



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommend approval of revised Historic Preservation Certificate of Appropriateness (COA) Administrative Approval List
Presenter:	Russell Colby

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
X	Planning & Development – 9-12-11	<input type="checkbox"/>	City Council

Estimated Cost:	N/A	Budgeted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

The Historic Preservation Commission has adopted a revised Certificate of Appropriateness (COA) Administrative Approval List. The list was last amended by the City Council in January 2011.

Section 17.32.080(B)(3) of the Historic Preservation Ordinance authorizes the Historic Preservation Commission to create a list of minor projects that can be granted COA approval administratively by Staff, in consultation with the Historic Preservation Commission Chair, without a formal review by the Commission at a meeting.

Two additional categories have been added, relating to full re-construction of stairways and emergency repairs.

The Historic Preservation Commission recommended adoption of the revised list on 8/3/11.

Attachments: *(please list)*

Proposed COA Administrative Approval List

Recommendation / Suggested Action *(briefly explain):*

Staff recommends approval of the COA Administrative Approval List as presented.

<i>For office use only:</i>	<i>Agenda Item Number:</i>
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EXHIBIT “A”

**ST. CHARLES HISTORIC PRESERVATION ORDINANCE
CERTIFICATE OF APPROPRIATENESS – ADMINISTRATIVE APPROVAL LIST**

Revised 8/3/11

The St. Charles Historic Preservation Commission (HPC) recommends that the following items be subject to an administrative review for a Certificate of Appropriateness (COA) in accordance with Section 17.32.080(B)(3) of the St. Charles Zoning Ordinance:

Project	Administrative COA Review	HPC COA Review required
Re-Roofing	<ul style="list-style-type: none"> ▪ Use of like – in – kind materials (i.e. asphalt shingle replaced with asphalt shingle, regardless of color/style/profile; or replacement of roof membrane with new similar material) ▪ Rafters sizes are being changed to meet current structural requirements or building codes and the over all appearance will not be changed 	<ul style="list-style-type: none"> ▪ Use of significantly different surface materials ▪ Significant change to the roof line height (over 8’) ▪ For flat roofs, any changes to how roof surface meets parapet walls, or installation of coping
Fences	<ul style="list-style-type: none"> ▪ Partially reconstructing existing fence ▪ Adding to an existing fence with like – in – kind material in the same architectural style 	<ul style="list-style-type: none"> ▪ Construction of a new fence ▪ Complete replacement of a fence
Brick Chimney Reconstruction	<ul style="list-style-type: none"> ▪ Reconstruction of non-corbelled brick chimney with like – in – kind materials 	<ul style="list-style-type: none"> ▪ Installation of corbelling ▪ Installation of decorative chimney caps
Awnings	<ul style="list-style-type: none"> ▪ Replacement of woven fabric material on existing awning support frame 	<ul style="list-style-type: none"> ▪ Replacement or new awning support frame
Exterior Stairway Repair	<ul style="list-style-type: none"> ▪ Replacing a portion with like – in – kind materials, no change to style, design, dimensions of the structure and components ▪ <u>Complete replacement of a stairway located within existing masonry walls or foundation walls and within the same footprint of the existing stairway</u> 	<ul style="list-style-type: none"> ▪ Complete replacement ▪ Changes to style, design, dimension of structure ▪ <u>Removal or replacement of historic handrails or other decorative features</u>
Stoop repair/ replacement	<ul style="list-style-type: none"> ▪ Replacement with like – in – kind materials, and no change in style design, dimension, except for a dimension change that is required by Building Code 	<ul style="list-style-type: none"> ▪ Change in materials, design, or dimension

<p>Sign face changes / modifications</p>	<ul style="list-style-type: none"> ▪ Replacing any sign lettering, logos, or graphics where there is no change in size, materials, or location of the sign and no change to structural components ▪ Replacement of projecting banner signs on existing supports 	<ul style="list-style-type: none"> ▪ Change in size, materials, or location of sign ▪ Changes to structural components ▪ Addition of, or change to, lighting/ illumination of signs
<p>Retaining Walls</p>	<ul style="list-style-type: none"> ▪ Construction of new retaining walls, with a stone or masonry surface material matching the principal structure on the lot 	<ul style="list-style-type: none"> ▪ Retaining walls with surface materials different or not matching the materials of the principal structure on the lot
<p>Rooftop-mounted mechanical units, equipment boxes, antennas, or similar equipment</p>	<ul style="list-style-type: none"> ▪ New equipment that is not visible from streets or adjacent properties ▪ Replacement equipment of the same size in the same location ▪ New equipment located among existing similarly sized equipment, that does not increase the overall visibility of the units when viewed from the street or adjacent property 	<ul style="list-style-type: none"> ▪ Installation of new equipment in a location visible from streets or neighboring properties
<p><u>Emergency Repairs</u></p>	<ul style="list-style-type: none"> ▪ <u>Repairs to match existing architecture and materials following accidental damage to a building or other structure</u> 	<ul style="list-style-type: none"> ▪ <u>Repairs that may further damage or destroy historic materials on a building or other structure</u>