



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

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**DATE:** Wednesday, April 01, 2026  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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**AGENDA**

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

**B. Changes to the Agenda**

**C. Approval of Previous Minutes**

June 4, 2025 Regular Meeting Minutes

August 6, 2025 Regular Meeting Minutes

December 3, 2025 Regular Meeting Minutes

**D. Written Communications**

**E. Audience Participation**

**F. Continued Public Hearings**

**G. Old Business**

1. Section 106 IDOT Seq. # 26422, Florida Avenue Roadway Improvements

**H. New Public Hearings**

**I. New Business**

1. CDBG FY25 Grant Funds - Elm Street Sidewalks Improvement Project

**J. Monitoring of Historic Properties**

**K. Staff Report**

**L. Study Session**

1. Urbana Civic Center (108 E Water) Section 106, Continued

2. Section 106 Process Review, Continued

**M. Announcements**

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://www.urbanail.gov/executive-department/page/urbana-public-television>.

1. Request for Future Study Session Topics

**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](mailto: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](mailto: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://urbanaininois.us/uptv>.

**Kate Himick**

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**From:** Kate Himick  
**Sent:** Monday, March 16, 2026 11:48 AM  
**To:** Emilie.Land@Illinois.gov  
**Cc:** Planning; Olivia Jovine; Angela Urban [BC]  
**Subject:** Seq.#264222 - Urbana HPC Comments on Florida Ave Roadway Improvements Project  
**Attachments:** IDOT Seq. #26422 - HPC Urbana Packet to IDOT 0313-2026.pdf

Dear Emilie,

Please see the attached packet for Urbana’s HPC comments on the Florida Avenue Roadway Improvement Project. I have included a cover letter that introduces the Commissioners’ comments and gives an account of the March 4, 2026, HPC meeting, where staff introduced the project to the Commission. Within the attachments, I have transmitted Commissioner comments directly.

If you require any further information or clarification, please do not hesitate to reach out.

All the best,

**Kate Himick**  
Planner I

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





March 13, 2026

Emilie Land  
Architectural Historian, Cultural Resources Specialist  
Bureau of Design & Environment  
Illinois Department of Transportation  
2300 S. Dirksen Parkway, Springfield, IL 62764

Dear Emilie,

At the March 4, 2026, regularly scheduled meeting of the Historic Preservation Commission, Director of Community Development Services Olivia Jovine and Planner I Kate Himick presented the Commission with an overview of the **Florida Avenue Roadway Improvements project (Sequence #264222)**. Staff provided the Commission with an initial, staff-compiled list of surveyed resources both near and within the project area shown on the Lochmueller Group map. Resources both near and within the project area were included to account for potential differences between the Area of Potential Effects and the Lochmueller Group project area.

Staff requested that Commissioners provide additional comments or insights regarding potentially affected resources. Staff received comments from Commissioners Holliday and Hays. Included in this packet are the following:

- **Attachment A:** Staff review of surveyed historic resources near or within the project area.
  - This includes Urbana’s Local Landmarks, Urbana’s 100 Most Important list, and locally surveyed buildings. NHRP eligibility determinations were made *locally*.
- **Attachment B:** Communication from Commissioner Kate Holliday regarding the project.
- **Attachment C:** Communication from Commissioner David Hays regarding the project.

Commissioners Holliday and Hays have expressed concern about mature trees and streetlights within the project area. Current light posts in the area are concrete and match the form of lighting in the adjoining historic neighborhoods to the north. Commissioner Holliday comments that “the character and scale of this lighting should be maintained.” Commissioner Hays comments that “a significant number and variety of mature trees give spatial definition and a consequential sense of place to the W. Florida Avenue corridor and the historic areas on each side of it.”

Sincerely,

 Date: 3/13/2026

**Kate Himick**  
Planner I  
Secretary, Historic Preservation Commission

CC: Olivia Jovine, Director, Community Development Services  
Angela Urban, Chair, Historic Preservation Commission

## Community Development Services Department

400 S. Vine St. • Urbana, IL 61801 • (217) 384-2372 • www.UrbanaIL.gov

Staff Review of Surveyed Historic Resources Near or Within the Project Area: Sequence #264222							
West Delaware Avenue	Comments	West Florida Avenue	Comments	South Orchard Street	Comments	South Race Street	Comments
809		812		1707	NRHP Eligible; Horticulture Field Lab	1605	
715	100 Most Important	810		1605	NRHP Eligible		
601	Local Landmark (DeWolf Residence); NRHP Listed; 100 Most Important	806					
209	100 Most Important	804					
201		802					
		716	NRHP Eligible				
		711	100 Most Important President's House				
		710	NRHP Eligible				
		708					
		704					
		614	NRHP Eligible				
		612	NRHP Eligible				
		610					
		606	NRHP Eligible				
		508	NRHP Eligible				
		506	NRHP Eligible				
		502					
		410					
		406	NRHP Eligible				
		402	NRHP Eligible				
		308	NRHP Eligible				
		306	NRHP Eligible				
		304					
		302					
		210	100 Most Important; NRHP Eligible				
		208	NRHP Eligible				
		206					
		204	NRHP Eligible				
		202	NRHP Eligible				
		118	NRHP Eligible				
		116					
		112					
		108	NRHP Eligible				
		106	NRHP Eligible				
		104					

**Kate Himick**

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**From:** Kathryn Holliday [BC]  
**Sent:** Tuesday, March 10, 2026 8:50 PM  
**To:** Kate Himick; Olivia Jovine  
**Subject:** Florida Avenue Section 106 review  
**Attachments:** 1000030903.jpg

Dear Kate,

I walked the Florida Avenue corridor today with fellow commissioner David Hays. I was working from the NPS cultural landscape checklist as a guide. From the material forwarded it looks like the plans are to potentially expand Florida Ave infrastructure to the south between Lincoln and Race. Here are my comments

1. There is potential impact to the cultural landscape of the historic district from tree removal on the south side of Florida. I would encourage all expansions of infrastructure to avoid existing trees and to emphasize lower limb removal over tree removal. Trees lining the street is a major contributor to the cultural landscape.
2. Lighting standards are concrete and match the form of the lighting in the adjoining historic neighborhoods to the north along Florida between Lincoln and Race. The character and scale of this lighting should be maintained (see attached pictures). Appropriate lighting has already been removed and replaced with non-appropriate highway style aluminum pole lighting along Florida between Race and Vine. This should be avoided.
3. Residential properties on the north side of Florida have already been impacted by road construction and their frontages and trees would ideally remain untouched in any new construction.
4. Sidewalks no longer have historic stamps -they appear to already have been replaced. Stamps from 1998 are visible near Blair Park.
5. In Blair Park it appears there is a plan to create a bus pull out that would, again, potentially affect the historic tree line. Would recommend preserving the tree line, both to shield the park from street traffic and to continue to provide shade, in addition to preserving the tree promenade.
6. To reduce impact of the needed traffic light installation at Florida and Race, would recommend low profile signals with the least impact on the trees that are a defining feature of the historic neighborhood.

Please let me know what else I can provide.

Best,  
Kate

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Under the Illinois Freedom of Information Act (FOIA), any written communication to or from City of Urbana employees, officials or board and commission members regarding City of Urbana business is a public record and may be subject to public disclosure.



**Kate Himick**

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**From:** David Hays [BC]  
**Sent:** Wednesday, March 11, 2026 8:55 AM  
**To:** Kate Himick  
**Subject:** Re: HPC Meeting Content and Info Summary Email  
**Attachments:** Florida Avenue Roadway Improvement Project-Section 106-Remarks from Historic Preservation Commissioner David Hays.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good morning, Kate!

Please find attached (Word .docx format) my initial comments concerning the Florida Avenue Improvement Project and some additional identified historic and cultural resources in the project area. Please let me know if it would be helpful to have any additional information about this content or if you would prefer to receive it in a different format.

With all best wishes,

David

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**From:** Kate Himick <Kate.Himick@Urbanall.gov>  
**Date:** Monday, March 9, 2026 at 1:27 PM  
**To:** Olivia Jovine <Olivia.Jovine@Urbanall.gov>, Planning <Planning@Urbanall.gov>  
**Cc:** Angela Urban [BC] <[REDACTED]>, Andrew Weiss [BC] <[REDACTED]>, David Hays [BC] <[REDACTED]>, Dennis Roberts [BC] <[REDACTED]>, Kathryn Holliday [BC] <[REDACTED]>, Laura O'Donnell [BC] <[REDACTED]>, Trent Shepard [BC] <[REDACTED]>  
**Subject:** RE: HPC Meeting Content and Info Summary Email

Dear Commissioners,

City Engineering staff have provided a helpful [website on the Florida Avenue Improvement Project](#), which details the full breadth of the Florida Avenue Corridor Study. The most recent project information is in a tab at the top left called "2026 Updates."

You may see that some **previous** options for improvement included roundabouts at each intersection; this is **not happening**, due to space constraints. Instead, intersection improvements will be focused on traffic signals.

Please individually let me know if you have received this email and the previous email, as we are still ensuring that communication is accurately going through and being received.

## Florida Avenue Roadway Improvement Project, Section 106

Historic and cultural resources in the project area identified by Historic Preservation Commissioner David Hays during site visit on Tuesday, March 10, 20206

### Trees

A significant number and variety of mature trees give spatial definition and a consequential sense of place to the W. Florida Avenue corridor and the historic areas on each side of it. These trees warrant preservation, and special care should be taken to protect their health and longevity by ensuring that the soil around them is not compacted by vehicles, heavy machinery, and/or materials during the Florida Avenue roadway improvement project. Along the south side of Blair Park, removal of some lower branches may be necessary to accommodate the proposed bus pullout, but it is my belief that the trees can and should be preserved.

These trees included in this evaluation and recommendation include the following:

- the allée of 5 mature overcup oak (*Quercus lyrata*) trees along the south side of W. Florida Ave., between S. Lincoln Ave. and S. Busey Ave; property of the University of Illinois. These trees line and give definition to the north end of the University Arboretum; cf. the adjacent allée of 21 mature American sweetgum (*Liquidambar styraciflua*) trees that line and give definition to the west end of the same area.

- oak, overcup (*Quercus lyrata*) [site id: 12223]
  - DBH: 22
- oak, overcup (*Quercus lyrata*) [site id: 12229]
  - DBH: 18
- oak, overcup (*Quercus lyrata*) [site id: 12232]
  - DBH: 18
- oak, overcup (*Quercus lyrata*) [site id: 12236]
  - DBH: 18
- oak, overcup (*Quercus lyrata*) [site id: 12239]
  - DBH: 18

- the cluster of 2 mature flowering dogwood (*Cornus florida*) and 2 mature flowering crabapple (*Malus spp.*) trees at southwest corner of W. Florida Ave. and S. Busey Ave; property of the University of Illinois. These trees give definition and visual

character to the interface between the University Arboretum and the grounds of the President's House.

- dogwood, flowering (*Cornus florida*) [site id: 10856]
    - DBH: 12
  - dogwood, flowering (*Cornus florida*) [site id: 10864]
    - DBH: 6
  - crabapple, flowering (*Malus spp.*) [site id: 10873]
    - DBH: 20
  - crabapple, flowering (*Malus spp.*) [site id: 10880]
    - DBH: 17
- the 1 mature sassafras (*Sassafras albidum*) tree along the south side of W. Florida Ave. east of S. Busey Ave. and west of the U-shaped main driveway of the President's House; property of the University of Illinois. This tree helps give a consequential sense of place to the grounds of the President's House.
- sassafras (*Sassafras albidum*) [site id: 11066]
    - DBH: 30
- the pair of mature red maple (*Acer rubrum*) trees along the south side of W. Florida Ave. east of S. Busey Ave; property of the University of Illinois. These trees frame the U-shaped main driveway of the President's House and give it a consequential sense of place.
- maple, red (*Acer rubrum*) [site id: 11118]
    - DBH: 14
  - maple, red (*Acer rubrum*) [site id: 11128]
    - DBH: 14
- the 1 mature swamp white oak (*Quercus bicolor*) tree and 3 mature American sweetgum (*Liquidambar styraciflua*) trees along the south side of W. Florida Ave. east of the President's House and west of Prairie 2/S. Orchard St.; property of the University of Illinois. These trees give a consequential sense of place to the grounds of the President's House.
- swamp white oak (*Quercus bicolor*) [site id: 12401]
    - DBH: 56

- sweetgum, American (*Liquidambar styraciflua*) [site id: 12421]
    - DBH: 22
  - sweetgum, American (*Liquidambar styraciflua*) [site id: 12429]
    - DBH: 36
  - sweetgum, American (*Liquidambar styraciflua*) [site id: 12437]
    - DBH: 22
- the allée of 7 mature pin oak (*Quercus palustris*) trees, 3 mature red maple (*Acer rubrum*) trees, 1 eastern white pine (*Pinus strobus*) tree, 1 hawthorn (*Crataegus spp.*) tree, and 3 flowering crabapple (*Malus spp.*) trees along the north side of E. Florida Ave. between S. Broadway Ave. and S. Vine St; property of the City of Urbana. These trees line and give definition to the south end of Blair Park, creating a consequential sense of place. During summer months, these trees also play a significant role in moderating temperatures within this well-used recreational park.

- oak, pin (*Quercus palustris*) [site id: 15524]
  - DBH: 30
- red maple (*Acer rubrum*) [site id: 14209]
  - DBH: 17
- red maple (*Acer rubrum*) [site id: 15525]
  - DBH: 24
- pine, eastern white (*Pinus strobus*) [site id: 15597]
  - DBH: 20
- oak, pin (*Quercus palustris*) [site id: 15389]
  - DBH: 28
- hawthorn, spp. (*Crataegus spp.*) [site id: 14218]
  - DBH: 10
- oak, pin (*Quercus palustris*) [site id: 15391]
  - DBH: 32
- oak, pin (*Quercus palustris*) [site id: 15392]
  - DBH: 32
- red maple (*Acer rubrum*) [site id: 14413]
  - DBH: 14
- oak, pin (*Quercus palustris*) [site id: 15393]
  - DBH: 38
- oak, pin (*Quercus palustris*) [site id: 15755]
  - DBH: 31
- crabapple, flowering (*Malus spp.*) [site id: 14076]

- DBH: 8
- oak, pin (*Quercus palustris*) [site id: 15756]
  - DBH: 36
- crabapple, flowering (*Malus spp.*) [site id: 14451]
  - DBH: 10
- crabapple, flowering (*Malus spp.*) [site id: 3431]
  - DBH: 6

Sources of data:

University of Illinois, Campus Tree Inventory:

- <https://illinois.edu/treekeepersoftware.com/>

City of Urbana, Tree Inventory:

- <https://urbanail.treekeepersoftware.com/index.cfm?deviceWidth=1920>

### **Streetlights**

Streetlights with older style lamp posts are found in a staggered arrangement along the north and south sides of W. Florida Ave. between (at the west end) the northwest corner of W. Florida Ave. and S. Busey Ave. and (at the east end) the northeast corner of W. Florida Ave. and S. Race St. Such streetlights are iconic features of historic Urbana, and they give a consequential sense of place to the W. Florida Avenue corridor, including the historic neighborhood on its north side.



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

## Historic Preservation Commission, April 1, 2026

### Study Session: CDBG FY25 Grant Funds - Elm Street Sidewalks Improvement Project

**Meeting:** Historic Preservation Commission, April 1, 2026

**Location:** Council Chambers

#### What is the Project?

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

#### What Programmatic Agreement interacts with these funds?

The City holds a Programmatic Agreement (2021) for the Administration of Section 106 for Certain Programs Funded by the U.S. Department of Housing and Urban Development (HUD).

- The Programmatic Agreement (PA) was entered into between the City of Urbana, The Illinois State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation (ACHP).
- The PA enables a qualified professional (QP) on staff with the City, Dr. Eric McCann, to administer Section 106 proceedings for certain HUD funds, which are administered by the City's Grants Management Division.

#### What is the Commission's role?

The Commission is designated as an advisory body within the PA. While originating with the staff QP, a determination of "Historic" may be made with input from the Commission and the SHPO.

- **Section III.C.1** - When determining a "Historic Property," the Qualified Personnel shall review existing information on historic resources within the Area of Potential Effects to determine the presence of historic resources or properties.
- **Section III.C.3** - "In the case that Qualified Personnel has questions concerning NRHP eligibility of a certain property or resource, he or she may forward documentation to the Commission for evaluation and recommendation."
- **Section III.C.4** - "In the case that the Commission has questions concerning the NRHP eligibility of a certain property or resource, the Commission may forward documentation to the SHPO for evaluation and recommendation."

### How can the Commission contribute?

Dr. Eric McCann, a Qualified Professional staff member within the Grants Management Division has reached out to SHPO staff to obtain their “Historic Property” determination for the brick sidewalks. SHPO staff have, in turn, reached out to Planner I Kate Himick as a Qualified Professional and the CLG contact for the City of Urbana. Kate Himick has requested that the Commission be looped in.

Planning Staff requests that the Commission review the brick sidewalks and provide comments to be shared with SHPO staff by **Monday, April 6, or sooner if possible**. Please provide your comments by email to Kate Himick.

### What are the brick sidewalks?

The brick sidewalks denoted in this project run east-west along E Elm Street, between S Grove Street and S Urbana Street, and north-south along S Urbana Street, between E Main Street and E Elm Street.

These brick sidewalks were likely originally constructed in 1896, when the City passed an Elm street sidewalk ordinance providing for the construction of brick sidewalks along the north side of Elm Street from Grove Street to Urbana Avenue. The area was subdivided in the 1890s (James Thorpe’s Addition, “Thorpe Place”) and first appears on the 1915 Sanborn map of Urbana.

Kate Himick, Planner I, walked the project area on 3/24/2026. The brick sidewalks are in a herringbone pattern and consist of wider pathway bricks and slimmer edge bricks along the sides. Herringbone patterns were historically used for paving areas because of the added strength and resiliency against shifting and deformation. There is visible color variation among the bricks and between sections of the pathway. None have visible stamps. The bricks were installed on a sand base. The brick along S Urbana Avenue is mostly encased in soil and grown over with grass; only one section is visible. The brick along the north side of Elm is in good shape overall. Portions of the brick along the south side of Elm are in worse condition — the base has failed, bricks are missing in sections, the edge restraint has collapsed, and tree roots have uplifted sections of pathway.

Staff believes that the brick sidewalks would not be eligible for individual designation either locally or in the National Register of Historic Places, as individual eligibility typically requires a higher degree of significance. The paths lack a manufacturer’s stamp and are of a relatively common construction method. The brick sidewalks could be considered a contributing resource within a potential historic district, yet many of the homes on this block have been demolished for apartments and the remaining historic homes have been heavily altered. Staff believes that historic district National Register eligibility would be difficult to support.

**PROGRAMMATIC AGREEMENT  
AMONG THE CITY OF URBANA,  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER, AND  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION  
FOR THE ADMINISTRATION OF SECTION 106 OF THE NATIONAL HISTORIC  
PRESERVATION ACT FOR CERTAIN PROGRAMS FUNDED BY  
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OCTOBER 1, 2021 TO SEPTEMBER 30, 2026**

**THIS PROGRAMMATIC AGREEMENT** (“Agreement”) is entered into as of October 1, 2021 between the City of Urbana (“City”), the Illinois State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation (ACHP); and

**WHEREAS**, the City is a direct recipient of funds from the U.S. Department of Housing and Urban Development (HUD) and a sub recipient of HUD funds via the Illinois Housing Development Authority and/or the Illinois Department of Commerce and Economic Opportunity; and

**WHEREAS**, collectively, these programs as enumerated in Appendix A are administered by the City’s Community Development Services Department, Grants Management Division, and provide financial support for a wide variety of activities, including: rehabilitation, new construction, demolition, infrastructure improvements, and other eligible activities; and

**WHEREAS**, projects that receive such funds constitute Undertakings subject to the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108, and its implementing regulations (36 CFR Part 800) (Act); and

**WHEREAS**, as used herein, the term “Illinois State Historic Preservation Officer” (SHPO) means the Illinois governmental official appointed or designated pursuant to section 101(b)(1) of the Act to administer the State Historic Preservation Program or a representative designated to act for the SHPO (see 36 CFR § 800(v)); and

**WHEREAS**, the responsibilities of the SHPO under Section 106 and 36 C.F.R. Part 800 are to advise, assist, review, and consult with federal agencies as they carry out their historic preservation responsibilities, and to respond to federal agencies’ requests within a specified period of time; and

**WHEREAS**, the Illinois State Historic Preservation Office currently resides within the Illinois Department of Natural Resources (IDNR), and the Director of IDNR is the duly designated SHPO; and

**WHEREAS**, the City has consulted with SHPO pursuant to Section 106 of the Act; and

**WHEREAS**, the City has consulted with the SHPO pursuant to the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C. § 4821) and the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. § 4851) and their implementing regulations, “General Lead-Based Paint Requirements and Definitions for All Programs” (24 CFR Part 35); and

**WHEREAS**, the City and the SHPO have determined that the City can more effectively fulfill its Section 106 review responsibilities for the specified HUD-funded activities if a programmatic approach is used to delegate Section 106 and other compliance responsibilities to the City, pursuant to 36 CFR Part 800.14(b) of the Act; and

**WHEREAS**, the City is a Certified Local Government with a Historic Preservation Commission (Commission) and Qualified Personnel who will carry out duties enumerated below; and

**WHEREAS**, in accordance with 36 CFR Part 800.14(b), the City notified the Advisory Council on Historic Preservation (ACHP) of this Agreement, and on August 27, 2021, the ACHP chose not to participate in the consultation;

**NOW, THEREFORE**, the City, the SHPO, and the ACHP agree that the programs shall be implemented in accordance with the following stipulations in this Agreement in order to take into account the effect of Undertakings on historic and potentially historic properties.

## STIPULATIONS

### I. Qualified Personnel

- A. The City shall ensure that it maintains a staff, whether employed or contracted, hereafter referred to as Qualified Personnel, that meets the following enumerated qualifications. Qualified Personnel's curriculum vitae and, if applicable, proof of successful completion of "The Section 106 Essentials" course shall be submitted to the SHPO for review.
1. Qualifications outlined in 36 CFR Part 61, the Secretary of the Interior's Professional Qualification Standards, for History or Architectural History (see: [www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm)); and
  2. One of the following:
    - a. Successful completion of "The Section 106 Essentials" course given by the Advisory Council on Historic Preservation (ACHP) (see: [www.achp.gov/training/classroom](http://www.achp.gov/training/classroom)). To be considered as Qualified Personnel, contractors must have successfully completed the course at the time of hiring, and City employees must successfully complete the course within 12 months of hiring or within 12 months of the acceptance of this Agreement and provide proof of that completion to the SHPO; or,
    - b. One year of direct experience with the implementation of the Section 106 process.
  3. Successful completion of at least one ACHP webinar (see: <https://www.achp.gov/training/webinars>) per year on a Section 106 topic. Proof of completion must be submitted to the SHPO with the Certified Local Government Annual Report pursuant to Stipulation X.F.
- B. The City shall ensure that all historic preservation work carried out pursuant to this Agreement is carried out by or under the direct supervision of Qualified Personnel.

- C. The City shall notify the SHPO of Qualified Personnel changes or vacancies. During periods of Qualified Personnel vacancy, the City must forward all Undertakings to the SHPO for review under the Act.
- D. If the City does not have Qualified Personnel in place for a period longer than 6 months, then this Agreement will become null and void, and the City will comply with 36 CFR §§ 800.4 through 800.6 with regard to Undertakings covered by this Agreement.

## **II. Activities that constitute an Undertaking and are governed by this Agreement**

A project, activity, or program that is partially or wholly funded, licensed, or permitted by the federal programs listed in Appendix A constitutes an Undertaking and is, therefore, subject in its entirety to this Agreement.

## **III. Determining a Historic Property and an Area of Potential Effects (APE)**

- A. When an Undertaking is proposed for a resource, the resource must undergo a determination as set forth in Stipulation III.C, regardless of previous evaluations.
- B. Determining the Area of Potential Effects (APE)

For each Undertaking, Qualified Personnel shall determine an Area of Potential Effects, as defined in 36 CFR § 800.16 and described in 36 CFR § 800.4.

- C. Determination of a “Historic Property”
  - 1. Qualified Personnel shall review existing information on historic resources within the Area of Potential Effects to determine the presence of historic resources or properties. For resources not individually listed on the National Register of Historic Places (NRHP), Qualified Personnel shall apply the NRHP criteria. Materials consulted will include:
    - a. The current listing of the NRHP
    - b. The current listing of the City Register of Historic Places.
    - c. The current City’s Rural Historic Structures Survey.
    - d. Historic structures surveys for the City
    - e. The current landmark list and surveys within the City
    - f. The Illinois Historic Sites survey (1972)
    - g. Designations of significant buildings or buildings of merit cataloged as part of the land use and building condition surveys for official neighborhood plans in the City and/or other comprehensive building surveys

2. Additional surveys shall be conducted in a manner responsive to the nature of the Undertaking if Qualified Personnel determine additional information is required to adequately assess the presence of historic properties. As appropriate, the focus of identification surveys shall not be property-by-property but may focus on select resources in proportion to, and depending on the location of, the Undertaking.
  3. In the case that Qualified Personnel has questions concerning NRHP eligibility of a certain property or resource, he or she may forward documentation to the Commission for evaluation and recommendation.
  4. In the case that the Commission has questions concerning the NRHP eligibility of a certain property or resource, the Commission may forward documentation to the SHPO for evaluation and recommendation. If the Commission chooses not to accept the recommendation of the SHPO, Qualified Personnel may forward adequate documentation, including the recommendation of the SHPO, to the Keeper of the NRHP for the formal determination of NRHP eligibility, in accordance with 36 CFR § 800.4(c). Qualified Personnel shall notify the SHPO of the Commission's decision.
  5. Qualified Personnel may submit NRHP eligibility determinations for properties to the Commission and SHPO concurrently in order to expedite the Section 106 review.
  6. Properties not listed in the NRHP and reviewed by Qualified Personnel for eligibility in the NRHP will be documented as such by Qualified Personnel, and a copy of the determination will be included in the individual project files and submitted to the SHPO.
- D. A property shall be considered a "Historic Property" when one or more of the following applies:
1. A property is individually listed in the NRHP
  2. A property is located within the boundaries of an existing NRHP-listed historic district and has been determined by Qualified Personnel to be contributing to that district
  3. A property has been determined by Qualified Personnel to be eligible for individual listing in the NRHP
  4. A property that Qualified Personnel has determined to be contributing to an area that Qualified Personnel has determined eligible for listing in the NRHP as a historic district
- E. If Qualified Personnel determines that there are no Historic Properties present in an Undertaking's APE, the Undertaking can proceed.
- F. Undertakings for which Qualified Personnel determined that no Historic Properties were involved must be re-reviewed under this Agreement if the Undertaking does not proceed within two (2) years of the date of the determination.

#### IV. Exempt Activities

For Undertakings that involve Historic Properties or are within APEs that contain Historic Properties, review of the following activities is not required because there is limited potential for the activity to result in an adverse effect.

- A. Repair or replacement of electrical, plumbing, heating, and ventilation systems or their components, when no structural alteration is involved. This includes repair or replacement of electrical panels, breakers, circuits, switches, receptacles, plumbing and water lines, drains, sewers, fixtures, water heaters, heating vents, floor furnaces, wall heaters, central heat systems, and gas lines.
- B. Painting of any exterior component which has previously been painted.
- C. Repair, removal, or replacement in kind of existing utilities, such as sewer, water, electrical, gas, and leach lines; storm drains; septic tanks; and wells. Repair, removal, or replacement in kind of existing, non-historic infrastructure, such as foundations, sidewalks, curbs, driveways. Activities involving historic infrastructure, such as, but not limited to, stone and brick sidewalks, curbs, and roads, and historic street furniture, such as, but not limited to street lighting, benches, and water fountains, are NOT exempt from review.

#### V. Reviewing Undertakings that Affect “Historic Properties”

- A. Undertakings that Involve Interior and/or Exterior Rehabilitation of Historic Properties
  - 1. Prior to the initiation of the Undertaking, Qualified Personnel shall review work write-ups, plans and/or specifications for all activities not listed as exempt under Stipulation IV to determine whether they meet *The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Standards).
  - 2. Should Qualified Personnel recommend modifications to the plans and specifications to ensure that the project meets the Standards, program recipients shall make the appropriate modifications and submit revised work reports or plans to Qualified Personnel. Should program recipients determine that they cannot make the modifications recommended by Qualified Personnel in order to meet the Standards, the Undertaking will constitute an Adverse Effect, and the City will consult with the SHPO and initiate the consultation process set forth in 36 CFR Part 800.5(c).
  - 3. If Qualified Personnel determine that an Undertaking will have no Adverse Effect on a Historic Property, the Undertaking may proceed. Review and documentation shall be placed in individual project files by Qualified Personnel.
- B. Undertakings that Involve the Demolition and Relocation of Historic Properties

For Undertakings that involve the demolition or relocation of a Historic Property, prior to the initiation of the Undertaking, if Qualified Personnel determines that demolition or

relocation cannot be avoided, the Undertaking will constitute an Adverse Effect, and the City will consult with the SHPO and initiate the consultation process set forth in 36 CFR § 800.5 (c).

#### C. Undertakings that Involve New Construction

For Undertakings that involve new construction within existing or potential NRHP historic districts or within APEs that contain Historic Properties, the ground-disturbing portions of the Undertakings are not covered by this Agreement and must be submitted prior to initiation to the SHPO for review pursuant to Section 106 of the NHPA. If the SHPO determines that the ground-disturbing activities constitute an Adverse Effect, the SHPO will initiate the consultation process set forth in 36 CFR § 800.5(c).

Qualified Personnel will review the portion of the Undertaking concerning the design of the new construction prior to initiation to ensure that it meets the Standards. If Qualified Personnel determines that the design of the new construction cannot be made to meet the Standards, the Undertaking will constitute an Adverse Effect, and the City shall consult with the SHPO and initiate the consultation process set forth in 36 CFR § 800.5(c).

#### D. Undertakings that Involve Handicapped Accessibility Compliance

For Undertakings on Historic Properties that seek to comply with the American Disabilities Act and other local and federal requirements, the City will explore all alternative methods to provide handicapped accessibility consistent with the Standards. Undertakings inconsistent with the Standards will constitute an Adverse Effect, and the City shall consult with the SHPO and initiate the consultation process set forth in 36 CFR § 800.5(c).

#### E. Undertakings that Involve Site Improvements and Public Improvements

For Undertakings that involve site and public improvements within existing and potential NHRP historic districts and that are not exempt under Stipulation IV, including, but not limited to, sidewalk and streetscape improvements, repaving of streets with materials different than existing, installation of landscaping, street lighting and street furniture and other infrastructure improvements, will be reviewed by Qualified Personnel prior to initiation to ensure that the Undertaking meets the Standards. If the Undertaking cannot be made to meet the Standards, it will constitute an Adverse Effect, and the City shall consult with the SHPO and initiate the consultation process set forth in 36 CFR § 800.5(c).

#### F. Emergency Undertakings

1. When an Undertaking on a Historic Property involves emergency demolition, Qualified Personnel will conduct an immediate review. The City shall forward documentation to Qualified Personnel to review immediately upon notification that an emergency exists. Documentation shall include:

- a. Nature of the emergency
- b. Historic Property involved
- c. Current condition of the Historic Property, including photographs
- d. Time frame allowed by local officials to respond to, or correct, the emergency situation

The existence of an emergency situation shall be based upon the need to eliminate an imminent threat of the health and safety of residents, as identified by City or local building inspectors or fire department officials. If Qualified Personnel determines that an Undertaking involves an emergency situation, the Undertaking shall be considered an Emergency Undertaking.

2. In the event of an Emergency Undertaking, the City shall consult with the SHPO to the greatest extent possible given the particular circumstances.
3. If the Emergency Undertaking cannot be made to meet the Standards, it will constitute an Adverse Effect, and the City shall consult with the SHPO and initiate the consultation process set forth in 36 CFR § 800.5 (c).

G. If an Undertaking's scope of work has been determined by Qualified Personnel to have no Adverse Effect upon Historic Properties and that scope of work is later modified, Qualified Personnel must review the modified scope of work as set forth in Stipulation V.

## **VI. Resolution of Adverse Effects**

When an Undertaking constitutes an Adverse Effect, the City shall initiate the consultation process set forth in 36 CFR § 800.5 (c) and shall submit to the SHPO the Undertaking, including an analysis of alternatives, recent structural reports or assessments of conditions, cost estimates for rehabilitation, programmatic and economic considerations, and marketing studies, as applicable.

## **VII. Undertakings that Involve Ground-Disturbing Activities**

For Undertakings that involve ground-disturbing activities not exempted in IV.C, including but not limited to excavation for new footings and new foundations and installation of new utilities, such as sewer, water, electrical, gas, and leach lines; wells; storm drains; and septic tanks, prior to the initiation of the Undertaking, the City shall submit the Undertaking to the SHPO for review pursuant to Section 106 of the NHPA.

## **VIII. Tribal Consultation**

The City will make a reasonable and good faith effort to identify federally recognized Native-American tribes that may attach religious and cultural significance to properties potentially

affected by Undertakings covered by this Agreement and will follow federal guidance on consulting with tribes to identify and evaluate historic properties and assess and resolve effects.

## **IX. Public Involvement**

- A. Annually, the City will notify the public of the programs covered under this Agreement and make available for public inspection documentation of those programs. Included in this documentation will be general information on the types of activities undertaken, information on identified Historic Properties in the community that might be affected by these activities, the amount of program funds available in the current program year, and how interested persons can receive further information on the programs.
- B. At any time during the implementation of this Agreement, should the public raise an objection pertaining to an Undertaking on a Historic Property, the City shall notify the Commission and take the objection into consideration. Program recipients, the City, the Commission, the SHPO, or the ACHP, when requested by the objector, shall consult to resolve the objection. Program recipients are not required to cease work on the Undertaking while objections are being reviewed, but the City reserves the right to halt work in light of arguments from the public the City deems valid.

## **X. Administration, Monitoring, and Reporting**

- A. The SHPO shall provide comments within 30 days for reviews or comments requested by the City or the Commission, with the exception of Emergency Undertakings. In the event that the SHPO fails to comment within the 30-day time period, the City can assume that the SHPO concurs.
- B. The SHPO shall conduct periodic training workshops for Qualified Personnel to review the requirements of this Agreement. The SHPO shall also provide guidance related to implementation of the terms of the Agreement.
- C. Documentation shall be available for review by the SHPO following reasonable notice.
- D. The SHPO shall conduct periodic monitoring visits of the City's project sites and files to ensure compliance this Agreement.
- E. Nothing in this Agreement shall be construed as meaning that the City cannot request the advice or assistance of the SHPO at any time.
- F. As a component of the Certified Local Government Annual Report, the City shall summarize activities carried out under the terms of this Agreement. The report will be submitted no later than June 1 of each year this Agreement is in effect. The Annual Report shall include:
  - 1. List of property addresses submitted for review

2. Program in which the Undertaking took place
3. Assertion of NRHP eligibility for evaluated properties
4. The finding of effect for Undertakings involving Historic Properties

#### **XI. Effective Date and Extension**

- A. This Agreement shall be in effect from October 1, 2021, to September 30, 2026, unless terminated earlier due to failure to comply with the terms of the Agreement.
- B. The signatories may collectively agree to extend this Agreement to cover additional calendar years or portions thereof, through an amendment per Stipulation XII, provided that the original Agreement has not expired.

#### **XII. Amendments**

- A. Any party to this Agreement may request it be amended or modified, whereupon the City and the SHPO will consult in accordance with 36 CFR § 800.13 to consider such amendments or modifications.
- B. Any resulting amendments or modifications shall be developed and executed between the City and the SHPO in the same manner as the original Agreement.

#### **XIII. Termination**

Any party to the Agreement may terminate the Agreement by providing 30-calendar-days' notice to the other party, provided that the parties will consult during the period prior to termination to seek agreement on amendments or other actions that would avoid termination.

#### **XIV. Compliance with Agreement**

Execution and implementation of this Agreement and carrying out its provisions evidences that the City has satisfied its responsibilities under Section 106 of the NHPA for all individual Undertakings of the programs.

#### **XV. Counterparts; Facsimile or PDF Signatures**

This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

[Signature pages to follow]

**PROGRAMMATIC AGREEMENT  
AMONG THE CITY OF URBANA,  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER, AND  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION  
FOR THE ADMINISTRATION OF SECTION 106 OF THE NATIONAL HISTORIC  
PRESERVATION ACT FOR CERTAIN PROGRAMS FUNDED BY  
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OCTOBER 1, 2021 TO SEPTEMBER 30, 2026**

ILLINOIS STATE HISTORIC PRESERVATION OFFICER (SHPO)

By: Colleen Callahan Date: 9-1-21  
Colleen Callahan, Director and Illinois State Historic Preservation Officer  
Illinois Department of Natural Resources

APPROVED FOR EXECUTION

Date: 8/30/2021

Legal Counsel: Ron Fuhr

**PROGRAMMATIC AGREEMENT  
AMONG THE CITY OF URBANA,  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER, AND  
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THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OCTOBER 1, 2021 TO SEPTEMBER 30, 2026**

CITY OF URBANA (City)

By: *Diane Wolfe Marlin* Date: 20 September 2021  
Diane Wolf Marlin, Mayor  
City of Urbana

ATTEST:

By: *Phyllis D. Clark* Date: 9/21/2021  
Phyllis D. Clark, Clerk  
City of Urbana

## Appendix A

**U.S. Department of Housing and Urban Development Programs  
Administered by the City of Urbana**

1. Community Development Block Grant (CDBG) program under Title I of the Housing and Community Development Act of 1974
2. Home Investment Partnership Program (HOME) program under the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended
3. Supportive Housing Program grant under the Stewart B. McKinney Homeless Assistance Act of 1990, as amended
4. Emergency Solutions Grants Program under the McKinney-Vento Homeless Assistance Act, as amended by the HEARTH Act of 2009
5. any other HUD-assisted programs that are delegated to the City

# Elm Street Sidewalks



50

Feet

This map was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGIS), or other CCGIS member agency. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this map is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this map and information contained herein. The use of this map constitutes acknowledgement of this disclaimer.





















**City of Urbana**  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

**Historic Preservation Commission, April 1, 2026**

**Study Session: Urbana Civic Center (108 East Water) Section 106, Continued**

**Meeting:** Historic Preservation Commission, April 1, 2026

**Location:** Council Chambers

**Upcoming Presentation to City Council, April 6, 2026:**

Public Works staff will present on the Master Facilities Plan, the Capital Improvement Plan, and the Urbana Civic Center's existing conditions at the Committee of the Whole meeting on April 6 at 7:00 pm. This presentation will also be given to the Historic Preservation Commission at the May 6, 2026, meeting.

**Process for Getting on Council Agenda:**

Commissioners have the opportunity to be added to the "Presentations" section of the agenda for a Committee of the Whole (COW) or Council meeting. This would allow for 10 minutes of presentation time, with unlimited Q&A time.

- How to request a presentation:
  - Committee of the Whole:
    - The Mayor or one (1) Council Member has the ability to add a presentation to a Committee of the Whole agenda.
    - You may make that request to Executive Coordinator Kate Levy or to any Council Member.
  - Council:
    - The Mayor or two (2) Council Members have the ability to add a presentation item to a Council agenda.
    - You may make that request to Executive Coordinator Kate Levy or to any Council Member(s).
- The deadline for being added to the agenda is the Tuesday before the meeting at 10:30am.
- Upcoming meetings:
  - April 13
  - April 20
  - April 27
- Any member of the public can provide public input anytime, by submitting it in writing to any elected official, or by speaking for 5 minutes in the Public Input section of the meeting. Written comments will be read out loud if instructed to do so.



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**Historic Preservation Commission, April 4, 2026**  
**Study Session: Section 106 Process Review – Continued\***

**Meeting:** Historic Preservation Commission, April 4, 2026  
**Location:** Council Chambers

*\*This document was previously distributed at the March 4, 2026 meeting of the Historic Preservation Commission. It is being re-circulated as a continuation of that study session, for reference.*

**How is the process usually initiated?**

Consulting Parties are emailed by an Architectural Historian or Cultural Resources manager employed by the relevant agency to solicit comments for and involvement in the Section 106 review process. Initial invitation letters gauge the HPC's interest, provide the project's Area of Potential Effect (APE), and ask for local expertise in identifying historic resources within the APE.

**Understanding the HPC's Role:**

It is important to distinguish between separate entities that act within a Section 106 review.

- **The HPC** – solicited as a Consulting Party based on local preservation expertise.
- **Staff** – serve as a point of contact for incoming correspondence; have access to the Commission's full data and records; the Secretary of the Historic Preservation Commission is responsible for routing information to/from the Commission.
- **The Municipality (City government, the Mayor)** – a separate consulting entity; separate from the HPC.

**Section 106 Review Stages as they Impact Comments:**

Understanding where a project is in review helps the HPC calibrate its level of involvement.

- **Stage 1 – Resource Identification:** Agency identifies historic resources within the APE and contacts Consulting Parties for local expertise in identifying resources. A Consulting Party may also share general comments at this time. Resource lists are submitted to SHPO for review.
- **Stage 2 – Effects Assessment:** Following SHPO review, potential adverse effects are discussed. The Consulting Party is asked again for further involvement if a finding of adverse effect occurs.
- **Stage 3 – Resolving Adverse Effects:** The Consulting Party remains in communication with agency contacts to mitigate any adverse effects found. This can include correspondence

by email and may include scheduling meetings with the lead agency, consulting parties, and the project sponsor. This stage results in the signing of a Memorandum of Agreement (MOA).

### **Suggestions for the Commission to Consider**

#### **Potential Next Steps & Best Practices:**

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