is guided by the following criteria when determining whether to approve or to recommend to the City Council denial of a Certificate of Appropriateness (COA):

1. Significance of a Site, Structure or Building

All properties within Historic Districts and landmark sites have been surveyed for architectural and/or historic significance. Properties within districts are classified as one of the following:

- Significant to the Historic District (Least Flexibility with Review Criteria)
- Contributing to the character of the Historic District
- Non-contributing to the Historic District (Greatest Flexibility with Review Criteria)

The classification of an individual property determines the flexibility with which the Historic Preservation Commission can apply the standards of the Historic Preservation Ordinance.

Survey information on individual properties is available for review in the Planning Division.

2. General Architectural and Aesthetic Guidelines

- a. **Height:** The height of any proposed alteration or construction should be compatible with the style and character of the structure and with surrounding structures.
- b. **Proportions of the Front Facade:** The relationship between the width of a building and the height of the front elevation should be compatible with surrounding structures.
- c. **Proportions of Windows and Doors:** The proportions and relationships between doors and windows should be compatible with the architectural style and character of the building.
- d. **Relationship of Building Masses and Spaces:** The relationship of a structure to the open space between it and adjoining structures should be compatible.
- e. **Roof Shapes:** The design of the roof, fascia and cornice should be compatible with the architectural style and character of the building and with adjoining structures.
- f. **Scale:** The scale of the structure after alteration, construction or partial demolition should be compatible with its architectural style and character and with surrounding structures
- g. **Directional Expression:** Facades in historic districts should blend with, and reflect, the dominant horizontal or vertical expression of adjacent structures. The directional expression of a building after alteration, construction or partial demolition should be compatible with its original architectural style and character.
- h. **Architectural Details:** Architectural details, including types of materials, colors and textures, should be treated so as to make a building compatible with its original architectural style and character, and to enhance the inherent characteristics of surrounding structures.
- i. **New Structures:** New structures in an historic district shall be compatible with, but need not be the same as, the architectural styles and general designs and layouts of the surrounding structures.

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3. Secretary of the Interior's Standards for Rehabilitation

- a. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal change to the defining characteristics of the building, structure or site, and its environment, or to use the property for its originally intended purpose.
- b. The distinguishing original qualities or historic character of a building, structure or site, and its environment, shall be retained and preserved. The removal or alteration of any historic materials or distinctive architectural features should be avoided when possible.
- c. All buildings, structures or sites shall be recognized as physical records of their own time, place and use. Alterations that have no historical basis, or which seek to create an earlier appearance, shall be avoided.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive stylistic features, finishes and construction techniques or examples or skilled craftsmanship, which characterizes a building, structure or site, shall be preserved.
- f. Deteriorated historical features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be based on accurate duplications substantiated by documentary, physical or pictorial evidence, and not conjectural designs or the availability of different architectural elements from other buildings or structures.
- g. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. Sandblasting and other physical or chemical treatments which will damage the historic building materials shall not be used.
- h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize a property. Contemporary design for the new work shall not be discouraged when such alterations and additions are differentiated from the old, and are compatible with the massing, size, scale, color, material and character of the property and its environment.
- j. New additions, and adjacent or related new construction, shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4. Design Guidelines

Advisory recommendations for applying the criteria are located in the Commission's Design Guidelines documents, which are posted on the City's website: <http://www.stcharlesil.gov/historic-preservation/design-guidelines>

5. Code Conflicts

Where there are irreconcilable differences between the requirements of the building code, life safety code, or other codes adopted by the City and the requirements of this Chapter, conformance with those codes shall take precedence, and therefore the Historic Preservation Commission shall approve a Certificate of Appropriateness. In so doing, however, the Historic Preservation Commission shall be obligated only to approve those portions of the proposed work that are necessary for compliance with the applicable codes, as determined by the Building Commissioner or Fire Chief.

Historic Preservation Certificate of Appropriateness (COA) Terms and Conditions

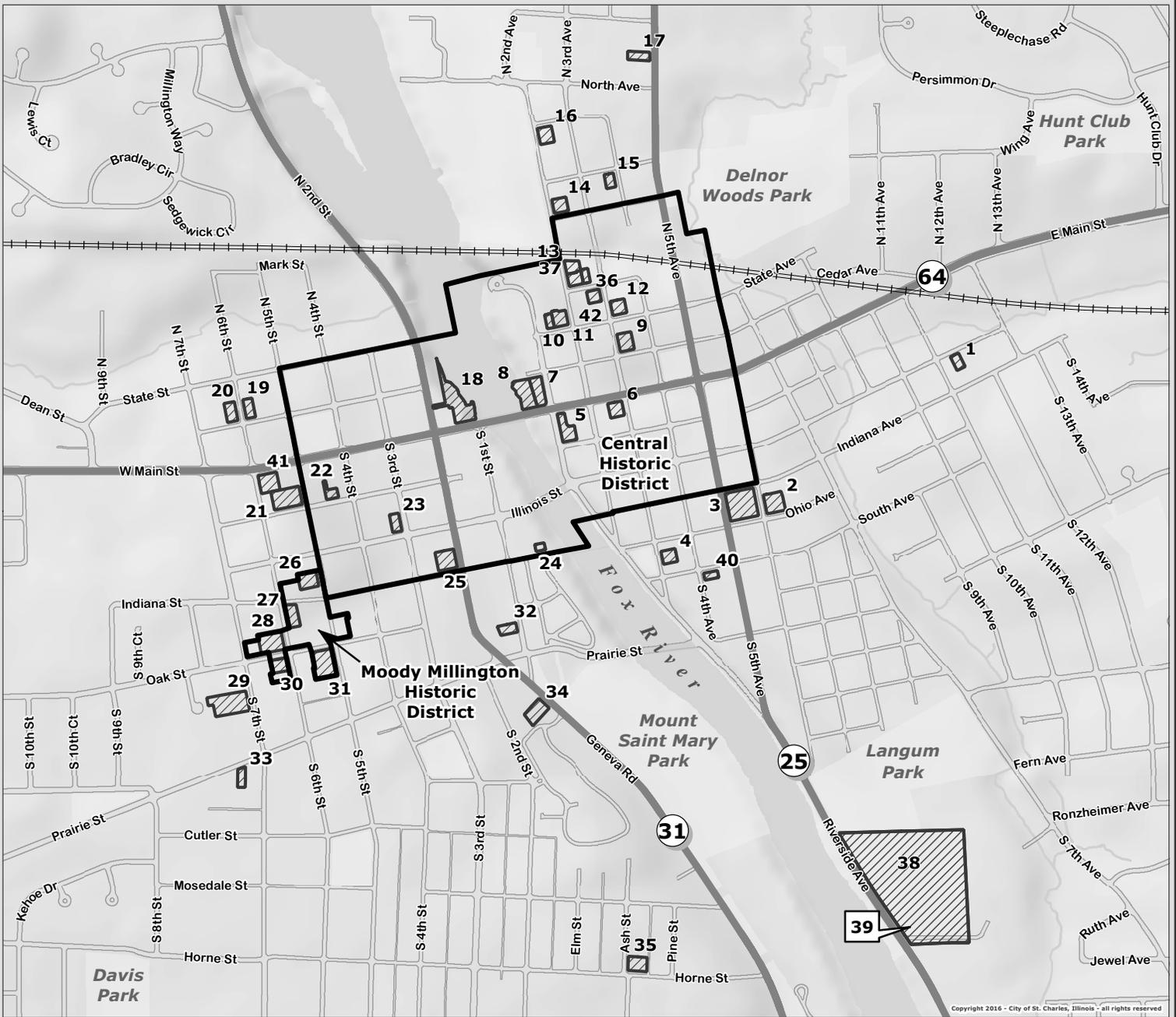
If you have any questions on the information listed below, contact the Planning Division at 630-377-4443.

General Conditions:

1. The person signing the COA form is responsible for communicating the Terms and Conditions listed herein to all contractors for the project.
2. Design, materials and construction methods shall be as shown on the Certificate of Appropriateness, either in the conditions or on the attached plans.
3. The COA approval is limited to the scope of work documented in the plans.
4. No visible or concealed structural elements or historic features may be modified or removed unless identified in the COA approval.
5. Any historic materials that are inadvertently lost or damaged during construction without COA approval must be replaced to the preconstruction condition at the expense of the owner.

What to do if you encounter unforeseen issues during construction, or if a change to the project is being considered:

1. Stop work until a revised COA approval is received. Do not discard any materials- All materials must be stored on site until a new COA review is conducted.
2. Contact the City of St. Charles Planning Division immediately- 630-377-4443. City staff can contact the Historic Preservation Commission Chairman to seek direction. If the issue is of an urgent nature, a special commission meeting can be scheduled at the discretion of the Chairman. The Historic Commission can meet with a minimum of 48 hour notice.
3. Removal of structural elements or historic features without a COA approval is only permitted where the City has determined there is an imminent safety risk. This determination must be made by the City's Building and Code Enforcement Division- 630-377-4406.
4. In the event that any structural elements or historic features must be, or have been removed or dismantled for safety reasons:
 - a. Any deterioration of structural elements or historic features shall be documented by physical or photographic evidence.
 - b. All materials shall be stored on site until a COA review is conducted – do not discard any materials.



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Map #	Landmark Name	Address
1	Ephraim Perkins Homestead	1107 Illinois Ave.
2	F. P. Haviland House	314-316 S. 6th Ave.
3	Raymond Judd House	309 S. 6th Ave.
4	George Welch House	406 S. 3rd Ave.
5	Arcada Theater	12 S. 1st Ave.
6	McCormack Oil Company	215 E. Main St.
7	Old City Hall	2 E. Main St
8	St. Charles Municipal Building	2 E. Main St
9	Dunham-Hunt House	304 Cedar Ave.
10	The Poole House	108 State Ave.
11	The Dearborn House	116 State Ave.
12	Chamberlain House	304 State Ave.
13	Andrew Weisel House	312 N 2nd Ave.
14	E.F. Goodell House	506 N 2nd Ave.
15	Zook House	317 Fulton Ave.
16	Sinton/Anderson House	628 N. 2nd Ave.
17	John and Eva England House	819 N 5th Ave.
18	Hotel Baker	100 W. Main St
19	Thomas Hanson Home	522 Cedar St.
20	Young/Marsden House	606 Cedar St.
21	Dr. J.K. Lewis House	19 S. 5th St.

Map #	Landmark Name	Address
22	J. A. Berg House	408 Walnut St.
23	Howard House Hotel	117-123 S 3rd St.
24	William Beith House	8 Indiana St.
25	The Gates Estate	217 S. 2nd St.
26	J.P. Fumald Estate	213 S. 5th St.
27	Beckstrom House	512 Indiana St.
28	Carlson House	325 S. 6th St.
29	Jessie Miller House	423 S. 6th St.
30	Emma Durant Lane House	403 S. 6th St.
31	Lillibridge House	407 S. 5th St.
32	Jesse Ayers House	411 S. 1st St.
33	Original William Beith Home	713 Prairie St.
34	Alice Davis House	633 Geneva Rd.
35	Andresen Cottage	70 Horne St.
36	Evison Ferson Satterlee	214 Chestnut Ave.
37	Ferson, Butler, & Satterlee House	304 N Second Ave.
38	Camp Kane	No Address
39	Jones Law Office	50 Devereaux Way
40	Long House	502 S. 4th Ave.
41	Haines House	521 W. Main St.
42	Locke-Marchialette House	215 N. 3rd Ave.



Scale: 0 125 250 500 Feet
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Historic Districts Boundary

Landmark Boundary

