
DATE: Wednesday, May 6, 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 February 4, 2026 Regular Meeting
 - Minutes of February 18, 2026 Special Meeting
- D. Written Communications**
 - Email from Liz Cardman regarding the Urbana Civic Center dated April 29, 2026
- E. Audience Participation**
- F. Continued Public Hearings**
- G. Old Business**
- H. New Public Hearings**
- I. New Business**
- J. Monitoring of Historic Properties**
- K. Staff Report**
 - Citizen Planner Training – Champaign County RPC April 29, 2026
- L. Study Session**
 - CDBG FY25 Grant Funds – Elm Street Sidewalks Improvement Project
 - Urbana Civic Center Existing Conditions Presentation – Public Works
 - Urbana Civic Center Discussion Continued
 - Section 106 Process Review 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 A REGULAR MEETING

URBANA HISTORIC PRESERVATION COMMISSION

DATE: February 4, 2026

DRAFT

TIME: 7:00 p.m.

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

MEMBERS ATTENDING: David Hays, Kathryn Holliday, Dennis Roberts, Andrew Weiss

MEMBERS EXCUSED: Laura O'Donnell, Trent Shepard, Angela Urban

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

OTHERS PRESENT: Brian Adams, Christopher Evans, Samuel Furr, Phyllis Winters-Williams

A. CALL TO ORDER and ROLL CALL

Vice-Chair Dr. Hays ran this meeting in the absence of Chair Urban. He called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum was declared present.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES

There were none.

D. WRITTEN COMMUNICATIONS

- Email from Jo and Doug Kibbee regarding Case No. HP-2025-L-02
- Email from Richard Dickerson regarding Historic Street Naming project

E. AUDIENCE PARTICIPATION

Vice-Chair Hays opened this item on the agenda.

Brian Adams brought forward his interest in historic sidewalks in Urbana. He noted historic sidewalks along Pennsylvania and Oregon streets that have street names pressed into the concrete, and noted that these sidewalks are becoming unkept and significantly cracked. He asked the Historic Preservation Commission for clarification on whether there was any preservation or protection that

the Commission could offer. He stated that the City of Champaign has one sidewalk segment that is listed in the National Register.

Christopher Evans, Ward 2 City Council member, gave a recommendation to the Historic Preservation Commission regarding honorary street designations. He recommended that the initiation of the honorary street designations come from citizens of Urbana to be submitted to the Community Development Services Department and presented to the Historic Preservation Commission for initial approval. The Commission would submit their recommendation to City Council for final approval. Mr. Evans asked the Commission to consider the idea that honorary street naming designations start with them. He assured Commissioners that responsibility would be shared among departments. He offered that Public Works would fabricate and place the signs and discussed potential issues such as how to mitigate first responder accessibility, potential designee bias, and program cost.

F. CONTINUED PUBLIC HEARINGS

There were none.

G. OLD BUSINESS

There was none.

H. NEW PUBLIC HEARINGS

Case No. HP-2025-L-02 - A request by Brian Adams to designate the Spencer Elmer ("S.E.") and Louise Peck Drum Huff House at 611 West Oregon Street as a Local Historic Landmark, as per Article XII of the Urbana Zoning Ordinance

Vice-Chair Hays opened the public hearing for Case No. HP-2025-L-02. Aimirou Sy, Planner II, presented a background on the location and its development, a description of the structure and its history. He presented staff's recommendation for approval based on Criterion A and C:

- Criterion A: Architectural and historic heritage are met as this property represents how residential development of the city formed and expanded during the 20th century.
- Criterion C: Distinguishing style, and period value are met with a high degree of integrity as it uses Tudor Revival and Craftsman architectural elements in the design, location, context, workmanship, and association.

Mr. Sy noted that Criterion B was considered, but not advanced, as it was not supported by historical evidence. Staff found that Mr. Huff did not rise to the level of "historically significant person" and that the property was not associated with activities that made Mr. Huff a significant person. Commissioners commented on the reasonings as to why Criterion B was not met. Mr. Roberts stated that Mr. Huff was well known historically for his production factory and contribution to commerce in Urbana but also noted that Mr. Huff did not reside in the property for a long period of time.

Vice-Chair Hays opened the hearing for public input. He invited the applicant to approach.

Brian Adams, the applicant, requested that the Commission clarify what would qualify as a significant person locally and noted that Mr. Huff was a successful businessman and served on many local commissions. Ms. Holliday stated that she would find Mr. Huff to be a significant individual, but that

the main driver of significance for this house was not its association with Mr. Huff, but with its design. Mr. Roberts agreed with Ms. Holliday and noted that perhaps Mr. Huff's lumberyard offices, as an example, would be considered significant within Criterion B. Mr. Roberts also noted that many of the lots in this area were purchased by University of Illinois faculty for development but not long-term residence. Mr. Hays concurred. The Commissioners determined that Mr. Huff was indeed significant to the community but due to his lack of agency associated with the subject property, he would not be tied to this residence as a direct connection. Therefore, it was agreed to eliminate Criterion B and proceed with Criteria A and C.

Mr. Roberts asked the applicant if all the windows were original or if any had been replaced. Mr. Adams stated that most of them were original but that some of the dormer windows may have been replaced. He noted that the home retained a lot of internal and external integrity.

Samuel Furr, neighbor across the street from the Huff house, approached the Historic Preservation Commission to express relief in how the restoration had gone and was in support of this nomination, as he felt it preserved and protected the neighborhood.

Vice-Chair Hays asked staff to clarify any comments based on the previous conversation regarding Criterion B. Olivia Jovine, Director of Community Development Services, stated that when reviewing the criteria, there had been some ambiguity regarding Criterion B and questions regarding Mr. Huff's involvement in the design of the house and his lasting impact on history as it pertained to that location.

Phyllis Winters-Williams, Preservation and Conservation Association (PACA) volunteer, approached the Commission to speak. She shared commentary on her work with the Urbana Development Group regarding the proposed house. Ms. Winters-Williams recommended that this proposal be approved and noted that the home was in fabulous shape. She stated that they did replace the radiators and that the home now had forced air. Mr. Roberts sought more information on the Urbana Development Group so that the audience would understand this organization. Ms. Winters-Williams gave a brief overview of the not-for-profit group and its goals for the community.

With no additional input from the audience, Vice-Chair Hays opened the floor for discussion, comments, questions, or objections from the Historic Preservation Commission members, noting that Commissioners were allowed to vote on the recommendation during that meeting. With there being none, he invited a motion.

Ms. Holliday moved that the Historic Preservation Commission follow the recommendation of staff for the landmark nomination for 611 West Oregon Street in Urbana: *that it conforms to criteria (a) and (c) of Section XII-5.C of the Urbana Zoning Ordinance and approve the application stating that the building meets criterion (a) in that it possesses significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political or social heritage of the nation, state or community and criterion (c) in that it is a representative example of the distinguishing characteristics of an architectural type that is inherently valuable for the study of a particular period, style, craftsmanship, or method of construction, and retains a high degree of historic integrity.* Mr. Weiss seconded the motion.

Ms. Jovine stated that Commissioners had the option to discuss the motion and then roll could be called. Commissioners discussed the motion, stating that the nomination was very well put together

and that there was a strong case for landmarking. Mr. Huff was recognized as an important figure of Urbana and no further discussion commenced.

Roll call was as follows:

Mr. Hays	-	Yes	Ms. Holliday	-	Yes
Mr. Roberts	-	Yes	Mr. Weiss	-	Yes

The motion passed by unanimous vote, 4-0.

I. NEW BUSINESS

There was none.

J. MONITORING OF HISTORIC PROPERTIES

There were none.

K. STAFF REPORT

Ms. Jovine reported on the following:

a) Items of Interest:

▪ *Introduction of New Staff Member*

Ms. Jovine welcomed Kate Himick, Planner I, who has a background in Planning and Historic Preservation, to the Commission. Ms. Himick had been with the staff for two weeks.

▪ *MOA Agreement between the Federal Transit Administration and the Illinois State Historic Preservation Officer regarding Champaign-Urbana Mass Transit District Downtown Urbana Transfer Center Project (site of Urbana Civic Center)*

Ms. Jovine brought the Commissioners' attention to a recent News-Gazette article from January 30, 2026, that announced that the Champaign-Urbana Mass Transit District (MTD) was pursuing the federal BUILD grant for a proposed transfer center at 108 East Water Street, the location of the former Urbana Civic Center. Ms. Jovine stated that the Section 106 process was underway for the structure and noted that staff had been working to determine the Commission's level of exposure to the process. Ms. Jovine stated that the goal was to bring the Commission up to speed of staff's understanding of the process to date.

Ms. Himick introduced the MTD's proposed transfer center at 108 East Water Street, explaining that a Section 106 review identified 12 historic resources and found the former Urbana Civic Center to be eligible for the National Register under Criteria A and C, resulting in an executed Memorandum of Agreement (MOA) with SHPO (Illinois State Historic Preservation Officer) and MTD that required HIBS (Historic Illinois Buildings Survey) Level III documentation. Ms. Himick reported that the Historic Preservation Commission (HPC) was listed as a concurring but unsigned party.

Mr. Roberts stated that he knew members of the public who were very concerned about losing the Civic Center and noted that the Civic Center was originally meant to serve as a foyer for a larger

concept. He noted that it should be preserved as a foyer for a bus terminal location and asked if the former jail location was also a potential location for a bus terminal. He stated that he had not previously seen this kind of documentation on the project. Ms. Jovine replied that staff were also determining what level of discussion on the topic had been brought to the Commission and that staff felt it was important to bring forward the information they had as of the meeting date. Ms. Jovine also invited Commissioners to consider discussing the topic further in a future study session.

Ms. Holliday asked how the Section 106 process had gotten to the end of the process without the Commission being involved and how that could be avoided in the future. Ms. Holliday asked to have a future study session on the Section 106 process itself and how that could be dramatically improved.

Ms. Jovine noted that staff had been asked to sign the MOA, but that she was uncomfortable signing without discussing the matter with the Commission. She stated that the Commission's signature or lack of signature would not alter the outcome of the process; and if they chose to sign later, the Commission could do that.

Ms. Holliday requested to know if there was any option for public or Commission participation through the mitigation process. Ms. Jovine noted that participation in mitigation efforts would require coordination with MTD's consultants and a review of remaining opportunities within the MOA framework.

Commissioners also expressed concern regarding the building's potential demolition and how it showed the need for earlier Commission involvement and input. Mr. Roberts noted that there is a process for demolition delay that the Commission could investigate if needed and stated that they would not want to miss an opportunity to have a voice. Mr. Hays stated that the Commission certainly had material for future study sessions.

Phyllis Winters-Williams stated her concerns about the Civic Center's historic value, administrative attitudes toward demolition, and the need for clearer citizen participation in Section 106, offering to share materials for a future study session. She stated that the Civic Center had true value to the community but was never marketed well. Ms. Winters-Williams reiterated that other sites for a transit center should be considered and that the Civic Center had great value.

Mr. Roberts requested that the Commission have a study session very soon due to the pace of the project. Mr. Hays asked if they could meet sooner than the next regularly scheduled meeting of the Historic Preservation Commission. The Commissioners discussed the procedure that had been in place regarding meeting cancellations: that the meeting would be cancelled if no cases had been submitted. Mr. Hays asked that this procedure be changed, as the Commissioners had many tasks they wished to work through. The Commissioners expressed interest in meeting on Wednesday, February 18 at 7:00 p.m., pending confirmation.

Ms. Holliday stated that Section 106 should be treated as a meaningful and informative process rather than a procedural requirement.

Ms. Jovine asked commissioners to email their key questions by early next week to assist staff in preparing materials for the upcoming study session.

L. STUDY SESSION

There was none.

M. ANNOUNCEMENTS

There were none.

N. ADJOURNMENT

Vice-Chair Hays adjourned the meeting at 8:22 p.m.

MINUTES OF A SPECIAL MEETING

URBANA HISTORIC PRESERVATION COMMISSION

DATE: February 18, 2026

DRAFT

TIME: 7:00 p.m.

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

MEMBERS ATTENDING: David Hays, Kathryn Holliday, Dennis Roberts, Andrew Weiss

MEMBERS EXCUSED: Laura O'Donnell, Trent Shepard, Angela Urban

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

OTHERS PRESENT: Joseph Altschuler, Christopher Evans, Ashlee McLaughlin, Karen Medina, Esther Patt, Phyllis Winters-Williams,

A. CALL TO ORDER and ROLL CALL

The meeting was called to order at 7:02 p.m. by Mr. Hays, who declared a quorum. In the absence of Chair Urban, Mr. Hays, Vice Chair, stated that he would run the Special Meeting.

B. WRITTEN COMMUNICATIONS

- Email from Dennis Roberts regarding Urbana Civic Center (108 East Water Street) Section 106
- Email from Dennis Roberts regarding a Facebook post on the Urbana Civic Center (108 East Water Street) Section 106 and comments from the public
- Email from Sarah Scott regarding Urbana Civic Center (108 East Water Street) Section 106

C. AUDIENCE PARTICIPATION

Karen Medina, a resident of Champaign, addressed the Historic Preservation Commission. She stated that she attended the meeting to express support of Professor Altschuler's work and noted her familiarity with some of his previous projects. Ms. Medina commented that she appreciated the community-focused nature of his approach and expressed hope that the Urbana Civic Center site would be put to productive use after having remained vacant for an extended period. She encouraged commissioners to review Mr. Altschuler's past work.

Phyllis Winters-Williams, of the Preservation and Conservation Association (PACA), addressed the Historic Preservation Commission. She provided historical context regarding the original design, construction, and use of the Urbana Civic Center, noting its relationship to broader mid-century modern architectural development in Urbana. Ms. Winters-Williams described the building's early

popularity, subsequent management challenges, and the impact of later downtown development on its visibility and use. She expressed concern about the prospect of demolition and stated that PACA supports preserving and reusing the Civic Center. She also commented on alternative site considerations, the potential for integrating the Civic Center into broader downtown planning efforts, and the importance of exploring options beyond demolition. She submitted written remarks for inclusion in the record.

D. STAFF REPORT

There was none.

E. STUDY SESSION

Vice-Chair Hays opened this item on the agenda.

▪ *Staff Presentation - Urbana Civic Center – 108 East Water Street) Section 106 Review*

Olivia Jovine, Director of Community Development Services and Zoning Administrator, presented an overview of the Urbana Civic Center project at 108 East Water Street, summarizing the timeline of City actions, the Champaign-Urbana Mass Transit District's (MTD) proposed Downtown Multimodal Center, and the Section 106 review. She noted that the handouts provided to Commissioners and the public expanded upon materials previously introduced at the February 4, 2026, meeting. The following materials were introduced to the Commission:

- City of Urbana, Master Facilities Plan Phases 2 and 3 - Final Recommendations July 8, 2020
- Capital Improvement Plan Fiscal Years 2024-2028, Excerpt
- Capital Improvement Plan Fiscal Years 2026-2030, Excerpt
- Updated Overview of the Urbana Civic Center Review Process, Iterative
- Memorandum of Agreement between the Federal Transit Administration and the Illinois State Historic Preservation Officer regarding the Champaign-Urbana Mass Transit District Downtown Urbana Transfer Center Project Champaign County, Illinois (SHPO Log #01053124)

Ms. Jovine outlined key milestones from an iterative document. She noted that the timeline was compiled from City records, MTD materials, and consultant documentation.

Commissioners asked questions regarding the City's February 2025 correspondence concurring with FTA's initial no-adverse-effect finding and expressed concern that the Historic Preservation Commission had not been consulted prior to issuance of the letter. Commissioners also stated that they did not receive or recall receiving invitations to Section 106 consulting-party meetings. Concerns regarding the email platform and process for communication were also brought forward by Commissioners Hays, Roberts, and Holliday.

Ms. Jovine noted that staff turnover, changes in Commission leadership, email platform transitions, and meeting cancellations contributed to lapses in communication during the Section 106 process. She acknowledged that these factors may have affected the Commission's receipt of notices and materials and requested that the Commission consider a specific study session on the Section 106 process.

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Mr. Roberts noted that the mitigation procedures required that a record must be made of the Civic Center and stored in the Champaign County Archives; he stated that the process was beyond changing. Mr. Roberts then asked how the Commission might voice their concerns today and what their role going forward could be. Ms. Jovine stated that the current scope of the study session was to provide an overview of the process to date, but that the Commissioners were welcome to make their thoughts known and to continue the topic at a later study session.

Mr. Hays stated that comments in the press about historic preservation were highly negative and that there was a resentment there. He stated that the Commission had an opportunity to discuss how public bodies are involved in public conversations and how historic preservation is seen.

Ms. Jovine stated that there are several powers and actions that the Commission would be able to take, such as presenting to City Council. She stated that in the interest of time, Joseph Altshuler should be allowed to present on his students' work and that discussion could be reopened following the presentation.

- ***Presentation by Joseph Altshuler - UIUC Architecture: Fall 2026 Course. Student Exploration of the Urbana Civic Center and Proposed Transit Center***

Professor Joseph Altshuler, Assistant Professor in the School of Architecture and the Department of Landscape Architecture at the University of Illinois Urbana-Champaign, presented conceptual design work developed by UIUC architecture students exploring potential adaptive reuse and site planning options for the Urbana Civic Center. He described circulation considerations, selective demolition scenarios, and opportunities to integrate civic and transit functions.

Mr. Altshuler stated that it was his mission to create studio experiences for students that engage with civic and community partners. He thanked City and MTD staff for their help in connecting with students on this project. Mr. Altshuler stated that he and MTD staff were very candid with each other at the outset of this project: that he was clear about his interest in adaptive reuse and MTD's position that this was not how they were imagining the project. Mr. Altshuler gave a brief overview of the history of the Urbana Civic Center and noted its use as a community hub and platform for city engagement. Mr. Altshuler presented on the students' ideas, work, and visions for the potential future of the Civic Center. Students' work fell into five categories of strategies for adaptive reuse of the building: "addition," "subtraction," "open the walls," "raise the roof," and "activate the public realm."

Ms. McLaughlin stated that she was there on behalf of MTD to answer any questions the Commission might have for them and to provide additional context regarding MTD's collaboration with the UIUC class. She stated that MTD did not currently own the property.

Mr. Roberts noted that this building could be very important for the community as a civic space, given that Urbana did not have an official community square. He stated that he valued the creativity of the students and that the public should understand a more creative use of this building and its future. He asked if the Commission could see the students' work in greater detail and noted that he felt that there were more opportunities than demolition. Mr. Roberts then stated that he appreciated MTD's interest in this property and in downtown Urbana; he wondered if the grant could support the adaptive reuse of the Civic Center.

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Ms. Holliday thanked Mr. Altshuler for presenting the students' work. She noted that there are other strategies to use the building and the space that should be taken seriously. Ms. Holliday stated that the greenest building is the one that already exists and noted the climate impacts of demolition and construction.

Mr. Weiss concurred with his fellow Commissioners' comments. Mr. Hays referred to Imagine Urbana and its calls for different forms of identity and place. He stated that in his time in the Midwest, he had encountered the idea of destruction as a form of progress. Mr. Hays referenced the Burnham Mansion in Champaign as a case study and stated that he saw the Urbana Civic Center as an opportunity to have conversations about changing the narrative around demolition and costs. Mr. Hays noted that in his experience, having proactive conversations can impact outcomes and transform processes.

Ms. McLaughlin requested to provide additional context regarding timeline; she stated that they do not yet have a set plan for this site. Ms. McLaughlin stated that MTD had been working with the City for over ten years to find a site for a more official bus transfer center in downtown Urbana. She stated that MTD had landed on this site with the previous City administration and that they would not have embarked on the NEPA process without having conversed with administration. She stated that as a transit agency, they were required to proceed with the NEPA process for all projects, which represented a risk to them in developments. Ms. McLaughlin noted that they did not think that the building as it currently stands could be used for mass transit purposes and that there needed to be room for 40- and 60-foot buses to circulate. Ms. McLaughlin stated that the larger vision was to have a multi-agency use to maximize the property and that adaptive reuse had not been part of the vision, given that the site had already been vacant for many years. Her view was that the Commission had been given ample opportunity to participate and that MTD and their consultant had no evidence that this building would be considered significant.

Ms. Holliday noted that if a relevant body like the Commission was not responding to requests to participate, especially after an eligibility decision for the National Register, it should be clear that something was wrong with the chain of communication. Mr. Hays noted that it felt like there was a lapse somewhere and that he did not see it as an issue with any individual. Mr. Hays further explained that the language used to describe historic preservation in the News-Gazette article felt negative. He asked if there could be a situation or solution in which MTD could see historic preservation as an opportunity rather than a roadblock. Ms. McLaughlin noted that they were not yet committed or locked into any plans and referenced the issue with circulation, stating that there were portions of the site that presented significant turning challenges. Mr. Altshuler stated that his view of MTD's timeline and the City's timeline for closure of the site made sense for how the process has resulted. Mr. Altshuler saw this time as an opportunity for more creative options.

Mr. Roberts noted that there were parts of the building that the Commission would be open to removing. Mr. Hays referenced the wealth of goodwill in the room and trusted that people were making decisions in good faith and to the best of their ability; he wondered that, given where the situation is, how they could make this into something terrific. Ms. Jovine stated that some possible next steps were to host additional study sessions, educate and inform the citizens of Urbana, and to testify before City Council and all other boards and commissions. She noted that Commissioners are also able to act as citizens and send letters and have conversations with officials. Ms. Holliday stated that other options were to file a landmark application at the local level or apply for National Register status, since the building had already been deemed eligible. Mr. Roberts concurred that

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local landmarking would be appropriate and that there could be flexibility if such a landmark were created.

Ms. Holliday referred to Mr. Hays' comments on how historic preservation had been negatively portrayed in the media. She stated that historic preservation is truly creative, open-ended, and inclusive and that it is an economic development tool that should be in every city's toolkit. The Civic Center represented an inspirational story of architecture, design, and community for her. Ms. Holliday stated that historic preservation was maintenance, care, and repair. Mr. Hays added that people thought preservation meant ossification. He explained that there was a great opportunity before them to work creatively and collaboratively and brought the Commission's attention to next steps.

Ms. Jovine noted that staff would include a continuation of this study session on the March 4th agenda and that a separate study session could be scheduled to address improvements to internal procedures for future Section 106 reviews. Ms. Jovine noted that the next regular Historic Preservation Commission meeting is scheduled for March 4, 2026.

F. ADJOURNMENT

Vice-Chair Hays adjourned the meeting at 9:02 p.m.

Teri Andel

From: E R Cardman [REDACTED]
Sent: Wednesday, April 29, 2026 1:50 PM
To: Historic Preservation Commission; Kate Himick
Subject: Urbana Civic Center

Some people who received this message don't often get email from erccre@gmail.com. [Learn why this is important](#)

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

Use caution when clicking on links or opening attachments.

To: Members of the Historic Preservation Commission

At the request of City Administrator Darius White, I am forwarding to you an email that I sent to City Council and Mayor Williams on Monday.

Thank you for your consideration.

Liz Cardman, Urbana
=====

Dear City Council and Mayor Williams:

As an inaugural member of Urbana's Historic Preservation Commission when it was established in 1999, I have sympathy with those who want to preserve the spirit of the Civic Center. However, over the years, I've migrated from a belief in hardcore historic preservation towards the more practical goal of Neighborhood Preservation.

Likewise, I now advocate the more practical goal of the MTD proposal to move their 'transit center' from a parking garage with porta-potties to a fully functional building with many uses. I see that as far more critical for the health of downtown Urbana than merely hoping to find a developer who would be willing to take on the challenges and expense of maintaining the spirit of a historic building.

The City has long tried to promote development in downtown Urbana. And not with easy success. For example, take a look at what is now 200 S. Vine. In 2011 the City bought and cleared at its own expense all the properties in one entire city block. It took seven years to find a developer for this – and at that the City sold it to a local developer for \$1 – yes, \$1. Even with that hefty \$1 expense, the developer returned to City Council for permission to scale back the original plans. As you know, the City continues to seek development of other city-owned properties.

So, with the Civic Center we have property that lost its purpose. In 2018 City Council 1) recognized that the Civic Center was losing \$50,000 a year and 2) deemed it unrepairable for less than \$1 million [that's in 2018 dollars]. In the 8 years since then, the Civic Center has remained vacant and had no maintenance. In that time Urbana has worked with the MTD and has a willing partner to buy and develop the property. The MTD is experienced in wielding grants, developing large-scale projects, and managing these projects. The MTD is willing to invest in Downtown Urbana. Even potential tenants have been identified.

Someone suggested that keeping the iconic glass panels would be a win-win. Save the look of the building; keep materials out of the landfill. It's not going to happen. No one constructing a building with today's standards for energy efficiency is going to use glass walls and windows manufactured with 1970s technology. Especially when so much of the exterior is glass. Requiring a potential developer to retain the look and upgrade the glass would be a seriously burdensome expense – and a great deterrent to selling and developing the property.

Further, however artful the designs put forth by undergraduate architecture students, they have zero practical experience with the costs of construction and the engineering challenges of adaptive reuse.

So here you have it: on the one hand, a well-defined, doable project by an experienced developer – or on the other, hamstringing potential developers by requiring that they create a “reimagined” Civic Center that wasn't even successful 8 years ago.

The choice should be obvious.

Thank you for your consideration,
Liz Cardman, Urbana

Please note that below I have excerpted all the City Council meeting minutes relating to the decision to close the Civic Center. Key comments are highlighted

CITY COUNCIL MINUTES

[City Council Members, 2018: Maryalice Wu, Eric Jakobsson, Aaron Ammons, Bill Brown, Dennis Roberts, Dean Hazen, Jared Miller]

May 21, 2018: https://urbana-il.municodemeetings.com/sites/urbana-il.municodemeetings.com/files/fileattachments/city_council/meeting/4328/05_21_2018_minutes.pdf

Proposed budget reductions include:

- Closing the Urbana Civic Center at end of calendar year (\$40K)

May 29, 2018 meeting: https://urbana-il.municodemeetings.com/sites/urbana-il.municodemeetings.com/files/fileattachments/city_council/meeting/4327/05_29_2018_minutes.pdf

d. Potential Closure of the Urbana Civic Center

Public Works Director Bill Gray and **Facilities Manager Vince Gustafson** presented an overview of the potential closure of Urbana Civic Center. Alderman Roberts interjected that council members have done a walkthrough of the Civic Center. Mr. Gustafson provided background information on the Civic Center including how used and as a city venue. He described staffing as three part time plus a Facilities Manager (himself). He listed the poor conditions of the facility and provided various facility needs such as the roof (needs full replacement of the cupolas); curtains are beyond repair; the hot water heater, stove and range hood, as well as seating are all in need of replacement and the general worn aesthetic of the space. **He stated that the facility is losing about \$50K/year and needs \$1M rehab.** He provided two options: closing (savings) verses continuing to operate (with immediate needs and long-term costs that would need to be addressed).

6/11/2018: https://urbana-il.municodemeetings.com/sites/urbana-il.municodemeetings.com/files/fileattachments/city_council/meeting/4317/06_11_2018_minutes.pdf

Ordinance No. 2018-06-045: An Ordinance Approving the Fiscal Year 2018-2019 Annual Budget

Finance Director Elizabeth Hannan presented this ordinance. She said all changes made from the proposed budget document to the final budget document are included.

Concern about the sudden closure of the Civic Center was expressed. The possibility of trying to find a way to fund the Civic Center to keep it open was discussed. **Ms. Hannan said it is currently operating at a loss of \$40,000 to \$50,000 a year, and has been losing that amount for at least four years.** The possibility of raising the fee for use of the Civic Center was discussed as a means of trying to keep it open. Keeping it open and breaking even would mean raising rates by 72%. Mayor Marlin said the closing of the Civic Center is just a small part of the \$623,000 proposed budget reductions for this year, with more reductions coming for next year. The condition and actual costs for improvement of the building will be determined in the facilities analysis, but would probably be at least \$750,000 to \$1 million. After further discussion, it was decided that the cost of improving and maintaining the Civic Center would not be possible with current budget constraints.

Alderman Hazen motioned to send Ordinance No. 2018-06-045 to Council. Motion seconded by Alderman Miller and carried by voice vote. [https://urbana-il.municodemeetings.com/sites/urbana-il.municodemeetings.com/files/fileattachments/city_council/meeting/4317/06_11_2018_minutes.pdf +]

Presentation and discussion for this item can be found at:

https://www.city.urbana.il.us/Scripts/CouncilVideo/Video.asp?v=/ Video/City_Council/2018/20180611/05_Ordinance_2018-06-045.mp4

NG, June 2018: report on adopting the new budget, including closing civic center: https://www.news-gazette.com/news/urbana-council-gives-initial-ok-to-budget-that-includes-closing-civic-center/article_69a65bce-a5c0-5326-ac47-c3b15994dcd6.html

Citizen Planner Training

Champaign County Regional Planning Commission

April 29, 2026

Participating Agencies



DEPAUL
UNIVERSITY

CHADDICK INSTITUTE FOR
METROPOLITAN DEVELOPMENT



Session Leaders:

- Stephanie Brown, AICP
- Jeff Marino, AICP

Agenda

1. Welcome and Introductions
2. Roles in the Process
3. Responsibilities of Commission
4. Findings of Fact
5. The Fine Print
6. Tools of the Trade
7. Resources for Commissioners

STARTER QUESTIONS



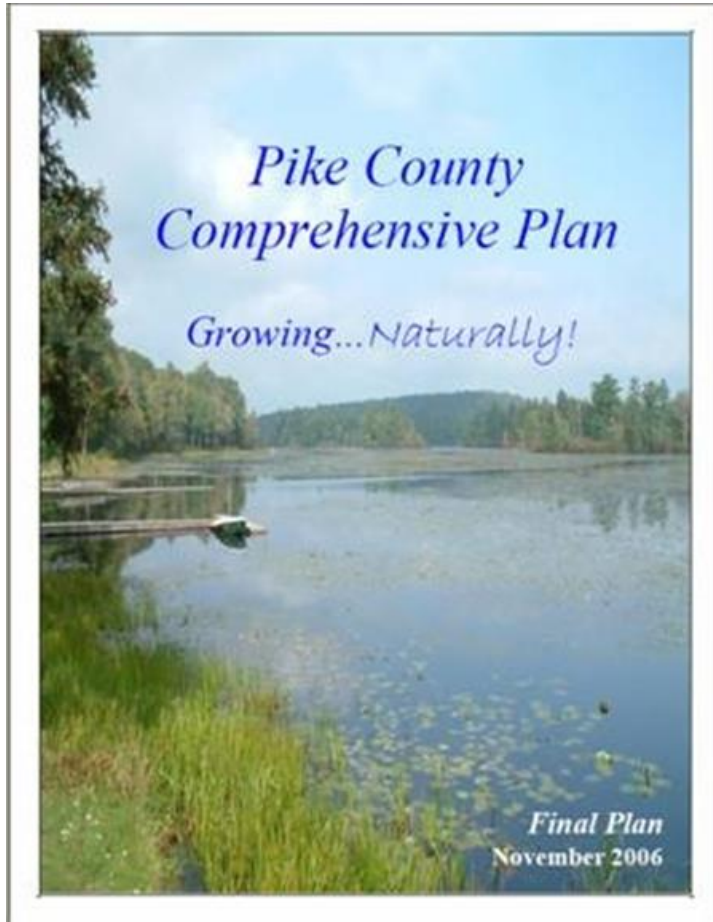
Courtesy of Plannersweb.com

- How long have you been on the Commission?
- Why did you become a Commissioner?
- What are your favorite and least favorite parts of being a Commissioner?

Roles in the Process

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Role of the Commission



- Play an active role in the healthy growth of your community. Don't be afraid to think long-term!
- Focus on community vision and character
- Note outstanding examples of development and place-making in other communities
- Visit developments after completion
- Keep informed on local issues via local media, municipal newsletter
- Current tools and techniques: APA publications, podcasts, news

Role of Elected Officials

- Non-land use responsibilities
- Final authority on land use matters
- Policy direction to Commission
- Appoint Commission

Role of the Planner / Staff

Item K1.


- Planner may be a community employee, consultant, other staff member, or part time staff
- Manages zoning entitlement process
- Collects and analyzes information from applicants and feedback from other staff
- Works closely with Commission to provide needed information about zoning applicants
- Guides applicant and public regarding codes and hearings
- Educates citizens about purpose and process of planning
- Objective and consistent with both supporters and objectors
- Explains the request (the *applicant* advocates for request)

Working with Staff

-
- Call staff with any questions about upcoming case
 - Review past cases to remain consistent
 - Staff may suggest changes to hearing procedure when needed
 - Consider a workshop for training on technical issues
 - Request informal meeting with related municipal committees



Staff Report

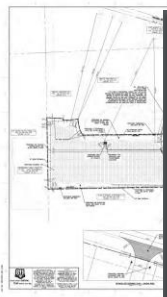


Memorandum

To: Planning and Zoning Commission
 From: Sara Mendez, Planner I
 CC: Bart Olson, City Administrator
 Krysti Barksdale-Noble, Community Development Director
 Date: September 4, 2024
 Subject: PZC 2024-01 Yorkville Renewables/Nexamp – Solar Farm (Rezone, Special Use, and Variance)

PROJECT SUMMARY:
 The applicant, Daniel Kramer on behalf of Nexamp dba Yorkville Renewables, LLC, contract leasee, is requesting rezoning, special use, and variance permit approval to construct a 5-megawatt (MW) freestanding community solar facility. The proposed 23-acre solar farm will be situated on approximately 73.5 acres of existing farmland parcel located near the southwest corner of Galea Road and Route 47 within the former East Westbury Village Planned Unit Development (PUD) in parcels (#02-05-400-005 and #02-08-200-030). The property is currently utilized for farming and the owners of the real property are Daniel A and Charene S Nagal.

The petitioner is also requesting to rezone the parcel from the current R-2 Single-Family Traditional Residence District to the A-1 Agricultural District. Lastly, the petitioner is requesting a variance to Section 10-4-13 of the City's Unified Development Ordinance to decrease the minimum rear and interior side yard setbacks from fifty (50) feet to eight (8) feet.



5. The proposed parcel(s) to be rezoned shall meet the minimum frontage and area requirements of the requested rezoning district as specified in Section 10-3-9(A).

SPECIAL USE STANDARDS
 Section 10-8-5-D states specific standards for special use which all recommendation bodies will review. The petitioner has provided answers to each of the criteria in the application which are included in the packet for your review and will be entered into the public record as part of the public hearing process. The standards are:

1. The establishment, maintenance or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish or impair property values within the neighborhood in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage or other necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The proposed special use is not contrary to the objectives of the official comprehensive plan of the City as amended.

VARIANCE STANDARDS:
 Section 10-8-9-C states specific standards for variations which all recommendation bodies will review. The petitioner has provided answers to each of the criteria in the application which are included in the packet for your review and will be entered into the public record as part of the public hearing process. The standards are:

1. A particular hardship to the owner would result because of the physical surroundings, shape, or topographical conditions of the subject property, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
2. The conditions upon which the petition for a Variation is based are unique to the subject property and are not applicable, generally, to other properties within the same zoning district.
3. The difficulty or hardship is not created by any person presently having an interest in the property.
4. The Variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
5. The proposed Variation will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger to the public, or substantially diminish or impair property values within the neighborhood.
6. The proposed Variation is consistent with the official comprehensive plan and other development standards and policies of the City.

- Overview: applicant, address, action requested, notices
- Background: zoning and uses of site and surrounding area
- Data: description of site, history of prior uses, relief granted
- Comprehensive Plan objectives; zoning requirements
- Standards of review for Findings of Fact
- Documents from the applicant, reports from consultants
- Comments from other departments
- Communications from the public
- May or may not include staff recommendation
- Provide commission adequate time to read it

Examples of Related Commissions/Boards

- Design Review Commission
- Economic Development Commission
- Environment Commission
- Historic Preservation Commission
- Transportation Commission



Other Key Actors

Attorney (Legal Counsel)

- Provide guidance on hearing procedure
- May or may not attend hearing
- Clarifies zoning provisions for Commission

Public

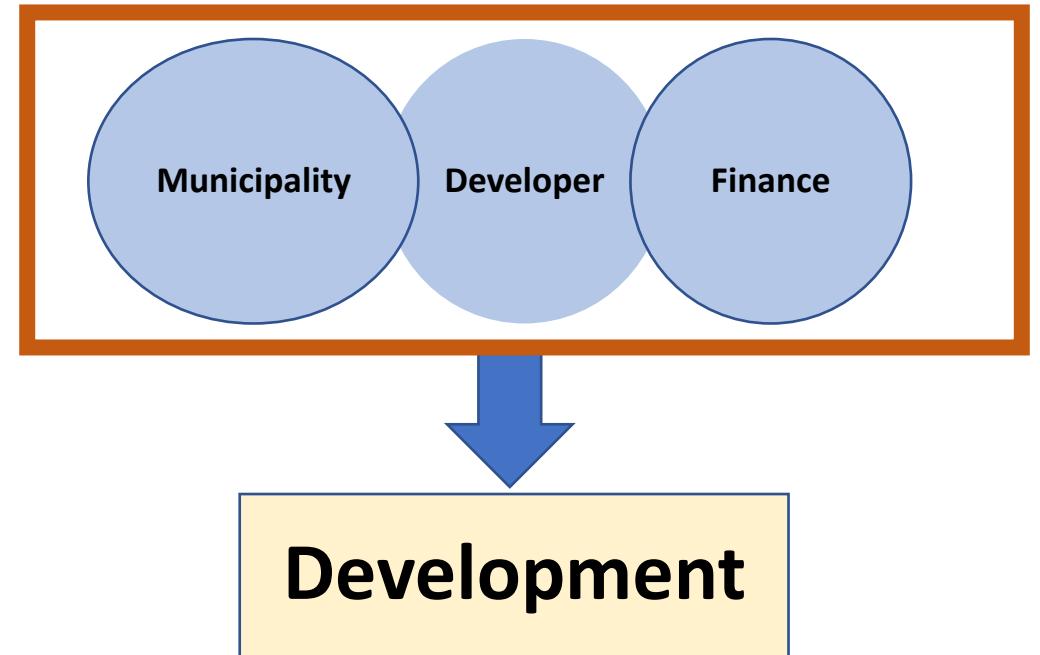
- Listen
- Ask questions, provide testimony
- Be courteous to all

Developer's Role

- Help to implement (build) the community's plan
- Focus on certain types of development forms (a developer is not always in a position to provide all land uses)
- Provide complete, current, accurate information about the project (especially if seeking local funds or zoning relief)
- Work with the municipality to answer questions and resolve conflicts throughout the development process
- Conform to requirements of approval

Developer's Perspective

- Can spend “6 figures” to be told no
- Must meet the bottom line - there can be no vision nor any development without profit
- Need to talk to the municipality early to understand the process - not all do
- Towns have lots of rules, which change from town to town
- Not all towns can explain the rules they have or why they have them
- Financing is an essential element of the process – just as important as zoning approval



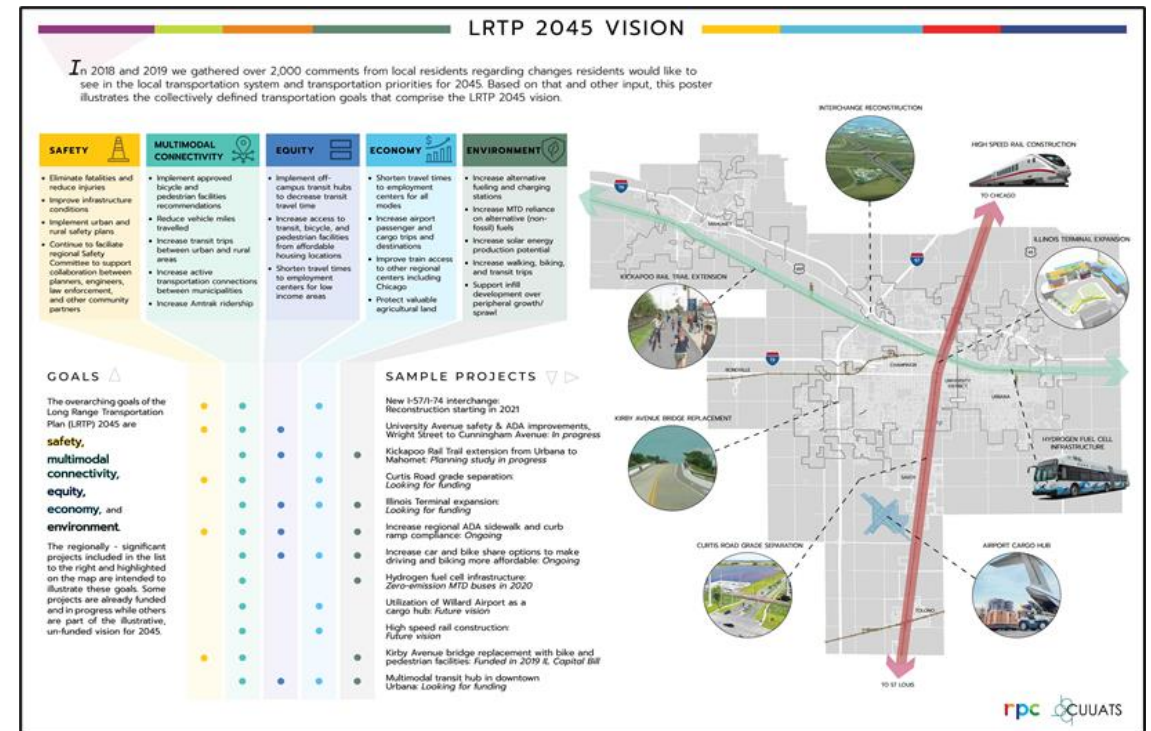
Other Jurisdictions

- School District
- Public Library
- Park District
- Fire Protection District
- Adjoining municipalities
- Townships
- County, Forest Preserve District
- Soil and Water Conservation District
- Stormwater Management Commission
- Water Reclamation District
- State Agencies: IDOT, IEPA, DCEO
- Federal Agencies: FHWA, FEMA, EPA



Regional Planning Commission

- RPC addresses issues that cross municipal borders:
 - Roads and Transit
 - Economic Development
 - Housing
 - Air Quality and Water Supply
- RPC *recommends* on land use issues
- Municipalities *regulate* land use
- RPC partners with municipalities:
 - collects data
 - provides technical assistance to update plans
 - disseminates best practices, case studies
 - develops model plans and ordinances
 - Plans for all sub-areas within jurisdiction



Did You Know That...



Hartford, Connecticut, became the first city in the United States with an official and permanent City Planning Commission in 1907. Prior to this, planning commissions were generally disbanded once a plan had been developed.

Information and image courtesy of the American Planning Association, www.planning.org

Become an APA-IL Member!

**Chapter-Only Membership:
only \$50/year**

The choice for non-traditional planners, allied professionals, commissioners, elected officials, engaged citizens, and those that want to stay up-to-date on Illinois planning.



ilapa.org/membership



1. Commissioners have an important role in developing the community.
2. Elected Officials have a different role than commissioners (policy makers).
3. Staff explains the request, and the applicant advocates for the request.
4. Public – Listen to their concerns and be courteous to all.
5. Developer – Wants a financially successful project, but also wants a project that will be supported by City staff, Commission/ZBA, and Board.

Questions and Discussion

Responsibilities of Commission Members

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Commissioner Responsibilities

Be Prepared

- Understand Comprehensive Plan and Zoning Ordinance
- Read packet to be informed at the hearing
- Visit site (context is important)
- Understand proposal
- Contact staff with questions (before hearing)

Play an Active Role

- Attendance is very important; alert staff if you will be absent
- Arrive on time
- Listen to staff, applicant, public, other commissioners
- Ask questions
- Consider project's relation to Comprehensive Plan



Commissioner Responsibilities

- Professionally perform duties
- Be consistent, fair and impartial
- Avoid jargon - use terms understandable to public
- Make all comments on the record
- Not necessary to repeat comments by other commissioners
- Be patient, courteous and respectful
- Remain calm; model appropriate behavior for all

Commissioner Responsibilities

Hearing Responsibilities

- Generally follow Robert's Rules to give structure to hearing, or separate rules of procedure
- Avoid esoteric details of parliamentary procedure
- Consider requiring conditions to mitigate impacts raised by public
- Avoid debates: Hear public questions, comment later
- Obtain all information needed to make decision
- Continue hearing, if necessary, to obtain information

Commissioner Responsibilities

Vote Based on Standards

- Explain how vote relates to standards of review
- Give appropriate weight to staff recommendations, if any
- Keep an open mind
- Recognize audience may not represent all views in community
- Discuss with the other members only during the hearing
- Do not exceed authority granted by Code or Statute

Items not Reviewed by Commission

Some items reviewed by *staff*

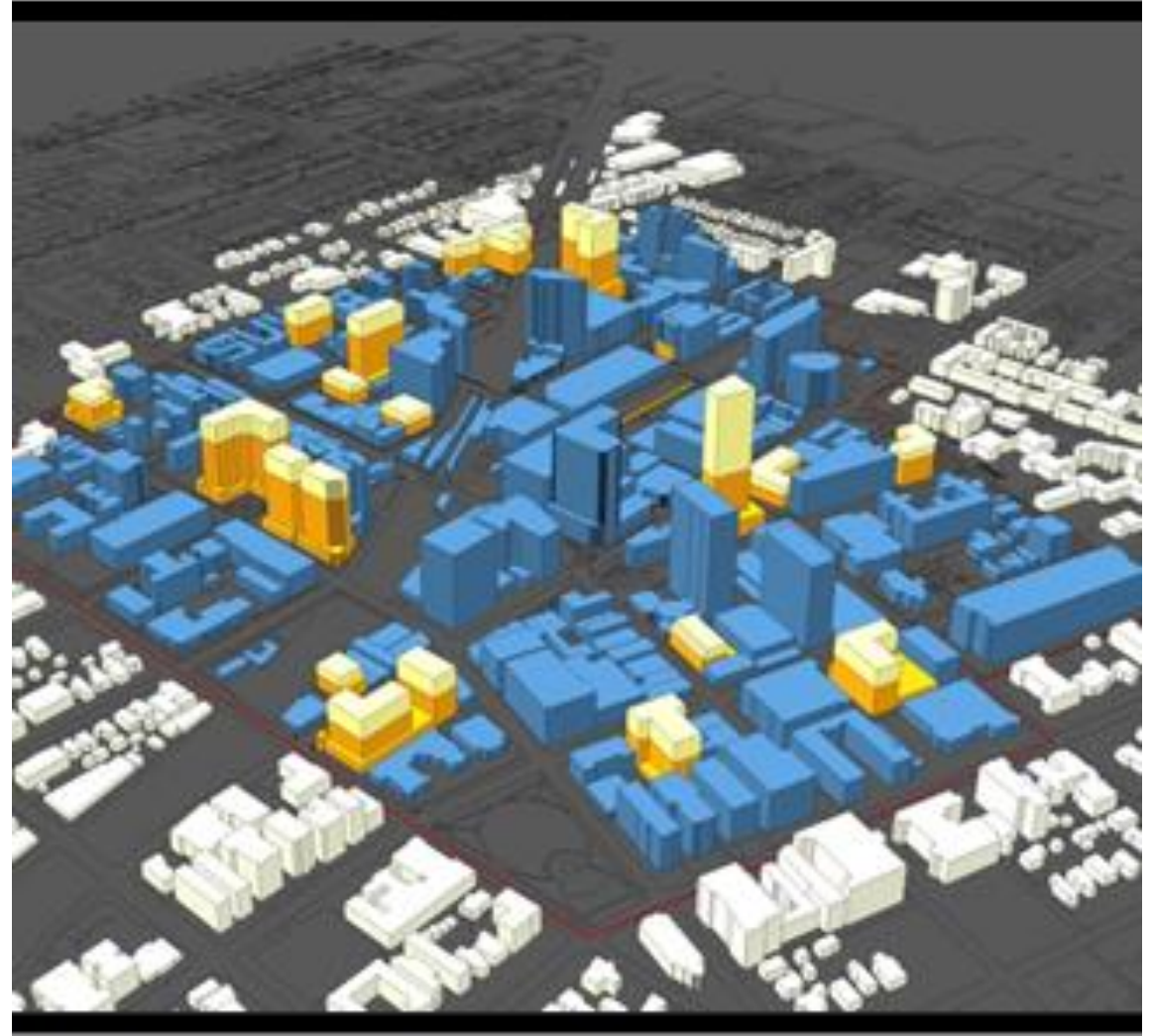
- Building code issues
- Property maintenance issues
- Private security

Some items reviewed by *elected officials*

- Financing

Some items not reviewed by Municipality (not reviewed by staff, appointed officials, elected officials)

- Interior design
- Internal business operations
- Rents, sale prices and unit mix
- Business competition (free market)

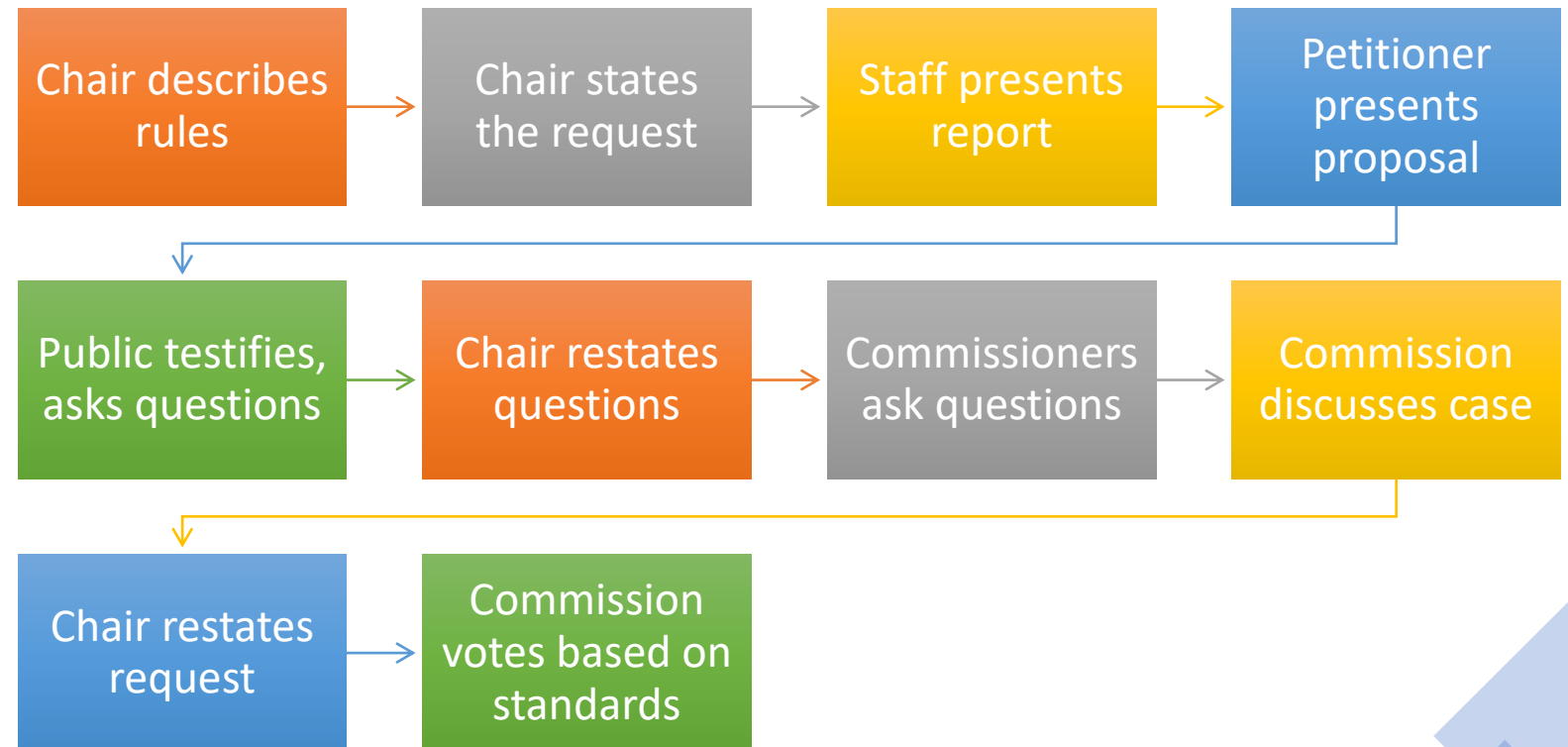


Responsibilities of the Chair

Run Efficient, Effective Meeting

- Quality decisions by Commission depend on strong leadership by Chair
- Chair controls meeting and sets tone
- Ensures all interested parties have input
- Focuses discussion on the topic
- Expedites action
- Votes

Typical Hearing Procedure



Taking Testimony



Holding a fair hearing so all views are heard

- Ensure that all have the right to speak
- Weigh relevance of testimony to standards of review
- Consider all the testimony in voting
- Number of people for or against the application is not criteria for decision

1. Play an active role in the process.
2. Be prepared for the meeting, and call staff with any questions ahead of time.
3. During public hearings - be patient, courteous and respectful, and **avoid debates.**
4. Vote based on standards / findings of fact - number of people for or against the application is not criteria for decision.
5. Chair – Sets the tone, takes testimony, and leads the meeting (not the applicant or the public).



Findings of Fact

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Findings of Fact

- Basis to ensure fair decisions
- Consistency with the Plan
- Evidence must show standards are met, based on the code
- Refer to standards when voting
- Essential if there is litigation

- Setting a precedent
 - Proposal considered on its merits
 - Record clear reason for decision

Findings of Fact

Illinois Supreme Court case: La Salle National Bank of Chicago v Cook County (1957)

- Zoning is constitutional
- Zoning cannot be arbitrary, capricious
- Health, morals, safety and general welfare of the public

The “LaSalle Factors” – basis of zoning standards:

- Existing uses and zoning of nearby property
- Suitability of property for zoned purpose
- Length of time property has been vacant
- Decrease in owner’s property values
- Promotes public health, safety and welfare
- Gain to public versus hardship to owner

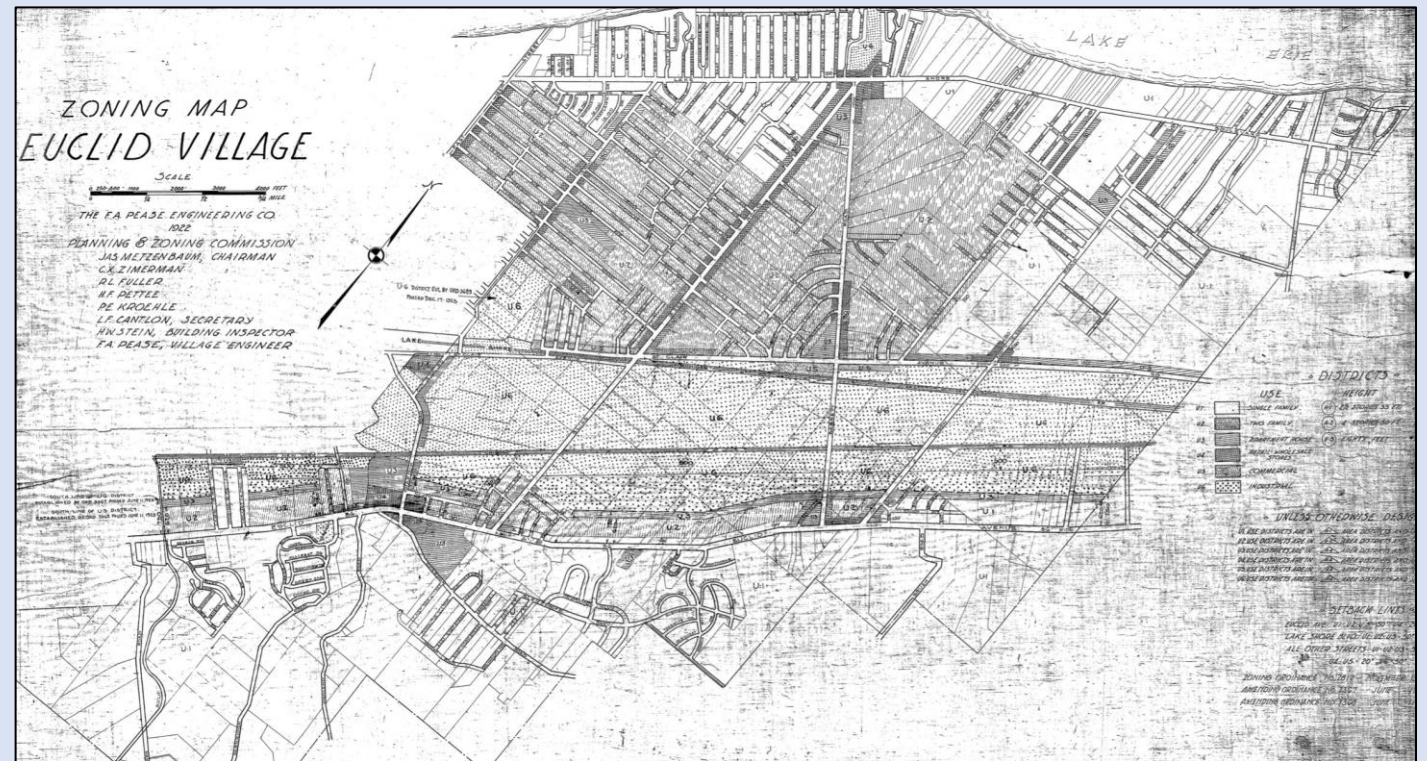


What the Courts Said

Euclid v. Ambler Tackles Zoning – November 1926

In the case of *Village of Euclid, Ohio, v. Ambler Realty Co.*, the U.S. Supreme Court ruled that the village of Euclid did not infringe on the rights of Ambler Realty by establishing its zoning ordinance.

The ruling more broadly affirmed the constitutionality of zoning and led to the growth of zoning ordinances across the United States.

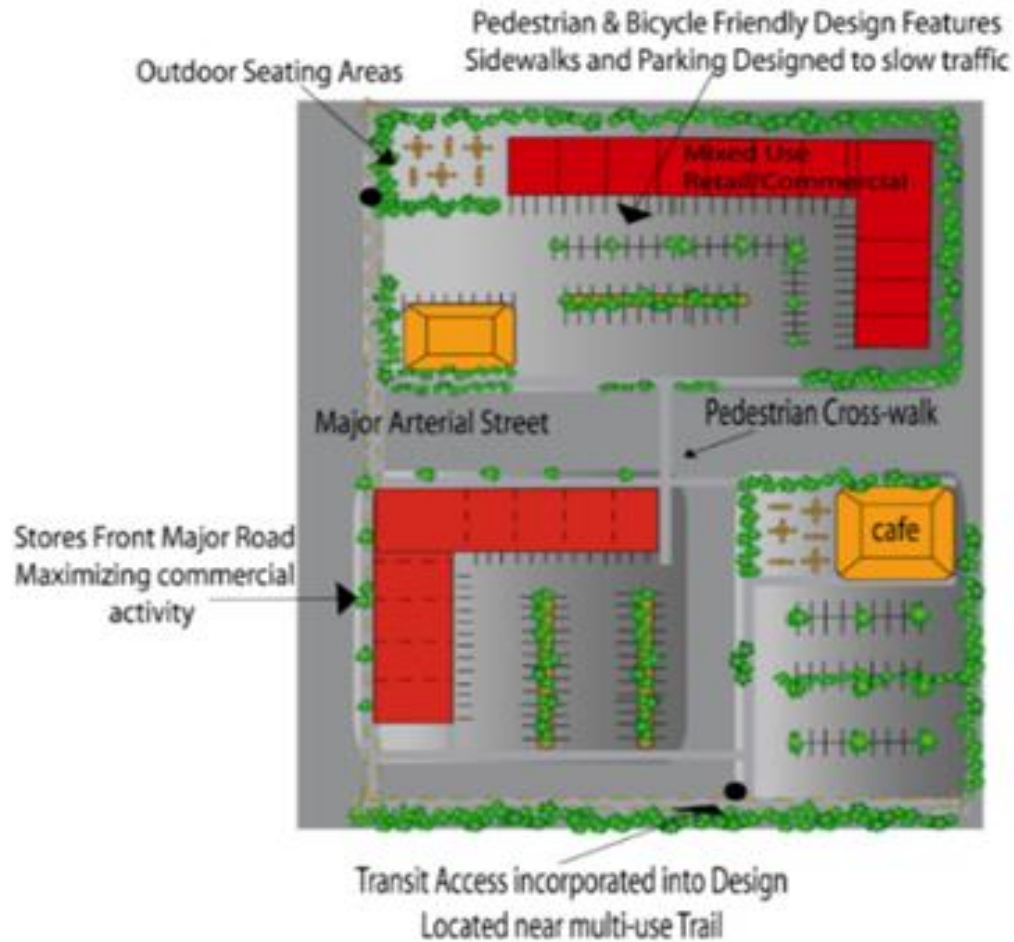


Information and image courtesy of the American Planning Association, www.planning.org

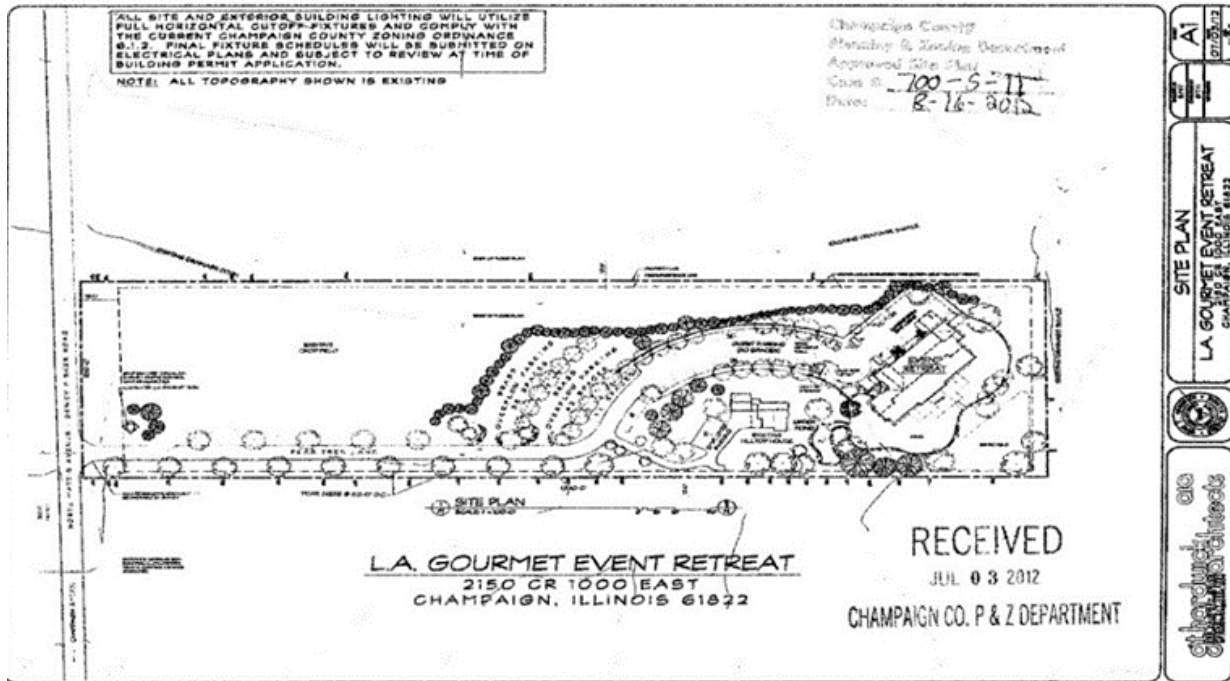
Special/Conditional Uses

Special/Conditional Uses are considered appropriate for the Zoning District, and...


- Possess unique characteristics to consider
- Mitigate impact of use upon neighboring property, public facilities
- Mitigate impact of use upon environment, natural resources, community
- Consider public need for the particular use at the particular location



Variations



- Variations may be granted when carrying out the strict letter of the code will create a practical difficulty or a particular **hardship** for the owner.
- The particular physical surroundings, shape or topographical condition of the specific property involved would bring particular hardship upon the property owner
- Variation analysis pertains to the property and not the property owner
- Variation must be in harmony with the purpose and intent of the zoning code
- Ordinances often limit variations
- Use variations are not good zoning



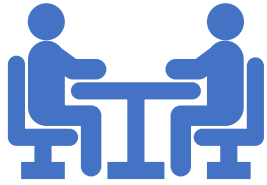
Remember!

1. Findings of Fact - Refer to standards when voting, evidence must show standards are met. Item K1.
2. Request considered on its merits, do not need to focus on setting a precedent.
3. LaSalle Factors - Basis for zoning standards.
4. Special/Conditional Use – Has been deemed acceptable in zoning district, but requires additional review and public hearing.
5. Variation - May be granted when carrying out the strict letter of the code will create a **practical difficulty** or a **particular hardship** for the owner (based on **a need** and not a **want**).

Questions and Discussion

The Fine Print

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Ex Parte Communications

Don't Forget! Don't Forget! Don't Forget! Don't Forget!

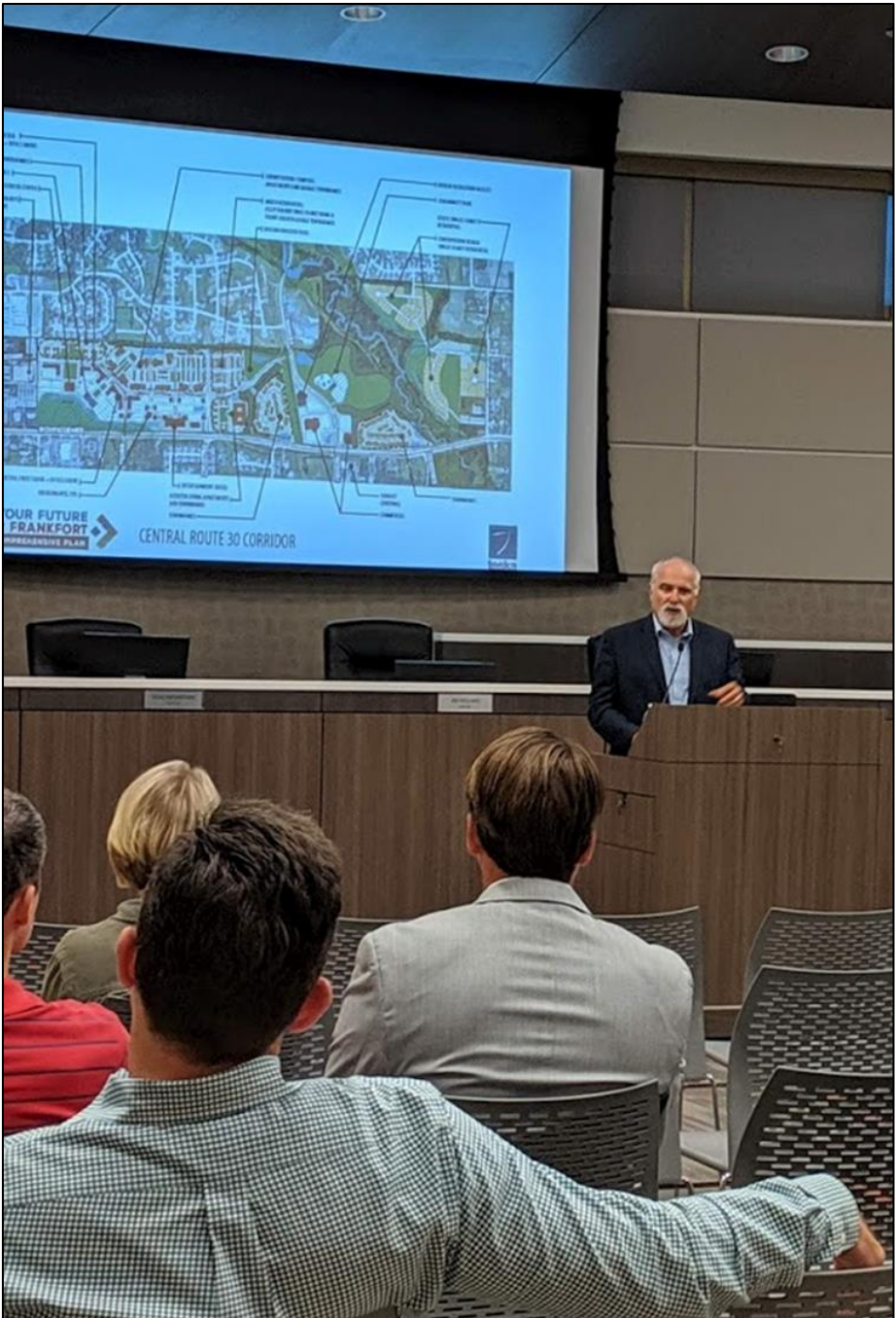


**HAVE
THE
MEETING
AT THE
MEETING**

Don't Forget! Don't Forget! Don't Forget! Don't Forget!

APA
American Planning Association - Illinois Chapter

- Contact between Commissioners and applicant, opponents or supporters outside public hearings
- Includes in person contact, phone calls, written materials provided by applicant or interested party
- Avoid it as could invalidate ultimate determination
- Suggest the interested party attend the hearing or send comments to staff
- At the site: avoid contact with public, if possible
- Disclose any ex parte contact at the hearing



Ethics

- Intent: serve public interest without opportunity for personal gain
- State Statute 5ILCS 430/1-1 et seq. and Municipal Code
- APA Ethical Principals in Planning
- Applies to elected and appointed officials and employees
- Limits specified gifts and certain political activities
- Some communities have Ethics Advisor or Ethics Commission
- For questions, check with staff or Attorney

Conflict of Interest

Having a business or financial relationship with an applicant as a client or customer

Having a financial interest in the project or are business partner with applicant or own the property

Appearance of Impropriety

- No conflict of interest exists but it may impair ability to exercise independent judgment
- A relationship between applicant and Commissioner such that a reasonable person may believe a conflict exists

Conflict of Interest

- **Recuse** when an actual conflict of interest exists, do not participate in the hearing and leave the room
- **Disclose** on the record the relationship when there may be an appearance of impropriety



Conflict of Interest

What is not a Conflict of Interest?

- Voting on general laws which affect all citizens
- Request from organization in which you are a member
- Commissioner related by blood or marriage to applicant, but has no financial connection to project



Open Meetings Act

Why have the Open Meetings Act?

- Public access to information
- Understand decision making process
- Strengthen transparency
- Hold government accountable

Open Meetings Act

- All meetings are open to the public
- When commission hears testimony on a specific case, it is a public hearing (which requires 15 day notice)
- When commission meeting is informal workshop, it is a public meeting (which requires 48 hour notice)
- Gathering of a majority of quorum to discuss public business is a public meeting
 - Meetings
 - Phone calls
 - Video conferences
 - Email
 - Instant messaging



Remember!



1. Conflict of Interest – only if Item K1.
 - Commissioner has **financial interest** in the property or projectOR
 - **business relationship** with the applicant.Follow protocols if conflict exists.
2. Be careful with gathering as a majority of a quorum to discuss
 - **public business**OR
 - **a project**outside of the public hearing.
3. Any questions, check with staff or Attorney.

Questions and Discussion

Tools of the Trade

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Policy Planning

Foundation for Implementation, Planning, Budgeting, Grants, CIP...

- Comprehensive Plan
- Downtown Plan
- Corridor Plan
- Neighborhood Plan
- Housing Plan
- Watershed Plan
- Transportation Plan
- Preservation Plan
- Sustainability Plan

Comprehensive Plan

- The community's vision for its future
- Authority established by Illinois State Statutes
- Plan - general future policy
- Zoning - specific current regulation

Comprehensive Plan

Typical topics:

- Land Use
- Environment
- Public Facilities, private utilities
- Transportation
- Historic Preservation, urban design
- Housing
- Economic Development
- Sustainability

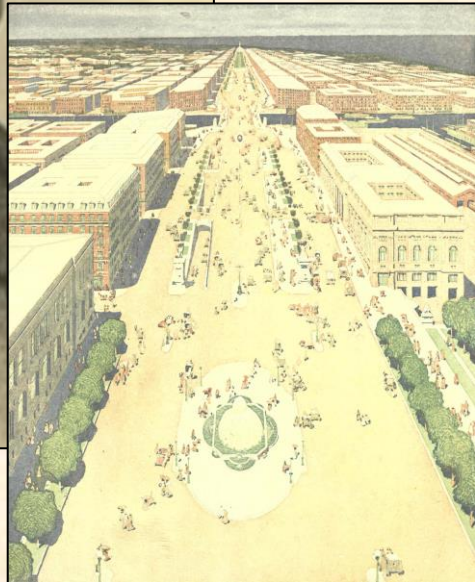
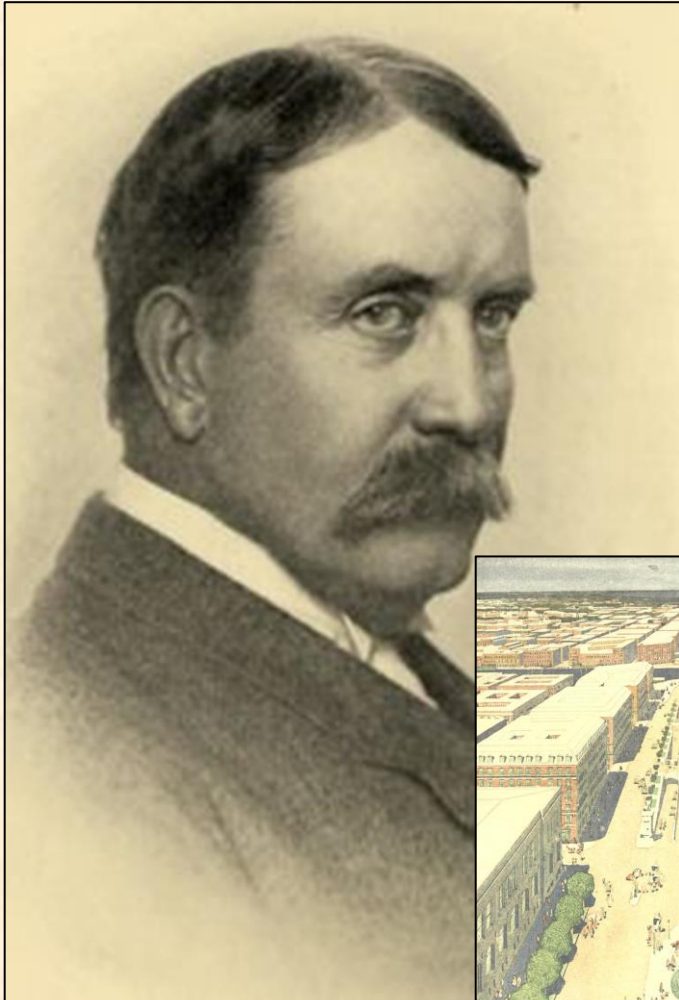
Did You Know That...

Item K1.

The 1893 World's Fair in Chicago showcased Daniel Burnham's ideas for the "City Beautiful" movement, and offered a blueprint for growth and vision of what cities could be.

Information and image courtesy of the American Planning Association, www.planning.org

Daniel Burnham



Who Said That?

Item K1.

Make no little plans; they have no magic to stir men's blood and probably themselves will not be realized. Make big plans; aim high in hope and work.

The Plan of Chicago, written by Burnham and Bennett in 1909, was the first comprehensive metropolitan plan in the United States.

The plan concentrated on physical improvements, such as new parks, lakefront upgrades, new civic and cultural centers, and transportation development.

The Burnham Plan remains highly influential to the philosophy and process of planning cities.

Public Participation in Planning

- Educates and informs the public
- Public ownership of plan supports implementation
- Various formats to engage residents and businesses
 - Print, radio
 - Local cable TV access channel
 - Social Media
 - On line survey
 - Advisory groups
 - Design charrette
 - Open house
 - Public hearing
- No right answer, customize the community





Working with the Public

- Make participation as easy as possible
- Work for maximum turnout, don't expect it
- Keep workshops interesting, interactive, and fed
- Anticipate and answer questions – teach, don't lecture
- Publicize meeting on websites, social media, public places, in multiple languages if appropriate.
- Provide copies of material for public
- Public hearings
 - Create atmosphere that welcomes public participation
 - Arrange agenda so simple, non-controversial cases are first



Not Planners, but Still Influential

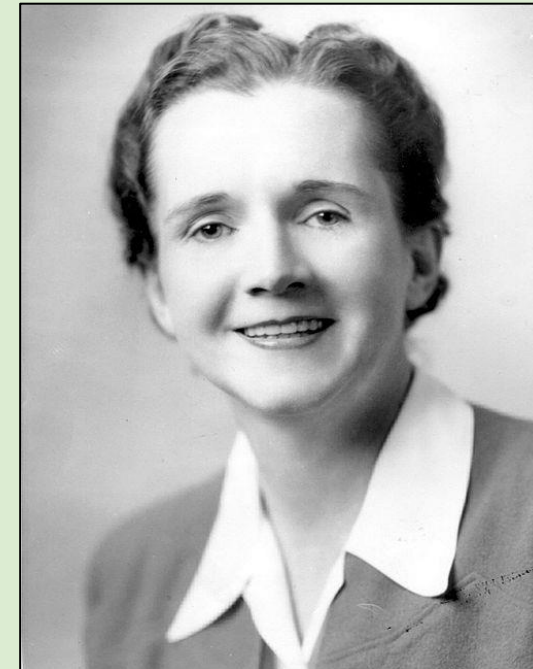


Jane Addams (1860-1935)

- Suffragist, sociologist, and activist
- Referred to as the mother of social work
- Cofounded Hull House in Chicago in 1889, the first settlement house in the U.S.
- Nearly 500 settlement houses opened their doors in the U.S. by 1920

- Marine biologist, writer, and conservationist
- Wrote *Silent Spring* in 1962, which was instrumental in launching the environmental planning movement
- Spurred changes in laws affecting air, land and water

Rachel Carson (1907-1964)



Plan Implementation

- Policy: economic, environmental well being of municipality
- Financial: CIP, TIF, SSA, downtown façade grants
- Regulations: solar and wind farms, casinos, cannabis
- Procedures: development review, design guidelines
- Improvements: streetscape, greenway and trail system
- Intergovernmental issues: consolidation, property taxes
- Review and revise plan when needed

Questions and Discussion

Regulating Development

- Police Power – health, safety, welfare
- Balance community character and economic development
- Clear structure with objective codes applied consistently
- Predictable, fair, timely process
- Each community is different
- No right answer, but consider legal limitations
- Design Guidelines

5.0 DESIGN GUIDELINES



5.1 SITE DESIGN

Site Access, Circulation and Parking

Design Intent

To design site access, circulation, and vehicle parking lots to improve the appearance and convenience of vehicle movement and to contribute to overall vehicular and pedestrian traffic safety.

Design Guidelines

- ▶ Parking lots should be designed with a logical layout configuration and a clear hierarchy of circulation.
- ▶ Shared parking between developments is encouraged in order to reduce the amount of surface parking lots.
- ▶ Trees, decorative walls or fencing, trellises, and other elements are encouraged to be included within the design of parking lots.
- ▶ Sites should support safety and walkability within the development and between neighboring developments.
- ▶ Parking and access layouts should minimize curb cuts and reduce potential for congestion and conflict between travel modes. This can be done by providing vehicle access into the development from secondary streets.

Design Techniques:

Site Access, Circulation and Parking

Decorative Fencing and Pedestrian Access



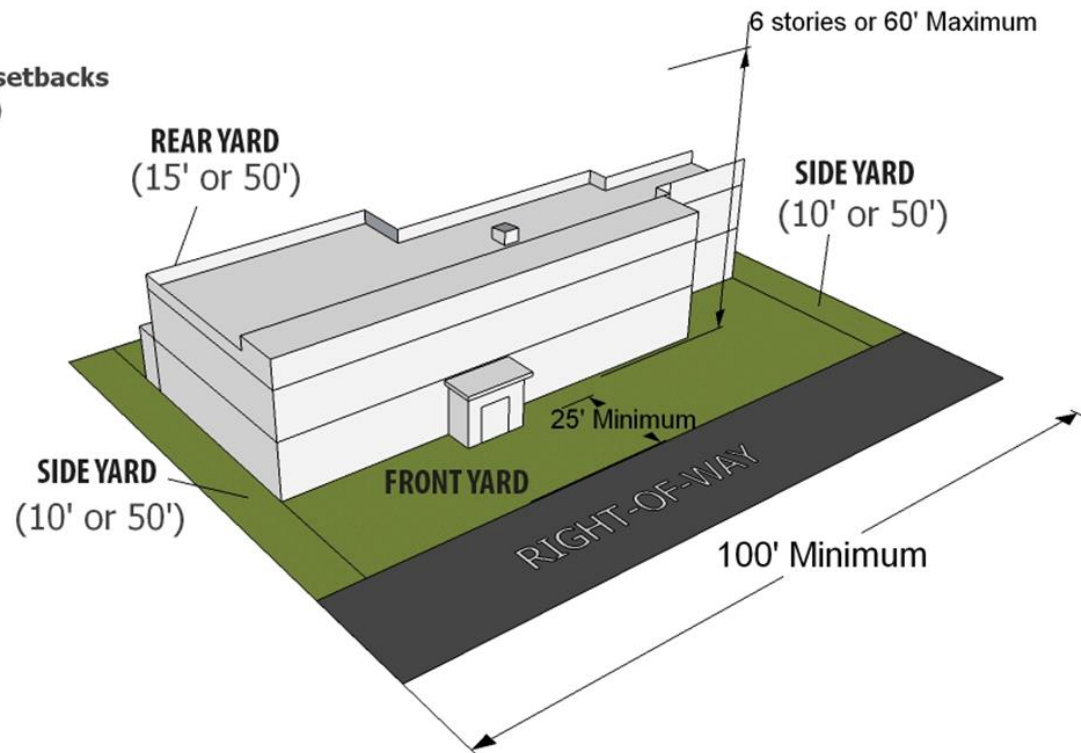
Landscaped Berm



Zoning

**20,000 sq. ft.
Minimum Lot Area**

**(50' side and/or rear yard setbacks
when lot abuts residential)**

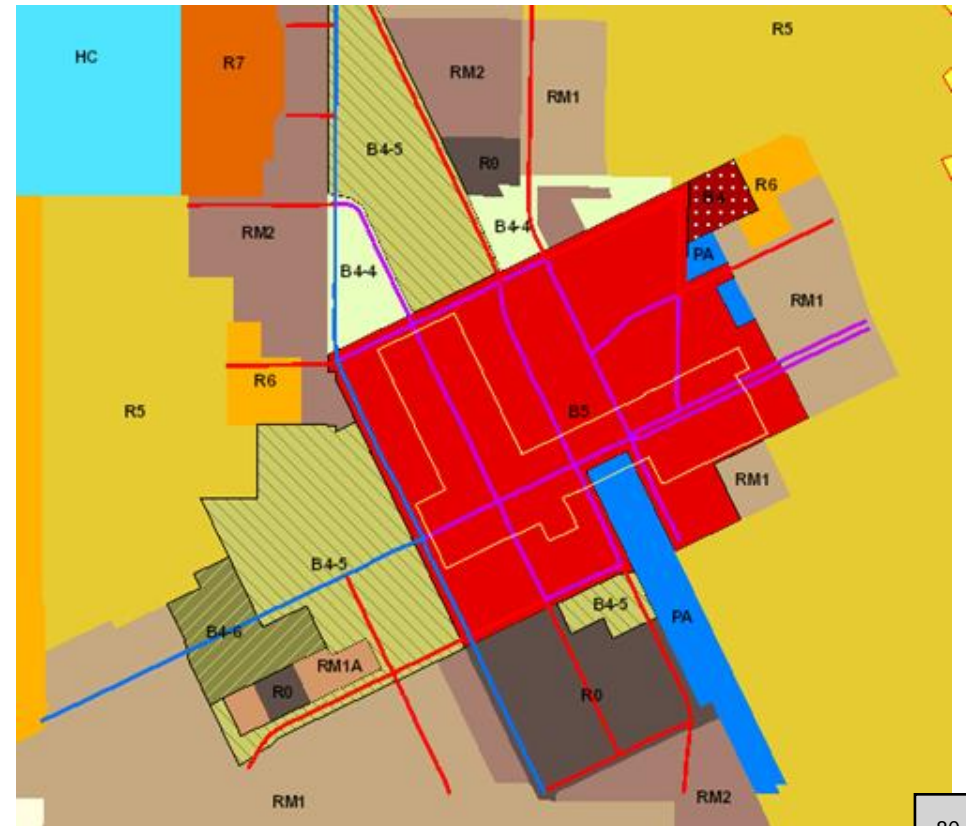


Item K1.

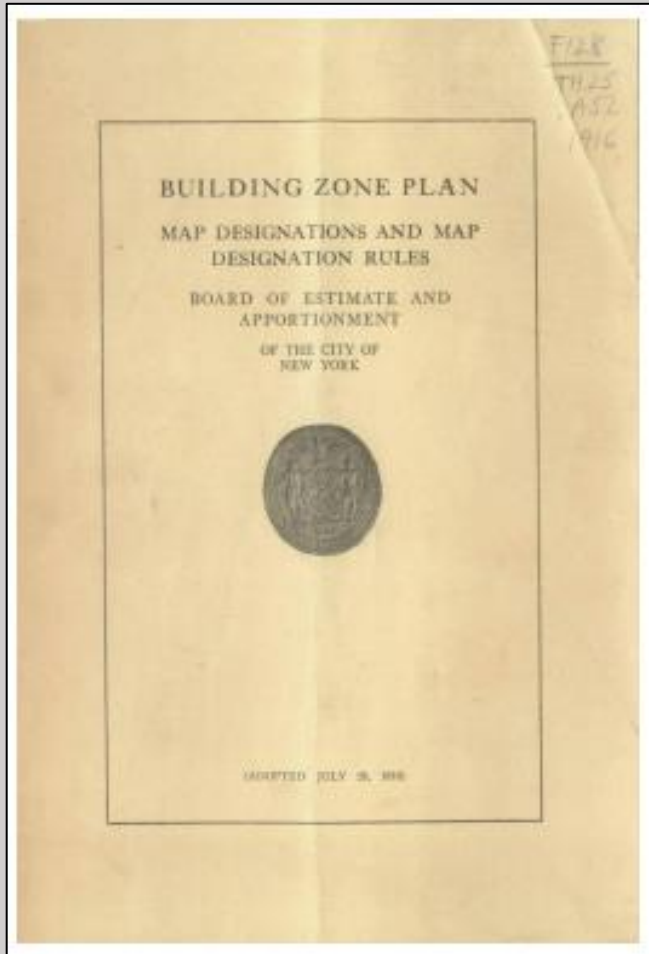
- Creates predictability. Protect residents from others' actions, not primarily to limit owner's use
- State statutes authorize local governments to zone; case law limits how zoning is used
- Tools to implement Plan by regulating
 - Use of land
 - Amount of open space on lot, building setbacks
 - Bulk of buildings, land coverage on lot

Zoning Districts

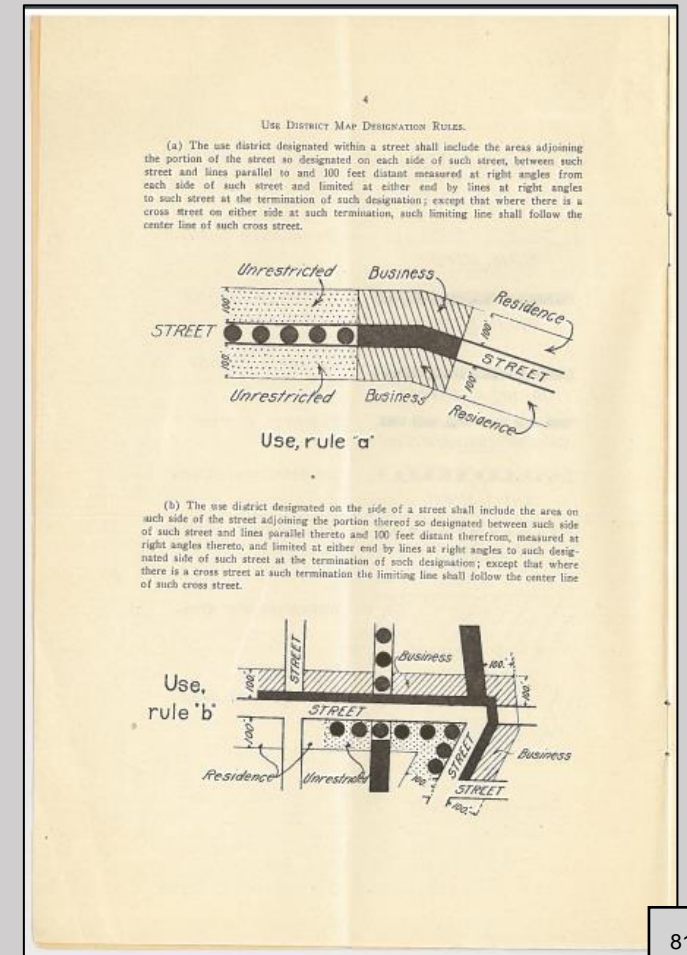
- Single Family
- Multiple family
- Central Business District
- Mixed Use
- Retail
- Commercial
- Office
- Manufacturing
- Institutional
- Open Space
- Agricultural
- Overlay District(s)



Did You Know That...



In July 1916, New York City enacted the Nation's first comprehensive zoning resolution.



Types of Zoning Approval



- Permitted Uses (no hearing)
- Variation or Variance
- Special Use or Conditional Use
- Planned Development or PUD

- Conditions
 - Must be rational nexus to proposal
 - Listed in approving ordinance

Planned Development

(aka Planned Unit Development)

Benefits to the Developer

- Flexibility in design
- Phased construction
- Consolidates variations

Benefits to the Municipality

- Public Benefit
- Open space & recreational areas
- Preserve natural features & environmental resources
- Incentivize Community Goals (ie. historic preservation, affordable housing)



Keeping Zoning Current

- Text Amendment changes the language in the code
- Map Amendment changes the zoning district for some parcels - avoid spot rezoning just one parcel
- Often amend zoning text and zoning map after new Comp Plan adopted

Subdivision



- Procedure to regulate division of land into lots for sale, lease, or development
- Operates with zoning code and building code
- Affects the look and function of a community
- Requirements for access, safety and health
- Technical process to confirm plat meets standards in the ordinance
- Dedication of Land or Fee in Lieu for Schools and Parks

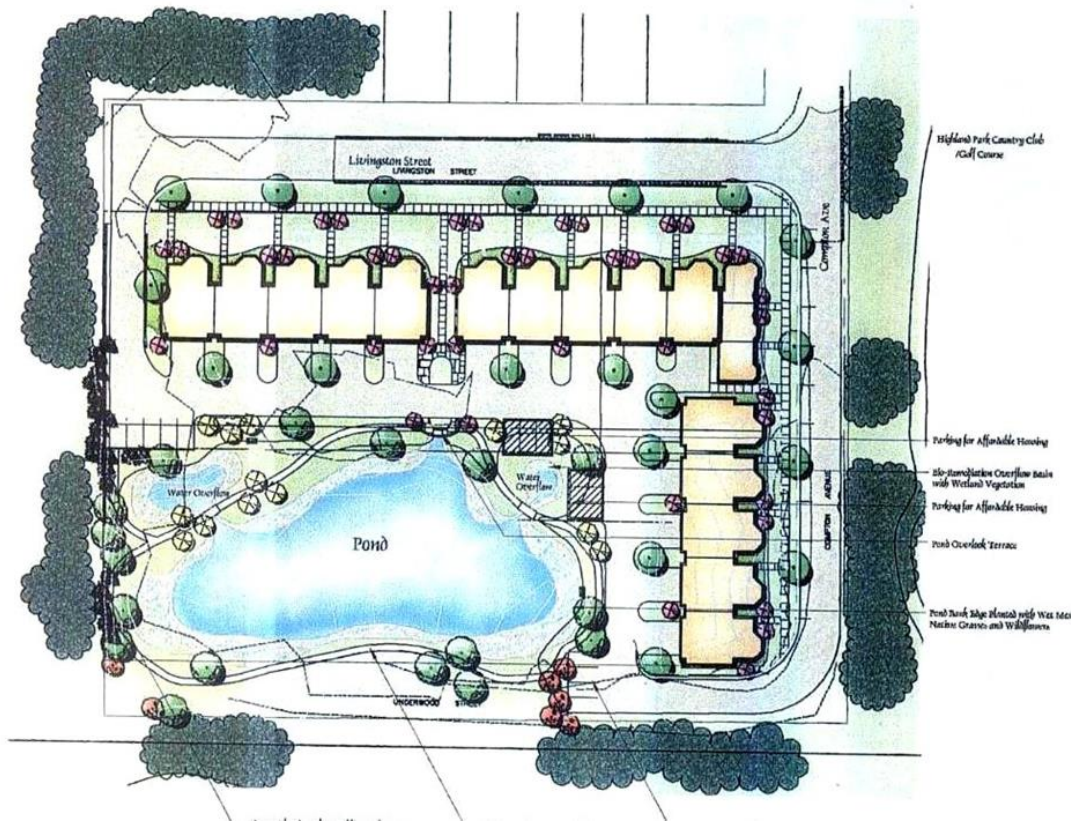
Subdivision Regulations

Public Improvement Standards Define Community Character

- Roads, curbs & gutter, street lighting
- Sidewalks (both sides of the street?), paths
- Utilities, stormwater (sewer or swale?)

Approval Process Ensures Infrastructure Installation

- Ministerial Function
- Plan Commission reviews preliminary & final plat
- Elected officials act on preliminary & final plat
- Utilities installed in advance of / concurrent with lotting



Annexation

- Growth tool to expand municipal boundaries
 - Address potential impacts of adjacent properties outside of municipality
- Voluntary Annexation may be in advance of contiguity
 - Pre annexation agreement sets parameters for later annexation
- Force Annexation
 - Required to be less than 60 acres and surrounded by municipality

NEED TO

REMEMBER!

THESE ARE MY TOOLS
OF THE TRADE

1. Comprehensive Plan/Planning documents
 - a) Policy guide for community's future development
2. Zoning Regulations
 - a) Essential tools to use when reviewing projects
3. Make public participation as easy as possible for all members of the community

Questions and Discussion

Resources for Commissioners

Citizen Planner Training
APA Illinois Chapter
Chaddick Institute

Resources:

- Staff, local library
- APA website, magazine, books, podcasts
- APA state & national conferences and webinars
- APA's The Commissioner newsletter
- Local and National media and newspapers
- Planning Commissioner's Journal (plannersweb.com)

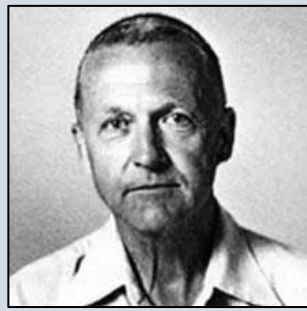
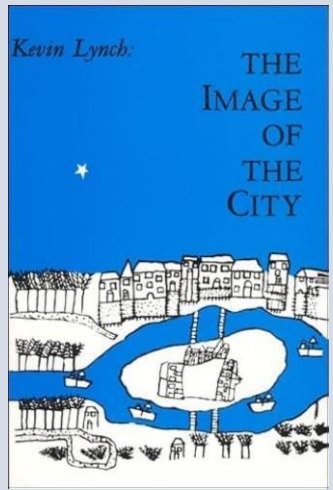
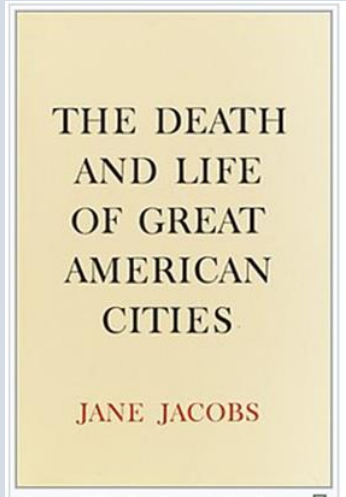
Planning Library: Check These Books Out

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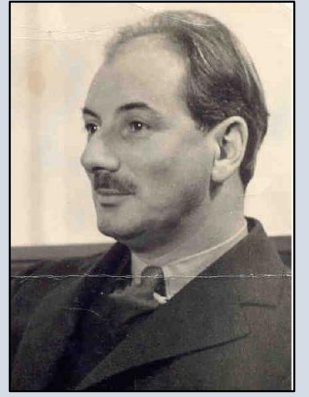
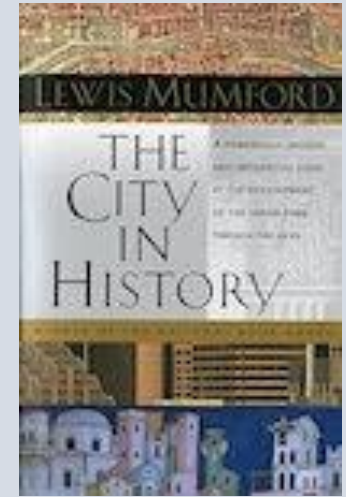


Jacobs as chair of a Greenwich Village civic group at a 1961 press conference

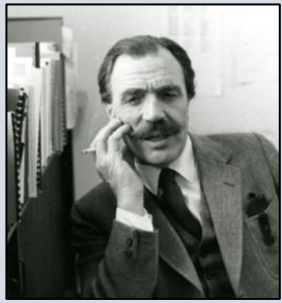
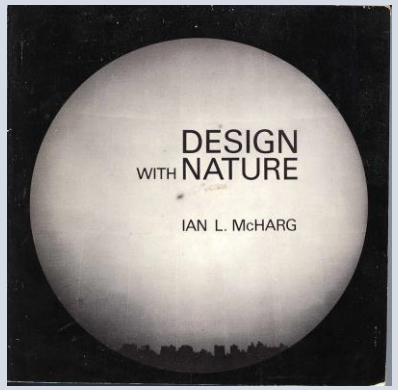
1960



1960



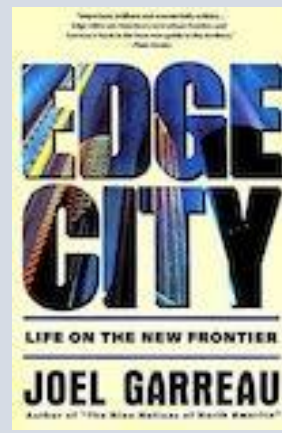
1961



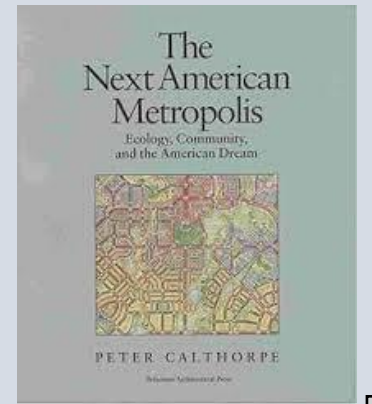
1969



1992



1993



Resources:

American Planning Association

- www.planning.org
- www.ilapa.org
- www.planning.org/ethics/ethicalprinciples/

Websites & Listservs

- www.planetizen.com
- www.plannersnetwork.org

Other Organizations

- <https://las.depaul.edu/centers-and-institutes/chaddick-institute-for-metropolitan-development/pages/default.aspx>
- www.strongtowns.org
- www.cnt.org
- www.pps.org
- www.landmarks.org
- www.savingplaces.org
- <http://petepointnerplanning.blogspot.com/>

Diversity, Equity, and Inclusiveness Resources:

Item K1.

- APA Annual Diversity Forums: <https://planning.org/diversity/efforts/>
- 2019 PAS Memo Increasing Diversity, Equity and Inclusion in Planning: <https://planning.org/publications/documents/9176238>
- APA-IL 2017 Planning for Equity Program: <https://www.ilapa.org/diversity-equity-inclusion>
- APA Ambassador Program: <https://planning.org/ambassadors/>
- APA Diversity and Inclusion Training: https://learn.planning.org/local/catalog/view/product.php?globalid=LRN_PAC18_001
- APA course Promoting Diversity and Inclusive Communities: https://learn.planning.org/local/catalog/view/product.php?globalid=LRN_188182
- American Association of University Women Work Smart Online: www.salary.aauw.org
- American Planning Association Equity Policy Guide (2019): <https://planning.org/publications/document/9178541/>
- Informational Videos -- Jim Crow of the North: <https://www.tpt.org/minnesota-experience/video/long-lead-jijjix/> and
- The Color Tax: <https://www.youtube.com/watch?v=UVHqMbyzZ-Y>

Thank You!

Citizen Planner Training
APA Illinois Chapter
Chaddick Institute



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

Historic Preservation Commission, May 6, 2026

Old Business: CDBG FY25 Grant Funds - Elm Street Sidewalks Improvement Project

Meeting: Historic Preservation Commission, May 6, 2026

Location: Council Chambers

Project Background

This Old Business item is a continuation of the conversation introduced to the Commission on April 1, 2026. The following project background was given at that meeting:

“Proposed Public Works replacement of brick sidewalks along E Elm Street between S Grove Street and S Urbana Avenue and brick sidewalks along S Urbana Avenue between E Main Street and E Elm Street. Proposed replacement with Portland cement concrete sidewalk, 6-inch, with a combination curb and gutter. This project is using CDBG infrastructure funds.”

May 6, 2026 Update

Staff forwarded Commissioner comments to Ms. Rita Baker, staff member at the State Historic Preservation Office, on April 8, 2026. Staff also provided Ms. Baker with the construction date of the sidewalk, a description of their appearance, construction, and condition, and photographs of the sidewalk. Ms. Baker confirmed receipt of the material on April 9, 2026.

SHPO issued a letter addressed to Dr. Eric McCann relating to SHPO LOG #010031226 (Elm Street Sidewalks). SHPO made a determination of “no historic properties will be affected.”



JB Pritzker, Governor • Natalie Phelps Finnie, Director
One Natural Resources Way • Springfield, Illinois 62702-1271
www.dnr.illinois.gov

Champaign County
Urbana
S. Urbana Ave. and E. Main St.,
E. Elm St. and S. Urbana Ave.,
E. Elm St. and S. Maple St.,
E. Elm St. and S. Grove St.
CDBG
Sidewalk Repair or Replacement

PLEASE REFER TO: SHPO LOG #010031226

April 7, 2026

Dr. Eric McCann
City of Urbana, Illinois
400 S. Vine St.
Urbana, IL 61801

We have reviewed the documentation submitted for the referenced project in accordance with 36 CFR Part 800.4. Based upon the information provided, no historic properties will be affected. We, therefore, have no objection to the undertaking proceeding as planned.

Please retain this letter in your files as evidence of compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. This approval remains in effect for two (2) years from date of issuance. It does not pertain to any discovery during construction, nor is it a clearance for purposes of the Illinois Human Remains Protection Act (20 ILCS 3440).

If you are an applicant, please submit a copy of this letter to the state or federal agency from which you obtain any permit, license, grant, or other assistance. If further assistance is needed contact Jeff Kruchten, Principal Archaeologist, at 217/785-1279 or jeff.kruchten@illinois.gov.

Sincerely,

Carey L. Mayer, AIA
Deputy State Historic Preservation Officer

Kate Himick

From: Kate Himick
Sent: Friday, April 17, 2026 10:36 AM
To: Kate Himick
Cc: Andrew Weiss; Angela Urban; David Hays; Dennis Robert; Kathryn Holliday; Laura O'Donnell; Trent Shepard
Subject: Elm Street Brick Sidewalks SHPO #010031226
Attachments: SHPO Sidewalks Determination Letter 4-7-26.pdf

Dear Commissioners,

We have received word back from SHPO staff regarding the Elm Street brick sidewalks. The determination letter is attached; it declares no historic properties to be affected. Please note that the SHPO letter is dated April 7, and I sent in comments on April 8. I called SHPO staff this week to confirm that comments had been taken into account. Rita Baker confirmed that the information provided had been considered as part of their staff meeting on this matter, but that the letter had begun to be drafted prior to comments being received.

All the best,

Kate Himick
Planner I

Community Development Services Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.328.8284



*Want to shape the future of housing in Urbana?
Take the Housing Needs Study Community Survey [here!](#)*



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

Historic Preservation Commission Study
Session: Urbana Civic Center, Continued

Meeting Date: May 6, 2026

Location: Council Chambers

This study session serves as unstructured discussion time for the Commissioners to continue any comments or thoughts on the Urbana Civic Center. Staff have not prepared specific materials beyond what has already been presented to the Commission.



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

Historic Preservation Commission

Study Session: Section 106 Process Review, Continued

Meeting Date: May 6, 2026

Location: Council Chambers

Potential Best Practices: *(previously circulated)*

- The Historic Preservation Commission Secretary and the Zoning Administrator should be separate individuals.
- Opportunity for a dedicated staff member and the HPC Chair to participate in official Advisory Council on Historic Preservation (ACHP) Section 106 training – 8 hours, digital.
- **Edit the bylaws** to explicitly provide a process for Section 106 Consulting Party invitations. Some potential additions could be:
 - **Notice Period:** Upon receipt of a request for comment or an invitation to be a Consulting Party, staff should notify the full Commission and/or the Commission Chair within a certain number of business days.
 - **Case Status:** Section 106 Consulting Party invitations could be treated as a “case” with their own schedule for review, similar to the way Certificate of Appropriateness applications are processed. Consulting Parties have a 30-day window to provide an initial response.
 - **Written Checklist Process:** Staff to develop a written process for checking locally designated properties, surveyed properties, NHRP eligible properties, and NHRP listed properties.
 - This complements a long-range goal of auditing all surveyed properties and to-be surveyed properties in Urbana.
 - **Official Correspondence:** If official communication is issued by or on behalf of the Commission, official correspondence should be signed by both HPC Chair and the HPC Secretary, as optional.

Potential Next Steps:

- Work in pairs (“buddy system”) to review the existing bylaws and draft revisions.
- Use this study session as a “working session.”
- Schedule future working session(s).

HISTORIC PRESERVATION COMMISSION OFFICIAL BYLAWS

City of Urbana, Illinois

Date of Commission Approval: March 4, 2020

Article I. Purpose

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

Article II. Powers and Duties

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

Article III. Membership, Officers, and Their Duties

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

Article IV. Meetings

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

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

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

March 4, 2020

Attendance

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

Quorum

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

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

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

March 4, 2020

Legal Counsel

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

Article V. Order of Business Agenda

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

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

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

Article VI. Procedure for Hearings

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

1. The Chairperson shall declare the public hearing open. He/she shall state the case number and nature of the request. The Chairperson shall then outline the procedure to be followed, stating when the nominator/petitioner may present evidence, when the objectors may present evidence, and the procedure for cross-examination. In addition, the Chairperson shall state the Historic Preservation Commission's authority regarding the case and whether or not the Commission has final authority on the matter.
2. Staff presents summary of the case.
3. The nominator/petitioner or his/her representative may make a statement outlining the nature of his/her request prior to introducing evidence.
4. The nominator/petitioner shall present evidence.
 - a) Opponents of the request shall be allowed a reasonable opportunity for relevant questioning (i.e., "cross-examination") of the nominator/petitioner, at the discretion of the Chairperson. If at any time the Chairperson determines the questions are becoming abusive, redundant, or irrelevant, he/she may stop the questioning and direct the questioner to move on to the next question. If the

March 4, 2020

- petitioner is unable or unwilling to respond to the relevant questions, the chairperson shall direct the Recording Secretary to take note of such in the minutes of the Historic Preservation Commission.
5. Other Proponents of the request who may have relevant information to present to the Commission may be heard at the discretion of the Chairperson.
 - a) Opponents of the request shall be allowed a reasonable opportunity for relevant questioning of any Proponent, at the discretion of the Chairperson. If at any time the Chairperson determines the questions are becoming abusive, redundant, or irrelevant, he/she may stop the questioning and direct the questioner to move on to the next question. If the petitioner is unable or unwilling to respond to the relevant questions, the chairperson shall direct the Recording Secretary to take note of such in the minutes of the Historic Preservation Commission.
 6. Opponents of the request may present relevant evidence. Opponents may include persons not in favor of the petition as proposed, as determined by the Chairperson.
 - a) The nominator/petitioner shall be allowed a reasonable opportunity for relevant questioning of any Opponent, at the discretion of the Chairperson. If at any time the Chairperson determines the questions are becoming abusive, redundant, or irrelevant, he/she may stop the questioning and direct the questioner to move on to the next question. If the opponent is unable or unwilling to respond to the relevant questions, the chairperson shall direct the Recording Secretary to take note of such in the minutes of the Historic Preservation Commission.
 7. Others who may have relevant information to present to the Commission may be heard at the discretion of the Chairperson.
 8. Following the presentations by the nominator/petitioner, Proponents, or Opponents, additional comments may be allowed by City staff for clarification or in response to new evidence.
 9. The nominator/petitioner may present a summary of his/her petition.
 10. Questions from the Commission may be directed at any time to the applicant, staff or public to clarify evidence presented in the hearing.
 11. The Commission shall not be bound by strict rules of evidence. The Commission may exclude irrelevant, immaterial, incompetent or repetitious testimony or other evidence.
 12. A nominator/petitioner or opponent, or their agent or attorney may submit a list of persons favoring or opposing the application. Such a list will be accepted as an exhibit if it contains a brief statement of the position of the persons favoring or opposing the request together with the signatures and addresses of the persons subscribing to such statement. Said list shall be admissible as evidence if it is received by the Secretary prior to or during the public hearing on the request.
 13. In order to facilitate an orderly and timely public hearing, the Chairperson may require advance registration of opponents wishing to ask questions of the nominator/petitioner or other interested parties, including identification of the opponents' area of interest in

March 4, 2020

questioning and identification of who may be questioned. Advance registration may be by means of speaker cards to be submitted prior to or at the public hearing.

14. The Chairperson shall rule on all questions relating to the admissibility of evidence. The Chairperson's determination may, however, be overruled by a majority vote of the Commissioners present.
15. The nominator/petitioner and opponents should present all evidence they possess concerning the request at the initial phase of the public hearing. Written material from the nominator/petitioner or opponents will be accepted by the Secretary for distribution to the Commission until the close of the public hearing.
16. The Chairperson 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.
17. The Commission should include Findings of Fact as part of a motion.
18. The Commission may continue any case due to insufficient information provided by the petitioner in order for City Staff to make a recommendation or the Commission to make a decision. The Commission may also continue any case for the purpose of gathering more testimony or due to the absence of the petitioner at the meeting.

Article VII. Audience Participation

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

Article VIII. Determinations

Motions and Procedures

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

March 4, 2020

Article IX. Records

1. A file of materials and determinations relating to each case shall be kept by the Secretary as part of the records of the Commission. Said records shall be kept at the office of the Commission.
2. The Secretary or his/her designee shall prepare minutes of every regular or special meeting. The Commission minutes shall be kept as part of the official records of the Commission and approved by an affirmative vote of the majority of the Commission members present.
3. All records of the Commission shall be public records subject to release in accordance with the process outlined by the Freedom of Information Act.
4. In accordance with Certified Local Government requirements, the Secretary of the Historic Preservation Commission will prepare an annual report. The report shall include the following:
 1. Cases Reviewed: Certificates of Appropriateness and Certificates of Economic Hardship
 2. Local Designations: Local Landmarks and Historic Districts
 3. Historic Resource Surveys
 4. National Register Nominations
 5. Historic Property Monitoring
 6. Historic Preservation Commission Activities
 7. Commissioner Attendance Record

Article X. General Provisions

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

Article XI. Amendment of Rules

These bylaws may be amended by an affirmative vote of not less than five (5) members of the Commission. Any such amendment becomes effective at the next regular meeting.