

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	HISTORIC PRESERVATION COMMISSION AGENDA ITEM EXECUTIVE SUMMARY			
	Agenda Item Title/Address:	Façade Grant: 307 Illinois Ave.		
	Significance:	Contributing		
	Petitioner:	Samantha Cocroft		
	Project Type:	Façade Improvements		
PUBLIC HEARING			MEETING 6/17/20	X
Agenda Item Category:				
	Preliminary Review	X	Grant	
	Certificate of Appropriateness (COA)		Other Commission Business	
	Landmark/District Designation		Commission Business	
Attached Documents:			Additional Requested Documents:	
Application, Current photos, Design Drawings/ scope details, Architectural Survey			Building Elevations	
Project Description:				
<ul style="list-style-type: none"> • A Façade Improvement Grant has been requested by Samantha Cocroft for her house at 307 Illinois Ave. • Ms. Cocroft is looking to do façade work on her home that includes installing LP or Hardie siding, painting, repairing and replacing trim, etc. • The maximum grant amount for residential units is \$5,000 				
Staff Comments:				
<p>The Commission should determine what elements of the proposed project are eligible grant improvements.</p> <p>A recommendation to the Planning and Development Committee is required.</p>				
Recommendation / Suggested Action:				
<ul style="list-style-type: none"> • Provide feedback and recommendations. 				

4. **Residential Façade Grant:**

- **Eligible Properties:**
Residential buildings located within a Historic District or Landmark site, rated in the Historic District Architectural Survey as:
 - “Contributing” or “Significant” structures
 - Non-Contributing structures that, upon completion of the improvements, will be re-classified by the Historic Preservation Commission as “Contributing” or “Significant”
- **Minimum Project Cost:** \$1,000
- **Maximum Grant Amount:** \$5,000 for:
 - Improvements that will be visible from the public right-of-way
 - Improvements to systems that include both the visible and non-visible elevations (such as improvements to siding or windows around entire building)
- **Eligible Improvements:**
 - 50% Reimbursement for projects falling into one or more of the following categories:
 - Repainting of historic exterior surface materials where the surface preparation includes removal of worn/failing paint and intensive surface preparation prior to painting.
 - Reconstruction of missing historic features. (*Example: Previously existing front porch*)
 - Repairing/stabilizing deteriorated historic features and reusing existing architectural elements. (*Example: Repair or partial reconstruction of a porch or replacement of window components*)
 - Removal of inappropriate features and restoration with original details and materials. (*Example: Removal of non-original aluminum/vinyl siding and restoration of the original siding, Removal of vinyl or aluminum windows and replacement with wood or aluminum clad wood windows.*)
 - Upgrade deteriorated materials with new appropriate materials. (*Example: Replacement of deteriorated wood windows with new wood windows*)
 - 100% Reimbursement for Architectural Services (Up to \$2,000)
 - Where architectural services are required, the owner or tenant should retain an architect to prepare a conceptual design and cost estimate for work proposed. If the project is approved by the City, the architect may provide bidding and construction plans and documents, as well as construction supervision. Only those architectural services directly related to the approved facade improvement will be reimbursed.
- **Ineligible:**
 - Routine maintenance
 - Any interior improvement or finishes
 - Any improvements to internal building systems, including HVAC, plumbing, electrical (except for wiring for exterior lighting)
 - Any site improvements, including sidewalks, parking lots and landscaping.
 - Freestanding new construction buildings
 - Building additions, unless in connection with improvements to the existing building.
- Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility by the Historic Preservation Commission as an advisory body and approval or disapproval by City Council.

5. **Terms and Conditions applicable to all grants:**

- **Grant applications will be considered in the order they are received.** In the event that the total amount of the potential reimbursement grants exceeds the amount budgeted for the program year, the applications will be carried over for consideration during the following program year.
- **Not more than one grant shall be approved for a building in any program year, and a grant shall not be approved if a grant was made for the same portion of the building within the previous five years.** For the Residential Grant Program, within the 5 program years following approval of a grant, a grant for the same property will not be considered until September of each program year.
- **The maximum amount of the reimbursement grant for a specific property will be set forth in a Facade Improvement Agreement between the City and the property owner or tenant.** If the actual costs exceed the original final estimates submitted with the application and used to determine the final total amount of reimbursement within the Agreement, the property owner or tenant will be responsible for the full amount of the excess. The City cannot reimburse more than the total amount specified in the Agreement.
- **Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099.** You are required to provide your taxpayer ID number or social security number as part of the Façade Improvement Agreement. Property owners and tenants should consult their tax advisor for tax liability information.
- **The following items are not considered “improvements” and therefore they are not eligible for reimbursement:**
 - Building Permit fees and related costs.
 - Extermination of insects, rodents, vermin and other pests.
 - Title reports and legal fees.
 - Acquisition of land or buildings.
 - Financing costs.
 - Sweat equity.
 - Working capital for businesses.
- **Work that has been initiated prior to the approval of the Facade Improvement Agreement by the City Council is NOT eligible for grant reimbursement.**
- **All improvements must be completed prior to the end of the program year on April 30.** If the work is not complete by the end of the program year, the City’s remaining obligation to reimburse the owner or tenant for the project terminates. The City may, its sole discretion, grant a single one-year extension due to unforeseen circumstances that have prevented the completion of the project.
- **The property owner and tenant shall be responsible for maintaining the facade improvements without alteration for five (5) years.** A restrictive covenant limiting alterations may be required by the City Council at the time of approval of the Facade Improvement Agreement.
- **Any project changes must be approved by the City.** Major changes or elimination of improvements must be approved by the City Council. Minor revisions must be approved by the Historic Preservation Commission.
- **This is a reimbursement program -- you must pay your architect, contractors and suppliers before you receive payment from the City.**

FAÇADE IMPROVEMENT GRANT APPLICATION



ST. CHARLES
SINCE 1834

COMMUNITY & ECONOMIC DEVELOPMENT DEPT. / PLANNING DIVISION

CITY OF ST. CHARLES

Grant Type (select one):

Commercial

Residential



Property Information:

Building or establishment for which the reimbursement grant is requested:

Address:

307 Illinois Ave

Property Identification Number:

Applicant Name:

Roosevelt & Samantha Covert

Project Description:

Front Porch Facade and Side Yard Renovation
- See Detailed Scope of work

Total Cost Estimate:

\$ 39,970.00

Submittal Checklist:

\$50 Application Fee (will drop off)

Detailed Scope of Work: Must identify all improvements, construction methods, building materials to be used. Costs must be broken down and itemized by task. In general, this scope of work should be prepared by the contractor(s) who will be completing the project.

Documentation on Existing Conditions: Reports or photographs to demonstrate need for improvements.

W-9 Form: Filled out and signed by the grant applicant, with a Federal Tax ID Number (or a Social Security Number for an individual)

Applicant Contact Information:

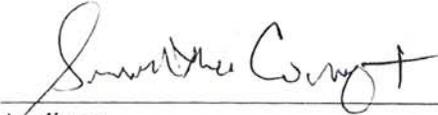
Phone Number: (217) 549-4877 (Rosevelt) (331) 248-2345 (Samartha)

Email Address: Sam.Cocroft@gmail.com

RECEIVED
St. Charles, IL

Statement of Understanding:

- I agree to comply with the guidelines and procedures of the Façade Improvement Grant Program. I have read and understand the "Terms and Conditions".
- I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor's final waivers of lien upon completion of the approved improvements.
- I understand that work done before a Façade Improvement Agreement is approved by the City Council is not eligible for a grant.
- I understand the Façade Improvement reimbursement grants are subject to taxation and that the City is required to report the amount and recipient of said grants to the IRS

Signature:  Date: 6/14/2020
Applicant

Owner Authorization (if applicable):

If the applicant is other than the owner, you must have the owner complete the following certificate:

I certify that I am the owner of the property at 307 Illinois Ave, and that I authorize the applicant to apply for a reimbursement grant under the St. Charles Façade Improvement Program and undertake the approved improvements.

Signature:  Date: 6/14/2020
Owner







June 13th, 2020

Front Porch, Façade and Side Yard Renovation
Updated Estimate

Samantha Cocroft
315 South 5th Avenue
St. Charles, IL 60174
Sam.cocroft@gmail.com
331.248.2345 cell

MH Development Group Inc. proposes to perform the following scope of work at the above address;

Exterior & Façade Improvements

Remove wooden deck on west side yard of residence

Remove stoop and door at south facing porch entry

Remove exterior siding on front porch, front gable and all west facing areas to the end of the wraparound porch, re-use removed material to infill areas of missing siding on south and west sides of residence and newly exposed areas after ledger board has been removed.

Remove concrete stoop at south porch entrance and remove cracked concrete slab beneath deck

Grind down lifted concrete slab edge at driveway entrance south of public walk

Repair 1 broken front porch window sash, **replace window if not able to repair at additional cost*

Supply and install secondary front porch entry door to right of main entrance

Re-work front walk to main entry for rise and run due to porch floor leveling

Replace damaged or mismatched front trim and sill elements, supply and install 4" lap siding (LP or Hardiboard) to match existing appearance of vinyl; this would be a first stage of a multistep process to re-side the entire house at a later date.



Prep and Paint all white exterior trim elements not being removed as part of re-siding portions of the residence.

Build landing, steps and railing to access south facing exterior entry where deck was removed, decking railing and balusters, No. 1 treated pine for primary material.

Landing supported by 8" piers, 42" below grade, poured in concrete (2), stair treads to land on paver patio as described below;

Install paver patio at base of new stairs (approximately 6'W by 10'L) with surrounding mulch bed for future plantings.

Interior Updates/Improvements

Remove 2 partition walls framed on interior of front porch

Re-Build exterior wall after south facing door removed

Remove porch deck boards and reframe porch floor to level

Install LVP flooring and underlayment over entire front porch

Insulate floor, exposed walls and ceilings with mineral wool insulation, ISO Foam boards or other best products to provide greater seasonal comfort.

Remove and replace in-kind porch ceiling boards

Build landing, steps and railing to access south facing exterior entry where deck was removed, decking railing and balusters, No. 1 treated pine for primary material.

City permit fees by owner.

Total Estimated Cost \$39,970.00

See Appendix A attached for financial breakdown of above scope.

**Please note that this is a preliminary estimate and not an official contract; it has been provided by MH Development Group to facilitate discussions and review by the City of St. Charles Historical review board and or the St. Charles Building/Engineering Department(s). Final scope and cost will be determined upon receipt of review comments and or discussions with the owners of the residence and said City departments.*

APPENDIX A

Cocroft Porch Remodel 307 Illinois Avenue, St. Charles IL 60174

Category	Scope Description	General Estimate
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Exterior Work	<i>*this is a rough estimate and not an official proposal</i>	
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Removal of Back Deck	Complete tear out and removal of back deck	\$ 1,040.00
Hauling	Removing and disposing of all construction debris offsite	\$ 250.00
Concrete Work	Remove stoop, remove cracked slab, haul off and grind down raised portion of driveway	\$ 1,400.00
New Concrete work	Pour 2 piers to support stoop and slab to receive risers down to patio	\$ 700.00
Construct new Landing and stairs	Materials and labor to build landing, railing and grab rail down from side entry (No. 1 Treated Pine)	\$ 1,900.00
Exterior door Supply	Supply and install matching exterior door for front porch entry, including hardware and closer	\$ 1,800.00
Exterior Trim and siding	Remove existing vinyl siding, supply and install exterior siding/trim materials; north façade and 2nd story west facing elevation to the return of front porch building line, includes 1/4" foam board and Tyvek or equal vapor barrier	\$ 8,250.00
Landscaping/Patio work	Install paver patio where old deck was removed, 12' by 6' with mulch bed perimeter	\$ 3,500.00
Window sash repair	Repair Broken window pane	\$ 450.00
Carpentry Labor	Install 1 exterior door & hardware, porch flooring and porch ceiling boards	\$ 1,400.00
Exterior Painting	touch up and prep all exterior trim elements at front façade, re-seal and paint	\$ 2,100.00
Re-configure concrete at front entry	Due to leveling of porch floor, tear out or re-work front concrete walk/steps to due to increase in	\$ 1,900.00
General Contracting & Project Admin.	Materials purchase/delivery, financials, subcontractor scheduling, design and implementation	\$ 2,000.00

Subtotal for all Exterior Work \$ 26,690.00

Interior Work

Construction Debris Container	Estimation of 1 20 yard container for all construction waste over course of project	\$ 450.00
General Contracting Project Admin.	Materials purchase/delivery, financials, subcontractor scheduling, design and implementation	\$ 1,520.00
General Demolition and Removal	Remove porch partition walls, flooring, drywall, cabinetry, ceiling boards etc.	\$ 2,630.00
Framing of porch floor	Labor to complete rough framing (to level) and sheathing of porch floor	\$ 1,560.00
Framing materials	2*6 floor joists, 3/4" T&G subfloor, required misc. materials and hardware	\$ 780.00
Insulation Work * before installing subfloor	Supply and install ceiling and flooring insulation batts, supported by 1/2" foam insulation board from beneath	\$ 1,940.00
Porch Ceiling	Supply and install 1*4 T&G ceiling boards Pine or fir	\$ 1,900.00
Misc. drywall repair and painting	Mold/mildew resistant drywall materials for all repairs	\$ 1,400.00
New porch Flooring	Supply and install Luxury Vinyl plank flooring over installed subfloor	\$ 1,100.00

Subtotal for all Interior Work \$ 13,280.00

General Estimate for Costs for Scope as outlined above \$	39,970.00
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ST. CHARLES HISTORIC PRESERVATION COMMISSION

ARCHITECTURAL SURVEY ST. CHARLES CENTRAL DISTRICT ST. CHARLES, ILLINOIS

DIXON ASSOCIATES / ARCHITECTS

ARCHITECTURAL INTEGRITY

	1	2	3
<input type="checkbox"/> Unaltered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Minor Alteration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Major Alteration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive to original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insensitive to original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1: first floor; 2: upper floors; 3: roof/cornice

BUILDING CONDITION

- Excellent: Well-maintained
- Good: Minor maintenance needed
- Fair: Major repairs needed
- Poor: Deteriorated

ARCHITECTURAL DESCRIPTION

Style: Queen Anne

Date of Construction: 1880-1910

Source: A Field Guide to American Houses

Features:

Two-story structure. Multiple gable roof with decorative wood shingles at gable ends. Enclosed porch.

ARCHITECTURAL SIGNIFICANCE

- Significant
- Contributing
- Non-Contributing



Address:

307 East Illinois Avenue

Representation in Existing Surveys:

- Federal
- State
- County
- Local

Block No. 59

Building No. 6

SURVEY DATE:

MAY 1994

ROLL NO. 9

NEGATIVE NO. 6