

**MINUTES  
CITY OF ST. CHARLES  
HISTORIC PRESERVATION COMMISSION  
WEDNESDAY, NOVEMBER 15th, 2023 – 7:00 P.M.**

**Members Present:** Rice, Smunt, Kessler, Pretz, Kramer, Dickerson, Malay

**Members Absent:** Kessler

**Also Present:** Rachel Hitzemann, Planner

**1. Call to Order**

Ms. 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**

Ms. Hitzemann added to 407 S. 5<sup>th</sup> Street to Preliminary Reviews.

Dr. Smunt added under Additional Business; Open Meetings Act and Training

Ms. Malay added under Additional Business; Ethics Discussion

**A motion was made by Dr. Smunt and seconded by Ms. Kramer with a unanimous voice vote to approve the amended agenda.**

**4. Presentation of minutes of the October 18<sup>th</sup>, 2023 meeting**

**A motion was made by Dr. Smunt and seconded by Ms. Kramer with a unanimous voice vote to approve the Minutes of October 18<sup>th</sup>, 2023. Dr. Dickerson abstained.**

**5. Presentation of minutes of the November 1<sup>st</sup>, 2023 meeting**

**A motion was made by Dr. Smunt and seconded by Ms. Kramer with a unanimous voice vote to approve the Minutes of November 1<sup>st</sup>, 2023. Ms. Malay abstained.**

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

**a. 317 Illinois St.**

Mr. David Babka, Owner, and Mr. Greg Martyniak, Contractor, presented proposal to install Vinyl siding, trim, windows and window trim at 317 Illinois Street.

Dr. Smunt questioned why they will be using 2 x 8 skirt trim. Mr. Martyniak responded if they use 1 x 8 the siding will stick out beyond the skirt trim.

Dr. Smunt asked there would be a drip cap between the siding and the divert? Mr. Maryniak responded yes there would be drip cap.

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

**b. 619 W Main St.**

Mr. Eric Larson, Millington Square, presented proposal to install new vertical board and batten siding and double hung windows on the back portion of the “barn” structure, new storefront, and new awning.

Dr. Smunt asked if the connection between the original brick building and newer building, is board and batten? Mr. Larson responded yes, it is board and batten on the connection.

Ms. Hitzemann asked if the intent was to come back in May for a Façade Grant? Mr. Larson answered yes, he would like to come back for the façade grant.

Dr. Smunt suggested the siding on the original coach house be stained with a semitransparent stain and sealed.

Ms. Rice commented the windows look good.

The Commission discussed the window sizes and double hung windows. Dr. Smunt would like to see double hung windows on the 2<sup>nd</sup> floor, same height as first floor.

**A motion was made by Dr. Smunt with condition Option B in diagram 3b be used except all windows used be same width and height. Seconded by Ms. Rice with a unanimous voice vote to approve the COA as presented. Ms. Kramer abstained.**

**c. 228 W Main St.**

Mr. Caelan Hayes, Ibrand Visual, presented wall sign in a frame of vinyl that was applied to building at 228 W Main Street.

Ms. Hitzemann added the white piece of the sign was original. The new sign is technically too big for the wall but since it covers the white part that was currently there we are looking at the banner part which does meet our sign requirements.

Ms. Malay added this sign was grandfathered.

**A motion was made by Ms. Rice to approve the sign per the grandfathered dimensions with a note that when there’s a change the sign comes down. Seconded by Dr. Smunt with a unanimous voice vote to approve the COA as presented.**

**d. 115 Cedar Ave.**

Mr. Jeff Dawes, Property Owner, presented proposal to replace 3 windows on second story of home.

Dr. Smunt asked what the material will be used and color of new windows and existing windows. Mr. Dawes, responded the windows will be a vinyl window, green on the outside which will match the green on existing windows.

**A motion was made by Dr. Smunt to approve the COA for windows in vinyl, aluminum clad or fiberglass windows and color matches existing windows. Seconded by Mr. Pretz with a unanimous voice vote to approve the COA as presented.**

**7. Grant Applications**

None

**8. Landmark Applications**

None

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

**a. 407 5<sup>th</sup> Street**

Brooke Greenlee, Future Homeowner, Dan Marshall, Marshall Architects, and Zach Derrico, Derrico Builders, presented updates to preliminary concept plan. Mr. Marshall explained the elevations on the home, the siding, windows, and the lowered ridge on the garage.

**10. Other Commission Business**

**a. Pottawattamie Final Survey Presentation**

Ms. Erica Ruggiero, Lead Historic Preservation Specialist from McGuire Iglecki & Associates, Inc. presented the final deliverable of the Pottawattamie Survey.

**11. Public Comment**

None

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

Dr. Smunt opened discussion concerning the Open Meetings Act and Training. Commission members spoke about trainings they have received. Ms. Hitzemann will FOIA the agency to see who has taken the on-line training.

Ms. Malay opened discussion about Ethics for the Historic Preservation Commission concerning reviewing of plans on projects. There is a difference between someone who has yet to bring a project to the City. Once a project has been presented to the Commission for discussion, all future activities need to be done through the Historic Commission and the City. Group emails for things that have been discussed at a meeting cannot be done, questions would need to go through City Staff.

Ms. Malay added discussion concerning Commissioners abstaining from discussions. Mr. Pretz suggested the Staff reaches out to Legal for assistance on when a Commissioner should abstain from discussion.

**13. Meeting Announcements: Historic Preservation Commission meeting Wednesday, December 6<sup>th</sup>, 2023 at 7:00 P.M.**

**14. Adjournment**

With no further business to discuss, the meeting adjourned at 9:40 P.M.