

HISTORIC PRESERVATION

COA ADMINISTRATIVE APPROVAL LIST



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

CITY OF ST. CHARLES

The Historic Preservation Commission has recommended, and the City Council has authorized, that the following Building Permits may be subject to an administrative review by City Staff for a Certificate of Appropriateness (COA), in accordance with Section 17.32.080(B)(3) of the St. Charles Zoning Ordinance:

Project Type	Administrative COA Review authorized	Requires Historic Commission review
<b>Re-Roofing</b>	<ul style="list-style-type: none"> <li>▪ Use of like – in – kind materials (i.e. asphalt shingle replaced with asphalt shingle, regardless of color/style/profile; replacement of roof membrane with new similar material)</li> <li>▪ Rafters sizes are being changed to meet current structural requirements or building codes and the over all appearance will not be changed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of significantly different surface materials</li> <li>▪ Significant change to the roof line height (over 8’)</li> <li>▪ For flat roofs, any changes to how roof surface meets parapet walls, or installation of coping</li> </ul>
<b>Fences</b>	<ul style="list-style-type: none"> <li>▪ Partially reconstructing existing fence</li> <li>▪ Adding to an existing fence with like – in – kind material in the same architectural style</li> </ul>	<ul style="list-style-type: none"> <li>▪ Construction of a new fence</li> <li>▪ Complete replacement of a fence</li> </ul>
<b>Brick Chimney Reconstruction</b>	<ul style="list-style-type: none"> <li>▪ Reconstruction of non-corbelled brick chimney with like – in – kind materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Installation of corbelling</li> <li>▪ Installation of decorative chimney caps</li> </ul>
<b>Awnings</b>	<ul style="list-style-type: none"> <li>▪ Replacement of woven fabric material on existing awning support frame</li> </ul>	<ul style="list-style-type: none"> <li>▪ Replacement or new awning support frame</li> </ul>
<b>Exterior Stairway Repair</b>	<ul style="list-style-type: none"> <li>▪ Replacing a portion with like – in – kind materials, no change to style, design, dimensions of the structure and components</li> <li>▪ Complete replacement of a stairway located within existing masonry walls or foundation walls and within the same footprint of the existing stairway</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete replacement</li> <li>▪ Changes to style, design, dimension of structure</li> <li>▪ Removal or replacement of historic handrails or other decorative features</li> </ul>
<b>Stoop repair/ replacement</b>	<ul style="list-style-type: none"> <li>▪ Replacement with like – in – kind materials, and no change in style design, dimension, except for a dimension change that is required by Building Code</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change in materials, design, or dimension</li> </ul>

<b>Sign face changes / modifications</b>	<ul style="list-style-type: none"> <li>▪ Replacing any sign lettering, logos, or graphics where there is no change in size, materials, or location of the sign and no change to structural components</li> <li>▪ Replacement of projecting banner signs on existing supports</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change in size, materials, or location of sign</li> <li>▪ Changes to structural components</li> <li>▪ Addition of, or change to, lighting/illumination of signs</li> </ul>
<b>Retaining Walls</b>	<ul style="list-style-type: none"> <li>▪ Construction of new retaining walls, with a stone or masonry surface material matching the principal structure on the lot</li> </ul>	<ul style="list-style-type: none"> <li>▪ Surface materials different or not matching the materials of the principal structure on the lot</li> </ul>
<b>Rooftop-mounted mechanical units, equipment boxes, antennas, or similar equipment</b>	<ul style="list-style-type: none"> <li>▪ New equipment that is not visible from streets or adjacent properties</li> <li>▪ Replacement equipment of the same size in the same location</li> <li>▪ New equipment located among existing similarly sized equipment, that does not increase the overall visibility of the units when viewed from the street or adjacent property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Installation of new equipment in a location visible from streets or neighboring properties</li> </ul>
<b>Emergency Repairs</b>	<ul style="list-style-type: none"> <li>▪ Repairs to match existing architecture and materials following accidental damage to a building or other structure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repairs that may further damage or destroy historic materials on a building or other structure</li> </ul>

Revised 8/4/15, per City Council Resolution 2011-91