

**MINUTES  
CITY OF ST CHARLES  
HISTORIC PRESERVATION COMMISSION  
WEDNESDAY APRIL 18, 2012  
COUNCIL COMMITTEE ROOM**

**Members Present:** Chairman Smunt, Bobowiec, Norris, and Prestidge

**Members Absent:** Pretz, Weals, Withey

**Also Present:** Russell Colby, Planning Division Manager  
Debbie Graffagna, Recording Secretary

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**1. Call to order:**

Chairman Smunt called the meeting to order at 7:04pm and requested that all cell phones be turned off or placed in silent mode.

In attendance at the meeting were approximately 30 students from St. Charles East High School Government Class. Chairman Smunt explained to the students the responsibility of the Commission and the purpose for the meetings.

**2. Roll call:**

Chairman Smunt called roll with the 4-four members present and 3-three members absent. There was a quorum.

**3. Approval of the agenda:**

The agenda was amended by adding the following items:

- 7a) Mr. Colby added discussion on Mail Order Kit Homes.
- 7b) Mr. Colby added discussion on website.
- 7c) Chairman Smunt added a discussion St. Charles Fine Arts Tour.

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

**4. Presentation of minutes from April 4, 2012 meeting:**

**A motion was made by Mr. Prestidge and seconded by Mr. Bobowiec, with a unanimous voice vote to approve the minutes from the April 4, 2012 meeting as presented.**

**5. COA: 214 South 3<sup>rd</sup> Street (fence):**

Mr. Colby addressed to the Commission that the proposed COA review is for the installation of a 6-foot wood privacy fence, with dog ear boards. The fence will be installed along the rear property line, replacing a metal fence, which is in disrepair. The fence design will match the fence located on the southern boundary of the property. Mr. Colby further added that the applicant submitted an updated survey showing the location of the fence replacement. Mr. Norris questioned if they would need bumpers a safe distance from the fence in order to prevent vehicles hitting the fence.

**A motion was made by Mr. Norris and seconded by Mr. Prestidge, with a unanimous voice vote to approve the COA as presented, with the recommendation that bumpers be installed and maintained at a safe distance from the fence.**

**6. COA: 220 South 4th Street (fence):**

Mr. Colby addressed to the Commission that the proposed COA review is for the replacement of a deteriorated wood fence with a five-5 foot decorative aluminum fence. The proposed fence will have a decorative spear design as indicated in the attached product information. The fence will be located in the same location as the existing fence.

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

**7. Additional business:**

**7a)** Mail Order Kit Homes. Mr. Colby advised the Commission that he has requested assistance from Rebecca Hunter on the research for the mail order kit homes in St. Charles; however, she has not contacted him. Once he hears from Ms. Hunter he will notify the Commission.

For the benefit of the 30 government class students that were present at the meeting, Chairman Smunt explained what a mail order kit home was, discussed their history, and explained that the Commission is researching which properties in St. Charles were actual mail ordered homes from the 1920s to 1940s.

**7b)** Website. Mr. Colby demonstrated the updated information that has been added on the city's website for the Historic Preservation Commission. Mr. Colby also explained that the library has completed the input of the landmark information provided by the Commission and they have updated their maps with the landmark properties. He demonstrated the link from the city's website. Part of the demonstration was showing where to find the photos of the landmarked buildings and the history of each of the buildings.

**7c)** St. Charles Fine Art Tour. Chairman Smunt explained the Downtown Partnership will be providing trolley bus tours through the Historic Preservation District during the St. Charles Fine Art Festival, which will be held during the Memorial Day weekend. The tours will be conducted from noon to 4pm each day of the festival. Chairman Smunt passed out a copy of the tour route

and added that they have eight volunteers and that the scripts were still being composed. Once they have the scripts completed they will be conducting a dry run and highlighting each site.

**8. Announcements: Historic Preservation Commission meeting Wednesday May 2, 2012 at 7:00pm in the Committee Room.**

**9. Adjournment:**

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

With no further business to discuss, the meeting adjourned at 7:20pm.

Respectfully submitted,  
St. Steven Smunt, Chairman  
St. Charles Historic Preservation Commission

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