



**CITY OF URBANA  
HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING**

---

**DATE:** Wednesday, November 06, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

---

**AGENDA**

**A. Call to Order and Roll Call**

**B. Changes to the Agenda**

**C. Approval of Minutes**

[Minutes](#) of the October 2, 2024 Regular Meeting

[Minutes](#) of the October 23, 2024 Special Meeting

**D. Written Communications**

[Email](#) from Stewart Berlocher dated 10-23-2024

**E. Audience Participation**

**F. Continued Public Hearings**

**G. Old Business**

**H. New Public Hearings**

**I. New Business**

[Historic](#) Preservation Commission Bylaws - Review of Proposed Changes

**J. Monitoring of Historic Properties**

Division of Historic Landmarks and Districts for Monitoring

**K. Staff Report**

**L. Study Session**

[CLG](#) Grant Projects Update

**M. Announcements**

**N. Adjournment**

## **PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner.

Public Input will be taken in the following ways:

### **Email Input**

In order to be incorporated into the record, emailed public comments must be received prior to 5:00 pm on the day preceding the meeting and sent to the following email address: [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us). The subject line of the email must include the words "HISTORIC PRESERVATION COMMISSION - PUBLIC INPUT" and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Public Hearing**

Any person desiring to appear at the public hearing and present testimony may speak during each public hearing at the time they appear on the agenda. This shall not count towards regular Public Input for the meeting. The Public Hearing is an opportunity for comments and questions to be addressed specific to each case. Board or Commission members are permitted to respond and engage during this time and/or the Chairperson may direct the applicant to respond during rebuttal. Comments unrelated to any of the public hearings listed on an agenda should be shared during the Public Input portion of the meeting where Verbal Input guidelines shall apply.

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

**Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City at least 48 hours in advance using one of the following methods:

Phone: 217.384.2455

Email: [hro@urbanaillinois.us](mailto:hro@urbanaillinois.us)

**Watching the Meeting via Streaming Services**

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaillinois.us/uptv>.

**MINUTES OF A REGULAR MEETING**

**URBANA HISTORIC PRESERVATION COMMISSION**

**DATE:** October 2, 2024

**DRAFT**

**TIME:** 7:00 p.m.

**PLACE:** City Council Chambers, 400 South Vine Street, Urbana, Illinois

**MEMBERS ATTENDING:** David Hays, Kathryn Holliday, Angela Urban, Andrew Weiss

**MEMBERS EXCUSED:** Laura O'Donnell, Dennis Roberts, Trent Shepard

**STAFF PRESENT:** Kevin Garcia, Principal Planner; Marcus Ricci, Planner II; Teri Andel, Planning Administrative Assistant; Andrea Ruedi, Senior Advisor for Integrated Strategy Development

**OTHERS PRESENT:** Susan Appel, Phyllis Winters-Williams

**A. CALL TO ORDER and ROLL CALL**

Chair Urban called the meeting to order at 7:01 p.m. Roll call was taken, and a quorum was declared present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF PREVIOUS MINUTES**

The minutes of the September 4, 2024 regular meeting of the Historic Preservation Commission were presented for approval.

Mr. Hays stated that he found no errors. The minutes are very thorough and well done. He moved to approved the minutes of September 4, 2024 as presented. Mr. Weiss seconded the motion. The motion to approve the minutes as written was approved by unanimous voice vote.

**D. WRITTEN COMMUNICATIONS**

▪ **Email from Brian Adams dated September 24, 2024**

Mr. Adams sent an email volunteering to help update the Royer brochure. Chair Urban summarized Mr. Adams' email. Mr. Ricci noted that the only thing Mr. Adams requested, if he helps, is to be acknowledged on any printouts of the brochure after it has been updated. Mr. Ricci mentioned that City staff has two boxes of the existing brochures. He added that this could be a great project for a Certified Local Government (CLG) Grant. Mr. Hays stated that Mr. Adams has been a great

collaborator over the years, and he encouraged that either the Historic Preservation Commission collectively communicate with Mr. Adams or that Chair Urban communicate with Mr. Adams directly, regarding the Commission's appreciation of his interest in having the brochure be correct and as interesting as possible. Mr. Ricci pointed out that, if more than two Commission members work on this project, then they will need to comply with the notification requirements of the Open Meetings Act. City staff will assist in any way they are able.

**E. AUDIENCE PARTICIPATION**

There was none.

**F. CONTINUED PUBLIC HEARINGS**

There were none.

**G. OLD BUSINESS**

There was none.

**H. NEW PUBLIC HEARINGS**

There were none.

**I. NEW BUSINESS**

There was none.

**J. MONITORING OF HISTORIC PROPERTIES**

Mr. Hays stated that in the past this was always done by a member of the Commission. He wondered if there was a systematic assessment. Mr. Ricci replied that if the Commission members are interested, he could divvy up the local landmarks and districts in Urbana amongst the members to monitor. Mr. Hays stated that he would love this. Mr. Ricci asked if he should provide a form for the members to select the properties that interests them or should he assign them based on area. Mr. Hays expressed that he liked assigning them by area. Mr. Weiss agreed that he liked having them parceled out. Mr. Ricci stated that he will look into setting something up in Google Doc to make it easier for the Commission members to provide comments and to have a record on each property moving forward.

**K. STAFF REPORT**

***Imagine Urbana* Comprehensive Plan – Andrea Ruedi and Kevin Garcia**

Andrea Ruedi, Senior Advisor for Integrated Strategy Development, and Kevin Garcia, Principal Planner, approached the Historic Preservation Commission to present the DRAFT *Imagine Urbana* Comprehensive Plan. After introducing themselves, they talked about the following:

- A press release with information on how to find the plan online was sent on August 20, 2024
- What is the *Imagine Urbana* Comprehensive Plan?
  - Community's Vision for what Urbana should look like in the next 20 years

- Overarching Goals (Big Ideas) and Strategic Actions (Big Moves/Little Moves)
- City’s Primary Long-Range Planning Document
- *Imagine Urbana* Process
- *Imagine Urbana* Published Reports
  - September 2021: 2005 Comprehensive Plan Assessment
  - October 2022: Community Outreach Summary
  - April 2023: Examine Urbana
  - August 2023: Balancing Act Findings Summary
  - August 2024: *Imagine Urbana* Comprehensive Plan Draft
- *Imagine Urbana* Draft – Table of Contents
  - I. Introduction
  - II. Vision & Values
  - III. Background
  - IV. Big Moves
  - V. Big Moves/Little Moves
  - VI. Master Map
  - VII. Tracking Progress
  - VIII. Evaluation and Reporting
  - IX. Appendix
- Urbana’s Vision & Values
  - Urbana’s Vision
    - A Welcoming Community for Everyone
  - Urbana’s Values
    - The City ensures **Equity** and Inclusion in all City Services
    - This City is a **Welcoming, Livable, and Healthy Community**
    - The City has a **Thriving, Resilient Economy and Environment**
    - The City celebrates and enriches its **Cultural Vitality**
    - The City promotes **Growth Within the City’s Borders**
- Hierarchy of Big Ideas, Big Moves/Little Moves & Metrics
- *Imagine Urbana* Big Ideas
  - Big Idea 1: Urbana is a Place for Everyone
  - Big Idea 2: Urbana is both Financially and Environmentally Resilient
  - Big Idea 3: Urbana is a City of Connected Neighborhoods
  - Big Idea 4: Urbana Embraces its Cultural Vibrancy and Character
- *Image Urbana* Big Moves/Little Moves
  - Big Move 1: Develop a Plan to Address Urbana’s Diverse Housing Needs
  - Big Move 2: Revise the Zoning Ordinance to Align with *Imagine Urbana*
  - Big Move 3: Create Neighborhood Plans to Address the Needs of Individual Areas
  - Big Move 4: Strengthen Downtown Urbana’s Role as the Economic Driver of the City
  - Big Move 5: Expand Urbana’s Arts and Culture Program
  - Big Move 6: Make Walkability the Default Setting
  - Big Move 7: Promote Incremental Development
  - Big Move 8: Invest in Infrastructure that Makes Sense Financially and is Environmentally Resilient
  - Big Move 9: Increase Urbana’s Economic Vibrancy
  - Big Move 10: Encourage and Support Community Health, Safety, and Well-Being

- Big Move 11: Advance a Healthy, Clean, and Green Community
- Master Map
- Acknowledging Existing Plans
- *Imagine Urbana* Draft Plan Roll Out
  - Postcards
  - Information Release on *Imagine Urbana* Plan Draft
  - Advertising in Smile Politely
  - Advertising in News-Gazette
  - Flyers
- Informal Community Discussions
- *Imagine Urbana* Review Tentative Timeline
- *Imagine Urbana* Draft Plan – Commission Feedback

Chair Urban thanked Ms. Ruedi and Mr. Garcia for their presentation. She requested a .pdf copy of the plan. She stated that, while as a resident she received several notifications about the activities for the Comprehensive Plan, she did not receive any correspondence on the plan as a Commission member. This is the first that she is learning that she really should look at this in more depth to be able to provide comments, as a Commission member. She requested that the Historic Preservation Commission members be added on any future correspondence.

Mr. Hays thanked staff for the work that has been put into the draft plan. He was glad to hear what staff had learned from the 2005 Comprehensive Plan in terms of getting it connected to zoning. He stated that Lily Wilcock is phenomenal.

Mr. Weiss asked for clarification if the Big Moves and Little Moves were more in line with strategic plans. Mr. Garcia stated that he talked about strategy plans. Ms. Ruedi stated that she mentioned that the moves were strategies, so that might be where the confusion comes from. Mr. Weiss stated that he was looking at the diagram showing how the Comprehensive Plan relates to other City plans. He suggested that they mention the other City plans. Mr. Garcia said that staff needs to decide which of our current plans carry over as part of the Comprehensive Plan update.

Ms. Ruedi gave an example of the Little Moves for walkability. She explained that Little Moves are very specific actions that are measurable and trackable to make sure that staff is making the overall Big Move happen. Mr. Ricci added that Big Moves do not necessarily track under any one given Big Idea. A Big Move could help multiple Big Ideas. Mr. Ruedi pointed out that at the end of each one of the sections on the Big Moves and Little Moves, the Plan talks about the associated Big Ideas. It also states which staff member is going to be the project lead on each of the Big Moves and who are the implementation community partners.

Mr. Hays recalled being hesitant to go for walks during the pandemic because so many other people were out on walks. He believes that the walkable aspect of our community is a huge part of our cultural vibrancy and character.

Chair Urban thanked City staff. She acknowledged that the Historic Preservation Commission has homework to review *Imagine Urbana* and provide comments. She proposed that the

Commission add the Historic Preservation Plan to the agenda for the next meeting so they can have a deeper conversation on it and get a better sense of how they want to move forward updating it.

## **Urbana Historic Preservation Commission Staff Report – October 2, 2024**

Mr. Ricci reported on the following:

### **A. Items of Interest:**

- **APA-IL Distinguished Service Award**

Mr. Ricci stated that the former Chair of the Historic Preservation Commission, Alice Novak, received the APA-IL Distinguished Service Award for her service to the City of Urbana, to planning students, and to new practicing planners.

- **Historic Preservation Commission Bylaws**

Mr. Ricci stated that City staff is currently working with the City Attorney on proposed revisions to the bylaws.

- **CLG Grant Opportunity**

Mr. Ricci stated that the application process is now open. The State of Illinois Historic Preservation Office website provides information on the application process, on providing a budget and a creating a timeline. He mentioned that in 2022, the range of money available was a little over \$140,000.00 for the entire State of Illinois. The range of money one could ask for was up to \$140,000.00, so he believes it is first come, first served. However, if you need a smaller amount, that is fine, too.

He reviewed the ideas that were discussed at the previous meeting. They include the following:

1. Royer District Signage and/or brochure update
2. Historic Preservation Website
3. Landmark/District Owner Education Program
4. Downtown District Signage/Banners
5. Historic Resource Inventory
6. Historic Preservation Plan Update

The Commission members and staff talked about how to proceed. Ms. Holliday suggested hiring a summer intern to work on different projects such as updating the website and creating some educational program materials. Mr. Hays liked this idea and thought they could group some of the projects together. He asked how they would proceed. Mr. Ricci replied that they could hire a consultant or even a class at the University of Illinois work on a project(s).

Mr. Weiss suggested working in pairs since the deadline to submit a grant application is only five weeks away. He believes this would be a more flexible strategy. Mr. Ricci



pointed out that CLG grants are a recurring grant process that happens at least once a year. There have been some years where there were two cycles of grants. Some projects may take more than five weeks to come up with a budget so those projects may have to wait until another grant cycle.

There was discussion about the notification requirements to hold a meeting to only discuss projects and to create a budget(s) for the projects. City staff stated that they would need to check on the requirements to be sure that they comply with the Open Meetings Act.

Phyllis Winters-Williams approached the Historic Preservation Commission to speak. She mentioned that she is a volunteer with the Preservation and Conservation Agency (PACA). She encouraged the Commission members to work on a brochure to educate and encourage property owners of historic homes to nominate their properties as local landmarks and historic districts and to make them aware of the process and benefits of doing so.

- **Preservation Month Activities**

Mr. Ricci mentioned the Mid-Century Modern Home Tour that is scheduled for May 31, 2025. Ms. Holliday talked about the tour stating that the format of the tour will be four open houses: Erlanger House, Jack Baker Loft and Studio (Downtown Champaign), the John Replinger Bier House, and the fourth house is tentative so she did not mention the name. There will be a symposium about historic preservation and mid-century modernism in the morning. The open houses will be held in the afternoon. They are also working on creating a driving tour of Urbana and Champaign that has high concentrations of interesting mid-century modern housing as well as more broadly building of housing from the 1950s through the 1980s.

Ms. Holliday stated that this is part of an exhibition titled “Making Place for the Arts at Home: Performance and Midcentury Modern Architecture” that will be on display at the Krannert Art Museum from January 30, 2025 through July 12, 2025. She noted that she and Mr. Hays have both been working together as part of a curatorial group on the exhibition. Mr. Hays provided more details on the exhibits.

**B. Historic Property Activities:**

- **Landmarking and Districts**

Mr. Ricci stated that there are no recent inquiries.

- **Certificates of Appropriateness in Progress or Review**

Mr. Ricci stated that there are no significant changes in the status of the Certificates of Appropriateness for Buena Vista Court or Hotel Royer. Chair Urban asked about the deadline for Hotel Royer. Mr. Ricci replied that there is no longer a hard and fast deadline. There is simply a monthly or quarterly reduction in the reimbursement that the owner will get, so the longer it takes to complete, the less their reimbursement is from the City for property tax or sales tax.

Mr. Hays stated that it is important to update the Historic Preservation Plan and to create educational brochures. We have great expertise with the members of the Historic Preservation Commission. Mr. Ricci stated that he would inquire with other cities about the cost to update their Preservation Plans.

**L. STUDY SESSION**

There was none.

**M. ANNOUNCEMENTS**

There was none.

**N. ADJOURNMENT**

Chair Urbana adjourned the meeting at 8:50 p.m.

Submitted,

A handwritten signature in cursive script that reads "Marcus Ricci".

Marcus Ricci, AICP  
Historic Preservation Commission Secretary

**MINUTES OF A SPECIAL MEETING**

**URBANA HISTORIC PRESERVATION COMMISSION**

**DATE:** October 23, 2024

**DRAFT**

**TIME:** 7:00 p.m.

**PLACE:** City Council Chambers, 400 South Vine Street, Urbana, Illinois

---

**MEMBERS ATTENDING:** David Hays, Kathryn Holliday, Dennis Roberts, Trent Shepard, Angela Urban, Andrew Weiss

**MEMBERS EXCUSED:** Laura O'Donnell

**STAFF PRESENT:** Marcus Ricci, Planner II

**OTHERS PRESENT:** Brian Adams, Susan Appel, Stewart Berlocher, Phyllis Winters-Williams

---

**A. CALL TO ORDER and ROLL CALL**

Chair Urban called the meeting to order at 7:01 p.m. Roll call was taken, and a quorum was declared present.

**B. AUDIENCE PARTICIPATION**

There was none.

**C. WRITTEN COMMUNICATIONS**

- Email from Marcus Ricci to the Historic Preservation Commission Members regarding potential CLG projects
- Certified Local Government Program Matching Grants and Application Guidelines

**D. MEETING TOPIC**

Chair Urban opened this item on the agenda. She stated the list of potential projects on the email that Marcus Ricci, Planner II, had handed out. She mentioned that after discussing and prioritizing each project that the Historic Preservation Commission (HPC) members could vote on what they want to work on. Mr. Hays said it was his understanding that they were to vote in a response email to Mr. Ricci, and Mr. Ricci would share the results at this meeting.

Chair Urban noted that the members could also suggest other projects to work on such as the one Ms. Holliday mentioned at the previous HPC meeting about recruiting a student for over the summer to assist in working on beginning stages of some of the projects on the list.

Mr. Ricci noted which projects each HPC member was interested in working on. He talked about each of the projects. The HPC and City staff talked about signage not being eligible for grant funding.

Mr. Shepard asked what the difference is between the Historic Preservation Plan and the Historic Preservation Ordinance. Mr. Ricci explained that the Plan was written in 1998, and he believes the Ordinance codifies what is in the Plan.

Chair Urban did not like delaying working on updating the Historic Preservation Plan. She felt that there is preliminary work that could potentially happen now by hiring someone part-time to work with the Illinois State Historic Preservation Office.

Mr. Roberts wondered why we would hire a consulting firm to work on updating the Plan when the HPC has the expertise to do it themselves. Mr. Ricci stated that the HPC could review a couple of chapters of the Plan at each future meeting. He stated that he does not have experience in preservation plans so he sees the benefit of hiring a firm whose job is to write preservation plans. Ms. Holliday stated that there could be a preservation plan that reflects the City's interests, and then there is the idea of a preservation plan that has a high degree of community engagement that a consultant could help manage, so we get ideas about historic preservation that are more broadly reflective of who's actually here in a wider range of issues in preservation and community storytelling that they may not know about. A consultant could be really helpful with bringing preservation to a broader community. She believed there would also be value in that a consultant would not be from here, so people in the community might be more open to conversation with them. She liked the idea of prepping for the Plan to be able to tell a consultant what we want in the Plan and what the needs might be.

Ms. Holliday talked about her rating of the potential projects. She rated signs the lowest because the CLG grant will not fund signage. Also, she rated the website higher because many of the things on the existing website are going away when the City migrates to a new one. She feels that taking all of the tour brochures, podcasts, and the 100 greatest buildings and synthesizing them into a separate website that is usable would be beneficial rather than a bunch of separate documents that are posted.

Mr. Hays stated that it seems explicit that the logic behind the funding is scaled to hire professionals to assist with doing projects. He said that while we have access to talented students and faculty who can do all sorts of things; however, the Guidelines state that all grant-funded survey projects must be conducted by a qualified professional architectural historian, historical archaeologist, or architect who meets the professional qualification standards listed in the Guidelines and has completed survey projects that have met the Secretary of Interior standards. He did not see this called out for planning projects or public education projects. It does state in the beginning of the document that there is an emphasis on projects, managers, and consultants meeting National Park Service professional qualification standards, and they have to be approved by the State of Illinois Historic Preservation Office (SHPO) in writing. He said that this makes it a lot easier because we would be applying to get money to hire professionals to work with our knowledge. Mr. Ricci stated that he would talk with Jon Pressley at SHPO about this because he knows that most of the past historical surveys have been done by students of Alice Novak at the University of Illinois. Ms. Holliday

stated that at one time she had done a survey, and she may still qualify to lead a project. She said that almost all of the projects on the list are public education-related, except for the signage. Mr. Ricci said that they could work on updating the Historic Preservation Plan. Grant funds could cover City staff working with the Commission members. He mentioned that the current goals of the City Council do not include historic preservation. Resources are allocated, both time and money, based on those goals. The City would be more likely to allocate staff time to helping with projects if the staff time was getting paid for by a grant. So, an assessment grant to work with the community to find out what they think the importance of historic preservation is, and if a majority of the people believe it is important, then that information can be passed on to City Council and maybe influence how they set next year's goals and objectives.

Chair Urban noted that the public commented at the last HPC meeting about public education of historic preservation. She said that it is important to note that we have public interest and support potentially to assist with this project.

Chair Urban said that her top two picks are public education project and the Historic Preservation Plan project. Mr. Weiss stated that he chose the website and Downtown signage projects.

Mr. Roberts stated that from his experience, several plans have been drafted but no action ever physically takes place that changes the community, which is why he thinks signage identification and local landmarking is so important. He said that we currently do not have any signs telling people when they enter a historic district in Downtown Urbana, and we also do not have any guidelines to guide future development. Actually funding something that physically shows up in our community shows that we actually did something. He believes that City staff should be helping fix the website because it is the City's website. He noted that historic preservation is not even mentioned in the draft Comprehensive Plan. The HPC should make a complaint. Another issue he stated is that the HPC has no money to do any projects. Chair Urban stated that the HPC members have homework before their next meeting to go through the draft Comprehensive Plan and to provide comments, so she encouraged Mr. Roberts to do so. She stated that historic preservation is riddled throughout the plan using different words. It is important for the HPC to provide comments because no one is even recognizing historic preservation as historic preservation. Chair Urban went on to say that development guidelines for the Downtown Historic District could be part of the Historic Preservation Plan.

Mr. Hays talked about the education project. He said the guidelines describe outreach programs or activities that promote historic preservation in the community including production and distribution of information in various media, development of audiovisual presentations or websites, and temporary or permanent exhibits. So, maybe one way to be synthetic is to draw on all the material that we have to make a comprehensive website, but part of it is event or exhibit based. We could have three constituencies: 1) general public, 2) owners of historic properties, and 3) City Council. If we do not have their support, then much is not going to happen.

Ms. Holliday stated that the ideal of designing a redesign of a website is not that you have a website but that you have something that allows you to use it as a tool to launch a conversation. If she designed a website, afterwards she would have an event that launches the website and describes the narrative that it is constructing to those audiences and is also a part of a longer continuum of how you begin to do education.

Mr. Ricci stated that he could see where they could roll the Royer brochure, the website, and education elements into one education project. However, it would be more difficult to put together a cohesive three-pronged grant than to break them down into individual projects. He said that it would be easier if the State does not like one project, then they would still be willing to fund the other two projects. Mr. Hays responded that one way to make any of the individual projects convincing would be to locate it within a bigger picture. This may draw more support for the other two projects.

Mr. Shepard asked what amount of grant funds do we hope to get. Mr. Ricci stated that he does not know how much the City received in the past for CLG projects. The 2022 guidelines say that there were \$140,000 total funds for that previous grant cycle, and the maximum amount that could be requested was \$140,000. Chair Urban added that they would have up to two years to spend the grant money. [*Editor's note: the FY25 grant cycle will have approximately \$150,000 available.*]

Mr. Roberts stated that he liked the idea of combining several goals into a master plan. He wondered what the representative from SHPO would say about this.

Mr. Ricci summarized the projects to be the Royer brochure, the website, and education materials. Two commission members could work on each project along with outside resources. He said that his job would then be to facilitate and collate them together in an application form and make sure it looks good. They can hold off for now on the Downtown signage since the CLG grant will not cover production and installation of signs.

Ms. Holliday asked if there is another mechanism for funding the Downtown signage. Mr. Ricci suggested that the HPC make their presence known at City Council. HPC can make resolutions and bring them to City Council.

Chair Urban asked if the 30% matching funds could be considered the HPC time spent working on the projects. Mr. Ricci said yes, but he would confirm this with Mr. Pressley.

Mr. Roberts asked for the HPC members who do not have a degree in the right areas, how can they participate? Mr. Ricci replied that Mr. Roberts could state his publications on the Royer District as his credentials. He should also state that he created the Royer brochure originally and now wants to update it.

Mr. Ricci talked about teams working on the projects. He stated that the HPC members could work on the projects they want as long as there are no more than two members working together. He mentioned that they could invite other non-members to work on the projects with them. The teams were broken into the following:

- Royer District and Signage: Dennis Roberts and David Hays with Brian Adams
- Education Program: Angela Urban and Kate Holliday
- Historic Preservation Plan: Angela Urban and Trent Shepard
- Website and Map: Andrew Weiss and Kate Holliday

Mr. Ricci talked about the application. The teams should decide what they want to do, how they want to get there, any sub-projects, any activities, timeline and budget. He will provide an example of a previous CLG project application. Ms. Holliday asked Mr. Ricci to ask Mr. Pressley for a more recent example of a completed CLG application and to find out how much a typical summer intern gets paid. Mr. Ricci said that he would ask Mr. Pressley for three different examples similar to the projects that the HPC has chosen to work on.

Susan Appel, representative of Preservation and Conservation Association (PACA), approached the Historic Preservation Commission to speak. She mentioned that some people that are pulled in to help with the projects may have the professional backgrounds required for the projects. She said that they were interested in helping, so she encouraged the members to invite them to work on projects.

Brian Adams approached the Historic Preservation Commission to speak. He stated that he is interested in helping with the Royer brochure. He mentioned that he published his Royer biography in 2011 and has continued to research Joseph Royer since. He is working on getting his Royer biography republished and believes that a lot of information in the biography could be included in the brochure.

Mr. Adams stated that he spoke with the person in charge of marketing and sales at the new Royer Hotel. She had expressed interest in putting together a coffee table-style book about Royer and his projects to help market the hotel.

Phyllis Winters-Williams approached the Historic Preservation Commission to speak. She stated that they have been wanting to work on the owner education brochure for a long time. She said that she believes the reason historic preservation is not mentioned in the draft *Imagine Urbana* Comprehensive Plan is because realtors for some reason shut down when they hear “historic preservation”. This is why it is important to educate people. She wanted to know if providing a QR code on buildings would be considered a permanent exhibition.

Chair Urban thanked the speakers for attending the meeting, and she said that the HPC members would be in touch with respect to how they can work together on the specific projects.

Chair Urban reminded the HPC members to review the draft *Imagine Urbana* Comprehensive Plan and provide comments. She noted the link to the website, which is [www.imagineurbana.com](http://www.imagineurbana.com).

## **E. ADJOURNMENT**

Chair Urbana adjourned the meeting at 8:25 p.m.

Submitted,



Marcus Ricci, AICP  
Historic Preservation Commission Secretary

## Ricci, Marcus

---

**From:** Andel, Teri  
**Sent:** Wednesday, October 23, 2024 12:53 PM  
**To:** Ricci, Marcus  
**Subject:** FW: Question about the 1958 S. J. Toy house and house now at 108 N Webber St

Marcus -  
Would you please respond to the email below?  
Thank You!  
Teri

-----Original Message-----

From: Stewart Berlocher [REDACTED]  
Sent: Wednesday, October 23, 2024 11:49 AM  
To: !!Historic Preservation Commission <HistoricPreservationCommission@urbanaillinois.us>  
Subject: Question about the 1958 S. J. Toy house and house now at 108 W Webber St

\*\*\* Email From An External Source \*\*\*

Use caution when clicking on links or opening attachments.

Dear Historic Preservation Commission,

I live in W Urbana, and have done research on old Urbana Houses for some time. Some years ago I noticed that the house at 108 N. Webber bears a very close resemblance to the image of the S. J. Toy house in the 1858 Alexander Bowman map of Urbana. In particular, the Webber St. house has ornate bargeboards that are very close in pattern to those in the Toy house image. For that matter, this is, to my knowledge, the only house in the Champaign-Urbana area that has ornate bargeboards. I note that many small old Urbana houses have been moved from their original locations. I also note that if the Webber St house is in fact the Toy house, it would be the only structure besides the Cattle Bank surviving from the 1858 Bowman map.

The Webber St. house is in need of repair, leading one to think that it could be in some jeopardy.

Thank you for any information you can provide.

Stewart Berlocher

---

Under the Illinois Freedom of Information Act (FOIA), any written communication to or from City of Urbana employees, officials or board and commission members regarding City of Urbana business is a public record and may be subject to public disclosure.



# HISTORIC PRESERVATION COMMISSION OFFICIAL BYLAWS

Date of Commission Approval: November 4, 2020

**Commented [RM1]:** Any change to the Bylaws – like the residency requirements – require a Zoning Ordinance Text Amendment, requiring Plan Commission and City Council Approval, unlike for other Boards & Commissions.

**Formatted:** Heading 1, Left, None, Don't keep with next

## Article I. Purpose

It is the purpose of these bylaws to establish a guide for the operation of the Historic Preservation Commission. These bylaws are supplemental to the provisions of Section XII-3 of the Urbana Zoning Ordinance, which state the Historic Preservation Commission shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of the Urbana Zoning Ordinance.

## Article II. Powers and Duties

The Urbana Historic Preservation Commission shall have the powers and duties outlined in Section XII-3F of the Urbana Zoning Ordinance.

## Article III. Membership, Officers, and Their Duties

The membership, officers, their terms and responsibilities are governed by Section XII-3 of the Urbana Zoning Ordinance.

**Commented [RM2]:**

## Article IV. Meetings

### A. Procedures

1. Regular meetings of the Historic Preservation Commission (herein after “Commission”) shall be determined by the Commission. There shall be a minimum of four (4) meetings per year.

**Commented [RM3]:** Adding subsections for clarity and organization.

**Formatted:** Font: Bold

**Formatted:** Font: Bold

If a regular meeting date is a holiday recognized by the City of Urbana, the Commission will not meet on that date. In such a case, the ~~Chairperson~~Chair may designate an alternative meeting date, provided that public notice is given in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).

2. Continued meetings shall be at the time and place fixed in the motion for adjournment should the business of the Commission not be completed.
3. All meetings shall be held in the City Council Chambers, City ~~Building~~Hall, 400 S. Vine Street, Urbana, Illinois, unless special conditions require that the meeting take place at an alternate location.
4. The Secretary shall give at least forty-eight (48) hours’ notice of all meetings to all members, the public, and such media as required by law.
5. Minutes of all meetings, including subcommittees, shall be taken in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).

**Commented [RM4]:** From earlier discussions regarding a “Design District Subcommittee. It is clear that any subcommittee with 2 or more members would have to have an agenda and take minutes.

## B. Attendance

1. Attendance shall be required as outlined in Section XII-3 E of the Historic Preservation Ordinance.
2. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:
3. If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:
  - a) personal illness or disability;
  - b) employment purposes or the business of the public body; or
  - c) a family or other emergency.
4. If a member wants to attend the meeting by video or telephone conference, he or she must notify the ~~recording~~ Secretary before the meeting, unless advance notice is impractical.
5. A member attending a meeting by video or telephone where a quorum of the members of the public body is physically present, may cast votes.

**Commented [RM5]:** Section XII-3.E.: Vacancies: The Mayor may declare vacant the seat of any Preservation Commissioner...who fails to attend three consecutive meetings without notification to the Secretary, or who fails to attend one-half of all meetings held during any one-year period.

½ seems a pretty low bar: how about 75% meetings in a year, or misses three consecutive meetings, period?

## C. Quorum

1. A quorum of the Preservation Commission shall consist of a majority of the members of the Preservation Commission then holding office but not less than three.
2. The Chair is a voting member of the Commission and shall vote on all matters except those on which a conflict of interest is declared. If the Chair declares a conflict of interest on any matter before the Commission, the Chair shall step down and the Vice- Chair shall take over as Chair of the Meeting. The Chair shall not resume ~~his/her~~their duties until the Commission finishes business on the matter on which the conflict of interest was declared.

**Commented [RM6]:** Making the language more gender-neutral.

Each Commissioner has a duty to vote “yes” or “no” on all matters put to a vote. ~~Abstentions~~, if for reasons of conflict of interest, shall not be counted as either a “yes” or a “no” vote and such member so abstaining shall not be counted in determining the total of which a majority is required. Each Commissioner shall have the right to abstain by reason of a stated conflict of interest based on ~~his or her~~their own assessment of the existence of such conflict of interest and the Commission shall have no right to overrule such Commissioner’s determination. The Commissioner need not reveal the substance of the reason that he or she feels they have a conflict of interest.

**Commented [RM7]:** Conflict-of-interest abstentions are not counted. Non-COI abstentions “go with the majority.”

If a Commissioner abstains but does not announce that such an abstention is based on a conflict of interest, then such abstention shall be recorded as abstained and the Chair shall rule that such abstention “goes with the majority” of those votes actually cast as a “yes” or “no” vote. In the event of a tie, the abstentions are not counted.

**Formatted:** Indent: Left: 0.57", Right: 0.08", Space Before: 0 pt

**Commented [RM8]:** LATER comment: This contradicts Section XII-3.D.4: Abstentions **shall not** be considered an aye or nay vote and **shall not** be ruled by the Chair to go with the majority.

I believe this is counter to Robert’s Rules of Order, which we say we follow in Article VIII, unless explicitly expressed otherwise, which this appears to be doing.

From <https://robertsrules.com/frequently-asked-questions/>: The phrase “abstention votes” is an oxymoron, an abstention being a refusal to vote. To abstain means to refrain from voting, and, as a consequence, there can be no such thing as an “abstention vote.” In the usual situation, where the rules require either a “majority vote” or a “two-thirds vote,” abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the rules explicitly require a majority or two thirds of the members present, or a majority or two thirds of the entire membership, an abstention will have the same effect as a “no” vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote. [RONR (12th ed.) 44:1, 44:3, 44:9(a); see also p. 66 of RONR in Brief.]

**Commented [RM9]:** This is to clarify what to do when there is no majority vote to “go with.”

**Commented [RM10]:** Bylaws and the actual Agenda should be identical. We should either amend the Bylaws, or start using the Bylaws language in the Agenda.

## D. Legal Counsel

The City Attorney of the City of Urbana or the City Attorney’s designee shall be the legal counsel of the Historic Preservation Commission.

## Article V. Order of Business Agenda

The agenda for each meeting and the order of business shall be as follows:

1. Call to Order, ~~Roll Call, and Declaration of Quorum and Roll Call~~
2. Changes to the Agenda
3. Approval of ~~Previous Minutes~~ of Previous Meeting(s)
4. ~~Written Communications~~
5. ~~4. Audience Participation~~ Public Input
6. ~~5. Continued Public Hearings~~
7. ~~6. Old Unfinished Business~~
8. ~~7. New Public Hearings~~
9. ~~8. New Business~~
10. ~~9. Monitoring of Historic Properties~~
11. ~~10. Staff Report~~
12. ~~11. Study Session~~
13. ~~12. Announcements~~
14. ~~13. Adjournment~~

The order of business and the agenda may be amended upon the motion and second of any Commissioner with consent of a majority of Commissioners present at the meeting.

## Article VI. Procedure for Hearings

The Historic Preservation Commission shall use the following procedure for Public Hearings unless otherwise required by law:

1. The ~~Chairperson~~ Chair shall declare the public hearing open. ~~He/she/They~~ shall state the case number and nature of the request. The ~~Chairperson~~ Chair shall then outline the procedure to be followed, stating when the ~~nominator/~~ petitioner may present evidence, when the objectors may present evidence, and the procedure for cross-examination. In addition, the ~~Chairperson~~ Chair shall state the Historic Preservation Commission’s authority regarding the case and whether or not the Commission has final authority on the matter.

**Commented [RM11]:** To simplify the document. Even a nominator is simply “petitioning” for a landmark or district nomination.

2. Staff presents summary of the case.
3. The ~~nominator~~/petitioner or ~~his/her/their~~ representative may make a statement outlining the nature of his/her request prior to introducing evidence.
4. The ~~nominator~~/petitioner shall present evidence.
  - a) Opponents of the request shall be allowed a reasonable opportunity for relevant questioning (i.e., “cross-examination”) of the ~~nominator~~/petitioner, at the discretion of the ~~Chairperson~~Chair. If at any time the ~~Chairperson~~Chair determines the questions are becoming abusive, redundant, or irrelevant, ~~he/she/they~~ may stop the questioning and direct the questioner to move on to the next question. If the petitioner is unable or unwilling to respond to the relevant questions, the ~~chairperson~~Chair shall direct the ~~Recording~~Secretary to take note of such in the minutes of the Historic Preservation Commission.
5. Other Proponents of the request who may have relevant information to present to the Commission may be heard at the discretion of the ~~Chairperson~~Chair.
  - a) Opponents of the request shall be allowed a reasonable opportunity for relevant questioning of any Proponent, at the discretion of the ~~Chairperson~~Chair. If at any time the ~~Chairperson~~Chair determines the questions are becoming abusive, redundant, or irrelevant, ~~he/she/they~~ may stop the questioning and direct the questioner to move on to the next question. If the petitioner is unable or unwilling to respond to the relevant questions, the ~~chairperson~~Chair shall direct the ~~Recording~~Secretary to take note of such in the minutes of the Historic Preservation Commission.
6. Opponents of the request may present relevant evidence. Opponents may include persons not in favor of the petition as proposed, as determined by the ~~Chairperson~~Chair.
  - a) The ~~nominator~~/petitioner shall be allowed a reasonable opportunity for relevant questioning of any Opponent, at the discretion of the ~~Chairperson~~Chair. If at any time the ~~Chairperson~~Chair determines the questions are becoming abusive, redundant, or irrelevant, ~~he/she/they~~ may stop the questioning and direct the questioner to move on to the next question. If the opponent is unable or unwilling to respond to the relevant questions, the ~~chairperson~~Chair shall direct the ~~Recording~~Secretary to take note of such in the minutes of the Historic Preservation Commission.
7. Others who may have relevant information to present to the Commission may be heard at the discretion of the ~~Chairperson~~Chair.

8. Following the presentations by the ~~nominator~~/petitioner, Proponents, or Opponents, additional comments may be allowed by City staff for clarification or in response to new evidence.
9. The ~~nominator~~/petitioner may present a summary of his/her petition.
10. Questions from the Commission may be directed at any time to the applicant, staff or public to clarify evidence presented in the hearing.
11. The Commission shall not be bound by strict rules of evidence. The Commission may exclude irrelevant, immaterial, incompetent or repetitious testimony or other evidence.
12. A ~~nominator~~/petitioner or opponent, or their agent or attorney may submit a list of persons favoring or opposing the application. Such a list will be accepted as an exhibit if it contains a brief statement of the position of the persons favoring or opposing the request together with the signatures and addresses of the persons subscribing to such statement. Said list shall be admissible as evidence if it is received by the Secretary prior to or during the public hearing on the request.
13. In order to facilitate an orderly and timely public hearing, the ~~Chairperson~~Chair may require advance registration of opponents wishing to ask questions of the ~~nominator~~/petitioner or other interested parties, including identification of the opponents' area of interest in questioning and identification of who may be questioned. Advance registration may be by means of speaker cards to be submitted prior to or at the public hearing.
14. The ~~Chairperson~~Chair shall rule on all questions relating to the admissibility of evidence. Their ~~Chairperson~~Chair's determination may, however, be overruled by a majority vote of the Commissioners present.
15. The ~~nominator~~/petitioner and opponents should present all evidence they possess concerning the request at the initial phase of the public hearing. Written material from the ~~nominator~~/petitioner or opponents will be accepted by the Secretary for distribution to the Commission until the close of the public hearing.
16. The ~~Chairperson~~Chair shall close the public hearing only after the Historic Preservation Commission has taken action on the case. If the Commission has continued the case to a later date, the public hearing may be reopened at the same meeting at the discretion of the ~~Chairperson~~Chair or on a motion approved by the majority of the Commissioners present and voting.
17. The Commission should include Findings of Fact as part of a motion, whether they

are those included in the Staff Report, or of their own creation.

18. The Commission may continue any case due to insufficient information provided by the petitioner in order for City Staff to make a recommendation or the Commission to make a decision. The Commission may also continue any case for the purpose of gathering more testimony or due to the absence of the petitioner at the meeting.

## Article VII. ~~Audience Participation~~Public Input

**Commented [RM12]:** This section should mirror, or at least reflect, the Public Input Ordinance, include the section about "group" input.

1. Any person addressing the Commission during "~~Audience Participation~~Public Input" shall be allowed five (5) minutes to speak.
2. It shall be the prerogative of the ~~Chairperson~~Chair to extend the five (5) minute time limit or if the ~~Chairperson~~Chair does not enforce or extend the time limit, the extension shall be decided without debate by a motion approved by the majority vote of the members of the Commission present. The ~~Chairperson~~Chair shall also have the authority to reduce the time limit to ~~three (3) minutes or~~ a shorter time agreed upon by the Commission members.
3. No member of the Commission is obligated to respond to any public input provided.

## Article VIII. Determinations

### Motions and Procedures

Except as otherwise expressly provided in these Rules and Bylaws, motions and related miscellaneous procedures in Commission meetings shall be governed by the Robert's Rules of Order.

## Article IX. Records

1. A file of materials and determinations relating to each case shall be kept by the Secretary as part of the records of the Commission. Said records shall be kept at the office of the ~~Commission~~Secretary.
2. The Secretary or ~~his/her~~their designee shall prepare minutes of every regular or special meeting. The Commission minutes shall be kept as part of the official records of the Commission and approved by an affirmative vote of the majority of the Commission members present.
3. All records of the Commission shall be public records subject to release in accordance with the process outlined by the Freedom of Information Act.
4. In accordance with Certified Local Government requirements, the Secretary of

the Historic Preservation Commission will prepare an annual report. The report shall include the following:

1. Cases Reviewed: Certificates of Appropriateness and Certificates of Economic Hardship
2. Local Designations: Local Landmarks and Historic Districts
3. Historic Resource Surveys
4. National Register Nominations
5. Historic Property Monitoring
6. Historic Preservation Commission Activities
7. Commissioner Attendance Record

#### Article X. General Provisions

Commissioners shall not communicate with other commissioners outside of Historic Preservation Commission meetings for the purpose of influencing such commissioners to adopt a position on a matter then pending, or reasonably expected to come before the Commission.

#### Article XI. Amendment of Rules

1. Annual Review: The Plan Commission shall review the Historic Preservation Commission by-laws at least once annually at a regular meeting the Chair designates.
2. These bylaws may be amended by an affirmative vote of not less than five (5) members of the Commission. Any such amendment becomes effective at the next regular meeting.

Formatted: Indent: Left: 1.05", No bullets or numbering

Formatted: Indent: Left: 0.31", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.57" + Indent at: 0.82"

# Historic Preservation Website Education Project

## Proposed Project

"Public-Education Projects" category: Rebuild City of Urbana Historic Preservation Website.

## Abstract

There is no shortage of good information on the current website; most of its content is presented through Adobe PDF documents by way of hyperlinks. A cursory visit to the website indicates that much of the content dates back at least ten years, and the most current update to the website itself was about two years ago. While the information itself remains relevant, and for the most part unchanged, it is no longer easily accessible. As the website has grown over the years, the information has spread across numerous pages in multiple formats. We intend to use the website models provided by the cities of Oak Park and ArcGIS StoryMap example of Springfield. The purpose of this grant is twofold:

1. Migrate existing historic preservation material to an easily navigable format that allows a greater degree of public engagement with its rich content already created, including:
  - 100 Most Important Buildings of Urbana
  - Podcasts on Urbana Buildings
  - Royer District

We intend to use the intuitive ArcGIS StoryMap platform to present Urbana's unique history in a format which is easily accessible and compatible with smart phones.

2. Structure the new website to efficiently accommodate and maintain freshly created content, including plans to:
  - Create education materials for realtors
  - Create education materials for homeowners in historic districts

As the Urbana Historic Preservation Commission aims update the City's Historic Preservation Plan, the new website will be in a position to receive and present it, with the aim of easier and consistent website custodianship of Urbana's historic resources inventory.

## Timeline

During the CLG grant period, hours will be spent on Photography, Data Entry, and ArcGIS StoryMap design.

## Budget

Full-time City of Urbana summer intern (\$XYZ) and grant match of Commission member hours (\$PDQ), as well as University of Illinois students in the History + Preservation + Theory program through the School of Architecture.



# Joseph Royer Education Project

## Proposed Project

"Public-Education Projects" category: Fostering Public Understanding and Appreciation of Joseph W. Royer's Contributions to the City of Urbana

## Abstract

Drawing on a vast body of research developed during the past two decades by historians and historic preservation experts Brian Adams, Ilona Matkovski, and Dennis Roberts, the aim of this project is to reposition and expand public understanding and appreciation of the phenomenal contributions of architect Joseph W. "Joe" Royer (1873-1954) to the comprehensive development, identity, and long-term success of the City of Urbana, IL. Among architects, Royer's work was distinguished by his rare ability to address community needs through a vast range of distinct and innovative architectural approaches, resulting in a rich constellation of buildings that enhance and support community success to this day. Royer's output was neither single-style nor single-class. He worked in virtually all domains of architecture pertinent to the city and its functions, including governmental, commercial, educational, social service, religious, residential, military, social-organizational, entertainment, and tourism contexts. Said differently, if you are living well in Urbana, chances are some part of your experience is taking place in buildings designed by Royer. Royer's work was specific, intentional, and innovative

We want people to become more aware of Royer's legacy and to celebrate and build on it. The method for supporting that will be to design, publish, and strategically distribute two types of documents:

1. a summary brochure mapping and describing, with photographs and brief texts, all known surviving and demolished/lost buildings [approx. 40] designed by Royer within Urbana city limits
2. thematic, building-specific fliers offering more detailed information about each building, whether surviving or demolished/lost

The summary brochure and selected fliers will be available for free distribution at Royer buildings and other central sites throughout Urbana. Also, information shared through those documents will be available online through the City of Urbana's Historic Preservation Commission web page.

The target audiences for this work include:

- the general public
- developers
- tourists (e.g., those staying at the newly renovated Royer Hotel)

- homeowners
- business owners
- community/event organizers
- researchers/scholars
- city administrators/officials
- city staff (e.g., planners)

In drawing attention to the remarkable range and quality of Royer's architectural contributions to Urbana, this project also aims

1. to encourage appreciation, preservation, and responsible adaptive reuse of buildings designed by Royer and other historic buildings in our community
2. to help people see and appreciate how our city functions, and
3. to help foster a meaningful sense of Urbana as a unique, diverse, and welcoming community.

#### Timeline

TBD

#### Budget

TBD