
DATE: Wednesday, October 7, 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
- D. Written Communications
- E. Audience Participation
- F. Continued Public Hearings
- G. Old Business
 - Bylaws Revisions {*Continued from September 2, 2026 Meeting*}
- H. New Public Hearings
- I. New Business
- J. Monitoring of Historic Properties
- K. Staff Report
- L. Study Session
 - Certificate of Appropriateness Application Revisions
 - Historic Preservation Plan
- 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://www.urbanail.gov/executive-department/page/urbana-public-television>.

New Business:
Bylaws Revisions

Formatting Edits:

Adding subsections for clarity
Reordering certain articles for ease of use
Changing “Chairperson” to Chair
Changing “nominator/petitioner” to “petitioner
Changing “she/he” to “they”
Consistent capitalization

Article IV Meetings:

Adding a meeting adjournment time, to reflect City Council practice
Requiring minutes of subcommittees to be kept
Adding new categories to the remote attendance section to reflect the relevant state statute
Clarifying rules around abstentions and conflict of interest

Article VII Procedure for Hearings

Streamlining procedure to reflect current practice and encourage simplicity
Alterations consistent with plan commission procedures
Clarity on reopening public input during a public hearing

Article IX Section 106

Creation of initial section 106 procedures
Room for further additions in the future

Meeting: Historic Preservation Commission, October 7, 2026

Location: Council Chambers

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.).

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.

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

- 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

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.

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.

HISTORIC PRESERVATION COMMISSION OFFICIAL BYLAWS

City of Urbana, Illinois
Date of Commission Approval: **PROPOSED**

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.

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Article IV. Meetings

1. Procedures

- A. 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~~ Chair may designate an alternative meeting date, provided that public notice is given in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).

- B. Regular meetings begin at 7:00 p.m. and have a mandatory adjournment at 9:00 p.m. unless time is extended in either 30-minute or 1-hour increments by a two-thirds vote of the members then present. Meetings must end by 11:30 p.m.
- C. Continued meetings shall be at the time and place fixed in the motion for adjournment should the business of the Commission not be completed.
- D. All meetings shall be held in the City Council Chambers, City ~~Building~~ Hall, 400 S. Vine Street, Urbana, Illinois, unless special conditions require that the meeting take place at an alternate location.

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- E. 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.
- F. Minutes of all meetings, including those of subcommittees, shall be taken in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).

2. Attendance

- A. Attendance shall be required as outlined in Section XII-3 E of the Historic Preservation Ordinance.
- B. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS 120/7(ae) which states in part:

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;
- c) a family or other emergency;
- d) unexpected childcare obligations; or
- e) performance of active military duty as a service member.

- C. If a member wants to attend the meeting by video or telephone conference, they must notify the Recording Secretary before the meeting, unless advance notice is impractical.
- D. 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.

3. Quorum

- A. 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.
- B. The Chair is a voting member of the Commission and shall vote on all matters except those on which the Chair declares they have a conflict of interest ~~is declared~~. If the Chair declares a conflict of interest on any matter before the Commission, the Chair shall step down and the Vice-Chair shall take over as Chair of the Meeting. The Chair shall not resume ~~his/her~~their duties until the Commission finishes business on the matter on which the conflict of interest was declared.

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- C. 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 members so abstaining shall not be counted in determining the total of which a majority is required. Each Commissioner shall have the right to abstain by reason of a stated conflict of interest based on ~~his or her~~their own assessment of the existence of such conflict of interest and the Commission shall have no right to overrule such Commissioner’s determination. The Commissioner need not reveal the substance of the reason that they feel 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.~~

4.4. Legal Counsel

- A. 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

1. The agenda for each meeting and the order of business shall be as follows:
 - A. Call to Order, Roll Call, and Declaration of Quorum
 - B. Changes to the Agenda
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 - F. Continued Public Hearings
 - G. Old Business
 - H. New Public Hearings
 - I. New Business
 - J. Monitoring of Historic Properties
 - K. Staff Report
 - L. Study Session
 - M. Announcements
 - N. Adjournment
2. 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. Changes to the agenda that include new business shall not be added unless properly noticed per the Open Meetings Act (5 ILCS 120/1 et. seq.).

Article VI. 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 Chair to extend the five (5) minute time limit or if the Chair does not enforce or extend the time limit, the extension shall be decided without debate by a motion approved by the majority vote of the members of the Commission present. The Chair shall also have the authority to reduce the time limit to three (3) minutes or a shorter time agreed upon by the Commission members.

3. No member of the Commission is obligated to respond to any public input provided.

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Article VII. Procedure for Hearings

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

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

B. Staff presents a summary of the case.

C. The ~~nominator~~ petitioner or ~~his/her~~ their representative may make a statement outlining the nature of ~~his/her~~ their request prior to introducing evidence and shall present 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 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.~~

D. Other Proponents of the request who wish to speak, who may have relevant information-evidence to present to the Commission, or who wish to pose

~~questions relevant to the request may be heard at the discretion of the Chairperson. The petitioner shall be given time to respond to public input at a later portion of the public hearing.~~

- 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.~~

~~E. Opponents of the request who wish to speak, who may have relevant evidence to present, or who wish to pose questions relevant to the request may be heard. may present relevant evidence. Opponents may include persons not in favor of the petition as proposed, as determined by the ChairpersonChair. Opponents may ask relevant questions of the petitioner by submitting questions to the Commission either in writing or during oral testimony. The Chair may direct the petitioner to answer such questions during rebuttal. If the petitioner is unwilling to respond to the relevant questions, the Chair shall direct the Recording Secretary to take note of such in the minutes.~~

- 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.~~

~~G. Others may be heard. may have relevant information to present to the Commission may be heard at the discretion of the Chairperson.~~

~~H. Additional comments by City Staff may be allowed for clarification or in response to new evidence.~~

- ~~I. The petitioner may respond to public input or rebut previously introduced evidence but not introduce new evidence.~~

- ~~J. Opponents may respond to or rebut previously introduced evidence but not introduce new evidence.~~

- ~~K. The petitioner may present a summary of their petition or make any last statements.~~

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^A~~L. The Chair shall close the public input portion of the hearing and move into Commission deliberation.~~

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^A~~2. Principles for Public Hearing Procedures:~~

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~~A. Questions from the Commission may be directed at any time to the applicant, Staff, or public to clarify evidence presented in the hearing.~~

~~B. The Commission shall not be bound by strict rules of evidence. The Commission may exclude irrelevant, immaterial, incompetent, or repetitious evidence presented in the hearing.~~

^A~~A.C. The Chair shall rule on all questions relating to the admissibility of evidence. The Chair's determination may be overruled by a majority vote of the Commissioners present.~~

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~~B.D. Proponents, opponents, or other members of the public providing input during a public hearing shall follow the audience participation procedures given in Article VI, as administered by the Chair or their designee.~~

~~C.E. The petitioner, proponents, and opponents should present all evidence they possess concerning the request at the initial phase of the public hearing. Written material from the petitioner, proponents, or opponents will be accepted by the Secretary for distribution to the Commission until the close of the public hearing.~~

~~D.F. A 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 person 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.~~

~~E.G. If at any time the Chair determines that questions are becoming abusive, redundant, or irrelevant, they may stop the questioning and direct the individual to move on to the next question or comment.~~

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~~F.H. Participants shall not engage in direct questioning of one another except where otherwise required by law or permitted by the Chair when necessary to ensure a fair hearing.~~

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~~I. 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.

G.J. The Chair may entertain a motion to continue the case to the next regularly scheduled meeting or dismiss the case for failure of the petitioner to appear. In cases which are continued or dismissed for failure of the petitioner to appear, the Secretary will furnish the petitioner with written notice of said action. The petitioner shall have fourteen (14) days from the date of the notice of a dismissal to apply for reinstatement of the case. In such cases, the petitioner must file a written request with the Secretary for reinstatement. In all cases reinstated in the above described manner, the case will be docketed and re-noticed in the usual manner prescribed for new cases.

H.K. The Commission should include Findings of Fact as part of a motion, whether they are those drafted by Staff, or of a Commission member's creation. If conditions are imposed as part of an approval, such conditions shall be explicitly included in the motion.

H.L. The Chair shall close the public hearing only after the Commission has taken action on a case. The public input portion of the hearing may be reopened at the same meeting prior to the Commission's action at the discretion of the Chair or on a motion approved by the majority of the Commissioners present and voting.

G.M. 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 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.

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.

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~~3. No member of the Commission is obligated to respond to any public input provided.~~

Article VIII. Determinations

~~Motions and Procedures~~

1. 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.
2. ~~All public hearing determinations of the Commission shall be made at a public meeting by motion made and seconded. The Chair shall then call for discussion on the motion. After discussion, the Chair shall call for the roll call vote, polled by the Secretary or their designee. Any Commissioner may comment on their vote for incorporation into the minutes.~~

Article IX. Section 106 Procedures

1. As an expert local body, the Historic Preservation Commission is occasionally invited to act as a Consulting Party in Section 106 proceedings, as outlined in the National Historic Preservation Act (Pub. L. No. 89-665, as amended by Pub. L. No. 96-515).
2. Upon receipt of an invitation to act as a Consulting Party and/or upon receipt of a request for comment in a Section 106 review, the following timeline shall be followed wherever possible to maintain compliance with the typical 30-day response deadline:

Table 1. Section 106 Initial Review Timeline	
Week 1	An invitation or request for comment is received. The Secretary reviews existing materials, notifies the Commission of the invitation, and requests comments from individual members.
Weeks 2 and 3	Commissioners review the case and return comments to the Secretary.
Week 4	The Secretary completes a response cover letter compiling Commissioner comments. The Chair reviews and signs the letter. The Secretary sends the final response letter, with attachments as necessary.

3. The Secretary shall take the following actions following initial invitation or request for comment:
 - A. Calculate the 30-day response deadline and internal deadlines to meet the Section 106 Initial Review Timeline.

- B. Confirm that the agency official coordinating the Section 106 review has the current and correct email contact for the Historic Preservation Commission.
- C. Conduct a review of the following materials for resources within the Area of Potential Effects (APE):
 - a) The current listings of the National Register of Historic Places (NRHP)
 - b) The listings captured in the Historic and Architectural Resources Geographic Information System (HARGIS)
 - c) The current list of Local Landmarks and Local Historic Districts
 - d) The current list of locally surveyed historic resources held by the City at the Department of Community Development Services
 - e) Surveys conducted by the Preservation and Conservation Association of Champaign County (PACA), which can be accessed at the Urbana Free Library
- D. Notify the Historic Preservation Commission of the invitation/request and transmit (1) the information obtained during the review of specified materials and (2) the deadlines for their comments. All correspondence shall be conducted in a manner compliant with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).
- E. Collect individual Commissioner comments through email or make plans to collect comments at a regularly scheduled Commission meeting, if possible.
- F. Compile a cover letter to transmit all received Commissioner comments and indicate acceptance/denial of Consulting Party status. The cover letter should include the information obtained during the review of specified materials as well as a brief introduction to Commissioners' comments. The cover letter should include the Commissioners' comments or materials provided as attachments.
- G. Coordinate with the Chair to review the cover letter prior to its transmission to the agency official. The letter should be signed by both the Chair and Secretary. If the Chair is unavailable, the letter shall be signed by the Vice Chair or a separate designated Commissioner.
- H. The receipt of an invitation to act as a Consulting Party and/or the receipt of request for comment in a Section 106 review shall be reported on by the Secretary at the next regularly held meeting of the Historic Preservation Commission.

Article IX. Records

1. A file of materials and determinations relating to each case or Section 106 review shall be kept by the Secretary as part of the records of the Commission. Said records shall be kept at the office of the ~~Commission~~Secretary.
2. The Secretary or ~~his/her~~their designee shall prepare minutes of every regular or special meeting. The Commission minutes shall be kept as part of the official records of the Commission and approved by an affirmative vote of the majority of the Commission members present.
3. All records of the Commission shall be public records subject to release in accordance with the process outlined by the Freedom of Information Act.
4. In accordance with Certified Local Government requirements, the Secretary of the Historic Preservation Commission will prepare an annual report. The report shall include the following:
 - A. Cases Reviewed: Certificates of Appropriateness and Certificates of Economic Hardship
 - B. Local Designations: Local Landmarks and Historic Districts
 - C. Historic Resource Surveys
 - D. National Register Nominations
 - E. Historic Property Monitoring
 - F. Historic Preservation Commission Activities
 - G. Commissioner Attendance Record

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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 XII. 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.

HISTORIC PRESERVATION COMMISSION OFFICIAL BYLAWS

City of Urbana, Illinois

Date of Commission Approval: **PROPOSED**

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

Article IV. Meetings

1. Procedures

- A. 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 Chair may designate an alternative meeting date, provided that public notice is given in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).

- B. Regular meetings begin at 7:00 p.m. and have a mandatory adjournment at 9:00 p.m. unless time is extended in either 30-minute or 1-hour increments by a two-thirds vote of the members then present. Meetings must end by 11:30 p.m.
- C. Continued meetings shall be at the time and place fixed in the motion for adjournment should the business of the Commission not be completed.
- D. All meetings shall be held in the City Council Chambers, City Hall, 400 S. Vine Street, Urbana, Illinois, unless special conditions require that the meeting take place at an alternate location.

- E. 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.
- F. Minutes of all meetings, including those of subcommittees, shall be taken in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.).

2. Attendance

- A. Attendance shall be required as outlined in Section XII-3 E of the Historic Preservation Ordinance.
- B. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS 120/7(a) which states in part:

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;
 - c) a family or other emergency;
 - d) unexpected childcare obligations; or
 - e) performance of active military duty as a service member.
- C. If a member wants to attend the meeting by video or telephone conference, they must notify the Recording Secretary before the meeting, unless advance notice is impractical.
- D. 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.

3. Quorum

- A. A quorum of the Commission shall consist of a majority of the members of the Commission then holding office but not less than three.
- B. The Chair is a voting member of the Commission and shall vote on all matters except those on which the Chair declares they have 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 their duties until the Commission finishes business on the matter on which the conflict of interest was declared.
- C. 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 members 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 their own assessment of the existence of such conflict of interest and the Commission shall have no right to overrule such Commissioner’s determination. The Commissioner need not reveal the substance of the reason that they feel they have a conflict of interest.

4. Legal Counsel

- A. 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

1. The agenda for each meeting and the order of business shall be as follows:
 - A. Call to Order, Roll Call, and Declaration of Quorum
 - B. Changes to the Agenda
 - C. Approval of Previous Minutes
 - 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
 - L. Study Session
 - M. Announcements
 - N. Adjournment
2. 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. Changes to the agenda that include new business shall not be added unless properly noticed per the Open Meetings Act (5 ILCS 120/1 et. seq.).

Article VI. 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 Chair to extend the five (5) minute time limit or if the Chair does not enforce or extend the time limit, the extension shall be decided without debate by a motion approved by the majority vote of the members of the Commission

present. The Chair shall also have the authority to reduce the time limit to three (3) minutes or a shorter time agreed upon by the Commission members.

3. No member of the Commission is obligated to respond to any public input provided.

Article VII. Procedure for Hearings

1. The Historic Preservation Commission shall use the following procedure for Public Hearings unless otherwise required by law:
 - A. The Chair shall declare the public hearing open. They shall state the case number and nature of the request. The Chair shall then outline the procedure to be followed, stating when Staff may present information, when the petitioner may present evidence, when members of the public may provide input or evidence, and the procedures for cross-examination. In addition, the Chair shall state the Commission's authority regarding the case and whether or not the Commission has final authority on the matter.
 - B. Staff presents a summary of the case.
 - C. The petitioner or their representative may make a statement outlining the nature of their request and shall present evidence
 - D. Other Proponents of the request who wish to speak, who may have relevant evidence to present to the Commission, or who wish to pose questions relevant to the request may be heard. The petitioner shall be given time to respond to public input at a later portion of the public hearing.
 - E. Opponents of the request who wish to speak, who may have relevant evidence to present to the Commission, or who wish to pose questions relevant to the request may be heard. Opponents may include persons not in favor of the petition as proposed, as determined by the Chair. Opponents may ask relevant questions of the petitioner by submitting questions to the Commission either in writing or during oral testimony. The Chair may direct the petitioner to answer such questions during rebuttal. If the petitioner is unable or unwilling to respond to the relevant questions, the Chair shall direct the Recording Secretary to take note of such in the minutes.
 - F. Others may be heard.
 - G. Additional comments by City Staff may be allowed for clarification or in response to new evidence.
 - H. The petitioner may respond to public input or rebut previously introduced

evidence but not introduce new evidence.

- I. Opponents may respond to public input or rebut previously introduced evidence but not introduce new evidence.
- J. The petitioner may present a summary of their petition or make any last statements.
- K. The Chair shall close the public input portion of the hearing and move into Commission deliberation.

2. Principles for Public Hearing Procedures:

- A. Questions from the Commission may be directed at any time to the applicant, Staff, or public to clarify evidence presented in the hearing.
- B. The Commission shall not be bound by strict rules of evidence. The Commission may exclude irrelevant, immaterial, incompetent, or repetitious evidence presented in the hearing.
- C. The Chair shall rule on all questions relating to the admissibility of evidence. The Chair's determination may be overruled by a majority vote of the Commissioners present.
- D. Proponents, opponents, or other members of the public providing input during a public hearing shall follow the audience participation procedures given in Article VI, as administered by the Chair or their designee.
- E. The petitioner, proponents, and opponents should present all evidence they possess concerning the request at the initial phase of the public hearing. Written material from the petitioner, proponents, or opponents will be accepted by the Secretary for distribution to the Commission until the close of the public hearing.
- F. A 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 person 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.
- G. If at any time the Chair determines that questions are becoming abusive, redundant, or irrelevant, they may stop the questioning and direct the individual to move on to the next question or comment.

- H. Participants shall not engage in direct questioning of one another except where otherwise required by law or permitted by the Chair when necessary to ensure a fair hearing.
- I. The Commission may continue any case due to insufficient information provided by the petitioner in order for City Staff to make a recommendation or for 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.
- J. In the case of failure of the petitioner to appear, the Chair may entertain a motion to continue the case to the next regularly scheduled meeting or dismiss the case. In cases which are continued or dismissed for failure of the petitioner to appear, the Secretary will furnish the petitioner with written notice of said action. The petitioner shall have fourteen (14) days from the date of the notice of a dismissal to apply for reinstatement of the case. In such cases, the petitioner must file a written request with the Secretary for reinstatement. In all cases reinstated in the above-described manner, the case will be docketed and re-noticed in the usual manner prescribed for new cases.
- K. The Commission should include Findings of Fact as part of a motion, whether they are those drafted by Staff, or of a Commission member's creation. If conditions are imposed as part of an approval, such conditions shall be explicitly included in the motion.
- L. The Chair shall close the public hearing only after the Commission has taken action on a case. The public input portion of the hearing may be reopened at the same meeting prior to the Commission's action at the discretion of the Chair or on a motion approved by the majority of the Commissioners present and voting.

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- 1. 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.
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Study Session:
COA Revisions

Meeting: Historic Preservation Commission, October 7, 2026

Location: Council Chambers

The following language is proposed to be incorporated into the existing Certificate of Appropriateness (COA) application for clarity and ease of processing:

Required Project Documentation

Submit a written project description, current photographs, and plans or drawings showing the location, extent, dimensions, materials, and appearance of the proposed work. Clearly distinguish existing conditions from proposed changes. Planning staff may request additional information needed to evaluate the proposal.

Submission Checklist

- Completed general application information and COA response forms
- Written description of existing conditions and the proposed work
- Current photographs of the overall building or site, each affected area, and close-up details of affected features
- Plans and/or drawings showing the location, extent, dimensions, materials, and appearance of the proposed work
- Material specifications identifying proposed products as applicable
- Written responses to the applicable review criteria in Exhibit A

The required material listed above may overlap with material required for a building permit. Building permit plans are encouraged to be used when they show the required details. If you believe that a listed item does not apply, please contact Planning staff to confirm what documentation is needed.



APPLICATION FOR HISTORIC PRESERVATION

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

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

NOTE: Fields marked with an * must be completed.

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

PROPERTY INFORMATION

Address/Location of Subject Site*

Parcel/PIN # of Subject Site

Lot Size

Current Zoning District **Choose an Option from the Drop Down List**

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

Legal Description

APPLICANT INFORMATION

Name of Applicant*

Applicant Business Name

Applicant Mailing Address

Street #

Street Name*

Apartment #, Suite #, Etc.

City*

State*

Zip*

Applicant Email Address*

Applicant Phone*

Multiple Applicants*

No ☐

Yes ☐

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

Property Interest of Applicant(s)* **Choose Interest from Drop Down List**

OWNER INFORMATION*

☐

This property has one owner.

☐

This property has multiple owners

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

Owner Name*

Owner Business Name

Owner Mailing Address

Owner Street #*

Street Name*

Owner Apartment #, Suite #, Etc.

Owner City*

State*

Zip*

Owner Email Address*

Owner Phone*

CONSULTANT INFORMATION

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

☐

Architect Name

Architect Company

Architect Mailing Address

Architect Email Address

Phone

☐

Engineer Name

Engineer Company

Engineer Mailing Address

Engineer Email Address

Phone

☐

Surveyor Name

Surveyor Company

Surveyor Mailing Address

Surveyor Email Address

Phone

☐

Attorney Name

Attorney Company

Attorney Mailing Address

Attorney Email Address

Phone

REQUEST INFORMATION

Permit Type*: **Choose Type from Drop Down List**

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

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

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

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

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

CERTIFICATE OF APPROPRIATENESS

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

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

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

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

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

EXHIBIT A - CERTIFICATE OF APPROPRIATENESS REVIEW CRITERIA

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

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