

**MINUTES  
CITY OF ST. CHARLES  
HISTORIC PRESERVATION COMMISSION  
WEDNESDAY, APRIL 17, 2019  
COMMITTEE ROOM**

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

**Members Absent:** None

**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 seven members present. There was a quorum.

**3. Approval of Agenda**

No changes were made to the agenda.

**4. Presentation of minutes of the March 20th, 2019 meeting**

**A motion was made by Ms. Malay and seconded by Ms. Mann with a 4-0 voice vote to approve the minutes of the March 20th, 2019 meeting. Mr. Pretz, Mr. Kessler and Mr. Krahenbuhl abstained.**

**5. Presentation of minutes of the April 3rd, 2019 meeting**

**A motion was made by Ms. Malay and seconded by Mr. Kessler with a unanimous voice vote to approve the minutes of the April 3rd, 2019 meeting.**

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

None.

## 7. Landmark Applications

None.

## 8. Certificate of Appropriateness (COA) applications

### a. 21 S. 4<sup>th</sup> St.

The proposal is to change the location of a previously approved garage from 4<sup>th</sup> Street to Walnut Street. The request is due to issues with grading and existing tree roots. The new plans still meet the code requirements.

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

### b. 118 N. 4<sup>th</sup> Ave.

The proposal is for the replacement of a side staircase. The materials and style will be the same as the existing staircase, but it will be slightly larger to meet current code requirements.

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

### c. 208 W. Main St.

The proposal is for a sign for a new business. It is an aluminum box sign with an acrylic face that will be internally illuminated with LED lighting. Dr. Smunt recommended leaving the existing gooseneck lighting in place, but removing the bulb if it is not going to be used. Ms. Malay suggested defining the red lettering to improve the look when it is illuminated.

**A motion was made by Dr. Smunt and seconded by Ms. Malay with a unanimous voice vote to approve the COA with the condition that the gooseneck light above the sign not be removed from the building; it does not need to be used to illuminate the sign.**

### d. 619 W. Main St.

Approval was previously granted to open up the side porch. The proposal is for the installation of detail elements onto that porch to match the details found on the front porch. This includes the columns and decorative trim. The deck flooring will be replaced and the concrete steps will be removed.

**A motion was made by Mr. Krahenbuhl and seconded by Ms. Malay with a unanimous voice vote to approve the COA to match the front porch with custom columns and posts; to remove the concrete steps; and to replace the secondary flooring.**

**e. 214 Walnut St.**

The proposal is to replace the lower level windows with aluminum clad double pane windows. The storm windows will be removed.

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

**f. 214 W. Main St.**

The proposal is to install a gazebo in the rear patio and mount it as a permanent structure. The plan meets setback and code requirements.

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

**g. 10 Illinois St.**

The proposal is for a non-illuminated, double-faced projecting sign to be placed above the entry door.

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

**h. 403 S. 6<sup>th</sup> St.**

Dr. Smunt recused himself from the Commission and presented this item as a St. Charles resident.

The proposal is for the demolition of an existing garage and replacement with a new detached garage. The item was previously discussed during a concept review. The square footage has been reduced to meet code requirements. The materials include using Hardie siding with a 3” reveal and cedar shingles.

**A motion was made by Ms. Malay and seconded by Mr. Krahenbuhl with a 5-0 voice vote to approve the COA as presented. Dr. Smunt recused himself from this item.**

**9. Grant Applications**

**a. 117 N. 5<sup>th</sup> Ave.**

The Commission previously approved a COA for window replacements. The applicant is now seeking a Residential Façade Improvement Grant to assist with this project. Pictures of the windows were shown.

**A motion was made by Ms. Malay and seconded by Dr. Smunt with a unanimous voice vote to recommend approval of a Residential Façade Improvement Grant for \$5,000.00.**

The applicant asked about installing a skylight in place of an existing vent on the roof. The Commissioners had no objections. A new COA would need to be submitted.

**10. Other Commission Business**

**a. Pottawatomie Tour Discussion**

Mr. Colby advised the tour has been scheduled for May 13<sup>th</sup>. Currently there are 4 yes responses, 2 tentative and 1 no.

**b. Comprehensive Plan Property Review**

The Comprehensive Plan Open House will be held on April 24<sup>th</sup>. Mr. Colby said they would like the Commission to make recommendations regarding the buildings within the historic district boundaries that are included in the study area. He distributed information on these structures for further review. The Commissioners provided some preliminary feedback.

**c. Historic Preservation Proclamation – May 20<sup>th</sup> City Council Meeting**

Mr. Colby said the Historic Preservation Proclamation will recognize historic preservation month and the anniversaries of the ordinance and the commission. They will also recognize the 50<sup>th</sup> landmark milestone.

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

**12. Meeting Announcements: Historic Preservation Commission meeting Wednesday, May 1, 2019 at 7:00 P.M. in the Committee Room.**

**13. Public Comment**

None.

**14. Adjournment**

With no further business to discuss, the meeting adjourned at 8:26 p.m.