

City of Naperville

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



Naperville

Meeting Minutes

Thursday, March 26, 2026

7:00 PM

Meeting Room C

Historic Preservation Commission

PUBLIC COMMENT:

PUBLIC ACCOMMODATION:

A. CALL TO ORDER:

B. ROLL CALL:

Present 11 - Jacob Sandborn, Patrick Kelly, Patricia O'Brien, Robert Sanchez , Andrea Field , Kerry Malm, Jessica Bufort, Chris Santucci, James Wills, Paul Deffenbaugh, and Stuart Adams

Staff Present: Brad Iwicki, Assistant Planner, Staff Liaison to the Historic Preservation Commission, and Isaac Marlott, Assistant Planner

C. PUBLIC FORUM:

D. OLD BUSINESS:

E. CERTIFICATE OF APPROPRIATENESS

Receive the staff report to consider a variance and Certificate of Appropriateness (COA) for the property located at 32 S Columbia St. - HPC-0003-2025 and DEV-0001-2026 (Item 1 of 3)

The petitioner gave their testimony.

There was no public testimony.

*The minutes note that the meeting was paused as the meeting room's audio recording feature had not been functioning properly. At approximately 8:10pm the audio was corrected and the meeting resumed.

The material of the railing on the proposed rear porch was confirmed to be wood.

Commissioner Sandborn commented that the increased bulk has an impact on the street facing façade.

Tom Ryan, the architect for the project, explained the reasoning for the increased bulk and that the design preserves the integrity of the primary façade, the addition is setback from the front property line, and the height of the addition steps down as it approaches the north side lot line to reduce

impact on the neighboring property.

The petitioner, Mark Urda, noted the 75' lot width and the proposed addition allow for a floor plan to accommodate modern living.

Clarification was provided that the proposed gable roof is the only change to the existing Columbia St. façade.

The Commission inquired about the setback variance.

Tom Ryan stated that the encroachment is minor and compliance with the setback will cause challenges with the construction of the addition, particularly the roof line.

The petitioner made closing remarks.

Commissioner Sanchez struggled with the scale of the addition. He noted that the preservation of the original façade and setback of the addition are appropriate. He continued stating support for the variance request due to the minor nature of the encroachment.

Commissioner Deffenbaugh asked the petitioner to clarify the size of the addition. He supports the architect's approach to accommodate an addition for modern living in the historic residence.

Commissioner Bufort voice support for the petitioner's commitment to the project.

Provide a recommendation on the corner side yard setback variance for the property located at 32 S Columbia St. - DEV-0001-2026 (Item 2 of 3)

A motion was made by Commissioner Deffenbaugh and seconded by Commissioner Bufort to recommend approval of DEV-0001-2026, a setback variance to Section 6-6C-7:1 for the property located at 32 S Columbia St. The motion was approved by the following vote:

Aye: 9 - Sandborn, O'Brien, Sanchez, Malm, Bufort, Santucci, Wills, Deffenbaugh, and Adams

Excused: 2 - Kelly, and Field

Consider the Certificate of Appropriateness (COA) for 32 S Columbia St. - HPC-0003-2025 (Item 3 of 3)

A motion was made by Commissioner O'Brien and seconded by Commissioner

Deffenbaugh to approve HPC-0003-2025 for consideration of the proposed one and two-story addition visible from both Columbia St. and Van Buren Ave., a new covered porch on the north secondary facade, and a new gable roof on the west front porch for the property at 32 S Columbia St. The motion was approved by the following vote:

Aye: 9 - Sandborn, O'Brien, Sanchez, Malm, Bufort, Santucci, Wills, Deffenbaugh, and Adams

Excused: 2 - Kelly, and Field

Consider the Certificate of Appropriateness (COA) for 205 N Wright St. - HPC-0008-2025

The petitioner gave their testimony.

Public Testimony

Public comment was provided by Phillip Buchanan. Mr. Buchanan asked about the historic plaque for the home. The petitioner will fix the plaque to the home following construction.

Public comment was provided by Tim Messer. Mr. Messer noted the history and condition of the home. He supports the work proposed by the petitioner. The use of metal roofs in the historic district was discussed.

The Commission inquired about the color scheme. The petitioner stated there will be change in the color palate.

Commissioner Bufort shared support for the project. She further inquired about the metal roof and the metal railings on the porch stairs. The petitioner stated that the metal roof has a shingle appearance. Tom Ryan explained the reasoning for the metal railing and concrete steps.

Commissioner Malm shared support for the project.

The petitioner made closing remarks.

Commissioner Deffenbaugh shared support for the project. He explained concerns about the concrete steps and metal railing, and the metal roof.

Discussion continued about the existing roof material and proposed metal roof. Commissioner Sandborn and

Commissioner Sanchez shared concerns about the standards outlined in the manual as they apply to the metal roof.

A motion was made by Commissioner O'Brien and Seconded by Commissioner Malm to approve HPC-0003-2025 for consideration of the proposed two-story addition to the secondary north facing façade featuring paneled metal roofing, a change in the door opening on the south façade, and a new front porch and two new window openings on the east facing primary façade of the principal structure for the property at 205 N Wright St. The motion was approved by the following vote:

Aye: 9 - Sandborn, O'Brien, Sanchez, Malm, Bufort, Santucci, Wills, Deffenbaugh, and Adams

Excused: 2 - Kelly, and Field

F. REPORTS

Receive and provide comments, corrections, and/or feedback on the updated Historic District survey forms as prepared by Ramsey Historic Consultants, Inc. (RHC)

There was no public testimony

The Commission noted that the survey follows a similar format but is more detailed than the 2008 Architectural and Historic Survey ("2008 Survey")

The Commission noted that the photos were taken after a snowfall, obscuring detail. The HPC was interested in the cost to have the consultant retake the photos.

Commissioner Field asked the following questions for the consultant:

- Was the survey update a complete reassessment on each house or was the information gathered from the previous 2008 survey applied in the process?
- Is the consultant updating the significance ratings based on the 2025 survey update?
- Does the consultant have the ability to cross reference changes that happen with or without a Certificate of Appropriateness? And would this impact a structures significance rating?
- Is it possible for the survey to be updated continuously by staff as work is completed in the Historic District? As an alternative, can a separate working document be created to pair with the survey?

It was noted that a name was spelled wrong in the 'Historic Info' on the

survey form for 227 E Jefferson Ave.

Staff clarified that the 2025 Survey should reflect work related to COA's reviewed and approved by the HPC and administrative COA's reviewed and approved by staff.

The Commission asked staff whether this will be published online. Staff confirmed that the 2025 Survey will be posted to the City's website.

Staff provided that staff from Ramsey Historic Consultants, Inc. will be present at future meetings in April and May.

The HPC asked staff to confirm that personal and identifying information has been removed. Staff confirmed that information has been redacted from photos.

Receive the report regarding new business items raised at the February 26, 2026, Historic Preservation Commission meeting

Public Testimony

Jane Burke spoke her thoughts about the annual report to track COAs and inspections. She noted that it is difficult to find information about COA's. She gave examples. The City should strive for transparency and provide this information. Jane continued, stating that the Special Events and Community Arts (SECA) Commission had recently discussed changes to their current Mission Statement.

Bill Simon commented on the creation of a mission statement, noting that the HPC purpose, and powers and duties outlined in the Municipal Code is a positive. He continued by stating his support for the procedure for conditional approvals as outlined in the report. Mr. Simon referenced the HPC powers and duties. Additional staff resources should be allocated to meeting the powers and duties outlined in the Code.

The HPC discussed the first topic of the report - Transferability of an Approved Certificate of Appropriateness (COA)

The HPC discussed the architect and homeowner's understanding of a transferred COA, maintaining the integrity of the COA approval, and duration of validity.

Staff confirmed that a COA is valid for three years independent of the property owner.

The Commission confirmed their support for the transferability of an approved COA.

The HPC discussed the second topic of the report - Creation of a mission statement that reflects our role within the community.

Commissioner Bufort shared thoughts about the creation of a mission statement, its purpose, and potential benefits. An alternative is to revise the description of the Commission on the City's website and other locations where it is present to be more supportive of the Historic District and residents.

The HPC discussed their role, the purpose, powers and duties outlined in the Municipal Code, and potential changes to improve the Commission.

The HPC supported the mission statement, directing staff to work with the HPC to revise the description or create a mission statement .

The HPC discussed the third topic of the report - Creation of a procedure for conditional approvals to make uniform, consistent and timely rulings

The members of the Commission shared concerns about conditional approvals defining small changes that would require staff review and approval or significant changes that would require additional HPC review and approval.

The HPC continued to discuss the conditional approval procedures in more detail.

The HPC discussed the fourth topic of the report - Start regular friendly communications with the community highlighting the HPC's process and role as a community partner.

The Commission discussed the Open Meetings Act impact on meetings outside of the tentative and regularly scheduled HPC meetings.

The general purpose of the communication would be to educate the public on the HPC's processes.

The HPC inquired about the postcard that new property owners in the district receive after purchasing their new home.

Additional strategies and methods of communication were discussed. Naperville Preservation, Inc. noted that they educate realtors about working in the Historic District.

It was agreed that a website outlining 'frequently asked questions' related to the Historic District and Historic Preservation Code would be beneficial.

The HPC discussed the fifth topic of the report - Quarterly or annual report tracking building permit submittal and completed COA inspections

The HPC inquired about staff's internal tracking of COA's.

Staff provided that an internal COA Log contains information related to all COA's that have been submitted. There is an inspection required to close out these applications, either by site visit or photos submitted by the petitioner.

The HPC supported a directive to request staff to draft a list to track COA's including the date the project is closed following the inspection. The tracking list would be reviewed and approved by the commission annually.

Approve the Historic Preservation Commission meeting minutes of February 26, 2026

A motion was made by Commissioner Bufort and seconded by Commissioner Sanchez to approve the meeting minutes of the February 26, 2026, Historic Preservation Commission meeting. The motion carried by voice vote.

G. NEW BUSINESS:

H. ADJOURNMENT:

A motion was made by Commissioner Bufort and seconded by Commissioner O'Brien to adjourn the regular Historic Preservation Commission meeting of March 26, 2026, at 9:19pm.