

**MINUTES  
CITY OF ST. CHARLES IL  
HISTORIC PRESERVATION COMMISSION  
WEDNESDAY, MARCH 23, 2011  
COMMITTEE ROOM**

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

**Also Present:** Russell Colby, Planner  
Debbie Graffagna, Recording Secretary

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**1. Call to order.**

Chairman Smunt called the meeting to order at 7:03 p.m. and requested that cell phones be turned off or be placed on silent.

**2. Approval of agenda.**

The following items were added to the agenda under Item No. 7 Additional Business.

7a) Preliminary Review for a fence at 218 Illinois Avenue.

**A motion was made by Mr. Withey and seconded by Mr. Norris with a unanimous voice vote to approve the amended agenda.**

**3. Presentation of minutes of the March 9, 2011 meeting.**

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

**4. COA: 210 Cedar Street, Isacco Kitchen (add screens to porch).**

Mr. Colby advised that the applicant did not submit documentation; therefore this COA review will need to be tabled.

**A motion was made by Mr. Norris and seconded by Mr. Prestidge with a unanimous vote to table the COA Review for 210 Cedar Street.**

**5. Work Plan Update:**

a. Residential Design Guidelines.

Chairman Smunt advised the Commission members that the Residential Design Guidelines were discussed and recommended for approval at the Planning and Development Committee and formally adopted by the City Council on Monday. Chairman Smunt stated the discussion and feedback was very positive and that the Commission was congratulated on doing a great job. Mr. Colby further advised the Commission that he would add the Historic Districts and Landmarks Map to the document prior to publication. Chairman Smunt stated that the Commission would be

able to make minor edits or revisions to the guidelines. Mr. Colby stated that they could also add graphics. All members were very pleased that the Design Guidelines were approved.

**b. Display Window.**

Everyone commented on how impressed they were with the Atrium display window on Mail Order Homes. They felt that the material in the display was very interesting. It was suggested that with the Design Guidelines being approved and the with a very informative window display, that the local newspaper might want to do an article or take pictures.

**c. Additional Items.**

Mr. Colby advised that the Main Street window display was reserved for the end of July and early August. Ms. Weals stated that she thought of having a cut-away of a restored historic window in the display. Some of the other suggestions included showing how to weather strip, half restore one of the windows, or have one old window and one new window. The Commission briefly discussed the windows that were replaced at the home on 405 S. 7<sup>th</sup> St. Ms. Kim Malay advised the Commission that the owner still has the old windows. It was questioned if she would consider landmarking the building. Ms. Malay responded that the owner Ms. Ross was busy renovating the building, which will be used as a facility for terminally ill senior citizens.

Mr. Colby addressed that the City is changing the format of the Den newsletter to a monthly newsletter that will be electronic-only in the future. With more space available, there will be more opportunities for articles and information informing the public.

The Commission discussed potential landmark buildings included in the Work Plan (512 W. Main St., 502 S. 4<sup>th</sup> Ave, 514 Oak St., 605 W. Main St., 521 W. Main St.). Chairman Smunt explained that these owners either expressed interest or were not opposed to the idea of landmarking, but they did not have the time or resources to do the research and might want assistance from the Commission members. It was suggested that Commission members talk with any of these interested individuals. Mr. Colby advised that he had some of the email addresses and would make contact and send a link to the Residential Design Guidelines document. Chairman Smunt advised that he would try to make contact with some as well.

Chairman Smunt suggested that copies of the Residential Design Guidelines be available at the front counter in Building and Code Enforcement Division Office. Mr. Colby advised that the document will be available on the City's website and they will be able to download the document. Mr. Colby advised that the website link will be added to the Historic Preservation "Certificate of Appropriateness" COA Review and Review Criteria handout, which is currently available in the Building and Code Enforcement Division Office for the customers.

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

**7. Additional Business.**

a. 218 Illinois Avenue.

Mr. Colby advised the Commission that Mr. Curtis Barrett, owner of the property located at 218 Illinois Avenue, was seeking preliminary review on his proposed fence. Mr. Barrett distributed pictures of his house along with copies of the 1994 historic survey. Mr. Barrett complimented City staff on their level of customer service. Commission members, staff, and Mr. Barrett held a round table discussion on his proposed fence. From this discussion it was noted that his house was a Craftsman style and the Commission recommends that the fence follow the Craftsman style with square balusters versus the rounded; however, they will consider other material.

Mr. Barrett asked if he could discuss the requirement of maintaining a 12-inch setback from the sidewalk. Mr. Barrett explained that due to the placement of the perennials, maintaining the 12-inch area would be a hardship. Mr. Colby advised Mr. Barrett that the Historic Preservation Commission was not able to hear the request for a variation on setbacks, he would need to speak with Bob Vann the Building and Code Enforcement Division Manager, for a variation request before the Zoning Board of Appeals.

Mr. Barrett stated that when he purchased his home he was not advised that the building was located in the Historic Preservation District and questioned should they not have been notified. Chairman Smunt responded that new signs are being placed to mark the boundaries of the historic districts. The Commission also advised Mr. Barrett that the realtor and previous owner should have advised him of the District and it should have appeared on the title search. Mr. Bobowiec stated that he recently was working on a piece of property that he owns and the information was in the listing document. Mr. Colby requested that Mr. Bobowiec check and advise the Commission. Mr. Colby added that the ordinance designating the Historic District has been recorded and therefore should appear on Title information.

b. Other Business

Mr. Pretz questioned the status on the property at 309 South 6<sup>th</sup> Avenue. Mr. Colby advised that City staff responded to the comment from Preservation Partners regarding maintenance issues and are following up with the agent for the property. Mr. Colby added that foreclosed homes are on being checked-on on an ongoing basis by the City.

Ms. Kim Malay, candidate for Ward 5 Alderman, introduced Ms. Vanessa Bell-LaSota, candidate for Ward 3 Alderman. Ms. Bell-LaSota discussed artwork she is preparing which features the Arcada Theater. Ms. Malay advised the Commission that Ms. Bell-LaSota can provide artwork assistance. Ms. Malay offered her assistance promoting the Residential Design Guidelines to her neighborhood group.

**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 7:55 p.m.

Respectfully submitted,  
Dr. Smunt, Chairman  
Historic Preservation Commission

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