



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

DATE: Wednesday, July 1, 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**
 - Revised Minutes of August 6, 2025 Regular Meeting (*Previous approval not valid.*)
 - Revised Minutes of December 3, 2025 Regular Meeting (*Previous approval not valid.*)
 - Minutes of June 3, 2026 Regular Meeting
- D. Written Communications**
 - Postcard from Concerned Citizen regarding Woodlawn Cemetery
- 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**
 - Audit of Historic Surveys
- L. Study Session**
 - Conversation with Director of Community Development Services
 - Bylaws Review and Revision, Section 106 Proposal
 - Historic Preservation Plan, Continued
- M. Announcements**
- N. Adjournment**

PUBLIC INPUT

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

Email Input

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

Written Input

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

Public Hearing

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

Verbal Input

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

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

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

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

Accommodation

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

Phone: **217.384.2440**

Email: **Planning@urbanail.gov**

Watching the Meeting via Streaming Services

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



MINUTES OF REGULAR MEETING

DRAFT

URBANA HISTORIC PRESERVATION COMMISSION

DATE: August 6, 2025

TIME: 7:00 p.m.

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

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

MEMBERS EXCUSED: David Hays

STAFF PRESENT: Olivia Jovine, Director of Community Development Services; Kevin Garcia, Principal Planner; Adeline Evans, Planning Intern; Teri Andel, Administrative Assistant II; Darius White, City Administrator

OTHERS PRESENT: Phyllis Winters-Williams

A. CALL TO ORDER and ROLL CALL

Chair Urban called the meeting to order at 7:00 pm. 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

Mr. Garcia stated that staff had not received any communications.

Chair Urban noted that Phyllis Williams sent the Historic Preservation Commission members an email regarding Section 106 for the Urbana Civic Center. In the communication, the Preservation and Conservation Association (PACA) provided their recommendation/position on the matter.

E. AUDIENCE PARTICIPATION

Phyllis Winters-Williams announced the Half-Century Club dinner that will be held on October 23, 2025 at 6:00 p.m. at the Unitarian Church. There will be a program on Ricker, Altgeld Hall, and honoring of Michael Walker with the Urbana Park District.

F. CONTINUED PUBLIC HEARINGS

There were none.

G. OLD BUSINESS

There was none.

H. NEW PUBLIC HEARINGS

There were none.

I. NEW BUSINESS

There was none.

J. MONITORING OF HISTORIC PROPERTIES

There were none reported.

K. STAFF REPORT

Kevin Garcia, Principal Planner, gave a staff report on the following:

- Marcus Ricci, Planner II, resigned from the City of Urbana. He now works for City of Bloomington in Illinois.
- New Staff - Darius White is the new City Administrator, and Olivia Jovine is the new Director of Community Development Services.

L. STUDY SESSION

CLG Grant for Website & Mapping

Chair Urban opened this item on the agenda. Kevin Garcia, Principal Planner, summarized the Historic Preservation website update and mapping. He introduced Adeline Evans, Planning Intern, who was hired specifically to work on website integration.

Ms. Evans presented her work on the website project. She showed the following on the proposed new website:

- 100 Most Significant Buildings – Updated and historic images AND architectural and historic descriptions
- Mapping of Local and National Historic Landmarks
- Podcasts and Related Ordinances
- Local Historic Districts
- History of Historic Preservation

- Historic Preservation Commission
- Graphics - colors adjusted to be accessible with ADA for color contrast and to make it easier for people to use on their phones when actively touring the sites.
- Using Phone, show the person's location as well as the location of each historic site

Mr. Shepard asked if the new website is live now. Ms. Evans said no, but she will notify the Historic Preservation Commission (HPC) members when it goes live.

Mr. Shepard asked how many hours that she has worked on the project. She explained that throughout the school year, she worked part-time about five to ten hours a week with photography and other necessary projects. She added that she started with the City of Urbana in mid-June and works 34 hours per week. Mr. Shepard stated that it is evident that she has done a lot of work on this project.

Mr. Shepard asked if this work was done for school credit or is she paid through the grant. Ms. Holliday stated that Ms. Evans was paid from her University of Illinois budget.

Mr. Garcia noted that an email with a link to the new site would be disbursed to the HPC members soon and stated that Commissioner feedback would be appreciated on the website especially as it relates to accessibility and potential missing data. He stated that Ms. Evans' time on this project would be ending soon. The site will go live in approximately one month or so. Once Ms. Evans leaves, there will not be anyone to work on it.

Mr. Roberts talked about the brochures on the Royer Arts and Architectural District. He stated that it is not officially part of the HPC. He suggested that the HPC talk about adopting it as part of the overview of the Commission because it is another district that has significance in the community historically. Mr. Shepard stated that he believes they would need another category for it because it is neither a landmark or a district. Mr. Roberts pointed out that when it was first suggested in 2009, the Chair of the HPC at the time said it could not be mentioned as the Royer Arts and Architectural District because there was already a Royer District.

Mr. Roberts stated that it is a walking district in the downtown area. It is centered on Downtown Urbana to inspire community interest and tourism. There will not be any new buildings added to it; however, we can recognize buildings that exist.

He encouraged the HPC to talk about adding this as a topic for a Study Session in an upcoming meeting. Mr. Garcia stated that staff could include it on the new website, especially since it contains some great info.

Dr. Holliday noted that "district" is a legal term recognized through Certified Local Governments (CLGs). So, she thinks the use of "district" might be an issue. It would be advisable to discuss how to treat it in a study session. Mr. Roberts wondered if the Royer Arts and Architectural District would have to meet certain requirements to be accepted by the HPC as a project. Ms. Holliday said that anyone who is interested in landmarking a property needs to put the documentation together and bring it to the HPC.

August 6, 2025

Chair Urban expressed her appreciation of Ms. Evans work on this project and that she was mindful about accessibility and the ability for one to use it on their phone. She asked how the proposed new site would be linked to the City's website. How will people find the new site? Ms. Evans stated that there are definitely ways of interlinking the two sites.

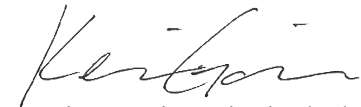
M. ANNOUNCEMENTS

There were none.

N. ADJOURNMENT

Chair Urban adjourned the meeting at 7:25 p.m.

Submitted,

A handwritten signature in black ink, appearing to read "Kevin Garcia", is written above the printed name.

Kevin Garcia, Principal Planner and Zoning Administrator
Historic Preservation Commission Secretary



MINUTES OF REGULAR MEETING

DRAFT

URBANA HISTORIC PRESERVATION COMMISSION

DATE: Wednesday, December 3, 2025

TIME: 7:00 p.m.

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

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

MEMBERS EXCUSED: None

STAFF PRESENT: Olivia Jovine, Community Development Services Director; Aimirou Sy, Planner II; Teri Anel, Administrative Assistant II

OTHERS PRESENT: Joseph Altshuler, Susan Appel, Richard Dukesson, Felecia Freeman, Prentice Freeman-Choi, Robert Freeman, Yolanda Hollins, Chu Mizio, Jeniece Nance, Elaine Owens, Miles Owens, Laura Park, Benita Rollins-Gay, Glenn Smith Sr., Lucinda Smith, Robert "Bob" Ward, Sophia Warner, Sage Williams, Marcella Winston

A. CALL TO ORDER and ROLL CALL

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

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES

There were none.

D. WRITTEN COMMUNICATIONS

- Email from Chris Evans regarding Urbana Street Naming – Dated 11-26-2025
- Email from Kathleen Jones regarding 108 North Webber – Dated 10-07-2025
- Email from Aimee Rickman regarding Street Naming – Dated 11-26-2025
- Booklet from Del Elaine Owens regarding Lawrence "L.C." Owens Street Naming

E. AUDIENCE PARTICIPATION

Bob Ward approached the Historic Preservation Commission to nominate Lawrence. C. Owens for a street naming project in Mr. Owen's honor. He handed out a pamphlet containing testimonial letters about the history and character of Mr. Owens. Mr. Ward noted that Mr. Owens was all about the City of Urbana community from playing football to holding holiday soup kitchens where he fed the needy, raising donations to fund projects, and spearheading the Daily Bread project for 25 years.

Ms. Benita Rollins-Gay approached the Historic Preservation Commission to nominate Janice Mitchell for a street naming project in Ms. Mitchell's honor. She mentioned that Ms. Mitchell helped many underprivileged people out of passion. She believes that young kids need to recognize people who have done things for them, and Ms. Mitchell gave over 1,000 computers to children, took them on road trips, and helped guide many of them towards having successful careers. Ms. Mitchell also held parenting classes. She was a veteran and a social worker until she passed away from cancer.

Elaine Owens approached the Historic Preservation Commission to talk about Mr. Owens, also known as "LC Big Daddy". She stated that he was born in Mississippi, but he moved with this family to Urbana at the age of three. She talked about his life and noted his accomplishments serving children, families and the Urbana community by coaching pee-wee football for 20 years, mentoring countless young athletes, serving as a cook for Community Elements Teen Mom program offering meals encouraging to young mothers, opening a daycare, and fostering over 250 children to name a few. His love for people, especially children, was unmatched. He never met a stranger. He encouraged young men to always strive for more knowledge. His impact was so profound that over 700 people attended his homegoing service, which is a true reflection of lives he touched in Urbana. She asked that the Historic Preservation Commission consider naming a street after him and in his honor. Such recognition would not only pay tribute to his memory but also inspire future generations to live the life of service, mentorship and community care.

Jeniece Nance approached the Historic Preservation Commission to speak in honor of her mother, Janice Mitchell. She stated that she grew up watching and having a firsthand seat to the service that her Mom did for so many in the community. She talked about her Mom's accomplishments and dedication to the Urbana community delivering furniture to families and dropping off wedding cakes on weekends, working as a supervisor for Cunningham Children's Home, serving as Captain for Chemical Unit #386 in the military, working for Urbana School District after being a parent volunteer, hosting programs like Brothers and Sisters and Sisters and Me, and founding the UHS Social Justice Club and later the Urbana Neighborhood Connection Center, which hosts five core programs that help feed and transport hundreds of children. This is all done through the vision of her Mom and through the leadership capacity that her Mom had.

Ms. Nance mentioned that folks were told by members of the City Council to bring the Honorary Street Naming project to the Historic Preservation Commission.

Joseph Altshuler approached the Historic Preservation Commission to talk about historic building surveys. He noted that the historic building survey for the City of Urbana is not up to date to the 50-year rule of buildings to be considered. He requests that the Historic Preservation Commission consider updating the survey and look closely at buildings that are from the 1950s, 60s and 70s as

part of the historic significance of Urbana and part of what gives the City its distinctive sense of place. He stated that often buildings that are over the 50-year mark are most at risk of demolition or most at risk of being lost from public memory because they are not quite old enough that we recognize them as historically significant, and yet, they are old enough that they face disrepair or deferred maintenance or other issues that make them undesirable.

He talked about the Urbana Civic Center noting that it was built in the late 1960s and was dedicated on May 3, 1970. It is likely that this building will be demolished and is eyed as a site of a future bus station for Mass Transit District (MTD). He stated that he strongly supports there being a new central bus station on or near this site. He thinks it is a good thing for everyone. So, he asked his students to consider different scenarios of adaptive reuse for the Civic Center as part of a future that thinks of this site as a site for a dedicated bus station for MTD, but a development that would also incorporate some amount of adaptive reuse of the existing historically significant building. He said it was energizing to see the conversations between staff at MTD, City staff, and architects.

Mr. Altshuler asked the Historic Preservation Commission to consider this important missing piece of our broader collective stock taking and records. As a local educator, resident, and neighbor interested in these issues, he offered his capacity to help the City to partner with historic preservation.

Sage Williams approached the Historic Preservation Commission to support the Honorary Street Naming project for Janice Mitchell. She mentioned that she was one of the hundreds of thousands of kids that Ms. Mitchell helped throughout her lifetime. She said that Ms. Mitchell's capacity as a social worker inspired her to want to help people.

Ms. Williams stated that she started out in an after-school program and transitioned to a college and career readiness program where they help you step by step fill out your FAFSA and gain the skills you need to go to college. Then, she graduated from Illinois State University with her Bachelor of Social Work and was pushed by Ms. Mitchell to get her master's in social work. She is now back at the center and works as a primary um throughout the school year and during the summer. So, she wanted to give a short testimonial of the lives that are touched because it is being talked about in the abstract of these hundreds of thousands of kids that Ms. Mitchell helped mentor and worked with. She said that the least we can do is name a street after someone who was so impactful.

Taylor Rosco approached the Historic Preservation Commission to support the Honorary Street Naming project for Janice Mitchell. He mentioned that he is a brother to Ms. Williams. He stated that he started working at Urbana Neighborhood Connection right when COVID started. One of the problems with COVID was that children who were struggling with reading, writing, and math before COVID, no longer received one-on-one help to help them progress in their development after COVID hit, so it stunted growth. The countless surveys and papers that have been pushed out since then show students who are below grade level. He said that Ms. Mitchell was sick, but she kept the center open and found ways to make sure that it met all the guidelines regarding protective barriers such as using sanitizer, wearing masks, etc. so these children would not fall further, so they would have help, and so they were able to keep up with their grades.

Chair Urban said that while Historic Preservation Commission members are unable to reply, comment or ask questions during "Audience Participation", testimony from the community is

valued. The Historic Preservation Commission will work with staff to incorporate their testimony into the agenda.

F. CONTINUED PUBLIC HEARINGS

There were none.

G. OLD BUSINESS

There were none.

H. NEW PUBLIC HEARINGS

Case No. HP-2025-L-01 - A request by Reverend Robert K. Freeman, Pastor, on behalf of the First United Methodist Church of Urbana, to designate “First United Methodist Church” at 304 South Race Street a local historic landmark.

Chair Urban opened the public hearing for Case No. HP-2025-L-01.

Olivia Jovine, Director of Community Development Services, presented the staff report to the Historic Preservation Commission (HPC). She introduced the case and gave a brief background. She reviewed the criteria from Section XII-5 of the Urbana Zoning Ordinance as it pertains to the proposed landmark nomination. She mentioned that the proposed nomination meets criteria A, C, E, F, and G. The application was deemed complete on October 30, 2025.

Mr. Roberts asked Chair Urban to speak about when an Urbana Street Naming Program would be on the agenda for the HPC to discuss and potential vote on. Chair Urban noted that the HPC would not be discussing the Street Naming Program because it is not on the agenda for this meeting. However, it could potentially be added to the February 2026 regular meeting agenda. Ms. Jovine added that the remainder of this meeting will be dedicated to the current case, HP-2025-L-01.

Ms. Jovine continued her staff presentation. She reviewed the options of the HPC and presented staff’s recommendation for approval. She mentioned that the applicants were in the audience and available to answer questions.

Mr. Roberts stated that the character of criterion F is misinterpreted by the recommendation. He believes the classification intended by the landmarking ordinance is trying to include commercial storefronts and buildings that would be like an automobile dealership or something of a historic nature than a community. He would not call a major spiritual church or center merely utilitarian. Instead, he said that he would call it a religious use. Religious and utilitarian are not the same definition. So, while he plans to support the nomination, he does not feel that this particular feature is contributing to the landmark nomination.

Ms. Urban pointed out that when HPC gets to the voting portion of the hearing, they do not need to say that all of the criteria have been met. Mr. Roberts stated that the landmark nomination only needs to meet one of the criteria, but he did not want to add any misleading criteria. Ms. Holliday stated that she worked with one of her students, Sophia Warren, and with Reverend Freeman and members/staff of the church to draft the landmark nomination application. Criterion F is not one of the criteria that they included, so she would support dropping criterion F, especially since it is not

necessary. Ms. Jovine stated that when one of the HPC members makes a motion, they can refine their recommendation to include or exclude certain criteria. Also, their Findings of Fact will reflect that.

Ms. Holliday noted that it would be good under criterion A to include the significance of the church as part of the social, political, and religious heritage of the local community, not just its significance for architecture. She believes the nomination supports this. Ms. Urban suggested that the HPC keep the motion general and add their caveats to what they talk about with the recommendation.

Chair Urban opened the hearing for public input. She invited the applicant to speak.

Reverend Robert Freeman, Directing Pastor of Urbana First United Methodist Church, approached the HPC to speak. He stated that he became the Pastor in 2017 of this church in 2017 and was tasked with saving the church. He talked about the history of the church. He noted that out of this church came Clark Lindsey Village, the Cunningham Children's Home, and Bethel African Methodist Episcopal (AME) Church. The church had four different phases/buildings: 1) log cabin, 2) building they outgrew with Judge Cunningham, 3) brick building built with bricks provided by the Sheldon Corporation brick company, and 4) existing church built and dedicated in 1927. Many theater groups used the stage in the church, such as the 50 Plus Club and the Century Club. He mentioned that Jesse Owens was a member of the church until he left in 1948, and his paintings are still at the church. He said that Lincoln Square Mall would not be able to exist if it was not for the First United Methodist Church giving up its parking spaces and its parsonage. He thanked HPC for listening to the church, for working with the church, and for standing with the church. He, especially, thanked Ms. Holliday and the University of Illinois Architecture Department for helping research the property and for drafting the landmark nomination. He, also, thanked Maynard Britchford for archiving the church's history which ties the legacy between the social work that the church has done with the work it has done to be a pillar of light to the City of Urbana. He mentioned that they still have members from 1927. They now call the facility the Urbana First Community Center.

Mr. Roberts commented that the Sheldon family, who were huge donors to build the church, was the owner of the brick factory in Urbana. Having done history of Urbana, he said that the Sheldon brick work was an important commerce factory in town. He made the connection when reviewing the landmark nomination.

Ms. Holliday stated that it was great to work with Reverend Freeman, Sophia Warner, Dale Mice, and Kay Lee. It was a great project for students to learn more about the City of Urbana.

Sophia Warner, student of Ms. Holliday at the University of Illinois, approached the HPC to speak. She said that it is amazing how this church has been influential in the broader Urbana community, such as the women's organization that was incredibly active and the creation of the Cunningham Children's Home. She said it was a real treat to learn more about the history of this community and how integral the church had been over time.

Mr. Hays stated that he appreciates being able to consider this landmark nomination and vote on it. He has been dismayed, horrified by the demolition of the University Place Church in the City

of Champaign where there was an attempt to get it designated that failed. To see the rubble on the site is horrifying. Chair Urban agreed.

Mr. Roberts asked if the proposed property is within the City's Downtown Historic District. Someone replied yes. Mr. Roberts stated that this is another advantageous aspect of this nomination.

Susan Appel approached the Historic Preservation Commission to speak. She mentioned that she represents the advocacy committee of the Preservation and Conservation Association (PACA) of Champaign County. She has no complaints about the proposed landmark nomination. She said it is a clear logical nomination, and she is happy that the HPC can support it with great enthusiasm. She thinks that Mr. Hays' comments about the University Place helped to make clear why these major buildings deserve to be acknowledged before difficulties hit that force their congregations into very difficult decisions.

With there being no additional input from the audience, Chair Urban closed the public input portion, and she opened the hearing for discussion and/or motion(s) by the Historic Preservation Commission.

There was some discussion about making a motion. Ms. Jovine stated that Chair Urban should not make the motion.

Mr. Roberts asked since Kate worked on preparing the nomination, will she have to recuse herself? Ms. Holliday said yes, she will recuse herself on the vote after there is a motion and the HPC has discussion on the motion. She has some recommendations about modifications to the motion. Mr. Roberts stated that for the Canann Baptist Church, he was not allowed to speak on behalf of the landmark nomination because he had helped with the nomination. Ms. Jovine thanked Mr. Roberts for clarifying this. She recommended that Ms. Holliday provide feedback before the motion is on the floor. We can consider that part of the public hearing process. I believe that would be most appropriate.

Ms. Holliday said that under criterion A, she would not list only the architecture but also list the civic and religious significance of the institution. She would keep the other criteria except for criterion F and criterion G, which she would eliminate because they do not apply in this case. Ms. Holliday, then, recused herself from the case.

Mr. Shepard moved that the Historic Preservation Commission forward Case No. HP-2026-L-01 to the Urbana City Council with a recommendation for approval of the landmark nomination of the First United Methodist Church because it meets the following: 1) criterion A – significant part of the architectural, civic, cultural, ethnic, political, and social heritage of the community, 2) criterion C – architectural type and integrity, and 3) criterion E – it is identifiable as the church at Lincoln Square. Ms. O'Donnell seconded the motion.

Mr. Roberts commented that it is a strong application. He thinks it is important to recognize buildings of faith that have been important in our community culturally, religiously, and socially. This building has a long history and has been through many permutations. Its beautiful Gothic Revival style makes it even more attractive. He said that today in modern architectural design, so

many churches that are removed end up being modernist expressions of our current era and so little is being recreated architecturally in the cityscape in these more traditional styles. Its position in the community has been very important historically, and many members of the congregation became extremely important socially and commercially in the City of Urbana.

Mr. Shepard stated that the proposed landmark nomination is one of the most obvious yes votes we have on landmark nominations. It is a prominent Urbana landmark, and he would be proud to vote in favor of it. With regards to criterion G, he was glad it is not included in the motion because he is confused about how the good things that have happened in the church were molded into the nomination. Mr. Weiss commented that the narrative portion of criterion G could apply to criterion A and be folded in. Chair Urban agreed.

Mr. Roberts said that is a good suggestion. It fulfills and elaborates why we find criterion A is supported more specifically. He said it is interesting that the criteria A, C, and E spells “ACE”.

Mr. Hays stated that he appreciates the addition in part because there are many types of churches, and the scope of what churches do is always larger than what most people think of as for a church. In this case particularly, the scope of impact has always exceeded the congregation. So, it is helpful to recognize those multiple scales for something like this, because when we say, “for the community”, a person can have benefited significantly from this institution and their activities without being a member of the congregation.

Roll call on the motion was as follows:

Ms. O'Donnell	-	Yes	Mr. Roberts	-	Yes
Mr. Shepard	-	Yes	Ms. Urban	-	Yes
Mr. Weiss	-	Yes	Mr. Hayes	-	Yes

Chair Urban said that the motion passed by unanimous vote

I. NEW BUSINESS

There was none.

J. MONITORING OF HISTORIC PROPERTIES

Chair Urban opened this item on the agenda.

Mr. Shepard gave these updates:

- Lincoln House on Illinois Street looks like they have finished painting.
- House at 305 West. High Street looks good.
- Royer House on Busey Avenue and Oregon Street was listed for sale about a month ago. He hopes the next owner will be a great preservationist like the current owner.

Mr. Roberts commented that there was an Open House at the Royer home. He expressed concern that it is being pitched as a multi-student occupied home rather than a residence. He wondered what reconfiguration inside the building might occur to accommodate the general desire of most

landlords. He noted that the basement was in bad condition. He stated that the City does not have regulations to help guide the use or the preservation of the interior features. Mr. Shepard stated that he cannot remember the last time the house was used as an owner-occupied home. He stated that he gave the owner of 108 Webber Street a recommendation of a contractor to do some work on the house.

Chair Urban noted that the Urbana Free Library and the Champaign County Archives provide tours that are relevant to the Historic Preservation Commission. She stated that both are interested in partnering with HPC to provide tours in the future.

K. STAFF REPORT

Update on CLG Grant for Website and Mapping

Ms. Jovine announced that the CLG grant was not finalized until after Adeline Evans, intern hired to work on the CLG grant project. She said that Ms. Evans worked on the project from June through August of 2025. However, after some forensic accounting at the department side, our grant was not actually executed until September 15, 2025. This means that the work that Ms. Evans produced is no longer eligible for the grant. She stated that there is additional information that she can provide after the meeting. City staff are working internally to find a resolution.

Ms. Jovine talked about quarterly reporting on a new project. She noted that the first deadline would be January 15, 2026, so we have some time theoretically to pivot and take advantage of the CLG grant that was awarded to the City.

Honorary Street Naming Project

Ms. Jovine stated that there have been no directives by staff, City Council, or City Administration for the Historic Preservation Commission to develop a plan for street naming. The Commissioners' interest and insights are certainly valued as with the public input. She would love to work with the Commissioners to find a way to incorporate a discussion on the topic in an agenda moving forward for discussion, perhaps as a Study Session item.

Chair Urban commented that it was empowering to have so many community members come to the HPC meeting and state their rationale for why significant individuals should have or be part of an honorary street naming. She stated that the Historic Preservation Plan is severely outdated. She said that HPC envisions historic preservation to expand into a concept of community of adaptive reuse and of helping to create an urban fabric. These community members bringing up honorary street naming are coming ahead of updating their plan. Perhaps HPC will expand their mission in the future. She added that she does not want to discount what the public said. She would love to hear how staff feels it would work and to hear from others as well.

Mr. Roberts agreed with Chair Urban. The Historic Preservation Commission needs to realize that we have a certain function to meet criteria for landmarking and such. However, it does not limit them from having a voice and being interested in softer ways of historic preservation or softer ways of creating community historic appreciation.

He stated that the HPC does not have any criteria for a street naming program. It has not been adopted as a program for the community, like in the City of Champaign. He felt it would need to be

structured through the City's Public Works Department, and City Council would need to approve it. Purchasing street signs would not cost much. Public Works staff could produce them. Doing outreach that is more community centered is so important because it helps to build historic appreciation as part of the culture of Urbana.

Mr. Shepard stated that he thinks it should be something that starts with City Council to develop a program for honorary street naming. When it deals with the history of the town, then HPC would be part of that decision making or have some input on it. He said with the framework that HPC has now, we cannot just launch something like this with no legal basis to it.

Ms. Holliday said that she thinks it would be an excellent topic for a study session. She understands that there is some understaffing in the Planning Division currently, but there is need for some research from City staff about what options already exist for commemoration of important citizens in public space, whether it is a historic marker, whether it is placed by the City of Urbana, whether it is a historic marker placed by a nonprofit, whether it is a street name topper, whether it is a renamed street, or whether it is a renamed public space. There needs to be research on what commissions and staff are responsible for making decisions about these as well. Having this kind of information in hand would be helpful to share with citizens who want public commemoration, but it seems to be unclear who is responsible for making these decisions and what Urbana already has in place as an existing program and what would need to be invented.

Ms. Jovine stated that she believes that there has been some discussion on this at City Council public hearings as well. There was a desire for members of the community to continue input, so they were directed to HPC by Council members. It is an evolving conversation across many public bodies and groups, but there is certainly a need for some staff research to help guide those conversations.

Chair Urban asked where do we go from here? HPC can have a study session, but we need to be able to convey information to the City Council on what role HPC sees themselves playing. Ms. Jovine said that staff can convey that to the City Administrator of course to the Council members. She believes the City Council would have to formally direct this body to take action.

Ms. Holliday stated that there is a body besides HPC that is responsible for street names. Ms. Jovine agreed that staff would absolutely have to be involved. She likes the idea of a menu of options because Urbana is also a tree city. Perhaps there is an opportunity for commemorating folks with a living memorial as well in the form of a tree. There are so many ways this conversation could move forward, and she expressed her appreciation that HPC members are open and willing to have these conversations.

Mr. Weiss asked if the residents have gone to any other committees or commissions to speak about nominating an important citizen for street naming. Or are they planning on going to other boards/commissions? Ms. Jovine replied that to date it has been public input for City Council, and then folks were directed to the HPC meeting on November 5, 2025, but that meeting was cancelled. So, Community Development staff directed them to tonight's HPC meeting. She mentioned that in our research, staff can certainly see which other bodies have been presented to, if any.

L. STUDY SESSION

There was none

M. ANNOUNCEMENTS

Ms. Jovine introduced Aimirou Sy, the new Planner II, and gave background information. Mr. Sy talked about his previous work experience in the Planning field. He mentioned that he is new to the area.

N. ADJOURNMENT

Chair Urban adjourned the meeting at 8:45 p.m.

Submitted,

Olivia Jovine

Olivia Jovine
Historic Preservation Commission Secretary



MINUTES OF REGULAR MEETING

DRAFT

URBANA HISTORIC PRESERVATION COMMISSION

DATE: June 3, 2026

TIME: 7:00 p.m.

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

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

MEMBERS EXCUSED: Kathryn Holliday, Andrew Weiss

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

OTHERS PRESENT: Brian Adams, Susan Appel, Madison Bowman, Liz Cardman, Paul Debevec, Christopher Evans, Heather Grossman, Alicia Haggin, John Haggin, Ronald Langacker, Diane Marlin, Bruce Michelson, Theresa Michelson, Aseel Mohammed Ibrahim, Phyllis Williams

A. CALL TO ORDER and ROLL CALL

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

B. CHANGES TO THE AGENDA

Ms. Himick noted that the minutes of the December 18, 2025, regular meeting were not ready to be presented for approval. City staff were in the process of revising them. She pointed out that the previous approval is not valid, because there was no motion or second prior to roll call to approve them. They will be presented at the next regular meeting of the Historic Preservation Commission.

C. APPROVAL OF PREVIOUS MINUTES

Minutes of April 1, 2026 Regular Meeting

The minutes of April 1, 2026 regular meeting were presented for approval. Mr. Shepard moved that the Historic Preservation Commission approves the minutes. Mr. Hays seconded the motion.

Mr. Hays recommended the following changes:

- Page 5, Paragraph 1, Last Full Line – It should read as follows: “..., he stated that they had questions about how widening would be possible in ~~these~~ some areas.”

The minutes were approved as amended by unanimous voice vote.

Minutes of May 6, 2026 Regular Meeting

The minutes of May 6, 2026 regular meeting were presented for approval. Mr. Hays moved that the Historic Preservation Commission approve the minutes. Ms. O'Donnell seconded the motion.

Ms. O'Donnell made a change to the following:

- Page 7, Paragraph 3, Line 8 – “raised” should be “razed”

Mr. Hays made the following changes:

- Page 3, Paragraph 4, Lines 2-3 – “~~So, even if there is no financial gain, if a member is not personally related, or~~ If that person was part of an application, it could potentially not look so good even if there is no financial gain or if a member is not personally related.”
- Page 4, Paragraph 2, Line 5 – “Urban recommended having the Historic Preservation Plan on the June 3, 2026 meeting agenda ...”.

The minutes were approved as amended by unanimous voice vote.

D. WRITTEN COMMUNICATIONS

- Email from Kathryn Holliday re: Case No. HP-2026-L-01 – Dated 06-02-2026
- MTD Memo from Ashlee McLaughlin re: Case No. HP-2026-L-01 – Dated 05-27-2026
- Email from Dennis Roberts re: Mayoral Vision 2025 for the Urbana Civic Center – Dated 05-29-2026

E. AUDIENCE PARTICIPATION

Paul Debevec approached the Historic Preservation Commission (HPC) to speak. Mr. Debevec mentioned that he served as a member of the Champaign-Urbana Mass Transit District (MTD) Board of Trustee from mid-2024 to mid-2025. He stated that during his time on the Board he learned that MTD is an exceedingly well-run organization. Mr. Debevec also noted that MTD has been successful in the competition for significant federal grants for transit infrastructure.

Mr. Debevec explained that MTD has had a longtime interest in developing a Downtown Urbana facility. MTD spent considerable effort in consideration of the site of the Urbana Civic Center, which is on hold pending action of the HPC and City Council. He noted that the position of MTD is stated in their recent May 27, 2026 board meeting notes: if the Urbana City Council votes against the landmark nomination of the Urbana Civic Center, then MTD staff intends to submit a grant application. Mr. Debevec stated that if the Urbana City Council votes in favor of the landmark nomination or if the vote has not taken place by the time the grant application is due, MTD will not submit the grant.

Mr. Debevec noted that during the February 18, 2026, April 1, 2026, and May 6, 2026 HPC meetings, a good deal of discussion was directed toward the possibility of adaptive reuse. He said it is fair to ask what of the Urbana Civic Center can be reused. Based on the presentations by Vince Gustafson, Director of Public Works, and Troy Richmond, Public Facilities Supervisor, to the City Council and to the HPC, he pointed out the following issues with the Civic Center building:

- Entryway railings are too rusted
- Entry walkways not ADA compliant
- Unique rooftop cupolas require complete replacement
- Roof must be torn down and replaced
- The building envelope, the extent of single plate glass walls must be completely replaced
- Electric utilities must be completely replaced
- The plumbing, much of which is in the building slab, must be excavated and replaced
- HVAC must be completely replaced
- Kitchen facilities must be replaced

Mr. Debevec asked what was left of the building to use and stated that there was not much, except maybe the brick corners and cross beams.

Mr. Debevec said that, understandably, the HPC values the history and the memory of the Civic Center and would prefer adaptive reuse of the building. He stated that however, unfortunately, the message from the building was DNR (Do Not Resuscitate).

Bruce Michelson approached the HPC to speak. Mr. Michelson stated that he is the Vice-Chair of the Pedestrian and Bicycle Advisory Commission for the City of Urbana. He stated that he had taught cultural history for most of the past 40 years, and that he believes strongly in knowing and conserving the past. He explained that he and his wife provide financial support for preservation of other historic sites, including structures in Hartford, Connecticut and Hannibal, Missouri. Mr. Michelson stated that, however, they understood the difference between buildings with architectural and historical significance and buildings that are merely outmoded and mediocre. In his opinion, the Civic Center fits that description. He explained that it had never consistently met its purpose as a site of vitality and community connection and that its awkward design had been compared to rest stops along Interstate 57. He further stated that when the Civic Center was first opened, it was not recognized as a structure of special interest, and its closing created no groundswell of regret. According to Mr. Michelson, the building's prospects as an environmentally sustainable asset are poor. He explained that refurbishing and maintaining it now would constitute a financial burden with little to be gained. If there were solid reasons to make that investment, he stated that he would be in favor of the proposed landmark nomination. But in his view, those reasons are not there.

Theresa Michelson approached the HPC to speak. Ms. Michelson stated that she has been involved with the Southeast Urbana Neighborhood Association for the last 20 years and that she also served on the Community Development Commission for the City of Urbana. She stated that she understands that MTD has a well-developed plan to create a new transportation center at the site where the Civic Center stands. It was her opinion that the benefits of a fresh addition to Downtown

Urbana would go far to help revitalize the downtown. She expressed hope that we can encourage and cooperate with the MTD to bring this plan to completion rather than encumber them with redesigning to accommodate the adaptive reuse of the Civic Center, essentially the remains of a false experiment. She expressed that the City of Urbana needs to balance history with innovation and to avoid burdening ourselves with public properties with no distinction other than their oddity and obsolescence.

Diane Marlin approached the HPC to speak. Ms. Marlin stated that she served on the Urbana City Council from 2009 to 2017 and served as Mayor of the City of Urbana from 2017 to 2025. She asked the HPC to vote against the request to landmark the Urbana Civic Center at 108 East Water Street. She stated that over the past 20 years or more, she had direct experience both with issues related to the operation and maintenance of the Civic Center facility. Ms. Marlin explained that she had also participated in several different community attempts over the years to locate a bus transit center in Downtown Urbana. She expressed that the current collaboration between the City of Urbana and MTD for use of the parcel at 108 East Water Street gets the City closer than we have ever been to achieving that goal.

Ms. Marlin spoke about the community impact of landmarking the Civic Center and stated that doing so would effectively block MTD from submitting a grant for a transit center at that location. She stated that it was not feasible to build a transit center around the Civic Center building or incorporate the existing building into the new design. It was her opinion that Civic Center cannot be repurposed as a lobby, an atrium, or a plaza for the transfer center. She expressed that there simply was not enough room on that parcel for the vehicle circulation that is required for a modern and efficient transit center.

Ms. Marlin stated that the thing that makes this incredibly important is that there were no other feasible sites available in Downtown Urbana. She explained that over the past 20 years, multiple sites for a transit center had been considered, including at Lincoln Square and the Champaign County Jail on Main Street. Ms. Marlin stated that the City made the very difficult decision to close the Civic Center in light of the dire financial situation the City was in, plus the absolute deteriorated condition of the Center. She further explained that after it was closed, conversations began to coalesce around the site on Water Street, and the City, MTD staff, and potential community partners began to evaluate the possibilities of the Civic Center site. She stated that landmarking the Civic Center closes a lot of doors, possibly permanently. It represents a lost opportunity to provide at long last a clean, safe, and comfortable facility to serve the thousands of transit customers and drivers throughout the community. She stressed how important this is at this time.

Ms. Marlin spoke about how woefully inadequate the current parking deck at Broadway and Elm, serving as an informal downtown bus transit point, is. Families, students, senior citizens, people with mobility issues, and everybody who must transfer buses currently has to wait outside when it is 100°. She stated that the only nearby public restrooms are in Lincoln Square and that sometimes people use the portable potty in the parking deck. Ms. Marlin expressed to the Commission that landmarking the Civic Center represents a lost opportunity to reduce the bus congestion surrounding the parking deck in courthouse; a lost opportunity to provide a permanent and convenient location for the community for Urbana School District central administration and staff; a lost opportunity to meet transportation needs of residents, businesses, and government services; and also represents an enormous loss of funding.

Ms. Marlin stated that it would be a loss of downtown construction investment of at least \$32 million, which is the grant that MTD is looking at today. She explained that this would be \$25.6 million in federal grant funds and \$6.4 million in the local match. In addition, she said, MTD to date has spent over \$133,000 for consultants to conduct the complicated multi-year National Environmental Policy Act review for the project, which is required for projects like this, as well as over \$30,000 for the demolition mitigation plan required by the State of Illinois Historic Preservation Office (SHPO). Ms. Marlin stated that the demolition mitigation plan ensures that the Civic Center will be memorialized in photos, blueprints, written history, and physical description of the structure. These documents will be archived both at the Abraham Lincoln Presidential Library in Springfield, Illinois and in the Champaign County Historical Archives at the Urbana Free Library. She added that there were ways to evoke and memorialize the Civic Center and some of its design in the new transit center that would be built, much as the way the blueprints and photos from the Urbana Lincoln Hotel are now visible and on display at Hotel Royer. She urged HPC to prioritize the overall community benefit. She stated that there were many other options for event and meeting spaces in Downtown Urbana but that there were no other options for the transit center that is desperately needed.

Ron Langacker approached the HPC to speak. Mr. Langacker stated that he owns the building at 210 North Broadway Avenue, which is next door to the Civic Center. He stated that he does not have a position on whether it should be considered a historic property or not. However, he expressed that he would like to see the property used in a proactive way. He informed the Commission that since he purchased 210 North Broadway Avenue, the Civic Center building has been empty. He explained that when he served on the Historic Preservation Commission in Wisconsin, one of his biggest concerns was if landmarking a property would end up encumbering the building later because of unintended consequences.

Brian Adams approached the HPC to speak. Mr. Adams said that he strongly supports the nomination for landmark status for the Civic Center. He stated that when he thinks of historic preservation, it is normally of buildings from the 1800s, early 1900s, but there really does seem to be interest amongst the community for architecture of this time. He expressed that the Civic Center does represent a very unique building that fits into the Mid-Century Modern type of architecture.

Mr. Adams stated that when looking at the historic landmarks on the City of Urbana's website, he noticed that all 21 landmarks date between 1850 and 1940. He explained that there is nothing past 1940 and there is nothing from the time period, Mid-Century Modern, in the inventory of historic properties. There is a gap between what the City has recognized as historically significant in our inventory in Urbana and other historically significant architectural types. In addition, he noticed that most of the buildings that are currently on the local historic list are dwellings or residences. He noted that there is a church, a lodge, and a theater, but there was nothing that fit the classification of the Civic Center. He stated that the building was not only unique for its architecture, but also for its function.

Mr. Adams pointed out that there was one other Mid-Century Modern structure in town that has been recognized, the Lincoln Square Mall, but that the building is not a local historic landmark but instead on the National Register of Historic Places. He expressed that that was another reason why it would be important to recognize the Civic Center as a local landmark — to bridge that gap. Mr. Adams strongly urged the HPC to approve the proposed landmark nomination.

Susan Appel approached the HPC to speak. Ms. Appel mentioned that she chairs the Advocacy Committee for the Preservation and Conservation Association of Champaign County (PACA). She stated that PACA was in full support of this nomination. She believed the nomination was well put together and covered a very rich history even in the relatively short time that this building has been around compared to some. She reminded the HPC that their concern is whether the landmark nomination application fits the criteria and whether the Civic Center building deserves recognition for its value to the community's history, not about MTD and their potential plans for the site.

Madison Bowman approached the HPC to speak. Ms. Bowman stated that she is new to the area and thanked everyone for providing information on the existing condition of the Civic Center and for the criteria information. She stated that people are questioning what is left of the building rather than what it can do for the City of Urbana. She noted that adaptive reuse and/or landmarking the Civic Center may or may not be a clean solution but demolishing it will represent a loss of education and cultural and civic value. She expressed that she has worked in forensic engineering, architecture, and historic preservation and has worked on nominations, which she expressed were not easy and take a lot of work and effort. Ms. Bowman expressed that the Urbana Civic Center is not just an architectural oddity but also a chance at Urbana renewal. She explained that there were not a lot of Mid-Century Modern style historic properties built in the 1940s, so the proposed landmarking would do the Champaign-Urbana area good much more than demolishing it and then plastering something on a wall of a new building in its place as a recognition of history.

Heather Grossman approached the HPC to speak. Ms. Grossman stated that she is an architectural historian and teaches in the School of Architecture at the University of Illinois. She stated that she supports the landmark nomination for many of the reasons that others have already spoken of but also because Mid-Century Modern style is something that new to the idea of historic preservation. Ms. Grossman explained that 50-year threshold has always been held, and that the Civic Center just passed the 50-year threshold with historic preservation. She said that there are many different buildings in Urbana that have deep significance to the community and that have architectural significance as demonstrations of what was being built in the United States and serving communities in the middle of the century and just after. She noted that these buildings are rapidly becoming part of our historical fabric just as a building from the 1880s might have been.

Ms. Grossman stated that HPC's charge for this meeting was to think about this building as a historic place that contained the memories of the people of Urbana. She noted that it had the potential to think about what Urbana was striving to do when it was built, which was to create a sort of civic core and identity for town. She hoped that it would be something again in that vein and could be something that could bring together innovation.

Ms. Grossman encouraged MTD to move forward with their plans to have a downtown transit station because it was deeply needed in town. She stated that there may now be a possible location where there was not one before. She hoped the HPC would vote to landmark the Civic Center.

F. CONTINUED PUBLIC HEARINGS

There were none.

G. OLD BUSINESS

There was none.

H. NEW PUBLIC HEARINGS

HP-2026-L-01 – A request by Phyllis Winters-Williams to designate the Urbana Civic Center at 108 East Water Street as a local Historic Landmark, as per Article XII of the Urbana Zoning Ordinance.

Chair Urban opened the public hearing for Case No. HP-2026-L-01.

Kate Himick presented the staff report. Ms. Himick began by stating the procedure for a landmark nomination application. She noted the location of the Civic Center and gave a brief description and history of the building. She reviewed the criteria from Section XII of the Urbana Zoning Ordinance as they pertain to the proposed landmark nomination. She read the options of the Historic Preservation Commission (HPC) and presented City staff's recommendation for approval based on meeting criteria a, c, d, e, and f of the designation criteria. She welcomed the applicant, Phyllis Williams, to approach the HPC to speak.

Phyllis Williams approached and gave a presentation on the Civic Center. Ms. Williams thanked Dr. Brian Adams for allowing her to borrow some of the history of Urbana. Ms. Williams spoke about the history of the Civic Center and presented materials from her research. She presented historic photos relating to the Civic Center, including historic aerial imagery, historic photos of nearby Downtown Urbana surroundings, photos of the Civic Center's construction and groundbreaking, and photos of students involved in the Tiger Den. Ms. Williams also presented historic newspaper clippings and spoke about the funding process for the Urbana Civic Center. She explained that the Civic Center had been only \$25 dollars per quadrant to rent and \$10 for non-profits.

Ms. Williams spoke about why the Civic Center should be landmarked and gave highlights from her application for landmark status. She noted that Ruth Brookens had announced her run for Mayor at the Civic Center and that Tim Johnson had announced his run for state representative there. She explained the many political and religious uses of the Civic Center and that it had been available for everyone as an affordable and viable opportunity. She noted that the Civic Center had also been a popular place for art shows and craft fairs. She then gave an overview of news headlines from the time of the Civic Center's closing. Ms. Williams spoke on the uniqueness of the Civic Center, why it should be valued, and the meeting of the 50-year mark for historic status. She stated that such a civic building is unique in our community.

Mr. Hays asked for a point of clarification about proponents and opponents presenting evidence; he asked whether the audience could give items that were more in the realm of comments and opinions. Ms. Himick replied that the HPC bylaws do not define evidence as such in any sort of certain terms of what evidence may mean. The Commission is not bound by strict rules of evidence meaning the HPC may exclude irrelevant or repetitious material. It is up to HPC's discretion as to what would be considered evidentiary for a public hearing.

With there being no additional audience input, Chair Urban closed the public input portion of the hearing. She opened the hearing for discussion and/or motion(s) from the HPC members. Ms. Himick reviewed the procedures for a public hearing.

Chair Urban noted that there were a couple of speakers during Audience Participation who reminded the HPC what their duties are in this case. She reiterated that what the HPC is considering is based on findings of fact and the various criteria that have been presented in the meeting packet, rather than any discussions over the past several months regarding MTD and potential plans and potential grant applications. She urged the HPC members to keep in mind that these are separate issues.

Chair Urban expressed her appreciation for the email from Mr. Debevec noting there was a meeting of the MTD Board of Trustees that just happened a few days ago where there was discussion about this case. She said that it concerned her that the landmark status of the Civic Center was tied in with the decisions being made by MTD and their potential plans for a proposed transfer station. She stated that they were two separate issues and that she did not believe it was contingent on the landmark status. She hoped that MTD, a great partner in the City of Urbana, would be willing to come to the table in the sense of better understanding of how the City and MTD could work together. She said that she is certainly not against any forward movement, especially for what we need. She mentioned that she rides the bus frequently and has waited in that parking garage during all types of weather. She stated that she is certainly in favor of MTD being able to use whatever space is feasible. She expressed that the landmarking of this historic structure was not tied to a transfer station as much as it seemed to be reiterated in these meetings. Chair Urban reiterated that these were two separate issues and that the HPC's only decision at this meeting was based on the landmarking of a building and its historic significance. She stated that it was not based on decisions related to a developer.

Chair Urban spoke about there not being any Mid-Century Modern buildings that have been nominated or landmarked locally. She stated that the proposed landmark nomination represents what is to come — there are other Mid-Century Modern houses in the area, but they have not come in for nominations yet. She expressed that the HPC's decision in this case could impact what may be received in the future regarding these buildings and that this is a big change in a lot of cities. She explained that this is a different type of architecture that HPC has not dealt with and that maybe it had been ignored or maybe it just was not quite there yet as far as historic significance, but things have changed. She asked her fellow Commissioners to keep in mind that this was a different type of building than what the HPC had considered in the past. However, it did not mean that it was less historic or less meeting the criteria than other buildings that they had considered in the past.

Mr. Hays expressed appreciation to everyone in the room for caring about the City of Urbana and stated that this was meaningful to him. He expressed his belief that everyone there cares about civic culture and transportation.

Mr. Hays stated that he is sensitive to false oppositions and how these get constructed and can become expensive. In this case, he explained, we have the sense of historic preservation versus equitable transportation. He stated that this has underscored a lot and that this affects lower income people in part because they are more likely to use the bus. He stated that he is also sensitive to the false opposition between historic preservation and education. He gave the example of the Burnham

Mansion in the City of Champaign being demolished when in fact they could have made money because the building could have been moved one block to the east onto Westside Park or left it exactly where it was and used as a vocational educational center.

Mr. Hays stated that he is also sensitive to differences in understanding and that some people believe that historic preservation is a kind of freezing of conditions. He noted that preservation has evolved a lot in the last 50 years and that principal way to think of historic preservation right now is as a form of adaptive reuse. He explained that preservation is about taking stock of the assets that we have inherited and making decisions about how to move forward in ways that are to our advantage. So, he stated, historic preservation as a form of adaptive reuse is about win-win situations. It is a progressive position, not an ossification or a freezing of something precious.

Mr. Hays went on to say that a false opposition in this case, based on differences in understanding, is if the City Council votes in favor of the proposed landmark nomination, then suddenly MTD's plans for locating a transfer station are shut down. He stated that he believed that many sites were considered, but the Civic Center site would make a great location to make a transfer station happen. He stated that he also believes that the Civic Center building is worth preserving.

Mr. Hays states that he finds the MTD memo to be disturbing in that it creates false opposition. He stated that there was nothing in the 2026 US DOT Build Program that says if you include an adaptive reuse component, the application is null and void. He expressed that the MTD memo admits as much by saying that MTD will not submit a grant application for the project to avoid the risk of receiving an award that cannot be used for its intended purpose. He stated that in other words, it meant that if the Civic Center gets landmark status and MTD submits an application, MTD could get the grant but would not accept the grant. He asked why MTD would not accept the grant and stated that they have heard over and over that a bus could not go around because there is not enough of a turning radius. Mr. Hays noted that when he visited the site, he noticed there was a lot more room than he thought. He stated that students did a study and showed that a turning radius is possible when working with MTD making a plan and that there would be even more room if they demolished the kitchen annex. He expressed that there is a win-win potential here.

Mr. Hays stated that because of false opposition — because of that sense that historic preservation means you have to restore the curtains and the railings and restore 90% of the building — the seeming best approach is to demolish the whole thing and restore it with a new building, which would be very expensive. He stated that this is where people kept stumbling over things that are based on these false oppositions and differences in understanding. He noted that no one has yet to convince him on this site that there could not be a terrific building right next door to it. He continued that Ms. Michelson had commented that MTD has very well-developed plans, but that according to MTD, they do not have well-developed plans. Mr. Hays noted that it was interesting to think about what MTD has and knows, and what was known was that there is plenty of room to have a turning radius, especially if the kitchen was demolished.

Mr. Hays stated that he knew sometimes things have to be torn down, but that he does not like tearing down buildings that have value. He explained that he does not like throwing out assets and does not set fire to money. He stated that he would love for someone to explain why the Civic Center would need to be torn down for MTD to move forward with their plans and that no one has convinced him that it is reasonable to spend a lot of money to demolish an asset that has huge

adaptive reuse building potential. He noted that during his recent visit, he found the building to be in remarkably good condition.

Mr. Hays stated that there is a line in the MTD memo that says the City should to pass a resolution to assure MTD that the City will support their project financially in the City's own scale. He stated that the memo also says that failure to pass Resolution 2026-11 would give MTD's grant application a disadvantage. He asked what this disadvantage was.

Mr. Hays stated that he appreciated Dr. Holliday's email. He noted that in her email, she points out that the Urbana Free Library, the Aquatic Center, and the Park District's structures also do not turn a profit or pay for themselves — these are provided by the City as needed public goods. He stated that the operating expenses for the Civic Center building was losing the City of Urbana \$40,000 to \$50,000 annually to keep open. He asked how much the City Building is losing annually. He also asked how much the fire station was losing or how much the Urbana Free Library was losing. He expressed that perhaps \$40,000 to \$50,000 for a building with the level of use it was getting might have been the most profitable, least-losing building in the City's portfolio. He expressed that the real issue was not the fact that the building was losing money, because every City building is losing money. The question was if it was worth investing in the Civic Center. He stated that the real issue was that people did not value the Civic Center's importance as a civic resource and that one person said that it was never successful. However, he stated, Ms. William's testimony shows that the building was hugely successful, being rented over 50% of the time.

Mr. Alvarez clarified that the disadvantage to the grant application was that the memo was internal from MTD staff to MTD's Board and was asking for permission to apply for the funds. So, that was referring to if MTD's board did not authorize it, then they would have been at a disadvantage in terms of how the grant application works. He explained that it was not in reference to the Civic Center site specifically.

Chair Urban added that she listened to the meeting as well, and it was brought up that several people in the public asked why MTD cannot continue the grant even if the building is landmarked. She stated that the person responded that while MTD has been successful submitting federal grants in the past, there is fear that the City of Urbana, maybe even the HPC, would block their plans for the Civic Center site (possibly by not approving a Certificate of Appropriateness for their plans if the proposed landmark nomination is approved), so MTD will not submit the grant application.

Chair Urban stated that HPC has been told multiple times that MTD does not have any plans yet. So, the HPC does not have any visual of what the plans are for a future transit station. She appealed to MTD and to their Board of Trustees that the City and the HPC are not here to freeze their plans, but instead to help the community and City achieve the goals set in the *Imagine Urbana* Comprehensive Plan. She stated that the Plan mentions multiple times the need for civic space and for preserving historic downtown properties.

Mr. Roberts stated that he went on a tour of the Civic Center. He talked about different events that he had attended in the past at the Civic Center and noted that he has a strong sense of its utility within the community, which related to one of the criteria for being landmarked. He stated that it is an interesting representation of the Mid-Century Modern style of architecture. He went on to describe the perky peaks on top of the roof, the big eaves, the partitions that divided the room and

were cumbersome, the speaker system being a little off and loud, the old curtains, and the kitchen being no longer serviceable. He discussed what MTD might need inside and stated that the electrical system, lighting system, and plumbing system would perhaps need to be replaced.

Mr. Roberts stated that when he went outside, he saw a bus parked in front of the building in a parking space and that it fit in one parking lane. He stated that at the back of the property, there are four lanes of parking to the west and five lanes of parking to the east. He stated that there was plenty of room to construct a building and keep the Civic Center building as an entry port or bathroom facility and shelter for people to sit. He noted that MTD would still have the whole eastern side for buses to pull in and move out. He continued that he could not see the detriment of reusing the Civic Center building or how it would be an impediment in supporting the dream that MTD has. He noted that MTD has never shown any concept plan that they might have of a building, and that MTD is far from creating or forming a concept plan of what they might envision for the site. Often developers come before Plan Commission with designs and imagery for proposed development.

Mr. Roberts spoke about Professor Altshuler's class project of doing a conceptualization of how this property might be used by reusing the Civic Center building. He noted that the students came up with some wild and interesting formulations, and he suggested that MTD refer to some of these ideas in their conceptualization of a bus transfer station.

Mr. Roberts noted that HPC is not there to solve MTD's issues. Rather, he explained, the HPC was tasked with looking at the existing Civic Center building and evaluating it to determine if it has value for being landmarked. He stated that he has strong values and that Ms. Williams made a very strong, very thorough, and very human presentation. He shared that the features about the people who were involved in the building are very personalized.

Mr. Roberts expressed his support for the landmark nomination.

Mr. Shepard stated that he is trying to pay attention to the nomination and the criteria that the HPC is using, not potential future developments and not whether the City ought to continue to have it function as a meeting center.

Mr. Shepard spoke about his experiences at the Civic Center. His review of how the Civic Center relates to the criteria provided in Section XII-5.C of the Zoning Ordinance was as follows:

- Criterion a – Does the Civic Center shape the civic life of Urbana?
 - Mr. Shepard stated that he cannot convince himself that it does. So, it does not meet this criterion.
- Criterion c – Is the Civic Center inherently valuable for the study of the period it was constructed in?
 - He stated that he has some sympathy for this, but not a strong one.
- Criterion d - Does the individual genius of the architects reflect in the design of the Civic Center?
 - He said that he knew Delbert Smith, but he was not familiar with the other two architects. He does not feel it meets this criterion.

- Criterion e – Is the Civic Center an established visual feature in the community in its location?
 - He said he feels that the Civic Center is lost in the back of Downtown Urbana and not a central feature of Urbana.
- Criterion f – Is the Civic Center a fine and unique example of a utilitarian structure?
 - He stated that he never had anything against the Civic Center, but he has never been in love with it either.
- Was it a hub for community events?
 - He stated that there were many community events held there. It was a great thing that it was reasonably priced and fairly large, but he does not see it as a hub.

Mr. Shepard stated that because of his doubts, he is not going to support the nomination.

Ms. O'Donnell stated that when she was looking at the Civic Center, it was basically not what it could potentially be used for. She stated that HPC's job is to determine whether the Civic Center meets all of the criteria. She noted that it is a good example of Mid-Century Modern architecture. It shows purity of materials used. It is stripped down, but it is not meant to be ornamental. It is meant to be very functional. She stated that then the Civic Center meets at least one of the criteria and that she planned to support the nomination.

Mr. Hays stated that it meets more criteria. He explained that he felt that the range of uses to which the space was put during its open time was one of the most diverse and interesting and eclectic, and the cultural significance comes from that. He stated that he believed that the fact that the community, at significant expense, invested in the Civic Center space as a site of social activity, artistic display, and civic well-being, is why it does meet those criteria. He further explained that the Civic Center is a phenomenally interesting example at national scale of a civic building for this kind of activity. He went on to say that while it is true that the architects are not well-known, these designers were excellent and were mentored by people who were important — the architects of the Civic Center studied with them and were influenced by them. He stated that the State Historic Preservation Officer (SHPO) said that the Civic Center was worth nomination, and City staff had said this as well.

Mr. Hays noted that there is a more logical slip in what was presented: MTD prides itself on reducing greenhouse gases, and there is no better way to do that than adaptive reuse. He stated that the argument that you are respecting the environment and valuing greenhouse gas management by tearing down an asset to put up a new building is part of a modern way of thinking where demolition followed by new construction is seen as a form of progress. Mr. Hays noted that in our day and age, it is actually seen as primitive and wildly irresponsible. Given the context, he explains, including an adaptive reuse component is an ideal way to get a federal grant, which MTD had not yet applied for. In his view, if MTD puts in their application that the City has a landmarked building, it will help MTD get a grant.

Mr. Hays expressed that when you have an asset that is as open and flexible as the Civic Center, it is readymade for a new use like a bus transfer station. He stated that it was a much loved, heavily used, highly eclectic building that is architecturally interesting. So, he will vote in favor of the landmark nomination for these reasons.

Chair Urban said that there had been a lot of talk related to nostalgia. She stated that there is a difference between nostalgia as an individual may see it and the collective memory of a community. She said that she did not believe that the Civic Center is totally personal to Ms. Williams. When she read the nomination, she appreciated all the diversity that was brought forth about the utilization of the Civic Center. Chair Urban noted that this is incredibly important when talking about a community's collective memory and is very different from the nostalgia of an individual. The application shows the collective memory of the City of Urbana.

Chair Urban said many of Urbana's landmarks are houses, none of them had civic use. The proposed nomination is very different than HPC received in the past.

Mr. Hays moved that the Historic Preservation Commission forward Case No. HP-2026-L-01 to the Urbana City Council with a recommendation to designate the property as a local landmark conforming with criteria A, C, D, E, and F. Mr. Roberts seconded the motion. Mr. Hays asked for clarification on whether his motion should be more detailed.

Ms. Jovine called a point of order. She said that the motion needs a second before discussing the motion. Mr. Roberts stated that he seconded the motion. Ms. Jovine stated that the motion was sufficient, or he can speak to the intent behind his motion.

Mr. Hays stated that he believes the application meets the criteria he mentioned in his motion and that the application was well-argued and composed. He urged the HPC to also consider the larger context, which is the incredible opportunity to basically recognize that a false opposition has been constructed based on differences in understanding. He thought there was a win-win situation here.

Mr. Roberts asked that the conversation the HPC had concerning the appropriateness of the landmark nomination be considered carefully by the Urbana City Council. The HPC's discussion was very informative, and he hoped it will guide them in the future. He stated that just because the HPC decides that this should be a landmark does not mean that all hope for working to involve the bus facility and the community at large moving forward should be lost, because we all want to see progress, we want to see construction downtown, and we want to see adaptive reuse. We want to see buildings that have not been opened or used for a while to be reborn and have new life. He explained that the HPC is not voting to prevent something, but to urge it on with clarity, with foresight, with creativity, and to benefit the community.

Roll call on the motion was as follows:

Mr. Roberts	-	Yes	Mr. Shepard	-	No
Ms. Urban	-	Yes	Mr. Hays	-	Yes
Ms. O'Donnell	-	Yes			

The motion was passed by a vote of 4-1.

I. NEW BUSINESS

There was none.

J. MONITORING OF HISTORIC PROPERTIES

There was none.

K. STAFF REPORT

Ms. Himick reported on the following:

▪ National Alliance of Preservation Commissions (NAPC) Email List

She stated that HPC members should start to receive email notifications about upcoming monthly webinars. She asked the Commissioners to please email copies of Certificates for completed webinars to her so that she can add them to the Certified Local Government (CLG) report the City is required to submit to the State of Illinois Historic Preservation Office (SHPO).

▪ July Study Session

She mentioned that she plans to add the Bylaws review and Section 106 revisions to the July agenda for the July 1, 2026 HPC meeting. If the HPC members have other revisions to the bylaws, please email their suggestions to her before the next meeting.

L. STUDY SESSION

Historic Preservation Plan Introduction

Chair Urban opened this item on the agenda. She noted that adding this topic to the agenda is intended to keep it on the HPC's radar. She stated that Jon Pressley with SHPO had said that the City could apply for a CLG grant to potentially get support with updating the Historic Preservation Plan. Ms. Himick stated that before they start on an application for another CLG grant, staff would like to finish up the current CLG grant that will close out in June of 2027. She stated that Planning staff is in the process of auditing Urbana's historic surveys in order in terms of what surveys we have, what we need to adjust, and we target new areas.

Chair Urban stated that the HPC has worked in team of two members to write grant applications, and we were successfully awarded. So, this is something that the HPC members would step up to do, rather than putting it on staff, especially since staff is overburdened with plenty of work. Ms. Himick said that she will check to see if they can have more than one CLG grant project underway at the same time. She felt this would be a point of importance moving forward.

For the Historic Preservation Plan, Ms. Himick asked the HPC members to think about what they like in the current plan, what they do not like about the current plan, what was implemented, and what did not get implemented. Because the HPC's memories of this community are longer than the current Planning staff, she asked the HPC members to consider what has occurred and not occurred, how this has developed through community channels, and what the community cared about. She asked the HPC to consider whose voices are heard in the current preservation plan and who preservation was for. She said that she also welcomes any additional comments that the HPC members can think of.

Ms. Himick noted that staff and commissioners should also look elsewhere to take inspiration from what other commissions and communities have done. She stated that the NAPC does provide several example preservation plans; however, none of them are directly applicable to a community

like Urbana. Staff have looked at other midwestern college towns for potential context. She mentioned that Iowa City is similar city in terms of population, community focus, and university town type factors. In addition, the State of Illinois also recently adopted the Statewide Historic Preservation Plan, which is for the 10-year period of 2024 to 2034. She explained that it might be interesting to think about how state priorities intersect with local action.

Ms. Himick explained that the statewide plan has seven priorities they are targeting, which are enhancing local preservation; spurring economic growth and resiliency; documenting important resources and striving for positive preservation outcome; engaging the public and shaping the preservation message; forging successful partnerships; promoting diverse history through relevancy and inclusiveness; and building Illinois SHPO capacity.

Mr. Hays stated that it would be great to have a preservation plan to which HPC can point to for explanations of what historic preservation is because the current one is outdated and reflects the older way of thinking. He said that he is looking forward to this.

Mr. Roberts pointed out that there is a tool the HPC should craft that is much needed. He mentioned that there is currently a discussion on a proposed Planned Unit Development (PUD) on West Main Street. He stated that two members of the Plan Commission appeared to have doubts about the PUD and needed guidance about what they could refer to when discussing the appropriateness of how a building looked that was being proposed by a developer. There is none, so the Plan Commission and could not say anything about it. Mr. Roberts noted that they could not factually point to something and say, "it does not meet this, so I am not going to support it because it is inappropriate." He thinks that the HPC could work on guidance for development, especially when it comes down to the nearby historic areas and how things are compatible or incompatible based on the neighboring structures.

Mr. Shepard moved to keep the preservation plan topic on the agenda. Ms. O'Donnell seconded the motion. The motion passed by unanimous vote.

M. ANNOUNCEMENTS

Chair Urban mentioned the Proclamation for May being Historic Preservation Month and stated that it was nice to be acknowledged.

N. ADJOURNMENT

Ms. O'Donnell moved to adjourn the meeting. Mr. Roberts seconded the motion. The motion to adjourn the meeting was passed by unanimous voice vote. Chair Urban adjourned the meeting at 9:27 p.m.

Submitted,



Kate Himick
Historic Preservation Commission Secretary

Asplenium cuneifolium



USA / FOREVER

City of Urbana
Historic Preservation Commission
Planning Division Staff
City of Urbana Bldg
400 S. Vine Street
Urbana, IL
61801

~~Woodlawn Cemetery~~ To Whom It May Concern:

Woodlawn Cemetery (1803 N. Coler Avenue)
has grass that is now 12"-18" tall! No one
is taking care of this historic cemetery. I spoke
to someone in the area who said there is
now drug dealing going down in the back part of
the cemetery. The city needs to buy this
cemetery, turn it around. Why can't you
get the tombstones that have toppled
over back together? It's embarrassing!

A Concerned long-time citizen

STAFF REPORT

Historic Preservation Commission, July 1, 2026

Meeting: Historic Preservation Commission, July 1, 2026

Location: Council Chambers

Audit of Historic Surveys

Staff are working to consolidate, update, and audit our historic surveys. This entails data management, merging existing spreadsheets, determining how to best track survey information, and spatializing the data.

- Goals:
 - To better understand what information we have and what records capture
 - To ask more informed questions and enable better preservation planning
 - To know what types of resources we have surveyed in the past and where gaps exist (in location or content)
- End Products:
 - An up-to-date spreadsheet reflecting all the surveys held in records
 - A GIS layer showing this information geographically

What data is being tracked in the spreadsheet?

Address
Property Identification Number / Permanent Index Number (PIN)
Been Surveyed?
Top 100?
Demo Delay?
Land Use
Construction Year
No. of Surveys
Year First Surveyed
Year Last Surveyed
Style
Landmark?
District?
Ordinance No.
NRHP Status
Demolished?
Demo Year

Historic Preservation Commission, July 1, 2026
Study Session: Bylaws Review and Revision, Section 106 Proposal

Meeting: Historic Preservation Commission, July 1, 2026
Location: Council Chambers

Bylaws Timeline

Allow time to sit with any possible changes, make alterations, brainstorm new/additional ideas.

Possible Alterations

Minor Potential Edits:

- Adding sub-sections to Article IV for clarity.
- Adding two new categories to the video or telephone requirements (Article IV, Section B) to reflect the most recent language of Illinois Statute 5 ILCS 120/7(a).
 - Also correcting the textual reference to said statute.
- Changing “Chairperson” to “Chair” to reflect language in the Zoning Ordinance. This still maintains gender neutrality.
- Changing “he/she” and “he or she” language to “they” to encourage gender neutrality.
- In Article VI, changing “nominator/petitioner” to “petitioner” to simplify the document. Even in landmarking cases, the individual is still “petitioning” the Commission.
- In Article VI, number 17, adding clarifying language to the Findings of Fact information.
- In Article VIII, number 1, adding Section 106 reviews to the records required to be kept.

Major Potential Edits:

- Insert a new Article titled “Section 106 Procedures.”
 - This could start off with sub-section: “A. Initial Invitation and/or Request for Comment.”
- *Staff to present to the Commission on a potential system for initial invitations to act as a Consulting Party and/or requests for comment.*

HISTORIC PRESERVATION COMMISSION OFFICIAL BYLAWS

City of Urbana, Illinois

Date of Commission Approval: November 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

A. Procedures

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

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

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

Formatted: Font: (Default) Garamond, 13 pt, Bold

Formatted: List Paragraph, Indent: Left: 0.25"

the Open Meetings Act (5 ILCS 120/1 et. seq.).

B. Attendance

1. Attendance shall be required as outlined in Section XII-3 E of the Historic Preservation Ordinance.
2. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS 120/7(ae) 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;
 - c) a family or other emergency;
 - d) unexpected childcare obligations; or
 - e) performance of active military duty as a service member.
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.

Formatted: Font: (Default) Garamond, 13 pt, Bold

Formatted: Font: (Default) Garamond, 13 pt

Formatted: List Paragraph, Right: 0.09", Space Before: 0.05 pt, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25", No widow/orphan control, Don't adjust space between Asian text and numbers, Tab stops: 0.57", Left + Not at: 0.5" + 0.75" + 1.25" + 1.75" + 2.25" + 2.75" + 3.25" + 3.75" + 4.25" + 4.75" + 5.25" + 5.75" + 6.25" + 6.75"

Formatted: Font: Garamond, 13 pt

C. Quorum

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

Formatted: Font: (Default) Garamond, 13 pt, Bold

Formatted: Font: (Default) Garamond, 13 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

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.

A.D. Legal Counsel

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

Article V. Order of Business Agenda

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

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

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

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

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

Article VII. Audience Participation

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-Chair~~ to extend the five (5) minute time limit or if the ~~Chairperson-Chair~~ does not enforce or extend the time limit, the extension shall be decided without debate by a motion approved by the majority vote of the members of the Commission present. The ~~Chairperson-Chair~~ shall also have the authority to reduce the time limit to three (3) minutes or a shorter time agreed upon by the Commission members.
3. No member of the Commission is obligated to respond to any public input provided.

Article VIII. Determinations

Motions and Procedures

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

Article IX. Records

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

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

Article X. General Provisions

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

Article XI. Amendment of Rules

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, July 1, 2026
Study Session: Historic Preservation Plan, Continued

Meeting: Historic Preservation Commission, July 1, 2026
Location: Council Chambers

**This document was previously distributed at the June 3, 2026 meeting of the Historic Preservation Commission. It is being re-circulated as a continuation of that study session, for reference.*

1998 Historic Preservation Plan Introduction

- Commissioners are encouraged to read through the plan or buddy up to provide comments.
- Things to consider and make note of:
 - What do you like about the 1998 plan? What do you dislike?
 - What got implemented? What did not get implemented?
 - *If you have local or long-term knowledge of City or community preservation efforts, this information is valuable for the group.*
 - Whose voices are heard in the 1998 plan? Whose voices are not heard?
 - Any additional comments.

Beginning to Take Inspiration from Elsewhere

- The National Alliance of Preservation Commissions (NAPC) provides several example preservation plans on their website: www.napcommissions.org/preservation-plans
- Staff looked to other Midwestern college towns for potential context:
 - Iowa City, Iowa's 2007 [Historic Preservation Plan](#)
- Illinois recently adopted the *Illinois Statewide Historic Preservation Plan 2024-2034*.
 - The plan is structured around seven priorities:
 - Enhancing Local Preservation
 - Spurring Economic Growth and Resiliency
 - Documenting Important Resources and Striving for Positive Preservation Outcome
 - Engaging the Public and Shaping the Preservation Message
 - Forging Successful Partnerships
 - Promoting Diverse History through Relevancy & Inclusiveness
 - Building Illinois SHPO Capacity
- What are other communities doing that intrigues you?