
DATE: Wednesday, September 2, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

A. Call to Order, Roll Call, and Declaration of Quorum

B. Changes to the Agenda

C. Approval of Previous Minutes

Minutes of July 1, 2026 Regular Meeting

Minutes of August 5, 2026 Regular Meeting

Minutes of August 19, 2026 Special Meeting

D. Written Communications

E. Audience Participation

F. Continued Public Hearings

G. Old Business

H. New Public Hearings

HP-2026-COA-01: A request by Tracy Chong for a Certificate of Appropriateness to replace the previous wood front porch with a new porch at 404 West Illinois Street.

I. New Business

Bylaws Revisions (*Continued to the October 7, 2026 Regular Meeting*)

J. Monitoring of Historic Properties

K. Staff Report

Assignment of Historic Property Monitoring

L. Study Session

Potential Downtown Design Review District Discussion

Historic Preservation Plan, Continued

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@urbanail.gov**. 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: **217.384.2440**

Email: **Planning@urbanail.gov**

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://urbanailinois.us/uptv>.



MINUTES OF REGULAR MEETING

DRAFT

URBANA HISTORIC PRESERVATION COMMISSION

DATE: July 1, 2026

TIME: 7:00 p.m.

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

MEMBERS ATTENDING: David Hays, Kathryn Holliday, Laura O'Donnell, Dennis Roberts, Trent Shepard, Angela Urban (via audio and text)

MEMBERS EXCUSED: Andrew Weiss

STAFF PRESENT: Olivia Jovine, Director of Community Development Services; Evan Alvarez, Principal Planner; Kate Himick, Planner I; Aimirou Sy, Planner II; Teri Andel, Administrative Assistant II

OTHERS PRESENT: Susan Appel, Phyllis Williams

A. CALL TO ORDER and ROLL CALL

Vice Chair Hays called the meeting to order at 7:00 p.m. Roll call was taken, and a quorum was declared with a majority of the members present.

There was a technical issue with Ms. Urban calling in remotely, so there was a brief pause before proceeding to the next item on the agenda. Vice Chair Hays stated that Ms. Urban could hear the meeting; however, we cannot hear her, so she will text Dr. Holliday when she wants to provide comments.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES

Vice Chair Hays questioned why previous approval of the August 6, 2025 and the December 3, 2025 minutes were not valid, and what does "revised" refer to. Kate Himick, Planner I, explained that approval of these two sets of minutes was not valid due to there being no motion to approve them at the May 6, 2026 meeting. Both sets of minutes were stated as being approved without going through the motion and voting process. There must be a motion for each date of minutes in order for a roll-call vote to be taken and the minutes to be approved and valid.

With regards to the minutes being revised, Ms. Himick stated that these two sets of minutes were from the backlog of minutes, and other staff transcribed the minutes in general context while Ms. Andel was out of the office on medical leave. Ms. Andel returned and fine-tuned the minutes to provide more detailed discussion and formatting in the minutes as usually provided.

Vice Chair suggested that in the future, the minutes not be presented until they meet standards for approval. He noticed in the revised August 6, 2025 minutes, there is a substantial change. If there is concern about the change, he asked, “If the Commission would continue to move to approve the minutes or foreclose the moving to approve?”. Ms. Himick replied that they would move to approve and proceed as usual with making amendments to the minutes. Vote would be taken, and the final ruling would be that “the minutes are approved as corrected or amended.” If the Commission moved to approve without changes, then it would be “the minutes are approved as written.”

Vice Chair Hays asked if the Commission could propose changes and delay vote at this meeting. Ms. Himick explained that the Historic Preservation Commission can proceed with each set of minutes as follows: 1) approve as written, 2) approve as amended, or 3) deny approval.

Revised Minutes of August 6, 2025 Regular Meeting *{Previous Approval Not Valid}*

Vice Chair Hays stated that the revised minutes of August 8, 2025 regular meeting were presented for approval. Mr. Shepard moved to approve the minutes. Ms. O’Donnell seconded the motion.

Mr. Roberts stated that the minutes are from the August 6, 2025 regular meeting; not the August 8, 2025 as Vice Chair Hays mentioned. Vice Chair Hays recalled that one of the original amendments was the date, so he said August 8, 2025 instead. He then confirmed the minutes are from the August 6, 2025 regular meeting. Mr. Shepard moved to approve the revised minutes from the August 6, 2025 regular meeting. Ms. O’Donnell seconded the motion.

Dr. Holliday recommended striking the paragraph under Written Communications that reads, “Chair Urban noted that Phyllis Williams sent the Historic Preservation Commission members an email regarding Section 106 for the Urbana Civic Center. In the communication, the Preservation and Conservation Association (PACA) provided their recommendation/position on the matter.” Dr. Holliday said that this did not occur during the Written Communications section of the agenda and was not included in the packet as written communication. She stated that Chair Urban announced this at the very end of the meeting. She said that she would strike this paragraph entirely.

With no further amendments or discussion, a voice vote was taken, and the revised minutes of the August 6, 2025 regular meeting were approved as amended by unanimous vote.

Revised Minutes of December 3, 2025 Regular Meeting

Vice Chair Hays stated that the revised minutes of December 3, 2025 regular meeting were presented for approval. Mr. Roberts moved that the Historic Preservation Commission approve the revised minutes of December 3, 2025. Mr. Shepard seconded the motion.

Dr. Holliday suggested that in the future if there are revisions made several months after a meeting, then staff track the changes made so the Commissioners can see what changes are made. This really helps with transparency of the editing process.

She requested a correction to the spelling of her students' names:

- Page 5, Paragraph 5 – Should say “Dale Mize” and “Ke Li”

Mr. Shepard asked why the minutes were revised. Ms. Himick replied that her understanding is the revisions were made to make the minutes more like they had been done in the past. There certainly was no intention of being misleading or non-transparent. Ms. Andel added that she had been out on medical leave, that someone else transcribed the backlog of minutes, and that since approval of these two sets of minutes were not valid, she thought she would add more detail to them.

Vice Chair Hays asked if any Commissioners wanted more time to reflect on the minutes and review the videos. None of the Commission members said yes. Vice Chair Hays called for a voice vote on December 3, 2025 minutes, and the revised minutes of the December 3, 2025 regular meeting were approved as amended by unanimous vote.

Minutes of June 3, 2026 Regular Meeting

Vice Chair Hays stated that the minutes of June 3, 2026 regular meeting were presented for approval. Ms. O'Donnell moved that the Historic Preservation Commission approve the minutes of the June 3, 2026 regular meeting. Mr. Roberts seconded the motion.

Vice Chair Hays requested the following amendments to the minutes:

- Page 2, Section E, Paragraph 1, Line 3: Change Board of Trustee to “Board of Trustees”
- Page 10, Paragraph 2, Second line from the bottom: “However, he stated, Ms. William’s testimony shows that the building was hugely successful, being rented over 50% of the time.” Amend to say, “However, he stated, Ms. William’s testimony by Vince Gustafson, Public Works Director for the City of Urbana, at the City Council’s Committee of the Whole meeting on April 6, 2026, shows that the building was hugely successful, being rented over 50% of the time. If you wanted to have an event there on a Friday or Saturday, you needed to reserve it a year in advance.”

Mr. Shepard requested an amendment to the date mentioned On Page 1, Section B. Changes to the Agenda. December 18, 2025 should be December 3, 2025.

Vice Chair Hays referred to Page 13, Paragraphs 3 and 4. He asked for clarification on why “Point of Order” was called by Ms. Jovine. Olivia Jovine, Director of Community Development Services, replied that after someone seconds a motion, discussion following should pertain to the motion by the motion maker. Then, other members are welcome to chime in and add to that discussion. Her intent was to follow Robert’s Rules of Order.

Vice Chair Hays called for a voice vote on June 3, 2026 minutes. The minutes were approved by unanimous vote.

D. WRITTEN COMMUNICATIONS

- Postcard from Concerned Citizen regarding Woodlawn Cemetery
- Handout for Study Section – Bylaws Review and Revision, Section 106 Proposal

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

There was none.

K. STAFF REPORT

Audit of Historic Surveys

Kate Himick, Planner I, presented an update on the Audit of Historic Surveys. She mentioned that the City has surveys that have been stored since the founding of the Historic Preservation Commission. Staff are working to consolidate, update, and audit these historic surveys. Much of this entails data management - where files live, how they live in file structures, and moving thousands of documents around. Staff are also working to merge existing spreadsheets to best track all the surveys, so they can be best used. Staff are working on the categories we want to use to ask questions about the data and then spatializing the data to better understand what we have, what records exist, and to ask more informed questions going forward. This would be a core bedrock of a preservation plan. This must happen to get us into a good spot to be able to enter data into a geographic information system (GIS) layer, which would be a workable data analytics tool. The categories and what data are being tracked is entered into the spreadsheet, which keeps info regarding location, whether it has been surveyed, whether it is part of the top 100 list that was done several years ago, if it is on the demolition delay ordinance list, current land use, when it was constructed, etc.

Mr. Roberts mentioned that under the previous director, many students from the University of Illinois conducted historic surveys by evaluating properties, and if possible, they included floor plans and photographs. He asked if staff is finding photos of the properties. Ms. Himick replied yes. Most of the surveys are scanned, but there is still one drawer of paper surveys that staff will get

scanned as part of this project. The scanned surveys are stored in one big folder, which she would like to be stored in a surveys folder, and in an address folder where a person could search.

She said as mentioned above, most of the surveys are scanned and include a picture that was stapled or pasted to the survey itself. She noted that she has not found a high degree of plans. Mr. Roberts stated that at one point the township's office was disposing of file cards/records of all the many houses and photographs of the houses. The cards were in the database by their property tax number, which is very difficult for a person to look up individual tax numbers to find out where the property is located. He asked if the Historic Preservation Commission wants to be burdened by the repository of such a collection. It might be very valuable historically and become an important digital archive. Ms. Himick responded that this is a valuable discussion because certainly assessor's cards would be a wonderful resource to have for any historic property research. She wondered if the Champaign County Archives at the Urbana Free Library would be a better steward of those records since they are trained archivists and might be better equipped to archive those in an appropriate and up-to-date way.

Dr. Holliday stated that these types of records are highly valued by local history collections. It is very common for those records to go directly to a publicly accessible archive. So, she strongly encouraged Mr. Roberts to reach out to the Urbana Free Library. If the Library does not want them, do not put them in the garbage. Someone will take them.

Vice Chair Hays asked if Ms. Himick has sufficient support that she needs to undertake the audit. Ms. Himick said that it is a joint effort and City staff is hoping to get support as well starting in August 2026.

Mr. Shepard recalled that a few years back, historic preservation and the City's Historic Preservation Commission were a priority for the City Administration and the City budget. He finds it to be refreshing that the Commission is getting a little more attention now.

L. STUDY SESSION

Conversation with Director of Community Development Services

Olivia Jovine, Director of Community Development Services, started out by saying that she wants to make sure the Historic Preservation Commission and staff have time to take a moment and just acknowledge and make space for the events that have happened over the past couple weeks as it pertains to the Civic Center and the landmark case. Also, she wants to address any remaining concerns or opportunities. She said, "it is a priority for me and for this department that we maintain a good working relationship, and we are really looking forward to continuing working with this commission moving forward, specifically on Section 106 and refining that process to make sure that we move forward appropriately and correctly and through the best possible procedural steps, which will be discussed more in the subsequent study session."

Ms. Jovine thanked Phyllis Williams for her landmark application of the Civic Center. It was very thorough and very well received.

She shared the internal schedule of meetings for the Historic Preservation Commission, which shows the steps that staff follow for processing cases. She talked about how it related to the Civic

Center landmark case. Ms. Winter Williams's application was received, paid for, and completed on April 27, 2026, which was before the application deadline of April 29, 2026. This triggered the case to be brought to the Commission at their June 3, 2026 regular meeting. The next steps on the schedule show the dates for submitting the legal ad to the News-Gazette, sending out neighbor notices, posting a sign at the Civic Center, and then drafting the memo and preparing exhibits, which involve multiple stages of review with the Principal Planner and the Director of Community Development Services, all by the packet deadline. Staff emails packets no later than Friday before a meeting, so that Commission members have time to review the packet materials. After the Historic Preservation Commission, the case is presented to the Committee of the Whole and to City Council, which the deadlines are listed on the schedule as well. Turnaround time from the Commission's meeting on June 3, 2026 to the Committee of the Whole meeting on June 15, 2026 is tight, but it is standardized.

She stated that she is available to answer any questions or to have a conversation regarding any areas of discussion the Commission would like. She mentioned that she is listening as well as other staff.

Dr. Holliday asked if the Commission had the option to continue a case to provide more time for additional conversation. Ms. Jovine replied yes. The Commission does not have to vote on a case the same night it is presented to the Commission. However, the Zoning Ordinance requires a case to be forwarded to City Council within 60 days following the date of the closing of the public hearing. Dr. Holliday felt it was important for staff to remind the Commission that they can continue cases during future meetings, to gather more information, and to allow additional public participation in the process, if it is warranted.

Mr. Shepard asked if Section 106 review has been around for a long time. He does not recall hearing much about it until this year. Can staff tell the history of it? Kate Himick, Planner I, explained that the Section 106 review originated as part of the National Historic Preservation Act, which was first passed in 1966 and last amended around 2016. Section 106 review is a federal review process that is required in all states. It gets administrated through State Historic Preservation Offices (SHPOs) as part of a pass-through process. There are multiple stakeholders or players involved. The Advisory Council on Historic Preservation at the national level has some input. SHPOs have a role in the review process, and then consulting parties or concurring parties would be invited as stakeholders to share comments to continue in the process a Section 106 review proceeds through each step/phase of the process. When the Historic Preservation Commission is invited as a consulting party, it will be as an expert local body for their municipality's historic and cultural character. Ms. Jovine added that the City of Urbana now has two qualified personnel on staff that have training and expertise in the Section 106 review process. The City will continue to support professional development to receive appropriate training specifically for Section 106. She believes there may also be an opportunity potentially for the Chair of the Historic Preservation Commission, Angela Urban, to take the training as well.

Dr. Holliday stated that the Section 106 review process is triggered when federal dollars, federal properties, or federal permitting is involved. Local projects usually do not require Section 106 review. So, it is not super common. She noted that local departments of transportation are always requiring Section 106 review because they thrive on federal grants and federal budget dollars.

Mr. Roberts stated that he appreciates this clarification, and he thinks the public will also because when we talk about Section 106, it seems amorphous. It is a statute within the federal law for historic preservation.

Vice Chair Hays inquired about the role of City staff communicating, not on behalf but rather in place of the Historic Preservation Commission. When he saw the letter sent to SHPO saying that the Historic Preservation Commission, as a consulting party, disagreed with the assessment that the Urbana Civic Center was a merited nomination, he said that he was really shocked. He completely disagreed with the assessment and was never consulted about the Section 106 review for the Civic Center. He is still trying to understand how or why this would have happened.

He mentioned the letter from the Illinois Department of Transportation, which was shared with the Commission in October 2025 about work being done with streetscapes, in which the Commission was asked to give input. The Commission provided valuable input. So, it remains astonishing that the Section 106 process for the Urbana Civic Center is considered somehow to have unfolded correctly when the Commission members were not given an opportunity to weigh in. At a recent City Council meeting, Ms. Jovine and Mr. Alvarez were speaking to the Council on behalf of the Historic Preservation Commission. The way Ms. Jovine phrased one of her answers implied that she is a political appointee. You have a certain role to play.

Vice Chair Hays said that he has many questions about this and why it played out the way it did and how it should have played out. He said that he will hold his questions until the appropriate time to ask them during this meeting. Ms. Jovine stated she agreed that more robust conversation certainly would have benefitted the process. Discussion would have brought a lot of value to the process and for the Commission's ability to discuss amongst themselves, so she completely acknowledges that there was a need for that.

Vice Chair Hays said that in his view, the process is not complete, because in his opinion, the process was not followed. It appears from the timeline that the Commission could have been invited to participate, but they were not invited. He has always thought of the role of City staff being to help the Commission do its best work, informing the Commission of opportunities, doing research that can help the Commission understand their roles and responsibilities. He said that somebody got an email, but there are so many ways to communicate that it is really concerning to him. He asked Ms. Jovine if any City staff members ever had been asked to withhold information from the Historic Preservation Commission, to edit information, or to sculpt what the Commission sees, reads, and understands in order to do their work well? He understands that it is a blunt question, but it is something that has been on his mind. He is hoping for transparency, because it looks like that is not the case. Ms. Jovine replied that during her time with the City, she has not been asked to do this. She stated that she can only share and operate with the information and the resources that are available to her. She noted that she and most of the Planning staff are a new team. So, there are moments when staff come into information that they did not previously have. She stated that she has not been directed in any way from a leadership perspective.

Ms. Jovine stated that it is important to clarify and warrants specific clarification in this context that she personally, in her role, cannot operate exactly as staff can operate. The recommendation came from the Planning Division, which happens to be a division within her department, Community Development Services. She serves at the pleasure of the Mayor and the City Council. She is

limited to a two-year term, but she can be reappointed. This comes with certain realities in terms of her involvement in the Section 106 review process. She explained that when she responded to Councilmember Evan's question at a previous City Council meeting, she was responding as the Director of Community Development Services Department. Given the scenario that was presented at that time, weighing a variety of different pieces of data, she has been conflicted through this process and remains conflicted, but given what she had in front of her at that time, as the Director, she responded authentically for her position.

Chair Hays asked if Ms. Jovine had felt pressured to incline it in a certain way by anyone at the Mass Transit District (MTD). Ms. Jovine said no. She stated that the way she chooses to run the Community Development Services Department is with integrity and honesty and that includes being transparent with information. We are primarily here to serve the people of Urbana. We are a City government, and staff have a responsibility to the taxpayers and our citizens, so a majority of the information is publicly accessible and available through the Freedom of Information Act. She said that she never wants to be in a position where she feels pressured.

Ms. Jovine went on to say that the reality of her role is that there are usually points of conflict and tension where there are outcomes that are positive and scenarios that are positive in both directions, and sometimes the City must make really challenging calls. She does not take that lightly, and appreciates that it can be conflicting, but it is something that she hopes to navigate as best as she can. She also wants to support and empower her staff to always make recommendations that are technically appropriate, always take all information into consideration, and she feels that this starts with a staff culture that is supportive and embraces integrity in the decision-making staff will be engaging with.

Ms. Jovine clarified that the role of the Commission Secretary warrants discussion and codification and is something that will be addressed through revisions to the bylaws. She also hoped to clarify the Commission's expectations for communication so that in any future situation there is no ambiguity as to what position the Commission Secretary is put in.

Dr. Holliday reminded everyone that Ms. Urban can hear the meeting, but her voice cannot be heard due to technical difficulties, so she has been texting Dr. Holliday. Ms. Urban expressed concern that minutes and YouTube videos of the Commission's meetings are not publicly available within the time frame allowed, and this presents an additional challenge for the City Council members, because they are not able to fully grasp the context of what happened in the Commission meetings...particularly, the February Commission meeting minutes were not available for the June 15, 2026 meeting, so Council did not have the larger context that the Commission was excluded from the Section 106 conversation that was held.

Dr. Holliday said that Ms. Urban asks where in the Zoning Ordinance does it state how the City Council makes their decision based on Commission recommendation. Ms. Jovine replied by saying that she would clarify with the City's IT Department to find out how long the live stream is available before IT staff transitions it to be permanently located on YouTube.

Ms. Jovine read Section XII-5.E.2.a-b on Page 197 of the Urbana Zoning Ordinance, which reads as such, *"(a) If the City Council determines that the proposed historic landmark should be designated, it shall do so by enacting an ordinance by majority vote of alderpersons then holding office. In the*

event of a tie, the Mayor may cast the deciding vote. ^{b)}No application relating to the same property may be filed during the 12 months following such a denial by the Urbana City Council.” It does not state, as in the Section XII-5.E.1 on “Historic Preservation Commission Authority,” which specifically states that “the Preservation Commission finds that the property conforms to one or more criteria set forth in Section XII-5.C.1... ”.

Mr. Shepard asked who the Historic Preservation Commission Secretary is. Ms. Jovine stated that she had been serving as the Secretary. The fact that the City’s Planning Division had no staff, except for Teri Anel, Administrative Assistant, for several months has been quite difficult and challenging. She said moving forward she will be speaking to the Commission as the Director of the Community Development Services Department and Zoning Administrator. Evan Alvarez, Principal Planner, will be serving as the Plan Commission Secretary. Kate Himick, Planner I, is now serving as the Historic Preservation Commission Secretary. Aimirou Sy, Planner II, is now serving as the Zoning Board of Appeals Secretary. Teri Anel, Administrative Assistant II, serves as the Recording Secretary and helps to keep the Planning Division organized.

Mr. Roberts commented on the role of staff being influential in guiding the materials or the opinion of the Historic Preservation while making deliberations. He felt this happened, especially while touring the Civic Center. Commission members were shown the interior of the property, which was valuable. They were also given a long list of problems that Civic Center building has, which did not really address the substantial question of whether it is a valuable structure to be considered for a landmark nomination. He pointed out that for local landmarks, the interior of a building is not the main concern of making it a valuable landmark, because historic preservation in the City of Urbana is more about the outside of a structure. If changes are made to the outside of a historic landmark, the City requires a Certificate of Appropriateness. Therefore, the Commission does not talk about whether a room can be changed, or whether the use of the room can be changed or whether there needs to be an upgrade to the electrical system; however, this is the kind of information that the Commission was mostly provided with. Tour of the Civic Center did not include looking at the outside. He acknowledged that as a Commissioner, it is up to him to determine the relevance of information they are provided.

Mr. Roberts stated that he appreciates that when the Commission minutes are given to them for approval, the minutes are generally in wonderfully precise detail. The level of detail in transcribing the conversations and representing them is well done and is of a very high standard and is valuable to the Commission.

Mr. Roberts said that when City Council makes their decision on a landmark, they apparently have a wider scope of consideration than the Historic Preservation Commission. The Commission bases their determination on how a landmark nomination meets the seven (7) criteria listed in the Zoning Ordinance, whereas the City Council seems to base their decision on the criteria of their opinion. He asked, “What is the public’s protection for Council making decisions based on fact rather than on assumption or need?”. Ms. Jovine stated that Council members are presented with a wide range of facts, and it is possible for there to be multiple pieces of information that at some times can conflict with each other. So, City Council, since they are elected, are responsible for making decisions that serve their constituents and the City of Urbana. They are presented with a wide range of information, and their authority is not limited to a certain section of the ordinance as a result. She added that the information that was presented in the application and in the written staff memo

was presented in its full scope and breadth, and a person can be confident that City Council was informed in their decision. Mr. Roberts stated that the Historic Preservation Commission did their job as a commission.

Dr. Holliday shared Ms. Urban's text comments. Ms. Urban texted that the issues are facts were not fully provided, there were missing minutes, the lack of knowledge of the exclusion of the Commission from the process, and the representation that the Commission was included in the process.

Dr. Holliday added that this like vetting of how the case is presented is important. She understands there is a 30-day window that may make it challenging but given that the case was presented differently than the Commission saw the case, she said it feels like there are potentially a lot of differences in the way the case was viewed moving forward and the facts surrounding the case shifted quite a bit as well. It presents a real challenge. Staff reports, the way the case is presented, the way the options are presented to the Commission and to the City Council, these shape potential actions. The omission of participation of the Historic Preservation Commission in the assessment of the building and its local meaning has a huge impact on the way that that case moves forward.

Vice Chair Hays stated that he does not understand why City staff would present decisions in place of the Historic Preservation Commission without consulting the Commission. Even though the Commission will be looking at it, he wants to understand why because he feels like understanding will help the Commission members know what they can do moving forward.

He asked Ms. Jovine what her relationship is to *Imagine Urbana*, the City's Comprehensive Plan, in her work. The Historic Preservation Commission participated in the process of creating the Plan; however, none of the feedback provided by the Commission was included in the Plan. So, there was some push back on that. He asked if *Imagine Urbana* is a guiding document for Ms. Jovine and her work, or is it something separate from what she does? Ms. Jovine answered saying that she views *Imagine Urbana* as a guiding document for the work of Community Development Services. It is a 20-year plan, but she thinks "plan" is perhaps misleading because it really is a vision document. She said that one of the goals of Kevin Garcia and Andrea Ruedi's work on creating *Imagine Urbana* was to make the Comprehensive Plan more usable by implementing metrics and guidelines and a series of Little Moves and Big Moves that could be easily tracked and measured against. She stated that it is a guiding document; however, she cannot take it to the letter of the law because it is not actually written so that it could be interpreted that way. Staff is working through their interpretation of the Comprehensive Plan to keep the vision aligned with the Big Moves and Little Moves.

Vice Chair Hays expressed his concern. He said that the Commission has a role and has done what they were asked to do. He appreciates Council member Evans' comments stating so. However, he said the Commission was villainized by people saying that the Historic Preservation Commission was being obstructive, when in fact the Commission was doing exactly what they were supposed to do and was consistent with *Imagine Urbana*. One of the things that the Commission is asked to do is to collaborate with all of the other units of Urbana government ... all the commissions, the City Council, the Mayor, etc. and the community members towards a holistic vision. Big Ideas translate into Big Moves, which translate into metrics.

Vice Chair Hays stated that under Big Idea #4, Urbana Embraces its Cultural Vibrancy and Character, there is Objective 4.5, which states, “*The City's historic architecture and features are used to enhance its eclectic character.*” The barometers of success are increases in grant funding and increased community participation in workshop events and collaborative projects. Vice Chair Hays recalled Council member Evans stating in a City Council meeting that it was not only the Historic Preservation Commission that was excluded (*Vice Chair Hays mentioned that Mr. Evans believes this was intentional.*), but also the public from specific discussion about the Mass Transit District (MTD) and the Civic Center.

Vice Chair Hays talked about Big Move 11, which states “*Advance a Clean and Green Community.*” Point 11.14 states, “*Encourage adaptive reuse and historic preservation of existing buildings that contribute to the city's architectural heritage.*” He pointed out that it is not just the Historic Preservation Commission that is asked to advocate for something, but so is City staff. He understands that it is a careful balance, but so is City Council, the Historic Preservation Commission, and other agencies.

Vice Chair Hays talked about the 11.14.2 Associated Metric that states, “*Dollars invested in reuse/preservation projects.*” He stated that he is caught off guard when MTD said “if you do this one thing, we won't apply for a grant” that City Council, the Mayor, nor City staff did not look to the *Imagine Urbana* and say, “Wait a minute, there is a holistic...,” even when the Commission kept saying that there is a win-win-win-win. He stated that Dr. Holliday gave a presentation that illustrated a win-win-win-win. Nevertheless, it felt like this agency and that one remark meant everything else fell by the wayside.

He explained that he put this out there, because it is very confusing from a Historic Preservation Commission perspective and from his individual perspective. When he was asked to be effective and to manifest something in, he helped contribute as did so many others in our community, and then doing that one thing, nobody stood up for the Commission, except Council Member Evans by saying that the Commission and Phyllis Williams did the right thing. Vice Chair Hays said that as they go forward with discussions and conversations regarding Section 106 review and bylaw amendments, he is really watching that. He said that he is sensitive to that because as a citizen of Urbana, it has profoundly affected how he feels about the community. The way he talks about the community to people in other places has changed recently.

Vice Chair Hays stated that it felt like backroom dealing trumped everything. He believes the best use for the site is as a transit hub, maintained by MTD. But the fact that he said that as well as other people did not matter. *Imagine Urbana* had nothing ... no legs, no teeth, nothing at any point in the discussion. So, he is concerned about this, and he hopes that Ms. Jovine, in her role moving forward, will be mindful of that. He said that he believes we have a role to play to support the vision of the community that was generated by the community. To many community members, this is very confusing. Some people view it one way, some people view it another, but we have an accountability to that.

Ms. Jovine stated that it is a mandatory section of the Council memos that strategic goals are listed and described as they apply to a case. City staff specifically cited sections of the *Imagine Urbana* Comprehensive Plan.

Mr. Roberts commented that there have been several people who were deeply involved in the vision of the downtown, its development, its historic nature and appreciated trying to promote it and to conserve it in the past who have served on both the Plan Commission and the Historic Preservation Commission and who are members of the Preservation and Conservation Association (PACA), who told him that they are done with Urbana because the City of Urbana does not seem to care. Urbana does not seem to have a real backbone to stand up for historic preservation, and the people do not feel that they are effective anymore. So, they have decided to step back and retire from positions that they once held. They cannot look at it anymore, because when this discussion comes forward, it is always sidelined as least important. He said that there needs to be a balance between preservation and progress, because progress can be done in a thoughtful way or it can be done in a blunt way. If each developer who comes forward is the one leading the City in defining out what kind of progress is going to be happening in our community and not the public or if the City Council is not making the decisions in a more balanced way, then there is going to be a loss of potential, a loss of creativity in the community and a loss of conservation of things that other people at an earlier time period valued more highly.

Bylaws Review and Revision, Section 106 Proposal

Chair Urban opened this item on the agenda. Ms. Himick explained that there are two parts to this item. She believes it to be important that the Historic Preservation Commission continue to discuss this item for multiple sessions. There are opportunities to add things that could be introduced, so there are a lot of room for conversation and work.

Part One – Minor Edits

Ms. Himick referred to a strike-through version of the bylaws that was included in the packet of information for this meeting. She noted that a paper copy was handed out to each member prior to the start of the meeting as well. She reviewed the minor changes proposed in red.

Mr. Roberts suggested a correction on Page 5. To be consistent with using they/their/them instead of he/she, #9 should read as such, “*The petitioner may present a summary of ~~his/her~~ their petition.*”.

Mr. Roberts expressed confusion with the wording in #16. Would the Commission be continuing a public hearing to a future date or the same meeting? Ms. Himick said that public hearings come before study sessions on the agenda. Is it possible for the Commission to continue the public hearing for a case to another meeting, and after discussing any study session topics that follow, the Commission decides they want to reopen the public hearing at this meeting? Dr. Holliday stated that is what it says right now, but the question is what the Commission wants. Mr. Roberts commented that by reopening a public hearing at the same meeting, would that deprive the public of awareness that there is going to be further discussion? He said some people might go home after the public hearing was continued to another meeting. Vice Chair Hays stated that when it is continued to another meeting, then it should remain closed for this very reason. This could potentially create a violation of the Open Meetings Act.

Mr. Roberts referred to #17 on Page 5. The proposed language would allow a Commission member to create a Finding of Fact or at least to bring one up. Ms. Himick replied yes. As a Commission member, the member can do that. Ms. Himick suggested removing “their” from that sentence and

clarifying “or of the Commission's creation”. Dr. Holliday suggested, “or of a Commission member”.

Vice Chair Hays discussed the option to reword #16. Ms. Himick stated that she would like to research to find out when this was added to the bylaws to try to get a better understanding of its intent.

Mr. Roberts referred to Article X. He asked how this fits in with the Commission’s previous practice of meeting with a partner to work on projects. This Article states that the Historic Preservation Commission members cannot speak with each other, and that they should conduct their business in the Council Chambers, which prohibits all collaborative interaction. Vice Chair Hays stated that the language sounds like it is referring to lobbying. Mr. Roberts stated that the Commission members should be allowed to talk one-to-one to discuss possible study topics or about introducing a different kind of process that the Commission can use as a tool. Dr. Holliday suggested that staff research to see if this language is used in other City of Urbana board and commission bylaws and in other cities’ Historic Preservation Commissions’ bylaws as well. Ms. Himick added that she would also check the specific language of the Open Meetings Act (OMA).

Part Two- Major Potential Edits

Ms. Himick presented changes to the Historic Preservation Commission (HPC) bylaws to add language regarding Section 106 review. She started out by saying that the Zoning Ordinance and the bylaws are separate but sort of talk to each other. Article XII. Historic Preservation in the Zoning Ordinance does not specify Section 106, and the HPC bylaws cannot create new powers of the Commission. However, Section XII-3.F.19 the Zoning Ordinance does empower the Commission to: “...*undertake any other action or activity necessary or appropriate to the implementation of its power and duties or to the implementation of the purpose of this ordinance*”, so adding language regarding Section 106 to the bylaws is covered.

She stated that bylaws do tend to lean procedural which is a benefit in this case. Since Section 106 is a large topic, she believes it should have its own article in the bylaws. She focused her discussion on the hypothetical subsection A for initial consultation, invitation, or request for comment. She reminded the Commission members that the language is can be revised so that it is most intelligible.

Ms. Himick presented and reviewed a graphic for the Steps of the Section 106 Process. She reviewed the potential timeline for an initial invitation and/or request for comments. She stated that she will encourage requests be sent to HistoricPreservationCommission@urbanail.gov.

Vice Chair Hays asked if it referred to 30 calendar days, not business days. Ms. Himick said that is her understanding. Vice Chair Hays commented that this timeline puts her under pressure. Ms. Himick replied that four days is possible if we can get our historic surveys nailed down, which is why staff are working so diligently on them.

She stated that her main concerns are protecting the two weeks that HPC has for their review. She mentioned that there may be some wiggle room to buy some days in the latter sections. She stated that she is also sensitive to the fact that the Chair might be away traveling or have a family emergency.

Mr. Shepard asked the other Commissioners if they feel two weeks is what they need or is that longer than they need to consider requests and return comments. Dr. Holliday replied that this is the initial response, and so at this point it does need to point a direction. She thinks the timing looks okay for if the Commissioners are familiar with historic resources and have a little something to go on already. She stated that they are missing surveys from 1940 forward and anything dealing with African American history as well as there are big gaps in what has already been documented. Ms. Himick stated some things she can pull together from lists or maps relatively quickly. However, it is local community knowledge that may be more informative throughout the process than relying on survey data.

Vice Chair Hays said that one week is normally enough time to allow people to return from being away, but if someone is unavailable, there is usually someone else to do the work. He asked if Mr. Alvarez would be able to help HPC process Section 106 requests, if needed. Ms. Himick replied yes. She stated that she has only been with the City of Urbana for five (5) months, so she does not know the frequency at which reviews happen. So, she does not know if HPC and staff are going to be able to think about all the things involved, ask questions, adopt new bylaws with Section 106 review procedures, and then try them out often enough. She said that the City may not receive Section 106 requests often enough to test the timeline.

Vice Chair Hays stated that the Chair of the HPC is given the responsibility to make the conclusion or sign the letter on behalf of the Commission given the feedback. Ms. Himick said the process is sensitive to timing, and it is much more difficult to get everyone's signature in five days than it is to get one person's signature in five days.

Ms. Himick continued with her presentation. She reviewed the remainder of the timeline regarding actions taken and review method. She talked about a potential solution for a combined email meeting review where we rely more heavily on digital communication. She explained how it would work.

Ms. Jovine stated that previously Planning staff cancelled meetings when there were no cases to be heard. However, staff has pledged with the HPC to keep meetings as regularly scheduled. So, the assumption would be that meetings would not be cancelled unless there is a lack of quorum or it fell on a holiday and needed to be rescheduled. She mentioned that she adds this to the conversation if it helps the HPC in their evaluation of these timelines and durations.

Mr. Roberts asked for clarification that emails would be sent to the HPC members' City email addresses. Ms. Himick said that is correct. Mr. Roberts stated that is handy for staff, but not for those who do not typically look at a board email unless they know something is coming up. He said that he does not look at his City email every day or even every week. It would be super handy if the secretary would send an email to his personal email address to tell him to check his City email. Ms. Himick replied that one reason why staff is discontinuing using personal email addresses is due to the Freedom of Information Act (FOIA). If Commission business is conducted through your personal email, your personal email then becomes subject to FOIA requests. Then someone will have to sort through everything that is in your email inbox to figure out what is relevant to a FOIA request. Mr. Shepard stated that he set it up where he gets a notification on his telephone when he receives an email in his City email inbox. He offered to help Mr. Roberts set his up to do the same.

Vice Chair Hays said that he has his emails set up so that they all come to one platform. So, there are definite workarounds. Ms. Jovine noted that the City's Information Technology (IT) Staff would be willing to come an hour before HPC meetings to help Commissioners set up their personal devices to get email to their City email addresses easier.

Dr. Holliday stated that the combined review makes sense even if you fall into a cycle where everything must happen through email is incredibly significant and important. However, the current City email system does not allow logging in from beyond the United States of America. So, there does seem to be some impediments. Ms. Himick said that she can talk with IT about what the implications of this would be and how we can preempt them or predict what might be an issue.

Dr. Holliday stated that Ms. Urban texted that because the Commission email no longer forwards, there is a complication there.

Dr. Holliday referred to the HPC not being allowed to create new powers. She said that creating new powers is not even the way to think about it. Laying out procedures when for Section 106 requests is helpful. If the Commission is named as a consulting party by someone outside of the City, none of this applies because the HPC would have been named as a party by someone else, so the HPC does not need new powers. Ms. Himick stated that the saying "create new powers" is misleading. The bylaws and the Zoning Ordinance should be aligned as much as possible. So, the question would be "Is it useful to codify Section 106 review procedures in both documents?" This would require a text amendment to the Zoning Ordinance, which is a more in-depth process.

Ms. Himick asked if the HPC would like to continue this study session at a future meeting. Dr. Holliday said yes, it would be helpful to continue discussion, especially when the HPC Chair can be present.

Mr. Roberts asked if staff or the HPC Chair decide what topics appear on the agenda of each meeting. Ms. Himick said that the HPC is different than most boards and commissions in that it is not just case based. It is more topical based and has many ongoing topics. In the past, staff decided what to put on an agenda. Moving forward in the future, staff would like to create an agenda setting process and envisions a more collaborative process. Mr. Roberts suggested using the City Council's format. If two Council members agreed that they would like to have a topic on the agenda, then they can place it on the agenda or they can approve a 10-minute presentation to the City Council. Vice Chair Hays said that this sounds reasonable. He understands that some of the topics in the past were on the agenda because the HPC asked for them to be on agendas.

Mr. Alvarez stated that the next regular meetings are scheduled for August 5, 2026, followed by September 2, 2026, followed by October 7, 2026.

Dr. Holliday moved that the HPC continue this study session regarding bylaws review and revision and Section 106 proposal to the August 5, 2026 meeting. Mr. Shepard seconded the motion. The motion passed by unanimous voice vote.

Ms. Jovine mentioned that Ms. Himick could prepare a redlined markup of the bylaws reflecting the major edits relating to Section 106. The HPC said that would be nice.

Historic Preservation Plan Continued

Ms. Himick stated that she would like to begin brainstorming for Historic Preservation Plan goals and asked the Historic Preservation Commission (HPC) for their thoughts.

Dr. Holliday said that she thinks that going parallel with the discussion of technical revisions to processes is a larger establishment of a new set of goals for historic preservation. She would love to see the Commission have the ability to talk through this. She expressed her appreciation for staff providing comparative plans. She found it interesting to think about what seemed to be applicable or not. She mentioned that she would love to engage with neighborhoods and neighborhood leaders about their perception of preservation and what it may or may not serve in those contexts. It has become clear that historic preservation is needlessly complicated in so many ways, so she would like to talk about preservation in ways that are useful and interesting to the community, not just the Commission's goals. She said that this could be folded into something else happening in Urbana, so maybe the Commission does not lead the conversation. There is a huge need for that collaborative synthetic way of thinking about preservation and its relationship to neighborhood planning decisions that are made about things like transportation. This way it will not sit out on its own but is integral to all of these other conversations that happen. She feels like this is an opportunity for staff to help the HPC since the HPC does not know everything that is happening.

Dr. Holliday read a text from Ms. Urban. Ms. Urban expressed interest in applying for a Certified Local Government (CLG) grant in the next round. There is a need to check to see if the HPC is allowed to apply even though they have a current active CLG grant in process. Ms. Himick replied that it is possible to do more than one CLG grant funded project at a time. However, the State of Illinois deadlines and grant structure are slightly strange because they distribute federal funds at the State level, and federal funds are on a federal fiscal year. She mentioned that when she checked the State Historic Preservation Office' (SHPO) website on CLG matching grants, she discovered that the fiscal year 2026 grant deadline was opened March 2, 2026 and closed April 17, 2026. The grant period is from October 1, 2025 to September 30th, 2027. This means that the start dates of those grants were a couple months after the applications opened.

Ms. Himick stated that our current CLG grant was awarded to us on March 24, 2025, and the start date of the project was on June 2, 2025. It closes June 1, 2027. So, the City needs to spend the grant money down by June, 2027. This means that staff hours must be devoted to getting that grant project up to standard for us to be able to maintain good standing as State grant recipients. She said that she assumes that the fiscal year 2027 grants will open in March of 2027 and then be awarded in June of 2027 for a two-year grant period.

She stated that staff would like to prioritize the grant that we already have in terms of staffing time and being able to sort through the surveys and to devote time to the Section 106 review process and the bylaws revision. So, it is possible to have discussions on a Historic Preservation Plan and be brainstorming, but we need to close out other items staff is working on before we jump into very deep waters.

Dr. Holliday stated that she feels for the Commission to engage productively in a preservation plan, questions about using a buddy system need to be resolved, because it would require Commissioners to work in pairs before bringing it back to the Commission as a whole. Vice Chair Hays added that it would be useful to make decisions about sections of the Plan and pairing of partners.

Vice Chair Hays said that the current Historic Preservation Plan does not serve well, because people generally do not know what “historic preservation” means. They do not know what adaptive reuse means. He asked how you would talk about historic preservation if you could not use the words “historic preservation”? He said that the idea he would like to present to everyone is that these documents are typically written with the aim of defining something like in a sense generally for all time. This practice has privileged certain perspectives that are hegemonic in that way. He likes the idea of developing a document that is a living document with working definitions specific to historic preservation context.

He stated that what the HPC chooses to practice as a Commission may be different from another part of the world, a different context, a different value system. However, the framework provided through *Imagine Urbana* and others is clear about how HPC work could be oriented. To produce a document that shows other people what the HPC understands by this work but also how it fits with their initiatives, he hopes will have great value.

Vice Chair Hays asked what the next steps are for this topic. Dr. Holliday said that she would like the HPC members to read the current Historic Preservation Plan and circle the parts they like and X out the part they think are outdated. Vice Chair Hays stated that he has already done this and noted that he X'd out a lot of the current information. He added that the HPC members should keep in mind “What should historic preservation mean in our current context?”. He said they should not try to define it as absolute but rather articulate it so that it helps the HPC communicate and guide their work.

Mr. Shepard stated that he is amazed at how long every city’s Historic Preservation Plans are. Dr. Holliday stated that it is important to circle the parts that you are interested in, because this will help allow Commission members to work on the part that interests them the most instead of each member writing many pages.

Dr. Holliday moved that the HPC continue the discussion about the Historic Preservation Plan update to the September 2, 2026 regular meeting. Mr. Roberts seconded the motion. The motion passed by unanimous voice vote.

M. ANNOUNCEMENTS

There were none.

N. ADJOURNMENT

Dr. Holliday moved to adjourn the meeting.

Vice Chair Hays adjourned the meeting at 9:47 p.m.

Submitted,



Kate Himick

Historic Preservation Commission Secretary

July 1, 2026



MINUTES OF REGULAR MEETING

DRAFT

URBANA HISTORIC PRESERVATION COMMISSION

DATE: August 5, 2026

TIME: 7:00 p.m.

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

MEMBERS ATTENDING: Kathryn Holliday, Laura O'Donnell, Dennis Roberts, Angela Urban, Andrew Weiss

MEMBERS EXCUSED: David Hays

STAFF PRESENT: Olivia Jovine, Director of Community Development Services; Evan Alvarez, Principal Planner; Kate Himick, Planner I; Teri Andel, Administrative Assistant II

OTHERS PRESENT: Chris Evans, Phyllis Williams

A. CALL TO ORDER and ROLL CALL

Chair Urban called the meeting to order at 7:00 p.m. Roll call was taken, and a quorum was declared with a majority of the members present.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES

Minutes of March 4, 2026 Regular Meeting

The minutes of March 4, 2026 regular meeting were presented for approval. Mr. Weiss moved to approve the minutes. Dr. Holliday seconded the motion.

Mr. Roberts requested a correction to the minutes on Page 6, 3rd Paragraph, Last Line. It should read as such, *"make an effort to ~~an~~ err on the side of having more segmentation in the agendas in the future."*

The March 4, 2026 regular minutes were then approved by unanimous voice vote as amended.

D. WRITTEN COMMUNICATIONS

- Draft Letter from Urbana Historic Preservation Commission to Dan DiGiuseppe regarding the Section 106 review for the Urbana Civic Center

NOTE: Chair Urban mentioned that she received interest from Klayton Matlock to serve on the Historic Preservation Commission; however, at the time, there were no vacancies. Since then, he has accepted a position on the Plan Commission.

Chair Urban noted that Trent Shepard, who has been a longtime Commission member on the Historic Preservation Commission since the foundation, resigned. Now there is a vacancy on the Historic Preservation Commission, so she reached out to Mr. Matlock to see if he would be interested in filling the vacancy. She also checked with City staff to see if he could serve on two commissions at the same time, and he can. She believes he will be applying to serve on the Historic Preservation Commission soon.

E. AUDIENCE PARTICIPATION

Chris Evans approached the Historic Preservation Commission to speak. He stated that he is speaking as a resident, not as a Council member. He thanked the Historic Preservation Commission for an outstanding job on the Civic Center. He stated that he appreciates the Commission's passion and effort.

Mr. Evans talked about the Honorary Street Program. He presented an update on the process of creating the proposed program in Urbana. He was asked by City Administration to hold off requesting it to be added to the Council agenda. He mentioned that the Council members have taken a 10-page survey to find out what they wanted to have in Urbana. There are many residents who initiated and are still interested in having the program.

He talked about his proposed process for applications. He mentioned that the Public Works Department would be willing and able to print four (4) signs per year for the proposed program. He noted that there are still some things to work out at the City Council level, and some of the Council members are not in favor of the program.

F. CONTINUED PUBLIC HEARINGS

There were none.

G. OLD BUSINESS

There was none.

NOTE: Mr. Roberts spoke about creating Design Overlay District Guidelines. Chair Urban recalled that the Commission voted to include it on a future agenda. Ms. Himick stated that she would review the recordings of the previous meetings to see if the motion was to add this topic to a specific month's agenda.

Mr. Roberts mentioned that he is not available to attend the October 2026 meeting and would be willing to add it to the agenda during the winter months unless the Commission wanted to jumpstart discussion at the September 2026 meeting.

He stated that during the evaluation of the Main Street Planned Unit Development case at a Plan Commission meeting, he recalled that one or two of the Plan Commission members said that they did not know how to respond to comments people said about the design not being appropriate because there are no standards to which they could refer. He believes that the Historic Preservation Commission is the body that should provide standards or recommendations.

Chair Urban suggested that the Commission vote to add the Design Overlay District Guidelines to the September 2026 agenda. Mr. Roberts moved that the Historic Preservation Commission add “Creating Design Overlay Guide Discussion” to the September 2026 agenda under Study Session. The guide would be for the future use of different agencies and the community. Dr. Holliday seconded the motion. The motion was approved by unanimous voice vote.

H. NEW PUBLIC HEARINGS

There were none.

I. NEW BUSINESS

There was none.

J. MONITORING OF HISTORIC PROPERTIES

There was none.

Kate Himick, Planner I, mentioned that Planning staff were notified that there was work done on the porch of the Ezekiel Boyden Historic Landmark without permitting. So, staff are working with the owners to rectify the situation. Ms. Himick said that there will be a Certificate of Appropriateness coming before the Historic Preservation Commission in the next month or two.

Dr. Holliday stated that when the local landmarks and districts were divided amongst the Commission members, she was not assigned any properties. So, if there is a need to reassign any properties, maybe the ones that Mr. Shepard was monitoring, she would be happy to take those properties on.

The Commission discussed the spreadsheet that previous Planning staff, particularly Marcus Ricci, had created. The spreadsheet showed which Commission member is responsible for each landmark and district. Ms. Himick stated that staff can certainly re-evaluate and reshare the spreadsheet. Chair Urban stated that there are issues with accessing the spreadsheet on Google Drive.

K. STAFF REPORT

Audit of Historic Surveys

Kate Himick, Planner I, presented an update on the Audit of Historic Surveys. She mentioned that Adeline Evans, former intern, will return to work at the City of Urbana on Monday, August 10,

2026. Ms. Evans will be continuing her previous endeavors and will also be aiding staff in data management, analysis and next steps for the historic surveys.

L. STUDY SESSION

Bylaws Review and Revision, Section 106 Proposal - Continued

Chair Urban opened this item on the agenda. Kate Himick, Planner I, presented changes to the bylaws. She reviewed three options the Historic Preservation Commission must choose from regarding the timeline for the initial review process of Section 106 reviews. Ms. Himick asked if any of the Commissioners had questions at this point before she presented other changes to the bylaws.

Dr. Holliday stated that she would love to see the invitation to participate in Section 106 review brought as written communication to one of the Historic Preservation Commission's regularly scheduled meetings even if it does not conform to the 30-day window just so that it serves as public notification. She also suggested that language be added, stating that the initial process outlined is in regard to the initial response to the invitation and that it is distinct from the Commission's participation in Section 106 review over what is often one to two years after that. The Commission, in an open meeting, will decide how it is represented in the subsequent meetings of review. Ms. Himick stated that there is plenty of room to put additional language regarding these suggestions. She mentioned that the intention is that even though a Section 106 review invitation does not meet the 30-day schedule, a written notice of consulting party invitation status would be brought to a Historic Preservation Commission meeting.

Chair Urban stated that she likes that Article IX.7 mentions that it is coordinated with the Chair, and if the Chair is not available, then it goes to the Vice Chair or a separate designated commissioner. The proposed language mentions that the letter should be signed by both parties... the Secretary and the Chair of the Historic Preservation Commission, or other as needed. She asked if language could be added to Option B and Option C that the Chair reviews and signs the letter. Ms. Himick replied yes.

Chair Urban stated that it is helpful to have a full week to do what you need to as the Commission Secretary. In Option A, she wondered if week four could be condensed, as it is in Option B. She asked if Option B would be doable from staff's perspective. Ms. Himick said yes, especially once a template cover letter is in place. Her own concern with Option B is the turnaround time for review if someone has a family emergency or is unavailable. She said that is why the language is there about if the Chair is unavailable, it goes to the Vice Chair and so on. So long as everyone is aware that when we do get them, there may be an increase in email communications to ensure we get everything turned back in to the federal agency on time.

The Commission members chose to move forward with Option B. If the Commission members or staff want to revise it, then they can do it later.

Dr. Holliday asked if she could email her other comments to Ms. Himick. Ms. Himick replied yes. The Commission members are always welcome to send emails.

Ms. Himick continued with her presentation of changes to the bylaws. She noted two major changes. The first change is on Page 15, Number 16, which states, ~~“The Chairperson 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 or on a motion approved by the majority of the Commissioners present and voting. The Chair shall close the public hearing only after the Historic Preservation Commission has taken action on a case. The public input portion of the hearing may be reopened at the same meeting prior to the Commission’s action at the discretion of the Chair or on a motion approved by the majority of the Commissioners present and voting.”~~ She stated that there was a lot of confusion as to the meaning intent, which meeting it was referring to, who it was referring to, or all of the above. This language was not in the Historic Preservation Commission original bylaws, but it was added in 2008. She proposes to replace this language in the Historic Preservation Commission bylaws with the much clearer language that already exists in the Plan Commission bylaws.

Ms. Himick talked about the last major change on Page 9, Article XI. General Provisions, which states, *“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.”* She said that there was concern that this would impact on the buddy system and Open Meetings Act (OMA) and the way this Commission has been operating to collaborate on group work. She added that this is the same language that is in the Plan Commission bylaws and from the original 1999 Historic Preservation Commission bylaws. She mentioned that City staff discussed this as a team and got clarification from the City Clerk's office that this is essentially just a decorum clause stating that Commissioners should not put undue pressure on others in a non-professional or harassing manner.

Ms. Urban asked if using the buddy system would still be fine. Ms. Himick said yes. Mr. Roberts asked if the Commission should codify this. Ms. Himick replied that it might be useful to provide language in the bylaws referencing the OMA. Ms. Andel mentioned that while retaking the OMA training, there is language about subcommittees and whether having two members violates OMA. She recommended that Mr. Alvarez, Ms. Jovine, the City Attorney, and maybe even inquire with the Illinois Attorney General’s office to ensure that the buddy system does not violate OMA. Dr. Holliday replied that subcommittees are formally organized and two Commission members talking with each other about Commission business does not constitute a subcommittee typically. While clarification does seem necessary, she does not think that the buddy system is really an issue. Chair Urban stated that she agrees; however, if they are considering adding language to the bylaws about the buddy system, then it would be good to formally find out.

Section 106 Regulations Revision and Discussion

Chair Urban opened this item on the agenda. She announced that there are two parts to this topic. The first part is regarding the changes to Section 106 review at the federal level. The second part is about Section 106 review at the local level to closeout conversation on the Urbana Civic Center.

Part One

Kate Himick, Planner I, presented a brief staff report on the federal changes being proposed to Section 106 review. Ms. Himick mentioned that she had sent an email to the Historic Preservation Commission members' City email addresses about this. She stated that the Advisory Council on Historic Preservation is an independent federal agency comprised of statutorily designated members. They voted to move forward with proposed revisions to the Section 106 regulations and essentially how Section 106 is implemented. This discussion started as early as February 2026, and revisions to Section 106 regulations have been a discussion for quite a long time, but this process went forward quite quickly without much notice for the designated members. Moving forward means that the new revisions will now move to interagency review before a public comment period. However, she received notice that negotiators in the Senate have pushed back public comments to give more time for review and understanding of what is going on. She said that this was in part due to a lot of backlash on these proposed regulations.

She referred to the fact sheet that was disbursed to the members prior to the start of the meeting. She noted that it is from the National Trust for Historic Preservation. There are three (3) general categories of what is been proposed.

One is that the revisions would consolidate agency control, giving federal agencies much more control over the Section 106 process. They also reduce the application of what counts as a historic property and reduce the scope of consideration. So, what is considered an undertaking is much more narrowed and what counts as an adverse effect would be narrowed.

She mentioned that there are great resources from Cultural Heritage Partners, which she will share with the Commission members and public after this meeting. Cultural Heritage Partners and various other legal groups have made known their intent to file lawsuits against these proposed regulations should it become necessary.

Ms. Himick said that she does not know when the public comment period will open given the uncertainty with Senate deadlines and how that is working. However, there are guidelines on various internet sources on how to submit public comments. There are also specificities to these public comments. If you are interested, she highly recommends reading through templates or suggested material.

Dr. Holliday reiterated that it is a major sudden and abrupt policy change that has been recommended by the Advisory Council on Historic Preservation, which is the federal agency that oversees federal historic preservation efforts. She noted that the National Trust of Historic Preservation Officers is great for providing suggestions about when and where and language for public comments. Also, the National Conference of State Historic Preservation Officers (NCSHPO) has good updates and guidance on public comments and good newsletters and posts about the consequences of the proposed changes. It has really opened the Section 106 debate, which I think we are all very aware of at this point on one level. However, on another level, there has been a lot of debate and commentary about the benefits and drawbacks of Section 106 review and on how it has been useful and helpful and has helped shape projects in positive ways.

Ms. Himick stated that while the public comment requirements can be quite specific and these agencies and groups' templates and instructions will be very helpful for people when public

comment opens, she heard that with the way public comment is collected, if they have too many duplicates, it could be AI screened and considered to be one public comment. So, if 500 people use a template, it might be considered one public comment instead of 500. It is good to use these materials to structure your thoughts on how to meet requirements for public comment but try to give it some individuality so your comments pass AI screening.

Part Two

Chair Urban mentioned that she and Dr. Holliday spoke with Quinn Adamowski with Landmark Illinois regarding the Section 106 review on the Urbana Civic Center. She said that she shared the letter with Mr. Adamowski that she had sent to the City Council. He provided advice, and one suggestion he made was for the Historic Preservation Commission to write a collective letter to close out the Section 106 review on the Civic Center.

She mentioned that she and Dr. Holliday had talked about what should be in the letter, and then Dr. Holliday drafted the letter, which is pretty straight, simple, and to the point. The Historic Preservation Commission can either work off the draft letter or could start from scratch. Or maybe other Commission members do not want to send a letter as a commission. She asked for comments and thoughts from the Commission members.

Mr. Roberts stated that it is empowering for the Commission to speak as a Commission and to be able to help clarify historic preservation issues and to respect and honor the history of our community. He said that Dr. Holliday has even expanded his understanding of what that could entail. Historic Preservation is broader than just about buildings that we are trying to preserve.

Chair Urban clarified that the Historic Preservation Commission and the City Council have already voted, and the Section 106 review and landmark application process is done. The draft letter is a way to close out the record. The draft letter states the Historic Preservation Commission's position on what happened and the process.

Mr. Roberts stated the Historic Preservation Commission has an important role in speaking about the concerns that historic preservation needs to be considered in some cases that come before the Plan Commission and providing some guidance to the Plan Commissioners. He said that he is even concerned with the Boneyard Creek Commission being reduced to one (1) individual, who does not seem to have any oversight in personal awareness of some of the topics that touch on historic preservation issues. The Plan Commission and the Boneyard Creek Commissioner are more engineering oriented and use references related to flood depth and years of flooding and are not typically taking consideration of historic or personalized aspects of a decision. Olivia Jovine, Director of Community Development Services, reminded the Commission to keep their conversation related to Section 106 review as much as possible to maintain the integrity of the study session. Ms. Jovine noted that a Boneyard Creek conversation could happen at a later meeting.

Dr. Holliday clarified that she wants to make sure if the Commission decides to send a letter that is co-signed that they have followed the procedure necessary to do so. So, there is a draft of a letter before the Historic Preservation Commission. What are the next steps? Should the Commission read the letter into the record, so the public is aware of the Commission's position? Can the Commission edit the letter together? Ms. Jovine said that she is conflicted because although this conversation is certainly a continuation of the Section 106 process, drafting a letter should be a

standalone topic. The Commission can generally discuss the letter at this meeting, but any word smithing could have its own study session and be appropriately noticed on an agenda. She did not know a letter had already been drafted. Ms. Himick added that Chair Urban did reach out to her as the Secretary of the Historic Preservation Commission to notify her that the potential for a letter was going to be discussed and to ask that this topic on the agenda be revised to be a broader topic. Chair Urban clarified that the original intent for the Section 106 Review and Discussion topic was to hold discussion about the letter; however, they started receiving information regarding the federal level changes to Section 106 review. So, the topic was expanded to include discussion on the changes as well.

Dr. Holliday stated she does not feel that the Commission needs to have an additional meeting to draft a letter because the letter is available now at this meeting, and it is on the agenda. She said that it is helpful to have this confirmed.

Chair Urban asked if they should read the letter out loud so that the public can hear what it says. Ms. Jovine replied that she did not know. To err on the side of caution, the Commission could read it out loud. Staff will follow up and find procedures for future meetings. Mr. Roberts pointed out that at City Council, when they receive a public input via email or a letter, they are given a certain amount of time to read it. This letter was drafted by the Commission so reading it orally would make it public. Chair Urban stated that they are in Study Session, so the Commission should be allowed to read it and then edit it. She then read the draft letter out loud.

Mr. Weiss commented that it should appear less jargony, such as “FTA” and “SHPO,” since it is for public record. He asked if the Commission should enclose the Memorandum of Agreement (MOA) or is that overkill? Dr. Holliday said that they should have it because they wrote the MOA, but it might be nice to include the copy that we are working from in case there is a difference between the copy we have and the copy that they have.

Ms. O'Donnell asked if they should start the letter out as “We, the members of Urbana's Historic Preservation Commission, ...”, so people know who the letter is from. Dr. Holliday stated that their names can be added to the top or the bottom. Chair Urban said that it would be important to add their names at the bottom of the letter.

Mr. Weiss stated that he is prepared to add his name to the letter. Mr. Roberts agreed. He said that it is an excellent letter and is very clear.

Chair Urban said that Mr. Hays is not attending this meeting, and she would like to get his support as well. Due to complications with the audio system, Mr. Hays could not attend the meeting remotely.

Ms. Himick stated that the Commission would need to vote on the letter at a future meeting so staff can put it on the agenda as New Business. The Commission is welcome to hold a special meeting. Dr. Holliday said that she is in favor of timeliness and not to defer this for a month, so she would be in favor of having a special meeting. There was discussion on the timeline for holding a special meeting. Staff will need to confirm the process and what notification procedures need to be followed, but it would be a minimum of a week.

August 5, 2026

Mr. Roberts moved that the Historic Preservation Commission request a special meeting to move the collective letter to New Business, which would be a formal version of the letter for vote with the corrections, clarifications, and names of all the Commission members at the signature. Mr. Weiss seconded the motion. The motion was approved by unanimous voice vote.

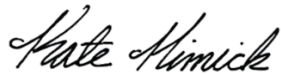
M. ANNOUNCEMENTS

There were none.

N. ADJOURNMENT

Ms. O'Donnell moved to adjourn the meeting. Dr. Holliday seconded the motion. Chair Urban adjourned the meeting at 8:09 p.m.

Submitted,

A handwritten signature in cursive script that reads "Kate Himick".

Kate Himick
Historic Preservation Commission Secretary



MINUTES OF SPECIAL MEETING
URBANA HISTORIC PRESERVATION COMMISSION

DRAFT

DATE: August 19, 2026

TIME: 7:00 p.m.

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

MEMBERS ATTENDING: David Hays, Kathryn Holliday, Laura O'Donnell, Angela Urban, Andrew Weiss

MEMBERS ABSENT: Dennis Roberts

STAFF PRESENT: Evan Alvarez, Principal Planner; Aimirou Sy, Planner II; Teri Andel, Administrative Assistant II

OTHERS PRESENT: There were none.

A. CALL TO ORDER and ROLL CALL

Chair Urban called the meeting to order at 7:00 p.m. Roll call was taken, and a quorum was declared with a majority of the members present.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES

There were none.

D. WRITTEN COMMUNICATIONS

There were none.

E. AUDIENCE PARTICIPATION

There was no audience.

F. CONTINUED PUBLIC HEARINGS

There were none.

G. OLD BUSINESS

There was none.

H. NEW PUBLIC HEARINGS

There were none.

I. NEW BUSINESS

Letter from the Historic Preservation Commission members to a representative of the Federal Transit Administration

Chair Urban opened this item on the agenda.

Evan Alvarez, Principal Planner, introduced options for processing this item. He recommended that the Historic Preservation Commission make a motion and second, then amendments could be introduced, and any amendments would be voted on. He mentioned an option to have a straw poll amendment, in which the Commission makes a list of any amendments and then makes one motion and second for the entire amendment process. This is often used if there are several amendments so that the process does not become too cumbersome.

Mr. Hays moved to approve the letter. Ms. O'Donnell seconded the motion. Chair Urban asked if the Commission had any changes or additions to the letter. She mentioned the changes that were discussed at the previous meeting, such as attaching the Memorandum of Agreement as an appendix.

Mr. Hays asked for a moment of silence so he could double-check and compare his notes to the letter. A moment of silence was granted. Mr. Hays then thanked Dr. Holliday for writing the letter. He said that he found the letter to be a clear accounting of the review process as it unfolded for the Civic Center as the Historic Preservation Commission understands it. It reflects what happened and what did not happen and will help the State understand the ways in which the opinion represented by the City of Urbana were not based on consultation with the Historic Preservation Commission. He questioned whether it was hundreds or thousands of community members who were served by the Urbana Civic Center and replied it clearly was thousands.

Ms. O'Donnell noticed that the letter commonly refers to the Urbana Historic Preservation Commission as UHPC, but there is one reference as HPC on Page 2, Paragraph 2, Last Sentence. She believes it should be consistent, so that someone reading the letter does not think it is two separate things.

Chair Urban said that normally they go by HPC; but in this case, because the letter is being sent outside the City of Urbana, it makes sense to use UHPC.

Mr. Weiss moved to make this change to the motion. Mr. Hays seconded the motion. The amendment was passed by unanimous voice vote.

Mr. Weiss moved that the Historic Preservation Commission approve the letter with the amendment and that each member sign the letter in the proper places. Ms. O'Donnell seconded the motion.

Mr. Alvarez stated that he would follow up with getting more information on the signature block and get in touch with the Commission.

Roll call on the motion was as follows:

Ms. O'Donnell	-	Yes	Ms. Urban	-	Yes
Mr. Weiss	-	Yes	Mr. Hays	-	Yes
Dr. Holliday	-	Yes			

The motion passed unanimously.

J. MONITORING OF HISTORIC PROPERTIES

There was none.

K. STAFF REPORT

There was none.

L. STUDY SESSION

There was none.

M. ANNOUNCEMENTS

Confirmation of September 2, 2026 Meeting of the Historic Preservation Commission

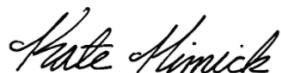
Mr. Alvarez stated that staff received an application for a Certificate of Appropriateness for 404 West Illinois Street. This case will be presented at the September 2, 2026 regular meeting of the Historic Preservation Commission. Chair Urban added that the house is currently being held up with extra wood stilts.

Dr. Holliday asked about the next steps for the letter that was just voted on. She said that she will make the edits as directed by the Commission and then forward the letter to staff. Mr. Alvarez stated that he will check with the City Clerk about the procedure and provide an answer to Chair Urban during their meeting on Thursday.

N. ADJOURNMENT

Ms. O'Donnell moved to adjourn the meeting. Dr. Holliday seconded the motion. Chair Urban adjourned the meeting at 7:16 p.m.

Submitted,



Kate Himick
Historic Preservation Commission Secretary



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: Historic Preservation Commission
FROM: Kate Himick, Planner I
DATE: August 27, 2026
SUBJECT: **HP-2026-COA-01:** A request by Tracy Chong for a Certificate of Appropriateness to replace the previous wood front porch with a new porch at 404 W. Illinois Street.

Introduction

Tracy Chong has submitted an application for a Certificate of Appropriateness (COA) at 404 W. Illinois Street, the Ezekiel Boyden Home, to replace the previous, demolished porch with a new porch.

Section XII-7 of the Zoning Ordinance requires that a COA be issued prior to any qualifying undertaking affecting a Local Historic Landmark or building within a Local Historic District. The City shall not issue any building or demolition permit allowing work which could not otherwise take place until a COA has been issued. Per Table XII-1 of the Zoning Ordinance, changes to and new construction of porches, decks, and attached steps require a public hearing and review by the Historic Preservation Commission.¹

The Zoning Ordinance requires the Historic Preservation Commission to hold a public hearing on the application within 50 days of receiving a complete application; the application was reviewed by staff and deemed complete for processing on August 18, 2026. Following input provided at the public hearing on September 2, 2026, the Commission shall determine whether the application conforms to the criteria specified in Section XII-7.C of the Zoning Ordinance. The Commission shall vote on a motion to approve, approve with conditions, continue the application, or deny the application.

Background

On April 6, 2011, the Historic Preservation Commission designated the Ezekiel Boyden Home a Local Landmark under case number HP-2011-L-01. The house was landmarked under criteria a and b, for its significant value as part of the architectural, civic, and political heritage of the nation, state, and community and its association with important people in national, state, and local history. Since the landmarking of the property, no COAs have been applied for or granted. To the best of staff's knowledge, the applicant purchased the property in 2019.

Compliance and Enforcement Context

The applicant is applying to construct a new porch along the front central block of the home. This proposed new porch will replace the previous porch, which was removed without permitting. On July 28, 2026, the Building Official notified the Secretary to the Historic Preservation Commission of the removal of the front porch. No building permit or COA had been issued for this work. Notices of a Zoning Ordinance violation were sent out by mail as official communication. Staff also communicated

¹ Table XII-1 of the Zoning Ordinance designates this type of undertaking as a "Major Work." The Zoning Administrator and Chair of the Commission have confirmed this categorization per Section XII-7.B.3.

with the property owner, Tracy Chong, through email and phone and met with her at the subject property on August 6, 2026, to discuss the process for applying for a COA.

Section XII-7 of the Zoning Ordinance requires issuance of a COA prior to undertaking qualifying work on a Local Historic Landmark. Section XII-10 of the Zoning Ordinance separately provides remedies and penalties for alteration, demolition, repair, or relocation of a landmark without compliance with Article XII, including restoration of the affected property to its appearance prior to the violation. Enforcement of Section XII-10 is undertaken by the City Attorney, the City Attorney's designee, or designated representatives of the Department of Community Development Services.

The Commission's action on the present COA application concerns the appropriateness of the proposed replacement porch and does not waive any separate enforcement action that may be associated with the prior removal of the porch.

Description of Proposed Changes

Although the application contains the information necessary to initiate review, the materials submitted provide limited information regarding the design and materials of the proposed replacement porch. Staff have advised the applicant that without additional information, the Commission may not be able to conduct a full review of compliance with Certificate of Appropriateness review criteria. As of the date of this memorandum, no additional design information has been provided.

It is the City's understanding that the applicant plans to construct a new front porch to replace the porch removed in July of 2026. According to the application, the replacement porch would retain the approximate dimensions of the previous porch (17 feet in width by 7 feet in depth) as well as its previous height. The applicant states that the new porch would be structurally different from the previous porch because new below-grade footings would be installed to meet current building code requirements. No drawings, elevations, material specifications, construction details, or other information describing the proposed appearance or architectural treatment of the replacement porch have been submitted. The previous shed roof is still in place and is currently being supported by temporary framing.

History and Architecture

The Ezekiel Boyden Home was constructed circa 1850 and is a rare surviving pre-Civil War residence in Urbana. Ezekiel Boyden was an early Urbana businessman who operated a plow and wagon factory and served two nonconsecutive terms as Mayor of Urbana, from 1856 to 1857 and from 1858 to 1859. Boyden was also active in local Republican politics and was a supporter of Abraham Lincoln.

The property is particularly significant for its documented association with Lincoln. On September 24, 1858, Lincoln stayed overnight at the Boyden residence following a campaign speech at the Champaign County fairgrounds during Lincoln's U.S. Senate campaign against Stephen A. Douglas. Historical records document at least one additional visit by Lincoln to the Boyden home. Research completed as part of the original landmark designation identified the house as the only known surviving residence in Urbana in which Lincoln is documented to have stayed.

Around 1899, the house was moved from 303 W. Elm Street to its present location at 404 W. Illinois Street. During the move, the east and west wings and rear addition were removed, while the original two-story central portion of the house was retained and rotated to face W. Illinois Street. A one-story sunroom was added to the east side of the home in 1923, and the rear of the house was later enlarged.

Despite these alterations, the dimensions and basic form of the original two-story core remain similar to those shown on nineteenth-century maps.

Architecturally, the house is an example of pre-Civil War vernacular residential construction. The original two-story core has a rectangular form and a steeply pitched gable roof. Wood shingles cover the exterior, with simple trim emphasizing the corners and cornice line. The front façade features an offset front entrance and spaced windows with plain surrounds. A pent roof visually separates the gable from the lower stories. A lower, single-story sunroom addition complements the main block to the right. The previously existing porch was a one-story, full-width open wood porch with a low-pitched shed roof supported by plain square wood posts. The porch had what appeared to be narrow, tongue-and-groove wood flooring over wood joist-and-girder framing supported on brick masonry piers. Although the exact date of construction is unknown, the materials and construction of the porch were consistent with late 19th and early 20th century porch construction. Given that the house was relocated circa 1899, the previous front porch likely dated to the relocation of the house or shortly thereafter.

Discussion

Photographs provided by the applicant and the Building Safety Division document deterioration of the previous porch, including deterioration of the flooring, structural framing, and masonry supports. While repair should always be considered as an option before replacement of a feature, the previous porch has already been removed, which exists as a separate compliance and enforcement matter.

The matter before the Commission is the existing COA application proposing to construct a new porch. The applicant proposes to maintain the previous porch's overall dimensions and height, which would generally preserve the scale and spatial relationship to the front façade.

Staff have advised the applicant that the absence of additional information could affect the Commission's ability to approve the request. Although the application is complete for the purposes of processing, staff cannot determine from the materials submitted whether the proposed replacement porch will be compatible with the architecture of the Local Landmark. The Commission must make a determination on conformance based on the proposal and evidence before it.

Criteria for Certificate of Appropriateness Approval:

According to Section XII-7.C of the Urbana Zoning Ordinance, the Historic Preservation Commission should consider the following criteria in making its determination to approve or deny a Certificate of Appropriateness:

- 1) Maintain the significant original qualities and character of the buildings, structures, sites or objects including, if significant, its appurtenances. Removing or altering any historic or distinctive architectural features should be avoided whenever possible.

Staff Analysis: Porches are often prominent and character-defining features of residential buildings. Although the previous porch has already been removed, the replacement porch should be compatible with the historic character of the Boyden home. In the absence of additional information about the proposed new porch, staff cannot determine conformance to this criterion. Additional information may be presented within the public hearing that could inform the Commission's decision.

- 2) Retain and preserve the historic character of a property. Avoid removing or substituting distinctive materials or altering features, spaces, and spatial relationships that characterize a property.

Staff Analysis: The applicant proposes to retain the approximate dimensions of the previous porch, which would retain the spatial relationship between the porch and the front façade. Additionally, the existing shed roof to the porch remains in place. However, in the absence of additional design information, staff cannot determine conformance to this criterion. Additional information may be presented during the public hearing that could inform the Commission's decision.

- 3) Recognize each property as a physical record of its time, place, and use. Do not undertake changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.

Staff Analysis: The materials submitted do not propose the addition of conjectural historic features or elements copied from separate historic properties. Additional information may be presented during the public hearing that could inform the Commission's decision.

- 4) Retain and preserve changes to a property that have acquired historic significance in their own right.

Staff Analysis: The exact construction date of the previous porch is undocumented. However, available evidence suggests that it was a long-standing feature of the property and may date to the period of its relocation circa 1899. The porch was also documented as an established feature of the front façade at the time of the property's 2011 landmark designation. Staff therefore cannot conclude that the porch lacked historical significance in its own right. However, given that the porch has already been removed, the Commission should place greater emphasis on ensuring that a new porch is sympathetic to the overall historic character of the home.

- 5) Preserve distinctive materials, features, finishes, and construction techniques or example of craftsmanship that characterize a property.

Staff Analysis: The porch has been removed, and the option forward is replacement rather than repair.

- 6) Deteriorated historic features. Repair rather than replace deteriorated historic features. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials.

Staff Analysis: The porch has been removed, and the option forward is replacement rather than repair.

- 7) Treatment methods. Use the gentlest means possible when using chemical or physical treatments. Do not use treatments that cause damage to historic materials.

Staff Analysis: No treatment methods are proposed.

- 8) Archaeology. Protect and preserve archaeological resources in place. If such resources must be disturbed, mitigation measures should be undertaken.

Staff Analysis: No evidence exists of archaeological resources on this site.

- 9) New construction. With new additions, exterior alterations, or related new construction, do not destroy historic materials, features, and spatial relationships that characterize the property. Undertake new additions and adjacent or related new construction 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. Differentiate new work from the old. To protect the integrity of the property and its environment, new additions and new construction shall be compatible with the original architecture of the landmark or styles within the historic district and in terms of the following guidelines:

- a. *Height:* The height of the proposed building or structure or additions or alterations should be compatible with surrounding buildings or structures.
- b. *Proportions of structure's front façade:* The proportion between the width and height of the proposed building or structure should be compatible with nearby buildings or structures.
- c. *Proportions of openings into the facility:* The proportions and relationships between doors and windows should be compatible with existing buildings and structures.
- d. *Relationship of building masses and spaces:* The relationship of a building or structure to the open space between it and adjoining buildings or structures should be compatible.
- e. *Roof shapes:* The design of the roof should be compatible with that of adjoining buildings and structures.
- f. *Appurtenances:* Use of appurtenances should be sensitive to the individual building or structure, its occupants and their needs.
- g. *Scale of building or structure:* The scale of the building or structure should be compatible with that of surrounding buildings or structures.
- h. *Directional expression of front elevation:* Street façades should blend in with other buildings and structures with regard to directional expression when adjacent buildings or structures have a dominant horizontal or vertical expression.

Staff Analysis: The applicant proposes to maintain the previous porch's approximate width, depth, and height, which would generally preserve its scale and relationship to the front façade. The existing shed roof to the porch would remain in place, and it is currently being supported by temporary framing. However, no additional information on design, construction, or materials have been provided. Based solely on the knowledge that the proportions of the front porch to the front façade will remain unchanged, staff can tentatively determine that the proposal meets this criterion. Additional information may be presented during the public hearing that could inform the Commission's decision.

- 10) Demolition. In granting a Certificate of Appropriateness to undertake demolition, the Commission shall find that at least one of the following conditions exist:

Staff Analysis: No changes of this type are proposed. The porch was removed prior to the issuance of a Certificate of Appropriateness, as described above. The prior removal of the porch is a separate compliance matter from the Commission's review of the proposed replacement porch.

Public Input

Staff published a legal ad in *The News-Gazette* to notify the public of the request and public hearing fifteen days prior to the Historic Preservation Commission meeting. Staff also sent letters to 46 neighboring property owners (within 250 feet of the subject property), notifying them of the request, and posted a public hearing sign on the property. As of August 28, 2026, staff have not received comments about the requested Certificate of Appropriateness.

Options

The Historic Preservation Commission has the following options in Case No. HP-2026-COA-01:

1. Grant the requested Certificate of Appropriateness.
2. Grant the requested Certificate of Appropriateness, subject to certain conditions. Any conditions imposed must relate to the specified review criteria.
3. Continue the public hearing to a later date if sufficient additional information has not been provided by the date of the public hearing in order for City staff to make a recommendation or for the Commission to make a decision.
4. Deny the requested Certificate of Appropriateness. If the Commission finds the application is inconsistent with the criteria and denies the application, the Commission should provide the reasons for denial and may recommend to the applicant ways to comply with the criteria.

Should the Historic Preservation Commission choose to deny this application, the petitioner would have three options: (1) in the case of a denial accompanied by a recommendation, amend the application, (2) apply for a Certificate of Economic Hardship with evidence that the denial of this application is financially infeasible, or (3) appeal to City Council within 15 days of the notice (Articles XII-7.D through XII-7.E of the Urbana Zoning Ordinance).

Recommendation

Based on the findings outlined herein, the material provided in the application, and without the benefit of considering additional evidence that may be presented at the public hearing, City staff recommends that if the Historic Preservation Commission were to approve a Certificate of Appropriateness to allow the work described herein, it be with the following conditions:

1. That the porch be reconstructed in a manner consistent with the significant original qualities and character of the structure, as determined by the Chair of the Historic Preservation Commission.
2. That a building permit is submitted for the work proposed, and that detailed drawings, elevations, material specifications are provided with the submission that clearly identify how the porch will be constructed in a manner consistent with the criteria listed in this memorandum, as determined by the Chair of the Historic Preservation Commission.

Attachments: Exhibit A: Location Map
Exhibit B: Application
Exhibit C: Supplemental Photos Provided by Applicant
Exhibit D: Photos Provided by Building Safety Division

CC: Tracy Chong, Applicant and Owner

Historic Preservation Commission members

Nicholas Hanson, Building Official

Olivia Jovine, Zoning Administrator and Director of Community Development
Services

Attachment A: Location Map



Case: HP-2026-COA-01
Subject: Ezekiel Boyden House - Porch
Location: 404 W Illinois Street
Applicant: Tracy Chong

Subject Property



HISTORIC PRESERVATION APPLICATION TYPES and PROCESS

1. **Certificate of Appropriateness**

A Certificate of Appropriateness is a certificate approving of plans for alteration of either a designated landmark or a structure within a designated historic district.

Determining Level of Review:

After receiving a completed application for any work qualifying as an undertaking, the Zoning Administrator and the Chair of the Historic Preservation Commission shall determine according to Tables XII-1 and XII-2 of the Zoning Ordinance whether the application is an exempt undertaking and requires no review, requires administrative review (Minor Work activities), or requires Historic Preservation Commission review (Major Work activities).

2. **Certificate of Economic Hardship**

A Certificate of Economic Hardship is a certificate authorizing an alteration following the denial of a Certificate of Appropriateness. The Historic Preservation Commission shall hold a public hearing within 50 calendar days after receiving a completed application of Certificate of Economic Hardship. The Commission shall review the application and determine if it: 1) the subject property cannot be put to any reasonably beneficial use or 2) the owner/applicant will suffer a substantial economic loss if the application is not approved, and in either case, further finds that the hardship was not created with the intent of circumventing the Historic Preservation Ordinance.

3. **Historic Landmark**

A Historic Landmark is a property, building, structure, site, or object which is worthy of preservation because of its historic and/or architectural significance to the City of Urbana. After a completed application nominating an area as a historic landmark is received, the Building Official shall not issue building permits (including demolition permits) for activities that would require a Certificate of Appropriateness for the subject property, building, structure, site or object until the designation process is concluded. Nominations may be made by any person. Owner approval shall not be required. The Historic Preservation Commission shall hold a public hearing within 60 days after receiving an application and review whether the application meets the criteria for the designation of a historic landmark.

If the owner consents to the landmark designation and the Commission finds that the property conforms to one or more of the criteria set forth in Section XII-5.C.1 of the Zoning Ordinance, then the Historic Preservation Commission shall make the final determination and designate the property as a historic landmark. However, lacking written owner consent to the landmark designation, the Commission will make a recommendation to the City Council, who will make the final determination.

4. **Historic District**

A Historic District is an area which contains, within defined geographic boundaries, buildings, structures, sites, or objects which may or may not be landmarks that contribute to the overall historic characteristics of the designated area. After a completed application nominating an area as a historic district is received, the Building Official shall not issue building permits (including demolition permits) for activities that would require a Certificate of Appropriateness for all affected properties until the designation process is concluded. Nominations may be made by any person. A completed application for historic district nomination must be accompanied by signatures of parcel owners representing no less than 25% of the properties within the proposed district endorsing said nomination. The Historic Preservation Commission shall hold a public hearing within 60 days after receiving an application and review whether the application meets the criteria for the designation of a historic district. The Commission will make a recommendation to the City Council, who will make the final determination.



APPLICATION FOR HISTORIC PRESERVATION

If there is an application fee (*only applies to Historic Landmark Application without consent of the owner*), **the fee must accompany the application when submitted for processing.** For the current fee, please refer to the most recent version of the City's "Schedule of Fees - Excluding Liquor License Fees", which can be found at <http://www.urbanailinois.us/fees>.

The Applicant is also responsible for paying the cost of **legal publication fees**, if any. The News-Gazette will bill the applicant directly. Legal ad publication fees vary from \$75.00 and up.

NOTE: Fields marked with an * must be completed.

NOTE: If additional space is needed to complete any field, please mark "See Attached" and attach the response at the end of this application.

PROPERTY INFORMATION

Address/Location of Subject Site* **404 West Illinois Street, Urbana, IL**

Parcel/PIN # of Subject Site

Lot Size

Current Zoning District **R-1 Single Family Residential**

Current Land Use (*vacant, residence, grocery, factory, etc*)* **house**

Legal Description

APPLICANT INFORMATION

Name of Applicant* **Tracy Chong**

Applicant Business Name

Applicant Mailing Address

Street # [REDACTED]

Street Name* [REDACTED]

Apartment #, Suite #, Etc.

City* [REDACTED]

State* [REDACTED]

Zip* [REDACTED]

Applicant Email Address* [REDACTED]

Applicant Phone* [REDACTED]

Multiple Applicants* No ☒

Yes ☐

NOTE: Please attach documentation of additional applicants names and contact information.

Property Interest of Applicant(s)* **Owner**

OWNER INFORMATION*



This property has one owner.



This property has multiple owners

NOTE: Please attach documentation of additional owners names and contact information.

Owner Name* **Tracy Chong**

Owner Business Name

Owner Mailing Address

Owner Street #* [REDACTED]

Street Name* [REDACTED]

Owner Apartment #, Suite #, Etc.

Owner City* [REDACTED]

State* [REDACTED]

Zip* [REDACTED]

Owner Email Address* [REDACTED]

Owner Phone* [REDACTED]

CONSULTANT INFORMATION

If you are working with an architect, engineer, surveyor, site planner, or attorney, please fill in their information below.



Architect Name

Architect Company

Architect Mailing Address

Architect Email Address

Phone



Engineer Name

Engineer Company

Engineer Mailing Address

Engineer Email Address

Phone



Surveyor Name

Surveyor Company

Surveyor Mailing Address

Surveyor Email Address

Phone



Attorney Name

Attorney Company

Attorney Mailing Address

Attorney Email Address

Phone

REQUEST INFORMATION

Permit Type*: **Certificate of Appropriateness**

Describe the exterior features of the structure, building materials, construction method, date of construction, and current condition of the structure. Include drawings or photographs to illustrate.

We are replacing the front porch because it had deteriorated to the point of being a safety concern. The wood boards was rotting and warped presenting a trip hazard. The underlying structure was also rotting and coming apart. The footers were bricks that were stacked above ground and also falling apart. Photos included.

Front porch dimensions: 17 ft (length) x 7 ft (depth)

Certificate of Appropriateness, advance to: **Page 5**

Certificate of Economic Hardship, advance to: **Page 7**

Landmark Designation, advance to: **Page 8**

Historic District Designation, advance to: **Page 11**

CERTIFICATE OF APPROPRIATENESS

Describe and/or illustrate fully the proposed work to be done: *(Plans associated with building permit applications can be referenced. If approval of an addition or detached accessory building is requested, submit a site plan showing the measurements of the lot, the existing buildings and proposed changes and the front, back and side yard setbacks. If approval of a demolition is being requested, submit a site plan of the property and the structure(s) to be demolished.)*

We are re-building the new porch. It will be the same dimensions (width, depth, height) as the existing porch. It will not have the appearance of the current porch as the porch was already damaged, rotten and falling apart, with warped boards, holes, and cracks and the point of this restoration is to fix it so it does not look so shitty. It will also be structurally different as the new porch will have below grade footers which are required by building code.

Describe how the proposed work will change, destroy, or affect any external feature of the structure or site:

See above.

How will the proposed work affect the preservation, protection, perpetuation and economic use of the structure?

Instead of a shitty, broken, rotting wood porch that is a safety hazard, it will be a new porch built according to code and safe for residents and last for another 175 years or more years. The proposed work will meet the criteria in Exhibit A.

Attach a statement indicating how the proposed work meets each applicable criterion provide in EXHIBIT A on the following page.

State any additional information which you feel the Zoning Administrator or the Historic Preservation Commission should consider in their determination for the proposed work in the Certificate of Appropriateness.

The porch was in such a bad condition and presented a safety hazard and we are fixing it because we care about the house.

EXHIBIT A - CERTIFICATE OF APPROPRIATENESS REVIEW CRITERIA

In making a determination whether to issue or deny a Certificate of Appropriateness, the Preservation Commission shall consider the following criteria:

1. Maintain the significant original qualities and character of the buildings, structures, sites or objects including, if significant, its appurtenances. Removing or altering any historic or distinctive architectural features should be avoided whenever possible.
2. Retain and preserve the historic character of a property. Avoid removing or substituting distinctive materials or altering features, spaces, and spatial relationships that characterize a property.
3. Recognize each property as a physical record of its time, place, and use. Do not undertake changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.
4. Retain and preserve changes to a property that have acquired historic significance in their own right.
5. Preserve distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property.
6. *Deteriorated historic features.* Repair rather than replace deteriorated historic features. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features must be substantiated by documentary and physical evidence.
7. *Treatment methods.* Use the gentlest means possible when using chemical or physical treatments. Do not use treatments that cause damage to historic materials.
8. *Archaeology.* Protect and preserve archeological resources in place. If such resources must be disturbed, mitigation measures should be undertaken.
9. *New construction.* With new additions, exterior alterations, or related new construction, do not destroy historic materials, features, and spatial relationships that characterize the property. Undertake new additions and adjacent or related new construction 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. Differentiate new work from the old. To protect the integrity of the property and its environment, new additions and new construction shall be compatible with the original architecture of the landmark or styles within the historic district and in terms of the following guidelines:
 - a. *Height:* The height of the proposed building or structure or additions or alterations should be compatible with surrounding buildings or structures.
 - b. *Proportions of structure's front façade:* The proportion between the width and height of the proposed building or structure should be compatible with nearby buildings or structures.
 - c. *Proportions of openings into the facility:* The proportions and relationships between doors and windows should be compatible with existing buildings and structures.
 - d. *Relationship of building masses and spaces:* The relationship of a building or structure to the open space between it and adjoining buildings or structures should be compatible.
 - e. *Roof shapes:* The design of the roof should be compatible with that of adjoining buildings and structures.
 - f. *Appurtenances:* Use of appurtenances should be sensitive to the individual building or structure, its occupants and their needs.
 - g. *Scale of building or structure:* The scale of the building or structure should be compatible with that of surrounding buildings or structures.
 - h. *Directional expression of front elevation:* Street façades should blend in with other buildings and structures with regard to directional expression when adjacent buildings or structures have a dominant horizontal or vertical expression.
10. Demolition. In granting a Certificate of Appropriateness to undertake demolition, the Commission shall find that at least one of the following conditions exists:
 - a. The demolition would be limited to a non-significant portion of a building or a non-significant accessory structure, and provided that the demolition will not adversely affect those parts of a building or buildings which are significant as determined by the Commission; or
 - b. The demolition request is for a noncontributing building and the demolition will not adversely affect the character of the district; or
 - c. The Building Official of the City of Urbana certifies that the demolition is required for public safety because of an unsafe or dangerous situation.

NOTE: Contact the Planning Division if you need assistance: planning@urbanailinois.us or 217.384.2440.

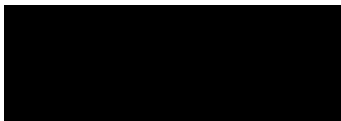
ATTACHMENTS

Please include any attachments relevant to your request:
supporting documents, site plans, photos, etc.

CERTIFICATION BY THE APPLICANT*

- ☒ I certify all the information provided in this application and any attachment(s) are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.
- ☒ I acknowledge that by submitting this application, I am granting permission for City staff to post a temporary yard sign announcing the public hearing to be held for my request on the property. I further acknowledge that my electronic or digital signature on this application has the full legal effect as that of my written signature.

Applicant's Signature*



Date*

PLEASE RETURN THE APPLICATION ONCE COMPLETED TO:

By emailing an pdf copy to Planning@urbanailinois.us

Or

By mailing a paper copy to:

City of Urbana
Community Development Department Services Planning
Division
400 South Vine Street
Urbana, IL 61801

Attachment C: Supplemental Photos Provided by Applicant



Attachment C



Attachment C







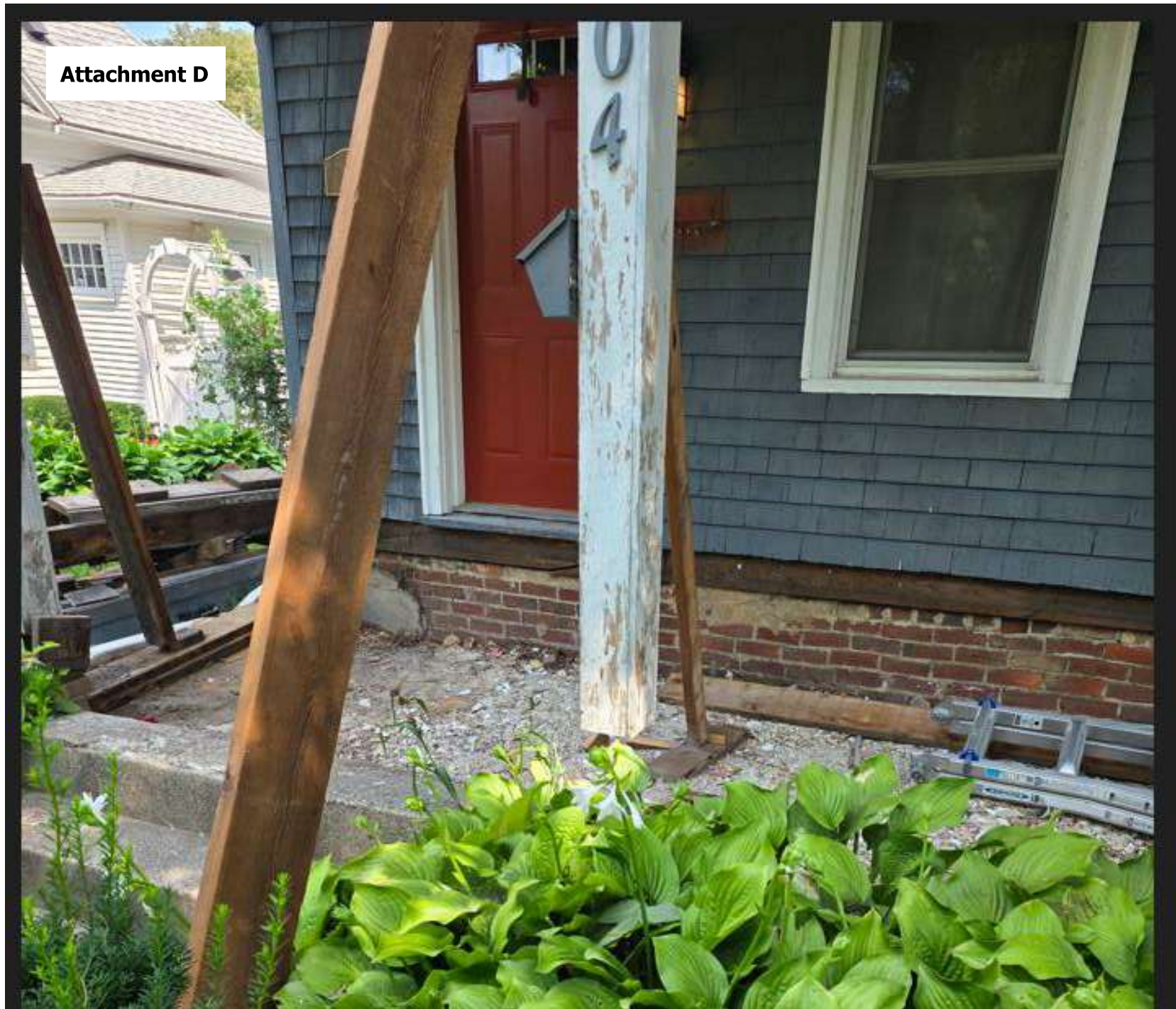


Attachment D: Photos Provided by Building Safety Division

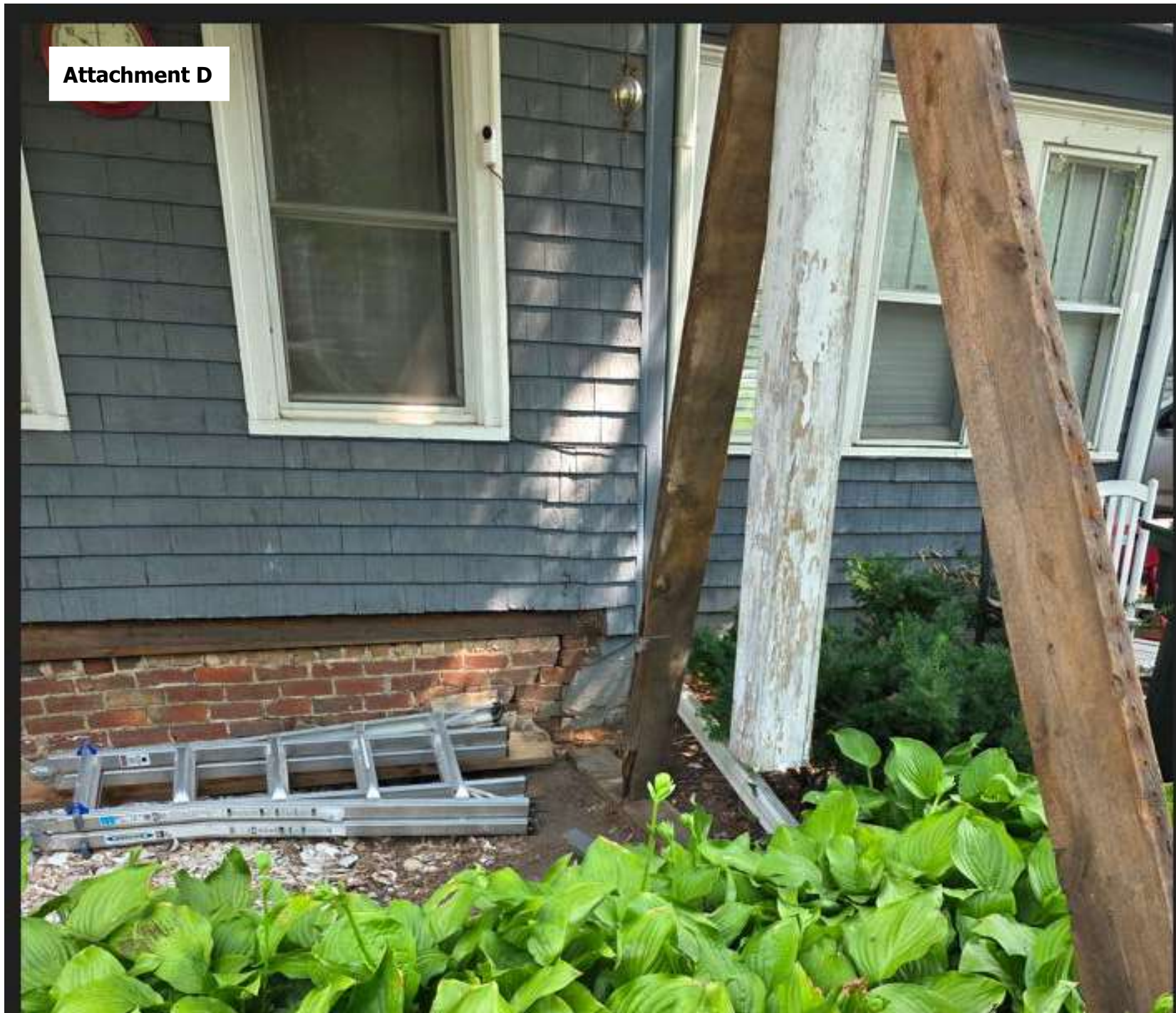




Attachment D



Attachment D





City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

New Business:

Bylaws Revisions (Continued to the October 7, 2026 Regular Meeting)

Meeting: Historic Preservation Commission, September 2, 2026

Location: Council Chambers

A New Business item on Bylaws Revisions has been continued to the October 7, 2026 regular meeting of the Historic Preservation Commission to allow for more discussion time on additional items at the September 2, 2026 regular meeting.



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

STAFF REPORT

Historic Preservation Commission, September 2, 2026

Meeting: Historic Preservation Commission, September 2, 2026

Location: Council Chambers

Assignment of Historic Property Monitoring

Please see the attached *draft* spreadsheet for updated property monitoring assignments. Two new properties have been landmarked since 2024, which have been incorporated into this list.

To be discussed at the meeting: Shared documents for property monitoring and online capabilities.

Landmark Name and Address	Group	Monitor	Notes
115 W Main St - <i>Tiernan's Block</i>	DT	Dennis Roberts	
120-124 W Main St - <i>Busey's Hall/Princess Theater</i>	DT	Dennis Roberts	
210 S Race St / 209 S Broadway Ave - <i>Hotel Royer</i>	DT	Dennis Roberts	
304 S Race St - <i>First United Methodist Church</i>		Dennis Roberts	
1207 S Busey Ave - <i>Reed-Sutton House</i>	FS	Angela Urban	
601 W Delaware Ave - <i>DeWolf House</i>	FS	Angela Urban	
801 W Indiana Ave - <i>Smith-Russell House</i>	FS	Angela Urban	
1401 / 1404 S Lincoln Ave - <i>Chateau Normand</i>	FS	Angela Urban	
604 W Pennsylvania Ave - <i>Colvin House</i>	FS	Angela Urban	
702 W Pennsylvania Ave - <i>Hieronymous House</i>	FS	Angela Urban	
612 W Green St - <i>Ricker House</i>	FW	Andrew Weiss	
#1 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#2 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#3 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#4 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#5 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#6 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#7 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
#8 Buena Vista Ct	FW	Andrew Weiss	Buena Vista Court District
104 N Central Ave - <i>Haberstadt House</i>	N	Dennis Roberts	
402 W Main St - <i>Canaan Baptist Church</i>	N	Dennis Roberts	
108 N Webber St - <i>Gothic Revival Cottage</i>	N	Dennis Roberts	
305 W High St - <i>Richard-Latowsky House</i>	S	Kate Holliday	
404 W Illinois St - <i>Boyden House</i>	S	Kate Holliday	
710 W Oregon St - <i>Van Doren House</i>	S	Kate Holliday	
801 W Oregon St - <i>Joseph W. Royer House</i>	S	Kate Holliday	Joseph Royer District
701 S. Busey - <i>Ella Danely House</i>	S	Kate Holliday	Joseph Royer District
611 West Oregon St - <i>Huff House</i>		Kate Holliday	
502 W Elm St - <i>Sutton House</i>	W	Laura O'Donnell	
504 W Elm St - <i>Freeman House</i>	W	Laura O'Donnell	
508 W Elm St - <i>Bills House</i>	W	Laura O'Donnell	
312 W Green St - <i>Lindley House</i>	W	Laura O'Donnell	
800 W Main St	WMD	David Hays	West Main Street District
807-1/2 W Main St	WMD	David Hays	West Main Street District
802 W Main St	WMD	David Hays	West Main Street District
803 W Main St	WMD	David Hays	West Main Street District
804 W Main St	WMD	David Hays	West Main Street District
816 W Main St	WMD	David Hays	West Main Street District
806 W Main St	WMD	David Hays	West Main Street District
807 W Main St	WMD	David Hays	West Main Street District
808 W Main St	WMD	David Hays	West Main Street District
809 W Main St	WMD	David Hays	West Main Street District
810 W Main St	WMD	David Hays	West Main Street District
811 W Main St	WMD	David Hays	West Main Street District
812 W Main St	WMD	David Hays	West Main Street District
813 W Main St	WMD	David Hays	West Main Street District
814 W Main St	WMD	David Hays	West Main Street District



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

Study Session:

Potential Downtown Design Review District Discussion

Meeting: Historic Preservation Commission, September 2, 2026

Location: Council Chambers

Please see the attached materials provided by Commissioner Dennis Roberts for the September 2, 2026 study session on a potential Downtown Design Review District.

CREATING A DESIGN OVERLAY DISTRICT FOR URBANA'S HISTORIC DOWNTOWN

Preserving Downtown for Future Generations



Urbana Historic Preservation Commission Presentation

– Dennis Roberts –



THE IMPORTANCE OF URBANA'S HISTORIC DOWNTOWN

Urbana's downtown is the heart of our community. Here a visitor catches their first impression of Urbana. Its character and economic vitality may be gauged through a quick assessment of the appearance of downtown—its commercial storefronts, the cleanliness of its streets and sidewalks, its pedestrian and automotive activity, and its over-all tempo.

A community's downtown creates a sense of place. Capitalizing on the qualities which are unique and set the downtown apart from neighboring communities creates a statement about the community which is absorbed at a glance and speaks of the pride and potential which the community has for itself and shares with the world.

A community with an indifferent downtown is a community in decline.



EARLY PROPOSAL TO CREATE PROTECTION FOR OUR HISTORIC DOWNTOWN

A strong interest in creating a Downtown Design Overlay District to protect the historic features of Urbana's downtown was discussed by the Historic Preservation Commission, as recorded in their meeting minutes of March, 2016:

(HPC minutes March 2016)

. . . Whereas the historic importance of the area of Downtown, Urbana broadly defined as the blocks of Main Street from 200 West to 200 East and the blocks of Race and Broadway from 200 North to 200 South, cannot be over emphasized; and

Whereas recent modifications to buildings in this area compromised the historic representativeness of this area, and

Whereas the City has no Design Review board overseeing development of the area above.

We the members of the Urbana Historic Preservation Commission signify the importance of and request the City Council expedite the protection of and creation of a Design Review Board for this area.

2012 DOWNTOWN URBANA PLAN

The *2012 Downtown Urbana Plan*, adopted April 16, 2012, Ordinance 2012-04-041, addresses development in an area from Park Street on the North to California Street on the South, and Central Avenue on the West and Anderson on the East (see Map #2).

The document includes the following goals (pg. 10):

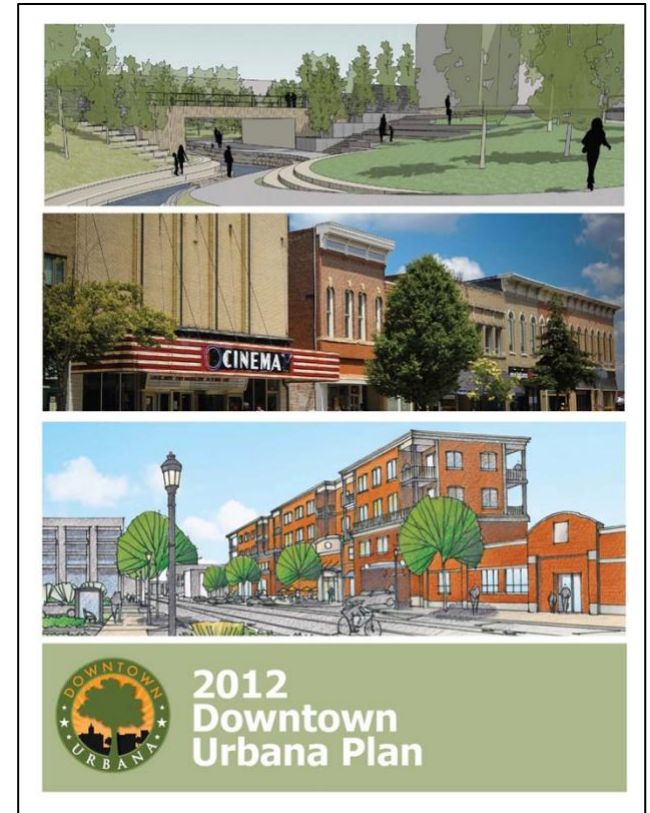
Seven Key Goals

Seven key goals emerged from many hundreds of comments and ideas submitted by the community for moving Downtown forward, from which:

- *Promote context-appropriate urban-style infill development to extend downtown's core character.*
- *Protect and enhance the character of downtown.*

Urban Design Standards Overlay District

The Downtown Plan promotes extension of the traditional "Main Street" style urban core to adjoining blocks as new development occurs over time. To this end, the Downtown Plan calls for adoption of urban design standards. Some of the benefits of adopting design standards will be to ensure that new multi-storied buildings are positioned close to sidewalks with display windows at the sidewalk edge. Parking would be encouraged to be located behind or within enclosed buildings.



The *2012 Downtown Urbana Plan* devotes an entire page to preservation of the historic character of the downtown (Pgs. 58-59):

Character and Historic Architecture

Public input gathered throughout the downtown planning process indicates that its traditional design character is one of the favorite aspects of downtown for area residents. Residents appreciate the historic architecture, the pedestrian scale of buildings, and the walkable nature of the downtown core.

. . .

One of the most distinctive aspects of downtown Urbana is its historic architecture. Many buildings along Main Street, Race Street, and Broadway Avenue were built in the late 19th and early 20th centuries.

Several of these properties are designated as local landmarks. Landmark designation offers protection for Urbana's historic buildings through review of proposed alterations.



CREATION OF THE DOWNTOWN URBANA HISTORIC DISTRICT

In August 2019 the first level of recognition and protection was accorded the historic downtown by the creation of the *Downtown Urbana Historic District*.

Listing in the National Register of Historic Places is a great distinction, ***but it does not in itself prevent the alteration or even the demolition of a property and it does not automatically lead to historic zoning.***

Properties within an historic district receive protection *only when the federal government or federal funds are involved.* . .

Protection and oversight is left to the city to establish.

NPS Form 10-900 OMB No. 1024-0018
United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional certification comments, entries, and narrative items on continuation sheets if needed (NPS Form 10-900a).

1. Name of Property
historic name Urbana Downtown Historic District
other names/site number N/A
Name of Multiple Property Listing N/A
(Enter "N/A" if property is not part of a multiple property listing)

2. Location
street & number Roughly bounded by Illinois, Walnut, Water, Goose Alley, and Cedar Sts. ☐ not for publication
city or town Urbana ☐ vicinity
state Illinois county Champaign zip code 61801

3. State/Federal Agency Certification
As the designated authority under the National Historic Preservation Act, as amended,
I hereby certify that this nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.
In my opinion, the property meets does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance: national statewide local
Applicable National Register Criteria: A B C D
Signature of certifying official/Title: Deputy State Historic Preservation Officer Date _____
Illinois Department of Natural Resources - SHPO
State or Federal agency/bureau or Tribal Government

In my opinion, the property meets does not meet the National Register criteria.
Signature of commenting official Date _____
Title _____ State or Federal agency/bureau or Tribal Government

4. National Park Service Certification
I hereby certify that this property is:
entered in the National Register determined eligible for the National Register
determined not eligible for the National Register removed from the National Register
other (explain): _____
Signature of the Keeper Date of Action _____

1

The creation of the *Downtown Urbana Historic District* offers basic protections to specific buildings and provides benefits to property owners of designated structures as well as certain tax benefits offered through inclusion in the *National Register of Historic Places*, but one must also consider what the *National Register* **does** and **does not** cover.

As stated in the Urbana Historic Preservation Plan, July 6, 1998 (pg. 32):

*What the National Register **Does Not Do**:*

- **Does not** prevent a property from being demolished or insensitively renovated;
- **Does not** mandate a property be restored to its original appearance;
- **Does not** require a property to be open to the public or to periodically be placed on tour;
- **Does not** require property maintenance;
- **Does not** allow a property owner to be eligible for the 10% federal tax credit for the rehabilitation of properties built before 1936;
- **Does not** prevent future changes to a property.

It is therefore up to local ordinances to offer legal protections to historically-significant properties within districts when these benefits are not sought by the property owner.

I believe the City can and *should* adopt a *Design Overlay District*, which would complement the Downtown Urbana Historic District by creating a **guide** to promote context-appropriate urban infill development in the historic area, as has been done in numerous other communities.

PRINCIPLES ADDRESSED BY DESIGN GUIDELINES

Design guidelines address massing, scale, proportion, height, and harmonious relationships with adjacent structures. It is of great importance to be aware of the building's architectural style, as it is expressed through façade, design elements, and construction materials. Typical architectural elements commonly included by other communities in their criteria for requiring review for new or altered construction include:

- ***Massing and Scale and Relationship to Adjacent Structures***

The three-dimensional bulk of a structure, including height, width, and depth. The perceived height and bulk of a building relative to that of neighboring buildings

- ***Building Height***

Building Height should remain consistent with other buildings in the district. Buildings towering above the block are out of place in the downtown historic district

- ***Building Façade***

The face of the building to the street, the façade, should reflect the general style while maintaining a sense of proportion and harmony with the rest of the block. New construction and renovation should harmonize with the existing historic block. New construction adjacent to the Historic District, which visually is an extension of the downtown, must also adhere to these basic provisions.

In an established Historic District identifying important functional or decorative features is vital to maintain the historic compatibility of these structures.

Using appropriate renovation materials is required in the historic district. The removal of inappropriate, non-historic cladding, pitched roofs, awnings, and other later alterations can help reveal the true historic character of a storefront.

SUMMARY

Urbana's Main Street is the heart of the downtown. Its buildings and monuments reflect its historic importance and role in Urbana's early growth.

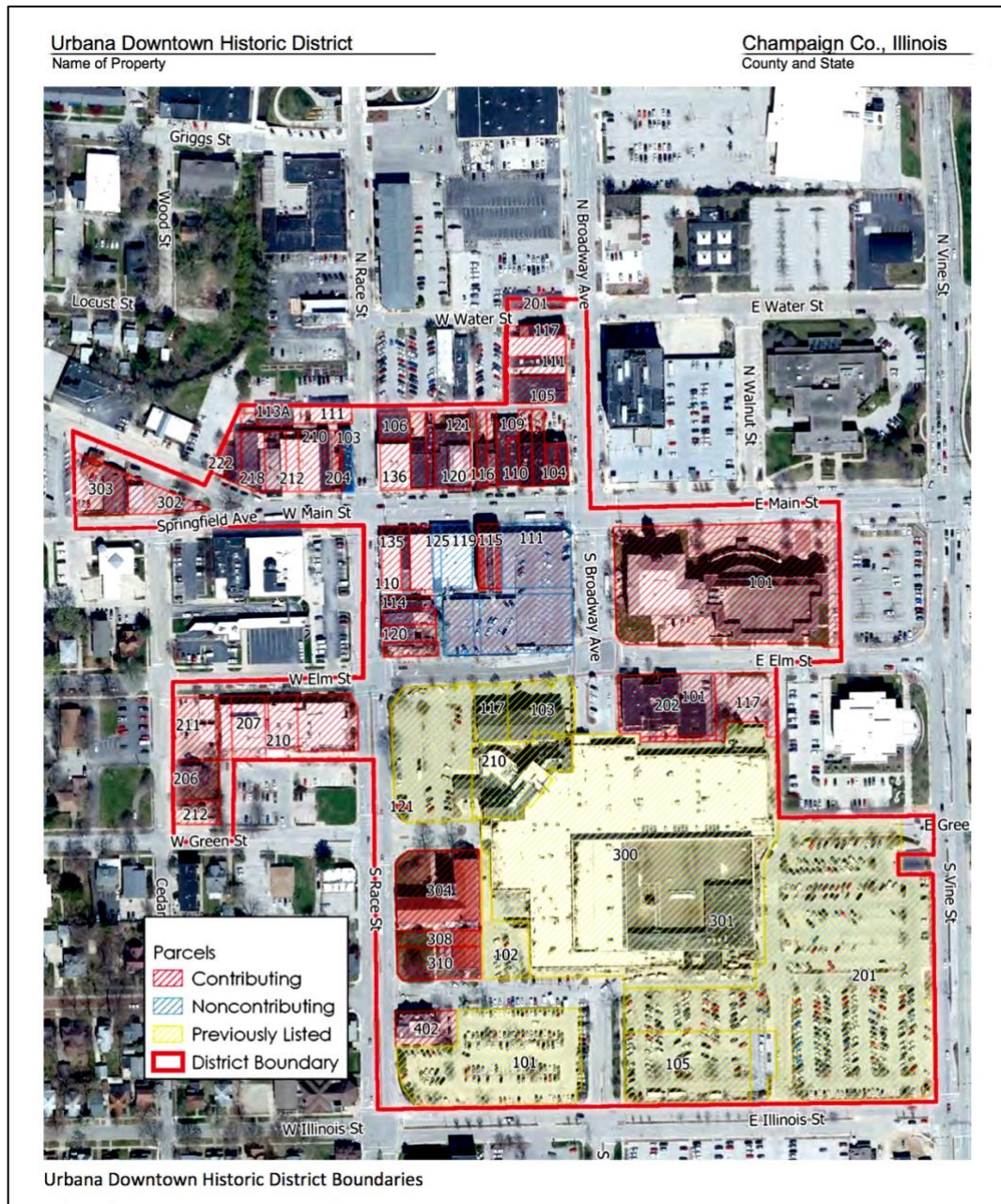
Celebrating the memory of Urbana's pioneer settlers, community leaders, statesmen, and artists, and the accomplishments they achieved, is part of our written history. Urbana's historic buildings and places can likewise provide a tangible connection with our past. Our public buildings and commercial storefronts are part of the historic visual tapestry in which we live, which enriches our communal understanding of our place in time.

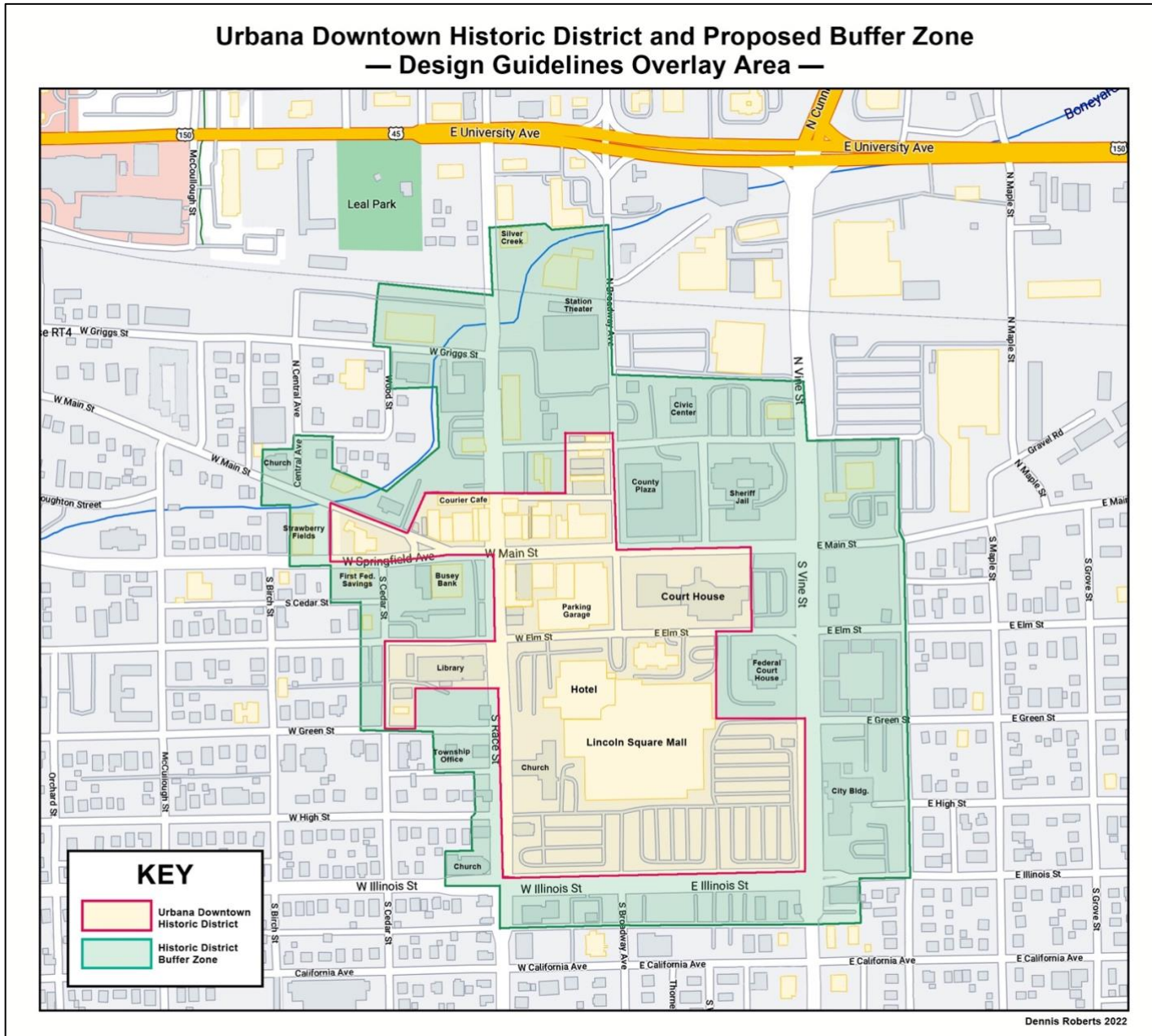
GOALS

1. Establish a set of Design Guidelines for properties within the *Downtown Urbana Historic District*, providing a review process for proposed remodeling and new construction, to assure compatibility with the over-all integrity of the District.
2. Establish a Buffer Zone with Design Guidelines to guide future development of properties surrounding the *Downtown Urbana Historic District*, to ensure that these properties will be compatible with and extend the over-all integrity of the *Historic District*.

These goals will guide and maintain the unique character of the community's historic center—for today and on into the future.

Urbana Downtown Historic District Boundaries (Established in August 2019)





LIST OF COMMUNITIES WHICH HAVE HISTORIC DISTRICT DESIGN GUIDELINES

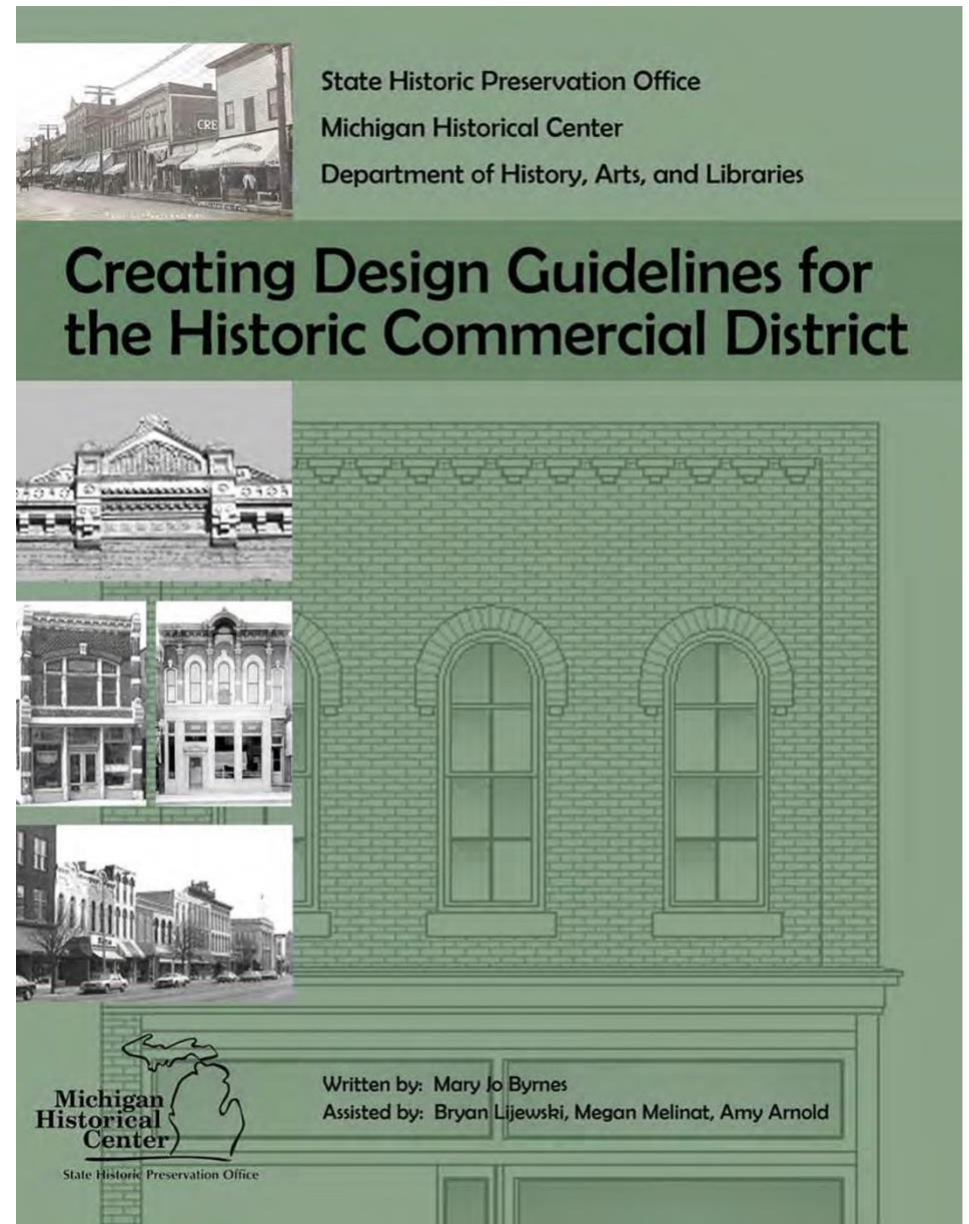
Illinois

- Urbana: East Urbana Design Review District / Lincoln-Busey Corridor Design Guidelines / Mixed-Office Residential (MOR) Design Guidelines
- Chicago IL Chicago River Design Guidelines
- City of Carbondale IL, Historic Preservation Plan
- DeWitt County IL, Historic Preservation Ordinance
- Geneva IL, Strategic Preservation Master Plan
- Naperville IL, Historic District
- Village of Oak Park IL, Historic Preservation Commission, Guidelines, Appendices C: Requirements and F: Historic Preservation Ordinance
- Etc.

Other Communities

- Asheville, North Carolina Historic Districts: Albemarle Park / Biltmore Village / Chestnut Hill / Montford / St. Dunstan's . . . and 9 others
- Baltimore City, Maryland, Historic Preservation Design Guidelines
- Cleveland Heights, Ohio, Historic Preservation Design Guidelines (109 pgs.)
- Dodge City, Kansas, Heritage District Overlay Guidelines
- Holland, Michigan, City of Holland Historic District Commission Design Guidelines
- Lee's Summit, Missouri, Historic Preservation Plan (pp. 114-115)
- Loudoun County, Virginia Heritage Preservation Plan (Chapter 10)
- Park City, Utah, Historic District Design Guidelines/ Municipal Code / Section 15-13, 1 through 9
- San Antonio, Texas, Mission Historic District Design Guidelines
- Sarasota Florida, Sarasota County Design Guidelines for Historic Properties
- Etc.

The Michigan Historical Center, Department of History, Arts, and Libraries document, Creating Design Guidelines for the Historic Commercial District, could be a useful tool as an example in shaping guidelines for the **Urbana Downtown Historic District** Design Overlay document.



CREATING A DESIGN OVERLAY DISTRICT FOR DOWNTOWN URBANA

Preserving Downtown for Future Generations

THE IMPORTANCE OF URBANA’S HISTORIC DOWNTOWN

Urbana’s downtown is the heart of our community. Here a visitor catches their first impression of Urbana. Its character and economic vitality may be gauged through a quick assessment of the appearance of downtown—its commercial storefronts, the cleanliness of its streets and sidewalks, its pedestrian and automotive activity, and its over-all tempo.

A community’s downtown creates a sense of place which might be mundane or unique. Accenting the unique, capitalizing on the qualities which beautify and set a downtown apart from neighboring communities creates a statement about the community which is absorbed at a glance and speaks of the pride and potential which the community has for itself and shares with the world. A community with an indifferent downtown is a community in decline.

PREVIOUS WORK

Over the past fifteen years the cultural and economic importance of our historic downtown has been acknowledged by city commissions, city staff, and the City Council— through the adoption of planning documents, resolutions and ordinances, including:

The Joseph W. Royer Arts and Architecture District (Dec. 2007)
Proclamation to Establish Founder’s Park (June 2008)
Looking for Lincoln Wayside Markers, 8th Judicial District (Dec. 2008)
In Lincoln’s Shadow Podcast and Walking Tour (Aug. 2008)
Lincoln Legacy of Champaign County “Abraham Lincoln: Large Presence in a Small Town”
[Champaign County Court House exhibit] (Dec. 2008)
2012 Downtown Urbana Plan (adopted April 2012)
Lincoln Elm Tree Marker (dedicated Sept. 1212)
Urbana’s 100 Most Important Buildings (October, 2016)

PROPOSAL TO CREATE PROTECTIONS FOR OUR HISTORIC DOWNTOWN

An strong interest in creating a Downtown Design Overlay District was discussed by the Historic Preservation Commission, as recorded in their meeting minutes of March, 2016:

(HPC minutes March 2016)

Whereas Section XII-3-B. Of the Zoning Ordinance of Urbana regarding the Historic Preservation Commission specifies that the purpose of the commission includes to: 1. Identifying such buildings, structures, sites, objects or historic districts within the City of Urbana that are historically significant in that they exemplify and/or reflect the cultural, social, economic, political or architectural history of the nation, state or City; 2. Advising the City Council on the designation of such buildings, structures, sites or objects as either landmarks or historic districts, as defined herein; and 3. Protecting the historical characteristics of landmarks or districts by reviewing proposed changes to their exterior architectural appearances; and

Whereas the historic importance of the area of Downtown, Urbana broadly defined as the blocks of Main Street from 200 West to 200 East and the blocks of Race and Broadway from 200 North to 200 South, cannot be over emphasized; and

Whereas recent modifications to buildings in this area of compromised the historic representativeness of this area, and

Whereas the City has no Design Review board overseeing development of the area above.

We the members of the Urbana Historic Preservation Commission signify the importance of and request the City Council expedite the protection of and Design Review Board creation for this area.

2012 DOWNTOWN URBANA PLAN

The *2012 Downtown Urbana Plan*, adopted April 16, 2012, Ordinance 2012-04-041, addresses development in an area from Park Street on the North to California Street on the South, and Central Avenue on the West and Anderson on the East (see Map #2). The document includes the following goals (pg. 10):

Vision Statement

Based on public input, the Downtown Plan Steering Committee crafted the following vision for Downtown's future. Downtown Urbana is the heart of our city. It is built at a human scale and embraces the historic urban fabric, while also promoting a high quality of compatible new building development in appropriate locations.

Seven Key Goals

Seven key goals emerged from many hundreds of comments and ideas submitted by the community for moving Downtown forward, from which:

- *Promote context-appropriate urban-style infill development to extend downtown's core character.*
- *Protect and enhance the character of downtown.*

Urban Design Standards Overlay District

The Downtown Plan promotes extension of the traditional "Main Street" style urban core to adjoining blocks as new development occurs over time. To this end, the Downtown Plan calls for adoption of urban design standards. Some of the benefits of adopting design standards will be to ensure that new multi-storied buildings are positioned close to sidewalks with display windows at the sidewalk edge. Parking would be encouraged to be located behind or within enclosed buildings.

Therefore, the City *can* and *should* adopt Design Standards as a zoning overlay district requirement to promote context-appropriate urban infill development.

The *2012 Downtown Urbana Plan* devotes an entire page to preservation of the historic character of the downtown (Pgs. 58-59):

Character and Historic Architecture

Public input gathered throughout the downtown planning process indicates that its traditional design character is one of the favorite aspects of downtown for area residents. Residents appreciate the historic architecture, the pedestrian scale of buildings, and the walkable nature of the downtown core.

One of the most distinctive aspects of downtown Urbana is its historic architecture. Many buildings along Main Street, Race Street, and Broadway Avenue were built in the late 19th and early 20th centuries. Joseph Royer, a notable local architect, designed many of the buildings that survive today, including the Urbana Free Library, the Urbana Landmark Hotel (formerly known as the Urbana Lincoln Hotel), many of the older commercial buildings on Main Street, and some residences in West Urbana. Royer also designed the Champaign County courthouse, which recently had the clock tower restored to its original height thanks to a community fundraising effort. These historic structures are commemorated by the City's Joseph Royer Arts & Architecture District.

Several of these properties are designated as local landmarks. Landmark designation offers protection for Urbana's historic buildings through review of proposed alterations. If a landmark is also listed on the National Register of Historic Places, Federal tax incentives are available for rehabilitation. Additional landmarking of civic and historic buildings is recommended.

Other efforts to celebrate our local history include the Lincoln exhibit at the County Courthouse and a podcast/walking tour of historic sites from Lincoln's time. Founder's Park, an open space along the Boneyard Creek, is another significant site in Urbana's history as the approximate site of the first European-American settlement in Urbana. Along East Main Street is a site where Lincoln spoke in 1856. Finally, Urbana has begun a process to recognize important structures through a listing of the City's 100 most significant historic buildings.

CREATION OF DOWNTOWN URBANA HISTORIC DISTRICT

In August 2019 the first level of recognition and protection was accorded the historic downtown by the creation of the *Downtown Urbana Historic District*. Proposed by the Urbana Historic Preservation Commission and approved by the Urbana City Council, the proposal was reviewed and approved by the Illinois Historic Sites Advisory Council (IHSAC) at a meeting July 29, 2017. The district incorporates most of the original historic core of Urbana, as shown on the original plat filed on October 19, 1833 [Appendix II, Map 1.].

The *Downtown Urbana Historic District* was added to the *National Register of Historic Places* on August 27, 2019. [Appendix II Maps 2. and 3.]

The National Register of Historic Places includes individual buildings and historic districts. It confers national recognition to properties that are significant in American history, architecture, archeology, engineering, and culture. The properties can be important to a community, to a state, or to the nation. Properties on the National Register must meet high standards for integrity and historic significance.

A building, as defined by the National Register, was “created principally to shelter any form of human activity. “Building” may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.” (National Register of Historic Places 2002).

A district “possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.” (National Register of Historic Places 2002). Historic districts can contain buildings and structures that contribute to the historic character of the district. Contributing structure: In a historic district, a building that contributes to the character of that district.

Noncontributing structures: “In an historic district, a building that does not contribute to the historic or architectural character of the district.”

Benefits in Creating the Downtown Historic District

Inclusion in the National Register may make income-producing properties eligible for Federal and State tax benefits, enables local agencies to take historic preservation into consideration when planning projects, requires review of federally funded, licensed, or sponsored projects that may affect historic properties, and may make the property eligible for grants for historic preservation projects.

Note However: Listing in the National Register of Historic Places is a great distinction, **but it does not in itself prevent the alteration or even the demolition of a property and it does not automatically lead to historic zoning.** Properties within an historic district receive protection only when the federal government or federal funds are involved. . . **Protection and oversight is left to the city to establish.**

The creation of the *Downtown Urbana Historic District* offers basic protections to specific buildings and provides benefits to property owners of designated structures as well as certain tax benefits offered through inclusion in the *National Register of Historic Places*, but one must also consider what the *National Register* **does** and **does not** cover. As stated in the Urbana Historic Preservation Plan, July 6, 1998 (pg. 32):

What the National Register Does:

- Provides a recognition and appreciation of historic properties and their importance;
- Mandates consideration of historic properties in federally funded, licensed, permitted or assisted projects (Section 106 review);
- Under Illinois law, mandates consideration of historic properties in state funded projects (State Law 707 review);
- Allows Illinois property owners to be eligible for 20% federal tax credits for the certified rehabilitation of income-producing properties;
- Allows property owners to be eligible for the Property Tax Assessment Freeze Program for the certified rehabilitation of a single family, owner-occupied residence; and
- Provides for federal grant assistance, when available, for qualifying preservation projects.

What the National Register Does Not Do:

- **Does not** prevent a property from being demolished or insensitively renovated;
- **Does not** mandate a property be restored to its original appearance;
- **Does not** require a property to be open to the public or to periodically be placed on tour;
- **Does not** require property maintenance;
- **Does not** allow a property owner to be eligible for the 10% federal tax credit for the rehabilitation of properties built before 1936;
- **Does not** prevent future changes to a property.

It is therefore up to local ordinances to offer legal protections to historically-significant properties within districts when these benefits are not sought by the property owner.

THE HISTORIC DISTRICT NEEDS DESIGN REVIEW OVERLAY PROTECTION

What the National Register of Historic Places **does not do** to protect historic buildings is significant. If the property owner does not take advantage of the offered Federal Tax benefits, registration *does not require* property maintenance and it *does not prohibit* insensitive renovation or actual demolition. Therefore, the need to add additional protections to Urbana's downtown buildings has resurfaced from year to year and appears in several planning documents. However, the creation of an actual protective *Design Overlay District* has not yet been enacted.

Design Overlay District for the Downtown Urbana Historic District

The intent of establishing design guidelines for Downtown Urbana's Historic District is to ensure that future construction within the district is in harmony with existing structures and does not distract from the historic buildings which make up the unique backbone of Urbana's downtown.

Creating a set of guidelines for the *Design Overlay District* will assist developers to make any remodel or new construction project compatible with other structures on the street and harmonize with the basic historic aesthetic of the immediate downtown district.

A building's historic character is determined by its appearance and configuration, which has evolved over time or as it has existed throughout the greater part of its history. Maintaining the appropriate style, material, and proportion of any renovation or repurposed building must be carefully considered.

Clear design guidelines may facilitate the permit application process and approvals for proposed projects subject to design review by:

1. Providing the owners assistance in making decisions about proposed projects, and
2. Providing the Design Review Board with a framework for evaluation of proposed projects in the District.

Adapting such guidelines is not intended to be a barrier to new construction or become a mandatory checklist of items *required* to meet compliance. It is to inform developers and property owners that new development and remodeling is expected to maintain and support the *spirit* of our downtown and its historic identity.

Design Overlay Buffer Zone

Important sections of the Downtown are excluded from the specified boundaries of the Historic District. These properties lie adjacent to the historic district and include sites which are prime locations for new development. If our goal is to enhance and preserve the historic character of downtown Urbana, any new development adjacent to the district must also come under some set of design guidelines.

New construction or significant renovation of properties outside the immediate boundary of the Downtown Urbana Historic District, or lying in the *viewshed* of the Historic District, may intrude visually on the unique character of the District. Creating a *Design Overlay Buffer Zone* around the Historic District would insure that the historic character of buildings downtown is not detrimentally affected by construction around the town's center.

A map of a proposed *Buffer Zone* around the *Urbana Downtown Historic District* appears in the Appendix. [Appendix II, Map 4.]

One finds that numerous individual buildings, both commercial and residential structures, located in the proposed Buffer Zone *have already been selected as historically significant* and are included in the *Historic House Property Surveys* compiled by the Urbana Historic Preservation Commission in 2007 or later. Several buildings are also included in the list of *Urbana's 100 Most Important Buildings*. [Appendix II, Map 5.]

PRINCIPLES ADDRESSED BY DESIGN GUIDELINES

Design guidelines address: massing, scale, proportion, height, and harmonious relationships with adjacent structures. It is of great importance to be aware of the building's architectural style, as it is expressed through façade, design elements, and construction materials.

Typical architectural elements commonly included by other communities in their criteria for requiring review for new or altered construction include:

Massing and Scale

Massing is the three-dimensional bulk of a structure, including height, width, and depth.

Scale is the perceived height and bulk of a building relative to that of neighboring buildings. Proper massing, scaling, and detailing are essential when blending any building into the District. The scale of a structure should be compatible with other structures on the block face.

Proportion

Proportion considers the internal relationships of the building's component features, which ought to represent a balanced design on the façade, one appropriate to its general style.

Building Height

Building Height should remain consistent with other buildings in the district. Buildings towering above the block are out of place in the downtown historic district, which consists generally of older buildings of two or three stories in height. New construction should not be excessive in size compared to adjacent buildings. No building shall equal or exceed (and thereby visually compete with) the height of the Champaign County Courthouse tower, which is preeminently the most important building in the city's visual profile.

Relationship with Adjacent Structures

Establishing harmonious relationships between a renovated façade or an all new construction is essential if the renovation or new construction is to fit into the historic district's streetscape. This may include window size and spacing, roofline treatment, and presence or lack of ornamentation.

Historic Styles — Modern Adaptations

Identifying the style of adjacent buildings is important in reaching a design solution which will harmonize with other structures on the block. While a building may have stylistic elements that are simple or elaborate, and be considered as historic, traditional, or early modern, accurate knowledge of historic styles is required to understand what design façade elements should be retained and which elements may be modified.

Building Façades

The face of the building to the street, the façade, should reflect the general style while maintaining a sense of proportion and harmony with the rest of the block. New construction and renovation should harmonize with the existing historic block. New construction adjacent to the Historic District, which visually is an extension of the downtown, must also adhere to these basic provisions.

HISTORIC COMMERCIAL STORE FRONTS

Urbana's downtown has many commercial storefronts along West Main Street and North Broadway Avenue which have features common to the period dating from the late 19th and early 20th Centuries.

These storefronts with large display windows are a prominent feature of Urbana's historic commercial district. Although a storefront normally does not extend beyond the first story, the rest of the building is often related to it visually through a unity of form and detail. Any modifications of the façade should therefore always consider the entire building—window patterns on the upper floors, cornice elements, and other decorative features that should be carefully preserved or referenced.

Common design elements include large display windows with transoms above, embellished or recessed entrances, kick plates, corner posts, cornices, distinctive window treatments on the upper stories. The architectural detailing and style are all important in defining the overall historic character of the building.

In an established historic district identifying important functional or decorative features is vital to maintain the historic compatibility of these structures.

Using appropriate renovation materials is required in the historic district. The removal of inappropriate, non-historic cladding, pitched roofs, awnings, and other later alterations can help reveal the true historic character of a storefront.

SUMMARY

Urbana's Main Street is the heart of the downtown. Its buildings and monuments reflect its historic importance and role in Urbana's early growth.

Celebrating the memory of Urbana's pioneer settlers, community leaders, statesmen, and artists, and the accomplishments they achieved, is part of our written history. Urbana's historic buildings and places can likewise provide a tangible connection with our past. Our public buildings and commercial storefronts are part of the historic visual tapestry in which we live, which enriches our communal understanding of our place in time.

Establishing a set of *Design Guidelines* for the buildings within the *Downtown Urbana Historic District* and creating a Design Overlay *Buffer Zone* to provide guidance for the developing properties adjacent to the city's historic center will ensure that these buildings can be celebrated, maintained, and preserved—not only for our use and benefit today, but for all of Urbana's residents into the future.

Technical Preservation Services develops historic preservation standards and guidance on preserving and rehabilitating historic buildings, administers the Federal [Historic Preservation Tax Incentives program](#) for rehabilitating historic buildings, and sets the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#).

Draft
March 2023 / Modified 2026

ADDENDUM MATERIALS

APPENDIX I

A. DIAGRAM: IDENTIFYING ARCHITECTURAL ELEMENTS OF A PERIOD STOREFRONT

To identify common building features, the following diagram is useful as a reference [from *Storefronts on Main Street: An Architectural History*, Illinois Preservation Series, bulletin Number 19, published by the Illinois Historic Preservation Agency].

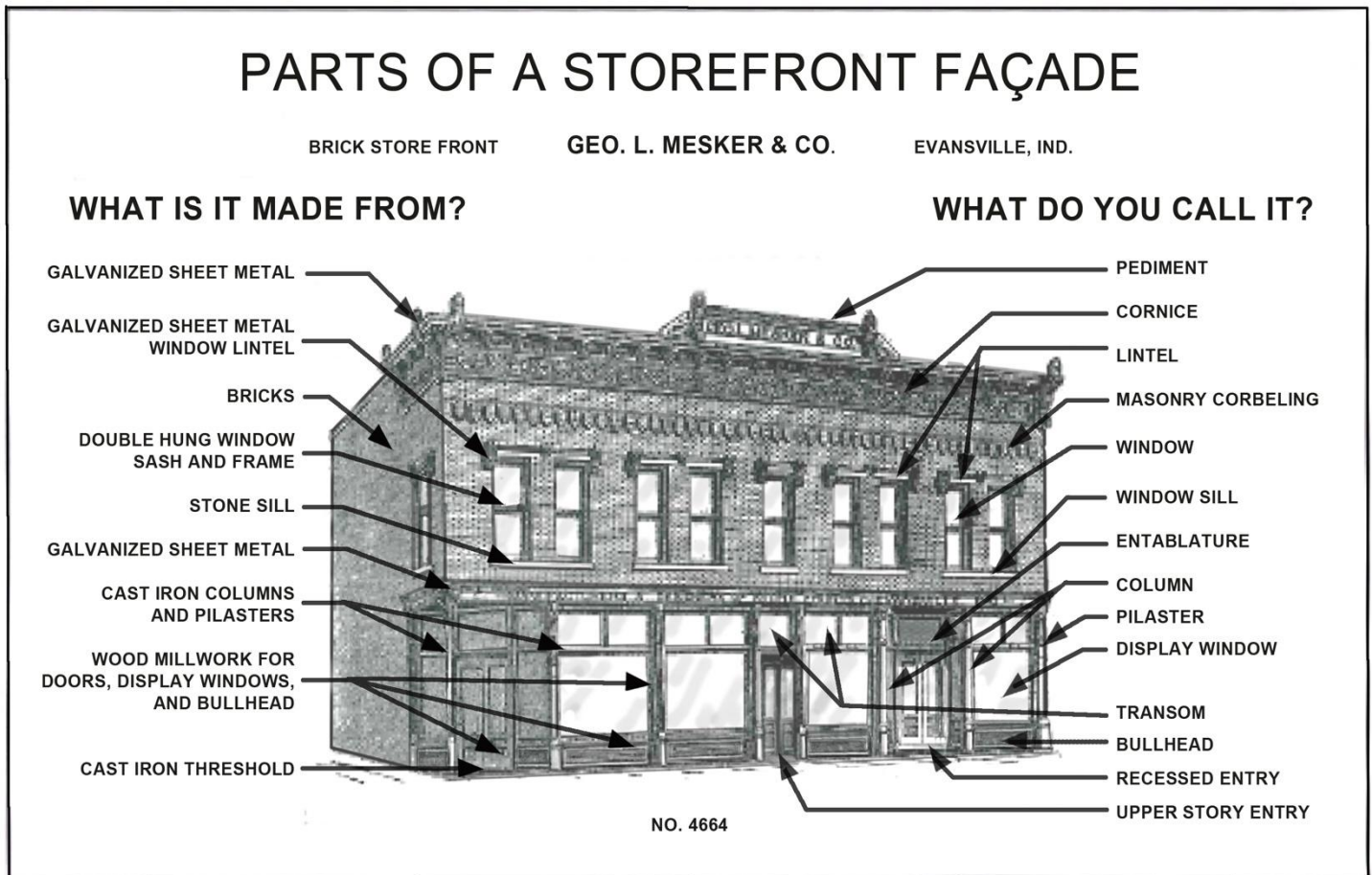


Figure 1. Parts of a Storefront Façade: Diagram from George L. Mesker & Co. Architectural Iron Works 1890 catalogue.

B. HISTORIC ARCHITECTURAL STYLES

Understanding the *Historic Architectural Style* of the downtown buildings is important in determining what change, if any, is appropriate to make when renovating a historic structure. Accurate knowledge of historic styles is required to understand what design façade elements must be retained and which elements may be modified. Some of the architectural elements which must be considered are:

Windows

Window openings and their arrangement on the façade are important to a structure's visual aesthetic. Materials, construction, and detailing of the openings are also important as they relate to the style of a building.

It is appropriate to match the size and spacing of windows when undertaking new construction, even when the design offers a modern reading of the traditional and historic style. This builds harmony along the block and creates a visual rhythm.

Vertical and horizontal alignment of window placement creates visual harmony and unifies the façade. Oddly positioned or oversized windows are to be avoided in the upper stories.

Window framing treatment may replicate historic periods or express a more modern simplicity. Headers, pediments, arches, lintels and visual ornamentation should be considered in context with other buildings on the street. Windows aligned along a horizontal band of brick or stone may establish or stabilize the visual alignment of openings.

Transom or clearstory windows above the entrance and display windows were common in older commercial store fronts. Beveled or stained glass was often added as a visual accent to highlight the transom window.

Entrances

Entrances might be positioned mid-building or to the side, flanked by display windows resting on a low bulkhead and accessed by an indented vestibule. Additional architectural elaboration is often found around the building's main entrance. Ceramic tile or mosaic patterns at the entrance added interest at the street level. Entrances of buildings at a street corner may be angled at 45° from the main street, facing into the intersection. In some cases a turret would often be added at the corner, rising from the second floor to above the roof line.

Cornices, Pediments, and Awnings

Cornices are decorative horizontal bands that run across the top of a building, often projecting over the façade, which form a distinguishing architectural feature of many historic buildings pre-dating the modern era. Their design and appearance may feature prominently in the design of the building and signify the historic style.

The *Pediment* is a triangular or stepped gable added at the top of a building for visual emphasis as a means to crown the structure. Pediments may also be found adorning an entranceway or above individual windows. They are used as a means of adding elegance or interest, in accordance to the requirements of the building's style.

Awnings provided a means to shade and cool the interior of the building and reduce glare on the storefront windows before the advent of air conditioning. Awnings provided a convenient canvas used by the owner to advertise the name of his shop or advertise the items available for sale within. Made of cloth stretched over a metal or wood frame, often retractable, they are idiomatic of many period storefronts and are seen in many early photographs of both commercial and public buildings at the turn of the century.

Maintaining Visual Harmony within the Historic District

While individual important buildings may have distinctive façades, many storefronts in the Urbana Downtown Historic District adhere to a simpler, more generic design. At the turn of the century mass production initiated by the industrial revolution revolutionized construction techniques of both residential and commercial buildings. Cast-iron façades became available that could be ordered from pattern books and shipped to the location. Business owners often built a building that had only slight variances in brickwork, accent, or materials to differentiate them from their neighbors. The modest appearance of these buildings nevertheless establishes a regularity which builds the visual rhythm along the street and creates a unifying harmony on the block. Modern storefronts which do not follow the overall rhythm can create visual intrusions and disharmony on the block.

The use of modern cladding materials added in later times can cover historic elements vital to the building's original style. Awkward remodels, patch-ups, and repairs to an older building may introduce modernizations which are in conflict with the historic style of the building. Over-sized signs can interfere with the historic harmony of the building. These elements need to be evaluated when working in a historic district. The themselves may be considered historic. Removal of recent layers of remodeling may be necessary to bring the building back into harmony with the rest of the building and its original physical structure and appearance.

Adding Mid Century Modern to Design Guidelines

The 50-year maturation date of the architectural styles prominent in the 1970's allows the City to develop design guidelines for alterations and replacement of buildings built in this decade to the City's updated Design Overlay Guidelines.

C. N.R.H.P. GUIDELINES WITHIN THE BOUNDARIES OF HISTORIC DISTRICT

Historic Districts follow guidelines created by the National Register of Historic Places to provide a set of directions which govern how renovations and new construction should be done to retain good standing as a certified historic district. The design of replaced cornices, gables, rooflines, and ornamental elements should adhere to the stylistic order of the building.

New Construction

According to the Secretary of the Interior's Standards for Rehabilitation – *Standard 9* in particular – and the Guidelines for Rehabilitating Historic Buildings, infill and “new construction needs to be built in a manner that protects the integrity of the historic building(s) and the property’s setting.”

[<https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/new-construction.htm>]

Recommended

- Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.
- Repairing storefronts by reinforcing the historic materials.

Not Recommended

- Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.
- Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.
- Introducing a new design that is incompatible in size, scale, material, and color.
- Using inappropriately scaled signs and logos or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.
- Replacing an entire storefront when repair or materials and limited replacement of its parts are appropriate.
- Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.
- Removing historic material from the storefront to create a recessed arcade.
- Introducing coach lanterns, mansard designs, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.
- Changing the location of a storefront's main entrance.

In addition, the Following Should Be Considered:

- Related new construction – including buildings, driveways, parking lots, landscape improvements and other new features – must not alter the historic character of a property. A property’s historic function must be evident even if there is a change of use.
- The location of new construction should be considered carefully in order to follow the setbacks of historic buildings and to avoid blocking their primary elevations. New construction should be placed away from or at the side or rear of historic buildings and must avoid obscuring, damaging, or destroying character-defining features of these buildings or the site.
- Protecting the historic setting and context of a property, including the degree of open space and building density, must always be considered when planning new construction on an historic site. This entails identifying the formal or informal arrangements of buildings on the site, and whether they have a distinctive urban, suburban, or rural character. For example, a historic building traditionally surrounded by open space must not be crowded with dense development.
- In properties with multiple historic buildings, the historic relationship between buildings must also be protected. Contributing buildings must not be isolated from one another by the insertion of new construction.
- As with new additions, the massing, size, scale, and architectural features of new construction on the site of a historic building must be compatible with those of the historic building. When visible and in close proximity to historic buildings, the new construction must be subordinate to these buildings. New construction should also be distinct

from the old and must not attempt to replicate historic buildings elsewhere on site and to avoid creating a false sense of historic development.

- The limitations on the size, scale, and design of new construction may be less critical the farther it is located from historic buildings.
- As with additions, maximizing the advantage of existing site conditions, such as wooded areas or drops in grade, that limit visibility is highly recommended.
- Historic landscapes and significant viewsheds must be preserved. Also, significant archeological resources should be taken into account when evaluating the placement of new construction, and, as appropriate, mitigation measures should be implemented if the archeological resources will be disturbed.

Other Considerations

Sidewalk Vault Lights

Sidewalk vault lights were used to bring light into cellars or basements that extended under the sidewalk on a commercial block to illuminate a cellar area where additional goods were stored. Circular or square pieces of thick prismatic glass were embedded in concrete panels extending several feet in front of the storefront. Trap doors with delivery chutes for the direct delivery of merchandise into the basement were fairly common in crowded city commercial districts. Preservation of these features is a concern during sidewalk repair projects.

Streetscape

Attention to the *streetscape* allows enhancement and beautification while providing shade and green space for human enjoyment. Interspersed along the curb-side and sidewalks downtown, public landscaping also helps control water run-off from the pavement. Sufficient set back from the curb is needed to place trees and plantings, in raised beds, pots, or at curb level, as part of the downtown streetscape.

Parking

Parking solutions should not impair the historic sense of place created in the Historic District. Diagonal parking along Main Streets was found in most city centers in the early 19th Century, and may be considered as an historic option. The addition of ADA compliant sidewalk ramps and curb bump-outs to regulate traffic flow can be employed without diminishing the historic appearance of the District.

D. RENOVATION GUIDELINES FOR INTERIOR SPACES

The Secretary of the Interior's Standards for Rehabilitation provide a list of *ten guidelines* that must be met when rehabilitating the interior of a historic protected property listed under the National Historic Register for new or modern uses. Following these Standards ensures that the historic character of the property is maintained but that it will be safe and comfortable for its current inhabitants. Guidance for the interpretation of these Standards is found in the numerous *Preservation Briefs* published by the Department. Interior Renovations must be in conformance with these Standards.

Interior Design and Maintenance Issues—Guidelines

Brick and Plaster

- Preservation Brief 21: Repairing Historic Flat Plaster – Walls and Ceilings
- Preservation Brief 23: Preserving Historic Ornamental Plaster
- Interpreting the Standards 5: Exposed Interior Brick: Removing Interior Plaster to Expose Brick
- Interpreting the Standards 19: Interior Finishes: Deteriorated Plaster Finishes

Corridors

- Interpreting the Standards 28: Corridors: Corridors in Historic Highrise Apartment Buildings and Hotels
- Interpreting the Standards 31: Interior Features: Retaining Distinctive Corridor Features
- Retaining Corridors and Other Circulation Spaces in Historic Buildings
- Preservation Tech Note: Preserving Historic Corridors in Open Office Plans
- Preservation Tech Note: Preserving Historic Office Building Corridors
- Preservation Tech Note: Preserving Historic Corridor Doors and Glazing in Highrise Buildings

Elevators

- Preservation Tech Note: Replicating Historic Elevator Enclosures

Floorplans

- Interpreting the Standards 6: Significant Spaces: Preserving Historic Church Interiors
- Interpreting the Standards 8: Interior Alterations: Interior Alterations to Detached Residences to Accommodate New Functions
- Interpreting the Standards 44: Subdividing Significant Historic Interior Spaces
- Interpreting the Standards 45: Adding or Modifying Fly Lofts on Historic Theaters
- Identifying Primary and Secondary Interior Spaces in Historic Buildings
- Changing Secondary Interior Spaces in Historic Buildings
- Subdividing Assembly Spaces in Historic Buildings

Historic Finishes

- Preservation Brief 28: Painting Historic Interiors
- Preservation Brief 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- Preservation Brief 40: Preserving Historic Ceramic Tile Floors
- Interpreting the Standards 7: Interior Finishes: Painting Previously Unpainted Woodwork
- Interpreting the Standards 15: Industrial Interiors: Treatment of Interiors in Industrial Buildings
- Interpreting the Standards 25: Interior Finishes: Altering the Character of Historically Finished Interiors
- Interpreting the Standards 46: Modifying Historic Interior Railings to Meet Building Code
- Preservation Tech Note: Process-Painting Decals as a Substitute for Hand-Stenciled Ceiling Medallions

See Also:

National Park Service Technical Preservation Standards and Guidelines:
<https://www.nps.gov/tps/standards/rehabilitation/rehab/store01.htm>

E. URBANA'S SUSTAINABLE PRACTICES

Urbana is committed to reducing the city's environmental footprint. Including a sustainability component in the *Urbana Downtown Design Overlay District Design Guidelines* works towards that goal. The city has established goals for storm water run-off reduction and catchment that help create a sustainable environment.

As this document is concerned with design and not building techniques, this section should be considered advisory for best practices rather than being considered integral to the evaluation of the design of a project. The list below comes from Plan Case 2126-T-10: A request by the Zoning Administrator to establish the East Urbana Design Review District and adopt East Urbana Design Guidelines:

The use of best practices in green building techniques, including but not limited to:

- Re-use of buildings and building materials
- Permeable surfaces for drainage
- Cisterns for irrigation
- Use of solar panels
- Use of renewable energy
- Use of low-level and full cut-off lighting
- Attainment of LEED standards
- Use of green roofs
- Installation of geothermal, passive solar building design, or straw bale construction
- Landscaping to lower heating/cooling costs
- Native or drought-resistant landscaping
- Provide bicycle facilities

Inappropriate design would foster:

- Wastefulness in building practices
- Excessive paved areas
- Intensive or wasteful lighting
- No provision for pedestrian and/or bicycle transit

F. BIBLIOGRAPHY / INTERNET SITES AND DATA BASES

2012 Downtown Urbana Plan, Adopted April 16, 2012 under Ordinance No. 2012-04-041.

2016 Comprehensive Plan for the National Capital: Viewsheds. Viewshed Policy Framework. Visual Incursions.

Application for Design Review Approval, City of Urbana, revised October 1, 2018.

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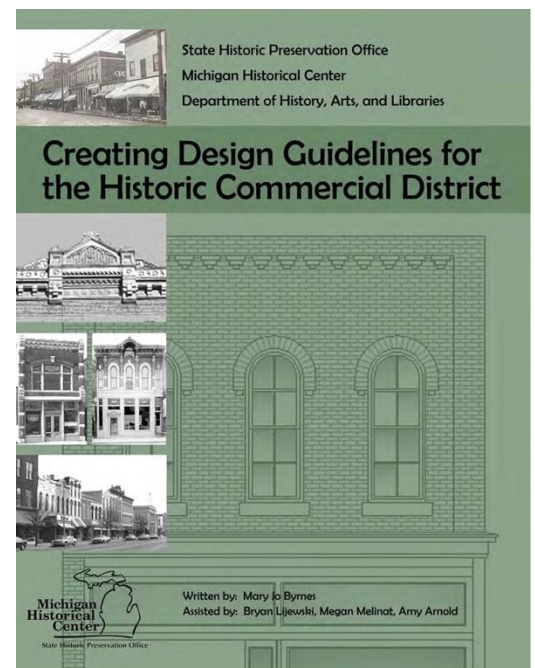
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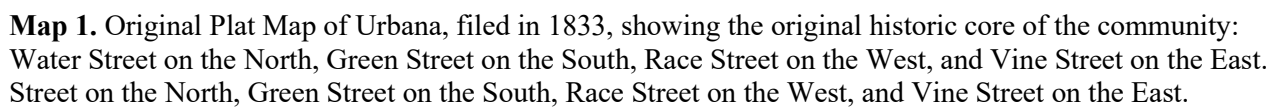
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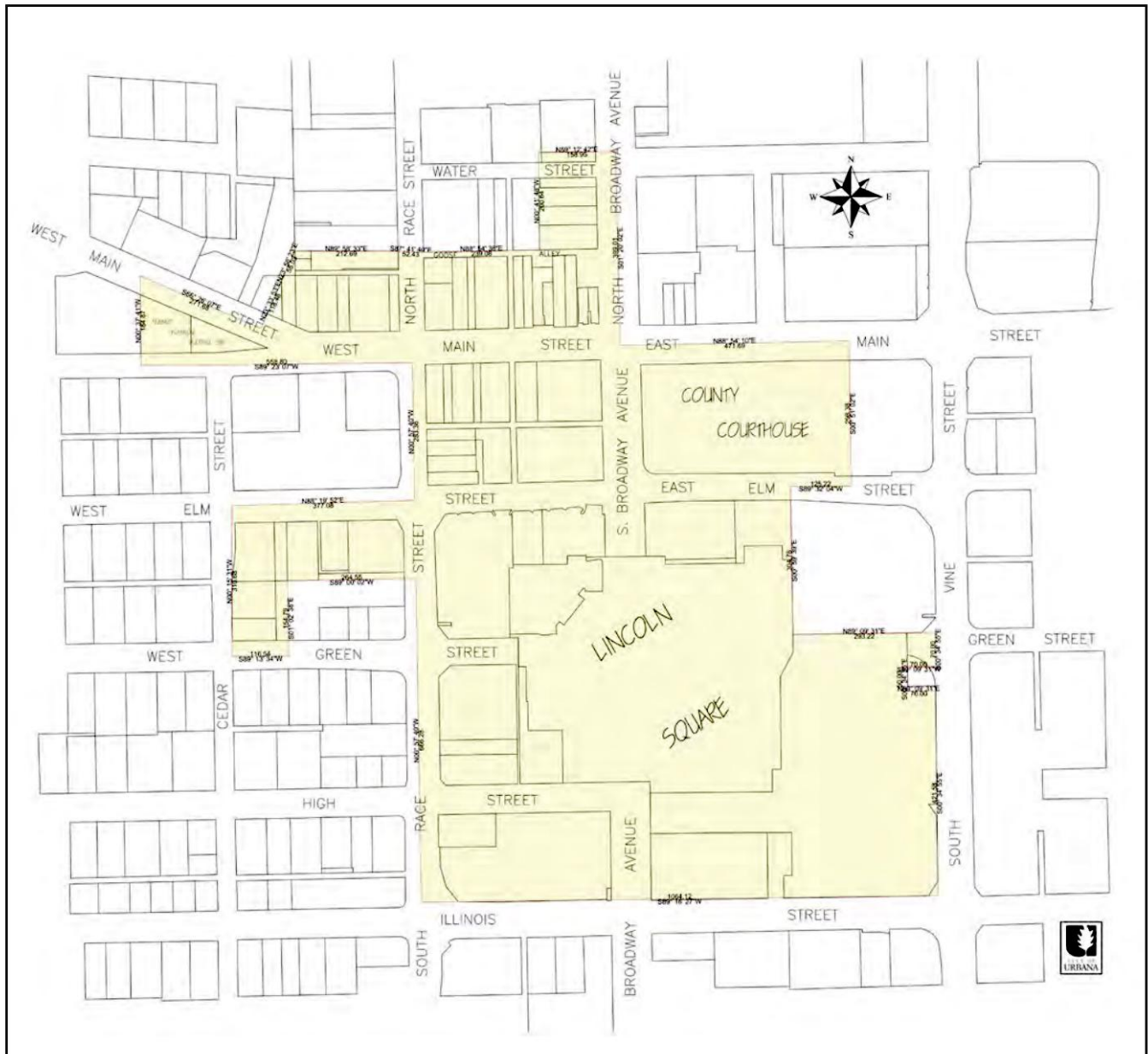
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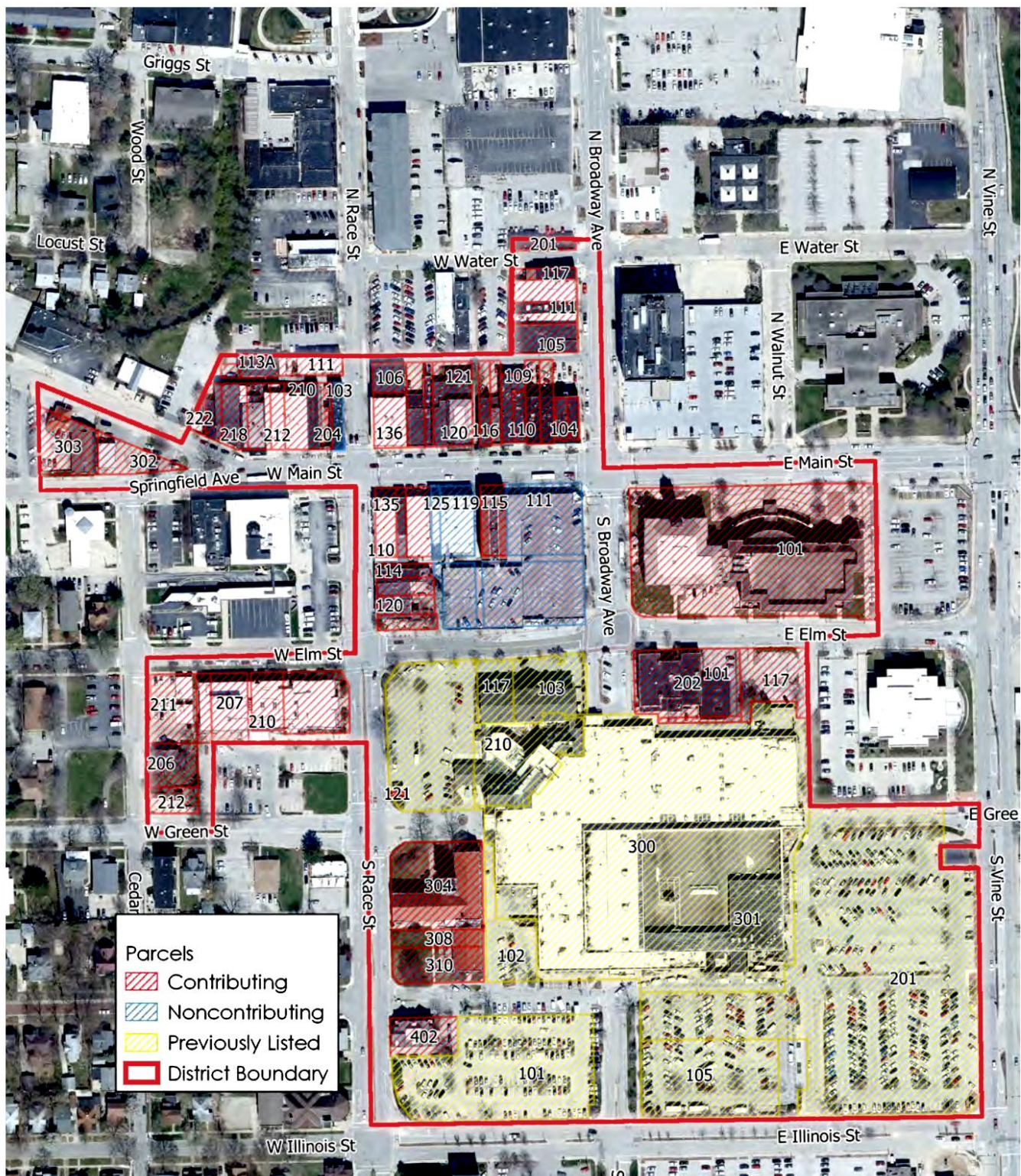
URBANA HISTORIC DISTRICT MAPS





Downtown Historic District Boundary Survey

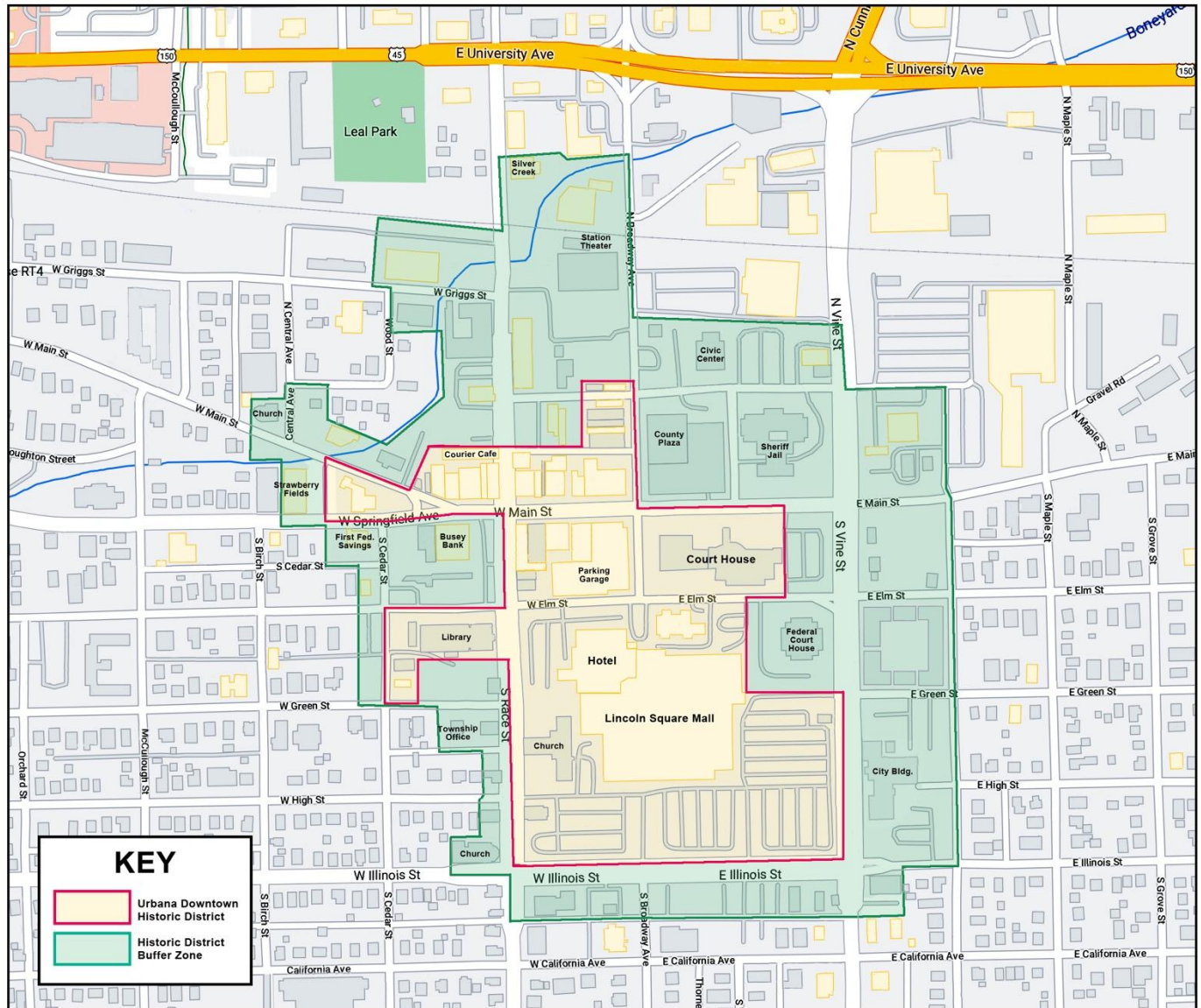
Map 2. Urbana Downtown Historic District Boundary with property plats.



Urbana Downtown Historic District Boundaries

Map 3. Urbana Downtown Historic District Boundary identifying buildings by street address based on a Google Map image.

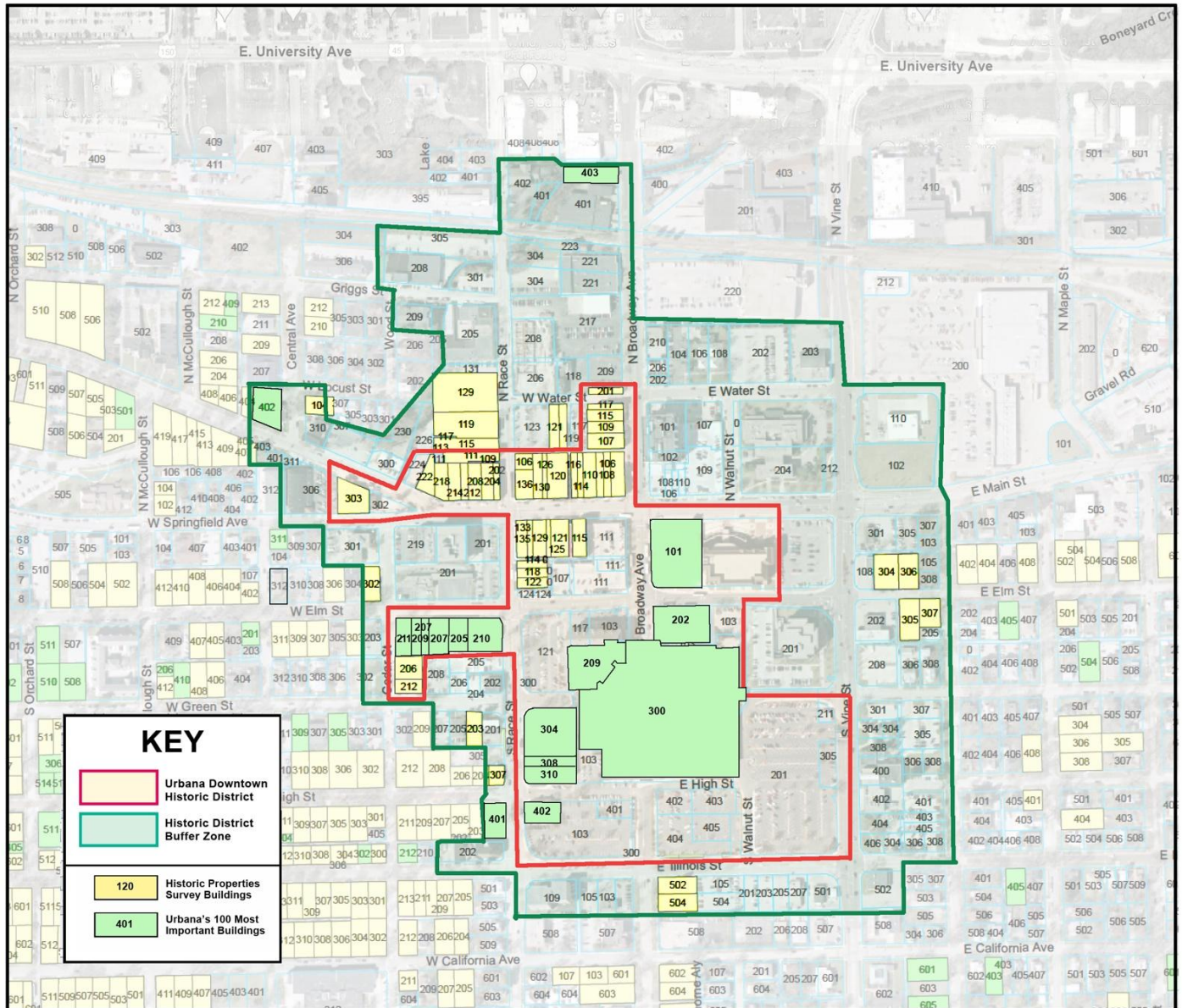
Urbana Downtown Historic District and Proposed Buffer Zone — Design Guidelines Overlay Area —



Dennis Roberts 2022

Map 4. Urbana Downtown Historic District Boundary with proposed Design Overlay Buffer Zone

Properties from the Map of Historic House Property Surveys within the Urbana Downtown Historic District and Proposed Buffer Zone



Map 5. Numerous Properties listed in the Historic House Property Surveys compiled by the Urbana Historic Preservation Commission and *Urbana's 100 Most Important Buildings* reside within the Historic District and Buffer Zone.

APPENDIX III

URBANA – DOWNTOWN HISTORIC STYLES

A variety of Historic Styles are found in Urbana's downtown buildings. The storefronts that survived Urbana's downtown fire of 1871 are the city's oldest and reflect a Late Victorian era commercial storefront style. Newer buildings built at the turn of the 20th Century reflect the trend to incorporate various Revival styles in architecture which were popular between 1900 and 1930—the Romanesque, Gothic, Tudor and Classical Revival styles. After this period newer influences in architectural design were introduced including the Beaux Arts, Art Nouveau, and Art Deco styles.

Many prominent buildings downtown are actually of an Eclectic style, incorporating elements of more than one style without being a pure example of any.

Typical period styles seen in Urbana's central downtown area are listed below. While most of these buildings show some modifications over the years, the over-all or prominent style remains apparent.

Victorian Era – Mid-to-late 19th century (circa 1870–1910).

The Late Victorian Period covers buildings built in the later part of the 19th century, a period known for intricate and highly decorative styles. Commercial storefronts began to make use of the new mass-produced cast-iron or factory-produced architectural components. Rented offices or apartments, situated on the upper floors, were accessed through a separate entrance opening onto the street. Italianate window treatments, heavy cornices supported by brackets, and corner turrets often added to the décor.

Urbana Downtown District Examples-Victorian Period



Romanesque Revival – Mid-to-late 19th century (circa 1850–1910).

Buildings of Romanesque Revival style (also referring to Richardsonian Romanesque) are most easily identified by their pronounced round arches and heavy, massive stone or brick construction. They may have square or round towers, steep roofs, solid columns, and strong bands, lintels, or panels sometimes with intricate interlacing patterns.

Urbana Downtown District Examples–Romanesque Revival



Gothic Revival – Early 20th century (circa 1915–1920).

The Gothic Revival style, a popular choice for church construction, can also be found applied to commercial building design. It can be identified by the presence of pointed gothic arches, tracery, foils, heraldic shields, and turreted spires. This treatment is often found on cornices and pediments, but also in window and transom ornamentation. In Urbana’s downtown, few buildings display elements of the Gothic Revival Eclectic style.

Urbana Downtown District Examples–Gothic Revival / Eclectic



Classical Revival – Mid-to-late 19th century (circa 1850–1910).

Buildings of the Classical Revival style are influenced by a revival in Greek and Roman temples and public buildings. Columns, pilasters, pediments and dentated cornices are prominently used as structural elements. Façades are often symmetrically balanced, front facing gables repeat the form of classical Greek temples and entrances may be accented by a portico with a triangular pediment supported by Doric or Ionic columns.

Urbana Downtown District Examples–Classical Revival



Tudor Revival – Late 19th century to Early 20th century (circa 1890–1920).

The Tudor style is an eclectic mixture of early and Medieval English building traditions to create a picturesque, traditional appearance. In the 1920s and 1930s, the Tudor style became popular. Tudor Revival buildings are identified by their steeply pitched roofs, front facing gables, and the bold use of dark half-timbered wood board over stuccoed wall surfaces, especially on upper stories. This is combined with red brick masonry and ornamental stonework. Entrances often incorporate a Gothic arch and elaborate stone work. Windows may feature diamond shaped glazing, another Tudor style accent.

Urbana Downtown District Examples–Tudor Revival



Beaux-Arts – Late 19th century to Early 20th century (circa 1880–1930).

The Beaux Arts style uses formal symmetry, Italian Renaissance form, and classical Greek and Roman decorative elements like columns, pilasters, and pediments, and façades decorated with details including garlands, floral patterns, and shields, to create a grand and imposing architectural statement. Buildings may be topped by a decorative cornice with a balustrade lining a flat roof. The Beaux Arts style's opulent detail and classically inspired design is especially suited for public buildings such as libraries, museums, court houses, government offices, and transportation terminals.

Urbana Downtown District Examples



Art Deco – Early 20th century (1925–1930).

The Art Deco style is one of the early modernist styles, a conscious break with past revival precedents in architecture. The buildings have a sleek, linear appearance with stylized, often geometric ornamentation. Façades may be covered in stucco, concrete block, glazed brick or mosaic tile. Decorative details may incorporate various artistic or exotic motifs such as chevrons, zigzags, or other geometrical elements. Often used for post offices, theaters, schools, armories, and governmental buildings— often featuring highly stylized eagles or other national symbols.

Urbana Downtown District Examples



Eclectic – Early 19th century (1910-1930)

The Eclectic style designation includes buildings built generally after the turn of the century in which the architect combined different elements of design using motifs, ornaments, and structural features from other stylistic periods and cultures to create a design which cannot be said to strictly adhere to any one architectural period.

Urbana Downtown District Examples



Historic Commercial – Early 20th century (circa 1890–1930).

Though not an architectural style *per se*, these commercial buildings express a vernacular style featuring modest ornamentation that became a recognizable subtype for one and two-story commercial storefronts between 1890 and 1930. Constructed of brick, often with simple limestone detailing or offering simplified ornamentation through varied brick patterns, horizontal bands, tabbed parapets, or simple cornices, they offered some degree of individuality while serving the basic needs for downtown shop owners. Many of these façades were later “up-dated” with modern materials which obliterate the original simple charm.

Urbana Downtown District Examples–Historic Commercial



International / Brutalism – Mid 20th century (1930–1950)

In a rejection to traditional ornamental design, a pared down, unornamented style that emphasized stark geometric shapes was introduced as architecture for the modern age. This International Style laid structural elements open to full view, exposing the building’s skeleton of structural steel with long bands of windows. By creating a new philosophy of architecture dedicated to the pure functionality of form, the International style had a lasting impact on modern design. *Brutalism*, a sub-class of the International Style, emphasized stark, sometimes hulking exteriors, long bands of plate glass windows, and absolutely no ornamentation.

Urbana Downtown District Examples–International/Brutalism Style



Mid-Century Modern – Mid 20th century (1950–1970)

A modern architectural movement occasionally featured oversized signage on a flat surface, featuring smooth walls no surface ornamentation. These buildings typically have strong horizontal or vertical geometric emphasis and flat roofs. Urbana has only a few examples of this design style in the downtown area.

Urbana Downtown District Examples



Modern – Late 20th century–21st century (1990–present)

A continuation of the Modern movement in architecture which flat, unadorned surfaces, storefronts clad with new materials including aggregate concrete, wood paneling, with little or no surface ornamentation. Flat roofs with no cornice or pediment. Storefront windows are large, metal framed, lacking trim. Functionality is stressed without embellishment.

Urbana Downtown District Examples



END

Draft 6.0
March 2023 / Modified 2026



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

Study Session:
Historic Preservation Plan, Continued

Meeting: Historic Preservation Commission, September 2, 2026

Location: Council Chambers

A motion passed at the July 1, 2026 regular meeting of the Historic Preservation Commission to continue a study session on the Historic Preservation plan to the September 2, 2026 meeting. This time is intended for Commissioners to provide any comments on the existing 1998 plan, if applicable. Work on the existing historic property surveys is still underway, with the help of Planning Intern Adeline Evans.