

**MINUTES
CITY OF ST. CHARLES IL
HISTORIC PRESERVATION COMMISSION
WEDNESDAY, JUNE 15, 2011
COUNCIL COMMITTEE ROOM**

Members Present: Chairman Smunt, Bobowiec, Norris, Pretz, Weals

Members Absent: Withey, Prestidge

Also Present: Russell Colby, Planner
Sara Cass, Recording Secretary

1. Call to order.

Chairman Smunt called the meeting to order at 7:00 p.m.

2. Approval of agenda.

Mr. Pretz asked that a discussion take place regarding the for sale sign at the Dunham-Hunt House under Additional Business.

Chairman Smunt stated that this item would be added under Additional Business.

3. Presentation of minutes of the June 1, 2011 meeting.

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

4. COA: 323 Walnut Street (freestanding sign)

Ms. Margaret DeLand and another representative from the Sassy Fox were present at the meeting to answer questions regarding the sign.

Mr. Colby presented images of the proposed sign. The representatives from Sassy Fox stated that ground cover and plantings will be added in a three-foot perimeter around the base of the sign (as required per Zoning requirements) and that the hanger on the sign will be made of hard foam. They believe the scalloping and roof of the sign will be constructed of plywood.

Mr. Norris recommended several conditions for the sign. He recommended that metal sleeves be used to attach the posts (which should be constructed of treated wood) into the concrete piers to prevent deterioration. He also recommended that no plywood be used on the sign as it does not weather well – only a synthetic material.

A motion was made by Mr. Norris and seconded by Mr. Bobowiec with a unanimous voice vote to approve the COA with conditions discussed at the meeting.

5. COA: 100 S. 3rd Street (freestanding and wall signs)

Mr. Colby provided images of the signs for this application. Mr. Brian Moss, from the Moss Norris Funeral Home, discussed several of the features of the wall sign and two freestanding signs. Mr. Moss stated that the same manufacturer who made the On Path Financial sign will be making the signs for him. The wall sign is a non-illuminated sign with landscaping lights designed to shine on the sign. The freestanding signs are internally lit.

Mr. Norris recommended that the upper window (above the proposed wall sign) be filled in with matching stone – then move up the proposed sign so it can be properly centered and be more visible. Mr. Norris stated that he was fine with the other two freestanding signs.

Chairman Smunt stated that the overall presentation of these signs is fine. He agrees with Mr. Norris' recommendation to brick over the window so the sign will be more prominent. If this does not occur, Chairman Smunt recommended that more of a stone border show around the letters. Ms. Weals agreed that the font be downsized to show more of the stone. Chairman Smunt recommended that the logo sign be downsized slightly – as a proportional change. Mr. Moss questioned whether the Commission agreed with filling in the window and moving the sign up and all agreed that would be a definite improvement to the building.

Mr. Moss inquired about possible grants to help him with filling in the window opening. Mr. Colby stated that Façade Improvement Grant Funding is available to Mr. Moss for that project.

A motion was made by Mr. Norris and seconded by Mr. Pretz with a unanimous voice vote to approve the COA for two freestanding signs at Illinois and Third Streets.

Note: The wall sign is not yet approved and will need to be presented again for final approval.

6. COA: 211 N. 2nd Avenue (window replacement)

Mr. Colby reminded the Commission of the initial discussion to replace the windows at this address. The Commission requested more information in order to base a final decision. Mr. Eric Jens was present to discuss the information they collected and answer any questions from the Commission.

Mr. Jens stated that they were able to find a window company with replacement windows that are all wood. They are eager to order the windows and get the project moving along.

Chairman Smunt questioned the material of the sash runs and jams. Mr. Jens stated that they are all wood. The entire window will be replaced, including the sash and jams. Chairman Smunt asked how the windows would be taken out. Mr. Jens stated that the windows would be removed from inside the building and the window casings inside would also need to be replaced.

Mr. Jens stated they are very happy with this company. Mr. Pretz asked if Mr. Jens had a copy of the brochure. He stated he did not but does have some on order and would be happy to pass one along once he receives them.

A motion was made by Mr. Bobowiec and seconded by Ms. Weals with a unanimous voice vote to approve the COA as presented.

Mr. Jens asked the Commission if he was able to now order the windows. Chairman Smunt explained that the Commission has approved the COA so now Mr. Jens can order the windows and apply for his building permit.

Mr. Jens also pointed out the actual windows that will be replaced. There are three windows on the side of the home and the lower window on the front side. Mr. Bobowiec advised Mr. Jens to have the window company out to do the actual measuring for the order to ensure accuracy.

Discussion took place regarding additional details of this home, including the addition and the positioning of the top window.

7. Discussion: Main Street Display Window (July 25 – August 1)

Mr. Colby stated that ideas had been discussed and that Mr. Prestidge was to bring in some items in for display. Ms. Weals stated she thought windows and doors would be displayed. Mr. Bobowiec recommended that the window manufacturer, Jeldwin, for the 211 N. 2nd Avenue should provide a sample of the wood windows they will be using for that building. Chairman Smunt agreed that would be an excellent idea.

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

9. Additional Business

Mr. Pretz inquired about the Dunham-Hunt house for sale sign. Mr. Bobowiec stated the house is listed at \$299, 900. Mr. Colby stated the City is marketing the property and that all potential owners will be asked about their background in dealing with historic homes. Mr. Norris questioned why the house is not going up for auction. Mr. Colby stated that the City is not required to do that. Chairman Smunt stated that is a good thing as the new owner can be carefully screened. Mr. Pretz asked if the house automatically goes to the highest bidder and if a time-frame has been set for the sale, however, Mr. Colby stated that wouldn't necessarily be the case – the City is more concerned with the intentions and experience of a new owner. To his knowledge, a specific time-frame has not been set for selling the home. Chairman Smunt stated that whoever does purchase the property does need to invest quite a bit of money in order to make it a livable property. Chairman Smunt also stated that many communities are doing just as the City is and requiring a preservation plan prior to finalizing a purchase.

Discussion then took place regarding Chairman Smunt and his involvement with the Comprehensive Plan Task Force. Mr. Colby stated the last time this was updated was 1996. Discussion also took place regarding both the east and west side corridors in St. Charles.

Discussion also took place on the status of the First Street Development.

10. Adjournment

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

Nothing further was discussed and the meeting ended at 7:48 p.m.

Respectfully submitted,

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Dr. Smunt, Chairman
Historic Preservation Commission

/skc