

MINUTES
CITY OF ST. CHARLES
HISTORIC PRESERVATION COMMISSION
WEDNESDAY, April 21st, 2021
Zoom/ Council Committee Room

Members Present: Pretz, Kessler, Smunt, Malay,

Members Absent: Norris

Also Present: Rachel Hitzemann, Planner

1. Call to order

Vice Chairman Smunt 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

Future Surveys was added as item 9.b and Recommendations for next Fiscal Year and Building Misinformation were added as items 10.a and 10.b

A motion was made by Mr. Pretz and seconded by Mr. Kessler to approve the amended agenda.

4. Presentation of the minutes of the April 7th, 2021 meeting

A motion was made by Ms. Malay and seconded by Mr. Pretz with a unanimous voice vote to approve the minutes of the April 7th, 2021 meeting.

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

None.

6. Landmark Applications

None.

7. Certificate of Appropriateness (COA) applications

a. 314 Walnut St.

The applicant proposed to install a new ramp on the east side and connect it to the porch. The applicant also wanted to replace the two back windows with vinyl windows,

to match the remaining windows that were changed by the previous owner without COA approval. A new aluminum door will also be added to the back of the structure. The Commission previously reviewed the project at the last meeting as a Preliminary Review, and had no further comments.

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

b. 316 Cedar St.

Proposed is to install one wall sign and one projecting sign. The Commission noted that both signs were sensitive to the building and had no issues.

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

c. 405 E Main St.

Proposed is to replace the parking lot lights. Ms. Hitzemann noted that the Commission had reviewed a COA for the replacement of the lights, but the applicant has since changed the style. The applicant is proposing two style lights. The Old Town series will be used for the perimeter of the lot and the Millena lights will be used for the two interior lot lights. The Commission tabled the application at the previous meeting until the applicant could be present to answer any questions.

The Commission was in favor of the Old Town lights, but felt the new Millena lights were too modern. The Commission asked the applicant why the two Millena lights were different from the rest. The applicant said that to provide the needed lumens, he would have to use those lights instead. The Commission felt that there were other options on the market that would fit the old style, but provide the necessary lumens for the applicant. They requested that the applicant do a little more research to determine the best possible solution.

A motion was made by Ms. Malay and seconded by Mr. Pretz with a unanimous voice vote to table the COA until the applicant could conduct additional research into appropriate light fixture styles.

d. 518 Cedar St.

Proposed is to remove the current windows and replace them with vinyl windows. The Commission asked the Applicant if he was going to provide new casings and drip caps for the windows? The applicant said that he would include that where needed. The Commission also requested that the applicant match the existing lite style for the windows.

A motion was made by Ms. Malay and seconded by Mr. Kessler with a unanimous voice vote to approve the COA with the condition that integrated divided lites.

e. 382 S 7th St.

Proposed is to reconstruct the front porch of the home and relocate the porch steps to the front of the house. The porch will have wood posts and the floor will be red cedar. The Commission commended the Applicant on the great work he was doing to restore the house and expressed approval of the new porch

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

f. 219 W Main St.

Proposed is to install a new circular projecting sign. The Commission had no issues with design.

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

8. Grant Applications

None.

9. Other Commission Business

a. Architectural Surveys for Review

The Commission reviewed the provided surveys and requested staff make the discussed changes.

b. Future Surveys

Ms. Malay requested that surveys for review be more targeted to properties that have been recently discussed or properties that the Commission is aware could be discussed in the near future. The rest of the Commission agreed.

10. Additional Business and Observations from Commissioners or Staff

a. Recommendations for the next Fiscal Year

Mr. Pretz recommended that moving forward, the person running the meeting should be in person. He also requested that the applicant be in person, or provide staff with substantial information to be able to answer any questions. Mr. Pretz also noted that Mr. Kessler recommended that the surveys for review be sent in “off weeks” so that the Commission had more time to review them. He agreed with Mr. Kessler that it was a good idea.

b. Building Department Misinformation

Dr. Smunt noted that a resident was given information regarding the Historic Commission that was inaccurate. Ms. Hitzemann said that she would follow up on

the incident and ensure that the building department has appropriate information on how the Commission functions.

11. Meeting Announcements: Historic Preservation Commission meeting May 5th, 2021 at 7:00 P.M.

12. Public Comment

Ms. Malay inquired about the process of removing a landmark designation for a property. Ms. Hitzemann said she would look into it and get back to her at the next meeting.

Dr. Smunt asked if there was a way for all of the landmark information to be displayed on the City's website. Ms. Hitzemann noted that they may not be on the website due to a storage space issue, but she would check with the IS Department and report back to the Commission.

Ms. Malay informed the Commission that she was interested in being the Chair for the upcoming fiscal year. The Commission had no objections, but noted that a discussion with Chairman Norris should be conducted at the next meeting to determine whether he had interest in being the Chair. Ahead of the next meeting, where there will be a vote on the election of officers, Dr. Smunt nominated Ms. Malay for Commission Chair and himself for the Vice Chair.

The Commission had a further discussion about what should be expected from the Chair and Vice Chair of the Commission. It was noted that both people should be in communication with each other and staff and should be present, in person, at the meeting as much as possible. If they are not going to be present in person, or at all, they need to inform the Vice Chair and staff as soon as possible so other arrangements can be made.

13. Adjournment

With no further business to discuss, the meeting adjourned at 9:31 p.m.