

**MINUTES**  
**CITY OF ST. CHARLES**  
**HISTORIC PRESERVATION COMMISSION**  
**WEDNESDAY, JANUARY 6, 2016**  
**COUNCIL COMMITTEE ROOM**

**Members Present:** Chairman Smunt, Malay, Pretz, Bobowiec, Gibson, Norris

**Members Absent:** Withey

**Also Present:** Russell Colby, Planning Division Manager  
Ellen Johnson, Planner

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**1. Call to order**

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

**2. Roll call**

Chairman Smunt called roll with six members present. There was a quorum.

**3. Approval of agenda**

Mr. Pretz added a discussion item regarding 314 W. Main Street. Item was added under Additional Business (Item D).

**4. Presentation of minutes of the November 18, 2015 meeting**

**A motion was made by Ms. Malay and seconded by Mr. Gibson with a unanimous voice vote to approve the minutes.**

**5. COA: 113 E. Main St. (sign)**

John Kuhn, petitioner, was present.

Mr. Kuhn said the windows were boarded up at some point. His plan is to replace what is there with a solid aluminum panel that will match the color of the window trim. It will include cream colored acrylic lettering.

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

**6. COA: 113 ½ E. Main St. (sign)**

John Kuhn, petitioner, was present.

Chairman Smunt noted the building and materials being used are the same as in the previous agenda item. Mr. Kuhn said the lettering on this sign will be brass.

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

### **7. St. Charles History Museum Walking Tour**

Mike Dixon, Architect, and Alison Costanzo, Executive Director of the St. Charles History Museum, were present.

Mr. Dixon distributed a mock-up of the guide the History Museum is working on for the walking tour. He said they collaborated with the library on this.

Ms. Costanzo said the project came about because they have many museum visitors asking if they have a walking guide available. The guide is based on information from the museum's historic building files, along with information provided by the library. They will also be providing tour information using History Pin for those who prefer technology to guide them through the tour. She said people prefer to hold something so the paper guide will be available for purchase at the museum gift shop.

Mr. Dixon noted the photographs have all been taken within the last two months.

Ms. Malay asked if the landmarked buildings are noted in the guide. They are not.

Mr. Dixon said the area shown depicts the original plat of St. Charles when it was called Charleston in the 1830s. Ms. Costanzo said this was a good start to give people a taste of things and not too difficult of a walk to take.

Chairman Smunt mentioned he had a conversation with the president of the Park Board who indicated they were interested in expanding this into different sized tours to promote exercise, along with history. He said their thought was to color code the routes indicating the length of each loop of the tour. Ms. Costanzo said they were already working with the park district to expand the tour.

Ms. Costanzo advised their goal this year is to be more engaged as a community partner. Mr. Gibson said the Commission has resources on the existing city landmarks that could be beneficial to them.

Ms. Costanzo said the museum receives numerous phone calls each month from individuals seeking information regarding historic sites/buildings, and the process to become a local

landmark. She asked if the Commission could provide some information that they could pass on to these callers.

The group had a discussion regarding the landmark/plaque process and the different historic plaques that have been offered by various groups in St. Charles over the years.

## **8. Additional Business from Commissioners or Staff**

### **a. Discussion Regarding COA process**

Mr. Colby asked if anyone had any other feedback on the updated forms he previously presented. The Commissioners noted their initial suggestions were mainly related to how the documents were formatted. There were no changes made to the content.

Mr. Colby advised the purpose of the terms and conditions section is to provide an understanding of what the requestor is required to do. He said the permit will include a notice that will be required to be posted on-site to call attention to that site being an historic preservation project.

Ms. Malay expressed concern over permits now not remaining on-site. She felt there needs to be something that must remain posted at the site so the contractors will see it.

Mr. Gibson said there needs to be enforcement of the procedures. Mr. Norris said it may fall on the inspectors to conduct a COA inspection. Mr. Colby noted this would be a process change.

Mr. Gibson suggested getting feedback from the inspectors to determine what is needed to make this a functional process.

### **b. Landmarks research**

No updates on the individual landmark projects.

Mr. Pretz felt it would be an easy project to landmark the Howard. He said the history side is already recorded and would require very little verification. He noted Mr. Dixon knows the owner of the Howard House and he could help advise them of the little work they need to do to gain landmark status.

Mr. Pretz said there is enough inventory of historic homes to work with and at some point St. Charles will have a greater saturation of officially recognized homes which will draw visitors to the city.

Mr. Dixon suggested adding an addendum to the walking tour guide that shows all the homes that have plaques.

Mr. Dixon and the Commissioners discussed the accuracy of the historical information available on the St. Charles Library website. Some of the information needs to be updated.

**c. Mail Order Homes**

Mr. Colby presented a map showing the locations of the homes that were identified as possible mail order homes based on their visual appearance. It lists the company name, model it may be, and evidence (if available) to prove it was a mail order home. He said the purpose of this is to have a location where all these addresses are listed along with where they are located in terms of their distribution in town. He said they could put together a document with pictures of the homes that identifies the models that are associated with that design.

Ms. Malay expressed skepticism about some of the homes listed.

Chairman Smunt suggested separate lists with one showing the homes that are verified and the other showing suspected mail order homes.

**d. 314 W. Main St.**

Commissioners discussed the windows on the building. Mr. Colby said the stained glass windows are still there, but there are storm windows over them.

Mr. Pretz asked about the other remaining windows. Mr. Colby said some of the double-hung windows on the upper level have been replaced with vinyl. The second floor windows are original windows. Mr. Colby said some changes were made to the windows, but he is not sure if those changes were included in a COA. Mr. Pretz asked if the current state is okay. Chairman Smunt felt it was. Mr. Colby believes it is as the Commission had previously reviewed a COA for changes to the windows.

**9. Meeting Announcements: Historic Preservation Commission meeting Wednesday, January 20, 2016 at 7:00 P.M. in the Committee Room.**

**10. Public Comment**

A Boy Scout troop was present to observe meeting.

**11. Adjournment**

With no further business to discuss, the meeting adjourned at 8:20 p.m.