



CITY OF NAPERVILLE
Transportation, Engineering & Development (TED) Business Group

HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS
(COA) APPLICATION PACKET

An application for a Certificate of Appropriateness (COA) is either subject to an administrative review through the Fast Track Approval process or review by the Historic Preservation Commission at a public meeting. The Historic Preservation Commission is a nine-member board that typically meets every other month to review COA applications that are subject to Commission review. To find out about if your project is subject to administrative or Commission review, please refer to the attached informational sheet ([Exhibit A](#)). If your project is subject to administrative review, please fill out the Fast Track Application which can be found on the City's website. This application is only applicable for projects which require Commission review. To facilitate the review process, COA applicants are required to provide the information and documentation set forth below.

Step 1: Prepare Application Materials

Applicant shall fill out pages 3-9 of the attached Application form and prepare necessary application materials based on the requirements specified in the application packet. For first time applicants, it is strongly encouraged for the applicant to meet with staff prior to submitting the application to go over the process and determine the required submittals and the appropriate approval process. Please contact Assistant Planner, Brad Iwicki at iwickib@naperville.il.us to schedule an appointment.

Step 2: Submit Application Materials

Please submit your application to Assistant Planner, Brad Iwicki at iwickib@naperville.il.us. Once submitted, City staff will review the application materials and provide the applicant with review comments, if any. The Applicant is encouraged to work with staff to address issues identified in the review comments prior to submission of the Application to the Historic Preservation Commission. Any outstanding issues will be forwarded to the Commission for discussion and review at the public meeting.

Once staff determines the application is complete, staff will work with the Applicant to schedule the case for a Historic Preservation Commission meeting, taking into consideration the public notification requirements (see step 3 below). There is no fee for the filing of the application.

Step 3: Send out Public Notification

NOTICE LETTER

Before the scheduled Historic Preservation Commission meeting, the applicant shall give written notice of the meeting to the current owners of all lots lying within three hundred feet (300') of the subject property, inclusive of public right-of-way. To obtain a list of property owners within 300', please contact your applicable township office. The written notice can be delivered personally or may be sent by first class mail no later than fifteen (15) days (1/4/2024) in advance of the public meeting. If notices are delivered personally, a log of signatures confirming the property owners received the notice must be submitted. A signature log template is included in [Exhibit B](#). A sample notification letter is included in [Exhibit C](#).

NOTICE SIGN

The applicant shall also post notice of the public meeting on a sign visible from the street (excluding alleys) upon the subject property, for a continuous period of not more than thirty (30) days (12/25/2023) and not less than fifteen (15) days (1/4/2024) in advance of the public meeting. The applicant can check out a standard notification sign from the city for use on the subject property with a \$100 deposit. The deposit will be refunded after the sign is returned to the city. If the applicant wishes to check out a notification sign, please complete the "Sign Deposit Acknowledgement" form contained in Exhibit D and request the sign from staff at the meeting to submit the application.

AFFIDAVIT THAT NOTICE HAS BEEN GIVEN

Prior to the public meeting, the applicant shall file a sworn (notarized) affidavit, including a copy of the notification letter, with the city showing the names and addresses of the persons to whom the written notices have been sent or delivered, and that such notices were sent or delivered no less than fifteen (15) days (1/4/2024) in advance of the public meeting. A sample affidavit is included in Exhibit E.

Step 4: Attend the Historic Preservation Commission Meeting

The applicant is required to attend the Historic Preservation Commission meeting to present the project and answer questions. The Commission will also hear public comments prior to voting on the project. The Commission may approve, approve with conditions, or deny the COA application at the end of the meeting. If approved, a signed copy of the COA will be issued and emailed to you following the meeting.

Step 5: Complete Your Improvement

Please note that the project may still require a separate building permit prior to any work commencing. Refer to the approved COA to find out whether you should apply for a building permit as the next step.

For improvements that do not require a building permit, a COA inspection needs to be scheduled at the time of the COA approval. You may call Inspection Dispatch at 630-420-6100 (press "1") to schedule or reschedule an inspection. Inspections for other improvements shall follow the building permit process.

**For further information about COAs please contact:
Brad Iwicki, Assistant Planner
Iwickib@naperville.il.us
630.305.7021**



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:	223 center street
Applicant Name(s):	Moses Khalil
Address/Zip:	223 center street ,naperville IL 60540
Telephone – Day/Evening:	708-372-5766
Fax (optional):	
Email:	Mkhalil_915@yahoo.com
Property Owner Name(s):	Moses Khalil
Address/Zip:	223 center street ,naperville IL 60540
Telephone – Day/Evening	708-518-9770

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.

	Improvement Type*	A COA from the Commission is required for the following:
<input type="checkbox"/>	Doors	New opening, a change in style or opening, or use of material that is not wood or original material
<input checked="" type="checkbox"/>	Windows	New opening, a change in style or opening, or use of material other than wood or aluminum clad wood
<input 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 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"> 1. Replacement of porch columns with use of wood, plaster or cement materials; 2. Replacement of porch flooring with use of wood or composite decking materials; or 3. Replacement of other porch components with use of wood or original material.
<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 type="checkbox"/>	Additions	The primary façade of the addition
<input type="checkbox"/>	Modifications to the Primary Façade	Any modifications that will change the appearance of the original Improvement.
<input checked="" 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

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<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 checked="" 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.

Demolition of the east wall above the porch overhang. The east wall above the porch was rotten wood and could not be sistered. Demolition of the entire south, west and north wall. The south wall needed new foundation as the old foundation could not be saved due to the massive damage. The west wall contained no underpin and was not safe as it started to fall as demo started. The north wall was completely damaged and was a complete hazard to work with due to water damage, severe termite damage and multiple floors at different levels. The north, south and west wall concrete blocks will be removed due to new foundation being poured. The blocks will be rebuilt with the same concrete material on the new foundations.

- 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.).

New north, south and west walls will be built to match the front of the home, also 2 windows will be added to east elevation over the front overhang. East wall above the porch and the porch roof will be rebuilt to match the rest of the home. The home will be built with wood studs, vinyl siding, facias, gutters, downspouts, soffit, and vinyl windows. New foundations for the west, north and south walls will be constructed with concrete and rebar. The sides of the home will be built up with concrete blocks to match the prior look of the original home, the new siding will continue to the top of the blocks.

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

While rebuilding the east wall above the overhang, we will continue to build as the work will not affect anything different to what was already proposed besides the 2 windows on the east elevation.

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

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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 changes made were already approved through the HPC, however the demo is more than what was originally proposed. We will keep the gables, roof and single front door that was originally approved. We had to demo the east wall above the Porch overhang due to rotten wood. The walls will be built with wood and siding to match the rest of the home. The home will still be built to the specs of our last approval with the addition of the windows on the east elevation as a recommendation from the HPC. The windows on the east elevations on the second floor will have shutters added to them to keep the look of the original home. The new windows will be made from vinyl and are Double hung. The east elevation windows will be replaced to match the rest of the windows in the home and shutters will be added back on to keep the historical look. The roof of the home and the overhang of the porch will be made from shingles.

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:

During the last meeting with the COA, window additions were suggested to keep the look of the original home. The new roof system will be consistent with the existing historic Gable "L" Vernacular design. The new roof system materials, porch, stairs, railings and columns will be made of natural or engineered

wood, and shingles made of asphalt or fiberglass. The roofing will match the existing style of the home. The new roof systems will maintain similar characteristics as the original, in style, design and detail. The new windows on the east elevation are discouraged being that they are made from vinyl and double hung, however keeping the shutters on the first floor and adding shutters to the second floor will keep the original look to the home. The demolition of the primary facade and the porch roof was needed due to extensive damage, the roof and facade will be built back to the original look of the home. By rebuilding the porch roof, facade and windows with shutters, I believe our home will continue to resemble the Vernacular style which includes the upright and wing.

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):

I believe our changes to the home will be a benefit to the economic reasonableness of the home by changing out the windows to energy efficient windows, also by rebuilding the walls that were demo, we will ensure proper insulating of the home. Keeping the cost of the Utilities down. Also, the economic reasonableness is supported by providing safe and adequate living space to resident families. If the COA is denied, we will have to offer a less efficient roof-system, inadequate ceiling-height and living space, emergency ingress/egress points, and ease of access to resident families.

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 proposed roof improvements and new primary facade will allow us to reach and improve energy efficiency and reduce the need for use of the heat in the cold seasons and air conditioning in hot seasons, because we'll have a new, weather-proof and sealed roof system. Without the approval of the COA, we will not be able to decrease the use or dependency on the HVAC system in the summer and winter. Likewise, energy consumption and cost will remain the same, if not increase overall expenses resulting from continued

inefficient weather-proof roof system. I also believe that the new siding of the primary facade due to the demo will help with insulation of the home. Our new windows will also help keep the overall energy usage in the home down due to the insulation and them being rated to be high efficiency.

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:

Section D.2.1 – Windows – Discouraged - Install vinyl and fiberglass

replacement windows. Section E.3 – Residential Additions – Discouraged – impacting the

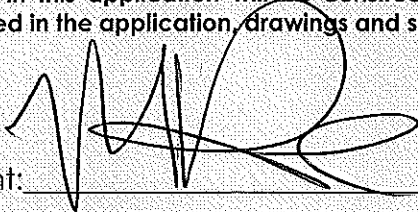
primary façade, and extensive removal of historic materials as a result of an addition,

6. RELATED VARIANCE, CONDITIONAL USE OR REZONING REQUEST(S):

Please describe any zoning variance, conditional use, or rezoning requests that may be required to complete the proposed work. (note: a separate application must be filed with the Planning Services Team for these requests).

Please note: If the COA is approved, any changes to the approved COA will require additional review by city staff or the Historic Preservation Commission. An approved COA is valid for three (3) years from the date of the issuance of the COA.

Required Signature: The undersigned certifies that the statements set forth in this application including all drawings and specifications submitted herewith are true and correct, and further agrees that the proposed improvements described in this application will be constructed in all respects in accordance with the approved COA as specified in the application, drawings and specifications submitted herewith.

Signature of Applicant:  Date: 1-8-24

Signature of Owner (if different): _____ Date: _____