

# CITY OF GENEVA, HISTORIC PRESERVATION COMMISSION

## MEETING LOCATION & HPC INFORMATION

### Location:

Geneva City Hall  
Council Chambers  
109 James Street  
Geneva, IL 60134

### Time:

7:00 p.m.

### Commissioners:

Paul Zellmer, Chairman  
Jewel Jensen  
Lisa McManus  
Kevin Phillips  
Mike Riebe  
George Salomon  
Andrew Tobler

### Staff Liaison:

Emily Stood  
Preservation Planner  
630.938.4541  
preservation@geneva.il.us



## WEDNESDAY, March 17, 2026 MEETING

### Call to Order

1. **Roll Call**
2. **Approval of Minutes**  
February 18, 2026
3. **Five Minute Field Guide**
4. **Review of Building Permit Applications** (Certificate of Appropriateness)
  - A. **17 N Sixth Street** CASE 2026-017  
Applicant: Sean Gallagher  
Application for: Rehabilitation for Multi-Unit Housing
5. **Comments on Planning & Zoning Commission Application**
  - A. **200 S Third and 310 Campbell** CASE 2026-018  
Applicant: Dan McFadden  
Application for: Campbell Courtyard PUD – Subdivision
6. **Comments on HPC Program Updates**
  - A. **Historic District and Landmarks Property Inventory**  
Comments and Recommendation for City Council
  - B. **City of Geneva Historic Preservation Commission Review Matrix**  
Update In Line with Property Inventory  
Comments and Vote on Adoption
  - C. **Historic Preservation Residential Façade Grant Program**  
Comments and Recommendation for City Council

The Geneva Historic Preservation Commission meeting is audio-recorded, and summary minutes are transcribed by a recording secretary.

ADA Compliance: Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact Emily Stood, Preservation Planner, at least 48 hours in advance of the scheduled meeting. Emily Stood can be reached in person at 22 South First Street, Geneva; by telephone at (630) 938-4541-0871; or via email at [estood@geneva.il.us](mailto:estood@geneva.il.us). Every effort will be made to allow for meeting participation. Notice of this meeting was posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**7. Secretary's Report (Staff Updates)**

**8. New Business**

A. From the Commission

B. From the Public (*When recognized by the Chair, proceed to the podium, state your name for the record, and provide your public comments. Please understand that this is your time to be heard and the public body's time to listen. No discussion or debate will follow.*)

**9. Adjournment**

**Next HPC Meeting: April 21, 2026**

**Historic Preservation Commission Meeting Minutes**  
City of Geneva  
109 James Street - City Council Chambers  
**February 18, 2026**

**Call to Order**

Chairman Zellmer called the meeting of the Geneva Historic Preservation Commission to order at 7:00 pm on Wednesday, February 18, 2026.

**1. Roll Call**

Present: Chairman Zellmer; Commissioners Tobler, Phillips, McManus, Jensen  
Absent: Commissioners Salomon, Riebe  
Staff Present: Preservation Planner Emily Stood, Community Development Director David DeGroot,  
Assistant Planner Jessie Malkosky

**2. Approval of Minutes**

*Minutes of January 21, 2026*

Motion by Commissioner Tobler, seconded by Commissioner Phillips, to approve the minutes of the January 21, 2026, meeting as presented. Motion passed by roll call vote, with Commissioners McManus and Jensen abstaining, (3-0).

**3. Review of Building Permit Applications (Certificate of Appropriateness)**

3a. **18 Campbell Street**

**CASE 2026-006**

*Applicant: Edward Condon*

*Application: Resetting Front Steps*

Preservation Planner Emily Stood presented the application for 18 Campbell Street, providing a brief history of the property. She noted the home was originally located at 202 South First Street before being relocated to its current site in 1928 as part of the River Street improvement project. The existing front stoop is constructed of Purrington paving bricks, likely dating from the time of the house move.

Property owner Edward Condon addressed the Commission and explained that the stoop had recently been tuckpointed, but the deterioration returned quickly, indicating that the underlying foundation may be unstable. The contractor intends to evaluate and repair the foundation beneath the stoop before resetting the bricks to ensure a more durable repair. Mr. Condon confirmed the intent is to reuse the existing historic bricks.

Commissioners discussed mortar types typically used for historic masonry and the importance of ensuring the mortar remains softer than the brick. The Commission expressed appreciation for the applicant's efforts to retain the original brick material and properly repair the structure.

Moved by Commissioner McManus, seconded by Commissioner Jensen, to approve the application for resetting the front steps at 18 Campbell Street as presented.

**Ayes:** Tobler, Phillips, McManus, Jensen, Zellmer

**Nays:** None

**Motion Passed:** 5-0

3b. **102 S Second Street**

**CASE 2026-010**

*Applicant: Kevin O'Neill*

*Application: Security Installation*

The Commission considered a proposal for security improvements at the Unitarian Universalist Society of Geneva property, located at 102 S Second Street. Preservation Planner Emily Stood reviewed the history of the site, noting the sanctuary was constructed in 1843. Later additions include the Pioneer House parsonage and subsequent additions in 1955 and 1989.

The project is part of a federal security grant program aimed at improving safety at religious institutions. The proposal includes installation of security cameras at various locations across the property and the addition of door access control hardware such as keypads and intercom systems. Cameras are proposed primarily on soffits and trim areas or near existing lighting fixtures to minimize visual impact and consolidate modern hardware elements.

Kevin O'Neill, representing the church, and Jeff Stibal, the organization's technical director, addressed the Commission and explained the security system design and equipment compatibility requirements. Commissioner Phillips discussed placement of one camera on the north side of the sanctuary and asked whether it could be relocated slightly to reduce its visibility from the street while maintaining adequate coverage. The applicant indicated the camera could be moved toward the center portion of the building to improve access and reduce visual impact. Commissioners acknowledged the importance of improving safety while minimizing impacts to the historic structure.

Moved by Commissioner Phillips, seconded by Commissioner Jensen, to approve the application for Security Installation at 102 S Second Street with the stipulation that the north-facing camera on the sanctuary be relocated from the corner to a more central location, as discussed.

**Ayes:** Tobler, Phillips, McManus, Jensen, Zellmer

**Nays:** None

**Motion Passed:** 5-0

3c. **226 S River Lane**

**CASE 2026-011**

*Applicant: Timothy and Susan Fallon*

*Application: Window Replacements*

An application for window replacements at 226 South River Lane was presented by Preservation Planner Emily Stood. The property was constructed in 1957 for the Beale family and falls within the historic district's period of significance.

Stood explained that two windows on the home's street-facing façade (Windows 3 and 4) had previously been replaced without permits. The current application addresses the remaining two second-story windows (Windows 1 and 2) on the same façade. The original windows are experiencing significant deterioration, including wood rot and obsolete mechanical components that are difficult to repair.

The applicant's preferred option is to replace the windows with Marvin Elevate units featuring fiberglass exteriors and wood interiors. An alternative all-wood option was also

presented. Staff noted that the fiberglass-clad option would match the appearance, size, and function of the existing windows while changing the material.

Property owner Timothy Fallon addressed the Commission. He explained that the two previously replaced windows were done so without a permit as an "experimental effort" to assess their appearance, and that he is now seeking proper approval for the remaining windows. He noted that full repair of the original windows was explored but determined to be impractical due to material condition and obsolete operating mechanisms. The applicant plans to eventually replace all 17 windows in the home.

Commissioners discussed the cost difference between the options and the reasons for allowing alternate materials when the visual appearance remains consistent with the original design. The Commission generally agreed that the proposed windows would maintain the appearance of the façade.

Moved by Commissioner Phillips, seconded by Commissioner Jensen, to approve the application for window replacements at 226 S River Lane with the applicant's preferred option of the Marvin Elevate (fiberglass-clad wood) windows, as presented.

**Ayes:** Tobler, Phillips, McManus, Jensen, Zellmer

**Nays:** None

**Motion Passed:** 5-0

#### 4. Concept Review

##### 4a. 17 N 6th Street

**CASE 2026-007**

*Applicant: Sean Gallagher*

*Application: Rehabilitation for Multi-Unit Housing*

Turning to concept reviews, Preservation Planner Emily Stood introduced the proposal for 17 North 6th Street. The building was constructed around 1895 and later converted to commercial use in the mid-20th century. The proposal seeks to rehabilitate the structure and return the property to residential use as a duplex.

Sean Gallagher, representing Hogan & Associates, presented the proposal alongside John Vendafreddo. The primary exterior changes involve repairs to the front porch, widening the front door opening to improve accessibility, and replacing certain windows. The applicant also proposed removing shutters and replacing existing aluminum triple-track storm windows with wood-framed combination storm/screen units designed to better complement the historic character. Mr. Gallagher provided a physical sample of the proposed storm window for the Commission's review.

Commissioners discussed potential design adjustments, including the treatment of the transom area above the front door and general porch repairs. Feedback was given regarding materials and façade improvements, and the direction of the project was supported.

No formal action was taken as this was a preliminary concept review only.

##### 4b. 428 Ford Street

**CASE 2026-008**

*Applicant: Sean Gallagher*

*Application: Rehabilitation and Addition*

Preservation Planner Emily Stood provided background on the property, noting it was originally constructed in 1856 and later modified by several owners, including additions and relocation work performed in the late nineteenth century. The property is eligible for a state tax freeze program, and the applicant has been coordinating with the State Historic Preservation Office (SHPO) on the proposed design.

Property owner Phillip Lang addressed the Commission, sharing his family's plans to move into the home and his personal experience with previous historic rehabilitation projects. Sean Gallagher, representing Mr. Lang, presented the proposal, which includes a significant rear addition (approximately 2,300 square feet) and reconstruction of the front porch based on historic photographs. Mr. Gallagher explained key design strategies intended to respect the original structure, including:

- Stepping the addition down two feet with the grade to maintain a lower profile.
- Using a "hyphen" connection between the original house and the new addition.
- Using modern materials and larger window styles to clearly differentiate new construction from historic fabric.
- Reconstructing the front porch to match its historic appearance.

Commissioners discussed the scale and massing of the proposed addition and suggested exploring whether the roofline could be lowered further, though it was noted that structural constraints limited this option. The proposed removal of a non-historic chimney was discussed, with the Commission acknowledging it is not original to the property. A brief discussion also addressed the west elevation, with a suggestion to consider breaking up the massing, though the applicant noted interior layout constraints.

The Commission expressed general support for the direction of the project and commended the thoroughness of the presentation, including the use of 3D renderings to illustrate the proposal. They also encouraged the applicant to provide additional material details as the project moves forward and emphasized the importance of maintaining clear differentiation between the historic structure and new construction.

No formal action was taken as this was a preliminary concept review only.

**4c. 410 W State Street**

**CASE 2026-009**

*Applicant: Rob Costello*

*Application: Addition and Remodel*

A concept review for a proposed addition and façade remodel at 410 West State Street was presented by Preservation Planner Stood. The property is a mid-century modern structure (c. 1956) that is relatively unique within the historic district, having always been used for commercial purposes, including as an insurance office and the current Bien Trucha Restaurant.

Rob Costello of Torch Architecture presented the concept on behalf of the applicant. The proposal includes a rear addition intended to expand interior restaurant space for year-round use, improve accessibility, and enhance indoor-outdoor functionality. Plans show a set-back addition using similar materials so that the original building remains visually distinguishable.

Mr. Costello requested specific feedback from the Commission regarding materials and design direction, particularly regarding the front façade remodel. Commissioners provided the following feedback:

- **Stone Column and Bulkhead:** The Commission emphasized that the prominent stone corner column and the stone bulkhead below the storefront windows are significant character-defining features and must be retained. Their removal would be a "deal breaker."
- **Storefront Finish:** A discussion ensued regarding the finish color for the new aluminum storefront system. While some commissioners expressed openness to a dark anodized finish, a general preference emerged for a clear anodized finish to remain more sympathetic to the building's original mid-century character.
- **Angled Soffit:** The angled soffit and roof form were identified as important elements to preserve, regardless of the specific materials used for the finish.
- **Canted Windows:** The distinctive canted (angled) window on the façade was discussed. The Commission indicated that while updating the window system is acceptable, maintaining the angled form would be desirable.

General support for the concept of the addition was expressed and the Commission encouraged revised renderings reflecting the feedback provided, particularly the retention of the stone elements and consideration of a clear anodized finish.

No formal action was taken as this was a preliminary concept review only.

## 5. Secretary's Report (*Staff Updates*)

Preservation Planner Emily Stood shared the following updates:

- **Administrative Approvals:** Five permits were administratively approved in the past month for an accessory structure, landscape work, a chimney repair, and two signs.
- **Workshop Update:** Staff is in contact with Michael Miller to plan a workshop, potentially as a panel discussion, on a topic to be determined.
- **Facade Grant:** The FY2027 budget was approved, including \$50,000 for a new Historic Preservation Residential Facade Grant. A draft program will be presented next month.
- **Historic Survey Update:** Planner Stood announced and debuted the new digital Historic Survey Map. The map is an interactive tool that allows users to view property histories, ratings, and designation status for both local and National Register properties. The new survey updates the 1999 version and removes the "potentially significant" rating for clarity. Commissioners were asked to review the map over the next month for any major errors before it is brought back for a recommendation to City Council.

## 6. New Business

### 6a. From the Commission:

Commissioner Jensen expressed appreciation to Chairman Zellmer for representing the Commission and providing professional responses to comments made during a special City Council meeting of the proposed demolition of 4 E. State Street, affirming the commission's commitment to following the city's ordinances without agenda. Community Development Director David DeGroot provided further

update that staff are working with legal counsel on next steps to pursue code enforcement and fines.

Commissioners also discussed the possibility of future policy discussions related to the painting of masonry surfaces, noting that nearby communities have begun adopting related ordinances.

Commissioner Phillips recommended that commissioners tour the current police station to better understand the facility ahead of Geneva's upcoming referendum on a new station, as the building may come before the commission for future redevelopment.

6b. From the Public:

Al Watts, representing Preservation Partners of the Fox Valley, announced that the Judge Barry House in St. Charles has been saved, noting that a partnership effort is underway to preserve the historic property.

**7. Adjournment**

Motion to adjourn by Commissioner McManus, seconded by Commissioner Jensen. Motion carried unanimously by verbal assent. Meeting adjourned at 8:58 PM.

## CITY OF GENEVA, HISTORIC PRESERVATION COMMISSION

March 17, 2026

HPC Case Number:  
2026-017

Applicants / Owners  
Sean Gallagher

Request:  
Rehabilitation for Multi-Unit Housing

Staff Liaison:  
Emily Stood  
Preservation Planner  
(630)938.4541  
preservation@geneva.il.us



### AGENDA ITEM 4A

17 N Sixth Street  
Rehabilitation for Multi-Unit Housing

#### BACKGROUND

This property was constructed in approximately 1895. Its first appearance on a Sanborn Fire Insurance map was in 1897, where it is a two-story dwelling with a bay window on the south side. Additionally on the lot was a stable and two other outbuildings. By 1905, a one-story addition with a porch on its south side had been attached at the rear of the building, and a porch was added to the front facade on the north side. By 1923, the rear addition extended across the entire facade. Its form was consistent following that change.

The original owner is unknown. Elsa E Carlson is listed in local phone books and newspapers as the primary resident from 1953 to 1974. From at least 1966 to 1970, Kane County Medical Society was also run out of the house. By 1981, it fully transitioned to office space on the first floor.

#### Permits

2001: Porch Remodel  
2012: Roof  
2025: Garage



2016 – from Sixth Street

**REQUEST 4A:**

Rehabilitation for Multi-Unit Housing

**HPC Case #2026-017**

The Applicant is undergoing a rehabilitation project which will revert the building from office space to a two-unit residential space. On the front façade, this will consist of porch stabilization and window rehabilitation. A new door, stairs, and windows are proposed on the front of the porch to accommodate for a wider door. Other windows visible from the street are proposed for repair.

Work out of view from the right of way involves replacement of windows to accommodate the new interior plans, with siding infill as required. Most existing siding would remain and be repainted. This project underwent a Concept Review during the February HPC meeting.



2026

**STAFF ANALYSIS**

The main area under review on this property is the front façade, as although it neighbors a parking lot, that is not technically a public right of way. The main impact of this proposal on that façade would be the porch rehabilitation project. According to Sanborn Fire Insurance maps, the porch does not appear to be original to the property. It does not appear on Sanborn maps through 1945. It is in need of stabilization, as it is not currently level and the fenestration is damaged. Outside of the changes on the porch, street-facing windows would be repaired, which is in line with the HPC Window Policy. New windows on the porch are proposed to be wood with true divided lites, with slight changes in the overall dimensions.

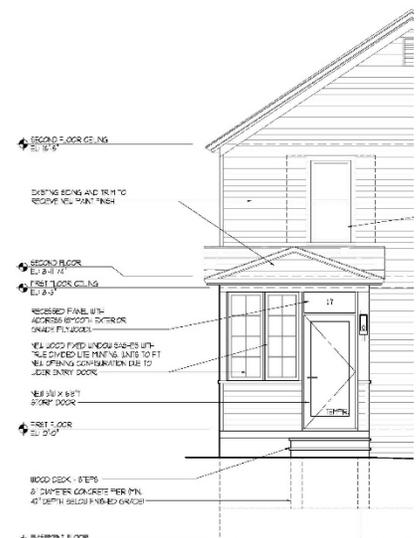


2026

**Review for Conformity to SOI Standards**

Staff submits, for the Commission’s review and discussion, the following analysis of the SOI Standards as applied to the proposed project:

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**  
*This proposal would indicate a return to the original residential use.*



Porch Rehabilitation Proposal

2. **The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.** *The porch would be stabilized and windows on its sides would be repaired. The front façade of the porch would be altered according to code, with a wider door, narrower windows, and new steps.*
3. **Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.** *Slight changes would occur in the window design. The transom window proposed in the Concept Review has been exchanged for a proposal for a recessed panel mimicking what currently exists.*
4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.** *The porch was likely added after 1945. The majority of its materials would be retained, with changing windows and door on the front façade.*
5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.** *Most materials visible from the public right of way would remain. This would indicate a loss of two windows and the door from the non-original porch.*
6. **Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.** *Most materials visible from the public right of way would remain and be repaired or undergo maintenance. Where windows would be changed due to need for a wider door, like materials and layout would be like for like, with slight changes in dimension.*
7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.** *No chemical or physical treatments of existing materials, scheduled to remain, are proposed.*
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.** *No archeological resources are known to exist or are expected to be encountered in the proposed area of work.*
9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect**

**the historic integrity of the property and its environment.** *No new additions are proposed with this permit.*

- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.** *No new additions are proposed with this permit.*

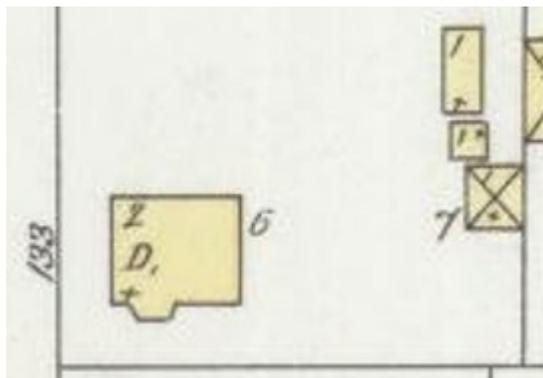
### **Design Guidelines for Historic Properties**

Staff submits, for the Commission's review and discussion, the following analysis of the adopted *Design Guidelines for Historic Properties* as applied to the proposed project:

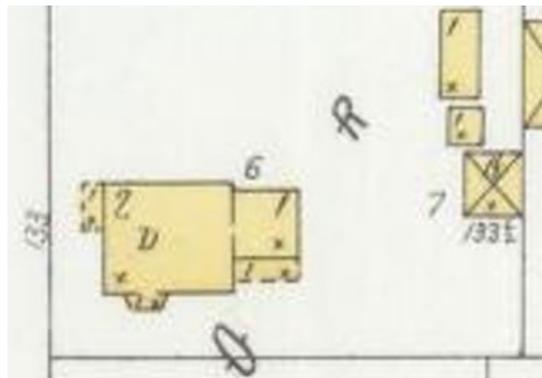
**Maintain and Preserve Historic Doors and Entries.** *The existing door is not historic. There would be a slight proportion change in the entry, but layout and form would generally remain the same.*

**Maintain the Form, Design, and Materials of Historic Porches.** *The porch is not original to the property. Its overall form and materials would remain, with slight design changes in the proportions of the front door and windows.*

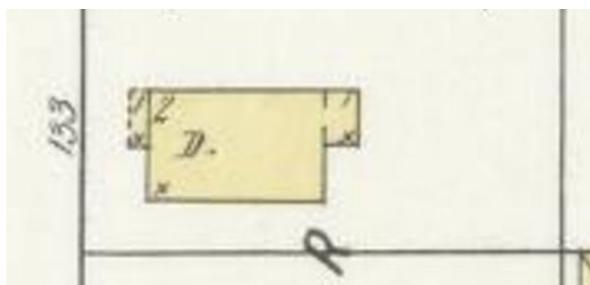
## **Historic Maps + Images**



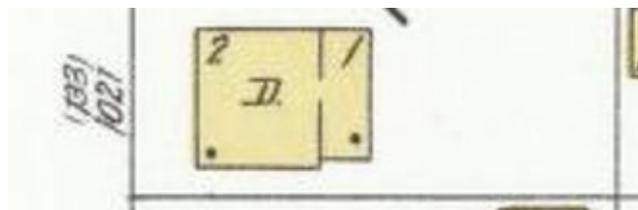
1897 Sanborn Fire Insurance Map



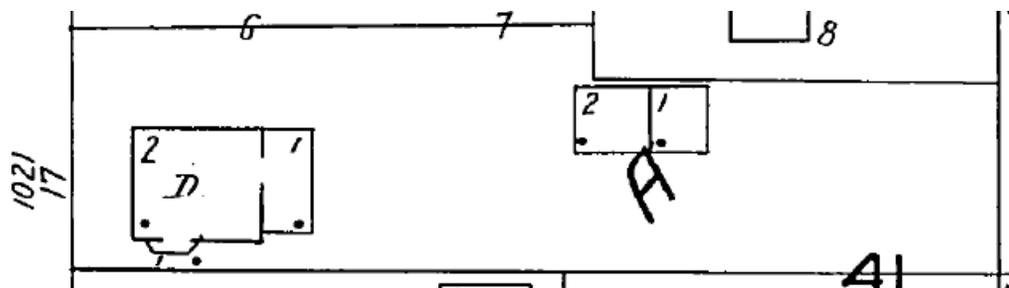
1905 Sanborn Fire Insurance Map



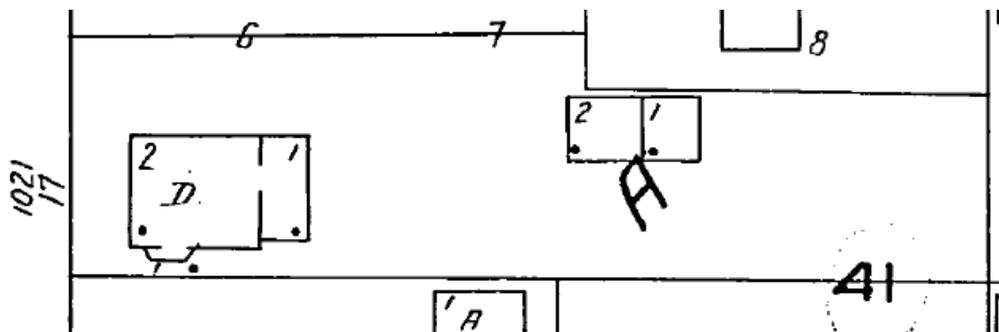
1912 Sanborn Fire Insurance Map



1923 Sanborn Fire Insurance Map



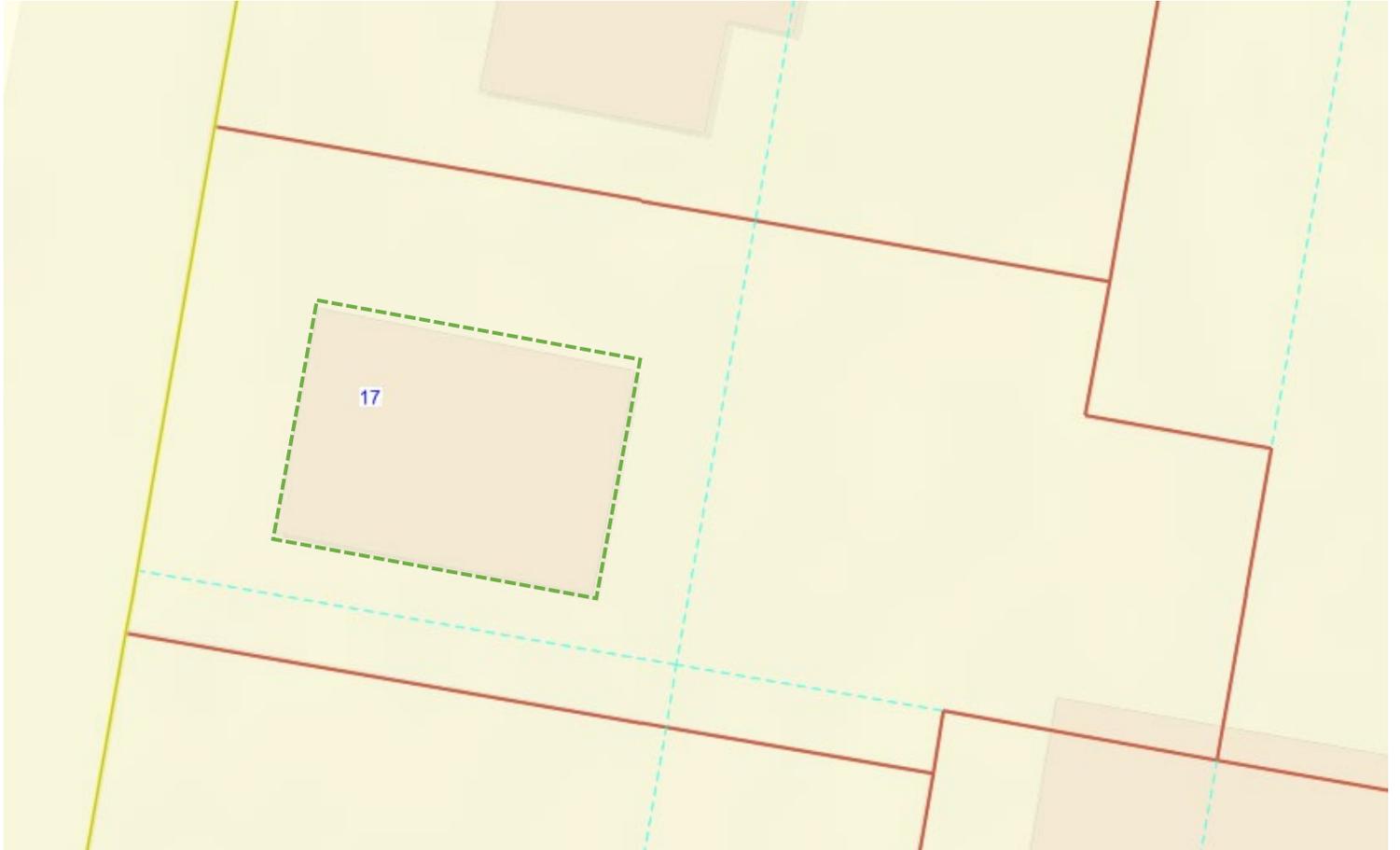
1930 Sanborn Fire Insurance Map



1945 Sanborn Fire Insurance Map

- Frame Construction
- Shingle Roof
- Composition Roof

**Site**



Approximate Focus of Work

## Existing Condition

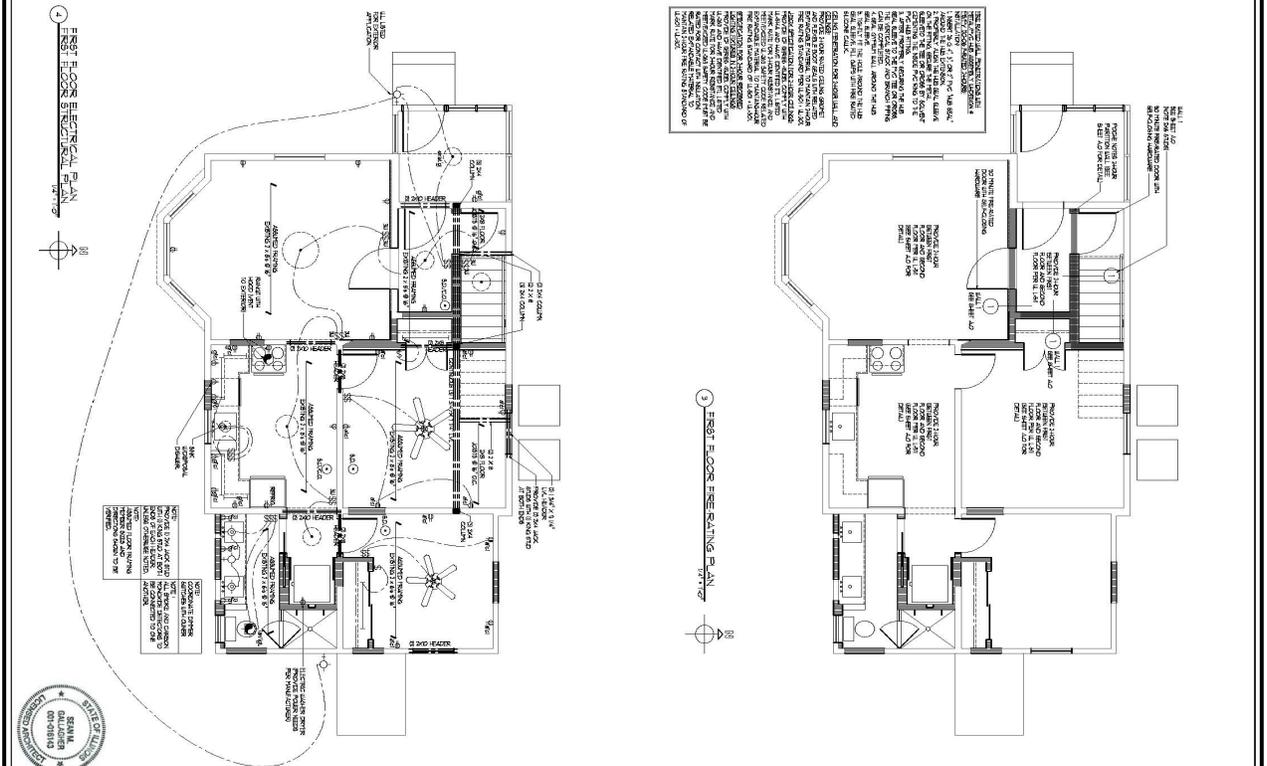
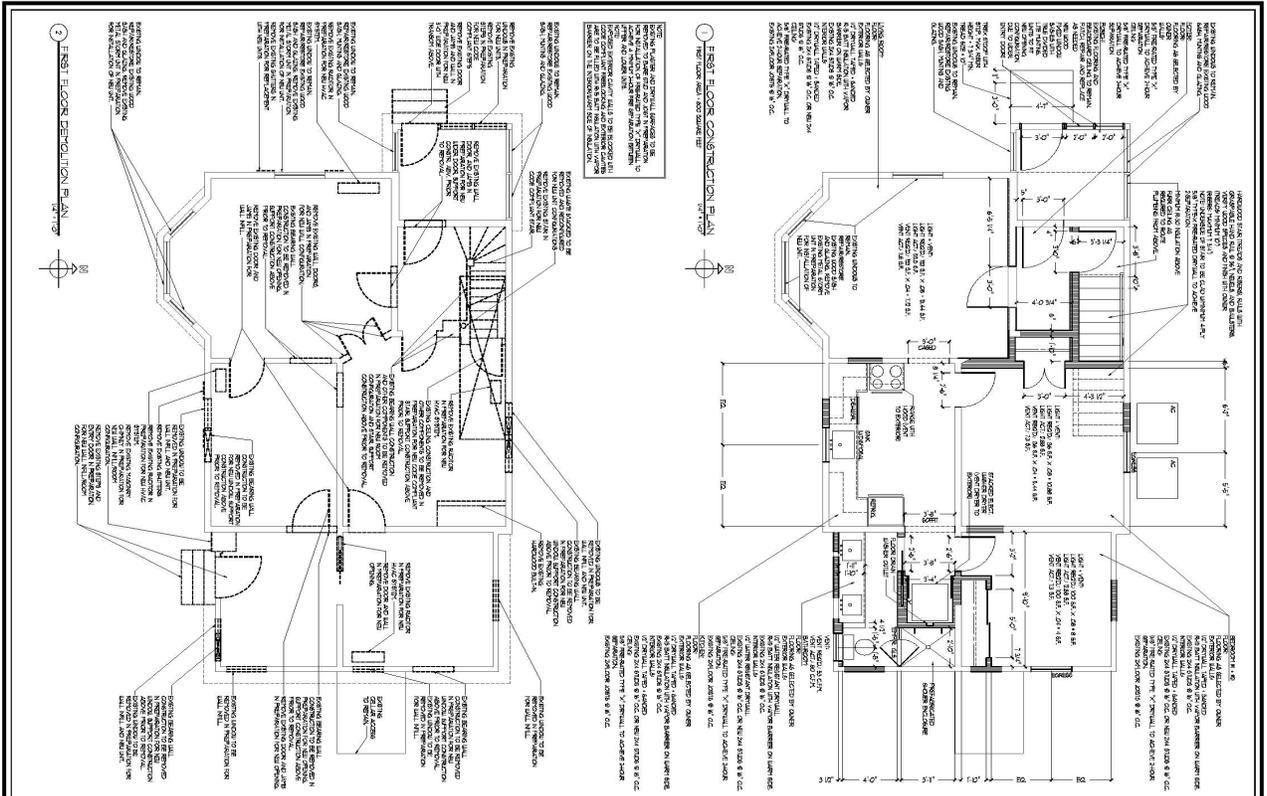




# Proposal







**NOTES**

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.  
2. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.  
3. ALL WALLS SHALL BE CONCRETE UNLESS OTHERWISE NOTED.  
4. ALL FOUNDATIONS SHALL BE CONCRETE UNLESS OTHERWISE NOTED.  
5. ALL REINFORCING SHALL BE #4 UNLESS OTHERWISE NOTED.  
6. ALL REINFORCING SHALL BE TYPED UNLESS OTHERWISE NOTED.  
7. ALL REINFORCING SHALL BE PLACED AS SHOWN UNLESS OTHERWISE NOTED.  
8. ALL REINFORCING SHALL BE TYPED UNLESS OTHERWISE NOTED.  
9. ALL REINFORCING SHALL BE PLACED AS SHOWN UNLESS OTHERWISE NOTED.  
10. ALL REINFORCING SHALL BE TYPED UNLESS OTHERWISE NOTED.

**PROJECT #** 24008  
**DATE** 3/21/2018  
**DESIGNER** SWS  
**CHECKED BY** SWS  
**DATE** 3/21/2018  
**SHEET** A.2

**HOGAN DESIGN + CONSTRUCTION**  
17 N. 6th STREET  
GENEVA, ILLINOIS

**427 ANDERSON BOULEVARD**  
GENEVA, ILLINOIS 60134  
**GALLAGHER ASSOCIATES**  
ARCHITECTS

**REVISION**

NO.	DATE	DESCRIPTION
1	10/18/2017	ISSUE FOR PERMITS
2	12/21/2017	ISSUE FOR PERMITS
3	1/10/2018	ISSUE FOR PERMITS
4	3/21/2018	ISSUE FOR PERMITS

**STATE OF ILLINOIS**  
COUNTY OF DECATUR  
OFFICIAL SEAL  
007-081843



### 1 EAST ELEVATION

1/4" = 1'-0"

### 2 NORTH ELEVATION

1/4" = 1'-0"

### 3 WEST ELEVATION

1/4" = 1'-0"

### 4 SOUTH ELEVATION

1/4" = 1'-0"

### NOTES

1. SEE SHEET 16 FOR GENERAL NOTES AND SPECIFICATIONS.

2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

3. FINISH GRADE IS INDICATED BY A DOTTED LINE.

4. SEE SHEET 15 FOR FOUNDATION AND FOOTING DETAILS.

5. SEE SHEET 17 FOR ROOFING AND CEILING DETAILS.

6. SEE SHEET 18 FOR MECHANICAL AND ELECTRICAL DETAILS.

7. SEE SHEET 19 FOR INTERIORS AND FINISHES.

8. SEE SHEET 20 FOR EXTERIORS AND FINISHES.

9. SEE SHEET 21 FOR SPECIAL NOTES AND CONDITIONS.

10. SEE SHEET 22 FOR CONTRACT ADMINISTRATION AND SCHEDULE.

**427 ANDERSON BOWEN**  
GENEVA, ILLINOIS 60134

**GALLAGHER ASSOCIATES**  
DESIGNERS AND ARCHITECTS

**PROJECT #**  
24008

**CLIENT**  
SMB

**DATE**  
3/21/2018

**DESIGN & CONSTRUCTION**  
17 N. 6th STREET  
GENEVA, ILLINOIS

**ELEVATIONS**

**SHEET**  
A.4



## Marvin Elevate Casement and Double Hung Windows



## Marvin Ultimate Combination Storm Units

### STORM AND SCREEN COMBINATIONS

A combination unit is composed of two glass panels and one screen panel that can be easily removed from the interior for cleaning. Available with a wood (bare or primed) or aluminum surround, panels can be configured multiple ways, glass above screen, screen above glass, or glass above glass.

Storm/screen doors & windows are exempt from HPC Review; this image is included for context

These replacements would be out of view from the right of way and not under review; this image is included for context

# CITY OF GENEVA, HISTORIC PRESERVATION COMMISSION

March 17, 2026

HPC Case Number:  
2026-018

Applicants / Owners  
Dan McFadden

Request:  
Comments on a  
Subdivision Proposal for  
Planning and Zoning  
Commission

Staff Liaison:  
Emily Stood  
Preservation Planner  
(630)938.4541  
preservation@geneva.il.us



## AGENDA ITEM 5A

## 200 S Third Street & 310 Campbell Street PUD Comments - Site Subdivision

### BACKGROUND

#### 200 S Third Street

The Pindar Ward / James N. Birch House was initially built in 1850 by John Randolph Schmoldt, a local carpenter and the eldest son of John and Wilhelmina Schmoldt. The Schmoldt family occupied the house until the early 1860s, when they moved to DeKalb, Illinois.



2026 – From Third Street

In 1864, Dwight Needham, a traveling salesman, purchased the property. Needham's son worked at the Kane County courthouse.

Three years later, in 1867, Pindar Ward acquired the house. Ward worked in the Kane County Circuit Clerk and Recorder office and was known for his exceptional penmanship and meticulous record-keeping. Ward later acquired the abstract books of the former Kane County Recorder and founded Kane County Abstract Co., establishing the company's office in a building on the west end of the property, across from the courthouse, at 316 Campbell Street. He remodeled and enlarged the house to accommodate his growing family of eight. During his ownership, the 1871 Combination Atlas Map of Kane County was published, including an image of the home on the pages describing Geneva. That image has been used historically as a reference for rehabilitation work on the house, including that done by the Birch family, who owned the property beginning in 1910.

In the late 1800s, the property passed to Ralph D. Danford, the son of Eben Danford after the Ward family moved to California. Ralph operated a drugstore in Geneva before relocating to Lockport, Illinois, in 1891. The abstract business and building were sold to C.P. Dutton.

Around 1910, James Henry Birch, a Canadian-born businessman, purchased the property. Birch had settled in Geneva and was a prominent inventor and manufacturer, eventually establishing the New England Manufacturing Co., a manufacturer of gas lighting apparatus for country homes, in the area. He contributed significantly to the development of acetylene lighting and home heating systems. In 1925, Birch remodeled the house, adding new porches, a bay window, and a rear addition. That year, the house which would become 310 Campbell Street was also constructed on the lot in place of the previous stable. In 1931, he built a second garage on the property. He passed in 1932. His wife, Augusta Marie Birch, passed in 1947, but the house remained in the family for some time. James Birch Jr. lived next door at 310 Campbell Street from 1949 until about 1954, carrying on the family connections between those houses.

In 1961, the property underwent another transformation when James Birch, Jr. sold the house and attorney Roy S. Lasswell and his associate Harold G. Sodergren remodeled the house into a commercial space. The architectural work was designed by Wesley R. King of Geneva, with Benn E. G. Eilert as the contractor.

In the early 2000s, the McFadden family purchased the property and undertook extensive renovations. These included the vertical expansion of the 1925 addition and new additions to the west and south, which connected the property to 310 Campbell Street. The early 20th-century garage was remodeled and hidden by a new addition to the north.

The property is significant for its architectural evolution and its association with key figures in Geneva's history, such as J. R. Schmoldt, Pindar Ward, and James H. Birch. The changes made to the house over the years reflect the growth and development of the Geneva community, particularly during the Early Settlement Period (1837-1857).

**Permit History:**

2000: Addition

2009: Exterior Rehabilitation

2017: Sign

2022: Modifications of East Elevation (former garage)

2024: Roof

2006: Addition Connecting Buildings, Enclosing Porch

2013: Addition Spiral Staircase, Pergola; Sign

2020: Sign

2023: Sign

2025: Signs



2026 – From Campbell Street

**310 Campbell Street**

This property was constructed in 1925, where a stable associated with 200 S Third Street had previously existed. The 1925-04-10 issue of the Geneva Republican describes "a residence for James H. Birch in Campbell Street" being constructed. The Birch, Sr. family was described moving into the property in 1925, but they were also known to live at the 200 S Third address both before and after the house's construction. It is possible that this house was constructed for use of adult children or as a rental property.



2026 – From Campbell Street

The earliest mention of the house in local newspapers was in 1938, when John Franklin O'Connell was described leaving town to attend Notre Dame University, and in 1943, when he began attending Aviation Cadet Pre-Technical School in Goldsboro, North Carolina, for Officer Basic Training. His parents were Mr and Mrs John W. O'Connell, and he had a brother, Richard, and a sister, Margaret, who attended Saint Mary-of-the-Woods College in Indiana. John Franklin O'Connell served as a second lieutenant in a combat squadron after finishing up his training at the Army Air Forces Training Command School at Yale University for Aviation Cadet training in Aircraft Maintenance Engineering. John W. O'Connell passed suddenly in 1946, and Mrs O'Connell remained in the home until 1949, when the James H. Birch, Jr. family moved to the property from 322 N Fourth Street.

Birch, Jr. was the son of James Birch, Sr., who lived at 200 S Third Street for much of his life. By 1949, when Birch Jr. moved into 310 Campbell Street, Birch Sr. had passed, but members of the family still lived in 200 S Third. In 1951, the Twin Gas company was incorporated at the address by James H. Birch, Dagmar J. Birch, and Marlen B. Birch. By 1954, the William H. Scherer family lived at the property, and Jane Scherer ran a daycare program out of the home to take advantage of the proximity to shopping. The 200 S Third Street property remained in the Birch family until 1961, but their involvement with 310 Campbell Street ended with the Scherer's purchase.

In 1958, Thomas G and Marcia McCracken purchased the house, moving in with their children Ann, David, and Kate. Mr. McCracken was an attorney with the U.S. Gypsum Company. In 1963, he formed a law firm with Howard E. Smith, Jr., based out of 312 W State Street. He also worked as the City Attorney for some time, and was elected director of the First National Bank of Geneva in 1969. The family moved from the house in 1970, and the house was advertised as a rental property for residential or commercial use. By 1971, The General Store opened at the property. That commercial use has continued to today.

In the early 2000s, the McFadden family purchased the property and underwent additions which physically connected the property to 200 S Third Street. That connection was removed in 2024.

In the early 2000s, the McFadden family purchased the property and underwent additions which physically connected the property to 200 S Third Street. That connection was removed in 2024.

**Permit History:**

2006 Addition Connecting Building to 200 S Third	2008 Shed
2024 Egress Window	2025 Exterior Remodel

**REQUEST 5A:**

PUD Comments to Subdivide Site into Two Lots

**HPC Case #2026-018**

The Planning & Zoning Commission is seeking comments on this subdivision as part of their review process. This proposal follows the one from September 17, 2024, which included removing the connector between the two buildings. Since then, the space between the two properties has been converted into a landscaped courtyard with brick walkways and seating, and an existing shed on the 310 Campbell Street property was converted into an ADU. This proposal will also include easements to provide both properties access to and maintenance of the courtyard.

**STAFF ANALYSIS**

This proposal does not include physical changes to the properties or their use. Subdividing these properties may have some impact on their Setting and Feeling, which contribute to integrity, as they would no longer be associated as closely, but that change would be minimal. The two properties have a paired history, but have existed as two separate properties for most of their combined existence.

**Review for Conformity to SOI Standards**

Staff submits, for the Commission's review and discussion, the following analysis of the SOI Standards as applied to the proposed project:

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**  
*This proposal does not include a change in use.*
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**  
*Historic materials would not be removed and features would not be altered. Shared access to the courtyard would remain, indicating a continuation of the historic use of space.*
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. No conjectural features or architectural elements would be added.**
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. No physical changes to the property would be affected by this proposal.**
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved. Distinctive features, finishes, and construction techniques would remain.**
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the**

old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. *No material replacement is proposed.*

7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. *No chemical or physical treatments of existing materials, scheduled to remain, are proposed.***
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. *No archeological resources are known to exist or are expected to be encountered in the proposed area of work.***
9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. *No new additions are proposed with this permit.***
10. **New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. *No new additions are proposed with this permit.***

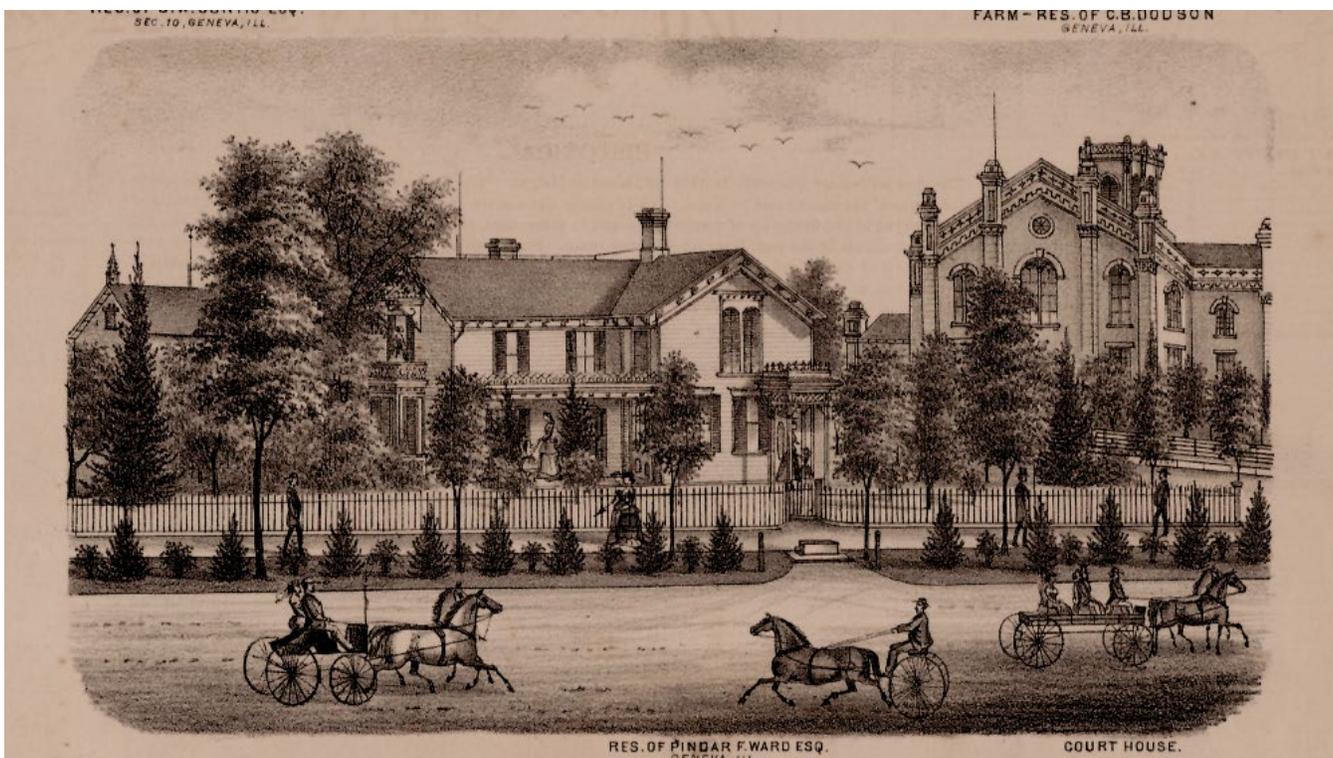
## **Historic Maps + Images**



1869 Bird's Eye View



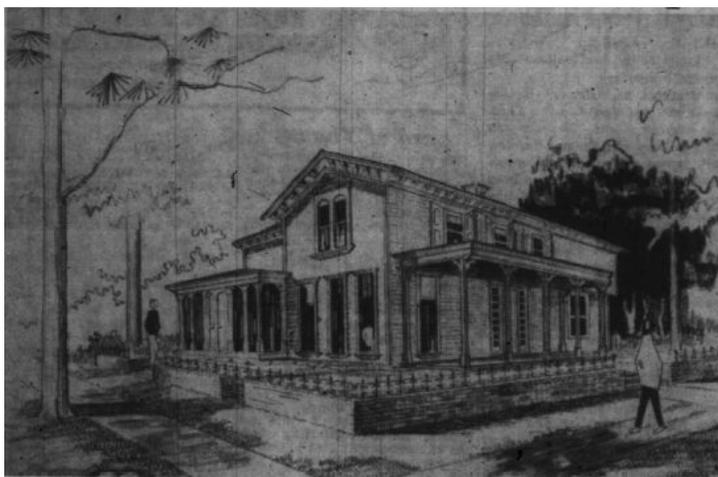
1872 Atlas



1872 Atlas

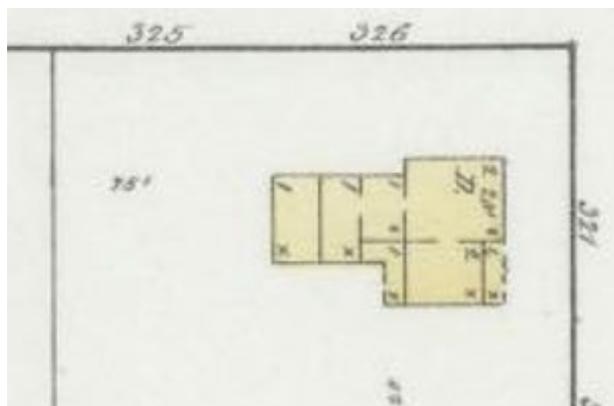


1892 Atlas

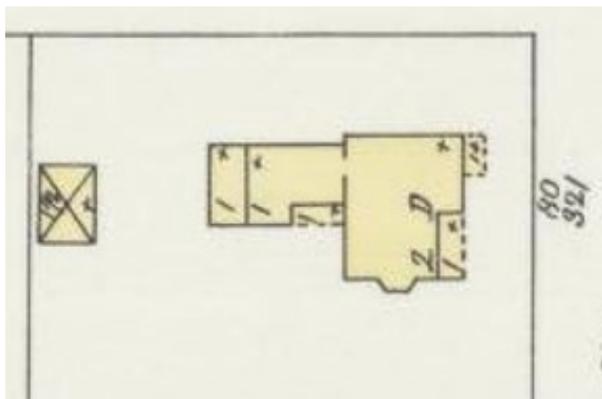


1962 Geneva Republican

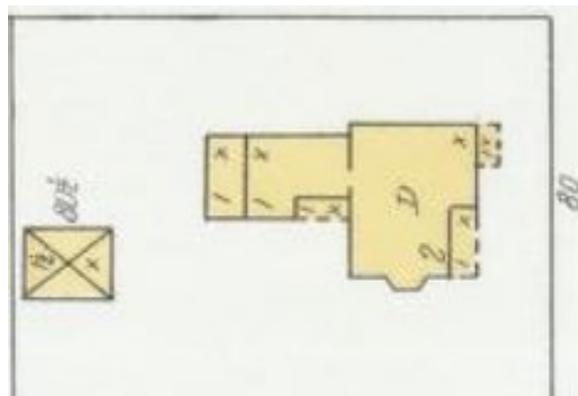
- Frame Construction
- x
 Shingle Roof
- Composition Roof



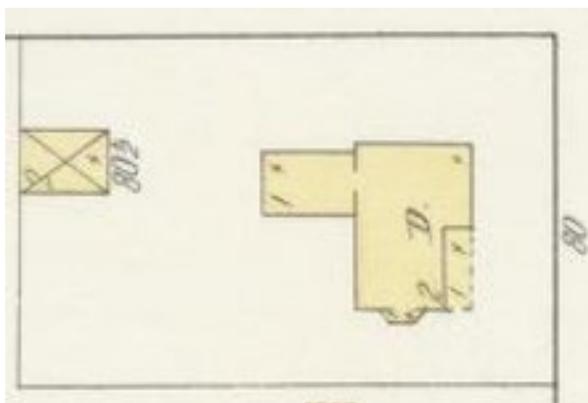
1891 Sanborn Fire Insurance Map



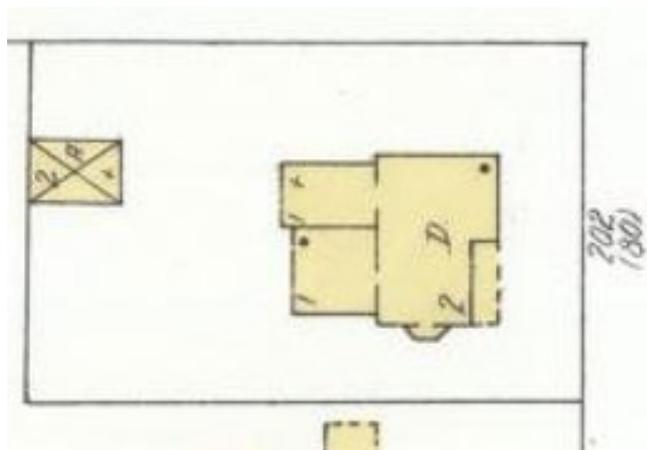
1897 Sanborn Fire Insurance Map



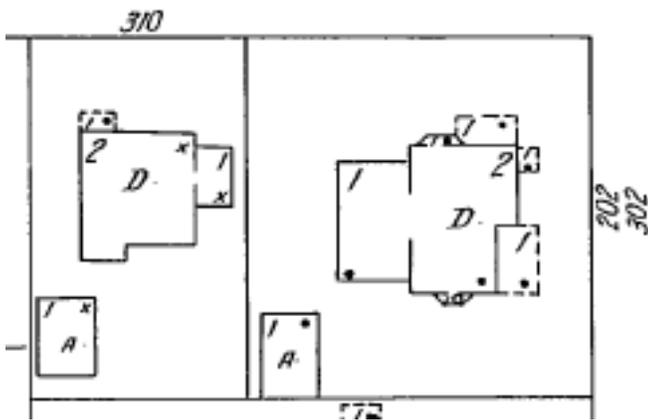
1905 Sanborn Fire Insurance Map



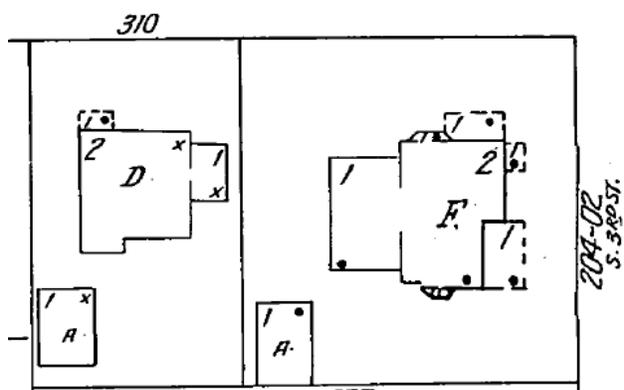
1912 Sanborn Fire Insurance Map



1923 Sanborn Fire Insurance Map



1930 Sanborn Fire Insurance Map



1945 Sanborn Fire Insurance Map

**Site**



# Proposal



## CITY OF GENEVA, HISTORIC PRESERVATION COMMISSION

March 17, 2026

Request:

Historic District and Landmarks Property Inventory

Staff Liaison:

Emily Stood  
Preservation Planner  
(630)938.4541  
preservation@geneva.il.us



**AGENDA ITEM 6A Historic District and Landmarks Property Inventory  
Comments and Recommendation**

**BACKGROUND**

The primary purpose of this property inventory is to integrate property evolutions across the district into the City's project ratings and site histories, in order to create more accurate background information for the review process. This integration would serve to bring City ratings in line with the National Register updates which were completed in 2017. The inventory is presented as an interactive map which will be provided for public use. A StoryMap has been developed to aid in navigation of that map. Focus of this review will be on the inventory ratings and documents which will be utilized in future HPC Review processes.

Following its presentation during the February HPC meeting, Commissioners have had time to review the inventory contents individually. Any comments which have been communicated to Staff ahead of time will be included in the general discussion on the adoption of the inventory. Following discussion, the HPC will make a recommendation on adoption to City Council.

# CITY OF GENEVA, HISTORIC PRESERVATION COMMISSION

March 17, 2026

AGENDA ITEM 6B

Matrix Update  
Comments

Request:

Comments on Matrix Update

**BACKGROUND**

Accompanying the survey update, an update to the HPC Permit Matrix is proposed. The main purpose of this update is to remove the Potentially Significant rating from the matrix, in line with its removal in the Survey update.

The other major change is the removal of the terms “Minor Work” and “Significant Work” to be replaced with “Administrative Review” and “HPC Review” labels. This change is proposed in order to reduce perceived ambiguity for property owners planning work and permitting schedules. The introduction of the terms Minor and Significant can be confusing as property owners can attribute those labels to the scale of a project rather than the type. By simply using the Administrative Review and HPC Review labels, the matrix would be more consistent used elsewhere, including in city code.

Additionally, some language changes and review requirements are proposed to bring the matrix further in line with actual practice, as part of the normal revision process to create a more efficient, predictable process. This includes clarifying levels of review on window replacement and lighting based on location and requiring HPC Review for demolition of primary structures regardless of rating.

A redlined document including proposed updates has been presented below for review and discussion.

Staff Liaison:

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PERMIT REVIEW MATRIX

**LEVEL OF REVIEW FOR PROPERTIES**

WITHIN THE GENEVA HISTORIC DISTRICT OR DESIGNATED AS INDIVIDUAL LANDMARKS

**CERTIFICATE OF APPROPRIATENESS (COA) REQUIRED**

Type of Work Proposed	Exempt Work From Review	Minor Work Administrative Review			Significant Work HPC Review		
		Non-Contributing	Contributing	Significant	Non-Contributing	Contributing	Significant
<b>Ordinary Repair &amp; Maintenance</b>							
<b>Building</b>							
Architectural Features, repair of existing	X	X	X	X			
Siding / Trim, repair of original material including up to 10% replacement		X	X	X			
Chimney Repair, primary or street-facing façade and no material replacement	X						
Chimney Repair, secondary or rear elevation and no material replacement	X						
Masonry Repointing with compatible mortar and <u>no change in joint width</u> (no material replacement)	X						
Painting of previously painted surfaces (regardless of paint color)	X						
Roof cladding with like materials		X	X	X			
<b>Site</b>							
Access Drives		X	X	X			
Fences		X	X	X			
Landscape Structures (walls, pergolas, gazebos, etc.)		X	X	X			
Storage and/or Accessory Structures, repair or replacement of existing		X	X	X			
Walkways		X	X	X			
All other site improvements for which a permit is required		X	X	X			
<b>Alterations and New Construction</b>							
<b>Building</b>							
Access Ramps/Lifts, erection, alteration and/or removal (primary or street façade)		X				X	X

Type of Work Proposed	Exempt Work From Review	Minor Work Administrative Review			Significant Work HPC Review		
		Non-Contributing	Contributing	Significant	Non-Contributing	Contributing	Significant
Access Ramps/Lifts, erection, alteration and/or removal (facades not visible from public way)		X	X	X			
Architectural Features and Details, reconstruction or replication of original elements with like materials		X	X				X
Architectural Features and Details, replacement or installation of new with substitute materials		X				X	X
Awnings		X	X	X			
Additions at any location, horizontal or vertical					X	X	X
Architectural Modification (minor), primary or street-facing facade		X				X	X
Architectural Modification (minor), any facade not visible from public way		X	X	X			
Chimney Replacement, primary or street-facing facade, including material replacement		X				X	X
Chimney Replacement, secondary or rear elevation, including material replacement		X	X	X			
Decorative Glass (colored, leaded or beveled)	X						
Doors, except storm/screen doors		X				X	X
Gutters / downspouts, attached	X						
Gutters / downspouts, integral		X				X	X
Gutter Fascia Trim, installation of substitute material obscured by gutter		X	X	X			
Lighting, attached		X	X	X			
Mailboxes	X						
Masonry Cleaning	X						
Masonry Repair/Modification-Repainting (including material replacement, infill of existing openings and/or insertion of new openings)		X				X	X
Painting of unpainted material (including masonry, metals and wood)	X						
Porches, decks, outdoor seating areas, raised terraces and attached steps (including		X				X	X

Type of Work Proposed	Exempt Work From Review	Minor Work Administrative Review			Significant Work HPC Review		
		Non-Contributing	Contributing	Significant	Non-Contributing	Contributing	Significant
		enclosure of existing porches) visible from public right-of-way					
Porches, decks, outdoor seating areas, raised terraces and attached steps (including enclosure of existing porches) not visible from public right-of-way	X						
Principal Structure, new				X	X	X	
Roof cladding, change in materials		X				X	
Roofs, change in roofline and/or pitch					X	X	
Satellite Dishes	X						
Shutters, new	X						
Shutters, removal of existing	X						
Shutters, or replacement	X						
Siding / Trim, removal of synthetic materials		X				X	
Siding / Trim, repair of original material more than 10% replacement		X				X	
Siding / Trim, installation of substitute material at existing structure or new addition		X				X	
Signs, new (attached)		X	X	X			
Signs, replacement of existing face (attached)		X	X	X			
Signs, replacement or new consistent with an COG-approved sign package		X	X	X			
Storm/Screen Doors and Windows, wood	X						
Storm/Screen Doors and Windows, non-wood	X						
Window Rehabilitation, primary or street-facing facade		X	X	X			
Window Rehabilitation, any facade not visible from public way		X	X	X			
<del>Window Replacement, primary or street-facing facade</del>		X				X	
Window Replacement, any facade visible from public way except at rear facades along a public alleyway		X				X	
Window Replacement not visible from a public right of way or at a rear façade along a public alleyway		X	X	X			

Site								
Accessory Buildings or Structures 100 sq. feet or less			X	X	X			
Accessory Buildings greater than 100 sq. feet			X				X	X
Type of Work Proposed	Exempt Work From Review	Minor Work Administrative Review			Significant Work HPC Review			
		Non-Contributing	Contributing	Significant	Non-Contributing	Contributing	Significant	
Access Drives, expansion or modification		X	X				X	
Access Drives, replacement in-kind		X	X	X				
Air Conditioner Condensing Units	X							
Fences, street yard		X	X	X				
Fences, side or rear yard		X	X	X				
Landscape Structures (walls, pergolas, gazebos, etc.)		X				X	X	
Unattached Lighting, Focused on General Building Facade		X				X	X	
Unattached Lighting, Focused on Landscape or site		X	X	X				
Mechanical and Electrical Service Equipment, at grade	X							
Mechanical and Electrical Service Equipment, thru wall					X	X	X	
Parking Lots		X	X	X				
Patios, at grade		X	X	X				
Patios, raised		X				X	X	
Signs, new (free-standing)		X	X	X				
Signs, replacement of existing face		X	X	X				
Walkways, expansion or modification		X	X	X				
Walkways, replacement in-kind		X	X	X				
All Other Site Modifications		X				X	X	
Demolition, Removal and Relocation								
Accessory Buildings or Structures 100 sq. feet or less, non-historic		X	X	X				
Accessory Buildings or Structures 100 sq. feet or less, historic		X				X	X	
Accessory Buildings or Structures greater than 100 sq. feet		X				X	X	
Chimney Removal, primary or street-facing facade		X				X	X	

Chimney Removal, secondary or rear elevation		X	X	X			
Principal Structures		X			X	X	X
Fences, non-historic		X	X	X			
Fences, historic					X	X	X
Landscape Structures (walls, pergolas, gazebos, etc.), non-historic		X	X	X			
<b>Type of Work Proposed</b>	<b>Exempt Work From Review</b>	<b>Minor Work Administrative Review</b>			<b>Significant Work HPC Review</b>		
		<b>Non-Contributing</b>	<b>Contributing</b>	<b>Significant</b>	<b>Non-Contributing</b>	<b>Contributing</b>	<b>Significant</b>
Landscape Structures (walls, pergolas, gazebos, etc.), historic					X	X	X
All Other Demolition, Removal or Relocation Work		X				X	X

## NOTES

The ~~issue of “Minor” and “Significant” Work is subjective and, in each case, level of review requires a level of differentiation by Staff.~~ Requests for Scopes of work that are unclear regarding the with an unclear degree of complexity will be forwarded to the Historic Preservation Commission (HPC) for review. Staff is permitted to bypass the matrix and forward projects to the HPC for review as required by specific details of the project.

## CITY OF GENEVA, HISTORIC PRESERVATION COMMISSION

March 17, 2026

### AGENDA ITEM 6C

### Historic Preservation Residential Façade Grant Program

Item:

Historic Preservation  
Residential Façade Grant  
Program

#### BACKGROUND

The purpose of this grant would be to provide assistance to homeowners of designated properties in aligning with the HPC best practices. Particular examples where this grant might be utilized include in retaining historic materials for larger property elements such as siding and windows, where financial limits have blocked those efforts previously. Along with providing assistance to individual homeowners, the grant would aid in providing the entire community with an attractive and long-lasting historic building stock.

Launching the grant program was presented to City Council during the Fiscal Year 2027 Budget and Strategic Plan review process and was adopted into the budget for FY 2027. \$50,000 has been budgeted for the program. Once adopted, this program document will outline the application and allocation process for those funds.

The grant program draft below is presented to the HPC for comment. Recommendations will be brought forward to City Council as part of the review and adoption process.

Staff Liaison:

Emily Stood  
Preservation Planner  
(630)938.4541



# Historic Preservation Residential Façade Grant Program

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Program Guidelines  
and Application Packet

Draft



# Contents

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## **Section 1. About the Program**

The City of Geneva, Illinois is offering this Historic Residential Façade Grant Program (“Program”) in order to aid owners of historically designated residences in necessary upkeep and to provide more intact historic character to the entire community. Projects will allow property owners to act in line with the Secretary of the Interior’s Standards for Rehabilitation (“SOI Standards”) and with the City of Geneva’s Design Guidelines (“CoG Design Guidelines”) for Historic Properties. Interest in this Program was identified in the city’s most recent Historic Preservation Plan, published in 2008.

## **Section 2. Application Eligibility Requirements**

Eligible applicants must be owners of a residential property which is designated as historic by the City of Geneva. These designations include Contributing or Significant properties in the Geneva Local Historic District, as well as properties which have been individually landmarked by the City of Geneva.

All applicants must undergo normal review by the Historic Preservation Commission. All applicants must be current with state and local taxes, be without indebtedness to the City of Geneva, and be willing and able to make representations, warranties, and certifications required by this application.

## **Section 3. Award Structure**

Projects that meet eligibility requirements may qualify for an award to finance a portion of the construction costs including:

- Closing the gap between cost of repair or use of like materials and cost of alternate materials related to the rehabilitation of the façade of the building, in line with the SOI Standards and CoG Design Guidelines and as determined by the City of Geneva Historic Preservation Commission.

Annual funding is dependent upon available funds as determined through the City’s budgeting process and compliance with annual reporting requirements.

## Section 4. Program Priorities

The City of Geneva's Historic Preservation Residential Façade Grant Program is designed to aid property owners in preserving their properties and to provide the entire community with an attractive and long-lasting historic building stock, in line with the SOI Standards and CoG Design Guidelines. The focus of the grant will be on street-facing facades of residential properties designated as historic. The goal of the grant will be to provide the financial ability to follow the City of Geneva policy on material repair and replacement. Priority in granting funding will be given to projects that result in the following:

- Retaining and repairing original building material on a property;
- Given that repair is infeasible, in-kind replacements of material on a property
- Improvements in the condition and life expectancy of historic properties

## Section 5. Eligible Projects

For a project to be eligible, it must entail real improvements to a residential building designated as historic by the City of Geneva. The building must be clear of outstanding code enforcement violations (unless related to work being submitted). Historic designations include:

- Locally designated landmarks;
- Properties rated as Contributing or Significant in the Local Geneva Historic District
- Properties with the potential to be upgraded to Contributing or Significant ratings in the Local Geneva Historic District through the proposed project

Applications for the following types of properties are generally *not eligible* to be funded but may be considered on a case-by-case basis:

- Commercial;
- Tax exempt;
- Governmental;
- Any project denied for advancement by any City department, board or commission

## Section 6. Allowable Expenses

Project expenses that are eligible for reimbursement from the program grant include the following:

- Street-facing façade rehabilitation;
- Restoration of historically appropriate exterior doors, windows, or building features;
- Restoration of historically appropriate cladding, including but not limited to siding and masonry;
- Removal of non-contributing architectural features;
- In-kind replacement of historic materials, in the case that repair is infeasible.

## Section 7. Ineligible Expenses

Project expenses which are not eligible for reimbursement from a program grant, are:

- Any expense that is not an allowable expense
- Expenses from which an applicant receives a commission, rebate, markup, or other revenue (including resale);
- New building construction or new building additions;
- Interior improvements;
- Improvements or expenditures made prior to the execution of the grant funding requirement

Note: Eligible or ineligible expense determinations are made at the sole discretion of the City.

## Section 8. Application Process

Funding for the program is based upon budget availability with the City's fiscal year beginning on May 1 of each year. The City will accept grant program applications on a rolling basis until funding for the fiscal year is exhausted. Application submission does not guarantee approval or funding. Projects that do not receive funding due to exhaustion of

fiscal year funding may be carried over to the next fiscal year for consideration at the City's discretion.

Applicants must use the application form approved by the Corporate Authorities. The application form's purpose is to request information from the applicant that enables the City to evaluate an applicant and its proposed project to determine whether to award the applicant a Program Grant. Applicants are encouraged to contact the Historic Preservation Commission (HPC) through the Preservation Planner prior to submitting an application to overview the project and determine compliance with applicable City codes. Once an application is received, the applicant will be notified of any deficiencies and will be provided an opportunity to cure said deficiencies prior to further review. Review criteria is attached at Appendix A.

Upon a determination by the HPC that an application is complete and compliant, the application will be reviewed to determine the degree to which a project supports the goals of the program and the City's overall planning goals. Applications that align with program criteria will be referred to the Geneva Mayor and City Council (Corporate Authorities) with a recommendation for grant funding. All recommended grant awards will be based on total investment costs and a determination of the degree to which the improvement proposed supports the long-term vitality of historically designated properties in the City based on a review of program criteria.

After considering the recommendation from the HPC, Corporate Authorities shall determine in its discretion whether and to what extent to award a program grant to an applicant. The decision of the Corporate Authorities is final and not subject to appeal. Upon decision of the Corporate Authorities, the Preservation Planner shall notify applicant(s) as to whether a program grant was awarded. If program grant is awarded, notice to the applicant(s) must include: (i) the amount of the program grant; and (ii) a program grant agreement.

A successful applicant has 30 days after receiving notice to accept the Program grant by executing and returning the Grant Agreement to the City prior to the end of the 30-day period. Failure to execute and return the Grant Agreement before the end of the 30-day period will be deemed as a rejection of the grant award by applicant. If an applicant is

composed of a group of entities, then each entity must be a party to, jointly and severally liability for, and sign the Grant Applicant.

## **Program 9. Program Revisions and Annual Program Review**

The City Administrator may approve de minimis changes to this Historic Preservation Residential Façade Grant Program that do not involve changes to grant dollar values. Any changes to grant dollar values must be approved by the Corporate Authorities.

This Program will be reviewed during the City's annual budget process to:

1. Assess the Program's effectiveness at advancing the program priorities during the City's preceding fiscal year;
2. Determine if the Program should continue for another Fiscal Year;
3. Determine what actions, if any, should be taken to improve the Program;
4. Approve the Program's budget, if any, for the next fiscal year;

By annually reviewing the Program, the City intends to regularly assess the Program's effectiveness at advancing the outlined priorities, determine whether to continue the Program, and, if the Program is continued, how to improve the Program's effectiveness.

# **Appendices**

**Appendix A-1. Application**

**Appendix B-2. Review Criteria Chart**

**Appendix C-3. Sample Grant Agreement and Reimbursement Checklist**

## Appendix A-1. Application

For Office Use Only:

Date/Time Received:

By:



## Historic Preservation Residential Façade Grant Program

PROJECTS MUST BE APPROVED BY CITY COUNCIL PRIOR TO COMMENCEMENT OF WORK SOUGHT TO BE REIMBURSED UNDER THE PROGRAM

### Section A. Applicant Information

Name

Address

Phone

Email

### Section B. Property Information

[Parcel Index Number](#)

Project Address

Property Rating

Brief Statement of Significance for Property

### **Section C. Project Description**

Please provide project narrative describing scope of work.

### **Section D.**

If funds are granted, what will their primary use be? What gaps in project funding will this grant address?

### **Section E. Application Checklist**

Completed Application with Owner Signature

Current Site Survey/Plat

Architectural Rendering

Scope of Work

List of Contractor(s)/Vendors Associated with Project

Color Photography of Building, Including Existing Conditions Proposed for Correction

Normal Permit Application and HPC Permit Review Forms

Additional Materials Such as Those Required in Window and Siding Checklists, as Necessitated by Proposal and Recommended by Preservation Planner



## **Section E. Acknowledgement and Signature**

**By signing this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 18, Section 1001).**

**Property Owner**

**First Name**

**Last Name**

**Title**

**Telephone Number**

**Email Address**

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**Signature**

**Date Signed**

## Appendix B-2. Review Criteria Chart

	Tally		Total (___ minimum)
Will the project preserve any original architectural features which remain?	Yes – 2-10	No features remain to be preserved – 1	
Will the improvements retain historic materials or employ new materials which are in kind to the historic materials?	Yes, historic materials to remain – 6-10 Yes, in kind materials proposed – 1-5	No – 0	
Will the project eliminate/correct previous remodeling which has covered up original architectural features?	Yes – 2-10	No corrections necessary – 1 No corrections proposed – 0	
Does the project include work which goes beyond maintenance and repair?	Yes – 1-10	No – 0	

Is the project visible from the public right of way?	Yes – 1-5	No – 0	
Does the project remediate an environmental hazard such as lead-based paint?	Yes – 1-5	No – 0	

\* If the application includes vinyl windows, the property must be Non-Contributing to the district. If the application includes vinyl windows and the property is rated as Contributing or Significant, the windows are not eligible for funding.

## Appendix C-3. Sample Grant Agreement

This Agreement is entered into this \_ day of \_\_\_\_\_, 202\_, by the City of Geneva, Kane County, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the “City” or “corporate authorities”); and \_\_\_\_\_ (hereinafter referred to as “Owner/Tenant”). The City and the \_\_\_\_\_ are collectively referred to as the “Parties.”

Consistent with the State of Illinois public policy and pursuant to expressed and implied authority granted to the City and the Illinois Constitution of 1970, and in consideration of the Findings set forth below, the mutual covenants herein contained and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the Parties agree as follows:

### SECTION I. AUTHORITY

The authority for the Parties to enter into this Agreement is:

- A. As a non-home rule unit of government, the City’s authority is expressly limited by Article VII, Section 7 of the Illinois Constitution of 1970, which provides in part that non-home rule units of government shall only have powers granted to them by law.
- B. Accordingly, under Illinois law (65 ILCS 5/8-1-2.5) the corporate authorities may enter into an economic incentive agreement relating to the making of grants to any other governmental entity or commercial enterprise that are deemed necessary or desirable for the promotion of economic development within the municipality.

### SECTION II. FINDINGS

In accordance with the statutory provisions cited above as well as the City Council’s intended use of Government Funds and Plans referenced above, the factors of consideration that have resulted in this Agreement are the following:

- A. The \_\_\_\_\_ is the legal \_\_\_\_\_ of certain real property (“Property”) located within the boundaries of the City, commonly known as \_\_\_\_\_, Geneva Illinois 60134, and legally described in **Exhibit A**.

The Property, improved with \_\_\_\_\_, consists of approximately \_\_\_\_ square feet (“Building”).

B. The Property is identified as a qualifying property due to its

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C. The Property (was/is) occupied by \_\_\_\_\_.

D. The \_\_\_\_\_ has undertaken previous work to \_\_\_\_\_. Such improvements include but are not limited to \_\_\_\_\_. Such improvements represent a previous investment of \$\_\_\_\_\_ as detailed in **Exhibit B**.

E. The corporate authorities finds that the Property, as it exists on the date of this Agreement, will benefit from continued investment including the \_\_\_\_\_ referred to as the “Project” as further defined in the Project Budget as set forth in **Exhibit B**. The Project will improve the character of the property and the neighborhood by \_\_\_\_\_.

F. The Parties acknowledge that the Project may require municipal reviews and approvals by the City’s Plan and Zoning Commission, the Historic Preservation Commission and City Council.

G. The \_\_\_\_\_, who shall act as the developer (“Developer”) of the Project, is seeking economic assistance from the City in order to complete the Project and has demonstrated that without the economic assistance to be given by the City the Project as contemplated by the Project Budget would not be economically viable; and

H. The corporate authorities find that the \_\_\_\_\_ has demonstrated that if the Project expenditures are made, the residential space will become more viable and will continue to contribute to the historic building stock; and

I. The corporate authorities also find that \_\_\_\_\_ is a recognized and established developer of commercial lease space and has provided specific evidence of equity financing for not less than 10% of the total project costs; and

- J. The corporate authorities find that completing the Project requires assistance from the City in order to complete the improvements and it is in the City of Geneva's best interest to enter into this Agreement in order to have the Property modified in accordance with the Project.
- K. Pursuant to the 65 ILCS 5/8-11-20, the City Council of the City has made the following findings with respect to the Project:

*(Intentionally left blank to allow for insertion of findings per criteria for review)*

**NOW, THEREFORE,** in consideration of the foregoing recitals and the mutual promises hereinafter contained the adequacy and sufficiency of which the parties hereto stipulate the City and the \_\_\_\_\_ agree as follows:

### **SECTION III. INTENT.**

Subject to the Conditions Precedent set forth in Section V below, the City is prepared to commit to the incentives under the terms and conditions hereinafter set forth to induce and assist in the Project.

### **SECTION IV. CONDITIONS PRECEDENT.**

All undertakings on the part of the City pursuant to the Agreement are subject to the satisfaction of the following conditions:

- A. Approval of plans for building and site improvements for all work constituting the Project as required by law and as provided in City ordinances.
- B. Completion of modifications and enhancements included in the Project Budget set forth on Exhibit B evidenced by the closure of the City permit(s) as applicable.
- C. Demonstration, to the reasonable satisfaction of the City, that up to \$ \_\_\_\_\_ (or more than such amount) has been contributed toward the Project Budget set forth on **Exhibit B** prior to seeking any reimbursement. Following completion of improvements, \_\_\_\_\_ shall provide City with any documentation necessary to establish its Reimbursable Improvement Costs as defined in **Exhibit C** hereto. Such documentation shall include, but shall not be limited to, written proof of City inspections indicating code compliance (or no violations of codes) and/or compliance with approved plans, as applicable, and proof that the persons making such improvements have been paid in full.

### **SECTION V. REIMBURSEMENT PROCEDURES.**

The City shall contribute, as a grant, to the cost of the historic rehabilitation of the property in an amount equal to \_\_\_\_\_ but not to exceed \_\_\_\_\_% of the Project cost as set out in **Exhibit C**. The City will provide this grant award upon completion of all building and site improvements evidenced by the closing of the permit by the City for the

Project. The \_\_\_\_\_ shall submit to the City a verified statement, in such detail that is satisfactory to the City, showing proof of payment for the full cost of all work and labor, and/or of each separate component amount due to the contractor(s) involved in furnishing labor, materials, or equipment in said work, and/or component part. The City shall, upon receipt of said proof of payment, issue payment to the \_\_\_\_\_ for the portion of façade rehabilitation. Such payment must be applied for before \_\_\_\_\_ 202\_.

#### **SECTION VI. TERM.**

The period of payment to OWNER/TENANT shall commence on the date that the OWNER/TENANT received documentation of final inspection and permit closure thereafter until \_\_\_\_\_ 202\_.

#### **SECTION VII. ADDITIONAL COVENANTS.**

- A. Time: Time is of the essence unless otherwise stated in this Agreement and all time limits set forth are mandatory and cannot be waived except by a lawfully authorized and executed written waiver by the Party excusing such timely performance.
- B. Binding Effect: This Agreement shall inure to the benefit of and shall be binding upon the City and \_\_\_\_\_ and their respective successors and assigns. Notwithstanding anything herein to the contrary, the rights and benefits of this Agreement shall remain personal to \_\_\_\_\_, provided, however, \_\_\_\_\_ may assign, without release of \_\_\_\_\_ its duties, obligations and benefits to any entity which meets the standards for transfer, conveyance or sale set forth below, and City shall direct such reimbursement payments in accordance with any assignment notice to be provided by \_\_\_\_\_ to City within 30 days of such assignment.
- C. Law Governing: This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.
- D. Severability: If any provision of this Agreement is held invalid by a court of competent jurisdiction or in the event such a court shall determine that the City does not have the power to perform any such provision, such provision shall be

deemed to be excised here from and the invalidity thereof shall not affect any of the other provisions continued herein.

E. Notices: All notices and requests pursuant to this Agreement shall be sent by certified mail or electronically as follows:

To the OWNER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the CITY:

City Administrator  
22 South First Street  
Geneva, IL 60134  
Phone: (630)232-7494  
Email: \_\_\_\_\_

With copies to:

City Clerk

22 South First Street

Geneva, Illinois 60134

City Attorney

22 South First Street

Geneva, Illinois 60134

F. Authority to Execute: The corporate authorities of the City hereto have authorized the signatories of the parties and the \_\_\_\_\_ to execute this Agreement on their behalf.

G. Successors and Assigns: All the terms and provisions of this Agreement will be binding on and inure to the benefit of all the successors and assigns of the parties hereto.

H. Third-Party Beneficiaries. The City and the \_\_\_\_\_ agree that this Agreement is for the benefit of the parties hereto and not for the benefit of any third-part beneficiary. Except as otherwise provided herein, no third party will have any rights or claims against the City arising from this Agreement.

- I. No Waiver or Relinquishment of Right to Enforce Agreement. Failure of any part to this Agreement to insist on the strict and prompt performance of the terms, covenants, agreements, and conditions herein contained, or any of them, on any other party imposed will not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement, or condition, which will continue in full force and effect.
- J. Amendment. This Agreement sets forth all the promises, inducements, agreements, conditions, and understandings between the \_\_\_\_\_ and the City relative to the subject matter thereof and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them related thereto, other than as herein set forth. No subsequent alteration, amendment, change, or addition to this Agreement will be binding on the parties hereto unless authorized in accordance with law and reduced in writing and signed by them. However, whenever under the provisions of this Agreement any notice or consent of the City or the \_\_\_\_\_ is required, or the City or the \_\_\_\_\_ is required to agree or to take some action at the request of the other, such approval or such consent or such request will be given for the City, unless otherwise provided herein, by the Mayor or his or her designee and for the \_\_\_\_\_ by any officer or employee as the \_\_\_\_\_ so authorizes.
- K. Counterparts. This Agreement may be executed in two or more counterparts, each of which taken together will constitute one of the same instrument.
- L. Default. In the event of any material default under or violation of this Agreement, the party not in default or violation, which notice will be in writing and will specify the particular violation or default. All parties hereto reserve the right to cure any violation of this Agreement or default by any of them hereunder within 30 days after receipt of written notice of such default, provided that said 30-day period will be extended (a) if the alleged violation or default is not reasonably susceptible to being cured within this 30-day period, (b) if the party in default has promptly initiated a cure of the violation or default, and (c) if the party in default diligently and continuously pursues a cure of the violation or default until its completion.

IN WITNESS WHEREOF, this Agreement is entered into at Geneva, Illinois, as of the date and year shown below.

APPROVED BY the Corporate Authorities of the City of Geneva, Kane County, Illinois, by Resolution No. \_\_\_\_\_ -

\_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 202\_.

CITY OF GENEVA, an Illinois

Municipal Corporation

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City Administrator

ATTEST:

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City Clerk

## EXHIBIT A: LEGAL DESCRIPTION

(Insert)

PIN

Commonly known as:

**EXHIBIT B: PROJECT BUDGET**

**EXHIBIT C: REIMBURSABLE PROJECT COST AND CHECKLIST**

TOTAL

\$

\_\_\_\_\_ shall be entitled to receive \_\_\_\_% of amounts contributed up to the Reimbursable Improvement Costs in accordance with the terms of the Agreement, even if it contributes less than the full amount of the Reimbursable Improvement Costs. Applicable line items may increase or decrease within the Project budget.

## Reimbursement Checklist

\_\_\_\_\_ Grant recipient statement itemizing work performed and amounts paid for each project costs/contractor.

\_\_\_\_\_ Copies of checks or bank statements that demonstrate proof of payment.

\_\_\_\_\_ Receipts proving payment for services and supplies for all project costs, including contractor invoices

\_\_\_\_\_ Colored photographs of all completed façade improvement included in the project (one photo per improvement and at least one photo of the entire building façade).

\_\_\_\_\_ Lien releases by contractor(s).

\_\_\_\_\_ W9 must be completed and signed. The taxpayer name and address must be consistent with the taxpayer name and address contained in the Funding Agreement.