



City of Naperville

400 S. Eagle Street
Naperville, IL 60540
<http://www.naperville.il.us/>

Meeting Minutes

Historic Preservation Commission

Thursday, April 24, 2025

7:00 PM

Meeting Rooms A and B

TO PROVIDE LIVE PUBLIC COMMENT, TESTIMONY, OR TO CROSS-EXAMINE WITNESSES DURING THE MEETING:

To address the Historic Preservation Commission (HPC) in-person during the meeting in the Council Chambers, members of the public will be called on during the meeting by the Chairman.

TO SUBMIT WRITTEN COMMENTS OR MATERIALS:

1. You may submit written comments to planning@naperville.il.us in advance of the meeting. (Please note, because emailed written comments are available for advance review by the HPC, they will not be read into the record during the HPC hearing). Below are the deadlines for written comments provided in advance of the meeting:

- Written comments received by 5:00 p.m. the Thursday before the meeting, will be included in the meeting packet sent to the HPC. This meeting packet is also posted on the City's website.
- Written comments received after 5:00 p.m. the Thursday before the meeting, through 5:00 p.m. the day before the meeting, will be emailed directly to the HPC, but will not be included in the HPC packet or posted online.
- Written comments received after 5:00 p.m. the day before the meeting, will be added to the case file.

PUBLIC ACCOMMODATION:

Any individual who may require an accommodation to listen to or participate in the meeting should contact the Community Services Department at (630) 305-5300 as soon as possible, but no later than by 5 p.m. on the day of the meeting.

PARTICIPATION GUIDELINES:

The citizen participation guidelines are outlined in 1-5-6-6: - CITIZEN PARTICIPATION of the Naperville Municipal Code.

- **ALL VIEWPOINTS AND OPINIONS WELCOME:** All viewpoints are welcome, positive comments and constructive criticism are encouraged. Speakers must refrain from harassing or directing threats or personal attacks at Commission members, staff, other speakers or members of the public. Comments made to intentionally disrupt the meeting may be managed as necessary to maintain appropriate decorum and allow for city business to be accomplished.

- The HPC will call on you at the appropriate time during the meeting to speak. Once you are called on, you may identify yourself for the public record and address remarks to the Historic Preservation Commission as a whole. Speak clearly and try to limit remarks directly to the matter under discussion.

A. CALL TO ORDER:

B. ROLL CALL:

Present 9 - Paul Deffenbaugh, Jacob Sandborn, Patrick Kelly, Patricia O'Brien, James Wills, Robert Sanchez , Andrea Field , Kerry Malm, and Jessica Bufort

Absent 2 - Rick Fawell, and Chris Santucci

C. PUBLIC FORUM:

Councilman Kelly introduced a proclamation for Historic Preservation Month and read the proclamation which declares May 2025 Historic Preservation Month in the City of Naperville.

Bill Simon, Naperville Preservation, Inc., shared information on their upcoming events. Mr. Simon weighed in on the topics of the report provided to the commission. Regarding establishing a committee, he reminded the Commission that the Open Meetings Act must be followed, and full transparency is necessary for public bodies. Mr. Simon provided several best practices a committee can utilize in their work.

Philip Buchanan, Naperville Preservation, Inc., shared that Commissioner Field has been selected as a History Leadership Institute Fellow by the American Association of State and Local History. Mr. Buchanan voiced support for a resurvey of the Local Historic District. He suggested future surveys of other areas in the City. He also supports commissioner training and Naperville Preservation, Inc., can assist with finding training resources. He notified all present that the National Trust for Historic Preservation is holding its annual conference in Milwaukee in September.

Jane Burke, Naperville Preservation, Inc., spoke on lessons learned from 223 Center Street and the possibility of an agenda item for public discussion. Regarding 223 Center Street, she suggested assessing experience and qualifications for builders/developers and in-person discussions with applicants prior to the submission of an application. Regarding a public discussion agenda item, she suggested collaboration and workshops between the Historic Preservation Commission and City Council to educate and inform each other about the work being done and challenges faced.

D. OLD BUSINESS:**E. CERTIFICATE OF APPROPRIATENESS****F. REPORTS**

1. [Receive the report and provide feedback regarding the new business items raised at the January 23, 2025 Historic Preservation Commission meeting](#)

A. Establishing a committee

The HPC initially shared an interest in establishing a committee.

Staff recommended that the HPC does not establish a committee due to the limitations of the Open Meetings Act and ensuring transparency and public involvement. Conversations pertaining to the HPC and the responsibilities of the HPC may be discussed at a regularly scheduled meeting.

The HPC discussed possible purposes and topics where a committee can provide value. The Commission pointed to several examples where work by a committee could have been used and benefits that may have been provided at that time, and future opportunities for a committee. Possible tasks of the committee included reporting on the 223 Center St. project, and conducting research and making site visits related to the requests that come before the Commission.

Members of the HPC agreed that committees can be created to benefit the Commission.

Alternatively, the HPC mentioned that agendas with few items should be utilized as a tool for more detailed discussion (using the old business and new business per Roberts Rules of Order). Several commissioners agreed that this approach will provide open discussion for conversations on specific topics. The members of the HPC committed to continue to utilize resources available when evaluating items that come before the HPC.

The Historic Preservation Commission concluded that a committee is not needed at this time, although establishing a committee where up to two members of the HPC volunteer is a tool available for use.

Mark Urda, Naperville resident and former member of the Historic Preservation Commission, shared his thoughts on the process and encouraged members to ask questions to staff and Commissioner Field, who has access to the historic archives at the Naper Settlement.

B. Updated Architectural and Historic Survey

The Historic Preservation Commission discussed the purpose of the survey update.

Staff clarified that the survey update will be a resource for the Commission to enable informed decision-making regarding items brought before the HPC. This will be the 2nd survey of the Local Historic District. There is no set timetable for future surveys.

Discussion occurred around how the survey will be used for official business. It was suggested that the survey includes a comparison of the surveys (2008 and current) and explains what has changed between the two surveys. Awareness of the changes in the District is important. Members of the Commissioner shared concerns about the survey identifying work that may not have been approved and the public perspective regarding the purpose of the survey.

Staff clarified that the purpose of the survey is for the HPC to have good information when making decisions and provided details on the internal processes in place to minimize the possibility of work being done without an approved permit and proper approval from the HPC. There are improvements that don't require a permit but require a Certificate of Appropriateness subject to HPC review.

The HPC noted that the survey update may provide an opportunity for public engagement, education and increased awareness of the purpose and goals of the Commission. It can be beneficial to provide notice to residents of the Local Historic District to anticipate field work related to the survey update.

Staff mentioned that information on the survey update can be placed on the City's website. Direct interaction between the consultant and homeowners is not likely.

The HPC discussed alternatives to communicate information to the public.

Staff noted that the survey may take several months to complete. Quotes are being requested by staff. Staff intend to move forward with consultant

selection for the survey update in the near future.

The Historic Preservation Commission supports a survey update and requested that the request for proposals include asking for a comparison of the 2008 survey to the anticipated survey update.

C. Training

The Historic Preservation Commission discussed areas where training may be necessary.

Staff noted that training sessions led by staff can be implemented for future meetings.

There was mention of the training opportunities forwarded by staff, Naper Settlement or Naperville Preservation, Inc. events, online seminars, and reading on current events related to historic preservation. The Naper Settlement has historic records for homes in the Local Historic District which is a great resource for the HPC and residents. Andrea Field, Naper Settlement Representative, offered to provide research and present on items as requested by the HPC.

The Commission discussed several potential training topics such as protocols and procedures, alternative materials, and maintaining the integrity of the District while keeping in mind the feasibility and practical benefits of each individual project. Understanding the perspective of those who live in the district and the challenges they face are important.

The discussion focused on alternative materials, noting the relevance to the decision-making of the Commission. Alternative materials are regulated by the Historic Preservation Code. Members of the Commission should have the information to provide good rational decisions. It was noted that the building materials industry changes quickly due to research and innovation.

The HPC suggested staff introduce training sessions at regularly scheduled meetings.

Staff endorsed the suggestion and voiced support for training on the process and resources available, current design guidelines and alternative

materials, as a start. There is a possibility that staff can contract an expert in historic preservation or a professional architect to provide training on certain topics or attend meetings if necessary. Staff clarified that the City of Naperville Historic Preservation Code was designed to be more flexible than the Secretary of the Interior's Standards and Guidelines for Preservation, Rehabilitation, Restoration & Reconstruction.

Naperville Preservation, Inc., offered to assist staff with applying for grants for historic preservation commission training.

Staff does not recommend pursuing CAMP training. Instead, staff offered to hold training sessions at regularly scheduled HPC meetings provided by staff or an expert in that field.

The Historic Preservation Commission agreed with staff's recommendations and encouraged a training series at upcoming meetings.

Mark Urda, Naperville resident and former member of the Historic Preservation Commission, encouraged training on the processes in place, navigating the Historic Building Design and Resource Manual, and processes and procedures (i.e. COA's, landmarking, demolition).

D. 223 Center Street

The Historic Preservation Commission discussed the COA process pertaining to the 223 Center Street project and reflected on the decisions made by this commission. Reference was made to the City Council meeting where the petitioner appealed the HPC's denial of the illegal demolition.

Staff represented the HPC at the 2/20/2024 City Council meeting.

The scope of the project was discussed in more detail. Alternatives to the decisions made at the prior HPC meetings were considered. The petitioner and contractor's historic preservation experience was questioned. The timeline of each COA request was provided.

There was discussion regarding the inspection process and ways to

ensure that the work being completed is in conformance with the approved plans.

Staff confirmed that Code Inspection staff notified Planning staff that the illegal demolition occurred. Staff informed the HPC that there are inspections that are required for permits which are conducted at certain points throughout the project.

The HPC recommended staff check on work related to a COA during construction. There are concerns that contractors do not always comply with Naperville's standard specifications for construction and site work throughout the City.

Staff noted that these types of issues are typically communicated to Code Enforcement, who work with the homeowner on a resolution.

Discussion continued, focusing on the conversations at the past HPC meeting regarding the COA requests and the changes that were made from the initial building plans in 2023 compared to the following requests.

The Commission touched on the City Council decision to approve the appeal and suggested sharing information via a discussion or report between the City Council and the Historic Preservation Commission. Alternatives to the City Council approval were considered. The HPC is understanding of the position and outcome determined by City Council.

Staff mentioned that City Council was in a difficult position as there were safety concerns with the site's current state. Approving the appeal allowed construction to be completed resulting in a safe and usable residential property.

The commission concluded that the procedures in place worked correctly. The HPC acted properly in their decisions and the fault was with the contractor. Historic preservation experience would have been beneficial.

E. Agenda Item for Public Discussion

Tim Messer, Naperville Resident, shared thoughts on the creation of a committee and the meeting preparation required for members of the HPC.

Regarding the updated survey, he believes the survey update should not be used as a code enforcement tool as issues are typically reported by neighbors. Mr. Messer shared thoughts on details in the survey, including the significance rating of structures and informing residents of the update. As a former member of the Naperville Plan Commission, he supports commissioner training, provided examples of training opportunities he experienced and recommended several resources.

The HPC discussed ways to share information about the HPC to residents.

The HPC discussed the current meeting format, noting opportunities for public input that exist. The HPC concluded that an agenda item for public discussion is not needed at this time.

Staff recommended that this agenda item should not be added to a future agenda since the meeting is currently formatted to allow for public input and discussion during Public Forum.

This Report was received.

2. [Approve the Minutes of the January 23, 2025, Historic Preservation Commission meeting](#)

A motion was made by Commissioner O'Brien, seconded by Commissioner Malm, approving the minutes of the January 23, 2025, Historic Preservation Commission meeting.

G. NEW BUSINESS:

H. ADJOURNMENT:

A motion was made by Commissioner Bufort and seconded by Commissioner Malm to adjourn the April 24, 2025, Historic Preservation Commission Meeting at 8:53pm