

**MINUTES  
CITY OF ST. CHARLES  
HISTORIC PRESERVATION COMMISSION  
WEDNESDAY, APRIL 5, 2023 – 7:00 P.M.**

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

**Members Absent:** Kessler

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

**1. Call to Order**

Chairperson Malay called the meeting to order at 7:00 P.M.

**2. Roll Call**

Ms. Hitzemann called roll with six member present. There was a quorum.

**3. Approval of Agenda**

Chairperson Malay requested the addition to Other Commission Business 9b. 309 Walnut Street and to Additional Business and Observations from Commissioners or Staff 11b. Landmark Classification Discussion.

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

**4. Presentation of minutes of the March 15<sup>th</sup>, 2023 meeting**

**A motion was made by Dr. Smunt and seconded by Ms. Kramer, with a voice vote to approve the Minutes of March 15, 2023. Dr. Dickerson abstained.**

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

**a. 511 Illinois Ave.**

Mr. Terry Rice, Banner Up Signs, presented proposal to install non-illuminated Alupanel wall sign at 511 Illinois Ave.

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

**b. 217 Cedar Ave.**

Mr. Rick Spears, Baker United Methodist Church, presented proposal to install new garage door. Mr. Spears was uncertain the door information submitted would be the door installed.

**A motion was made by Dr. Smunt and seconded by Mr. Pretz to table until applicant can submit information on door to be installed, including dimensions, and drawing showing new door, with a unanimous voice vote to table.**

**c. 303 N 3<sup>rd</sup> Ave.**

Mr. Matt Sweeney, Property Owner, presented revised proposal to remove the current detached garage and front addition and construct a new addition and new detached garage to property at 303 N. 3<sup>rd</sup> Ave.

Dr. Smunt asked about the changing to some of the windows to 6 over 1 pane stating that style does not fit the Greek Revival style.

Ms. Rice, Ms. Kramer, Dr. Dickerson, Mr. Pretz, and Chairperson Malay all agreed the 6 over 1 windows would not be appropriate.

Chairperson Malay opened the floor for public comment.

Mr. Charles Izzo, 312 N. 2<sup>nd</sup> Ave, spoke on concerns he and his wife have on the building of this home as presented.

Mr. Paul McMahon, 304 Chestnut, spoke of concerns on the placement of the garage and safety issues of the driveway to the street.

Ms. Pat Pretz, 214 Chestnut, spoke of concerns on the safety of the new driveway.

Chairperson Malay advised the concerned neighbors should put their concerns in writing and send to the City as the concerns voiced are not within the limits of the Historic Commission.

Mr. Pretz suggested the plans be submitted to the Zoning Board of Appeals for review.

Ms. Hitzemann added the home meets all of the zoning criteria and would not qualify for a Building Zoning Board of Appeals review unless the Chairperson and Vice Chairperson no longer felt the breezeway did not qualify as a breezeway.

Chairperson Malay asked if anyone would like to make a motion to send this project to the Zoning Board of Appeals for review.

**A motion was made by Mr. Pretz to recommend this project for review before the Zoning Board of Appeals. The motion was not seconded.**

**A motion was made by Dr. Smunt and seconded by Ms. Kramer to approve COA submitted as all zoning criteria have been met, no variance is required, 20 foot height allowed for detached carriage house and the setback requirement are being followed. We are requesting the applicant on his final plans show 6 over 6 window sashes be maintained on all principle windows as discussed in meeting today, request that the curb cut on Third Ave remain and public works be notified of blind driveway.**

**Roll was called:**

**Ayes: Rice, Smunt, Dickerson, Kramer, Malay**

**Absent: Kessler**

**Abstain: Pretz**

**Nays:**

**Motion passed 5-0**

**6. Grant Applications**

None

**7. Landmark Applications**

None

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

None

**9. Other Commission Business**

**a. Pottawattamie Survey Review**

Commission discussed concerns of discrepancies in report concerning markings of integrity on properties, incorrect addresses, and incorrect pictures on some properties.

**b. 309 Walnut**

Dr. Smunt stated all trim and siding was to be a complete replication of previous trim and siding. After completion of west gable, casings were removed but not replaced.

Ms. Hitzemann advised she would take a look at home.

**10. Public Comment**

None

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

**a. Commission member vs. Citizen**

Ms. Hitzemann reminded Commission about their role as a Commission member and their role of citizen of St. Charles. When at a public meeting when speaking, either don't bring up they are a Historic Commission member or clearly state you are not speaking on behalf of the Commission. Only the Chair and Vice Chair should speak on behalf of the Commission at a public meeting.

**b. Landmark Class Discussion**

Mr. Pretz shared how the Historic Commission in Palm Springs, CA qualifies Landmark Status of buildings using Landmark Status Class 1 and Landmark Status Class 2.

**12. Meeting Announcements: Historic Preservation Commission meeting Wednesday, April 19<sup>th</sup>, 2023 at 7:00 P.M.**

**13. Adjournment**

With no further business to discuss, the meeting adjourned at 8:53 P.M.