**MINUTES**

**CITY OF ST. CHARLES**

**HISTORIC PRESERVATION COMMISSION**

**WEDNESDAY, NOVEMBER 18TH, 2020**

**Zoom/ Council Committee Room**

**Members Present:** Norris, Kessler, Mann, Pretz, Malay

**Members Absent:** Smunt.

**Also Present:**  Rachel Hitzemann, Planner

**1. Call to order**

Chairman Norris called the meeting to order at 7:00 p.m.

**2. Roll call**

Ms. Hitzemann called roll with four members present. There was a quorum.

**3. Approval of Agenda**

No agenda items were added.

**4. Presentation of the minutes of the October 21st, 2020 meeting**

**A motion was made by Ms. Malay and seconded by Ms. Mann with a unanimous voice vote to approve the minutes of the October 21st, 2020 meeting.**

**5. Landmark Applications**

None.

**6. Certificate of Appropriateness (COA) applications**

1. **131 S 1st St.**

Proposed is to install a new wall sign and replace the awning fabric. The proposal includes vinyl awning fabric and reverse lit channel sign letters. The Commission expressed their discomfort with the vinyl awning material, as it does not match other awnings on the street and it breaks easier than Sunbrella. The Commission also requested that the channel letters be backlit and not reversed lit. The applicant was open to the suggestions and agreed to the changes.

**A motion was made by Ms. Malay and seconded by Mr. Kessler with a unanimous voice vote to approve the COA with the conditions that the awning be made of Sunbrella material and the channel letters be backlit.**

1. 314 Walnut St.

The applicant has come before the Commission to get approval for vinyl windows that have already been installed. The City was informed of the work being done without a permit and Historic Approval. The City’s Code Enforcement Officer went to the site and informed the workers that a permit and Historic Approval was required and that they must stop work. The owner was not home at the time. A few hours later the owner of the property went to the City to obtain a permit. The building department accidently approved the permit over the counter, without first getting Historic Approval. The owner was quickly informed that he would need Historic Approval, but at that point most of the windows were installed and the remaining windows needed to be installed due to weather.

The Commission informed the owner that any work done on this house in the future will need Historic Approval and a permit. Since the windows were already installed and a permit has been issued, the Commission felt they had no choice but to approve the COA.

**A motion was made by Ms. Malay and seconded by Ms. Mann with a unanimous voice vote to approve the COA as presented. Mr. Pretz abstained.**

**7. Grant Applications**

 None.

**8. Other Commission Business**

**9. Preliminary Reviews-**Open forum for questions or presentation of preliminary concepts to the Commission for feedback

**10. Additional Business and Observations from Commissioners or Staff**

1. **Survey Update**

Ms. Hitzemann gave an update on the survey and the CLG Grant. Ms. Malay worried that if the Commission waited until the Grant process was completed, they would miss the prime spring time to take photos. Ms. Hitzemann said she would try to gather more details about the grant timeline.

1. **612 W Main St.**

Ms. Hitzemann informed the Commission that the owners at 612 W Main St. were going through the proper appeal process, but that the process takes time due to the scheduled meetings and holidays. She confirmed that she will inform Dr. Smunt and Chairman Norris of the Zoning Board of Appeals meeting date for the property.

**11. Meeting Announcements: Historic Preservation Commission meeting December 2nd, 2020 at 7:00 P.M.**

**12. Public Comment**

 None.

**13. Adjournment**

With no further business to discuss, the meeting adjourned at 7:48 p.m.