

**MINUTES
CITY OF ST. CHARLES IL
HISTORIC PRESERVATION COMMISSION
WEDNESDAY, MARCH 9, 2011
DENS A & B**

Present: Chairman Smunt, Bobowiec, Prestidge, Withey, Norris, Weals,
Pretz

Also Present: Russell Colby, Planner
Michelle Taubensee, Recording Secretary
Maureen Lewis, Alderman

1. Call to order.

Chairman Smunt called the meeting to order at 7:02 p.m.

2. Approval of agenda.

With no changes made to the agenda, Chairman Smunt stated that the agenda would stand as presented.

3. Presentation of minutes of the February 9, 2011 meeting.

A motion was made by Mr. Prestidge and seconded by Mr. Withey with a unanimous voice vote to approve the minutes as presented.

4. Residential Design Guidelines.

Chairman Smunt noted that all Commissioners received the updated version of the Design Guidelines. Chairman Smunt also noted that more pictures have been included, which adds a lot of interest.

Mr. Colby advised that he utilized pictures compiled by the Commission. He was able to insert pictures in most sections and add graphic interest by the way the pictures are laid out. Some pictures of building additions were added to the front section with notes of examples. Mr. Colby stated that he tried to keep the content positive rather than focusing on the negative. The table of contents was reduced to one page and the content was organized so that it is user friendly and easier to find information. The only significant change to content was the COA process. Mr. Colby changed the information to match what is provided in the handout material to keep everything consistent.

Commissioners stated they were impressed with the new version and commended Mr. Colby on his work.

Chairman Smunt noted that when looking through the document, he was not able to jump to a specific section by clicking in the table of contents. Mr. Colby responded that those are features that can be added once the document is finalized and officially available. Mr. Colby advised the Commission to review the document carefully for any grammatical or other errors.

This version of the document will be on the agenda for the next Planning and Development meeting scheduled for Monday, March 14, 2011. The document has been posted as part of the meeting materials so Council members do have access to it. It will also be available on the website as part of the public meeting postings. Along with the document, there is a Zoning Ordinance amendment to incorporate the Design Guidelines as part of the COA review criteria. Also, a resolution is being presented for approval, which will allow the Commission to modify the document in terms of changing the formatting or adding information as long as the content or recommendations are not changing.

Mr. Bobowiec suggested adding a footnote explaining that all the pictures are of homes in St. Charles and thanking the property owners.

A recommendation was made by Mr. Pretz and seconded by Mr. Bobowiec with a unanimous voice vote to approve this version of the Residential Design Guidelines to be incorporated in a resolution to City Council.

There was brief discussion on making the Design Guidelines available on the city's website or providing a CD of the document.

5. Mail Order Homes Display Window.

Mr. Colby stated that the Atrium display window reservation starts next Wednesday, March 16th. Mr. Colby provided printouts of all the homes he could find from Rebecca Hunter's list that were verified along with homes that could be possible examples. Mr. Colby found large printouts of the catalog picture and matched them with the picture of the house in St. Charles. Mr. Colby questioned if there are any other elements or information that should be included in the window display. Ms. Weals noted the questionnaire included in the meeting packet and suggested that these be displayed in the window. Mr. Colby suggested mounting materials directly to the existing backing of the display window. Chairman Smunt suggested a foam board backing for the display window that could then be reused for other displays or presentations. Mr. Colby explained that he has access to that material and can provide it.

Ms. Weals suggested that the catalog pictures be black and white and the matching picture be in color to give contrast. Chairman Smunt stated that references should be noted, such as the library. Mr. Colby has also researched and gathered information from the Internet.

Chairman Smunt advised that 315 S 12th Avenue was a Sears's home; the owner verified that there are numbers on the rafters. Mr. Colby responded that he could not find the catalog picture for all the homes and did not include those that he could not find a catalog picture to match.

Mr. Bobowiec offered to help set up the window display. Mr. Norris will help mount all the material to the foam board and also hang the board in the window display. Mr. Bobowiec suggested listing the addresses on the handout in case someone would like to drive past the houses. There was brief discussion regarding Commissioners helping to set up the window display. Those that will help agreed to meet at 4:00 p.m. on March 16th to set up the window. Mr. Colby will be largely responsible for preparing everything to be set up.

Maureen Lewis, 5th Ward Alderman, was present for the meeting and noted she is aware of a catalog home on Roosevelt Street. Ms. Weals suggested that the window display might peak someone's interest for more research.

6. Announcements: Historic Preservation Commission meeting Wednesday, March 23, 2011 at 7:00 p.m. in the Committee Room.

7. Additional Business.

- a) Chairman Smunt discussed the Design Guidelines and confirmed that Mr. Colby would present the background and summary at the public meeting. Mr. Colby asked that Commission members be present to assist and answer questions.
- b) Chairman Smunt noted (2) property owners have expressed interest in landmarking their property. Chairman Smunt suggested offering assistance to the homeowners with research so that the properties move forward with a nomination to landmark. Ms. Weals volunteered to help with the property at 5th Street and Main Street. Chairman Smunt stated that he would follow up with the other owner, his neighbor.
- c) Mr. Bobowiec discussed the old church steeple on 4th Street that was removed without permission and advised that the property is currently for sale. He suggested the City attorney look into legal action to ensure that the steeple is rebuilt before the property is sold. Mr. Colby stated he would research what options are available.
- d) Mr. Colby advised that he was contacted by the Library regarding the landmark website. Things have been moving along and they have requested pictures of all the landmarks. Mr. Colby assumes they will be unveiling the new website soon.

- e) Mr. Prestidge advised that he will not be present for the April meetings and Mr. Withey advised that he would not be present for the May meetings. Chairman Smunt made note that with everyone else present, there is still quorum.
- f) Ms. Lewis thanked the Commission for all the hard work at the meetings and also outside of the meetings.

8. Adjournment.

A motion was made by Mr. Prestidge and seconded by Mr. Withey with a unanimous voice vote to adjourn the meeting.

With no further discussion, the meeting ended at 7:45 p.m.

Respectfully submitted,
Dr. Smunt, Chairman
Historic Preservation Commission

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