

**MINUTES  
CITY OF ST. CHARLES  
HISTORIC PRESERVATION COMMISSION  
WEDNESDAY, DECEMBER 4, 2019  
COMMITTEE ROOM**

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

**Members Absent:** Krahenbuhl, Malay

**Also Present:** Russell Colby, Community Development Division Manager  
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 five members present. There was a quorum.

**3. Approval of Agenda**

The following items were added under item 8.

- a. 21 N. 13<sup>th</sup> Ave.
- b. 1 S. 6<sup>th</sup> Ave.

**4. Presentation of minutes of the November 6th, 2019 meeting**

**A motion was made by Dr. Smunt and seconded by Ms. Mann with a 3-0 voice vote to approve the minutes of the November 6th, 2019 meeting. Kessler and Norris abstained.**

**5. Landmark Applications**

None

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

- a. 215 E. Main St.**

The applicant could not attend the meeting and asked for the item to be tabled. The Commissioners provided some feedback for staff to share with the applicant to help prepare for

the next meeting. They were not in favor of the faux brick and would like to see examples of the proposed materials and construction details. The Commissioners prefer to see the color of the brick compliment the brick of the building.

**A motion was made by Mr. Kessler and seconded by Ms. Mann with a unanimous voice vote to table the COA until the next meeting.**

**b. 31 S. 1<sup>st</sup> St.**

The proposal is for the installation of one wall sign and one projecting sign. The Commissioners had no objections to the signs or materials.

**A motion was made by Dr. Smunt and seconded by Ms. Mann with a unanimous voice vote to approve the COA as presented.**

**7. Grant Applications**

None.

**8. Other Commission Business**

**a. 21 N. 13<sup>th</sup> Ave.**

Mr. Pretz provided an update on this item. Contained within the structure is a 12' x 12' section that dates back to 1837. His research indicates this would make it the oldest structure in the city.

**b. 1 S. 6<sup>th</sup> Ave.**

Mr. Pretz noted the library's board of directors will be requesting to landmark the library. He is putting together the information and will present it at the meeting in mid-January.

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

No items.

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

**a. Landmark Plaques**

Staff is looking into using a new vendor for plaques. They found one that charges half the price. The materials and quality are very similar, but they may be slightly thinner. Ms. Hitzmann shared the updated design of the plaque with the Commission. They will try to obtain a sample of an actual plaque for further review.

**b. Pottawattamie Survey**

Ms. Hitzmann provided an update on the RFP process. Two proposals were submitted and both organizations are familiar with the CLG grant process. The Commissioners asked for staff to provide a summation of pros and cons of each proposal. Mr. Colby noted they need to start budgeting for this now, but they would not be able to execute on a contract until after May 1<sup>st</sup>. Therefore, they will not be analyzing the proposals until there is more certainty that this item will remain in the budget. Staff will know more early next year and will provide updates as they become available.

**11. Meeting Announcements: Historic Preservation Commission meeting Wednesday, December 18th, 2019 at 7:00 P.M. in the Committee Room.**

**12. Public Comment**

Students from St. Charles East High School were in attendance.

**13. Adjournment**

With no further business to discuss, the meeting adjourned at 7:47 p.m.