



**CITY OF NAPERVILLE**

**TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP**

**HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS**  
**(COA) APPLICATION PACKET**

This application form is used for the Historic Preservation Commission's review of COA applications.

**PLEASE TYPE OR PRINT CLEARLY. \*\*\*\*NO MAIL-IN APPLICATIONS WILL BE ACCEPTED\*\*\*\***

1. OWNER/APPLICANT (REQUIRED INFORMATION)

Property Address:	32 S Columbia St. Naperville, IL 60540
Applicant Name(s):	Mark Urda [REDACTED] Melisa Urda [REDACTED]
Address/Zip:	[REDACTED]
Telephone – Day/Evening:	Mark Urda [REDACTED] Melisa Urda [REDACTED]
Fax (optional):	
Email:	Mark Urda [REDACTED] Melisa Urda [REDACTED]
Property Owner Name(s):	Mark Urda & Melisa Urda
Address/Zip:	[REDACTED]
Telephone – Day/Evening	Mark Urda [REDACTED] Melisa Urda [REDACTED]

2. PICTURES OF EXISTING STRUCTURE OR PORTION OF STRUCTURE TO BE MODIFIED

Provide color photos (clearly labeled) or a building elevation diagram to show the existing structure or portion of structure that would be affected by the proposed work.

3. PROPOSED WORK (Check all that apply)

A COA from the Historic Preservation Commission is required for the following works performed on the primary façade (street-facing façade) of the principal building, fences, driveways or attached garages. Please refer to Exhibit A for a list of improvements that are waived from the COA requirement or are eligible for fast track (staff level) approval.

	<b>Improvement Type*</b>	<b>A COA from the Commission is required for the following:</b>
<input type="checkbox"/>	Doors	New opening, a change in style or opening, or use of material that is not wood or original material
<input type="checkbox"/>	Windows	New opening, a change in style or opening, or use of material other than wood or aluminum clad wood
<input checked="" type="checkbox"/>	Roofs	A change in height or pitch; or use of material other than asphalt or original material.
<input type="checkbox"/>	Exterior Building Materials	A change in reveal or profile; or use of material other than wood, fiber cement board or original material.
<input checked="" type="checkbox"/>	Porches	New enclosure, a change in size or style, or use of material that is not one of the following: <ol style="list-style-type: none"> <li>1. Replacement of porch columns with use of wood, plaster or cement materials;</li> <li>2. Replacement of porch flooring with use of wood or composite decking materials; or</li> <li>3. Replacement of other porch components with use of wood or original material.</li> </ol>
<input type="checkbox"/>	Shutters and Awnings	A change in size, style or new addition
<input type="checkbox"/>	New Principal Structure	The primary façade of the new structure
<input checked="" type="checkbox"/>	Additions	The primary façade of the addition
<input checked="" type="checkbox"/>	Modifications to the Primary Façade	Any modifications that will change the appearance of the original Improvement.
<input type="checkbox"/>	Demolition	Demolition of a principal structure in whole; removal without replacement of original architectural features contributing to the style of the principal building or structure
<input type="checkbox"/>	Driveways	New or relocated street access that is more than five feet (5') from the existing street access.

<input type="checkbox"/>	Fences	Along the street: fences constructed of materials other than wood or iron open picket
<input type="checkbox"/>	Attached Garage	New attached garages
<input type="checkbox"/>	Solar Panels and Skylights	Solar Panels and Skylights on Principal Structures

**\*A building permit may also be required for the above improvements. Please contact the Development Services Department at 630-420-6100 (press "2") to confirm.**

4. DESCRIPTION OF PROPOSED WORK (attach a separate sheet as needed)

- A. If demolition is proposed, describe the scope of the demolition in detail, including a list of original features to be removed or replaced from the primary façade of the building.

A non-original one-story room and non-original one -story covered open porch on the east side of the original structure only seen from Liberty Street will be removed.

---

All windows on west and south to be replaced in-kind - see 4B

---



---



---



---

- B. Describe the proposed work in full detail, including materials, style and specifications of key items (e.g., windows and trim; siding and reveal, soffit, fascia, and gutters; porch rails, balustrades, pillars, decking, and ceiling; roofing; exposed foundation; fencing; etc.). If a portion of the residence is being removed or added, please describe the material and justification (e.g. in-kind replacement; aligns with the style of the residence; etc.).

A new street-facing gable will be built over the front door side of the existing covered front porch to restore the original 1912 façade as seen in the Sears Home sales brochure and many similar 'Maytown' models around the Country.

A gabled two-story structure, set 36'-3 1/2" back from the original front porch, will be built in scale and detail to match the original house and run perpendicular to it forming a cross gable. A one-story structure to the north and east of the new two-story addition will compliment the original house massing and help to reduce the scale as the building approaches property lines.

Two hip-roofed entry porches will protect a side and rear door from the elements. Their details will reflect the original front porch but be smaller in scale to appear secondary to the original front porch.

A covered open porch will be built toward the rear and south side to capture natural light and views of the side yard from three sides. The details will be simpler than the front and secondary porches with chamfered wood columns and simple ionic-style inspired brackets. Guardrails will match the existing front porch.

Roofing will match the existing house. All architectural elements (fascia, soffit, crown, bedmold, frieze, siding, window / door trim, railings, porch skirt, column, staircase) to be cedar and match historic profiles on existing house. Foundation blocks to match existing rock-face concrete units. Brick fireplace chimney to match existing brick appliance chimney.

---

C. Describe how the proposed work will affect any external architectural features of the structure.

A new street-facing gable will be built over the front door side of the existing covered front porch to restore the original 1912 façade as seen in the Sears Home sales brochure and many similar 'Maytown' models around the Country.

Existing fascia, eaves, gutters, downspouts, frieze boards, siding, trim, window / door surrounds, beams, columns, railings, decking, staircase, rockface concrete block foundation, and wood skirting to be repaired and remain.

---

---

---

---

---

---

---

---

D. Attach drawings and specifications (not to exceed 11"X17" in size) to include:

- Address of property
- Date of most recent revision
- Site Plan to include:
  - i. Measurements of the lot
  - ii. Existing buildings
  - iii. Proposed modifications or additions with the distance from all lot lines labeled.
- Demolition Plan to clearly identify any portion of the structure to be demolished, even if it will be replaced with a similar structure or building addition.
- Building Elevations of proposed modifications or building additions. Please see Exhibit F for an example of a complete building elevation submittal. If the property is located on a corner lot and the proposed modifications can be seen from both the corner and front sides of the property line, elevations of the corner and front should be provided. The elevations should include:
  - i. A key that specifies the location of the façade and details of the proposed building materials and styles. All new materials must be clearly labeled on the elevations. Please note if the material is in-kind or aligns with the style of the residence. If the material is not in-kind or in the style of the residence, please explain why the material was chosen.
  - ii. On a separate sheet, please provide a written description of how each change to the façade complies with the existing structure's architectural style. If the change is not consistent with the architectural style, please explain why. This can be included on a separate sheet or on the elevations. Clarify whether the style can be found elsewhere existing on the structure or why the new style should be approved. For example, if the beams of the proposed new front porch are tapered at the top, please explain why this style was chosen and, if applicable, reference the Historic Building Design and Resource Manual.
  - iii. We recommend adding weight to the lines, showing the proposed changes in a thick weight and the existing structure in the standard weight.
  - iv. Height of any proposed building additions or new structures.

5. FACTORS FOR CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS APPLICATION RESPONSES (attach a separate sheet as needed)

Respond to the factors for consideration below that demonstrate the need and appropriateness of your request. Example responses to each factor can be found in [Exhibit G](#). Your responses will be forwarded to the Historic Preservation Commission along with the staff memo. **Before responding to the standards, review the Historic Building Design and Resource Manual (<https://www.naperville.il.us/contentassets/7fed1bf2ba19496fa9a037f019616748/cdg-historic-building-design-and-resource-manual.pdf>) against your proposed changes.** If your proposed changes are not listed in the Historic Building Design and Resource Manual as “encouraged” or “acceptable” changes, please respond to 5.3 and 5.4. If the changes are considered “encouraged” or “acceptable” please write “N/A” for 5.3 and 5.4. Please provide thorough responses to each of the standards below.

Factors For Consideration Of A Certificate Of Appropriateness Application:

5.1. Compatibility With District Character: The Commission and Zoning Administrator shall consider the compatibility of the proposed improvement with the character of the historic district in terms of scale, style, exterior features, building placement and site access, as related to the primary facade(s), in rendering a decision to grant or deny a certificate of appropriateness.

*Explanation: Please describe how the proposed changes will be generally consistent with the overall character of the Historic District. With this factor, the Historic Preservation Commission seeks to confirm that the proposed changes will not conflict with the characteristics (i.e., building setback, height, materials, etc.) that are typically found in the district.*

Response to 5.1:

~~The addition will be compatible with District character due to it being set in the rear part of the property, respecting the original building's style, materials, massing, window design, dimensions and profile. The addition will also fit in due to matching of existing roof shapes, pitches and heights as they pertain to function.~~

---

See attached for additional comments.

---

5.2. Compatibility With Architectural Style: The Commission and Zoning Administrator shall consider the compatibility of the proposed improvement with the historic architectural style of the building or structure to be modified by the certificate of appropriateness request.

*Explanation: As a structure in the Historic District, guidelines for appropriate maintenance, rehabilitation and new improvements to enhance and preserve the appearance of homes are outlined in the Historic Building Design and Resource Manual. The Manual also provides background information on each architectural style found in the Historic District. For this factor, please use the Historic Building Design and Resource Manual to identify the historic features of your home as well as if your proposed changes are “encouraged, acceptable or discouraged” in the manual. Please also reference the 2008 Architectural Survey (<https://www.naperville.il.us/about-naperville/historic-district/>) and identify if any of the listed significant features of the home are being removed or changed.*

Response to 5.2:

~~The rear addition will compliment the existing Queen Anne style building by having a two story portion accompanied by one story structures similar to the original house massing. The addition will include all the style attributes of a Free Style Queen Anne from the original house.~~

---

See attached for additional comments.

---

5.3. Economic Reasonableness: The Commission and the Zoning Administrator shall consider the economic reasonableness of any recommended changes determined to be necessary to bring the application into conformity with the character of the historic district.

*Explanation: If the proposed improvement is “discouraged” in the Historic Building Design and Resource Manual, this factor allows the applicant to explain if there is an economic benefit necessitating the requested improvement instead of an improvement that is considered “encouraged” or “accepted”. The economic benefit must be reasonable. The explanation should compare the economic benefit in receiving the COA approval for the improvement, as requested, as opposed to the alternative improvement required if the COA was not approved.*

Response to 5.3 (Only respond if your proposed changes do not meet the Historic Building Design and Resource Manual guidelines):

---

See attached for comments.

---

5.4. Energy Conservation Effect: In making its determinations, the Commission and Zoning Administrator shall consider the effect that any recommended changes may have on energy conservation.

*Explanation: If the proposed improvement is “discouraged” in the Historic Building Design and Resource Manual, this factor allows the applicant to explain if there is an Energy Conservation benefit which is necessitating the requested improvement instead of an improvement that is considered “encouraged” or “accepted.” Please describe which aspects of the proposed changes will impact the energy efficiency of the home, and if possible, include metrics that show the change in efficiency. The explanation should compare the efficiency benefit in receiving the COA approval for the improvement, as requested, as opposed to the alternative improvement required if the COA was not approved.*

Response to 5.4 (Only respond if your proposed changes do not meet the Historic Building Design and Resource Manual guidelines):

---

The new open covered porch will encourage the homeowners to be outside reducing dependency on AC.

---

5.6. The City's Historic Building Design and Resource Manual may be used as a resource in consideration of the above.

*Explanation: The Historic Building Design and Resource Manual is a guiding document for the Historic Preservation Commission with educational resources to assist the members in making well-informed decisions to protect and maintain the Historic District. In this section, please list and describe all portions of the manual that apply to your proposed changes. Please note if the proposed changes align with what is “encouraged”, “acceptable”, or “discouraged” in the manual.*

Response to 5.6: (next page)

