

**MINUTES
CITY OF ST. CHARLES
HISTORIC PRESERVATION COMMISSION
WEDNESDAY, AUGUST 18, 2021
COUNCIL CHAMBERS**

Members Present: Pretz, Kessler, Malay, Smunt, Dickerson, Norris

Members Absent: Rice

Also Present: Rachel Hitzemann, Planner
Cindy Kaleta, Administrative Assistant

1. Call to Order

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

2. Roll Call

Ms. Hitzemann called roll with 6 members present. There was a quorum.

3. Approval of Agenda

3. Presentation of minutes of the August 4th, 2021 Meeting

A motion was made by Mr. Kessler and seconded by Dr. Smunt with a unanimous voice vote to approve the minutes of August 4th, 2021 meeting.

5. Certificate of Appropriateness (COA) applications

a. 7 S 2nd Ave.

The tenants who plan to operate a new theater at this location presented their revised sign drawings that the Commission reviewed at the last meeting as a preliminary review. The proposal is for a marquee sign and projecting sign. Ms. Hitzemann informed the Commission that the sign projection will need to be approved by Public Works.

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

b. 405 E Main St.

Proposed is to install a 6ft vinyl fence to replace the current wood fence. The Commission was supportive of the style, but did not like the proposed material. They said that they would prefer wood, but would consider a synthetic material as long as it had a wood-grain look.

A motion was made by Mr. Pretz and seconded by Dr. Smunt with a unanimous voice vote to table the COA until a revised material for the fence is proposed.

6. Grant Applications

7. Landmark Applications

8. Other Commission Business

a. Architectural Surveys for Approval

A motion was made by Dr. Smunt and seconded by Mr. Norris with a unanimous voice vote to approve the revised surveys with the requested changes.

b. Architectural Surveys for Review

The Commission reviewed the surveys and suggested changes.

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

a. Landmark Application Discussion

The Commission reviewed and commented on the proposed changes to the landmark nomination form.

b. 214 S 13th Ave.

Ms. Hitzemann informed the Commission that the Planning and Development committee decided not to act against the owners of this property, since the owners submitted plans for building permit to clean up the property.

c. Pottawattamie Survey Update

Ms. Hitzemann informed the Commission that the Grant Agreement with the State had been signed. The Commission expressed their interest in meeting with the survey firm again before they start. Ms. Hitzemann said she would set up a meeting.

11. Meeting Announcements: Historic Preservation Commission meeting Wednesday, September 1st, 2021 at 7:00 P.M.

12. Public Comment

13. Adjournment

With no further business to discuss, the meeting adjourned at 7:59 p.m.

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).