



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

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**DATE:** Wednesday, September 04, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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**AGENDA**

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

**B. Changes to the Agenda**

**C. Approval of Minutes**

[Minutes](#) of the April 3, 2024 Regular Meeting

**D. Written Communications**

**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**

[Urbana](#) Historic Preservation Commission Staff Report - September 4, 2024

**L. Study Session**

**M. Announcements**

**N. Adjournment**

## **PUBLIC INPUT**

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

Public Input will be taken in the following ways:

### **Email Input**

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

### **Written Input**

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

### **Public Hearing**

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

### **Verbal Input**

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

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

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

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

### **Accommodation**

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

Phone: 217.384.2455

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

### **Watching the Meeting via Streaming Services**

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

**MINUTES OF A REGULAR MEETING**

**URBANA HISTORIC PRESERVATION COMMISSION**

**DATE:** April 3, 2024

**DRAFT**

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

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

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**MEMBERS ATTENDING:** David Hays, Laura O'Donnell, Dennis Roberts, Trent Shepard, Angela Urban, Andrew Weiss

**STAFF PRESENT** Kimberly Smith, Director of Community Development Services; Kevin Garcia, Principal Planner; Marcus Ricci, Planner II

**OTHERS PRESENT:** Annie Adams, Brian Adams, Susan Appel, Dennis Barber, Mia Bartletsi, Carolyn Baxley, Chris Berti, Karen Cottrell, Jeannie Covert, Anthony Fioravanti, Emma Fristoe, Barb Oehlschlaeger-Garvey, Amsal Khimani, Alice Novak, Gina Pagliuso, Kent Snodgrass, Myra Stevens

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

In the absence of a Chair, Vice-Chair Hays called the meeting to order at 7:04 p.m. Roll call was taken, and a quorum was declared present with all members present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF PREVIOUS MINUTES**

The minutes of the June 7, 2023, regular meeting of the Historic Preservation Commission were presented for approval. Mr. Roberts moved to approve the June 7, 2023, minutes as presented. Ms. Urban seconded the motion. The motion to approve the minutes was approved as written by unanimous voice vote.

**D. WRITTEN COMMUNICATIONS**

There were none.

**E. AUDIENCE PARTICIPATION**

There was none.

**F. CONTINUED PUBLIC HEARINGS**

There were none.

**G. OLD BUSINESS**

There was none.

**H. NEW PUBLIC HEARINGS**

There were none.

**I. NEW BUSINESS**

**Election of Officers – Chair and Vice Chair**

Vice Chair Hays opened this item on the agenda. He explained the process for the election of officers according to Robert's Rules of Order. Marcus Ricci, Planner II, added that Robert's Rules of Order does not prohibit nomination of one's self; however, the City of Urbana's past practice has been nomination by another member.

**Nomination of Chair**

Mr. Hays nominated Angela Urban to serve as Chair. Ms. Urban agreed to serve. Ms. O'Donnell seconded the nomination.

Mr. Shepard nominated David Hays to serve as Chair. Mr. Hays agreed to serve. Mr. Roberts seconded the nomination.

Mr. Shepard asked Ms. Urban to state her academic qualifications. Ms. Urban stated that her formal education is in urban planning; Alum of the University of Illinois. She mentioned that she works as the Associated Technical Director at the Construction Engineering Research Lab (CERL). She has worked primarily with sustainability; the last several years focusing specifically on climate and environmental issues. While her formal background started from preservation, it changed as her career progressed with less emphasis on preservation. So, serving on the Historic Preservation Commission is really important to her because it is where her roots stood when she first became interested in preservation. Vice Chair Hays pointed out that in addition to caring about preservation, Ms. Urban has knowledge of planning and great expertise in construction and technical matters, which are key to one's understanding of the realities of preservation.

Mr. Shepard asked Mr. Hays to state his qualifications. Mr. Hays said that he is the head of the Department of Landscape Architecture at the University of Illinois; however, his training was in architecture. He stated that his first academic training was through art history in History of Architecture and Landscape Architecture. He said that preservation for him got illuminated through efforts in the community to try and save different buildings and through connections with friends and former students.

The nomination for Angela Urban to serve as Chair was approved by a majority vote of the members.

### Nomination of Vice-Chair

Ms. O'Donnell nominated David Hays to serve as Vice-Chairperson. Mr. Hays agreed to serve. Ms. Urban seconded the nomination.

Mr. Shepard nominated Dennis Roberts to serve as Vice-Chairperson. Mr. Roberts agreed to serve. Mr. Hays seconded the nomination.

The nomination for David Hays to serve as Vice-Chair was approved by a majority vote of the members.

Chair Urban took control of the meeting.

### **Historic Preservation Month Activities Planning**

Mr. Ricci briefly summarized the staff memo noting last year's walking tour; and for this year, the Mayor will issue a proclamation designating May as Preservation Month. He mentioned an open house/walking tour beginning at the Market at the Square and ending with a tour of the First United Methodist Church of Urbana that will be held on Saturday, May 11, 2024.

### **J. MONITORING OF HISTORIC PROPERTIES**

There was none.

### **K. STAFF REPORT**

Mr. Ricci reported on the following:

- Pastor Freeman of the First United Methodist Church of Urbana has expressed interest in submitting an application for a local landmark nomination. This may proceed from being listed on the National Register of Historical Places.
- Annie Adams, member of the Bicycle and Pedestrian Advisory Commission (BPAC), will be giving a presentation on the Sage Walking Trail Tour.
- Staff will be reviewing the bylaws of all boards and commissions to make them more consistent between them.
- Staff is considering a second Modern House Tour. Dr. Kathryn (Kate) Holliday with the University of Illinois is creating a course on this, and there will be an exhibit for the course at the Krannert Center in the Spring of 2025.
- He mentioned that he gave a virtual lecture to a historic preservation class at the School of Art Institute of Chicago on the roles of the Historic Preservation Commission.
- Landmark nomination of Canaan Missionary Baptist Church was approved last year.
- Status of projects being done on local historic properties.
- Certificates of Appropriateness approvals do not expire and are transferrable to a new owner.

Mr. Hays noted that Dr. Holliday is a new faculty member at the University of Illinois. She has a 75% appointment in architecture and a 25% appointment in landscape architecture. Among other things, she created an Architectural Study Center in Texas. He explained more about Dr. Holliday's exhibition that will be on display at the Krannert Art Center.

## **L. STUDY SESSION**

### **Sage Walking Trail Tour Preservation**

Chair Urban introduced Annie Adams and welcomed her to give a presentation on the Sage Walking Trail Tour.

Ms. Adams approached the Commission and presented on the following:

- Brief Background on Her Education and Being a Member on BPAC
- What is the Sage Trail Walking Tour
- Turquoise Trail Walking Tour in Tucson, Arizona
- Potential of having a Sage Trail in the City of Urbana
- Possible Partners
- Potential two-mile map for a Sage Trail in the City of Urbana
- Digital imaging for map
- QR code would be provided
- Next steps
- City of Urbana's Responsibilities

Mr. Shepard and Ms. Adams discussed the line going through Leal School property. Ms. Adams talked about other options if Leal School is not on board with this.

Ms. Adams also talked about the route going below grade.

Mr. Hays stated that he loved the idea of the tour route going into residential neighborhoods as well as Downtown Urbana. He wondered about the route going down Oregon Street when there are not many historical sites there to see, and he recommended an alternative in the route going around Leal School.

Mr. Roberts felt that the trail should primarily be in Downtown Urbana with many of the historical landmarks and districts being located there.

Ms. Adams stated that her goal is to keep the trail to two miles and to provide safe areas for people to cross streets. For these reasons, mapping the route is the trickiest part to creating a trail.

Ms. Urban is interested in this happening in Urbana. She has gone on similar trails in other areas of the United States. She added that there are significant landmarks that are highlighted. Ms. Adams stated that there are some areas of the trail that she is not crazy about; however, there are some locations that she would love to make part of the trail but could not figure out a way to include them.

Mr. Ricci pointed out that the best way to communicate suggestions to Ms. Adams is via email. Mr. Shepard asked that Ms. Adams forward a copy of the proposed map to the Historic Preservation Commission members.

Mr. Shepard asked about the meaning of "Sage". Ms. Adams stated that she wanted to come up with a name that was easy, repeatable and memorable. At the time, she was coming off Lincoln and

thinking about plants and she ended up with “Sage”. She pointed out that she was open to renaming the trail.

Mr. Roberts mentioned adding Founder’s Park triangle and Royer landmarks to the map.

Ms. Adam suggested that when the Commission members think alternative routes to keep in mind traffic, safety of crossing roads, which side of the street provides more shade for people on the walking tour, etc. She plans to keep collecting maps and ideas and possible suggestions for name change for the trail.

## **M. ANNOUNCEMENTS**

- Mr. Shepard asked if it was possible for staff to send the minutes out after they have been prepared for the Commission to review while the meeting is still fresh in the Commission members’ minds. Mr. Ricci said he would ask what the protocol is and if this is a possibility.
- **Alice Novak Appreciation**  
Ms. Urban expressed appreciation and gratitude to Alice Novak for mentoring her, for being the founder of the Historic Preservation Commission and for what she has brought to the City of Urbana.

Mr. Shepard stated that on January 14, 1999, he and Alice were appointed as members of the original seven-member Historic Preservation Commission. It has been an honor for him to serve with her for the past 25 years. He stated that he will miss her institutional knowledge, her knowledge of building types and styles, her ability to run a meeting even when it gets a little heated, and her dedication to preservation in general and to the Commission.

Mr. Hays recalled first meeting Alice as someone who was mentoring students, and he had heard stories of how inspiring she was. He appreciated that she helped teach people how to write landmark and district nominations and why those nominations are important. In addition, she practiced preservation. He expressed appreciation for her mentoring him and showing him how to continue even when you do not win.

Mr. Roberts congratulated Alice for her inspiring leadership on the Historic Preservation Commission.

Ms. Urban presented Ms. Novak with an award.

Ms. Novak stated that she sees retirement as an opportunity to pursue more historic preservation opportunities. She stated that serving on the Historic Preservation Commission was a great experience most of the time. She expressed gratitude to meeting new people with like minds about preservation and for working with the City’s Planning staff. It takes an army of a variety of folks.



April 3, 2024

**N. ADJOURNMENT**

Ms. Urban adjourned the meeting at 8:15 p.m.

Submitted,

A handwritten signature in black ink, appearing to read "Marcus Ricci". The signature is fluid and cursive, with the first name "Marcus" and last name "Ricci" clearly distinguishable.

Marcus Ricci, AICP

Historic Preservation Commission Secretary

## Urbana Historic Preservation Commission Staff Report

September 4, 2024 - Marcus Ricci, AICP, Planner II

### A. Items of Interest:

- R-7 Adaptive Reuse Inquiries: Staff continues to receive inquiries for reuse of R-7-zoned properties, and telling them the benefits of reduced parking requirements.
- Landmarking inquiries: no recent inquiries.
- HPC Bylaws Review: Staff have reviewed the Bylaws and proposed updates in the language, and plan to work with the City Attorney on revisions.
- CLG Grant Opportunity: The Illinois SHPO anticipates a CLG Grant Cycle opening in September of 2024. Staff have started exploring grant proposal ideas: one feasible idea is installing or replacing Joseph Royer District commemorative plaques. Other ideas not possible due to staff constraints:
  - Historic Preservation websites: overhauling sites, including interactive map
  - Landmark/district owner education program: updating brochure; welcome and reminder correspondence
  - Downtown District: signage / banners; storefront educational information
  - Historic Resource Inventory: conducting additional surveys; updating Demolition Delay List and Ordinance
  - Preservation Plan: updating original and unamended 1998 Plan
  - Historic Trades Workshop: providing training in trades, for certification
- Preservation Month Activities:
  - 5/11/2024: Tour of First United Methodist Church – planned by Pastor Bob Freeman (FUMC), Dr. Kate Holliday (UIUC), and Marcus. 30 attendees.
  - 5/31/2025: Mid-Century Modern Housing Tour – being planned by Dr. Kate Holliday (UIUC) and her students, with interest from Michael Marino.
- CLG Administration: Submitting 2023-2024 CLG Annual Report. Recently met with Jon Pressley, CLG Program Coordinator & HP Fund Manager, for annual review:
  - HPC must have four meetings per year.
  - HPC members are strongly encouraged to participate in at least one continuing education/professional development activity (webinar, workshop, course, conference)

## B. Historic Property Activities:

### 1. Landmarking and Districts

- HP-2023-L-01: Canaan Missionary Baptist Church, 402 West Main Street. Approved at the June 7, 2023, HPC meeting.

### 2. Certificates of Appropriateness In Progress or Review

- HP-2021-COA-01: Access ramp and stair sidewall removal, porch repair. Minor works. 8 Buena Vista Court – Henry Strehlow → to be transferred to Javier Romo & Ruth Chavez. **2024-03-06 – UPDATE: Most work completed; must transfer COA to new owners, or close COA.**
- HP-2021-COA-02: Roof repair. Minor work. 210 South Race Street, Hotel Royer – Icon Hospitality, LLC. **2022-05-31 – UPDATE: Roof work has been completed, and application must be closed out.**
- HP-2021-COA-03: Major and Minor Works. 210 South Race Street, Hotel Royer – Icon Hospitality, LLC. **2024-03-06 – UPDATE: progress continues: stucco and painting completed, trim installed, PTAC covers and new windows installed, stonework and brick repair completed. Interior work.**

### 3. Certificates of Appropriateness: Information provided at June 7, 2023, HPC meeting

- Q: Expire if they don't start or complete construction within certain time?
  - A. No, Certificates of Appropriateness do not expire.
- Q: Is a Certificate transferable to a new owner?
  - Yes. The HP Ordinance states that “no person shall make or cause to make any undertaking without the City having first issued a Certificate of Appropriateness...” Once it's issued by the City, work has been approved. It doesn't matter who the owner is, or who does the work, as long as the work follows the approved COA. [Staff responsibility is functionally, until the COA has been issued; not to inspect completion.]