

HISTORIC PRESERVATION

COA ADMINISTRATIVE APPROVAL LIST



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

CITY OF ST. CHARLES

The Historic Preservation Commission has recommended, and the City Council has authorized, that the following Building Permits may be subject to an administrative review by City Staff for a Certificate of Appropriateness (COA), in accordance with Section 17.32.080(B)(3) of the St. Charles Zoning Ordinance:

Project Type	Administrative COA Review authorized	Requires Historic Commission review
Re-Roofing	<ul style="list-style-type: none"> ▪ Use of like – in – kind materials (i.e. asphalt shingle replaced with asphalt shingle, regardless of color/style/profile; replacement of roof membrane with new similar material) ▪ Rafters sizes are being changed to meet current structural requirements or building codes and the over all appearance will not be changed 	<ul style="list-style-type: none"> ▪ Use of significantly different surface materials ▪ Significant change to the roof line height (over 8’) ▪ For flat roofs, any changes to how roof surface meets parapet walls, or installation of coping
Fences	<ul style="list-style-type: none"> ▪ Partially reconstructing existing fence ▪ Adding to an existing fence with like – in – kind material in the same architectural style ▪ New fences located in interior side yards and rear yards, not extending beyond the street facing walls of the building, constructed of vertical wood boards at least 5” in width, including dog eared board style, shadow box (board-on board), or framed panels. 	<ul style="list-style-type: none"> ▪ Construction of a new fence ▪ Complete replacement of a fence
Brick Chimney Reconstruction	<ul style="list-style-type: none"> ▪ Reconstruction of non-corbelled brick chimney with like – in – kind materials 	<ul style="list-style-type: none"> ▪ Installation of corbelling ▪ Installation of decorative chimney caps
Awnings	<ul style="list-style-type: none"> ▪ Replacement of woven fabric material on existing awning support frame 	<ul style="list-style-type: none"> ▪ Replacement or new awning support frame
Exterior Stairway Repair	<ul style="list-style-type: none"> ▪ Replacing a portion with like – in – kind materials, no change to style, design, dimensions of the structure and components ▪ Complete replacement of a stairway located within existing masonry walls or foundation walls and within the same footprint of the existing stairway 	<ul style="list-style-type: none"> ▪ Complete replacement ▪ Changes to style, design, dimension of structure ▪ Removal or replacement of historic handrails or other decorative features
Stoop repair/ replacement	<ul style="list-style-type: none"> ▪ Replacement with like – in – kind materials, and no change in style design, dimension, except for a dimension change that is required by Building Code 	<ul style="list-style-type: none"> ▪ Change in materials, design, or dimension

<p>Sign face changes / modifications</p>	<ul style="list-style-type: none"> ▪ Replacing any sign lettering, logos, or graphics where there is no change in size, materials, or location of the sign and no change to structural components ▪ Replacement of projecting banner signs on existing supports 	<ul style="list-style-type: none"> ▪ Change in size, materials, or location of projecting or freestanding sign ▪ Changes to structural components ▪ Addition of, or change to, lighting/illumination of signs
<p>Retaining Walls</p>	<ul style="list-style-type: none"> ▪ Construction of new retaining walls, with a stone or masonry surface material matching the principal structure on the lot ▪ Continuation of an existing retaining wall, constructed of the same materials as an existing wall. 	<ul style="list-style-type: none"> ▪ Surface materials different or not matching the materials of the principal structure on the lot ▪ Any retaining wall along Main St, Rt 31, Rt 25, and 7th St.
<p>Rooftop-mounted mechanical units, equipment boxes, antennas, or similar equipment</p>	<ul style="list-style-type: none"> ▪ New equipment that is not visible from streets or adjacent properties ▪ Replacement equipment of the same size in the same location ▪ New equipment located among existing similarly sized equipment, that does not increase the overall visibility of the units when viewed from the street or adjacent property 	<ul style="list-style-type: none"> ▪ Installation of new equipment in a location visible from streets or neighboring properties
<p><u>Sidewalks and patios</u></p>	<ul style="list-style-type: none"> ▪ Sidewalks or walkways located anywhere on a lot. ▪ Patios located in interior side or rear yards, not extending into the area between the front or exterior side yard of the house and the street. 	
<p><u>Driveways</u></p>	<ul style="list-style-type: none"> ▪ Replacement of existing pavement ▪ New pavement 	
<p><u>Swimming Pools</u></p>	<ul style="list-style-type: none"> ▪ Pools in the interior side or rear yard not visible from the ROW 	<ul style="list-style-type: none"> ▪ Pools visible from the ROW
<p><u>Painting, staining, or changing masonry</u></p>	<ul style="list-style-type: none"> ▪ When painting already painted masonry ▪ When staining already stained masonry 	<ul style="list-style-type: none"> ▪ When paint or stain is proposed for unpainted or unstained masonry ▪ When repointing or tuckpointing occurs

<p><u>Accessory Structures</u></p>	<ul style="list-style-type: none"> ▪ Shed: prefabricated kits not visible from the ROW ▪ Pergolas: prefabricated kits (avoid bright shiny white) not visible from the ROW ▪ Replacement of an existing deck and not changing the size 	<ul style="list-style-type: none"> ▪ New deck that requires a new opening on the structure for a door ▪ Expanding or reducing the size of an existing deck ▪ Sheds and pergolas visible from the ROW and are not prefabricated kits
<p><u>Ground Mounted Equipment</u></p>	<ul style="list-style-type: none"> ▪ When the equipment is visible from the ROW (must be screened) 	
<p><u>Emergency Repairs</u></p>	<ul style="list-style-type: none"> ▪ Repairs to match existing architecture and materials following accidental damage to a building or other structure 	<ul style="list-style-type: none"> ▪ Repairs that may further damage or destroy historic materials on a building or other structure

Revised 3/16/2026, per City Council Resolution 2026-25